

### Office Management Q & A.

1. CD-ROM Stands For\_\_\_\_\_?
  - a. Compactable Read Only Memory
  - b. Compact Data Read Only Memory
  - c. Compactable Disk Read OnlyMemory
  - d. **Compact Disk Read Only Memory**
2. Cd Comes Under\_\_\_\_\_Types OfStorage Device?
  - a. Magnetically Storage
  - b. **Optical Storage**
  - c. Data Storage
  - d. All Of The Above
3. The 0 And 1 In The Binary Numbering SystemAre Called Binary Digits Or\_\_\_\_\_?
  - a. **Bits**
  - b. Bytes
  - c. Kilo Bytes
  - d. Tera Bytes
4. Pointing Device\_\_\_\_\_?
  - a. Joy Stick
  - b. Mouse
  - c. Track Ball
  - d. **All Of The Above**
5. Characteristic Of Computer \_\_\_\_\_?
  - a. Iq Power
  - b. Decision Making
  - c. **Speed**
  - d. None
6. To Select Multiple Files Hold \_\_\_\_\_Button?
  - a. Shift
  - b. Alt + Shift
  - c. **Control**
  - d. Control + Shift
7. An Example Of An Operating System Is.....?
  - a. Windows Xp
  - b. Unix Or Linux
  - c. Mac Os
  - d. **All Of The Above**
8. Date And Time Are Available In Desktop Corner?
  - a. **Right**
  - b. Left
  - c. Top
  - d. Bottom
9. Is An Operating System?
  - a. **MS Windows**
  - b. Word
  - c. Tally
  - d. None Of The Above
10. A File Is A Computerized\_\_\_?
  - a. Path
  - b. **Record**
  - c. Drive

- d. Folder
11. What Are The Uses Of Internet?
- a. Communication
  - b. Information Retrieval
  - c. Presentation Of Information
  - d. **All Of The Above**
12. In Www .keonics.Com WwwRefers\_?
- a. Worldwide Window
  - b. Word Wide Window
  - c. **World Wide Web**
  - d. Worldwide Window
13. Http Stands For\_\_\_\_\_?
- a. Hypertext Markup Language
  - b. Hypertext Transfer Para
  - c. Home Text Transfer Protocol
  - d. **Hypertext Transfer Protocol**
14. E Mail Is Kind Of Facility Related To
- a. Education
  - b. Advertisement
  - c. Commerce
  - d. **Communication**
15. IP Stands For\_\_\_\_\_?
- a. Internet Provider
  - b. **Internet Protocol**
  - c. Internet Procedure
  - d. Internet Policy
16. To Select A Block Of Ext. Click At The Beginning Of The Selection. Scroll To End Of The Selection, Position The Mouse Pointer AtThe End Of The Selection, Hold Down The Key, And Then Click (Or Drag Through The Text)
- a. Ctrl
  - b. Alt
  - c. **Shift**
  - d. Tab
17. In MS Word Short Cut Key For Replace Is
- a. **Ctrl + H**
  - b. Ctrl + F
  - c. Ctrl + A
  - d. Ctrl + U
18. The Word Count Command On The Tools Menu Displays The Number Of Words As WellAs The Number Of\_In The Current Document.
- a. Line
  - b. Characters
  - c. Paragraphs
  - d. **All Of The Above**
19. In MS Word Headers And Footers AppearOnly\_\_\_\_\_?
- a. Normal View
  - b. Web Layout
  - c. Outline View
  - d. **Print Layout View**

20. Which Can Be Used For Quick Access To Commonly Used Commands And Tools?
- Status Bar
  - Tool Bar**
  - Menu Bar
  - Title Bar
21. The Feature Of Word That Automatically Adjusts The Amount Of Space Between Certain Combinations Of Characters So That An Entire Word Looks More Evenly Spaced. What Is That Feature Called?
- Spacing
  - Scaling
  - Kerning**
  - Positioning
22. In Ms Word Short Cut Key To Align Justify Is
- Shift + J
  - Ctrl + J**
  - Alt + J
  - Shift + Ctrl + J
23. A \_\_\_\_\_ Is A Collection Of Predefined Design Elements And Color Schemes.
- Feature
  - Hyperlink
  - Palette
  - Theme**
24. A Bookmark Is An Item Or Location In Document That You Identify As A Name For Future Reference. Which Of The Following Task Is Accomplished By Using Bookmarks?
- To Add Anchors In Web Page
  - To Mark The Ending Of A Paragraph Of Document
  - To Quickly Jump To Specific Location In Document**
  - To Add Hyperlinks In Webpage
25. Which Of The Following Helps To Reduce Spelling Error In The Document?
- Auto Format
  - Auto Correct**
  - Smart Tags
  - Auto Text
26. If You Want To Join The Text In A1 To G1 Range Cells, Option Used Is \_\_\_\_?
- Merge Cells**
  - More Cells
  - Insert Cells
  - All Cells
27. Which Of The Following Function Will Use To Find The Highest Number In A Series Of Number In Excel?
- Max(B1:B3)**
  - Maximum(B1:B3)
  - High(B1:B3)
  - Highest(B1:B3)
28. What Is The Quickest Way To Select Entire Worksheet In Excel?
- Choose Edit -> Select All From The Menu
  - Click On The First Column, Press Ctrl And Then Click On The Last Column.
  - Click On The First Column, Press Shift And Then Click On The Last Column.
  - Click On The Rectangle Box On The Upper Left Corner Where Column And Row Headings Meet.**
29. Which Is Not A Data Source Component?

- a. **Mail Merge**
  - b. Header Row
  - c. Data Fields
  - d. Data Records
30. If You Want To Record Experiment Information And Create A Chart That Shows The Rate Of Crystal Growth Over A Period Of Time The Best Application To Use Would Be
1. ?
  - b. Word Processing
  - c. **Spreadsheet**
  - d. Database
  - e. Graphics
31. Which Of The Following Is Correct In Excel?
- a. =Power(2^3)
  - b. **=Power(2,3)**
  - c. =Power(2#3)
  - d. =Power(2\*3)
32. What Should Be Added Before A Fraction To Avoid Entering It As A Date?
- a. //
  - b. Fr
  - c. Zero
  - d. **Zero Space**
33. Selecting The Rows 5 & 6 Then Choose → Row What Will Happen In Excel?
- a. **2 Rows Will Be Inserted After Row 4**
  - b. 2 Rows Will Be Inserted After Row 5
  - c. 2 Rows Will Be Inserted After Row 6
  - d. 2 Rows Will Be Inserted After Row 7
34. How To Remove The Unwanted Action From Recorded Macro Without Recording The Whole Macro Again In Excel?
- a. By Using The Find And Edit Action Option
  - b. By Clicking On The Refresh Button In The Macro Toolbar
  - c. **By Edit The Macro In The Visual Basic Editor**
  - d. Macro Cannot Be Edited
35. In Order To Arrange The Countries From Those With The Highest Population To Those With The Lowest. You Need To Sort On The Population Field In \_\_\_\_\_?
- a. Ascending Order
  - b. **Descending Order**
  - c. Alphabetical Order
  - d. Random Order
36. Is The Extension Name For Powerpoint
- a. . Doc
  - b. .Xls
  - c. .Bmp
  - d. **None Of The Above**
37. Which Of The Following Should You Use If You Want All The Slides In The Presentation To Have The Same 'Look'?
- a. The slide layout option
  - b. Add a slide option
  - c. Outline view
  - d. **A presentation design template**

38. Nudi Can Be Used For Dynamic FontEmbedding Purposes

- a. False
- b. True**
- c. A & B
- d. None
- e.

39. We Can Type File Name In Kannada Using

1. ?

- b. Ekbhashe
- c. Unicode**
- d. Dwibhashe
- e. Nudi 01 E

40. Nudi Is A \_\_\_\_\_

- a. Application Software**
- b. System Software
- c. Utility Software
- d. Driver

41. Web Enabled Font In Nudi Is?

- a. Nudi 01-E
- b. Nudi B Akshara(Unicode)**
- c. Nudi Sarala
- d. Nudi – Web

42. A Web Site's Front Page/Main Page Is Called

- a. Browser page
- b. Search page
- c. Home page**
- d. Bookmark

43. Shortcut Key To Slide From Current Slide Is

- a. F9
- b. F6
- c. F3
- d. F5**

44. Which Of The Following Section Does NotExist In A Slide Layout?

- a. Titles
- b. Lists
- c. Charts
- d. Animations**

45. First Web Page Calles As A

- a. Browser Page
- b. Search Page
- c. Home Page**
- d. Bookmark

46. Moving From One Website To Another IsCalled?

- a. Downloading
- b. Browsing**
- c. Uploading
- d. Attachment

47. Usb Stands For\_\_\_\_\_?

- a. Universal Serial Bus.**
- b. Universal Series Bus

- c. Universal Switch Band
- d. All The Above

48. Isp Stands For \_\_\_\_\_?

- a. **Internet Service Provider**
- b. Internet Service Publisher
- c. Internet Server Provider
- d. All The Above

49. A Computer On Internet Are Identified By:

- a. E-Mail Address
- b. Street Address
- c. **Ip Address**
- d. None Of The Above

50. Number Of User InterfacesAre There?

- a. 4
- b. **2**
- c. 3
- d. 1

51. The Two Kinds Of Main Memory Are:

- a. Primary And Secondary
- b. Random And Sequential
- c. **Rom And Ram**
- d. All Of Above

52. Is Responsible For At Calculations And Logical Operations ThatHave To Be Performed On The Data?

- a. Control Unit
- b. **Arithmetic And Logic Unit**
- c. Central Processing Unit
- d. None Of The Above

53. Which Is The Device That Converts ComputerOutput Into A Form That Can Be Transmitted Over A Telephone Line?

- a. Switch
- b. **Modem**
- c. Scanner
- d. Monitor

54. A Binary Numbers Are Represented By ?

- a. **Digits 0 And 1**
- b. Digits 0, 1,..... 8
- c. Digits A,B, C ...
- d. All Of The Above

55. \*.Txt Is The Extension Name For

1. ?

- b. Word Pad
- c. **Note Pad**
- d. Paint Brush
- e. None Of The Above

56. Start Button Will Appear In \_\_\_\_\_

- a. Desktop
- b. Document
- c. **Task Bar**

d. My Computer

57. Shortcut Key To Rename Files & Folders Is ?

- a. F5
- b. F3
- c. F1
- d. **F2**

58. A Bar Contacting A Scale That Indicates, Paragraph Indents And Margins Is ?

- a. **The Ruler**
- b. The Ribbon
- c. The Menu Bar
- d. None Of The Above

59. Short Cut Key To Close A Files Is \_\_\_\_\_?

- a. **Alt + F4**
- b. Ctrl + F4
- c. F1
- d. F5

60. Internet Is A \_\_\_\_\_?

- a. Software Programmer
- b. Operating System
- c. **Network Of Networks**
- d. None Of Above

61. Expansion Of Www Is \_\_\_\_\_?

- a. Wide Web Word
- b. **World Wide Web**
- c. Web Wide Web
- d. Web World Wide

62. In MS Word Which Of The Following Is Not Available In Font Spacing?

- a. Normal
- b. **Loosely**
- c. Condensed
- d. Expanded

63. "Ctrl + F" Is \_\_\_\_\_ In MS-Word?

- a. **Open Find And Replace Dialog Box With Activating Find Tab**
- b. Open Page Setup Dialog Box With Activating Layout Tab
- c. Open Font Dialog Box With Activating Font Tab
- d. Open File Save As Dialog Box

64. Which Of The Following Is Required Before Performing Mail Merge In MS-Word?

- a. Create
- b. Modify
- c. Sort
- d. **All Of The Above**

65. In MS Word Short Cut Key To Select All Is

- a. Shift +A
- b. **Ctrl +A**
- c. Alt +A
- d. Shift +Ctrl +A

66. In MS Word Short Cut Key For Replaces \_\_\_\_\_?

- a. **Ctrl +H**
- b. Ctrl +F
- c. Ctrl +A
- d. Ctrl +U

67. To Underline The Text Keyboard Shortcut Is

- a. Alt +U
- b. Shift +U
- c. Esc +U
- d. **Ctrl +U**

68. In MS Word Short Cut Key Of CenterAlignment\_\_\_\_\_?

- a. Ctrl +I
- b. Ctrl +R
- c. Ctrl +K
- d. **Ctrl +E**

69. Which Of The Following Is Not Available OnThe Ruler Of MS Word Screen?

- a. Tab Stop Box
- b. Left Indent
- c. Right Indent
- d. **Center Indent**

70. Word Art Is Present In\_\_\_\_\_MenuIn MS-Word?

- a. Review
- b. View
- c. **Insert**
- d. Home

71. In MS Word Which Of The Following FunctionKey Activates The Speller?

- a. F5
- b. **F7**
- c. F9
- d. Shift +F7

72. Special Category Of Number Tab In FormatCells Dialog Box Can Be Used To Apply Formats Like\_\_\_In Excel?

- a. Zip Code
- b. Phone Number
- c. **Both Of Above**
- d. None Of Above

73. To Drag A Selected Range Of Data To AnotherWorksheet In The Same Workbook Use The

- i. ?
- b. Tab Key
- c. Alt Key
- d. Shift Key
- e. **Ctrl Key**

74. Which Of The Following Is Not An Option OfThe Spelling Dialog Box In Excel?

- a. Ignore
- b. Ignore All
- c. **Edit**
- d. none

75. Change What Is An Expression That Tells How The Numbers In A Determined Set Of Cells Are ToBe



Calculated?

- a. **Formula**
- b. Field
- c. Data
- d. Query

76. You Accidentally Erased A Record In TheSheet, What Command Can Be Used To Restore It Immediately?

- a. Insert
- b. Copy
- c. **Undo**
- d. Replace

77. Is A Workbook?

- a. Excel
- b. **Wordpad**
- c. MS-Word
- d. None Of The Above

78. Formulas In Excel Start With \_\_\_\_\_?

- a. %
- b. **=**
- c. +
- d. -

79. Worksheet Can Be Renamed By?

- a. Adding Symbol At The End Of Filename While Saving Workbook
- b. Click On Worksheet Tab By HoldingCtrl Key And Type New Name
- c. **Double Click On The Worksheet TabAnd Type New Name**
- d. Worksheet Cannot Renamed

80. In Excel, A1 Refers For \_\_\_\_\_?

- a. **Cell Address**
- b. Cell Add
- c. Cell Line
- d. Cell Border

81. Which Of The Following Is Correct In Excel?

- a. =Average(4,5,6,7
- b. =Average(A1,B1,C1)
- c. =Average(A1:A9,B1:B9)
- d. **All Of The Above**

82. What Happens If You Select First And SecondSlide And Then Click On New Slide Button On Toolbar?

- a. A New Slide Is Inserted As First SlideIn Presentation
- b. A New Slide Is Inserted As SecondSlide In Presentation
- c. **A New Slide Is Inserted As ThirdSlide In Presentation**
- d. None Of Above

83. Animation Effect Present InPowerpoint

- a. **Windows**
- b. Dos
- c. Web
- d. Linux

84. To Insert A Hyperlink In A Slide
- Choose Insert >> Hyperlink
  - Press Ctrl +K
  - Hyperlinks Can't Be Inserted In Slides
  - Both A & B**
85. If You Have A Powerpoint Show You Created And Want To Send Using Email To Another Teacher You Can Add The Show To Your Email Message As An\_?
- Inclusion
  - Attachment**
  - Reply
  - Forward
86. What Term Describes A Background That Appears As A Grainy, Non-Smooth Surface?
- Gradient**
  - Pattern
  - Solid
  - Texture
87. Nudi Can Be Used For Dynamic Font Embedding Purposes?
- False
  - True**
  - A&B
  - None
88. If You Do Not See Kannada After Running Nudi, What Will You Change To Make It Visible.
- Application**
  - Nudi
  - User
  - Font
89. Starting Nudi 4.0 Program?
- Start Button - All Programs –Choose Nknudi 4.0.**
  - Choose Nudi 4.0 In MS-Office Tab
  - Start Button – All Programs –Choose MS-Word.
  - None
90. KSCLP Stands For?
- Script Code For Language Processing
  - Karnataka Script Code For Language Processing
  - Kannada Script Code For Language Processing**
  - None
91. Html Is Used To Create\_\_\_\_\_?
- Machine Language Program
  - High Level Program
  - Web Page**
  - Web Server
92. Which One Of The Following Is Not A Search Engine?
- Bing
  - Google
  - Yahoo
  - Windows**
93. Wwww. Keonics. In Where .In Refers?

- a. **Domain Name**
- b. Organization
- c. Both A & B
- d. None Of The Above

94. The Process Of Transferring Files From A Computer On The Internet To Your Computer Is Called\_\_\_?

- a. Uploading
- b. Forwarding
- c. Ftp
- d. **Downloading**

95. Verification Of A Login Name And Password Is Known As?

- a. Configuration
- b. Accessibility
- c. **Authentication**
- d. Logging In

96. F1 To F12 Are Called\_\_\_\_\_Keys

- a. **Functional**
- b. Numerical
- c. Alphabetical
- d. Cursor Control

97. Collection Of Programs Is Called A

- a. Procedure
- b. Batch
- c. Command
- d. **Software**

98. Which Of The Following Statement Is Wrong?

- a. Photoshop Is A Graphical Design Tool By Adobe
- b. Windows Xp Is An Operating System
- c. **Linux Is Owned And Sold By Microsoft**
- d. None Of The Above

99. A Kilobyte Also Referred To As Kb. Is Equal To:

- a. 1024 Bits
- b. **1024 Bytes**
- c. 2024 Bytes
- d. 512 Bytes

100. Folder Are The Collection Of\_\_\_\_\_?

- a. Computers
- b. Networking
- c. **Files And Sub-Folders**
- d. Users

101. Files Store In\_\_\_\_\_?

- a. Drives
- b. Folder
- c. **Both A & B**
- d. None Of The Above

102. Dde Stands For\_\_\_\_\_?

- a. Data Defection Estimation

- b. **Dynamic Data Exchanger**
  - c. Both A & B
  - d. None Of The Above
103. Note Pad Is Used To Create \_\_\_\_\_?
- a. Documents
  - b. **Text Files**
  - c. Picture Files
  - d. All The Above
104. Icons Defined In \_\_\_\_\_ Types
- a. 1
  - b. 4
  - c. **2**
  - d. 3
105. Which Of The Following Is Not An Example Of Web Browser?
- a. Internet Explorer
  - b. Google Chrome
  - c. Mozilla Firefox
  - d. **Windows Explorer**
106. Which Of The Following Is Not A Font Style?
- a. Bold
  - b. Italic
  - c. Regular
  - d. **Superscript**
107. Which Of The Following Commands Should You Always Use Before Submitting A Document To Others?
- a. Find Command
  - b. Replace Command
  - c. **Spelling And Grammar**
  - d. Thesaurus
108. Thesaurus Tool In MS Word Is Used For
- a. Spelling Suggestions
  - b. Grammar Options
  - c. Synonyms And Antonyms Words
  - d. **All Of Above**
109. Which Of The Following Is Not One Of The Three 'Mail Merge Helper' Steps In MS- Word?
- a. Merge The Two Files
  - b. Create The Main Document
  - c. **Set The Mailing List Parameters**
  - d. Create The Data Source
110. From Where You Can Access Save Command?
- a. Home Tab
  - b. Insert Tab
  - c. Review Tab
  - d. **None Of Above**
111. What Is The Purpose Of Inserting Header And Footer In Document?
- a. To Enhance The Overall Appearance Of The Document
  - b. To Mark The Starting And Ending Of Page
  - c. To Make Large Document More Readable
  - d. **To Allow Page Headers And Footers Appear On Document When Printed**

112. Gutter Margin In Word Is Usually Referred For

- a. **Binding Margin**
- b. Left Margin
- c. Top Margin
- d. Both A And C

113. In MS Word Pressing F8 Key For Three Times Selects\_\_?

- a. Word
- b. A Sentence
- c. A Paragraph
- d. **Entire Document**

114. What Is The Shortcut Key To Display Field Codes In MS-Word?

- a. Alt +F9
- b. **Ctrl + F9**
- c. Shift +F9
- d. Space +F9

115. What Is Entered By The Function =Today ()?

- a. **The Date Value For The Day According To System Clock**
- b. The Time Value According To System Clock
- c. Today's Date As Text Format
- d. All Of Above

116. Formatting A Cell In Number Format You Can't Set\_\_\_In Excel

- a. Decimal Places
- b. **Use 100 Separator**
- c. Negative Numbers
- d. Currency Symbol

117. In A Report, You Need To Show The Monthly Rainfall In Nepenthes. The Best Way To Do This Is To Insert A\_\_\_\_\_In Excel?

- a. Calendar
- b. Photograph Of Rainfall
- c. **Chart Showing Rainfall Amounts**
- d. Database Of Rainfall

118. Formatting A Cell In Currency, You Can Specify\_\_\_\_\_In Excel?

- a. Decimal Places
- b. Currency Symbol
- c. **Both Of Above**
- d. None Of Above

119. Which Of The Following Shortcuts Can Be Used To Insert A New Line In The Same Cell In Excel?

- a. Enter
- b. **Alt + Enter**
- c. Ctrl + Enter
- d. Shift + Enter

120. What Is The Symbol For Multiplying?

- a. >
- b. **\***
- c. /
- d. !

121.If Function Button In\_\_\_\_\_ Wizard InExcel?

- a. Format Painter
- b. Function**
- c. Auto Sum
- d. None

122.which file format can be added to a to start slide show of a presentation?

- a. Hit F5 Key
- b. From Slide Show Menu ChooseView Show Option
- c. From Slide Show Menu ChooseRehearse Timing
- d. Both A & B**

123.While Using Nudi 4.0 Using Scroll Lock ShouldBe On

- a. False
- b. True**
- c. Both A & B
- d. None

124.Nudi Supports Most Of The Windows BasedDatabase Systems Like Access, Oracle, Sql, Db2, Mysql?

- a. False**
- b. True
- c. Both A & B
- d. None Of The Above

125.Kannada Nudi Developed By?

- a. Hcl
- b. Kannada Ganaka Parishat**
- c. Ngo
- d. None

126.Man Stands For\_\_\_\_\_?

- a. Metro Area Net
- b. Metropolitan Area Network**
- c. Both A & B
- d. All The Above

127.Powerpoint Show?

- a. .Jpg
- b. .Gif
- c. .Wav
- d. All Of The Above**

128.In Microsoft Powerpoint, Two Kinds Of Sound Effects Files That Can Be Added To ThePresentation Are?

- a. .Wav Files And .Mid Files**
- b. .Wav Files And .Gif Files
- c. .Wav Files And .Jpg Files
- d. .Jpg Files And .Gif Files

129.In The Context Of Animations, What Is ATrigger?

- a. An Action Button That Advances ToThe Next Slide
- b. An Item On The Slide That PerformsAn Action When Clicked**
- c. The Name Of A Motion Path
- d. All Of Above

130.Uppercase On Change Case Dialog Box And All Caps On Fonts Dialog Box Both Converts Selected Text Into Capital Between Two?

- a. Both Are Same. They Are Only Different Ways Of Capitalize Text**

- b. It Is Faster To Convert From Change Case Than From Font Dialog Box
- c. Change Case Makes Conversion Permanent But All Caps On Font Can Always Be Reverted
- d. All Caps On Font Dialog Box Makes The Change Permanent Where Change Case Can Be Always Reverted

131. How To Fit Text In A Single Cell With Multiple Line In Excel?

- a. Start Typing In The Cell And Press The Enter Key To Start Another Line
- b. Use The Wrap Text Option In The Format → Alignment**
- c. Use The Shrink To Fit Option In The Format → Cells → Alignment Menu
- d. All Of Above

132. In Ms Word, A Templates Stores .....

- a. Graphics, Text, Style, Macros
- b. Customized Word Command Setting
- c. Auto Text Entries
- d. All Of The Above**

133. The Minimum Number Of Rows And Columns In Ms Word Document Is.....

- a. 1 And 1**
- b. 3 And 1
- c. 1 And 2
- d. 2 And 2

134. ....Is The Powerpoint Exe File

- a. Powerpnt**
- b. Powerpoint
- c. Power Point
- d. Ms- Powerpoint

135. In Ms Word, What Is The Smallest And Largest Font Size Available In Font Size Tool On Formatting Toolbar?

- a. 10 And 80
- b. 8 And 72**
- c. 35 And 100
- d. 2 And 50

136. E Mail Is A Kind Of Facility Related To \_\_\_\_\_?

- a. Education
- b. Advertisement
- c. Commerce
- d. Communication**

137. What Is The Step To Send A File In Email?

- a. Send File
- b. Type The File Content
- c. Write To A Cd/Dvd
- d. Attach File**

138. Paint Comes Under

- a. Monitor
- b. Accessories**
- c. Adobe
- d. None Of These

139. Using find command in word, we can search?

- a. Characters
- b. Formula
- c. Symbol
- d. All of the above**

140. In ms-word, how can you apply exactly the same formatting you did to another text?

- a. copy the text and click on paste special tool o new place
- b. select the text then click on format painter and select the new text

- c. copy the text and paste in new location. Then type the new text again
- d. All of the above**

141. What are inserted as cross-reference in word?

- a. Placeholder
- b. Bookmarks**
- c. Objects
- d. Word fields

142. Which of the following is not a part of slide design

- a. design template
- b. Colour scheme
- c. animation scheme
- d. slide layout**

143. Which of the following method can insert a new slide in current presentation?

- a. Right click on the slide panel and choose new slide
- b. From insert menu choose new slide
- c. Click on new slide button on toolbar
- d. All of above**

144. Which command will you use in powerpoint if you need to change the color of different object without changing content?

- a. Design template**
- b. colour sceme
- c. Font colour
- d. Object colour

145. function inside another function is called ..... in excel

- a. Nested function**
- b. Round function
- c. sum function
- d. text function

146. what is the shortcut key to hide entire row in excel?

- a. Ctrl + h
- b. Ctrl + r
- c. Ctrl +9**
- d. ctrl + -

147. which of the following will return a value of 8?

- a. Roundup(8.4999,0)
- b. Rounddown(8,4999,0)
- c. Round(8,4999,0)
- d. Only B and C**

148. In Water mark we Cannot add.....

- a. Pictures
- b. Word
- c. Table**
- d. Clipart

149. to use your keyboard instead of the mouse to select tools on the ribbon, you display the key tips by pressing the ..... key in MS- Word?

- a. Alt**
- b. Ctrl
- c. Shift + Enter
- d. Alt + Enter



150. Which of the following is not one of the three 'mail merge help' steps in ms- word?

- a. merge the two files
- b. create the main document
- c. set the mailing list parameter
- d. **create the data source**

151. the original ASCII code used ..... bits of each byte, reserving that last bit for error checking

- a. 6
- b. 5
- c. **7**
- d. 8

152. Google.com is a

- a. **Search**
- b. mail engine
- c. Static website
- d. Government website

153. Folder can be created in desktop?

- a. **True**
- b. False
- c. None of the above
- d. Both a and b

154. Paint program comes in.....

- a. monitor
- b. **Accessories**
- c. Adobe
- d. None of these

155. VGI stands for

- a. visual graphic array
- b. **Video graphic Array**
- c. Video geo Array
- d. all of the above



