WISE-FA (Incampus) - Computers (MS Word)

ABHYAS Academy
Near Govt. PG College, Behind Pragat Shiv Mandir, Nishat Cinema Road, Ambala Cantt., Haryana - 133001
http://abhyasacademy.abhyasonlin

Name: Uma Date : 28 / 9 / 2024 Time : 15 Minutes Marks : 15

All Questions are Compulsory.

Q.1 DOC is the default file extension for all MS -Word document .

A. WRD B. TXT C. DOC D. FIL

Q.2 The first bar of MS-Word is. Title.

A. Menu bar B. Status bar C. Title bar D. Formatting toolbar

Q.3 A word processor would be best to ?

A. Paint a Diagram B. Type a story C. Work out Income and expenses D. None of the above

Q.4 A word processor would most likely be used to do Biography

A. Keep an account of money spent B. Do a computer search in media center
C. Maintain an inventory D. Type a biography

Q.5 In Ms Word the Drag and Drop feature allows you to move and copy Text using mouse

A. Switch From Insert To Over Type Mode B. Move And Copy Text Using The Mouse
C. Open A New Document And Drop It Into The Active Document D. Move And Copy Text Using The Clipboard

Q.6 Ruler is located Below the ribbon

A. Below the ribbon B. Above the ribbon C. Right hand side at window D. Bottom at the window

Q.7 In Ms Word The key F12 opens a Save as

A. Open dialog box B. Save As dialog box C. Save dialog box D. Close dialog box

Q.8 In Ms Word with Print Layout view can you see how text and graphics will appear on the printed page.

A. Normal B. Print Layout C. Outline D. Web Layout

Q.9 When sharing data in Ms Word, the Source document is the document in which the data was first entered.

A. Source B. Destination C. Original D. Primary

Q.10 The tools on drawing toolbar are All of these

A. Shapes B. Text C. Text effects D. All of these

Q.11 Which of the following justification align the text on both the sides left and right of margin ?

A. Right B. Justify C. Both Sides D. Balanced

Q.12 Which is the default alignment in MS Word?

A. Left B. Right C. Center D. Justify

Q.13 Column break option is present in _____ tab

A. Home B. Layout C. Design D. Insert

Q.14 Page orientation is available in _____ Menu

A. Home B. Page layout C. View D. Review

Q.15 In MS-Word Theme option is available in _____ tab.

A. Home B. Layout C. Review D. View

ABHYAS Academy, Near Govt. PG College, Behind Pragat Shiv Mandir, Nishat Cinema Road, Ambala Cantt., Haryana - 133001

Ph. No.9416541198 e-Mail : anusethi1968@yahoo.com, Website: http://abhyasacademy.abhyasonline.in

PRINT