

MS Word Multiple Choice Questions and Answers Pdf

Question: 1

What is the blank space outside the printing area on a page?

- (A) Clipart
- (B) Margins
- (C) Header
- (D) Footer

Ans: B

Margins

Question: 2

Which of the following is an example of page orientation?

- (A) Landscape
- (B) Subscript
- (C) Superscript
- (D) A4

Ans: A

Landscape

Question: 3

Formatting is performed on

- (A) Text
- (B) Table
- (C) Menu
- (D) Both (a) and (b)

Ans: D

Both (a) and (b)

Question: 4

Which of the following software is used for making resume?

- (A) MS Excel
- (B) MS Word
- (C) Dev C
- (D) Java

Ans: B

MS Word

Question: 5

Press _____ to open the help window in MS word document.

- (A) F1
- (B) F2

(C) F9

(D) F11

Ans: A

F1