

Microsoft office MCQ

- 1. In which view Headers and Footers are visible**
a) Normal View b) Page Layout View c) Print Layout View d) Draft View
- 2. The process of removing unwanted part of an image is called**
a) Hiding b) Bordering c) Cropping d) Cutting
- 3. To apply center alignment to a paragraph we can press**
a) Ctrl + S b) Ctrl + C c) Ctrl + C d) Ctrl + E
- 4. Text-styling feature of MS word is**
a) Word Color b) Word Font c) WordArt d) Word Fill
- 5. Which items are placed at the end of a document**
a) Footer b) Foot Note c) End Note d) Header
- 6. To change line height to 1.5 we use shortcut key**
a) Ctrl+1 b) Ctrl + 2 c) Ctrl + 3 d) Ctrl + 5
- 7. A number of letter that appears little above the normal text is called**
a) Superscript b) Subscript c) Super text d) Top text
- 8. A number of letter that appears little below the normal text is called**
a) Superscript b) Subscript c) Super text d) Top text
- 9. We can insert a page no.at**
a) Header b) footer c) both a & b d) none of above
- 10. The space left between the margin and the start of a paragraph is called**
a) Spacing b) Gutter c) Indentation d) Alignment
- 11. Which one can be used as watermark in a word document?**
a) Text b) image c) both a & b d) none
- 12. Which item appears dimly behind the main body text?**
a) Water Color b) Background c) Watermark d) Back Color
- 13. Which feature starts a new line whenever a word or sentence reached a border**
a) Text Line b) New Line c) Text Wrapping d) Text Align
- 14. The direction of a rectangular page for viewing and printing is called**

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Table of Contents Ms Office Mcqs Ans

1. Understanding the eBook Ms Office Mcqs Ans
 - The Rise of Digital Reading Ms Office Mcqs Ans
 - Advantages of eBooks Over Traditional Books
2. Identifying Ms Office Mcqs Ans
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Ms Office Mcqs Ans
 - User-Friendly Interface
4. Exploring eBook Recommendations from Ms Office Mcqs Ans
 - Personalized Recommendations
 - Ms Office Mcqs Ans User Reviews and Ratings
 - Ms Office Mcqs Ans and Bestseller Lists
5. Accessing Ms Office Mcqs Ans Free and Paid eBooks
 - Ms Office Mcqs Ans Public Domain eBooks
 - Ms Office Mcqs Ans eBook Subscription Services

- Ms Office Mcqs Ans Budget-Friendly Options
- 6. Navigating Ms Office Mcqs Ans eBook Formats
 - ePub, PDF, MOBI, and More
 - Ms Office Mcqs Ans Compatibility with Devices
 - Ms Office Mcqs Ans Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Ms Office Mcqs Ans
 - Highlighting and Note-Taking Ms Office Mcqs Ans
 - Interactive Elements Ms Office Mcqs Ans
- 8. Staying Engaged with Ms Office Mcqs Ans
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Ms Office Mcqs Ans
- 9. Balancing eBooks and Physical Books Ms Office Mcqs Ans
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Ms Office Mcqs Ans
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Ms Office Mcqs Ans
 - Setting Reading Goals Ms Office Mcqs Ans
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Ms Office Mcqs Ans
 - Fact-Checking eBook Content of Ms Office Mcqs Ans
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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