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Dont you have enough money to buy books for preparing the MS Office Objective Questions written exam?We have attached the MCQs of MS Word Questions and Answers Pdf. So, you can get MCQs of MS Word Questions and Answers PDf at free of cost. Reading the MS Word Mcq Questions and Answers in Hindi Papers not only helps you to be aware of the previous year questions. But also, you can sharpen your competitive examination for MCQs of MS Word Skills.MS Office Objective Questions Previous Papers are available here to download. Are you searching for MS Word Question in Hindi? Aspirants can get MS Word Question Model Papers from our website. Applicants can download MS Word Questions and Answers in Hindi Sample Question with answers in our website for free.We have provided Microsoft Word Interview Test, MS Word Test for Interviews Solved Question Papers to give proper guidance for the aspirants who are preparing for Theory Questions on MS Word Exam. These MS Word Short Questions and Answers Practice Question Papers are helpful for the candidates during exam preparation.MS Word Questions and Answers MCQs1. Indention in word processing is used to(a) make the text readable(b) change the paragraph color(c) apply border around text(d) change line spacing2. In MS Word, auto Correct was originally designed to replace _____ words as you type.(a) short, repetitive(b) grammatically incorrect(c) misspelled(d) none of the above3. In word processing, Ctrl + PageDown is used to(a) Moves the cursor one Paragraph Down(b) Moves the cursor one Page Down(c) Moves the cursor one Line Down(d) Moves the cursor one Screen Down4. Which file starts MS Word?(a) winword.exe(b) word.exe(c) msword.exe(d) word2003.exe5. By default, on which page the header or the footer is printed in MS Word?(a) on first page(b) on alternate page(c) on every page(d) none of the above6. In MS Word, which feature helps you to inserts the contents of the Clipboard as text without any formatting(a) Paste Special(b) Format Painter(c) Page Setup(d) Styles7. 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) Word Wrap(d) None of the above8. In Word, the default alignment for paragraphs is _____.(a) left-aligned, or flush margins at the left edge and uneven edges at the right edge(b) centered, or equidistant from both the left edge and the right edge(c) right-aligned, or flush margins at the right edge and uneven edges at the left edge(d) justified, or flush margins at both the left and right edges9. The minimum number of rows and columns in MS Word document is(a) 1 and 1(b) 2 and 1(c) 1 and 2(d) 2 and 210. How can you apply exactly the same formatting you did to another text in MS Word?(a) Copy the text and paste in new location. Then type the new text again.(b) Copy the text and click on Paste Special tool on new place(c) Select the text then click on Format Painter and select the new text(d) All of above11. In MS Word, small squares, called _____, on the selection rectangle that surrounds a graphic can be used to change the dimensions of the graphic.(a) scroll boxes(b) sizing handles(c) status indicators(d) move handles12. To auto fit the width of column in MS Word(a) Double click the left border of column(b) Double click the right border of column(c) Double click the column header(d) All of above13. How can you apply exactly the same formatting you did to another text in MS Word?(a) Copy the text and click on Paste Special tool on new place(b) Select the text then click on Format Painter and select the new text(c) Copy the text and paste in new location. Then type the new text again(d) All of these14. In MS Word, which of the following Tab will you select to perform addition of data in table column?(a) Home(b) Insert(c) Layout(d) View15. In order to enable/disable macros, we have to change the _____ in MS Word(a) Trust Center settings(b) Anti Virus settings(c) View settings(d) References settings16. To get to the Symbol dialog box, click on the _____ menu and choose Symbol.(a) Tools(b) Table(c) Insert(d) Format17. What is gutter margin?(a) Margin that is added to the left margin when printing(b) Margin that is added to right margin when printing(c) Margin that is added to the binding side of page when printing(d) Margin that is added to the outside of the page when printing18. In MS Word, Ctrl + End is used to(a) Moves the cursor to the end of Line(b) Moves the cursor to the end of Document(c) Moves the cursor to the end of Paragraph(d) None of these19. In MS Word, the default alignment for paragraphs is(a) left-aligned, or flush margins at the left edge and uneven edges at the right edge(b) centered, or equidistant from both the left edge and the right edge(c) right-aligned, or flush margins at the right edge and uneven edges at the left edge(d) justified, or flush margins at both the left and right edges20. Identify from the following, the name of the group for counting the number of lines in MS Word.(a) Page Setup(b) Tables(c) Footnotes(d) CaptionsMore Question Set on Basic Computer Knowledge 21. To auto fit the width of column in MS Word(a) Double click the left border of column(b) Double click the right border of column(c) Double click the column header(d) All of these22. You can detect spelling and grammar errors by(a) Press Shift + F7(b) Press Ctrl + F7(c) Press Alt+ F7(d) Press F723. In MS Word, the key F12 opens a(a) Save As dialog box(b) Open dialog box(c) Save dialog box(d) Close dialog box24. Portrait and Landscape are(a) Page Orientation(b) Paper Size(c) Page Layout(d) All of above25. Which of the following is not a font style?(a) Bold(b) Italics(c) Regular(d) Superscript26. Which of the following is not essential component to perform a mail merge operation in MS Word?(a) Main document(b) Data source(c) Merge fields(d) Word fields27. Small squares, called _____, on the selection rectangle that surrounds a graphic can be used to change the dimensions of the graphic.(a) scroll boxes(b) sizing handles(c) status indicators(d) move handles28. The minimum number of rows and columns in MS Word document is(a) 1 and 1(b) 2 and 1(c) 1 and 2(d) 2 and 2Also Read about MS-Excel29. MS-Word automatically moves the text to the next line when it reaches the right edge of the screen, this is called(a) Carriage Return(b) Enter(c) Word Wrap(d) None of these30. Thesaurus tool in MS Word is used for(a) Deletion(b) Synonyms and Antonyms words(c) Grammar options(d) All of above31. AutoCorrect was originally designed to replace _____ words as you type.(a) Grammatically incorrect(b) Sentence incorrect(c) Misspelled(d) None of these32. The Word Count command on the Tools menu displays the number of words as well as the number of _____ in the current document.(a) Lines(b) Characters(c) Paragraphs(d) All of these33. In Microsoft Word, quick print will print(a) Only the first page of the document once(b) All pages of the document once(c) All Odd pages of the document once(d) All even pages of the document once34. What is the Maximum font size that can be applied to any character?(a) 16(b) 163(c) 1638(d) 1603835. By default, Word document print with(a) 1 inch top and bottom margin(b) Landscape orientation(c) Page number at lower left corner(d) Font size 1636. What is the largest and smallest font size in Microsoft Word formatting tool bar?(a) 8 and 82(b) 12 and 82(c) 12 and 72(d) 8 and 7237. If you want to convert a symbol or several lines of text into an Auto Correct entry, you should(a) Insert the symbol or type the text in word document first. Then, select the text or symbol and go to the Auto Correct dialog box.(b) Click the tools menu and choose Auto Correct options. Then, Click the Insert menu and choose symbol (or Click the format menu and choose paragraph) to add the symbol or paragraph to Autocorrect.(c) Auto correct can only accommodate one line of text. It is not possible to convert a symbol or multiple lines of text into an Auto Correct entry.(d) Insert the symbol or type the text in a word document first. Then, Select the text or symbol and click the edit menu followed by Paste special. Select New Auto Correct Entry and then Click OK.38. A _____ is a dot or other symbol positioned at the beginning of the paragraph(a) Bullet(b) Logo(c) Cell(d) Target39. Ctrl+ A is a shortcut for(a) Align Right(b) Select All(c) Change Font(d) Save Document40. When inserting page number in footer it appeared 1 but you wish to show a. How can you do that?(a) From format menus choose Bullets and Numbering and configure necessary setting(b) From insert menu choose page number and specify necessary setting(c) Click on Page number format tool and specify required setting(d) From preference menu, select page number and specify necessary setting41. In a document, what is the maximum number of columns that can be inserted in MS Word table?(a) 35(b) 45(c) 63(d) 6542. When same word is used in multiple locations or a word is used that was not quite appropriate, a thesaurus can be used to look up a(n) _____ or a word in similar meaning(a) Synonym(b) Homonym(c) Antonym(d) Metronym43. Which of the following is not essential component to perform a mail merge operation?(a) Main document(b) Data source(c) Merge fields(d) Word fields44. Which way is to be followed to insert picture in Word document?(a) Click Home in menu bar, then setting, and select Insert Picture(b) Click picture in menu bar, then click insert(c) Click insert in menu bar, then click insert(d) Right Click on the place you want, and then click Insert Picture45. The default extension for MS-Word document is(a) .doc or .docx(b) .doc or .txt(c) .docx or .txt(d) .file or .txt46. Shortcut key to save MS-Word document is(a) Alt+s(b) Ctrl+s(c) Alt+Ctrl+s(d) Shift+Ctrl+s47. The Key to bring cursor in the beginning of the current line in MS-Word is(a) Page Up(b) Page Down(c) Home(d) EndClick to Read about MS-PowerPoint48. How many types of alignment of text are there in MS-Word?(a) 2(b) 3(c) 4(d) 549. One of the features of Ms-Word to correct common spelling mistakes is_____(a) Auto Correct(b) Auto Spelling(c) Auto Check(d) Auto Verify50. The ability to combine name and addresses with a standard document is called _____(a) Document formatting(b) Database management(c) Mail Merge(d) Format letters51. Which can be used for quick access to commonly used commands and tools?(a) Status bar(b) Tool bar(c) Menu bar(d) Title bar52. Ctrl + Right Arrow is used to(a) Moves the cursor one word right(b) Moves the cursor end of the line(c) Moves the cursor end of the document(d) Moves the cursor one Paragraph down53. Ctrl + G is used to(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 box54. Which view can be used to see how text and graphics will appear on the printed page?(a) Normal(b) Print preview(c) Outline(d) Web Layout55. How can you apply exactly the same formatting you did to another text?(a) Copy the text and paste in new location. Then type the new text again(b) Copy the text and click on Paste Special tool on new place(c) Select the text then click on Format Painter and select the new text(d) All of these56. The maximum number of columns that can be inserted in MS-Word table is(a) 35(b) 15(c) 63(d) 6557. What is the use of bookmarks in Microsoft Word?(a) To easily correct the spelling errors(b) To quickly jump to the ending of the document(c) To quickly jump to a specific location in the document(d) To create a link within the document58. What is the shortcut-key for manual line break?(a) CTRL + Enter(b) Alt + Enter(c) Space + Enter(d) Shift + Enter59. Which of the following do you use to change margins?(a) formatting toolbar(b) page setup dialog box(c) Standard toolbar(d) paragraph dialog box60. Which of the following operations moves text from clipboard?(a) Copy(b) Paste(c) Drag and Drop(d) Cut61. Which of the following can be used to divide a web page into areas?(a) Frames(b) theme(c) table of contents(d) none of the above62. The ability to combine name and addresses with a standard document is called .(a) document formatting(b) database management(c) mail merge(d) form letters63. Which would you choose to save a document with a new name?(a) Press Ctrl+S(b) Click File, Save(c) Click Tools, Options, Save(d) Click File, Save As64. Which of the following moves the insertion point to the previous cell of the table in MS-Word?(a) [Tab](b) [Shift]+[Tab](c) [Alt]+[Tab](d) [Ctrl]+[Tab]65. How to use Format Painter multiple times(a) By Click on Lock Format Painter Icon(b) By Double Click on the Format Painter Icon(c) By Selecting Edit -> Format Painter -> Multiple Use(d) Format Painter cannot be use multiple times66. Gutter position can be set in following positions(a) Left & Right(b) Left & Top(c) Left & Bottom(d) Left Only67. AutoCorrect was originally designed to replace _____ words as you type.(a) Short, repetitive(b) Grammatically incorrect(c) Misspelled(d) None of the above68. Where can you find the Draw Table tool button?(a) Standard toolbar(b) Formatting toolbar(c) Drawing toolbar(d) Tables and Formatting toolbar Share with your Friends. This page contains MS Word MCQs practice test questions that are asked in almost every job test or exam. We have compiled the most important and most repeated questions from past papers and exams.Our test system will also help you to check your knowledge (GK) about computer application software Microsoft MS Office Word. We have covered complete MS Microsoft Word 2007, MS word 2010, Microsoft word 2016 shortcuts keys a to z.Instructions for taking the online test:Click the desired link to open a quizEach MCQ carries one markEach question contains 4 MCQ, you can click the right optionIf you want to see the answer of an MCQ you can click on See Answer ButtonAt the end of a quiz click on submit button to get your test resultClick on try again button to re-take the quiz Home Terms & Conditions Contact Microsoft word is a part of MS office package, In today scenario, basic knowledge of ms word is necessary for all the candidates. Students preparing for SSC, Bank PO and other competitive exams can practice to enhance their performance with these selective and important MS Word questions and answers. Here are some important MS Word questions, which are repeated in examinations every year. Q 1. Which toolbar has a crop button option ? Ans. Picture toolbar Q 2. What must be used to control the layering of objects ? Ans. Drawing toolbar Q 3. Which command enables you to make multiple changes in a document at once ? Ans. Replace command Q 4. Ctrl + backspace key is used for ? Ans. Delete the word just before the cursor. Q 5. Ctrl + Delete key is used to ? Ans. Delete the word just after the cursor. Q 6. How to remove all character formats ? Ans. Ctrl + Spacebar Q 7. What is the shortcut key to insert Hyperlink in a document ? Ans. Ctrl + K Q 8. Which feature do you use to create a newspaper like document ? Ans. Columns Q 9. What Ctrl + E do in document ? Ans. Align center Q 10. A master document contains _____ , each of which contains a pointer to a file on a disk ? Ans. Sub documents Q 11. When you click on File menu in MS word 2010, it opens ? Ans. Backstage view Q 12. Which shortcut key is used to increase the page left indent ? Ans. Ctrl + M Q 13. The word rap feature do ? Ans. Automatically move text to the next line when neccessary. Q 14. What is Spike in MS word ? Ans. It allow you to combine text from several documents and then insert all the text into one document at one time. Q 15. The _____ in the resume wizard dialog box indicates the wizard is ready to create the document. Ans. Finish panel Q 16. What is document outline view ? Ans. A view with a structure of heading at various levels. Q 17. What do you call collection of characters and paragraph formatting commands ? Ans. A style Q 18. How will MS Word will respond in repeated word ? Ans. A red wavy line shows under the repeated word. Q 19. By default, your document prints with ? Ans. 1 inch top and bottom marginsA portrait orientation1.25 inches left and right margin Q 20. How many different positions can you set for Drop cap ? Ans. 2 Q 21. A screen element of MS word that is usually located below the title bar that provided categorized options is called ? Ans. Menu bar Q 22. Changing the apperance of a document is called ? Ans. Formatting Q 23. From where, you can hide some paragraph in a document ? Ans. From Font dialog box Q 24. Which position is not available for fonts on MS Word ? Ans. Centered Q 25. The feature of word that automatically adjust the amount of space between certain combination of characters so that an entire word looks more evently spaced. What that feature called ? Ans. Kerning Q 26. Shimmer, Sparkle text, Blinking background etc. are known as ? Ans. Font effects Q 27. Where you can find the Draw table tool button ? Ans. Tables and formatting toolbar Q 28. How can you remove tab stop marker from the ruler ? Ans. Drag the tab stop marker out of the ruler. Q 29. Which indent marker controls all the lines except first line ? Ans. Left indent marker Q 30. What you should do if you require pasting the same format in many places ? Ans. Double click the format painter then go on pasting in many places. Skip to content Home>Career>Top 100+ MS Word Questions Answers For Exam & Job Interviews Microsoft Word is a popular word-processing software used for creating, editing, formatting, and sharing documents. Understanding how to use Microsoft Word effectively is crucial for many job roles and academic purposes. Multiple-choice questions (MCQs) are a great way to test your knowledge of Microsoft Word. This article provides a collection of 100 MS Word Questions And Answers to help you learn and prepare for exams or job interviews.1. What is Microsoft Word?A) A spreadsheet programB) A word processing programC) A presentation programD) An email clientAnswer: B) A word processing program2. Which shortcut key is used to save a document in Microsoft Word?A) Ctrl + SB) Ctrl + PC) Ctrl + CD) Ctrl + XAnswer: A) Ctrl + S3. How do you protect a Word document with a password?a) File -> Save As -> Tools -> General Optionsb) Insert -> Passwordc) Home -> Protect Documentd) Review -> Protect DocumentAnswer: a) File -> Save As -> Tools -> General Options4. What is the default file extension for a Word document in Microsoft Word 2016?A) .xlsB) .pptC) .docxD) .txtAnswer: C) .docx5. Which function is used to check spelling and grammar in Microsoft Word?A) Review > ThesaurusB) Review > Word CountC) Review > Spelling & GrammarD) Review > Track ChangesAnswer: C) Review > Spelling & Grammar6. What is the purpose of the Home tab in Microsoft Word?A) To insert picturesB) To apply font and paragraph formattingC) To create tablesD) To set page layoutAnswer: B) To apply font and paragraph formatting7. How do you select all text in a document?A) Ctrl + AB) Ctrl + EC) Ctrl + FD) Ctrl + BAnswer: A) Ctrl + A8. What is the use of the Insert tab in Microsoft Word?A) To format textB) To check spellingC) To insert images, tables, and shapesD) To save a documentAnswer: C) To insert images, tables, and shapes9. Which shortcut key is used to copy selected text in Microsoft Word?A) Ctrl + XB) Ctrl + PC) Ctrl + VD) Ctrl + CAnswer: D) Ctrl + CRelated Article : A To Z Computer Full Form.10. Which shortcut key is used to paste copied text in Microsoft Word?A) Ctrl + CB) Ctrl + XC) Ctrl + VD) Ctrl + ZAnswer: C) Ctrl + V11. What does Ctrl + Z do in Microsoft Word?A) Redo the last actionB) Undo the last actionC) Save the documentD) Open a new documentAnswer: B) Undo the last action12. What is the purpose of the Page Layout tab in Microsoft Word?A) To insert imagesB) To set page margins, orientation, and sizeC) To check spellingD) To apply paragraph formattingAnswer: B) To set page margins, orientation, and size13. Which feature in Microsoft Word automatically moves text to the next line when it reaches the end of the page?A) AutoCorrectB) Word WrapC) AutoFormatD) Spell CheckAnswer: B) Word Wrap14. What does the Undo function do in Microsoft Word?a) Saves the documentb) Redoes the last actionc) Cancels the last actiond) Copies the textAnswer: c) Cancels the last action15. How can you create a new document in Microsoft Word?a) Ctrl + Nb) Ctrl + Oc) Ctrl + Sd) Ctrl + PAnswer: a) Ctrl + N16. How can you increase the font size of selected text in Microsoft Word?A) Home > Font Size drop downB) Insert > Font SizeC) Review > Font SizeD) View > Font SizeAnswer: A) Home > Font Size drop down17. Which feature in Microsoft Word allows you to see how the printed document will look?A) Print PreviewB) Print LayoutC) Outline ViewD) Draft ViewAnswer: A) Print Preview18. How do you save a document with a new name in Microsoft Word?A) File > SaveB) File > Save AsC) File > OpenD) File > PrintAnswer: B) File > Save As19. What is the function of the Save As option in Microsoft Word?a) Saves the document with the same nameb) Saves the document with a different name or formatc) Saves the document in a different folderd) Both b and cAnswer: d) Both b and c20. How do you insert a page break in Microsoft Word?A) Insert > Page BreakB) Page Layout > BreaksC) Home > BreaksD) View > BreaksAnswer: A) Insert > Page Break21. What is the function of Ctrl + P in Microsoft Word?A) To paste textB) To print a documentC) To open a new documentD) To save a documentAnswer: B) To print a document22. How do you increase the font size of the selected text in Microsoft Word?a) Ctrl + [b) Ctrl +]c) Ctrl + Shift + >d) Ctrl + Shift + 23. What is the use of the Split option in Microsoft Word?a) To divide the document into two partsb) To merge two documentsc) To split text into columnsd) To check the word countAnswer: a) To divide the document into two partsRelated Article : Computer Questions & Answers -1.24. How do you underline text in Microsoft Word?A) Ctrl + UB) Ctrl + IC) Ctrl + BD) Ctrl + AAnswer: A) Ctrl + U25. Which key combination is used to create a bullet list in Microsoft Word?A) Ctrl + Shift + BB) Ctrl + Shift + LC) Ctrl + Shift + ND) Ctrl + Shift + MAnswer: B) Ctrl + Shift + L26. How can you insert a symbol in a Word document?a) Insert -> Symbolb) Home -> Symbolc) Layout -> Symbold) Review -> SymbolAnswer: a) Insert -> Symbol27. How can you convert a Word document into a PDF?a) File -> Save As -> PDFb) Insert -> PDFc) Review -> Convertd) Home -> ConvertAnswer: a) File -> Save As -> PDF28. How can you add a hyperlink in Microsoft Word?A) Insert > HyperlinkB) Home > HyperlinkC) View > HyperlinkD) Review > HyperlinkAnswer: A) Insert > Hyperlink29. Which feature in Microsoft Word allows you to track changes made to a document?A) Track ChangesB) Word CountC) ThesaurusD) Mail MergeAnswer: A) Track Changes30. How do you insert a comment in Microsoft Word?a) Insert -> Commentb) Layout -> Commentc) References -> Insert Commentd) Review -> New CommentAnswer: d) Review -> New Comment31. How can you insert a table in Microsoft Word?A) Insert > TableB) Home > TableC) View > TableD) Review > TableAnswer: A) Insert > Table32. How do you apply a header to a document in Microsoft Word?A) Insert > HeaderB) Home > HeaderC) Page Layout > HeaderD) Review > HeaderAnswer: A) Insert > Header33. How can you add page numbers to a document in Microsoft Word?A) Insert > Page NumbersB) Home > Page NumbersC) View > Page NumbersD) Review > Page NumbersAnswer: A) Insert > Page Numbers34. What is the purpose of the View tab in Microsoft Word?A) To format textB) To change document views and show/hide rulers and gridlinesC) To insert imagesD) To apply stylesAnswer: B) To change document views and show/hide rulers and gridlines35. How can you create a footnote in Microsoft Word?A) References > Insert FootnoteB) Insert > FootnoteC) Home > FootnoteD) View > FootnoteAnswer: A) References > Insert Footnote36. What is the function of Ctrl + X in Microsoft Word?A) Copy textB) Cut textC) Paste textD) Undo actionAnswer: B) Cut text37. How can you insert a watermark in a document in Microsoft Word?A) Design > WatermarkB) Insert > WatermarkC) Home > WatermarkD) Review > WatermarkAnswer: A) Design > Watermark38. What is the use of the Design tab in Microsoft Word?A) To apply document themes, styles, and colorsB) To check spellingC) To insert tablesD) To track changesAnswer: A) To apply document themes, styles, and colors39. How do you align text to the center in Microsoft Word?A) Ctrl + EB) Ctrl + LC) Ctrl + RD) Ctrl + JAnswer: A) Ctrl + E40. How do you align text to the left in Microsoft Word?A) Ctrl + EB) Ctrl + LC) Ctrl + RD) Ctrl + JAnswer: B) Ctrl + L41. How do you align text to the right in Microsoft Word?A) Ctrl + EB) Ctrl + LC) Ctrl + RD) Ctrl + JAnswer: C) Ctrl + R42. How do you justify text in Microsoft Word?A) Ctrl + EB) Ctrl + LC) Ctrl + RD) Ctrl + JAnswer: D) Ctrl + J43. What does Ctrl + H do in Microsoft Word?A) Open the Find dialog boxB) Open the Replace dialog boxC) Open the Save As dialog boxD) Open the Print dialog boxAnswer: B) Open the Replace dialog box44. How do you change the line spacing in a document in Microsoft Word?A) Home > Line and Paragraph SpacingB) Insert > Line SpacingC) View > Line SpacingD) Review > Line SpacingAnswer: A) Home > Line and Paragraph Spacing45. How can you add a border to a page in Microsoft Word?A) Design > Page BordersB) Insert > Page BordersC) Home > Page BordersD) Review > Page BordersAnswer: A) Design > Page Borders46. What is the purpose of Ctrl + Shift + D in Microsoft Word?A) Double underline textB) Delete textC) Save the documentD) Close the documentAnswer: A) Double underline text47. How do you insert a symbol in Microsoft Word?A) Insert > SymbolB) Home > SymbolC) View > SymbolD) Review > SymbolAnswer: A) Insert > Symbol48. What does the Word Count feature in Microsoft Word do?A) Counts the number of words, characters, and pages in the documentB) Formats the textC) Tracks changesD) Saves the documentAnswer: A) Counts the number of words, characters, and pages in the document49. How do you insert a cover page in Microsoft Word?A) Insert > Cover PageB) Home > Cover PageC) View > Cover PageD) Review > Cover PageAnswer: A) Insert > Cover Page50. What is the use of the Thesaurus feature in Microsoft Word?A) To find synonyms and antonyms for a selected wordB) To check spellingC) To track changesD) To create a tableAnswer: A) To find synonyms and antonyms for a selected word51. How can you convert text to a table in Microsoft Word?A) Insert > Table > Convert Text to TableB) Home > Table > Convert Text to TableC) View > Table > Convert Text to TableD) Review > Table > Convert Text to TableAnswer: A) Insert > Table > Convert Text to Table52. What is the function of Ctrl + Shift + F in Microsoft Word?A) Open the Font dialog boxB) Save the documentC) Print the documentD) Open the Find dialog boxAnswer: A) Open the Font dialog box53. How do you create a drop cap in Microsoft Word?A) Insert > Drop CapB) Home > Drop CapC) Page Layout > Drop CapD) Review > Drop CapAnswer: A) Insert > Drop Cap54. How can you merge cells in a table in Microsoft Word?A) Select cells > Layout > Merge CellsB) Select cells > Insert > Merge CellsC) Select cells > Home > Merge CellsD) Select cells > View > Merge CellsAnswer: A) Select cells > Layout > Merge Cells55. What is the function of Ctrl + Shift + G in Microsoft Word?A) Open the Word Count dialog boxB) Open the Font dialog boxC) Save the documentD) Print the documentAnswer: A) Open the Word Count dialog box56. How do you add a comment in Microsoft Word?A) Review > New CommentB) Insert > New CommentC) Home > New CommentD) View > New CommentAnswer: A) Review > New Comment57. What is the purpose of the Styles feature in Microsoft Word?A) To apply consistent formatting to textB) To insert imagesC) To create tablesD) To check spellingAnswer: A) To apply consistent formatting to text58. How can you protect a document in Microsoft Word?A) File > Info > Protect DocumentB) Insert > Protect DocumentC) Home > Protect DocumentD) Review > Protect DocumentAnswer: A) File > Info > Protect Document59. How do you create a macro in Microsoft Word?A) View > Macros > Record MacroB) Insert > Macros > Record MacroC) Home > Macros > Record MacroD) Review > Macros > Record MacroAnswer: A) View > Macros > Record Macro60. What is the use of the Equation feature in Microsoft Word?A) To insert mathematical equationsB) To create tablesC) To format textD) To check spellingAnswer: A) To insert mathematical equations61. How do you create a bibliography in Microsoft Word?A) References > BibliographyB) Insert > BibliographyC) Home > BibliographyD) Review > BibliographyAnswer: A) References > Bibliography62. What is the purpose of the Navigation Pane in Microsoft Word?A) To easily navigate through the document by headings, pages, or search resultsB) To check spellingC) To insert imagesD) To apply stylesAnswer: A) To easily navigate through the document by headings, pages, or search results63. How can you split a window in Microsoft Word?A) View > SplitB) Insert > SplitC) Home > SplitD) Review > SplitAnswer: A) View > SplitRelated Article : Famous Computer Scientists.64. How do you create an index in Microsoft Word?A) References > Index > Insert IndexB) Insert > Index > Insert IndexC) Home > Index > Insert IndexD) Review > Index > Insert IndexAnswer: A) References > Index > Insert Index65. What is the function of Ctrl + K in Microsoft Word?A) Insert a hyperlinkB) Open a new documentC) Print the documentD) Save the documentAnswer: A) Insert a hyperlink66. How can you convert a table to text in Microsoft Word?A) Select table > Layout > Convert to TextB) Select table > Insert > Convert to TextC) Select table > Home > Convert to TextD) Select table > View > Convert to TextAnswer: A) Select table > Layout > Convert to Text67. What is the function of Ctrl + Shift + K in Microsoft Word?A) Small capsB) Capitalize textC) Save the documentD) Close the documentAnswer: A) Small caps68. How do you insert an endnote in Microsoft Word?A) References > Insert EndnoteB) Insert > EndnoteC) Home > EndnoteD) View > EndnoteAnswer: A) References > Insert Endnote69. What does Ctrl + Alt + S do in Microsoft Word?A) Split the windowB) Save the documentC) Open a new documentD) Print the documentAnswer: A) Split the window70. How can you insert a SmartArt graphic in Microsoft Word?A) Insert > SmartArtB) Home > SmartArtC) View > SmartArtD) Review > SmartArtAnswer: A) Insert > SmartArt71. 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