

COMPUTER MS WORD TEST-PART-1 ENG

Total points 50/50 ?

Minimum Passing Marks = 45

STUDENT NAME *

VIVA

✓ 1. What is the default file extension of a Word document in Word 2016? * 1/1

- ☐ A) .txt
- ☐ B) .doc
- ☒ C) .docx
- ☐ D) .pdf



✓ 2. Which menu contains the 'Save' command? * 1/1

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



✓ 3. What does the shortcut Ctrl + S do? *

1/1

- ☐ A) Opens a document
- ☒ B) Saves a document
- ☐ C) Closes a document
- ☐ D) Prints a document



✓ 4. Which key combination is used to open a new document? *

1/1

- ☒ A) Ctrl + N
- ☐ B) Ctrl + O
- ☐ C) Ctrl + S
- ☐ D) Ctrl + P



✓ 5. What is the function of the 'Backspace' key? *

1/1

- ☐ A) Deletes text ahead
- ☒ B) Deletes text behind the cursor
- ☐ C) Moves to the next page
- ☐ D) Saves the document



✓ 6. Which button closes MS Word? *

1/1

- ☒ A) X button at the top-right
- ☐ B) Home
- ☐ C) File
- ☐ D) Insert



✓ 7. Which command helps in printing a document? *

1/1

- ☒ A) Ctrl + P
- ☐ B) Ctrl + D
- ☐ C) Ctrl + Z
- ☐ D) Ctrl + V



✓ 8. Which toolbar has font style, size, bold, italic etc.? *

1/1

- ☐ A) Standard
- ☒ B) Formatting
- ☐ C) Drawing
- ☐ D) Insert



✓ 9. What is the default orientation of a document? *

1/1

- ☒ A) Portrait
- ☐ B) Landscape
- ☐ C) Vertical
- ☐ D) Horizontal



✓ 10. What is the default font in MS Word 2016? *

1/1

- ☐ A) Arial
- ☒ B) Calibri
- ☐ C) Times New Roman
- ☐ D) Verdana



✓ 11. What does Ctrl + Z do? *

1/1

- ☐ A) Redo
- ☒ B) Undo
- ☐ C) Cut
- ☐ D) Save



✓ 12. Which is not a font style in Word? *

1/1

- ☐ A) Bold
- ☐ B) Italic
- ☐ C) Regular
- ☒ D) Oblique



✓ 13. What is the blinking vertical line in Word called? *

1/1

- ☐ A) Pointer
- ☒ B) Cursor
- ☐ C) Arrow
- ☐ D) Icon



✓ 14. What is Word Wrap? *

1/1

- ☐ A) Aligns text to the right
- ☒ B) Moves text to the next line automatically
- ☐ C) Makes text bold
- ☐ D) Deletes extra space



✓ 15. Which tab is used for inserting tables and pictures? *

1/1

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



✓ 16. Which feature checks spelling as you type? *

1/1

- ☐ A) AutoCorrect
- ☐ B) Grammar Check
- ☒ C) Spelling and Grammar
- ☐ D) Find and Replace



✓ 17. Where can you find the 'Header and Footer' option? *

1/1

- ☒ A) Insert Tab
- ☐ B) Home Tab
- ☐ C) Review Tab
- ☐ D) View Tab



✓ 18. Which key combination cuts selected text? *

1/1

- ☒ A) Ctrl + X
- ☐ B) Ctrl + C
- ☐ C) Ctrl + V
- ☐ D) Ctrl + Z



✓ 19. To save a document with a new name, use: *

1/1

- ☐ A) Save
- ☒ B) Save As
- ☐ C) Rename
- ☐ D) Print



✓ 20. What is a Template in MS Word *

1/1

- ☐ A) Font style
- ☒ B) Pre-formatted document
- ☐ C) Clipboard tool
- ☐ D) Grammar checker



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

1/1

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



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

1/1

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



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

1/1

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



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

1/1

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



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

1/1

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



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

1/1

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



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

1/1

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



✓ 28. To change font type, use the: *

1/1

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



✓ 29. To highlight text, you use: *

1/1

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



✓ 30. To change text color, use: *

1/1

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



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

1/1

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



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

1/1

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



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

1/1

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



✓ 34. Which tab contains the Themes option? *

1/1

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



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

1/1

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



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

1/1

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



✓ 37. What does the watermark feature do? *

1/1

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



✓ 38. 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



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

1/1

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



✓ 40. Page margins can be adjusted from: *

1/1

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



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

1/1

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



✓ 42. The synonym tool is called: *

1/1

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



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

1/1

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



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

1/1

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



✓ 45. To add a footnote: *

1/1

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



✓ 46. To insert a table of contents: *

1/1

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



✓ 47. What does the 'Read Mode' do? *

1/1

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



✓ 48. 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



✓ 49. Which tab allows splitting the window? *

1/1

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



✓ 50. The Navigation Pane helps in: *

1/1

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



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