


Ms office word objective questions and answers

 I'm not robot 
reCAPTCHA

Next



Microsoft Office Word Multiple Choice Questions and Answers

Questions.com



- 1) Blah blah blah ?
a) Blah
b) Blah!
c) Blah?

- 2) Blah blah blah ?
a) Blah
b) Blah!
c) Blah?

Microsoft Word
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ER. AVININDRA KANAUJIA

F5B108 Information Technology

Default for DCA105 Desktop Publishing and Databases

1. " ... perform a task related to a specific operation of a computer system. An example is backing-up, diagnostic or anti-virus software." The previous sentence best describes a ... ?
- A. programming language
 - B. operating system
 - C. utility software
 - D. custom software
2. "The ... is the middle-man between the computer hardware and the user of the software. Among the types are Windows, Windows XP, Vista, Linux." The above statement best describes what ... ?
- A. Operating Manual
 - B. Operating System
 - C. Operating System
 - D. Operation System

Word has Web authoring tools allow you to incorporate _____ on Web pages. A. Bullets B. Hyperlinks C. Sounds D. All of the above Answer: Answer: Option D Explanation : Word has Web authoring tools allow you to incorporate Bullets, Hyperlinks, Sound on Web pages. 96. When typing in Preset font all the Ukars turn to something else? What's the cause? A. Autotext B. AutoCorrect C. Speller D. Preeti font does not work with Word Answer: Answer: Option B Explanation : The AutoCorrect function will quickly fix the misspelling words and punctuation mistakes. We do not have to use it intentionally, it runs automatically. 97. Which of the following commands should you always use before submitting a document to others? A. Find command B. Replace command C. Spelling and Grammar D. Thesaurus Answer: Answer: Option C Explanation : The spelling and grammar checker in Word flags potential errors so that we can quickly review and correct mistakes, if necessary. In addition, the tool checks words and phrases for clarity and offers suggestions or explanations. So we should always use this tool before submitting a document to others. 98. What is placed to the left of horizontal scroll bar A. Tab stop buttons B. View buttons C. Split buttons D. Indicators Answer: Answer: Option B Explanation : View buttons is placed to the left of horizontal scroll bar. 99. Insert Date, Format Page Number, and Insert AutoText are buttons on the _____ toolbar. A. Formatting B. Header and Footer C. Standard D. Edit Answer: Answer: Option B Explanation : Headers and footers are useful for including material that we want to appear on every page of a document such as your name, the title of the document, or page numbers. 100. Which of the following do you use to change margins? A. Formatting toolbar B. Page setup dialog box C. Standard toolbar D. Paragraph dialog box Answer: Answer: Option B Explanation : Page setup dialog box is used to change margins in word document. 101. In order to email a Word document from within MS Word A. Office button > Send to > Mail Recipient B. Save the file as an email attachment C. Start Outlook and attach the file while open in Word D. This is an impossible operation Answer: Answer: Option A Explanation : Office button > Send to > Mail Recipient in word 2007 102. A screen element of MS Word that is usually located below the title bar that provides categorized options is A. Menu Bar B. Tool Bar C. Status Bar D. All of the above Answer: Answer: Option A Explanation : A screen element of MS Word 2003 and earlier version that is usually located below the title bar that provides categorized options is Menu Bar. 103. In Word 2007 the Zoom is placed on A. View tab B. Home tab C. Status bar D. A. C both Answer: Answer: Option D Explanation : In Word 2007 and higher versions the Zoom is placed on View tab and Status bar both. 104. The _____ is a short horizontal line indicating the conclusion of a document. A. Insertion point B. End mark C. Status indicator D. Scroll box Answer: Answer: Option B Explanation : An end mark is often a small circle or square or horizontal line or other graphic image that indicates the end of an article. An easy method of creating an end mark in any word processor or program is to insert a symbol at the end. 105. Small squares, called _____, on the selection rectangle that surrounds a graphic can be used to change the dimensions of the graphic. A. Scroll boxes B. Sizing handles C. Status indicators D. Move handles Answer: Answer: Option B Explanation : Sizing handles, appear at the four corners and at the halfway point of the 4 sides, allow us to change the dimensions of items, such as a graphic. When we put the mouse over them we can drag to change the size of the item. 106. Which of the following are valid Minimum and Maximum zoom sizes in Ms-office? A. 10 100 B. 20 250 C. 10 500 D. 10 1000 Answer: Answer: Option C Explanation : 107. You can replace the text _____ A. Ctrl + H B. Ctrl + R C. Replace from edit menu D. Both A and C Answer: Answer: Option D Explanation : Shortcut key to replace is Ctrl + H. Replace from edit menu in Word 2003 and earlier versions. Home > Replace in Word 2007 and higher versions. 108. To update a formula in a table, press the A. F9 keys B. ALT + F9 keys C. SHIFT + F9 keys D. F8 keys Answer: Answer: Option A Explanation : F9: Update a field. This is the same as right-clicking a field and choosing the "Update Field" command. Alt + F9: Toggle the display of a field's code. Shift + F9: Reveal a field's code. F8: Enter Word's selection mode and expand a selection. 109. To move the cursor page to page of documents. A. Ctrl + Page Down B. Ctrl + Page Up C. Both of the above D. None of the above Answer: Answer: Option C Explanation : Ctrl + Page Down and Ctrl + Page Up move the cursor up and down one page at a time. 110. The word wrap feature _____ A. Automatically moves text to the next line when necessary B. Appears at the bottom of the document C. Allows you to type over text D. Is the short horizontal line indicating the end of the document Answer: Answer: Option A Explanation : Word wrap is a word processing feature that forces all text to be confined within defined margins. When a line of text is filled, the word processor automatically moves the text to the next line, so the we do not have to press the return key after every line. 111. You can move the insertion point in a table A. With the up arrow and down arrow keys B. With the shift + tab keys C. With the tab key D. All of the above Answer: Answer: Option D Explanation : Insertion point in a table can be moved With the up arrow and down arrow keys or With the shift + tab keys or With the tab key. 112. The following tool bars display in the word application window by default A. Forms tool bar B. Formatting tool bar C. Drawing tool bar D. All of the above Answer: Answer: Option B Explanation : The Formatting tool bar display in the word application window by default in Word 2003. 113. A table _____ A. Can be formatted with character formats like bold and paragraph formats like borders and shading B. Can be created and modified with a button on the standard tool bar C. Is a method of organizing data in your document D. Is a grid organized in columns and rows Answer: Answer: Option D Explanation : A table is a grid used to arrange data in rows and columns. A table is structured for organizing and displaying information with data arranged in "rows and columns". 114. Which key or key combination will move the insertion point to the bottom of your document? A. End B. Page Down C. Ctrl + Page Down D. None of the above Answer: Answer: Option D Explanation : Ctrl+End is used to move move the insertion point to the bottom of your document. 115. The four types of mail merge main documents are _____ A. Form letters directories catalogues and envelope B. Form letters envelopes and mailing labels directories and lists C. Basic letters envelopes labels and list D. Form letters envelopes mailing labels and catalogue Answer: Answer: Option D Explanation : The four types of mail merge main documents are letters, envelopes, mailing labels and catalogue. 116. Which of the following cannot be done with document version? A. Modifying a version B. Deleting a version C. Opening a version D. None of the above Answer: Answer: Option D Explanation : None of the above cannot be done with document version. The Versions feature in Word was removed in recent versions of Word. In Word 2013, the only way you can access previous versions of a document in Word is to open previous automatically saved (autosaved) versions of the document. You can also open recent unsaved documents. However, there is no formal versioning feature in Word. We will show you an alternative way that will provide this capability. 117. We can insert maximum number of columns in Ms Word are _____ A. 35 B. 15 C. 63 D. 65 Answer: Answer: Option C Explanation : In Microsoft Word you can insert a table with up to 63 columns, that is the limit to the number of columns allowed in a Word document. 118. Which of the following is not of the merge process? A. Preview the merge results B. Format a main document C. Edit a data source D. Identify the main document Answer: Answer: Option B Explanation : Format a main document is not of the merge process. 119. Which type of files can not be navigated using clip-art browser? A. AVI B. BMP C. WAV D. MP3 Answer: Answer: Option D Explanation : MP3 can not be navigated using clip-art browser. 120. When you want to view different parts of a document without moving the insertion point. A. Use the previous page or next page buttons B. Use the keyboard C. Use the vertical and horizontal scroll bars D. Use the zoom button Answer: Answer: Option C Explanation : The vertical and horizontal scroll bars is used to view different parts of a document without moving the insertion point. 121. In the merge process, you can A. Preview a merge B. Merge directly to a printer C. Merge to new document D. All of the above Answer: Answer: Option D Explanation : In the merge process, we can Merge to new document, Preview a merge, Merge directly to a printer. 122. To view smaller text on the screen you can _____ A. Decrease the editing percentage B. Increase the editing percentage C. Decrease the view percentage D. Increase the view percentage Answer: Answer: Option C Explanation : Decrease the view percentage to view smaller text on the screen. 123. Thesaurus tool in MS Word is used for _____ A. Spelling suggestions B. Synonyms and Antonyms words C. Translate D. None of these Answer: Answer: Option B Explanation : Using the thesaurus, we can find synonyms (different words with the same meaning) and antonyms (words with the opposite meaning). In Microsoft Office Word you can look up a word quickly if we right-click anywhere in our document, and then click Synonym on the shortcut menu. 124. A character that is raised and smaller above the baseline is known as A. Raised B. Outlined C. Capsript D. Superscript Answer: Answer: Option D Explanation : A superscript is a number, figure, symbol, or indicator that is smaller than the normal line of type and is set slightly above it. 125. The minimum number of rows and columns in MS Word document is A. 1 and 1 B. 2 and 1 C. 1 and 2 D. 2 and 2 Answer: Answer: Option A Explanation : The minimum number of rows and columns in MS Word document is 1 row and 1 column. 126. What is the smallest and largest font size available in Font Size tool on formatting toolbar? A. 8 and 72 B. 8 and 68 C. 6 and 68 Answer: Answer: Option A Explanation : 127. Selecting text means, selecting _____ A. A word B. An entire sentence C. Whole document D. Any of the above Answer: Answer: Option D Explanation : Selecting text means, selecting a word or an entire sentence or a whole document. 128. MS-Word automatically moves the text to the next line when it reaches the right edge of the screen and is called? A. Carriage Return B. Enter C. Word Wrap D. None of the above Answer: Answer: Option C Explanation : Word wrap is a word processing feature that forces all text to be confined within defined margins. When a line of text is filled, the word processor automatically moves the text to the next line, so the we do not have to press the return key after every line. 129. In MS-Word, for what does ruler help? A. To set tabs B. To set indents C. To change page margins D. All of the above Answer: Answer: Option D Explanation : In Microsoft Word Ruler helps to set tabs, to change a line's indentation, click and hold the bottom bar, then, drag it left to decrease the indent, or right to increase it. If we want to adjust the hanging or first line indent, drag the up and down arrows left or right. It also help to to change page margins. 130. Which menu in MS Word can be used to change character size and typeface? A. View B. Tools C. Format D. Data Answer: Answer: Option C Explanation : Format menu in MS Word can be used to change character size and typeface? 131. Which option in File pull-down menu is used to close a file in MS Word? A. New B. Quit C. Close D. Exit Answer: Answer: Option C Explanation : Close option in File pull-down menu is used to close a file in MS Word. 132. What is the function of CTRL + R in MS-Word A. Open the Print dialog box B. Update the current Web page C. Close the current window D. None of these Answer: Answer: Option D Explanation : In Microsoft Word, pressing Ctrl + R aligns the line or selected text to the right of the screen. 133. What is the extension of files created in Ms-Word 97- 2003 A. .docm B. .doc C. .docx D. .txt Answer: Answer: Option B Explanation : .doc - Word 97-2003 Document - The binary file format. .docx - Word Document 2007 and higher versions - The default XML-based file format. .docm - Word Macro-Enabled Document 2007 and higher versions - The XML-based and macro-enabled file format. .txt - Plain Text - A document as a .txt file, the document loses all formatting. 134. Why headers and footers used in MS-Word A. To enhance the overall appearance of the document B. To mark the starting of a page C. To make large document more readable D. To allow page headers and footers to appear on document when it is printed Answer: Answer: Option D Explanation : A header is the top margin of each page, and a footer is the bottom margin of each page. Headers and footers are useful for including material that we want to appear on every page of a document such as your name, the title of the document, or page numbers. 135. In MS-Word shortcut Shift + Delete is used to A. Delete the selected item permanently without placing the item in the Recycle Bin B. Copy the selected item C. Rename the selected item D. Create a shortcut to the selected item Answer: Answer: Option A Explanation : Shift + Delete is used to delete the selected item permanently without placing the item in the Recycle Bin. 136. What is the default number of lines to drop for drop cap? A. 3 B. 10 C. 15 D. 20 Answer: Answer: Option A Explanation : A drop cap is a large capital letter at begin of a paragraph that, typically, has the depth of two or more lines of normal text. It is set to '3' by default, although any choice from 2 onwards. 137. A bookmark is an item or location in document that you identify for future Reference. Which of the following task is accomplished by using bookmarks? A. To mark the ending of a page of document B. To quickly jump to a specific location in the document C. To add hyperlinks in a web page D. None of these Answer: Answer: Option B Explanation : Bookmark in MS Word is a specific word, section, or location in our Word document that we want to name and identify for future reference. For example, let's say we need to identify a text, a number we want to revise at a later time. With the use of bookmarks, there is no need of scrolling through the document in order to find the text. Just use the bookmark, and we can quickly and easily jump to the text. 138. What is the maximum number of lines you can set for a drop cap? A. 10 B. 15 C. 20 D. Undefined Answer: Answer: Option A Explanation : For a drop cap maximum number of lines 10 and minimum number of line 1 can be set. By default it is 3. 139. How can you insert a sound file in your word document? A. From insert > sound menu option B. From insert > file menu option C. From insert > object menu option D. None of these Answer: Answer: Option C Explanation : In word 2003 and earlier versions from insert > object menu option a sound file can be inserted in our word document. In word 2007 and higher version from Insert > Text > Object option a sound file can be inserted in our word document. 140. Macros are: A. Small programs created in MS-Word to automate repetitive tasks by using VBA B. Small add-on programs that are installed afterwards if you need them C. Programming language that you can use to customize MS-Word D. Large tools in Word such as mail merge Answer: Answer: Option A Explanation : A macro can help improve efficiency when creating documents and spreadsheets, adding or maintaining information, or creating forms for other people to fill out. Microsoft Word and Excel are popular software in which people utilize macros to make data entry and retention easier. Macros in Word and Excel are created using the Visual Basic programming language or by recording actions performed. 141. A template stores: A. Graphics text styles macros B. Customized setting C. Auto text entries D. All of above Answer: Answer: Option D Explanation : A template stores Graphics, text, styles, macros, customized word command setting, auto text entries. 142. What do you mean by vertical separation between columns? A. Orientation B. Gutter C. Margin D. Index Answer: Answer: Option C Explanation : Margin 143. What does EXT indicator on status of MS Word indicate? A. It indicates whether the external text is pasted on document or not B. It indicates whether extended add-ons are installed on MS Word or not C. It indicates whether Extended Selection mode is turned on or off D. None of these Answer: Answer: Option C Explanation : EXT indicator indicates whether or not Extend Selection Mode is turned off or on. Pressing F8 turns it on and it anchors the cursor. If we press any arrow keys at that point the text will be selected from the anchor point. The Status Bar indicates that we are in Extend Selection mode. (In versions of Word earlier than 2007, the status bar indicates EXT.) Pressing the Escape key will take us out of Extend Selection mode. 144. Why Drop Caps is used in document? A. To drop all the capital letters B. To automatically begin each paragraph with capital letter C. To begin a paragraph with a large dropped initial capital letter D. None of these Answer: Answer: Option C Explanation : A drop cap is a large capital letter at begin of a paragraph that, typically, has the depth of two or more lines of normal text. It is set to '3' by default, although any choice from 2 onwards. 145. Which of the following is not a type of page margin? A. Right B. Center C. Left D. Top Answer: Answer: Option B Explanation : Center is not a type of page margin 146. What is the default left margin in Word 2003 document? A. 1 B. 1.25 C. 1.5 D. 2 Answer: Answer: Option B Explanation : In Word 2003 and earlier, the default top and bottom margins were 1 inch (25.4 mm), but 1.25 inches (31.7 mm) were given at the left and the right. The default margins for Microsoft Word from version 2007 onward have been 1 inch (25.4 mm) all around. 147. If you need to change the typeface of a document, which menu will you choose? A. Edit B. View C. Format D. Tools Answer: Answer: Option C Explanation : Format menu is used to change typeface of a document. 148. Which of the following is not a font style? A. Bold B. Italics C. Regular D. Superscript Answer: Answer: Option D Explanation : A superscript is a character, symbol or number set slightly above the normal line of text. It is always smaller than the usual font and is typically found in mathematical or scientific formulas, it is effects to the font. 149. What is the maximum font size you can apply for any character? A. 163 B. 1638 C. 16038 D. 72 E. None of above Answer: Answer: Option B Explanation : The maximum font-size available in Microsoft Word 2010 from the dropdown list is 72; however the font size can be set up to 1638 by typing the size manually for the font 150. To autofit the width of column A. Double click the left border of column B. Double click the right border of column C. Double click the column header D. All of above Answer: Answer: Option B Explanation : To make the columns in a table automatically fit the contents, click on our table. On the Layout tab, in the Cell Size group, click AutoFit, and then click AutoFit Contents, or double click the right border of column. 151. When inserting Page number in footer it appeared 1 but you wish to show a. How can you do that? A. From Insert menu choose Page Number and specify necessary setting B. From format menu choose bullets and Numbering and configure necessary setting C. Click on Page Number Format tool and specify required setting D. All of above Answer: Answer: Option C Explanation : Click on Page Number Format tool and specify required setting in Word 2003 and earlier version. Insert tab, click the Page Number command and specify required setting in Word 2007 and higher version. 152. To get to the 'Symbol' dialog box, click on the _____ menu and choose 'Symbol'. A. Tools B. Table C. Insert D. Format Answer: Answer: Option A Explanation : To get to the 'Symbol' dialog box, click on the Insert menu and choose 'Symbol' in Word 2003. 153. AutoCorrect was originally designed to replace _____ words as you type. A. Grammatically incorrect B. Short repetitive C. Misspelled D. None of the above Answer: Answer: Option C Explanation : Misspelled words will automatically be corrected while typing with AutoCorrect feature. 154. In Word, the mailing list is known as the _____ A. Data source B. Sheet C. Data sheet D. Source Answer: Answer: Option A Explanation : A mailing list as a data source for names and addresses in a mail merge. 155. What is the default font size of a new Word document based on Normal template? A. 9 pt B. 11 pt C. 14 pt D. None of above Answer: Answer: Option B Explanation : In Word 2003 and earlier versions, default font size was Times New Roman, 12 pt. From Microsoft Word 2007 and higher versions default font size is Calibri, 11 pt. 156. What is the default font used in MS Word 2016 document? A. Times New Roman B. Arial C. Algerian D. None of the above Answer: Answer: Option D Explanation : In Word 2003 and earlier versions, default font was Times New Roman, 12 pt. From Microsoft Word 2007 and higher versions default font is Calibri, 11 pt. 157. Drop Cap means A. Small Caps B. Title case C. All Caps D. None of above Answer: Answer: Option D Explanation : A drop cap is a large capital letter at begin of a paragraph that, typically, has the depth of two or more lines of normal text. It is set to '3' by default, although any choice from 2 onwards. 158. Which indent marker controls all the lines except first line? A. Left Indent Marker B. First Line Indent Marker C. Right Indent Marker D. Hanging Indent Marker Answer: Answer: Option D Explanation : A Hanging indent, also known as a second line indent, sets off the first line of a paragraph by positioning it at the margin, and then indenting each subsequent line of the paragraph. 159. Which of the following option is not available in Insert > Picture? A. Chart B. Graph C. Clip Art D. Word Art Answer: Answer: Option B Explanation : Graph is not available in MS word Insert option. 160. How many different positions can you set for drop cap? A. 1 B. 2 C. 3 D. 4 Answer: Answer: Option B Explanation : Two different positions can you set for drop cap - Dropped and In margin. 161. Which of the following is used to create newspaper style columns? A. Format Columns B. Table Insert Table C. Format Tabs D. Insert Textbox Answer: Answer: Option A Explanation : Newspaper articles, Newsletters, and Flyers—are often written in column format. Word also allows us to adjust your columns by adding column breaks. 162. Columns dialog box can be opened from _____ A. Press Alt + O + C B. Format menu Columns submenu C. Double click on column space in ruler D. All of the above Answer: Answer: Option D Explanation : Columns dialog box can be opened from all of the above options. 163. You can jump to the next column by A. Press Alt + Down-arrow B. Clicking with your mouse on the next column C. Both of above D. None of above Answer: Answer: Option C Explanation : We can jump to the next column by pressing Alt + Down-arrow or clicking with your mouse on the next column. 164. To open Columns dialog box quickly _____ A. Double click the space between area on ruler B. Double click the right margin in ruler C. Double click on the left margin area of ruler D. All of above Answer: Answer: Option A Explanation : Double click the space between area on ruler or Press Alt + O + C to open Columns dialog box quickly. 165. Text boundary can be displayed or hidden from A. Customize from Tools menu B. Auto text option from Insert menu C. Options from Tools menu D. All of above Answer: Answer: Option C Explanation : "Text boundaries" checked in Word's Options, however, the cell boundaries will still be outlined with a dotted line in Print Layout and Web Layout views. Find this setting on the View tab of Tools > Options in Word 2003 and earlier versions. In Word 2007 and higher versions, it is under Show document content on the Advanced tab of Office/File > Options > Advanced. 166. You wished to justify text over the height of paper, which option will you choose _____ A. From formatting toolbar B. Page Setup from File menu C. Font from Format menu D. Paragraph from Format menu Answer: Answer: Option B Explanation : Page Setup from File menu is used to justify text over the height of paper. 167. Which of the following is not the part of standard office suite? A. Database B. File manager C. Image Editor D. Word Processor Answer: Answer: Option B Explanation : Database - Microsoft Office Access Image Editor - Microsoft Office Picture Manager Word Processor - Microsoft Office Word 168. Where can you find the Draw Table tool button? A. Formatting toolbar B. Drawing toolbar C. Standard toolbar D. Tables and Formatting toolbar Answer: Answer: Option D Explanation : Draw Table tool button is found in Tables and Formatting toolbar in Word 2003 and earlier versions. Draw Table tool button is found in Insert > Table > Draw Table in Word 2007 and higher versions . 169. Superscript, subscript, outline, emboss, engrave are known as A. Font effects B. Text effects C. Font styles D. Word art Answer: Answer: Option A Explanation : Superscript, subscript, outline, emboss, engrave are known as Font effects. 170. Shimmer, Sparkle text, Blinking Background etc are known as A. Word art B. Font styles C. Text effects D. Normal template? A. 9 pt B. 11 pt C. 14 pt D. None of above Answer: Answer: Option B Explanation : In Word 2003 and earlier versions, default font size was Times New Roman, 12 pt. From Microsoft Word 2007 and higher versions default font size is Calibri, 11 pt. 156. What is the default font used in MS Word 2016 document? A. Times New Roman B. Arial C. Algerian D. None of the above Answer: Answer: Option D Explanation : In Word 2003 and earlier versions, default font was Times New Roman, 12 pt. From Microsoft Word 2007 and higher versions default font is Calibri, 11 pt. 157. Drop Cap means A. Small Caps B. Title case C. All Caps D. None of above Answer: Answer: Option D Explanation : A drop cap is a large capital letter at begin of a paragraph that, typically, has the depth of two or more lines of normal text. It is set to '3' by default, although any choice from 2 onwards. 158. Which indent marker controls all the lines except first line? A. Left Indent Marker B. First Line Indent Marker C. Right Indent Marker D. Hanging Indent Marker Answer: Answer: Option D Explanation : A Hanging indent, also known as a second line indent, sets off the first line of a paragraph by positioning it at the margin, and then indenting each subsequent line of the paragraph. 159. Which of the following option is not available in Insert > Picture? A. Chart B. Graph C. Clip Art D. Word Art Answer: Answer: Option B Explanation : Graph is not available in MS word Insert option. 160. How many different positions can you set for drop cap? A. 1 B. 2 C. 3 D. 4 Answer: Answer: Option B Explanation : Two different positions can you set for drop cap - Dropped and In margin. 161. Which of the following is used to create newspaper style columns? A. Format Columns B. Table Insert Table C. Format Tabs D. Insert Textbox Answer: Answer: Option A Explanation : Newspaper articles, Newsletters, and Flyers—are often written in column format. Word also allows us to adjust your columns by adding column breaks. 162. Columns dialog box can be opened from _____ A. Press Alt + O + C B. Format menu Columns submenu C. Double click on column space in ruler D. All of the above Answer: Answer: Option D Explanation : Columns dialog box can be opened from all of the above options. 163. You can jump to the next column by A. Press Alt + Down-arrow B. Clicking with your mouse on the next column C. Both of above D. None of above Answer: Answer: Option C Explanation : We can jump to the next column by pressing Alt + Down-arrow or clicking with your mouse on the next column. 164. To open Columns dialog box quickly _____ A. Double click the space between area on ruler B. Double click the right margin in ruler C. Double click on the left margin area of ruler D. All of above Answer: Answer: Option A Explanation : Double click the space between area on ruler or Press Alt + O + C to open Columns dialog box quickly. 165. Text boundary can be displayed or hidden from A. Customize from Tools menu B. Auto text option from Insert menu C. Options from Tools menu D. All of above Answer: Answer: Option C Explanation : "Text boundaries" checked in Word's Options, however, the cell boundaries will still be outlined with a dotted line in Print Layout and Web Layout views. Find this setting on the View tab of Tools > Options in Word 2003 and earlier versions. In Word 2007 and higher versions, it is under Show document content on the Advanced tab of Office/File > Options > Advanced. 166. You wished to justify text over the height of paper, which option will you choose _____ A. From formatting toolbar B. Page Setup from File menu C. Font from Format menu D. Paragraph from Format menu Answer: Answer: Option B Explanation : Page Setup from File menu is used to justify text over the height of paper. 167. Which of the following is not the part of standard office suite? A. Database B. File manager C. Image Editor D. Word Processor Answer: Answer: Option B Explanation : Database - Microsoft Office Access Image Editor - Microsoft Office Picture Manager Word Processor - Microsoft Office Word 168. Where can you find the Draw Table tool button? A. Formatting toolbar B. Drawing toolbar C. Standard toolbar D. Tables and Formatting toolbar Answer: Answer: Option D Explanation : Draw Table tool button is found in Tables and Formatting toolbar in Word 2003 and earlier versions. Draw Table tool button is found in Insert > Table > Draw Table in Word 2007 and higher versions . 169. Superscript, subscript, outline, emboss, engrave are known as A. Font effects B. Text effects C. Font styles D. Word art Answer: Answer: Option A Explanation : Superscript, subscript, outline, emboss, engrave are known as Font effects. 170. Shimmer, Sparkle text, Blinking Background etc are known as A. Word art B. Font styles C. Text effects D. Normal template? A. 9 pt B. 11 pt C. 14 pt D. None of above Answer: Answer: Option B Explanation : In Word 2003 and earlier versions, default font size was Times New Roman, 12 pt. From Microsoft Word 2007 and higher versions default font size is Calibri, 11 pt. 156. What is the default font used in MS Word 2016 document? A. Times New Roman B. Arial C. Algerian D. None of the above Answer: Answer: Option D Explanation : In Word 2003 and earlier versions, default font was Times New Roman, 12 pt. From Microsoft Word 2007 and higher versions default font is Calibri, 11 pt. 157. Drop Cap means A. Small Caps B. Title case C. All Caps D. None of above Answer: Answer: Option D Explanation : A drop cap is a large capital letter at begin of a paragraph that, typically, has the depth of two or more lines of normal text. It is set to '3' by default, although any choice from 2 onwards. 158. Which indent marker controls all the lines except first line? A. Left Indent Marker B. First Line Indent Marker C. Right Indent Marker D. 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