

Name: Saniya Malhotra Date: 28/09/24

Time : 15 Minutes

Marks : 15

All Questions are Compulsory.

Q.1 \_\_\_\_\_ is the default file extension for all MS -Word document .

- A. WRD                      B. TXT                       C. DOC                      D. FIL

Q.2 The first bar of MS-Word is \_\_\_\_\_.

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

Q.3 A word processor would be best to ?

- A. Paint a Diagram                       B. Type a story                      C. Work out Income and expenses                      D. None of the above

Q.4 A word processor would most likely be used to do \_\_\_\_\_.

- A. Keep an account of money spent                      B. Do a computer search in media center  
C. Maintain an inventory                       D. Type a biography

Q.5 In Ms Word the Drag and Drop feature allows you to \_\_\_\_\_.

- A. Switch From Insert To Over Type Mode                      B. Move And Copy Text Using The Mouse  
 C. Open A New Document And Drop It Into The Active Document                      D. Move And Copy Text Using The Clipboard

Q.6 Ruler is located \_\_\_\_\_.

- A. Below the ribbon                      B. Above the ribbon                       C. Right hand side at window                      D. Bottom at the window

Q.7 In Ms Word The key F12 opens a \_\_\_\_\_.

- A. Open dialog box                      B. Save As dialog box                      C. Save dialog box                      D. Close dialog box

Q.8 In Ms Word with \_\_\_\_\_ view can you see how text and graphics will appear on the printed page.

- A. Normal                       B. Print Layout                      C. Outline                      D. Web Layout

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

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

Q.11 Which of the following justification align the text on both the sides left and right of margin ?

- A. Right                      B. Justify                      C. Both Sides                       D. Balanced

Q.12 Which is the default alignment in MS Word?

- A. Left                      B. Right                      C. Center                      D. Justify

Q.13 Column break option is present in \_\_\_\_\_ tab

- A. Home                       B. Layout                      C. Design                      D. Insert

Q.14 Page orientation is available in \_\_\_\_\_ Menu  
A. Home B. Page layout C. View D. Review

Q.15 In MS-Word Theme option is available in \_\_\_\_\_ tab.  
A. Home B. Layout C. Review D. View

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Ques:-  
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