

Which is the Shortcut key to Apply the Normal style?

0

- A. Alt + Ctrl + Shift + N
- B. Ctrl + Shift + M
- C. Ctrl + Shift + N**
- D. Alt + Ctrl + N

Submitted by: **Aadil Ali**

Which Shortcut key is used for Bold Command ?

0

- A. Ctrl + C
- B. Ctrl + B**
- C. Ctrl + W
- D. Ctrl + I

Submitted by: **Adil Shah**

Shortcut key 1.5 line spacing ?

0

- A. Ctrl+ 3
- B. Ctrl+ 4
- C. Ctrl+ 5**
- D. Ctrl+6

Submitted by: **Muhammad Anas**

This display the positioning of text, tabs, margin, indents, and other elements on the page:

0

- A. Ruler**
- B. Status Bar
- C. Document window
- D. Cursor

Submitted by: **Farhan Rana**

A number of letter that appears little above the normal text is called?

0

- A. Superscript**
- B. Subscript
- C. Supertext
- D. Toptext

Submitted by: **Naveed Tahir**

Name the Desktop database application that is part of MS Office suit.

0

- A. MS Access
- B. MS Excel
- C. MS PowerPoint
- D. None of the above

Submitted by: Naveed Tahir

Which one is the spreadsheet application that comes with MS Office software group?

0

- A. MS Word
- B. MS Excel**
- C. MS PowerPoint
- D. MS Access

Submitted by: Naveed Tahir

To go to a specific location in a document we use :

0

- A. Macro
- B. HTML
- C. Bookmark**
- D. None of the above

Submitted by: Naveed Tahir

Starting with Microsoft Office 2003, Photo Editor was renamed to :

0

- A. Photo editor
- B. Photo manager
- C. Picture editor
- D. Picture manager**

Submitted by: Naveed Tahir

A feature of MS Office that saves the document automatically after certain interval is called ____ ?

0

- A. Save
- B. Save As
- C. Auto save**
- D. None of the above

What was the HTML editor that was part of Microsoft Office until 2003?

0

- A. Web page
- B. Front page**
- C. Explorer
- D. None of the above

Submitted by: Naveed Tahir

Which feature is used to make selected sentence to All Capital Letters or All Small Letters ?

0

- A. Change case**
- B. Change letter
- C. Change sentence
- D. Change word

Submitted by: Naveed Tahir

In Ms word, a master document contains _____ of subdocument ?

0

- A. Placeholder
- B. Files
- C. Links**
- D. Same data as

Submitted by: Farhan Rana

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In Microsoft Word, _____ can be used to decide on the spacing between lines of a paragraph.

0

- A. Alignment
- B. Effects
- C. Indentation
- D. Line spacing**

Submitted by: Zohaib Hassan

In MS World 2007, _____ is used to move directly to specific location in a document.

0

- A. Sub documents
- B. Bookmarks**
- C. Cross-references
- D. Outlines

Submitted by: **Dilawar Hussain**

Which option use to open recent file?

0

- A. Ctrl+R
- B. Ctrl+F
- C. Ctrl+O**
- D. Ctrl+N

Submitted by: **Moazam Ali**

All caps to selected text in MS Word is applied with?

0

- A. Alt+shift+A
- B. shift+A
- C. Ctrl+shift+A**
- D. None of these

Submitted by: **Anwar**

Which feature starts a new line whenever a word or sentence reached a border

0

- A. Text Line
- B. New Line
- C. Text Wrapping**
- D. Text Align

Submitted by: **Anwar**

Text-styling feature of MS word is?

0

- A. Word Color
- B. Word Font
- C. Word Art**
- D. Word Fill

Submitted by: **Anwar**

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What is the keyboard shortcut key for Save As?

0

- A. F12**
- B. Ctrl + F12

- C. Alt + F12
- D. Shift + F12

To change line height to 1.5 we use shortcut key

0

- A. Ctrl+1
- B. Ctrl+2
- C. Ctrl+4
- D. Ctrl+5**

Submitted by: Malik Asghar Hussain

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Which items are placed at the end of a document

0

- A. Footer
- B. Foot note
- C. End note**
- D. Headet

Submitted by: Malik Asghar Hussain

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What is the shortcut key for “Justify Align” the selected text ?

0

- A. Ctrl + J**
- B. Ctrl + Shift + J
- C. Ctrl + E
- D. None of these

Submitted by: Malik Asghar Hussain

What is the shortcut key to “Center Align” the selected text ?

0

- A. Ctrl + C
- B. Ctrl + A
- C. Ctrl + E**
- D. None of these

Submitted by: Malik Asghar Hussain

What is the shortcut key for “Clear All Formatting” the selected text ?

0

- A. Ctrl + Del
- B. Ctrl + Enter
- C. Ctrl + Spacebar**
- D. Shift + F3

Submitted by: Malik Asghar Hussain

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What is the shortcut key for "Increase Font Size" the selected text ?

0

- A. Ctrl + Shift + <
- B. Ctrl + Shift + >**
- C. Ctrl + I
- D. None of these

Submitted by: Malik Asghar Hussain

A master document contains _____, each of which contains a pointer to a file on a disk ?

0

- A. sub-documents**
- B. hyperlink
- C. bookmarks
- D. Placeholders

Submitted by: Malik Asghar Hussain

The document can be zoomed maximum up to:

0

- A. 100%
- B. 200%
- C. 400%
- D. 500%**

Submitted by: Malik Asghar Hussain

Word wrap means:

0

- A. aligning text with the right margin
- B. inserting spaces between words
- C. moving text automatically to the next line**
- D. None of these

Submitted by: Malik Asghar Hussain

Green line in MS word document represent _____ ?

0

- A. Spell error
- B. Grammatical error**
- C. Sentence error
- D. None of these

How many rows can you insert in a word document in maximum?

0

- A. 256
- B. 16384
- C. 32767**
- D. Unlimited

Submitted by: Farjan Ahmed Soomro

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Shortcut key for Hanging Indent is _____ ?

0

- A. Ctrl + H
- B. Ctrl + M
- C. Ctrl + T**
- D. Ctrl + L

Submitted by: Usman Khan

Which of following is not character spacing ?

0

- A. Expanded
- B. Raised**
- C. Condensed
- D. Both (A and C)

Submitted by: Amjad Hussain

We can Search character & word and symbols in Microsoft word by using _____ command?

0

- A. Ctrl + R
- B. Ctrl + F**
- C. Ctrl + F5
- D. None of the above

Submitted by: Jahanzeb Kazi

In the context of Microsoft Word, there is a feature called 'Gutter Margin'. What is this feature used for?

41

- A. Improve the clarity of graphics and images
- B. Give provision for better document binding**
- C. Improve the clarity of the printed text
- D. Facilitate the insertion of page numbers

Submitted by: **Rashid Mehmood**

In which tab Hyphenation options are available?

0

- A. Insert
- B. Page Layout**
- C. References
- D. Mailings

Submitted by: **Amjad Hussain**

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which of following is page margin?

0

- A. Letter
- B. Tabloid
- C. Narrow**
- D. Legal

Submitted by: **Amjad Hussain**

Which of the following is not paper size?

0

- A. legal
- B. Executive
- C. Landscape**
- D. A3

Submitted by: **Amjad Hussain**

Which short cut key is used to bring up the "Find and Replace" dialog box in Ms word?

0

- A. Ctrl + J
- B. Ctrl + H**
- C. Ctrl + N
- D. Ctrl + M

Submitted by: Muhammad uzair ul Hassan

What is the shortcut key to display field codes?

0

- A. Alt + F9
- B. Ctrl + F9
- C. Shift + F9
- D. Space + F9

You can delete text by _____ ?

0

- A. selecting the text and pressing the CTRL key
- B. selecting the text and pressing the DELETE key
- C. selecting the text and pressing the ALT+PAGEUP keys
- D. selecting the text and pressing the EXT key

Submitted by: H@yii

When you insert a comment in a document, the comment appears in a _____ ?

0

- A. New window
- B. Sidebar
- C. sticky note icon bar
- D. Balloon

Submitted by: Farhan Rana

Microsoft was founded in _____ ?

0

- A. 1970
- B. 1972
- C. 1975
- D. 1981

Submitted by: Adnan Malik

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A "Ctrl + Enter" command will _____ ?

0

- A. Open a new document
- B. Create a new page
- C. Create a new Paragraph
- D. Create a new line

Submitted by: Rashid Mehmood

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The protect document option can be found in the _____ tab of the Ribbon ?

0

- A. Review
- B. Insert
- C. References
- D. Edit

Submitted by: Rashid Mehmood

Which function you will use to add names and addresses of different recipient for each copy of the letter?

0

- A. Envelopes
- B. Labels
- C. Mail Merge
- D. Drop Cap

Submitted by: Rashid Mehmood

Default Font Size In MS Office 2007 is _____ ?

0

- A. 12 ppt
- B. 11 ppt
- C. 13 ppt
- D. 14 ppt

Submitted by: Muhammad Umer Manzoor

In MS Word short cut key for Split a window or remove the split view?

0

- A. Alt+Ctrl+S
- B. Ctrl+Alt+V
- C. Ctrl+Alt+O
- D. Ctrl+Alt+N

Submitted by: Malik Asghar Hussain

Ms Word offers the different views of a document?

0

- A. Two
- B. Three

- C. Four
- D. Five

Submitted by: Muhammad

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By default your document print in _____ mode?

0

- A. Landscape
- B. Portrait**
- C. Page setup
- D. Print view

We can remove / hide border of a shape by selecting ?

0

- A. No Line
- B. No Outline**
- C. White Line
- D. No Border

Submitted by: Mansoor Ahmed Suhag

In MS-Word to insert Mathematically sign we use option:

0

- A. Symbol
- B. Objects
- C. Shapes
- D. Equation**

Submitted by: Aaqib Zeeshan ALi Dedar

In MS Word Ctrl+Shift+C is shortcut of: _____ ?

0

- A. Copy
- B. Indent Left
- C. Paste
- D. Copy Format Painter**

Submitted by: Aaqib Zeeshan ALi Dedar

In MS-Word to highlight text, line or any particular informative paragraph, we use: _____ ?

0

- A. Different Font Color
- B. Background
- C. Shade
- D. Font Effects

Submitted by: Aaqib Zeeshan ALi Dedar

What would you do when you want to update the data in an embedded worksheet range?

0

- A. double click the worksheet range object
- B. right click worksheet range object & choose format object
- C. edit the data in the destination document
- D. edit the data in the source document.

Which command is used to establish a link between a source document and a destination document?

2

- A. Tools, Link, Documents
- B. Tools, Link
- C. Edit, Link
- D. Edit, Paste Special

To select multiple cells, rows, or columns in a table that are not adjacent to one another, select the first cell and then hold down the _____ key while selecting the next cell, row, or column.

0

- A. alt
- B. shift
- C. enter
- D. ctrl

Pressing the _____ key instructs Word to replace an AutoText entry name with the stored AutoText entry

0

- A. f1
- B. f2
- C. f3
- D. f4

Which simplifies the process of formatting text if the same formatting is required in more than one location?

0

- A. Auto Text
- B. Format Painter

- C. Font dialog box
- D. None of the above

If you need to change the typeface of a document, which menu will you choose?

0

- A. Edit
- B. View
- C. Format**
- D. Tools

To change margin settings in Word 2016, click _____ on the menu bar and then point to the Page Margins.

0

- A. File
- B. Layout**
- C. Format
- D. Tools

Select a _____ to apply a predefined format to a Word 2016 table?

0

- A. Table style**
- B. Table format
- C. Format Style
- D. None of above

Changing the appearance of a document is called _____ ?

0

- A. Proofing
- B. Editing
- C. Formatting**
- D. All of above

Which key is used to increase left indent in Ms Word?

0

- A. Ctrl+I
- B. Ctrl+M**
- C. Alt+I
- D. F10

When typing in a word field manually, what must you press to insert the code's brackets?

0

- A. Ctrl + F6
- B. Ctrl + F9**

- C. Alt + F11
- D. Shift + F12

How can you make the selected character super-scripted in Ms Word?

0

- A. Ctrl + =
- B. Ctrl + Shift + =**
- C. Alt + Ctrl + Shift + =
- D. None of above

What does Ctrl + = key effect?

0

- A. Superscript
- B. Subscript**
- C. All Caps
- D. Shadow

The Footnote Text style defines characters as _____ ?

0

- A. 12-point Times New Roman and paragraphs as single-spaced and right-aligned
- B. 10-point Times New Roman and paragraphs as double-spaced and left-aligned
- C. 12-point Times New Roman and paragraphs as double-spaced and right-aligned
- D. 10-point Times New Roman and paragraphs as single-spaced and left-aligned**

Word is preset to use standard 8.5-by-11-inch paper with _____ margins?

0

- A. 1-inch left, right, top, and bottom
- B. 1.25-inch left, right, top, and bottom
- C. 1.25-inch left and right margins and 1-inch top and bottom**
- D. 1-inch left and right margins and 1.25-inch top and bottom

How much space in minimum must be provided between columns?

2

- A. 0"
- B. 0.5"
- C. 1"
- D. 1.5"**

The _____ in the Resume Wizard dialog box indicates the wizard is ready to create the document.

0

- A. Start panel
- B. Finish panel**

- C. Add/Sort Heading panel
- D. Address panel

What is a Document Outline View in Ms Word?

0

- A. A preview in a full screen
- B. A preview with margins
- C. A View with a margins and gutter
- D. A view with a structure of heading at various levels

What do you call 'a collection of character and paragraph formatting commands'?

0

- A. the defaults
- B. a template
- C. a style
- D. a boilerplate

By default, your document prints with _____ ?

0

- A. 1 inch top and bottom margins
- B. a portrait orientation
- C. 1.25 inches left and right margins
- D. all of the above

Which of the following button will allow you to add, delete, or change records in your Data Source?

0

- A. 'Data Source' button
- B. 'Edit' button
- C. 'Edit Data Source' button
- D. 'Data Editing' button

The file type _____ indicates the file is a Word document.

2

- A. .msw
- B. .wor
- C. .wrd
- D. .docx

Ms Word, by default, places a tab stop at every _____ mark on the ruler.

0

- A. .25"
- B. .5"

- C. .75"
- D. 1"

Word stores all frames associated with a Web page in a single file called the

0

- A. authoring page
- B. text page
- C. frames page**
- D. hyperlink page

If you need to hide some paragraphs, how can you do it in Ms Word?

0

- A. From Paragraph dialog box
- B. From Font dialog box**
- C. From Options Dialog box
- D. None of above

_____ are types of wizards and templates in the Resume Wizard dialog box.

0

- A. Standard, Contemporary, and Sophisticated
- B. Professional, Contemporary, and Elegant**
- C. Formatted, Unformatted, and Graphic
- D. Basic, Comprehensive, and Formatted

What is the tool in Word that copies only the format of selected text so that you can apply on other text?

0

- A. Copy
- B. Paste
- C. Format Painter**
- D. Paste Special

Although it is not shown in normal view, to view a header, click _____ on the menu bar and then click Header and Footer.

0

- A. View**
- B. Edit
- C. Format
- D. Tools

The MLA style specifies that a superscript be used for a note reference mark to signal an explanatory note exists either at the bottom of the page as a(n) _____.

0

- A. footnote or at the end of the document as a startnote
- B. headnote or at the end of the document as an endnote
- C. footnote or at the end of the document as an endnote**
- D. headnote or at the end of the document as a startnote

Which of the following function key activates the speller in Ms Word?

0

- A. F5
- B. F7**
- C. F9
- D. Shift + F7

Which keystroke is used for updating a field in Ms Word?

0

- A. F6
- B. F9**
- C. F11
- D. F12

The paragraph mark (¶) is a formatting mark that indicates where the _____ was pressed

0

- A. Tab key
- B. Spacebar
- C. Enter key**
- D. Shift key

To display more of the document on the screen in print layout view, the _____ can be hidden

0

- A. white space at the top of the pages
- B. white space at the bottom of the pages
- C. gray space between pages
- D. all of the above**

Which of the following typically appear at the end of document for citation of source?

0

- A. End notes**
- B. Foot notes
- C. Header
- D. Footer

To advance rightward from one cell to the next in a table, press the _____ key.

0

- A. tab
- B. backspace
- C. home
- D. enter

Which key deletes the character to the left of the cursor?

0

- A. End
- B. Backspace
- C. Home
- D. Delete

Where is the quick Access Toolbar and when should you use it?

0

- A. upper-left corner and use it for your favorite commands
- B. floats over your text and use it when you need to make formatting changes
- C. Home tab and use it when you need to quickly launch or start new document
- D. None of above

When you save a file as a Web page, Word converts the contents of the document into

0

- A. Java
- B. Perl
- C. HTML
- D. Unix

Footnotes, endnotes, and indexes are all inserted as _____ ?

0

- A. bookmarks
- B. cross-references
- C. hyperlinks
- D. word fields

Which menu do you choose to create header in Office 365?

0

- A. format, header and footer
- B. view, header
- C. insert, header and footer
- D. view, header and footer

What happens when you insert an AutoShape by simply clicking in the document?

0

- A. it appears near the insertion point
- B. it is inserted in its default size
- C. is selected
- D. all of the above**

The _____ indents all the lines of a paragraph except first line in Ms Word.

0

- A. First Line Indent Marker
- B. Hanging Indent Marker**
- C. Left Indent Marker
- D. Right Indent Marker

A _____ is a formatting mark at the end of a line that moves the insertion point to the beginning of the next physical line.

0

- A. paragraph break character
- B. nonbreaking space
- C. line break character**
- D. nonbreaking hyphen

Which option enables automatic updates in destination documents?

0

- A. embedding
- B. objects
- C. links**
- D. relationships

Which of the following position is not available for fonts on MS Word?

0

- A. Normal
- B. Raised
- C. Lowered
- D. Centered**

Which corner of the Word window has the zoom control?

0

- A. upper-left
- B. upper-right
- C. lower-left
- D. lower-right**

The ability to combine name and addresses with a standard document is called

_____?

0

- A. document formatting
- B. database management
- C. mail merge**
- D. form letters

Which of the following is not essential component to perform a mail merge operation?

0

- A. Main document
- B. Data source
- C. Merge fields
- D. Word fields**

When the Language bar is _____, it means that you do not see it on the screen but it will be displayed the next time you start your computer.

0

- A. restored
- B. hidden**
- C. minimized
- D. closed

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

0

- A. Menu bar
- B. Tool Bar
- C. Status Bar
- D. All of the above

Which of the following do you use to change margins in Ms Word?

0

- A. formatting toolbar
- B. page setup dialog box**
- C. Standard toolbar
- D. paragraph dialog box

What is placed to the left of horizontal scroll bar in Ms Word

0

- A. Tab stop buttons
- B. View buttons**
- C. Split buttons
- D. Indicators

Essential business letter elements include the _____.

0