

Chapter-3

More on MS Word 2016

Section A: Multiple Choice Questions

1. Which tab in MS Word 2016 is used to insert shapes?

- a) Home
- b) Insert
- c) Layout
- d) Design

2. What is WordArt used for in MS Word 2016?

- a) To insert tables
- b) To create special text effects
- c) To format paragraphs
- d) To insert images

3. What is the maximum number of columns a table can have in MS Word 2016?

- a) 50
- b) 63
- c) 100
- d) Unlimited

4. Which command is used to merge cells in a table?

- a) Split Cells

- b) Merge Cells
- c) Delete Cells
- d) Insert Cells

5. Which key combination is used to open the Replace dialog box?

- a) Ctrl + F
- b) Ctrl + H
- c) Ctrl + R
- d) Ctrl + S

Section B: Fill in the Blanks

1. To insert a picture from the Internet, use the _____ command in the Illustrations group.
2. The _____ tab is used to format tables by adding shading, borders, and other styling options.
3. To change the height of a row in a table, use the _____ option in the Cell Size group.
4. The _____ command is used to split a cell into multiple parts.
5. The _____ dialog box is used to find and replace text in a document.

Section C: True or False

1. **True or False:** You can insert text inside a shape in MS Word 2016.

2. **True or False:** WordArt allows you to apply effects like shadows and stretching to text.
3. **True or False:** A table in MS Word can have an unlimited number of rows.
4. **True or False:** The "Merge Cells" option is used to split a cell into multiple cells.
5. **True or False:** The "Find" command can be used to search for a specific word or phrase in a document.