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Chapter 3: Word Processing

Q1. Which of the following is a word processing software?

A) MS Excel
B) MS Word
C) MS PowerPoint
D) MS Access
Answer: B) MS Word

Q2. Which shortcut key is used to save a document?

A) Ctrl + S
B) Ctrl + P
C) Ctrl + N
D) Ctrl + O
Answer: A) Ctrl + S

Q3. Which shortcut key is used to open a new document?

A) Ctrl + N
B) Ctrl + O
C) Ctrl + S
D) Ctrl + W
Answer: A) Ctrl + N

Q4. Which shortcut key is used to copy selected text?

A) Ctrl + V
B) Ctrl + C
C) Ctrl + X
D) Ctrl + Z
Answer: B) Ctrl + C

Q5. Which shortcut key is used to paste copied text?

A) Ctrl + C
B) Ctrl + V
C) Ctrl + X
D) Ctrl + P
Answer: B) Ctrl + V

Q6. Which shortcut key is used to undo the last action?

A) Ctrl + Y
B) Ctrl + Z
C) Ctrl + U
D) Ctrl + R
Answer: B) Ctrl + Z

Q7. Which feature is used to check spelling and grammar mistakes in MS Word?

A) Find and Replace
B) Spelling & Grammar
C) AutoCorrect only
D) Thesaurus
Answer: B) Spelling & Grammar

Q8. Which feature automatically corrects common typing errors while typing?

A) Spell Check
B) AutoCorrect
C) Find and Replace
D) Mail Merge
Answer: B) AutoCorrect

Q9. Which feature is used to search a word and replace it with another word throughout the document?

A) AutoCorrect
B) Find and Replace
C) Spell Check
D) Thesaurus
Answer: B) Find and Replace

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Q10. Which feature is used to send the same letter to multiple recipients with different names and addresses?

A) Find and Replace
B) Mail Merge
C) AutoCorrect
D) Templates
Answer: B) Mail Merge

Q11. Which of the following is used to view how a document will look before printing?

A) Print Preview
B) Page Setup
C) Header & Footer
D) Spell Check
Answer: A) Print Preview

Q12. Which shortcut key is used to print a document?

A) Ctrl + P
B) Ctrl + S
C) Ctrl + N
D) Ctrl + O
Answer: A) Ctrl + P

Q13. The text that appears at the top of every page in a document is called?

A) Footer
B) Header
C) Watermark
D) Margin
Answer: B) Header

Q14. The text that appears at the bottom of every page in a document is called?

A) Header
B) Footer
C) Title Bar
D) Status Bar
Answer: B) Footer

Q15. Which shortcut key is used to select the entire document?

A) Ctrl + A
B) Ctrl + S
C) Ctrl + D
D) Ctrl + E
Answer: A) Ctrl + A

Q16. Which shortcut key is used to make selected text bold?

A) Ctrl + I
B) Ctrl + U
C) Ctrl + B
D) Ctrl + T
Answer: C) Ctrl + B

Q17. Which shortcut key is used to underline selected text?

A) Ctrl + B
B) Ctrl + I
C) Ctrl + U
D) Ctrl + Y
Answer: C) Ctrl + U

Q18. Which shortcut key is used to italicize selected text?

A) Ctrl + B
B) Ctrl + I
C) Ctrl + U
D) Ctrl + Z
Answer: B) Ctrl + I

Q19. Merging two or more cells in a table into one cell is called?

A) Splitting
B) Merging
C) Formatting
D) Sorting
Answer: B) Merging

Q20. Which file format is commonly used to save a document as a non-editable, portable format?

A) .docx
B) .pdf
C) .txt
D) .rtf
Answer: B) .pdf

Q21. Which shortcut key is used to redo the last undone action?

A) Ctrl + Y
B) Ctrl + Z
C) Ctrl + R
D) Ctrl + U
Answer: A) Ctrl + Y

Q22. Which shortcut key is used to cut selected text?

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A) Ctrl + C
B) Ctrl + X
C) Ctrl + V
D) Ctrl + Z
Answer: B) Ctrl + X

Q23. Which shortcut key opens the "Open" dialog box in MS Word?

A) Ctrl + O
B) Ctrl + N
C) Ctrl + S
D) Ctrl + P
Answer: A) Ctrl + O

Q24. Which shortcut key is used to close the current document?

A) Ctrl + W
B) Ctrl + S
C) Ctrl + N
D) Ctrl + O
Answer: A) Ctrl + W

Q25. Which shortcut key opens the Find dialog box?

A) Ctrl + F
B) Ctrl + H
C) Ctrl + G
D) Ctrl + E
Answer: A) Ctrl + F

Q26. Which shortcut key opens the Replace dialog box?

A) Ctrl + F
B) Ctrl + H
C) Ctrl + R
D) Ctrl + E
Answer: B) Ctrl + H

Q27. Which shortcut key centers the selected paragraph?

A) Ctrl + E
B) Ctrl + L
C) Ctrl + R
D) Ctrl + J
Answer: A) Ctrl + E

Q28. Which shortcut key left-aligns the selected paragraph?

A) Ctrl + L
B) Ctrl + E
C) Ctrl + R
D) Ctrl + J
Answer: A) Ctrl + L

Q29. Which shortcut key right-aligns the selected paragraph?

A) Ctrl + L
B) Ctrl + E
C) Ctrl + R
D) Ctrl + J
Answer: C) Ctrl + R

Q30. Which shortcut key justifies the selected paragraph?

A) Ctrl + J
B) Ctrl + L
C) Ctrl + E
D) Ctrl + R
Answer: A) Ctrl + J

Q31. Which feature is used to arrange text into columns and rows in a document?

A) Table
B) Header
C) Footer
D) Watermark
Answer: A) Table

Q32. Which feature is used to give special formatting like round bullets or numbers before list items?

A) Bullets and Numbering
B) Mail Merge
C) Find and Replace
D) AutoCorrect
Answer: A) Bullets and Numbering

Q33. Which feature is used to indent the first line of a paragraph?

A) Paragraph Indentation
B) Mail Merge
C) Header
D) Table
Answer: A) Paragraph Indentation

Q34. Which feature allows changing text from lowercase to UPPERCASE quickly?

A) Change Case
B) Find and Replace
C) AutoCorrect

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D) Mail Merge

Answer: A) Change Case

Q35. Which of the following is used to set margins, orientation, and paper size of a document?

A) Page Setup
B) Print Preview
C) Header & Footer
D) Spell Check

Answer: A) Page Setup

Q36. Which of the following allows checking synonyms for a word?

A) Thesaurus
B) Spell Check
C) Find and Replace
D) AutoCorrect

Answer: A) Thesaurus

Q37. Which of the following is used to insert a table into a Word document?

A) Insert > Table
B) View > Table
C) Format > Table
D) File > Table

Answer: A) Insert > Table

Q38. Which of the following feature is used to add borders and shading to a table?

A) Border and Shading
B) Mail Merge
C) AutoCorrect
D) Change Case

Answer: A) Border and Shading

Q39. Which of the following is the correct sequence for Mail Merge?

A) Select Recipients → Write Letter → Preview → Finish & Merge
B) Finish & Merge → Write Letter → Select Recipients
C) Preview → Select Recipients → Write Letter
D) Write Letter → Finish & Merge → Select Recipients

Answer: A) Select Recipients → Write Letter → Preview → Finish & Merge

Q40. Which bar in MS Word displays the name of the document currently open?

A) Title Bar
B) Menu Bar
C) Status Bar
D) Scroll Bar

Answer: A) Title Bar

Q41. Which bar contains options like Home, Insert, Layout, References etc. in MS Word?

A) Menu Bar/Ribbon
B) Title Bar
C) Status Bar
D) Scroll Bar

Answer: A) Menu Bar/Ribbon

Q42. Which of the following displays word count, page number, and language at the bottom of the MS Word window?

A) Status Bar
B) Title Bar
C) Menu Bar
D) Ribbon

Answer: A) Status Bar

Q43. Which command is used to save a document with a new name or location?

A) Save As
B) Save
C) Open
D) Print

Answer: A) Save As

Q44. Which of the following inserts the current date and time automatically in a document?

A) Insert > Date & Time
B) Insert > Table
C) Insert > Header
D) Insert > Picture

Answer: A) Insert > Date & Time

Q45. Which of the following allows dividing a cell of a table into multiple cells?

A) Split Cells
B) Merge Cells
C) Delete Cells
D) Insert Cells

Answer: A) Split Cells

Q46. Which of the following is used to add a faint background text/image (like "Confidential") behind document content?

A) Watermark
B) Header

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C) Footer
D) Table
Answer: A) Watermark

Q47. Which of the following allows setting a particular font style for the entire document?

A) Font Formatting
B) Page Setup
C) Mail Merge
D) Table Insertion
Answer: A) Font Formatting

Q48. Which shortcut key moves the cursor to the beginning of a document?

A) Ctrl + Home
B) Ctrl + End
C) Home
D) End
Answer: A) Ctrl + Home

Q49. Which shortcut key moves the cursor to the end of a document?

A) Ctrl + Home
B) Ctrl + End
C) Home
D) End
Answer: B) Ctrl + End

Q50. Which of the following helps to prepare mailing labels for multiple recipients?

A) Mail Merge
B) Table
C) Header
D) Watermark
Answer: A) Mail Merge

Q51. In MS Word, which view is used for normal document editing?

A) Print Layout View
B) Slide Sorter View
C) Notes View
D) Handout View
Answer: A) Print Layout View

Q52. Which of the following inserts a hyperlink in a Word document?

A) Insert > Hyperlink
B) Insert > Table
C) Insert > Header
D) Insert > Symbol
Answer: A) Insert > Hyperlink

Q53. Which of the following allows setting line spacing (single, 1.5, double) in a paragraph?

A) Line Spacing option in Paragraph settings
B) Page Setup
C) Mail Merge
D) Header & Footer
Answer: A) Line Spacing option in Paragraph settings

Q54. Which of the following is used to insert page numbers automatically?

A) Insert > Page Number
B) Insert > Table
C) Insert > Header only
D) Insert > Symbol
Answer: A) Insert > Page Number

Q55. Which of the following formats text selection into two or more newspaper-style columns?

A) Columns
B) Table
C) Header
D) Watermark
Answer: A) Columns

Q56. Which of the following removes all formatting from selected text and keeps only plain text?

A) Clear Formatting
B) AutoCorrect
C) Spell Check
D) Find and Replace
Answer: A) Clear Formatting

Q57. Which of the following feature shows the total word count of a document?

A) Word Count (in Status Bar/Review tab)
B) Header
C) Footer
D) Table
Answer: A) Word Count (in Status Bar/Review tab)

Q58. Which of the following allows changing the space between characters/letters in text?

A) Character Spacing
B) Line Spacing
C) Paragraph Spacing
D) Page Margin

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Answer: A) Character Spacing

Q59. Which of the following inserts a picture from the local computer into a document?

A) Insert > Pictures
B) Insert > Table
C) Insert > Header
D) Insert > Symbol
Answer: A) Insert > Pictures

Q60. Which of the following best defines Word Processing software?

A) Software used to create, edit, format and print text documents
B) Software used only for calculations
C) Software used only for creating slideshows
D) Software used only for browsing internet
Answer: A) Software used to create, edit, format and print text documents

Q61. Which shortcut key is used to move to the beginning of the current line in MS Word?

A) Home
B) End
C) Ctrl+Home
D) Ctrl+End
Answer: A) Home

Q62. Which shortcut key is used to move to the end of the current line in MS Word?

A) End
B) Home
C) Ctrl+Home
D) Ctrl+End
Answer: A) End

Q63. Which shortcut key is used to select a single word by double-clicking?

A) Double-click on the word
B) Single-click
C) Triple-click selects paragraph
D) Right-click
Answer: A) Double-click on the word

Q64. Which of the following selects an entire paragraph in MS Word with mouse clicks?

A) Triple-click on the paragraph
B) Single-click
C) Double-click selects a word
D) Right-click only
Answer: A) Triple-click on the paragraph

Q65. Which of the following feature is used to insert special characters/symbols not on the keyboard?

A) Insert > Symbol
B) Insert > Table
C) Insert > Header
D) Insert > Chart
Answer: A) Insert > Symbol

Q66. Which of the following is used to check the readability/statistics (like word count, characters) of a document?

A) Word Count feature
B) Spell Check
C) Thesaurus
D) AutoCorrect
Answer: A) Word Count feature

Q67. Which of the following feature allows tracking changes made by different authors in a shared document?

A) Track Changes
B) Mail Merge
C) AutoCorrect
D) Find and Replace
Answer: A) Track Changes

Q68. Which of the following allows adding remarks/notes to specific parts of a document without altering the text?

A) Comments
B) Header
C) Footer
D) Watermark
Answer: A) Comments

Q69. Which of the following tab in MS Word contains options for inserting tables, pictures, and headers?

A) Insert tab
B) Home tab
C) Review tab
D) View tab
Answer: A) Insert tab

Q70. Which of the following tab in MS Word contains font and paragraph formatting options?

A) Home tab
B) Insert tab

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C) Design tab
D) References tab
Answer: A) Home tab

Q71. Which of the following tab is used to check spelling, grammar, and add comments?

A) Review tab
B) Home tab
C) Insert tab
D) View tab
Answer: A) Review tab

Q72. Which of the following tab is used to adjust page margins, orientation, and size?

A) Layout tab
B) Home tab
C) Insert tab
D) Review tab
Answer: A) Layout tab

Q73. Which of the following feature automatically generates a list of headings and page numbers?

A) Table of Contents
B) Mail Merge
C) Watermark
D) Header
Answer: A) Table of Contents

Q74. Which of the following allows inserting citations and a bibliography automatically?

A) References tab tools
B) Insert tab only
C) Home tab only
D) View tab only
Answer: A) References tab tools

Q75. Which of the following allows a document to be viewed in full screen without ribbons/toolbars?

A) Read Mode/Full Screen View
B) Print Layout View
C) Draft View
D) Outline View
Answer: A) Read Mode/Full Screen View

Q76. Which of the following view shows a simplified version of the document without headers/footers, useful for quick editing?

A) Draft View
B) Print Layout View
C) Read Mode
D) Web Layout View
Answer: A) Draft View

Q77. Which shortcut key is used to open the Thesaurus for a selected word?

A) Shift + F7
B) F7
C) Ctrl + F7
D) Alt + F7
Answer: A) Shift + F7

Q78. Which of the following feature allows converting a numbered/bulleted list back to plain text?

A) Removing/toggling off Bullets and Numbering
B) AutoCorrect
C) Find and Replace
D) Mail Merge
Answer: A) Removing/toggling off Bullets and Numbering

Q79. Which of the following allows inserting a text box that can be moved freely anywhere on the page?

A) Insert > Text Box
B) Insert > Table
C) Insert > Header
D) Insert > Chart
Answer: A) Insert > Text Box

Q80. Which of the following formatting mark shows spaces, paragraph marks, and tabs (non-printing characters)?

A) Show/Hide (¶) formatting marks
B) AutoCorrect
C) Spell Check
D) Watermark
Answer: A) Show/Hide (¶) formatting marks

Q81. Which of the following key combination is used to insert a page break in MS Word?

A) Ctrl + Enter
B) Ctrl + N
C) Ctrl + P
D) Ctrl + S
Answer: A) Ctrl + Enter

Q82. Which of the following is used to check the total number of pages in a document (shown in Status Bar)?

A) Page count in Status Bar

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B) Header
C) Footer
D) Table of Contents
Answer: A) Page count in Status Bar

Q83. Which of the following is used to insert a drawing/shape into a document?

A) Insert > Shapes
B) Insert > Table
C) Insert > Header
D) Insert > Symbol
Answer: A) Insert > Shapes

Q84. Which of the following is used to change the color of the selected text font?

A) Font Color option in Home tab
B) Insert > Picture
C) Insert > Table
D) Page Setup
Answer: A) Font Color option in Home tab

Q85. Which of the following feature is used to highlight text with a color background (like a highlighter)?

A) Text Highlight Color
B) Font Color
C) Change Case
D) Clear Formatting
Answer: A) Text Highlight Color

Q86. Which of the following feature copies only the formatting from one text to apply to another selected text?

A) Format Painter
B) Copy-Paste
C) Find and Replace
D) AutoCorrect
Answer: A) Format Painter

Q87. Which of the following is the correct feature to insert a cover page automatically at the start of a document?

A) Insert > Cover Page
B) Insert > Header
C) Insert > Footer
D) Insert > Table
Answer: A) Insert > Cover Page

Q88. Which shortcut key opens the Print dialog and shows Print Preview together in modern MS Word?

A) Ctrl + P
B) Ctrl + S
C) Ctrl + N
D) Ctrl + O
Answer: A) Ctrl + P

Q89. Which of the following is used to change the default font for all new documents?

A) Set as Default in Font dialog box
B) Save As
C) Print Preview
D) Mail Merge
Answer: A) Set as Default in Font dialog box

Q90. Which of the following describes 'orphan/widow control' in paragraph settings?

A) Preventing a single line of a paragraph from appearing alone at the top/bottom of a page
B) Preventing spelling mistakes
C) Preventing font changes
D) Preventing table insertion
Answer: A) Preventing a single line of a paragraph from appearing alone at the top/bottom of a page

Q91. Which of the following allows inserting an automatically updating field like page number or date?

A) Insert > Quick Parts/Field
B) Insert > Table
C) Insert > Symbol
D) Insert > Shapes
Answer: A) Insert > Quick Parts/Field

Q92. Which of the following key combination selects text from the cursor to the end of the line?

A) Shift + End
B) Shift + Home
C) Ctrl + Shift + End
D) Ctrl + A
Answer: A) Shift + End

Q93. Which of the following key combination selects text from the cursor to the beginning of the line?

A) Shift + Home
B) Shift + End
C) Ctrl + Shift + Home
D) Ctrl + A
Answer: A) Shift + Home

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Q94. Which of the following is the correct way to insert today's date that updates automatically each time the file is opened?

A) Insert > Date & Time > Update Automatically checkbox

B) Typing the date manually

C) Insert > Table

D) Insert > Header only

Answer: A) Insert > Date & Time > Update Automatically checkbox

Q95. Which of the following describes the purpose of 'AutoSave' feature (when connected to cloud storage)?

A) Automatically saving changes to a document periodically

B) Automatically deleting old documents

C) Automatically printing documents

D) Automatically formatting the document

Answer: A) Automatically saving changes to a document periodically

Q96. Which of the following is the correct feature to compare two versions of a document side-by-side?

A) Compare feature under Review tab

B) Mail Merge

C) Header

D) Footer

Answer: A) Compare feature under Review tab

Q97. Which of the following allows password-protecting a Word document?

A) Protect Document with Password (File > Info)

B) Save As only

C) Print Preview

D) Header & Footer

Answer: A) Protect Document with Password (File > Info)

Q98. Which of the following key combination is used to switch between uppercase, lowercase, and title case quickly?

A) Shift + F3

B) Ctrl + F3

C) Alt + F3

D) F3 alone

Answer: A) Shift + F3

Q99. Which of the following describes 'Nested Table' in Word?

A) A table inserted inside another table's cell

B) A table with no borders

C) A table converted to text

D) A nonexistent feature

Answer: A) A table inserted inside another table's cell

Q100. Which of the following allows numbering pages differently in different sections of a document?

A) Section Breaks with different Page Number formatting

B) Simple Page Break

C) Header only

D) Footer only

Answer: A) Section Breaks with different Page Number formatting

Q101. Which of the following describes the function of 'Tab' key while typing in a document?

A) Moves the cursor to the next tab stop, creating indentation

B) Deletes text

C) Underlines text

D) Bolds text

Answer: A) Moves the cursor to the next tab stop, creating indentation

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