

**Question 1**  
Not yet answered  
Marked out of 1.00  
Flag question

01: What is the primary function of Microsoft Word?

- a. To create spreadsheets
- b. To design presentations
- c. To process and format text documents
- d. To manage databases

**Question 2**  
Not yet answered  
Marked out of 1.00  
Flag question

02: How do you open a new blank document in Word?

- a. File > New > Blank Document
- b. Home > New > Document
- c. Insert > Document > New
- d. View > New Document

**Question 3**  
Not yet answered  
Marked out of 1.00  
Flag question

03: What is the default file extension for a Word document in recent versions?

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

Quiz Navigation

SA  
Shahan Awan

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**Question 4**  
Not yet answered  
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04: Which tab contains the 'Font' group for changing font size and style?

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

**Question 5**  
Not yet answered  
Marked out of 1.00  
Flag question

05: What does the 'Ctrl + B' shortcut do in Word?

- a. Italicizes selected text
- b. Underlines selected text
- c. Boldes selected text
- d. Saves the document

**Question 6**  
Not yet answered  
Marked out of 1.00  
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06: How can you check spelling and grammar in a Word document?

- a. Home > Spelling
- b. Review > Spelling & Grammar
- c. Insert > Check Spelling
- d. View > Grammar Check

Quiz Navigation

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Question 7

Not yet answered

Marked out of 1.00

Flag question

07: What is the purpose of the 'Clipboard' group in the Home tab?

- a. To format text alignment
- b. To manage cut, copy, and paste operations
- c. To insert images
- d. To change document themes

Question 8

Not yet answered

Marked out of 1.00

Flag question

08: How do you insert a page break in Word?

- a. Insert > Page Break
- b. Home > Break > Page
- c. Layout > Breaks > Page
- d. View > Page Break

Question 9

Not yet answered

Marked out of 1.00

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09: What does the 'Track Changes' feature do?

- a. Monitors document size
- b. Records edits for collaboration
- c. Formats text automatically
- d. Inserts comments in the document

Quiz Navigation

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Question 10  
Not yet answered  
Marked out of 1.00  
Flag question

10: Where can you find the 'Save As' option in Word?

- a. Home > Save
- b. File > Save As
- c. Insert > Save Document
- d. Review > Save As

Question 11  
Not yet answered  
Marked out of 1.00  
Flag question

100: How do you save a document as a template?

- a. File > Save As > Word Template
- b. Home > Save > Template
- c. Insert > Save Template
- d. View > Template

Question 12  
Not yet answered  
Marked out of 1.00  
Flag question

11: What is the purpose of the 'Styles' group in the Home tab?

- a. To insert tables
- b. To apply consistent formatting to text
- c. To manage document permissions
- d. To create charts

Quiz Navigation

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Question 13

Not yet answered

Marked out of 1.00

Flag question

12: How do you apply a theme to a Word document?

- a. Design > Themes
- b. Home > Themes
- c. Insert > Theme
- d. View > Document Theme

Question 14

Not yet answered

Marked out of 1.00

Flag question

13: What does the 'Ctrl + I' shortcut do in Word?

- a. Bolds selected text
- b. Italicizes selected text
- c. Underlines selected text
- d. Aligns text to the center

Question 15

Not yet answered

Marked out of 1.00

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14: How can you insert a header in a Word document?

- a. Insert > Header
- b. Home > Header
- c. View > Header and Footer
- d. Layout > Header

Quiz Navigation

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Question 16

Not yet answered

Marked out of 1.00

Flag question

15: What is the purpose of the 'Mail Merge' feature?

- a. To send emails directly from Word
- b. To create personalized documents for multiple recipients
- c. To merge multiple Word files
- d. To format envelopes only

Question 17

Not yet answered

Marked out of 1.00

Flag question

16: How do you change the page orientation to landscape?

- a. Home > Orientation
- b. Layout > Orientation > Landscape
- c. Insert > Page Setup
- d. View > Landscape

Question 18

Not yet answered

Marked out of 1.00

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17: What does the 'Format Painter' tool do?

- a. Copies formatting from one text to another
- b. Changes the document's font color
- c. Inserts images into the document
- d. Adjusts paragraph spacing

Quiz Navigation

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Question 19

Not yet answered

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18: How can you insert a table in Word?

- a. Insert > Table
- b. Home > Table
- c. Design > Insert Table
- d. Review > Table

Question 20

Not yet answered

Marked out of 1.00

Flag question

19: What is the default zoom level for a Word document?

- a. 50%
- b. 100%
- c. 150%
- d. 200%

Question 21

Not yet answered

Marked out of 1.00

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20: How do you protect a Word document with a password?

- a. File > Info > Protect Document > Encrypt with Password
- b. Home > Protect > Password
- c. Review > Security > Password
- d. Insert > Protect > Encrypt

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Question 22

Not yet answered

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Flag question

21: What does the 'Ctrl + S' shortcut do?

- a. Saves the document
- b. Selects all text
- c. Copies selected text
- d. Pastes clipboard content

Question 23

Not yet answered

Marked out of 1.00

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22: How can you insert a comment in a Word document?

- a. Review > New Comment
- b. Insert > Comment
- c. Home > Add Comment
- d. View > Comment

Question 24

Not yet answered

Marked out of 1.00

Flag question

23: What is the purpose of the 'Ruler' in Word?

- a. To measure document length
- b. To adjust margins and indents
- c. To insert shapes
- d. To change font size

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Question 25

Not yet answered

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24: How do you change the font color of selected text?

- a. Home > Font Color
- b. Insert > Text Color
- c. Design > Font > Color
- d. View > Color

Question 26

Not yet answered

Marked out of 1.00

Flag question

25: What does the 'Find and Replace' feature do?

- a. Locates and replaces text or formatting
- b. Inserts hyperlinks
- c. Changes document themes
- d. Adjusts page margins

Question 27

Not yet answered

Marked out of 1.00

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26: How do you access the 'Find' feature?

- a. Home > Find
- b. Ctrl + F
- c. Insert > Search
- d. Review > Find Text

Quiz Navigation

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Question 28

Not yet answered

Marked out of 1.00

Flag question

27: What is the purpose of the 'Paragraph' group in the Home tab?

- a. To insert images
- b. To adjust text alignment and spacing
- c. To create tables
- d. To apply document themes

Question 29

Not yet answered

Marked out of 1.00

Flag question

28: How can you insert a picture in a Word document?

- a. Insert > Pictures
- b. Home > Image
- c. Design > Picture
- d. View > Insert Picture

Question 30

Not yet answered

Marked out of 1.00

Flag question

29: What does the 'Ctrl + Z' shortcut do?

- a. Redoes the last action
- b. Undoes the last action
- c. Saves the document
- d. Copies selected text

Quiz Navigation

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Question 31

Not yet answered

Marked out of 1.00

Flag question

30: How do you apply a bullet list to selected text?

- a. Home > Bullets
- b. Insert > List > Bullets
- c. Design > Bullets
- d. Review > List Format

Question 32

Not yet answered

Marked out of 1.00

Flag question

31: What is the purpose of the 'Document Inspector'?

- a. To check for spelling errors
- b. To remove hidden data and personal information
- c. To format the document
- d. To insert comments

Question 33

Not yet answered

Marked out of 1.00

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32: How do you change the margins of a document?

- a. Layout > Margins
- b. Home > Page Setup
- c. Insert > Margins
- d. View > Page Margins

Quiz Navigation

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Question 34  
Not yet answered  
Marked out of 1.00  
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33: What does the 'Ctrl + C' shortcut do?

- a. Copies selected text
- b. Cuts selected text
- c. Pastes clipboard content
- d. Saves the document

Question 35  
Not yet answered  
Marked out of 1.00  
Flag question

34: How can you insert a footnote in Word?

- a. References > Insert Footnote
- b. Insert > Footnote
- c. Home > Note > Footnote
- d. Review > Add Footnote

Question 36  
Not yet answered  
Marked out of 1.00  
Flag question

35: What is the purpose of the 'SmartArt' feature?

- a. To create charts and graphs
- b. To insert visual diagrams like flowcharts
- c. To format text with styles
- d. To protect the document

Quiz Navigation

SA  
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Snipping Tool

Screenshot copied to clipboard  
Automatically saved to screenshots folder.

Markup and share

Question 37

Not yet answered

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Flag question

36: How do you save a document as a PDF?

- a. File > Save As > PDF
- b. Home > Export > PDF
- c. Insert > Save > PDF
- d. View > Convert > PDF

Question 38

Not yet answered

Marked out of 1.00

Flag question

37: What does the 'Ctrl + V' shortcut do?

- a. Cuts selected text
- b. Pastes clipboard content
- c. Saves the document
- d. Undoes the last action

Question 39

Not yet answered

Marked out of 1.00

Flag question

38: How can you insert a page number in a Word document?

- a. Insert > Page Number
- b. Home > Page > Number
- c. Design > Page Number
- d. View > Page Setup

Quiz Navigation

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Question 40

Not yet answered

Marked out of 1.00

Flag question

39: What is the purpose of the 'Word Count' feature?

- a. To format text
- b. To count characters, words, and pages
- c. To insert tables
- d. To apply themes

Question 41

Not yet answered

Marked out of 1.00

Flag question

40: How do you align text to the center?

- a. Home > Center
- b. Insert > Align > Center
- c. Layout > Text Alignment
- d. View > Center Text

Question 42

Not yet answered

Marked out of 1.00

Flag question

41: What does the 'Ctrl + A' shortcut do?

- a. Saves the document
- b. Selects all content in the document
- c. Copies selected text
- d. Pastes clipboard content

Quiz Navigation

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Question 43

Not yet answered

Marked out of 1.00

Flag question

42: How can you insert a table of contents?

- a. References > Table of Contents
- b. Insert > Contents
- c. Home > Table > Contents
- d. Design > Table of Contents

Question 44

Not yet answered

Marked out of 1.00

Flag question

43: What is the purpose of the 'Line and Paragraph Spacing' option?

- a. To insert images
- b. To adjust spacing between lines and paragraphs
- c. To change font size
- d. To apply borders

Question 45

Not yet answered

Marked out of 1.00

Flag question

44: How do you enable the 'Track Changes' feature?

- a. Review > Track Changes
- b. Home > Track > Changes
- c. Insert > Track Changes
- d. View > Changes

Quiz Navigation

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Question 46

Not yet answered

Marked out of 1.00

Flag question

45: What does the 'Ctrl + U' shortcut do?

- a. Bolds selected text
- b. Italicizes selected text
- c. Underlines selected text
- d. Saves the document

Question 47

Not yet answered

Marked out of 1.00

Flag question

46: How can you insert a hyperlink in Word?

- a. Insert > Hyperlink
- b. Home > Link
- c. Design > Hyperlink
- d. Review > Insert Link

Question 48

Not yet answered

Marked out of 1.00

Flag question

47: What is the purpose of the 'Quick Access Toolbar'?

- a. To provide quick access to frequently used commands
- b. To format text automatically
- c. To insert tables
- d. To change document themes

Quiz Navigation

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Question 49

Not yet answered

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Flag question

48: How do you apply a numbered list to selected text?

- a. Home > Numbering
- b. Insert > List > Numbered
- c. Design > Numbers
- d. Review > List Format

Question 50

Not yet answered

Marked out of 1.00

Flag question

49: What does the 'Ctrl + P' shortcut do?

- a. Pastes clipboard content
- b. Prints the document
- c. Copies selected text
- d. Saves the document

Question 51

Not yet answered

Marked out of 1.00

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50: How can you insert a shape in a Word document?

- a. Insert > Shapes
- b. Home > Shape
- c. Design > Insert Shape
- d. View > Shape

Quiz Navigation

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Question 52

Not yet answered

Marked out of 1.00

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51: What is the purpose of the 'Change Case' option?

- a. To adjust text alignment
- b. To change the capitalization of selected text
- c. To insert comments
- d. To apply themes

Question 53

Not yet answered

Marked out of 1.00

Flag question

52: How do you access the 'Word Options' settings?

- a. File > Options
- b. Home > Settings
- c. Insert > Options
- d. View > Word Settings

Question 54

Not yet answered

Marked out of 1.00

Flag question

53: What does the 'Ctrl + E' shortcut do?

- a. Aligns text to the left
- b. Aligns text to the center
- c. Aligns text to the right
- d. Justifies text

Quiz Navigation

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Question 55

Not yet answered

Marked out of 1.00

Flag question

54: How can you insert a cover page in Word?

- a. Insert > Cover Page
- b. Home > Cover
- c. Design > Cover Page
- d. Review > Insert Cover

Question 56

Not yet answered

Marked out of 1.00

Flag question

55: What is the purpose of the 'Read Mode' in Word?

- a. To edit the document
- b. To optimize the document for reading
- c. To protect the document
- d. To insert tables

Question 57

Not yet answered

Marked out of 1.00

Flag question

56: How do you adjust the indent of a paragraph?

- a. Home > Paragraph > Indent
- b. Layout > Indent
- c. Insert > Paragraph > Indent
- d. View > Indent

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Question 58

Not yet answered

Marked out of 1.00

Flag question

57: What does the 'Ctrl + X' shortcut do?

- a. Copies selected text
- b. Cuts selected text
- c. Pastes clipboard content
- d. Saves the document

Question 59

Not yet answered

Marked out of 1.00

Flag question

58: How can you insert a text box in Word?

- a. Insert > Text Box
- b. Home > Text
- c. Design > Text Box
- d. Review > Insert Text

Question 60

Not yet answered

Marked out of 1.00

Flag question

59: What is the purpose of the 'References' tab?

- a. To format text
- b. To manage citations, footnotes, and tables of contents
- c. To insert images
- d. To apply themes

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