

Gazole SCSM - Success Computer Saksharta Mission

MS-Word Question & Answer

1. Which bar shows the current position as far the text goes?
(A) Title bar (B) Menu bar (C) Scroll bar (D) Status bar **(Ans: D Status bar)**
2. Select all the text in MS Word document by
(A) Ctrl +S (B) Ctrl+ 1 (C) Ctrl+ A (D) Ctrl+ V **(Ans: C Ctrl+ A)**
3. ____ is not a part of a MS Word document
(A) Quick access toolbar (B) Start Menu button (C) Home panel (D) View option **(Ans: B Start Menu button)**
4. The name of a word document displays in ____
(A) Ribbon (B) Title bar (C) Status bar (D) Home tab **(Ans: B Title bar Question)**
5. Each line represents how many letters in WordStar?
(A) 20 (B) 35 (C) 65 (D) 75 **(Ans: C 65)**
6. What is the blank space outside the printing area on a page?
(A) Clipart (B) Margins (C) Header (D) Footer **(Ans: B Margins)**
7. Which of the following is an example of page orientation?
(A) Landscape (B) Subscript (C) Superscript (D) A4 **(Ans: A Landscape)**
8. Formatting is performed on
(A) Text (B) Table (C) Menu (D) Both (a) and (b) **[Ans: D Both (a) and (b)]**
9. Which of the following software is used for making resume?
(A) MS Excel (B) MS Word (C) Dev C (D) Java **[Ans: B MS Word]**
10. Press ____ to open the help window in MS word document.
(A) F1 (B) F2 (C) F9 (D) F11 **(Ans: A F1)**
11. Microsoft word is ____ software.
(A) Application (B) Compiler (C) System (D) Programming **(Ans: A Application)**
12. Which is not in MS word?
(A) Italic (B) Magic tool (C) Font (D) Bold **(Ans: B Magic tool)**
13. ____ cannot be used to work in MS Office.
(A) Joystick (B) Scanner (C) Light Pen (D) Mouse **(Ans: A Joystick)**
14. Which is not an edition of MS Word? (A) MS Word 2003 (B) MS Word 2007 (C) MS Word 2010 (D) MS Word 1020
(Ans: D MS Word 1020)
15. The ____ works with the standard Copy and Paste commands. (A) View tab (B) Paragraph dialog box (C) Office Clipboard (D) All of these **(Ans: C Office Clipboard)**
16. In which view Headers and Footers are visible
A. Normal View, B. Page Layout View, C. Print Layout View, D. Draft View **(Ans: [C] Print Layout View)**
17. To apply center alignment to a paragraph we can press
A. Ctrl + S, B. Ctrl + C, C. Ctrl + C + A, D. Ctrl + E **(Ans: [D] Ctrl + E)**
18. Text-styling feature of MS word is
A. WordColor / B. WordFont / C. WordArt / D. WordFill **(Ans : [c] WordArt)**
19. We can insert a page number at
A. Header / B. Footer / C. Both A and B / D. None **(Ans: [C] Both A and B)**
20. Which one can be used as watermark in a word document
A. Text / B. Image / C. Both A and B / D. None **(Ans: Both A and B)**
21. Which option in shortcut of Save option?
a) Ctrl+A / b) Ctrl+S / c) Ctrl+V / d) Ctrl+C **(Ans: b. Ctrl+S)**
22. All computers must have
(A) A virus checking program/ (B) An attached printer/ (C) An operating system/ (D) A word processing software **(Ans: C)**
23. Personal computers can be connected together to form a
(A) Network/ (B) Server/ (C) Supercomputer/ (D) Enterprise **(Ans: A)**
24. Ctrl, shift and alt are called ____ keys.
(A) Alphanumeric/ (B) Adjustment/ (C) Function/ (D) Modifier **(Ans : C)**
25. In which generation IC is used?
a) 1st / b) 2nd / c) 3rd / d) 4th **(Ans: C 3rd)**

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