

# COMPUTER MS WORD TEST-PART-2

## ENG

Total points 50/50 

Minimum Passing Marks = 45

STUDENT NAME \*

VIVA

✓ 51. What does Ctrl + A do? \*

1/1

- A) Select all
- B) Save
- C) Align text
- D) Print

✓

✓ 52. Shortcut to open Save As dialog: \*

1/1

- A) F12
- B) Ctrl + S
- C) Ctrl + Shift + S
- D) Alt + S

✓

✓ 53. To find text, use: \*

1/1

- A) Ctrl + F
- B) Ctrl + P
- C) Ctrl + G
- D) Ctrl + A

✓

✓ 54. To replace text: \*

1/1

- A) Ctrl + R
- B) Ctrl + H
- C) Ctrl + F
- D) Ctrl + W

✓

✓ 55. To close a document, use: \*

1/1

- A) Ctrl + F4
- B) Alt + F4
- C) Ctrl + X
- D) Ctrl + W

✓

✓ 56. Which tab contains Macros? \*

1/1

- A) Insert
- B) View
- C) File
- D) Layout



✓ 57. Which option is used to count words in a document? \*

1/1

- A) Word Count
- B) Character Count
- C) Thesaurus
- D) Spelling Check



✓ 58. What does the Clipboard group do? \*

1/1

- A) Helps in formatting
- B) Provides Cut, Copy, Paste options
- C) Inserts objects
- D) Adds effects



✓ 59. What is a section break? \*

1/1

- A) Breaks a word
- B) Breaks a paragraph
- C) Divides document into sections
- D) Highlights section



✓ 60. Mail Merge is used to: \*

1/1

- A) Send emails
- B) Create multiple personalized letters
- C) Merge documents
- D) Format documents



✓ 61. Which tab has the Mail Merge option? \*

1/1

- A) Review
- B) Mailings
- C) Layout
- D) File



✓ 62. SmartArt is used to insert: \*

1/1

- A) Charts
- B) Text
- C) Graphics and diagrams
- D) Equations

✓

✓ 63. Header appears in: \*

1/1

- A) Bottom of page
- B) Top of page
- C) Middle of page
- D) None

✓

✓ 64. Footer appears in: \*

1/1

- A) Top of page
- B) End of page
- C) Middle
- D) Header

✓

✓ 65. What is the shortcut to redo an action? \*

1/1

- A) Ctrl + Y
- B) Ctrl + Z
- C) Ctrl + R
- D) Ctrl + Shift + Z

✓

✓ 66. Which key is used to delete text to the left of the cursor? \*

1/1

- A) Delete
- B) Backspace
- C) Tab
- D) Spacebar

✓

✓ 67. Which group is used to apply borders? \*

1/1

- A) Styles
- B) Paragraph
- C) Font
- D) Clipboard

✓

✓ 68. How many ways can you view a document in Word? \*

1/1

- A) 3
- B) 4
- C) 5
- D) 2



✓ 69. What is the function of 'Ctrl + Shift + N'? \*

1/1

- A) Opens new window
- B) Applies Normal style
- C) Changes font
- D) Aligns text



✓ 70. Default margin size in MS Word (Normal): \*

1/1

- A) 1 inch
- B) 1.5 inch
- C) 0.5 inch
- D) 2 inch



✓ 71. Which feature lets you create a table quickly? \*

1/1

- A) Draw Table
- B) Insert Table
- C) Layout
- D) Format



✓ 72. Which part of Word allows zooming? \*

1/1

- A) Bottom-right corner
- B) File tab
- C) Insert tab
- D) Design tab



✓ 73. To select a word, you can: \*

1/1

- A) Triple-click it
- B) Single-click
- C) Double-click
- D) Right-click



✓ 74. To select a whole paragraph: \*

1/1

- A) Ctrl + A
- B) Triple-click
- C) Ctrl + P
- D) Click + drag



✓ 75. The blinking line that shows where text appears is called: \*

1/1

- A) Cursor
- B) Line marker
- C) Blinker
- D) Pointer



✓ 76. To insert a page number: \*

1/1

- A) Insert → Page Number
- B) Layout → Page Number
- C) Review → Number
- D) File → Insert



✓ 77. To change case (UPPER/lower): \*

1/1

A) Shift + F3

✓

B) Ctrl + F3

C) Ctrl + Shift + F3

D) Alt + F3

✓ 78. Clipboard can store how many items in Office? \*

1/1

A) 1

B) 12

C) 24

✓

D) Unlimited

✓ 79. Which key removes formatting? \*

1/1

A) Ctrl + Spacebar

✓

B) Ctrl + Shift + Space

C) Alt + Shift + X

D) Ctrl + 0

✓ 80. How do you exit MS Word? \*

1/1

- A) Alt + F4
- B) Ctrl + X
- C) Ctrl + F4
- D) Ctrl + Q

✓

✓ 81. What is the default file extension of a Word document in Word 2016? \* 1/1

- A) .txt
- B) .doc
- C) .docx
- D) .pdf

✓

✓ 82. Which menu contains the 'Save' command? \*

1/1

- A) Edit
- B) View
- C) File
- D) Insert

✓

✓ 83. What does the shortcut Ctrl + S do? \*

1/1

- A) Opens a document
- B) Saves a document
- C) Closes a document
- D) Prints a document



✓ 84. Which key combination is used to open a new document? \*

1/1

- A) Ctrl + N
- B) Ctrl + O
- C) Ctrl + S
- D) Ctrl + P



✓ 85. What is the function of the 'Backspace' key? \*

1/1

- A) Deletes text ahead
- B) Deletes text behind the cursor
- C) Moves to the next page
- D) Saves the document



✓ 86. Which button closes MS Word? \*

1/1

- A) X button at the top-right
- B) Home
- C) File
- D) Insert

✓

✓ 87. Which command helps in printing a document? \*

1/1

- A) Ctrl + P
- B) Ctrl + D
- C) Ctrl + Z
- D) Ctrl + V

✓

✓ 88. Which toolbar has font style, size, bold, italic etc.? \*

1/1

- A) Standard
- B) Formatting
- C) Drawing
- D) Insert

✓

✓ 89. What is the default orientation of a document? \*

1/1

- A) Portrait
- B) Landscape
- C) Vertical
- D) Horizontal

✓

✓ 90. What is the default font in MS Word 2016? \*

1/1

- A) Arial
- B) Calibri
- C) Times New Roman
- D) Verdana

✓

✓ 91. What does Ctrl + Z do? \*

1/1

- A) Redo
- B) Undo
- C) Cut
- D) Save

✓

✓ 92. Which is not a font style in Word? \*

1/1

- A) Bold
- B) Italic
- C) Regular
- D) Oblique

✓

✓ 93. What is the blinking vertical line in Word called? \*

1/1

- A) Pointer
- B) Cursor
- C) Arrow
- D) Icon

✓

✓ 94. What is Word Wrap? \*

1/1

- A) Aligns text to the right
- B) Moves text to the next line automatically
- C) Makes text bold
- D) Deletes extra space

✓

✓ 95. Which tab is used for inserting tables and pictures \*

1/1

- A) Review
- B) Insert
- C) Home
- D) Layout

✓

✓ 96. Which feature checks spelling as you type \*

1/1

- A) AutoCorrect
- B) Grammar Check
- C) Spelling and Grammar
- D) Find and Replace

✓

✓ 97. Where can you find the 'Header and Footer' option? \*

1/1

- A) Insert Tab
- B) Home Tab
- C) Review Tab
- D) View Tab

✓

✓ 98. Which key combination cuts selected text? \*

1/1

- A) Ctrl + X
- B) Ctrl + C
- C) Ctrl + V
- D) Ctrl + Z



✓ 99. To save a document with a new name, use: \*

1/1

- A) Save
- B) Save As
- C) Rename
- D) Print



✓ 100. What is a Template in MS Word? \*

1/1

- A) Font style
- B) Pre-formatted document
- C) Clipboard tool
- D) Grammar checker



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