1. Which of the following option allows the user to view the changes made to a selected file?
2. Version
3. History
4. Version History
5. Versions
6. How much fee storage data is provided by Microsoft OneDrive to valid Microsoft users?
   1. 6 GB
   2. 5 GB
   3. 7 GB
   4. 8 GB
7. Which of the following option allows a user to share file with specific people using OneDrive?
   1. Specific people
   2. Special people
   3. People
   4. People only
8. Which of the following option allows the user to synchronize the online OneDrive folder with the local OneDrive folder?
   1. Sync\_data
   2. Sync
   3. Synchronize
   4. Synch
9. Which of the following options are available in the main menu when a user selects a fie?
   1. Download
   2. Copy to
   3. Delete
   4. All of these
10. Which of the following show notification from app?
    1. App Notification Center
    2. App Center
    3. Action Notification Center
    4. ACTION CENTER
11. Which of the following operating system have tiled start menu?
    1. Windows 7
    2. Windows 8
    3. Windows 9
    4. Windows 10
12. How many editions of windows 10 are available?
    1. 15
    2. 12
    3. 10
    4. 11
13. Which of the following is the web browser of the windows 10?
    1. Edge
    2. Edge Explorer
    3. Chrome
    4. All of these
14. Which Microsoft 2016 application can be used for One-Click forecasting?
    1. Microsoft Excel
    2. OneNote
    3. PowerPoint
    4. Skype
15. Which of the following is the instant messaging platform provided by Microsoft?
    1. Edge
    2. Skype
    3. Yammer
    4. OneDrive
16. Which of the following application is to create presentation using slide?
    1. Sway
    2. Edge
    3. PowerPoint
    4. Lync
17. Which of the following is the capturing tool?
    1. OneNote
    2. Microsoft Excel
    3. Publisher
    4. None of these
18. Which of the following application is useful for VoIP calls?
    1. Outlook
    2. Office Communicator
    3. Office Plus
    4. Skype Business
19. To which Windows operating system family does Windows 10 belong?
    1. NT
    2. XP
    3. Server
    4. Pro
20. Where can a user find zoom controls in word document?
    1. Ribbon
    2. Menu
    3. Status Bar
    4. Design Control
21. How can a user enter a space between two lines of text?
    1. Pressing down arrow
    2. Pressing Enter Key
    3. Pressing Space Bar
    4. Pressing the Backspace key
22. Which of the following tab lists the Font group?
    1. Layout
    2. Home
    3. Design
    4. Insert
23. Which of the following command group includes the numbered list?
    1. Styles
    2. Page Setup
    3. Index
    4. Paragraph
24. What is the name of Visual menu under the Home tab?
    1. View
    2. Design
    3. Styles
    4. Review
25. Which tab should be used to the insert a picture?
    1. References
    2. Insert
    3. Design
    4. Format
26. What is the name of the group where Picture command is located?
    1. Add-ins
    2. Symbols
    3. Draw
    4. Illustration
27. Where can we include call-out from?
    1. Icons
    2. SmartArt
    3. Shapes
    4. Comment
28. Comments can be added by selection of which of the following commands?
    1. New Comment
    2. Track Changes
    3. Add new Comment
    4. Show Comment
29. Which of the following tabs allows the user to track changes to a document?
    1. View
    2. Design
    3. References
    4. Review
30. In which tab is the Styles group placed?
    1. Home
    2. Mailings
    3. File
    4. Design
31. Which of the following options is used to select the document type for mail merge?
    1. Start Mail & Merge
    2. Select Documents
    3. Mail Merge
    4. Start Mail Merge
32. Which tab lists the content controls?
    1. Custom
    2. Developer
    3. Controls
    4. Insert
33. Which of the following allows the user to add a calendar in the form?
    1. Calendar
    2. Date Control
    3. Date Picker
    4. Calendar
34. Which tab lists the user-defined templates?
    1. Home
    2. Featured
    3. Custom
    4. Personal
35. Which of the following comprise tabs, groups, and commands in order to get started on an Excel Worksheet?
    1. Pivot Table
    2. Data
    3. Ribbon
    4. Home
36. Which of the following are Number formatting options?
    1. Text
    2. Fraction
    3. Currency
    4. All of these
37. Which formula gives value in the form of ‘TRUE’ and ‘FALSE’?
    1. Logical
    2. Arithmetic
    3. Reference
    4. Comparison
38. Which command is used to restrict the type of data or the value that the user enters into a cell?
    1. Data Validation
    2. Grouping
    3. Text to Columns
    4. Arithmetic Formula
39. A Pivot Table helps in analyzing the data and is meant for easier reading of data. From where on the Ribbon, can we introduce a Pivot Table?
    1. Home
    2. Insert
    3. Design
    4. Data
40. Which among the following is NOT a data analysis method?
    1. Pivot Table
    2. What-if Analysis
    3. Review
    4. Sort
41. Which method is used to display the result after applying criteria to the data set?
    1. Sort
    2. Filter
    3. Checking the box
    4. Tables
42. How many passwords are required to protect a file, if the modification of data set is also restricted?
    1. One
    2. Two
    3. Three
    4. None
43. Protect Workbook option can be selected from which tab?
    1. Insert
    2. Review
    3. Data
    4. Formulas
44. Which is the most common method to protect an MS Excel file?
    1. Restrict Access
    2. Digital Signature
    3. Mark as Final
    4. Encrypt with Password
45. Which amongst the following is not a Pivot Table function?
    1. Subtotaling the data on worksheet
    2. Changing the layout of the worksheet
    3. Filtering
    4. Aggregating
46. Which is the simplest way to create a Pivot Table?
    1. Use Recommendation Pivot Tables
    2. Insert a Pivot Table from the Insert Tab
    3. Convert Pivot Chart into Pivot Table
    4. User a Standard Table
47. Which chart type show the size of items in one data series, proportional to the sum of the items?
    1. Bar Chart
    2. XY (Scatter) Chart
    3. Pie Chart
    4. Line Chart
48. What is the field name used to display field as an axis in the Pivot Chart?
    1. Axis
    2. Rows
    3. Legends
    4. Columns
49. The source data in a Pivot Charts is linked to which of the following?
    1. Values on the chart
    2. Data worksheet
    3. Graphs
    4. Pivot Table
50. Which amongst these is NOT the default commands in the Quick Access Toolbar?
    1. Open
    2. Redo
    3. Start from Beginning
    4. Undo
51. Which is the default theme in a PowerPoint presentation?
    1. Greyscale
    2. Bluewarm
    3. Office
    4. Aspect
52. In which tab can you find the Variants group?
    1. Insert
    2. Design
    3. Slideshow
    4. Transition
53. Conveyer, Rotate, and Window form a part of which transition?
    1. Subtle
    2. Exciting
    3. Dynamic Content
    4. Amazing
54. If you have to quickly copy paste one slide’s content to another, which of the following command is used?
    1. Copy
    2. Paste
    3. Add slide
    4. Duplicate
55. Which of the following group is not a part of the Home tab?
    1. Slides
    2. Paragraph
    3. Media
    4. Drawing
56. How many items can be pasted using the Clipboard?
    1. 23
    2. 24
    3. 25
    4. As many as copied
57. For online images usage, which of the following source is used to search an image?
    1. Bing
    2. Yahoo
    3. Google
    4. ClipArt
58. Which amongst the following is possible using the Customize group on Design tab?
    1. Change the color of the text
    2. Change the slide size
    3. Change the font
    4. Change the Theme
59. Which of the following method is used to review a presentation?
    1. Compare
    2. Contrast
    3. Create a better presentation
    4. Edit the presentation
60. OneNote notebook is organized into which of these following
    1. Sections & Pages
    2. Tabs & Groups
    3. Pages & Categories
    4. Sections & Tags
61. Page Templates can be introduced using which of the following tab?
    1. Draw
    2. Insert
    3. View
    4. Home
62. How many pages can be added to a notebook?
    1. 5
    2. 10
    3. 50
    4. As many as the user wants
63. If you want to prioritize a note, what can be done to make this easy?
    1. Apply Template
    2. Use colored page background
    3. Tag a note
    4. Handwrite the note
64. To convert handwritten notes to typed text, which button should be pressed?
    1. Draw
    2. Type
    3. Lasso Select
    4. Ink to Math
65. Which among these features is not available in Sway?
    1. In-built designs
    2. Web Version
    3. Need to create an account
    4. Can be saved as Sway file and share as an attachment
66. Where do you need to sign in to create a Sway account?
    1. www.sway.com
    2. www.microsoft.com
    3. www.swaysignin.com
    4. www.outlook.com
67. A new Sway file can be created on which page?
    1. My Page
    2. My Design
    3. Create New
    4. My Sway
68. Where can the user type edit, insert, or format a story?
    1. Story
    2. Storyline
    3. Designs
    4. Templates
69. Which tab should be used to customize Style on Sway?
    1. Design
    2. Create
    3. Storyline
    4. Publish
70. Which folder is selected by default when Outlook is opened?
    1. Deleted items
    2. Inbox
    3. Sent items
    4. Depends on the application settings
71. How many email categories are provided by Microsoft Outlook?
    1. 6
    2. 5
    3. 6
    4. Depends on the applications settings
72. Which section displays the most frequently accessed mail folders?
    1. Accessed
    2. Favorite
    3. Groups
    4. Recently Accessed
73. Which of the following allows users to attach an email in an email message?
    1. Send Items
    2. Link Items
    3. Attach emails
    4. Outlook Item
74. Which of the following allows the users to report spurious emails to the IT department of the organization?
    1. Phish
    2. PhishingMe
    3. PhishMe
    4. Phishemails
75. Which of the following is not a Skype status?
    1. Away
    2. Appear Away
    3. In a Call
    4. Appear in a Call
76. Which of the following allows users to set their location in Skype?
    1. Set User Location
    2. Set My Location
    3. Set Location
    4. Set Your Location
77. Which menu command contain the Option menu item?
    1. Tools
    2. File
    3. Meet Now
    4. Contacts
78. Which of the following is the default Skype status?
    1. Busy
    2. Offline
    3. Available
    4. In a Meeting
79. Which of the following is performed using the Add icon?
    1. Video call
    2. Add People to a meeting or a chat
    3. Audio call
    4. Schedule a Meeting