1. Which keys delete any word?

a. Arrow key
b. Backspace
c. Delete
d. Both b & c

2. In MS Excel B7 and B8 indicates what?

a. Cell Heading

b. Cell Address

c. Row heading

d. Column heading

3. After filling two values in a series? (Eta Marzahan er silo I think question ta full nai)

a. Auto fill

b. Fill series

c. Auto complete

4. By default how may many sheet available in a worksheet?

a. 4

b. 5

c. 3

d. 1

5. You can copy cell formats from one cell to another by using the

a. Brush

b. cut

6. What type of error cannot correct in MS Word?

a. Spelling error

b. Homonyms word example: There, their

7. Formatting font from font group is called?

a. Line formatting

b. Paragraph formatting

c. Character Formatting.

8. What type of indent is not in MS office 10?

a. Left

b. Right

c. Justify

d. Fast line

9. What is relative column and absolute rows?

a. A4
b. A4
c. **A$4**
d. **10. Which of the following statements is true about the copy and paste command?**
a) No paste command is necessary after a cut or copy command.
b) No paste command is necessary after a copy command.
c) No paste command is necessary after a cut command.
d) **Copying any content followed by pasting the same will duplicate the content to the new location.**

11. If you select some cells and input a data, which option will enter the data into all the selected cells?

a) Enter
b) Shift+ Enter
c) Ctrl+ Enter
d) Alt+ Enter

12. if we want to see the document properly like margin, border, header etc. which preview we select?

a. Print layout view

b. normal view

c. web page view

13. What is the color of underline wave for spelling error?

a. Red
b. Green

1. Which one is not an option of Tab Stop
Ans: *Justify*

2. Which of the following statement about cut/copy/paste is true?

Ans: If you copy a word and paste it to another page it will appears in both place.

3. What should you do to use format painter multiple times?

Ans: Double click the format painter.

4. In given formula =SUM(B1:B7), Here B1 and B7.....

Ans: Cell Address

5. In excel using the file handler if you drag after writting two number what will it do

Ans: *FillSeries*

6. In excel unifying multiple cell in one cell is called

Ans: Merge cells

7. Which of the following is true about template in MS word?

Ans: A template is a structure for particular type of document.

8. Which is the correct keyboard shortcut for absolute cell reference?

Ans: F4

9. What is the default numeric alignment in excel?

Ans: Right

10. Sometimes MS Word can not indicate the error for

Ans: Homonyms like their, there etc.

11. Clicking on file on MD Word 2010 you open-

Ans: Backstage view

12. Which of the following is correct for relative column and absolute row?

Ans: A$4

13. If you want to enter the same value in multiple cell at a time in MS excel you should select the cell and write data then press

Ans: ctrl + Enter

14. What is the color of the wavy underline thay use to highlight the spelling error in MS document

Ans: Red

15. Which of the following we use to delete a text in MS word?

B. Delete
C. Backspace
D. Both B and C

Ans: D, Both B and C