Answers to Sample Microsoft Word Test Questions

Please note that every question might have several ways to solving them. In this guide, only one of these ways will be demonstrated. For more information and practice questions we recommend you check out our basic level preparation packs or our intermediate/advance Word packs.

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Attendance list:

Students:

Zack Col

Sandra cooper

Don Miller

Stacey Cobos

Dana Garsen


Teachers:

John Dennis

Linda Gross

Melissa Little

Jeff Silano

In order to practice the following tasks, copy and paste the text on the top-left of a new Word document (left click and hold, drag to mark the entire text, right click and choose **copy**. Open a new Word document, right click and choose **paste**. Alternatively, you can press Ctrl+V).

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To begin, your Word document should look like this:
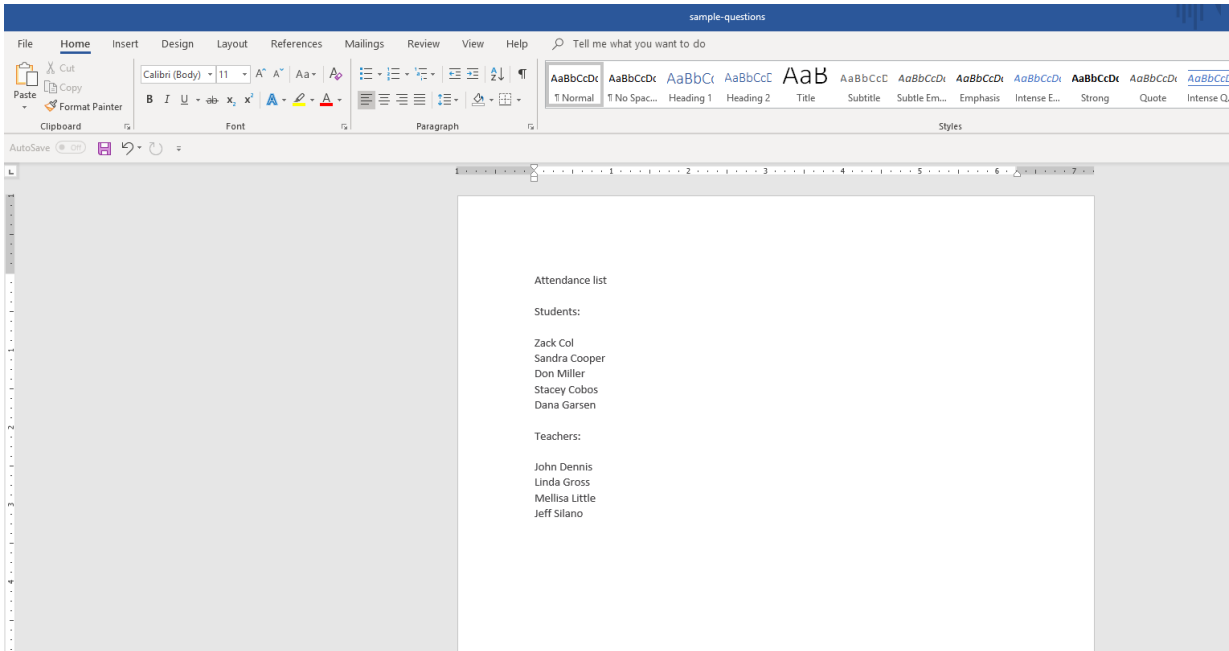
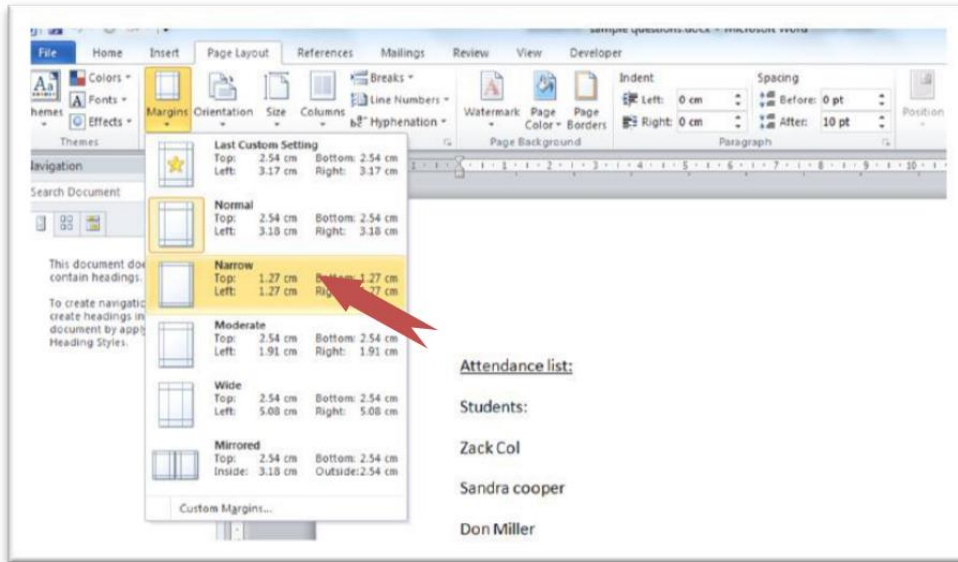Below you will find the answers to the questions appearing on this page.

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Basic Level Questions
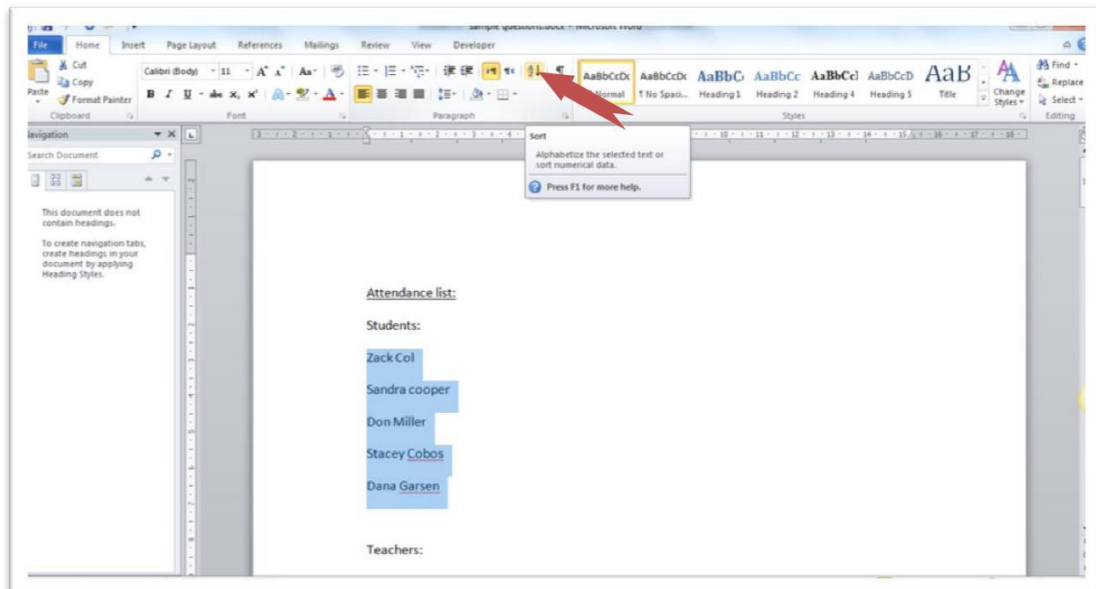
1. Change the **Page Margins** to **Narrow**

Answer:

 a) Go to Page layout tab
 b) Under page setup click on 'Margins'
 c) In the opened menu choose **Narrow**

2. **Sort** the student's names alphabetically in ascending order

Answer:

 a) Mark the names in the 'Students' list

 b) Go to 'Home' tab. In the 'Paragraph' group clock on **Sort**

 c) Check **Ascending** in the dialog box that have been opened, and click OK.
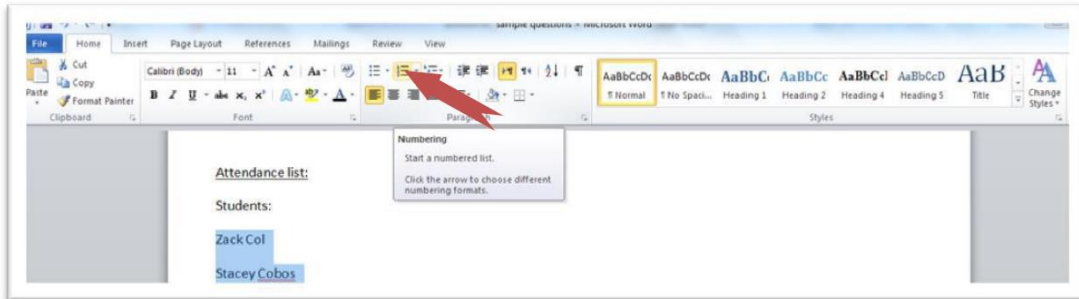
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3. Add **numbering** to the 'Students' and 'Teachers' lists separately

Answer:

a) Mark the names in the 'Students' list

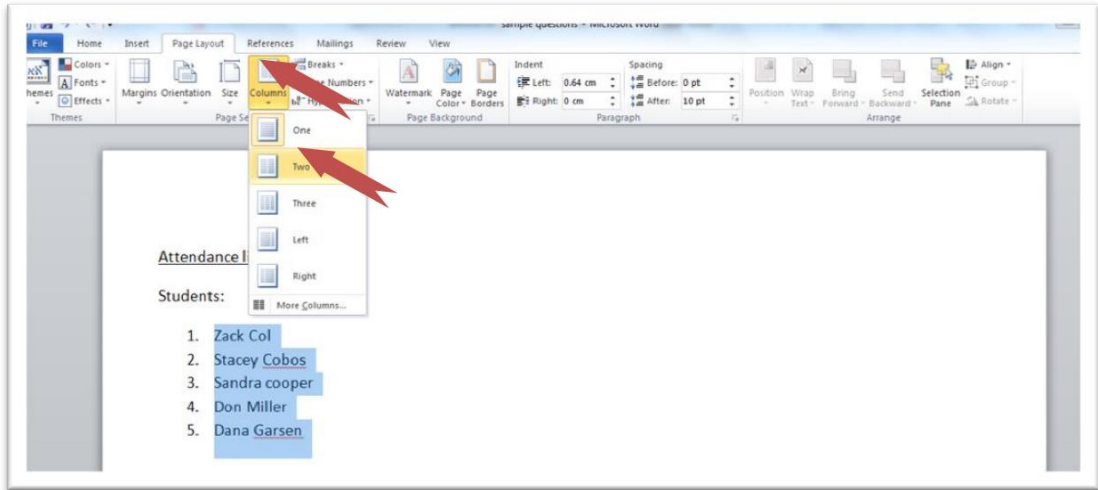b) Go to 'Home' tab. In the 'Paragraph' group click the **Numbering** button

c) Do the same for 'Teachers' list

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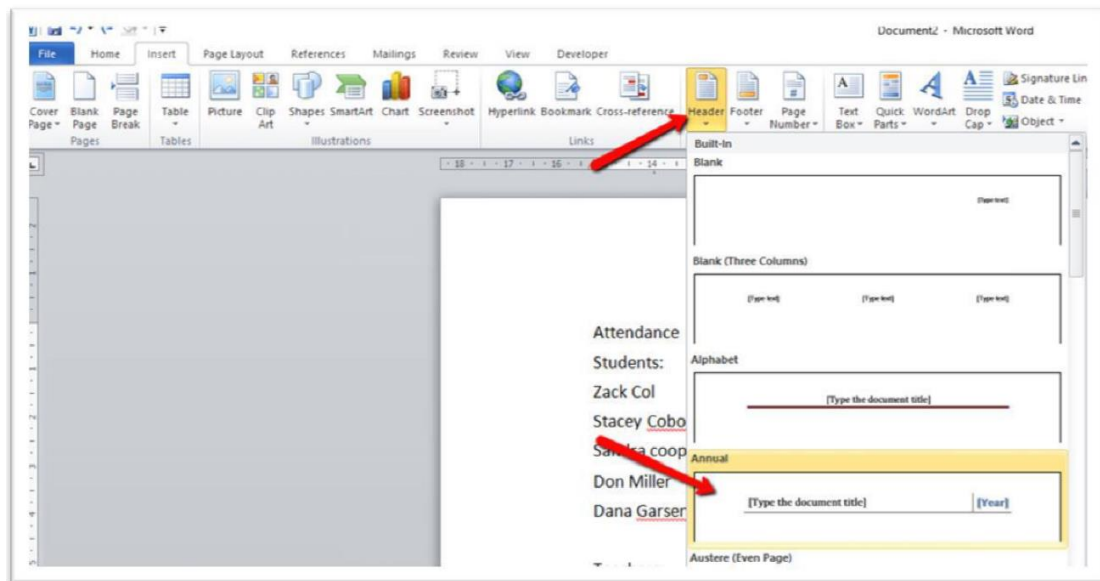4. Change the **layout** of the students list into **two columns**

Answer:

a) Mark the names in the 'Students' list

b) Go to 'Page Layout tab'. In 'Page Setup' group click on **Columns**

c) In the opened menu choose **Two**

1. Create an **Annual** style **Header**

Answer:

a) Go to 'Insert' tab. In the 'Header & Footer' group click on Header

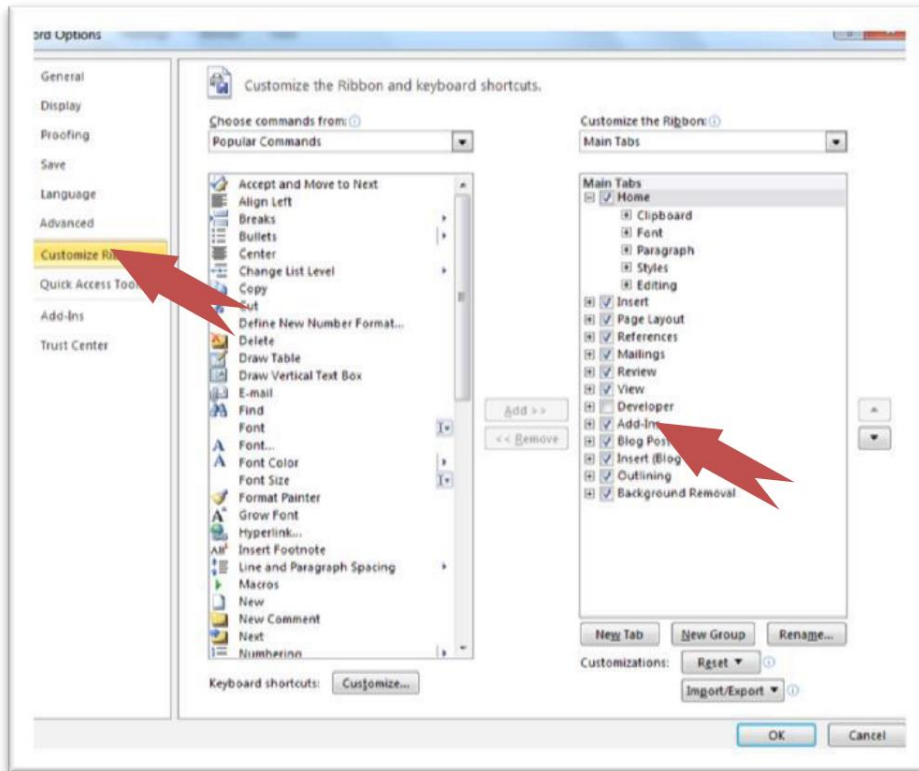b) From the opened menu choose **Annual**

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Intermediate/Advanced Level Questions

1. Add a Developer tab to the Ribbon

Answer:

a) Go to 'File' and click on 'Options' options

b) Choose **Customize Ribbon**

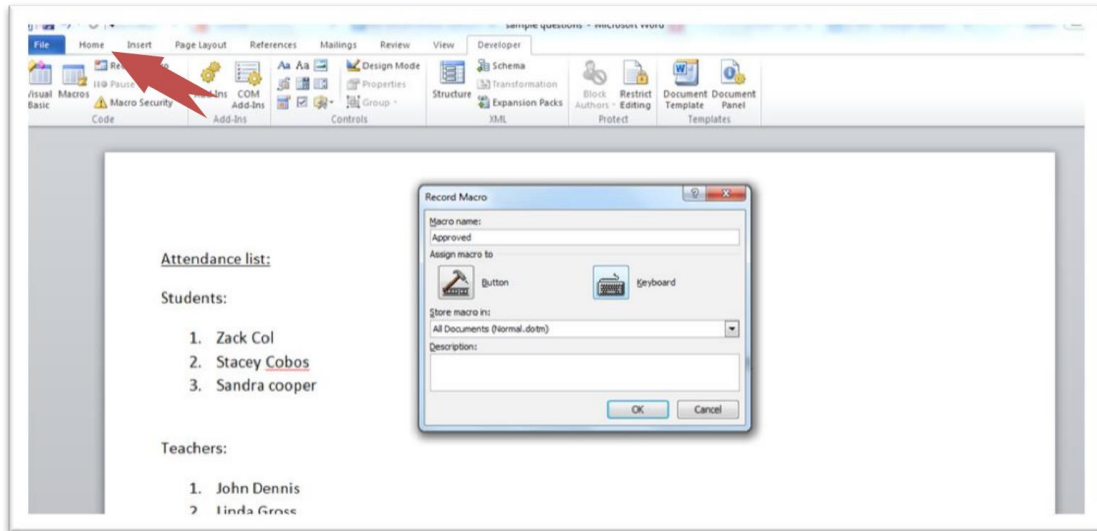c) Look for the **Developer** checkbox. (If unchecked click on it.)

d) Click OK
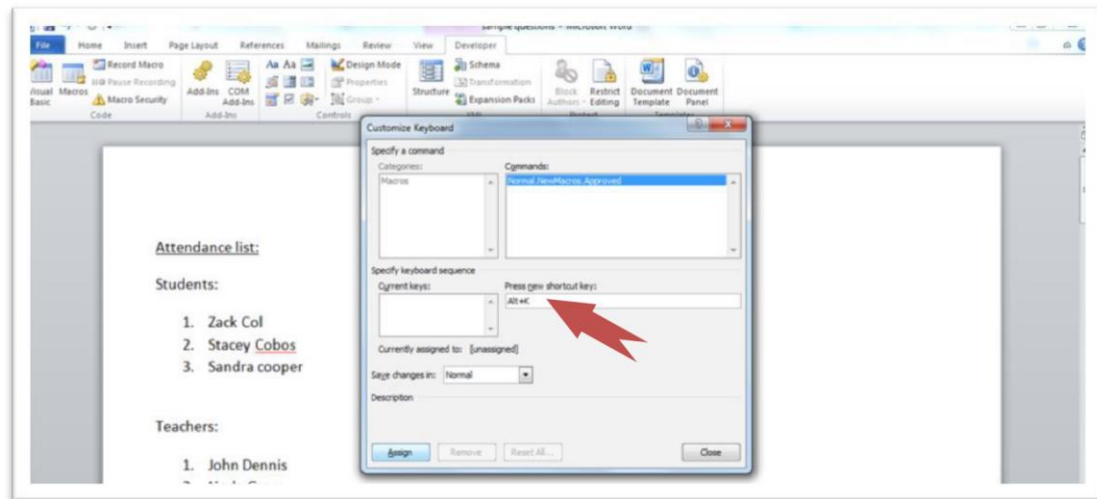
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2. Record a macro that will apply a yellow highlighting. Name the macro: 'Approved' and assign it the shortcut **ALT+k**

Answer:

a) First mark (click & drag) a word from the document

b) Go to 'Developer' tab. In 'Code' group click on Record Macro

c) In the opened dialog box write 'Approved' under **Macro Name**

d) Click on 'Keyboard'. Click in the box under 'Press new shortcut key' and press **Alt+k**



e) Click on 'Assign' and then 'Close'

f) Go to 'Home' tab. In the 'Font' group click on 'Text Highlight Colour' (should be yellow by default)

g) Got back to 'Developer' tab and click on **Stop Recording**

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3. Insert a bookmark next to the 'Attendance list' title. Name it 'Title'

Answer:

a) Choose the 'Attendance list' title (click & drag).

b) Go to 'Insert' tab. In the 'Links' group click on **bookmark**.
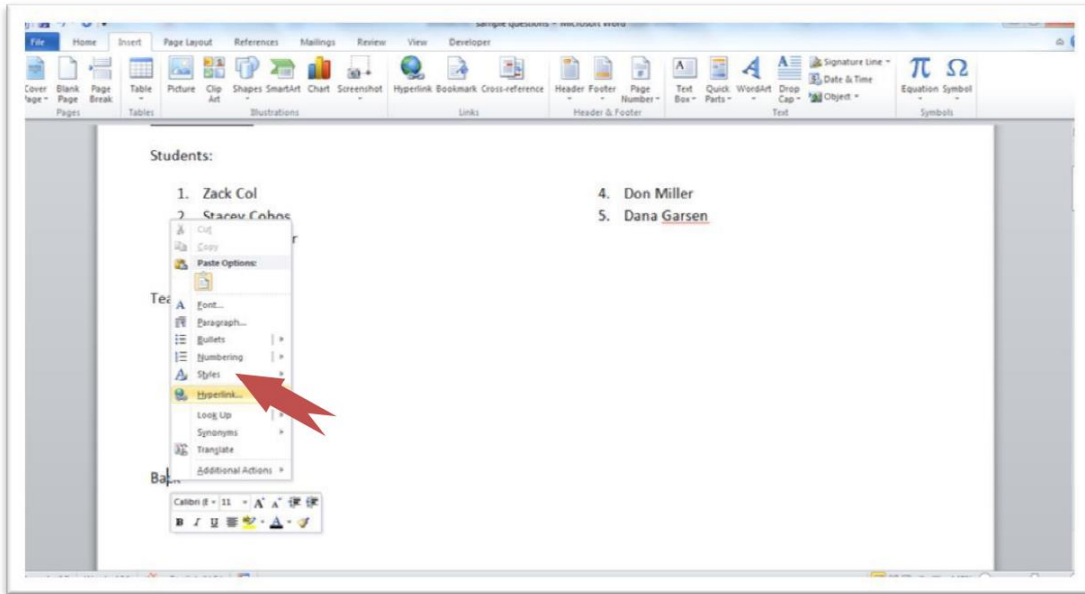
c) Under **Bookmark Name** write 'Title'. Click on 'Add'.
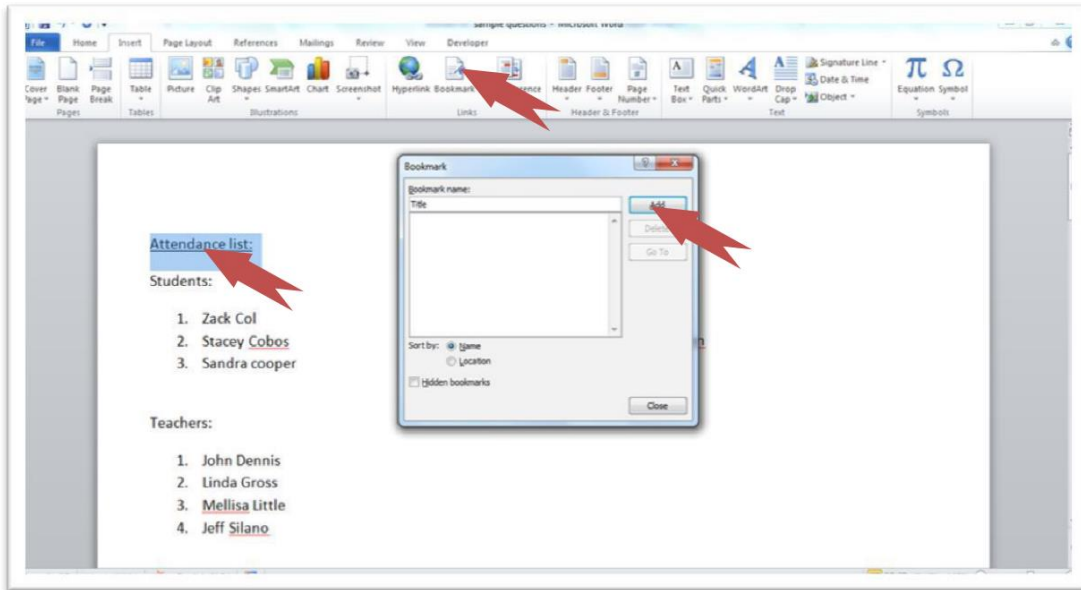
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4. Add the word 'Back' below the list and make it a **Hyperlink** to the 'Attendance list' title

Answer:

a) Write 'Back' at the bottom of the list

b) Right click on it and choose **Hyperlink** from the menu

c) In the left side of the dialog box clock on **Place in this document**

d) Under 'Bookmark' choose **Title** (the bookmark created in the previous question)
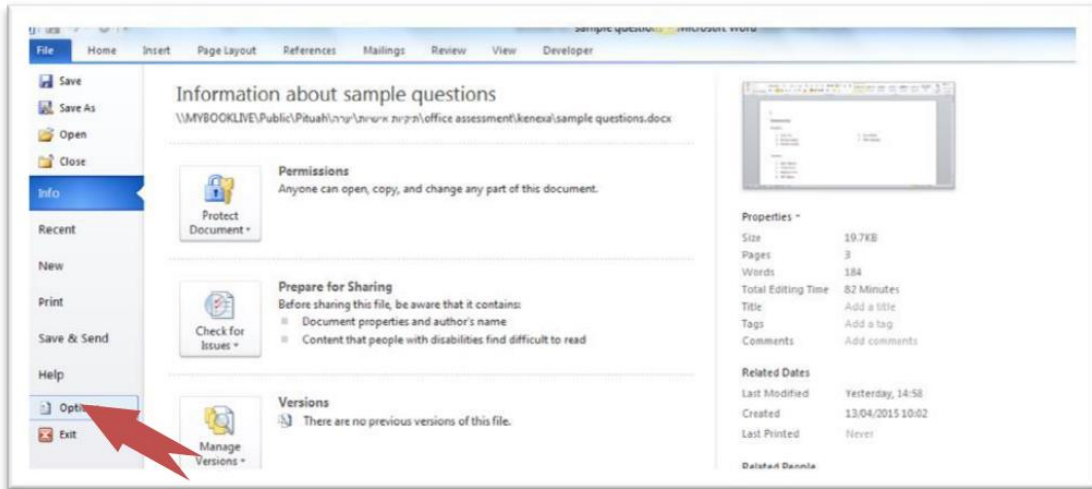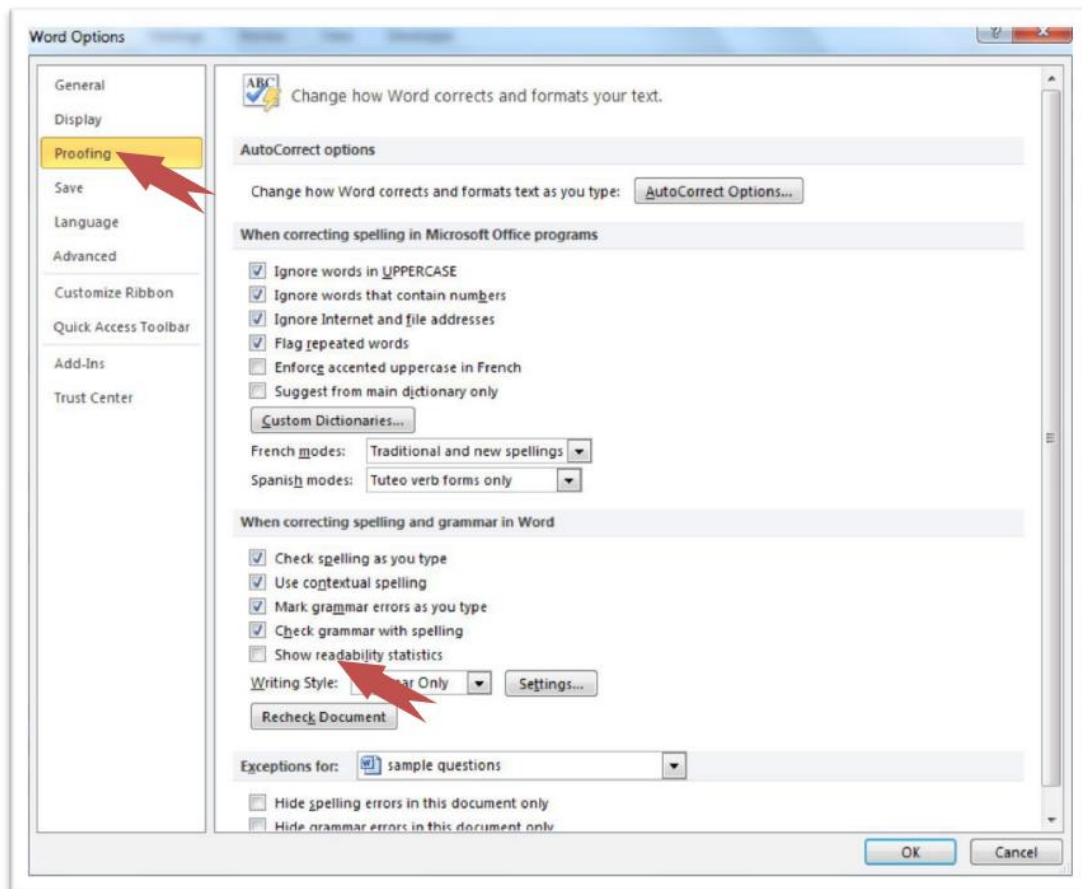
e) Click OK
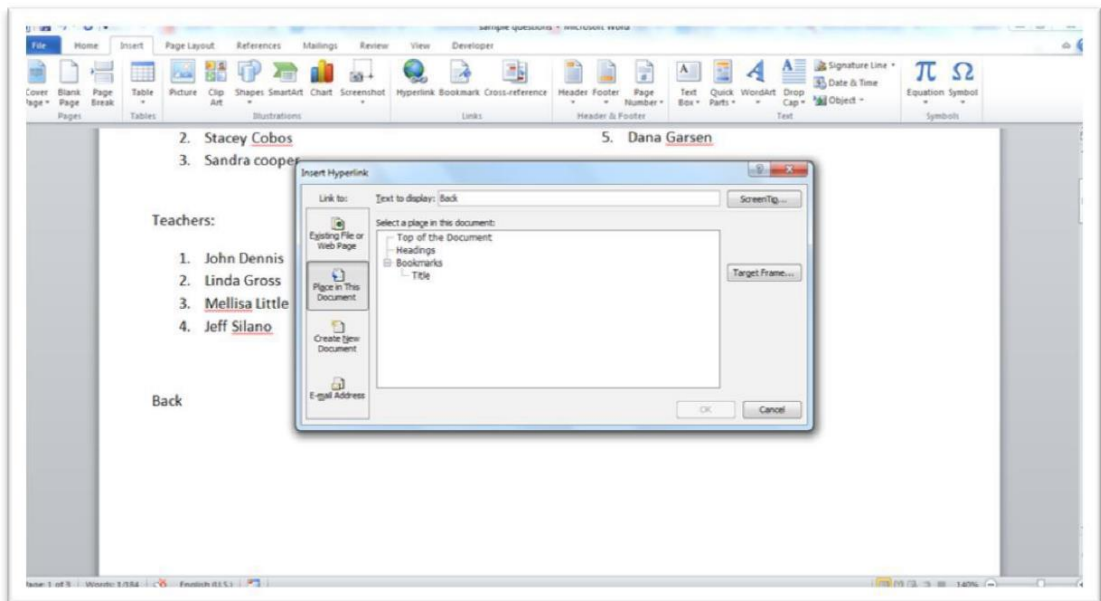
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5. Change the document settings to show **Readability Statistics**

Answer:

a) Go to 'File' tab and click on 'Options'

b) Choose 'Proofing' and check **Show readability statistics**. Click OK.

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Multiple Choice Questions

Basic Level Sample Questions

1. Which of the following methods you CANNOT use to zoom in?

   A. Holding the Ctrl key and scrolling the mouse wheel

   B. Using the Zoom tool at under View tab

   C. Ctrl+Shift+z

   D. Using the zoom slider at the bottom right corner

Performing the actions specified in options (A), (B) and (D) will allow Zooming in on the document. The shortcut Ctrl+Shift+z, as specified in option (C), does not.

2. I want to create a second copy of an opened document under a different name. What should I do?

   A. Copy and paste the text in a new document

   B. Use 'Save As'

   C. Press Ctrl+S

   D. Open the file again

Copying and pasting the text (option A) is a very inefficient way of completing the task. Ctrl+s (choice C) will save the document in its original name. Reopening the file (Choice D) will open it in **Read-Only** mode. Choice B is the only correct answer.

3. The following ribbon is:

   A. Insert tab

   B. References tab

   C. Review tab

   D. View tab

(C) Is the correct answer. In the Review tab you will find features related to auditing and checking the document such as: Spelling & Grammar check, tracking changes, inserting comments etc.

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Advanced User Sample Questions

1. What does a blue 'wavy' underline appearing under a word mean?

   a. The word is out of context

   b. The word is misspelled

   c. There is a grammar issue with the word

   d. The word appears twice in succession

A blue 'wavy' underline signifies a grammar issue such as using the wrong pronoun or failure to capitalize when it is required. Word cannot tell when a word is out of context and underlines in red 'wavy' line misspelled words or a words appearing twice in succession.

2. What do these numbers stand for?
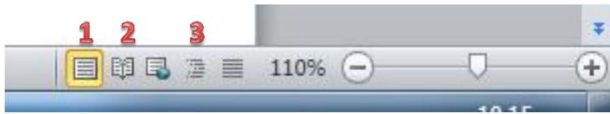
a. 1- Full screen 2-bookmark 3-paragraph

b. 1- Print layout 2-Full screen 3-Outline

c. 1- Web layout 2- Bookmark 3-Outline

d. 1- Full screen 2- Print layout 3- Paragraph

3. The Thesaurus feature:

a. Suggests other words with a similar meaning

b. Enables you to edit text according to a similar template

c. Offers a translation to a second language

d. Counts the number of words in a sentence

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