| **Name of the Bundle** | IT Fundamentals Bundle | **Subject** | Fundamentals of Computer & MS Office-V1 |
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| **Topic** | Introduction to MS Word | **Last updated on** | 24 September 2026 |

1. What type of software is MS Word?
   a. Spreadsheet
   b. Database
   c. Word Processing
   d. Presentation

**Ans: c. Word Processing**

**Explanation:** MS Word is specifically designed for creating, editing, formatting, and printing documents, which categorizes it as a word processing software.

2. Who developed MS Word?
   a. Apple
   b. IBM
   c. Google
   d. Microsoft

**Ans: d. Microsoft**

**Explanation:** MS Word is developed by Microsoft, a leading software company.

3. In which year was the first Windows version of MS Word released?
   a. 1983
   b. 1985
   c. 1987
   d. 1989

**Ans: d. 1989**

**Explanation:** While the original MS Word was released in 1983 for MS-DOS, the first version specifically for Windows was released in 1989.

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4. What is the primary use of MS Word?
   a. Managing files
   b. Editing videos
   c. Writing and formatting text documents
   d. Playing music

**Ans: c. Writing and formatting text documents**

**Explanation:** MS Word is a word processor used mainly for creating and formatting written content.

5. What feature in MS Word checks for spelling and grammar mistakes?
   a. AutoCorrect
   b. Spell Check
   c. Format Painter
   d. Word Count

**Ans: b. Spell Check**

**Explanation:** The Spell Check feature helps identify and correct spelling and grammatical errors.

6. Which tab in MS Word typically contains text formatting options like font size and style?
   a. File
   b. Insert
   c. Home
   d. Review

**Ans: c. Home**

**Explanation:** The Home tab includes basic formatting tools like font type, size, bold, italic, and paragraph alignment.

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7. Which document is used for company announcements?
   a. Web page
   b. Circular
   c. Spreadsheet
   d. Presentation

**Ans: b. Circular**

**Explanation:**Circulars are formal notices created in MS Word to share information within an organization.

8. Which type of publication is best created in MS Word using columns, images, and styles?
   a. Newsletter
   b. Video
   c. Spreadsheet
   d. Infographic

**Ans: a. Newsletter**

**Explanation:** MS Word provides formatting options like columns, images, and page layout that are ideal for newsletters.

9. What type of document is often created in MS Word to apply for a job?
   a. Invoice
   b. Memo
   c. Resume
   d. Agenda

**Ans: c. Resume**

**Explanation:** MS Word is commonly used to create professional resumes with templates and formatting tools.

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10. MS Word is suitable for writing academic research papers, such as:
    a. Database
    b. Thesis
    c. Blueprint
    d. Spreadsheet

**Ans: b. Thesis**

**Explanation:** MS Word provides structured formatting, references, citations, and styles ideal for writing theses and academic papers.

11. Which type of document created in Word is best suited for personal or business correspondence?
    a. Chart
    b. Letter
    c. Database
    d. Infographic

**Ans: b. Letter**

**Explanation:** Letters (formal or informal) are one of the most common types of documents composed in MS Word.

12. Which button should you click first to open MS Word from the Start menu?
    a. Exit
    b. Start
    c. Refresh
    d. Settings

**Ans: b. Start**

**Explanation:** The Start button is used to access all installed applications, including MS Word.

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13. What should you do after clicking the Start button to find Microsoft Word?
    a. Open Control Panel
    b. Type "Word" in the search box
    c. Open File Explorer
    d. Click on Task Manager

**Ans: b. Type "Word" in the search box**

**Explanation:** Searching "Word" in the Start menu brings up Microsoft Word for easy access.

14. How can you create a new Word document from the desktop?
    a. Left-click the taskbar
    b. Right-click the desktop and choose "New"
    c. Refresh the desktop
    d. Open Paint

**Ans: b. Right-click the desktop and choose "New"**

**Explanation:** Right-clicking on the desktop opens a menu with the option to create new files, including Word documents.

15. What happens when you double-click the newly created Word document?
    a. It opens in Paint
    b. It opens in WordPad
    c. It opens in Microsoft Word
    d. It deletes itself

**Ans: c. It opens in Microsoft Word**

**Explanation:** Double-clicking a Word file opens it in Microsoft Word for editing.

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16. What is the shortcut key to create a new document in MS Word?
    a. Ctrl + O
    b. Ctrl + N
    c. Ctrl + P
    d. Ctrl + S

**Ans: b. Ctrl + N**

**Explanation:** Ctrl + N is the keyboard shortcut for New Document.

17. What does "Ctrl + N" do if you're already in MS Word?
    a. Opens the help menu
    b. Creates a new blank document
    c. Saves the current file
    d. Closes the document

**Ans: b. Creates a new blank document**

**Explanation:** Ctrl + N immediately opens a new document within MS Word.

18. How do keyboard shortcuts like Ctrl + N help users?
    a. It helps save time while working
    b. To shut down the computer
    c. To increase font size
    d. To delete the document

**Answer: a. It helps save time while working**

**Explanation:** Shortcut keys improve efficiency by reducing the need for mouse clicks.

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19. What is the easiest way to open a Word document from the desktop or a folder?
    a. Right-click and delete
    b. Double-click the file
    c. Drag it to the taskbar
    d. Rename the file

**Ans: b. Double-click the file**

**Explanation:** Double-clicking a Word file opens it in MS Word (if it's set as the default).

20. Which menu in MS Word lets you manually browse and open a saved file?
    a. Insert
    b. Design
    c. File
    d. Home

**Ans: c. File**

**Explanation:** The File tab contains options like Open, Save, Print, etc.

21. What does Ctrl + O do in MS Word?
    a. Open Font settings
    b. Open the same file again
    c. Open a file from your computer
    d. Open the Save As window

**Ans: c. Open a file from your computer**

**Explanation:** Ctrl + O allows you to open a saved file from your computer.

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22. Which of the following steps is not a way to open a Word document?
    a. Double-click the file
    b. Ctrl + O
    c. Right-click → Open with
    d. Ctrl + N

**Ans: d. Ctrl + N**

**Explanation:** Ctrl + N creates a new document, not opens an existing one.

23. Which keyboard shortcut opens an existing file in Word?
    a. Ctrl + S
    b. Ctrl + P
    c. Ctrl + O
    d. Ctrl + E

**Ans: c. Ctrl + O**

**Explanation:** Ctrl + O is the standard shortcut for opening an existing document.

24. What is the shortcut key to save a file in MS Word?
    a. Ctrl + C
    b. Ctrl + V
    c. Ctrl + S
    d. Ctrl + P

**Ans: c. Ctrl + S**

**Explanation:** Ctrl + S saves the current file, either for the first time or updates changes.

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25. What must you do after pressing Ctrl + S for the first time on a new document?
    a. Close Word
    b. Restart your computer
    c. Enter a file name and click Save
    d. Print the document

**Ans: c. Enter a file name and click Save**

**Explanation:** For a new file, Word will prompt you to name the file and choose a location.

26. Which shortcut key is used to open the "Save As" window in MS Word?
    a. Ctrl + P
    b. Ctrl + N
    c. F12
    d. Ctrl + Z

**Ans: c. F12**

**Explanation:** F12 opens the "Save As" dialog box so you can save a copy with a new name or location.

27. Which key opens the Save As dialog box?
    a. Ctrl + S
    b. F12
    c. Ctrl + P
    d. Ctrl + H

**Ans: b. F12**

**Explanation:** F12 opens the Save As window to save a file with a new name or location.

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28. How do you find a word or phrase in a document?
    a. Ctrl + H
    b. Ctrl + F
    c. Ctrl + R
    d. Ctrl + E

**Ans: b. Ctrl + F**

**Explanation:** Ctrl + F opens the Find dialog.

29. What shortcut opens the Replace dialog?
    a. Ctrl + R
    b. Ctrl + F
    c. Ctrl + H
    d. Ctrl + S

**Ans: c. Ctrl + H**

**Explanation:** Ctrl + H opens the Replace dialog for find-and-replace tasks.

30. How do you copy selected text in MS Word?
    a. Ctrl + C
    b. Ctrl + X
    c. Ctrl + V
    d. Ctrl + Z

**Ans: a. Ctrl + C**

**Explanation:** Ctrl + C copies selected content to the clipboard.

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31. Which shortcut cuts the selected folder or object?
    a. Ctrl + V
    b. Ctrl + C
    c. Ctrl + X
    d. Ctrl + Z

**Ans: c. Ctrl + X**

**Explanation:** Ctrl + X cuts selected content to the clipboard.

32. How do you paste copied or cut text?
    a. Ctrl + V
    b. Ctrl + X
    c. Ctrl + C
    d. Ctrl + Z

**Ans: a. Ctrl + V**

**Explanation:** Ctrl + V pastes content from the clipboard.

33. What is the undo shortcut?
    a. Ctrl + Y
    b. Ctrl + Z
    c. Ctrl + X
    d. Ctrl + C

**Ans: b. Ctrl + Z**

**Explanation:** Ctrl + Z reverses the last action.

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34. How do you redo an undone action?
    a. Ctrl + Z
    b. Ctrl + Y
    c. Ctrl + X
    d. Ctrl + V

**Ans: b. Ctrl + Y**

**Explanation:** Ctrl + Y redoes the last undone action.

35. What does Ctrl + F do?
    a. Opens the Save dialog
    b. Opens the Find dialog
    c. Opens the Replace dialog
    d. Opens the Print dialog

**Ans: b. Opens the Find dialog**

**Explanation:** Ctrl + F helps you search text within the document.

36. How do you cut the selected text?
    a. Ctrl + C
    b. Ctrl + V
    c. Ctrl + X
    d. Ctrl + Z

**Ans: c. Ctrl + X**

**Explanation:** Ctrl + X removes the selected content and stores it in the clipboard.