

<b>Status</b>	Finished
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<b>Completed</b>	Friday, 8 November 2024, 1:51 PM
<b>Duration</b>	15 mins 53 secs
<b>Grade</b>	<b>80</b> 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 insert 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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