MICROSOFT OFFICE

Microsoft Office (MS-Office) was developed by Microsoft in 1988. It is a collection of softwares, based on specific purpose and mainly used in office work. You can start any software of MS-Office by using the Start button.

There are five packages of MS-Office listed below

1. MS-Word (Word Processing Software)
2. MS-Excel (Spreadsheet Software)
3. MS-PowerPoint (Presentation Software)
4. MS-Access (Database Management Software)
5. MS-Outlook (E-mail Client)

Microsoft Word

MS-Word is a Word processing application which is one of the most important and widely used applications found on computer. It provides tools for editing, formatting and printing of documents smaller than 45 KB.

The document can be a poster, report, letter, brochure, web page, news letter, etc.
e.g. WordStar, Notepad for Windows.

To start the MS-Word software, we can follow any one method out of them

 (i) Click on Start button and then click on Run option. Run dialog box will be appear on the screen. Now, type winword on text box and press Enter key.

(ii) Click Start button → All Programs → Microsoft Office → Microsoft Word 2010.

It opens MS-Word with a blank document. By default, the name of the blank document is Document1.docx, where. docx are the extensions of a MS-Word file.
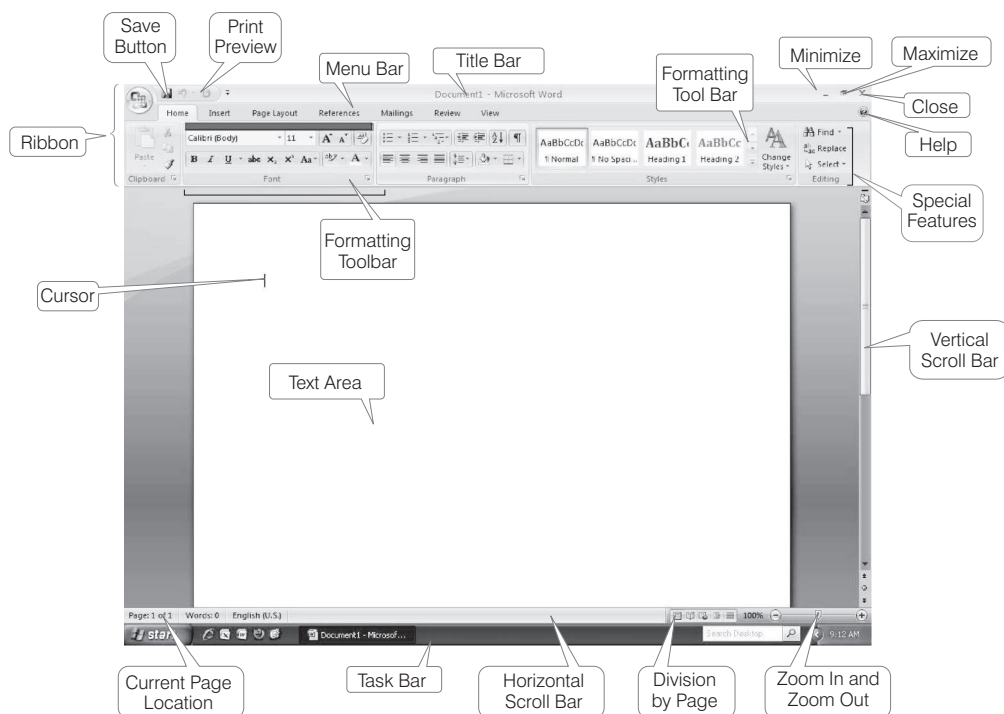
Components of Microsoft Word

The components of MS-Word are as follows

(i) **Title Bar** It shows the name of the application and name of the file. It consists of three control buttons, i.e.
   (a) *Minimize* (reduces the window but application still active)
   (b) *Restore* (brings Word window to the maximum original size)
   (c) *Close* (close the Word window)

(ii) **Standard Tool Bar** It displays the symbol for the common operations like Open, Print, Save, etc.

(iii) **Ribbon** It is a set of tools and commands across the top of the screen. It consists of a panel of commands which are organised into a set of tabs.

(iv) **Tab** On the ribbon, it contains the buttons needed to edit characters, text and layout.

   There are various tabs as follows
   (a) **Home Tab** It consists of Clipboard, Font, Paragraph, Styles, Editing.
   (b) **Insert Tab** It consists of Pages, Tables, Illustrations , Links, Header & Footer, Text, Symbols.
   (c) **Page Layout Tab** It consists of Themes, Page Setup, Page Background, Paragraph, Arrange.
   (d) **References Tab** It consists of Table of Contents, Footnotes, Citations & Bibliography, Captions, Index, Table of Authorities.
   (e) **Mailings Tab** It consists of Create, Start Mail Merge, Write & Insert Fields, Preview Results, Finish.
   (f) **Review Tab** It consists of Proofing, Language, Comments, Tracking, Changes, Compare, Protect.
   (g) **View Tab** It consists of Document Views, Show, Zoom, Window, Macros.

(v) **Ruler** It appears on the top of the document window. It allows to format the horizontal or vertical alignment of text in a document.
There are two types of ruler

    (a) **Horizontal Ruler** It indicates the width of the document and is used to set left and right margins.

    (b) **Vertical Ruler** It indicates the height of the document and is used to set top and bottom margins.

(vi) **Status Bar** It displays the information such as page number, current page, current template, column number, line number, etc.

(vii) **Work Area** It is the rectangular area of the document window that can be use to type the text. It is also called as **workplace**.

(viii) **Cursor** It is also called **insertion pointer**. It denotes the place where text, graphics or any other item would be placed when you type, overwrite or insert them.

Features of Microsoft Word

The features of MS-Word are described below

(i) **Text Editing** It provides editing, adding and deleting text, modification of text content i.e. cut, copy and paste.

When we cut any text in our document, it will save in hard drive temporarily, till we paste it on any other place.

(ii) **Format Text** It offers to modify the text in any of the available hundreds of text designs. It formats text in various styles such as bold, italic, underline, etc.

(iii) **Indentation** It denotes the distance between text boundaries and page margins. It offers three types of indentation-positive, hanging and negative.

(iv) **Page Orientation** It facilitates selection of typed text printed or visible in horizontal view or vertical view on a specified size of the page. MS-Word offers Portrait–vertically oriented and Landscape–horizontally oriented.

(v) **Find & Replace** This feature allows flexibility and comfort to the user to replace a text with a substituted text at all places.

(vi) **Spell Check** This facilitates automatic and manual checking of spelling mistakes and also suggests a few possible alternate options for incorrect spelt words.

(vii) **Thesaurus** It contains a comprehensive dictionary and thesaurus feature that offers the synonym options for a word.

(viii) **Bullets and Numbering** A list of bullets and numbering features is used for tables, lists, pages and tables of content. Bullets are arranged in unordered lists and numbering is arranged in ordered lists.

(ix) **Graphics** It provides the facility of incorporating drawings in the documents which enhance their usefulness.

(x) **Object Linking and Embedding** (OLE) It is a program integration technology that is used to share information between programs through objects. Object save entities like charts, equations, video clips, audio clips, pictures, etc.

(xi) **Horizontal and Vertical Scroll Bars** They enable one to move up and down or left and right across the window. The horizontal scroll bar is located above the status bar. The vertical scroll bar is located along the right side of the screen to move up and down the document.

(xii) **Save a Document** When we create a new document, it will be saved into the hard drive.
To save a document, user has three common ways

    (i) To click on Save option from File menu.

    (ii) Select Save button from Standard toolbar.

    (iii) Press Ctrl + S key.

⏏ Tit-Bits

- MS-Word was first released in 1983 under the name Multi-Tool Word for Xenix Systems.
- In MS-Word, a default alignment for the paragraph is left.
- MS-Word has a list of pre-defined typing, spelling, capitalisation and grammar errors that **Auto-correct** can detect and correct.

Shortcut Keys of MS-Word and their Descriptions

Standard Toolbar

Tool Name	Shortcut Keys	Description
New	Ctrl + N	Creates a new document.
Open	Ctrl + O or Ctrl + F12	Opens an existing document.
Save	Ctrl + S or Shift + F12	Saves the active document.
	F12	Opens a Save As dialog box.
Select	Ctrl + A	Selects all contents of the page.
Print	Ctrl + P or Ctrl + Shift + F12	Prints the active document.
Print Preview	Ctrl + F2	Displays full pages as they are printed.
Spelling	F7	Checks the spelling in the active document.
Cut	Ctrl + X	Cuts the selected text and puts it on the clipboard.
Copy	Ctrl + C	Copies the selected text and puts it on the clipboard.
Paste	Ctrl + V or Shift + Insert	Insert the clipboard contents at the insertion point.
Format Painter	Ctrl + Shift + C	Copies the formatting of the selected text to a specified location.
Undo	Ctrl + Z	Reverses certain commands.
Redo	Ctrl + Y	Reverses the action of the Undo button.
Help	F1	Provides the help for working on MS -Word.
Find	Ctrl + F	Opens Find & Replace dialog boxes with Find tab.
Insert	Ctrl + K	Insert link.
Delete	Ctrl + Del	Deletes word to the right of cursor.
	Ctrl + Backspace	Deletes word to the left of cursor.
Insert	Alt + Shift + D	Insert the current date.
	Alt + Shift + T	Insert the current time.

Formatting Toolbar

Tool Name	Shortcut Keys	Description
Style	Ctrl + Shift + S	Applies a style or records a style.
Font	Ctrl + Shift + F	Changes the font of the selected text.
Font Size	Ctrl + Shift + P	Changes the font size of the selected text.
Bold	Ctrl + B	Makes the selected text bold.
Italic	Ctrl + I	Makes the selected text italic.
Underline	Ctrl + U	Makes the selected text underline.
Aligned Left	Ctrl + L	Aligns the paragraph at left indent (By default).
Center	Ctrl + E	Centers the paragraph between the indents.
Aligned Right	Ctrl + R	Aligns the paragraph at right indent.
Justify	Ctrl + J	Aligns the paragraph at both right and left indents.
Line space	Ctrl + 5	To increase line spacing.

Microsoft Excel

A spreadsheet is a matrix of rows and columns similar to an accounting ledger.

An electronic spreadsheet is used for analysing, sharing and managing information for accounting purpose performing mathematical calculations, budgeting, billing etc.

The spreadsheet program also provides tools for creating graphs, inserting pictures and chart, analysing the data, etc.

e.g. Corel Quattro Pro, Visicalc, Lotus-1-2-3, Apple Numbers, etc.

To start MS-Excel software, we can follow any one method out of them

(i) Click on Start button and then click on Run option. Run dialog box will be appear on the screen. Now, type Excel on Text box and press Enter key.

(ii) Click Start button → All Programs → Microsoft Office → Microsoft Excel 2010.

It opens MS-Excel with a blank spreadsheet. By default, the name of the blank spreadsheet is Book1.xlsx, where .xls and .xlsx are the extensions of a MS-Excel spreadsheet.
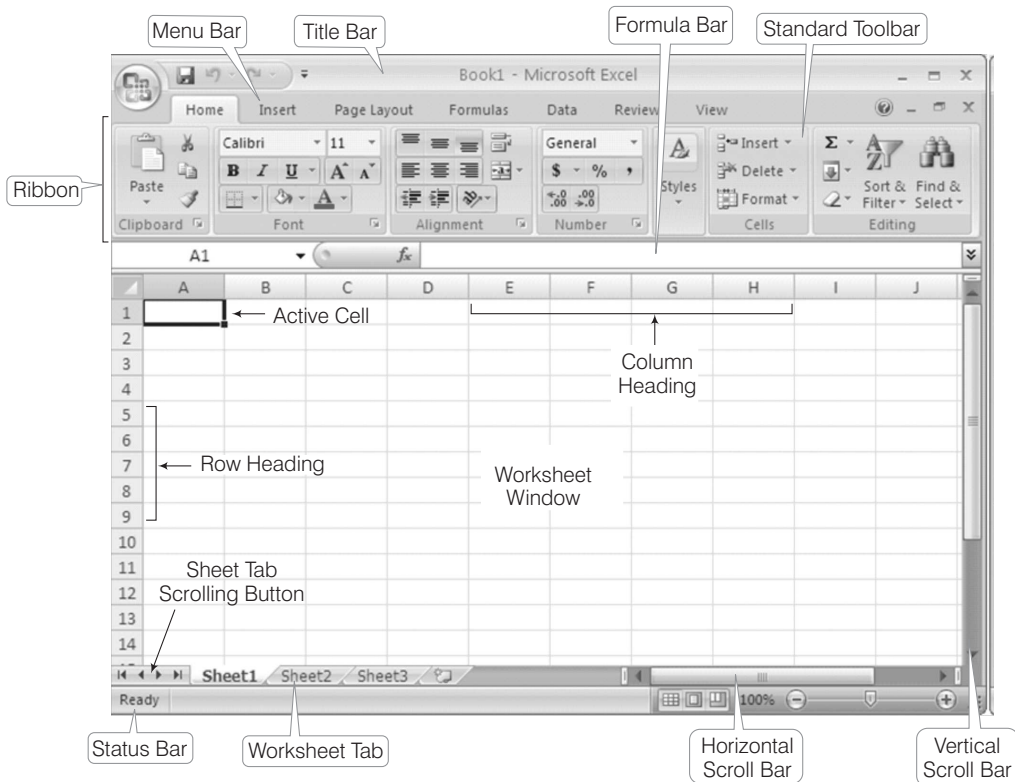
Microsoft Excel Window

Components of Microsoft Excel

The components of MS-Excel are as follows

1. **Title Bar** It shows the name of the application and name of the file. It consists of three control buttons, i.e. Minimize, Maximize and Close.

2. **Ribbon** It consists of a panel of commands which is organised into a set of tabs.

3. **Tab** On the ribbon, it contains the buttons needed to edit characters, text and layout.

   There are 7 tabs in MS-Excel as follows

   (i) **Home Tab** It consists of Clipboard, Font, Alignment, Number, Styles, Cells and Editing.

   (ii) **Insert Tab** It consists of Tables, Illustrations, Charts, Sparklines, Filter Links, Text and Symbols.

   (iii) **Page Layout Tab** It consists of Themes, Page Setup, Scale to Fit, Sheet Options and Arrange.

   (iv) **Formulas Tab** It consists of Function Library, Defined Names, Formula Auditing and Calculation.

   (v) **Data Tab** It consists of Get External Data, Connections, Sort & Filter, Data Tools and Outline.

   (vi) **Review Tab** It consists of Proofing, Language, Comments and Changes.

   (vii) **View Tab** It consists of Workbook Views, Show, Zoom, Window and Macros.

4. **Status Bar** It displays information about the currently active worksheet. It includes page number, view shortcuts, zoom slider, etc.

5. **Formula Bar** It is located below the ribbon. It is used to enter and edit worksheet data. *It includes*

   (i) **Name box** displays the all references or column and row location of the active cell.

   (ii) **Functions** are pre-defined formulas that perform calculations by using specific values, called arguments.

There are different types of functions

Functions	Descriptions	Examples
SUM	It is used to add all the values provided as argument.	= SUM (A1 : A5)
AVERAGE	This function calculates the average of all the values provided as argument.	= AVERAGE (A1 : A5)
COUNT	This function counts the number of cells that contain number.	= COUNT (A1 : A5)
MAX	This function is used to return maximum value from a list of arguments.	= MAX (A1 : A5)
MIN	This function is used to return minimum value from a list of arguments.	= MIN (A1 : A5)

where, A1 : A5 is a range between the cells of A1 and A5.

Basic Terms of Spreadsheet

The basic terms of spreadsheet are as follows

1. A **spreadsheet** is a software tool that lets one enter, calculate, manipulate and analyse set of numbers.

2. The intersection of each row and column is called **cell**. A cell is an individual container for data. *It may hold*

   (i) Numbers (Constants)

   (ii) Formulas (Mathematical equations)

   (iii) Text (Labels)

3. An array of cells is called a **sheet** or **worksheet**. A worksheet holds information presented in tabular format with text.

4. A **workbook** is a document that contains one or more worksheet. Each new workbook has created three worksheets by default.

5. A **row** is given a number that identifies it starts from 1, 2, 3, 4, 5, ... and so on.

6. A **column** is given a letter that identifies it starts from A ... Z, AA ... AZ, BA, BB ... BZ and so on.

7. **Active cell** is a cell in which you are currently working.

8. A **cell pointer** is a cell-boundary that specifies which cell is active at that moment.
9. A **formula** is an equation that calculates the value to be displayed. A formula must begin with Equal To (=) sign.
10. A **cell address** is used to specified the intersecting of row and column of the letter and number on the worksheet.

Charts

Charts are the graphical and pictorial representation of worksheet data.

Types of Chart

1. **Area Chart** It emphasises the magnitude of change over time.
2. **Column Chart** It shows data changes over a period of time or illustrates comparisons among items.
3. **Bar Chart** It illustrates comparisons among individual items. Categories are organised vertically and Values horizontally.
4. **Line Chart** It shows trends in data at equal intervals. It is useful for depicting the change in a value over a period of time.
5. **Pie Chart** It shows the proportional size of items that make up only one data series to the sum of the items.
6. **XY** (Scatter) **Chart** It shows the relationship among the numeric values in several data series or plots two groups of numbers as series of XY coordinates. Scatter compares pairs of values.

Components of Chart

1. **Chart Area** This is the total region surrounding the chart.
2. **Plot Area** The area where data is plotted. The plot area is bounded by axes in a 2D-Chart, whereas in 3D-Chart it is bounded by walls and floor.
3. **Chart Title** The descriptive text aimed at helping user identify the chart.
4. **Axis Title** This is the title given to three axis, i.e. X, Y and Z.
5. **Data Series** A row or column of numbers that are plotted in a chart is called a data series.
6. **Gridlines** These are horizontal and vertical lines, which inserted in the chart to enhance its readability.
7. **Legend** It helps to identify various plotted data series.
8. **Data Label** It provides additional information about the data marker.
9. **Data Table** It is defined as a range of cells that is used for testing and analysing outcomes on a large scale.

🔺 Tit-Bits

- **$ Sign** locks the cells location to a fixed position.
- **Stacked Bar Column** shows the relationship of individual items to the whole.
- **Chart Wizard** is used to create charts in MS-Excel.
- **Embedded Chart** is a chart that is drawn on an existing sheet.

Shortcut Keys of MS-Excel and their Descriptions

Shortcut Keys	Descriptions
F2	Edit the selected cell.
F5	Go to a specific cell. e.g. C6.
F7	Checks the spellings.
F11	Create chart.
Ctrl + Shift + ;	Enter the current time.
Ctrl + ;	Enter the current date.
Alt + Shift + F1	Insert new worksheet.
Shift + F3	Opens the Insert Function window.
Shift + F5	Opens Find & Replace dialog boxes with Find tab.
Ctrl + A	Select all contents of the worksheet.
Ctrl + B	Bold highlighted selection.
Ctrl + I	Italic highlighted selection.
Ctrl + K	Insert link.
Ctrl + U	Underline highlighted selection.
Ctrl + P	Bring up the Print dialog box to begin printing.
Ctrl + Z	Undo the last action.
Ctrl + F9	Minimise current workbook.
Ctrl + F10	Maximise currently selected workbook.
Ctrl + F6	Switch between open workbooks/ windows.
Ctrl + Page Up	Move to the previous sheet between Excel worksheets in the same Excel document.
Ctrl + Page Down	Move to the next sheet between Excel worksheets in the same Excel document.
Ctrl + Tab	Move between two or more open Excel files.
Alt + =	Create a formula to sum all of the above cells.
Shift + Home	Go to the first cell in the current row.
Ctrl + Shift + !	Format number in comma format.
Ctrl + Shift + $	Format number in currency format.
Ctrl + Shift + #	Format number in date format.
Ctrl + Shift + %	Format number in percentage format.
Ctrl + Shift + @	Format number in time format.
Ctrl + Space	Select entire column.
Shift + Space	Select entire row.

Microsoft PowerPoint

Presentation is the practice of showing and explaining the contents of a topic to an audience or a learner visually.

The application software that can create professional looking visual aids is called presentation graphics software.

The presentation software is used for creation of the slides and to display the information in the form of presentation of slides.

A presentation software provides tools like editor that allows insertion and formatting of text and methods for inserting and manipulating graphics images along with sound and visual effects.

To start the MS-PowerPoint software, we need to

Click Start button → All Programs → Microsoft Office → Microsoft PowerPoint 2010.

By default, the name of the blank document is Presentation1. ppt, where .ppt or .pptx is the extension of a PowerPoint file.
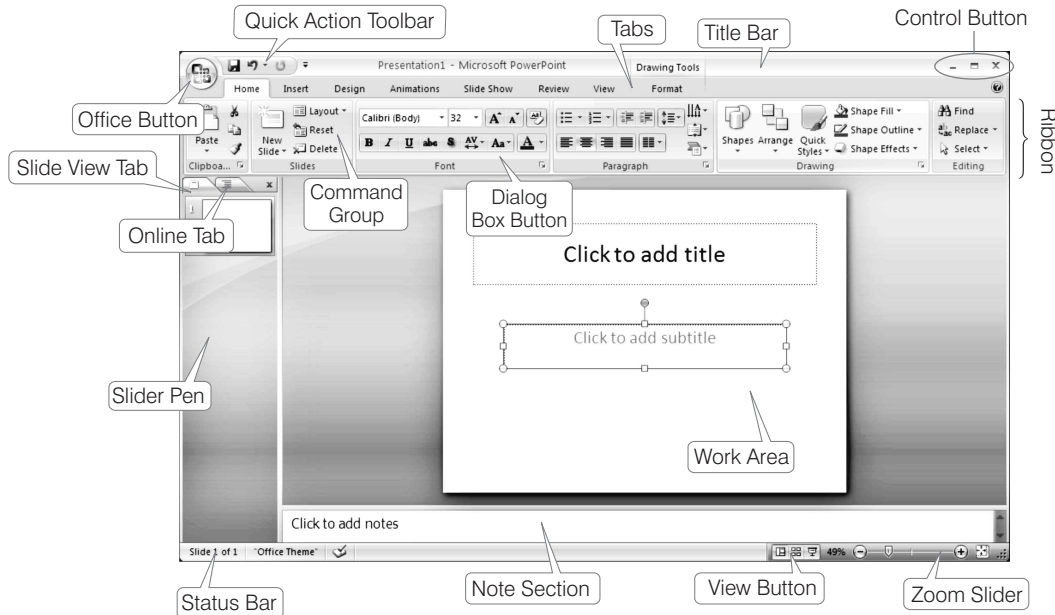
Microsoft PowerPoint Window

Components of Microsoft PowerPoint

Various components of MS-PowerPoint 2010 window are described below

1. **Title Bar** It contains the name of currently opened file followed by software name.
2. **Ribbon** It is same as Word and Excel, just few tabs are different like Animations, Slide Show, etc.
3. **Slide** It appears in the centre of the window. You can create your presentation by adding content to the slides.
4. **Slide Pane** This area of PowerPoint window displays all the slides that are added in the presentation.
5. **Slide View Tab** This tab displays a thumbnail view of all the slides.
6. **Outline View Tab** This tab displays the text contained in the presentation in an outline format.
7. **Notes Section** This section can be used for creating notes.
8. **Status Bar** It displays the number of the slide that is currently being displayed.

PowerPoint Views

Different types of views available in PowerPoint 2010 are explained below

1. **Normal View** This view is the main editing view, where you write and design your presentations, i.e. actual screen which is displayed.
2. **Slide Sorter View** It provides a view of slides in thumbnail form. This view makes it easy to sort and organise the sequence of the slides at the time of creating presentation.

3. **Notes Page View** In this view, the notes page is located just below the slide page. Here, notes that apply to the current slide can be typed. Later, these notes can be printed and referred while giving actual presentation.

4. **Slide Show View** This view is used to deliver a presentation to the audience. Slide Show View takes up the full computer screen, like an actual presentation. To exit Slide Show View, press **Esc** key from the keyboard.

5. **Master View** This view includes Slide View, Handout View and Notes View. They are the main slides that store information about the presentation, including background color, fonts effects, placeholder sizes and positions.

Tit-Bits

- **Trigger** is defined as an object or item that performs on the slide when we click the mouse.
- The MS-PowerPoint can maximum zoom to 400% only.
- In MS-PowerPoint, we can add many types of **image and sound** format such as .gif, .bmp, .png, .jpg, .giv, .wav, .mid, etc.

Shortcut Keys of Microsoft PowerPoint and their Descriptions

Shortcut Keys	Descriptions
F5	View the Slide Show.
Shift + Ctrl + Home	Selects all text from the cursor to the start of the active text box.
Shift + Ctrl + End	Selects all text from the cursor to the end of the active text box.
S	Stops the slide show press S again to restart the slide show.
Esc	Ends the slide show.
Ctrl + A	Selects all items on the page or the active text box.
Ctrl + B	Applies bold to the selected text.
Ctrl + F	Opens the Find and replace Dialog box with Find tab.
Shift + click each slide	Selects more than one slide.
Ctrl + H	Opens the Find and replace Dialog box with Replace tab.

Shortcut Keys	Descriptions
Ctrl + I	Applies italic to the selected text.
Ctrl + M	Inserts a new slide.
Ctrl + N	Opens a new blank presentation.
Ctrl + O	Opens the Open dialog box.
Ctrl + T	Opens the Font dialog box.
Ctrl + U	Applies underlining to the selected text.
Ctrl + V	Paste the cutted or copied text.
Ctrl + W	Closes the presentation.
Ctrl + Y	Repeats or undo the last command entered.
Home	Moves cursor to the beginning of the current line of the text.
End	Moves cursor to the end of the current line of text.
Ctrl + Home	Moves cursor in beginning of presentation.
Ctrl + End	Moves cursor to end of presentation.
Shift + Click each side	Selects more than one slide in a presentation.
F1	Opens the help dialog box.

Microsoft Access

A database is a collection of logically related and similar data. Database stores similar kind of data for a specific purpose that is organised in such a manner that any information can be retrieved from it, when needed. Microsoft Access is an application which allows the creating of database. Microsoft Access is a Relational Database Management System (RDBMS).

Microsoft Outlook

It is an E-mail client and personal information manager that is available as a part of Microsoft Office suite.

Windows mobile devices are the version of MS-Outlook, enables users to synchronise their E-mails data to their smartphones.

MS-Outlook can work with Microsoft exchange server and Microsoft sharepoint server for multiple users in an organisation such as shared mail boxes, calendars, exchange public folders, sharepoint lists and meeting schedules.

QUESTION BANK

1. Microsoft Office was developed by........ in ...
 (1) Microsoft Inc, 1970s
 (2) Microsoft Inc, 1980s
 (3) Sun Microsoft, 1980s
 (4) Sun Microsoft Inc, 1970s

2. Which of the following is a basic software of MS-Office?
 (1) MS-Word   (2) MS-Excel
 (3) MS-PowerPoint   (4) All of these

3. MS-Word is a
 (1) tabular data formatting software
 (2) Word processing software
 (3) presentation software
 (4) E-mail client

4. What is MS-Word?   **[SBI Clerk 2015]**
 (1) It is a calculating tool.
 (2) It is a planning tool.
 (3) It is a chart.
 (4) It is a networking tool.
 (5) It is a document typing tool.

5. Microsoft Office Word is a(n)
 (1) area in the computer's main memory in which Microsoft Office text files are stored temporarily
 (2) program included with Windows 2000 that can be used only to create or edit text files, smaller than 64k, that do not require formatting
 (3) classified password that prevents unauthorised users from accessing a protected Microsoft Office item or document
 (4) full featured Word processing program that can be used to create and revise professional looking documents easily

6. A program which helps to create written documents and lets you go back and make corrections as necessary.
 (1) Spreadsheet
 (2) Personal writer
 (3) Word printer
 (4) Word processor

7. A Word processor would be used best to
 (1) paint a picture
 (2) draw a diagram
 (3) type a story
 (4) work out income and expenses

8. This program is made by Microsoft and embedded with Windows and used to view Web document.   **[RBI Grade B 2013]**
 (1) Netscape   (2) Outlook Express
 (3) Internet Explorer   (4) MS-Word
 (5) None of these

9. You can start Microsoft Word by using which button?
 (1) New   (2) Start
 (3) Program   (4) All of these

10. When you start MS-Word, the opening document has the name as
 (1) DOC1   (2) Document1
 (3) Document   (4) Workbook

11. What is the default file extension for all Word documents?
     [RBI Grade B 2012, IBPS Clerk 2014]
 (1) WRD   (2) TXT
 (3) DOC   (4) FIL
 (5) WD

12. The first bar of MS-Word is
 (1) menu bar   (2) status bar
 (3) title bar   (4) formatting toolbar

13. Editing a document that has been created means   **[IBPS Clerk 2015]**
 (1) saving it   (2) printing it
 (3) scanning it   (4) correcting it
 (5) None of these

14. A ...... is an additional set of commands that the computer displays after you make a selection from main menu.
 (1) Dialog box   (2) Sub menu
 (3) Menu selection   (4) All of these

15. Microsoft Word is a word processor developed by Microsoft. In MS-Word, Spelling Check is a feature available in which tab?
(1) File   (2) Home
(3) Insert   (4) Review

16. MS-Word is a text or document editing application program that comes in the package of MS-Office Suite. Which among the given options is not related with MS-Word? **[IBPS PO 2016]**
(1) Page Layout   (2) Anti-virus
(3) Mailings   (4) Format Painter
(5) SmartArt

17. In order to choose the font for a sentence in a Word document **[IBPS Clerk 2011]**
(1) select Font in the Format menu
(2) select Font in the Edit menu
(3) select Font in the Tools menu
(4) select Font in the View menu
(5) None of the above

18. When computer users ...... a document, they change its appearance.
(1) Edit   (2) Create
(3) Save   (4) Format

19. In MS-Word, the Replace option is available on
(1) File menu   (2) Edit menu
(3) Insert menu   (4) View menu

20. Which of the following is not an option of Edit menu?
(1) Cut   (2) Copy
(3) Paste   (4) Page Setup

21. Which bar is usually located below the title bar that provides categorised options?
(1) Menu bar   (2) Status bar
(3) Tool bar   (4) Scroll bar

22. The process of making changes to an existing document is referred to as **[SBI Clerk 2014]**
(1) editing   (2) changing
(3) modifying   (4) creating
(5) adjusting

23. Most of the editing tools are available under which menu?
(1) File   (2) Format
(3) Edit   (4) All of these

24. To move to the beginning of a line of text, press the ... key.
(1) Page Up   (2) A
(3) Home   (4) Enter

25. In which menu, we will find the command document? **[RBI Grade B 2013]**
(1) File   (2) Insert
(3) Tools   (4) Data
(5) None of these

26. Which of the following is not a font style?
(1) Bold   (2) Italic
(3) Regular   (4) Superscript

27. Portrait and landscape are
(1) page orientation   (2) paper size
(3) page layout   (4) page margin

28. Which of the following should be used to move a paragraph from one place to another in a Word document?
(1) Copy and paste   (2) Cut and paste
(3) Delete and retype   (4) Find and replace

29. To move the text from its original position to another position without deleting it is called
(1) scrolling   (2) searching
(3) moving   (4) copying

30. Which of the following displays the buttons for changing text style, alignment and size?
(1) Standard toolbar
(2) Status bar
(3) Drawing toolbar
(4) Formatting toolbar

31. Which of the following commands is used in MS-Word to underline the statement? **[UPPSC Computer Assistant 2019]**
(1) Underline   (2) U̲
(3) I   (4) P

32. Where we can insert a page number in document? **[UPPSC Computer Assistant 2019]**
(1) Header   (2) Footer
(3) Both (1) and (2)   (4) None of these

33. After selecting the 'Replace' option from the Edit menu, the following dialog box will be appear.
(1) Replace   (2) Find
(3) Find & Replace   (4) Edit

34. Which of the following justifications align the text on both the sides, left and right of the margin?   **[IBPS Clerk 2012]**
(1) Right   (2) Justify
(3) Both sides   (4) Balanced
(5) None of these

35. Auto-text can be used to insert .... . in document.   **[RBI Grade B 2014]**
(1) Text   (2) Graphics
(3) Either (1) or (2)   (4) Both (1) and (2)
(5) None of these

36. About margins   **[RBI Grade B 2014]**
(1) all sections in a document need to have same margin
(2) different sections can have different margins
(3) Word have pre-defined margins settings for all documents
(4) can't say, depend on the version of Word
(5) None of the above

37. When entering text within a document, the Enter key is normally pressed at the end of every   **[IBPS PO 2011, IBPS Clerk 2013]**
(1) line   (2) sentence
(3) paragraph   (4) word
(5) file

38. In order to delete a sentence from a document, you would use **[IBPS Clerk 2015]**
(1) highlight and copy
(2) cut and paste
(3) copy and paste
(4) highlight and delete
(5) select and paste

39. Soft page breaks   **[RBI Grade B 2013]**
(1) are induced by the user
(2) are inserted by word automatically at the end of the page
(3) can be deleted
(4) are the one to show end of paragraph
(5) None of the above

40. In Word, you can force a page break
                                  [IBPS PO 2011]
(1) by positioning your cursor at the appropriate place and pressing the F1 key
(2) by positioning your cursor at the appropriate place and pressing the Ctrl+Enter
(3) by using the insert/section break

(4) by changing the font size of your document
(5) None of the above

41. Where you can find the horizontal split bar on MS-Word screen?
(1) On the left of horizontal scroll bar
(2) On the right of horizontal scroll bar
(3) On the top of vertical scroll bar
(4) On the bottom of vertical scroll bar

42. In MS-Word, the default alignment for paragraph is
(1) left aligned   (2) centered
(3) right aligned   (4) justified

43. Which of the following is not available on the ruler of MS-Word screen?
(1) Left indent   (2) Right indent
(3) Centre indent   (4) All of these

44. You specify the save details of your file in the   **[RBI Grade B 2013]**
(1) "Save as a file" dialog box
(2) "Save the file as" dialog
(3) "File save" dialog box
(4) Any of (1) and (2)
(5) None of the above

45. To save an existing document with a different file name, click
(1) Save button on the Standard toolbar
(2) Save on the File menu
(3) Save As button on the Standard toolbar
(4) Save As on the File menu

46. In how many ways, you can save a document?   **[SBI PO 2012]**
(1) 3   (2) 4
(3) 5   (4) 6
(5) 8

47. Word has a list of pre-defined typing, spelling, capitalisation and grammar errors that .... can defect and correct.
(1) autoentry   (2) autocorrect
(3) autoadd   (4) autospell

48. Where header appears?
(1) Top   (2) Bottom
(3) Centre   (4) All of these

49. Keyboard shortcut for Cut command is

[SBI Clerk 2015]

(1) Ctrl + W   (2) Ctrl + Y
(3) Ctrl + Z   (4) Ctrl + X
(5) Ctrl + V

50. To increase the line spacing, use the .... shortcut keys.
(1) Ctrl + L   (2) Ctrl + E
(3) Ctrl + I   (4) Ctrl + 5

51. Shortcut for displaying the full page as they are printed.
(1) Ctrl + F1   (2) Ctrl + F2
(3) Shift + F1   (4) Shift + F2

52. The shortcut key to print document is
[IBPS PO 2012]
(1) Ctrl + D   (2) Ctrl + A
(3) Ctrl + B   (4) Ctrl + C
(5) Ctrl + P

53. Which of the following keys should be pressed simiultaneously for highlighting the text to the default font? **[RRB NTPC 2016]**
A. Ctrl + Home   B. Ctrl + Space bar
C. Ctrl + Shift + Z   D. Ctrl + Alt + F2
Codes
(1) B   (2) C   (3) D   (4) A

54. To move to the bottom of a document while working on MS-Word, which command is used? **[IBPS Clerk 2014]**
(1) Home key
(2) End key
(3) Ctrl + Page Down Key
(4) Insert key
(5) Ctrl + End key

55. To undo the last work, we have to use which of the following Windows shortcut key? **[SBI PO 2014]**
(1) Ctrl + P   (2) Ctrl + U
(3) Ctrl + A   (4) Ctrl + Z
(5) Ctrl + W

56. Shortcut key to go to last line in the document. **[SBI PO 2014]**
(1) Ctrl + Last   (2) Ctrl + L
(3) Ctrl + End   (4) Alt + End
(5) Alt + L

57. Which of the following can be used to select the entire document? **[IBPS Clerk 2013]**
(1) Ctrl + A   (2) Alt + F5
(3) Shift + A   (4) Ctrl + K
(5) Ctrl + H

58. What is the shortcut key for centering the text selected by the user in Word?
(1) Ctrl + A   (2) Ctrl + B
(3) Ctrl + C   (4) Ctrl + E

59. Which of the following is a computer software program that is used for storing, organising and manipulating data?
[UPSSSC 2018]
(1) Firefox   (2) Excel
(3) Outlook   (4) PowerPoint

60. What kind of software would you most likely use to keep track of a billing account?
[IBPS PO 2015]
(1) Web Authoring   (2) Electronic Publishing
(3) Spreadsheet   (4) Word Processing
(5) PowerPoint

61. Excel worksheet data can be shared with Word document by **[RBI Grade B 2014]**
(1) inserting an Excel file into Word
(2) copy and paste Excel worksheet into Word document
(3) link Excel data in a Word document
(4) All of the above
(5) None of the above

62. A worksheet is made of columns and rows, wherein **[RBI Grade 2013]**
(1) columns run horizontally and rows run vertically
(2) columns run vertically and rows run horizontally
(3) the run is dependent on the application being used
(4) Both (2) and (3)
(5) None of the above

63. Which of the following software applications would be the most appropriate for performing numerical and statistical calculations? **[RBI Grade B 2012]**
(1) Database   (2) Document processor
(3) Graphics package   (4) Spreadsheet
(5) PowerPoint

64. The file responsible for starting MS-Excel is
[RBI Grade B 2013]
(1) MS.Excel (2) MS.exe
(3) Excel.exe (4) Excel.com
(5) None of these

65. Anything that is typed in a worksheet appears [RBI Grade B 2013]
(1) in the formula bar only
(2) in the active cell only
(3) in both active cell and formula bar
(4) All of the above
(5) None of the above

66. Which one is the example of spreadsheet package?
(1) VisiCalc (2) Unity
(3) Ada (4) Snowball

67. Which option will we use to give heading in the form ?
(1) Label (2) Text box
(3) Option group (4) Insert

68. The extension of saved file in MS-Excel is
(1) .xis (2) .xas
(3) .xlsx (4) .xll

69. Alignment buttons are available on which toolbar?
(1) Status (2) Standard
(3) Formatting (4) All of these

70. In Excel, the intersection of a column and a row is called [RBI Grade B 2014]
(1) cell (2) grid
(3) table (4) box
(5) None of these

71. What does an electronic spreadsheet consist of?
(1) Rows (2) Columns
(3) Cells (4) All of these

72. A collection of worksheets is called
[RBI Grade B 2014,
UPPSC Computer Assistant 2019]
(1) Excel book (2) Worksheets
(3) Excel sheets (4) Workbook
(5) None of these

73. All of the following terms are related to spreadsheet software except
(1) worksheet (2) cell
(3) formula (4) virus detection

74. Which of the following is an active cell in Excel?
(1) Current cell (2) Formula
(3) Range (4) Cell address

75. How is the data organised in a spreadsheet?
(1) Lines and spaces
(2) Layers and planes
(3) Height and width
(4) Rows and columns

76. The basic unit of a worksheet into which you enter data in Excel is called a
(1) tab (2) cell
(3) box (4) range

77. The advantage of using a spreadsheet is
(1) calculations can be done automatically
(2) changing data automatically updates calculations
(3) more flexibility
(4) All of the above

78. A .... is rectangular grid of rows and columns used to enter data.
(1) cell
(2) worksheet
(3) spreadsheet
(4) Both (2) and (3)

79. The default view in Excel is ...... view.
(1) Work (2) Auto
(3) Normal (4) Roman

80. It is a software tool that lets one enter, calculate, manipulate set of numbers.
(1) Speedsheet (2) Spreadsheet
(3) Slide sheet (4) All of these

81. Borders can be applied to
(1) cells (2) paragraph
(3) text (4) All of these

82. The cell having bold boundary is called
(1) relative (2) active
(3) absolute (4) mixed

83. You can create hyperlinks from the Excel workbook to
(1) a Web page on company Internet
(2) a Web page on the Internet
(3) other Office 97 application documents
(4) All of the above

84. To select a column, the easiest method is to
(1) double click any cell in the column
(2) drag from the top cell in the column to the last cell in the column
(3) click the column heading
(4) click the row heading

85. Which of the following groups is not present in the Insert tab of MS-Excel?
[UPSSSC Gram Panchayat Officer 2019]
(1) Illustrations   (2) Paragraph
(3) Links   (4) Symbols

86. Which of the following will you use as an option for saving a file?
(1) Save button on Standard toolbar
(2) Save option from File menu
(3) Pressing Ctrl + S
(4) All of the above

87. What function displays row data in a column or column data in a row?
(1) Hyperlink   (2) Index
(3) Transpose   (4) Rows

88. In Excel, ... allows users to bring together copies of workbooks that other users gave worked on independently. **[SBI Clerk 2011]**
(1) copying   (2) merging
(3) pasting   (4) compiling
(5) None of these

89. Insert date, format page number and insert auto text are buttons on the .... toolbar.
(1) formatting   (2) header and footer
(3) standard   (4) edit

90. On saving a worksheet, the 'Save As' dialog box **[RBI Grade B 2013, 14]**
(1) is used to open the saved Excel files
(2) is used for saving the file for the first time
(3) is used for saving the file by some alternative name
(4) Both (2) and (3)
(5) None of the above

91. The letter and number of the intersecting column and row is the **[IBPS PO 2012]**
(1) cell location   (2) cell position
(3) cell address   (4) cell coordinates
(5) cell contents

92. Which of the following is not a valid formula in Microsoft Excel? **[IBPS Clerk 2014]**
(1) = A2 + A1   (2) = A2 + 1
(3) = 1 + A2   (4) = 1A + 2
(5) = A1 + A2

93. The function TODAY ( ) in Excel, enters the current **[RBI Grade B 2014]**
(1) system time in a cell
(2) system date and time in a cell
(3) system date only
(4) time at which the current file was opened
(5) None of the above

94. Which of the following characteristics is used to compute dynamically the results from Excel data? **[IBPS Clerk 2012]**
(1) Goto   (2) Table
(3) Chart   (4) Diagram
(5) Formula and function

95. Which area in an Excel window allows entering values and formulas? **[RBI Grade B 2013]**
(1) Standard Toolbar   (2) Menu Bar
(3) Title Bar   (4) Formula Bar
(5) None of these

96. = Sum (B1 : B10) is an example of a
(1) function   (2) formula
(3) cell address   (4) value

97. You can copy data or formulas
(1) with the copy, paste and cut commands on the Edit menu
(2) with commands on a shortcut menu
(3) with buttons on the standard toolbars
(4) All of the above

98. A cell entry can be edited in the cell or in the
(1) menu bar   (2) edit menu
(3) function bar   (4) formula bar

99. In Excel, this is a pre-recorded formula that provides a shortcut for complex calculations.
(1) Value   (2) Data series
(3) Function   (4) Field

100. In Excel, an active cell can be represented by
(1) 4A   (2) A4
(3) A$4   (4) A4

101. Three types of data can be entered in a worksheet, as number/characters, text and
(1) formulas   (2) functions
(3) logic   (4) All of these

102. The physical arrangement of elements on a page is referred to as a document's
(1) Features   (2) Format
(3) Pagination   (4) Grid

103. Cell address $A4 in a formula means it is a
(1) mixed cell reference
(2) absolute cell reference
(3) relative cell reference
(4) All of the above

104. In this chart, only one data series can be plotted.
(1) Pie   (2) Line
(3) Bar   (4) Column

105. This chart shows the relationship of parts to a whole.
(1) Pie   (2) Line
(3) Stacked bar   (4) Embedded

106. A chart placed in a worksheet is called
(1) formatting chart   (2) embedded chart
(3) aligning chart   (4) hanging chart

107. Scatter chart is also known as
(1) XX chart   (2) YX chart
(3) XY chart   (4) YY chart

108. In Excel, charts are created using which option?
(1) Chart wizard   (2) Pivot table
(3) Pie chart   (4) Bar chart

109. Pie charts are typically created by using which of the following?
(1) Browser software
(2) Database software
(3) Desktop publishing software
(4) Spreadsheet software

110. To select the current column, press
(1) Ctrl + Spacebar   (2) Ctrl + B
(3) Shift + Enter   (4) Ctrl + Enter

111. The cell accepts your typing as its contents, if you press
(1) Enter   (2) Ctrl + Enter
(3) Tab   (4) Insert

112. Which key is used in combination with another key to perform a specific task?
(1) Function   (2) Space bar
(3) Arrow   (4) Control

113. Which of the following commands in Office 2010, can be used to go to the first cell in the current row?   **[IBPS Clerk 2014]**
(1) Tab   (2) Shift + Tab
(3) Esc + Home   (4) Shift + Home
(5) Home

114. In a worksheet in MS-Excel, what is short-cut key to hide entire row?   **[SBI PO 2014]**
(1) Ctrl + 2   (2) Ctrl + 9
(3) Ctrl + N   (4) Ctrl + −
(5) Ctrl + N

115. To select entire row, which shortcut is used?   **[SBI PO 2014]**
(1) Shift + space   (2) Ctrl + space
(3) Alt + space   (4) None of these
(5) None of these

116. Which software is used to create presentation?
(1) Microsoft Word
(2) Microsoft Excel
(3) Microsoft PowerPoint
(4) Microsoft Access

117. What is the extension of PowerPoint in Microsoft Office 2007?
(1) .ptp   (2) .pptx   (3) .ppx   (4) .ptx

118. You can add any picture in your document from which menu?
(1) File   (2) Edit
(3) Insert   (4) Format

119. Which of the following should you use if you want all the slides in the presentation to have the same 'look'?
(1) The slide layout option
(2) Add a slide option
(3) Outline view
(4) A presentation design template

120. The .... defines the appearance and shape of letters, numbers and special characters.
(1) Font
(2) Font size
(3) Point
(4) Paragraph formatting

121. .... shows how the contents on printed page will appear with margin, header and footer.
(1) Draft
(2) Full screen reading
(3) Outline
(4) Page layout

122. By default, on which page the header or footer is printed?   **[IBPS Clerk 2011]**
(1) On first page
(2) On alternative page
(3) On every page
(4) All of these
(5) None of these

123. To find the paste special option, or use the Clipboard group on the ...... tab of Power Point.   **[IBPS Clerk 2013]**
(1) Design
(2) Slide Show
(3) Page Layout
(4) Insert
(5) None of these

124. This is to insert an object, which is not missprint to its originating document into a destination document? **[RBI Grade B 2014]**
(1) Cell
(2) Embed
(3) Defaults
(4) Any of these
(5) None of these

125. Selecting Portrait changes our page from   **[RBI Grade B 2014]**
(1) a wide to tall orientation
(2) a tall to wide orientation
(3) a normal font size to a condensed one
(4) a condensed font size to a normal one
(5) None of the above

126. Which of the following controls the format and placement of the titles and text you on slides, as well as, background items and graphics you want to appear on every slide?   **[IBPS Clerk 2015]**
(1) Slide
(2) Copyright
(3) Layout
(4) Design
(5) None of these

127. Which of the following views is the best view to use when setting transition effects for all slides in presentation?
(1) Slide sorter view
(2) Notes page view
(3) Slide view
(4) Outline view

128. Which PowerPoint view displays each slide of the presentation as a thumbnail and is useful for re-arranging slides?
        [IBPS Clerk 2013]
(1) Slide sorter
(2) Slide show
(3) Slide master
(4) Notes page
(5) Slide design

129. Which is a feature included in Microsoft PowerPoint software that allows the user to see all the slides in a presentation at one time?   **[IBPS PO 2016]**
(1) Slide Sorter
(2) Slide Master
(3) Handout Master
(4) Slide Header
(5) Reading View

130. To add a header or footer to your handout, you can use the
(1) Title master
(2) Slide master
(3) Handout master
(4) All of these

131. The maximum zoom percentage in MS-PowerPoint is   **[IBPS Clerk 2009]**
(1) 100%
(2) 200%
(3) 400%
(4) 500%
(5) None of these

132. In Microsoft PowerPoint, two kinds of sound effect files can be added to the presentation are
(1) .wav files and .mid files
(2) .wav files and .gif files
(3) .wav files and .jpg files
(4) .jpg files and .gif files

133. Which file format can be added to a PowerPoint show?
(1) .jpg
(2) .giv
(3) .wav
(4) All of these

134. PowerPoint provides .... number of layouts for use with blank presentation.
(1) 20
(2) 22
(3) 24
(4) 26

135. In PowerPoint, the Header and Footer buttons can be found on the Insert tab in which group? **[IBPS PO 2012, Clerk 2013]**
(1) Illustrations group (2) Object group
(3) Insert group (4) Tables group
(5) None of these

136. Which command brings you to the first slide in your presentation?
(1) Next slide button (2) Page up
(3) Ctrl + Home (4) Ctrl + End

137. Which of the following allows you to select more than one slide in a presentation?
(1) Alt + click each slide
(2) Shift + drag each slide
(3) Shift + click each slide
(4) Ctrl + click each slide

138. Which of the following will not advance the slides in a slide show view?
(1) Esc key
(2) Spacebar
(3) Enter key
(4) Mouse button

139. Which of the following bypasses the Print dialog box when printing individual slides or an entire presentation?
(1) File, Print preview
(2) Print button
(3) File, Print
(4) Ctrl + P

140. Which key on the keyboard can be used to view slide show?
(1) F1 (2) F2 (3) F5 (4) F10

ANSWERS

1. *(2)*	**2.** *(4)*	**3.** *(2)*	**4.** *(5)*	**5.** *(2)*	**6.** *(4)*	**7.** *(3)*	**8.** *(4)*	**9.** *(2)*	**10.** *(2)*
11. *(3)*	**12.** *(3)*	**13.** *(4)*	**14.** *(2)*	**15.** *(4)*	**16.** *(2)*	**17.** *(1)*	**18.** *(1)*	**19.** *(2)*	**20.** *(4)*
21. *(1)*	**22.** *(1)*	**23.** *(3)*	**24.** *(3)*	**25.** *(4)*	**26.** *(3)*	**27.** *(1)*	**28.** *(2)*	**29.** *(4)*	**30.** *(4)*
31. *(2)*	**32.** *(3)*	**33.** *(3)*	**34.** *(2)*	**35.** *(4)*	**36.** *(2)*	**37.** *(1)*	**38.** *(4)*	**39.** *(2)*	**40.** *(3)*
41. *(3)*	**42.** *(1)*	**43.** *(3)*	**44.** *(1)*	**45.** *(4)*	**46.** *(1)*	**47.** *(2)*	**48.** *(1)*	**49.** *(4)*	**50.** *(4)*
51. *(2)*	**52.** *(5)*	**53.** *(2)*	**54.** *(3)*	**55.** *(4)*	**56.** *(3)*	**57.** *(1)*	**58.** *(4)*	**59.** *(2)*	**60.** *(3)*
61. *(4)*	**62.** *(2)*	**63.** *(4)*	**64.** *(3)*	**65.** *(3)*	**66.** *(1)*	**67.** *(1)*	**68.** *(3)*	**69.** *(3)*	**70.** *(1)*
71. *(4)*	**72.** *(4)*	**73.** *(4)*	**74.** *(1)*	**75.** *(4)*	**76.** *(2)*	**77.** *(3)*	**78.** *(4)*	**79.** *(3)*	**80.** *(2)*
81. *(4)*	**82.** *(2)*	**83.** *(4)*	**84.** *(2)*	**85.** *(2)*	**86.** *(4)*	**87.** *(3)*	**88.** *(2)*	**89.** *(1)*	**90.** *(3)*
91. *(3)*	**92.** *(4)*	**93.** *(4)*	**94.** *(5)*	**95.** *(4)*	**96.** *(2)*	**97.** *(4)*	**98.** *(4)*	**99.** *(3)*	**100.** *(2)*
101. *(4)*	**102.** *(2)*	**103.** *(1)*	**104.** *(1)*	**105.** *(3)*	**106.** *(2)*	**107.** *(3)*	**108.** *(1)*	**109.** *(4)*	**110.** *(1)*
111. *(1)*	**112.** *(4)*	**113.** *(3)*	**114.** *(2)*	**115.** *(1)*	**116.** *(3)*	**117.** *(2)*	**118.** *(3)*	**119.** *(4)*	**120.** *(1)*
121. *(4)*	**122.** *(4)*	**123.** *(5)*	**124.** *(2)*	**125.** *(1)*	**126.** *(3)*	**127.** *(1)*	**128.** *(1)*	**129.** *(1)*	**130.** *(3)*
131. *(3)*	**132.** *(1)*	**133.** *(4)*	**134.** *(3)*	**135.** *(5)*	**136.** *(3)*	**137.** *(3)*	**138.** *(1)*	**139.** *(4)*	**140.** *(3)*