

Microsoft Office

1. Which is not a font style ?

- a. Bold
- b. Superscript
- c. Italic
- d. Regular

Answer: Option B

2. 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

Answer: Option D

3. Landscape is ?

- a. A font style
- b. Paper Size
- c. Page Layout
- d. Page Orientation

Answer: Option D

4. Typeface option will come under which menu ?

- a. Edit
- b. View
- c. Format
- d. Tools

Answer: Option C

5. Background color on a document is not visible in ?

- a. Web layout view
- b. Print Preview
- c. Reading View
- d. Print Layout view

Answer: Option B

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

- a. Page Setup
- b. Section
- c. Page
- d. Document

Answer: Option B

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

- a. Tab stop box
- b. Left Indent
- c. Right Indent
- d. Center Indent

Answer: Option D

8. Gutter position can be set in following positions

- a. Left & Right
- b. Left & Top
- c. Left & Bottom
- d. Left Only

9. What is the Short cut key for line break?

- a. CTRL + Enter
- b. Alt + Enter
- c. Shift + Enter
- d. Space + Enter_

Answer: Option C

10. By pressing F12, which of following will happen ?

- a. Save As dialog box will open
- b. Save dialog box will open
- c. Open dialog box will open
- d. Close dialog box will open_

Answer: Option A

11. Which key will open an Open dialogue box ?

- a. F12

Microsoft Office

- b. Alt + F12
- c. Ctrl + F12
- d. Shift + F12

Answer: Option C

12. How will MS Word will respond in repeated word ?

- a. A Green wavy line under the repeated word
- b. A Red wavy line under the repeated word
- c. A Blue wavy line under the repeated word
- d. None of above

Answer: Option B

13. What is the use of "All Caps" feature in MS-Word ?

- a. It changes all selected text into Capital Letter
- b. It adds captions for selected Image
- c. It shows all the image captions
- d. None of above

Answer: Option A

14. Which file is responsible to start MS Word ?

- a. Winword.exe
- b. Win.exe
- c. Word.exe
- d. Wordwin.exe

Answer: Option A