

MS-Word 2010

1. You have to edit an existing letter in MS-Word. You want to review the modifications to the letter while editing. Which of the following features of MS-Word should you use?
- (a) AutoSummarize
 - (b) Compare and Merge documents
 - (c) Track Changes
 - (d) Mail Merge Wizard

2. Observe the given snapshot carefully.



Which of the following features is used here to show the comments?

- (a) Show All Revisions Inline
- (b) Show Revisions in Box
- (c) Show Revisions in Balloons
- (d) Show All Comments in Boxes

3. Which of the following statements holds true about the given icon?



Statement 1: Its name is Thesaurus and its shortcut key is



Statement 2: It is present under Language group of Review tab.

- (a) Only Statement 1
- (b) Only Statement 2
- (c) Neither Statement 1 nor Statement 2
- (d) Both Statement 1 and Statement 2

4. To attach a copy of a document to an e-mail go to _____.

- (a) File tab → Save & Send
- (b) File tab → e-mail
- (c) File tab → Options
- (d) File tab → Info

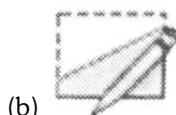
5. Which of the following statements is INCORRECT?

- (a) You can show the revisions of track changes in a separate window.
- (b) You cannot change tracking options.
- (c) You can accept all the changes at once in the document.
- (d) All of these

6. Which of the following is a tracking option that allows you to choose how to view the proposed changes to the document?



(a)



(b)



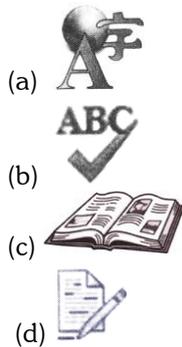
(c)



(d)

7. Inspect Document feature will ____.
- Check the document for hidden properties
 - Check the features not supported by earlier versions of MS-Word
 - Check the document for content that people with disabilities might find difficult to read
 - Check the document for any password protection method
8. Which of the following statements is CORRECT?
- You cannot add a comment, if you have not selected any word.
 - You cannot track the formatting changes.
 - You cannot combine the revisions from multiple documents.
 - You can edit a document, once you have marked it as final, by clicking "Edit Anyway" command, displayed at the top of the window.
9. Which of the following will you use to convert the selected text into a hyperlink?
- 
 - 
 - 
 - 
10. To insert a new comment in a document, press _____.
- 
 - 
 - 
 - 
11. Before e-mailing a document, you should compress the images in order to ____.
- Improve the image quality
 - Increase the file size
 - Reduce the contrast
 - Reduce the file size
12. After editing documents without using Track Changes, you can continue to use Reviewing pane feature by _____.
- Changing the Style Set
 - Comparing documents
 - Double-clicking Track Changes
 - Adding a header
13. Which of the following options will open Bookmark window?
- Insert tab → Links group → Bookmark
 - Review tab → Links group → Bookmark
 - Insert tab → Illustrations group → Bookmark
 - Review tab → Create group → Bookmark

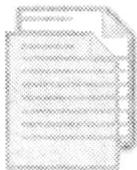
14. Garima has selected a word and wants its similar meaning. Which of the following features should she use?



15. Which of the following options let you search through reference materials such as dictionaries and encyclopedia services?
- (a) Spelling & Grammar (b) Research
(c) Show Markup (d) Word Count

Achievers Section (HOTS)

16. While using tables, how would you forbid table rows to be split across pages in an MS-Word document when you have already selected the current table?
- (a) Right Click, then click Table Properties. Click on Table tab and uncheck "Allow row to break across pages"
(b) Right Click, then click Table Properties. Click on Table tab, click Options and uncheck "Allow row to break across pages"
(c) Right Click, then click Table Properties. Click on Row tab and uncheck "Allow row to break across pages"
(d) Right Click, then click Split Cells
17. The look and feel of a particular paragraph of text in a document can be controlled with _____.
- (a) Tables (b) Styles
(c) Manage version (d) Paragraphs
18. Recent Pane of File tab will allow you to
- (a) Protect your document with password
(b) Recover unsaved documents
(c) See the previous versions of the file
(d) Save the current document
19. Which of the following statements hold(s) true regarding the given feature?

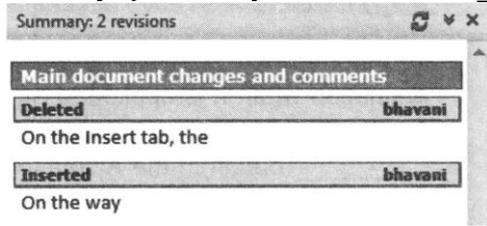


Statement 1: Compare two versions of a document

Statement 2: Combine revisions from multiple authors into a single document.

- (a) Only Statement 1
(b) Only Statement 2
(c) Both Statement 1 and Statement 2
(d) Neither Statement 1 nor Statement 2

20. In the given snapshot, the deleted and inserted text of the document (after turning Track Changes Feature On) has been displayed in the pane. It is known as _____.



- (a) Summary Pane
- (b) Reviewing Pane
- (c) Insert Pane
- (d) Delete Pane

HINTS & EXPLANATION

1. (c) : Track Changes is a way for Microsoft Word to keep track of the changes you make to a document. You can then choose to accept or reject those changes.
2. (c) : To access this feature, follow the given steps:
Review tab → Tracking group → Show Markup → Balloons → Show Revisions in Balloons
3. (a) : The given icon is found under, Review tab → Proofing group.
4. (a)
5. (b)
6. (a) : Option (A) is of 'Display for Review' feature. It can be accessed by going to Review tab → tracking group.
7. (a) : To inspect document, follow the given steps:
File tab → Info → Check for Issues → Inspect Document
8. (d)
9. (a)
10. (c)
11. (d)
12. (b): You can use the 'Compare' feature by going to: Review tab → Compare group → Compare.
Without using Track Changes feature, it allows you to keep the track of changes made to the document. It allows you to compare the two versions of Word document.
13. (a)
14. (c)
15. (b)
16. (c)
17. (b)
18. (b) : Recent pane can be accessed by going to: File tab → Recent
19. (c): The given icon is known as 'Compare'.
20. (b): Reviewing Pane is used to show the revisions (i.e, insertions, deletions, added comments, etc.) in a separate window, after the Track Changes feature has been turned ON.