

# 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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