

SATISH CHANDRA MEMORIAL SCHOOL
SESSION - 2020-2021

MCQs ON CHAPTER 7 : USEFUL FEATURES OF MS WORD 2013

1. Bullet and the numbering option are present in the ____ group.

- a) Clipboard
- b) Font
- c) Paragraph**
- d) Styles

2. MS Word has an in-built dictionary called _____.

- a) Thesaurus**
- b) Wordbook

3. Which of the following options can be used for basic language corrections?

- a) Spelling & grammar**
- b) Thesaurus
- c) Bullets & numbering
- d) none of these

4.  This option is used for creating a _____ list.

- a) Bulleted
- b) Numbered**
- c) multilevel list
- d) none of these

5. The Thesaurus option is present in the _____ group.

a)proofing

b)language

c)Comments

d) none of these

6. Press _____ to insert blank line in the bulleted list.

a) Enter

b)Ctrl + Enter

c) Shift + Enter

d) None of these

7. When the order of items is not important , you can create a _____ list.

a)Bulleted

b)Numbered

c)multilevel list

d)none of these

8. In the borders and shading dialog box, we can change the border thickness from the _____ list box.

a)Style

b)color

c)width

d)none of these