



## Choose the correct answer

### 1. Which of the following is NOT a default watermark option

1. CONFIDENTIAL
2. DO NOT COPY
3. Both A and B
4. WATERMARK

### 2. Which operation you will perform if you need to move a block of text

1. Copy and Paste
2. Cut and Paste
3. Paste and Delete
4. Paste and cut

### 3. In Ms word print the document using

1. Print icon from standard toolbar
2. Print command from file menu
3. Ctrl + P
4. All of the above





## Choose the correct answer

### 4. The default page orientation of word document is

1. Landscape
2. Portrait
3. Long Sides
4. Double Long Sides

### 5. How do you save an existing document with a different file name

1. Save as
2. Close
3. Save
4. All of above

