

MS Word MCQ

Solve the MS Word MCQ below to test your knowledge and see where you stand in the competition. We have provided the MCQ questions with answers here. Check out the MCQs here:

1. Which is not in MS Word?

- (A) Italic
- (B) Font
- (C) Bold
- (D) Magic tool

Answer: (D) Magic tool is not a part of the Microsoft Word software.

2. What is the blank space outside the printing area on a page?

- (A) Margins
- (B) Clipart
- (C) Footer
- (D) Header

Answer: (A) Margins

3. Select all the text in MS Word document by

- (A) Ctrl + S
- (B) Ctrl + A
- (C) Ctrl + V
- (B) Ctrl + 1

Answer: (B) Ctrl + A is used to select all the text in the document.

4. Which is not an edition of MS Word?

- (A) MS Word 2007
- (B) MS Word 2003
- (C) MS Word 2200
- (D) MS Word 2010

Answer: (C) MS Word 2200 is not an edition of Microsoft Word.

5. Ctrl + I command is used for what purpose?

- (A) Save Document
- (B) Left Indent
- (C) Italic
- (D) Close Document

Answer: (C) Ctrl + I is used to apply italic format to the selected text.

6. Which of the following tools can be used in MS Word?

- (A) Hyperlinks
- (B) Bullets
- (C) Highlight
- (D) All of the above

Answer: (D) All of the above

7. What is the function of the spelling and grammar tool?

- (A) Corrects Spelling Errors As You Type
- (B) Indicates Grammatical Errors
- (C) Identifies Words With Capitalization Problems
- (D) All Of Above

Answer: (D) All of the above

8. Formatting is performed on

- (A) Table
- (B) Text
- (C) Menu
- (D) Both (a) and (b)

Answer: (D) Both (a) and (b)

9. What is landscape?

- (A) Page Orientation
- (B) Paper Size
- (C) A Font Style
- (D) Page Layout

Answer: (A) Page Orientation

10. Which function key is used to spell check?

- (A) F6
- (B) F7
- (C) F8
- (D) F5

Answer: (B) F7

11. What is the maximum number of columns that can be inserted in MS Word?

- (A) 55
- (B) 65
- (C) 50
- (D) 45

Answer: (D) 45

12. Numbers or letters that appear below the normal text are called?

- (A) Subscript
- (B) Toptext
- (C) Supertext
- (D) Superscript

Answer: (A) Subscript

13. Ctrl + N is used to

- (A) Close the Document
- (B) Create a New Document
- (C) Open the Document
- (D) Save the Document

Answer: (B) Create a New Document

14. The name of a MS Word document is displayed in ____.

- (A) Title bar

- (B) Ribbon
- (C) Home tab
- (D) Status bar

Answer: (C) Home tab

15. What is the smallest and largest font size in MS Word?

- (A) 5 and 72
- (B) 8 and 68
- (C) 8 and 72
- (D) 6 and 72

Answer: (A) 5 and 72

16. What is the function of ruler in MS Word?

- (A) to change page margins
- (B) to set indents
- (C) to set tabs
- (D) All of the above

Answer: (D) All of the above

17. Which feature of Microsoft Word helps in creating list?

- (A) Bullets and Numbering
- (B) Word Wrap
- (C) Scaling
- (D) Word Art

Answer: (A) Bullets and Numbering

18. Help window can be opened by?

- (A) F2
- (B) F9
- (C) F1
- (D) F11

Answer: (C) F1

19. Gutter margin refers to?

- (A) Margin that is added to the binding side of page 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 right margin when printing

Answer: (A) Margin that is added to the binding side of page when printing

20. MS Word is _____ software?

- (A) Presentation tool
- (B) Spreadsheet program
- (C) Word Processing tool
- (D) None of these

Answer: (C) Word Processing tool

21. Shortcut key for "Subscript" is?

- (A) Ctrl + Shift + -
- (B) Ctrl + Shift + =

(C) Ctrl + =

(D) Ctrl + –

Answer: (C) Ctrl + =

22. What is the default file extension for all MS Word documents?

(A) .word

(B) .txts

(C) .docx

(D) .docs

Answer: (C) .docx

23. What is a Document Outline View?

(A) A preview in a full screen

(B) A view with a structure of heading at various levels

(C) A preview with margins

(D) A View with a margins and gutter

Answer: (B) A view with a structure of heading at various levels

24. What is the shortcut key for “Find and Replace” dialog box?

(A) Ctrl + H

(B) Ctrl + Shift + F

(C) Ctrl + R

(D) Ctrl + F

Answer: (A) Ctrl + H

25. What shortcut key is used to split a table in MS Word?

(A) Ctrl + Shift + Enter

(B) Alt + Space + Enter

(C) Ctrl + Alt + Enter

(D) Alt + Shift + Enter

Answer: (A) Ctrl + Shift + Enter

26. You can combine the name and addresses with a standard document using?

(A) Database management

(B) Mail merge

(C) Document formatting

(D) Form letters

Answer: (B) Mail Merge

27. What is the use of a word processor?

(A) Track and list monetary expenses

(B) Make a presentation

(C) Type a biography

(D) Maintain an inventory

Answer: (C) Type a biography

28. Ctrl + Pagedown command is used for?

(A) Move the cursor one Paragraph Down

(B) Move the cursor one Screen Down

- (C) Move the cursor one Line Down
 - (D) Move the cursor one Page Down
- Answer:** (D) Move the cursor one Page Down

29. Section Break option does not consist which of the following?

- (A) Previous Page
- (B) Odd Page
- (C) Next Page
- (D) Even Page

Answer: (A) Previous page

30. What is the function of Ctrl + G in MS Word?

- (A) Open Paragraph Dialog box activating Goto Tab
- (B) Open Goto Dialog box
- (C) Open, Find, and Replace Dialog box with activating Goto Tab
- (D) Open Page Setup Dialog box activating Goto Tab

Answer: (C) Open Find and Replace Dialog box with activating Goto Tab

31. What is the use of End Key?

- (A) Moves the cursor to the end of document
- (B) Moves the cursor to the end of paragraph
- (C) Moves the cursor to the end of screen
- (D) Moves the cursor to the end of line

Answer: (D) Moves the cursor to the end of line

32. You can change vertical alignment from?

- (A) Page Setup dialog box
- (B) Formatting toolbar
- (C) Standard toolbar
- (D) Paragraph dialog box

Answer: (A) Page Setup dialog box

33. Which of the following is NOT present in MS Word?

- (A) Font Size
- (B) Word Count
- (C) Page Margin
- (D) Brush

Answer: (D) Brush

34. When was Microsoft Word released?

- (A) 1991
- (B) 1981
- (C) 1983
- (D) 1980

Answer: (C) 1983

35. The 2nd tab in the Ribbon is?

- (A) Home
- (B) Page Layout
- (C) Insert

(D) References

Answer: (C) Insert

36. The keyboard shortcut used to select text in the direction of the arrow key is?

(A) Ctrl + Arrow

(B) Ctrl + Shift

(C) Ctrl + S

(D) Shift + Arrow

Answer: (D) Shift + Arrow

37. The original name of Microsoft Word was?

(A) Multi-Tool Word

(B) Multi-Technique Word

(C) Multi-Type Word

(D) Multi-Transition Word

Answer: (A) Multi-Tool Word

38. The Justify option in MS Word is used for?

(A) Aligning the text to center

(B) Aligning the text to left margin

(C) Aligning the text to both left and right margin

(D) Aligning the text to right margin

Answer: (C) Aligning the text to both left and right margin

39. To underline the text, use the command

(A) Ctrl + U

(B) Ctrl + T

(C) Ctrl + J

(D) Ctrl + A

Answer: (A) Ctrl + U

40. The commands present in Quick Access Toolbar include which of the following?

(A) Save

(B) Redo

(C) Undo

(D) All of the above

Answer: (D) All of the above

41. A picture or a graphic that can be added to MS Word is called?

(A) Clickart

(B) Clipart

(C) Coldart

(D) Clusterart

Answer: (B) Clipart

42. The type of Border that can be added in MS Word is?

(A) Text

(B) Colourful

(C) Picture

(D) All of the above

Answer: (D) All of the above

43. What is a Document Outline View in MS Word?

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

Answer: (A) A view with a structure of heading at various levels

44. The symbol for Subscript and Superscript are _____ and _____

- (A) X² and X₂
- (B) X₂ and 2X
- (C) X₂ and X²
- (D) 2X and X₂

Answer: (A) X² and X₂

45. Page layout tab can change which of the following in MS Word?

- (A) Theme
- (B) Arrange
- (C) Page Setup
- (D) All of the above

Answer: (D) All of the above

46. To adjust th document margin in MS Word, we use which of the following?

- (A) Indent
- (B) Margin
- (C) Space
- (D) Border

Answer: (A) Indent

47. The function of bold option is?

- (A) Italicizing the selected text
- (B) Bolding the selected text
- (C) Bolding all of the text
- (D) None of the above

Answer: (A) Bolding your document's text is possible with it

48. Pressing F8 key for three times selects

- (A) A word
- (B) Entire document
- (C) A paragraph
- (D) A sentence

Answer: (D) A sentence

49. The paragraph formatting is carried forward to the next paragraph by pressing the _____ key

- (A) Shift
- (B) Enter
- (C) Ctrl
- (D) Alt

Answer: (B) Enter

50. What is the default font used in MS Word 2007 document?

- (A) Calibri
- (B) Arial
- (C) Times New Roman
- (D) Monotype Corsiva

Answer: (C) Calibri

