

# Ms Word Practical Questions And Answers

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The purpose of this practice exercise is to help prepare you to complete the Word and Excel Assignment. This exercise requires you to use the following: Microsoft Excel for creating tables, scatter plots, and completing data analysis. Microsoft Word for creating a summary document containing the results and discussion from

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Taking a Microsoft Word test? Below you will find free sample questions that resemble questions seen on a typical Microsoft Word assessment. Questions are divided by delivery methods - interactive and multiple choice. Sign up today for more in-depth Word-style practice questions, study guides and more.

**Microsoft Office Package: Practical Questions**

Intermediate-Advanced Level Questions. What does a blue "wavy" underline appearing under a word mean? 1. The word is out of context. 2. The word is misspelled. 3. There is a grammar issue with the word. 4. The word appears twice in succession. In the following picture, what do the numbers stand for?

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MS Word objective type mcq (multiple choice) Online Test : Microsoft Word is a word processing application designed by Microsoft. Microsoft Word, i.e. MS Word, is a part of the popular MS Office Package. Here you will find a good collection of Multiple Choice Questions to test your knowledge on Microsoft Word with answer. Most of the questions are applicable to all versions of MS Word (including Word 97-2003, 2007, 2010, XP, etc.).

[Microsoft Word Practical Test to Assess Advanced MS Word ...](#)

SIMPLE PRACTICAL QUESTIONS TO TEST YOUR WORD , SPREADSHEET, DATABASE AND POWER POINT KNOWLEDGE. SIMPLE PRACTICAL QUESTIONS TO TEST YOUR WORD , SPREADSHEET, DATABASE AND POWER POINT KNOWLEDGE. ... MICROSOFT OFFICE PRACTICE QUESTIONS 55rmakaha@gmail.com QUESTION a) Reproduce the following worksheet & save it as monthly sales, insert a title Half ...

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In this section, we present the learning materials for your computer practical exam especially in Ms-Office. Most important, frequently asked Questions, Practical Guides, Practice Sets, and Tips & Tricks from Ms-word, Ms-excel, Ms-powerpoint, Ms-Access and HTML for the practical exam preparation of PSC Computer Operator and Data Entry Supervisor.

**Practice Projects for Microsoft Word - The Dock**

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Top 5 Basic MS Word Questions and Answers for Everyone. Qus: What is the shortcut key to Close Active Document in Microsoft Word? a) Shift + F4 b) Shift + F5 c) Ctrl + F4 d) Ctrl + Alt + F4 Ans: Ctrl + F4. Qus: For select a single word in Word, how many times must you click it? a) 3 b) 1 c) 2 d) 4 Ans: 2. Qus: What is MS Word in the following?

[Basic MS Word Question and Answers for Kids, Students](#)

You, yes you, if you're here that means either you're a student or an employee. If you're a student and preparing for a computer exam, then look no further than this quiz. But if you're an employee, then this might be a good practice to test your Microsoft word skills, you might get to learn something that you didn't before. Go and Give it a try!

[Solution to MS Word Practical Question from Sample Set 02](#)  
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Start Microsoft Word and open the file PracticeWordDocument. 2. Save the file with the name MyLetter. 3. Perform a spell check on the entire document. 4. In more than one place, replace the words Your Name with your full name. 5. Change the font size of your name (on the top line) to 16 and center it.

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Microsoft Word is used for word-processing and is part of the Microsoft Office suite of applications. It's used principally for creating and proofreading documents like letters, manuscripts, reports, tests and assignments. Many employers use Microsoft Word as their office's word-processing system, and hence expect team members to be proficient in the use and understanding of it.

**Ms Word Practical Questions And**

Make books content page or index page. This is another idea in which you need to create an index or content page of the book. In this process you will learn about the first-line indent, hanging indent, and the perfect use of ruler bar in Microsoft Word. And also about a page number, a hyperlink (if it is eBook).

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Also see Practice Projects for Excel. Items from Practice Projects for Microsoft Word: A1 A2 File Organization Projects.Word 1 Heading 1.Word 11 Formatting.Word 12 Formatting.Word 13 Outline.Word 15 Lesson Notes.Word 16 Lesson Notes Handout.Word 17 Columns.Word 18 Columns.Word 19 Advanced Table.Word 2 Heading 2.Word ...

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