MICROSOFT WORD 2010 MCQ's

Question 1 of 33

True or False: In Word 2010, the Ribbon can be customized with your own tabs.

A. True

B. False

Question 2 of 33

Tasks such as Save, Open and Print is now found in _____.

A. Live Preview

B. Backstage view

C. Global view

D. Task Manager

Question 3 of 33

You can change the font size with the _____.

A. Font Size box

B. Grow Font command

C. Shrink Font command

D. All of the above

Question 4 of 33

To save an edited document while keeping the original version, use _____.

A. Save

B. Save As

C. Open

D. Close

Question 5 of 33

To change the page size, you'll need to go to the _____ tab.

A. Home

B. Insert

C. Page Layout

D. Review

Question 6 of 33

True or False: The Spelling & Grammar check is always correct.

A. True

B. False

From: Rahim Zulfiqar Ali

INTRODUCTION TO INFORMATION TECHNOLOGY

The _____ wavy line indicates a contextual spelling error.

A. Red
B. Green
C. Blue
D. Purple

The _____ wavy line indicates a grammar error.

A. Red
B. Green
C. Blue
D. Purple

If you're sharing a document and don't want the spelling and grammar errors to be marked, you'll need to create _____ for that document.

A. Styles
B. Themes
C. Exceptions
D. Mail Merge

To use more than one type of alignment in a single line, you should create _____.

A. Landscape orientation
B. Tab stops
C. Shapes
D. Page breaks

To fine-tune paragraph spacing, go to the _____.

A. Font dialog box
B. Paragraph dialog box
C. Line dialog box
D. Mail Merge task pane

To fine-tune line spacing, go to the _____.

A. Font dialog box
B. Paragraph dialog box
C. Line dialog box
D. Mail Merge task pane

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Question 13 of 33

Types of lists include all of the following except _____.

A. Bulleted

B. Numbered

C. Mirrored

D. Multilevel

Question 14 of 33

True or False: It is possible to change the shape of a text box.

A. True

B. False

Question 15 of 33

In Word 2010, WordArt is always inside a _____.

A. List

B. Column

C. Symbol

D. Text box

Question 16 of 33

To adjust the brightness and contrast of an image, click the _____ command.

A. Corrections

B. Color

C. Picture Effects

D. Artistic Effects

Question 17 of 33

If you're emailing a document, you should compress the images in order to _____.

A. Improve the image quality

B. Increase the file size

C. Reduce the contrast

D. Reduce the file size

Question 18 of 33

To change all of the styles in a document at once, you can change the _____.

A. Template

B. Style Set

C. SmartArt

D. Recipient data

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A Theme includes all of the following except _____.
A. Clip Art
B. Colors
C. Fonts
D. Effects

Question 20 of 33
Which feature allows you to see how a font will look when you hover the mouse over it in the Font drop-down menu?
A. Tab Preview
B. Page Preview
C. Live Preview
D. Print Preview

Question 21 of 33
If you've edited a document without using Track Changes, you can still use the Reviewing features by _____.
A. Changing the Style Set
B. Comparing documents
C. Double-clicking Track Changes
D. Adding a header

Question 22 of 33
To avoid revealing confidential or embarrassing information, you should _____ before sending out your document.
A. Remove comments
B. Accept or reject tracked changes
C. Check the document with the Document Inspector
D. All of the above

Question 23 of 33
The Columns command is located on the _____ tab.
A. Home
B. Insert
C. Page Layout
D. View

Question 24 of 33
The Copy and Paste commands are located on the _____ tab.
A. Home
B. Insert

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C. Formatting

D. Page Layout

From the Print pane, you can _____.

A. Preview your document

B. Adjust the print settings

C. Print your document

D. All of the above

True or False: By default, breaks are hidden.

A. True

B. False

True or False: In a hyperlink, the address and the display text must be the same.

A. True

B. False

To change a shape's fill color, go to the _____ tab.

A. Page Layout

B. View

C. Format

D. Insert

To add text to the top of every page, you should use a _____.

A. Spacer

B. Header

C. Footer

D. Slider

True or False: Once you've added text to a table, you cannot add any more rows or columns.

A. True

B. False

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You can change the level of a shape in a SmartArt graphic by _____.

A. Clicking the Promote command

B. Clicking the Demote command

C. Pressing the Tab key while in the task pane

D. All of the above

True or False: All of the Office.com templates are certified virus-free by Microsoft.

A. True

B. False

To use Mail Merge, you will need a _____.

A. Heading style

B. Recipient list

C. Stamp field

D. Navigation pane

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Q.NO	ANSWER
1	A
2	B
3	D
4	B
5	C
6	B
7	C
8	B
9	C
10	B
11	B
12	B
13	C
14	A
15	D
16	A
17	D
18	B
19	A
20	C
21	B
22	D
23	C
24	A
25	D
26	A
27	B
28	C
29	B
30	B
31	D
32	B
33	B

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