

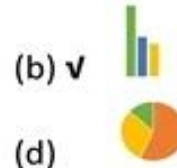
## COMPUTER SCIENCE 9TH - Multiple Choice Questions (MCQs)

**➔ OFFICE AUTOMATION**

CHAPTER# 03

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1. Which chart will be suitable to show the share of three partners in a business?



2. The software that used for accounting purpose is:

- (a) MS Word (b) ✓ MS Excel  
(c) MS PowerPoint (d) MS Access

3. The software that is used to format a document is:

- (a) ✓ MS Word (b) MS Excel  
(c) MS PowerPoint (d) MS Access

4. The special character that initiates the formula mode in a cell is:

- (a) / (b) ✓ =  
(c) - (d) \*

5. The function which is used to re-arrange data according to specific criteria is called:

- (a) Filtering (b) ✓ Sorting  
(c) Organizing (d) Grouping

6. If we want to change the overall design of a word document, we should use;

- (a) ✓ themes (b) page layout  
(c) watermark (d) margins

7. To apply the table of contents automatically, the most important task is to properly define the:

- (a) ✓ levels of heading (b) page numbering  
(c) page layout (d) themes

8. The correct formula to calculate the total in the given table is:

	A	B	C	D	E	F	G
1	Name	English	Sindhi / Urdu	Maths	Science	Total	
2	Khadim	40	41	41	40		
3	Wajid	38	33	37	40		
4	Adil	44	45	36	39		
5	Asad	38	32	33	45		
6							

- (a)  $\checkmark$  = B2 + C2 + D2 + E2 (b) = B2 + E2  
 (c) = sum (B2 to E2) (d) = sum (B2 from E2)

9. The correct formula to calculate the percentage in the given table is:

	A	B	C	D	E	F	G
1	Name	English	Sindhi / Urdu	Maths	Science	Percentage	
2	Khadim	40	41	41	40		
3	Wajid	38	33	37	40		
4	Adil	44	45	36	39		
5	Asad	38	32	33	45		
6							

- (a)  $\checkmark$  = B2 + C2 + D2 + E2 / 400 \* 100 (b) = B2 + C2 + D2 + E2 \* 100  
 (c) = (B2 + C2 + D2 + E2) / 400 \* 100 (d) = (B2 + C2 + D2 + E2 / 100 \* 400)

10. Charts are basically used to:

- (a) design tables  
 (b) organize data in tables  
 (c) Sort data in different columns  
 (d)  $\checkmark$  show the quantities and their relationships graphically

11. It allows its user to type text and manipulate it.

- (a)  $\checkmark$  MS Word (b) MS Excel  
 (c) MS Access (d) MS Outlook

12. It first introduced the concept of WYSIWYG (What You See Is What You Get).

- (a) MS Excel (b) MS Access  
 (c)  $\checkmark$  MS Word (d) MS PowerPoint

13. It is predefined set of formatting, colours, and settings that changes the overall design and look of the entire document.

- (a) Page Setup (b) Page Background  
 (c) Arrange (d)  $\checkmark$  Theme

14. This helps us set the page layout properties.
- |  |                     |
|--|---------------------|
| (a) <input checked="" type="checkbox"/> Page Setup | (b) Page Background |
| (c) Arrange  | (d) Theme           |
15. The area or space between the main content of a page and the page edges is called:
- |                 |  |
|-----------------|--|
| (a) break       | (b) <input checked="" type="checkbox"/> margin |
| (c) hyphenation | (d) orientation                                |
16. This button is used to define amount of blank space used to separate a paragraph from left margin.
- |                  |   |
|------------------|---|
| (a) Space After  | (b) Space Before                                    |
| (c) Indent Right | (d) <input checked="" type="checkbox"/> Indent Left |
17. Buttons of this group help the users to quickly arrange graphical and other elements of the document in relation to the main textual content.
- |   |                     |
|---|---------------------|
| (a) Page Setup                                  | (b) Page Background |
| (c) <input checked="" type="checkbox"/> Arrange | (d) Theme           |
18. In MS Word, it is used to place an object on the page wherever we want.
- |  |                   |
|--|-------------------|
| (a) <input checked="" type="checkbox"/> Position | (b) Bring Forward |
| (c) Selection Pane                               | (d) Align         |
19. In MS Word, this is used to arrange the text around an object.
- |                  |   |
|------------------|---|
| (a) Position     | (b) <input checked="" type="checkbox"/> Wrap Text |
| (c) Indent Right | (d) Align   |
20. In MS Word, this button is used to combine two or more objects together so that they can be treated as a single object.
- |              |   |
|--------------|---|
| (a) Position | (b) Selection Pane                            |
| (c) Align    | (d) <input checked="" type="checkbox"/> Group |
21. A software that uses spread sheet system to organize, display, format and calculate data is:
- |  |                   |
|--|-------------------|
| (a) MS Word                                      | (b) MS Access     |
| (c) <input checked="" type="checkbox"/> MS Excel | (d) MS PowerPoint |



22. The process of rearranging or recording data based on the different criteria is called:
- (a) ✓ Sorting (b) Align  
(c) Hyphenation (d) Group
23. Charts are also known as:
- (a) tables (b) tables of contents  
(c) figures (d) ✓ graphs
24. This features in MS Excel allows the users to present a set of data visually.
- (a) tables (b) tables of contents  
(c) ✓ charts (d) formulas
25. The number of groups of related commands in the Page Layout Tab is:
- (a) two (b) three  
(c) four (d) ✓ five
26. In MS Word, the Watermark button is found in the:
- (a) Page Setup group (b) ✓ Page Background group  
(c) Arrange group (d) Theme group
27. In MS Word, to change the default language we should go:
- (a) ✓ File → Options → Language  
(b) Insert → Object → Language  
(c) Review → Language  
(d) File → Options → Advanced → Languages

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