

# MICROSOFT WORD MCQ BASED COMPUTER MCQ PRACTICE QUESTIONS AND ANSWERS PDF WITH EXPLANATION

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Created By [Careericons](#) Team

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**Q1.** When assigning a shortcut key to a symbol, you should always try to select a key or key combination that is:

- a) unassigned
  - b) Located on the ten-key pad section of your keyboard.
  - c) Assigned to another task.
  - d) From the same font family as the symbol.
  - e) None of these
- 

**Q2.** Which do you choose to shade words and paragraph?

- a) format, borders and shading
  - b) insert, borders and shading
  - c) view, shading
  - d) none of the above
  - e) None of these
- 

**Q3.** In a document what is the maximum number of columns that can be inserted in MS Word Table?

- a) 35
  - b) 15
  - c) 63
  - d) 65
  - e) None of these
-

**Q4.** You can detect spelling and grammar errors by

- a) Press Shift + F7
- b) Press Ctrl+ F7
- c) Press Alt+ F7
- d) Press F7
- e) None of these

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**Q5.** Which of the following can be used to navigate documents?

- a) frames
- b) hyperlinks
- c) web toolbar
- d) all of the above
- e) None of these

**Q6.** Which of the following commands should you always use before submitting a document to others?

- a) find command
- b) Replace command
- c) Spelling and Grammar
- d) Thesaurus
- e) None of these

**Q7.** If the number of columns is selected 1 and the line between check box is marked, where is the line drawn?

- a) in the left margin
  - b) in the right margin
  - c) both in left and right margin
  - d) None of Above
- 

**Q8.** From which menu you can insert Header and Footer?

- a) Insert Menu
  - b) View Menu
  - c) Format menu
  - d) Tools Menu
  - e) None of these
- 

**Q9.** Single spacing in MS-WORD document causes \_ point line spacing?

- a) 10
  - b) 12
  - c) 14
  - d) 16
  - e) None of these
- 

**Q10.** A screen element of MS Word that is usually located below the title bar that provides categorized options is

- a) Menu mar
  - b) Tool Bar
  - c) Status Bar
  - d) All of the above
  - e) None of these
-

**Q11.** Where can you find the horizontal split bar on MS Word screen ?

- a) On the left of horizontal scroll bar
  - b) On the right of horizontal scroll bar
  - c) On the top of vertical scroll bar
  - d) On the bottom of vertical scroll bar
  - e) None of these
- 

**Q12.** Which of the following option is not available in Insert» Picture?

- a) Chart
  - b) Word Art
  - c) Clip Art
  - d) Graph
  - e) None of these
- 

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**Q13.** Footnotes, endnotes, and Indexes are all inserted as

- a) bookmark
  - b) cross-references
  - c) hyperlinks
  - d) word fields
  - e) None of these
- 

**Q14.** Where can you find the Draw Table tool button?

- a) Standard toolbar
- b) Formatting toolbar

- c) Drawing toolbar
- d) Tables and Formatting toolbar
- e) None of these

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**Q15.** Which of the following is graphics solution for Word Processors?

- a) Clipart
- b) WordArt
- c) Drop Cap
- d) All of above
- e) None of these

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**Answers to the above questions :**

**Q1. Answer: (a)**

**Q2. Answer: (a)**

**Q3. Answer: (c)**

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**Q4. Answer: (d)**

**Q5. Answer: (b)**

**Q6. Answer: (c)**

**Q7. Answer: (d)**

**Q8. Answer: (b)**

**Q9. Answer: (b)**

**Q10. Answer: (a)**

**Q11. Answer: (c)**

**Q12. Answer: (d)**

**Q13. Answer: (d)**

**Q14. Answer: (d)**

**Q15. Answer: (a)**

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