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1. What is SmartArt used for in Word?
    a. To insert page numbers
    b. To create ready-made diagrams
    c. To change the computer settings
    d. To insert only pictures

Ans: b. To create ready-made diagrams

Explanation: SmartArt provides ready-made diagrams for processes, relationships, and organizational structures.

2. Which option is used to insert a text box in Word?
    a. Insert → Text Box
    b. Insert → Equation
    c. Insert → Symbol
    d. Insert → Header

Ans: a. Insert → Text Box

Explanation: The Text Box option is used to insert a text box into a document.

3. What can a hyperlink connect to?
    a. Only a page number
    b. Only a shape
    c. A webpage, file, location, or email address
    d. Only a header

Ans: c. A webpage, file, location, or email address

Explanation: A hyperlink can connect to webpages, files, locations in the same document, or email addresses.

4. Which shortcut is used for Screen Clipping?

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a. Alt + N + W
b. Windows + Shift + S
c. Ctrl + P
d. Windows + E

Ans: b. Windows + Shift + S

Explanation: Windows + Shift + S is used to capture a selected area of the screen.

5. What is WordArt used for?
   a. To add page numbers
   b. To create tables
   c. To modify text with special effects
   d. To insert equations

Ans: c. To modify text with special effects

Explanation: WordArt allows text to be enhanced with effects such as shadows, outlines, colors, gradients, and 3D effects.

6. Where is the header located on a page?
   a. At the bottom margin
   b. In the middle of the page
   c. At the top margin
   d. Inside the taskbar

Ans: c. At the top margin

Explanation: A header is placed in the top margin of a document.

7. Which feature can be used to insert mathematical expressions?
   a. WordArt

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b. Equation
c. Text Box
d. Hyperlink

Ans: b. Equation

Explanation: The Equation feature is available through Insert → Symbols → Equation.

8. Which option allows a shape to be moved in front of another object?
   a. Send Backward
   b. Bring Forward
   c. Remove Footer
   d. Update Automatically

Ans: b. Bring Forward

Explanation: Bring Forward changes the arrangement of objects by moving a selected object in front of another object.

9. What can be inserted using the Date & Time feature?
   a. A date and time
   b. A hyperlink only
   c. A shape only
   d. A page border

Ans: a. A date and time

Explanation: The Date & Time feature inserts the date and time in a selected format.

10. Which feature is used to insert special characters?
    a. Symbol
    b. SmartArt

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c. Header
d. Screen Clipping

Ans: a. Symbol

Explanation: The Symbol option is used to insert special symbols and characters in a document.

11. What is the purpose of a footer?
    a. To insert additional information at the bottom of a page
    b. To create diagrams
    c. To insert a hyperlink only
    d. To change the font automatically

Ans: a. To insert additional information at the bottom of a page

Explanation: A footer is placed at the bottom of a page and can contain dates and page numbers.

12. Which command is used to place an object behind another object?
    a. Bring Forward
    b. Send Backward
    c. WordArt
    d. Update Automatically

Ans: b. Send Backward

Explanation: Send Backward moves the selected object behind another object.

13. How can a text box be created manually?
    a. By selecting Draw Text Box
    b. By selecting Equation

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c. By selecting More Symbols

d. By selecting Remove Footer

Ans: a. By selecting Draw Text Box

Explanation: Draw Text Box allows you to create a text box by dragging an area and then typing text.

14. Which menu is used to insert WordArt?

a. Insert → Page Number

b. Insert → Header

c. Insert → Symbol

d. Insert → WordArt

Ans: d. Insert → WordArt

Explanation: WordArt can be inserted from the Insert tab using the WordArt option.

15. What does the Group command do with objects?

a. Deletes all objects

b. Combines selected objects for easier handling

c. Adds a page number

d. Changes the date

Ans: b. Combines selected objects for easier handling

Explanation: Group is an arrangement option for working with multiple selected objects together.

16. Which option can automatically update an inserted date and time?

a. Update automatically

b. Bring Forward

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c. Group

d. Send Backward

Ans: a. Update automatically

Explanation: The Date & Time feature can automatically update the inserted date and time.

17. What does Screen Clipping allow you to do?

a. Create a mathematical equation

b. Capture a selected area of another open window

c. Insert a footer

d. Create WordArt

Ans: b. Capture a selected area of another open window

Explanation: Screen Clipping captures part of another open window and inserts it into Word

18. Which feature can add page numbers to a document?

a. WordArt

b. Symbol

c. Page Number

d. Text Box

Ans: c. Page Number

Explanation: The Page Number feature is used to insert page numbers and choose their position and style.

19. What can be changed using SmartArt Design options?

a. The computer's operating system

b. The color of SmartArt

c. The keyboard layout

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d. The page size only

Ans: b. The color of SmartArt

Explanation: SmartArt Design options can be used to change the color of a SmartArt graphic.

20. Which shortcut sequence is associated with WordArt?
    a. Windows + Shift + S
    b. Alt, N, W
    c. Ctrl + S
    d. Windows + E

Ans: b. Alt, N, W

Explanation: The PPT identifies Alt, N, W as the shortcut sequence for WordArt.

21. What information can a header contain?
    a. Only equations
    b. Only symbols
    c. Only shapes
    d. Title, file name, date, or page numbers

Ans: d. Title, file name, date, or page numbers

Explanation: Headers and footers can contain additional information such as titles, file names, dates, and page numbers.

22. Which option is available for changing the appearance of a shape?
    a. Remove Footer
    b. Equation
    c. Shape Fill
    d. Hyperlink

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Ans: c. Shape Fill

Explanation: Shape formatting includes options such as Shape Fill and Shape Effects.

23. What happens when you select a shape and drag it on the document?
    a. The shape can be drawn
    b. The document closes
    c. A hyperlink opens
    d. The page number changes

Ans: a. The shape can be drawn

Explanation: After selecting a shape, clicking and dragging on the document creates the shape.

24. Which feature can create an organizational structure diagram?
    a. WordArt
    b. Symbol
    c. SmartArt
    d. Footer

Ans: c. SmartArt

Explanation: SmartArt includes ready-made diagrams that can represent organizational structures.

25. Where can a footer be found?
    a. At the top margin
    b. At the bottom margin
    c. Inside the address bar
    d. Inside the taskbar

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Ans: b. At the bottom margin

Explanation: A footer is located in the bottom margin of a document.

26. Which option can remove a header from a document?
    a. Remove Header
    b. Bring Forward
    c. Shape Fill
    d. Draw Text Box

Ans: a. Remove Header

Explanation: The Header options include Remove Header for removing an existing header.

27. Which option can remove a footer?
    a. Send Backward
    b. More Symbols
    c. WordArt
    d. Remove Footer

Ans: d. Remove Footer

Explanation: The Footer options include Remove Footer for removing an existing footer.

28. What can you enter inside a text box?
    a. Text
    b. Only page numbers
    c. Only equations
    d. Only symbols

Ans: a. Text

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Explanation: After drawing or selecting a text box, you can type text inside it.

29. Which option is used to change the style of page numbers?
    a. Draw Text Box
    b. Format Page Numbers
    c. Shape Fill
    d. SmartArt Design

Ans: b. Format Page Numbers

Explanation: Format Page Numbers provides options for formatting the numbering in a document.

30. What can a hyperlink be attached to?
    a. Text or an image
    b. Only a page number
    c. Only a shape
    d. Only a footer

Ans: a. Text or an image

Explanation: A hyperlink can be created by selecting text or an image and then choosing Hyperlink.

31. Which feature is useful for showing a process visually?
    a. Footer
    b. Symbol
    c. SmartArt
    d. Date & Time

Ans: c. SmartArt

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Explanation: SmartArt provides ready-made diagrams that can be used to represent processes.

32. What should you do before inserting a hyperlink to selected text?
    a. Close Word
    b. Remove the footer
    c. Insert an equation
    d. Select the text

Ans: d. Select the text

Explanation: Select text or an image before using the Hyperlink option.

33. Which feature allows text to have a 3D effect?
    a. Page Number
    b. Header
    c. WordArt
    d. Screen Clipping

Ans: c. WordArt

Explanation: WordArt can apply effects such as shadows, outlines, gradients, colors, and 3D effects.

34. What does Align do when working with shapes?
    a. Arranges objects in alignment
    b. Inserts an equation
    c. Changes the date
    d. Creates a hyperlink

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Ans: a. Arranges objects in alignment

Explanation: Align is an arrangement option used when working with objects such as shapes.

35. Which option is used to insert a page number at a selected position?
    a. Insert →Text Box
    b. Insert → Symbol
    c. Insert → WordArt
    d. Insert → Page Number

Ans: d. Insert → Page Number

Explanation: Page Number is available through Insert and allows you to choose the position and style of the page number.

36. What is the purpose of the Address bar when creating a hyperlink?
    a. To enter the webpage or file location
    b. To enter a page number
    c. To change the shape color
    d. To insert a footer

Ans: a. To enter the webpage or file location

Explanation: The Address field is used to enter the URL or file path for the hyperlink.

37. Which feature can insert a symbol from a larger collection?
    a. Bring Forward
    b. More Symbols
    c. Update Automatically
    d. Draw Text Box

Ans: b.More Symbols

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Explanation: Insert → Symbol → More Symbols provides access to additional symbols.

38. Which type of object can contain arrows and lines?
    a. Headers
    b. Footers
    c. Page numbers
    d. Shapes

Ans: d.Shapes

Explanation: Shapes include ready-made graphical objects such as rectangles, circles, arrows, and lines.

39. What can the Insert → Screenshot → Screen Clipping feature capture?
    a. A selected screen area
    b. Only a page number
    c. Only an equation
    d. Only a text box

Ans: a. A selected screen area

Explanation: Screen Clipping captures a selected area from another open window.

40. Which option allows page numbering to continue from an earlier section?
    a. Continue from previous section
    b. Remove Footer
    c. Bring Forward
    d. Shape Fill

Ans: a. Continue from previous section

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Explanation: Page Number formatting includes the option to continue numbering from a previous section.

41. Which feature can be used to insert a predefined graphical diagram?
    a. Text Box
    b. Symbol
    c. SmartArt
    d. Date & Time

Ans: c. SmartArt

Explanation: SmartArt provides collections of ready-made diagrams for different purposes.

42. Which formatting feature is associated with shapes?
    a. Page Number
    b. Shape Effects
    c. More Symbols
    d. Update Automatically

Ans: b. Shape Effects

Explanation: Shape formatting includes Shape Fill and Shape Effects.

43. What can be added to a document using Date & Time?
    a. The current date and time
    b. A SmartArt diagram
    c. A hyperlink
    d. A shape

Ans: a. The current date and time

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Explanation: The Date & Time feature is used to insert the date and time in a selected format.

44. Which option is used to insert a mathematical equation from the Symbols group?
    a. WordArt
    b. Header
    c. Text Box
    d. Equation

Ans: d. Equation

Explanation: Equations can be inserted using Insert → Symbols → Equation.

45. What is the main purpose of page numbers?
    a. To identify the pages of a document
    b. To create shapes
    c. To insert symbols
    d. To create hyperlinks

Ans: a. To identify the pages of a document

Explanation: The Page Number feature adds page numbers to the document and allows their position and style to be selected.

46. Which option is used to change the appearance of text inserted as WordArt?
    a. Page Number formatting
    b. WordArt formatting
    c. Footer options
    d. Screen Clipping

Ans: b. WordArt formatting

Explanation: WordArt adds special effects to text, such as colors, shadows, and 3D effects.

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47. Which command is useful when several objects need to be handled together?
    a. Equation
    b. Symbol
    c. Group
    d. Date & Time

Ans: c. Group

Explanation: Group is an arrangement option that allows selected objects to be handled together.

48. Which feature is used to add information at the top or bottom of a page?
    a. Header and Footer
    b. WordArt
    c. Equation
    d. Screen Clipping

Ans: a. Header and Footer

Explanation: Header and Footer options are available through Insert and are used to add information at the top or bottom of pages.