VEDANTSRI COMPUTER INSTITUTE

MS WORD ONLINE TEST 2026

STUDY NOTES + PRACTICE MCQs

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Branch Contact
Durgakund Branch: +91 8808888478
Second branch phone: [ADD VERIFIED NUMBER]

Simple English notes for MS Word fundamentals. Includes topic-wise key points and practice questions.

1. Introduction to MS Word

• MS Word is a word-processing application used to create, edit, format, save, and print documents.

• A document may contain text, pictures, tables, shapes, and other objects.

• Common uses include letters, reports, resumes, notices, and school assignments.

• The Ribbon contains tabs and groups of commands.

• Common tabs include Home, Insert, Layout, References, Review, and View.

• The Quick Access Toolbar provides convenient access to commonly used commands.

• New documents can be created from a blank document or a template.

Practice MCQs

1. MS Word is mainly used for:
A. Word processing B. Video editing C. Database hosting D. Gaming

2. Which area contains command tabs?
A. Status bar B. Ribbon C. Scroll bar D. Title bar

3. A ready-made document design is called a:
A. Template B. Folder C. Cell D. Slide

Correct Answers: 1.A, 2.B, 3.A

2. Creating, Saving, and Opening Documents

• Use File > New to create a document.

• Use File > Open to open an existing document.

• Save stores changes in a file; Save As allows choosing a name, location, or file type.

• The common modern Word file extension is .docx.

• The older Word document extension is .doc.

• Ctrl+S saves the current document.

• Use Print or Ctrl+P to open print settings and preview.

Practice MCQs

1. Which shortcut saves a document?
A. Ctrl+P B. Ctrl+S C. Ctrl+O D. Ctrl+N

2. The usual extension for a modern Word document is:
A. .xlsx B. .pptx C. .docx D. .txtx

3. Which command opens an existing file?
A. Open B. New C. Close D. Replace

Correct Answers: 1.B, 2.C, 3.A

3. Editing and Formatting Text

• Select text before applying many formatting commands.

• Cut removes selected content and places it on the Clipboard; Copy places a copy there.

• Paste inserts Clipboard content at the cursor.

• Undo reverses the most recent action; Redo restores an undone action.

• Font formatting includes font type, size, color, bold, italic, and underline.

• Paragraph formatting includes alignment, indentation, line spacing, and spacing before or after.

• Bullets and numbering help organize lists.

Practice MCQs

1. Shortcut for Copy is:
A. Ctrl+X B. Ctrl+C C. Ctrl+V D. Ctrl+Z

2. Which shortcut reverses the last action?
A. Ctrl+Y B. Ctrl+A C. Ctrl+Z D. Ctrl+B

3. Which is a paragraph alignment option?
A. Justify B. Font size C. Underline D. Font color

Correct Answers: 1.B, 2.C, 3.A

4. Insert Tab: Tables, Pictures, and Page Elements

• The Insert tab adds objects and elements to a document.

• Tables organize information in rows and columns.

• Pictures can be inserted from available files or supported sources.

• Shapes can be used for simple diagrams and visual emphasis.

• Header content appears in the top margin; footer content appears in the bottom margin.

• Page numbers can be added to help identify document pages.

• Hyperlinks connect text or objects to a web address or another location.

Practice MCQs

1. A table is made up of:
A. Rows and columns B. Slides and frames C. Pages and folders D. Fonts and styles

2. A header is normally located at the:
A. Bottom margin B. Top margin C. Left sidebar D. Clipboard

3. Which tab is commonly used to insert a picture?
A. Review B. Insert C. View D. File

Correct Answers: 1.A, 2.B, 3.B

5. Page Layout, Review, and Useful Shortcuts

• Page layout settings include page orientation, paper size, and margins.

• Portrait is taller than it is wide; Landscape is wider than it is tall.

• Margins are the blank spaces around the edges of a page.

• Spelling and grammar tools help review document text.

• Comments can be used to provide feedback without directly changing the main text.

• Find searches for text; Replace can substitute matching text.

• Shortcut examples: Ctrl+A select all, Ctrl+F find, Ctrl+H replace, Ctrl+P print, Ctrl+N new document.

Practice MCQs

1. Landscape orientation is:
A. Wider than tall B. Taller than wide C. Always square D. A font style

2. Which shortcut opens Find?
A. Ctrl+F B. Ctrl+H C. Ctrl+M D. Ctrl+E

3. Which shortcut is commonly used for Replace?
A. Ctrl+R B. Ctrl+H C. Ctrl+L D. Ctrl+W

Correct Answers: 1.A, 2.A, 3.B

Exam Scope Note: These notes cover widely used MS Word fundamentals. The exact syllabus and test pattern may vary. Confirm official exam-specific topics with the relevant office/institute. [OFFICE SE PAKKA KAREIN]

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