MS OFFICE ONLINE EXAM MULTIPLE CHOICE QUESTIONS AND ANSWERS

1. Vga stands for ?
   1. Video graphic adopter

# Video graphic array

* 1. Visual graphic array
  2. None of the above

1. Portrait and landscape are ?

# Page orientation

* 1. Paper size
  2. Page layout
  3. All of the above

1. Microsoft word is an example of ?
   1. Processing device

# Application software

* 1. An input device
  2. System software

1. 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

# It indicates whether extended selection mode is turned on or off

* 1. None of these

1. To view headers and footers, you must switch to in ms-word?
   1. Normal view
   2. Print layout view
   3. Print preview mode

# Both b and c

1. TFT stands for ?
   1. Thin film transformer
   2. Thin film translator

# Thin film transistor

* 1. All the above

1. In ms word shortcut key is used for paste option?
   1. Ctrl + p
   2. Ctrl + c

# Ctrl + v

* 1. None of the above

1. 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

# Shift

* 1. tab

1. Cu stands for ?
   1. input
   2. output

# processing unit

* 1. information

1. Gutter margin in word is usually referred for ?

# Binding margin

* 1. left margin
  2. Top margin
  3. Both b and c

1. A is a collection of predefined design elements and color schemes.
   1. feature
   2. hyperlink
   3. palette

# theme

1. Which feature helps you to inserts the contents of the clipboard as text without any formatting in MS- word?

# paste special

* 1. format painter
  2. page setup
  3. styles

1. what are inserted cross-reference in word?
   1. placeholders
   2. bookmarks
   3. objects

# word fields

14. 1 kb= ?

1. 1024 MB
2. 1024 GB
3. 1024 KB

# 1024 Bytes

1. “Ctrl+f” is in ms-word?

# open find and replace dialog box with activating find tab

* 1. open page setup dialog box with activating layout tab
  2. open font dialog box with activating font tab
  3. open file save as dialog box

1. A kilobyte also referred to as kb, is equal to: ?
   1. 1024 bits

# 1024 bytes

* 1. 2024 bytes
  2. 512 bytes

1. Which of these toolbars allows changing of fonts and their sizes in ms-word?
   1. standard

# formatting

* 1. print preview
  2. none of these

1. envelopes and labels comes under menu

# mailings

* 1. view
  2. format
  3. tools

1. which of the following is internal memory?
   1. disks
   2. pen drives

# ram

* 1. cd’s

1. in ms word shortcut keys for select all ?
   1. Formula palette
   2. status bar
   3. formula bar

# none of these

1. steps used to merge the cells in excel.

# file – merge cells

* 1. edit – merge
  2. select the right click merge cells
  3. select the table right click merge cells

1. symbol appears to find auto sum in excel ?

# sigma symbol

* 1. plus symbol
  2. add symbol
  3. floppy symbol

1. A function inside another function is called ?

# nested function

* 1. round function
  2. sum function
  3. text function

1. The auto fill feature in excel?
   1. extends a sequential series of data

# automatically adds a range of cell values

* 1. applies a boarder around selected cells
  2. none of the above

1. which the correct sequence to remove the spread sheet?
   1. file – save as – save as type – worksheet

# right click on spreadsheet tab – select delete

* 1. right click on spreadsheet tab – insert entire column
  2. none of the above

1. To calculate the addition function is ?

# a. = sum

b. =add

c. =+

d. =(total)

1. 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

# all of the above

1. Ms-excel can be used to automate ?
   1. financial statements, business forecasting
   2. transaction registers, inventory control
   3. accounts

# any of the above

1. Short cut key to data menu is ?
   1. shift + d

# Alt + d

* 1. Ctrl + d
  2. Alt + shift + d

1. If function button present in wizard in excel.
   1. format painter

# function

* 1. auto sum
  2. none of the above

1. 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

# you cannot set page border in excel

1. Extension of ms excel file is ?
   1. .docx

# .xls

* 1. .avi
  2. .bmp

1. Border option can be applied for only table in excel?

# true

* 1. false
  2. both A & B
  3. None of the above

1. What is an expression that tells how the numbers in a determined set of cells are to be calculated?

# Formula

* 1. Field
  2. Data
  3. Query

1. Formatting a cell in currency you can specify in excel
   1. Decimal places
   2. Currency symbol

# Both of above

* 1. None of the above

1. If you want to type the text in a1 to g1 range cells, option used is ?

# Merge cells

* 1. More cells
  2. Insert cells
  3. All cells

1. Which of the following is not true regarding conditional formatting in excel?
   1. you can add more than one condition to check

# you can set condition to look for bold and apply it

* 1. you can apply font, border and pattern formats
  2. you can delete any condition from conditional format

1. Cell is a intersection of ?
   1. 2 rows
   2. 2 Columns

# Row & Column

* 1. None of the above

1. In excel, a1 refers for ?

# Cell address

* 1. Cell add
  2. Cell line
  3. Cell border

1. There are columns in excel a. 65536

# b. 16384

c. 286

d. 1200

1. 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

# A slide master and title master for a specific design template

* 1. All of the above

1. Which of the following section does not exist in a slide layout?
   1. Titles
   2. Lists
   3. Charts

# Animations

1. To select one hyperlink after another during a slide presentation, what do you press?

# Tab

* 1. Ctrl + K
  2. Ctrl + H
  3. All of the above

1. is the PowerPoint exe file

# Powerpnt

* 1. PowerPoint
  2. Power point
  3. Ms- PowerPoint

1. 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

# A presentation design template

1. Presentations can contain bulleted and numbered items are ?

# Home

* 1. Insert
  2. Format
  3. Help

1. controls all the main slide control tasks for your presentation.

# Task Pane

* 1. Task bar
  2. Control panel
  3. None of the above

1. What term describes a background that appears as a grainy, non-smooth surface?

# Gradient

* 1. Pattern
  2. Solid
  3. Texture

1. To preview a motion path effect using the custom animation task pane, you should ?

# Click The Play Button

* 1. Click the show effect button
  2. Double click the motion path
  3. All of the above

1. 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

# Animation Scheme.

1. To print repeated text or image on every page is ?

# Header and footer

* 1. Headings
  2. Auto text
  3. Templates

1. Which of the following helps to reduce spelling error in the document?

# Auto format

* 1. Auto correct
  2. Smart tags
  3. Auto text

1. is used for paragraph alignment?
   1. Saved data
   2. Collection of folder
   3. Symbol

# None of these

1. In ms word pressing f8 key for three times selects ?
   1. Word

# A sentence

* 1. A paragraph
  2. Entire document

1. The two kinds of main memory are ?
   1. Primary and secondary
   2. Random and sequential

# Rom and ram

* 1. All of above

1. In ms word headers and footers appear only ?
   1. Normal view
   2. Web layout
   3. Outline view

# Print layout view

1. Operating system is the most common type of software?
   1. Application
   2. Utility

# System

* 1. Word

1. How many types of alignments are there?
   1. 2
   2. 1

# 4

* 1. 3

1. Space between lines can be changed using facility in word?
   1. Font spacing

# Line spacing

* 1. Alignment
  2. Word spacing

1. Mail merge facility is used when ?

# Multiple copies of same letter with different to be prepared.

* 1. Only one letter can take.
  2. Cannot take address.
  3. Not possible to take even one.

1. Kb stands for ?
   1. Kilogram bits

# Kilo byte

* 1. A & b
  2. None.

1. You can detect spelling and grammar errors by in ms-word?
   1. Press shift + f7
   2. Press ctrl + f7
   3. Press alt + f7

# Press f7

1. A computer consists of ?
   1. CPU
   2. Memory
   3. Motherboard

# All of the above

1. Secondary memories ?
   1. Hard disk
   2. Pen drive

# Both a & b

* 1. Ram

1. In ms word short cut key for saved file ?
   1. Ctrl + o
   2. Ctrl + p
   3. Alt + o
   4. Alt + t
2. The brain of any computer system is ?
   1. Monitor
   2. Mouse

# CPU

* 1. Speakers

1. Shortcut key for paste is ?
   1. Save
   2. Save as
   3. Close

# Ctrl + v

1. In ms word short cut key for making text bold is ?
   1. Ctrl + d
   2. Ctrl + a

# Ctrl + b

* 1. Ctrl + c

1. Used to plot designs ?
   1. Laser printer

# Plotter

* 1. Inkjet printer
  2. None

1. One mb is equal to ?
   1. 1024 GB

# 1024 KB

* 1. 1024 SB
  2. 1024 HB

1. Excel is used for ?
   1. Advertisement
   2. Word processing

# Calculation

* 1. For all options

1. Saving different set of input values under different name is known as in excel?
   1. Goal seek

# Scenarios

* 1. Auto sum
  2. None of the above

1. number of columns and rows in excel.

# a. 16384 & 1048576

b. 15389 & 1148576

c. 14384 & 1048576

d. 16300 & 10000

1. How to display text as vertically in a cell?
   1. Choose vertical on text alignment in format cells

# Choose 90 degrees in orientation of format cells d

* 1. Choose distributed from the vertical drop down list
  2. Choose Centre across selection from horizontal com

1. How can you remove borders applied cells in excel?
   1. Choose none on border tab of format cells
   2. Open the list on border tool in formatting toolbar

# Both of above

* 1. None of the above

1. Cell is a intersection of ?
   1. 2 rows
   2. 2 columns

# Row & column

* 1. None of the above

1. How to specify cell range a1 to a99 in excel?
   1. a9 toa99
   2. a9 -a99
   3. a9,a99

# a9:a99

1. If function button present in wizard in excel?
   1. Format painter

# Function

* 1. Auto sum
  2. None of the above

1. And(), or(), not() is an example of in excel?

# Logical function

* 1. Statistical function
  2. Financial function
  3. None of the above

1. Excel is a ?
   1. Graphic program
   2. None of these
   3. Word processor

# A spreadsheet

1. Shortcut key to insert rows, columns & cell in excel?
   1. Ctrl + -

# Ctrl + +

* 1. Ctrl + shift + +
  2. Alt + shift + m

1. The name box displays in excel?
   1. Shows the name of workbook currently working on
   2. Shows the name of worksheet currently working on

# Shows the name of cells currently working on

* 1. None of the above

1. What is entered by the function =today()?

# The date value for the day according to system clock

* 1. The time value according to system clock
  2. Today’s date as text format
  3. All of the above

1. 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

# All of the above

1. Short cut key to filter is in excel?
   1. Ctrl + f
   2. Alt + f

# Ctrl + shift + l

* 1. Shift + l

1. Formatting a cell in number format you can’t set in excel
   1. Decimal places
   2. Use 100 separator
   3. Negative numbers

# Currency symbol

1. If you press the cell accepts your typing as its contents in excel

# Enter

* 1. Ctrl+ enter
  2. Esc
  3. Insert

1. You can edit existing excel data by pressing ?
   1. F1

# F2

* 1. F3
  2. F4

1. is the shortcut key for replace in excel

# Shift + f5

* 1. Shift + ctrl+f5
  2. Alt + f5
  3. Ctrl + f5

1. Which is not a data source component?

# Mail merge

* 1. Header row
  2. Data fields
  3. Data records

1. Which of the following should you use if you want all slides in the presentation to have the same “look”?
   1. The slide layout option
   2. Add a slide option
   3. Outline view

# A presentation design template

1. To preview a motion path effect using the custom animation task pane, you should

# Click the play button

* 1. Click the show effect button
  2. Double click the motion path
  3. All of the above

1. Which file format can be added to a PowerPoint show?
   1. .jpg
   2. .gif
   3. .wav

# All of the above

1. What lets you to create new presentation by selecting ready-made font color and graphics effects?
   1. Presentation template
   2. Master slide

# Design template

* 1. Animation scheme

1. Which of the following can you use to add times to the slides in a presentation ?
   1. Slide show menu

# Reharse timing

* 1. Slide transition
  2. Custom animation

1. is the shortcut key to slide show

# F5

* 1. Ctrl + g
  2. Shift + g
  3. Shift + ctrl +g

1. To insert a hyperlink in a slide
   1. Choose inserthyperlink
   2. Press ctrl + k
   3. Hyperlinks can’t be inserted in slides

# Both a & b

1. What is a motion path?
   1. A type of animation entrance effect
   2. A method of advancing slides

# A method of moving items on a slide

* 1. All of the above

1. controls all the main slide control tasks for your presentation.

# Task pane

* 1. Task bar
  2. Control panel
  3. None of the above

1. The effect applied to display when slides changes in slide show view is
   1. Slide animation
   2. Custom animation
   3. Custom transition

# Slide transition