

Status	Finished
Started	Friday, 8 November 2024, 1:35 PM
Completed	Friday, 8 November 2024, 1:51 PM
Duration	15 mins 53 secs
Grade	80 out of 100

Question 1

Complete

Mark 5 out of 5

9 Which MS Word feature enables us to send the same letter to different persons?

- a. Mail merge
- b. None
- c. Template
- d. Macros

Question 2

Complete

Mark 5 out of 5

16 What is the smallest and largest font size available in Font Size tool, offered by default on formatting toolbar?

- a. 6 and 68
- b. 8 and 68
- c. 6 and 72
- d. 8 and 72

Question 3

Complete

Mark 5 out of 5

29 Where can you change the vertical alignment?

- a. Paragraph dialog box
- b. Formatting toolbar
- c. Page Setup dialog box
- d. Standard toolbar

Question 4

Complete

Mark 5 out of 5

PowerPoint provides the option to add audio and video to your slides.

Select one:

- True
 False

Question 5

Complete

Mark 0 out of 5

25 Which of the following is graphics solution for Word Processors?

- a. Clipart
- b. Drop Cap
- c. WordArt
- d. All of above

Question 6

Complete

Mark 5 out of 5

14 The Word feature that determines whether the next word in the line will fit within the right margin is called:?

- a. margin check
- b. wrapping
- c. text
- d. wordwrap

Question 7

Complete

Mark 5 out of 5

22 If you want to keep track of different editions of a document which features will you use?

- a. All of above
- b. Versions
- c. Editions
- d. Track Change

Question 8

Complete

Mark 5 out of 5

The first step to inserting pictures from online, a file, or a screenshot is clicking the insert tab.

Select one:

- True
 False

Question 9

Complete

Mark 5 out of 5

21 What feature helps you to inserts the contents of the Clipboard as text without any formatting in MS Word?

- a. Paste Special
 b. Page setup
 c. Styles
 d. Format Painter

Question 10

Complete

Mark 0 out of 5

7 Decreasing the list level of a bullet point:?

- a. decreases its indent and increases the text size
- b. increases its indent and increases the text size
- c. decreases its indent and decreases the text size
- d. increases its indent and decreases the text size

Question 11

Complete

Mark 5 out of 5

5 Text symbols such as small circles or checkmarks that introduce each item in a list are referred to as:?

- a. formats
- b. bullets
- c. effects
- d. links

Question 12

Complete

Mark 5 out of 5

Which PowerPoint feature is used to create custom animations and transitions?

- Transition Gallery
- Custom Animation
- Clip Art
- SmartArt

Question 13

Complete

Mark 5 out of 5

PowerPoint provides the option to add audio and video to your slides.

Select one:

- True
- False

Question 14

Complete

Mark 0 out of 5

2 Where is "Quick Access Toolbar" located?

- a. Bottom Right
- b. Top Right
- c. Top Left
- d. Botom Left

Question 15

Complete

Mark 5 out of 5

13 Information that prints at the top of every page is referred to as a:?

- a. footer
- b. property
- c. tag
- d. header

Question 16

Complete

Mark 5 out of 5

4 Drawing objects include all of the following EXCEPT:?

- a. photographs
- b. shapes
- c. diagrams
- d. lines

Question 17

Complete

Mark 5 out of 5

18 MS-Word automatically moves the text to the next line when it reaches the right edge of the screen and is called?

- a. Enter
- b. None of the above
- c. Carriage Return
- d. Word Wrap

Question 18

Complete

Mark 0 out of 5

Which feature in PowerPoint is used to apply consistent formatting and style to a presentation?

- Animations
- Transitions
- Templates
- Slide Master

Question 19

Complete

Mark 5 out of 5

Which operating system is developed by Apple Inc.?

- Ubuntu
- Android
- Windows
- macOS

Question 20

Complete

Mark 5 out of 5

What is the shortcut key to start a presentation from the beginning in PowerPoint?

- F9
- F5
- F7
- F11

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