



accenture COMMON APPLICATION & MS OFFICE

*Content Starts from Page Number 7

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Video Link: <https://youtu.be/qiNy9Sb66ik>

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COMPLETE PLACEMENT PREPARATION



>
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COMMON
APPLICATION

Q1. Find the odd one out?

a.



c.



b.



d.



Q1. Find the odd one out?

a.



c.



b.



d.



Q2. Which of the following e-mail service protocol is used for sending e-mails?

- a) POP3
- b) SMTP
- c) FTP
- d) HTTP

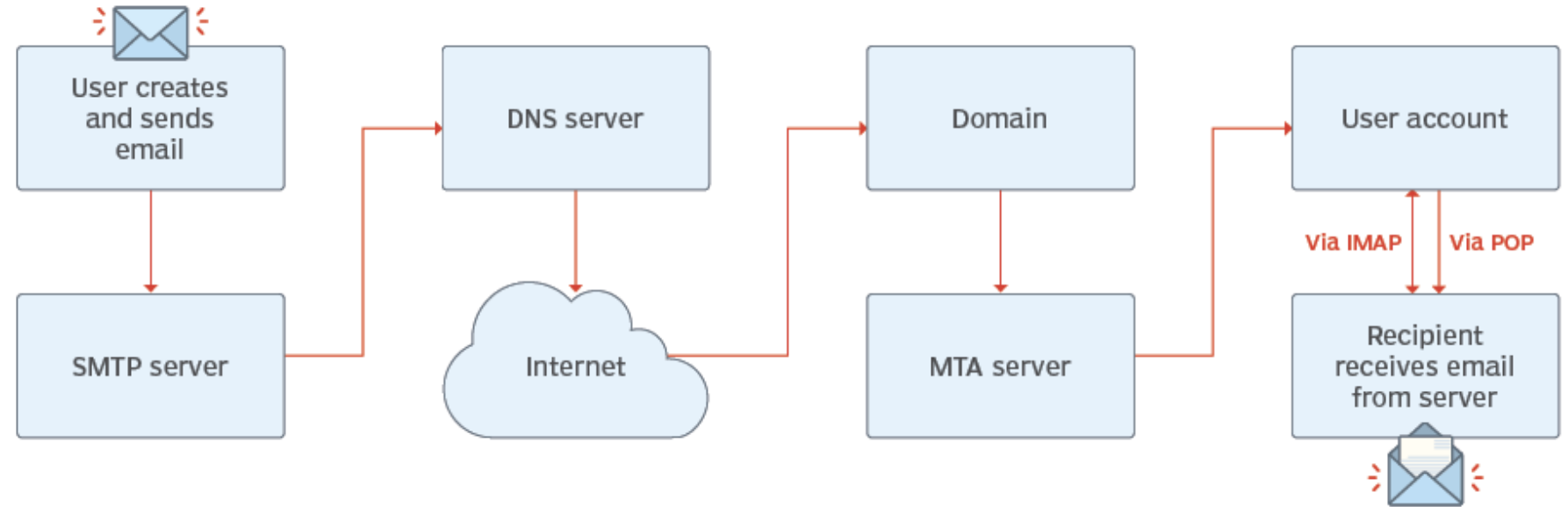
Q2. Which of the following e-mail service protocol is used for sending e-mails?

- a) POP3 - Post Office Protocol 3 → *Receive*
- b) SMTP – Simple Mail Transfer Protocol → *send*
- c) FTP – File Transfer Protocol ✓
- d) HTTP – Hyper Text Transfer Protocol ✓

Q2. Which of the following e-mail service protocol is used for sending e-mails?

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- b) SMTP
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The email delivery process



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Q3. If you want to save a website URL address for future reference then which of the following you should use?

- a) History
- b) Find
- c) Incognito Tab
- d) Bookmarks

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- a) History
- b) Find
- c) Incognito Tab
- d) **Bookmarks**

Q4. If you want to attach a folder with an e-mail, which of the following application is used?

a.



c.



b.



d.



Q4. If you want to attach a folder with an e-mail, which of the following application is used?

a.



X

c.



X

b.



X

d.



zip

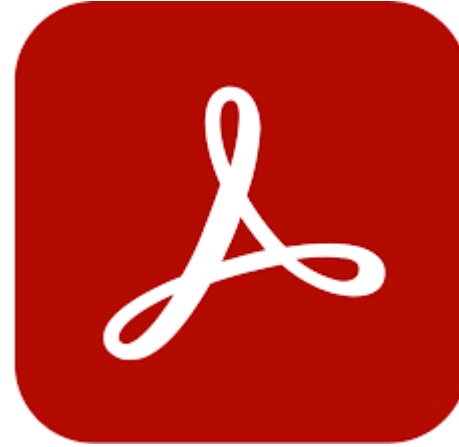
✓

Q4. If you want to attach a folder with an e-mail, which of the following application is used?

a.



c.



b.



d.



Q5. If you have to remove a file from the desktop and put it in a separate folder, then which of the following method you should apply?

1. Copy – Paste
2. Cut – Paste
3. Drag and Drop

- a) 1 and 2 only
- b) 1 and 3 only
- c) 2 and 3 only
- d) All 1, 2 and 3

Q5. If you have to remove a file from the desktop and put it in a separate folder, then which of the following method you should apply?

1. Copy – Paste
2. Cut – Paste
3. Drag and Drop

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- b) 1 and 3 only
- c) 2 and 3 only
- d) All 1, 2 and 3

Q6. If you have purchased a new laptop with windows 10 operating system then which of the following is the default virtual assistance that you will get?

- a) Google Assistance
- b) Alexa
- c) Siri
- d) Cortana

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MS OFFICE

Q7. If you want to create a customised set of command for MS Office, then which of the following can be used?

- a) Status Bar
- b) Quick Access Toolbar
- c) Ribbon Group
- d) All of the above

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- b) Quick Access Toolbar
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Q8. Which of the following Microsoft application is used for video calling?

- a) Whatsapp
- b) Skype
- c) Team Viewer
- d) MS Outlook

- a) Whatsapp
- b) Skype
- c) **Team Viewer** - TeamViewer is a comprehensive remote access, remote control and remote support solution that works with almost every desktop and mobile platform, including Windows, macOS, Android, and iOS. **TeamViewer lets you remote in to computers or mobile devices located anywhere in the world and use them as though you were there.**
- d) **MS Outlook** - Outlook allows you to **send and receive email messages, manage your calendar, store names and numbers of your contacts, and track your tasks.**

Q8. Which of the following Microsoft application is used for video calling?

- a) Whatsapp
- b) Skype
- c) Team Viewer
- d) MS Outlook

Q9. While preparing a word document, if you want to keep a logo at the top of every page, then which of the following you should use?

- a) Bookmark
- b) Comment
- c) Footer
- d) Header

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- a) Bookmark
- b) Comment
- c) Footer
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Q10. In MS Word, which of the following is used to add a page break at the cursor current position?

- a) Shift + Enter
- b) Enter
- c) Alt + Enter
- d) Ctrl + Enter

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Q11. If you have to apply formulas on a database of 30 lakh telecom subscribers then which of the following you should use?

- a) MS Outlook
- b) MS Word
- c) MS Access
- d) MS Excel

- a) MS Outlook - Outlook allows you to **send and receive email messages, manage your calendar, store names and numbers of your contacts, and track your tasks.**
- b) MS Word
- c) MS Access - Microsoft Access is a popular information management tool that **helps you store all kinds of information for reporting, analysis, and reference.** With Microsoft Access, you can manage data more efficiently and analyze large amounts of information. As a business, using Microsoft Excel can't prove to be sufficient.
- d) MS Excel

Q11. If you have to apply formulas on a database of 30 lakh telecom subscribers then which of the following you should use?

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- b) MS Word
- c) MS Access
- d) MS Excel

Q12. Which paragraph setting is there in the given paragraph

- a) Right Align
- b) Left Align
- c) Center Align
- d) Justify

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Sections Covered



Aptitude

Course • 454 Lessons



Computer Science Fundamentals

Course • 639 Lessons 34 Trials



Logical Reasoning

Course • 200 Lessons



Interview & Resume Preparation Course by Yash Jain Sir

Course • 145 Lessons 2 Trials



Verbal Ability

Course • 79 Lessons



TCS SuperSet Course (Complete TCS Preparation)

Course • 692 Lessons 7 Trials



Coding

Course • 453 Lessons 6 Trials



TCS NQT Crash Course (Complete TCS Preparation in 3 days)

Course • 155 Lessons 6 Trials

Sections Covered



Wipro NTH Superset Course by Yash Jain Sir
Course • 109 Lessons **3 Trials**



Capgemini Superset Course
Course • 94 Lessons **3 Trials**



INFOSYS Superset Course by Yash Jain Sir
Course • 279 Lessons



COGNIZANT Superset Course by Yash Jain Sir
Course • 266 Lessons



AMCAT Superset Course
Course • 41 Lessons



ACCENTURE Superset Course by Yash Jain Sir
Course • 27 Lessons



InfyTQ Superset Course by Yash Jain Sir
Course • 272 Lessons **2 Trials**



HEXAWARE Superset Course by Yash Jain Sir
Course • 26 Lessons **1 Trial**



LTI – L&T Infotech Superset Course
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