

## Confused MS Word MCQ Questions & My Answers

1. The extension of document template is  
a. .doc b. Auto text  
c. .dox d. both a and c

*Extension of document template is .dot and .dotx*

2. Which of the following is not indent?  
a. First line b. Center  
c. Hanging d. Left Indent

*There is no center indent*

3. Which view is the best view for document reading purpose is ....  
a. Document map b. Draft reading vies  
c. Full screen view d. Normal view

*Full Screen Reading View is best view for on-screen reading*

4. What do you mean by Title case?  
a. Capital the first letter and sentence  
b. small all alphabet  
c. Capitalize all alphabet d. capitalize the first letter of every word

*Title Case is Capitalize the first letter of EVERY WORD.*

5. Which type of files cannot be navigated using clip art browser?  
a. AVI b. BMP  
c. MP3 d. WAV

*MP3 files can't be navigated using clipart browser*

6. Single spacing in word documents causes ....point spacing in word 2007  
a. 10 b. 14  
c. 11 d. 12

*11 points (I guess it is based on font size)*

7. Default font name and size in word 2003?  
a. Calibri, 10pt b. Calibri, 11pt  
c. Times new Roman, 11 d. Times new Roman, 12

*2003 used Times New Roman 12 points as default font*

8. Default font name and size in word 2007?  
a. Calibri, 10pt b. Calibri, 11pt  
c. Times new Roman, 11 d. Times new Roman, 12

*Word 2007 uses Calibri 11 pt font as default*

9. Which of the following can be used to navigate document?  
a. Frame b. Web toolbar  
c. Hyperlinks d. All of the above

*I guess it is too old question. Hyperlinks must be correct answer. Frame is not for navigation purpose, it presents multiple web pages into one window. Web toolbar offered a few useful web buttons.*

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10. Which of the following is not a words processor software?  
a. MS Excel b. Word Perfect  
c. MS Word d. Ami Pro

*MS Excel is not a wordprocessor software. It is spreadsheet calculation application*

11. Which of the following is best for quick copy operation?  
a. Copy and paste b. Windows Clipboard  
c. Auto Text d. Drag and Drop

*Drag and Drop is best for quick copy operation*

12. Which do you choose to create footer?  
a. View header and footer b. Format, header and footer  
c. Insert, header and footer d. View, footer

*View header & footer for Word 2003 and Insert header & footer for Word 2007 onwards*

13. Which of the following can you change using the page setup dialogue box?  
a. Margin b. page orientation  
c. Vertical alignment c. All

*All of those can be changed using Page Setup dialog box*

14. Switching between portrait and landscape modes involves the
- Header and Footer toolbar
  - Print layout view
  - Font dialogue box
  - page setup dialogue box

*Changing page orientation (Portrait and Landscape) can be done from Page Setup dialog box*

15. What must be used to control the layering of objects?
- Drawing Toolbar
  - Formatting toolbar
  - Image toolbar
  - Picture toolbar

*Drawing Toolbar can be used to control the layering of objects*

16. What must be used to create a watermark
- Graphics toolbar
  - Clipart toolbar
  - Image toolbar
  - Picture toolbar

*You can use Picture Toolbar to create a watermark*

17. By default the header and footers in a multi section documents are
- Linked
  - Display in an Arial font
  - Customizable
  - Unlinked

*Headers & footers in a multi section documents are Linked. You can turn off the link to previous button if you need different header and footer for selected sections.*

18. Which of the following command can you use to sort a list of paragraphs?
- Text, sort
  - Table, sort
  - Paragraph, sort
  - None

*Table, Sort can be used to sort a list of paragraphs. Table, Sort command is not only for table data.*

19. What would you do to customize the menu bar or a toolbar?
- Right click menu bar and select customize
  - Right click any toolbar and select customize
  - Click tools menu and select customize
  - All of the above

*You can customize menu bar and toolbar using any of above methods.*

20. Where can you put page number?
- Header
  - Footer
  - Anywhere in the document
  - Only A & B

*You can place page numbers anywhere in the document though general practice is to place them in header or footer.*

21. What word would I use to describe what I would have to do to correct this situation? The word should be "Bred". It was spelled "Brd".
- Insert
  - Change
  - Correct
  - Add

*You should click the Change button to replace misspelled Brd wordy by Bred as is given in suggestion box.*

22. Merge cells means combining
- Single cells into multiple
  - Double cells into multiple
  - Multiple cells into double
  - Multiple cells into single

*Merging cells is done with multiple cells into one*

23. Editing and Formatting task is most convenient for
- Normal view
  - Outline view
  - Page Layout
  - View Menu

*Page Layout view is offered for editing and formatting task. Normal view is for text entry. Outline view is for managing larger documents.*

24. Which is the keyboard shortcut key insert page number?

- alt + shift + D
- Ctrl + U
- Ctrl + Shift + U
- all

*The shortcut key Alt+Shift+D inserts page number in current cursor position. Ctrl+U is to underline selection. Ctrl+Shft+U underlines (I think this shortcut key is also assigned with underline)*

25. Which shortcut key used to extended selection?

- F8
- Ctrl + F8
- Ctrl + Shift + P
- Alt + F8

*The key F8 is used to enable/disable Extended Selection mode.*

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