







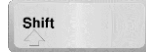



MS-Word 2010

1. How to edit text in Full Screen Reading view?
 - (a) By default, editing is permitted in full screen mode, so we do not have to make any changes.
 - (b) After selecting Full Screen Reading view, click on View Options and select 
 - (c) After selecting Full Screen Reading view, click on View Options and select 
 - (d) After selecting Full Screen Reading view, click on View Options and select 
2. For which of the following purpose the given icon is used?

 - (a) To assign hyperlinks in a document that are created to perform repetitive tasks.
 - (b) To add a numbered node at the end of a page, which gets automatically renumbered as the text move around the document.
 - (c) To add a line of text below or above a graphical object.
 - (d) To increase the number of comments that were inserted in a document.
3. When you press  +  +  keys in a document then _____.
 - (a) An endnote reference mark will get inserted in the document.
 - (b) A footnote reference mark will get inserted in the document
 - (c) Draft view will get enabled
 - (d) The document will get split in two parts
4. Which of the following steps will allow you to combine multiple versions of a document?
 - (a) Review tab → Compare group → click on drop-down arrow of 'Compare' → click on 'Combine'
 - (b) Review tab → Changes group → click on drop-down arrow of 'Changes' → click on 'Combine'
 - (c) Review tab → Changes group → click on 'Merge'
 - (d) Review tab → Changes group → click on drop-down arrow of 'Combine' → select versions of document → click on 'Combine'
5. Which of the following is the CORRECT way to open 'Restrict Formatting and Editing' pane?
 - (a) References tab → Protect group → click on 'Restrict Editing'
 - (b) Review tab → Protect group → click on 'Restrict Editing'
 - (c) Review tab → Restrict group → click on 'Restrict Editing'
 - (d) Both [A] and [C]
6. Pressing  +  +  keys will _____.
 - (a) Turn on or off the Reviewing Pane
 - (b) Open the Word Count Dialog box
 - (c) Open the Styles Task pane
 - (d) Turn on or off the Track Changes feature
7. Priyanka wants to match the width of the document with the width of the window. Which of the following options available in View tab will allow her to do so?
 - (a) Arrange Width
 - (b) Match Width
 - (c) Zoom Page
 - (d) Page Width

8. Using _____ you can search through your document.
 (a) Navigation Pane (b) Searching Pane
 (c) Find Pane (d) Document Pane
9. What would happen when you perform the following steps in a document?
 Go to Review tab → Tracking Group →
 Show Markup → Uncheck "Formatting" option
 (a) It will disable the formatting option available on the ribbon.
 (b) It will remove all the formatting applied to the document leaving only the plain text.
 (c) It will hide formatting changes which were made to the document when Track Changes option was enabled.
 (d) Both [A] and [B]
10. Which of the following MS-Word features will save information in every few minutes so that you do not lose data?
 (a) Auto Preserve (b) Auto Prevent Save
 (c) Auto Recover (d) AutoSave
11. Which of the following options breaks lines between the syllables of words to have more uniform spacing between the words in MS-Word 2010?



(a)



(b)

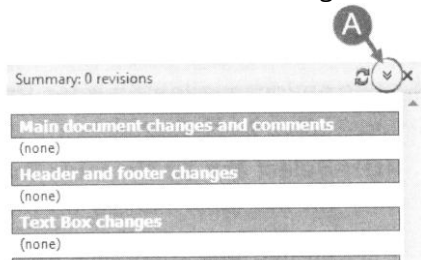


(c)







(d)

12. The icon marked as 'A' in the given image of Reviewing Pane can be used to ____.



- (a) Show/hide detailed summary of each type of changes made to the document
 (b) Show/hide the Reviewing Pane
 (c) Refresh all the changes made to the document
 (d) Move the Reviewing Pane
13. Which Pagination options forces a paragraph to appear with the paragraph that follows it in MS-Word 2010?
 (a) Keep lines together (b) Widow/Orphan control
 (c) Keep with next (d) Page break before.
14. Which of the following properties can be checked using Inspect document feature available in File tab?
 (i) Revision marks such as comments
 (ii) Author name
 (iii) Header, footer or watermarks
 (a) Only (i) (b) Only (ii)
 (c) Only (iii) (d) All (i),(ii) and (iii)

15. To horizontally center the table on a page

- (a) Select first cell and click  option available under Paragraph group of Table tab
- (b) Select the first row and click  option available under Paragraph, group of Home tab
- (c) Select the first column and click  option available under Paragraph group of Home tab
- (d) Select the whole table by clicking on the table handle on the top left corner, and then click  option available under Paragraph group of Home tab

Achievers Section (HOTS)

16. Swati is making a document in MS-Word 2010 and now she wants to insert an image, in such a way that whatever changes she makes to source file of image, shall reflect in Word also. However, she does not want that if the original file is deleted, the image from Word document also gets deleted.

Which of the following options she should select to achieve this?

- (a) Insert tab → Illustrations group → Picture → click on Insert dropdown arrow → Insert,
 (b) Insert tab → Illustrations group → Picture → click on Insert dropdown arrow → Link to File.
 (c) Insert tab → Illustrations group → Picture → click on Insert dropdown → arrow → Insert and Link.
 (d) Insert tab → Illustrations group → Picture → click on Insert dropdown arrow → Image.






17. While tracking changes, to view all the changes in header and footer area of a document use ____.

- (a) Research Pane (b) Reviewing Pane
 (c) Show Markup (d) Changes Pane

18. You want to share a copy of a Word document with one of your friend, who has an older version of MS-Word. Which of the following options present in word Options will let you embed the font to maintain the look of document in earlier version?

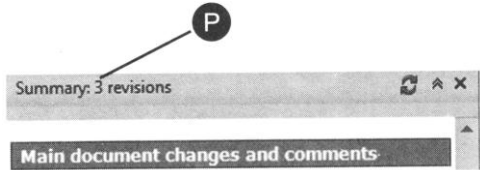
- (a) Preserve Fidelity (b) Auto correct options
 (c) Page display option (d) Start up option

19. Match the following

(a) 	(i) Make text look like as it is marked with a highlighter pen
(b) 	(ii) Change the set of styles, colors and fonts used in the document
(c) 	(iii) Insert symbols that are not on your keyboard, such as copyright symbols , trademark symbols paragraph marks and Unicode characters
(d) 	(iv) Select text or objects in the documents
(d) 	(v) Insert common mathematical equations or build up your own equations using a library of math symbols.

- (a) (a)-(v), (b)-(iii), (c)-(i), (d)-(ii), (e)-(iv)
 (b) (a)-(v), (b)-(iii), (c)-(iv), (d)-(i), (e)-(ii)
 (c) (a)-(iii), (b)-(v), (c)-(iv), (d)-(ii), (e)-(i)
 (d) (a)-(iii), (b)-(v), (c)-(i), (d)-(ii), (e)-(iv)

20. Which of the following statements hold(s) true about the portion marked as Q in the given snapshot?



Statement 1: It displays the total number of changes in the form of insertion, deletion, header footer changes, etc.

Statement 2: It indicates that a document can be edit only three times.

- (a) Only Statement 1
- (b) Only Statement 2
- (c) Neither Statement 1 and Statement 2
- (d) Neither Statement 1 nor Statement 2

HINTS & EXPLANATIONS

1. (b) : In Full screen reading view, editing is not permitted by default, you have to select Allow Typing option to permit editing.
2. (b) : Clicking on this icon adds a footnote in the document.
3. (a)
4. (a)
5. (b)
6. (d) : Track Changes feature when enabled mark all the changes made to the document.
7. (d)
8. (a)
9. (c)
10. (c): Word's Auto Recover feature saves information after specified minutes. You can change the time interval by going to Word Options → Save → change the time in "Save Auto Recover information after every" field
11. (b) : Hyphenation option available in Page Setup group of Page Layout tab allow Word to break lines between the syllables of words
12. (a)
13. (c)
14. (d)
15. (d)
16. (c) : Insert and link option insert the image in the word document and link it to the source file.
17. (b)
18. (a) : To embed fonts, go to Word Options → Save → Check the "Embed fonts in the file" checkbox.
19. (a)
20. (a)