

M.S. Word Specimen Questions

Q.1 Write The Answers Following Questions

1. Which group contains Word count option.
2. Write the two Method Apply Hyphenation.
3. Write the name two method used for Make Table.
4. Text from file is the Sub option of _____
5. Box & Shadow is a Pre-sets of _____
6. Moderate & Mirrored are type of _____.
7. Which bar is used to see the no. of pages in word.
8. Write the name of two chart.
9. _____ & _____ both are the extension of Word.
10. Endnote is Apply to end of the _____

Q.2 Write True Or False

1. We can always save The File With Two Passwords.
2. Every File Have a Extension.
3. The minimum zoom in MS Word is 1%.
4. Footnote & Footer is a Same..
5. Password to Modify is mandatory password with Password to open
6. In line spacing the presets available in following order 1,1.15,2,2.5,3.
7. Print preview is a Document View.
8. M.S. Office is the Part of Microsoft Word.
9. Can we hide both the rulers in M.S. Word.
10. We can find the lowercase text by find option.

Q.3 Write The One Word Answer

1. Write the name of Online Word Processor.
2. Write The Name Of Home Tab Groups.?
3. Write the Name of group in which symbol option is available.
4. What is the oldest name of MS Word.
5. What is the shortcut key of change into capital letter.?
6. Write The Name Of View Tab Groups.?
7. Write the name of Exe file of MS Word.
8. Which option is used to Apply Page number on the Bottom of the Page.
9. Which Group Contains the Chart Option.
10. Write the size of A4 Paper.