

## **Microsoft office MCQ**

- 1. In which view Headers and Footers are visible**  
a) Normal View   b) Page Layout View   c) Print Layout View   d) Draft View
- 2. The process of removing unwanted part of an image is called**  
a) Hiding   b) Bordering   c) Cropping   d) Cutting
- 3. To apply center alignment to a paragraph we can press**  
a) Ctrl + S   b) Ctrl + C   c) Ctrl + C   d) Ctrl + E
- 4. Text-styling feature of MS word is**  
a) Word Color   b) Word Font   c) WordArt   d) Word Fill
- 5. Which items are placed at the end of a document**  
a) Footer   b) Foot Note   c) End Note   d) Header
- 6. To change line height to 1.5 we use shortcut key**  
a) Ctrl+1   b) Ctrl + 2   c) Ctrl + 3   d) Ctrl + 5
- 7. A number of letter that appears little above the normal text is called**  
a) Superscript   b) Subscript   c) Super text   d) Top text
- 8. A number of letter that appears little below the normal text is called**  
a) Superscript   b) Subscript   c) Super text   d) Top text
- 9. We can insert a page no.at**  
a) Header   b) footer   c) both a & b   d) none of above
- 10. The space left between the margin and the start of a paragraph is called**  
a) Spacing   b) Gutter   c) Indentation   d) Alignment
- 11. Which one can be used as watermark in a word document?**  
a) Text   b) image   c) both a & b   d) none
- 12. Which item appears dimly behind the main body text?**  
a) Water Color   b) Background   c) Watermark   d) Back Color
- 13. Which feature starts a new line whenever a word or sentence reached a border**  
a) Text Line   b) New Line   c) Text Wrapping   d) Text Align
- 14. The direction of a rectangular page for viewing and printing is called**

# Ms Office Mcqs Ans

**F Rizvi**

## **Ms Office Mcqs Ans:**

## **Ms Office Mcqs Ans** Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the ability of words has become more evident than ever. They have the capability to inspire, provoke, and ignite change. Such may be the essence of the book **Ms Office Mcqs Ans**, a literary masterpiece that delves deep to the significance of words and their impact on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book's key themes, examine its writing style, and analyze its overall affect on readers.

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