Multiple Choice questions

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1. Hyperlink option is found in____ tab.
    (a) Insert   (b) Home   (c) Page Layout
2. Microsoft Office Help Button is present on the____.
    (a) status bar   (b) title bar   **(c) Ribbon**
3.Shortcut to use Replace option is ____.
    (a) Ctrl + F   (b) Ctrl + S   **(c) Ctrl + H**

Exercises

A.   **Multiple Choice Questions**

    1. Shortcut key to find text is____.
        (a) Ctrl + H   (b) Ctrl + O   **(c) Ctrl + F**
    2. A3,A4 are the types of____.
        (a) page orientation   (b) page number   **(c) paper size**
    3. To prepare an invitation card for all your friends to invite them for your birthday party you use____ option in MS word.
        (a) Hyperlink   (b) Calendar   **(c) Mail Merge**
    4. To hide or show the ruler, click ____button present on the scroll bar.
        (a) See Ruler   (b) Display Ruler   **(c) View Ruler**
    5. ____ is the amount of vertical space between the lines of text in a paragraph.
        (a) Line spacing   (b) Paragraph spacing   (c) Alignment

B. Fill in the blanks
    1. ____ helps you to move quickly from one page to another page by simply clicking on a link.
    2.You can follow a link by pressing ____ on the link.
    3. The document that contains the letter to be sent is ____.
    4. To use Mail Merge option, use ____tab on the Ribbon.
    5. Left. Right, Top, Bottom are four types of____.

C. Quiz
    Q1.Name the two types of page orientation.
    Q2. Which tab contains the Line Spacing command?
    Q3.What is the shape of the mouse pointer over the hyperlink?

D. Very Short Answer Questions
    Q1. What is hyperlink?
    Q2. What is page orientation?

E. Short Answer Question
    Q1. What do you mean by following a link? How do you follow a link?
    Q2. How do you apply column formatting on the selected text?
    Q3. What is page margin?
    Q4. Write the steps to create a Drop Cap letter.

F. Long Answer Questions
    Q1. Write the steps to insert a hyperlink into a document.
    Q2. How do you replace the word 'Good' with 'Very Good' in MS Word.