

**MICROSOFT – WORD**

- How many different positions can you set for drop cap?
(1) 1 (2) 2 (3) 4 (4) 6 (5) 7
- How many ways you can save a document?
(1) 3 (2) 4 (3) 5 (4) 6 (5) 15
- Single spacing in MS-WORD document causes _____ point line spacing?
(1) 10 (2) 12 (3) 14 (4) 16 (5) 18
- What is the default number of lines to drop for drop cap
(1) 3 (2) 10 (3) 15 (4) 20 (5) 25
- Word, by default, places a tab stop at every _____ mark on the ruler.
(1) .25" (2) .5" (3) .75" (4) 1" (5) 2"
- Which of the following button will allow you to add, delete, or change records in your Data Source?
(1) "Data Source" button
(2) "Edit" button
(3) "Edit Data Source" button
(4) "Data Editing" button
(5) None of these
- Word is preset to use standard 8.5-by-11-inch paper with _____ margins.
(1) 1-inch left, right, top, and bottom
(2) 1.25-inch left, right, top, and bottom
(3) 1.25-inch left and right margins and 1-inch top and bottom
(4) 1-inch left and right margins and 1.25-inch top and bottom
(5) None of these
- The minimum number of rows and columns in MS Word document is
(1) 1 and 1 (2) 2 and 1
(3) 2 and 2 (4) 1 and 2
(5) None of these
- Emphasizes text with color
(1) Formatting
(2) Viewing
(3) Selecting
(4) Highlighting
(5) None of these

- Documentation should include
(1) Destination and users of the output data
(2) Source of input data
(3) Information on the purpose of the workbook
(4) All of the above
(5) None of these
- The word wrap feature
(1) Automatically move text to the next line when necessary
(2) Appears at the bottom of the document
(3) Allows you to type over text
(4) is the short horizontal line
(5) None of these
- What is the shortcut key to split a table?
(1) Ctrl + Alt + Enter
(2) Ctrl + Shift + Enter
(3) Alt + Shift + Enter
(4) Alt + Space + Enter
(5) None of these
- MS Office provides help in many ways, which of these is one of them?
(1) What is this? (2) Office Assistant
(3) Help menu (4) All of the above
(5) None of these
- You wished to justify text over the height of paper, which option will you choose
(1) Page Setup from File menu
(2) Paragraph from Format menu
(3) From formatting toolbar
(4) Font from Format menu
(5) None of these
- How can you break the current column and start a new column immediately?
(1) Press Ctrl + Shift + Enter
(2) Press Alt + Enter
(3) Press Ctrl + Enter
(4) Press Alt + Shift + Enter
(5) None of these

ANSWERS:

1. (2)	2. (1)	3. (2)	4. (1)	5. (2)
6. (3)	7. (3)	8. (1)	9. (4)	10. (4)
11. (1)	12. (2)	13. (4)	14. (1)	15. (1)

Model Question Paper For Bank Exam For Po

Mike Jess



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