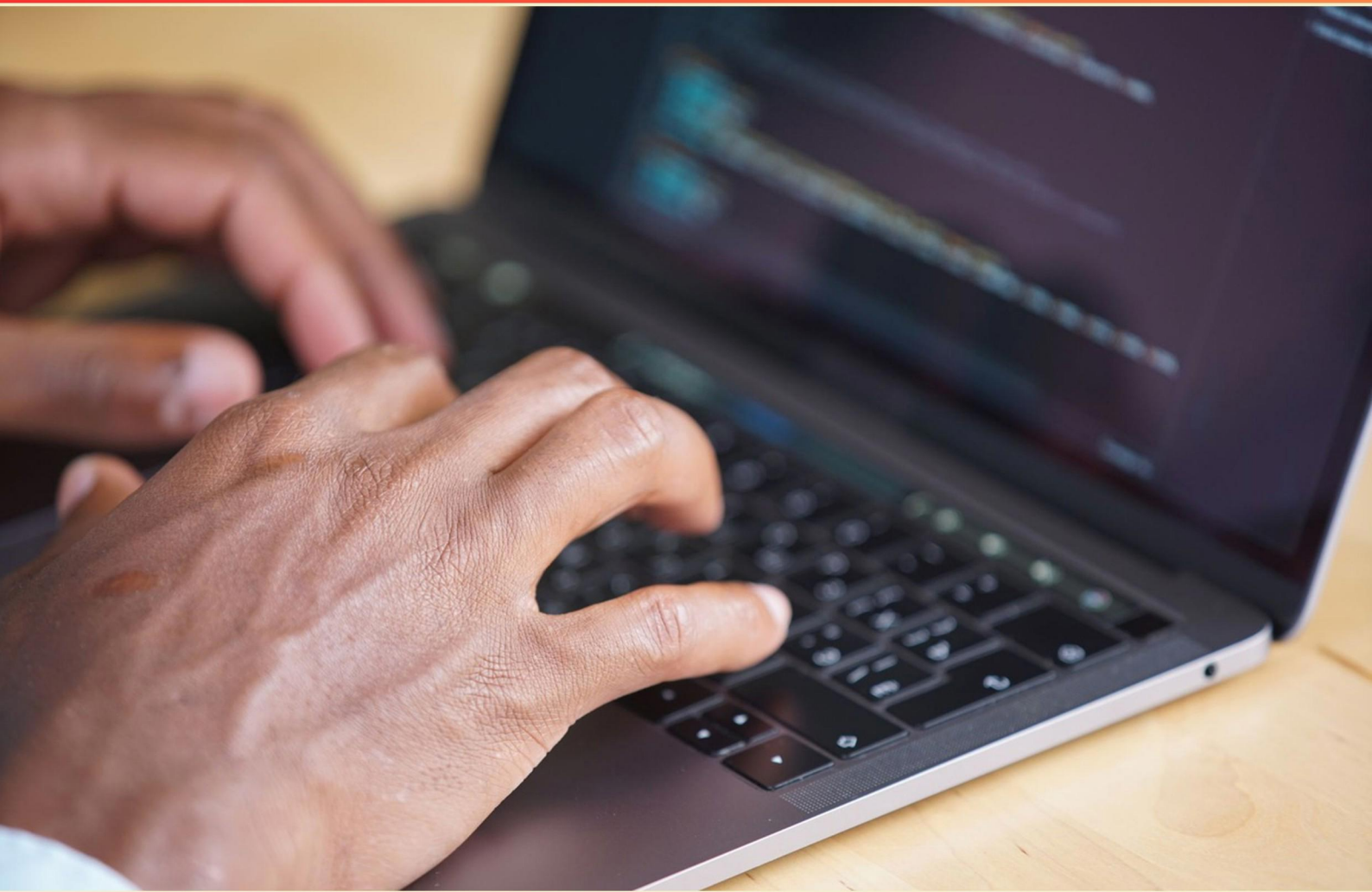


MICROSOFT WORD BASICS PRACTICE TEST (SAMPLE)

STUDY GUIDE



**SAMPLE STUDY GUIDE
WITH LIMITED QUESTIONS**

**VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE**

<https://mswordbasics.examzify.com>



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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. Which of the following describes how you set the font size by typing a value?**
 - A. Type a numeric value in the Font Size box
 - B. Use Bold
 - C. Underline
 - D. Use Print dialog
- 2. Which feature is best for reading documents on screen with minimal distractions?**
 - A. Read Mode
 - B. Spelling & Grammar
 - C. Thesaurus
 - D. Comments
- 3. What hidden document code signals the end of the current page and forces subsequent text to start at the top of the next page?**
 - A. Page Break
 - B. Bold
 - C. Bulleted List
 - D. Font
- 4. If you want to rename a file and keep the original, which command would you use?**
 - A. Save
 - B. Open
 - C. Save As
 - D. Close
- 5. Which option creates a bulleted list?**
 - A. Home tab > Numbering button
 - B. Insert tab > Bullets button
 - C. Layout tab > Bullets button
 - D. Home tab > Bullets button

- 6. Which tool would you use to insert a decorative graphic that represents a process or hierarchy in a document?**
- A. Cover Page
 - B. Text Box
 - C. SmartArt
 - D. Symbol
- 7. What method sets a first-line indentation?**
- A. Increase Indent button
 - B. Ruler guides are not used for indentation
 - C. Paragraph dialog or ruler; set Special: First line and a value.
 - D. Change Case option
- 8. Which alignment setting makes both left and right margins form straight vertical lines?**
- A. Align Left
 - B. Center
 - C. Justified
 - D. Align Right
- 9. What steps would you take to print a document in Word?**
- A. File > Print, select printer and settings, then click Print.
 - B. Home > Print Preview.
 - C. File > Page Setup.
 - D. Edit > Print.
- 10. In which tab would you find the Word Count tool?**
- A. Review tab
 - B. Home tab
 - C. View tab
 - D. Insert tab

Answers

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1. A
2. A
3. A
4. C
5. D
6. C
7. C
8. C
9. A
10. A

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Explanations

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1. Which of the following describes how you set the font size by typing a value?

A. Type a numeric value in the Font Size box

B. Use Bold

C. Underline

D. Use Print dialog

You set the exact font size by typing a numeric value into the Font Size box. After selecting the text, you click the Font Size box on the Home tab and enter the size you want in points, then press Enter to apply. This directly changes how large the characters appear to that precise value. Bold and underline modify style without changing size, and the Print dialog deals with printing settings, not text size. So typing a number into the Font Size control is the way to specify an exact font size.

2. Which feature is best for reading documents on screen with minimal distractions?

A. Read Mode

B. Spelling & Grammar

C. Thesaurus

D. Comments

When reading on screen, you want a view that hides the editing clutter and makes the text easy to follow. Read Mode does exactly that by presenting a clean, reader-friendly layout, reflowing the document so the text fits the screen width, and minimizing or hiding the ribbon and other tools. This lets your eye move smoothly through the content without the distraction of formatting controls or sidebars, which is ideal for focused reading. Spelling & Grammar is a proofreading feature that highlights issues and suggests corrections, which can interrupt your flow while you're trying to read. The Thesaurus helps with word choice, not reading comfort, and Comments appear as notes or markup in the margins, which can distract you from the main text. So Read Mode is the best choice for distraction-free on-screen reading.

3. What hidden document code signals the end of the current page and forces subsequent text to start at the top of the next page?

A. Page Break

B. Bold

C. Bulleted List

D. Font

Controlling where a page ends is about inserting a page break. A page break is a hidden formatting mark that ends the current page and forces everything that comes after it to start on the top of the next page. You can insert it with a keyboard shortcut or through the insert options, and it becomes visible when you turn on formatting marks. This is the best choice here because it directly creates a new page boundary, while bold, a bulleted list, or changing the font only affect appearance or list structure and do not move content to the next page. Page breaks are especially handy for keeping headings with their section or starting a new chapter on a fresh page.

4. If you want to rename a file and keep the original, which command would you use?

- A. Save
- B. Open
- C. Save As**
- D. Close

Use Save As to create a copy with a new filename while keeping the original unchanged. This command saves the current document under a different name (and optionally a different location), so you end up with two files: the original and the newly named one. If you simply use Save, the file is updated in place, which means you don't preserve a separate original file. Open loads an existing file for editing, and Close simply closes the document. In practice, go to File > Save As, enter the new name, choose a location if needed, and Save.

5. Which option creates a bulleted list?

- A. Home tab > Numbering button
- B. Insert tab > Bullets button
- C. Layout tab > Bullets button
- D. Home tab > Bullets button**

Bulleted lists are created using the Bullets command, which is found in the Home tab within the Paragraph group. Clicking this button applies a bullet symbol to each item, turning ordinary lines into a bulleted list. The reason this path is correct is that the Home tab is where most basic text formatting lives, including bullets and other paragraph-related settings. The other paths aren't correct because they point to places that don't house the Bullets command, or they apply a different formatting style. The Numbering button creates a numbered list, not bullets. The Insert and Layout tabs don't provide the Bullets option.

6. Which tool would you use to insert a decorative graphic that represents a process or hierarchy in a document?

- A. Cover Page
- B. Text Box
- C. SmartArt**
- D. Symbol

When you want a graphic that shows steps or levels, use a tool designed for diagrams. SmartArt offers built-in diagram layouts specifically for processes and hierarchies, so you can visually convey a sequence or an organizational structure with the shapes and connectors already arranged. You can insert it via Insert, pick a layout like Process or Hierarchy, and then enter your text. SmartArt automatically lays out the elements, and you can customize colors and styles to fit the document. Other options aren't meant for diagrams: a Cover Page is for the title page and metadata, a Text Box is just a place to put text, and a Symbol inserts a single character, not a multi-shape diagram.

7. What method sets a first-line indentation?

- A. Increase Indent button
- B. Ruler guides are not used for indentation
- C. Paragraph dialog or ruler; set Special: First line and a value.**
- D. Change Case option

First-line indentation is a paragraph formatting setting. To apply it, use the Paragraph dialog and choose Special: First line, then enter a distance, or use the ruler and drag the First Line Indent marker to the desired amount. This specifically moves only the first line of the paragraph to the right while the rest stays aligned with the left margin. The Increase Indent button changes the indentation of the whole paragraph, not just the first line, and Change Case affects capitalization rather than spacing. The ruler provides a quick visual way to set this indentation, which is exactly what the method described accomplishes.

8. Which alignment setting makes both left and right margins form straight vertical lines?

- A. Align Left
- B. Center
- C. Justified**
- D. Align Right

Justified alignment makes both left and right margins form straight vertical lines by adjusting the spacing between words (and sometimes characters) so each line stretches from the left edge to the right edge of the page. This creates clean, even edges on both sides, unlike left-aligned text which leaves a ragged right edge, right-aligned text with a ragged left edge, or centered text where lines may not line up neatly with either margin. In many documents and publications, justified text gives a tidy block appearance with evenly spaced lines, though the last line of a paragraph may not be fully justified unless you enable specific options or hyphenation.

9. What steps would you take to print a document in Word?

- A. File > Print, select printer and settings, then click Print.**
- B. Home > Print Preview.
- C. File > Page Setup.
- D. Edit > Print.

To print a document in Word, you start with the File menu to access the Print settings. Choosing Print opens the Print Backstage view where you can select the printer, adjust settings like which pages to print and how many copies, and see a preview of how the document will look. After setting everything, you click Print to send the job to the chosen printer. This path is the standard, intended workflow for printing in Word and directly aligns with how you control print options before sending the document to the printer. The other options don't initiate a print in the same way. Page Setup changes layout details (m margins, orientation, paper size) but doesn't start the print. Print Preview isn't a separate step on the Home tab in modern Word, and Edit > Print isn't a valid command.

10. In which tab would you find the Word Count tool?

A. Review tab

B. Home tab

C. View tab

D. Insert tab

Word Count is a tool for measuring the length and composition of your document, and in Word it's grouped with proofreading and collaboration features on the ribbon's Review tab. The Word Count button sits in the Proofing group there, and clicking it opens a dialog that shows total words plus other counts (characters, paragraphs, lines) and options to include text in text boxes, footnotes, or endnotes. You can also get a quick count from the status bar, but the full details come from this command on the Review tab. The other tabs handle formatting (Home), inserting objects (Insert), or changing how you view the document (View), so Word Count sits with review/proofing tools.

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://mswordbasics.examzify.com>

We wish you the very best on your exam journey. You've got this!

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