

Name: Shivam

Date: 28/09/24

Time: 15 Minutes

Marks: 15

All Questions are Compulsory.

Q.1 Which of the given combinations of File type and its extension is correct?

- A. MS Word - windoc    ~~B. MS Word - doc~~    C. MS Word - windocx    D. All of the above

Q.2 The first bar of MS-Word is

- A. Menu bar    B. Status bar    ~~C. Title bar~~    D. Formatting toolbar

Q.3 Which of the following is true for mail merge?

- A. Mail merge can be used to print the letters.  
B. Mail merge can be used to print the letters and mailing labels.  
C. Mail merge can be used to print envelopes.  
D. All of the these ✓

Q.4 In Ms Word Auto Correct was originally designed to replace \_\_\_\_\_ word as you type.

- A. Short    ~~B. Grammatically error.~~    C. Misspelled    D. None of the above.

Q.5 By default, on \_\_\_\_\_ page the header and the footer is printed in Ms Word

- A. On first page    B. On alternate page    ~~C. On every page~~    D. None of the above

Q.6 \_\_\_\_\_ of the following is not a font style.

- A. Bold    B. Italic    ~~C. Regular~~    D. Superscript

Q.7 The minimum number of rows in MS Word document is \_\_\_\_\_

- ~~A. 0~~    B. 1    C. 2    D. 3

Q.8 In Ms Word Portrait and Landscape are \_\_\_\_\_

- A. Page Orientation    B. Paper Size    C. Page Layout    ~~D. All of above~~

Q.9 When sharing data in Ms Word, the \_\_\_\_\_ document is the document in which the data was first entered.

- A. Source    B. Destination    C. Original    D. Primary

Q.10 Ruler option is available under \_\_\_\_\_ menu.

- A. Home    B. Review    C. Page Layout    ~~D. View~~

Q.11 The tools on drawing toolbar are \_\_\_\_\_

- A. Shapes    B. Text    C. Text effects    ~~D. All of these~~

Q.12 MS-Word automatically moves the text to the next line when it reaches the right edge of the screen and is called \_\_\_\_\_

- A. Word Wrap    B. Carriage Return    ~~C. Enter~~    D. None of the above

Q.13 \_\_\_\_\_ shows how the contents on printed page will appear with margin, header and footer:

- ~~A. Page layout~~    B. Full screen reading    C. Page Outline    D. Page display

- Q.14 Page orientation is available in \_\_\_\_\_ Menu
- A. Home      B. Page layout      ~~C. View~~      D. Review
- Q.15 Portrait and landscape are \_\_\_\_\_
- A. Page orientation      B. Paper size      ~~C. Page layout~~      D. Page margin

**ABHYAS Academy, Near Govt. PG College, Behind Pragat Shiv Mandir, Nishat  
Cinema Road, Ambala Cantt., Haryana - 133001**

Ph. No.9416541198 e-Mail : [anusehi1968@yahoo.com](mailto:anusehi1968@yahoo.com), Website:  
<http://abhyasacademy.abhyasonline.in>

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