

Question 1

Not yet answered

Marked out of 1.00

Flag question

How can you add a comment to a specific section of text in Microsoft Word?

- a. Pressing Ctrl + C
- b. Using the Comments tab
- c. Right-clicking and selecting New Comment
- d. Using the Styles feature on the Home tab

Question 2

Not yet answered

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Flag question

How can you apply a different page orientation to a specific page in Microsoft Word?

- a. By using the Page Layout tab
- b. By using the Page Break feature
- c. By inserting a Section Break and adjusting the orientation
- d. By using the Paragraph Spacing button on the Home tab

Question 3

Not yet answered

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Flag question

How can you change the line spacing in a Microsoft Word document?

- a. Using the Page Layout tab
- b. Using the Line Spacing button on the Home tab
- c. Using the Insert tab
- d. Using the References tab

Quiz Navigation

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Question 4

Not yet answered

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How can you change the line spacing to double-spacing in Microsoft Word?

- a. Using the Line Spacing button on the Home tab
- b. Using the Increase Indent button
- c. Using the Page Layout tab
- d. Pressing Enter at the end of each line

Question 5

Not yet answered

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Flag question

How can you create a bulleted list in Microsoft Word?

- a. Pressing Tab at the beginning of each line
- b. Clicking the Bullets button on the Home tab
- c. Pressing Enter at the end of each line
- d. Using the Increase Indent button

Question 6

Not yet answered

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How can you hide text in a Microsoft Word document without deleting it?

- a. Using the Hide Text option on the View tab
- b. Applying a white font color to the text
- c. Using the Format Painter

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Question 7

Not yet answered

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Flag question

How can you insert a hyperlink in Microsoft Word?

- a. Using the Insert Hyperlink button on the Home tab
- b. Pressing Ctrl + H
- c. Clicking the Bold button on the Home tab
- d. Using the Page Layout tab

Question 8

Not yet answered

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How can you insert a manual line break in a Microsoft Word document?

- a. Pressing Enter at the end of a line
- b. Pressing Shift + Enter
- c. Using the Insert tab
- d. Pressing Ctrl + L

Question 9

Not yet answered

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How can you insert a page break in Microsoft Word?

- a. Pressing Enter at the end of a page
- b. Clicking the Page Break button on the Home tab
- c. Pressing Tab at the beginning of a line
- d. Using the Increase Indent button

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Finish attempt ...

Question 10

Not yet answered

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Flag question

How can you insert a page number in the header or footer of a Microsoft Word document?

- a. Using the Page Layout tab
- b. Using the Insert tab and selecting Page Number
- c. Pressing Ctrl + P
- d. Using the Font dialog box

Question 11

Not yet answered

Marked out of 1.00

Flag question

How can you insert a table in Microsoft Word?

- a. Using the Table button on the Insert tab
- b. Pressing Ctrl + T
- c. Clicking the Bold button on the Home tab
- d. Using the Page Layout tab

Question 12

Not yet answered

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Flag question

In Microsoft Word, what does the term Header refer to?

- a. A section at the bottom of the page
- b. A graphic element in a document
- c. A section at the top of the page that appears on every page
- d. The main body of the document

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Finish attempt ...

Question 13

Not yet answered

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Flag question

In Microsoft Word, what does the term Page Orientation refer to?

- a. The size of the page
- b. The layout of the paragraphs
- c. The alignment of text on a page
- d. The direction of the page, either portrait or landscape

Question 14

Not yet answered

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Flag question

In Microsoft Word, what is the purpose of the Styles feature?

- a. To change the color of the document background
- b. To apply consistent formatting to text, such as headings and paragraphs
- c. To create watermarks in the document
- d. To insert symbols and special characters

Question 15

Not yet answered

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Flag question

What does the Format Painter tool in Microsoft Word allow you to do?

- a. Copy and paste text
- b. Copy the formatting of selected text and apply it elsewhere
- c. Change the font color of selected text
- d. Insert comments in the document

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Finish attempt ...

Question 16

Not yet answered

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Flag question

What does the Format Painter tool in Microsoft Word allow you to do?

- a. Change the font size of selected text
- b. Copy and paste text
- c. Copy the formatting of selected text and apply it elsewhere
- d. Create a table of contents

Question 17

Not yet answered

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Flag question

What is the default file extension for saving documents in Microsoft Word 2021?

- a. .doc
- b. .txt
- c. .docx
- d. .pdf

Question 18

Not yet answered

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Flag question

What is the purpose of the AutoCorrect feature in Microsoft Word?

- a. To automatically save the document at regular intervals
- b. To automatically correct common typing errors
- c. To automatically apply formatting to selected text
- d. To automatically insert hyperlinks

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Finish attempt ...

Question 19

Not yet answered

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Flag question

What is the purpose of the Columns feature in Microsoft Word?

- a. To insert tables in the document
- b. To create columns of text in a section of the document
- c. To apply formatting to paragraphs
- d. To insert hyperlinks in the document

Question 20

Not yet answered

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Flag question

What is the purpose of the Find and Replace feature in Microsoft Word?

- a. To change the font of selected text
- b. To search for specific words or phrases and replace them with another
- c. To insert hyperlinks in the document
- d. To adjust paragraph spacing

Question 21

Not yet answered

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Flag question

What is the purpose of the Footnote feature in Microsoft Word?

- a. To add comments to the document
- b. To create citations or additional information at the bottom of a page
- c. To format tables in the document
- d. To insert page numbers in the header

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Finish attempt ...

Question 22

Not yet answered

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Flag question

What is the purpose of the Mail Merge feature in Microsoft Word?

- a. To send emails directly from Word
- b. To combine a document with a data source to create personalized documents
- c. To format tables in a document
- d. To create hyperlinks in the document

Question 23

Not yet answered

Marked out of 1.00

Flag question

What is the purpose of the Page Number feature in Microsoft Word?

- a. To insert random page numbers
- b. To create a table of contents
- c. To automatically number pages in the document
- d. To adjust the margins of the document

Question 24

Not yet answered

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Flag question

What is the purpose of the Paragraph Spacing button on the Home tab in Microsoft Word?

- a. To create bulleted lists
- b. To insert hyperlinks
- c. To adjust the spacing between paragraphs
- d. To change the font size of selected text

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Finish attempt ...

Question 25

Not yet answered

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Flag question

What is the purpose of the Quick Parts feature in Microsoft Word?

- a. To quickly delete selected text
- b. To insert reusable pieces of content, such as boilerplate text or document properties
- c. To create a table of contents
- d. To apply styles to the document

Question 26

Not yet answered

Marked out of 1.00

Flag question

What is the purpose of the Reviewing Pane in Microsoft Word?

- a. To provide suggestions for alternative words
- b. To display a summary of tracked changes and comments
- c. To adjust the margins of the document
- d. To create a table of contents

Question 27

Not yet answered

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Flag question

What is the purpose of the Smart Lookup feature in Microsoft Word?

- a. To perform a spell check on the document
- b. To provide synonyms for selected words
- c. To search for information on the internet within Word
- d. To insert citations in the document

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Finish attempt ...

Question 28

Not yet answered

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Flag question

What is the purpose of the SmartArt feature in Microsoft Word?

- a. To provide spelling and grammar suggestions
- b. To create professional-looking graphics and diagrams
- c. To format tables in the document
- d. To track changes made to the document

Question 29

Not yet answered

Marked out of 1.00

Flag question

What is the purpose of the Spell Check feature in Microsoft Word?

- a. To suggest synonyms for selected words
- b. To correct grammatical errors
- c. To count the number of words in a document
- d. To identify and correct spelling errors

Question 30

Not yet answered

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Flag question

What is the purpose of the Thesaurus feature in Microsoft Word?

- a. To format tables in the document
- b. To provide suggestions for alternative words or synonyms
- c. To insert comments in the document
- d. To create hyperlinks

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Finish attempt ...

Question 31

Not yet answered

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Flag question

What is the purpose of the Thesaurus feature in Microsoft Word?

- a. To create a table of contents
- b. To provide suggestions for alternative words or synonyms
- c. To check document properties
- d. To insert comments in the document

Question 32

Not yet answered

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Flag question

What is the purpose of the Track Changes feature in Microsoft Word?

- a. To highlight selected text
- b. To keep a record of all the changes made in a document
- c. To change the font color
- d. To create footnotes in the document

Question 33

Not yet answered

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Flag question

What is the purpose of the Watermark feature in Microsoft Word?

- a. To insert a visible stamp on the document
- b. To mark the document as confidential
- c. To create a hyperlink
- d. To highlight selected text

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Finish attempt ...

Question 34

Not yet answered

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Flag question

Which feature in Microsoft Word allows you to compare two documents and highlight the differences?

- a. Track Changes
- b. Compare Documents
- c. Version Control
- d. Document Inspector

Question 35

Not yet answered

Marked out of 1.00

Flag question

Which file format is commonly used for saving documents in Microsoft Word?

- a. .txt
- b. .pdf
- c. .docx
- d. .xlsx

Question 36

Not yet answered

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Flag question

Which keyboard shortcut is commonly used to undo the last action in Microsoft Word?

- a. Ctrl + U
- b. Ctrl + Z
- c. Ctrl + X
- d. Ctrl + S

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Finish attempt ...

Question 37

Not yet answered

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Flag question

Which ribbon tab contains options for inserting shapes, images, and charts in Microsoft Word?

- a. Home
- b. Insert
- c. Design
- d. References

Question 38

Not yet answered

Marked out of 1.00

Flag question

Which tab in the Microsoft Word Ribbon contains options for adjusting the margins, orientation, and size of a document?

- a. Home
- b. Insert
- c. Page Layout
- d. References

Question 39

Not yet answered

Marked out of 1.00

Flag question

Which tab in the Microsoft Word Ribbon contains options for formatting text, such as font and size?

- a. Home
- b. Insert
- c. Page Layout
- d. References

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Finish attempt ...

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- b. Insert
- c. Page Layout
- d. References

Question 40
Not yet answered
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Flag question

Which view in Microsoft Word allows you to see how the document will look when printed, including margins and page breaks?

- a. Normal View
- b. Print Layout View
- c. Outline View
- d. Web Layout View

FINISH ATTEMPT ...

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Finish attempt ...