1. **In PowerPoint, which view displays the outline view and the slide view on a single screen'?**

* Slide Sorter View
* Reading View
* Normal View
* Slide Show View

1. **What can be introduced in PowerPoint presentations to differentiate between various content in the same presentation?**

* New Slide
* Layout
* Design
* Sections

1. **To effect changes in the entire presentation in one go. which function should be used?**

* Slide Master
* Reset
* Clipboard
* Editing

1. **Which dialog box lists the 'New documents based on this template' option?**

* Font
* Modify Style
* Paragraph
* Editing

1. **We can see the last synced note in the \_\_\_\_\_\_\_\_\_\_\_tab**

* Home
* View
* History
* File

1. **To insert link in a page in OneNote the command can be inserted through the \_\_\_\_\_\_\_\_\_\_\_\_group.**

* Files
* Links
* Pages
* Insert

1. **Which excel file format can be used on another Windows operating system with the correct interpretation?**

* Excel-Add in
* DIF
* CSV
* Excel Binary Workbook

1. **Which page formatting options are available for Excel operations?**

* Currency
* Accounting
* Scientific
* All of these

1. **Which of the following statement is true while applying functions in OneNote?**

* Numbers. Operators. and Strings are typed as one continuous string of text
* Function codes are case-sensitive
* To create new line after the answer of a mathematical function, create a new text box on the page
* None of these

1. **Factorial computation is denoted by\_\_\_\_\_\_\_\_\_\_\_\_\_ sign for arithmetic calculations in OneNote .**

* Addition
* Multiplication
* Percent
* Exclamation

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is built-in application in the operating system and prevents any external and unauthorized access to the PC**

* Anti-ma ware
* Windows firewall
* Anti-virus
* App-control

1. **Which group is automatically enabled by Microsoft Word after the user has added a picture?**

* Picture Styles
* Picture
* Format
* Styles

1. **What does the DIF format of Excel stand for?**

* Data Interchange Formal
* Data Input Format
* Date Information Format
* Data International Format

1. **Which of these accounts can enable the Sway account?**

* Outlook
* Hotmail
* Live
* All of these

1. **Expanding and collapsing of data for analysis is possible by using \_\_\_\_\_\_\_\_\_\_\_ in Excel**

* PivotTable
* PivotChart
* Standard Chart
* Tables

1. **The option to introduce Recommended PivotChart is via \_\_\_\_\_\_\_\_\_\_\_\_the tab on the ribbon**

* Formulas
* Data
* Review
* Insert

1. **Which of the functions can be completed using the Quick Access Toolbar in PowerPoint'?**

* Open, Save, and Share
* Open, Save, and Email
* Save, Share, and Print
* Print, Open. and Graphs

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* Home
* View
* History
* File

1. **To insert link In a page In OneNote. the command can be inserted through the group.**

* Flies
* Links
* Pages
* Insert

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1. **Which of these can be done to change the format of the PivotTable?**

* Manually and conditionally formal cells
* Change the overall PivotTable format style
* Change the number format for fields
* All of these

1. **Data from external sources can be gathered and inserted using the\_\_\_\_\_\_\_\_group in the\_\_\_\_\_\_\_\_\_\_\_tab**

* Get External Data, Data
* Get External Data, Insert
* Data Tools, Data
* Analysis, Insert

1. **The files and folders listed on the OneDrIve page are sorted by the default\_\_\_\_\_\_\_\_\_ criteria and in the\_\_\_\_\_\_\_\_order**

* Type. Ascending
* Type. Descending
* Name. Descending
* Name. Ascending

1. **Which of the following are valid mailing categories? (mark more than one)**

* Dictionary
* Letters
* Labels
* Memos

1. **Which view provides the preview of a printed page?**

* Page Layout View
* Backstage View
* Page Break View
* Normal Layout View

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