

MICROSOFT WORD PRACTICE EXAM (SAMPLE)

STUDY GUIDE



**SAMPLE STUDY GUIDE
WITH LIMITED QUESTIONS**

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

<https://microsoftword.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 option is selected in the Columns dialog box to create multiple columns in only one paragraph of text in a document?**
 - A. This Section
 - B. Apply to: drop-down list
 - C. Whole Document
 - D. Selected Text
- 2. Which tool automatically corrects common typing errors as you type?**
 - A. AutoCorrect
 - B. Translate
 - C. Balloons
 - D. Spelling & Grammar
- 3. Which option should you choose to place a box around the entire document that includes the table?**
 - A. Frame
 - B. Document Border
 - C. Table Border
 - D. Page Border
- 4. To enable quick access to frequently used commands, which backstage area should she modify?**
 - A. Customize the Quick Access Toolbar
 - B. General Options
 - C. Backstage Settings
 - D. Open Documents
- 5. Lois is unable to view all of the information in the first column of her table. Which option should she choose?**
 - A. Auto Fit
 - B. Autofit
 - C. Auto Size
 - D. Resize

6. To save a new file or an existing file in its same storage location, which keyboard shortcut is commonly used?
- A. CTRL+P
 - B. CTRL+S
 - C. CTRL+N
 - D. CTRL+W
7. Which option would box the entire document, including the table?
- A. Page Border
 - B. Document Border
 - C. Frame
 - D. Outer Box
8. To fill a shape with an inserted image, which fill option is used?
- A. Shape
 - B. Picture
 - C. Insert
 - D. Wrap Text
9. Which command changes capitalization style of selected text (e.g., sentence case, lowercase, uppercase)?
- A. Lowercase
 - B. Uppercase
 - C. Change Case
 - D. Title Case
10. To increase or decrease the size of the content in a Microsoft Word window, which item on the status bar would you use?
- A. Page Number
 - B. Ruler
 - C. Word Count
 - D. Zoom slider

Answers

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

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Explanations

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1. Which option is selected in the Columns dialog box to create multiple columns in only one paragraph of text in a document?

- A. This Section
- B. Apply to: drop-down list**
- C. Whole Document
- D. Selected Text

You control where column formatting applies by choosing the scope in the Columns dialog. To have multiple columns only for a single paragraph, select that paragraph first, then choose the option that applies to the Selected Text. Word will wrap that chosen text in its own section so that only it uses columns, while the rest of the document stays in a single column layout. If you pick Whole Document, every paragraph would be reformatted; if you pick This Section, the change could apply to more than just that one paragraph depending on how your document is organized; using Selected Text confines the change precisely to what you selected. The key idea is that columns are a section-level setting, and applying to Selected Text is the way to isolate the effect to just the chosen paragraph.

2. Which tool automatically corrects common typing errors as you type?

- A. AutoCorrect**
- B. Translate
- C. Balloons
- D. Spelling & Grammar

AutoCorrect automatically fixes common typing mistakes as you type by replacing misspelled words and adjusting capitalization on the fly. This is exactly what you want when you want typos corrected without manual intervention—typing something like teh or recive is instantly turned into the correct word. Spelling & Grammar checks errors after the fact and suggests corrections (you choose whether to apply them), Translate changes language, and Balloons relate to comments/markup—not automatic text correction. So the feature that best fits “auto-corrects common typing errors as you type” is AutoCorrect.

3. Which option should you choose to place a box around the entire document that includes the table?

- A. Frame
- B. Document Border
- C. Table Border
- D. Page Border**

To box the entire page area, you use a page border. This feature draws a border around the page edges, so everything on the page—text, images, and a table—becomes enclosed inside the box. It applies to each page in the document, giving a consistent boxed look across multiple pages. A frame is a boxed object you insert around a portion of text, not intended as a page-wide border and can affect how text flows. A border around a table only outlines the cells of that table, not the rest of the page. The term “Document Border” isn’t the standard Word name for this feature; the characteristic option is Page Border. Therefore, Page Border is the correct choice.

4. To enable quick access to frequently used commands, which backstage area should she modify?

A. Customize the Quick Access Toolbar

B. General Options

C. Backstage Settings

D. Open Documents

Customizing the Quick Access Toolbar is what you'd use to make your most-used commands available at a glance. This small bar sits above the ribbon and you can tailor it with the commands you reach for most often, so you can click them from anywhere in Word without switching tabs. To set it up, open File, go to Options, and choose Quick Access Toolbar to add or remove commands, or simply right-click a command and pick Add to Quick Access Toolbar. The other backstage areas serve different purposes: General Options adjusts overall Word behavior, Backstage Settings isn't a standard option for command access, and Open Documents shows recently opened files rather than providing quick command access. So, the best choice for quick access to frequently used commands is the Quick Access Toolbar.

5. Lois is unable to view all of the information in the first column of her table. Which option should she choose?

A. Auto Fit

B. Autofit

C. Auto Size

D. Resize

Adjusting column width automatically is what this item is testing. When a table column is too narrow to show all of its content, using Autofit resizes the column to fit its contents, so every bit of text in that column becomes visible without manual dragging. In Word, the command is labeled Autofit, and it's the standard way to make columns expand or shrink to accommodate the data inside them. This is why Autofit is the best choice here. Other terms like Auto Fit, Auto Size, or Resize aren't the Word command used to automatically adjust a column to its content, so they wouldn't reliably achieve the same result.

6. To save a new file or an existing file in its same storage location, which keyboard shortcut is commonly used?

A. CTRL+P

B. CTRL+S

C. CTRL+N

D. CTRL+W

Saving writes your work to disk so you don't lose changes. The shortcut commonly used for this is Ctrl+S. It saves the current document in its existing location, updating the file you've been working on. If you're working on a brand-new document and haven't saved it yet, pressing Ctrl+S will usually open a Save dialog where you choose a name and location; after you've saved it once, subsequent presses of Ctrl+S save again to that same file without prompting. In contrast, Ctrl+P opens the Print dialog, Ctrl+N creates a new document, and Ctrl+W closes the current document window.

7. Which option would box the entire document, including the table?

- A. Page Border**
- B. Document Border
- C. Frame
- D. Outer Box

This question tests how to enclose the whole document with a border. A page border creates a border around the printable area of each page, so applying it to the document surrounds everything on every page, including tables, text, and graphics. In other words, the entire document ends up boxed page by page. Other methods don't achieve this the same way. A frame borders a specific block of text or a single paragraph and doesn't automatically apply to the whole document across pages. Terms like outer box or document border aren't standard tools for boxing an entire document. So the page border is the right tool to box everything in the document, including tables.

8. To fill a shape with an inserted image, which fill option is used?

- A. Shape
- B. Picture**
- C. Insert
- D. Wrap Text

Filling a shape with an image uses the Picture fill option. In Word, shapes can be filled with colors, textures, patterns, or a picture. Choosing Picture lets you pick an image file, and Word uses that image as the shape's interior fill, scaling or cropping it to fit. The other choices don't fill the shape with an image: Shape isn't a fill method, Insert adds an image to the document rather than inside the shape, and Wrap Text controls how text flows around the shape rather than filling it.

9. Which command changes capitalization style of selected text (e.g., sentence case, lowercase, uppercase)?

- A. Lowercase
- B. Uppercase
- C. Change Case**
- D. Title Case

Changing capitalization styles in Word is handled by one versatile command that offers multiple options in one place. The Change Case command lets you switch the selected text to sentence case, lowercase, uppercase, Title Case, or even toggle case. That makes it the best choice because it provides a range of capitalization styles from a single tool, rather than applying just one specific style. You can access it on the Home tab in the Font group, and you can press Shift+F3 to cycle through common options. The other options—Lowercase, Uppercase, and Title Case—apply only their single result, whereas Change Case presents the full set of styles.

10. To increase or decrease the size of the content in a Microsoft Word window, which item on the status bar would you use?

- A. Page Number
- B. Ruler
- C. Word Count
- D. Zoom slider**

The ability to change how large or small the document appears in the window is controlled by the zoom control on the status bar. Use the zoom slider at the bottom of Word to drag and adjust the view size—the more you drag to the right, the larger the content appears, and the more you drag to the left, the smaller it gets. This affects only the display on your screen, not the actual font size in the document itself. The other items mentioned don't adjust the display size: page number shows which page you're on, word count tracks how many words are in the document, and the ruler is for layout measurements rather than zoom.

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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://microsoftword.examzify.com>

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

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