

CRID Panchayat Local Operator 2nd Exam Notes
MS Office

Q: MS Word is an _____ software

- a) Application
- b) Compiler
- c) System
- d) Programming

Q: Which file starts MS Word?

- a) winword.exe
- b) word.exe
- c) msword.exe
- d) word200Q.exe

Q: What is the default font used in MS Word 2016 document or above?

- a) Times New Roman
- b) Arial
- c) Calibri
- d) Preeti

Q: What is the default extension for all Word documents?

- a) .txt
- b) .wp
- c) .word
- d) .docx

Q: What is the shortcut key to open the Open dialog box?

- a) F2
- b) Shift + F1
- c) Alt + F1
- d) Alt + F2

Q: What is the smallest and largest font size available in Font Size tool on formatting toolbar?

- a) 8 and 72
- b) 8 and 10
- c) 10 and 72
- d) 10 and 100

Q: What is the shortcut key to open the Font dialog box?

- a) Ctrl + F
- b) Alt + Ctrl + F
- c) Ctrl + D
- d) Ctrl + Shift + D

Q: What is the shortcut key to open the "Find and Replace" dialog box?

- a) Ctrl + P
- b) Ctrl + D
- c) Ctrl + G
- d) All of the above

Q: Bold, Italic, Regular are known as ?

- a) Font Styles
- b) Font Effects
- c) Word Art
- d) Text effects

Q: Bold, Italic, Regular are known as ?

- a) Font Styles
- b) Font Effects
- c) Word Art
- d) Text effects

Q: What is gutter margin ?

- a) Margin that is added to the left margin when printing
- b) Margin that is added to right margin when printing
- c) Margin that is added to the binding side of page when printing
- d) Margin that is added to the outside of the page when printing.

Q: What is the maximum scale percentage available in MS Word?

- a) 90
- b) 100
- c) 200
- d) 500

Q: What is the maximum font size you can apply for any character?

- a) 163
- b) 1638

www.examsbuddy.in

[WhatsApp](https://www.whatsapp.com)

[Telegram](https://www.telegram.com)

- c) 12 and 64
- d) None of above

Q: In how many ways you can save a document?

- a) 3
- b) 4
- c) 5
- d) 6

Q: What is the shortcut for Spelling Check in MS Word document?

- a) F7
- b) Shift + F7
- c) Ctrl + F7
- d) Alt + F7

Q: Portrait and Landscape are _____ ?

- a) Page Orientation
- b) Page Size
- c) Page Layout
- d) All of above

Q: What is the shortcut key you can press to create a copyright symbol?

- a) Alt + C
- b) Alt + C
- c) Ctrl + C
- d) Ctrl + Shift + C

Q: What is the minimum number of rows and columns in MS Word Table?

- a) 1 and 1
- b) 2 and 1
- c) 2 and 2
- d) None of above

Q: What is maximum number of columns that can be inserted in MS Word Table?

- a) 35
- b) 100
- c) 1000
- d) 10000

www.examsbuddy.in

[WhatsApp](https://www.whatsapp.com)

[Telegram](https://www.telegram.com)

Q: What is the minimum font size you can apply for any character?

- a) 0.1
- b) 0.5
- c) 1
- d) None of Above

Q: What is the minimum font size you can apply for any character?

- a) 0.1
- b) 0.5
- c) 1
- d) None of Above

Q: In MS Word Thesaurus tool is used for ?

- a) Spelling Suggestions
- b) Synonyms words
- c) Grammar Checking
- d) Autocorrect Options

Q: How many row can you insert in a word document in maximum?

- a) 256
- b) 16384
- c) 32768
- d) 32767

Q: Select Help key in MS Word

- (A) F11
- (B) F2
- (C) F1
- (d) F5

Q: The term Color and pattern used to fill a closed shape is known as

- (A) Fill Style
- (B) WordArt
- (C) Shape
- (D) Fill Back

Q: For spell checking which Function Key Will Press ?

- (A) F5
- (B) F7

www.examsbuddy.in

[WhatsApp](https://www.whatsapp.com)

[Telegram](https://www.telegram.com)

9350026584 Google Pay/
Phone Pay/ PaytmRs.
100 Full PDF
Download Send
Screenshot and Get Full
PDF