

Multiple choice questions about Microsoft Word 2010 have answers

Invite readers to try with the multiple choice questions around the topic Microsoft Word 2010 and Network Administrator.

1. Question 1. To enlarge / reduce documents in Microsoft Word 2010, how do we do this:
 1. Hold down Ctrl and move the rotate on the mouse.
 2. Control the zoom slider in the lower right corner of the Word screen
 3. Both options 1 and 2 are correct
 4. Both options 1 and 2 are wrong
2. Question 2. Can exit Microsoft Word 2010 program by:
 1. Click the File / Exit tab
 2. Press Ctrl + F4
 3. Click on the Close () icon of the program window
 4. All three options are correct
3. Question 3. Press what function Ctrl + N in Microsoft Word 2010 will perform:
 1. Open a new document
 2. Open an existing document in the disk
 3. Save a document
 4. Open a new blank document or open a new document in the form.
4. Question 4. What function does Ctrl + O key combination in Microsoft Word 2010:
 1. Open a new document
 2. Open an existing document in the disk
 3. Save a document
 4. Close the Microsoft Word 2010 program
5. Question 5. What function does pressing Ctrl + S in Microsoft Word 2010:
 1. Open a new document
 2. Open an existing document in the disk
 3. Save the current document
 4. Close the Microsoft Word 2010 program
6. Question 6. What function does Ctrl + B key combination in Microsoft Word 2010 perform for the selected text block:
 1. Turn on / off bold
 2. Enable / Disable italic
 3. Enable / Disable underlined words
 4. Turn on / off index letters below (Bottom)
7. Question 7. Pressing what Ctrl + I key combination in Microsoft Word 2010 will do for the selected text block:
 1. Turn on / off bold
 2. Enable / Disable italic

3. Enable / Disable underlined words
4. Turn on / off index letters below (Bottom)
8. Question 8. What function does the Ctrl + U key combination in Microsoft Word 2010 perform for the selected text block:
 1. Turn on / off bold
 2. Enable / Disable italic
 3. Enable / Disable underlined words
 4. Turn on / off index letters below (Bottom)
9. Question 9. Press what Ctrl + Shift + = in Microsoft Word 2010 will do for the selected text block:
 1. Turn on / off the above indicator word
 2. Turn on / off the lower index text
 3. Enable / Disable uppercase letters
 4. Turn on / off lowercase letters
10. Question 10. What does the function Ctrl + = in Microsoft Word 2010 perform for the selected text block:
 1. Turn on / off the above indicator word
 2. Turn on / off the lower index text
 3. Enable / Disable uppercase letters
 4. Turn on / off lowercase letters

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