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

1. What does text formatting in Microsoft Word allow you to do?
    a. Change file names
    b. Modify the appearance of text
    c. Insert spreadsheets
    d. Add bookmarks

Ans: b. Modify the appearance of text

Explanation: Text formatting changes the look of text to improve clarity and style.

2. Which tab in MS Word contains the most text formatting tools?
    a. File
    b. Home
    c. Review
    d. Insert

Ans: b. Home

Explanation: The Home tab contains font, size, bold, italic, underline, and other text formatting options.

3. What is the purpose of text formatting?
    a. To make text unreadable
    b. To change the background image
    c. To improve the appearance and readability of text
    d. To insert graphs

Ans: c. To improve the appearance and readability of text

Explanation: Text formatting helps make documents clearer and more visually appealing.

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Topic	Introduction to MS Word	**Last updated on**	24 September 2026

4. What does changing the font size in MS Word do?
    a. Changes the file name
    b. Makes the text bigger or smaller
    c. Changes the page size
    d. Makes the text bold

Ans: b. Makes the text bigger or smaller

Explanation: Font size controls how large or small the text appears in the document.

5. Where can you find the font size option in MS Word?
    a. Insert tab
    b. File tab
    c. Home tab > Font group
    d. View tab

Ans: c. Home tab > Font group

Explanation: Font size settings are located in the Font group under the Home tab.

6. What tool do you use to select a different font size?
    a. Page Layout button
    b. Font Size drop-down
    c. Clipboard
    d. Header & Footer

Ans: b. Font Size drop-down

Explanation: The font size drop-down lets you select or type a specific font size.

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

7. What does changing the font style in MS Word do?
    a. Changes the document size
    b. Changes the design of the letters in your text
    c. Changes paragraph spacing
    d. Changes the background color

Ans: b. Changes the design of the letters in your text

Explanation: Font style affects how the text looks, such as Arial, Times New Roman, etc.

8. Where can you find the font style option in MS Word?
    a. Insert tab
    b. File tab
    c. Home tab > Font group
    d. Review tab

Ans: c. Home tab > Font group

Explanation: Font styles can be selected from the Font group in the Home tab.

9. Which of the following is an example of a font style?
    a. Bold
    b. Italic
    c. Times New Roman
    d. Underline

Ans: c. Times New Roman

Explanation: Times New Roman is a font style (font family), while bold, italic, and underline are formatting styles.

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10. What does the Bold option do to your text?
    a. Changes font style
    b. Adds a shadow
    c. Makes the text darker and thicker
    d. Aligns text to the center

Ans: c. Makes the text darker and thicker

Explanation: Bold is used to emphasize or highlight important text.

11. What is the shortcut key for Bold in MS Word?
    a. Ctrl + D
    b. Ctrl + B
    c. Ctrl + C
    d. Ctrl + M

Ans: b. Ctrl + B

Explanation: Ctrl + B is the standard shortcut for making text bold.

12. What formatting feature makes text slanted to the right?
    a. Bold
    b. Italic
    c. Underline
    d. Highlight

Ans: b. Italic

Explanation: Italic formatting makes text appear slanted for emphasis or style.

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13. What is the shortcut for Italic in MS Word?
    a. Ctrl + I
    b. Ctrl + E
    c. Ctrl + L
    d. Ctrl + T

Ans: a. Ctrl + I

Explanation: Ctrl + I quickly applies or removes italic formatting.

14. What does Underline do to the text?
    a. Duplicates it
    b. Adds a line above it
    c. Adds a line below it
    d. Increases font size

Ans: c. Adds a line below it

Explanation: Underline is commonly used for emphasis, headings, or links.

15. What is the shortcut for Underline in MS Word?
    a. Ctrl + L
    b. Ctrl + N
    c. Ctrl + U
    d. Ctrl + R

Ans: c. Ctrl + U

Explanation: Ctrl + U applies underline formatting to selected text.

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Topic	Introduction to MS Word	**Last updated on**	24 September 2026

16. In which tab are Bold, Italic, and Underline found in MS Word?
    a. File
    b. Insert
    c. Home
    d. Layout

Ans: c. Home

Explanation: The Font group in the Home tab contains basic text formatting tools.

17. What happens if you press Ctrl + B again on bolded text?
    a. Text turns italic
    b. Bold is removed
    c. Text is underlined
    d. Text is deleted

Ans: b. Bold is removed

Explanation: Pressing the shortcut again toggles the formatting on and off.

18. Which combination would you use to make text both bold and italic?
    a. Ctrl + B + I
    b. Ctrl + B then Ctrl + I
    c. Ctrl + Shift + B
    d. Ctrl + U

Ans: b. Ctrl + B then Ctrl + I

Explanation: You can combine formatting by pressing both shortcuts one after the other.

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19. Which tab contains the option to change text color in MS Word?
    a. Insert
    b. Design
    c. Home
    d. File

Ans: c. Home

Explanation: The Home tab includes the Font group, which contains the text color tool.

20. What icon is used to change the color of the text in MS Word?
    a. Paint Bucket
    b. A with a color bar underneath
    c. B icon
    d. Eraser

Ans: b. A with a color bar underneath

Explanation: The A icon with a colored line under it is the Font Color button.

21. Where is the Font Color tool located?
    a. Layout tab
    b. Font group under the Home tab
    c. Page Setup group
    d. Review tab

Ans: b. Font group under the Home tab

Explanation: The Font Color option is part of the Font group on the Home tab.

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Topic	Introduction to MS Word	**Last updated on**	24 September 2026

22. What is the shortcut key to change the case of selected text in MS Word?
    a. Ctrl + Shift + U
    b. Ctrl + F3
    c. Shift + F3
    d. Alt + F3

Ans: c. Shift + F3

Explanation: Pressing Shift + F3 toggles through lowercase, UPPERCASE, and Capitalize Each Word.

23. What does the "Capitalize Each Word" option do?
    a. Changes all letters to capital
    b. Makes every word start with a capital letter
    c. Makes all text lowercase
    d. Reverses the sentence

Ans: b. Makes every word start with a capital letter

Explanation: It capitalizes the first letter of each word.

24. Which tab contains the "Change Case" option in MS Word?
    a. Insert
    b. View
    c. Home
    d. Layout

Ans: c. Home

Explanation: The Change Case button is found in the Font group under the Home tab.

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25. Where exactly is the "Change Case" button located?
    a. Home tab > Paragraph group
    b. Home tab > Font group
    c. Insert tab > Text group
    d. View tab > Zoom group

Ans: b. Home tab > Font group

Explanation: The Font group contains text formatting options including Change Case.

26. What does the "lowercase" option do to the selected text?
    a. Capitalizes each word
    b. Changes all letters to small letters
    c. Underlines the text
    d. Removes formatting

Ans: b. Changes all letters to small letters

Explanation: "lowercase" makes all selected text lowercase.

27. What does the "UPPERCASE" option do?
    a. Changes only the first word to uppercase
    b. Makes all selected letters capital
    c. Capitalizes every third word
    d. Makes the text bold

Ans: b. Makes all selected letters capital

Explanation: "UPPERCASE" applies capital letters to the entire selected text.

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28. Pressing Shift + F3 repeatedly cycles through:
    a. Fonts
    b. Bold, Italic, Underline
    c. lowercase, UPPERCASE, Capitalize Each Word
    d. Insert, Edit, View

Ans: c. lowercase, UPPERCASE, Capitalize Each Word

Explanation: Shift + F3 toggles through three case options.

29. What is line spacing in MS Word?
    a. The space between words
    b. The space between letters
    c. The space between each line in a paragraph
    d. The space between paragraphs only

Ans: c. The space between each line in a paragraph

Explanation: Line spacing refers to the vertical space between lines of text within a paragraph.

30. Where can you find the Line Spacing options in MS Word?
    a. Insert tab > Text group
    b. Home tab > Paragraph group
    c. File tab > Save section
    d. View tab > Zoom group

Ans: b. Home tab > Paragraph group

Explanation: Line spacing is adjusted in the Paragraph section of the Home tab.

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

31. What does increasing line spacing do to the text?
    a. Makes text bold
    b. Adds space between lines
    c. Changes font
    d. Hides the text

Ans: b. Adds space between lines

Explanation: Increasing line spacing spreads out the lines vertically for better readability.

32. What is the shortcut for applying single line spacing in MS Word?
    a. Ctrl + S
    b. Ctrl + 1
    c. Ctrl + L
    d. Ctrl + A

Ans: b. Ctrl + 1

Explanation: Ctrl + 1 sets the selected paragraph to single line spacing.

33. Which shortcut is used for double line spacing in MS Word?
    a. Ctrl + D
    b. Ctrl + 0
    c. Ctrl + 2
    d. Ctrl + 3

Ans: c. Ctrl + 2

Explanation: Ctrl + 2 applies double line spacing to the selected paragraph.

Name of the Bundle	IT Fundamentals Bundle	**Subject**	Fundamentals of Computer & MS Office-V1
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34. What is the shortcut for 1.5-line spacing in MS Word?
    a. Ctrl + 5
    b. Ctrl + 1.5
    c. Ctrl + Shift + 5
    d. Ctrl + Alt + 5

Ans: a. Ctrl + 5

Explanation: Ctrl + 5 sets the line spacing to 1.5 lines.

35. What does paragraph spacing control in MS Word?
    a. Space between letters
    b. Space between lines
    c. Space before or after a paragraph
    d. Space around the page margin

Ans: c. Space before or after a paragraph

Explanation: Paragraph spacing adjusts vertical spacing between paragraphs.

36. Where can you find the paragraph spacing options?
    a. Insert tab
    b. View tab
    c. Home tab > Paragraph section
    d. File tab

Ans: c. Home tab > Paragraph section

Explanation: The paragraph spacing tools are located in the Paragraph group under the Home tab.

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37. Which button adds extra space above a paragraph?
    a. Add Space After Paragraph
    b. Line Spacing
    c. Add Space Before Paragraph
    d. Indent

Ans: c. Add Space Before Paragraph

Explanation: This button increases the space before the selected paragraph.

38. Which button removes space below a paragraph?
    a. Remove Space After Paragraph
    b. Add Space Before Paragraph
    c. Bold
    d. Highlight

Ans: a. Remove Space After Paragraph

Explanation: This option removes extra spacing after a paragraph.

39. What is a common mistake when adjusting paragraph spacing manually?
    a. Using the Tab key
    b. Pressing Enter multiple times to create space
    c. Changing the font
    d. Using bullet points

Ans: b. Pressing Enter multiple times to create space

Explanation: Instead of pressing Enter, you should use paragraph spacing tools for clean formatting.

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40. Where can you find the Bullets and Numbering options in MS Word?
    a. Insert tab
    b. Design tab
    c. Home tab > Paragraph group
    d. File tab

Ans: c. Home tab > Paragraph group

Explanation: Bullets and numbering are part of the Paragraph group on the Home tab.

41. What do bullets typically look like in MS Word?
    a. Letters
    b. Dots, symbols, or images
    c. Numbers
    d. Paragraphs

Ans: b. Dots, symbols, or images

Explanation: Bullets are often represented by dots, arrows, or other symbols.

42. What is the main purpose of using bullets or numbering in a document?
    a. To insert images
    b. To highlight important text
    c. To organize items in a list
    d. To add page breaks

Ans: c. To organize items in a list

Explanation: Bullets and numbering help in structuring lists clearly and neatly.