

The test has a Word answer - Part 6

After part 5, the network administrator will send you read multiple choice questions on part 6 word for you to follow. Let's start with our questions below.

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Question 1 . Frame for coloring text:

- a. FormatFont
- b. FormatBorder and Shading
- c. FormatBullet and Number
- d. All right

Question 2 . To insert a page break line:

- a. InsertPicture
- b. InsertBreak
- c. InsertPage numer
- d. InsertDate and Time

Question 3 . Spell check:

- a. All is wrong
- b. ToolsSpelling and grammar
- c. ViewToolbarHeader and Footer
- d. TableSelecr Cell

Question 4 . Memory is divided into:

- a. Magnetic memory and optical memory
- b. Main and secondary memory
- c. Internal and external memory
- d. Small and large memory

Question 5 . To open the standard toolbar:

- a. ViewTool barFormating
- b. ViewTool barDrawing
- c. ViewTool barStandard
- d. ViewTool barTable and Border

Question 6 . File type is not an image file:

- a. gif
- b. rm
- c. jpg
- d. bmp

Question 7 . Space key function

- a. Create a blank character
- b. All three are wrong
- c. Delete a character
- d. Down the line

Question 8 . Delete the selected row

- a. DeleteCells
- b. DeleteColumns
- c. DeleteRow
- d. DeleteTable

Question 9 . Enlarge the first paragraph character:

- a. FormatTabs
- b. FormatColumns
- c. FormatDropcap
- d. FormatChange Case

Question 10 . Shortcuts used to open the start menu in Windows:

- a. Ctrl + Esc
- b. Shift + Esc
- c. Slt + Esc
- d. Slt + F1

Question 11 The replace command corresponds to the key

- a. Ctrl + A
- b. Ctrl + V
- c. Ctrl + X
- d. Ctrl + H

Question 12 To print the text, which key combination do we use?

- a. Ctrl + U
- b. Ctrl + I
- c. Ctrl + O
- d. Ctrl + P

Question 13 . Close the text file which key combination do we use?

- a. Ctrl + W
- b. Ctrl + F4
- c. Both are true
- d. Both are wrong

Answer:

- 1. B
- 2. B
- 3. B
- 4. C
- 5. B
- 6. B
- 7. A
- 8. C
- 9C
- 10. A
- 11. D
- 12. D
- 13. C

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- 2. Useful tips on Microsoft Word 2016
- 3. How to create and use templates in Microsoft Word

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