Chapter-5

WORKING ON WORD 2016

Section A: Multiple Choice Questions

1. **What is the first step in performing most text-related tasks in Word 2016?**
   - a) Formatting the text
   - b) Selecting the text
   - c) Saving the document
   - d) Printing the document
2. **Which key combination is used to select all the text in a document?**
   - a) Ctrl + C
   - b) Ctrl + V
   - c) Ctrl + A
   - d) Ctrl + X
3. **Which option is used to copy text in Word 2016?**
   - a) Cut
   - b) Paste
   - c) Copy
   - d) Undo
4. **Which key is used to erase text in Word 2016?**
   - a) Enter

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- 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 _____.

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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.

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