

Important MCQ Questions :

1. **Impress is one of the important components of the LibreOffice suite from The Document Foundation. It is free, open source and widely used by a large community to create _____.**

a. Presentation
b. Spreadsheet
c. Documentation
d. None of the above

a. Presentation

2. **A presentation includes _____.**

a. Regular text
b. Graphics elements
c. Animation
d. All of the above

d. All of the above

3. **Which programme will the teacher use to teach Physics in the class and demonstrate ideas using visuals and animation?**

a. Presentation
b. Spreadsheet
c. Documentation
d. None of the above

Ans. a) Presentation

4. **The full form of WAN is**

(a) Wide Area Network (b) World Area Network
(c) Wise Area Network (d) With All Network

Ans. (a) Wide Area Network

5. **Interactive combination of text , graphics ,images ,audio , video etc. is known as**

a. Information (b)Storage (c)Internet (d)Multimedia

Ans. (d) Multimedia

6. **LibreOffice Impress runs on which operating system?**

a. Windows
b. Linux
c. Mac
d. All of the above

-
- d. All of the above
7. **What are the different presentation software available in computer systems?**
- a. MS-Office 365
 - b. PowerPoint
 - c. Google Slides
 - d. All of the above
-
- d. All of the above
8. **In LibreOffice Impress, an effective presentation can be created by using _____.**
- a. Multimedia element
 - b. Sound & Video
 - c. Animation
 - d. All of the above
-
- d. All of the above
9. **What are the characteristics of a good presentation?**
- a. Correct use of grammar and language
 - b. Inserting images, drawings, tables or graphs
 - c. Pay attention to target group
 - d. All of the above
-
- d. All of the above
10. **The parts of Impress in LibreOffice?**
- a. Slides, Slide pane and Slide show
 - b. Custom animation
 - c. Slide transition
 - d. All of the above
-
- d. All of the above
11. _____ **helps to create animation in the text, drawing, images etc.**
- a. Custom animation
 - b. Slide transition
 - c. Drawing tools
 - d. Insertion point
-
- a. Custom animation
12. _____ **helps to create animation between two or more than two slides.**
- a. Custom animation
 - b. Slide transition
 - c. Drawing tools
 - d. Insertion point
-
- b. Slide transition
13. **Using _____, you can make various artistic works in the presentation to make your presentation effective.**
- a. Custom animation
 - b. Slide transition

- c. Drawing tools
- d. Insertion point

c. Drawing tools


14. **The shortcut key for closing the Impress file is _____.**

- a. Alt + F4
- b. Ctrl + Q
- c. Both a) and b)
- d. None of the above

c. Both a) and b)

15. _____ **shortcut key helps to create a new Impress template.**

- a. Ctrl + Q
- b. Ctrl + N
- c. Ctrl + M
- d. None of the above

16.  **is an icon of _____ formatting feature.**

Ans. (d) Merge and center in Home tab

17. _____ **type of chart is used for illustrating the market trends**

Ans. Bar Chart

18. **Presentation is a group of multiple _____**

Ans. Slides

19. **Shortcut key for combining multiple objects in a single object.**

- a. Ctrl + Shift + G
- b. Ctrl + G
- c. Alt + G
- d. None of the above

a. Ctrl + Shift + G

20. **. Shortcut key for ungrouping the object?**

- a. Ctrl + Shift + G
- b. Ctrl + Alt + Shift + G
- c. Ctrl + U
- d. Ctrl + G

b. Ctrl + Alt + Shift + G

21. **. Impress slide masters are available in the _____ section of the Sidebar.**

- a. Sub Page Section
- b. Master Page Section
- c. Main Page Section
- d. None of the above

b. Master Page Section

22. **. On Presentation Wizard, which of the following options is not available?**

- a. Empty presentation

- b. Form template
 - c. Open new presentation
 - d. Open existing presentation
-

b. Form template

23. . Which of the following is not a part of the main Impress window?

- a. Slides pane
 - b. Workspace
 - c. Work pane
 - d. Task pane
-

c. Work pane

24. CPU stands for

- (a) Center Process Unity
- a. Central Processing Unit
- b. Center Processing Unit
- c. Center Process Unit

Ans. (b) Central Processing Unit

25. _____ is the extension of MS-Word.

- a. .docx
- b. .doc
- c. Both (a) and (b)
- d. None

Ans. (c) Both

26. . Shortcut key for Superscript in Impress?

- a. Shift + Ctrl + P
 - b. Shift + Ctrl + B
 - c. Shift + Ctrl + D
 - d. None of the above
-

a. Shift + Ctrl + P

27. . Shortcut key for Subscript in Impress?

- a. Shift + Ctrl + P
 - b. Shift + Ctrl + B
 - c. Shift + Ctrl + D
 - d. None of the above
-

b. Shift + Ctrl + B

28. . What are the different alignments available in Impress?

- a. Center
 - b. Left + Right
 - c. Justify
 - d. All of the above
-

d. All of the above

29. A word wrap feature of any word processor automatically wraps any text extending beyond the right margin to the next line

- a. True

b. False
Ans. (a) True

30. Transmission of computerized data from one location to another is called:

- a. Data transfer
- b. Data flow
- c. Data communication
- d. Data management

Ans.(a) Data Transfer

31. In spreadsheet software, what is the column immediately next to column “Z”?

- a. ZA (b)ZZ (c)AZ (d)AA
Ans. (c) AZ
-

32. LibreOffice Calc is used to perform the _____ activities.

- a. Tabulation of data
 - b. Simple mathematical calculations
 - c. Arranging data in ascending and descending order
 - d. All of the above
-

d. All of the above

33. Calc is the spreadsheet application of _____ suite.

- a. Microsoft Office
 - b. LibreOffice
 - c. Both a) and b)
 - d. None of the above
-

c. Both a) and b)

34. After installing _____ operating System, by default LibreOffice gets installed.

- a. Windows 10
 - b. MacOS
 - c. Ubuntu
 - d. All of the above
-

c. Ubuntu

35. **Menu bar is located just below the _____.**

- a. Title Bar
 - b. Standard Toolbar
 - c. Formula Bar
 - d. Formatting Toolbar
-

a. Title Bar

36. **By default, the Calc displays the Standard and Formatting toolbars at the top of the workspace. These toolbar provide a wide range of common commands and functions. Placing the mouse cursor over any icon displays a small box called a _____.**

- a. Toolmenu
 - b. Tooltip
 - c. Toolbar
 - d. None of the above
-

b. Tooltip

37. **When the mouse pointer is placed over a cell, it is selected and ready to receive data from the user. This selected or activated cell is called as _____.**

- a. Inactive Cell
 - b. Active Cell
 - c. No Cell
 - d. None of the above
-

b. Active Cell

38. **When we are selecting multiple columns in a spreadsheet it is called _____.**

- a. Column range
 - b. Row range
 - c. Cell range
 - d. None of the above
-

a. Column range

39. **When we are selecting multiple rows in a spreadsheet it is called _____.**

- a. Column range
 - b. Row range
 - c. Cell range
 - d. None of the above
-

b. Row range

40. The _____ is used to select more than one 'range of cells' in a worksheet.

- a. Alter key
- b. Shift key
- c. Control key
- d. Enter key

c. Control key

41. Label text is the text entered by using a keyboard. It may combine with _____.

- a. Letters
- b. Numbers
- c. Special Symbols
- d. All of the above

d. All of the above

42. Any expression that begins with _____ is treated as a formula.

- a. =
- b. \$
- c. #
- d. %

a. =

43. In the expression, the _____ followed by values, cell address and functions are called as formula.

- a. =
- b. \$
- c. #
- d. %

a. =

44. The results obtained from a formula always get updated _____ when the values of these cells mentioned in the formula change.

- a. Manually
- b. Automatically
- c. Some time
- d. Never

b. Automatically

45. To calculate the total no of cells from A1 to A5, Which formula you will use.

- a. =A1+A2+A3+A4+A5
 - b. =sum(A1;A5)
 - c. Both a) and b)
 - d. None of the above
-

c. Both a) and b)

46. To find the average of the cells from A1 to A5, Which formula you will use.

- a. =(A1+A2+A3+A4+A5)/5
 - b. =average(A1;A5)
 - c. Both a) and b)
 - d. None of the above
-

c. Both a) and b)

47. To find the maximum value from the cells A1 to A5, Which formula you will use.

- a. =maximum(A1;A5)
 - b. =max(A1;A5)
 - c. Both a) and b)
 - d. None of the above
-

b. =max(A1;A5)

48. To find the minimum value from the cell A1 to A5, Which formula you will use.

- a. =minimum(A1;A5)
 - b. =min(A1;A5)
 - c. Both a) and b)
 - d. None of the above
-

b. =min(A1;A5)

49. To count the total no of cells from A1 to A5, Which formula you will use.

- a. =countblank(A1;A5)
 - b. =count(A1;A5)
 - c. Both a) and b)
 - d. None of the above
-

b. =count(A1;A5)

50. You can open this Format Cell dialog box by pressing the shortcut key

- _____.
- a. Ctrl + I
 - b. Ctrl + F
 - c. Ctrl + P
 - d. Ctrl + D

a. Ctrl + I

51. Rehearse Timing command is present on _____ menu.

- a. Slide Show
 - (b)Format
 - (c)Tools
 - (d)Window
- Ans. (a) Slide Show

52. The printed copy of a document is called a soft copy.

- a. True
 - (b)False
- Ans. (b) False

53. I am pictorial representation of worksheet data. Who am I?

- a. Flowchart
 - (b)Chart
 - (c)Picture
 - (d)Graphic
- Ans. (b) Chart

54. Word processing is a computer software to _____ the document.

- a. Edit & format
- b. Store & retrieve
- c. Print
- d. All of the above

d. All of the above

55. What are the limitations to using a typewriter?

- a. Very difficult to correct the typing error
- b. Not allowed to share same document to multiple people
- c. Typewriter does not have all the required characters or symbols.
- d. All of the above

d. All of the above

56. In the year _____ Xerox company has introduced an electronic typewriter.

- a. 1970
- b. 1974
- c. 1978
- d. 1982

b. 1974

57. What are the advantages for an electronic typewriter?

- a. Easily you can make changes in the content
- b. Multiple copies can be created
- c. Both a) and b)
- d. None of the above

c. Both a) and b)

58. Word processing software was introduced in the year of _____.

- a. 1970
- b. 1980
- c. 1985
- d. 1990

a. 1970

59. GUI Stands for _____.

- a. Graphic User Interface
- b. General User Interface
- c. Graphical User Interface
- d. None of the above

c. Graphical User Interface

60. What are the features of Word processing software?

- a. Create, edit, save, retrieve and print the document
- b. Move the text from one location to another by selecting it and moving it.
- c. Change the font size, font style of the text
- d. All of the above

d. All of the above

61. **Word processing software is being used in the _____ for preparing letters, reports, and many other different types of documents.**
- a. Business
 - b. Home
 - c. Education
 - d. All of the above
-

d. All of the above

62. **Office suits is a collection of programs, which are useful for _____.**
- a. Word processing
 - b. Spreadsheet preparing
 - c. Presentation & Database
 - d. All of the above
-

d. All of the above

63. **What are the advantages for LibreOffice?**
- a. Open Source Software
 - b. Support many languages
 - c. Run of multiple platforms
 - d. All of the above
-

d. All of the above

64. **By mistake, you have made some change and you want to erase the last change done using _____.**
- a. Undo
 - b. Redo
 - c. Delete
 - d. None of the above
-

a. Undo

65. **After the undo command, if you want to go back then you can use _____.**
- a. Undo
 - b. Redo
 - c. Delete
 - d. None of the above

b. Redo

66. _____ is located on the top of the Writer window. It shows the name of the **currently opened document.**

- a. Title Bar
 - b. Menu Bar
 - c. Standard Toolbar
 - d. None of the above
-

a. Title Bar
67. _____ appears below the Title Bar. It shows the **File, Edit, View, Insert, Format, Tables, Tools, Window and Help.**

- a. Title Bar
 - b. Menu Bar
 - c. Standard Toolbar
 - d. None of the above
-

b. Menu Bar

68. **The tool bar appears below the Menu Bar.**

- a. Title Bar
 - b. Menu Bar
 - c. Standard Toolbar
 - d. None of the above
-

c. Standard Toolbar

69. _____ contains the various options for formatting a document and icons **are used to show a graphical representation of commands.**

- a. Title Bar
 - b. Menu Bar
 - c. Formatting toolbar
 - d. None of the above
-

c. Formatting toolbar

70. **This is located at the bottom left of the Writer window and shows the number of pages, words, language used, zooming, and other information.**

- a. Title Bar
- b. Status Bar

- c. Formatting toolbar
 - d. None of the above
-

b. Status Bar

71. It allows you to adjust the text and image scale in the document only for viewing purposes.

- a. Zoom
 - b. Status Bar
 - c. Formatting toolbar
 - d. None of the above
-

72. _____ keys help to jump to the beginning of the line.

- a. Zoom
 - a. Home
 - b. End
 - c. Page Up
 - d. Page Down
-

a. Home