

MS OFFICE ONLINE EXAM MULTIPLE CHOICE QUESTIONS AND ANSWERS

1. Vga stands for_____?
 - a. Video graphic adopter
 - b. Video graphic array**
 - c. Visual graphic array
 - d. None of the above
2. Portrait and landscape are_____?
 - a. Page orientation**
 - b. Paper size
 - c. Page layout
 - d. All of the above
3. Microsoft word is an example of _____?
 - a. Processing device
 - b. Application software**
 - c. An input device
 - d. System software
4. What does ext indicator on status bar of ms word indicate?
 - a. It indicates whether the external text is pasted on document or not
 - b. It indicates whether extended add-ons are installed on ms word or not
 - c. It indicates whether extended selection mode is turned on or off**
 - d. None of these
5. To view headers and footers, you must switch to _____ in ms-word?
 - a. Normal view
 - b. Print layout view
 - c. Print preview mode
 - d. Both b and c**
6. TFT stands for_____?
 - a. Thin film transformer
 - b. Thin film translator
 - c. Thin film transistor**
 - d. All the above
7. In ms word _____ shortcut key is used for paste option?
 - a. Ctrl + p
 - b. Ctrl + c
 - c. Ctrl + v**
 - d. None of the above
8. To select a block of text, click at the beginning of the selection, scroll to the end of the selection, position the mouse pointer at the end of the selection, hold down the _____ key, and then click (or drag through the text).?
 - a. Ctrl
 - b. Alt
 - c. Shift**
 - d. tab
9. Cu stands for_____?
 - a. input
 - b. output
 - c. processing unit**

- d. information
10. Gutter margin in word is usually referred for _____?
- a. **Binding margin**
 - b. left margin
 - c. Top margin
 - d. Both b and c
11. A _____ is a collection of predefined design elements and color schemes.
- a. feature
 - b. hyperlink
 - c. palette
 - d. **theme**
12. Which feature helps you to insert the contents of the clipboard as text without any formatting in MS-word?
- a. **paste special**
 - b. format painter
 - c. page setup
 - d. styles
13. What are inserted cross-references in word?
- a. placeholders
 - b. bookmarks
 - c. objects
 - d. **word fields**
14. 1 kb = _____?
- a. 1024 MB
 - b. 1024 GB
 - c. 1024 KB
 - d. **1024 Bytes**
15. "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
16. A kilobyte also referred to as kb, is equal to: _____?
- a. 1024 bits
 - b. **1024 bytes**
 - c. 2024 bytes
 - d. 512 bytes
17. Which of these toolbars allows changing of fonts and their sizes in MS-Word?
- a. standard
 - b. **formatting**
 - c. print preview
 - d. none of these
18. Envelopes and labels come under _____ menu
- a. **mailings**
 - b. view
 - c. format

- d. tools
19. which of the following is internal memory?
- a. disks
 - b. pen drives
 - c. **ram**
 - d. cd's
20. in ms word shortcut keys for select all _____?
- a. Formula palette
 - b. status bar
 - c. formula bar
 - d. **none of these**
21. _____ steps used to merge the cells in excel.
- a. **file – merge cells**
 - b. edit – merge
 - c. select the right click merge cells
 - d. select the table right click merge cells
22. symbol appears to find auto sum in excel _____?
- a. **sigma symbol**
 - b. plus symbol
 - c. add symbol
 - d. floppy symbol
23. A function inside another function is called _____?
- a. **nested function**
 - b. round function
 - c. sum function
 - d. text function
24. The auto fill feature _____ in excel?
- a. extends a sequential series of data
 - b. **automatically adds a range of cell values**
 - c. applies a boarder around selected cells
 - d. none of the above
25. which the correct sequence to remove the spread sheet?
- a. file – save as – save as type – worksheet
 - b. **right click on spreadsheet tab – select delete**
 - c. right click on spreadsheet tab – insert entire column
 - d. none of the above
26. To calculate the addition function is _____?
- a. **= sum**
 - b. =add
 - c. =+
 - d. =(total)
27. where can you set the shading color for a range of cells in excel?
- a. choose required color from patterns tab of format
 - b. choose required color on fill color tool in format
 - c. choose required color on fill color tool in drawing
 - d. **all of the above**

28. Ms-excel can be used to automate_____?
- a. financial statements, business forecasting
 - b. transaction registers, inventory control
 - c. accounts
 - d. **any of the above**
29. Short cut key to data menu is _____?
- a. shift + d
 - b. **Alt + d**
 - c. Ctrl + d
 - d. Alt + shift + d
30. If function button present in _____ wizard in excel.
- a. format painter
 - b. **function**
 - c. auto sum
 - d. none of the above
31. You can set page border in excel form _____?
- a. from border tab in format cells dialog box
 - b. from border tool in formatting tool bar
 - c. from line style tool in drawing toolbar
 - d. **you cannot set page border in excel**
32. Extension of ms excel file is _____?
- a. .docx
 - b. **.xls**
 - c. .avi
 - d. .bmp
33. Border option can be applied for only table in excel?
- a. **true**
 - b. false
 - c. both A & B
 - d. None of the above
34. What is an expression that tells how the numbers in a determined set of cells are to be calculated?
- a. **Formula**
 - b. Field
 - c. Data
 - d. Query
35. Formatting a cell in currency you can specify _____ in excel
- a. Decimal places
 - b. Currency symbol
 - c. **Both of above**
 - d. None of the above
36. If you want to type the text in a1 to g1 range cells, option used is _____?
- a. **Merge cells**
 - b. More cells
 - c. Insert cells
 - d. All cells
37. Which of the following is not true regarding conditional formatting in excel?

- a. you can add more than one condition to check
 - b. you can set condition to look for bold and apply it**
 - c. you can apply font, border and pattern formats
 - d. you can delete any condition from conditional format
38. Cell is a intersection of _____?
- a. 2 rows
 - b. 2 Columns
 - c. Row & Column**
 - d. None of the above
39. In excel, a1 refers for _____?
- a. Cell address**
 - b. Cell add
 - c. Cell line
 - d. Cell border
40. There are _____ columns in excel
- a. 65536
 - b. 16384**
 - c. 286
 - d. 1200
41. What is a slide – title master pair?
- a. The title area and text area of a specific slide
 - b. A slide master and title master merged into a single slide
 - c. A slide master and title master for a specific design template**
 - d. All of the above
42. Which of the following section does not exist in a slide layout?
- a. Titles
 - b. Lists
 - c. Charts
 - d. Animations**
43. To select one hyperlink after another during a slide presentation, what do you press?
- a. Tab**
 - b. Ctrl + K
 - c. Ctrl + H
 - d. All of the above
44. _____ is the PowerPoint exe file
- a. Powerpnt**
 - b. PowerPoint
 - c. Power point
 - d. Ms- PowerPoint
45. 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**
46. Presentations can contain bulleted and numbered items are _____?

- a. **Home**
 - b. Insert
 - c. Format
 - d. Help
47. _____ controls all the main slide control tasks for your presentation.
- a. **Task Pane**
 - b. Task bar
 - c. Control panel
 - d. None of the above
48. What term describes a background that appears as a grainy, non-smooth surface?
- a. **Gradient**
 - b. Pattern
 - c. Solid
 - d. Texture
49. To preview a motion path effect using the custom animation task pane, you should_____?
- a. **Click The Play Button**
 - b. Click the show effect button
 - c. Double click the motion path
 - d. All of the above
50. What PowerPoint feature will you use to apply motion effects to different objects to different objects of a slide?
- a. Slide transition
 - b. Slide design
 - c. Animation objects
 - d. **Animation Scheme.**
51. To print repeated text or image on every page is _____?
- a. **Header and footer**
 - b. Headings
 - c. Auto text
 - d. Templates
52. Which of the following helps to reduce spelling error in the document?
- a. **Auto format**
 - b. Auto correct
 - c. Smart tags
 - d. Auto text
53. _____ is used for paragraph alignment?
- a. Saved data
 - b. Collection of folder
 - c. Symbol
 - d. **None of these**
54. In ms word pressing f8 key for three times selects_____?
- a. Word
 - b. **A sentence**
 - c. A paragraph
 - d. Entire document
55. The two kinds of main memory are_____?

- a. Primary and secondary
 - b. Random and sequential
 - c. Rom and ram**
 - d. All of above
56. In ms word headers and footers appear only_____?
- a. Normal view
 - b. Web layout
 - c. Outline view
 - d. Print layout view**
57. Operating system is the most common type of _____ software?
- a. Application
 - b. Utility
 - c. System**
 - d. Word
58. How many types of alignments are there?
- a. 2
 - b. 1
 - c. 4**
 - d. 3
59. Space between lines can be changed using _____ facility in word?
- a. Font spacing
 - b. Line spacing**
 - c. Alignment
 - d. Word spacing
60. Mail merge facility is used when_____?
- a. Multiple copies of same letter with different to be prepared.**
 - b. Only one letter can take.
 - c. Cannot take address.
 - d. Not possible to take even one.
61. Kb stands for_____?
- a. Kilogram bits
 - b. Kilo byte**
 - c. A & b
 - d. None.
62. You can detect spelling and grammar errors by _____ in ms-word?
- a. Press shift + f7
 - b. Press ctrl + f7
 - c. Press alt + f7
 - d. Press f7**
63. A computer consists of _____?
- a. CPU
 - b. Memory
 - c. Motherboard
 - d. All of the above**
64. Secondary memories_____?
- a. Hard disk

- b. Pen drive
 - c. **Both a & b**
 - d. Ram
65. In ms word short cut key for saved file_____?
- a. Ctrl + o
 - b. Ctrl + p
 - c. Alt + o
 - d. Alt + t
66. The brain of any computer system is _____?
- a. Monitor
 - b. Mouse
 - c. **CPU**
 - d. Speakers
67. Shortcut key for paste is _____?
- a. Save
 - b. Save as
 - c. Close
 - d. **Ctrl + v**
68. In ms word short cut key for making text bold is_____?
- a. Ctrl + d
 - b. Ctrl + a
 - c. **Ctrl + b**
 - d. Ctrl + c
69. Used to plot designs_____?
- a. Laser printer
 - b. **Plotter**
 - c. Inkjet printer
 - d. None
70. One mb is equal to _____?
- a. 1024 GB
 - b. **1024 KB**
 - c. 1024 SB
 - d. 1024 HB
71. Excel is used for _____?
- a. Advertisement
 - b. Word processing
 - c. **Calculation**
 - d. For all options
72. Saving different set of input values under different name is known as___ in excel?
- a. Goal seek
 - b. **Scenarios**
 - c. Auto sum
 - d. None of the above
73. _____ number of columns and rows in excel.
- a. **16384 & 1048576**
 - b. 15389 & 1148576

- c. 14384 & 1048576
 - d. 16300 & 10000
74. How to display text as vertically in a cell?
- a. Choose vertical on text alignment in format cells
 - b. Choose 90 degrees in orientation of format cells**
 - c. Choose distributed from the vertical drop down list
 - d. Choose Centre across selection from horizontal com
75. How can you remove borders applied cells _____ in excel?
- a. Choose none on border tab of format cells
 - b. Open the list on border tool in formatting toolbar
 - c. Both of above**
 - d. None of the above
76. Cell is a intersection of _____?
- a. 2 rows
 - b. 2 columns
 - c. Row & column**
 - d. None of the above
77. How to specify cell range a1 to a99 in excel?
- a. a9 to a99
 - b. a9 -a99
 - c. a9,a99
 - d. a9:a99**
78. If function button present in _____ wizard in excel?
- a. Format painter
 - b. Function**
 - c. Auto sum
 - d. None of the above
79. And(), or(), not() is an example of _____ in excel?
- a. Logical function**
 - b. Statistical function
 - c. Financial function
 - d. None of the above
80. Excel is a _____?
- a. Graphic program
 - b. None of these
 - c. Word processor
 - d. A spreadsheet**
81. Shortcut key to insert rows, columns & cell _____ in excel?
- a. Ctrl + -
 - b. Ctrl + +**
 - c. Ctrl + shift + +
 - d. Alt + shift + m
82. The name box displays _____ in excel?
- a. Shows the name of workbook currently working on
 - b. Shows the name of worksheet currently working on
 - c. Shows the name of cells currently working on**

- d. None of the above
83. 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 the above
84. Where can you set the shading color for a range of cells in excel?
- a. Choose required color from patterns tab of format
 - b. Choose required color on fill color tool in format
 - c. Choose required color on fill color tool in drawing
 - d. **All of the above**
85. Short cut key to filter is _____ in excel?
- a. Ctrl + f
 - b. Alt + f
 - c. **Ctrl + shift + l**
 - d. Shift + l
86. 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**
87. If you press _____ the cell accepts your typing as its contents in excel
- a. **Enter**
 - b. Ctrl+ enter
 - c. Esc
 - d. Insert
88. You can edit existing excel data by pressing _____?
- a. F1
 - b. **F2**
 - c. F3
 - d. F4
89. _____ is the shortcut key for replace in excel
- a. **Shift + f5**
 - b. Shift + ctrl+f5
 - c. Alt + f5
 - d. Ctrl + f5
90. Which is not a data source component?
- a. **Mail merge**
 - b. Header row
 - c. Data fields
 - d. Data records
91. Which of the following should you use if you want all 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**

92. To preview a motion path effect using the custom animation task pane, you should_____
- a. **Click the play button**
 - b. Click the show effect button
 - c. Double click the motion path
 - d. All of the above
93. Which file format can be added to a PowerPoint show?
- a. .jpg
 - b. .gif
 - c. .wav
 - d. **All of the above**
94. What lets you to create new presentation by selecting ready-made font color and graphics effects?
- a. Presentation template
 - b. Master slide
 - c. **Design template**
 - d. Animation scheme
95. Which of the following can you use to add times to the slides in a presentation_____?
- a. Slide show menu
 - b. **Reharse timing**
 - c. Slide transition
 - d. Custom animation
96. _____ is the shortcut key to slide show
- a. **F5**
 - b. Ctrl + g
 - c. Shift + g
 - d. Shift + ctrl +g
97. To insert a hyperlink in a slide_____
- a. Choose insert→hyperlink
 - b. Press ctrl + k
 - c. Hyperlinks can't be inserted in slides
 - d. **Both a & b**
98. What is a motion path?
- a. A type of animation entrance effect
 - b. A method of advancing slides
 - c. **A method of moving items on a slide**
 - d. All of the above
99. _____ controls all the main slide control tasks for your presentation.
- a. **Task pane**
 - b. Task bar
 - c. Control panel
 - d. None of the above
100. The effect applied to display when slides changes in slide show view is _____
- a. Slide animation
 - b. Custom animation
 - c. Custom transition
 - d. **Slide transition**