

Multiple Choice Questions

1. Which of the following is contained in MS-Word 2010?
(a) ~~Rulers~~ (b) Gridlines (c) Full screen view
2. The size of letters in the text is called the _____.
(a) Font style (b) page margin (c) ~~Font size~~
3. Which of the following keyboard shortcuts opens a saved file?
(a) Shift + O (b) ~~Ctrl + O~~ (c) Tab + O

A. Choose the correct option and write in the space provided.

1. _____ displays the name of document.
(a) Menu bar (b) ~~Title bar~~ (c) Milky bar
2. _____ displays the page number and number of words.
(a) Title bar (b) ~~Status bar~~ (c) Scroll bar
3. Ctrl+B is used to make text _____.
(a) underline (b) italic (c) ~~bold~~
4. Ribbon contains tabs and _____.
(a) ~~groups~~ (b) grids (c) games

B. Fill in the blanks.

³underline ²name ¹MS Word ⁴Ctrl+I ⁵formatting

1. _____ is a word processing software.
2. Title bar displays the _____ of file.
3. Ctrt + U is used to _____ the text.

4. _____ is used to make text italic.
5. _____ means changing font size, style and color.

C. Tick (✓) correct and cross (X) the wrong ones.

1. There is only one scroll bar in MS Word.
2. Status bar displays the name of file.
3. Ribbon contains several tabs and groups.
4. You can easily see page number and number of words in a document.
5. Paint button is present on Quick Access Toolbar.



D. Answer the following Questions.

1. Name the shortcut key to save the file.
2. Name the shortcut key to make text bold.
3. Name the shortcut key to open a document.
4. What is basic use of rulers in a document?
5. How will you exit from MS Word?

E. Write the functions of the following shortcut keys.

- Ctrl+S To save a file
- Ctrl+N To create a new document
- Ctrl+O To open a saved file
- Ctrl+B To make the text bold
- Ctrl+U To make the text underlined
- Ctrl+I To make the text italic

G. Label the components of MS Word screen.

