

**ACCENTURE TRAINING PROGRAM QUIZ**

1. Which of these software applications was not part of the first version of Microsoft Office?

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

2. Which feature is used to make selected sentence to All Capital Letters or All Small Letters?

A. Change Letter

B. Change Sentence

**C. Change Case**

D. Change Word

3. 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

4. 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

5. 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**

6. Which of the following is graphics solution for Word Processors?

**A Clipart**

B WordArt

C Drop Cap

D All of above7. Which of the following is not available on the Ruler of MS Word screen?

A Tab stop box

B Left Indent

C Right Indent

**D Center Indent**

E All of them are available on ruler

8. AutoCorrect was originally designed to replace words as you type.

A Short, repetitive

B Grammatically incorrect

C **Misspelled**

D None of the above

9. In Microsoft Excel spreadsheets, rows are designated as \_\_\_\_\_\_\_

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

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

C. A1, B1, C1, ....

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

10. The intersection of a column and a row in a worksheet is called\_\_\_\_

1. Column
2. Address
3. Value
4. **Cell**

11. \_\_\_\_ type of chart is good for a single series of data.

1. Column chart
2. Cone chart
3. Line chart
4. **Pie chart**

12. What do Excel formulas start with?

A) /

       B) f

**C) =**

       D).–

13. What is an Excel feature that displays only the data in column (s) according to specified criteria?

1. **Filtering**
2. Sorting
3. Formula
4. Pivot

14. Why is the =COUNTIF function in Excel used?

1. **Counts cells as specified**
2. Counts blank cells in a range
3. Counts cells with numbers in a range
4. Returns values based on a TRUE or FALSE condition

15. Which function key is used to check spelling?

A. F2

B. F5

**C. F7**

D. F11

16. Which is not a font style?

A. Bold

B. **Superscript**

C. Italic

D. Regular

17. Which of the following is called as page to create a presentation in PowerPoint?

1. Sheet
2. **Slide**
3. Paper
4. None of the above

18. Which of the following shortcut key is used to start the slideshow?

1. **Using F5 key**
2. Using F3 key
3. Using F1 key
4. Using F6 key

19. The maximum percentage of zoom in PowerPoint is –

1. **400%**
2. 200%
3. 350%
4. 100%

20. Which of the following is the shortcut key to open the existing presentation in the PowerPoint?

1. Ctrl + M
2. Ctrl + N
3. **Ctrl + O**
4. Ctrl + K

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

A. cd../

B. cd../..

**C. cd ..\**

D. cd ..\..\

22. 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**

23. Which of the following is not a browser?

A. Mozilla

B. Internet Explorer

**C. Google**

D. Chrome

24. Which of the following is considered as latest browser?

A Mosaic

**B Google Chrome**

C IE

D Mozilla Firefox

25. A free open-source software version of Netscape was developed called \_\_\_\_\_\_.

A Opera Mini

B IE

C Google Chrome

**D Mozilla**