

Office Automation

Q.1 Which tool in PowerPoint should a user apply to align objects on slides while creating presentations? [Multiple Choice]

A. Align

B. Grid

C. Guides

D. Gridlines

Correct Answer: C, D

Reference: Book name: Inside Microsoft Office, page no 264, Heading 10.2.1

Q.2 Which option of PowerPoint should a user use in case the same picture needs to be displayed on all slides?

A. Select all and Ctrl+V

B. Insert picture in each slide

C. Handout Master

D. Slide Master

Correct Answer: D

Reference: Book name: Inside Microsoft Office, page no 296

Q.3 Which option can be used to prioritize notes in OneNotes?

A. Sort the Notes

B. Tagging Notes

C. Adding links to the Notebook

D. Filter the Notes

Correct Answer: B

Reference: Book name: Inside Microsoft Office, page no 332, Heading 12.4

Q.4 Which option of Outlook should a user use in case he wants to follow-up on an email later?

A. Groups

B. Add-ins

C. Quick Steps

D. Tag

Correct Answer: D

Reference: Book name: Inside Microsoft Office, page no 347

Q.5 Which option allows user to change the theme of the slide?

A. Slide Master

B. Animation

C. Design

D. Slide Sorter

Correct Answer: C

Reference: Book name: Inside Microsoft Office, page no 268

Q.6 _____ allows user to organize slide in the presentation?

A. Slide navigation pane

B. Sort

C. Rearrange

D. Backstage view

Correct Answer: A

Reference: Book name: Inside Microsoft Office, page no 275, Heading 10.2.7

Q.7 Which command can be used to replace the text in PowerPoint?

A. CTRL+R

B. CTRL+D

C. CTRL+A

D. CTRL+H

Correct Answer: D

Reference: Book name: Inside Microsoft Office, page no 294, Table 11.1

Q.8 Which command allows user to add sections between two slides?	
A. Left-click and select Add Section	B. Right-click and select Add Section
C. Left-click and select Reset Slide	D. Right-click and select Reset Slide
Correct Answer: B	
Reference: Book name: Inside Microsoft Office, page no 288	

Q.9 Where can user find the pages of notebook in OneNote?	
A. Left Pane	B. Home Tab
C. View Tab	D. Search Tab
Correct Answer: B	
Reference: Book name: Inside Microsoft Office, page no 322	

Q.10 Identify which of them is a part of exciting Transitions in PowerPoint?	
A. Honeycomb	B. Splits
C. Blind	D. Random Bars
Correct Answer: A, C	
Reference: Book name: Inside Microsoft Office, page no 300	

Q.11 Smart messaging feature allows user to perform which of these tasks? [Multiple Choice]	
A. To conduct a video call	B. To react to a message with cool reactions
C. To use @ mention to grab attention of other users	D. To share your photos and videos while on call
Correct Answer: B, C	
Reference: Book name: Inside Microsoft Office, page no 369	

Q.12 Suppose there are 15 members in your team and you have to mail them frequently. Which option in MS outlook would you choose to avoid typing their names everyday?	
A. Create Rule for your team	B. Create Group for your team
C. Create Category for your team	D. Create an Address book for your team
Correct Answer: B	
Reference: Book name: Inside Microsoft Office, page no 347	

Q.13 Where are the frequently used accessed folders are found in MS Outlook?	
A. Inbox	B. Achieve
C. Favorites	D. Filter
Correct Answer: C	
Reference: Book name: Inside Microsoft Office, page no 347	

Q.14 Which option of skype should a user choose in case he/she wants to share the document while on call?	
A. Share your desktop	B. Share your document
C. Share your PowerPoint files	D. Share a window
Correct Answer: D	
Reference: Book name: Inside Microsoft Office, page no 380	

Q.15 Which option would you choose if you are using Teams meeting when you have few members who are specially-abled?	
A. Translator	B. Immersive reader
C. Whiteboard	D. Poll
Correct Answer: B	
Reference: Book name: Inside Microsoft Office, page no 384	

Q.16 OneDrive provides _____ GB of free storage?	
A. 5	B. 2
C. 10	D. 20
Correct Answer: A	
Reference: Book name: Inside Microsoft Office, page no 392, Heading 15.1	

Q.17 Identify the task that are part of reviewing a document in word.	
A. To track changes made in the document	B. To correct spelling errors
C. To add comments in the document	D. To add text effects
Correct Answer: A, C	
Reference: Book name: Inside Microsoft Office, page no 94	

Q.18 How can the single word can be replaced in a word document?	
A. Double-click the word and start typing	B. Cut the word and start typing
C. Left click the word and replace with the new one	D. Right-click the word, cut it and start typing
Correct Answer: A	
Reference: Book name: Inside Microsoft Office, page no 51	

Q.19 xlsb is an extension of which type of excel file?	
A. Excel Workbook	B. Excel Binary Workbook
C. Excel Add-in	D. DIF
Correct Answer: B	
Reference: Book name: Inside Microsoft Office, page no 141, Table 6.1	

Q.20 Identify the 3 types of sheet views available in MS excel.	
A. Normal layout view	B. Page layout view
C. Zoom view	D. Page break preview
Correct Answer: A, B, D	
Reference: Book name: Inside Microsoft Office, page no 136	

Q.21 In case an administrator forgets to activate Cortana on user's system, which option should the user choose to get it activated?	
A. Ask the administrator to switch in ON remotely	B. The user should not accept the system if the Cortana is not activated
C. The user should check windows update and then reinstall Cortana	D. The user can click settings icon on left pane of Cortana and enable it by switching the toggle to ON
Correct Answer: D	
Reference: Book name: Inside Microsoft Office, page no 19	

Q.22 How can user prevent any external and unauthorized access to the PC?	
A. User account Control	B. Windows Firewall
C. Windows Defender	D. External Anti-Virus
Correct Answer: B	
Reference: Book name: Inside Microsoft Office, page no 24	

Q.23 Which tab will be displayed when a specific object type is selected?	
A. Quick Access Toolbar	B. Core Tabs
C. Contextual Tabs	D. Dialog Box Launchers
Correct Answer: C	
Reference: Book name: Inside Microsoft Office, page no 32	

Q.24 Which tab should a user use in case he/she wants to accommodate the content in a page?	
A. Document Area	B. Scales
C. Layout	D. Zoom Controls
Correct Answer: B	
Reference: Book name: Inside Microsoft Office, page no 49	

Q.25 Which features of MS Word allows user to change the theme of the document?	
A. Theme	B. Design
C. Styles	D. Insert
Correct Answer: A	
Reference: Book name: Inside Microsoft Office, page no 85	

Q.26 Which option of MS Word will a user use to illustrate a process?	
A. Layout	B. List
C. SmartArt	D. Table
Correct Answer: C	
Reference: Book name: Inside Microsoft Office, page no 81	

Q.27 Which option of format tab allows user to add a frame to the picture?	
A. Adjust	B. Picture Styles
C. Arrange	D. Size
Correct Answer: B	
Reference: Book name: Inside Microsoft Office, page no 86	

Q.28 Which extension indicates the saved file in a Word template file?	
A. .dotx	B. .docx
C. .dotm	D. .doc
Correct Answer: A	
Reference: Book name: Inside Microsoft Office, page no 111	

Q.29 Which command allows user to format text and apply Bold or Italics to the text?	
A. Design	B. Rich text Control
C. Plain text Control	D. Format Painter
Correct Answer: B	
Reference: Book name: Inside Microsoft Office, page no 116	

Q.30 How will you use Morph feature to improve your PowerPoint slides?	
A. By adding animation	B. By adding motion
C. By adding Transition	D. By adding animation, motion and transitions
Correct Answer: C	
Reference: Book name: Inside Microsoft Office, page no 314	

Q.31 Which feature of MS word is used to organize the items of the same category?	
A. Sort	B. Filter
C. Create Table	D. Create Lists
Correct Answer: D	
Reference: Book name: Inside Microsoft Office, page no 59	

Q.32 What is the function of File Explorer in Windows 10?	
A. To access recent files	B. To navigate to other folders and documents stored in computer
C. To manage the file locations	D. To only access frequently used images
Correct Answer: B	
Reference: Book name: Inside Microsoft Office, page no 15, Heading 1.2.2	

Q.33 Identify the correct option that can be used to duplicate slides in PowerPoint.	
A. Add new slide and select similar layout	B. Right-click and select duplicate slide
C. Left-click and select duplicate slide	D. Insert duplicate slide
Correct Answer: B	
Reference: Book name: Inside Microsoft Office, page no 276, Heading 10.2.7	

Q.34 Select options that a user can use to protect data from tampering in Excel. [Multiple Choice]	
A. File Encryption	B. Restrict Access
C. Digital Signature	D. Restrict Sharing
Correct Answer: A, B, C	
Reference: Book name: Inside Microsoft Office, page no 209-215, Heading 8.2.1	

Q.35 Which formatting option should be used to save zip codes in excel file?	
A. Number	B. Custom
C. Text	D. Special
Correct Answer: D	
Reference: Book name: Inside Microsoft Office, page no 142	

Q.36 Which operator produces a range that is the union of two ranges?	
A. (+)	B. (.)
C. (,)	D. (*)
Correct Answer: C	
Reference: Book name: Inside Microsoft Office, page no 162, Table 7.3	

Q.37 Which method allows user to analyze results or outcomes in different scenarios with the same set of data?	
A. What-If analysis	B. Pivot table
C. Conditional formatting	D. Sort and Filter
Correct Answer: A	
Reference: Book name: Inside Microsoft Office, page no 202	

Q.38 Which of the pivotTable form displays subtotals at the top of each group?	
A. Compact	B. Tabular
C. Collapse	D. Outline
Correct Answer: D	
Reference: Book name: Inside Microsoft Office, page no 233, Heading 9.2.2	

Q.39 What does Data Label in a chart specify?	
A. Names of the horizontal and vertical axis	B. Details of each data series
C. Details of each data series and enables to select the position of values	D. States what each data series stands for and also enables to decide the position of values and data
Correct Answer: C	
Reference: Book name: Inside Microsoft Office, page no 175, Table 7.6	

Q.40 If the user wants to get an answer for all numbers that are greater than 115 in red color, which of these should he/she should apply?	
A. Conditional formatting command on Format menu	B. Select all numbers one by one that are greater than 115 and apply red color
C. Use =if() function	D. None of these
Correct Answer: A	
Reference: Book name: Inside Microsoft Office, page no 190, Heading 8.1.3	

Q.41 How can one use Microsoft Teams to collaborate with other participants?	
A. By Sharing screen	B. By adding poll option
C. By using whiteboard	D. By sharing files and documents
Correct Answer: C	
Reference: Book name: Inside Microsoft Office, page no 384	

Q.42 Which shortcut can be used to make any changes to the formula in Excel?	
A. Press F3	B. Press ESC
C. Press Alt + X	D. Press F2
Correct Answer: D	
Reference: Book name: Inside Microsoft Office, page no 159, Heading 7.1.1	

Q.43 Identify the newly introduced functions in Excel 2019. [Multiple Choice]	
A. MINIFS	B. CONCAT
C. BAHTTEXT	D. IFS
Correct Answer: A, B, D	
Reference: Book name: Inside Microsoft Office, page no 177, Heading 7.5	

Q.44 Identify advantages of Analysis ToolPak.	
A. For adding charts	B. For applying pivot
C. For financial data analysis	D. For comparing the data
Correct Answer: C	
Reference: Book name: Inside Microsoft Office, page no 207, Heading 8.1.7	

Q.45 What is the shortcut that can be used to add mathematical equations in your document?	
A. Ctrl+=	B. Ctrl+(Equation)=
C. Alt+(Equation)=	D. Alt+=
Correct Answer: D	
Reference: Book name: Inside Microsoft Office, page no 33	