

## **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

**David Kirk**



## **Ms Office Mcqs Ans:**

## Decoding **Ms Office Mcqs Ans**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Ms Office Mcqs Ans**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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### **Ms Office Mcqs Ans Introduction**

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