

Module 201: Word Processing: MS Word (Comments and Header & Footer)

1. What is the purpose of a header in MS Word?

- A. Add images to the document
- B. Format text at the top margin
- C. Create bookmarks
- D. Insert watermarks

Answer: B. Format text at the top margin

2. In which tab should you click to insert a header in MS Word?

- A. Page Layout
- B. Insert
- C. Design
- D. Home

Answer: B. Insert

3. How can you add text to a header in MS Word?

- A. Click the Quick Parts button
- B. Click the Watermark button
- C. Type in the header directly
- D. Choose Draw Text Box from the Insert tab

Answer: C. Type in the header directly

4. What is the purpose of a footer in MS Word?

- A. Insert text or graphics at the top margin
- B. Add watermarks to the document
- C. Format text at the bottom margin
- D. Create bookmarks

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Answer: C. Format text at the bottom margin

Module 202: Word Processing: MS Word (Text Group (Part-1))

5. What is the purpose of the Text Box in MS Word?

- A. Create watermarks
- B. Add graphical formatting
- C. Insert headers
- D. Format text at the bottom margin

Answer: B. Add graphical formatting

6. How do you create a Quick Part in MS Word?

- A. Click the Watermark button
- B. Choose Draw Text Box from the Insert tab
- C. Select text, click Quick Parts, and save to gallery
- D. Double-click the style in the WordArt Gallery dialog box

Answer: C. Select text, click Quick Parts, and save to gallery

7. What can WordArt be used for in MS Word?

- A. Insert headers
- B. Create watermarks
- C. Produce special text effects
- D. Format text at the bottom margin

Answer: C. Produce special text effects

Module 203: Word Processing: MS Word (Text Group (Part-II) and Symbols Group)

8. What is a drop cap in MS Word?

- A. A specially formatted letter at the beginning of a paragraph

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- B. A style set for the entire document
- C. A symbol inserted into the document
- D. A watermark in the document

Answer: A. A specially formatted letter at the beginning of a paragraph

9. Where can you find the Symbols group in MS Word?

- A. Page Layout tab
- B. Design Ribbon
- C. Text group on the Insert tab
- D. Quick Parts Gallery

Answer: C. Text group on the Insert tab

10. How do you insert a drop cap in MS Word?

- A. Click the Watermark button
- B. Choose Draw Text Box from the Insert tab
- C. Click the Drop Cap button on the Ribbon
- D. Select text, click Quick Parts, and save to gallery

Answer: C. Click the Drop Cap button on the Ribbon

Module 204: Word Processing: MS Word (Design Ribbon)

11. What does the Design Ribbon in MS Word contain?

- A. Watermarks, page color, and page borders
- B. Themes, style sets, and colors
- C. Quick Access Toolbar
- D. Page Layout options

Answer: B. Themes, style sets, and colors

12. How can you change the overall design of the entire document in MS Word?

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- A. Click the Watermark button
- B. Choose a new style set
- C. Insert a drop cap
- D. Change the font component of the active theme

Answer: B. Choose a new style set

13. What is the purpose of the Page Background tab in MS Word?

- A. Insert headers
- B. Add watermarks
- C. Change the overall design of the document
- D. Format page color and borders

Answer: D. Format page color and borders

14. How do you add a watermark in MS Word?

- A. Click the Drop Cap button
- B. Choose Draw Text Box from the Insert tab
- C. Click the Watermark button on the Page Layout tab
- D. Select text, click Quick Parts, and save to gallery

Answer: C. Click the Watermark button on the Page Layout tab

15. What does the Page Color drop-down in MS Word allow you to do?

- A. Insert headers
- B. Change the background color of the page
- C. Add watermarks
- D. Format text at the bottom margin

Answer: B. Change the background color of the page

16. When adding a custom watermark in MS Word, what option should you select in the Printed Watermark dialog box?

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- A. Text Watermark
- B. Picture Watermark
- C. Quick Parts Gallery
- D. Watermark button

Answer: A. Text Watermark

17. What does the "Set As Default" command in the Effects drop-down do in MS Word?

- A. Adds a default watermark
- B. Sets the current look for all new documents
- C. Inserts headers
- D. Changes the font component of the active theme

Answer: B. Sets the current look for all new documents

18. What is the purpose of the Symbols group in MS Word?

- A. Insert headers
- B. Add watermarks
- C. Create mathematical equations and various symbols
- D. Format text at the bottom margin

Answer: C. Create mathematical equations and various symbols

19. Where can you find the Equation button in MS Word?

- A. Quick Parts Gallery
- B. Design Ribbon
- C. Symbols group of the Insert tab
- D. Watermark button

Answer: C. Symbols group of the Insert tab

20. What happens when you click the Equation button in MS Word?

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- A. Watermark is inserted
- B. Page background changes
- C. Equation control is inserted, and Equation Tools Design tab appears
- D. Quick Parts Gallery is opened

Answer: C. Equation control is inserted, and Equation Tools Design tab appears

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