

Microsoft Word Questions

Latest Microsoft Word MCQ Objective Questions

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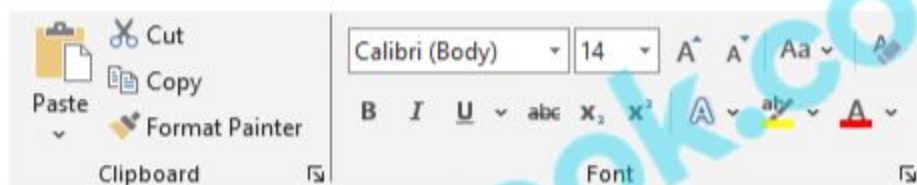
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Question 1:

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Look at the image MS Word 2016 and identify which tab all the elements present in the given image fall under?



1. Insert

2. Home

3. Design

4. View

Answer (Detailed Solution Below)

Option 2 : Home

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Microsoft Word Question 1 Detailed Solution

The correct answer is **Home Tab**

Key Points

Home is the one that contains commonly used formatting options like font style, size, and alignment.

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Question 2:

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The given image which list style present?



- The standard Lorem Ipsum passage, used since the 1500s
- Section 1.10.32 of "de Finibus Bonorum et Malorum", written by Cicero in 45 BC
- 1914 translation by H. Rackham

1. Number List
2. Multilevel List
3. Bullets List
4. none of the above

Answer (Detailed Solution Below)

Option 3 : Bullets List

Microsoft Word Question 2 Detailed Solution

The correct answer is **Bullets List**

Key Points

- In the provided image, each item in the list is preceded by a small black dot, which is known as a bullet point.
- This type of formatting is characteristic of a Bullets List. Unlike Number Lists or Multilevel Lists, Bullets Lists use simple symbols (such as dots) to denote each item without any hierarchical numbering or sub-levels. Therefore, the correct answer is 3) Bullets List.

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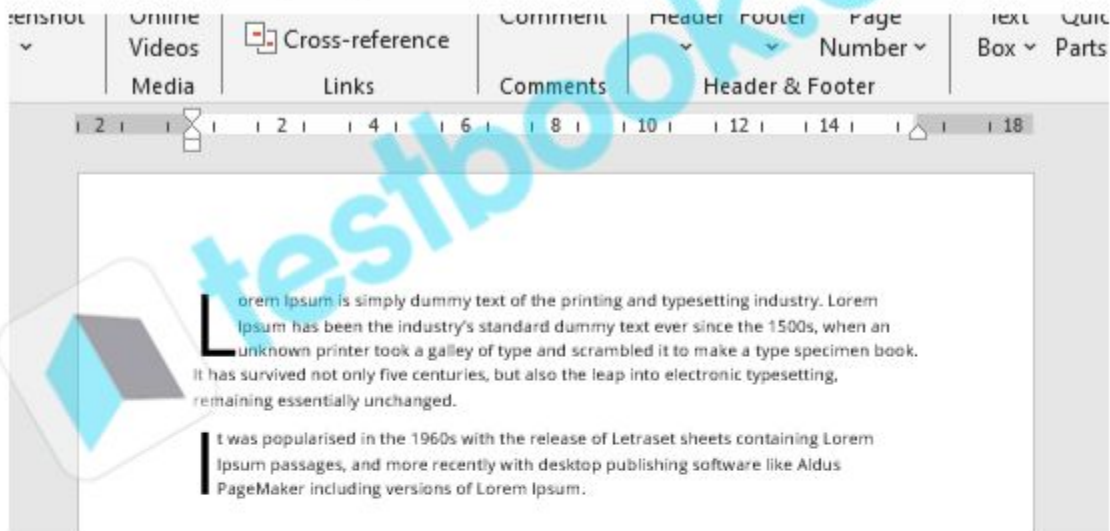
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Question 3:

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How many Drop Cap in given document.



1. 1

2. 2

3. 3

4. 4

Answer (Detailed Solution Below)

Option 2 : 2

Microsoft Word Question 3 Detailed Solution

The correct answer is **2**

 **Key Points**

In the provided image, there are two large, capitalized letters at the beginning of two different paragraphs, which are Drop Caps. These are:

- The letter "L" at the beginning of the first paragraph.
- The letter "I" at the beginning of the second paragraph.

Each Drop Cap spans multiple lines of text, which is a characteristic feature of Drop Caps. Therefore, the correct answer is 2).

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Question 4:

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Match the following:

MS Word 365 Option Icon	Meaning
A. 	I. Symbol
B. 	II. Equation
C. 	III. Page color
D. 	IV. Watermark

1. A - I, B - II, C - III, D - IV

2. A - II, B - III, C - IV, D - I

3. A - I, B - III, C - II, D - IV

4. A - III, B - I, C - IV, D - II

Answer (Detailed Solution Below)

Option 2 : A - II, B - III, C - IV, D - I

Microsoft Word Question 4 Detailed Solution

The correct answer is **A - II, B - III, C - IV, D - I**

Key Points


- A - Equation (II):
 - Explanation: The pi (π) icon represents the "Equation" tool, used to insert mathematical equations into the document.
- B - Page color (III):
 - Explanation: The paint bucket icon represents the "Page color" tool, used to change the background color of the document pages.
- C - Watermark (IV):
 - Explanation: The diagonal text icon represents the "Watermark" tool, used to add a faint background text or image behind the document content.
- D - Symbol (I):
 - Explanation: The omega (Ω) icon represents the "Symbol" tool, used to insert special characters and symbols into the document.


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Question 5:

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Identify which of the following statements are true or false:

- MS-Word 365 allows you to create and edit documents collaboratively in real-time with other users.
- The 'AutoCorrect' feature in MS-Word 365 automatically corrects common spelling and typing errors.

1. i - False, ii - True

2. i - True, ii - True

3. i - True, ii - False

4. i - False, ii - False

4. i - False, ii - False

Answer (Detailed Solution Below)

Option 2 : i - True, ii - True

Microsoft Word Question 5 Detailed Solution

The correct answer is **i - True, ii - True**

Key Points

- Statement i: This is true. MS-Word 365 allows collaborative editing, meaning multiple users can work on the same document in real-time.
- Statement ii: This is true. The 'AutoCorrect' feature in MS-Word 365 automatically corrects common spelling and typing errors as you type.

So, the statements are: i - True ii - True


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Question 6

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Which of the following is the shortcut key to open a 'New Blank' document in MS-Word?

1. CTRL + B

2. CTRL + N

3. CTRL + D

4. CTRL + M

Option 2 : CTRL + N

Microsoft Word Question 6 Detailed Solution

The correct answer is **CTRL + N**.

Key Points

- Create a new document with Ctrl+N.

Additional Information


• Basic computer shortcut keys

- **Ctrl + M** -- Indent the paragraph.
- **Ctrl + B** -- Bold highlighted selection.
- **Ctrl + D** -- Font options.
- **Alt + F**--File menu options in the current program.
- **Alt + E**--Edits options in the current program.
- **F1**--Universal help (for any sort of program).
- **Ctrl + A**--Selects all text.
- **Ctrl + X**--Cuts the selected item.
- **Ctrl + Del**--Cut selected item.
- **Ctrl + C**--Copy the selected item.
- **Ctrl + Ins**-- Copy the selected item.
- **Ctrl + V**--Paste the selected item.
- **Shift + Ins** -- Paste the selected item.
- **Home** -- Takes the user to the beginning of the current line.
- **Ctrl + Home**--Go to the beginning of the document.
- **End** -- Go to the end of the current line.
- **Ctrl + End** -- Go to the end of a document.
- **Shift + Home** -- Highlight from the current position to the beginning of the line.
- **Shift + End** -- Highlight from the current position to the end of the line.
- **Ctrl +** (Left arrow) -- Move one word to the left at a time.
- **Ctrl +** (Right arrow) -- Move one word to the right at a time.

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_____ feature of MS Word helps to create a list in a document.

1. Word Art
2. Scaling
3. Bullets and Numbering
4. Word Wrap

Answer (Detailed Solution Below)

Option 3 : Bullets and Numbering

Microsoft Word Question 7 Detailed Solution

The correct answer is **Bullets and Numbering**.

- Bullets and Numbering feature of MS Word help to create a list in a document.

Key Points

- Bullets and Numbering are used to create a list in documents in MS word.
- **To create a list in MS Word:**
 - Select the text required to format as a list.
 - Click on the Bullets or Numbering drop-down option on the Home tab.
 - Select the bullet or numbering style required, and it will appear in the document.



Additional Information


- **Word wrap** is a word processing feature that **automatically transfers a word that has no insufficient space** from the end of one line of text to the beginning of the next.
- **Scaling** in MS Word is another text effect to **make the text larger or smaller**.
- **WordArt** is used to create **decorative effects to the text styles**

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Question 8

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In MS Word, "Ctrl + Home" is used to

1. Moves the cursor to the beginning of Document
2. Moves the cursor to the beginning of Line
3. Moves the cursor to the beginning of Paragraph
4. All of the above

Answer (Detailed Solution Below)

Option 1 : Moves the cursor to the beginning of Document

Microsoft Word Question 8 Detailed Solution

The correct answer is **Moves the cursor to the beginning of the document.**

Key Points

- **Ctrl + Home** is a shortcut key used in MS Word to **move the cursor to the beginning of the**

 **Additional Information**


Shortcuts in MS Word


Open a document.	Ctrl+O
Create a new document.	Ctrl+N
Save the document.	Ctrl+S
Close the document.	Ctrl+W
Cut the selected content to the Clipboard.	Ctrl+X
Copy the selected content to the Clipboard.	Ctrl+C
Paste the contents of the Clipboard.	Ctrl+V
Select all document content.	Ctrl+A
Apply bold formatting to the text.	Ctrl+B
Apply italic formatting to text.	Ctrl+I
Apply underline formatting to text.	Ctrl+U
Decrease the font size by 1 point.	Ctrl+[
Increase the font size by 1 point.	Ctrl+]]
Centre the text.	Ctrl+E


Align the text to the left.	Ctrl+L
Align the text to the right.	Ctrl+R
Cancel a command.	Esc
Undo the previous action.	Ctrl+Z
Redo the previous action, if possible.	Ctrl+Y
Adjust the zoom magnification.	Alt+W, Q, then tab in Zoom dialogue box to the value you want.
Split the document window.	Ctrl+Alt+S
Remove the document window split.	Alt+Shift+C or Ctrl+Alt+S


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Question 9

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Which of the following shortcuts is used to select a sentence in a paragraph in MS-Word?

1. Alt + click on a sentence to select it
2. Single-click on a sentence to select it

3. Ctrl + click on a sentence to select it

4. Double-click on a sentence to select it

Answer (Detailed Solution Below)

Option 3 : Ctrl + click on a sentence to select it

Microsoft Word Question 9 Detailed Solution

The correct answer is **Ctrl + click on a sentence to select it.**

- **Triple-click (Ctrl + click)** on a sentence to select it is used to select a sentence in a paragraph in MS Word.

Mistake Points

- Double click can only select a single word but Ctrl+Click on a statement can select complete statement. **Hence option 3 is correct and 4 is incorrect.**

Key Points

Shortcut in MS word for selection:

- To select the current word, **double-click on it.**
- To select the current paragraph, triple-click on the paragraph.
- To select a sentence and **not just a line**, hold down **[Ctrl]** and **click once in any place within the sentence.**
- To select a vertical block of text, click at the start of the block. Later, hold down the [Shift] key and click a second time at the opposite end of the block. This trick is used when only want to copy one column of a tabular list

Approach (to find the difference in the shortcut)

These can be easily understood if you do it practically on MS word as it has very minute differences which you need to see while performing and reading each point.

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Which of the following is NOT a valid paragraph alignment in MS-Word?

1. Right

2. Top

3. Justify

4. Left

Answer (Detailed Solution Below)

Option 2 : Top

Microsoft Word Question 10 Detailed Solution

The correct answer is **Top**

The default alignment for the paragraph in MS-Word is Left.

- The alignment buttons in the Home tab in the Paragraph section allows us to change the alignment.
 - Left
 - Right
 - Centre
 - Justified
- It also provides the alignment for other objects such as picture, symbol, shapes etc.



Additional Information

Font Formatting:

- Ctrl+D opens the Font dialogue box for character formatting to format font type, style, size, colour etc.
- Ctrl+Shift+F moves directly to the Font type field in this dialogue box.
- Ctrl+Shift+P moves directly to the Font size field in this dialogue box.
- The keyboard commands for font styles are also the same as in previous Office versions:
- Ctrl+B Bold style
- Ctrl+I Italic style
- Ctrl+U Underline
- Ctrl+1 Single line spacing
- Ctrl+2 Double line spacing
- Ctrl+5 1.5 line spacing

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Question 11

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Which of the following best describes the MS-Word software?

1. It is a firmware.
2. It is a word processor.
3. It is a GUI-based operating system.
4. It is a system software.

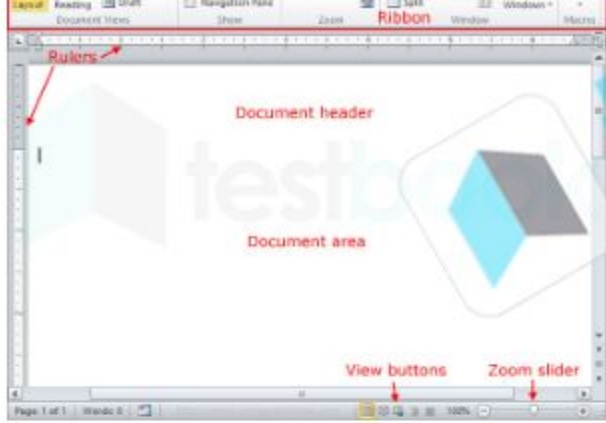
Answer (Detailed Solution Below)

Option 2 : It is a word processor.

Microsoft Word Question 11 Detailed SolutionThe correct answer is **It is a word processor**

- Sometimes called **Winword**, **MS Word**, or **Word**, **Microsoft Word** is a word processor published by **Microsoft**. It is one of the **office productivity applications** included in the **Microsoft Office suite**. Originally developed by **Charles Simonyi** and **Richard Brodie**, it was first released in **1983**.
- **Microsoft Word** is available for **Microsoft Windows**, **Apple macOS**, **Android**, and **Apple iOS**. It can also run on the **Linux operating system** using **WINE**.
- **Microsoft Word** allows you to **create professional-quality documents, reports, letters, and résumés**. Unlike a **plain text editor**, Microsoft Word has features including **spell check**, **grammar check**, **text and font formatting**, **HTML support**, **image support**, **advanced page layout**, and more.
- Below is an overview of a **Microsoft Word 2010** document.





Application Software Type	Examples
Word processing software	MS Word, WordPad, and Notepad
Database software	Oracle, MS Access, etc
Presentation Software	Microsoft PowerPoint, Keynotes
Multimedia software	Real Player, Media Player
Application Suites	OpenOffice, Microsoft Office

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Question 12

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Which shortcut key is used to find a particular word in a Word document ?

1. CTRL + S

2. CTRL + F

3. CTRL + R

4. CTRL + Y

Answer (Detailed Solution Below)

Option 2 : CTRL + F

Microsoft Word Question 12 Detailed Solution


The correct answer is **CTRL + F**.


Key Points


- In **Microsoft Word**, and other word processors and text editors, **Ctrl+F** opens a find box that allows you to search for characters, text, and phrases in the current document. In Word specifically, **Ctrl+F** opens a search box in the **Navigation task pane**.
- In **Microsoft Word** and other word processors, pressing **Ctrl+S** saves the current document.
- In **Microsoft Word** and other word processors, pressing **Ctrl+R** right aligns a paragraph or object in the current document.
- **Control+R** and **C-r**, **Ctrl+R** is a keyboard shortcut most often used to refresh the page in an Internet browser.
- **Control+Y** and **C-y**, **Ctrl+Y** is a keyboard shortcut most often used to redo an action reversed using the undo command.


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Question 13

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In MS-Word, if you want to display the meaning of a word in your text at the bottom of the last page, which feature will help you?

1. Endnote

2. Footnote

3. Bottomnote

4. Footernote

Answer (Detailed Solution Below)

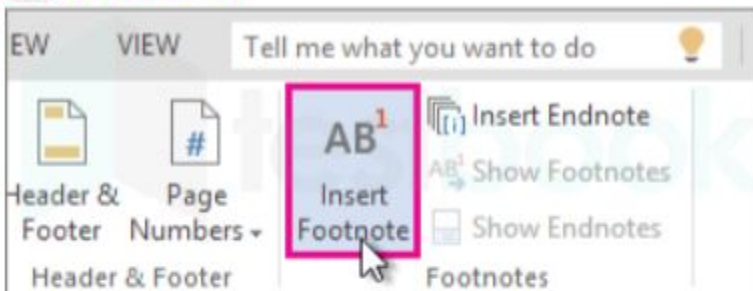
Option 2 : Footnote

Microsoft Word Question 13 Detailed Solution

The answer is **Footnote**.

Key Points

- **Footnotes** provide references to something in a document or give a message.
 - Footnotes appear at the **bottom** of the page.
 - It can be inserted using the “**References**” tab at the top of the word page.



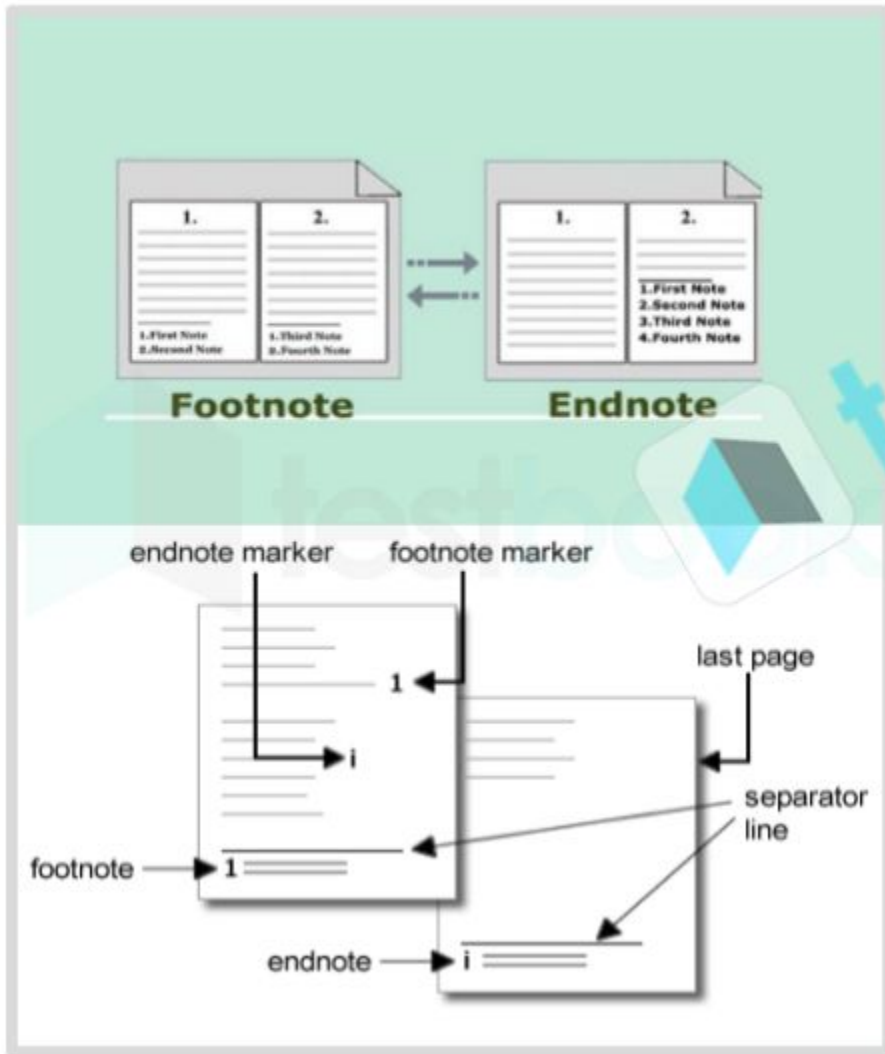
- Other features:-
 - **Endnote**:- They appear all together **at the end of the text**, instead of separately on each page.



Mistake Points

The question includes "Bottom of the last page". To insert a note at bottom of the page, a footnote is required, but if we need to add a note after the text line, then an endnote is used.

is required, but if we need to add a note after the text line, then an endnote is used.



NOTE: -

Footnote

In Microsoft Word, you would use the Footnote feature to display the meaning of a word at the bottom of the page. This feature inserts a small superscript number in the text where you placed the cursor, and you can type the definition (or any other note) at the bottom of the page, corresponding to that number.

Just to clarify, while footnotes generally appear at the bottom of the page containing the reference, an endnote appears at the end of a document or section. Neither "bottomnote" nor "footernote" are features in Microsoft Word.

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How many types of page orientation are available in MS-Word software ?

1. One
2. Two
3. Three
4. Five

Answer (Detailed Solution Below)

Option 2 : Two

Microsoft Word Question 14 Detailed Solution

The correct answer is "**Two**".

Key Points

Word offers two page orientation:

- 1) Landscape
- 2) Portrait.

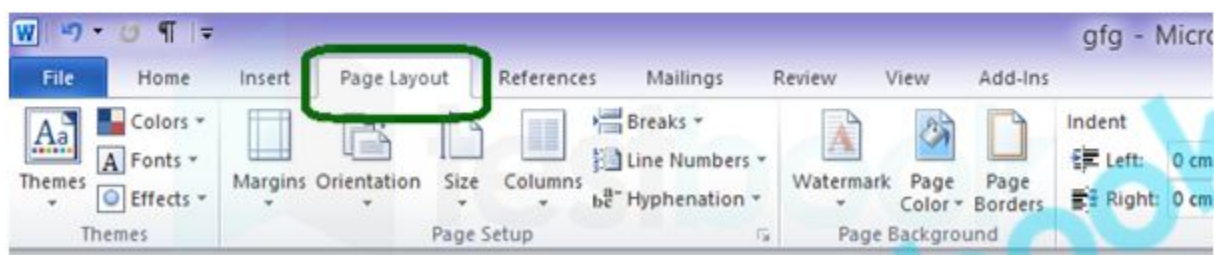
- By default, when we open MS-Word or in the general case, the page is in portrait orientation only. So, in this case, we have to change the page orientation to Landscape orientation.
- So, for performing this operation we will follow certain steps, in which instructions are given with a diagram:

Steps to follow:

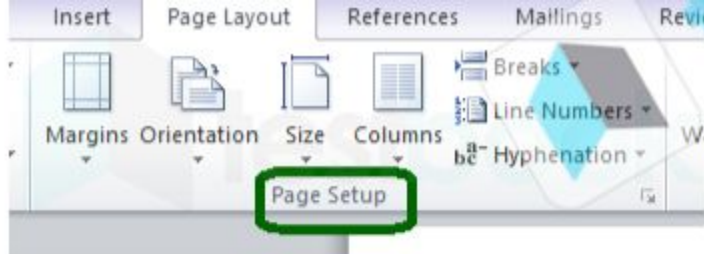
Step 1: First open MS-Word on your PC.

Step 2: Now, Open the document or create a new one in which you want to perform this operation.

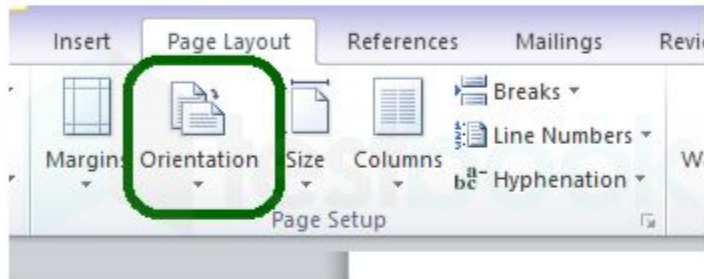
Step 3: Now, go to the "Page Layout" tab.



Step 4: Now, In the Page Layout tab, go to the "Page Setup" section.



Step 5: In Page Setup Section there is the option “Orientation”. Click on the **Orientation** button. (shown in the image below) There are two options Portrait and Landscape. Select Landscape.



Step 6: So, the Page orientation is successfully changed to Portrait.

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Question 15

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Which shortcut key is used to 'align center' the selected text in MS Word?

1. Ctrl + R

2. Ctrl + J

3. Ctrl + U

4. Ctrl + E

Answer (Detailed Solution Below)

Microsoft Word Question 15 Detailed Solution

The correct answer is **Ctrl + E**.

Key Points

- **The Microsoft Word shortcut keys** make it easier to do everything from save your document to undo a mistake.
- The shortcut key Ctrl + E is used to align the line or selected text to the centre of the screen.
- **Microsoft Word** is a word processor developed by **Microsoft**.
- It was released on **October 25, 1983**, under the name **Multi-Tool Word** for **Xenix system**.
- The commercial version of Word is licensed as a standalone product or as a component of **Microsoft Office** or **Windows RT**.
- **Ctrl + U** is used to **Underline the selected text**.

Shortcut Key	Use
Ctrl + R	Aligns the line or selected texts to the right of the screen.
Ctrl + J	Aligns the selected text or line to justify the screen.
Ctrl + U	Underline the selected text.