



<b>Name of the Bundle</b>	Office Productivity Bundle V1	<b>Subject</b>	Fundamentals of Computer & MS Word
<b>Topic</b>	MS Word – Text Basics	<b>Last updated on</b>	07 October 2025

**1. What is Microsoft Word?**

- a. Word processing software
- b. Spreadsheet software
- c. Presentation software
- d. Database software

**Ans: a. Word processing software**

**Explanation:** Microsoft Word is a word processor that allows users to create, edit, and format text documents easily for personal, academic, or professional use.

**2. Who developed the first version of MS Word?**

- a. Bill Gates
- b. Charles Simonyi and Richard Brodie
- c. Steve Jobs
- d. Larry Page

**Ans: b. Charles Simonyi and Richard Brodie**

**Explanation:** The first version of MS Word was designed by Charles Simonyi and Richard Brodie for Microsoft in 1983 to help users type and manage documents digitally.

**3. When was the first Windows version of MS Word released?**

- a. 1983
- b. 1987
- c. 1989
- d. 1991

**Ans: c. 1989**

**Explanation:** Microsoft introduced the first Windows-based version of Word in 1989, making document creation easier with a user-friendly graphical interface.



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4. Which version of Word is part of Office 365?

- a. Word 2007
- b. Word 2013
- c. Word 2016
- d. Word 2019

**Ans: d. Word 2019**

**Explanation:** Word 2019 is included in the Office 365 suite, offering regular updates and cloud storage features for document creation and sharing.

5. What is the latest perpetual version of Word as of 2024?

- a. Word 2016
- b. Word 2019
- c. Word 2021
- d. Word 2024

**Ans: d. Word 2024**

**Explanation:** a. Word 2024 is Microsoft's latest standalone version that provides the newest features without requiring a subscription to Microsoft 365.

6. What is the primary use of MS Word?

- a. Listening to music
- b. Browsing the internet
- c. Creating text documents
- d. Playing games

**Ans: c. Creating text documents**

**Explanation:** MS Word is mainly used to type letters, reports, resumes, and other written materials, with tools for formatting and editing text.



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7. Which option helps to open a new document in MS Word?

- a. File → Save
- b. File → New
- c. File → Exit
- d. File → Print

**Ans: b. File → New**

**Explanation:** The "File → New" command lets users start a blank document to create new content without affecting existing files.

8. The shortcut key to create a new document is:

- a. Ctrl + O
- b. Ctrl + S
- c. Ctrl + N
- d. Ctrl + P

**Ans: c. Ctrl + N**

**Explanation:** Pressing Ctrl + N quickly opens a new blank document, helping users begin fresh work instantly.

9. The shortcut to open an existing document is:

- a. Ctrl + S
- b. Ctrl + C
- c. Ctrl + A
- d. Ctrl + O

**Ans: d. Ctrl + O**

**Explanation:** Ctrl + O opens a saved file, allowing users to access and edit previously created Word documents.



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10. Which shortcut is used to save a document?

- a. Ctrl + X
- b. Ctrl + S
- c. Ctrl + Z
- d. Ctrl + P

**Ans: b. Ctrl + S**

**Explanation:** The Ctrl + S command saves the current document to memory, preventing loss of work in case of system errors or shutdowns.

11. The "Save As" option allows you to:

- a. Exit Word
- b. Print the document
- c. Save the document with a new name
- d. Undo an action

**Ans: c. Save the document with a new name**

**Explanation:** "Save As" helps store the same document with a new name or file type, useful for making separate versions of your work.

12. To close a document, use the shortcut:

- a. Ctrl + W
- b. Ctrl + A
- c. Ctrl + Z
- d. Ctrl + X

**Ans: a. Ctrl + W**

**Explanation:** Ctrl + W closes the active document window while keeping Microsoft Word itself open for further use.



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13. Which command removes text or an image from one place to another?

- a. Copy
- b. Paste
- c. Cut
- d. Select All

**Ans: c. Cut**

**Explanation:** The Cut command removes the selected text or picture and places it on the clipboard to be pasted elsewhere.

14. The shortcut for copying text is:

- a. Ctrl + V
- b. Ctrl + C
- c. Ctrl + X
- d. Ctrl + A

**Ans: b. Ctrl + C**

**Explanation:** Pressing Ctrl + C copies the selected text or image, creating an identical version without removing the original.

15. The shortcut for pasting text is:

- a. Ctrl + X
- b. Ctrl + C
- c. Ctrl + Z
- d. Ctrl + V

**Ans: d. Ctrl + V**

**Explanation:** Ctrl + V pastes content that was copied or cut, placing it at the location of the cursor in the document.



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16. Which shortcut selects all text in a Word document?

- a. Ctrl + E
- b. Ctrl + A
- c. Ctrl + B
- d. Ctrl + Z

**Ans: b. Ctrl + A**

**Explanation:** The Ctrl + A shortcut highlights every element in the document, including text, images, and tables.

17. Which feature finds a particular word or phrase?

- a. Find
- b. Copy
- c. Replace
- d. Clear

**Ans: a. Find**

**Explanation:** The Find feature allows users to quickly search and locate specific words or phrases throughout the document.

18. The shortcut key for Find is:

- a. Ctrl + G
- b. Ctrl + A
- c. Ctrl + F
- d. Ctrl + L

**Ans: c. Ctrl + F**

**Explanation:** Ctrl + F opens the navigation pane or Find box, making it easy to locate words without manually scrolling.



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19. Which feature helps change one word to another automatically?

- a. Delete
- b. Insert
- c. Replace
- d. Format

**Ans: c. Replace**

**Explanation:** The Replace tool helps users substitute one word or phrase with another, saving time when editing large documents.

20. The shortcut key for Replace is:

- a. Ctrl + H
- b. Ctrl + P
- c. Ctrl + F
- d. Ctrl + Z

**Ans: a. Ctrl + H**

**Explanation:** Ctrl + H opens the "Find and Replace" dialog box, allowing users to update text across the entire file.

21. What is the shortcut for single line spacing?

- a. Ctrl + 2
- b. Ctrl + 5
- c. Ctrl + 1
- d. Ctrl + 0

**Ans: c. Ctrl + 1**

**Explanation:** Pressing Ctrl + 1 applies single spacing, reducing the space between lines for compact document formatting.



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22. The shortcut for double line spacing is:

- a. Ctrl + 5
- b. Ctrl + 2
- c. Ctrl + 0
- d. Ctrl + 3

**Ans: b. Ctrl + 2**

**Explanation:** Ctrl + 2 increases spacing between lines, making text easier to read in long paragraphs.

23. The shortcut for 1.5 line spacing is:

- Ctrl + 0
- Ctrl + 2
- Ctrl + 3
- Ctrl + 5

**Ans: d. Ctrl + 5**

**Explanation:** The Ctrl + 5 command adds 1.5 line spacing, balancing readability and space within a document.

24. Which feature removes all font styles and colors?

- a. Replace
- b. Clear All Formatting
- c. Paste
- d. Undo

**Ans: c. Clear All Formatting**

**Explanation:** This tool resets the text to its default font and size, removing bold, italics, color, or other effects.





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25. Which menu option is used to insert the current date and time?

- a. File
- b. Insert
- c. View
- d. Layout

**Ans: b. Insert**

**Explanation:** The Date and Time option under the Insert tab automatically adds the current date or time to your document.

26. What is the shortcut key to open the Save As dialog box?

- a. Ctrl + S
- b. Ctrl + O
- c. Ctrl + P
- d. F12

**Ans: d. F12**

**Explanation:** Pressing F12 instantly opens the Save As window, allowing users to rename or store files in a new folder.

27. Which shortcut helps you undo your last action?

- a. Ctrl + Z
- b. Ctrl + Y
- c. Ctrl + W
- d. Ctrl + F

**Ans: a. Ctrl + Z**

**Explanation:** The Ctrl + Z command reverses the most recent action, such as accidental deletions or formatting errors.



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28. The shortcut for Redo is:

- a. Ctrl + Z
- b. Ctrl + F
- c. Ctrl + Y
- d. Ctrl + C

**Ans: c. Ctrl + Y**

**Explanation:** Ctrl + Y repeats the previous undone action, saving time when reapplying an editing change.

29. Which tab allows you to insert a page number?

- a. Home
- b. View
- c. Layout
- d. Insert

**Ans: d. Insert**

**Explanation:** The Page Number feature is available under the Insert tab, enabling automatic numbering on each page.

30. Why is it important to save documents frequently?

- a. To delete old files
- b. To keep computer fast
- c. To prevent data loss
- d. To clear clipboard

**Ans: c. To prevent data loss**

**Explanation:** Regularly saving your file ensures your work is secure and not lost due to power failure or unexpected shutdowns.



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31. Which feature in MS Word is used to change the appearance of text, such as its size and color?

- a. To insert images
- b. To format paragraphs
- c. To format text
- d. To align tables

**Ans: c. To format text**

**Explanation:** Text formatting allows users to modify how text looks by adjusting its font, color, and size.

32. In MS Word, where can you find the Font Size option?

- a. Insert Tab > Font Group
- b. Home Tab > Font Group
- c. Design Tab > Paragraph Group
- d. View Tab > Font Group

**Ans: b. Home Tab > Font Group**

**Explanation:** The Font Size drop-down is available under the Font Group on the Home tab.

33. What does the Font Size option control?

- a. The color of the text
- b. The spacing between lines
- c. The height of the characters
- d. The thickness of borders

**Ans: c. The height of the characters**

**Explanation:** Font size defines how large or small the characters appear on the page or screen.



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34. Which shortcut key can be used to change the zoom level of the document?

- a. Ctrl + Z
- b. Ctrl + Plus (+)
- c. Ctrl + Alt + Del
- d. Ctrl + N

**Ans: b. Ctrl + Plus (+)**

**Explanation:** Holding Ctrl and pressing + increases the zoom level in MS Word.

35. Which group on the Home tab contains options to change Font Style?

- a. Clipboard Group
- b. Font Group
- c. Paragraph Group
- d. Styles Group

**Ans: b. Font Group**

**Explanation:** The Font Group in the Home tab allows users to modify the style and appearance of text.

36. Which of the following is an example of a font style?

- a. Copy Paste
- b. Times New Roman
- c. Header
- d. Subscript

**Ans: b. Times New Roman**

**Explanation:** Times New Roman is a font style that defines the design and shape of letters.



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37. Which of these effects makes text darker and thicker?

- a. Bold
- b. Italic
- c. Underline
- d. Shadow

**Ans: a. Bold**

**Explanation:** The Bold option increases the thickness of text, making it appear darker and more prominent.

38. What is the keyboard shortcut to make text italic?

- a. Ctrl + U
- b. Ctrl + P
- c. Ctrl + I
- d. Ctrl + T

**Ans: c. Ctrl + I**

**Explanation:** Pressing Ctrl + I applies or removes the italic style in MS Word.

39. Which key combination underlines selected text?

- a. Ctrl + B
- b. Ctrl + U
- c. Ctrl + I
- d. Ctrl + A

**Ans: b. Ctrl + U**

**Explanation:** Ctrl + U is used to apply or remove underlining in MS Word.



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40. Which feature is used to make text darker and more visible?

- a. Italic
- b. Bold
- c. Underline
- d. Convert the shape

**Ans: b. Bold**

**Explanation:** Bold formatting helps emphasize important words or headings by making them darker.

41. What is the shortcut key for making text bold?

- a. Ctrl + V
- b. Ctrl + B
- c. Ctrl + C
- d. Ctrl + X

**Ans: b. Ctrl + B**

**Explanation:** Ctrl + B applies the bold formatting to selected text.

42. What does the Italic feature do to text?

- a. Removes text
- b. Slants the text to the right
- c. Changes color to blue
- d. Adds a line below the text

**Ans: b. Slants the text to the right**

**Explanation:** Italic formatting makes text slant to the right, often used for emphasis.



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43. What is the purpose of changing font color?

- a. To hide text
- b. To make text more readable or attractive
- c. To delete the font
- d. To format paragraphs

**Ans: b. To make text more readable or attractive**

**Explanation:** Changing the font color helps emphasize or differentiate parts of the text.

44. Which feature allows you to capitalize the first letter of each word?

- a. Lowercase
- b. Uppercase
- c. Capitalize Each Word
- d. Toggle Case

**Ans: c. Capitalize Each Word**

**Explanation:** The "Capitalize Each Word" option automatically capitalizes the first letter of every word.

45. The shortcut key to change text case is:

- a. Ctrl + F3
- b. Shift + F3
- c. Alt + F3
- d. Ctrl + Shift + F3

**Ans: b. Shift + F3**

**Explanation:** The Shift + F3 key toggles between lowercase, uppercase, and capitalize each word.



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46. Which text case type capitalizes all letters of selected text?

- a. Sentence case
- b. Lowercase
- c. Uppercase
- d. Toggle Case

**Ans: c. Uppercase**

**Explanation:** Uppercase changes all the letters in the selected text to capital letters.

47. Which text case option switches between two case styles?

- a. Sentence case
- b. Toggle Case
- c. Capitalize Each Word
- d. Uppercase

**Ans: b. Toggle Case**

**Explanation:** Toggle Case allows switching between lowercase and uppercase for each letter.

48. What does "Sentence case" do in MS Word?

- a. Capitalize each word
- b. Convert all text to lowercase
- c. Capitalize only the first letter of a sentence
- d. Convert all text to uppercase

**Ans: c. Capitalize only the first letter of a sentence**

**Explanation:** The Sentence case option ensures the first letter of each sentence is capitalized.





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49. To increase the font size quickly using the keyboard, which shortcut is used?

- a. Ctrl + Shift + P
- b. Ctrl + Alt + S
- c. Ctrl + +
- d. Alt + Enter

**Ans: a. Ctrl + Shift + P**

**Explanation:** Ctrl + Shift + P opens the Font Size dialog for changing text size.

50. Which option allows you to view a list of available fonts?

- a. Insert Picture
- b. Page Layout Tab
- c. Font Style drop-down
- d. Clipboard Group

**Ans: c. Font Style drop-down**

**Explanation:** The Font Style drop-down displays all available font styles installed in MS Word.

51. The "Change Case" button is located under which group?

- a. Insert Group
- b. Review Group
- c. Layout Group
- d. Font Group

**Ans: d. Font Group**

**Explanation:** The "Change Case" button is found in the Font Group on the Home tab.



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52. The shortcut to underline selected text is:

- a. Ctrl + I
- b. Ctrl + U
- c. Ctrl + L
- d. Ctrl + F

**Ans: b. Ctrl + U**

**Explanation:** The Ctrl + U command underlines text instantly.

53. Which formatting option can make your heading more stylish?

- a. Underline
- b. Bold
- c. Font Style
- d. Font Color

**Ans: c. Font Style**

**Explanation:** Font style changes the design of text to give a unique appearance to headings.

54. Which case style converts text like "HELLO" to "hello"?

- a. Sentence Case
- b. Capitalize Each Word
- c. Lowercase
- d. Toggle Case

**Ans: c. Lowercase**

**Explanation:** The lowercase option converts all characters to small letters.



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55. Which of these keyboard shortcuts opens the Font dialog box?

- a. Ctrl + D
- b. Ctrl + T
- c. Ctrl + M
- d. Ctrl + F

**Ans: a. Ctrl + D**

**Explanation:** The Ctrl + D shortcut opens the Font dialog box, allowing detailed text formatting.

56. Which command can make your text slanted and stylish?

- a. Bold
- b. Underline
- c. Italic
- d. Highlight

**Ans: c. Italic**

**Explanation:** Italic styling gives text a slanted, elegant look used for emphasis.

57. In MS Word, changing text formatting helps:

- a. Increase computer speed
- b. Enhance text appearance and readability
- c. Delete background images
- d. Add page numbers

**Ans: b. Enhance text appearance and readability**

**Explanation:** Text formatting is essential to make documents look professional and easy to read.