

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

- 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.