1. Vga stands for\_\_\_\_\_\_\_?

MS OFFICE ONLINE EXAM MULTIPLE CHOICE QUESTIONS AND ANSWERS

* 1. Video graphic adopter
  2. **Video graphic array**
  3. Visual graphic array
  4. None of the above

1. Portrait and landscape are\_\_\_\_\_\_\_?
   1. **Page orientation**
   2. Paper size
   3. Page layout
   4. All of the above
2. Microsoft word is an example of \_\_\_\_\_\_\_?
   1. Processing device
   2. **Application software**
   3. An input device
   4. System software
3. What does ext indicator on status bar of ms word indicate?
   1. It indicates whether the external text is pasted on document or not
   2. It indicates whether extended add-ons are installed on ms word or not
   3. **It indicates whether extended selection mode is turned on or off**
   4. None of these
4. To view headers and footers, you must switch to \_\_\_\_\_\_\_ in ms-word?
   1. Normal view
   2. Print layout view
   3. Print preview mode
   4. **Both b and c**
5. TFT stands for\_\_\_\_\_\_\_?
   1. Thin film transformer
   2. Thin film translator
   3. **Thin film transistor**
   4. All the above
6. In ms word \_\_\_\_\_\_\_ shortcut key is used for paste option?
   1. Ctrl + p
   2. Ctrl + c
   3. **Ctrl + v**
   4. None of the above
7. 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).?
   1. Ctrl
   2. Alt
   3. **Shift**
   4. tab
8. Cu stands for\_\_\_\_\_\_\_?
   1. input
   2. output
   3. **processing unit**
   4. information
9. Gutter margin in word is usually referred for\_\_\_\_\_\_\_\_?
   1. **Binding margin**
   2. left margin
   3. Top margin
   4. Both b and c
10. A \_\_\_\_\_ is a collection of predefined design elements and color schemes.
    1. feature
    2. hyperlink
    3. palette
    4. **theme**
11. Which feature helps you to inserts the contents of the clipboard as text without any formatting in MS-word?
    1. **paste special**
    2. format painter
    3. page setup
    4. styles
12. what are inserted cross-reference in word?
    1. placeholders
    2. bookmarks
    3. objects
    4. **word fields**
13. 1 kb= \_\_\_\_\_\_\_?
    1. 1024 MB
    2. 1024 GB
    3. 1024 KB
    4. **1024 Bytes**
14. “Ctrl+f” is \_\_\_\_\_\_\_ in ms-word?
    1. **open find and replace dialog box with activating find tab**
    2. open page setup dialog box with activating layout tab
    3. open font dialog box with activating font tab
    4. open file save as dialog box
15. A kilobyte also referred to as kb, is equal to:\_\_\_\_\_\_\_?
    1. 1024 bits
    2. **1024 bytes**
    3. 2024 bytes
    4. 512 bytes
16. Which of these toolbars allows changing of fonts and their sizes in ms-word?
    1. standard
    2. **formatting**
    3. print preview
    4. none of these
17. envelopes and labels comes under \_\_\_\_\_\_\_ menu
    1. **mailings**
    2. view
    3. format
    4. tools
18. which of the following is internal memory?
    1. disks
    2. pen drives
    3. **ram**
    4. cd’s
19. in ms word shortcut keys for select all\_\_\_\_\_\_\_?
    1. Formula palette
    2. status bar
    3. formula bar
    4. **none of these**
20. \_\_\_\_\_\_\_ steps used to merge the cells in excel.
    1. file – merge cells
    2. **edit – merge**
    3. select the right click merge cells
    4. select the table right click merge cells
21. symbol appears to find auto sum in excel\_\_\_\_\_\_\_?
    1. **sigma symbol**
    2. plus symbol
    3. add symbol
    4. floppy symbol
22. A function inside another function is called\_\_\_\_\_\_\_?
    1. **nested function**
    2. round function
    3. sum function
    4. text function
23. The auto fill feature \_\_\_\_\_\_\_ in excel?
    1. extends a sequential series of data
    2. **automatically adds a range of cell values**
    3. applies a boarder around selected cells
    4. none of the above
24. which the correct sequence to remove the spread sheet?
    1. file – save as – save as type – worksheet
    2. **right click on spreadsheet tab – select delete**
    3. right click on spreadsheet tab – insert entire column
    4. none of the above
25. To calculate the addition function is \_\_\_\_\_\_\_?
    1. **= sum**
    2. =add
    3. =+
    4. =(total)
26. where can you set the shading color for a range of cells in excel?
    1. choose required color from patterns tab of format
    2. choose required color on fill color tool in format
    3. choose required color on fill color tool in drawing
    4. **all of the above**
27. Ms-excel can be used to automate\_\_\_\_\_\_\_?
    1. financial statements, business forecasting
    2. transaction registers, inventory control
    3. accounts
    4. **any of the above**
28. Short cut key to data menu is \_\_\_\_\_\_\_?
    1. shift + d
    2. **Alt + d**
    3. Ctrl + d
    4. Alt + shift + d
29. If function button present in\_\_\_\_\_\_ wizard in excel.
    1. format painter
    2. **function**
    3. auto sum
    4. none of the above
30. You can set page border in excel form\_\_\_\_\_\_\_?
    1. from border tab in format cells dialog box
    2. from border tool in formatting tool bar
    3. from line style tool in drawing toolbar
    4. **you cannot set page border in excel**
31. Extension of ms excel file is \_\_\_\_\_\_\_?
    1. .docx
    2. **.xls**
    3. .avi
    4. .bmp
32. Border option can be applied for only table in excel?
    1. **true**
    2. false
    3. both A & B
    4. None of the above
33. What is an expression that tells how the numbers in a determined set of cells are to be calculated?
    1. **Formula**
    2. Field
    3. Data
    4. Query
34. Formatting a cell in currency you can specify \_\_\_\_\_ in excel
    1. Decimal places
    2. Currency symbol
    3. **Both of above**
    4. None of the above
35. If you want to type the text in a1 to g1 range cells, option used is \_\_\_\_\_?
    1. **Merge cells**
    2. More cells
    3. Insert cells
    4. All cells
36. Which of the following is not true regarding conditional formatting in excel?
    1. you can add more than one condition to check
    2. **you can set condition to look for bold and apply it**
    3. you can apply font, border and pattern formats
    4. you can delete any condition from conditional format
37. Cell is a intersection of \_\_\_\_\_\_\_?
    1. 2 rows
    2. 2 Columns
    3. **Row & Column**
    4. None of the above
38. In excel, a1 refers for\_\_\_\_\_\_\_?
    1. **Cell address**
    2. Cell add
    3. Cell line
    4. Cell border
39. There are \_\_\_\_\_ columns in excel
    1. 65536
    2. **16384**
    3. 286
    4. 1200
40. What is a slide – title master pair?
    1. The title area and text area of a specific slide
    2. A slide master and title master merged into a single slide
    3. **A slide master and title master for a specific design template**
    4. All of the above
41. Which of the following section does not exist in a slide layout?
    1. Titles
    2. Lists
    3. Charts
    4. **Animations**
42. To select one hyperlink after another during a slide presentation, what do you press?
    1. **Tab**
    2. Ctrl + K
    3. Ctrl + H
    4. All of the above
43. \_\_\_\_\_\_\_ is the PowerPoint exe file
    1. **Powerpnt**
    2. PowerPoint
    3. Power point
    4. Ms- PowerPoint
44. Which of the following should you use if you want all the slides in the presentation to have the same ‘look’?
    1. The slide layout option
    2. Add a slide option
    3. Outline view
    4. **A presentation design template**
45. Presentations can contain bulleted and numbered items are\_\_\_\_\_\_\_?
    1. **Home**
    2. Insert
    3. Format
    4. Help
46. \_\_\_\_\_\_\_ controls all the main slide control tasks for your presentation.
    1. **Task Pane**
    2. Task bar
    3. Control panel
    4. None of the above
47. What term describes a background that appears as a grainy, non-smooth surface?
    1. **Gradient**
    2. Pattern
    3. Solid
    4. Texture
48. To preview a motion path effect using the custom animation task pane, you should\_\_\_\_\_?
    1. **Click The Play Button**
    2. Click the show effect button
    3. Double click the motion path
    4. All of the above
49. What PowerPoint feature will you use to apply motion effects to different objects to different objects of a slide?
    1. Slide transition
    2. Slide design
    3. Animation objects
    4. **Animation Scheme.**