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What is Microsoft Word?Answer: Microsoft Word is a word processing software used for creating, editing, and formatting documents. How do you create a new document?Answer: Click File > New or use the shortcut Ctrl + N. How do you save a document?Answer: Click File > Save or use Ctrl + S. What is the Quick Access Toolbar?Answer: A customizable toolbar for frequently used commands. How do you insert a page break?Answer: Click Insert > Page Break. How to apply bold formatting?Answer: Select text and click B or use Ctrl + B. How to find and replace text?Answer: Click Home > Replace or use Ctrl + H. What are headers and footers?Answer: Sections at the top/bottom of each page for page numbers and info. How to add a bulleted list?Answer: Select text and click Bullets or use Ctrl + Shift + L. How to create a table?Answer: Click Insert > Table. What is Track Changes used for?Answer: Collaborative reviewing and editing of documents. How to change page orientation?Answer: Go to Layout > Orientation. How to insert a hyperlink?Answer: Select text, click Insert Hyperlink, and add the link. What is Mail Merge used for?Answer: Creating personalized documents by merging with data source. How to change font size?Answer: Select text and use font size drop-down or Ctrl + Shift + P. What is Format Painter used for?Answer: Copying formatting from one part to another. How to insert a picture or image?Answer: Click Insert > Pictures. What is Page Setup used for?Answer: Customizing document layout settings. How to insert a page number?Answer: Click Insert > Page Number. How to change line spacing?Answer: Select text and use Line Spacing button. How to insert a text box?Answer: Click Insert > Text Box. How to create a hyperlink to a specific location in the document?Answer: Use Bookmark and Hyperlink options. How to add a watermark?Answer: Click Design > Watermark. What is AutoCorrect used for?Answer: Automatically correcting typos and spelling errors. How to create a table of contents?Answer: Use References > Table of Contents. How to change margins in the document?Answer: Go to Layout > Margins. How to insert a page border?Answer: Click Design > Page Borders. How to remove formatting from selected text?Answer: Click Clear Formatting button. How to add page numbers starting from a specific page?Answer: Use Page Number Format options. How to insert a comment in the document?Answer: Select text and click New Comment. How to change the document language?Answer: Go to Review > Language. How to create a drop cap in the document?Answer: Use Drop Cap option in Insert menu. How to add footnotes and endnotes?Answer: Use References > Footnotes. How to use the Find and Replace feature with wildcards?Answer: Check Use Wildcards option in Find and Replace dialog. How to change the default font in Microsoft Word?Answer: Go to Home > Font and click Set as Default. How to create a custom page border?Answer: Use Page Borders > Custom. How to protect a document with a password?Answer: Use Protect Document in File menu. How to insert a cover page?Answer: Click Insert > Cover Page. How to create a table of figures?Answer: Use References > Insert Table of Figures. How to split the window to view different parts of the same document?Answer: Use View > Split. How to remove page numbers from the first page?Answer: Use Different First Page option in Page Number menu. How to create a nested list (sublist)?Answer: Use the Increase Indent button. How to add a background color to the document?Answer: Use Design > Page Color. How to insert a section break?Answer: Go to Layout > Breaks. How to align text to both left and right margins (justified)?Answer: Use Justify alignment option. How to insert a footnote separator line?Answer: Use Footnote Separator in Footnotes. How to insert an equation in the document?Answer: Use Insert > Equation. How to change the default file format for saving documents?Answer: Go to File > Options > Save and select preferred format. How to remove hyperlinks from the document?Answer: Right-click the hyperlink and select Remove Hyperlink. How to split a table into two separate tables?Answer: Place the cursor where you want to split and use Split Table option. Home Terms & Conditions Contact not GREAT and you told 1$ they will charge you and it refundable but you charged me 55$ why??????Date of experience: June 17, 2025Fraud alert! I am convinced that this is not a real service but a scam site with chatbots programmed to tell you that help is only minutes away. The premise is great, the execution is non-existent. Don't be fooled into trying it. Date of experience: June 18, 2025Date of experience: June 18, 2025The advice (vetinary) was solid.The contact form does not accept any other format that what the US uses. European formats have different number of digits.If yours differ from what the site form uses, tell the chatbot about this. In my case, the bot switched me to a vetbot anyway and gave me my reply on the screen, instead of via a SMS. This was surprisingly flexible and much appreciated.Date of experience: June 18, 2025At Trustpilot, it's all about human content. This business can also access our AI-assisted response tool which helps them draft replies.He didn't know what I wanted & babbled on,It was a mistake going to the site, it was down as a chat site.I wanted advice on where my parcel was located & not on how to repair it.Date of experience: June 18, 2025Hello Henk,Thank you for contacting JustAnswer.I understand the confusion. JustAnswer is a paid question-and-answer service offering access to 12,000+ Experts across 150+ categories. While we do have Experts that can provide you general information about your question. If you were seeking help from a different company, please reach out to them directly. We appreciate that you gave JustAnswer a try, and we're sorry that it didn't work out. The refund has been processed on 6/14/2025. It may take 3-5 business days for the funds to be returned to your PayPal account.If you have additional questions or concerns, please reply to this email and I will promptly assist you.Regards,BellaJustAnswer Customer CareBellaIS@justanswer.com or 1-800-805-5962i would recommend this lawyer to anyone. Very very good. I would give him a 100 stars, if available. Date of experience: June 18, 2025The advice was short. And I think it was "right-on" because it confirms my wife's.Very satisfied and certainly worth $5.00Date of experience: June 17, 2025Very helpful, but I had trouble understanding how to do this. I hope I can find the map in my email- Actually I have just seen it .thank you HelenDate of experience: June 18, 2025The lady was polite, took down my information and submitted it for me and I felt that she understood what I was talking about and she was helpfulDate of experience: June 17, 2025Great response for my situationDate of experience: June 17, 2025The support tech was a big help in answering a question to which I could not find an answer online anywhere.Date of experience: June 17, 2025Had a problem unlocking my Honeywell thermostat. I only had the model number. I had to describe the button setup since I didn't have a photo. The thermostat was on the first floor and I was on the second floor. After about 20-30 seconds, he came back with a link to a youtube video. I copied the instructions from the video and was able to unlock my thermostat. Only took a few minutes from chat online to resetting my thermostat.Date of experience: June 17, 2025We had an emergency with one of our dogs and the Doctor was amazing so helpful and knowledgeable and especially kind! What she recommended worked and our dog is doing well. We will definitely use this service if we run into another problem with our dogs! Highly recommend!Date of experience: June 17, 2025Helped me in great detail i appreciate it so much Date of experience: June 17, 2025The answers given were what I wrote. Worthless.Date of experience: June 17, 2025Hello Elizabeth,I'm sorry to hear that you didnt receive an answer that satisfied your question. This is definitely not the experience that we want to create for our customers. When a customer doesn't receive a helpful answer we encourage them to respond to the Expert and tell them why the answer wasn't helpful. The Expert will work on a better answer, but if the answer is still not satisfactory, you can ask the Expert to opt out of the question and open it to other Experts.If you have other questions regarding our service, feel free to reply to this email and we will be glad to help. Regards,BellaJustAnswer Customer CareBellaIS@justanswer.com or 1-800-805-5962wow never used this kind of service before and was skeptical but my fear was tossed aside with the help my expert reid. Date of experience: June 17, 2025I was speaking by phone to my vet in about 5-7 minutes from my initial request. He gave clear options for our situation (dog ate a bag of chocolate chips). We induced vomiting at home. Doc said he would call back in 20 minutes to check status and he did just that. Vomiting was successful. I shared a photo of the results and Doc said he loved seeing those type of pictures as it means our pet will be OK. Doc gave clear instructions for the next 24-48 hours and made himself available for follow-up conversations. Date of experience: June 17, 2025Dr.was compassionate and knowledgeable Date of experience: June 17, 2025Very nice person, and highly informativeDate of experience: June 17, 2025A solution was given to my convoy!Date of experience: June 17, 2025Here are the top MCQs on Microsoft Word. You can print it by pressing Ctrl+P and save as PDF in your local devices.01. In Microsoft Word, which menu is used to change the font size of selected text?a) Fileb) Editc) Formatd) ViewAns. c02. What is the default file extension for Microsoft Word documents?a) .txtb) .docxc) .xlsd) .pptAns. b03. Which feature in Microsoft Word allows you to copy formatting from one part of the document and apply it to another?a) Copy and Pasteb) Format Painterc) Font Selectord) AutoCorrectAns. b04. What does the acronym MS stand for in MS Word?a) Microsoftb) Master Softwarec) Modern Systemd) Main SoftwareAns. a05. Which option in Microsoft Word is used to change the orientation of a document from portrait to landscape or vice versa?a) Page Breakb) Page Setupc) Paragraphd) Line SpacingAns. b06. Which function key is used to spell-check a document in Microsoft Word?a) F1b) F2c) F3d) F7Ans. d07. What is the maximum number of columns that can be inserted in a table in Microsoft Word?a) 5b) 10c) 15d) UnlimitedAns. d08. Which feature in Microsoft Word is used to create a duplicate of the selected text or object?a) Copyb) Pastec) Cloned) DuplicateAns. a09. Which view in Microsoft Word allows you to see how a document will appear when printed?a) Draft Viewb) Web Layout Viewc) Print Layout Viewd) Full Screen Reading ViewAns. c10. What is the keyboard shortcut to undo the last action in Microsoft Word?a) Ctrl + Xb) Ctrl + Zc) Ctrl + Cd) Ctrl + VAns. b11. In Microsoft Word, which tab is used to access the Page Setup options?a) Homeb) Insertc) Page Layoutd) ViewAns. c12. Which Microsoft Word feature is used to automatically correct common spelling and typing errors as you type?a) AutoFormatb) AutoTextc) AutoCorrectd) AutoLayoutAns. c13. What is the keyboard shortcut to save a document in Microsoft Word?a) Ctrl + Sb) Ctrl + Cc) Ctrl + Vd) Ctrl + PAns. a14. In Microsoft Word, what is the function of the Bullets button on the toolbar?a) Insert a bullet symbolb) Create a numbered listc) Apply bold formattingd) Create a tableAns. a15. Which feature in Microsoft Word allows you to create and manage a list of frequently used text entries?a) AutoSumb) AutoFormatc) AutoTextd) AutoShapesAns. c16. What is the keyboard shortcut to cut selected text or objects in Microsoft Word?a) Ctrl + Xb) Ctrl + Cc) Ctrl + Vd) Ctrl + ZAns. a17. Which of the following is not a font style in Microsoft Word?a) Boldb) Italicc) Underlined) StrikethroughAns. c18. In Microsoft Word, which view is used to edit the header and footer of a document?a) Normal Viewb) Header/Footer Viewc) Print Layout Viewd) Web Layout ViewAns. b19. What is the keyboard shortcut to open the Find and Replace dialog box in Microsoft Word?a) Ctrl + Fb) Ctrl + Hc) Ctrl + Rd) Ctrl + GAns. a20. Which option in Microsoft Word is used to insert a page break at the current cursor position?a) Page Setupb) Page Layoutc) Page Breakd) ParagraphAns. c21. Which ribbon tab in Microsoft Word contains options for formatting text, such as font style and size?a) Homeb) Insertc) Page Layoutd) ReferencesAns. a22. What is the function of the Save As command in Microsoft Word?a) Save the document with a new nameb) Save the document to a different locationc) Close the documentd) Print the documentAns. a23. In Microsoft Word, what is the purpose of the Header and Footer in a document?a) Add page numbers, dates, and other information that appears at the top and bottom of each pageb) Insert images into the documentc) Add comments to the documentd) Change the documents page orientationAns. a24. What is the keyboard shortcut to copy selected text or objects in Microsoft Word?a) Ctrl + Xb) Ctrl + Cc) Ctrl + Vd) Ctrl + ZAns. b25. In Microsoft Word, which option is used to change the line spacing in a document?a) Marginb) Indentationd) Page LayoutAns. c26. Which view in Microsoft Word allows you to see the document as it will appear when printed, but without editing tools?a) Normal Viewb) Print Layout Viewc) Draft Viewd) Web Layout ViewAns. b27. What is the keyboard shortcut to paste copied or cut text or objects in Microsoft Word?a) Ctrl + Xb) Ctrl + Cc) Ctrl + Vd) Ctrl + ZAns. c28. In Microsoft Word, what is the purpose of the Thesaurus feature?a) Suggest synonyms for selected wordsb) Check for grammar errorsc) Translate text to another languaged) Create a table of contentsAns. a29. Which tab in Microsoft Word contains options for creating and formatting tables?a) Homeb) Insertc) Page Layoutd) ReferencesAns. b30. What is the keyboard shortcut to select all text in a document in Microsoft Word?a) Ctrl + Ab) Ctrl + Sc) Ctrl + Pd) Ctrl + ZAns. a31. Which of the following software replaces MS Paint in Windows 10a) Paint 3Db) New MS Paintc) Paint 3Dd) Universal PaintAns. C32. In Microsoft Word, which option is used to add a page number to the footer of a document?a) Header and Footerb) Page Setupc) Page Layoutd) ReferencesAns. a33. What is the keyboard shortcut to print a document in Microsoft Word?a) Ctrl + Sb) Ctrl + Cc) Ctrl + Pd) Ctrl + VAns. c34. In Microsoft Word, what is the default alignment for text?a) Left alignmentb) Center alignmentc) Right alignmentd) Justified alignmentAns. a35. Which feature in Microsoft Word allows you to create a list of sources used in a document, such as references and citations?a) Bibliographyb) Referencesc) Table of Contentsd) AutoSumAns. b36. What is the keyboard shortcut to open the Font dialog box in Microsoft Word?a) Ctrl + Fb) Ctrl + Hc) Ctrl + Dd) Ctrl + TAns. c37. In Microsoft Word, what is the purpose of the Footnote feature?a) Insert a picture into the documentb) Add comments at the bottom of a pagec) Change the page layoutd) Create a table of contentsAns. b38. Which ribbon tab in Microsoft Word contains options for inserting and formatting shapes and images?a) Homeb) Insertc) Page Layoutd) ReferencesAns. b39. What is the keyboard shortcut to underline selected text in Microsoft Word?a) Ctrl + Ub) Ctrl + Bc) Ctrl + Id) Ctrl + SAns. a40. In Microsoft Word, what is the purpose of the Track Changes feature?a) Change the font style of the documentb) Highlight text in different colorsc) Record and display edits made to a documentd) Create a table of contentsAns. c41. Which ribbon tab in Microsoft Word contains options for creating and formatting lists, such as bullet lists and numbered lists?a) Homeb) Insertc) Page Layoutd) ReferencesAns. a42. What is the keyboard shortcut to italicize selected text in Microsoft Word?a) Ctrl + Ub) Ctrl + Bc) Ctrl + Id) Ctrl + SAns. c43. In Microsoft Word, which option is used to change the color of selected text?a) Font Styleb) Font Sizec) Font Colord) Font EffectsAns. c44. Which ribbon tab in Microsoft Word contains options for creating and formatting tables of contents and citations?a) Homeb) Insertc) Page Layoutd) ReferencesAns. d45. What is the keyboard shortcut to make selected text bold in Microsoft Word?a) Ctrl + Ub) Ctrl + Bc) Ctrl + Id) Ctrl + SAns. b46. In Microsoft Word, what is the function of the Shading button in the toolbar?a) Change the background color of a pageb) Add shadows to textc) Apply a gradient fill to a shaped) Apply bold formatting to textAns. a47. Which ribbon tab in Microsoft Word contains options for checking spelling and grammar in a document?a) Homeb) Insertc) Reviewd) ReferencesAns. c48. What is the keyboard shortcut to cut and copy selected text or objects in Microsoft Word?a) Ctrl + X and Ctrl + Cb) Ctrl + C and Ctrl + Vc) Ctrl + X and Ctrl + Vd) Ctrl + Z and Ctrl + YAns. a49. In Microsoft Word, what is the purpose of the Mail Merge feature?a) Send emails directly from Wordb) Combine a document with a data source to create customized documentsc) Attach files to a documentd) Create envelopes and labelsAns. b50. Which ribbon tab in Microsoft Word contains options for managing and reviewing comments in a document?a) Homeb) Insertc) Reviewd) ReferencesAns. c51. What is the keyboard shortcut to undo the last undo action in Microsoft Word?a) Ctrl + Zb) Ctrl + Yc) Ctrl + Xd) Ctrl + CAns. b Microsoft word is a part of MS office package, In today scenario, basic knowledge of ms word is necessary for all the candidates. Students preparing for SSC, Bank PO and other competitive exams can practice to enhance their performance with these selective and important MS Word questions and answers. Here are some important MS Word questions, which are repeated in examinations every year. Q 1. Which toolbar has a crop button option ? Ans. Picture toolbar Q 2. What must be used to control the layering of objects ? Ans. Drawing toolbar Q 3. Which command enables you to make multiple changes in a document at once ? Ans. Replace command Q 4. Ctrl + backspace key is used for ? Ans. Delete the word just before the cursor. Q 5. Ctrl + Delete key is used to ? Ans. Delete the word just after the cursor. Q 6. How to remove all character formats ? Ans. Ctrl + Spacebar Q 7. What is the shortcut key to insert Hyperlink in a document ? Ans. Ctrl + K Q 8. Which feature do you use to create a newspaper like document ? Ans. Columns Q 9. What Ctrl + E do in document ? Ans. Align center Q 10. A master document contains _______ , each of which contains a pointer to a file on a disk ? Ans. Sub documents Q 11. When you click on File menu in MS word 2010, it opens ? Ans. Backstage view Q 12. Which shortcut key is used to increase the page left indent ? Ans. Ctrl + M Q 13. The word rap feature do ? Ans. Automatically move text to the next line when neccessary. Q 14. What is Spike in MS word ? Ans. It allow you to combine text from several documents and then insert all the text into one document at one time. Q 15. The _________ in the resume wizard dialog box indicates the wizard is ready to create the document. Ans. Finish panel Q 16. What is document outline view ? Ans. A view with a structure of heading at various levels. Q 17. What do you call collection of characters and paragraph formatting commands ? Ans. A style Q 18. How will MS Word will respond in repeated word ? Ans. A red wavy line shows under the repeated word. Q 19. By default, your document prints with ? Ans. 1 inch top and bottom marginsA portrait orientation1.25 inches left and right margin Q 20. How many different positions can you set for Drop cap ? Ans. 2 Q 21. A screen element of MS word that is usually located below the title bar that provided categorized options is called ? Ans. Menu bar Q 22. Changing the apperance of a document is called ? Ans. Formatting Q 23. From where, you can hide some paragraph in a document ? Ans. From Font dialog box Q 24. Which position is not available for fonts on MS Word ? Ans. Centered Q 25. The feature of word that automatically adjust the amount of space between certain combination of characters so that an entire word looks more evenly spaced. What that feature called ? Ans. Kerning Q 26. Shimmer, Sparkle text, Blinking background etc. are known as ? Ans. Font effects Q 27. Where you can find the Draw table tool button ? Ans. Tables and formatting toolbar Q 28. How can you remove tab stop marker from the ruler ? Ans. Drag the tab stop marker out of the ruler. Q 29. Which indent marker controls all the lines except first line ? Ans. Left indent marker Q 30. What you should do if you require pasting the same format in many places ? Ans. Double click the format painter then go on pasting in many places. Skip to content Home>Career>Top 100+ MS Word Questions Answers For Exam & Job Interviews Microsoft Word is a popular word-processing software used for creating, editing, formatting, and sharing documents. Understanding how to use Microsoft Word effectively is crucial for many job roles and academic purposes. Multiple-choice questions (MCQs) are a great way to test your knowledge of Microsoft Word. This article provides a collection of 100 MS Word Questions And Answers to help you learn and prepare for exams or job interviews.1. What is Microsoft Word?A) A spreadsheet programB) A word processing programC) A presentation programD) An email clientAnswer: B) A word processing program2. Which shortcut key is used to save a document in Microsoft Word?A) Ctrl + SB) Ctrl + PC) Ctrl + CD) Ctrl + XAnswer: A) Ctrl + S3. How do you protect a Word document with a password?a) File -> Save As -> Tools -> General Optionsb) Insert -> Passwordc) Home -> Protect Documentd) Review -> Protect DocumentAnswer: a) File -> Save As -> Tools -> General Options4. What is the default file extension for a Word document in Microsoft Word 2016?A) .xlsB) .pptC) .docxD) .txtAnswer: C) .docx5. Which function is used to check spelling and grammar in Microsoft Word?A) Review > ThesaurusB) Review > Word CountC) Review > Spelling & GrammarD) Review > Track ChangesAnswer: C) Review > Spelling & Grammar6. What is the purpose of the Home tab in Microsoft Word?A) To insert picturesB) To apply font and paragraph formattingC) To create tablesD) To set page layoutAnswer: B) To apply font and paragraph formatting7. How do you select all text in a document?A) Ctrl + AB) Ctrl + EC) Ctrl + FD) Ctrl + BAnswer: A) Ctrl + A8. What is the use of the Insert tab in Microsoft Word?A) To format textB) To check spellingC) To insert images, tables, and shapesD) To save a documentAnswer: C) To insert images, tables, and shapes9. Which shortcut key is used to copy selected text in Microsoft Word?A) Ctrl + XB) Ctrl + PC) Ctrl + VD) Ctrl + CAnswer: D) Ctrl + CRelated Article : A To Z Computer Full Form.10. Which shortcut key is used to paste copied text in Microsoft Word?A) Ctrl + CB) Ctrl + XC) Ctrl + VD) Ctrl + ZAnswer: C) Ctrl + V11. What does Ctrl + Z do in Microsoft Word?A) Redo the last actionB) Undo the last actionC) Save the documentD) Open a new documentAnswer: B) Undo the last action12. What is the purpose of the Page Layout tab in Microsoft Word?A) To insert imagesB) To set page margins, orientation, and sizeC) To check spellingD) To apply paragraph formattingAnswer: B) To set page margins, orientation, and size13. Which feature in Microsoft Word automatically moves text to the next line when it reaches the end of the page?A) AutoCorrectB) Word WrapC) AutoFormatD) Spell CheckAnswer: B) Word Wrap14. What does the Undo function do in Microsoft Word?a) Saves the documentb) Redoes the last actionc) Cancels the last actiond) Copies the textAnswer: c) Cancels the last action15. How can you create a new document in Microsoft Word?a) Ctrl + Nb) Ctrl + Oc) Ctrl + Sd) Ctrl + PAnswer: a) Ctrl + N16. How can you increase the font size of selected text in Microsoft Word?A) Home > Font Size drop downB) Insert > Font SizeC) Review > Font SizeD) View > Font SizeAnswer: A) Home > Font Size drop down17. Which feature in Microsoft Word allows you to see how the printed document will look?A) Print PreviewB) Print LayoutC) Outline ViewD) Draft ViewAnswer: A) Print Preview18. How do you save a document with a new name in Microsoft Word?A) File > SaveB) File > Save AsC) File > OpenD) File > PrintAnswer: B) File > Save As19. What is the function of the Save As option in Microsoft Word?a) Saves the document with the same nameb) Saves the document with a different name or formatc) Saves the document in a different folderd) Both b and cAnswer: d) Both b and c20. How do you insert a page break in Microsoft Word?A) Insert > Page BreakB) Page Layout > BreaksC) Home > BreaksD) View > BreaksAnswer: A) Insert > Page Break21. What is the function of Ctrl + P in Microsoft Word?A) To paste textB) To print a documentC) To open a new documentD) To save a documentAnswer: B) To print a document22. How do you increase the font size of the selected text in Microsoft Word?a) Ctrl + [b) Ctrl +]c) Ctrl + Shift + >d) Ctrl + Shift + 23. What is the use of the Split option in Microsoft Word?a) To divide the document into two partsb) To merge two documentsc) To split text into columnsd) To check the word countAnswer: a) To divide the document into two partsRelated Article : Computer Questions & Answers -1.24. How do you underline text in Microsoft Word?A) Ctrl + UB) Ctrl + IC) Ctrl + BD) Ctrl + AAnswer: A) Ctrl + U25. Which key combination is used to create a bullet list in Microsoft Word?A) Ctrl + Shift + BB) Ctrl + Shift + LC) Ctrl + Shift + ND) Ctrl + Shift + MAnswer: B) Ctrl + Shift + L26. How can you insert a symbol in a Word document?a) Insert -> Symbolb) Home -> Symbolc) Layout -> Symbold) Review -> SymbolAnswer: a) Insert -> Symbol27. How can you convert a Word document into a PDF?a) File -> Save As -> PDFb) Insert -> PDFc) Review -> Convertd) Home -> ConvertAnswer: a) File -> Save As -> PDF28. How can you add a hyperlink in Microsoft Word?A) Insert > HyperlinkB) Home > HyperlinkC) View > HyperlinkD) Review > HyperlinkAnswer: A) Insert > Hyperlink29. Which feature in Microsoft Word allows you to track changes made to a document?A) Track ChangesB) Word CountC) ThesaurusD) Mail MergeAnswer: A) Track Changes30. How do you insert a comment in a document in Microsoft Word?a) Insert -> Commentb) Layout -> Commentc) References -> Insert Commentd) Review -> New CommentAnswer: d) Review -> New Comment31. How can you insert a table in Microsoft Word?A) Insert > TableB) Home > TableC) View > TableD) Review > TableAnswer: A) Insert > Table32. How do you apply a header to a document in Microsoft Word?A) Insert > HeaderB) Home > HeaderC) Page Layout > HeaderD) Review > HeaderAnswer: A) Insert > Header33. How can you add page numbers to a document in Microsoft Word?A) Insert > Page NumbersB) Home > Page NumbersC) View > Page NumbersD) Review > Page NumbersAnswer: A) Insert > Page Numbers34. What is the purpose of the View tab in Microsoft Word?A) To format textB) To change document views and show/hide rulers and gridlinesC) To insert imagesD) To apply stylesAnswer: B) To change document views and show/hide rulers and gridlines35. How can you create a footnote in Microsoft Word?A) References > Insert FootnoteB) Insert > FootnoteC) Home > FootnoteD) View > FootnoteAnswer: A) References > Insert Footnote36. What is the function of Ctrl + X in Microsoft Word?A) Copy textB) Cut textC) Paste textD) Undo actionAnswer: B) Cut text37. How can you insert a watermark in a document in Microsoft Word?A) Design > WatermarkB) Insert > WatermarkC) Home > WatermarkD) Review > WatermarkAnswer: A) Design > Watermark38. What is the use of the Design tab in Microsoft Word?A) To apply document themes, styles, and colorsB) To check spellingC) To insert tablesD) To track changesAnswer: A) To apply document themes, styles, and colors39. How do you align text to the center in Microsoft Word?A) Ctrl + EB) Ctrl + LC) Ctrl + RD) Ctrl + JAnswer: A) Ctrl + E40. How do you align text to the left in Microsoft Word?A) Ctrl + EB) Ctrl + LC) Ctrl + RD) Ctrl + JAnswer: B) Ctrl + L41. How do you align text to the right in Microsoft Word?A) Ctrl + EB) Ctrl + LC) Ctrl + RD) Ctrl + JAnswer: C) Ctrl + R42. How do you justify text in Microsoft Word?A) Ctrl + EB) Ctrl + LC) Ctrl + RD) Ctrl + JAnswer: D) Ctrl + J43. What does Ctrl + H do in Microsoft Word?A) Open the Find dialog boxB) Open the Replace dialog boxC) Open the Save As dialog boxD) Open the Print dialog boxAnswer: B) Open the Replace dialog box44. How do you change the line spacing in a document in Microsoft Word?A) Home > Line and Paragraph SpacingB) Insert > Line SpacingC) View > Line SpacingD) Review > Line SpacingAnswer: A) Home > Line and Paragraph Spacing45. How can you add a border to a page in Microsoft Word?A) Design > Page BordersB) Insert > Page BordersC) Home > Page BordersD) Review > Page BordersAnswer: A) Design > Page Borders46. What is the purpose of Ctrl + Shift + D in Microsoft Word?A) Double underline textB) Delete textC) Save the documentD) Close the documentAnswer: A) Double underline text47. How do you insert a symbol in Microsoft Word?A) Insert > SymbolB) Home > SymbolC) View > SymbolD) Review > SymbolAnswer: A) Insert > Symbol48. What does the Word Count feature in Microsoft Word do?A) Counts the number of words, characters, and pages in the documentB) Formats the textC) Tracks changesD) Saves the documentAnswer: A) Counts the number of words, characters, and pages in the document49. How do you insert a cover page in Microsoft Word?A) Insert > Cover PageB) Home > Cover PageC) View > Cover PageD) Review > Cover PageAnswer: A) Insert > Cover Page50. What is the use of the Thesaurus feature in Microsoft Word?A) To find synonyms and antonyms for a selected wordB) To check spellingC) To track changesD) To create a tableAnswer: A) To find synonyms and antonyms for a selected word51. How can you convert text to a table in Microsoft Word?A) Insert > Table > Convert Text to TableB) Home > Table > Convert Text to TableC) View > Table > Convert Text to TableD) Review > Table > Convert Text to TableAnswer: A) Insert > Table > Convert Text to Table52. What is the function of Ctrl + Shift + F in Microsoft Word?A) Open the Font dialog boxB) Save the documentC) Print the documentD) Open the Find dialog boxAnswer: A) Open the Font dialog box53. How do you create a drop cap in Microsoft Word?A) Insert > Drop CapB) Home > Drop CapC) Page Layout > Drop CapD) Review > Drop CapAnswer: A) Insert > Drop Cap54. How can you merge cells in a table in Microsoft Word?A) Select cells > Layout > Merge CellsB) Select cells > Insert > Merge CellsC) Select cells > Home > Merge CellsD) Select cells > View > Merge CellsAnswer: A) Select cells > Layout > Merge Cells55. What is the function of Ctrl + Shift + G in Microsoft Word?A) Open the Word Count dialog boxB) Open the Font dialog boxC) Save the documentD) Print the documentAnswer: A) Open the Word Count dialog box56. How do you add a comment in Microsoft Word?A) Review > New CommentB) Insert > New CommentC) Home > New CommentD) View > New CommentAnswer: A) Review > New Comment57. What is the purpose of the Styles feature in Microsoft Word?A) To apply consistent formatting to textB) To insert imagesC) To create tablesD) To check spellingAnswer: A) To apply consistent formatting to text58. How can you protect a document in Microsoft Word?A) File > Info > Protect DocumentB) Insert > Protect DocumentC) Home > Protect DocumentD) Review > Protect DocumentAnswer: A) File > Info > Protect Document59. How do you create a macro in Microsoft Word?A) View > Macros > Record MacroB) Insert > Macros > Record MacroC) Home > Macros > Record MacroD) Review > Macros > Record MacroAnswer: A) View > Macros > Record Macro60. What is the use of the Equation feature in Microsoft Word?A) To insert mathematical equationsB) To create tablesC) To format textD) To check spellingAnswer: A) To insert mathematical equations61. How do you create a bibliography in Microsoft Word?A) References > BibliographyB) Insert > BibliographyC) Home > BibliographyD) Review > BibliographyAnswer: A) References > Bibliography62. 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By understanding ms word questions and answers, you can make the most of Words features and enhance your productivity. Whether youre a beginner or an experienced user, mastering these basics will help you create professional-looking documents with ease.Recommended Article 22 July 2024 18 October 2024 23 October 2024 Question : 1 Microsoft Word, Microsoft Excel, and Microsoft PowerPoint are the part of a) Microsoft Office Suite b) Microsoft Windows c) Mac OS X d) None of these Answer Page 2 World Country, Capital, Area, Currency, Parliament, Religion, New & Old Name Of Country Physiography & Geomorphology Of India Indian Drainage, Irrigation And Rivers & River Projects Indian Climate Ecology, Environment, Forest, Naturals Vegetations Of India & National Park Of India Indian Agriculture & Animal Husbandry Minerals & Energy Resources Of India Industries & Trade In India Transportation & Ports System Of India Measurement And SI Units Measuring Devices And Scales Mechanics (Mass, Force, Acceleration, Work, Energy, Momentum, Velocity) Force Of Gravity, Solids And Fluids Motion Under Gravity Physical 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