1. What is Microsoft Word?

   Answer: Microsoft Word is a word processing software used for creating, editing, and formatting documents.

2. How do you create a new document?

   Answer: Click "File" > "New" or use the shortcut Ctrl + N.

3. How do you save a document?

   Answer: Click "File" > "Save" or use Ctrl + S.

4. What is the Quick Access Toolbar?

   Answer: A customizable toolbar for frequently used commands.

5. How do you insert a page break?

   Answer: Click "Insert" > "Page Break."

6. How to apply bold formatting?

   Answer: Select text and click "B" or use Ctrl + B.

7. How to find and replace text?

   Answer: Click "Home" > "Replace" or use Ctrl + H.

8. What are headers and footers?

   Answer: Sections at the top/bottom of each page for page numbers and info.

9. How to add a bulleted list?

   Answer: Select text and click "Bullets" or use Ctrl + Shift + L.

10. How to create a table?

    Answer: Click "Insert" > "Table."

11. What is "Track Changes" used for?

    Answer: Collaborative reviewing and editing of documents.

12. How to change page orientation?

    Answer: Go to "Layout" > "Orientation."

13. How to insert a hyperlink?

    Answer: Select text, click "Insert Hyperlink," and add the link.

14. What is "Mail Merge" used for?

    Answer: Creating personalized documents by merging with data source.

15. How to change font size?

    Answer: Select text and use font size drop-down or Ctrl + Shift + P.

16. What is "Format Painter" used for?

    Answer: Copying formatting from one part to another.

17. How to insert a picture or image?

    Answer: Click "Insert" > "Pictures."

18. What is "Page Setup" used for?

    Answer: Customizing document layout settings.

19. How to insert a page number?

    Answer: Click "Insert" > "Page Number."

20. How to change line spacing?

    Answer: Select text and use "Line Spacing" button.

21. How to insert a text box?

    Answer: Click "Insert" > "Text Box."

22. How to create a hyperlink to a specific location in the document?

    Answer: Use "Bookmark" and "Hyperlink" options.

23. How to add a watermark?

    Answer: Click "Design" > "Watermark."

24. What is "AutoCorrect" used for?

    Answer: Automatically correcting typos and spelling errors.

25. How to create a table of contents?

    Answer: Use "References" > "Table of Contents."

26. How to change margins in the document?

    Answer: Go to "Layout" > "Margins."

27. How to insert a page border?

Answer: Click "Design" > "Page Borders."

28. How to remove formatting from selected text?

Answer: Click "Clear Formatting" button.

29. How to add page numbers starting from a specific page?

Answer: Use "Page Number Format" options.

30. How to insert a comment in the document?

Answer: Select text and click "New Comment."

31. How to change the document language?

Answer: Go to "Review" > "Language."

32. How to create a drop cap in the document?

Answer: Use "Drop Cap" option in "Insert" menu.

33. How to add footnotes and endnotes?

Answer: Use "References" > "Footnotes."

34. How to use the "Find and Replace" feature with wildcards?

Answer: Check "Use Wildcards" option in "Find and Replace" dialog.

35. How to change the default font in Microsoft Word?

Answer: Go to "Home" > "Font" and click "Set as Default."

36. How to create a custom page border?

Answer: Use "Page Borders" > "Custom."

37. How to protect a document with a password?

Answer: Use "Protect Document" in "File" menu.

38. How to insert a cover page?

Answer: Click "Insert" > "Cover Page."

39. How to create a table of figures?

Answer: Use "References" > "Insert Table of Figures."

40. How to split the window to view different parts of the same document?

Answer: Use "View" > "Split."

41. How to remove page numbers from the first page?

    Answer: Use "Different First Page" option in "Page Number" menu.

42. How to create a nested list (sublist)?

    Answer: Use the "Increase Indent" button.

43. How to add a background color to the document?

    Answer: Use "Design" > "Page Color."

44. How to insert a section break?

    Answer: Go to "Layout" > "Breaks."

45. How to align text to both left and right margins (justified)?

    Answer: Use "Justify" alignment option.

46. How to insert a footnote separator line?

    Answer: Use "Footnote Separator" in "Footnotes."

47. How to insert an equation in the document?

    Answer: Use "Insert" > "Equation."

48. How to change the default file format for saving documents?

    Answer: Go to "File" > "Options" > "Save" and select preferred format.

49. How to remove hyperlinks from the document?

    Answer: Right-click the hyperlink and select "Remove Hyperlink."

50. How to split a table into two separate tables?

    Answer: Place the cursor where you want to split and use "Split Table" option.

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