

OBJECTIVE TYPE QUESTIONS IN WORD PROCESSING

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1. The red wave underline in MS Word document indicates
A. Spelling errors
B. Grammar errors
C. Address block
D. None of these

Ans A

2. Which of the following option is not in Insert menu?
A. Header and Footer
B. Footnote
C. Bookmark
D. Hyperlink

Ans A

3. Which input device is not suitable to work with MS Word?
A. Keyboard
B. Mouse
C. Light Pen
D. Joystick

Ans D

4. Ctrl + A
A. Align Right
B. Select All
C. Change font
D. Save document

Ans B

5. Ctrl + B
A. Search the selected text
B. Paste the selected text
C. Bold the selected text
D. Open the specified file

Ans C

6. Ctrl + C
A. Copy the selected text
B. Cut the selected text
C. Print the selected text
D. Paste the selected text

Ans A

7. Ctrl + D
A. Delete Dialog Box
B. Font Dialog Box
C. Delete All
D. Do nothing

Ans B

8. Ctrl + E
A. Exit Application
B. Select All
C. Clear All
D. Align Center

Ans D

9. Ctrl + F
A. Open Find and Replace Dialog box with activating Find Tab
B. Open Page Setup Dialog box with activating Layout Tab
C. Open Font Dialog Box with activating Font tab
D. Open File Save as Dialog box

Ans A

10. Ctrl + G
A. Open Paragraph Dialog box activating Goto Tab
B. Open Page Setup Dialog box activating Goto Tab
C. Open Find and Replace Dialog box with activating Goto Tab
D. Open Goto Dialog box

Ans C

11. Ctrl + H
A. Open Find and Replace Dialog box with activating Replace Tab
B. Open Format Dialog box activating Insert Hyper Link tab
C. Open Insert Dialog box activating Insert Hyper Link Tab
D. Open Insert Hyper Link Dialog box

Ans A

12. Ctrl + I
A. Italic
B. Left Indent
C. Save Document
D. Close Document

Ans A

13. Ctrl + J
A. Align Justify
B. Insert Hyperlink
C. Search
D. Print

Ans A

14. Which page orientation you will select if you wish to print in wide format?
A. Landscape
B. Portrait
C. Horizontal
D. Vertical

Ans A

15. To repeat the table heading in every page
A. From Table menu choose Row Height and Column Width
B. From Table menu choose Properties
C. From Table menu choose the Sort
D. From Table menu choose Heading Rows Repeat

Ans D

16. To type subscript character like H₂O, use the following keyboard combination:
A. Ctrl+=
B. Alt+=
C. Ctrl+shift+=
D. Alt+Shift+=

Ans A

17. After mail merging, how many documents does Word create?
A. 1
B. 2
C. 3
D. 4

Ans C

18. To change the font style of a text:
A. click font dropdown list in format toolbar and choose font
B. Click Tools menu and select Font
C. Click Format menu and select paragraph
D. Select the text and press Ctrl+b

Ans A

19. To make a column break, select:
A. Insert, break
B. Tools, column
C. Edit, clear
D. Format, style

Ans A

20. To define a page border, select:
A. File, page setup
B. Format, paragraph
C. Format, border and shading
D. Edit, object

Ans C

21. To insert page number in x of y format, select:
A. Insert, page number
B. Table, insert
C. View, headers and footers
D. Format, style

Ans C

22. Minimum zoom percentage supported by MS Word is

- A. 10%
- B. 15%
- C. 25%
- D. 4%

Ans A

23. You can break the column by

- A. Pressing Ctrl + Shift + Enter
- B. Pressing Ctrl + Enter
- C. Pressing Shift + Enter
- C. Pressing Alt + Enter

Ans A

24. Text boundary can be turned on and off from

- A. Autotext from Insert menu
- B. View tab on Options dialogue box
- C. Text Boundary option from Tools menu
- D. None of these

Ans B

25. The insertion point in a table can be moved by using

- A. Tab key
- B. Shift + Tab key
- C. Arrow keys
- D. All of above

Ans D

26. In word-processing the task of changing the appearance of a document is

- A. Formatting
- B. Editing
- B. Proofing
- C. Inserting

Ans A

27. Which bar is usually located below the title bar that provides categorized options

- A. Menu Bar
- B. Tool Bar
- C. Status Bar
- D. Scroll Bar

Ans A

28. Where can you put page numbers?

- A. header
- B. footer
- C. anywhere in the document
- D. only A and B

Ans C

29. Which feature do you use to create Newspaper?

- A. Tabs
- C. Bullets and Numbering
- B. Columns
- D. Tables

Ans B

30. You want to combine a picture of a starfish with the short story you wrote. Which of the following is the best program to do this?

- A. Graphics
- B. Spreadsheet
- C. Word processing
- D. Notepad

Ans C

31. Which of the following is the best definition of the Rotate command?

- A. It moves the graphic across the document page.
- B. It resizes parts of the graphic.
- C. It turns the graphic to the right or left.
- D. It sets the graphic to the right margin.

Ans C

32. If I wanted to make a word stand out, what word would best describe that?

- A. Standout
- C. Bold
- B. Delete
- D. Print

Ans C

33. What program do I use to check my spelling?
A. SpellPro C. MS Word
B. Spellcheck D. There are none
Ans B
34. In MS Word you can insert hyperlink by
A. Pressing Ctrl+K or by choosing Hyperlink from Insert menu.
B. Pressing Ctrl+Shift+K or by choosing Hyperlink from Insert menu
C. Pressing Ctrl+K or by choosing Hyperlink from Format menu
D. Pressing Ctrl+Shift+K or by choosing Hyperlink from Format menu
Ans A
35. The default lines to drop for drop cap is
A. 3 lines B. 2 lines
C. 4 lines D. 8 lines
Ans A
36. A popular word processing program for micro computers is
A. LOTUS B. dBase
C. MSword D. BASIC
Ans C
37. If I wanted to take a paragraph and use it in another place also, what word would best describe that?
A. Rename C. Delete
B. Copy D. Move
Ans B
38. The word wrap features
A. automatically move text to the next line when necessary
B. appears at the bottom of the document
C. allows you to type over text
D. is the short horizontal line indicating the end of document
Ans A
39. Which shortcut keys you will use to select all the text after current cursor position?
A. Shift + End B. Ctrl + Shift + End
C. Ctrl + End D. Ctrl + Shift + PageDown
Ans B
40. Which of the following is not a type of tab stop?
A. Bar B. Decimal
C. Point D. Left
Ans C
41. What tool works best for word processing?
A. Computer C. Typewriter
B. Microsoft Word D. IBM electric
Ans B
42. What word would I use to describe the act of correcting something?
A. Whiteout C. Correcting
B. Erase D. Edit
Ans D
43. What word would I use to describe what I would have to do to correct this situation? The word should be "Fred". It was spelled "Frd".
A. Correct C. Insert
B. Change D. Add
Ans C

44. What word would I use to describe what I would have to do to correct this situation? The word should be "Bill". It was spelled "Biil".

- A. Add
- B. Typeover
- C. Insert
- D. None of the above

Ans B

45. The four types of mail merge main document in MS Word are

- A. Form letters, directories, catalogues and envelopes
- B. Form letters, envelopes and mailing labels, directories, and lists
- C. Basic letters, envelopes, labels and lists
- D. Form letters, envelopes, mailing labels, and directory.

Ans D

46. To set equal width for columns we select

- A. Equal Column Width from Table menu
- B. Equal Width from Table menu
- C. Columns from Format menu
- D. Distribute Columns Evenly

Ans D

47. Which of the following command lets you set the vertical alignment?

- A. Page Setup command from File menu
- B. Page Setup command from Format menu
- C. Paragraph command from Format menu
- D. Font command from Format menu

Ans A

48. Which tool will allow to move word processing document around so that you can view different sections?

- A. Alignment
- B. Scroll bar
- C. Spell check
- D. Undo

Ans B

49. What is MS-Word?

- A. An operating system
- B. Typing tutor software
- C. Word processing software
- D. A game

Ans C

50. The key combination for saving a document in MS Word is

- A. Ctrl+A
- B. Ctrl+S
- B. Alt+F1
- D. Ctrl+x

Ans B