

COMPUTER MS WORD TEST-PART-4 ENG

Total points 50/50 ?

Minimum Passing Marks = 45

STUDENT NAME *

viva

✓ 151. Which feature lets you create a table quickly? *

1/1

- ☐ A) Draw Table
- ☒ B) Insert Table
- ☐ C) Layout
- ☐ D) Format



✓ 152. Which part of Word allows zooming? *

1/1

- ☒ A) Bottom-right corner
- ☐ B) File tab
- ☐ C) Insert tab
- ☐ D) Design tab



✓ 153. To select a word, you can: *

1/1

- ☐ A) Triple-click it
- ☐ B) Single-click
- ☒ C) Double-click
- ☐ D) Right-click



✓ 154. To select a whole paragraph: *

1/1

- ☐ A) Ctrl + A
- ☒ B) Triple-click
- ☐ C) Ctrl + P
- ☐ D) Click + drag



✓ 155. The blinking line that shows where text appears is called: *

1/1

- ☒ A) Cursor
- ☐ B) Line marker
- ☐ C) Blinker
- ☐ D) Pointer



✓ 156. To insert a page number: *

1/1

- ☒ A) Insert → Page Number
- ☐ B) Layout → Page Number
- ☐ C) Review → Number
- ☐ D) File → Insert



✓ 157. To change case (UPPER/lower): *

1/1

- ☒ A) Shift + F3
- ☐ B) Ctrl + F3
- ☐ C) Ctrl + Shift + F3
- ☐ D) Alt + F3



✓ 158. Clipboard can store how many items in Office? *

1/1

- ☐ A) 1
- ☐ B) 12
- ☒ C) 24
- ☐ D) Unlimited



✓ 159. Which key removes formatting? *

1/1

- ☒ A) Ctrl + Spacebar
- ☐ B) Ctrl + Shift + Space
- ☐ C) Alt + Shift + X
- ☐ D) Ctrl + 0



✓ 160. How do you exit MS Word? *

1/1

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



✓ 161. Which file extension is used by default in Microsoft Word 2016? * 1/1

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



✓ 162. What is the shortcut key for 'Copy'? * 1/1

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



✓ 163. The shortcut for 'Paste' is: * 1/1

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



✓ 164. Which of the following is not a view in MS Word? *

1/1

- ☐ A) Print Layout
- ☐ B) Web Layout
- ☒ C) Slide Show
- ☐ D) Draft



✓ 165. What is the default font used in Word 2016? *

1/1

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



✓ 166. Which key is used to make the text bold? *

1/1

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



✓ 167. What does 'Ctrl + Z' do in MS Word? *

1/1

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



✓ 168. Which option aligns text to both left and right margins? *

1/1

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



✓ 169. To underline a word, you can press: *

1/1

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



✓ 170. What is the purpose of the Format Painter tool? *

1/1

- ☐ A) To paint text
- ☒ B) To copy formatting
- ☐ C) To change font
- ☐ D) To draw shapes



✓ 171. Which tab contains the 'Table' option? *

1/1

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



✓ 172. To split a table, which tab should you use? *

1/1

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



✓ 173. How do you insert a page break? *

1/1

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



✓ 174. Which tool helps in checking the spelling of text? *

1/1

- ☐ A) Grammar Tool
- ☐ B) Language Tool
- ☒ C) Spelling & Grammar
- ☐ D) None



✓ 175. Headers and Footers appear in which view? *

1/1

- ☒ A) Print Layout
- ☐ B) Web Layout
- ☐ C) Outline View
- ☐ D) Read Mode



✓ 176. The 'Track Changes' option is found under which tab? *

1/1

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



✓ 177. What does the 'Thesaurus' tool do? *

1/1

- ☐ A) Check spelling
- ☒ B) Provide synonyms
- ☐ C) Count words
- ☐ D) Translate text



✓ 178. Which feature is used to combine data from Excel into Word? *

1/1

- ☐ A) Data Merge
- ☒ B) Mail Merge
- ☐ C) Combine Document
- ☐ D) Link Sheet



✓ 179. What is the purpose of the 'Comments' feature? *

1/1

- ☐ A) Add footnotes
- ☒ B) Add feedback
- ☐ C) Track revisions
- ☐ D) Insert images



✓ 180. Which of the following checks grammar errors? *

1/1

- ☒ A) Spelling & Grammar
- ☐ B) AutoCorrect
- ☐ C) Format Painter
- ☐ D) Styles



✓ 181. Which tab includes the option to insert SmartArt? *

1/1

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



✓ 182. What is WordArt used for? *

1/1

- ☐ A) Insert shapes
- ☒ B) Create artistic text
- ☐ C) Draw tables
- ☐ D) Highlight text



✓ 183. Which option is used to wrap text around an image? *

1/1

- ☒ A) Layout Options
- ☐ B) Picture Tools
- ☐ C) Text Effects
- ☐ D) Format Painter



✓ 184. The 'Screenshot' tool is available under: *

1/1

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



✓ 185. Where can you find the 'Shapes' option? *

1/1

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



✓ 186. What is the purpose of a Macro in MS Word? *

1/1

- ☐ A) Play music
- ☒ B) Automate tasks
- ☐ C) Count words
- ☐ D) Change language



✓ 187. Which feature allows you to compare two documents? *

1/1

- ☐ A) Combine
- ☒ B) Compare
- ☐ C) Review
- ☐ D) Track



✓ 188. To protect a document with a password, you use: *

1/1

- ☒ A) File > Protect Document
- ☐ B) Review > Protect
- ☐ C) Insert > Security
- ☐ D) View > Lock



✓ 189. What is the function of the Navigation Pane? *

1/1

- ☐ A) Format page
- ☐ B) Insert page numbers
- ☒ C) Quickly move through a document
- ☐ D) Spell check



✓ 190. What does 'Ctrl + F' do? *

1/1

- ☐ A) Format text
- ☒ B) Find text
- ☐ C) Fix grammar
- ☐ D) File save



✓ 191. To save a document, the shortcut is: *

1/1

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



✓ 192. What is the purpose of 'Ctrl + P'? *

1/1

- ☒ A) Print document
- ☐ B) Paste content
- ☐ C) Preview document
- ☐ D) Publish file



✓ 193. Which option helps save a document as a PDF? *

1/1

- ☐ A) Save As > PDF
- ☐ B) Export > PDF
- ☒ C) Both A and B
- ☐ D) None of the above



✓ 194. What does 'AutoRecover' do? *

1/1

- ☐ A) Encrypt file
- ☐ B) Recover deleted files
- ☒ C) Restore unsaved changes
- ☐ D) Reformat text



✓ 195. Which option prints only selected pages? *

1/1

- ☐ A) File > Options
- ☒ B) File > Print > Pages
- ☐ C) Layout > Custom Print
- ☐ D) Review > Page Setup



✓ 196. The Ribbon is: *

1/1

- ☒ A) A toolbar
- ☐ B) A menu
- ☐ C) A navigation pane
- ☐ D) A document



✓ 197. Which view is best for reading documents on screen? *

1/1

- ☐ A) Print Layout
- ☐ B) Web Layout
- ☒ C) Read Mode
- ☐ D) Outline



✓ 198. To open a new document, use: *

1/1

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



✓ 199. How do you insert a footnote? *

1/1

- ☐ A) Insert > Footer
- ☒ B) References > Insert Footnote
- ☐ C) Review > Insert Comment
- ☐ D) Layout > Insert



✓ 200. Which symbol indicates the end of a paragraph when formatting marks are visible? *1/1

- ☒ A) ¶
- ☐ B) #
- ☐ C) \$
- ☐ D) @



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