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| **Batch ID: CF/CGNT-M/56/01** |  | | **Date:- 2023-11-16** |
| **Name:** | **Obtained Marks:** |  | **Time: 50 min** |
| **Student ID:** | **Full Marks: 50** |

**1. The Spelling and Grammar tool used for?**

a. Corrects Spelling Errors as You Type

b. Indicates Grammatical Errors

c. Identifies Words with Capitalization Problems

d. All of Above

**2. Which is not included in a Font Style?**

a. Bold b. Regular

c. Italic d. Superscript

**3. Select short cut key to display Hyperlink Fields in A Word** **Document.**

a. Ctrl+ Alt Key b. Shift + F9

c. Ctrl+ F d. None

**4. Define Landscape.**

a. Page Orientation (tall) b. A Font Style

c. Orientation (wide) d. Page Layout

**5. Select from the following Is Not Available On the Ruler of MS** Word Screen?

a. Tab Stop Box b. Center Indent

c. Left Indent d. Right Indent

**6. removing unnecessary part of an image is known as**

a. Hiding. b. Cropping

c. ordering d. Cutting

**7. Select the bar is mostly located below the Title Bar**

a. Status Bar b. Tool bar

c. Menu bar d. Scroll bar

**8. CTRL+W in MS Word used for what**

a. Update the current Web page

b. closes the current window

c. opens the Print dialog box

d. None of these

**9. The space left among the margin and the start of a paragraph** **is known as**

a. Indentation b. Gutter

c. First line d. Alignment

**10. What is the short key to change line height to 1.5**

a. Ctrl+1 b. Ctrl + 5

c. Ctrl + 3 d. Ctrl + 2

**11. Select short cut for double underline the text in MS Word:**

a. Ctrl+ D b. Alt+ shift+ D

c. Ctrl+ D d. Ctrl+ shift+ D

**12. The Position of a rectangular page for viewing and printing is** **known as**

a. Preview b. Direction

c. Print Layout d. Orientation

**13. How do you display current date only in MS Excel?**

a. Date () b. Today ()

c. Now () d. Time ()

**14. How do you wrap the text in a cell?**

a. Format cells font

b. Format cells protection

c. Format cells number

d. Format cells alignment

**15. What does COUNTA () function do?**

a. Counts cells having alphabets

b. Counts empty cells

c. Counts cells having number

d. Counts non-empty cells

**16. What is the short cut key to highlight the entire column?**

a. Ctrl + C b. Ctrl + Enter

c. Ctrl + Page Up d. Ctrl + Space Bar

**17. In the formula, which symbol specifies the fixed columns or** **rows?**

a. $ b. \*

c. % d. ;

**18. Which of following is Not one of Excel’s what-if function?**

a. Goal seek b. Solver

c. Scenario manager d. Auto Outline

**19. You can check the conditions against \_\_\_\_\_\_\_\_\_\_ when** **applying conditional formatting**

a. Cell value b. Formula

c. Both of above d. None of above

**20. When a range is selected, how can you activate the previous** **cell?**

a. Press the Alt key b. Press Tab

c. Press Enter d. None of above (Ctrl + G)

**21. Which of the following format you can decide to apply or not** **in AutoFormat dialog box?**

a. Number format b. Border format

c. Font format d. All of above

**22. You can set Page Border in Excel from**

a. From Border tab in Format Cells dialog box

b. From Border tool in Formatting toolbar

c. From Line Style tool in Drawing toolbar

d. You cannot set page border in Excel

**23. How can you update the values of formula cells if Auto** **Calculate mode of Excel is disabled?**

a. F8 b. F9

c. F10 d. F11

**24. Each excel file is a workbook that contains different sheets.** **Which of the following cannot be a sheet in workbook?**

a. Work sheet b. Chart sheet

c. Macro sheet d. Data sheet

**25. Long text can be broken down into many lines within a cell.** **You can do this through**

a. Wrap Text in Format > Cells

b. Justify in Edit > Cells

c. Text Wrapping in Format > Cells

d. All of above