


Multiple Choice Questions

- MS Word is a part of MS Office package.
(a) MS Windows ~~(b) MS Office~~ (c) None of these
- WordArt option is present in _____ group.
(a) Tables (b) Features ~~(c) Text~~
-  is the icon of _____.
~~(a) Shadow~~ (b) 3-D effects (c) Clip Art
- On inserting WordArt, the _____ tab automatically appears on the ribbon.
~~(a) Format~~ (b) Home (c) Insert



EXERCISES

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



1.  is the icon of _____.

~~(a) Position~~

(b) Picture

(c) Shape



2. Line spacing  is present in _____ group.
 (a) Text (b) Paragraph ✓ (c) Styles
3.  is present in _____ tab.
 (a) Home (b) Insert ✓ (c) View
4. Portrait and Landscape are two types of _____.
 (a) Page Orientation ✓ (b) Page Spacing (c) None of these
5. 'D' in 3-D represents _____.
 (a) Dimensional ✓ (b) Diagonal (c) Device
6. Ctrl + S shortcut is used to _____ the document.
 (a) Save ✓ (b) Open (c) Close

B. Fill in the blanks.

Home Format Colour Paragraph spacing

1. Paragraph Spacing is the amount of space before or after a paragraph.
2. Line Spacing option is present on Home tab.
3. Rotate option is present in Format tab.
4. You can also change shadow color to enhance your document appearance.

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

1. When you insert a WordArt text, View tab automatically appears.
2. Symbols can be added using Insert tab.
3. You can draw as many lines and arrows in your document.
4. Portrait and Landscape are two types of Paragraph setup.
5. Ctrl + Z is used to undo an action.
6. You cannot set Page Margins in MS Word document.

- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

D. Answer the following questions.