

Question Answer

Microsoft Word

MS Word Basics & Interface

1. **Q:** What is MS Word primarily used for? **A:** Creating, editing, and formatting text documents.
 2. **Q:** Which ribbon tab contains common formatting options like Bold, Italic, Underline? **A:** Home tab.
 3. **Q:** What is the blinking vertical line that indicates where text will be inserted? **A:** Insertion point or cursor.
 4. **Q:** How do you open a new blank document in Word? **A:** File > New > Blank Document.
 5. **Q:** What is the shortcut key to save a document? **A:** Ctrl + S.
 6. **Q:** What is the default file extension for a Word document? **A:** .docx (for Word 2007 and later).
 7. **Q:** What is the purpose of the Quick Access Toolbar? **A:** Provides quick access to frequently used commands like Save, Undo, Redo.
 8. **Q:** Where can you find the Zoom slider in Word? **A:** In the Status Bar at the bottom right of the window.
 9. **Q:** What is "Word Wrap"? **A:** Automatically moves text to the next line when it reaches the right margin.
 10. **Q:** How do you close an open document without closing Word itself? **A:** File > Close (or Ctrl + W).
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Text Editing & Selection

11. **Q:** What is the shortcut to Undo the last action? **A:** Ctrl + Z.
12. **Q:** What is the shortcut to Redo the last undone action? **A:** Ctrl + Y.
13. **Q:** How do you select an entire word? **A:** Double-click the word.
14. **Q:** How do you select an entire paragraph? **A:** Triple-click anywhere in the paragraph.
15. **Q:** What does "Cut" do to selected text? **A:** Removes it from its original location and places it on the clipboard.
16. **Q:** What is the shortcut for Copy? **A:** Ctrl + C.
17. **Q:** What is the shortcut for Paste? **A:** Ctrl + V.
18. **Q:** What is the difference between "Cut" and "Copy"? **A:** Cut removes text, Copy duplicates it; both place it on the clipboard.

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19. **Q:** How do you find a specific word or phrase in a document? **A:** Use the "Find" command (Ctrl + F) in the Home tab.
20. **Q:** How do you replace a specific word or phrase with another? **A:** Use the "Replace" command (Ctrl + H) in the Home tab.
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Formatting Text & Paragraphs

21. **Q:** What is the shortcut for Bold text? **A:** Ctrl + B.
22. **Q:** What is the shortcut for Italic text? **A:** Ctrl + I.
23. **Q:** How do you apply Underline to text? **A:** Ctrl + U.
24. **Q:** Which group in the Home tab contains options for font type and size? **A:** Font group.
25. **Q:** What are text "Alignments"? **A:** How text is positioned horizontally (Left, Right, Center, Justify).
26. **Q:** Which alignment distributes text evenly between left and right margins? **A:** Justify.
27. **Q:** What is "Line Spacing"? **A:** The amount of space between lines of text in a paragraph.
28. **Q:** Where can you change the line spacing for a paragraph? **A:** In the Paragraph group on the Home tab.
29. **Q:** What is the purpose of "Bullets and Numbering"? **A:** To create lists with visual indicators or sequential numbers.
30. **Q:** What is a "Theme" in Word? **A:** A set of pre-designed formatting choices that include theme colors, fonts, and effects.
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Page Layout & Structure

31. **Q:** Which ribbon tab do you use to change page margins? **A:** Layout tab.
32. **Q:** What are the common page orientations available in Word? **A:** Portrait and Landscape.
33. **Q:** Where do you insert a Page Break? **A:** Layout tab > Breaks > Page.
34. **Q:** What is a "Header"? **A:** Text or graphics that appear at the top of every page in a document.
35. **Q:** What is a "Footer"? **A:** Text or graphics that appear at the bottom of every page in a document.

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36. **Q:** Which tab is used to insert Headers and Footers? **A:** Insert tab.
37. **Q:** How do you insert page numbers? **A:** Insert tab > Page Number.
38. **Q:** What is the purpose of "Columns" in Word? **A:** To arrange text into multiple vertical sections on a page.
39. **Q:** Where can you find options for adding a Watermark? **A:** Design tab > Watermark.
40. **Q:** What is a "Section Break"? **A:** Divides a document into sections, allowing different formatting for each section.
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Advanced Features

41. **Q:** How do you insert a Table into a document? **A:** Insert tab > Table.
42. **Q:** What is "Mail Merge" used for? **A:** Creating personalized mass mailings, labels, or envelopes by combining a data source with a main document.
43. **Q:** Which tab contains the "Mail Merge" options? **A:** Mailings tab.
44. **Q:** What is a "Table of Contents"? **A:** A list of headings and their corresponding page numbers, automatically generated from a document's heading styles.
45. **Q:** Which tab do you use to insert a Table of Contents? **A:** References tab.
46. **Q:** What is a "Footnote"? **A:** A note placed at the bottom of a page, referring to a specific part of the text.
47. **Q:** What is an "Endnote"? **A:** A note placed at the end of a document, referring to a specific part of the text.
48. **Q:** How do you check for spelling and grammar errors? **A:** Review tab > Spelling & Grammar (or F7).
49. **Q:** What is the "Comments" feature used for? **A:** To add notes or feedback to a document without altering the main text.
50. **Q:** Which view shows how your document will look when printed? **A:** Print Layout view (or Print Preview).