



Engineering Classes



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SUPERVISOR INSTRUCTOR MATERIAL FOR COMPUTER TRADE

❖ WORD QUESTIONS :-

1. The key F12 in word opens a

- a. Save As dialog box
- b. Open dialog box
- c. Save dialog box
- d. Close dialog box

2. What is the short cut key to open the Open dialog box in word?

- a. F12
- b. Shift F12
- c. Alt + F12
- d. Ctrl + F12

3. Which file starts MS Word?

- a. Winword.exe
- b. Word.exe
- c. Msword.exe
- d. Word2003.exe

4. Background color or effects applied on a document is not visible in

- a. Web layout view
- b. Print Layout view
- c. Reading View
- d. Print Preview

5. Borders can be applied to

- a. Cells
- b. Paragraph
- c. Text
- d. All of above

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

- a. Left
- b. Right
- c. Center
- d. Top



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7. What is the default left margin in Word 2003 document?

- a. 1"
- b. 1.25"**
- c. 1.5"
- d. 2"

8. What is gutter margin?

- a. Margin that is added to the left margin when printing
- b. Margin that is added to right margin when printing
- c. Margin that is added to the binding side of page when printing**
- d. Margin that is added to the outside of the page when printing

9. Portrait and Landscape are

- a. Page Orientation**
- b. Paper Size
- c. Page Layout
- d. All of above

10. Pressing F8 key for three times selects

- a. A word
- b. A sentence**
- c. A paragraph
- d. Entire document

11. What is the shortcut key you can press to create a copyright symbol?

- a. Alt+Ctrl+C**
- b. Alt + C
- c. Ctrl + C
- d. Ctrl + Shift + C

12. 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

13. What is the smallest and largest font size available in Font Size tool on formatting toolbar?

- a. 8 and 72**
- b. 8 and 64
- c. 12 and 72
- d. None of above



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14. What is the maximum font size you can apply for any character?

- a. 163
- b. 1638**
- c. 16038
- d. None of above

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

- a. Clipart**
- b. WordArt
- c. Drop Cap
- d. All of above

16. A character that is raised and smaller above the baseline is known as

- a. Outlined
- b. Raised
- c. Superscript**
- d. Subscript

17. From which menu you can insert Header and Footer?

- a. Insert Menu**
- b. View Menu
- c. Format menu
- d. Tools Menu

18. In Word, the mailing list is known as the .

- a. Data sheet
- b. Source
- c. Data source**
- d. Sheet

19. What is the default font used in MS Word document?

- a. Times New Roman**
- b. Arial
- c. Algerian
- d. Preeti

20. What is the short cut key to open Font dialog box?

- a. Ctrl + F
- c. Ctrl + D**
- b. Alt + Ctrl + F
- d. Ctrl + Shift + D



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21. How can you increase the font size of selected text by one point every time?

- a. By pressing Ctrl +]
- b. By pressing Ctrl + [
- c. By pressing Ctrl + }
- d. By pressing Ctrl + {

22. What is the extension of MSWord-2007 files?

- a. FIL
- b. DOT
- c. **DOCX**
- d. TXT

23. What is the smallest width of a column?

- a. 0"
- b. **0.5"**
- c. 1"
- d. 1.5"

24. To move the cursor page to page of document

- a. Ctrl+PgDn
- b. Ctrl+PgUp
- c. **Both of above**
- d. None of above

25. Superscript, subscript, outline, emboss, engrave are known as

- a. font styles
- b. **font effects**
- c. word art
- d. text effects

26. Which of the following is the latest version of MS Word?

- a. Word 2000
- b. Word 2007
- c. Word 2010
- d. **Word 2013**

27. You can detect spelling and grammar errors by

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



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28. 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

29. In ms word what does ruler help

- a. To set tabs
- b. To set indents
- c. To change the page margin
- d. All of above

30. Ms word automatically moves the text to the next line when reaches the right edge of the screen and is called.

- a. Carriage return
- b. Enter
- c. **Word wrap**
- d. None of above

31. Which feature do you use to create a newspaper like document

- a. Bullet & numbering
- b. Table
- c. **Column**
- d. Tab stops

32. Which enable us to send the same letter to different persons?

- a. Macros
- b. Templates
- c. **Mail merge**
- d. none

33. How do you magnify your document?

- a. **View, zoom**
- b. Format, font
- c. Tool, option
- d. Tool, customize



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34. Which can be used for quick access to commonly used command and tools?

- a. Status bar
- b. Tool bar**
- c. Menu bar
- d. Title bar

35. Which of the following is the quick for copy operation?

- a. Copy, Paste
- b. Window clipboard
- c. Drag and drop**
- d. Autotext

36. Auto text and Auto correct are tools

- a. Styling
- b. Editing**
- c. Designing
- d. None of the above

37. Which key do you press to force a page break?

- a. CTRL + ALT
- b. CTRL + break
- c. CTRL + Enter**
- d. None of above

38. What is the shortcut key to “insert hyperlink” in a document ?

- a. CTRL + H
- b. CTRL + L
- c. CTRL + K**
- d. None of above

39. What is the shortcut key to “Find & Replace” in a document ?

- a. CTRL + H**
- b. CTRL + L
- c. CTRL + K
- d. None of above



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40. What is the shortcut key to close the active document ?

- a. CTRL + F4
- b. Shift + F4
- c. CTRL + Shift + F4
- d. None of above

41. What is the shortcut key for "Subscript " the selected Text?

- a. CTRL + =
- b. CTRL + -
- c. CTRL + Shift + =
- d. CTRL + Shift + -

42. What is the shortcut key for "Superscript " the selected Text?

- a. CTRL + =
- b. CTRL + -
- c. CTRL + Shift + =
- d. CTRL + Shift + -

43. CTRL + E

- a. Exit Application
- b. Select All
- c. Clear All
- d. **Align Center**

44. CTRL + Y

- a. Undo
- b. Redo
- c. Delete
- d. **Insert**

45. CTRL + X

- a. Close Document
- b. Close word
- c. **Cut the selected contents**
- d. Copy the selected contents



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46. CTRL + W

- a. Save and print document
- b. Save and close word application
- c. Save and close document**
- d. Save without close document

47. What is the short cut key to split a table?

- a. CTRL + Shift + Enter**
- b. CTRL + Alt + Enter
- c. Alt + Shift + Enter
- d. Alt + Space + Enter

48. How to remove all character formats?

- a. Shift + Spacebar
- b. Shift + Enter
- c. CTRL + Spacebar**
- d. CTRL + Enter

49. What is the short cut key of merge field?

- a. Alt + Shift + F**
- b. Alt + Shift + G
- c. Alt + Shift + K
- d. Alt + Shift + Y

50. What is the short cut key for going to next window of word?

- a. CTRL + F6
- b. Alt + F6
- c. Both a and b**
- d. Only a

51. What is the short cut key for doing all character in capital?

- a. Alt + Shift + G
- b. Alt + Shift + K
- c. CTRL + Shift + A**
- d. CTRL + Shift + G

પોતાના મનગમતા કામને તો મોટામાં મોટો મૂર્ખ પણ પાર પાડી શકે, પરંતુ જે દરેક કામને મનગમતું બનાવી શકે તે બુદ્ધિશાળી છે.