

Which of the following is not a type of page margin?

- A) Left
- B) Right
- C) Center
- D) Top

C) Center

Portrait and Landscape are

A) Page Orientation

B) Paper Size

C) Page Layout

D) All of above

# A) Page Orientation

The key F12 opens a-

- A) Save As dialog box
- B) Open dialog box
- C) Save dialog box
- D) Close dialog box

A) Save As dialog box

**In Word 2007 the Zoom is placed  
on**

- a. View tab
- b. Home tab
- c. Status bar
- d. A & C both

d. A & C both



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

- a. Menu bar
- b. Tool Bar
- c. Status Bar
- d. All of the above

a. Menu bar

**Which of the following do you use to change margins?**

- a. formatting toolbar
- b. page setup dialog box
- c. Standard toolbar
- d. paragraph dialog box

a. page setup dialog box

**Which of the following helps to reduce spelling error in the document?**

- a. Auto Format
- b. Auto Correct
- c. Smart Tags
- d. Auto Text

B Auto Correct

~~Press \_\_\_\_\_ to create a line break, which advances the insertion point to the beginning of the next physical line — ignoring any paragraph formatting instructions.~~

~~a. shift+enter~~

~~b. ctrl+enter~~

~~c. shift+tab~~

~~d. ctrl+tab~~

~~a. shift + enter~~



**Which key should be pressed to start a new paragraph in MS-Word?**

- a. Down Cursor Key
- b. Enter Key
- c. Shift + Enter
- d. Ctrl + Enter

b. Enter Key

# **Ctrl + J**

a. *Align Justify*

b. *Insert Hyperlink*

c. *Search*

d. *Print*

a. *Align Justify*

**Ctrl+O—Open existing file**

**Ctrl+z---undo**

**Ctrl + I**

a. *Italic*

b. Left Indent

c. Save Document

d. Close Document

a. *Italic*

**Ctrl+U-Underline**

# **Ctrl + W**

- a. Save and Print the Document
- b. Save and Close Word Application
- c. Save and Close document
- d. Without Save, Close Document

**b. Save and Close document**



**In MS Word, Ctrl+S is for .....**

- a. Scenarios
- b. Size
- c. Save
- d. Spelling Check

c. Save

# **Ctrl + M**

- a. New Document
- b. Close Document
- c. Right Indent
- d. Left Indent

## d. Left Indent

Left align a paragraph. CTRL+L

# **Ctrl + R**

- a. Re-Open the last closed document
- b. Re-Print the last printed page
- c. Re-Apply the last paragraph formatting
- d. Right align the selected Paragraph

b. Re-Print the last printed page

Extension of word file-

.doc & .docx

Extension of excel file-

.xls & .xlsx

# **You can detect spelling and grammar errors by**

- a. Press Shift + F7
- b. Press Ctrl + F7
- c. Press Alt+ F7
- d. Press F7



**Press F7**

# **Ctrl + P**

- a. Open Paragraph Dialog Box
- b. Open Page Format Dialog Box
- c. Open Save Dialog Box
- d. Open Print Dialog box

c. Open Print Dialog box

# Ctrl + F

- a. Open Find and Replace Dialog box with activating Find Tab
- b. Open Page Setup Dialog box with activating Layout Tab
- c. Open Font Dialog Box with activating Font tab
- d. Open File Save as Dialog box

a. Open Find and Replace Dialog box with activating Find Tab

## **Ctrl + H**

- a. Open Find and Replace Dialog box with activating Replace Tab
- b. Open Format Dialog box activating Insert Hyper Link tab
- c. Open Insert Dialog box activating Insert Hyper Link Tab
- d. Open Insert Hyper Link Dialog box

a. Open Find and Replace Dialog  
box with activating Replace Tab

# **Which file starts MS Word?**

- a. winword.exe
- b. word.exe
- c. msword.exe
- d. word2003.exe



a. winword.exe

To change page size &  
margins, which  
option????

# Page-Setup

**Keyboard shortcut for CUT command is \_\_\_\_\_.**

**A. Ctrl + Z**

**B. Ctrl + Y**

**C. Ctrl + X**

**C. Ctrl + X**

# Format painter

- For having similar editings

It refers to the distance between text boundaries and page margins

1)Header

2)Heading

3)Indent

4)Alignment

5)Leader characters

## 3) Indent



MS Word is a :

1)Software

2)Hardware

3)Operating System

4)Memory

1)Software