

COMPUTER MS WORD TEST-PART-3 ENG

Total points 50/50 ?

Minimum Passing Marks = 45

STUDENT NAME *

VIVA

✓ 101. What is the shortcut for making text bold? *

1/1

- ☒ A) Ctrl + B
- ☐ B) Ctrl + I
- ☐ C) Ctrl + U
- ☐ D) Ctrl + V



✓ 102. What is the shortcut for italic text? *

1/1

- ☐ A) Ctrl + B
- ☒ B) Ctrl + I
- ☐ C) Ctrl + U
- ☐ D) Ctrl + V



✓ 103. What is the shortcut for underlining text? *

1/1

- ☐ A) Ctrl + B
- ☐ B) Ctrl + I
- ☒ C) Ctrl + U
- ☐ D) Ctrl + V



✓ 104. Which alignment option aligns text to the left? *

1/1

- ☐ A) Right
- ☐ B) Justify
- ☐ C) Center
- ☒ D) Left



✓ 105. Which alignment option aligns text to the center? *

1/1

- ☐ A) Left
- ☒ B) Center
- ☐ C) Right
- ☐ D) Justify



✓ 106. Which alignment option aligns text to the right? *

1/1

- ☒ A) Right
- ☐ B) Left
- ☐ C) Center
- ☐ D) Justify



✓ 107. Which alignment option aligns text evenly between margins? *

1/1

- ☐ A) Right
- ☒ B) Justify
- ☐ C) Left
- ☐ D) Center



✓ 108. To change font type, use the: *

1/1

- ☐ A) Format Tab
- ☒ B) Font Dialog Box
- ☐ C) Insert Tab
- ☐ D) Home Button



✓ 109. To highlight text, you use: *

1/1

- ☐ A) Shading
- ☐ B) Borders
- ☒ C) Text Highlight Color
- ☐ D) Font Color



✓ 110. To change text color, use: *

1/1

- ☐ A) Text Highlight
- ☐ B) Borders
- ☒ C) Font Color
- ☐ D) Format Painter



✓ 111. To insert a page break, use shortcut: *

1/1

- ☐ A) Ctrl + P
- ☒ B) Ctrl + Enter
- ☐ C) Ctrl + B
- ☐ D) Alt + Shift + Enter



✓ 112. To insert a picture from your computer, use: *

1/1

- ☐ A) Design tab
- ☒ B) Insert → Pictures
- ☐ C) File → Open
- ☐ D) Layout → Graphics



✓ 113. Which tab is used to insert WordArt? *

1/1

- ☐ A) View
- ☒ B) Insert
- ☐ C) File
- ☐ D) Review



✓ 114. Which tab contains the Themes option? *

1/1

- ☐ A) Home
- ☒ B) Design
- ☐ C) Insert
- ☐ D) Layout



✓ 115. To change page orientation, go to: *

1/1

- ☐ A) Insert
- ☒ B) Layout
- ☐ C) Review
- ☐ D) View



✓ 116. Which of the following is not a valid page orientation? *

1/1

- ☐ A) Portrait
- ☐ B) Landscape
- ☒ C) Diagonal
- ☐ D) None



✓ 117. What does the watermark feature do? *

1/1

- ☐ A) Highlights text
- ☒ B) Adds background text
- ☐ C) Inserts picture
- ☐ D) Adds a header



✓ 118. How can you insert a shape like a circle or square? *

1/1

- ☒ A) Insert → Shapes
- ☐ B) Design → Shapes
- ☐ C) View → Tools
- ☐ D) Layout → Shapes



✓ 119. What tab is used to insert a chart? *

1/1

- ☐ A) Review
- ☒ B) Insert
- ☐ C) View
- ☐ D) Layout



✓ 120. Page margins can be adjusted from: *

1/1

- ☒ A) Layout tab
- ☐ B) Home tab
- ☐ C) Insert tab
- ☐ D) View tab



✓ 121. Which tab allows you to check spelling? *

1/1

- ☐ A) View
- ☐ B) Home
- ☒ C) Review
- ☐ D) File



✓ 122. The synonym tool is called: *

1/1

- ☐ A) Grammar
- ☐ B) Dictionary
- ☒ C) Thesaurus
- ☐ D) Translation



✓ 123. Which command is used for tracking changes? *

1/1

- ☐ A) Compare
- ☒ B) Track Changes
- ☐ C) Comments
- ☐ D) Markup



✓ 124. What is the shortcut to open the thesaurus? *

1/1

- ☒ A) Shift + F7
- ☐ B) F7
- ☐ C) Alt + F7
- ☐ D) Ctrl + F7



✓ 125. To add a footnote: *

1/1

- ☐ A) Insert → Footnote
- ☒ B) References → Insert Footnote
- ☐ C) Review → Footnote
- ☐ D) Layout → Insert



✓ 126. To insert a table of contents: *

1/1

- ☐ A) Layout tab
- ☒ B) References tab
- ☐ C) Review tab
- ☐ D) View tab



✓ 127. What does the 'Read Mode' do? *

1/1

- ☐ A) Edits text
- ☒ B) Changes view for easy reading
- ☐ C) Adds comments
- ☐ D) Translates



✓ 128. To zoom in/out of a document, use: *

1/1

- ☒ A) View tab → Zoom
- ☐ B) File tab → Zoom
- ☐ C) Review tab → Magnify
- ☐ D) Home tab → Zoom



✓ 129. Which tab allows splitting the window? *

1/1

- ☐ A) Layout
- ☒ B) View
- ☐ C) Insert
- ☐ D) Review



✓ 130. The Navigation Pane helps in: *

1/1

- ☐ A) Changing font
- ☒ B) Viewing document structure
- ☐ C) Creating charts
- ☐ D) Printing documents



✓ 131. What does Ctrl + A do? *

1/1

- ☒ A) Select all
- ☐ B) Save
- ☐ C) Align text
- ☐ D) Print



✓ 132. Shortcut to open Save As dialog: *

1/1

- ☒ A) F12
- ☐ B) Ctrl + S
- ☐ C) Ctrl + Shift + S
- ☐ D) Alt + S



✓ 133. To find text, use: *

1/1

- ☒ A) Ctrl + F
- ☐ B) Ctrl + P
- ☐ C) Ctrl + G
- ☐ D) Ctrl + A



✓ 134. To replace text: *

1/1

- ☐ A) Ctrl + R
- ☒ B) Ctrl + H
- ☐ C) Ctrl + F
- ☐ D) Ctrl + W



✓ 135. To close a document, use: *

1/1

- ☒ A) Ctrl + F4
- ☐ B) Alt + F4
- ☐ C) Ctrl + X
- ☐ D) Ctrl + W



✓ 136. Which tab contains Macros? *

1/1

- ☐ A) Insert
- ☒ B) View
- ☐ C) File
- ☐ D) Layout



✓ 137. Which option is used to count words in a document? *

1/1

- ☐ A) Insert
- ☒ B) View
- ☐ C) File
- ☐ D) Layout



✓ 138. What does the Clipboard group do? *

1/1

- ☐ A) Helps in formatting
- ☒ B) Provides Cut, Copy, Paste options
- ☐ C) Inserts objects
- ☐ D) Adds effects



✓ 139. What is a section break? *

1/1

- ☐ A) Breaks a word
- ☐ B) Breaks a paragraph
- ☒ C) Divides document into sections
- ☐ D) Highlights section



✓ 140. Mail Merge is used to: *

1/1

- ☐ A) Send emails
- ☒ B) Create multiple personalized letters
- ☐ C) Merge documents
- ☐ D) Format documents



✓ 141. Which tab has the Mail Merge option? *

1/1

- ☐ A) Review
- ☒ B) Mailings
- ☐ C) Layout
- ☐ D) File



✓ 142. SmartArt is used to insert: *

1/1

- ☐ A) Charts
- ☐ B) Text
- ☒ C) Graphics and diagrams
- ☐ D) Equations



✓ 143. Header appears in: *

1/1

- ☐ A) Bottom of page
- ☒ B) Top of page
- ☐ C) Middle of page
- ☐ D) None



✓ 144. Footer appears in: *

1/1

- ☐ A) Top of page
- ☒ B) End of page
- ☐ C) Middle
- ☐ D) Header



✓ 145. What is the shortcut to redo an action? *

1/1

- ☒ A) Ctrl + Y
- ☐ B) Ctrl + Z
- ☐ C) Ctrl + R
- ☐ D) Ctrl + Shift + Z



✓ 146. Which key is used to delete text to the left of the cursor? *

1/1

- ☐ A) Delete
- ☒ B) Backspace
- ☐ C) Tab
- ☐ D) Spacebar



✓ 147. Which group is used to apply borders? *

1/1

- ☐ A) Styles
- ☒ B) Paragraph
- ☐ C) Font
- ☐ D) Clipboard



✓ 148. How many ways can you view a document in Word? *

1/1

- ☐ A) 3
- ☐ B) 4
- ☒ C) 5
- ☐ D) 2



✓ 149. What is the function of 'Ctrl + Shift + N'? *

1/1

- ☐ A) Opens new window
- ☒ B) Applies Normal style
- ☐ C) Changes font
- ☐ D) Aligns text



✓ 150. Default margin size in MS Word (Normal): *

1/1

- ☒ A) 1 inch
- ☐ B) 1.5 inch
- ☐ C) 0.5 inch
- ☐ D) 2 inch



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