

## QUESTIONS

1. **MS-Word Q013** allows you to minimize/maximize document window using mouse or short cut key. Which one of the following shortcut keys is used to maximize/minimize the window of the word document 2013?

(a) Shift+F10 (b) Ctrl+F10  
(c) Ctrl+F12 (d) Ctrl +F2  
(e) None of these

2. **Read the following statements :**

**Statement: 1.** MS Word 2013 allows the user to highlight the selected text in desired color and also underlines the selected text with desired line color.

**Statement: 2.** MS Word 2013 does not allow the user to underline the selected text in desired color, whereas, it allows the user to highlight the selected text with desired line color.

**Statement: 3.** MS-Word 2013, allows the user to underline the text without make selection of text.

**Which one of the following is correct with respect to the above statements?**

(a) Statements 1 is true  
(b) Statements 2 is true  
(c) Statements 3 is true  
(d) All statements are true  
(e) None of these

3. **Sonia:** Paragraph formatting allows the user for text alignment, settings margins and line spacing.

**Sohan:** Paragraph formatting allows the user to format a paragraph either inserting the insertion point on a line of a paragraph or selecting the entire paragraph.

**Sunita:** Paragraph formatting allows the user to apply bullets, numbering and multilevel list to text.

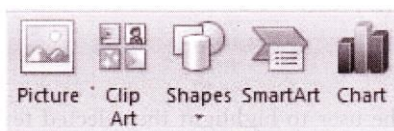
**Who is correct?**

(a) Sonia (b) Sohan  
(c) Sunita (d) All are correct  
(e) None of these

4. **Which of these let you jump to a specific place in your document?**

(a) Bookmark (b) Hyperlink  
(c) Mail Merge (d) Only (a) and (b)  
(e) None of these

5. **Under which of the following groups the given picture can be found?**



(a) Picture (b) Link

- (c) Illustration (d) Insert
- (e) None of these
6. **MS Word 2013 allows you to find the misspelled word in a document. Which one of the following shortcut keys you use to find the misspelled word in a Word document?**
- (a) Alt + F6 (b) Alt + F7
- (c) Alt + F5 (d) Alt + F8
- (e) None of these
7. **MS-Word 2013 enables.\_\_\_\_\_ feature that helps you to create personalized letters and other documents by combining data from two different files.**
- (a) mail merge (b) spell check
- (c) formatting (d) auto text
- (e) None of these
8. **The ability to combine name and addresses with a standard document is called \_\_\_\_\_**
- (a) document following
- (b) database management
- (c) mail merge
- (d) All of these
- (e) None of these
9. **Word is a part of \_\_\_\_\_.**
- (a) text Group (b) symbols Group
- (c) home Group (d) page Group
- (e) None of these
10. **Ravi wants to insert page numbers in his document. Which one of the following steps Ravi will use?**
- (a) Home → Page Numbers
- (b) Insert → Page Numbers
- (c) View → Page Numbers
- (d) Review → Format → Page Numbers
- (e) None of these

## ANSWER - KEYS

<b>1.</b> (b)	<b>2.</b> (a)	<b>3.</b> (d)	<b>4.</b> (a)	<b>5.</b> (c)
<b>6.</b> (b)	<b>7.</b> (a)	<b>8.</b> (a)	<b>9.</b> (a)	<b>10.</b> (b)