

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)