
Microsoft Word Exam Study Questions and Answers 2023-2024 with complete solution

Which dialog box allows a user to create a new folder in the desired storage location?
Ans- Save As

How do you access Microsoft Word Help from the Word Window? Ans- Click the Microsoft Office Word Help button in the upper right corner of the Word window

Which Microsoft Word tab contains the Print command? Ans- File

Linda is creating a custom template. If she uses the tools found on the Review tab and proofreads her document, which important question is she answering? Ans- Will the template have correct spelling, grammar, and punctuation?

Which automatically appears based on tasks you perform, and contains commands related to changing the appearance of text in a document? Ans- Mini Toolbar

Linda is creating a custom template. If it will be quicker to use the template than to recreate the flyer from scratch each time, which important question is she answering?
Ans- Is the template easy to use?

Which command should you use to cancel a recent command or action? Ans- Quick Access Toolbar, Undo button

Which is the shortcut key for accessing Microsoft Office Word Help from the Word window? Ans- F1

Which of the following software programs is a full-featured word processing program that allows users to create professional-looking documents and revise them easily?
Ans- Word

What type of template is most appropriate for a FBLA Secretary to use to inform FBLA members of monthly club activities? Ans- Newsletter

The principal wants to send out a monthly update of school activities. Which type of document is the most appropriate to use? Ans- Newsletter

Which of the following actions or commands cannot be undone in Microsoft Word?
Ans- Saving a document

Microsoft Word Exam Questions Answers

DJ Losen



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web both have different abilities to negotiate obstacles encountered when exploring the island s caves forests and shipwrecks this hand drawn island is full of secrets and the story is told through symbols that can be enjoyed by anyone you ll water the garden repair the lighthouse and investigate the mysterious spores key features

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web directed by brad peyton directed by writing credits cast in credits order complete awaiting verification produced by music by andrew lockington music by cinematography by david tattersall director of photography editing by david rennie edited by production design by bill boes art direction by bruce robert hill

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