Section A: Multiple Choice Questions

1. **What is the first step in performing most text-related tasks in Word 2016?**

   o a) Formatting the text

   o b) Selecting the text

   o c) Saving the document

   o d) Printing the document

2. **Which key combination is used to select all the text in a document?**

   o a) Ctrl + C

   o b) Ctrl + V

   o c) Ctrl + A

   o d) Ctrl + X

3. **Which option is used to copy text in Word 2016?**

   o a) Cut

   o b) Paste

   o c) Copy

   o d) Undo

4. **Which key is used to erase text in Word 2016?**

   o a) Enter

○ b) Shift

○ c) Delete

○ d) Tab

5. **Which tab in Word 2016 contains the options for text formatting?**

○ a) Insert

○ b) Home

○ c) Design

○ d) Review

Section B: Fill in the Blanks

1. To select a specific text, place the cursor in front of the first letter and press

   the _____ key while dragging the pointer.

2. The _____ key is used to undo the last action in Word 2016.

3. The default font in Word 2016 is _____ with a font size of

   _____.

4. The _____ feature allows you to add effects like shadow, reflection, and

   glow to the text.

5. The four alignment options in Word 2016 are _____, _____,

   _____, and _____.

Section C: True or False

1. **True or False:** You can select text from different parts of the document simultaneously.

2. **True or False:** The "Cut" option removes the text from its original location and places it in a new location.

3. **True or False:** The "Redo" button is used to cancel the last action performed in Word 2016.

4. **True or False:** The default font in Word 2016 is Times New Roman.

5. **True or False:** You can add borders to both text and pages in Word 2016.