

Chapter 4: Word Processing

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

- A) MS Access
- B) MS PowerPoint
- C) MS Excel
- D) MS Word

Answer: D) MS Word

Q2. Which of the following bar in a word processor displays menu options like File, Edit, View?

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

Answer: C) Menu Bar

Q3. Which of the following feature in a word processor provides guidance and support for using the application?

- A) Help feature
- B) AutoCorrect
- C) Find and Replace
- D) Mail Merge

Answer: A) Help feature

Q4. Which of the following are the small clickable graphics located below the Menu Bar for quick access to commands?

- A) Icons/Toolbar buttons
- B) Status indicators
- C) Scroll bars
- D) Ruler markings

Answer: A) Icons/Toolbar buttons

Q5. Which shortcut key is used to open an existing document?

- A) Ctrl + P
- B) Ctrl + O
- C) Ctrl + S

D) Ctrl + N

Answer: B) Ctrl + O

Q6. Which shortcut key is used to save a document?

- A) Ctrl + N
- B) Ctrl + O
- C) Ctrl + S
- D) Ctrl + P

Answer: C) Ctrl + S

Q7. Which of the following allows a user to save a document under a new name or location?

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

Answer: D) Save As

Q8. Which of the following is used to set margins, orientation and paper size before printing?

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

Answer: B) Page Setup

Q9. Which of the following is used to view how a document will look before printing?

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

Answer: C) Print Preview

Q10. Which shortcut key is used to print a document?

- A) Ctrl + O
- B) Ctrl + S

C) Ctrl + P

D) Ctrl + N

Answer: C) Ctrl + P

Q11. Which of the following describes 'Document Creation' in word processing?

A) Only deleting files

B) Only opening existing files

C) Only printing files

D) Starting and composing a new text document

Answer: D) Starting and composing a new text document

Q12. Which of the following describes 'Editing Text'?

A) Only viewing a document

B) Only saving a document

C) Only printing a document

D) Modifying, adding, or removing content in a document

Answer: D) Modifying, adding, or removing content in a document

Q13. Which of the following is used to select a portion of text in a document?

A) Right-click only

B) Click and drag / Shift + Arrow keys

C) Double-click always selects the whole document

D) Ctrl + P

Answer: B) Click and drag / Shift + Arrow keys

Q14. Which shortcut key is used to cut selected text?

A) Ctrl + Z

B) Ctrl + V

C) Ctrl + C

D) Ctrl + X

Answer: D) Ctrl + X

Q15. Which shortcut key is used to copy selected text?

A) Ctrl + C

B) Ctrl + X

C) Ctrl + Z

D) Ctrl + V

Answer: A) Ctrl + C

Q16. Which shortcut key is used to paste copied/cut text?

A) Ctrl + Z

B) Ctrl + X

C) Ctrl + C

D) Ctrl + V

Answer: D) Ctrl + V

Q17. Which of the following feature checks a document for spelling mistakes?

A) Spell Check

B) Thesaurus

C) Find and Replace

D) Mail Merge

Answer: A) Spell Check

Q18. Which of the following feature suggests synonyms for a selected word?

A) Spell Check

B) Find and Replace

C) Mail Merge

D) Thesaurus

Answer: D) Thesaurus

Q19. Which of the following allows changing the font style and size of selected text?

A) Font and Size selection options in Home tab

B) Print Preview only

C) Mail Merge only

D) Page Setup only

Answer: A) Font and Size selection options in Home tab

Q20. Which of the following describes text 'Alignment' options like left, center, right, justify?

A) Spell checking

B) Positioning of text relative to the page margins

C) Font size selection

D) Font color selection

Answer: B) Positioning of text relative to the page margins

Q21. Which of the following feature indents the first line or entire paragraph from the margin?

A) Mail Merge

B) Header & Footer

C) Paragraph Indenting

D) Watermark

Answer: C) Paragraph Indenting

Q22. Which of the following feature adds round bullets or sequential numbers before list items?

A) Find and Replace

- B) Mail Merge
- C) Bullets and Numbering
- D) AutoCorrect

Answer: C) Bullets and Numbering

Q23. Which of the following feature changes text between UPPERCASE, lowercase, and Title Case?

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

Answer: D) Change Case

Q24. Which of the following allows setting the space between the text and the edge of the page?

- A) Paragraph spacing setting
- B) Line spacing setting
- C) Font size setting
- D) Page Margin setting

Answer: D) Page Margin setting

Q25. Which of the following divides a long document into distinct parts, each with potentially different formatting?

- A) Footers only
- B) Sections
- C) Paragraphs only
- D) Headers only

Answer: B) Sections

Q26. Which of the following describes a 'Hanging Indent'?

- A) A paragraph format where the first line is not indented but subsequent lines are indented
- B) A paragraph indented only on the right side
- C) A paragraph with no indentation at all
- D) A paragraph where every line is indented equally

Answer: A) A paragraph format where the first line is not indented but subsequent lines are indented

Q27. Which of the following feature is used to insert and manipulate a table in a document?

- A) Insert > Symbol
- B) Insert > Watermark
- C) Insert > Table (Draw Table)
- D) Insert > Header

Answer: C) Insert > Table (Draw Table)

Q28. Which of the following allows adjusting the height and width of table cells?

- A) Find and Replace
- B) Mail Merge
- C) Header & Footer
- D) Changing cell width and height using Table Properties

Answer: D) Changing cell width and height using Table Properties

Q29. Which of the following allows aligning text within a table cell (top, center, bottom)?

- A) Page Setup
- B) Cell Text Alignment options
- C) Print Preview
- D) Mail Merge

Answer: B) Cell Text Alignment options

Q30. Which of the following is used to insert or delete a row/column in a table?

- A) Insert/Delete Row or Column options
- B) Find and Replace
- C) Spell Check
- D) Mail Merge

Answer: A) Insert/Delete Row or Column options

Q31. Which of the following adds visible lines and background color to table cells?

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

Answer: B) Border and Shading

Q32. Which of the following allows performing calculations (like sums) within a Word table?

- A) Find and Replace
- B) Table Formulas
- C) Mail Merge
- D) Spell Check

Answer: B) Table Formulas

Q33. Which of the following allows inserting pre-made graphic images into a document?

- A) Insert Footer only
- B) Insert Header only
- C) Insert Table only
- D) Insert Clip Art Picture

Answer: D) Insert Clip Art Picture

Q34. Which of the following allows inserting special characters or symbols not available on the keyboard?

- A) Insert Symbols and Special Characters
- B) Insert Table
- C) Insert Footer
- D) Insert Header

Answer: A) Insert Symbols and Special Characters

Q35. Which of the following adds a faint background image or text (like 'CONFIDENTIAL') behind document content?

- A) Watermark
- B) Table
- C) Header
- D) Footer

Answer: A) Watermark

Q36. Which of the following feature creates stylized, decorative text effects?

- A) WordArt
- B) Mail Merge automates letters
- C) Thesaurus finds synonyms
- D) Clip Art inserts images, not stylized text

Answer: A) WordArt

Q37. Which of the following feature enlarges and stylizes the first letter of a paragraph?

- A) Clip Art inserts images
- B) WordArt stylizes any text generally
- C) Header adds top page content
- D) Drop Cap

Answer: D) Drop Cap

Q38. Which of the following feature is used to send the same letter to multiple recipients with personalized details?

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

Answer: A) Mail Merge

Q39. Which of the following allows printing personalized mailing labels using Mail Merge?

- A) Header & Footer alone
- B) Print Preview alone
- C) Printing Mailing Labels feature within Mail Merge

D) Page Setup alone

Answer: C) Printing Mailing Labels feature within Mail Merge

Q40. Which of the following allows sending Mail Merge documents directly as emails using Outlook?

- A) Only printing physical letters is possible
- B) Only saving as plain text is possible
- C) Merging for sending emails using Outlook
- D) Only saving as PDF is possible

Answer: C) Merging for sending emails using Outlook

Q41. Which of the following feature allows typing and formatting documents in regional/local languages?

- A) Only numeric input is supported
- B) Use of Local Language input tools
- C) Only English typing is supported
- D) Only symbol input is supported

Answer: B) Use of Local Language input tools

Q42. Which of the following feature allows recording and automating a sequence of repetitive actions in a document?

- A) Mail Merge automates letter personalization, not action sequences
- B) Spell Check finds errors
- C) Macros
- D) Thesaurus finds synonyms

Answer: C) Macros

Q43. Which of the following describes the purpose of using Macros in word processing?

- A) Automatically correcting spelling only
- B) Automating repetitive tasks by recording a sequence of commands
- C) Automatically printing documents only
- D) Automatically formatting fonts only

Answer: B) Automating repetitive tasks by recording a sequence of commands

Q44. Which of the following key combination is used to select the entire document?

- A) Ctrl + S
- B) Ctrl + N
- C) Ctrl + P
- D) Ctrl + A

Answer: D) Ctrl + A

Q45. Which of the following key combination undoes the last action?

- A) Ctrl + C
- B) Ctrl + Z
- C) Ctrl + Y
- D) Ctrl + X

Answer: B) Ctrl + Z

Q46. Which of the following key combination redoes the last undone action?

- A) Ctrl + Z
- B) Ctrl + Y
- C) Ctrl + C
- D) Ctrl + X

Answer: B) Ctrl + Y

Q47. Which of the following allows inserting the current date and time automatically into a document?

- A) Insert Symbol only
- B) Insert Header only
- C) Insert Table
- D) Insert Date & Time

Answer: D) Insert Date & Time

Q48. Which of the following describes the objective of the Word Processing module as stated in the syllabus?

- A) To acquire skills in spreadsheet formulas only
- B) To acquire skills in database queries only
- C) To acquire skills in Word Processing Basics
- D) To acquire skills in network configuration only

Answer: C) To acquire skills in Word Processing Basics

Q49. Which of the following allows a user to merge multiple table cells into a single cell?

- A) Merge Cells
- B) Insert Cells adds new cells
- C) Delete Cells removes cells entirely
- D) Split Cells performs the opposite

Answer: A) Merge Cells

Q50. Which of the following allows a user to split a single table cell into multiple cells?

- A) Border and Shading only affects appearance
- B) Merge Cells performs the opposite
- C) Split Cells
- D) Delete Cells removes cells entirely

Answer: C) Split Cells

Q51. Which of the following key combination selects the entire document?

- A) Ctrl + A
- B) Ctrl + P
- C) Ctrl + S
- D) Ctrl + N

Answer: A) Ctrl + A

Q52. Which of the following key combination undoes the last action?

- A) Ctrl + X
- B) Ctrl + C
- C) Ctrl + Y
- D) Ctrl + Z

Answer: D) Ctrl + Z

Q53. Which of the following key combination redoes the last undone action?

- A) Ctrl + X
- B) Ctrl + C
- C) Ctrl + Y
- D) Ctrl + Z

Answer: C) Ctrl + Y

Q54. Which of the following allows inserting the current date and time automatically into a document?

- A) Insert Symbol only
- B) Insert Table
- C) Insert Date & Time
- D) Insert Header only

Answer: C) Insert Date & Time

Q55. Which of the following describes the objective of the Word Processing module as stated in the syllabus?

- A) To acquire skills in database queries only
- B) To acquire skills in network configuration only
- C) To acquire skills in spreadsheet formulas only
- D) To acquire skills in Word Processing Basics

Answer: D) To acquire skills in Word Processing Basics

Q56. Which of the following allows a user to merge multiple table cells into a single cell?

- A) Merge Cells
- B) Delete Cells removes cells entirely
- C) Split Cells performs the opposite
- D) Insert Cells adds new cells

Answer: A) Merge Cells

Q57. Which of the following allows a user to split a single table cell into multiple cells?

- A) Split Cells
- B) Merge Cells performs the opposite
- C) Delete Cells removes cells entirely
- D) Border and Shading only affects appearance

Answer: A) Split Cells

Q58. Which of the following key combination is used to copy selected text?

- A) Ctrl + X
- B) Ctrl + Z
- C) Ctrl + V
- D) Ctrl + C

Answer: D) Ctrl + C

Q59. Which of the following key combination is used to paste copied text?

- A) Ctrl + X
- B) Ctrl + C
- C) Ctrl + V
- D) Ctrl + Z

Answer: C) Ctrl + V

Q60. Which of the following key combination is used to cut selected text?

- A) Ctrl + Z
- B) Ctrl + X
- C) Ctrl + V
- D) Ctrl + C

Answer: B) Ctrl + X

Q61. Which of the following key combination is used to make selected text bold?

- A) Ctrl + B
- B) Ctrl + I
- C) Ctrl + U
- D) Ctrl + T

Answer: A) Ctrl + B

Q62. Which of the following key combination is used to italicize selected text?

- A) Ctrl + B
- B) Ctrl + U
- C) Ctrl + I
- D) Ctrl + Z

Answer: C) Ctrl + I

Q63. Which of the following key combination is used to underline selected text?

- A) Ctrl + I
- B) Ctrl + B
- C) Ctrl + Y
- D) Ctrl + U

Answer: D) Ctrl + U

Q64. Which of the following feature is used to search a word and replace it with another throughout the document?

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

Answer: C) Find and Replace

Q65. Which of the following feature automatically corrects common typing errors while typing?

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

Answer: B) AutoCorrect

Q66. Which of the following is used to view how a document will look before printing?

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

Answer: A) Print Preview

Q67. Which shortcut key is used to print a document?

- A) Ctrl + S
- B) Ctrl + P
- C) Ctrl + N
- D) Ctrl + O

Answer: B) Ctrl + P

Q68. 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

Q69. The text that appears at the bottom of every page in a document is called?

- A) Footer

- B) Header
- C) Title Bar
- D) Status Bar

Answer: A) Footer

Q70. Which of the following key combination centers the selected paragraph?

- A) Ctrl + J
- B) Ctrl + L
- C) Ctrl + E
- D) Ctrl + R

Answer: C) Ctrl + E

Q71. Which of the following key combination left-aligns the selected paragraph?

- A) Ctrl + L
- B) Ctrl + R
- C) Ctrl + J
- D) Ctrl + E

Answer: A) Ctrl + L

Q72. Which of the following key combination right-aligns the selected paragraph?

- A) Ctrl + E
- B) Ctrl + R
- C) Ctrl + J
- D) Ctrl + L

Answer: B) Ctrl + R

Q73. Which of the following key combination justifies the selected paragraph?

- A) Ctrl + J
- B) Ctrl + L
- C) Ctrl + R
- D) Ctrl + E

Answer: A) Ctrl + J

Q74. Which of the following feature is used to give special formatting like round bullets or numbers before list items?

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

Answer: D) Bullets and Numbering

Q75. Which of the following allows checking synonyms for a word?

- A) Find and Replace
- B) AutoCorrect

- C) Thesaurus
- D) Spell Check

Answer: C) Thesaurus

Q76. Which of the following allows setting margins, orientation, and paper size of a document?

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

Answer: D) Page Setup

Q77. Which of the following feature copies only the formatting from one text to apply to another selected text?

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

Answer: D) Format Painter

Q78. Which of the following key moves the cursor to the beginning of a document?

- A) End
- B) Home
- C) Ctrl + Home
- D) Ctrl + End

Answer: C) Ctrl + Home

Q79. Which of the following key moves the cursor to the end of a document?

- A) Ctrl + Home
- B) End
- C) Home
- D) Ctrl + End

Answer: D) Ctrl + End

Q80. Which of the following inserts a hyperlink in a Word document?

- A) Insert > Header
- B) Insert > Symbol
- C) Insert > Hyperlink
- D) Insert > Table

Answer: C) Insert > Hyperlink

Q81. Which of the following is used to insert page numbers automatically in a document?

- A) Insert > Symbol only
- B) Insert > Page Number
- C) Insert > Header only

D) Insert > Table

Answer: B) Insert > Page Number

Q82. Which of the following formats text selection into two or more newspaper-style columns?

- A) Table
- B) Watermark
- C) Columns
- D) Header

Answer: C) Columns

Q83. Which of the following removes all formatting from selected text and keeps only plain text?

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

Answer: C) Clear Formatting

Q84. Which of the following feature shows the total word count of a document?

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

Answer: D) Word Count (in Status Bar/Review tab)

Q85. Which of the following allows changing the space between characters/letters in text?

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

Answer: C) Character Spacing

Q86. Which of the following describes a Nested Table in Word?

- A) A table converted to text
- B) A table with no borders
- C) A nonexistent feature
- D) A table inserted inside another table's cell

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

Q87. Which of the following allows numbering pages differently in different sections of a document?

- A) Header only
- B) Simple Page Break

C) Footer only

D) Section Breaks with different Page Number formatting

Answer: D) Section Breaks with different Page Number formatting

Q88. Which of the following describes the function of the Tab key while typing in a document?

- A) Deletes text
- B) Bolds text
- C) Underlines text
- D) Moves the cursor to the next tab stop, creating indentation

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

Q89. Which of the following describes the purpose of Track Changes when collaborating on documents?

- A) Recording edits made by different authors so they can be reviewed and accepted/rejected
- B) Automatically printing the document
- C) Permanently deleting all previous edits
- D) Automatically emailing the document

Answer: A) Recording edits made by different authors so they can be reviewed and accepted/rejected

Q90. Which of the following allows adding remarks/notes to specific parts of a document without altering the text?

- A) Footer
- B) Watermark
- C) Header
- D) Comments

Answer: D) Comments

Q91. Which of the following describes the correct sequence for performing a Mail Merge?

- A) Write Letter, Finish and Merge, Select Recipients
- B) Finish and Merge, Write Letter, Select Recipients
- C) Preview, Select Recipients, Write Letter
- D) Select Recipients, Write Letter, Preview, Finish and Merge

Answer: D) Select Recipients, Write Letter, Preview, Finish and Merge

Q92. Which of the following describes 'AutoSave' feature when connected to cloud storage?

- A) Automatically deleting old documents
- B) Automatically saving changes to a document periodically
- C) Automatically printing documents
- D) Automatically formatting the document

Answer: B) Automatically saving changes to a document periodically

Q93. Which of the following allows password-protecting a Word document?

- A) Header & Footer
- B) Print Preview
- C) Save As only
- D) Protect Document with Password (File > Info)

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

Q94. Which of the following describes the purpose of 'Orphan/Widow control' in paragraph settings?

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

Answer: B) Preventing a single line of a paragraph from appearing alone at the top/bottom of a page

Q95. Which of the following describes 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

Q96. Which of the following describes the purpose of using Styles (like Heading 1, Heading 2) in a long document?

- A) Only inserting images
- B) Only changing the color of text randomly
- C) Only inserting tables
- D) Applying consistent formatting and enabling automatic Table of Contents generation

Answer: D) Applying consistent formatting and enabling automatic Table of Contents generation

Q97. Which of the following automatically generates a list of headings and page numbers in a long document?

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

Answer: C) Table of Contents

Q98. Which of the following describes the function of 'Insert Cover Page' feature?

- A) Automatically adding a professionally designed title page to the start of a document
- B) Adding a header to every page
- C) Adding a watermark to every page
- D) Adding a footer to every page

Answer: A) Automatically adding a professionally designed title page to the start of a document

Q99. Which of the following describes the purpose of 'AutoCorrect Options' customization in a word processor?

- A) Allowing users to add, remove, or modify automatic text correction rules
- B) Only for changing font size
- C) Only for changing page margins
- D) Only for changing print settings

Answer: A) Allowing users to add, remove, or modify automatic text correction rules

Q100. Which of the following describes 'Read Mode' or 'Read-Only View' in a word processor?

- A) A simplified viewing mode optimized for reading rather than editing a document
- B) A mode that permanently locks editing for all users forever
- C) A mode used only for printing
- D) A mode used only for saving files

Answer: A) A simplified viewing mode optimized for reading rather than editing a document