



MS-WORD QUESTION

1. Microsoft Word क्या है।

- a) ऑपरेटिंग सिस्टम (Operating System) b) वर्ड प्रोसेसिंग प्रोग्राम (Word Processing Program)
c) माइक्रोसॉफ्ट विण्डोज (Microsoft Windows) d) इनमें से कोई नहीं (None of Above)

2. MS Word 2013 किस Operating System को Support करता है?

- A) Windows 7 B) Windows 8 C) A और B दोनों D) इनमें से कोई नहीं

3. Header में सुधार करने का एक तरीका क्या है?

- A) Header पर Mouse को दबाना और एडर डबल B) पेज ब्रेक डबल C) Header पर Double Click करें D) Ctrl + H डबल

4. किसी Document के अंत:बाह्य एक Image को स्वतंत्र रूप से स्थानांतरित (Move) करने के लिए, कौन सी Settings बदलनी चाहिए?

- A) Corrections B) Picture Shape C) Text Wrapping D) Artistic effects

5. निम्न में से कौन सी Font style नहीं है?

- A) Bold B) Superscript C) Italic D) Regular

6. Gutter Margin क्या है?

- A) पिट करने समय मार्जिन को नहीं मार्जिन में जोड़ा जाता है B) पिट करने समय मार्जिन बाएं दृष्टिकोण में जोड़ा जाता है
C) मार्जिन जो ब्रिटिश के दौरान पेज के बाहर जोड़ा जाता है D) Margins जो Print करते समय Page के Binding party में जोड़ा जाता है

7. लैंडस्केप (Landscape) क्या है?

- A) A font style B) Paper Size C) Page Layout D) Page Orientation

8. निम्न में से किस View पर Background रंग (colour) दिखाई नहीं देता है।

- A) Web layout view B) Print Preview C) Reading View D) Print Layout view

9. MS-Word Screen के स्तर पर निम्नलिखित में से कौन सा Option उपलब्ध नहीं है?

- A) Tab stop box B) Left Indent C) Right Indent D) Center Indent

10. निम्नलिखित में से किस Position में Gutter Position Set की जा सकती है।

- A) Left & Right B) Left & Top C) Left & Bottom D) Left Only

11. Line Break के लिए Shortcut Key क्या है?

- A) CTRL + Enter B) Alt + Enter C) Shift + Enter D) Space + Enter

12. F12 के को Press करने से निम्नलिखित में से कौन सा Dialog Box Open होता?

- A) Save As dialog box will open B) Save dialog box will open
C) Open dialog box will open D) Close dialog box will open

13. निम्नलिखित में से किस Key का Use Open Dialog Box खोलने के लिए किया जाता है।

- A) F12 B) Alt + F12 C) Ctrl + F12 D) Shift + F12

Icwa Foundation Mcq Question Paper

R Barnett



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