accenture

specific training

MS OFFICE

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1. From which menu you can insert Header and Footer?

(A) Insert Menu ✅

(B) View Menu

(C) Format menu

(D) Tools Menu

2. To get to the 'Symbol' dialog box, click on the menu and choose 'Symbol'.

(A) Insert ✅

(B) Format

(C) Tools

(D) Table

3. option from clipboard is used to move data from one place to another in a document.

(A) Copy & Paste

(B) Cut & Paste ✅

(C) Bold

(D) Justify

4. is an option in Font Group.

(A) Strikethrough ✅

(B) Find

(C) Replace

(D) Change Styles

5. Name the button in the picture?

(A) Font Color

(B) Fill Color

(C) Page Color

(D) Highlighter tool ✅

6. Shortcut for document views toolbar is situated in bar

(A) Task bar

(B) Status bar

(C) Tool bar ✅

(D) Title bar

7. Bullets and Numbering is in tab.

(A) Home tab

(B) Insert tab

(C) Pagelayout tab ✅

(D) View tab

8. To open a existing document, click on the and then select Open.

(A) MS Office button

(B) Quick Access Toolbar

(C) Document Views ✅

(D) Ribbon

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9. Cut, Copy and Paste is in‗Group in the Home tab.

(A) Font

 (B) Page Setup

 (C) Clipboard ✅

 (D) Editing

 10. is used to covert from uppercase to lowercase and vice versa.

 (A) Toggle case ✅

  (B) Sentence case

  (C) Lower case

  (D) Upper case

 11. Pressing F8 key for three times selects

(A) A word

(B) A sentence ✅

(C) A paragraph

(D) Entire document

12. What is the shortcut key you can press to create a copyrightsymbol?

(A) Alt+Ctrl+C ✅

(B) Alt + C

(C) Ctrl + C

(D) Ctrl + Shift + C

13. What is the smallest and largest font size available in Font Size tool on formatting toolbar?

(A) 8 and 72 ✅

(B) 8 and 64

(C) 12 and 72

(D) None of above

14. Which of the following is graphics solution for Word Processors?

(A) Clipart ✅

(B) WordArt

(C) Drop Cap

(D) All of above

15. The keystrokes Ctrl + I is used to

(A) Increase font size

(B) Inserts a line break

(C) Indicate the text should be bold

(D) Applies italic format to selected text ✅

16. A character that is raised and smaller above the baseline is known as

(A) Outlined

(B) Raised

(C) Superscript ✅

(D) Subscript

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17. Thesaurus tool in MS Word is used for

(A) Spelling suggestions

(B) Grammar options

(C) Synonyms and Antonyms words

(D) All of above

18. Why Drop Caps are used in document?

(A) To drop all the capital letters

(B) To automatically begin each paragraph with capital letter

(C) To begin a paragraph with a large dropped initial capital letter

(D) None of above

19. 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?

(A) To add anchors in web page

(B) To mark the ending of a paragraph of document

(C) To quickly jump to specific location in document

(D) To add hyperlinks in webpage

20. Which of the following is not valid version of MS Office?

A) Office XP

(B) Office Vista

(C) Office 2007

(D) None of above

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21. You cannot close MS Word application by

(A) Choosing File menu then Exitsubmenu.

(B) Press Alt+F4

(C) Click X button on title bar

(D) From File menu choose Close submenu ✅

22. The key F12 opens a

(A) Save As dialog box ✅

(B) Open dialog box

(C) Save dialog box

(D) Close dialog box

23. What is the short cut key to open the Open dialog box?

(A) F12

(B) Shift F12

(C) Alt + F12

(D) Ctrl + F12 ✅

24. A feature of MS Word that saves the document automatically after certain interval is available on

(A) Save tab on Options dialog box ✅

(B) Save As dialog box

(C) Both of above

(D) None of above

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25. Which of the following is not available on the Ruler of MS Word screen?

(A) Tab stop box

(B) Left Indent

(C) Right Indent

(D) Center Indent ✅

E) All of them are available on ruler

26. Which file starts MS Word?

(A) Winword.exe ✅

(B) Word.exe

(C) Msword.exe

(D) Word2003.exe

27. If you want to keep track of different editions of a document which features will you use?

(A) Editions

(B) Versions ✅

(C) Track Change

(D) All of above

28. Background color or effects applied on a document is not visible in

(A) Web layout view

(B) Print Layout view

(C) Reading View

(D) Print Preview ✅

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29. What is a portion of a document in which you set certain page formatting options?

(A) Page

(B) Document

(C) Section ✅

(D) Page Setup

30. Borders can be applied to

(A) Cells

(B) Paragraph

(C) Text

(D) All of above ✅

31. Which of the following is not a type of page margin?

(A) Left

(B) Right

(C) Center ✅

(D) Top

32. What is the default left margin in Word 2003 document?

(A) 1"

(B) 1.25" ✅

(C) 1.5"

(D) 2"

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33. Portrait and Landscape are

(A) Page Orientation ✅

(B) Paper Size

(C) Page Layout

(D) All of above

34. If you need to change the typeface of a document, which menu will you choose?

(A) Edit

(B) View

(C) Format ✅

(D) Tools

35. Which of the following is not a font style?

(A) Bold

(B) Italics

(C) Regular

(D) Superscript ✅

36. What happens when you click on Insert >> Picture >> Clip Art

(A) It inserts a clipart picture into document

(B) It lets you choose clipart to insert into document

(C) It opens Clip Art taskbar ✅

(D) None of above

37. Which option is not available in Insert Table Autofit behavior?

(A) Fixed Column Width

(B) AutoFit to Contents

(C) Autofit to Window

(D) Autofit to Column ✅

38. To autofit the width of column

(A) Double click the right border of column ✅

(B) Double click the left border of column

(C) Double click the column header

(D) All of above

39. Which of the following statement is false? ?

(A) You can set different header footer for even and odd pages

(B) You can set different page number formats for different sections

(C) You can set different header footer for first page of a section

(D) You can set different header and footer for last page of a section ✅

40. Where can you change the vertical alignment?

(A) Formatting toolbar

(B) Paragraph dialog box

(C) Page Setup dialog box ✅

(D) Standard toolbar

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41. AutoCorrect was originally designed to replace words as you type.

(A) Short, repetitive

(B) Grammatically incorrect

(C) Misspelled ✅

(D) None of the above

42. Which of the following is the second step in creating a macro?

(A) Start recording

(B) Using your mouse or keyboard, perform the task you want to automate

(C) Assign a keyboard shortcut to the macro ✅

(D) Give the macro a name

43. In Word, the mailing list is known as the .

(A) Data sheet

(B) Source

(C) Data source ✅

(D) Sheet

44. Which of the following is not one of the three 'Mail Merge Helper'steps?

(A) Merge the two files

(B) Create the main document

(C) Set the mailing list parameters ✅

(D) Create the data source

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45. Which of the following button will allow you to add, delete, or change records in your

Data Source?

(A) 'Data Source' button

(B) 'Edit' button

(C) 'Edit Data Source' button ✅

(D) 'Data editing' button

46. It is possible to_a data source before performing a merge.

(A) Create

(B) Modify

(C) Sort

(D) all of the above ✅

47. Comments can be added to cells using…..

(A) Edit -> Comments

(B) Insert -> Comment ✅

(C) File -> Comments

(D) View –> Comments

48. Which of the following is not a valid Zoom percentage in Excel?

(A) 10

(B) 100

(C) 300

(D) 500 ✅

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49. The spelling tool is placed on‗toolbar

(A) Standard ✅

(B) Formatting

(C) Drawing

(D) Reviewing

50. Which of the following is not a valid data type in Excel?

(A) Number

(B) Character ✅

(C) Label

(D) Date/Time

51. Comments put in cells are called …..

(A) Smart Tip

(B) Cell Tip ✅

(C) Web Tip

(D) Soft Tip

52. Which menu option can be used to split windows into two?

(A) Format -> Window

(B) View -> Window-> Split

(C) Window -> Split ✅

(D) View –> Split

53. You can activate a cell by

(A) Pressing the Tab key

(B) Clicking the cell

(C) Pressing an arrow key

(D) All of above ✓

54. When you use the fill effects in the format data series dialog box, you can not

(A) rotate text on the chart ✓

(B) select a foreground color

(C) select a pattern

(D) select a background color

55. To insert three columns between columns D and E you would

(A) Select column D

(B) Select column E ✓

(C) Select columns E, F and G

(D) Select columns D, E, and F

56. Hyperlinks cannot be

(A) Special shapes like stars and banners

(B) Drawing objects like rectangles ovals

(C) Pictures

(D) All can be hyperlinks ✓

57. You can add an image to a template by clicking the Insert Picture From File button on the …. Toolbar.

(A) Standard

(B) Formatting

(C) Drawing

(D) Picture ✅

58. To drag a selected range of data to another worksheet in the same workbook, use the

(A) Tab key

(B) Alt key

(C) Shift key

(D) Ctrl key ✅

59. When you print preview a worksheet

(A) the entire worksheet is displayed

(B) the selected range is displayed

(C) the active portion of the worksheet is displayed

(D) a, b and c ✅

60. You can open the Sort dialog box by choosing Sort from the ….. menu

(A) View

(B) Format

(C) Tools

(D) Data ✅

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61. When working in the page break preview, you can

(A) view exactly where each page break occurs

(B) add or remove page breaks

(C) change the print area

(D) all of above ✅

62. Which of the following is not a valid Zoom percentage in Excel?

(A) 10

(B) 100

(C) 300

(D) 500 ✅

63. The spelling tool is placed on_toolbar

(A) Standard ✅

(B) Formatting

(C) Drawing

(D) Reviewing

64. Formatting a cell in Currency, you can specify

(A) Decimal Places

(B) Currency Symbol

(C) Both of above ✅

(D) None of above

65. 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

66. Which function will you use to enter current time in a worksheet cell?

(A) =today()

(B) =now() ✅

(C) =time()

(D) =current Time()

67. Merge cells option can be applied from

(A) Format Cells dialog box Alignment Tab ✅

(B) Formatting toolbar

(C) Both of above

(D) None of above

68. Which of the following format you can decide to apply or not in AutoFormat dialog box?

(A) Number format

(B) Border format

(C) Font format

(D) All of above ✅

69. How can you remove borders applied in cells?

(A) Choose None on Border tab of Format cells

(B) Open the list on Border tool in Formatting toolbar then choose first tool (no border)

(C) Both of above ✅

(D) None of above

70. You can set Page Border in Excel from

(A) From Border tab in Format Cells dialog box

(B) From Border tool in Formatting toolbar

(C) From Line Style tool in Drawing toolbar

(D) You can not set page border in Excel ✅

71. You can check the conditions against_ when applying conditional formatting

(A) Cell value

(B) Formula

(C) Both of above ✅

(D) None of above

72. When a range is selected, how can you activate the previous cell?

A) Press the Alt key

(B) Press Tab

(C) Press Enter

(D) None of above ✅

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73. Each excel file is a workbook that contains different sheets. Which of the following cannot be a sheet in workbook?

(A) worksheet

(B) chart sheet

(C) module sheet

(D) data sheet ✅

74. Which of the following Excel screen components can NOT be turned on or off?

(A) Formula Bar

(B) Status Bar

(C) Tool Bar

(D) None of above ✅

75. Which of the following option is not available in Paste Special dialog box?

(A) Add

(B) Subtract

(C) Divide

(D) SQRT ✅

76. Which of the cell pointer indicates that you can fill series?

(A) Doctor's symbol (Big Plus)

(B) small thin plus icon

(C) Mouse Pointer with anchor at the tip ✅

(D) None of above

77. Which of the following is an absolute cell reference?

(A) !A!1

(B) A1 ✅

(C) #a#1

(D) A1

78. Which symbol must all formula begin with?

(A) = ✅

(B) +

(C) (

(D) @

79. Which of the following formulas is not entered correctly?

(A) =10+50

(B) =B7*B1

(C) =B7+14

(D) 10+50 ✅

80. Which of the following formulas will Excel Not be able to calculate?

(A) =SUM(Sales)-A3 ✅

(B) =SUM(A1:A5)*.5

(C) =SUM(A1:A5)/(10-10)

(D) =SUM(A1:A5)-10

81. A worksheet range is a

(A) A command used for data modeling

(B) A range of values such as from 23 to 234

(C) A group of cells ✅

(D) A group of worksheets

82. The auto calculate feature

(A) Can only add values in a range of cells

(B) Provides a quick way to view the result of an arithmetic operation on a range of cells ✅

(C) Automatically creates formulas and adds them to a worksheet

(D) A and c

83. Excel uniquely identifies cells within a worksheet with a cell name

(A) Cell names

(B) Column numbers and row letters

(C) Column letters and row numbers ✅

(D) Cell locator coordinates

84. To drag a selected range of data to another worksheet in the same workbook, use the

(A) Tab key

(B) Alt key

(C) Shift key

(D) Ctrl key ✅

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85. Hyperlinks can be

(A) Text

(B) Drawing objects

(C) Pictures

(D) All of above ✅

86. To activate the previous cell in a pre-selected range, press

(A) The Alt key

(B) The Tab key

(C) The Enter key

(D) None of the above ✅

87. Which button do you click to add up a series of numbers?

(A) The autosum button ✅

(B) The Formula button

(C) The quick total button

(D) The total button

88. When the formula bar is active, you can see

(A) The edit formula button

(B) The cancel button

(C) The enter button

(D) All of the above ✅

89. In a worksheet you can select

(A) The entire worksheet

(B) Rows ✅

(C) Columns

(D) All of the above

90. Which area in an excel window allows entering values and formulas

(A) Title bar

(B) Menu bar

(C) Formula bar ✅

(D) Standard toolbar

91. To edit in an embedded excel worksheet object in a word document

(A) Use the excel menu bar and toolbars inside the word application ✅

(B) Edit the hyperlink

(C) Edit the data in a excel source application

(D) Use the word menu bar and toolbars

92. To create a formula, you can use:

(A) Values but not cell references

(B) Cell references but not values

(C) Values or cell references although not both at the same time

(D) Value and cell references ✅

93. Status indicators are located on the

(A) Vertical scroll bar

(B) Horizontal scroll bar

(C) Formula bar ✅

(D) Standard toolbar

94. An excel workbook is a collection of

(A) Workbooks

(B) Worksheets

(C) Charts

(D) Worksheets and charts ✅

95. Excel files have a default extension of

(A) Xls ✅

(B) Xlw

(C) Wk1

(D) 123

96. Except for the …… function, a formula with a logical function shows the word "TRUE" or "FALSE" as a result

(A) IF ✅

(B) AND

(C) OR

(D) NOT

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97. Macros are "run" or executed from the …..menu.

(A) Insert

(B) Format

(C) Tools ✅

(D) Data

98. You can open the consolidate dialog box byt choosing Consolidate from the ….. menu.

(A) IF

(B) AND

(C) OR

(D) NOT ✅

99. How are data organized in a spreadsheet?

(A) Lines and spaces

(B) Layers and planes

(C) Rows and columns ✅

(D) Height and width

100. Gridlines

(A) May be turned off for display but turned on for printing

(B) May be turned on or off for printing

(C) The be turned off for display and printing

(D) a, b and c ✅