

## UNIT 3: Word Processing... TEST YOUR KNOWLEDGE

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1. WYSIWYG stands for:
  - a. What you share is what you gain
  - b. What you share is what you get
  - c. What you see is what you gain
  - d. None of these
2. WYSIWIG refers to the fact that:
  - a. Print out will be exactly as document is seen on screen.
  - b. Print out will be exactly like the document scanned.
  - c. Scanned document will look exactly similar on screen also.
  - d. All of these
3. Which group of Home tab has options to apply bullets in MS Word document?
  - a. Font
  - b. Paragraph
  - c. Style
  - d. Layout
4. Below a mis-spelt word a \_\_\_\_\_ wavy line appears in MS Word.
  - a. Red
  - b. Green
  - c. Pink
  - d. Black
5. \_\_\_\_\_ tab allows spell check and grammar in the document.
  - a. Home
  - b. Design
  - c. References
  - d. Review
6. Find and Replace dialog box is displayed by pressing:
  - a. Ctrl + F
  - b. Ctrl + R
  - c. Ctrl + H
  - d. Ctrl + X
7. For setting the font size 13 in MS Word document, you need to:
  - a. Open font drop-down and select size 13.
  - b. Click on Increase or Grow Font button.
  - c. Click on Decrease or Shrink Font button.
  - d. Type 13 in the Font drop-down textbox and press Enter key.
8. Pressing Ctrl+E aligns the selected text in \_\_\_\_\_.
  - a. Left
  - b. Center
  - c. Right
  - d. None of these

9. Which view is best suited to review the document in MS Word?
- Review mode view
  - Outline view
  - Draft view
  - Web layout view
10. Ravi pressed Ctrl+Home in his MS Word document. Then he gave print command with Print Range as *Current Page*, which page will be printed?
- Last page
  - First page
  - All pages
  - Selected text only
11. Using \_\_\_\_\_ tab, cells of an MS Word table can be merged or split.
- Layout
  - Design
  - Format
  - None of these
12. In an MS Word table, a cell can be split into:
- Two or more columns
  - Two or more rows
  - Both a) and b)
  - Cells cannot be split
13. What is the default text separator while converting an MS Word table to text?
- Space
  - Comma
  - Semicolon
  - Tab
14. In Borders and Shading dialog box of MS Word, which option allows applying border around paragraph or around page?
- Apply to drop-down list*
  - Apply to check boxes*
  - Apply border drop-down list*
  - Apply border check boxes*
15. Which component of MS Word window helps in setting tabs in the document/
- Title bar
  - Status bar
  - Menu bar
  - Ruler
16. How many types of tabs you can set in an MS Word document?
- 5
  - 3
  - 4
  - 2