1. Paint is a

a) Application b) Package

c) Program d) Drawing tool

2. Which of the following is not a valid tool in paint?

a) Line tool b) Rectangle tool

c) Circle tool d) Curve tool

3. MS-Word is a type of

a) Application Software b) System Software

c) Utility Software d) System Tools

4. Which of the company developed Ms-Office2007?

a) Novell b) Microsoft

c) Corel d) Lotus

5. Which of the following is the latest version of Microsoft Word?

a) Word 97 b) Word 98

c) Word Me d) Word XP

6. The command Ctrl + C in MS-Word

a) Copy b) Paste

c) Cut d) Both a and b

7. In MS-Word Table can be created by using

a) Spell Checker b) Table

c) Open table d) Sort Table

8. Moving a paragraph in MS-Word from one place to other can be done by

a) Open option b) select all, cut

c) select, cut and paste d) None of these

9. New file can be created in MS-Word through

a) Open Options b) New option

c) cut d) Paste

10. MS-Word is a

a) Graphic Software b) Text printing

c) Numerical Printing d) None of these

11. Which of the following is not a part of a standard office suite?

a) Word processor b) Data Base

c) Image Editor d) File Manager

12. The command Ctrl + X in MS-Word

a) Print b) Cut

c) Copy d) Select All

13. The command Ctrl+ P in MS-Word

a) Print b) Page up

c) Copy d) Page Down

14. Which of the following is the word processor in MS-Word?

a) Word star b) Word pad

c) Word d) Word Perfect.

15. The command Ctrl + V in MS-Word

a) Paste b) page down

c) Cut d) both a and b

16. The command Ctrl + A in MS-Word

a) All print b) Paste all

c) Select all d) Cut all

17. MS-Word allows creation of \_\_\_\_ type of documents by default?

a) .DOC b) .WPF

c) .TXT d) .DOT

18. Which bar is usually located below that Menu bar the previous tools in MS-Word?

a) Menu Bar b) Status Bar

c) Tool Bar d) Scroll Bar

19. The command Ctrl + S in MS-Word

a) Select b) Save as

c) Save d) Both a and b

20. Which of the following is not special program in MS-Office?

a) Office art b) Clip art

c) Word art d) paint art

21. The command Ctrl + N in MS-Word

a) New worksheet b) New chart

c) New picture d) New row or column

22. The command Ctrl + U in MS-Word

a) Bold b) Unblock

c) Underline d) Under select

23. Which menu option can be used to change the fonts and size in MS-Word?

a) Insert > Font b) Tool> Font

c) Font > Format d) Format > Font

24. Which menu option can be used to print preview in MS-Word?

a) File b) Edit

c) View d) Tools

25. Which of the following is not a valid bar in MS-Word?

a) Title Bar b) Status Bar

c) Down bar d) None of these

26. The command Ctrl + F command in MS-Word?

a) Forward document b) Format

c) Find d) Both a and b

27. Outlook Express is a

a) E-Mail client b) Scheduler

c) Address Book d) All of the above

28. \_\_\_\_\_\_\_\_\_\_ is an animated character that gives help in MS-Office?

a) Office worker b) Comic assistant

c) Office assistant d) None of these

29. MS-Office provides help in many ways. Which of these are closer to the answer?

a) What’s this b) Office Assistant

c) Help Menu d) All of the above

30. The Ctrl + H command in MS-Word?

a) Hide data b) Replace

c) Line number d) Comment

31. The Ctrl + G command in MS-Word?

a) Goto b) Open file

c) Close d) None of these

32. The function of function key F! in MS-Word?

a) Save b) Save as

c) Hyperlink d) import file

33. Which menu option can be used to split window into two

a) Format > window b) View > window >split

c) Window > split d) View > split

34. Which menu option can be used to close the current document in MS-Word?

a) Windows > close b) File > close

c) Edit > Close d) None of these

35. Which short key can be used to open the existing file?

a) Ctrl + F b) Ctrl + O

c) Ctrl + N d) Ctrl + W

36. Which menu option can be used to add picture, Graph or Clip art in MS-Word?

a) Edit > picture b) View > picture

c) Insert > picture d) Picture > insert > clip

37. Which input device cannot be used to work in MS-Word?

a) Scanner b) Light pen

c) Mouse d) Joy stick

38. Which menu in MS-Word can be used to change page size and typeface?

a) View b) Tools

c) Format d) Data

39. Which menu option can be used to create s new table inn MS-Word?

a) Edit > Table b) Insert > Table

c) Table > Insert Table d) Windows > insert table

40. Which of the following is not valid command in window menu?

a) New Window b) Split

c) Arrange all d) Help

41. Which of the following command is used to correct the spelling or grammar in

MS-Word?

a) Spell Correction b) Spell editing

c) Spelling & grammar d) Spell checker

42. Which of the following is not a standard MS-Office edition?

a) CE b) Advanced

c) Standard d) Professional

43. Which key should be pressed to start a new paragraph in Ms-Word?

a) Down Key b) Enter Key

c) Shift + Enter d) Control +Enter

44. Ms-Office 2000 included full-fledged Web designing software called \_\_\_

a) MS-Word b) Front Page Express

c) Front Page 2000 d) None of these

45. User can take the new view of his/her pages before printing is called

a) Print Display b) Print screen

c) Print Preview d) both a and b

46. The Ctrl + Z short key is used in MS-Word?

a) Goback b) Redo

c) Undo d) Repeat

47. The function key F7 is used in MS-Word?

a) Save as b) Spelling and grammar check

c) New window d) None of these

48. The Ctrl + J short key is used in MS-Word?

a) Right text b) Left Text

c) Center text d) Justify text

49. Which of the following is drawing tool?

a) Line b) Rectangle

c) Ellipse d) All of the above

50. The line below the toolbar is called

a) Menu bar b) Ruler bar

c) Status bar d) Title bar

51. The area is entered with in ruler bars and scroll bars called\_\_\_\_

a) Spread sheet b) Sheet

c) Data Sheet d) Worksheet

52. The function key F1 is used in MS-Word.

a) Editing file b) Help

c) New File d) None of these

53. The Ctrl + end key is used in MS-Word

a) Bottom of the file b) Bottom of the screen

c) Previous Word d) None of these

54. The Ctrl + left arrow key in MS-Word.

a) Previous word b) Next word

c) One screen down d) One screen up

55. Which of these toolbars allow changing of Fonts and their sizes?

a) Standard b) Formatting

c) Print Preview d) None of these

56. Which bar is usually located below that Title Bar that provides categorized options?

a) Menu Bar b) Status Bar

c) Tool Bar d) Scroll Bar

57. Which of the following are valid Minimum and Maximum zoom sizes in MS-Word?

a) 10, 100 b) 20, 250

c) 10, 500 d) 10, 1000

58. Which type of files cannot be navigated using ClipArt browser?

a) AVI b) BMP

c) WAV d) MP3

59. Which of the following is the latest version of Microsoft Word?

a) Word 97 b) Word 98

c) Word ME d) Word XP

60. Which option in File pull-down menu is used to exit from a MS-Word?

a) New b) Exit

c) Close d) Quit

61. Which of the following is not a valid version of MS Office/

a) Office 4 b) Office 97

c) Office 98 d) Office 2000

62. Which menu option can be used to insert the new symbol in MS-Word?

a) Insert > picture b) Format > symbols

c) Format > insert > symbol d) Insert > symbol

63. The Ctrl + Del key is used in MS-Word

a) Delete the previous word b) Delete the next word

c) Delete the paragraph d) Both a and b

64. Which menu in MS-Word can be used to set the margin and paper size?

a) Edit > Page setup b) Format > Page setup

c) File > Page setup d) View > Page setup

65. \_\_\_\_\_\_\_\_\_ means linking of the file from other application in MS-Office.

a) Import b) Export

c) Hyperlink d) None of these

66. \_\_\_\_\_\_\_\_ files means to share format of MS-Word’s document with other application

program like MS-Access or PowerPoint.

a) Import b) Export

c) Link d) None of the above

67. Mail Merge is used to in MS-Office

a) Print letters b) Envelopes

c) Mailing Labels d) All of the above

68. MS-Excel is a type of

a) Application Software b) System Software

c) Utility Software d) System Tools

69. The two orientations of worksheet page are called

a) Portrait and Landscape b) Auto text and Auto correct

c) Front and Footer d) Header and Footer

70. Excel is used for making

a) Application software b) Spreadsheet

c) System Software d) None of these

71. The address of last cell in MS-Excel is

a) IV 16384 b) ZZ 16384

c) ZX 8192 d) ZZ 8192

72. The intersection point of row and column is called

a) Pixel b) Cell

b) Track d) Table

73. To Add up entries from D6 to D10, we use the formula

a) Add D6.. D10 b) @ Sum (D6..D10)

c) Add D6 to D10 d) None of these

74. Certain In –build functions are available in MS-Excel.

a) Yes b) No c) None of these

75. MS-Excel is a

a) Spreadsheet b) Graphical Software

c) Windows d) Workbook

76. Which of the following is not similar to MS-Excel?

a) Lotus 123 b) Supercalc

c) DB2 d) VPP3D

77. The spreadsheet can be used by

a) Finance Professionals b) Engineers

c) Stock Brokers d) All of the above

78. Which of the following is not a valid version of MS-Excel?

a) Excel 3.0 b) Excel 5.0

c) Excel 4.5 d) Excel 7.0

79. How many numbers of sheets contain a single spreadsheet?

a) 100 b) 155

c) 225 d) 255

80. Which of the following is not a valid bar in MS-Excel?

a) Paint Bar b) Formula Bar

c) Title Bar d) Menu Bar

81. Excel uses a \_\_\_\_\_\_\_\_\_ to denote a range of cells.

a) Semicolon b) Comma

c) Colon d) Dot

82. The intersection of row and column is called

a) Pointer b) Cursor

c) Sheet d) Cell

83. Each cell has a \_\_\_\_\_\_\_ address in MS\_-Excel.

a) Auto b) Unique

c) Physical d) None of these

84. The data that you have entered in the worksheet can be changed is called

a) Editing b) Inserting

c) Updating d) Formatting

85. Which menu option can be used to open, close, new and saving spreadsheet?

a) Edit Menu b) File Menu

c) View Menu d) Window

86. The command Ctrl + P in MS-Excel

a) Preview b) Preview All

c) Print d) Both a and b

87. Which menu option can be used to delete the spreadsheet in MS-Excel?

a) File > delete sheet b) View > delete sheet

c) Window > delete sheet d) Edit > delete sheet

88. Which menu can be used to turn on or turn off the formula and status bar?

a) Windows Menu b) View Menu

c) Edit Menu d) Date Menu

89. The default window contains \_\_\_\_\_\_\_ numbers of bars in MS-Excel.

a) Five b) Six

c) Seven d) Eight

90. The function of short key F1 in MS-Excel.

a) Save b) Save as

c) New d) Help

91. The \_\_\_\_\_ menu is used to short a list on a sheet in MS-Excel.

a) View b) Edit

c) Data d) Window

92. In MS-Excel you can split a sheet into different size.

a) Horizontal b) Vertically

c) Freeze d) All of the above

93. Which short key displays a window containing information about the active

cell in MS-Excel?

a) ALT + CTRL + F1 b) CTRL + F2

c) ALT + F2 d) F3

94. Any define group of cells in Excel is being called as a

a) Cell b) Address

c) Range d) None of these

95. The \_\_\_\_\_ cell within the selection has a light background.

a) Current cell b) Empty cell

c) Range d) Active

96. Which menu option can be used to cut, copy, paste and save the text in MS-Excel?

a) Edit menu b) File menu

c) Format menu d) Tools menu

97. Which of the following is valid text operator in MS-Excel?

a) < > b) +

c) X d) &

98. Finds minimum value among a range of cell from A4, A5, A6, A7 and A8 in MS-Excel.

a) = Max (A4 to A8) b) =Max (A4 - A8)

c) = Max (A4 : A8) d) Max = (A4 : A8)

99. Which of the following is produce the current date and time in MS-Excel?

a) = Now () b) = time ()

c) = Date () d) Both a and b

100. The next line in MS-Excel below the toolbar area is called

a) Title bar b) Status bar

c) Formula bar d) Menu bar

101. The last bar of the Excel screen is called

a) Status bar b) Menu bar

c) Tool bar d) Both a and b

102. Which menu option can be used to insert new row or column in MS-Excel?

a) Insert > row b) Insert > column

c) Format > row and column d) Both a and b

103. Which of the following is latest version of Excel?

a) Excel 2000 b) Excel 2002

c) Excel ME d) Excel XP

104. Excel files have a default extension of

a) XLS b) XLW

c) WK1 d) 123

105. Which of the following is a popular DOS based spreadsheet package?

a) Word b) Smart Cell

c) Excel d) Lotus 1-2-3

106. Which menu option can be used to create a new chart in MS-Excel?

a) Format > chart b) Insert > chart

c) Tools > chart d) Windows > chart

107. Graphics symbol in MS-Excel like

a) Chart b) Graph

c) Clip art d) All of the above

108. The key is used to move one cell to the right in MS-Excel.

a) Tab b) Enter

c) Page up d) page down

109 Which of the following key can be used to open the two worksheet at a time in

MS -Excel application?

a) ALT + O + 2 b) CTRL + O + 2

c) ALT + W + 2 d) CTRL + W + 2

110. Which of the following is oldest spreadsheet package?

a) VisiCalc b) Lotus 1-2-3

c) Excel d) StarCalc

111. Files created with Lotus 1-2-3 have an extension

a) DOC b) XLS

c) 123 d) WK1

112. The minimum and maximum zoom in MS-Excel XP

a) 25, 200 b) 10, 500

c) 10, 200 d) 25, 500

113. Which menu option can be used to split the worksheet in MS-Excel?

a) View > split b) Edit > split

b) Window > split d) Tool > split

114. The text and numeric information in MS-Excel is also called

a) Constant value b) Constant text

c) Constant information d) Both a and b

115. Which key is used to AutoSum in MS-Excel?

a) $ b) Σ

c) = Σ d) Σ=

116. A formula in MS-Excel must begin with

a) Σ b) < >

c) = d) +

117. \_\_\_\_\_\_\_\_\_ function key is used to enter the edit mode

a) F1 b) F2

c) F3 d) F4

118. Which of the following is not a valid MS-Excel function?

a) Statistical b) Mathematical

c) Financial d) Calculation

119. Which of the following is not a type of cell referencing in MS-Excel?

a) Absolute b) Trigonometric

c) Relative d) Mixed

120. You can use the \_\_\_\_\_ button for quick calculations in MS-Excel?

a) =Sum b) =Σ

c) Σ d) None of these

121. Macro recorder is a tool that translate your action in

a) VBA b) IRR

c) PMT d) VPV

122. MS-Excel displays the default paper

a) Landscape b) Flat

c) Portrait d) None of these

123. How many characters can be typed in a single cell in Excel?

a) 256 b) 1024

c) 32,000 d) 65,535

124. A worksheet can have a maximum of \_\_\_\_\_\_\_ number of rows.

a) 256 b) 1024

c) 32,000 d) 65,536

125. A typical worksheet has \_\_\_\_\_\_\_\_ number of columns.

a) 128 b) 256

c) 512 d) 1024

126. Comments put in cells are called

a) Smart tip b) Cell tip

c) Web tip d) Soft tip

127. Comments can be added to cell using

a) Edit > Comments b) Insert >Comment

c) File > Comments d) view > Comments

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

a) Format > Window b) View > Window > Split

c) Window > Split d) View > Split

129. Getting data from a cell located in a different sheet is called \_\_\_\_\_\_\_\_

a) Accessing b) Referencing

c) Updating d) Functioning

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

a) Number b) Character

c) Label d) Date/Time

131. Which elements of a worksheet can be protected from accidental modification?

a) Contents b) Objects

c) Scenarios d) All of the above

132. A numeric value can be treated as a label value if it proceeds with

a) Apostrophe (`) b) Exclamation

c) Hash (#) d) Tilde (~)

133. Data can be arranged in a worksheet in any easy to understand manner using

a) Auto Formatting b) Applying Styles

c) Changing Fonts d) All of these

134. Which area in a Excel window allows entering values and formulas

a) Title Bar b) Menu Bar

c) Formula Bar d) Standard Tool Bar

135. Multiple calculations can be made in a single formula using

a) Standard b) Array Formula

c) Complex Formula d) Smart Formula

136. An Excel Workbook is a collection of

a) Workbook b) Worksheets

c) Charts d) Worksheets and Charts

137. The arrangement of elements such as Title and Subtitle text, pictures, tables etc, is called

a) Layout b) Presentation

c) Design d) Scheme

138. Which of the following is latest version of MS-Power point?

a) PowerPoint 2000 b) PowerPoint 2002

c) PowerPoint ME d) PowerPoint Xp

139. PowerPoint XP has a \_\_\_\_\_ number of views.

a) 3 b) 4

c) 5 d) 6

140. PowerPoint has a default extension of

a) .PPP b) .PPO

c) .PPT d) .PPC

141. PowerPoint is a component of

a) Windows b) Microsoft Office

c) Windows XP d) None of these

142. File which contains readymade styles that can be used for a presentation is called

a) Auto Style b) Template

c) Wizard d) Pre formatting

143. MS- PowerPoint is a type of

a) Application Software b) System Software

c) Utility Software d) None of these

144. MS- PowerPoint is used for making

a) Worksheet b) Spreadsheet

c) Presentation d) None of the above

145. Element of PowerPoint Package

a) Templates b) Wizards

c) Views d) All of the above

146. \_\_\_\_\_\_\_ is collections of buttons that you can click on to active some of the most commands in PowerPoint.

a) Menu Bar b) Tool Bar

c) Scroll Bar d) Formatting Bar

147. \_\_\_\_\_\_\_ bar used to display message regarding status of slides.

a) Menu Bar b) Status Bar

c) Tool Bar d) None of these

148. \_\_\_\_\_\_\_\_\_ is an animated character that gives help in MS-Office?

a) Office worker b) Office assistant

c) Help d) None of these

149. Which menu option can be used to slide sorter in MS-PowerPoint?

a) Edit > slide sorter b) View > slide sorter

c) Format > slide sorter d) None of these

150. Which menu is used open, close, and save as PowerPoint Presentation?

a) Tool b) Window

c) File d) Both a and b

151. A new slide has the following component in PowerPoint.

a) Title place holder b) Text place holder

c) Object place holder d) All oh the above

152. The Ctrl + E command is used in PowerPoint

a) Left the text b) Center the text

c) Right the Text d) All of the above

153. The text is displayed in a PowerPoint.

a) Text object box b) Text class box

c) Text tool box d) All of the above

154. The Ctrl + S key is used in PowerPoint.

a) Save as b) Select

c) Save d) Select All

155. The maximum Zoom percentage in Ms- PowerPoint is

a) 100%` b) 200%

c) 400% d) 500%

156. A choosing a predefine template, \_\_\_\_\_\_\_ option has to be chosen to change the background color.

a) Design Template b) Color scheme

c) Animation scheme d) Color effects

157. Ellipse motion is a predefined \_\_\_\_\_\_

a) Design Template b) Color scheme

c) Animation scheme d) None of the above

158. Which menu option can be used to print current slide, all slides and select slides in PowerPoint.

a) Edit > print b) File > print

c) Tool > print d) Window > print

159. Which menu option can be used to delete the slide PowerPoint?

a) File > delete slide b) Format > delete slide

c) Tool > delete slide d) Edit > delete slide

160. Animation scheme can be applied to \_\_\_\_\_\_\_\_\_ in the presentation.

a) All slides b) Select slide

c) Current slide d) All of the above

161. To insert a new slide in the current Presentation, we can choose

a) Ctrl + M b) Ctrl + N

c) Ctrl + O d) Ctrl + F

162. \_\_\_\_\_\_\_\_is a text element shown at the top margin of your Presentation.

a) Footer b) Header

c) Top presentation d) None of these

163. Which of the following is a valid view of presentation in MS- PowerPoint?

a) Slide View b) Outline View

c) Notes View d) All of the above

164. Which view is used to create and edit slides in MS- PowerPoint?

a) Slide show b) Slide view

c) Slide shorter d) Both a and b

165. A chart can be put as a part of the presentation using

a) Insert > Chart b) Insert > Pictures > Chat

c) Edit > Chart d) View > Chart

166. Microsoft- PowerPoint XP is a component of

a) Windows XP b) Office OS

c) Office XP-Kit d) None of these

167. PowerPoint can help you to create following types of presentation

a) Black and white transparencies b) Color transparencies

c) Video slide show d) All of the above

168. \_\_\_\_\_\_\_ is a text element shown at the button margin of your Presentation.

a) Footer b) Header

c) Down margin d) None of these

169. Which view is use to create speaker notes for the sliders in MS- PowerPoint?

a) Slide notes b) Short note

c) Sound note d) Notes view

170. We can replace a font on all slides with another font using the \_\_\_\_ option.

a) Edit > fonts b) Tools font

c) Tools > replace > fonts d) Format > replace > fonts

171. Which key on the keyboard can be used to view Slide show?

a) F1 b) F2

c) F5 d) F10

172. \_\_\_\_\_\_\_\_\_\_ enables you to type a request in plain English and select from a list of possible response.

a) Office assistant b) Office tool

c) Office hide d) None of these

173. Which view is used to check the final sizes, the colors and animation of slides in MS- PowerPoint?

a) Slide type view b) Slide show view

c) Slide type size view d) None of these

174. \_\_\_\_\_\_\_\_\_\_ template is used, nothing is provided.

a) Presentation Design b) Bank Presentation

c) Web pages d) None of the above

175. \_\_\_\_\_\_\_\_\_ template provides colors schemes, font design and background graphics.

a) Blank presentation b) Web pages

c) HTML d) Presentation design

176. Which option in PowerPoint allows carrying slides from one computer to another?

a) Save as b) Save and go

c) Pack and go d) Web and go

177. Which view in PowerPoint can be used to enter speaker comments?

a) Normal b) Slide show

c) Slide shorter d) Notes page view

178. Which option can be used to set custom timings for slides in a presentation?

a) Slider timings b) Slider timing

c) Rehearsal d) Slide show setup

179. \_\_\_\_\_\_\_\_\_ wizard helps to create a sample presentation that can be modified

to suit user’s requirements.

a) Pick – a Look b) Auto content wizard

c) Requirement wizard d) None of these

180. \_\_\_\_\_\_\_\_\_ provides the facility to change the color of shadows, title text and boxes In PowerPoint.

a) Color schemes b) Drawing tools

c) Text tool d) Background color

181. Which of the following is not a valid version of PowerPoint?

a) PowerPoint 3.0 b) PowerPoint XP

c) PowerPoint 3.5 d) PowerPoint 2000

182. Which tool bar is used to increase and decrease font size in PowerPoint?

a) Drawing toolbar b) Formatting tool bar

c) Standard tool bar d) Non of these

183. \_\_\_\_\_\_\_\_\_ provides a reference point within the slides so that you can see the position at which a text.

a) Ruler b) Vertical scroll

c) Horizontal scroll d) Al of the above

184. Which of the following is not a part of new slide dialog box in PowerPoint?

a) Text layout b) Art layout

c) Web layout d) Graph and picture layout

185. The boxes that are displayed to indicates that the text, pictures or objects are placed in it is called\_\_\_\_\_\_\_

a) Place holder b) Auto text

c) Text box d) Word Art

186. Which type of the fonts are best suite for titles and headlines

a) Serif fonts b) Sans serif fonts

c) Text fonts d) Picture fonts

187. Power point can display data from which of the following add-in software of MS-Office?

a) Equation Editor b) Organization Chart

c) Photo Album d) All of these

188. Which of the following is not an option of Print dialog box in Power Point?

a) Slides numbers b) Current slide

c) Selection d) File menu

189. You can open a presentation by selecting the menu option\_\_\_\_\_\_\_\_\_\_\_

a) Slide > show b) Edit > open

c) File > open d) Format > open

190. Add a new slide by using the new slide option from the \_\_\_\_ menu in Power Point.

a) Edit b) Insert

c) Window d) Tools

191. \_\_\_\_\_\_\_\_\_\_ is the default view when you first open Power Point.

a) Slide view b) Next view

c) Open view d) None of the above

192. \_\_\_\_\_\_\_\_\_ Style determines how one slide is removed from the screen and the next one is presented.

a) Slide show style b) Annotating style

c) Transition style d) All of the above

193. Framework is a standard

a) Operating System b) Desktop publishing package

c) Office XP d) None of these

194. \_\_\_\_\_\_\_ is a design of Character.

a) Graphics b) Designing

c) Fonts d) Animation

195. CTRL + 2 command is used in MS-Word

a) Single Spacing b) Double Spacing

c) Single Tab d) Double Tab

196. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ transforms your text in a drawing object.

a) Fonts b) Image

c) Word Art d) Drawings tools

197. Drawing toolbar is used to insert

a) Auto shapes b) Draw lines

c) Rectangle d) All of the above

198. MS-Word offers \_\_\_\_\_\_\_\_ types of tab stops.

a) 3 b) 4

c) 5 d) 6

Answer

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | A | 21 | A | 41 | C | 61 | C | 81 | C | 101 | A | 121 | A | 141 | B | 161 | A | 181 | C |
| 2 | C | 22 | C | 42 | B | 62 | D | 82 | D | 102 | D | 122 | C | 142 | B | 162 | B | 182 | B |
| 3 | A | 23 | D | 43 | B | 63 | B | 83 | B | 103 | D | 123 | D | 143 | A | 163 | D | 183 | A |
| 4 | B | 24 | A | 44 | C | 64 | C | 84 | D | 104 | A | 124 | D | 144 | C | 164 | B | 184 | C |
| 5 | D | 25 | C | 45 | C | 65 | A | 85 | B | 105 | D | 125 | B | 145 | D | 165 | B | 185 | A |
| 6 | A | 26 | C | 46 | C | 66 | B | 86 | C | 106 | B | 126 | B | 146 | B | 166 | C | 186 | B |
| 7 | B | 27 | D | 47 | B | 67 | D | 87 | D | 107 | D | 127 | B | 147 | B | 167 | D | 187 | D |
| 8 | C | 28 | C | 48 | D | 68 | A | 88 | B | 108 | A | 128 | C | 148 | B | 168 | A | 188 | D |
| 9 | B | 29 | D | 49 | D | 69 | A | 89 | B | 109 | C | 129 | B | 149 | B | 169 | D | 189 | C |
| 10 | B | 30 | B | 50 | B | 70 | B | 90 | D | 110 | A | 130 | B | 150 | C | 170 | D | 190 | B |
| 11 | D | 31 | A | 51 | D | 71 | A | 91 | C | 111 | C | 131 | D | 151 | D | 171 | C | 191 | A |
| 12 | B | 32 | B | 52 | B | 72 | B | 92 | D | 112 | A | 132 | A | 152 | B | 172 | A | 192 | C |
| 13 | A | 33 | C | 53 | A | 73 | B | 93 | B | 113 | C | 133 | D | 153 | A | 173 | B | 193 | B |
| 14 | C | 34 | B | 54 | A | 74 | A | 94 | C | 114 | A | 134 | C | 154 | C | 174 | B | 194 | C |
| 15 | A | 35 | B | 55 | B | 75 | A | 95 | D | 115 | B | 135 | B | 155 | C | 175 | D | 195 | B |
| 16 | C | 36 | C | 56 | A | 76 | C | 96 | B | 116 | C | 136 | D | 156 | B | 176 | C | 196 | C |
| 17 | A | 37 | D | 57 | C | 77 | D | 97 | D | 117 | B | 137 | A | 157 | C | 177 | D | 197 | D |
| 18 | C | 38 | C | 58 | D | 78 | C | 98 | C | 118 | D | 138 | D | 158 | B | 178 | C | 198 | C |
| 19 | C | 39 | C | 59 | D | 79 | D | 99 | A | 119 | B | 139 | A | 159 | D | 179 | B |  |  |
| 20 | D | 40 | D | 60 | B | 80 | A | 100 | C | 120 | C | 140 | C | 160 | D | 180 | A |  |  |