

GHANA-INDIA KOFI ANNAN CENTRE OF EXCELLENCE IN ICT
Advanced Information Technology Institute
ICDL Examination- **Ms-Word, Power Point, Excel**
Time: 45mins

NAME:

ANSWER ALL QUESTIONS

(Answer all questions by the circling the appropriate)

MS WORD

1. MS OFFICE Is Application Software
 - A. True
 - B. False
2. Thesaurus tool in MS Word is used for...
 - A. Spelling suggestions
 - B. Synonyms and Antonyms words
3. The minimum number of rows and columns in MS Word document is
 - A. 1 and 1
 - B. 2 and 1
 - C. 1 and 2
 - D. 2 and 2
4. How many columns can you insert in a word document in maximum?
 - A. 40
 - B. 45
 - C. 50
 - D. 55
5. What is the smallest and largest font size available in Font Size tool on formatting toolbar?
 - A. 8 and 72
 - B. 8 and 68
 - C. 6 and 72
 - D. 6 and 68
6. A character that is raised and smaller above the baseline is known as
 - A. Raised
 - B. Outlined
 - C. Capsript
 - D. Superscript
7. Selecting text means, selecting?
 - A. a word
 - B. an entire sentence

- C. whole document
- D. any of the above

8. MS-Word automatically moves the text to the next line when it reaches the right edge of the screen and is called?

- A. Carriage Return
- B. Enter
- C. Word Wrap
- D. None of the above

MS POWER POINT

9. Which _le format can be added to a power point show?

- (A) .gif
- (B) .jpg
- (C) .wav
- (D) All of above

10. How to select one hyperlink after another during a slide presentation?

- (A) Ctrl+K
- (B) Ctrl+D
- (C) Ctrl+H
- (D) Tab

11. Which power point view works best for adding slide transition?

- (A) Animations
- (B) Chart Wizard
- (C) Transition Wizard
- (D) Auto Content Wizard

12. You can edit an embedded organization chart object by?

- (A) Double clicking the organization chart object.
- (B) Clicking edit object
- (C) Right clicking the chart object, then clicking edit MS-Organization Chart object.
- (D) A and C both

13. Special effects used to introduce slides in a presentation are known as?

- (A) Transition
- (B) Effects
- (C) Custom animations
- (D) Annotations

14. Slide sorter can be accessed from which menu?

- (A) View
- (B) Edit
- (C) File
- (D) Insert

15. To print power point presentation, press:

- (A) Ctrl+P
- (B) Ctrl+S
- (C) Ctrl+Shift+P
- (D) Ctrl+A

16. What would I choose to create a pre-formatted style?

- (A) Format
- (B) Slide layout
- (C) Slide sorter view
- (D) None of above

MS EXCEL

17. Which one is not a Function in MS Excel?

- (A) SUM
- (B) AVG
- (C) MAX
- (D) MIN

18. Functions in MS Excel must begin with ____

- (A) An () sign
- (B) An Equal Sign
- (C) A Plus Sign
- (D) A > Sign

19. Which function in Excel checks whether a condition is true or not?

- (A) SUM
- (B) COUNT
- (C) IF
- (D) AVERAGE

20. In Excel, Columns are labelled as ____

- (A) A, B, C, etc
- (B) 1,2,3 etc
- (C) A1, A2, etc.
- (D) \$A\$1, \$A\$2, etc

21. The Greater Than sign (>) is an example of _____ operator.

- (A) Arithmetic
- (B) Logical
- (C) Conditional
- (D) Greater

22. What type of chart is useful for showing trends or changes over time?

- (A) Pie Chart
- (B) Column Chart
- (C) Line Chart
- (D) Dot Graph

23. The process of arranging the items of a column in some sequence or order is known as:

- (A) Arranging
- (B) Autofill
- (C) Sorting
- (D) Filtering

24. The ____ feature of MS Excel quickly completes a series of data

- (A) Auto Complete
- (B) Auto Fill
- (C) Fill Handle
- (D) Sorting