



Bank Job Lecture Sheet

Lecture



Lecture Contents

- ☒ Definition of MS-Office
- ☒ MS-Word
- ☒ MS-Excel
- ☒ MS-PowerPoint
- ☒ MS-Access
- ☒ MS-Outlook

Teachers Discussion

Computer Security & MS Office ব্যাংক জব রিভিউমেন্টের জন্য ভীষণ গুরুত্বপূর্ণ একটি অধ্যায়। প্রায় সকল ব্যাংকে এই অধ্যায় থেকে MCQ-তে ১ বা ২টি প্রশ্ন আসে। ক্লাসে MCQ ফরম্যাটে পড়ানোর সুবিধার্থে টপিকস ক্লাসিফাইড করা হলো।

☒ Discussed Topics:

- ☒ Definition of MS- Office
- ☒ MS-Word
- ☒ MS-Excel
- ☒ MS-PowerPoint
- ☒ MS-Access
- ☒ MS-Outlook

Definition of MS Office

Microsoft Office: Microsoft Office is an Office suite of interrelated desktop applications, servers and services for the Microsoft Windows. It is a horizontal market software that is used in a wide range of industries. Microsoft Office was introduced by Microsoft in 1989 for Macintosh. Again, it introduced Windows in 1990. After that many new versions were released. Microsoft Office for Windows 1.0 started in

October 1990 with three applications Microsoft Word for Windows 1.1, Microsoft Excel for Windows 2.0, and Microsoft PowerPoint for Windows 2.0. In 1994, Microsoft office 4.0 was released containing word 6.0, Excel 5.0, Power Point 4.0, Mail and Access. More versions are Microsoft Office 95, Microsoft Office 2000, Microsoft Office 2007.



Microsoft Word

Microsoft Word is a popular word processing package which provides facilities to write common letters to desktop publishing. This means that it is useful for typing and storing letters, articles, brochures, tests, quizzes and anything that consists mainly of words. Many organizations now use computers to produce and organize written material, correspondence, membership MS-Word that is used on most computer. It provides an incredibly powerful tool to create and share documents.

To open or start Microsoft Word: There are two methods to open or start Microsoft Word.

Double Click on Microsoft Word icon on desktop.

Click on the Start button in the bottom left hand corner of computer screen.

When the menu pops up, move our mouse up to programs. A sub menu will appear showing all the software we have.

Now click Microsoft Office then select Microsoft Word from them. Microsoft Word will start up.

Click Start >> Program >> MS-Office>> MS-Word

Components of Microsoft Word:

- **Title bar**
 - Minimize

- Restore
- Close
- Standard Tool Bar
- Ribbon
 - Home Tab
 - Insert Tab
 - Page Layout Tab
 - Review Tab
 - View Tab
- Ruler
 - Horizontal Ruler
 - Vertical Ruler
- Status Bar
- Work Area
- Cursor

Features of Microsoft Word:

- Text Editing
- Indentation
- Find & Replace
- Thesaurus
- Mail – Merge
- Object Linking and Embedding
- Horizontal and Vertical Scroll Bars
- Format Text
- Page Orientation
- Spell Check
- Bullets & Numbering
- Graphics

Shortcut Keys of MS-Word & their Descriptions

Table-I: Standard Toolbar

Tools Name	Keyboard Operation	Description
New Blank Document	Ctrl + N	Crates a new blank document based on the default template.
Open (File menu)	Ctrl + O	Opens or finds a file
Save (File menu)	Ctrl + S	Saves the active file with its current file name, location and file format.
Mail Recipient		Sends document as e-mail body.
Print (File menu)	Ctrl + P	Prints the active file: for more print options go to the File menu and select Print.
Print Preview	Ctrl + F2	Print Preview: Shows how the document will look when you print it.
Spelling & Grammar	F7	Spelling, grammar and writing style checker.

Tools menu		
Cut (edit menu)	Ctrl + X	Cut: Removes the selection from the document and places it on the clipboard.
Copy (Edit menu)	Ctrl + C	Copies the Selected item (s) to the clipboard
Paste (Edit menu)	Ctrl + V	Places the content of the clipboard at the insertion point
Undo	Ctrl + Z	Reverses the last command, uses pull-down menu to undo several steps.
Redo	Ctrl + Y	Reverses the action of the undo button, uses the pull-down menu to redo several steps.
Tools Name	Keyboard Description Operation	
Hyperlink	Ctrl + K	Insert hyperlink and displays the destination object, document or page.
Tables and Borders		Displays the Tables and Borders toolbar.
Insert Table		Inserts table into the document, or makes a table of selected text
Insert Excel Worksheet		Inserts an Excel spreadsheet into the Word document
Zoom		Enlarges or reduces the display of the active document
Office Assistant	F1	Provides help topics and tips to accomplish our task.
Format Painter		Copies the format from a selected object or text and applies to other objects or text.

Table: II: Formatting Toolbar

Tools Name	Keyboard Operation	Description
Style	Ctrl + Shift + S	select the style to apply to paragraphs.
Font	Ctrl + Shift + F	Changes the font of the Selected text.
Font Size	Ctrl + Shift + P	Changes the size of the selected text and numbers.
Bold	Ctrl + B	Makes selected text and number bold.
Italic	Ctrl + I	Makes selected text and number Italic.
Underline	Ctrl + U	Underlines selected text and number.
Align Left	Ctrl + L	Aligns to the left with a ragged right margin.
Center	Ctrl + E	Center the selected text.
Justify	Ctrl + J	Aligns the selected text to both the left and right margins.
Numbering		Makes a numbered list or reverts back to normal.
Bullets		Adds, or removes, bullets in a selected paragraph.
Decrease Indents		Decreases the indent to the previous tab stop.
Increase Indents		Indents the selected paragraph to the next tab stop.
Outside Borders		Adds or removes a border around selected text or objects.
Highlight		Marks text so that it is highlighted and stands out.
Font Color		Formats the selected text with the color we click.

Table-III: Tables and Border Toolbar

Tools Name	Description
Draw Table	Creates a table by inserting horizontal and vertical lines using the mouse.

Eraser	Deletes unnecessary lines and borders from a table.
Line Weight	Assigns a line weight or thickness of the line of the border for the next table or line drawn or inserted.
Line style	Assigns a style of border for the next table or line drawn.
Border color	Chooses from the color palette the color of the border for the next table or line drawn.
Outside Border	Assigns borders or lines to the selected table cells.
Fill color	Fills color for the selected table cells or changes the prior color.
Insert Table	Insert a table into the document or into an existing table.
Merge Cells	Combines the selected cells within a row or column into one cell.
Split cells	Splits the selected cells into the specified number of rows and columns.
Align Top Left	Aligns top left the contents of the selected cells.
Distribute Rows Evenly	Adjusts all the columns in the current selection to the same row height.
Distribute Columns Evenly	Adjust all the columns in the current selection to the same column width.
Table Auto	Displays the Table Auto Format dialog box.
Change Text Direction	Changes the text orientation.
Sort Ascending	Sorts the contents of the selected cells into ascending order (A to Z).
Sort Descending	Sorts the contents of the selected cells into descending order (A to Z).
Auto Sum	Insert a formula field into the active cells containing the sum of the cell above or to the left of this cell.

Table-IV: Drawing Toolbar

Tools Name	Description
Draw	A pull down menu with several drawing options.
Select Objects	Changes the pointer to a selection arrow.
Free Rotate	Rotates the selected object to any degree.
Auto Shapes	A pull down menu with several libraries of shapes.
Line	Draws a line where you click and drag. Holds the shift key down to make the line straight.
Arrow	Insert a line with an arrowhead where you click and drag.
Rectangle	Draws a rectangle where you click and drag. Holds down shift to draw a square.
Oval	Draws a oval where you click and drag. Holds down shift to draw a circle.
Text Box	Draws a text box where you click and drag.
Word Art	Creates text effects with word Art.
Fill color	Adds, modifies, or removes line color.
Clip Art	
Font Color	Formats the selected text with the color you click.
Line Color	Adds, modifies, or removes line color.
Dash Style	Changes the thickness of lines.
Arrow style	Selects arrow style; placement and shape of arrowhead.
Shadow	A pull down menu offers shadow choices.
3-D	Add 3-D effects to rectangles or ovals.

আলোচ্য টপিক থেকে → Previous & Important Questions

1. **Microsoft Office is an example of a-** [Combined 9 Bank Senior Officer (General)-2023]
 a. Closed source software
 b. Open source software
 c. Horizontal market software
 d. vertical market software **Ans: C**
2. **In MS Word, the shortcut key Ctrl + O is used for-** [Combined 5 Bank Officer Cash-2022]
 a) Opening a document
 b) Inserting a table
 c) Saving's document
 d) Defining a margin **Ans: a**
3. **Which of the following is used to select whole document?** [Combined 5 Bank Officer Cash-2022]
 a) Ctrl + C
 b) Ctrl + X
 c) Ctrl + A
 d) Ctrl + W **Ans: c**
4. **In MS word, the shortcut key Ctrl + N is used for —.** [Combined 5 Bank Officer Cash-2022]
 a) Floppy disk
 b) Optical disk
 c) RAM
 d) Flash Drive **Ans: c**
5. **Which of the following is the shortcut control key for centering text?** [Combined 9 Bank Officer General-2022]
 a) Ctrl + B
 b) Ctrl + C
 c) Ctrl + E
 d) Ctrl + F **Ans: c**
6. **Which key can be used to display the save-as box in MS word?** [Bangladesh Bank AD- 2021]
 a) F12
 b) F5
 c) F9
 d) F6 **Ans: A**
7. **In Microsoft Word, first line and hanging are special forms of---** [Combined 5 Banks (Officer)- 2021]
 a) Alignment
 b) Spacing
 c) Indentation
 d) Numbering **Ans: C**
8. **In MS word, which one of the following key will refresh or reload the page.** [Combined 5 Banks (Officer)- 2021]
 a) F5
 b) F7
 c) F8
 d) F10 **Ans: A**
9. **In MS-Word, Bullets and Numbering are in the tab-** [Combined 7 Banks & 1 Financial Institutions (Senior Officer)- 2021]
 a) Insert
 b) View
 c) Home
 d) Design **Ans: B**
10. **In MS Word Pressing Ctrl + E will:** [Janata Bank Ltd. Officer-Cash-2020]
 a) Center alignment
 b) Underline text
 c) Draw table
 d) Exit word **Ans: a**
11. **By Pressing which key we can move to the beginning of a line in a MS Word document?** [Southeast Bank Ltd. PO-2020]
 a) Window Key
 b) Shift Key
 c) Tab Key
 d) Home Key **Ans: d**
12. **The shortcut key to open the OPEN dialogue box in MS-Office is-** [Bangladesh Bank Officer General-2019]
 a) F12
 b) Shift F12
 c) Alt + F12
 d) Ctrl + F12 **Ans: d**
13. **The space left between the margin and the beginning of a paragraph is called-** [Bangladesh Bank Officer General-2019]
 a) Gutter
 b) Alignment
 c) Merge
 d) Indentation **Ans: d**
14. **Which is not a font style?** [Janata Bank AE-2019]
 a) Bold
 b) Superscript
 c) Regular
 d) Italic **Ans: b**
15. **Which file starts MS Word?** [Janata & Rupali Bank Ltd. Officer General-2019]
 a) word.exe
 b) msword.exe
 c) word 2003.exe
 d) winword.exe **Ans: d**
16. **Which of the following is not available on the Ruler of MS Word screen?** [Janata & Rupali Bank Ltd. Officer General-2019]
 a) Center Indent
 b) Tab stop box
 c) Left indent
 d) Right indent **Ans: a**

Microsoft Excel

Microsoft Excel is an electronic spreadsheet. It is a tool for numeric and statistical calculating, evaluation, analysis, and it also offer capabilities for creating charts, reports and presentations to communicate what analysis reveals. It is used by people to perform quick numeric a calculations, store and analysis data periodically, for preparing financial statements and tax worksheet. A program that works like a calculator for keeping track of money and

making budgets. It is a program that works like a calculator for keeping track of money and making budgets. It is a utility software package.

Microsoft Excel is a logical worksheet consisting of cells organized into rows and columns. A cell is the intersection of a row and a column. In which we can enter a single piece of data. The data is usually text, a numerical value, or a formula. The entire spreadsheet is composed of rows and columns of cells.

Each row and column creates a unique cell. Each cell refers to a cell reference, or address, that is the row and column label of cells. Cell address is unique co-ordinate system used to identify a specific cell. Cell address contains first column then row's name. They identified by a column letter and a row number of a cell, such as C4 or D8. Each cell is displayed on the screen as a rectangular shape which can store text, value, or a formula. Once formula is specified, calculations are done automatically and the results are displayed for the user to see. Often text is left align in column, we can change it according to our need. A workbook is the MS Excel file in which we enter and store related data in worksheet. A worksheet is also known as a spreadsheet that is a collection of cells on a single "sheet" where we actually keep and manipulate the data. Each workbook can contain many worksheets.

There are some example of electronic spreadsheets

1. Lotus 1 – 2 – 3 2. Quattropro 3. VPP 4. MS-Excel

To open or start Microsoft Excel: There are two methods to open or start Microsoft Word.

1. Double click on Microsoft Excell icon on desktop.
2. Click on the Start button in the bottom left hand corner of computer screen.
3. When the menu pops up, move our mouse up to Programs. A sub menu will appear showing all the software we have.
4. Now click Microsoft office then select Microsoft Excel from them. Microsoft Excel will start up.
Click Start → Program → MS-Office → MS-Excel.

Components of Microsoft Excel:

- Title Bar • Ribbon • Tabs • Status Bar • Formula Bar

Creating Formula:

1. Start Microsoft Excel and open the file.
2. Double-click on the cell where you want to insert the formula.
3. Type = key on the keyboard. This tells Excel that we are entering a formula into the cell.
4. Enter the formula, then press Enter to accept the formula.
5. We can also enter a formula into a range of cells by copying a formula from another cell.

Different types of functions:

Function	Example
SUM	= SUM (A1 : A5)
AVERAGE	= AVERAGE (A1 : A5)
COUNT	= COUNT (A1 : A5)
MAX	= MAX (A1 : A5)
MIN	= MIX(A1 : 15)

Adding borders to a cell : To add borders to cells, follow these steps

1. Select the cell or range of cells that we want bordered.
2. Select the cells option from the Format menu. We will get Format Cells dialog box.
3. Click on the Border tab.
4. In the Border section of the dialog box, select where you want the border applied. (Outline will surround the entire cell or cell range.)

5. Select a line type from the Style area.
6. Click on Ok.

Adding shading to a cell: To add shading to cells, follow these steps

1. Select the cells or ranges of cells that we want to apply shading.
2. To fill cells with a solid color, click the arrow next to Fill color on the Formatting toolbar and then click the color that you want on the palette.
3. To apply the most recently selected color, click Fill color.
4. To fill cells with a pattern, click Cells on the Format menu. On the Patterns tab, under Cell shading, click the background color that you want to use for the pattern. Then click the arrow next to the Pattern box, and click the pattern style and pattern color.

Inserting a chart in spreadsheet: Charts are used to display series of numeric data in a graphical format to make it easier to understand large quantities of data. To create a chart in Excel, you start by entering the numeric data for the chart on a worksheet.

1. On the worksheet, arrange the data that you want to plot in a chart. The data can be arranged in rows or columns.
2. Select the cells that contain the data that you want to use for the chart.
3. Click on the Insert, then click the chart option in drop-down menu. Chart Wizard will appear on computer.
4. Chart Wizard is now asking for Chart Type, Data Range etc.
5. After selecting and updating in chart Wizard, click finish.

Charts:

- | | | |
|---------------|-----------------|-----------------------|
| a) Area Chart | b) Column Chart | c) Bar Chart |
| d) Line Chart | e) Pie Chart | f) XY (Scatter) Chart |

Components of a Chart:

- | | | | |
|---------------|--------------|----------------|----------------|
| a) Chart Area | b) Plot Area | c) Chart Title | d) Data series |
| e) Gridlines | f) Legends | g) Data Label | h) Data Table |

Shortcut Keys of MS-Excel & their Descriptions:

Formatting Shortcuts		Function Key Shortcuts	
CTRL + I	Format Box	F2	Edit Cells
ALT + E + S + T	Copy Format	F4	Anchor Cells
ALT + H + O	Increase Decimal	F7	Spell Check
ALT + H + 9	Decrease Decimal	F12	Save As
CTRL + SHIFT + 7	Boxing	SHIFT + F2	Insert a Comment
ALT + O + C + A	Fit Column Width	SHIFT + F8	Add to Selection
ALT + H + O + R	Change Tab Name	SHIFT + F10	Right Click
ALT + W + F	(Un) Split Panes	CTRL + F3	Name a Cell
ALT + W + S	(Un) freeze windows	Windows Flag + D	Minimize Programs
SHIFT + CTRL + #	Data Format		
SHIFT + CTRL + \$	\$ Dollar Format		
SHIFT + CTRL + %	% Percentage Format		
ALT + "="	Sum Function		

Navigation Shortcuts

Arrows	Move
CTRL + Arrows	Go to End of continuous
SHIFT + Arrows	Range
CTRL + SHIFT + Arrows	Select A cell Range
ALT + Tab	Highlight A continuous
CTRL + pg Up/Down	Range
Enter	Switch Worksheets
Shift + Enter	Move below
Home	Move up
CTRL + Home	Move to Beginning of line
CTRL + Home	Go to Cell A1
ESC	Cancel
Alt + Enter (when in a cell)	Add a line

CTRL Shortcuts

CTRL + A	Select All
CTRL + B	Bold
CTRL + C	Copy
CTRL + D	Fill Down
CTRL + F	Find
CTRL + I	Italic
CTRL + N	New Workbook
CTRL + O	Open
CTRL + P	Print
CTRL + R	Fill Right
CTRL + S	Save Workbook
CTRL + U	Underline
CTRL + V	Paste
CTRL + W	Close
CTRL + X	Cut
CTRL + Z	Undo

Navigation Shortcuts

CTRL + 9	Hide Row
SHIFT + CTRL + 9	Unhide Row
CTRL + 0 SHIFT +	Hide Column
CTRL + 0 SHIFT +	Unhide Column
Spacebar CTRL +	Highlight Row
Spacebar SHIFT +	Highlight Column
CTRL + Plus sign	Insert Blank Cells
CTRL + Minus Sign	Delete Selected Cells
SHIFT + ALT + Left Arrow	Group Rows/ Columns
SHIFT + ALT + Right Arrow	Ungroup Rows/ Columns

আলোচ্য টপিক থেকে → Previous & Important Questions

- Excel Workbook is a collection of** [Karmasangsthan Bank Ltd. DEO-2022]
 a) Chart b) Worksheet
 c) Word Book d) None of these **Ans: b**
- The symbol of '\$' is used in Microsoft Excel for-** [Combined 5 Bank Officer Cash-2022]
 a) Copying the cell b) Aligning the cell
 c) Dragging the cell d) Fixing the cell **Ans: b**
- In Microsoft Excel, the function key F2 is used for —.** [Combined 5 Bank Officer Cash-2022]
 a) printing b) editing a cell
 c) requesting help d) saving the file **Ans: b**
- identifies a cell in MS-Excel.** [Combined 7 Banks Senior Officer- 2021]
 a) Name b) Label
 c) String d) Address **Ans: D**
- allow the user to automate frequently used formatting settings.** [Combined 7 Banks Senior Officer- 2021]
 a) Merges b) Macros
 c) Task-pans d) Add-ins **Ans: B**
- Find which is not a MS-Excel function-** [Probashi Kallyan Bank Officer (General)- 2021]
 a) LEN b) TRIM

- | | | |
|--------|-----------|---------------|
| c) MIN | d) COUNTD | Ans: D |
|--------|-----------|---------------|
- 7. User developed instructions for Excel are called?** [Bangladesh Bank AD- 2021]
a) Arrays b) Macros
c) Procedures d) Pivots **Ans: B**
- 8. In a spreadsheet — can help you make sense of worksheet contents.** [Sonali & Janata Bank Officer-IT-2020]
a) value b) labels
c) formula d) macros **Ans: b**
- 9. The function of Excel that tells the number of numeric entries in the designated ranges is** [Bangladesh Bank Officer General-2019]
a) NUM b) COUNLT
c) SUM d) CHKNUM **Ans: b**
- 10. To drag a selected range of data to another worksheet in the same workbook, use the?** [Janata Bank AE-2019]
a) Shift key b) Ctrl key
c) Alt key d) Tab key **Ans: b**
- 11. Which of the following is not a valid data type in Excel?** [Janata & Rupali Bank Ltd. Officer General-2019]
a) Number b) Label
- | | | |
|--------------|--------------|---------------|
| c) Character | d) Date/Time | Ans: c |
|--------------|--------------|---------------|
- 12. The basic unit of a worksheet into which you enter data in Excel is called a-** [Sonali Bank Ltd. Officer FF-2019]
a) column b) box
c) cell d) table **Ans: c**
- 13. Which of the following is spreadsheet program?** [Janata Bank AE-2019]
a) MS-Word b) MS-PowerPoint
c) MS-Excel d) MS-Access **Ans: c**
- 14. What is the short cut key to replace a data with another in excel sheet?** [Janata Bank Ltd. AEO-2019]
a) Ctrl + R b) Ctrl + Shift + R
c) Ctrl + H d) Ctrl + F **Ans: C**
- 15. In order to tell Excel that was are entering a formula in cell, we must begin with an operator such as-** [Rupali Bank Ltd. SO-2019]
a) = b) \$
c) @ d) # **Ans: a**
- 16. If you press —, the cell accepts your typing as its contents?** [Rupali Bank Ltd. SO-2019]
a) Tab b) Enter
c) Alt + Enter d) Ctrl + Enter **Ans: d**

Microsoft PowerPoint

Microsoft Power Point is a part of MS-Office. It was introduced to generate business presentation, Slide show graphics on computer system.

Use of Power Point:

1. Creating business application presentation slide.
2. Creating graphical objects with animations.
3. Create artistic slides for general use using art gallery.
4. To provide training in business world.

Starting Power Point:

1. Double click on Microsoft are methods to open or start Power point.
2. Click on the Start button in the bottom left hand corner of computer screen.
3. When the menu pops up, move our mouse up to Programs. A sub menu will appear showing all the software we have.
4. Now click Microsoft Office then Select Microsoft Power Point for them. Microsoft Power Point will start p. Click start → Program → MS Office → MS. Power Point.

The Power Point Screen

We use Power Point to create effective slide show presentations. The power point screen has many elements.

- | | | | |
|-----------------|---------------|-------------------------------------|---------------|
| 1. Title Bar | 2. Menu Bar | 3. Standard and Formatting Toolbars | 4. Rulers |
| 5. Placeholders | 6. Status Bar | 7. Outline Tab | 8. Slides Tab |

- | | | | |
|---------------------------|---------------------|------------------------------|------------------|
| 9. View Buttons | 10. Drawing Toolbar | 11. Common Tasks Buttons | 12. Task Pane |
| 13. Vertical Splitter Bar | 14. Minimize Button | 15. Maximize/ Restore Button | 16. Close Button |

Create a new presentation

We can create a new presentation in many ways. It will cover everything from creating a simple blank presentation to one that is created from our favorite photograph.

- 1. Auto Content Wizard:** It creates new presentation by providing information about title, subject, style and output. It will help to create presentations quickly by asking a number of questions about what users want and then create presentation based on answers. A user can modify the contents of the presentation according to his needs once he has finished.
- 2. Design Template:** It is created so that different slide types can have different layouts and graphics, the whole presentation goes together as an attractive package. It creates new presentation based on provided power point design template.
- 3. Blank presentation:** It is displayed as blank presentation to create own design. It starts with a blank presentation with all values for color together scheme, fonts and other design features set to default value. After selection blank presentation a user select layout from layouts window.

These layouts are of different types

1. Blank slide	2. Title slide	3. Bulleted list
4. Two columns text	5. Table	6. Text and chart
7. Chart and text	8. Organization chart	9. Chart
10. Text and clip art	11. Clip art and text	12. Title only

To save a presentation: When we create a presentation, it needs to save. So to save a presentation.

1. Select file option from Menu bar, click Save.
2. Select the location or drive to store a presentation and enter a name in the file name box.
3. Click Save.

To save a presentation into new location with new name we use 'Save as' option in File option from menu-bar.

Different Ways to View Slides: Slides in any power point presentation can be viewed in a variety of ways depending on the task.

Normal View

Normal view splits you screen into three major sections: The outline and slides tabs, the slide pane, and the task pane. The outline and slides tables are on the left side of your screen. They enable you to shift between two different ways of viewing your slides tab shows thumbnails of your slides. The outline tab shows the text on your slides. The slides pane is located in the center of your screen. The slide pane shows a large view of the slide on which you are currently working. The task pane is located on the right side of your screen. The task pane enables you to select the task you want to perform.

Slide Sorter View: Slide sorter view enables you to view thumbnails of all your slides. In slide sorter view you can easily add, delete, or change the order of your slides. When you are in slide sorter view, a special formatting toolbar appears. It has options that allow you to make changed to your slides.

Slide Show: Use the slide show view when you want to view your slides, as they will look in your final presentation. When in Slide Show view.

Ese	Returns you to the view were using previously
Left-clicking	Moves you to the next slide or animation effect. When you reach the last slide, you automatically return to your last view.

Right-clicking	Opens a pop-up menu. You can use this menu to navigate the slide, add speaker notes, select a pointer and mark your presentation.
----------------	---

Adding Notes in Power Point

There are two ways to insert notes in Power Point

- To insert short notes:** In the normal view, click on the notes box at the bottom of our screen and type our text.
- To insert longer notes:** Click on the view tab. Under presentation views select the notes page button. Type our notes in the space that appears below our slide.

Inserting Headers & Footers

Headers and/or footers are used on Power Point slide to include important information about the slides. This can be information for the presenter or audience, such as the date this presentation was created or delivered, to brand the slides with your company name or simply to automatically place a slide number on each slide. To add a header and footer, click on the insert tab, then on the Header & Footer button. The date and time and slide number buttons will bring up the same dialog box.

- Fixed and Automatic dates:** Power Point gives the option to add either a fixed date and time, which will remain the same, or a date and time that automatically update. If we choose to have a date and time that automatically update, the date and time will always match the date time that we run our slide show.
- Slide number:** Check this box to show the slide number.
- Footer:** Check the Footer box to show the slide number.
- Apply/Apply to All:** To insert our chosen elements into our slide, select apply to have the information appear only on our current slide, or Apply to all to have it appear on every slide. If any of the information is repeated on the title slide, check the Don't show on title slide box to avoid repeating the information.
- Preview:** The preview box shows us where on our slide the information will appear. We can not change this from within this screen, but once we insert the information we can click and drag the box anywhere in our slide, just like any other text box.
- Notes and Handouts:** Under this tab, we can choose our header and footer preferences for our handouts.

Power Point Shortcut Key

Action	Power Point Shortcut
Bold	Ctrl + B
Close	Ctrl + W
Close	Ctrl + F4
Copy	Ctrl + C
Find	Ctrl + F
Italics	Ctrl + I
Menu bar	F10
New Slide	Ctrl + N
Next window	Ctrl + F6
Open	Ctrl + O
Paste	Ctrl + V
Print	Ctrl + P
Repeat Find	Shift + F4
Repeat/Redo	Ctrl + Y
Replace	Ctrl + H
Save	Ctrl + S
Slide Show: Begin	F5
Slide Show: Black screen show hide	B

Slide Show: End	Esc
Slide show: Erase annotations	E
Slide Show: Got to next hidden slide	H
Slide Show: Hide pointer and button always	Ctrl + L
Slide Show: Hide pointer and button temporarily	Ctrl + H
Slide Show: Mouse Pointer to arrow	Ctrl + A
Slide Show: Mouse pointer to pen	Ctrl + A
Slide Show: Mouse pointer to pen	Ctrl + P
Slide Show: Next slide	N
Slide Show: Previous slide	P
Slide Show: Set new timings while recharging	T
Slide Show: Stop/ Restart automatic slide show	S
Slide Show: Use mouse-click to advance (Rehearsing)	M
Slide Show: Use original timings	O
Slide Show: White screen show/hid	W
Spelling and Grammar Check	F7
Switch to the next presentation window	Ctrl + F6
Switch to the next tab in a dialog box	Ctrl + Tab/ Ctrl + Page Down
Switch to the previous presentation window	Ctrl + Shift + F6
Switch to the previous tab in a dialog box	Ctrl + Shift + Tab/ Ctrl + Page Up
Turn character formatting on or of	Num
Underline	Ctrl + U
Undo	Ctrl + Z

আলোচ্য টপিক থেকে →

Previous & Important Questions

- In MS-PowerPoint, the slide sorter view displays slides in-** [Combined 7 Banks Senior Officer-2021]
 a) thumbnail form b) large icon form
 c) list form d) detail form **Ans: A**
- The shortcut key for starting the slide show in MS-PowerPoint is-** [Probashi Kallyan Bank Officer (General)- 2021]
 a) F5 b) Ctrl + B
 c) Ctrl + N d) F8 **Ans: A**
- view displays all the slides in a presentation in horizontally sequenced thumbnails.** [Combined 7 Banks & 1 Financial Institutions (Senior Officer)- 2021]
 a) Master view b) Outline
 c) Slide sorter d) Web view **Ans: C**
- In MS PowerPoint presentation which short cut key insert a new slide?** [Southest Bank Ltd. PO-2020]
 a) Ctrl + N b) Ctrl + M
- Which of the following cannot be toggled from View>>Toolbars?** [Janata Bank Ltd. AEO-2019]
 a) Control Toolbox b) Revisions
 c) Reviewing d) Slides **Ans: d**
- Which tab is not available on left panel when you open a presentation?** [Janata Bank Ltd. AEO-2019]
 a) Outline b) Notes
 c) Slides d) All of these **Ans: b**
- In MS PowerPoint, Which function key in the keyboard is used as a shortcut for starting slideshow?** [Dutch Bangla Bank Ltd. PO-2019]
 a) F2 b) F3
 c) F5 d) F4 **Ans: d**
- In which menu can you find features like slide Design, Slide Layout etc.?** [Combined 5 Bank Officer Cash-2019]
 a) Insert Menu b) Slide Show Menu
 c) Format Menu d) Tools Menu **Ans: c**



Microsoft Access

Microsoft Access is a relational DBMS (Database Management System). It handles data management task. Microsoft Access allows user to manipulate large amounts of information and retrieve any part of the information. It is a structured database containing data tables that are arranged in a uniform structure of records and fields. A spreadsheet is a table used by small organizations that operates with a limited amount of data but for big organizations a Database Management System is preferred because it needs storing huge amount of data and retrieves it much faster. In database management system the content and the location of the data is defined by Meta data.

Components of MS-Access:

- Table
- Queries
- Reports
- Forms

MS Access Templates:

- Assets
- Events
- Marketing Projects
- Contacts
- Faculty
- Students

Elements of MS-Access:

- Field Name

- Field Type/ Data Type
- Field Length
- Primary Key
- Validation Rule
- MS-Access View
 - Datasheet View
 - Design View
- Filtering Data
- Relationship
- Attributes

Microsoft Outlook

Outlook is an e-mail software program by Microsoft that enables users to send and receive e-mail on their computer. There are two versions of outlook; Microsoft Outlook Express and Microsoft Outlook. Microsoft Outlook Express is a slimmed down version of the Microsoft Outlook software family and was first included with Windows 98 and included with all versions of windows up to Windows XP. With the introduction of Windows Vista, Microsoft introduced Windows Mail. Microsoft Outlook is a much more full program with better corporate support and additional features not found in the free edition. Below is an example of Microsoft Outlook.

আলোচ্য টপিক থেকে → Previous & Important Questions

1. What kind of package program is MS access?
[Combined 5 Bank Officer Cash-2022]
a) Word processing b) Programming
c) Database d) Spreadsheet **Ans: c**
2. In which window we display data in the form of tables in a row or column format in MS-Access. [Rupali Bank Ltd. SO-2019]
a) Datasheet b) Sub-form
c) Filter d) Macros **Ans: a**
3. — is a popular database management software's? [Rupali Bank Ltd. Officer-2019]
a) MS-Access b) MS-Outlook
c) MS-InfoPath d) MS-Groove **Ans: a**
4. Which is the short key to invoke the spelling checker in MS-Access?
a) F2 b) F7
c) Alt + F7 d) F3



Teacher's Task

1. **Microsoft Office is an example of a-** [Combined 9 Bank Senior Officer (General)-2023]
 a. Closed source software
 b. Open source software
 c. Horizontal market software
 d. vertical market software **Ans: C**
2. **Excel Workbook is a collection of** [Karmasangsthan Bank Ltd. DEO-2022]
 a) Chart b) Worksheet
 c) Word Book d) None of these **Ans: b**
3. **In MS Word, the shortcut key Ctrl + O is used for-** [Combined 5 Bank Officer Cash-2022]
 a) Opening a document
 b) Inserting a table
 c) Saving's document
 d) Defining a margin **Ans: a**
4. **The symbol of '\$' is used in Microsoft Excel for-** [Combined 5 Bank Officer Cash-2022]
 a) Copying the cell b) Aligning the cell
 c) Dragging the cell d) Fixing the cell **Ans: b**
5. **Which of the following is used to select whole document?** [Combined 5 Bank Officer Cash-2022]
 a) Ctrl + C b) Ctrl + X
 c) Ctrl + A d) Ctrl + W **Ans: c**
6. **In Microsoft Excel, the function key F2 is used for —.** [Combined 5 Bank Officer Cash-2022]
 a) printing b) editing a cell
 c) requesting help d) saving the file **Ans: b**
7. **In MS word, the shortcut key Ctrl + N is used for —.** [Combined 5 Bank Officer Cash-2022]
 a) Floppy disk b) Optical disk
 c) RAM d) Flash Drive **Ans: c**
8. **What kind of package program is MS access?** [Combined 5 Bank Officer Cash-2022]
 a) Word processing b) Programming
 c) Database d) Spreadsheet **Ans: c**
9. **Which of the following is the shortcut control key for centering text?** [Combined 9 Bank Officer General-2022]
 a) Ctrl + B b) Ctrl + C
 c) Ctrl + E d) Ctrl + F **Ans: c**
10. **The shortcut key for activating 'Reference Tab' is-** [Combined 7 Banks Senior Officer- 2021]
 a) Alt + W b) Alt + S
 c) Ctrl + S d) Ctrl + R **Ans: B**
11. **----- identifies a cell in MS-Excel.** [Combined 7 Banks Senior Officer- 2021]
 a) Name b) Label
 c) String d) Address **Ans: D**
12. **----- allow the user to automate frequently used formatting settings.** [Combined 7 Banks Senior Officer- 2021]
 a) Merges b) Macros
 c) Task-pans d) Add-ins **Ans: B**
13. **In MS-PowerPoint, the slide sorter view displays slides in-** [Combined 7 Banks Senior Officer- 2021]
 a) thumbnail form b) large icon form
 c) list form d) detail form **Ans: A**
14. **The shortcut key for starting the slide show in MS-PowerPoint is-** [Probashi Kallyan Bank Officer (General)- 2021]
 a) F5 b) Ctrl + B
 c) Ctrl + N d) F8 **Ans: A**
15. **Find which is not a MS-Excel function-** [Probashi Kallyan Bank Officer (General)- 2021]
 a) LEN b) TRIM
 c) MIN d) COUNTD **Ans: D**
16. **What function key does F3 stand for in most computers?** [Bangladesh Bank AD- 2021]
 a) Refresh b) Help
 c) Find d) Save **Ans: C**
17. **User developed instructions for Excel are called?** [Bangladesh Bank AD- 2021]
 a) Arrays b) Macros
 c) Procedures d) Pivots **Ans: B**
18. **Which key can be used to display the save-as box in MS word?** [Bangladesh Bank AD- 2021]
 a) F12 b) F5
 c) F9 d) F6 **Ans: A**
19. **In Microsoft Word, first line and hanging are special forms of---** [Combined 5 Banks (Officer)- 2021]
 a) Alignment b) Spacing
 c) Indentation d) Numbering **Ans: C**
20. **In MS word, which one of the following key will refresh or reload the page.** [Combined 5 Banks (Officer)- 2021]
 a) F5 b) F7
 c) F8 d) F10 **Ans: A**



21. In MS-Word, Bullets and Numbering are in the tab- [Combined 7 Banks & 1 Financial Institutions (Senior Officer)- 2021]
a) Insert b) View
c) Home d) Design **Ans: B**
22. ----- view displays all the slides in a presentation in horizontally sequenced thumbnails. [Combined 7 Banks & 1 Financial Institutions (Senior Officer)- 2021]
a) Master view b) Outline
c) Slide sorter d) Web view **Ans: C**
23. In MS Word Pressing Ctrl + E will: [Janata Bank Ltd. Officer-Cash-2020]
a) Center alignment b) Underline text
c) Draw table d) Exit word **Ans: a**
24. In a spreadsheet — can help you make sense of worksheet contents. [Sonali & Janata Bank Officer-IT-2020]
a) value b) labels
c) formula d) macros **Ans: b**
25. In MS PowerPoint presentation which short cut key insert a new slide? [Southest Bank Ltd. PO-2020]
a) Ctrl + N b) Ctrl + M
c) Ctrl + V d) Ctrl + Y **Ans: b**
26. Which area in an excel window shows the input values and formula? [EXIM Bank Ltd. TO-2020]
a) Standard Toolbar b) Menu Bar
c) Title Bar d) Formula Bar **Ans: d**
27. By Pressing which key we can move to the beginning of a line in a MS Word document? [Southest Bank Ltd. PO-2020]
a) Window Key b) Shift Key
c) Tab Key d) Home Key **Ans: d**
28. The shortcut key to open the OPEN dialogue box in MS-Office is-[Bangladesh Bank Officer General-2019]
a) F12 b) Shift F12
c) Alt + F12 d) Ctrl + F12 **Ans: d**
29. The process of erasing a disk is called [Bangladesh Bank Officer General-2019]
a) Wiping b) Formatting
c) Defragmenting d) Rebooting **Ans: b**
30. In general, a window has — scrollbars. [Bangladesh Bank Officer General-2019]
a) 2 b) 3
c) 4 d) 5 **Ans: a**
31. By default Footers are printed on- [Bangladesh Bank Officer General-2019]
a) first page b) last page
- c) all pages d) even pages **Ans: c**
32. The function of Excel that tells the number of numeric entries in the designated ranges is [Bangladesh Bank Officer General-2019]
a) NUM b) COUNLT
c) SUM d) CHKNUM **Ans: b**
33. The process of removing unwanted part of an image is called-- [Bangladesh Bank Officer General-2019]
a) Hiding b) Cropping
c) Bordering d) Cutting **Ans: b**
34. The space left between the margin and the beginning of a paragraph is called- [Bangladesh Bank Officer General-2019]
a) Gutter b) Alignment
c) Merge d) Indentation **Ans: d**
35. To drag a selected range of data to another worksheet in the same workbook, use the? [Janata Bank AE-2019]
a) Shift key b) Ctrl key
c) Alt key d) Tab key **Ans: b**
36. Which is not a font style? [Janata Bank AE-2019]
a) Bold b) Superscript
c) Regular d) Italic **Ans: b**
37. Which shortcut can be used to switch between open workbooks? [Janata Bank AE-2019]
a) Ctrl + F2 b) Ctrl + F8
c) Ctrl + F6 d) Ctrl + F10 **Ans: c**
38. Which file starts MS Word? [Janata & Rupali Bank Ltd. Officer General-2019]
a) word.exe b) msword.exe
c) word 2003.exe d) winword.exe **Ans: d**
39. Which of the following is not available on the Ruler of MS Word screen? [Janata & Rupali Bank Ltd. Officer General-2019]
a) Center Indent b) Tab stop box
c) Left indent d) Right indent **Ans: a**
40. Which of the following is not a valid data type in Excel? [Janata & Rupali Bank Ltd. Officer General-2019]
a) Number b) Label
c) Character d) Date/Time **Ans: c**
41. Which of the following section does not exist in a slide layout? [Janata & Rupali Bank Ltd. Officer General-2019]
a) Titles b) Lists
c) Charts d) Animations **Ans: d**
42. Which of the following is not essential component to perform a mail merge operation? [Janata & Rupali Bank Ltd. Officer General-2019]

- a) Main document b) Data source
 c) Word fields d) Merge fields **Ans: c**
- 43. Gravity setting chambers are used in industries to remove-** [Janata & Rupali Bank Ltd. Officer General-2019]
 a) SO_x
 b) CO_x
 c) Suspended Particulate matter
 d) CO **Ans: c**
- 44. When cutting and pasting, cutting section is temporarily stored in-** [Sonali Bank Ltd. Officer FF-2019]
 a) Dashboard b) Hard drive
 c) Diskette d) Clipboard **Ans: d**
- 45. In a PowerPoint presentation animation can be repeated how many times-** [Sonali Bank Ltd. Officer FF-2019]
 a) 2 to 5 b) 2 to 10
 c) 1 to 5 d) 1 to 20 **Ans: b**
- 46. Which key combination is used to insert a Page Break in MS word?** [Sonali Bank Ltd. Officer FF-2019]
 a) Shift + Enter b) Alt + Enter
 c) Space + Enter d) Ctrl + Enter **Ans: d**
- 47. The basic unit of a worksheet into which you enter data in Excel is called a-** [Sonali Bank Ltd. Officer FF-2019]
 a) column b) box
 c) cell d) table **Ans: c**
- 48. Which can be used for quick access to commonly used commands and tools?** [Janata Bank Ltd. AEO-2019]
 a) Status bar b) Menu bar
 c) Tool bar d) Title bar **Ans: c**
- 49. What is the shortcut key to open the Open dialog box?** [Sonali Bank FF. (Office'19)]
 a. F12 b. Alt+F12
 c. Shift F12 d. Ctrl+F12 **Ans: d**
- 50. What is the smallest and largest font size available in Font Size tool on formatting toolbar?** [Janata Bank Ltd. AEO-2019]
 a) 8 and 68 b) 6 and 72
 c) 6 and 68 d) 8 and 72 **Ans: d**
- 51. Ctrl + N is used to-** [Janata Bank Ltd. AEO-2019]
 a) Save Document b) New Document
 c) Open Document d) Close Document **Ans: b**
- 52. — formatting is the process of changing the way letters, numbers, punctuation marks, and symbols appear on the screen and in print.** [Janata Bank Ltd. AEO-2019]
- a) Character b) Paragraph
 c) Document d) Object **Ans: a**
- 53. You can detect spelling and grammar error by-** [Janata Bank Ltd. AEO-2019]
 a) Press Shift + F7 b) Press Ctrl + F7
 c) Press Alt + F7 d) Press F7 **Ans: d**
- 54. Each excel file is a workbook that contains different sheets. Which of the following cannot be a sheet in workbook?** [Janata Bank Ltd. AEO-2019]
 a) work sheet b) data sheet
 c) module sheet d) chart sheet **Ans: b**
- 55. What is the short cut key to replace a data with another in excel sheet?** [Janata Bank Ltd. AEO-2019]
 a) Ctrl + R b) Ctrl + Shift + R
 c) Ctrl + H d) Ctrl + F **Ans: C**
- 56. Which of the following cannot be toggled from View>>Toolbars?** [Janata Bank Ltd. AEO-2019]
 a) Control Toolbox b) Revisions
 c) Reviewing d) Slides **Ans: d**
- 57. Which tab is not available on left panel when you open a presentation?** [Janata Bank Ltd. AEO-2019]
 a) Outline b) Notes
 c) Slides d) All of these **Ans: b**
- 58. Ctrl + Z are short cut for which of the following?** [IFIC Bank Ltd. TSO-2019]
 a) Short cut to open new folder
 b) Short cut for Radio
 c) Shortcut for renaming file
 d) Shortcut for Undo **Ans: d**
- 59. What is the short cut key for line break?** [Rupali Bank Ltd. SO-2019]
 a) Shift + Enter b) Space + Enter
 c) Ctrl + Enter d) Alt + Enter **Ans: a**
- 60. In which window we display data in the form of tables in a row or column format in MS-Access.** [Rupali Bank Ltd. SO-2019]
 a) Datasheet b) Sub-form
 c) Filter d) Macros **Ans: a**
- 61. Which among following is associated with excel?** [Rupali Bank Ltd. SO-2019]
 a) Graphic program b) Spreadsheet
 c) Microsoft office d) None **Ans: c**
- 62. What should be used if a company wants to include its company name and logo at the bottom of every page of a brochure?** [Rupali Bank Ltd. SO-2019]
 a) Footer b) Header

- c) Macro d) Footnote **Ans: a**
63. If you press —, the cell accepts your typing as its contents? [Rupali Bank Ltd. SO-2019]
a) Tab b) Enter
c) Alt + Enter d) Ctrl + Enter **Ans: d**
64. Protection and the protect sheet potions can be selected from? [Rupali Bank Ltd. SO-2019]
a) Data b) Edit
c) Format d) Tools **Ans: d**
65. In order to tell Excel that was are entering a formula in cell, we must begin with an operator such as- [Rupali Bank Ltd. SO-2019]
a) = b) \$
c) @ d) # **Ans: a**
66. The bar at the top of a window that bears the name of the window is known as-[Rupali Bank Ltd. SO-2019]
a) Control Panel b) Taskbar
c) Title bar d) Menu bar **Ans: c**
67. In MS PowerPoint, Which function key in the keyboard is used as a shortcut for starting slideshow? [Dutch Bangla Bank Ltd. PO-2019]
a) F2 b) F3
c) F5 d) F4 **Ans: d**
68. —is a popular database management software's? [Rupali Bank Ltd. Officer-2019]
a) MS-Access b) MS-Outlook
c) MS-InfoPath d) MS-Groove **Ans: a**
69. In MS-Word, the shortcut key shift + ctrl + E is used for- [Rupali Bank Ltd. Officer-2019]
a) track changing b) hyper linking
c) table drawing d) mail merge **Ans: a**
70. Which of the following is not a available on the Ruler of MS Word screen? [Probashi Kallyan Bank Ltd. EO Cash-2019]
a) Tab stop box b) Left Indent
c) Center Indent d) Right Indent **Ans: c**
71. Which file is responsible to start MS Word? [Probashi Kallyan Bank Ltd. EO Cash-2019]
a) Windowrd.exe b) Wordwin.exe
c) Word.exe d) Win.exe **Ans: a**
72. Which among following is not associated with spelling dialogue box? [Probashi Kallyan Bank Ltd. EO Cash-2019]
a) Ignore all b) Edit
c) Ignore d) Change **Ans: b**
73. Background color or effects applied in a document is not visible in- [Probashi Kallyan Bank Ltd. EO Cash-2019]
a) Web Layout View b) Print Layout View
c) Reading View d) Print Preview **Ans: d**
74. Which of the following can be used to select the entire document? [Probashi Kallyan Bank Ltd. EO Cash-2019]
a) Alt + F5 b) Ctrl + A
c) Shift + A d) Ctrl + H **Ans: b**
75. What is a portion of a document in which you set certain page formatting option? [Probashi Kallyan Bank Ltd. EO General-2019]
a) Ctrl + F12 b) F12
c) Alt + F12 d) Shift + F12 **Ans: a**
76. Which of the following is spreadsheet program? [Janata Bank AE-2019]
a) MS-Word b) MS-PowerPoint
c) MS-Excel d) MS-Access **Ans: c**
77. On which page the header or the footer is printed by default? [Janata Bank AE-2019]
a) every page b) on first page
c) on alternate page d) on last page **Ans: a**
78. Which of the following keyboard shortcut can be used for creating a chart from the selected cells? [Probashi Kallyan Bank Ltd. EO General-2019]
a) F10 b) F11
c) F4 d) F2 **Ans: b**
79. Which of these toolbars allows changing of Fonts and their sizes? [Probashi Kallyan Bank Ltd. EO General-2019]
a) Standard b) Print Preview
c) Formatting d) None **Ans: c**
80. What is portion of a document in which you set certain page formatting option? [Probashi Kallyan Bank Ltd. EO General-2019]
a) Page b) Section
c) Document d) Page Setup **Ans: b**
81. Excel workbook is a collection of- [Combined 4 Bank Officer General-2019]
a) Chart b) Worksheet
c) Word book d) All of these **Ans: c**
82. = SUM (B1 : B8) is an example of a- [Combined 4 Bank Officer General-2019]
a) Function b) Call address
c) Value d) Formulas **Ans: d**
83. Which of the following section does not exist in a slide layout? [Combined 5 Bank Officer Cash-2019]
a) Animations b) Titles
c) Lists d) Charts **Ans: a**

- 84. In which menu can you find features like slide Design, Slide Layout etc.?** [Combined 5 Bank Officer Cash-2019]
 a) Insert Menu b) Slide Show Menu
 c) Format Menu d) Tools Menu **Ans: c**
- 85. In order to tell Excel that we are entering a formula in cell, we must begin with an operator such as-** [Combined 5 Bank Officer Cash-2019]
 a) = b) @
 c) \$ d) # **Ans: a**
- 86. Each excel file is a workbook that contains different sheets. Which of the following cannot be a sheet in workbook?** [Combined 5 Bank Officer Cash-2019]
 a) work sheet b) chart sheet
 c) module sheet d) data sheet **Ans: d**
- 87. The ability to combine name and addresses with a standard document is called-** [Combined 5 Bank Officer Cash-2019]
 a) formatting b) mail merge
 c) form letters d) all of these **Ans: b**
- 88. What is the shortcut key to open the Open dialog box?** [Sonali Bank Officer Cash-2019]
 a) F12 b) Alt + F12
 c) Shift F12 d) Ctrl + F12 **Ans: d**
- 89. A number of letters that appears little below the normal text is called:** [Sonali Bank Officer Cash-2019]
 a) Subscript b) Superscript
 c) Supertext d) Toptext **Ans: a**
- 90. Which of the following is used for close a tab on a browser?** [Sonali Bank Officer Cash-2019]
 a) Ctrl + Y b) Ctrl + A
 c) Ctrl + W d) Ctrl + T **Ans: c**
- 91. Which of this tools bar allows changing of font & their size?** [Sonali Bank FF-2019]
 a) formatting b) standard
 c) print preview d) print server **Ans: a**
- 92. The basic unit of a worksheet into which you enter excel is called a-** [Sonali Bank FF-2019]
 a) column b) face
 c) table d) cell **Ans: d**
- 93. Superscript, subscript, strike-through are known as-** [Sonali Bank FF-2019]
 a) font face b) font style
 c) font former d) font effects **Ans: d**
- 94. The space left between the margin and the start of a paragraph is called:** [Sonali Bank FF-2019]
 a) spacing b) center
 c) indentation d) alignment **Ans: c**
- 95. Which of the following is not a logical function used on MS-Excel-** [Sonali Bank Ltd. Senior Officer - 2018]
 a) ELSE b) ROUND
 c) MIN d) RAND **Ans: a**
- 96. The amount of vertical space between lines of text in a document is called-** [Rupali Bank Ltd. Officer Cash -2018]
 a) double-space b) indentation
 c) single-space d) crop **Ans: c**
- 97. In excel which of the following symbols is used before a numeric value of that it can be treated as a labeled value?** [Rupali Bank Ltd. Officer Cash - 2018]
 a) " b) =
 c) - d) ' **Ans: b**
- 98. Which of the following type of menu shows the further sub-choices?** [Rupali Bank Ltd. Officer Cash - 2018]
 a) Reverse b) Template
 c) Scrolled d) Pull-down **Ans: d**
- 99. The short cut key to replace a data with another in an excel sheet is-** [Joint Recruitment Test for 5 Banks Financial Institutions -2018]
 a) Ctrl + R b) Shift + R
 c) Ctrl + H d) Ctrl + F **Ans: c**
- 100. The cell reference for a range of cells that starts in cell C1 and goes over to column H and down to row 10 is-** [Bangladesh Development Bank Ltd. -2017]
 a) C1 : 10H b) C1 : H10
 c) C1 : H-10 d) C1: H : 10 **Ans: b**
- 101. Which of the following is not a virus-** [BB. (AD-180)]
 a) worms b) adware
 c) Trojan House d) malware **Ans: b**
- 102. You can include names and addresses from in a MS-Word document automatically by using-** [BB. (AD-18)]
 a) slides b) tab
 c) mail merge d) hyperlink **Ans: c**
- 103. In excel, chart are created using which option?** [3 Govt. Banks & FI (other Cash' 18)]
 a) Chart wizard b) Pivot table
 c) Pie chart d) Bar chart **Ans: a**
- 104. Typeface options will come under which menu?** [3 Govt. Banks & FI (Other's Cash' 18)]
 a) Edit b) Format
 c) Tools d) View **Ans: b**
- 105. Pressing F8 key for three times selects-** [3 Govt. Banks & FI (Other Cash' 18)]

- a) A paragraph b) A word
c) A sentence d) Entire document **Ans: c**
- 106. What is the short cut key for line break?** [2 Govt. Bank & FI (O. GL' 18)]
a) Shift + Enter b) Space + Enter
c) Alt + Enter d) CTRL + Enter **Ans: a**
- 107. How is data organized in a spreadsheet?** [2 Govt. Bank & FI (O. GL' 18)]
a) Rows and columns b) Layers and planes
c) Lines and spaces d) Height and width **Ans: a**
- 108. A word in a web page that, when clicked, opens another document.** [8 Govt. Banks & FI (SO' 18)]
a) Hyperlink b) Anchor
c) Reference d) URL **Ans: a**
- 109. Which function key is used to check spelling?** [8 Govt. Banks & FI (SO' 18)]
a) F2 b) F5
c) F7 d) F11 **Ans: c**
- 110. What is a portion of a document in which you set certain page formatting options?** [8 Govt. Banks & FI (SO' 18)]
a) Section b) Page
c) Document d) Page setup **Ans: d**
- 111. Which of the following is graphics solution for Word Processors?** [8 Govt. Banks & FI (SO' 18)]
a) Word Art b) Clipart
c) Drop Cap d) All of above **Ans: a**
- 112. By default, on which page the header or the footer is printed?** [8 Govt. Banks & FI (SO' 18)]
a) On first page b) on every page
c) o alternate page d) None of these **Ans: b**
- 113. By default, your document print in — made.** [3 Govt. Banks & FI (SO' 18)]
a) Page setup b) Landscape
c) Portrait d) Print preview **Ans: c**
- 114. Which of these toolbars allows hanging of Fonts and their sizes?** [3 Govt. Banks & FI (SO' 18)]
a) Formatting b) Standard
c) Print Preview d) None **Ans: a**
- 115. All of the following are examples of real security and privacy risks EXCEPT:** [3 Govt. Banks & FI (SO' 18)]
a) Viruses b) Spam
c) Hackers d) None **Ans: b**
- 116. The basic unit of a worksheet into which you enter data in Excel is called a—**[3 Govt. Banks & FI (SO' 18)]
a) column b) box
c) table d) cell **Ans: d**
- 117. You can detect spelling and grammar errors by—** [3 Govt. Banks & FI (SO' 18)]
a) Press Shift + F7 b) Press Ctrl + F7
c) Press Alt + F7 d) Press F7 **Ans: d**
- a) Press Shift + F7 b) Press Ctrl + F7
c) Press Alt + F7 d) Press F7 **Ans: d**
- 118. The short cut key to replace a data with another in an excel sheet is —**[5 Govt. Banks & FI (Officer '18)]
a) Ctrl + R b) Shift + R
c) Ctrl + H d) Ctrl + F **Ans: c**
- 119. All of the following are example of real security and privacy risks EXCEPT:** [Sonali Bank (OC' 18)]
a) Viruses b) Hackers
c) Spam d) Identity theft **Ans: c**
- 120. Which of the following is used for close a tab on a browser?** [Sonali Bank (OC' 18)]
a) Ctrl + y b) Ctrl + W
c) Ctrl + P d) Ctrl + T **Ans: b**
- 121. When cutting and pasting, cutting section is temporarily stored in—** [Sonali Bank (OC' 18)]
a) Dashboard b) Hard drive
c) Diskette d) Clipboard **Ans: d**
- 122. Which portocol provides e-mail facilities among different hosts?**[Sonali Bank Officer (GL' 18)]
a) SMTP b) FTP
c) TELNET d) HTML **Ans: a**
- 123. The amount of vertical space between lines of text in a document is called—** [Rupali Bank (OC' 18)]
a) double-space b) indentation
c) single-space d) crop **Ans: c**
- 124. In excel which of the following symbols is used before a numeric value so that it can be treated as a labeled value?** [Rupali Bank (OC' 18)]
a) “(tuote) b) = (equal)
c) – (underscore) d) ‘(apostrophe) **Ans: b**
- 125. If you need to change the typeface of a document, which menu will you choose?** [Probashi Kallyan Bank (SO' 18)]
a) Edit b) View
c) Format d) Tools **Ans: c**
- 126. You can move between two or more Excel files opened by using the—**[Probashi Kallyan Bank (SO' 18)]
a) Ctrl + tab b) Ctrl + page up
c) Ctrl + page down d) ctrl + F9 **Ans: a**
- 127. The basic unit of a worksheet into which you enter data in Excel is called a—**[Probashi Kallyan Bank (SO' 18)]
a) column b) box
c) table d) cell **Ans: d**
- 128. You can detect spelling and grammar errors by—** [Probashi Kallyan Bank (SO' 18)]
a) Press Shift + F7 b) Press Ctrl + F7
c) Press Alt + F7 d) Press F7 **Ans: d**

- 129. All of the following are examples of real security and privacy risk EXCEPT:** [Probashi Kallyan Bank (SO' 18)]
 a) Viruses b) Spam
 c) Hackers d) None **Ans: b**
- 130. How can you update the values of formula cells if Auto Calculate mode of Excel is disabled?** [Combined 8 Bank (SO' 19)]
 a) F8 b) F10
 c) F9 d) F11 **Ans: c**
- 131. Which of the following Excel screen components can NOT be turned on or off?** [Combined 8 Bank (SO' 19)]
 a) Formula Bar b) Status Bar
 c) Tool Bar d) None **Ans: d**
- 132. In MS word, which one of the following options is used to create different formatting for different sections?** [Dutch Bangla Bank Ltd. PO-2019]
 a) Section break b) Section formatting
 c) Page break d) Page section **Ans: a**
- 133. Which enables us to send the same letter different persons?** [Combined 8 Bank (SO' 19)]
 a) mail merge b) macros
 c) template d) None **Ans: a**
- 134. Which of the following is not sections Break Option?** [Combined 8 Bank (SO' 19)]
 a) Odd page b) Next page
 c) Previous page d) Even **Ans: c**
- 135. What feature will you use to apply transition effects in between a slide exits and another enters?** [Combined 8 Bank (SO' 19)]
 a) Animation Objects b) Slide Design
 c) Animation Scheme d) Slide Transition **Ans: d**
- 136. Which of the following font effect is not available in Power Point Font dialog box?** [Combined 8 Bank (SO' 19)]
 a) Strikethrough b) Underline
 c) Shadow d) Emboss **Ans: a**
- 137. Each excel file is a workbook that contains different sheets. Which of the following cannot be a sheet in workbook?** [Joint Recruitment Test 5 Bank Officer (Cash' 19)]
 a) Work sheet b) Chart sheet
 c) module sheet d) data sheet **Ans: a**
- 138. The ability to combine name and addresses with a standard document is called—** [Joint Recruitment Test 5 Bank Officer (Cash' 19)]
 a) formatting b) mail merge
 c) form letters d) all of these **Ans: b**
- 139. In order to tell Excel that we are entering a formula in cell, we must begin with an operator such as—** [Joint Recruitment Test 5 Bank Officer (Cash' 19)]
 a) = b) \$
 c) @ d) # **Ans: a**
- 140. In a Power Point Presentation animation can be repeated how many times?** [Sonali Bank FF. (Officer' 19)]
 a) 2 to 5 b) 2 to 10
 c) 1 to 5 d) 1 to 20 **Ans: b**
- 141. Which key combination is used to insert a Page Break in MS Word?** [Sonali Bank FF. (Officer' 19)]
 a) Shift + Enter b) Alt + Enter
 c) Space + Enter d) Ctrl + Enter **Ans: d**
- 142. The basic unit of a worksheet into which you enter data in Excel is called a** [Sonali Bank FF. (Officer' 19)]
 a) column b) box
 c) cell d) table **Ans: c**
- 143. A number of letters that appears little below the normal text is called:** [Sonali Bank FF. (Officer' 19)]
 a) Subscript b) Superscript
 c) Super text d) Top text **Ans: a**
- 144. Which of this tools bar allows changing of font & their size?** [Sonali Bank FF. (Officer' 19)]
 a) formatting b) Standard
 c) print preview d) None **Ans: a**
- 145. Which Software is not a file compression utility?** [Sonali Bank FF. (Officer' 19)]
 a) compress b) 7-zip
 c) Wikipedia d) WinZip **Ans: c**
- 146. Superscript, subscript, strike-through are known as—** [Sonali Bank FF. (Officer' 19)]
 a) font face b) font style
 c) font former d) font effects **Ans: d**
- 147. The space left between the margin and the start of a paragraph of a paragraph is called?** [Sonali Bank FF. (Officer' 19)]
 a) spacing b) center
 c) indentation d) alignment **Ans: c**
- 148. To open an existing workbook, click the Open button on the—toolbar?** [Probashi Kallyan Bank Ltd. EO General-2019]
 a) Form b) Drawing
 c) Standard d) Formatting **Ans: c**
- 149. The quickest and easiest way in Word, to locate a particular word or phrase in a document is to use to — command.**
 a) Replace b) Find

- c) Lookup d) Search e) None
- 150. What is the default file extension for all Word documents?**
a) WRD b) TXT
c) DOC d) FIL e) None
- 151. If you type a word that is not in Word's dictionary, a wavy underline appears below the word.**
a) red b) green
c) blue d) black e) None
- 152. A saved document is referred to as a — .**
a) file b) word
c) folder d) project e) None
- 153. To print a document, press — .**
a) SHIFT + P b) CTRL + P
c) ALT + P d) ESC + P e) None
- 154. Microsoft Office is-**
a) Shareware
b) public domain software
c) Open-source Software
d) A vertical market application
e) An application suite
- 155. A program which helps to create written document and lets you go back and make corrections as necessary.**
a) Home row Keys b) Tool bar
c) Folder d) Word Processor
e) None
- 156. All formula in Excel start with-**
a) 9% b) +
c) = d) — e) None
- 157. You can use a function to combine text from two cells into one cell. But you can use an operator to do the same thing. Which operator is that?**
a) & (ampersand) b) = (equal sign)
c) (space) d) All of these above
e) None
- 158. To make a number in cell C1 10% smaller than the number in C3 you enter**
a) = C3*1.10 b) + C3*110
c) = C3%10 d) = C3*.90 e) None
- 159. Using the F11 shortcut key to create a chart-on-chart sheet creates**
a) A default chart
b) A 2-dimensional column chart
c) A 2-dimensional bar chart
d) A 2-dimensional line chart e) None
- 160. You can create hyperlinks from the Excel workbook to-**
a) A webpage on company internet
b) a web page on the internet
c) Other office 97 application documents
d) All e) None
- 161. The cell reference from a range of cells that starts in cell B1 and goes over to column G and down to row 10 is—**
a) B1-G10 b) B1.G10
c) B1:G10 d) G1:B10 e) None
- 162. The intersection of a row and column is called:**
a) data b) a field
c) a cell d) an equation e) None
- 163. To prepare a presentation/Slide show which application is commonly used?**
a) Photoshop b) PowerPoint
c) Outlook Express d) Internet Explorer
e) All correct
- 164. Use the —, to choose a slide layout.**
a) Quick Styles gallery
b) Format gallery
c) Layout gallery
d) Layout collection
e) None
- 165. We can replace a font on all slide with another font using the — option**
a) Edit, Fonts b) Tools, Fonts
c) Tools, Replace Fonts
d) Format, Replace Fonts e) None
- 166. Which key on the keyboard can be used to view slide show**
a) F1 b) F2
c) F5 d) F10 e) None
- 167. Which of the following statements is not true?**
a) Holding down the Shift key while you draw an object creates perfect squares, circles and straight lines
b) The text in a text box can't be formatted
c) The drawing toolbar contains tools for drawing shapes, lines, arrows, and more
d) Ctrl + S save the document
e) None
- 168. The best way to insert a new slide in a presentation is to use the**
a) Normal view b) Special view
c) Slide show view d) Slide sorter view
e) None

169. Which is the short key to invoke the spelling checker in MS-Access?

- a) F2 b) F7
c) Alt + F7 d) F3

170. A — is anything that can cause harm.

- a) vulnerability b) phishing
c) threat d) spoof e) None

171. Mechanism to protect network from outside attack is

- a) firewall b) antivirus
c) digital signature d) formatting e) None

172. Which virus spreads in application software?

- a) Macro virus b) Boot virus
c) File virus d) Antivirus e) None

173. It is the process of finding errors in software code

- a) Debugging b) Compiling
c) Testing d) All of these e) None

174. — is the process of finding errors in software code?

- a) Compiling b) Testing
c) Running d) Debugging e) None

175. Which of the following enables to determine how often a user visited a Website?

- a) Hackers b) Spammers
c) Phish d) Identity thefts
e) Cookies

176. Software such as Viruses, Worms and Trojan Horses that has a malicious content, is known as

- a) malicious software (Malware)
b) Adware c) scareware
d) spyware e) firewall

177. A computer virus normally attaches itself to another computer program known as a

- a) host program b) target program
c) backdoor program d) Bluetooth
e) Trojan horse

178. Is you are allowing a person on the network based on the credentials to maintain the security of your network, then this act refers to the process of

- a) Authentication b) Automation
c) Firewall d) Encryption
e) Decryption



Student's Work

1. You can use — to copy selected text; and — to paste it in a document.

- a) Ctrl + C, Ctrl + V b) Ctrl + C, ctrl + S
c) Ctrl + S, ctrl + S d) Shift + C, alt + P
e) ctrl + D, ctrl + A

2. Numbers in table columns are usually —

- a) right-aligned b) left-aligned
c) justified d) centered
e) None of these

3. Each box in a spreadsheet is called a —

- a) cell b) empty space
c) record d) field
e) None of these

4. A collection of related files is called —

- a) Character b) Field
c) Data base d) Record
e) None of these

5. When a file is saved for the first time —

- a) a copy is automatically printed
b) file name and folder name must be the same
c) it does not need a name

- d) it only needs a name if it is not going to be printed
e) it must be given a name to identify it

6. In which group do we work at the time of text formatting in word?

- a) Table, Paragraph and Indexes
b) Paragraph, Indexes and Sections
c) Characters, sections and paragraphs
d) Indexes, character and Tables
e) None of these

7. The letter and number of the intersecting columns and row is the

- a) Cell location b) Cell position
c) Cell address d) Cell coordinates
e) Cell contents

8. To save an existing file with new name at new location we should use — command.

- a) Save b) Save and replace
c) Save as d) New file
e) None of these

9. Forms that are used to organize business data into rows and columns are called —



- a) Transaction sheets b) Registers
c) Business forms d) Sheet-spreads e) Spreadsheets
10. In power points, the Header & Footer button can be found in the insert tab in what group?
a) Illustrations group b) Object group
c) Text group d) Tables group
e) None of these
11. The PC productivity tool that manipulates data organized in rows and columns is called a —
a) Spreadsheet
b) Word processing document
c) Presentation mechanism
d) Database record manager
e) EDI creator
12. Which Power point view displays each slide of the presentation as a thumbnail and is useful for rearranging slides?
a) Slide Sorter b) Slide Show
c) Slide master d) Notes Page
e) Slide Design
13. If a previously saved file is edited —
a) it cannot be saved again
b) the changes will automatically be saved in the file
c) the file will only have to be saved again if it is more than one page in length
d) its name must be changed
e) the file must be saved again to store the changes
14. To print a document —
a) select the Print command and then select OK
b) select the Ready Printer command then select OK
c) type Print and then press Enter
d) close the document, select the Print command, then select OK
e) None of these
15. Which option is correct to enter the charts in MS-Excel—
a) Formulas >> charts
b) Data >> charts
c) Insert menu >> charts
d) View >> charts
16. A — is a collection of information saved as a unit.
a) folder b) file
c) path d) file extension
e) None of these
17. What is a list of data files of database called?
a) Data diary b) Data list
c) Data disk d) Data dictionary
e) None of these
18. What is the overall term for creating, editing, formatting, storing, retrieving and printing a text document?
a) Word Processing b) Spreadsheet design
c) Web design d) Database management
e) Presentation generation
19. What is the main folder on a storage device called?
a) Root directory b) Interface
c) Device driver d) Platform
e) Main directory
20. A file is often referred to as a (n) —
a) Wizard b) Document
c) Pane d) Device
e) Documentation
21. Excel workbook is a collection of —
a) Chart b) Word book
c) Worksheet d) a and c
e) None of these
22. Microsoft Office is an example of a —
a) Closed source software
b) Open-source software
c) horizontal market software
d) vertical market software
e) compiler
23. Which of the following is not related to text formatting?
a) Line spacing b) Text spacing
c) Margin change d) Searching
e) None of these
24. To correct the spelling in MS-Word we use —
a) Spellpro b) Spellcheck
c) Outlook Express d) All of these
e) None of these
25. In a spreadsheet program the — contains related worksheets and documents.
a) Workbook b) Column
c) Cell d) Formula
e) None of these
26. Which one of the following software applications would be the most appropriate for performing numerical and statistical calculations?
a) Data base b) document processor
c) Graphics Package d) Spreadsheet
e) None of these
27. The word wrap feature—

- a) Automatically moves the text to next line when necessary
- b) Appears at the bottom of the document
- c) Allows you to you over text
- d) Is the short horizontal line indicating the end of the document

28. The background of any word document —

- a) is always white color
- b) is the color your preset under the option menu
- c) is always the same for the entire document
- d) Can have any color you choose
- e) None of these

29. What is a default file extension for all word documents?

- a) TXT b) WRD
- c) FIL d) DOC
- e) None of these

30. Text in a column is generally aligned —

- a) Justified b) Right
- c) Center d) Left
- e) None of these

31. A directory within a directory is called —

- a) Mini directory b) Junior directory
- c) Part directory d) Sub directory
- e) None of these

32. For opening and closing of a file in excel, you can use which bar?

- a) Formatting b) Standard
- c) Title d) Formatting or Title
- e) None of these

33. You click at B to make the text —

- a) Italics b) Underlined
- c) Italics and under lined
- d) Bold e) None of these

34. For creating a document, you use — command at file menu.

- a) Open b) Close
- c) New d) Save
- e) None of these

35. You can start Microsoft word by using — button.

- a) New b) Start
- c) Program d) control panel
- e) None of these

36. In excel, charts are created using which option?

- a) Chart wizard b) Pivot table
- c) Pic chart d) Bar chart
- e) None of these

37. In page preview undo —

- a) You can see all pages of your document.
- b) You can only see the page you are currently working on.
- c) You can only see pages that do no contain graphics.
- d) You can only see the title page of your document.
- e) None of these

38. File extensions are used in order to —

- a) Name the fill
- b) identify the file
- c) Answer the file name is not last
- d) identify the file type
- e) None of these

39. Which one of the following software applications would be the most appropriate for performing numerical and statistical calculations?

- a) Database b) Document processor
- c) Graphic package d) Spreadsheet
- e) None of these

40. Which elements of a word document can be displayed in color?

- a) Only graphics
- b) Only text
- c) All elements
- d) All elements, but only if you have a color printer
- e) None of these

41. Which keyboard shortcut bolds selected text?

- a) Ctrl + B b) Alt + B
- c) File/format/bold d) These all
- e) None of these

42. A collection of related information sorted and dealt with as a unit is a

- a) Disk b) Data
- c) File d) Floppy
- e) None of these

43. MS-Word is an example of —

- a) An operating system
- b) A processing device
- c) Application software
- d) An input device e) None of these

44. The blinking point which shows your position in the text is called—

- a) Blinker b) Cursor
- c) Causer d) Pointer
- e) None of these

45. Which application is commonly used to prepare a presentation/ slide show?



- a) Photoshop b) Power point
c) Outlook Express d) Internet explorer
e) None of these
- 46. The quickest and easiest way in word, to locate a particular word or phrase in a document is to use the command.**
a) Replace b) Find
c) Lookup d) Search
e) None of these
- 47. What kind of software would you most likely use to keep track of a billing account?**
a) Word processing b) Electronic publishing
c) Spreadsheet d) Web authoring
e) None of these
- 48. What are bas, doc and html examples of?**
a) Data bases b) extensions
c) Domains d) Protocols
e) None of these
- 49. A — is a unique name that you give to a file of information.**
a) Device letter b) Folder
c) File name d) File name extension
e) None of these
- 50. Editing document consists of reading through the document you've created, then—**
a) Correcting your errors
b) Printing it
c) saving it d) Defeating it
e) None of these
- 51. In a database, — fields store numbers used perform calculation.**
a) Next b) Key
c) Alphanumeric d) numeric
e) None of these
- 52. All of the following terms are associated with spreadsheet software except—**
a) worksheet b) Cell
c) Formula d) Virus detection
e) None of these
- 53. Which of the following is not true about computer files?**
a) They are collections of data saved to a storage medium.
b) Every file has file name.
c) A file extension is established by the user to indicate the files content.
d) Files usually contain data.
e) None of these
- 54. The main directory of a file is called the —**
- a) Root b) Sub
c) Folder d) Network
e) None of these
- 55. To add or put into you document such as a picture or text use—**
a) TV b) Insert
c) Push is d) Squeeze in
e) None of these
- 56. What is the main folder on a storage device called?**
a) Platform b) Interface
c) Root Directory d) Home page
e) None of these
- 57. For creating a document, you use — command at file menu.**
a) Open b) Close
c) New d) Save
e) None of these
- 58. An — is created by an application.**
a) Executable file b) Software program
c) Document d) Operating System
e) None of these
- 59. Tow different files can have the same name if —**
a) They are in different folders
b) They are on different drives
c) Never
d) The names are capitalized differently
e) None of these
- 60. Meaningful filename helps in easy file —**
a) Storing b) Accessing
c) Identification d) Printing
e) None of these
- 61. A program that enables you to perform calculations involving rows and columns of number is called a—**
a) Spreadsheet program b) Word processor
c) Graphics package d) Window
e) None of these
- 62. To — a document means to make changes to its existing content.**
a) Format b) Save
c) Edit d) Print
e) None of these
- 63. Periodically adding, changing and deleting file records is called file —**
a) Updating b) Upgrading
c) Restructuring d) Renewing
e) None of these

64. How do you save a presentation under a new file name?

- a) Select the file menu and choose save as
- b) When you close power point the file will automatically be saved
- c) Select the file menu and choose save
- d) The file will automatically be saved under the new name if you change the title
- e) None of these

65. Saving the process of —

- a) copying a document from memory to a storage medium
- b) making changes to a documents existing content
- c) changing the appearance, or overall look, of a document
- d) developing a document by entering text using a keyboard
- e) None of these

66. When computer users — a document, they change its appearance.

- a) Edit
- b) Create
- c) Save
- d) Format
- e) None of these

67. What menu is selected to print?

- a) File
- b) Tools
- c) Special
- d) Edit
- e) None of these

68. A saved document is referred to as a —

- a) File
- b) Word
- c) Folder
- d) Project
- e) None of these

69. A command that takes what has been typed into the computer and can be seen on the screen and sends it to the printer for output on paper —

- a) Print
- b) Return
- c) Jump
- d) Attention
- e) None of these

70. To find a saved document in the computer's memory and bring it up on the screen to view —

- a) Reverse
- b) Rerun
- c) Retrieve
- d) Return
- e) None of these

71. Allows you to print —

- a) Ribbon
- b) Monitor
- c) Go now
- d) Control-P
- e) None of these

72. The different styles of lettering in a word processing program —

- a) Font
- b) Calligraphy
- c) Writing
- d) Manuscript
- e) None of these

73. To change written work already done —

- a) File
- b) Edit
- c) Cut
- d) Close
- e) None of these

74. To exit the program without leaving the application—

- a) File
- b) Edit
- c) Copy
- d) cart away
- e) None of these

75. A command that saves what you are working on into the hard write, or onto a disk —

- a) View
- b) Hold
- c) Save
- d) go
- e) None of these

76. A command that saves what you are worked on form the memory where it was stored —

- a) Close
- b) Delete
- c) Open
- d) Get it
- e) None of these

77. A program that works like a calculator for keeping track of money and making budgets —

- a) Calculator
- b) Spreadsheet
- c) Budgeter
- d) Financier
- e) None of these

78. What menu is selected to save or save as?

- a) Tools
- b) File
- c) Format
- d) Edit
- e) None of these

79. A — includes the file name and possibly a directory of folder

- a) File information packet
- b) File button
- c) File directory
- d) file Specification
- e) None of these

80. To print a document, press — then press Enter.

- a) Shift + P
- b) Ctrl + P
- c) Alt + P
- d) Esc + P
- e) None of these

81. A (n) — in text that you want printed at the bottom of the page.

- a) Header
- b) Endnote
- c) Footnote
- d) Footer
- e) None of these

82. What menu is selected to change font and style?

- a) Tools
- b) File
- c) Format
- d) Edit
- e) None of these

- 83. Items such as names and addresses are considered—**
 a) information b) input
 c) records d) data
 e) None of these
- 84. A telephone number, a birth date, and a customer name are all examples of —**
 a) a record b) data
 c) a all d) a database
 e) None of these
- 85. Which of the following contains information about a single “entity” in the database- like a person, place, event or thing?**
 a) query b) term
 c) record d) table
 e) None of these
- 86. Numbers in table columns are usually —**
 a) right-aligned b) left-aligned
 c) justified d) center
 e) None of these
- 87. By default, your documents print in — mode.**
 a) landscape b) Portrait
 c) Page Setup d) Print view
 e) None of these
- 88. Which type of file is created by word processing programs?**
 a) database file b) storage file
 c) worksheet file d) document file
 e) graphical file
- 89. Data (information) is stored in computer as —**
 a) files b) directories
 c) floppies d) matter
 e) graphical file
- 90. The name a user assigns to a document is called a (n) —**
 a) filename b) program
 c) record d) data
 e) None of these
- 91. What is the main folder on a storage device called?**
 a) Platform b) Interface
 c) Root directory d) device driver
 e) None of these
- 92. In order to e-mail a Word document from within Word —**
 a) Go to file/ Send to/ Mail Recipient
 b) Save the file as an e-mail attachment
 c) Star Outlook and attach the file while open in Word
 d) This is an impossible operation
- 93. The — feature in Word automatically corrects certain spelling, typing, capitalization, or grammar errors.**
 a) Auto Fix b) Auto Spell
 c) AutoMark d) AutoCorrect
 e) None of these
- 94. You organize files by storing them in —**
 a) archives b) folders
 c) indexes d) lists
 e) None of these
- 95. In order to create columnar data in Word you need to —**
 a) Tab consecutively until cursor reaches the desired place
 b) Set tables or use the Table menu
 c) You need to use Excel
 d) Press the space bar until your cursor reaches the desired place
 e) None of these
- 96. When you want to move some text from one page to a different page, the best method is —**
 a) drag and drop b) cut and past
 c) delete and retype d) find and replace
 e) None of these
- 97. A red wavy line under a word indicates that the word —**
 a) is too long for the line of text
 b) is not in the dictionary file and therefore might be spelt incorrectly
 c) is not appropriate for that particular sentence
 d) is a verb
 e) None of these
- 98. When creating a word-processed document, this step involves the user changing how words on the page appear, both on the screen and in printed form—**
 a) Editing text b) Inserting tables and indexes
 c) Formatting text d) Proofing document
 e) None of these
- 99. The process of arranging data in logical sequence is called**
 a) Summarizing b) Sorting
 c) Classifying d) Reproducing
- 100. In a Database Management System (DBMS), the content and the location of the data is defined by the**
 a) Sub Data b) Multi-Dimensional Data
 c) Sequence data d) Meta Data

101. Software you can use to create a budget is called —

- a) word processing software
- b) graphics software
- c) utility software
- d) spreadsheet software
- e) None of these

102. Numbers and formula entered in a cell are called —

- a) labels
- b) numeric entries
- c) intersection
- d) text

e) fillers

103. The red wave underline in MS-Word document indicates—

- a) Spelling errors
- b) Grammar errors
- c) address block
- d) Printing errors

104. Which of the following is in the ascending order of hierarchy?

- a) Bit-Byte-Field-Record
- b) Bit-Byte-Record-Field
- c) Field-Byte-Bit-Record
- d) Byte-Bit-File record

Answer Key (Microsoft Office)

1	a	2	a	3	a	4	c	5	e	6	a	7	c	8	c	9	e	10	c
11	a	12	a	13	e	14	a	15	c	16	b	17	d	18	a	19	a	20	b
21	c	22	c	23	d	24	b	25	a	26	d	27	a	28	d	29	b	30	d
31	d	32	b	33	d	34	c	35	b	36	a	37	a	38	d	39	d	40	c
41	a	42	c	43	c	44	b	45	b	46	b	47	c	48	b	49	c	50	a
51	d	52	d	53	c	54	a	55	b	56	c	57	c	58	c	59	a	60	c
61	a	62	c	63	a	64	a	65	a	66	d	67	a	68	a	69	a	70	c
71	-	72	a	73	b	74	d	75	c	76	c	77	b	78	b	79	c	80	b
81	d	82	c	83	c	84	d	85	c	86	b	87	b	88	d	89	a	90	a
91	c	92	a	93	d	94	b	95	b	96	b	97	b	98	c	99	b	100	d
101	d	102	b	103	a	104	a												

Class

Exam

1. Microsoft Office is an example of a-

- a. Closed source software
- b. Open source software
- c. Horizontal market software
- d. vertical market software

2. Which of the following is used to select whole document?

- a) Ctrl + C
- b) Ctrl + X
- c) Ctrl + A
- d) Ctrl + W

3. In MS-Word, Bullets and Numbering are in the tab-

- a) Insert
- b) View
- c) Home
- d) Design

4. Which file starts MS Word?

- a) word.exe
- b) msword.exe
- c) word 2003.exe
- d) winword.exe

5. The symbol of '\$' is used in Microsoft Excel for-

- a) Copying the cell
- b) Aligning the cell

c) Dragging the cell

d) Fixing the cell

6. ----- identifies a cell in MS-Excel.

- a) Name
- b) Label
- c) String
- d) Address

7. Which of the following is spreadsheet program?

- a) MS-Word
- b) MS-PowerPoint
- c) MS-Excel
- d) MS-Access

8. In MS-PowerPoint, the slide sorter view displays slides in-

- a) thumbnail form
- b) large icon form
- c) list form
- d) detail form

9. In MS PowerPoint, Which function key in the keyboard is used as a shortcut for starting slideshow?

- a) F2
- b) F3
- c) F5
- d) F4

10. ----- is a popular database management software's?



a) MS-Access

b) MS-Outlook

c) MS-InfoPath

d) MS-Groove

Answer Sheet

1	C	2	C	3	B	4	D	5	B	6	D	7	C	8	A	9	D	10	A
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	----	---

