MS Word Insert Menu Study Notes and Practice MCQs

Free MS Word study notes with MCQs

TOPIC 1: INTRODUCTION TO THE INSERT TAB

- The Insert tab is used to add things to a document, such as tables, pictures, shapes, links, headers and page numbers.
- It comes right after the Home tab on the ribbon.
- Press **Alt + N** to open the Insert tab from the keyboard.
- The Home tab is for formatting text. The Insert tab is for adding new items.
- The commands are placed in groups, such as Pages, Tables, Illustrations, Links, Header & Footer, Text and Symbols.
- Group names and options can differ a little between Word versions.

Practice MCQs

Q1. Which tab is used to add a table, picture or shape to a Word document?
A) Home B) Insert
C) View D) Review

Q2. Which tab comes right after the Home tab on the ribbon?
A) Design B) Layout
C) Insert D) References

Q3. Which keys open the Insert tab?
A) Alt + N B) Alt + H
C) Alt + I D) Ctrl + N

TOPIC 2: PAGES GROUP

- **Cover Page** adds a ready-made front page with title, author and date.
- A cover page is always added at the beginning of the document.
- **Blank Page** inserts a new empty page at the cursor position.
- **Page Break** ends the current page and starts a new page from the cursor.
- The shortcut for Page Break is **Ctrl + Enter**.
- Use a Page Break instead of pressing the Enter key many times.

Practice MCQs

Q1. What is the shortcut key for a page break?
A) Ctrl + P B) Ctrl + B
C) Alt + Enter D) Ctrl + Enter

Q2. Where does the Cover Page command add the cover page?
A) At the end of the document B) At the beginning of the document
C) At the cursor position D) In the middle of the document

Q3. Which command inserts a new empty page at the cursor position?
A) Blank Page B) Cover Page
C) Page Number D) Header

TOPIC 3: TABLE

- Click Insert, then Table, and drag over the grid to choose rows and columns.
- The quick grid allows up to **10 columns and 8 rows**.

- **Insert Table** opens a box where you type the exact number of rows and columns.
- **Draw Table** lets you draw the table with a pencil.
- **Convert Text to Table** changes text separated by tabs or commas into a table.
- **Quick Tables** gives ready-made designs such as a calendar.
- The Table Design and Layout tabs appear only when the cursor is inside a table.

Practice MCQs

Q1. How many columns can you select in the quick table grid?

A) 5 B) 8
C) 10 D) 12

Q2. Which option lets you type the exact number of rows and columns?

A) Draw Table B) Quick Tables
C) Excel Spreadsheet D) Insert Table

Q3. When do the Table Design and Layout tabs appear?

A) Always B) When the cursor is inside a table
C) Only while printing D) Only in an empty document

TOPIC 4: ILLUSTRATIONS

- **Pictures** adds an image from your computer.
- **Shapes** adds ready-made lines, boxes, arrows and stars.
- **SmartArt** adds ready-made graphics for lists, processes and hierarchies.
- **Chart** makes bar, line and pie charts from your data.
- **Screenshot** captures an open window or a selected part of the screen and places it in the document.
- **Icons** adds simple picture symbols. Some options, like Icons, are available only in newer versions of Word.

Practice MCQs

Q1. Which command is used to make a process diagram or organization chart?

A) SmartArt B) WordArt
C) Symbol D) Bookmark

Q2. Which command is used to make a pie chart?

A) Shapes B) Table
C) Text Box D) Chart

Q3. What does the Screenshot command do?

A) Prints the document B) Saves the document as an image
C) Captures part of the screen and places it in the document D) Scans a paper

TOPIC 5: LINKS AND COMMENTS

- **Link** adds a hyperlink to a web page, a file or another place in the same document.
- The shortcut for Link is **Ctrl + K**.
- **Bookmark** marks a spot in the document so you can jump back to it later.
- **Cross-reference** points to a heading, figure or table in another part of the document.
- **Comment** adds a note in the margin for a reviewer.
- A comment does not change the main text.
- To remove a hyperlink, right-click it and choose Remove Hyperlink.

Practice MCQs

Q1. What is the shortcut key to insert a hyperlink?

A) Ctrl + H B) Ctrl + K
C) Ctrl + L D) Ctrl + J

Q2. Which command marks a place in the document so you can jump back to it?

A) Comment B) Header

C) Bookmark
D) Chart

Q3. What is a Comment used for?

A) To change the font
B) To insert a page number
C) To draw a table
D) To add a note for a reviewer without changing the text

TOPIC 6: HEADER AND FOOTER

- A **header** is text at the top of every page. A **footer** is text at the bottom of every page.
- They are used for a title, name, date or page number.
- Double-click the top or bottom margin to open the header or footer.
- **Page Number** has options: Top of Page, Bottom of Page, Page Margins and Current Position.
- Format Page Numbers lets you choose styles like 1, 2, 3 or i, ii, iii.
- Different First Page lets the first page have a different header and footer.

Practice MCQs

Q1. Which part shows text at the top of every page?

A) Header
B) Footer
C) Comment
D) Bookmark

Q2. Which command is used to add page numbers?

A) Home, Font
B) Insert, Page Number
C) View, Zoom
D) Review, Comment

Q3. What is a quick way to open the header area?

A) Single-click on the page
B) Press F5
C) Double-click on the top margin
D) Press Ctrl + H

TOPIC 7: TEXT GROUP

- **Text Box** places a box with text anywhere on the page.
- **WordArt** makes stylish, decorative text.
- **Drop Cap** makes the first letter of a paragraph large.
- **Date & Time** adds today's date and time. It can also update automatically.
- **Alt + Shift + D** inserts the current date. **Alt + Shift + T** inserts the current time.
- **Quick Parts** saves content you want to reuse, such as AutoText.
- **Signature Line** adds a line where a person can sign.
- **Object** inserts a file or item made in another program.

Practice MCQs

Q1. Which command makes the first letter of a paragraph large?

A) WordArt
B) Text Box
C) Symbol
D) Drop Cap

Q2. Which shortcut key inserts the current date?

A) Alt + Shift + D
B) Ctrl + D
C) Shift + F3
D) Alt + D

Q3. Which command makes stylish decorative text?

A) Bookmark
B) WordArt
C) Chart
D) Page Break

TOPIC 8: SYMBOLS

- **Symbol** adds characters that are not on the keyboard, such as © ® ™ ± and °.
- Click Insert, then Symbol, then More Symbols to see all characters.
- The Symbol box has two tabs: Symbols and Special Characters.
- **Equation** adds ready-made math equations or lets you write your own.

- The shortcut for Equation is **Alt + =**.
- Use Symbol for the copyright sign and Equation for a math formula.

Practice MCQs

Q1. Which command is used to insert the copyright sign?

A) Table
B) Shapes
C) Symbol
D) Header

Q2. What is the shortcut key to insert an equation?

A) Ctrl + E
B) Alt + =
C) Alt + Q
D) Ctrl + =

Q3. Which command is used to write a math formula?

A) Chart
B) SmartArt
C) Cross-reference
D) Equation

ANSWER KEY

Topic	Q1	Q2	Q3
Topic 1	B	C	A
Topic 2	D	B	A
Topic 3	C	D	B
Topic 4	A	D	C
Topic 5	B	C	D
Topic 6	A	B	C
Topic 7	D	A	B
Topic 8	C	B	D