



Example Microsoft Word Questions

Difficulty: easy

Instructions

This test measures your knowledge of Microsoft Word. For each question you will be provided with a number of possible answers, and only one of those answers will be correct. To perform well you will need to work both quickly and accurately.

The real test will have 30 questions in total, but this example test contains three questions.

There is no time limit for these example questions, so take your time. In the real test there is a time limit of 30 seconds per question.

For these example questions you can check your answers at the end of this document.

These example questions will be easier than those in the real test, which will contain questions of varying difficulty.

The example questions follow on the next page.

Example Questions

The European languages are members of the same family. Their separate existence is a myth. For science, music, sport, etc, Europe uses the same vocabulary. The languages only differ in their grammar, their pronunciation and their most common words. Everyone realizes why a new common language would be desirable: one could refuse to pay expensive translators. To achieve this, it would be necessary to have uniform grammar, pronunciation and more common words. If several languages coalesce, the grammar of the resulting language is more simple and regular than that of the individual languages.

Q1) In the print preview view your document looks like this. You want the text to have a larger gap from the left hand edge. Which of the following ways to achieve this would you choose?

- 1) Copy the text and paste it as a text box, which can be better positioned.
- 2) Use the paragraph indent tool.
- 3) Change the page margins.
- 4) Add a header to the page.



Q2) What is the function of this icon?

- 1) Insert Table
- 2) Size/Scale Image
- 3) Add/Remove Borders
- 4) Align Images

Q3) Why would the function of 'Paste Special' most likely be used?

- 1) Copying text from a webpage and making it more editable
- 2) Preventing formatting of an image
- 3) To allow text to be transferred between documents
- 4) Removing hyperlinks from a webpage
- 5) To format text throughout a document

-- End of example questions --

Solutions

These example questions come with answers so that you can check your understanding of the type of questions you will be asked in the real test.

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