

Multiple Choices:

1. Which tab to change font size?

a. View tab

b. Home tab

c. Insert tab

d. Page layout tab

2. To change font color select.

a. Font size

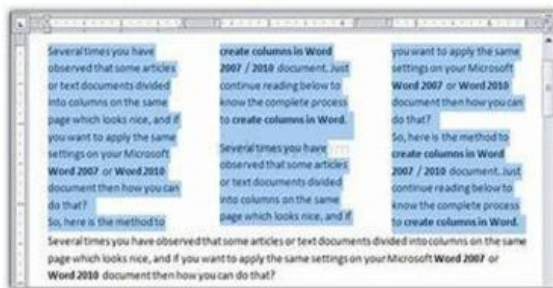
b. Font color

c. Underline

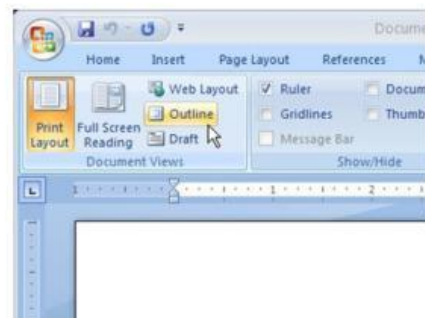
d. Text highlight color

3. Select two columns in word.

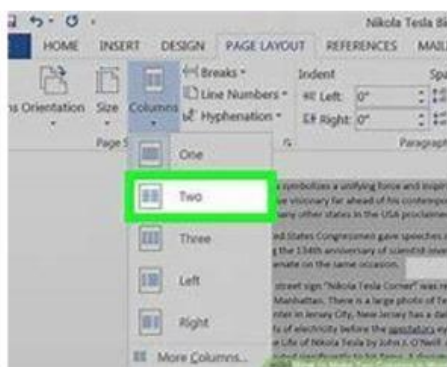
a.



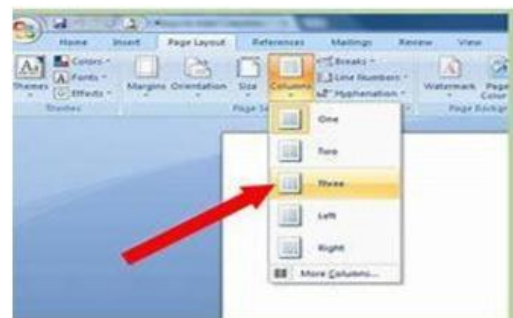
b.



c.



d.



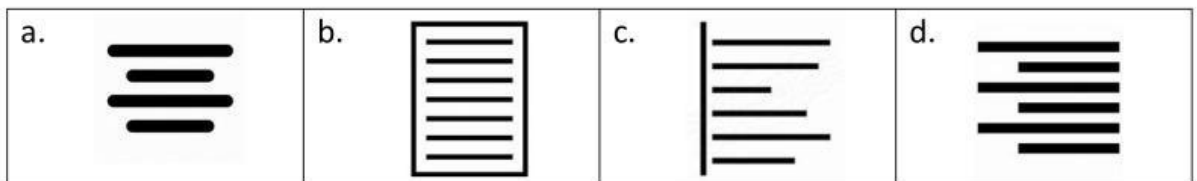
4. To change font color select.

- a. Font size
- b. Font color
- c. Underline
- d. Text highlight color

5. TO display the ruler of your document select.....

- a. View tab
- b. insert tab
- c. Home tab
- d. Page layout tab

6. The text Direction from right to left and Justify:



7. To select All text.

- a. Ctrl+Sfift
- b. Ctrl+Copy
- c. Ctrl+A
- d. Ctrl+C

8. Which tab is used to change the page orientation?

- a. Insert tab
- b. View tab
- c. Home tab
- d. Page layout tab

9. Formatting text in Ms word means?

- a. Change font height
- b. Change font style of text
- d. Change font size of text
- c. Change font color of text

10. Which tab to add columns in a text you wrote?

- a. View tab
- b. Page layout
- c. Insert tab
- d. Home tab

11. Where do you select the paper size for a document?

- a. Design > Size.
- b. File > Page Setup.
- c. Page Layout > Page Setup > Size.
- d. Layout > Margins.

12. What is the default view when you open a document or create a new document?

- a. Print Layout view
- b. Draft view
- c. Edit view
- d. Web Layout view

13. Which key moves your cursor from one line to the next on your document?

- a. Tab
- b. Shift
- c. Enter
- d. Ctrl+ Enter

14. What is the default file extension for all Word documents?

- a. Txt
- b. Wrd
- c. Fil
- d. Doc

15. Which keyboard shortcut bolds selected text?

- a. Ctrl +B
- b. Alt+B

16. The ribbon consist of

- a. Blocks
- b. Tabs & Groups
- c. Letters

17. You can create bulleted lists by using the _____ tab and the _____ group.

- a. Page Layout tab, Paragraph group.
- b. Insert tab, Text group
- c. Home tab, Paragraph group.