

**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**

**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 2010?**

- 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 2010?**

- 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

**Section B  
Descriptive Questions**

**Ques 6: What is the difference between Section Breaks and Page Breaks in Word?**

**Ques 7: Describe the use of Macros in MS Word? How can a macro be recorded and used?**

**Ques 8: How can Insert Smart art in MS Word write their steps?**

**Ques 9: Describe the steps to apply a watermark to a document.?**

**Ques 10: Describe the steps to protect a document with a password and restrict editing.**

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