

Accenture Technical Assessment

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StudyHub

Common Applications – 200+ Questions (With Options & Answers)

Q1. Which shortcut is used to copy selected text in MS Word?

- A) Ctrl + X
- B) Ctrl + C
- C) Ctrl + V
- D) Ctrl + Z

Explanation: Ctrl + C copies the selected text.

Q2. What is the extension of a PowerPoint 2016 presentation file?

- A) .ppt
- B) .doc
- C) .xls
- D) .pdf

Explanation: Default extension is .ppt or .pptx for newer versions.

Q3. Which of the following is NOT a tab in MS Word Ribbon?

- A) Home
- B) Insert
- C) Design
- D) Browser

Explanation: Browser is not part of MS Word Ribbon.

Q4. Which function is used to sum a range of cells in Excel?

- A) =SUM(A1:A10)
- B) =ADD(A1:A10)
- C) =TOTAL(A1:A10)
- D) =COUNT(A1:A10)

Explanation: SUM adds values in a range.

Q5. Which view in PowerPoint allows you to see all slides in thumbnail?

- A) Slide Sorter
- B) Normal
- C) Reading
- D) Outline

Explanation: Slide Sorter shows all slides in small thumbnails.

Q6. Which key is used to undo an action in most applications?

- A) Ctrl + Z
- B) Ctrl + Y
- C) Ctrl + C
- D) Ctrl + X

Explanation: Ctrl + Z is Undo.

Q7. What is the default font in MS Word 2016?

- A) Times New Roman
- B) Arial
- C) Calibri
- D) Verdana

Explanation: Calibri is default font.

Q8. Which of the following is NOT an Operating System?

- A) Windows
- B) Linux
- C) Microsoft Office
- D) macOS

Explanation: Microsoft Office is a software suite, not an OS.

Q9. Which Excel feature is used to prevent users from editing specific cells?

- A) Data Validation
- B) Conditional Formatting
- C) Protect Sheet
- D) Freeze Panes

Explanation: Protect Sheet restricts editing.

Q10. What is the extension of an Excel 2016 workbook file?

- A) .xls
- B) .doc
- C) .ppt
- D) .pdf

Explanation: Excel files use .xls or .xlsx extension.

Q11. Which view in PowerPoint shows slides exactly as the audience will see?

- A) Normal
- B) Slide Show
- C) Outline
- D) Notes Page

Explanation: Slide Show displays slides for presentation.

Q12. Which function in Excel counts the number of cells containing numbers?

- A) COUNT
- B) COUNTA
- C) COUNTIF
- D) SUM

Explanation: COUNT counts numeric cells.

Q13. Which shortcut in Word is used to save a document?

- A) Ctrl + S
- B) Ctrl + P
- C) Ctrl + O
- D) Ctrl + N

Explanation: Ctrl + S saves the document.

Q14. Which PowerPoint view allows editing of speaker notes?

- A) Normal
- B) Slide Sorter
- C) Reading
- D) Slide Show

Explanation: Normal view allows editing notes below slides.

Q15. What is the default file format for Word 2016?

- A) .doc
- B) .docx
- C) .txt
- D) .pdf

Explanation: Word 2016 uses .docx as default.

Q16. Which Excel feature automatically fills data based on a pattern?

- A) Flash Fill
- B) Data Validation
- C) Conditional Formatting
- D) Solver

Explanation: Flash Fill detects patterns and fills automatically.

Q17. Which key is used to create a new slide in PowerPoint?

- A) Ctrl + N
- B) Ctrl + M
- C) Ctrl + S

D) Ctrl + O

Explanation: Ctrl + M inserts a new slide.

Q18. Which of the following is used to compress a file in Windows?

A) Encrypt

B) Zip

C) Extract

D) Copy

Explanation: Zipping compresses files into a .zip archive.

Q19. Which MS Word feature checks grammar and spelling?

A) Track Changes

B) AutoCorrect

C) Spelling & Grammar

D) Find & Replace

Explanation: Spelling & Grammar tool checks errors.

Q20. Which shortcut in Excel is used to select entire column?

A) Ctrl + Space

B) Shift + Space

C) Ctrl + C

D) Alt + Space

Explanation: Ctrl + Space selects entire column.

Q21. Which shortcut in Word is used to select all text?

A) Ctrl + A

B) Ctrl + S

C) Ctrl + C

D) Ctrl + X

Explanation: Ctrl + A selects all content in the document.

Q22. In Excel, which symbol is used to start a formula?

A) =

B) +

C) -

D) \$

Explanation: All formulas in Excel start with =.

Q23. Which PowerPoint feature allows inserting charts?

- A) Insert Tab
- B) Home Tab
- C) Design Tab
- D) Review Tab

Explanation: Charts can be inserted from the Insert tab.

Q24. Which shortcut is used to paste copied content?

- A) Ctrl + C
- B) Ctrl + X
- C) Ctrl + V
- D) Ctrl + Z

Explanation: Ctrl + V pastes copied content.

Q25. What does Ctrl + F do in most applications?

- A) Find
- B) Replace
- C) Save
- D) Open

Explanation: Ctrl + F opens the Find dialog box.

Q26. Which tab in Word allows inserting tables?

- A) Home
- B) Insert
- C) Design
- D) Review

Explanation: Insert tab has table options.

Q27. Which Excel function returns the largest number in a range?

- A) MIN
- B) MAX
- C) SUM
- D) COUNT

Explanation: MAX gives the maximum value in selected cells.

Q28. Which view in PowerPoint allows you to see slide outlines?

- A) Normal
- B) Outline
- C) Slide Sorter
- D) Reading

Explanation: Outline view shows text content of slides.

Q29. Which Windows shortcut is used to lock the computer?

- A) Ctrl + L
- B) Win + L
- C) Alt + L
- D) Shift + L

Explanation: Win + L locks Windows computer.

Q30. What is the purpose of Track Changes in Word?

- A) To check spelling
- B) To track edits
- C) To format text
- D) To create charts

Explanation: Track Changes shows edits made by users.

Q31. Which Excel shortcut is used to insert a new worksheet?

- A) Shift + F11
- B) Ctrl + N
- C) Ctrl + F
- D) Alt + F11

Explanation: Shift + F11 inserts a new sheet.

Q32. Which PowerPoint feature is used to add animations?

- A) Design
- B) Transitions
- C) Animations
- D) Insert

Explanation: Animations tab allows applying animation effects.

Q33. In Word, which option removes all formatting?

- A) Clear All
- B) Remove Format
- C) Reset Text
- D) Default Font

Explanation: Clear All removes formatting like bold, italics, font size, color.

Q34. Which Excel feature fills cells based on patterns?

- A) Auto Fill
- B) Flash Fill
- C) Conditional Formatting
- D) Data Validation

Explanation: Auto Fill detects patterns and fills cells automatically.

Q35. Which PowerPoint feature allows changing slide background?

- A) Home
- B) Design
- C) Insert
- D) Review

Explanation: Design tab → Format Background.

Q36. What does Ctrl + P do in most applications?

- A) Print
- B) Paste
- C) Page Setup
- D) Preview

Explanation: Ctrl + P opens print dialog.

Q37. Which Excel function rounds a number to nearest integer?

- A) ROUND
- B) FLOOR
- C) CEILING
- D) INT

Explanation: ROUND rounds a number to nearest integer or specified digits.

Q38. Which Word feature allows adding comments?

- A) Review
- B) Insert
- C) Home
- D) View

Explanation: Review → New Comment.

Q39. Which shortcut in Excel repeats last action?

- A) F4
- B) Ctrl + Y
- C) Alt + R
- D) Ctrl + Z

Explanation: F4 repeats last action (e.g., formatting).

Q40. Which PowerPoint shortcut starts slideshow from first slide?

- A) F5
- B) Shift + F5
- C) Ctrl + S
- D) Alt + F5

Explanation: F5 starts presentation from the first slide.

Q41. In Word, which shortcut is used to open a document?

- A) Ctrl + N
- B) Ctrl + O
- C) Ctrl + S

D) Ctrl + P

Explanation: Ctrl + O opens an existing document.

Q42. Which Excel function calculates the average of a range?

- A) SUM
- B) AVERAGE
- C) COUNT
- D) MAX

Explanation: AVERAGE computes mean of selected numbers.

Q43. Which PowerPoint tab is used to insert a video?

- A) Home
- B) Insert
- C) Design
- D) Transitions

Explanation: Insert → Video allows embedding videos.

Q44. Which Windows key opens the Start Menu?

- A) Alt
- B) Win
- C) Ctrl
- D) Shift

Explanation: Windows key opens Start Menu.

Q45. Which Word feature tracks the origin of text changes?

- A) Track Changes
- B) Comments
- C) Footnotes
- D) Find & Replace

Explanation: Track Changes highlights edits by different users.

Q46. Which Excel shortcut is used to edit the active cell?

- A) F2
- B) F4
- C) Ctrl + E
- D) Ctrl + D

Explanation: F2 enables editing directly in the selected cell.

Q47. Which PowerPoint tab is used for slide transitions?

- A) Home
- B) Transitions
- C) Animations
- D) View

Explanation: Transitions tab adds slide transition effects.

Q48. Which Word shortcut applies bold formatting?

- A) Ctrl + I
- B) Ctrl + U
- C) Ctrl + B
- D) Ctrl + Shift + B

Explanation: Ctrl + B toggles bold formatting.

Q49. Which Excel function counts all non-empty cells?

- A) COUNT
- B) COUNTA
- C) COUNTIF
- D) SUM

Explanation: COUNTA counts cells containing any value, including text.

Q50. Which PowerPoint view shows slides and speaker notes together?

- A) Normal
- B) Slide Sorter
- C) Outline
- D) Slide Show

Explanation: Normal view shows slide thumbnails and notes.

Q51. In Word, which option finds and replaces text?

- A) Ctrl + F
- B) Ctrl + H
- C) Ctrl + G
- D) Ctrl + R

Explanation: Ctrl + H opens Find & Replace dialog.

Q52. Which Excel shortcut inserts the current date?

- A) Ctrl + ;
- B) Ctrl + Shift + ;
- C) Ctrl + D
- D) Ctrl + T

Explanation: Ctrl + ; inserts current date in the cell.

Q53. Which PowerPoint shortcut starts slideshow from current slide?

- A) F5
- B) Shift + F5
- C) Ctrl + F5
- D) Alt + F5

Explanation: Shift + F5 starts slideshow from the selected slide.

Q54. Which Word feature allows automatic table of contents creation?

- A) References
- B) Insert
- C) Review
- D) Layout

Explanation: References → Table of Contents auto-generates TOC.

Q55. Which Excel shortcut copies the value from the cell above?

- A) Ctrl + D
- B) Ctrl + C
- C) Ctrl + R
- D) Alt + D

Explanation: Ctrl + D fills cell with value from above.

Q56. Which PowerPoint feature allows grouping objects?

- A) Format
- B) Arrange → Group
- C) Design
- D) Insert

Explanation: Group combines multiple objects for movement or formatting.

Q57. Which Windows shortcut opens Task Manager?

- A) Ctrl + Shift + Esc
- B) Alt + F4
- C) Ctrl + Alt + Del
- D) Win + T

Explanation: Ctrl + Shift + Esc directly opens Task Manager.

Q58. Which Word shortcut applies italic formatting?

- A) Ctrl + I
- B) Ctrl + B
- C) Ctrl + U
- D) Ctrl + Shift + I

Explanation: Ctrl + I toggles italics.

Q59. Which Excel feature locks rows or columns while scrolling?

- A) Freeze Panes
- B) Split
- C) Hide
- D) Protect Sheet

Explanation: Freeze Panes keeps selected rows/columns visible.

Q60. Which PowerPoint shortcut duplicates a slide?

- A) Ctrl + D
- B) Ctrl + C
- C) Ctrl + V

D) Ctrl + M

Explanation: Ctrl + D duplicates the selected slide.

Q61. Which Word shortcut underlines selected text?

A) Ctrl + U

B) Ctrl + I

C) Ctrl + B

D) Ctrl + L

Explanation: Ctrl + U toggles underline.

Q62. Which Excel function returns the smallest number in a range?

A) MAX

B) MIN

C) AVERAGE

D) COUNT

Explanation: MIN returns minimum value.

Q63. Which PowerPoint feature allows adding hyperlinks to slides?

A) Insert

B) Design

C) Animations

D) Review

Explanation: Insert → Hyperlink adds links.

Q64. Which Windows shortcut switches between open apps?

A) Alt + Tab

B) Ctrl + Tab

C) Win + Tab

D) Alt + F4

Explanation: Alt + Tab cycles through open applications.

Q65. Which Word feature tracks who made edits?

- A) Track Changes
- B) Comments
- C) AutoCorrect
- D) Styles

Explanation: Track Changes highlights edits by different users.

Q66. Which Excel shortcut hides selected rows or columns?

- A) Ctrl + 0
- B) Ctrl + 9
- C) Ctrl + H
- D) Ctrl + Shift + 9

Explanation: Ctrl + 9 hides selected rows (Ctrl + 0 hides columns).

Q67. Which PowerPoint tab is used for changing slide layout?

- A) Home
- B) Design
- C) Insert
- D) Transitions

Explanation: Home → Layout allows selecting slide layout.

Q68. Which Word shortcut centers text?

- A) Ctrl + L
- B) Ctrl + R
- C) Ctrl + E
- D) Ctrl + J

Explanation: Ctrl + E centers selected text.

Q69. Which Excel feature highlights cells based on criteria?

- A) Conditional Formatting
- B) Data Validation
- C) Flash Fill
- D) Sort & Filter

Explanation: Conditional Formatting applies color formatting based on conditions.

Q70. Which PowerPoint feature allows adding speaker notes?

- A) Notes Page
- B) Slide Sorter
- C) Outline
- D) Slide Show

Explanation: Notes Page allows adding/editing speaker notes.

Q71. Which Word shortcut opens print dialog?

- A) Ctrl + P
- B) Ctrl + S
- C) Ctrl + O
- D) Ctrl + N

Explanation: Ctrl + P opens print options.

Q72. Which Excel shortcut applies bold formatting?

- A) Ctrl + B
- B) Ctrl + I
- C) Ctrl + U
- D) Ctrl + E

Explanation: Ctrl + B toggles bold.

Q73. Which PowerPoint tab is used to add shapes?

- A) Home
- B) Insert
- C) Design
- D) Review

Explanation: Insert → Shapes.

Q74. Which Windows shortcut minimizes all open windows?

- A) Win + D
- B) Alt + M
- C) Ctrl + M
- D) Win + M

Explanation: Win + D shows desktop (minimizes all windows).

Q75. Which Word feature automatically corrects common typos?

- A) Spelling & Grammar
- B) AutoCorrect
- C) Track Changes
- D) Find & Replace

Explanation: AutoCorrect replaces common mistakes automatically.

Q76. Which Excel feature allows sorting data alphabetically?

- A) Sort & Filter
- B) Conditional Formatting
- C) Flash Fill
- D) Data Validation

Explanation: Sort & Filter allows ascending/descending sorting.

Q77. Which PowerPoint feature is used to rehearse timings?

- A) Slide Show
- B) Review
- C) Design
- D) Insert

Explanation: Slide Show → Rehearse Timings.

Q78. Which Word shortcut aligns text to left?

- A) Ctrl + L
- B) Ctrl + E
- C) Ctrl + R
- D) Ctrl + J

Explanation: Ctrl + L aligns text left.

Q79. Which Excel shortcut selects entire row?

- A) Ctrl + Space
- B) Shift + Space
- C) Ctrl + Shift + Space

D) Alt + Space

Explanation: Shift + Space selects entire row.

Q80. Which PowerPoint shortcut inserts a new slide?

A) Ctrl + M

B) Ctrl + N

C) Ctrl + D

D) Ctrl + S

Explanation: Ctrl + M inserts a new slide.

Q81. In Word, which shortcut repeats last action?

A) F4

B) Ctrl + Y

C) Ctrl + Z

D) Alt + F4

Explanation: F4 repeats the last command or action.

Q82. Which Excel function returns the remainder of a division?

A) MOD

B) DIV

C) REM

D) INT

Explanation: MOD(number, divisor) returns remainder.

Q83. Which PowerPoint feature allows aligning multiple objects?

A) Format → Align

B) Insert → Align

C) Design → Align

D) Home → Align

Explanation: Format → Align aligns objects horizontally or vertically.

Q84. Which Windows shortcut opens File Explorer?

- A) Win + E
- B) Ctrl + E
- C) Alt + E
- D) Win + F

Explanation: Win + E opens File Explorer.

Q85. Which Word feature adds footnotes and endnotes?

- A) References
- B) Insert
- C) Review
- D) Layout

Explanation: References → Footnotes/Endnotes.

Q86. Which Excel function checks if a condition is true or false?

- A) IF
- B) COUNTIF
- C) IFS
- D) TRUE

Explanation: IF(logical_test, value_if_true, value_if_false).

Q87. Which PowerPoint feature is used to format shapes?

- A) Format
- B) Home
- C) Insert
- D) Design

Explanation: Format tab provides shape formatting options.

Q88. Which Word shortcut opens Find dialog?

- A) Ctrl + H
- B) Ctrl + F
- C) Ctrl + G
- D) Ctrl + N

Explanation: Ctrl + F is used to search text.

Q89. Which Excel shortcut toggles absolute and relative references?

- A) F2
- B) F4
- C) F3
- D) F1

Explanation: F4 adds or removes \$ in cell references.

Q90. Which PowerPoint shortcut deletes a selected slide?

- A) Ctrl + D
- B) Delete
- C) Ctrl + X
- D) Ctrl + M

Explanation: Delete key removes selected slide.

Q91. Which Word feature allows adding a watermark?

- A) Design
- B) Insert
- C) Review
- D) Home

Explanation: Design → Watermark.

Q92. Which Excel function rounds a number up to nearest integer?

- A) ROUND
- B) CEILING
- C) FLOOR
- D) INT

Explanation: CEILING rounds number up to nearest multiple.

Q93. Which PowerPoint tab allows inserting tables?

- A) Insert
- B) Design
- C) Review
- D) Home

Explanation: Insert → Table.

Q94. Which Windows shortcut opens Run dialog?

- A) Win + R
- B) Win + E
- C) Ctrl + R
- D) Alt + R

Explanation: Win + R opens Run dialog box.

Q95. Which Word feature tracks changes for collaborative editing?

- A) Track Changes
- B) Comments
- C) Review
- D) Footnotes

Explanation: Track Changes shows all edits by collaborators.

Q96. Which Excel function returns the current time?

- A) NOW
- B) TODAY
- C) TIME
- D) CURRENT

Explanation: NOW() returns current date and time.

Q97. Which PowerPoint shortcut moves to next slide during slideshow?

- A) N or Page Down
- B) P
- C) F5
- D) Alt + N

Explanation: N or Page Down moves forward in slideshow.

Q98. Which Word shortcut opens Save As dialog?

- A) Ctrl + S
- B) F12
- C) Ctrl + P

D) Ctrl + O

Explanation: F12 opens Save As.

Q99. Which Excel feature allows filtering data based on criteria?

A) Sort & Filter

B) Conditional Formatting

C) Data Validation

D) Flash Fill

Explanation: Sort & Filter → Filter enables filtering rows.

Q100. Which PowerPoint feature allows duplicating objects?

A) Ctrl + C

B) Ctrl + D

C) Ctrl + V

D) Ctrl + M

Explanation: Ctrl + D duplicates selected object(s).