

1.Word 2007 is used to prepare .

(a) Letters (b) Reports (C) Office Documents (d) A11

2.The command to print a document is accessed from .

(a) Quick Access Toolbar (b) Button (C) Ribbon (d) none

3. which one is not a view of Word 2007?

(a) Outline View (b) print layout view

(C) Edit View (d)draft view

4. In which of the following document views headers, footers and page numbers etc. are not displayed?

(a) Outline View (b) print layout view

(c) Draft View (d) both a&c

5. In Word 2007, Ribbon is divided into tabs.

(a) 2 (b)3 (c) 4 (d) none

6. Word 2007 provides document views.

(a) 3 (c) 4

(c) 5 (d) none

7. In Word document window, the view buttons are located on the bar.

(a) Title (b) menu

(C) status (d) selector

8. means to get a close-up view of a document.

(a) Zoom Out (b) zoom in

(c) Zoom Up (d)

9. Which Zoom is used to see more of the page at a reduced size?

(a) Zoom Out (b)zoom in (c) Zoom Up(d) none

10. Changing text in a document is called text.

(a) Deleting (b) inserting (C) Editing (d) none

11. Typing new text in a document is called text.

(a) Deleting (b) inserting

(C) Editing (d) none

12 Removing text from a document is called text.

(a) Deleting (b) Inserting

(c) Editing (d) None

13 Which keyboard key can be used to delete a character to the left of cursor?

(a) Del (b) Backspace

(c) Esc (d) Alt

14- means to remove the selected text from document and place it into clipboard.

(a) Copy (b) Paste (c) Cut (d) Delete

15 means to insert (or copy) the text from the clipboard into the document at the insertion point.

(a) Copy (b) Paste (c) Cut (d) Delete

16- Which of the following shortcut is used to cut the selected-text in the document?

(a) Ctrl+ C (b) Ctrl+ V (c) Ctrl + X (d) Ctrl + Y

17- In Word 2007, items can be stored in clipboard at a time.

(2.) Only one (b) 12 (c) 24 (d) Many

18- Which of the following shortcut is used as Copy command?

(a) Ctrl + C (b) Ctrl+ V

(c) Ctrl+ X (d) ctrl + Y

19- Which of the following shortcut is used as Paste command?

(a) ctrl + c (b) ctrl + v

(c) Ctrl+ X (d) Ctrl + Y

20- means to cancel the recent changes that were made in the opened document.

(a) Redo (b) Undo (c) Repeat (d) None

21. Character formatting includes:

(a) Font (b) font style (c) Font size (d) all

22. Making the selected text bold, italic and underline is called . .

(a) Font (b) font style (c) Font Size (d) type face

23. Which of the following shortcut is used to bold the selected text?

(a) Ctrl + U (b) ctrl +B

(c) Ctrl + I (d)ctrl + c

24. Which of the following shortcut is used to underline the selected text?

(a) Ctrl + U (b) ctrl +B

(c) Ctrl + I (d) ctrl + D

25. Paragraph formatting includes:

(21) Tab Stops (b) indents

(c) Header& Footer (d) both a & b

26. Which of the following is not a type of indent?

(a) Hanging (b) left

(c) Center (d) right

27. Word 2007 provides tab stops.

(a) Two (b) three

(C) Four (d) five

28. The space between lines of the text in a paragraph is called spacing.

(a) Paragraph (b) line

(c) Page (d) section

29. By default, lines of the text are .

(a) Single-spaced (b) double line space (c) ½ spaced (d) none

Ans

1. D 2. B 3. C 4. D 5. D 6. D 7. C 8. B 9. A 10 c

11. b 12. A 13. B 14. C 15. B 16. C 17. C 18. A 19. B 20. B

21. b a 22. D 23. C 24. D 25. B 26.. a 27. D 28. B 29. c