

Senior Typist Exam Practice Test Questions and Answers

1. Macros are _____.

- A) Small programs are written in Microsoft Word to automate repetitive tasks with VBA.
- B) Small add-on programs that are installed later if required
- C) A programming language that can be used to customize Microsoft Word.
- D) Mail merge is a large tool in Word.

2. Which word is spelled correctly?

- A) Recieve
- B) Occurance
- C) Accommodate
- D) Seperate

3. Which sentence contains a dangling modifier?

- A) Walking to the office, she reviewed her notes.
- B) Walking to the office, the rain started falling.
- C) The supervisor reviewed the report carefully.
- D) The letters were mailed on Monday morning.

4. What does 'AutoCorrect' do in Microsoft Word?

- A) Checks grammar manually when prompted
- B) Automatically corrects common misspellings and typos as you type
- C) Formats the entire document
- D) Inserts automatic page numbers

Answers: 1-A 2-C 3-B 4-B

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