

Course
&
Test Series

Exam Paper for MS Word

Time: 30 Minutes

Marks : 30

Note: All questions are compulsory

Section A(5*1=5)
MCQ Questions



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Ques 1: Where is the Quick Access Toolbar located?

- A. Bottom left corner
- B. Top left corner
- C. Center of the Ribbon
- D. Above the footer

Ques 2: What feature allows you to combine a document with a data source to send personalized letters?

- A. Find and Replace
- B. Bookmark
- C. Mail Merge
- D. Cross-reference

Ques 3: What is the function of the "Restrict Editing" feature in Word?

- A. Prevents saving the document
- B. Allows only specific types of edits
- C. Converts the file to read-only
- D. Disables printing

Ques 4: What is the default view when you open Word?

- A. Outline
- B. Print Layout
- C. Web Layout
- D. Draft

Ques 5: Which command lets you duplicate formatting from one section to another?

- A. Format Brush
- B. Copy Formatting
- C. Format Painter
- D. Style Brush



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Section B(5*5=25)
Descriptive Questions

- Ques 1: What is the difference between Section Breaks and Page Breaks in Word?
Ques 2: Describe the use of Macros in Word 2010. How can a macro be recorded and used?
Ques 3: How can Insert Smart art in MS Word write their steps?
Ques 4: Describe the steps to apply a watermark to a document.?
Ques 5: Describe the steps to protect a document with a password and restrict editing.

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