





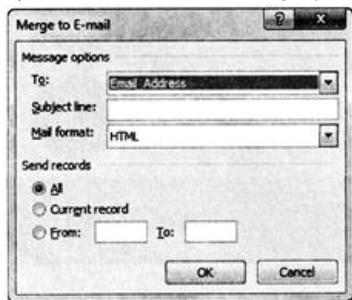
Question - MS-Word 2010




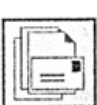
1) You can insert a hyperlink by pressing _____ Keys.

- A) 
- B) 
- C) 
- D) 

Correct Answer: A

2) Which of the following options, will allow you to display the given dialog box, while working with Mail Merge feature.



- A) 
- B) 
- C) 
- D) 

Correct Answer: C

Solution :

Click on Finish & Merge option available in Finish group of Mailings tab and then click on Merge to E-mail option.

3) Identify the following:

- | |
|---|
| - They are used to identify positions in a document. |
| - These positions can be the beginning of a chapter or a table. |
| - They can be used to jump to specific points in a document. |

- A) Bookmarks
- B) Hyphenation
- C) Watermarks

D) Save points

Correct Answer: A

4) A_____ is a series of Word commands that you group together as a single operation to accomplish a task with a single click.

- A) Macro
- B) Automation
- C) Execution
- D) Statements

Correct Answer: A

Solution :

Macros are used for repetitive tasks to save time while performing those tasks.

5) The given icon can be used to _____ in a mail-merged document.



- A) View the merged data
- B) Make changes to the list of recipients
- C) Highlight the field in letter
- D) Add a greeting line in letter

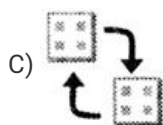
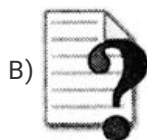
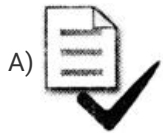
Correct Answer: B

6) Macros can be assigned to _____.

- A) Command buttons
- B) Keyboard shortcuts
- C) Ribbon tabs
- D) Both [A] and [B]

Correct Answer: D

7) Which of the following options can be used to add decision-making ability to the mail merge?



D) None of these

Correct Answer: B

Solution :

Rules option is used for adding decision making ability.

8) Which of the following statements hold(s) true with respect to Mail Merge feature?

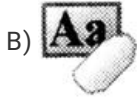
Statement 1: You can add an address to your letter using Address Block.

Statement 2: You cannot add greeting line to your document.

- A) Only Statement 1
- B) Only Statement 2
- C) Both Statement 1 and Statement 2
- D) Neither Statement 1 nor Statement 2

Correct Answer: A

9) Which of the following options can be used to change the set of styles, fonts and paragraph spacing used in a document?



- D) All of these

Correct Answer: A

Solution :

Clicking on Change Styles provides you a set of options for changing fonts and paragraph spacing.

10) You can select recipients for mail merge by _____.

- A) Selecting Outlook contacts
- B) Using existing data source list
- C) Typing new list
- D) All of these

Correct Answer: D

11) Which of the following keyboard shortcuts when pressed, will open the 'Apply Styles' task pane?



Correct Answer: C

12) Bookmark identifies a specific location in a document, to add a bookmark you must assign a name to it. Which of the following is a valid name for a bookmark?

- A) First heading
- B) First_ heading
- C) 1st heading
- D) 1st_headmg

Correct Answer: B

Solution :

Bookmark names cannot contain space and always starts with an alphabet.

13) You CANNOT use mail-merge to create

- A) A set of labels or envelopes
- B) A set of tables
- C) A set of form letters, e-mail message or faxes
- D) A set of numbered coupons

Correct Answer: B

Solution :

Mail merge is used for creating envelops letters and labels, not for creating tables.

14) Mail Merge feature of MS-Word does not allow you to _____.

- A) Select recipients from your phone book
- B) Specify how to handle errors when completing the mail merge
- C) Replace the merge fields with actual data from recipient list
- D) Send mail-merged documents via e-mail

Correct Answer: A

15) For mail merge, _____ consists of the list of names and addresses to be printed on labels and envelopes.

- A) Data Source
- B) Main document
- C) New document
- D) Website

Correct Answer: A

16) Identify the tool:

- | |
|--|
| - It is used for referencing information that appears in another location in a document. |
| - This information can be headings, figures and tables in various parts of your document. |
| - It gets automatically updated if the content is moved to another location. |

- A) Cross-reference
- B) Hyperlink
- C) Direct reference
- D) Indirect reference

Correct Answer: A

17)

Which of the following options would replace the question mark(?) to access the Style Inspector?

Home tab \to Click on dialog box launcher of Styles group \to Click on?



Correct Answer: B

Solution :

Style inspector shows paragraph level formatting separated through text level formatting

18) You have assigned bookmarks to some text and items in a document, now you want to see how many bookmarks have been added to the document. Which of the following is/are the CORRECT way to do so.

(i) Click on

(ii) Click on

(iii) Press key.

A) Only (i)

B) Only (ii)

C) Both (ii) and (iii)

D) All (i), (ii) and (iii)

Correct Answer: A

19) Which of the following options allows you to see what part of your letter will be replaced by information from the recipient list in a mail merged document?

A) Rules



B) Match Fields

C) Find Recipients

D) Highlight Merge Fields

Correct Answer: D

20) Shruti wants to change the font face and font size of an inbuilt style. Which of the following steps shall she perform to open a dialog box that will let her do so?

A) Select the style in Styles gallery and press  +  keys

B) Right click the style in Styles gallery and select "Modify"

C) Select the style and then go to File tab \to Modify

D) None of these

Correct Answer: B