**TEST**

**Macq’s**

**Question 1:**

1: where can a user find zoom controls in a word document?

A: Ribbon B: Menu C: status bar D: Pressing the backspace key

2: What is the name of visual menu under the home tab

A: View B: Design C: Styles D: Review

3: which tab should be used to insert a picture?

A: References B: Insert C: Design D: Format

4: where can we include call-out from?

A: icons B: smart art C: Shapes D: comment

5: The ability to combine name and addresses with a standard document is called

A: mail merge B: document formatting C: merge D: format

6: which among the following is NOT a data analysis method?

A: Pivot method B: what if- analysis C: Review D: Sort

7: which formula gives the logical value in the form of ‘TRUE’ or ‘FALSE’?

A: Text B: Arithmetic C: Reference D: Comparison

8: [Which of the following you can paste selectively using Paste Special Command?](https://pakmcqs.com/computer-mcqs/microsoft-excel-mcqs/which-of-the-following-you-can-paste-selectively-using-paste-special-command)

A: Validation B: Formats C: Formulas D: **All of above**

**9:** [Excel displays the current cells address in the \_\_\_\_\_\_\_\_\_\_?](https://pakmcqs.com/computer-mcqs/microsoft-excel-mcqs/excel-displays-the-current-cells-address-in-the-__________)

A. Formula bar B. Status bar **C**. Name box D. Title bar

**10:** [In MS Excel Readymade templates are available under \_\_\_\_\_\_\_ tab ?](https://pakmcqs.com/computer-mcqs/microsoft-excel-mcqs/in-ms-excel-ready-made-templates-are-available-under-_______-tab)

A. File B. Insert C. Design D. None of Above

**Question 2:**

Write a letter and add 5 recipients by using mail merge.

**Question 3:**

Create a students marksheet using IFS condition for analyzing the result pass or fail