

## Microsoft Word - Set 1

### Your Answers

#### Question. 1)Correct

Which menu in MSWord can be used to change character size and typeface?

- A. Format (Your Answer)
- B. View
- C. Data
- D. Tools

#### Question. 2)Correct

Using Find command in Word, we can search?

- A. characters
- B. formats
- C. symbols
- D. All of the above (Your Answer)

#### Question. 3)Correct

Which of these toolbars allows changing of Fonts and their sizes?

- A. Formatting (Your Answer)
- B. Print Preview
- C. Standard
- D. None of these

#### Question. 4)Incorrect

By default, on which page the header or the footer is printed?

- A. on every page (Answer)
- B. on first page (Your Answer)
- C. on alternate page
- D. none of the above

#### Question. 5)Correct

Which bar is usually located below that Title Bar that provides categorized options?

# Sample Test Questions In Microsoft Word 2007

**Boston Institute of Finance**



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**Using Microsoft Office to Enhance Student Learning** Allan F. Livers, 2008 Provides clear directions for beginner to advanced projects by grade level in math science language arts and social studies plus a CD ROM with templates and sample finished projects Office 2007: The Missing Manual Chris Grover, Matthew MacDonald, E. A. Vander Veer, 2007-04-27 Quickly learn the most useful features of Microsoft Office 2007 with our easy to read four in one guide This fast paced book gives you the basics of Word Excel PowerPoint and Access so you can start using the new versions of these major Office applications right away Unlike every previous version Office 2007 offers a completely redesigned user interface for each program Microsoft has replaced the familiar menus with a new tabbed toolbar or ribbon and added other features such as live preview that lets you see exactly what each option will look like in the document before you choose it This is good news for longtime users who never knew about some amazing Office features because they were hidden among cluttered and outdated menus Adapting to the new format is going to be a shock especially if you re a longtime user That s where Office 2007 The Missing Manual comes in Rather than present a lot of arcane detail this quick friendly primer teaches you how to work with the most used Office features with four separate sections covering the four programs The book offers a walkthrough of Microsoft s redesigned Office user interface before taking you through the basics of creating text documents spreadsheets presentations and databases with Clear explanations Step by step instructions Lots of illustrations Plenty of friendly advice It s a great way to master all 4 programs without having to stock up on a shelf load of different books This book has everything you need to get you up to speed fast Office 2007 The Missing Manual is truly the book that should have been in the box **Microsoft Word Introduction and Certification Study Guide (Microsoft 365 Apps and Office 2019)** Daniel John Stine, 2021-04 Combining two books in one Microsoft Word Introduction and Certification Study Guide serves as a training guide for Microsoft Word and a study guide for the Word Certification Exam Students professionals beginners and more experienced users alike can all benefit from this manual Learn how to create well formatted high quality documents by following along with chapters that focus on six exam topics These topics closely follow what is needed to ace the exam but also provide comprehensive information for everyday Word users Careful descriptions and helpful tips for when and how to use important features are provided Images and screenshots make the steps easy to follow and remember Each topic starts out with the basics and builds to more complicated steps Those taking the exam will find practical tips on how to locate a testing center register for the exam and get the best score possible along with study materials including practice exam software and video tutorials for every outcome in the book Whatever your reason for studying Word this manual will develop your skills bolster gaps in your knowledge and give you the confidence to get certified Why certification is important Microsoft Word Certification is an easily verifiable way to showcase your willingness to learn new skills and software and it provides a myriad of other benefits as well Not only can certification enhance your Word skills it can help you get hired boost

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