

Course
&
Test Series

Exam Paper for MS Word

Time: 45 Minutes

Marks : 50

Note: All questions are compulsory

Section A(5*1=5)
MCQ Questions

Ques 1: The Ribbon in Word 2010 is divided into several parts called:

- A. Groups
- B. Tabs
- C. Sections
- D. Menus

Ques 2: What does the Track Changes feature do?

- A. Tracks user login
- B. Highlights deleted or added text
- C. Counts total words
- D. Monitors printing

Ques 3: To insert a page break, the shortcut key is:

- A. Ctrl + Enter
- B. Ctrl + Shift + Enter
- C. Alt + Enter
- D. Shift + Enter

Ques 4: What is the function of the Navigation Pane?

- A. To insert images
- B. To browse headings and pages
- C. To view animations
- D. To create hyperlinks

Ques 5: What is the use of Watermark in Word?

- A. Insert page borders
- B. Insert background text or logo
- C. Protect the document
- D. Add a footer

Section B(5*5=25)
Descriptive Questions

Ques6: Explain the components of the MS Word window.

Ques7: What is the difference between Track Changes and Compare Documents?

Ques8: What is a Drop Cap in MS Word? Write the steps to insert a Drop Cap in a paragraph.

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Ques9: Explain step-by-step how to create a Table of Contents and update it automatically.

Ques10: Explain the steps to insert citations and generate a bibliography in a research document.

Section C(1*20=20)
Long Questions

Ques 11:

(a) What is the use of the Header, Footer, and Page Numbering in MS Word? Explain the steps to insert and format them? (10 Marks)

(b) What is the difference between Page Setup and Page Layout? Explain the options available under the Page Layout tab? (10Marks)

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