

Microsoft Word - Set 1

Your Answers

Question. 1)Correct

Which menu in MSWord can be used to change character size and typeface?

- A. Format (Your Answer)
- B. View
- C. Data
- D. Tools

Question. 2)Correct

Using Find command in Word, we can search?

- A. characters
- B. formats
- C. symbols
- D. All of the above (Your Answer)

Question. 3)Correct

Which of these toolbars allows changing of Fonts and their sizes?

- A. Formatting (Your Answer)
- B. Print Preview
- C. Standard
- D. None of these

Question. 4)Incorrect

By default, on which page the header or the footer is printed?

- A. on every page (Answer)
- B. on first page (Your Answer)
- C. on alternate page
- D. none of the above

Question. 5)Correct

Which bar is usually located below that Title Bar that provides categorized options?

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Ensheng Dong



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