Microsoft office Questions for IBPS RRB and UGC Net Exams.

MS Office Quiz 5

Directions : Read the following questions carefully and choose the right answer.

1.   In word, when you indent a paragraph, you_____.

A. push the text in with respect to the margin   B. change the margins on the page
C. move the text up by one line   D. move the text down by one line
E. None of these

2.   What should be used if a company wants to include its company name and logo at the bottom of every page of a brochure?

A. Header   B. Macro   C. Footer   D. Footnote   E. None of these

3.   The following toolbars display in the Word application window by default:

A. Forms toolbar   B. Formatting toolbar C. Standard toolbar   D. B and C both   E. A and C both

4.   In MS Word command to move the insertion point to the beginning of the previous word is

A. CTRL + RIGHT ARROW   B. CTRL + LEFT ARROW   C. CTRL + DOWN ARROW
D. CTRL + UP ARROW   E. None of these

5.   You can apply a double underline to text with _____.

A. the Underline list box in the Font dialog box   B. the Underline button on the Formatting toolbar
C. the Subscript option in the Font dialog box   D. the Superscript option in the Font dialog box
E. None of the Above

6.   In order to email a Word document from within Word we follow :

A. Go to File/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 .
E. have to use a separate software for this.

7.   What is gutter margin?

A. Margin that is added to right margin when printing
B. Margin that is added to the left margin when printing
C. Margin that is added to the outside of the page when printing
D. Margin that is added to the binding side of page when printing
E. None of the above

8.   Background color on a Word document is not visible in ?

A. Web layout view   B. Print Preview   C. Reading View   D. Print Layout view   E. None of these

9. If a word is typed that is not in Word's dictionary, a wavy underline appears below the word which is _____ .
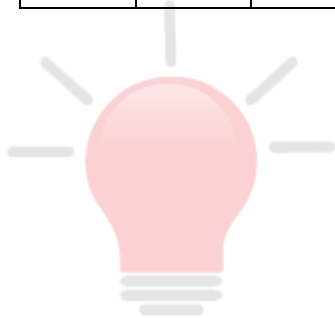
A. red   B. green   C. blue   D. black   E. pink

10. Which is button on the quick access Toolbar allows you to cancel your recent commands or actions?

A. Search   B. Cut   C. Document   D. Undo   E. Paste

Correct Answers:

1	2	3	4	5	6	7	8	9	10
A	C	D	B	A	A	D	B	A	D

Answers :

1. Indenting a paragraph means moving or placing the text away from the margins of the document. Indenting of text or paragraphs is done usually using the TAB key or the spacebar key.

Therefore the answer is (A) Push the text in with respect to the margin.

2. The footer of a document is the section of the document where the user can add page numbers, file versions, company name, logos or any other essential information that the user wants to display at the bottom of the each page. By default the data entered in the footer a single page gets displayed on the footer of all the pages.

Therefore the answer is (C) Footer.

3. You can customize any toolbar by adding, deleting, moving, or grouping toolbar buttons to suit your needs. Microsoft Word includes several built-in toolbars, including the two default toolbars that are visible when you start Word: the Standard toolbar and the Formatting toolbar.

Therefore (D) is the correct answer.

4. Control functions with arrow keys perform the action same as TAB key but in a direction specific as per the arrow keys respectively. Hence, if the Ctrl + Left arrow keys are clicked then the cursor moves to the left insertion point or to the previous word.

Therefore (B) CTRL+LEFT ARROW is the correct answer.

5. Following are the steps to add double underline under a text:

1. Select the text that you want to underline.
2. On the Home tab, click the Font Dialog Box Launcher, and then click the Font tab.
3. In the Underline style box, click double underline.

Therefore (A) the Underline list box in the Font dialog box is the correct answer.

6. To send a document directly from Word 2003 or from Word 2002 as an email message, follow the following steps:

1. On the File menu
2. Point to Send To
3. Click Mail Recipient to send the document as the body of the message.
4. Or you can point to Mail Recipient (as Attachment) to send the document as an attachment to the message.

Therefore (A) Go to File/Send To/Mail Recipient is the correct answer.

7. Gutter margin is a term used for the designated additional margin added to a page layout to compensate for the part of the paper made unusable in the binding process. In a facing pages layout also known as mirror margins in Word, the gutter margin is on the very inside of both pages.

Therefore (D) Margin that is added to the binding side of page when printing is the correct answer.

8. Preview is a computing function to display a document, page, or film before it is produced in its final form. In the case of printed material this is known as "print preview". We cannot see background colours when printing a word document as by default it is set to false, this can be changed under the print settings.

Therefore (B) Print Preview is the correct answer.

9. In word when there is a spelling error or there is a word that is not in the MS office dictionary then a red wavy line comes under the text with error. Similarly if there is a grammatically error then the text gets underlined with a blue wavy line.

Therefore (A) red is the correct answer.

10. Undo option is used to reverse an action performed by the user on the current open document. Undo shortcut is present on the toolbar of MS word and can also be done by using shortcut keys Ctrl + Z from the keyboard.

Therefore (D) Undo is the correct answer.