

# By InterviewMocks.com

## MS Word MCQ Quiz

**Q1. What is gutter margin ?**

- A. Margin that is added to right margin when printing
- B. Margin that is added to the left margin when printing
- C. Margin that is added to the outside of the page when printing
- D. Margin that is added to the binding side of page when printing**

**Q2. Background color on a document is not visible in ?**

- A. Web layout view
- B. Print Layout view
- C. Reading View
- D. Print Preview**

**Q3. Gutter position can be set in following positions**

- A. Left & Bottom
- B. Left Only
- C. Left & Right
- D. Left & Top**

**Q4. Landscape is ?**

- A. A font style
- B. Paper Size
- C. Page Layout
- D. Page Orientation**

**Q5. Which is not a font style ?**

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

**Q6. By pressing F12, which of following will happen ?**

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

**Q7. The minimum number of rows and columns in MS Word document is**

- A. 2 and 1
- B. 1 and 2
- C. 2 and 2
- D. 1 and 1**

**Q8. What is the smallest and largest font size available in Font Size tool on formatting toolbar?**

- A. 6 and 68
- B. 8 and 68
- C. 6 and 72
- D. 8 and 72**

**Q9. How many columns can you insert in a word document in maximum?**

- A. 40
- B. 50
- C. 55
- D. 45**

**Q10. Which of the following is not available on the Ruler of MS Word screen ?**

- A. Tab stop box
- B. Right Indent
- C. Left Indent
- D. Center Indent**

**Q11. What is the Short cut key for line break?**

- A. Space + Ente
- B. Space + Enter
- C. Alt + Enter
- D. Shift + Enter**

**Q12. MS-Word automatically moves the text to the next line when it reaches the right edge of the screen and is called?**

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

**Q13. Typeface option will come under which menu ?**

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

**Q14. What is a portion of a document in which you set certain page formatting options ?**

- A. Page Setup
- B. Page
- C. Document
- D. Section**

**Q15. Short cut Ctrl + F is used to**

- A. Open Page Setup Dialog box with activating Layout Tab
- B. Open Font Dialog Box with activating Font tab
- C. Open File Save as Dialog box
- D. Open Find and Replace Dialog box with activating Find Tab**

**Q16. Short cut Ctrl + H is used to**

- A. Open Format Dialog box activating Insert Hyper Link tab
- B. Open Insert Dialog box activating Insert Hyper Link Tab
- C. Open Insert Hyper Link Dialog box
- D. Open Find and Replace Dialog box with activating Replace Tab**

**Q17. Short cut Ctrl + P used to**

- A. Open Save Dialog Box
- B. Open Page Format Dialog Box
- C. Open Paragraph Dialog Box
- D. Open Print Dialog box**

**Q18. Short cut Ctrl + T is used to**

- A. Left Indent
- B. Open Tabs Dialog box
- C. Terminate all opened Dialog box
- D. Hanging Indent**

**Q19. When sharing data in Office, the \_\_\_\_\_ document is the document in which the data was first entered**

- A. destination
- B. original
- C. primary
- D. source**

**Q20. With which view can you see how text and graphics will appear on the printed page?**

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

**Q21. The select object browser button is located**

- A. In the lower left corner of the word screen
- B. On the menu bar
- C. On the formatting toolbars
- D. Below the vertical scroll bar**

**Q22. You can move and copy text**

- A. Between word documents
- B. Between office applications
- C. Within a word document

**D. All of above**

**Q23. Auto text entries**

- A. Are saved with the normal template
- B. Can be edited
- C. Can be deleted
- D. All of above**

**Q24. The auto complete feature**

- A. Checks the style of the documents
- B. Checks the readability of the document
- C. Checks the spelling in the document
- D. Presents tip box with contents you can insert by pressing the enter key**

**Q25. The Smart Cut and Paste option**

- A. Inserts a special symbols at the end of each document
- B. Copies text in document without using clipboard
- C. All of above
- D. Adds or deletes space as needed when pasting text**

**Q26. You can insert an auto text entry**

- A. Auto text from insert menu
- B. With the F3 key
- C. With the auto complete feature
- D. All of above**

**Q27. You can display the find and replace dialog box by using the**

- A. Select browser object button
- B. F5 keys
- C. Ctrl+G keys
- D. Find And Replace Command on Edit menu**

**Q28. Insert Hyperlinks icon is located on**

- A. Formatting toolbar
- B. Drawing toolbar
- C. WordArt toolbar

**D. Standard toolbar**

**Q29. Which of the following command is available in Tools menu?**

- A. Bookmark
- B. Text direction
- C. Auto text
- D. Auto Summarize**

**Q30. Bold, Italics, Underline, Justify is located on**

- A. Standard toolbar
- B. Drawing toolbar
- C. WordArt toolbar
- D. Formatting toolbar**

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