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MS Word MCQ

About MS Word

MS Word is a well-known and trusted word processing software, developed by Microsoft Company. It has been used by people all around the world to create, edit, and share documents. Word offers a variety of features like powerful editing tools, templates, and built-in spelling and grammar checkers. The software is most often used as a part of a larger office suite, but it can also be purchased as a standalone application.

Features

- The most widely used word processing software.
- It lets you create various types of documents like resumes, eBooks, brochures, and more.
- MS Word is essential software for all professionals and has been used by generations of professionals.

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Q1. The spelling and grammar tool

- A. Indicates grammatical errors
- B. Corrects spelling errors as you type
- C. Identifies words with capitalization problems
- **D. All of above**

Q2. Which is not a font style in MS word?

- A. Bold
- **B. Superscript**

- C. Italic
- D. Regular

Q3. To display hyperlink fields in a word document, you can press the

- A. Ctrl+Shift+F9 Key
- B. Ctrl+Alt Key
- C. Shift + F9
- D. None Of Above

Q4. What is Landscape in MS Word?

- A. A Font Style
- B. Page Orientation
- C. Paper Size
- D. Page Layout

Q5. We can send the word documents to

- A. Microsoft powerpoint
- B. Microsoft excel
- C. Microsoft access
- D. All of above

Q6. The default page orientation of MS word documents is

- A. Landscape
- B. Long Sides
- C. Portrait
- D. Double Long Side

Q7. Which of the following is not available on the ruler of MS Word screen?

- A. Tab Stop Box
- B. Center Indent
- C. Left Indent
- D. Right Indent

Q8. Which of the following is not option for changing the case of the text?

- **A. Indent case**
- B. Sentence case
- C. Toggle case
- D. Lower case

Q9. The drag and drop feature allows us to

- A. Switch From Insert To Over Type Mode
- **B. Move And Copy Text Using The Mouse**
- C. Move And Copy Text Using The Clipboard
- D. Open A New Document And Drop It Into The Active Document

Q10. Which of the following function key is used to spell check in MS Word Docs?

- A. F5
- B. F6
- **C. F7**
- D. F8

Q11. How to insert a sound file in Word Document ?

- A. From Insert -> Sound Menu Option
- B. From Insert -> File Menu Option
- C. From Insert -> Subject Menu Option
- **D. From Insert -> Object Menu Option**

Q12. How many maximum number of columns can be inserted in the Word Document?

- **A. 45**
- B. 50
- C. 55
- D. 65

Q13. What is the smallest and largest available font on formatting toolbar?

- A. Smallest 8 and Largest 70
- B. Smallest 5 and Largest 72
- **C. Smallest 8 and Largest 72**
- D. Smallest 5 and Largest 70

Q14. Where can we find the horizontal split bar on MS Word screen ?

- A. On the bottom of vertical scroll bar
- B. On the left of horizontal scroll bar
- C. On the right of horizontal scroll bar
- **D. On the top of vertical scroll bar**

Q15. Ctrl+h shortcut is used for

- A. Open find and replace dialog box with activating go to tab
- B. Open find and replace dialog box with activating find tab
- **C. Open find and replace dialog box with activating replace tab**
- D. Open insert dialog box activating insert hyper link tab

Q16. Which shortcut key is used for align center in MS Word?

- A. Ctrl + A
- **B. Ctrl + E**
- C. Ctrl + B
- D. Ctrl + D

Q17. How to use the format painter multiple times?

- A. By click on lock format painter icon
- B. Format painter cannot be use multiple times
- **C. By double click on the format painter icon**
- D. None of above

Q18. The process of removing unwanted part of an image is called

- **A. Cropping**
- B. Bordering
- C. Hiding

- D. Cutting

Q19. The space left between the margin and the start of a paragraph is called -

- A. Spacing
- B. Alignment
- C. Indentation
- D. Gutter

Q20. Which items are placed at the end of a document?

- A. End Note
- B. Footer
- C. Foot Note
- D. Header

Q21. A number of letter that appears little below the normal text is called -

- A. Subscript
- B. Superscript
- C. Supertext
- D. Toptext

Q22. We can insert a page number at in MS Word Docs.

- A. Footer
- B. Header
- C. Both Header & Footer
- D. None of the above

Q23. We can change the thickness of a line from -

- A. Line Thick
- B. Line Height
- C. Line Width
- D. Line Style

Q24. Color and pattern used to fill a closed shape is called -

- **A. Fill Style**
- B. WordArt
- C. Shape
- D. Fill Back

Q25. Where footnotes are appear in a word document?

- **A. Bottom of a Page**
- B. End of document
- C. End of Heading
- D. None

Q26. Which is the default alignment in word?

- A. Right
- **B. Left**
- C. Centre
- D. Justify

Q27. Which shortcut key is used for the save document in MS WORD?

- A. Ctrl + C
- B. Ctrl + V
- **C. Ctrl + S**
- D. Ctrl + A

Q28. Microsoft Word is a

- A. Presentation program
- **B. Word processing program**
- C. Spreadsheet program
- D. None of these

Q29. Ms office is application software.

- **A. True**
- B. False

Q30. How many columns can you insert in a word document in maximum?

- A. 55
- B. 50
- **C. 45**
- D. 40

Q31. Selecting text means, selecting?

- A. an entire sentence
- B. a word
- C. whole document
- **D. All of the above**

Q32. In ms word, for what does ruler help?

- A. to set indents
- B. to change page margins
- C. to set tabs
- **D. All of the above**

Q33. Which menu in MS Word can be used to change character size and typeface?

- A. View
- B. Tools
- **C. Format**
- D. Data

Q34. Which bar is usually located below that Title Bar that provides categorized options?

- A. Status Bar
- **B. Menu bar**
- C. Tool bar
- D. Scroll bar

Q35. What is the function of Ctrl + B in MS Word?

- A. It converts selected text into the next larger size of the same font
- **B. It makes to selected text bold**
- C. It applies Italic formatting t the selected text
- D. It adds a line break to the document

Q36. In Microsoft Word, shortcut key CTRL+W is used for

- A. Update the current Web page
- **B. close the current window**
- C. open the Print dialog box
- D. None of these

Q37. What is the gutter margin in MS Word?

- A. Margin that is added to right margin when printing
- B. Margin that is added to the left margin when printing
- C. Margin that is added to the outside of the page when printing
- **D. Margin that is added to the binding side of page when printing**

Q38. Home Key is uses for

- **A. Moves the cursor beginning of the line**
- B. Moves the cursor beginning of the screen
- C. Moves the cursor beginning of the paragraph
- D. None of above

Q39. The four types of mail merge main documents are

- A. Basic letters, envelops, labels and list
- B. Form letters, directories, catalogues and envelope
- **C. Form letters, envelops, mailing labels, and catalogues.**
- D. Form letters, envelops and mailing labels, directories and lists

Q40. The ability to combine names and addresses with a standard document is called in MS Word document.

- A. Form letters
- **B. Mail merge**
- C. Document formatting
- D. All of the Above

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