

Microsoft Office Word 2013

QUESTIONS

- 1. Steve writes a five page documents. He wants to change the font size of entire documents. But he is unable to find font list. Font list is available in the_____.**
 - (a) Review
 - (b) Home tab
 - (c) References
 - (d) All of these
 - (e) None of these
- 2. Jack has fifty page documents. He wants to count all the words of the documents. What should he do?**
 - (a) Click Review → Word Count
 - (b) Click View → Word Count
 - (c) Click Mailing → Options → Word Count
 - (d) Click Insert → Word Count
 - (e) None of these
- 3. ClipArt is a library that provides number of picture. Which one of the following is the correct step to open clipart?**
 - (a) References → Image
 - (b) Insert → Illustration → Online picture
 - (c) Review → Picture → Image
 - (d) View → Clip Art
 - (e) None of these
- 4. Which one of the following is the correct step to open Find and Replace dialog box?**
 - (a) View → Insert → Find
 - (b) Insert → Find → Replace
 - (c) Office button → Find and Replace
 - (d) Home tab → Editing group → Find and Replace
 - (e) None of these
- 5. John wants to use WordArt in his document. But he is not able to search Insert WordArt button. In which of the following locations Insert WordArt button exists?**
 - (a) Pages
 - (b) Illustration
 - (c) Link group
 - (d) Text group
 - (e) None of these

- 6. The Spelling and Grammar option is present under _____.**
- (a) Home tab (b) Insert tab
(c) View tab (d) Review tab
(e) None of these
- 7. Which one of the following is the correct step to open Insert Table dialog box?**
- (a) Select Home tab → Insert → Table
(b) Select Text group → Table
(c) Select Insert tab → Table
(d) Select Office button → Table
(e) None of these
- 8. Which one of the following is the correct step to open change case dialog box?**
- (a) Select Home → Change Case
(b) Select View → Paragraph → Change Case
(c) Select Office button → Change Case
(d) Select Review → Change Case
(e) None of these
- 9. The shortcut key for spell check is _____.**
- (a) F7 (b) F6
(c) F5 (d) F4
(e) None of these
- 10. You can move the cursor in table by using _____.**
- (a) Arrow key (b) Tab key
(c) Mouse (d) All of these
(e) None of these

ANSWER – KEY				
1. (b)	2. (a)	3. (b)	4. (d)	5. (d)
6. (d)	7. (c)	8. (a)	9. (a)	10. (a)