	Selvam College Of Technology, Namakkal (Autonomous) **IT Support & Development Training Programme (ISDTP)**	
	Worksheet -1 (Multilevel List & Shapes)	
Bundle & Subject Name	Basic Bundle (2025) - MS-Office V2 **Semester**	II

Answer Key

1. What is the main purpose of a Multilevel List in MS Word?

   A) To create a table

   B) To format paragraphs

   C) To create an organized list with multiple levels of hierarchy

   D) To insert images

   Ans: C. To create an organized list with multiple levels of hierarchy

2. How can you create a Multilevel List in MS Word?

   A) Home tab → Bullets B) Home tab → Numbering

   C) Home tab → Multilevel List D) Insert tab → Table

   Ans: C. Home tab → Multilevel List

3. In a Multilevel List, which key is used to increase the level of an item?

   A) Shift + Tab B) Tab

   C) Ctrl + Enter D) Alt + Space

   Ans: B. Tab

4. In a Multilevel List, which key is used to decrease the level of an item?

   A) Shift + Tab B) Tab

   C) Ctrl + Shift D) Ctrl + Alt

   Ans: A. Shift + Tab

5. What is the difference between Numbering and Bullets in MS Word?

   A) Numbering is used for unordered lists, while bullets are for ordered lists

   B) Bullets are used for unordered lists, while numbering is for ordered lists

   C) Both are the same

   D) Bullets and numbering cannot be used together

   Ans: B. Bullets are used for unordered lists, while numbering is for ordered lists

6. Which of the following is NOT a numbering format in MS Word?

   A) 1, 2, 3… B) A, B, C...

   C) i, ii, iii… D) @, #, &...

   Ans: D. @, #, &...

7. How can you restart numbering in MS Word?

   A) Right-click the number → Restart at 1

   B) Press Enter twice

   C) Press Tab key

   D) Change font style

   Ans: A. Right-click the number → Restart at 1

8. Which of the following is NOT a shape category in MS Word?

   A) Basic Shapes B) Flowchart

   C) Callouts D) Videos

   Ans: D. Videos

9. How can you change the numbering style in a Multilevel List?

   A) Click on the "Multilevel List" button and select a different style

   B) Use the "Format Painter" tool

   C) Press Ctrl + C

   D) Use the "Spelling & Grammar" tool

   Ans: A. Click on the "Multilevel List" button and select a different style

10. How can you resize a shape in MS Word?

    A) Click the shape and drag its sizing handles

    B) Double-click the shape

    C) Use the arrow keys on the keyboard

    D) Press Shift + R

    Ans: A. Click the shape and drag its sizing handles