

Ms Office

Q1) Starting with Microsoft Office 2003, Photo Editor was renamed to :

- A. Manager
- B. Picture Manager
- C. Picture Editor
- D. Paint Editor

Answer : Option B

Q2) Is Microsoft Works is part of the Microsoft Office Suite?

- A. yes
- B. no

Answer : Option B

Q3) A feature of MS Office that saves the document automatically after certain interval is called ____

- A. Web Page
- B. Explorer
- C. FrontPage
- D. DreamWeaver

Answer : Option C

Q4) Which feature is used to make selected sentence to All Captital Letters or All Small Letters ?

- A. Change Letter
- B. Change Sentence
- C. Change Case
- D. Change Word

Answer : Option C

Q5) Which of these software applications was not part of the first version of Microsoft Office?

- A. Paint
- B. Outlook
- C. PowerPoint
- D. MS Word

Answer : Option B



Q6) How would you insert the international character shown in the image given below?



- A. CTRL+SHIFT+~+?
- B. CTRL+SHIFT+ALT+?
- C. CTRL+SHIFT+ALT+DEL+?
- D. CTRL+SHIFT+ALT

Answer : Option B

Q7) Following are two statements given about Font in MS-Word.

Statement 1: When you activate the Mini Translator, it will stay active until you deactivate it within the Translation menu.

Statement 2: When the Mini Translator is activated, the document will be sent to Microsoft Translator as you type.

Choose the correct answer from the option given below.

- A. Both the statements are correct.
- B. Both the statements are incorrect

C.Only statement 2 is correct.

D.Only statement 1 is correct.

Answer : Option A

Q8) You notice that Word's Numbering command is supplying automatic numbers to sequential paragraphs. What can be done to stop this numbering?

I.Click the Numbering button again.

II.Press the Enter key twice to stop numbering.

Choose the correct answer from the options given below.

A.Neither I nor II

B.Only I

C.Both I and II

D.Only II

Answer : Option C

One, and two

Q9) Which of the following statements is/are correct regarding proofreading in MS Word?

I. If there is any contextual error in the document, the text will be underlined with a green line in a word document.

II.If there is any spelling error in the document, the text will be underlined with a blue line in a word document.

III.If there is any grammatical error in the document, the text will be underlined with a red line in a word document.

Choose the correct answer from the options given below.

A.Only statements II and III are correct and statement I is wrong.

B.All statements are false.

C.All statements are true.

D.Only statements I and II are correct and statement III is wrong.

Answer : Option B

Q10) Which of the following is the type of connection that helps us navigate from one slide to another slide in the same presentation and to a slide in another presentation?

A.Footer

B.Header

C.Hyperlink

D.Attachment

Answer : Option C

Q11) Which of the following can be used to close a tab on a browser?

A.Ctrl+T

B.Ctrl+A

C.Ctrl+W

D.Ctrl+X

Answer : Option C

Q12) While using formulas in Excel, the notation “B8 : B10” indicates:

A.all cells from B8 to B10

B.the product of cell B8 and Cell B10

C.cell B8 and cell B10 only

D.cell B only

Answer : Option A

Q13) If by an accident a mail is deleted, then which of the following folders will save the mail.

A.Draft

B.Spam

C.Inbox

D.Trash

Answer : Option D

Q14) Which key is to be held down to select the word or phrase to be selected in MS Word?

A.Alt

B.Shift

C.Ctrl

D.Tab

Answer : Option B

Q15) Which of the following commands will take you two steps backward from any particular directory?

A. cd../

B. cd../..

C. cd ..\

D. cd ../../

Answer : Option B

Excel

MCQ on MS Excel Shortcuts (Level: Moderate to High)

1. In MS Excel, Ctrl+S can be used to _____

A. Save

B. Save As

C. Switch between opened tab

D. Start New Workbook

Answer

A. Save

2. In MS Excel, keyboard shortcut keys to create a new workbook is _____

A. Tab+N

- B. Fn+N
- C. Alt+N
- D. Ctrl+N

Answer

- D. Ctrl+N

3. In MS Excel, the keyboard shortcut key to Open the Save As dialog box is _____

- A. Ctrl+S
- B. F2
- C. Ctrl+N
- D. F12

Answer

- D. F12

4. In MS Excel, Workbook can be closed using keyboard shortcut _____

- A. Ctrl+C
- B. Ctrl+W
- C. Esc
- D. Ctrl+E

Answer

- B. Ctrl+W

5. _____ can be used as a keyboard shortcut key to check spelling in MS Excel.

- A. F1
- B. F7
- C. F2
- D. F12

Answer

- B. F7

6. Which key is used for help in MS excel?

- A. Windows + H
- B. F1
- C. F10
- D. F2

Answer

- B. F1

7. Open workbooks can easily be switched using _____

- A. Ctrl+S
- B. Alt+S
- C. Ctrl+Alt
- D. Alt+Tab

Answer

- D. Alt+Tab

8. MS Excel is a _____.

- A. Database Management software
- B. Presentation software
- C. Workbook software
- D. Spreadsheet software

Answer

- D. Spreadsheet

9. _____ is the best alternative to MS Excel offered by Google Inc.

- A. Google Slides
- B. Google Sheets
- C. Google Files
- D. Google Keep

Answer

B. Google Sheets

10. Free online version of MS excel is known as _____

A. Office for the web

B. Excel Mobile

C. Word Mobile

D. Excel for the web

Answer

D. Excel for the web

14. Microsoft Excel was first time launched in _____ by the Microsoft Corporation

A. 1985

B. 1991

C. 1995

D. 1998

Answer

A. 1985

15. Formulas in Excel start with _____

A. /

B. *f*

C. –

D. =

Answer

D. =

16. _____ is a free lightweight version of MS Excel available as part of Office on the web.

A. Excel for the web

B. Excel Mobile

C. Office Mobile

D. MS Access for Web

Answer

A. Excel for the web

17. MS Excel file can NOT be directly exported as _____

A. PDF

B. TXT

C. PPT

D. CSV

Answer

C. PPT

18. A file that contains one or more worksheets to organize data is known as _____

A. Workbook

B. Excelbook

C. Datasheet

D. Spreadsheet

Answer

A. Workbook

19. How cells are named in ms excel?

A. using rename option

B. using name box

C. simply double click on sheet name

D. simply double click on cell and name it

Answer

B. using name box

20 The intersection of a column and a row in MS Excel worksheet is known as _____

A. Row

B. Cell

C. Column

D. Tab

Answer

B. Cell

21. In Microsoft Excel spreadsheets, rows are labelled as _____

A. 1,2,3,....

B. A,B,C,....

C. A1,B1,C1....

D. I,II,III,....

Answer

A. 1,2,3,....

22. In Microsoft Excel spreadsheets, COLUMNS are labelled as _____

A. 1,2,3,....

B. A,B,C,....

C. A1,B1,C1....

D. I,II,III,....

Answer

B. A,B,C,....

23. In Microsoft Excel spreadsheets, CELLS are labelled as _____

A. 1,2,3,....

B. A,B,C,....

C. A1,B1,C1....

D. I,II,III,....

Answer

C. A1,B1,C1....

24. In Microsoft Excel cells, function must start with _____

A. \$

B. =

C. ” “

D. F

Answer

B. =

25. Microsoft Excel uses the _____ function to calculate the results in the data table

A. 'RESULT'

B. 'CALTAB'

C. 'TABLE'

D. 'AUTOSUM'

Answer

C. 'TABLE'

26. _____function in MS Excel worksheet represents the total number(s) of entries in the cell(s).

A. SUM

B. AVG

C. COUNT

D. TOTAL

Answer

C. COUNT

27. _____is NOT a Function in Microsoft Excel spreadsheets.

A. HYPERLINK

B. COUNTIF

C. MIN

D. AVG

Answer

D. AVG

28. In MS Excel spreadsheet, Data can be sorted using _____.

A. Filter function

B. ARRAY function

C. Lookup function

D. Operator function

Answer

A. Filter

29. The __ feature of ms excel quickly completes a series of data.

A. Auto Filter

B. Auto Complete

C. Auto Fill

D. Auto Sum

Answer

C. Auto Fill

30. Which one is not a function in ms excel?

- A. PROPER
- B. AVERAGE
- C. COUNT
- D. CLEAR

Answer

- D. CLEAR

31. In MS Excel _____ feature makes it easier to add repetitive data to a worksheet

- A. Autosum
- B. Sort
- C. Filter
- D. Autocomplete

Answer

- D. Autocomplete

34. Short cut key to enter current time is

- A . Ctrl+shift+;
- B. Ctrl+shift+ t
- C. Ctrl+T
- D. Ctrl+t

Ans A

35.

A taken Loan of \$ 5,00,000 for 5 years, rate of interest is 9% p.a calculate EMI?

1. \$ 3750
2. \$ 3820
3. \$ 3978
4. \$ 3650

Answer: (a) \$ 3750

What is the formula for calculating EMI in Excel?

1. =PMT (rate,nper,pv)
2. =PMT (nper, rate, pv)
3. =PMVT (rate, nper, pv)
4. =PMET (rate, nper, pv)

Answer: = (a) PMT (rate, nper, pv)

36.

What is the shortcut for entering the current time?

1. Ctrl + Shift + ;
2. Ctrl + Shift + :
3. Ctrl + :
4. Ctrl + ;

Answer: (b) Ctrl + Shift + :

What is the table tool for evaluating and analyzing the data?

1. Pie chart
2. Insert Table
3. Insert Chart
4. Pivot Table

Answer: (d) Pivot Table

What is the shortcut to insert the hyperlink?

1. CTRL+K
2. CTRL+Q
3. CTRL+E
4. ALT+K

Answer: (a) CTRL+K

Powerpoint

1. In MS PowerPoint presentations, the designs regulate the layout and formatting for the slide. These are commonly known as:

- a. Blueprints
- b. Placeholders
- c. Templates
- d. Design Plates

Answer: (c) Templates

2. The Handout Master consists of placeholders for all of these except the:

- a. title
- b. slide number
- c. header
- d. footer

Answer: (a) title

3. Which of these PowerPoint features would allow any user to create a given simple presentation quicker?

- a. Animations
- b. Chart Wizard
- c. Transition Wizard
- d. AutoContent Wizard

Answer: (d) AutoContent Wizard

4. The File that consists of readymade styles that we can easily use for our presentation is known as:

- a. Pre formatting
- b. Template
- c. Wizard
- d. AutoStyle

Answer: (b) Template

5. What is the max Zoom percentage in MS PowerPoint?

- a. 400%
- b. 300%
- c. 200%
- d. 100%

Answer: (a) 400%

6. A PowerPoint design template is stored in any file with _____ extensions.

- a. .pot
- b. .ptt
- c. .dtp

d. .ppt

Answer: (a) .pot

7. Which of these options in PowerPoint would allow us to carry any set of slides from a given computer to another one?

a. Web and Go

b. Pack and Go

c. Save and Go

d. Save As

Answer: (b) Pack and Go

8. Which of these is a type of sound file?

a. DAT files

b. LOG files

c. DRV files

d. WAV files

Answer: (d) WAV files

9. In the current presentation, if we want to insert a new slide, we can choose which of these?

a. Ctrl + F

b. Ctrl + O

c. Ctrl + M

d. Ctrl + N

Answer: (c) Ctrl + M

10. Which of these terms do we use when an image in a clip art changes the direction that it was originally facing?

- a. Mirror
- b. Rotate
- c. Flip
- d. Group

Answer: (b) Rotate

11. Which of these refers to the PowerPoint view used for displaying only the text (title and bullets)?

- a. Slide sorter show
- b. Slide view
- c. Outline view
- d. Notes page view

Answer: (c) Outline view

12. Which toolbar provides various options in different master views?

- a. Standard toolbar
- b. Formatting toolbar
- c. Drawing toolbar
- d. Common tasks toolbar

Answer: (d) Common tasks toolbar

13. We can find any and every command on the:

- a. Menu bar
- b. Standard toolbar
- c. Formatting toolbar
- d. Drawing toolbar

Answer: (a) Menu bar

14. Which of these features should one use when we want to type in the text box for notes?

- a. Insert
- b. Slide shows
- c. Zoom
- d. Slide master

Answer: (c) Zoom

15. Which of these is the page setup orientation by default of the slides in PowerPoint?

- a. Landscape
- b. Portrait
- c. Vertical
- d. None of the above

Answer: (a) Landscape

16. From which of these menus can we access a Text Box, Picture, Chart etc.?

- a. View
- b. Insert
- c. Edit
- d. File

Answer: (b) Insert

17. Which of these font effects is NOT available in the PowerPoint Font dialogue box?

- a. Shadow
- b. Underline

c. Strikethrough

d. Emboss

Answer: (c) Strikethrough

18. Which of these sections does a slide layout NOT have?

a. Lists

b. Animations

c. Titles

d. Charts

Answer: (b) Animations

19. What do we use if we want to add texts in a given slide?

a. Comment Box

b. Text Layer

c. Note Box

d. Text Box

Answer: (d) Text Box

20. Which types of templates provides all the users with a design concept, colour scheme, and fonts for presentation?

a. Content

b. Format

c. Normal

d. Design

Answer: (d) Design