

**Q. In which view Headers and Footers are visible**

**Answer :** Print Layout View [Option : C]

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**Q. The process of removing unwanted part of an image**

**Answer :** Cropping [Option : C]

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**Q. To apply center alignment to a paragraph we can press**

**Answer :** Ctrl + E [Option : D]

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**Q. The space left between the margin and the start of a paragraph is called**

**Answer :** Indentation [Option : C]

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**Q. Text-styling feature of MS word is**

**Answer :** WordArt [Option : C]

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**Q. Which items are placed at the end of a document**

**Answer :** End Note [Option : C]

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**Q. To change line height to 1.5 we use shortcut key :**

**Answer :** Ctrl + 5 [Option : D]

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**Q. A number of letter that appears little above the normal text is called :**

**Answer :** Superscript [Option : A]

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**Q. A number of letter that appears little below the normal text is called :**

**Answer :** Subscript [Option : B]

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**Q. We can insert a page number at**

**Answer :** Both A and B [Option : C]

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**Q. Which one can be used as watermark in a word document**

**Answer :** Both A and B [Option : C]

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**Q. Which item appears dimly behind the main body text**

**Answer :** Watermark [Option : C]

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**Q. Which feature starts a new line whenever a word or sentence reached a border**

**Answer :** Text Wrapping [Option : C]

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**Q. The direction of a rectangular page for viewing and p**

**Answer :** Orientation [Option : A]

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**Q. We can remove / hide border of a shape by selecting**

**Answer :** No Outline [Option : B]

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