

Basic Interview Questions for Microsoft Word, Access, Excel, and PowerPoint

Microsoft Word

1. Tell me about the most complex document you have created in Word and the features or tools that you used to create the document.

2. How do you create a document in Microsoft Word from scratch?

*In the upper-left corner of the Word program window, click the **File** tab, and then click **New**. The New Document dialog box opens. With **Blank document** selected, click **Create**.*

3. How do you save a document in Microsoft Word?

*To save a document for the first time, you can press Ctrl+S, click the Save button on the Quick Access toolbar, or click Save on the **File** tab. All three options display a dialog box in which you specify a name for the document.*

4. How do you track changes to documents?

*You can use Word's Track Changes feature to record the changes made to a document. Click the **Track Changes** button in the **Tracking** group on the **Review** tab. Word highlights the button, indicating that the Track Changes feature is turned on.*

5. How do you format text, change font, and font size?

*To format text, in the **Font** group on the **Home** tab, click the **Bold**, **Italic** or **Underline** button. To change the font and font size click on the toolbar. Click the **Font** arrow to display a list of available fonts. Then click the **Font Size** arrow to select the size.*

6. What will the following key combination do: Ctrl+P?

Ctrl+P will print the document.

7. How do you check spellings and grammar of a MS Word document?

*Place the cursor at the beginning of the document or at the beginning of the section that you want to check. Click the **Review** tab on the tool bar. Click **Spelling & Grammar** on the **Proofing** group.*

Microsoft Excel

1. Tell me about the most complex document you have created in Excel and the features or tools that you used to create the document.

2. How do you create a spreadsheet in Microsoft Excel from scratch?

When you start Excel without specifying a document to open you get a blank workbook in a new workbook window. This workbook, temporarily named Book1, contains three blank worksheets (Sheet1, Sheet2, and Sheet3). To begin to work on a new spreadsheet, you simply start entering information in the first sheet of the Book1 workbook window.

3. How do you save a spreadsheet in Microsoft Excel?

Click the Save button on the Quick Access toolbar or press Ctrl+S; then designate the drive and folder directory where the file should be located.

4. How do you print a spreadsheet in Microsoft Excel?

First, use the Print Preview feature before you print any worksheet to see exactly how the worksheet data will be paged when printed. You then can click the print icon in the toolbar.

5. How do you format cells in a spreadsheet?

First, you highlight the entire block of cells you wish to format. You then can either right click the block of cells to format or select one of the formatting buttons on the toolbar.

Microsoft PowerPoint

1. Tell me about the most complex document you have created in PowerPoint and the features or tools that you used to create the document.

2. When you create something in PowerPoint what is it called?

A presentation.

3. How do you create a new presentation?

You would click the Office button to open the File menu and choose New to display the New Presentation window. Double-click Blank Presentation to open a new presentation based on the blank template.

4. How do you view your presentation in full screen mode?

Click the Slide Show view button to display the slide show starting with the currently selected slide.

5. How do you save a PowerPoint presentation?

Click the Office button and choose Save from the File menu to display the Save As dialog box. Type a name for the document and then click save.

6. How do you build a slide in a blank presentation?

Click the New Slide button to insert a new title and content slide. To change the layout click the arrow on the New Slide button and click another option from the drop-down box to insert a slide with a different layout.

7. How do you select and apply Theme colors?

*Go to the **Design** tab and locate the **Themes** group. Hover over a theme to see a preview of it in the presentation. Click a theme to apply it to the slides.*

8. How do you apply a transition to a slide?

*Select the slide you wish to modify. Click on the **Transitions** tab. Locate the preferred transition type to apply. Click on the transition to apply it to the selected slide.*

Microsoft Access

1. Tell me about the most complex document you have created in Access and the features or tools that you used to create the document.

2. What is Microsoft Access and what can it do?

Access is a database-management program that enables you to maintain databases. It is a tool for gathering information and provides a convenient way to enter, navigate, and report the data.

3. What are queries?

Queries are the means of manipulating the data to display in a form or report. Queries can sort, calculate, group, filter, join tables, update data, delete data, etc.

4. What are joins?

Joins extend and describe relationships in Access by specifying the details of the relationship between two tables. A relationship is usually a link between two common fields in the tables. In one of the tables, the field is known as the primary key and in the other table, it is known as the foreign key.

5. How do you create joins in Access?

*You can create joins in queries either by opening a query in Design View, or by selecting Relationships in the Relationships group on the **Database Tools** tab.*

6. What is an easy way to enter data when using Access?

An easy way to enter data, especially into more than one related table, is to use a form — a standard database document that displays information from one or more tables on-screen.

7. How do you open a database in Access?

You can open an existing database from the Getting Started screen, or within the regular Access window. To open a database from the Getting Started window, click its name if it appears in the list of recently used databases (on the right). If the name doesn't appear, click the More option at the top of the list of recently opened databases, and then navigate to the database.

8. Describe at least two ways of creating a new table.

Click the Create tab on the toolbar and then use a blank table or table templates or Design View.

9. How do you modify a table in Access?

To modify a table, open it in Design view. Scroll to the bottom of the list of field names already in the table. Or, to insert a new field above an existing field, right-click the existing field's name and choose Insert Rows. Then you can type the new field's name into the Field Name column.

10. How do you export data in Excel format?

*Select the **External Data** tab on the toolbar. Click Excel on the **Export** group. The export Excel spreadsheet dialog box will open. Specify a destination file name and format and click OK to export the data to an Excel spreadsheet.*