

Multiple-Choice Questions:

Module 205:

1. How can you display text in two columns in Microsoft Word?

- A. In the Home Ribbon, click on Columns and select "Two".
- B. In the Page Layout Ribbon, click on Columns and select "Two".
- C. In the Insert Ribbon, click on Columns and select "Two".
- D. In the Review Ribbon, click on Columns and select "Two".
- **Correct Answer: B**

Module 206: 2. What can you quickly access from the Paragraph group in the Page Layout Ribbon?

- A. Page Setup options
- B. Font Formatting
- C. Paragraph dialog box with Indents and Spacing tab
- D. Advanced Layout dialog box
- **Correct Answer: C**

Module 207: 3. In the Arrange Group of the Page Layout Ribbon, what does the "Bring Forward" button do?

- A. Moves the selected object to the back.
- B. Brings the selected object forward one level.
- C. Displays the Selection Pane task pane.
- D. Rotates the selected object.
- **Correct Answer: B**

Module 208: 4. What does the Table of Contents drop-down in the References Ribbon contain?

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- A. Insert Table of Contents and Insert Footnote
- B. Built-in, Insert Table of Contents, and Save Selection to Table of Contents Gallery
- C. Update Table and Footnotes
- D. Insert Endnote and Add Text
- **Correct Answer: B**

Module 209: 5. How can you check the spelling and grammar in the active document?

- A. Spelling & Grammar in the Home Ribbon
- B. Thesaurus in the Review Ribbon
- C. Spelling & Grammar in the Proofing Group in the Review Ribbon
- D. Word Count in the References Ribbon
- **Correct Answer: C**

Module 210: 6. What function does the Translate drop-down in the Language Group provide?

- A. Insert Translation
- B. Translate Document, Translate Selected Text, Mini Translator, and Choose Translation Language.
- C. Set Proofing Language and Language Preferences.
- D. Translate to Another Language
- **Correct Answer: B**

Module 211: 7. How do you insert a new comment in MS Word?

- A. Right-click on the text and choose "Insert Comment".
- B. Use the keyboard shortcut Shift + F2.
- C. Go to the Review Ribbon and click on "New Comment".
- D. Use the keyboard shortcut Ctrl + C.

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• **Correct Answer: B**

Module 206: 8. What does the "Spacing Before" TextBox in the Paragraph group indicate?

- A. Left indentation for the current selection.
- B. Right indentation for the current selection.
- C. Spacing defined before the paragraph of the current selection.
- D. Spacing defined after the paragraph of the current selection.
- **Correct Answer: C**

Module 207: 9. In the Arrange Group, what does the "Rotate" drop-down contain?

- A. Rotate Right 90, Rotate Left 90, and Flip Vertical.
- B. Align Left, Align Center, and Distribute Horizontally.
- C. Bring Forward, Send Backward, and View Gridlines.
- D. Group, Regroup, and Ungroup.
- **Correct Answer: A**

Module 208: 10. What does the "Show Notes" command in the Footnotes Group do? - A. Displays a list of footnotes. - B. Shows where footnotes and endnotes are located. - C. Inserts a new footnote. - D. Updates the table of contents.

- **Correct Answer: B**

Module 209: 11. How do you access the "Thesaurus" in MS Word? - A. From the Home Ribbon. - B. From the Proofing Group in the Review Ribbon. - C. From the Page Layout Ribbon. - D. From the Language Group in the Review Ribbon.

- **Correct Answer: B**

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Module 210: 12. What does the "Next Footnote" button in the Footnotes Group do? - A. Moves to the next page. - B. Moves to the next comment. - C. Inserts a new footnote. - D. Moves to the next footnote in the active document.

- **Correct Answer: D**

Module 211: 13. How do you delete all comments in the document? - A. Right-click on a comment and choose "Delete All Comments". - B. Go to the Home Ribbon and click on "Delete". - C. Use the keyboard shortcut Ctrl + D. - D. Click on the "Delete" button with the drop-down in the Comments Group.

- **Correct Answer: D**

Module 205: 14. Where can you find the option to add columns in MS Word? - A. Home Ribbon - B. Insert Ribbon - C. Review Ribbon - D. Page Layout Ribbon

- **Correct Answer: D**

Module 206: 15. Which dialog box can be quickly accessed from the Paragraph group in the Page Layout Ribbon? - A. Font Formatting - B. Format Paragraph - C. Indents and Spacing - D. Page Setup

- **Correct Answer: B**

Module 207: 16. In the Arrange Group, what does the "Selection Pane" display? - A. A list of selected objects. - B. The Selection Pane task pane. - C. The "Advanced Layout" dialog box. - D. The commands for aligning objects.

- **Correct Answer: B**

Module 208: 17. What is the purpose of the "Add Text" drop-down in the References Ribbon? - A. Add text to the document. - B. Add comments to the document. - C. Add levels to the table of contents. - D. Add footnotes to the document.

- **Correct Answer: C**

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Module 209: 18. How can you display the "Word Count" dialog box in MS Word? - A. From the Home Ribbon. - B. From the Page Layout Ribbon. - C. From the Proofing Group in the Review Ribbon. - D. By clicking on the word count indicator on the status bar.

- **Correct Answer: D**

Module 210: 19. What does the "Translate" drop-down in the Language Group contain? - A. Translate Document and Language Preferences. - B. Set Proofing Language and Mini Translator. - C. Translate Selected Text and Choose Translation Language. - D. Translate to Another Language and Mini Translator.

- **Correct Answer: C**

Module 211: 20. Which keyboard shortcut inserts a new comment at the active cell?

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