

MS Office (Microsoft office)

Known as office 365

MS Office :- It is a collection of application SW which is used to complete the appropriate task
यह एक सॉफ्टवेर कंपनी का ऐसा समूह होता है जिसे युजर अपने कार्य को पूरा करता है

- The first version of MS office is - Office 1.0
- The first version of MS office is released on - 19 Nov. 1990
- 1. MAC OS (Apple) → 1 Aug 1989
- 2. Android OS → 19 April 2000
- 3. windows OS → 19 Nov. 1990

(1) MAC OS :- • Written in C++ language

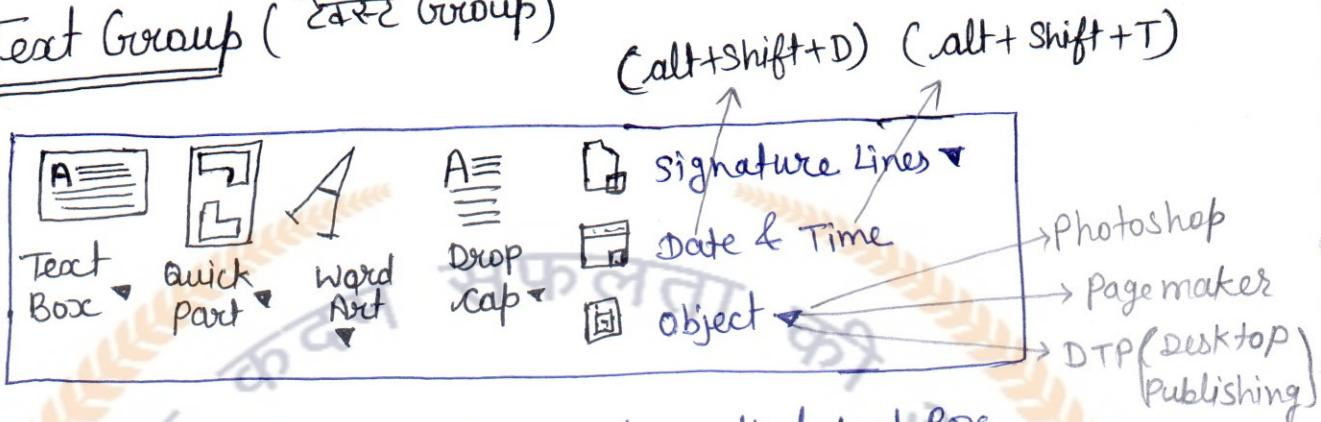
- first released - 1 Aug. 1989
- OS used - MAC operating System
- Language support - 16

(2) Android OS :-

- First Released → 19 Apr 2000
- Language support → Java / C++
- Support → Smart Phone, Tablet Computer
- OS → Crom OS, android

28/10/21

(6) Text Group (टेक्स्ट ग्रूप)



(1) Text Box :- To insert Pre-formatted text Box
(प्री-फॉर्मेटेड टेक्स्ट बॉक्स)

(2) Quick Part :- To insert pre-useable part in a document
(सी-युजेबल पार्ट को डॉक्यूमेंट में insert करना)

(3) Word Art :- To Insert decorative text in a document.
(डिकोरेटिव टेक्स्ट को डॉक्यूमेंट में इंसर्ट करना)

(4) Drop Cap :- To create Larger character of Paragraph.
(पेराग्राफ में प्रथम लाइन के प्रथम अक्षर को बड़ा लिखना)

upto 3 lines.

(5) Signature Line :- To draw a line in Document.

(7.) Symbol Group :-



(1) equation :- (Alt+=)

eg:- $\frac{x}{y}$ $\sqrt{ }$

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Ques:-7 which of the following view is not available in status bar of MS word.

निम्न में से कौनसा यूं MS Word के status bar पर उपलब्ध नहीं है-

- (a) Normal
- (b) Print layout
- (c) Draft
- (d) web layout

Ques:-8 what is the shortcut key of decrease the indent in MS word.

MS word में इंडेंट की डिक्रीम करने की शार्टकट की क्या है-

- (a) ~~ctrl+m~~
- (b) ~~ctrl+Shift +M~~
- (c) ~~shift+F1~~
- (d) ~~ctrl+F1~~

Ques:-9 which of the following is not a part of quick access toolbar.

निम्न में से कौनसा भाग विषय एक्सेस इलेक्ट्रो नहीं है-

- (a) ~~New~~
- (b) ~~Save~~
- (c) ~~Undo~~
- (d) Redo

Open the MS word :-

1. → All Program → Microsoft office → Microsoft word 2010

↳ start
↳ office

2. Run winword
winword.exe } command

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(3) MS Office :-

- Name of first version - Office 1.0
- Office 1.0 \Rightarrow ① word (1.1)
② excel (2.0)
③ powerpoint (2.0)
- Written in \rightarrow C++ language (Backend)
- Support language \Rightarrow 102 language
- OS \rightarrow Microsoft windows

* Microsoft (माइक्रोसॉफ्ट) :-

- Founder \Rightarrow Bill Gates
- Co-founder \Rightarrow Paul Allen
- Head office \Rightarrow Redmond, Washington (U.S)
- Founded Company in \Rightarrow 4 April 1975

Microsoft Corporation PVT Ltd.

Ques-1 What is MS Office?

MS Office क्या है -

- (a) System SW (b) Application SW
(c) Utility SW (d) Working SW

Ques-2 Which of the following is not a version of MS Office. निम्न में से कौनसा एक MS Office का वर्सन नहीं है।

- (a) 4.0 (b) XP (c) 5.0 (d) 2020

Version of MS office
MS office के संस्करण :-

Office 1.0 \Rightarrow 1990

Office 2.0 \Rightarrow 1991

Office 3.0 \Rightarrow 1992

Office 4.0 \Rightarrow 1994

* Office NT \Rightarrow 1994 (4.2)

Office 95 \Rightarrow 1995

Office 97 \Rightarrow 1997

Office 2000 \Rightarrow 1999

Office XP \Rightarrow 2000

Office 2003 \Rightarrow 2003

Office 2007 \Rightarrow 2007

Office 2010 \Rightarrow 2010 (exam imp)

Office 2013 \Rightarrow 2013

Office 2016 \Rightarrow 2016

Office 2019 \Rightarrow 2019 *

Office 2021 \Rightarrow 2021 *

Note :- Office 1.0 \rightarrow 2003 \rightarrow old version \Rightarrow used Menus
Office 2003 \rightarrow 2021 \rightarrow New version \Rightarrow used Tabs

Menus \Rightarrow word
excel
power point }
No. of Menus
} 9

Ques:- Which of the following Menus is available only
in MS Word.

निम्न में से कौनसा मीन्यु केवल MS Word में उपलब्ध होता

है -

- (a) Table
(c) Data

(b) format

(d) edit

Menus :- 2003

(1) Word :- File, Edit, View, Insert, Tools, Format, **Table**
Windows, Help

(2) Excel :- File, Edit, View, Insert, Tools, Format, **Data**
Windows, Help

(3) Power Point :- File, Edit, View, Insert, Tools, Format
Slide Show, Windows, Help

Ques-4 What is the shortcut key of Table Menu.
Table मेन्यू की शॉर्टकट क्या है -

(a) Ctrl + T

(b) Alt + A

(c) Alt + T

(d) Ctrl + Shift + T

* Shortcut key of word (MS word की शॉर्टकट की) :-

① File \Rightarrow Alt + F

② Edit \Rightarrow Alt + E

③ View \Rightarrow Alt + V

④ Insert \Rightarrow Alt + I

⑤ Tools \Rightarrow Alt + T

⑥ Format \Rightarrow Alt + O

⑦ Table \Rightarrow Alt + A

⑧ windows \Rightarrow Alt + W

⑨ Help \Rightarrow Alt + H/F1

* Short key of MS Excel :-

All these Menu have same shortcut key

only 1 change \Rightarrow data \Rightarrow Alt + D

* Shortcut key of Power point :-

All same but only one change

Slide show \Rightarrow Alt + D

Ques:- 5 Which one of the following is not a part of MS office.

निम्न में से कौनसा एक MS Office का भाग नहीं है-

- (a) Publisher
- (c) outlook

- (b) Info path / share point
- (d) One Note

MS office mainly consist of following :-

1. MS Word
2. MS Excel
3. MS Powerpoint
4. MS Access
5. One Note \Rightarrow digital Notebook
6. Publisher \Rightarrow Desktop Publishing
7. Outlook \Rightarrow email, calendar etc.

Ques:-6 What is the default name of file in MS Excel.

MS Excel का फैले काल का क्या नाम है-

(a) Sheet 1

(b) worksheet 1

(c) Workbook 1

(d) ~~Book 1~~ Book 1

(e) Electronic Sheet 1

(f) Spread sheet 1

| | extension area | Name of File | Working area | Known as | Types of s/w. |
|-------------|----------------|----------------|--------------|--------------------|------------------|
| Word | .doc, .docx | document 1 | Page | Word Processor | Application s/w. |
| Excel | .xls, .xlsx | Book 1 | Sheet | Spread Sheet | Application s/w |
| Power Point | .ppt, .pptx | Presentation 1 | Slide | Presentation Tools | Application s/w |

| | Example | No. of Menus | No. of Tabs |
|-------------|--------------------|--------------|-------------|
| Word | Word Perfect | 9 | 8(7) |
| Excel | Lotus 1-2-3 | 9 | 8(7) |
| Power Point | Transition Perfect | 9 | 9(8) |