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**Q1) The shortcut key to save a file with the default value is:**

a) Ctrl + S

b) Ctrl + A

c) Ctrl + C

d) Ctrl + V

Correct Answer: Option (a)

Explanation:

a. Ctrl + A – To select all

b. Ctrl + C – To copy

c. Ctrl + V – To Paste

Difficult Level - Easy

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**Q2) The change the font in Microsoft Word we click ……. on the ribbon.**

a) Home

b) Insert

c) Page Layout

d) Review

Correct Answer: Option (a)

Explanation: The Home Tab contains the most commonly used document controls; actions in the Home Tab can change the font and size of the text, paragraph, and line spacing, copy and paste and change the organisational structure of the document. The Home Tab is grouped into four distinct areas: Clipboard, Font, Paragraph, and Styles.

Difficult Level - Easy

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**Q3) Ctrl + Z is the shortcut key to ………. an action in Microsoft Word.**

a) Undo

b) Redo

c) Cut

d) Copy and Cut

Correct Answer: Option (a)

Explanation: The shortcut keys for:

a. Redo – Ctrl + Y

b. Cut – Ctrl + X

c. Copy and Cut – Ctrl + X

Difficult Level – Easy

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**Q4) The ………. ribbon contains the option to insert a table in Microsoft Word.**

a) Insert

b) Home

c) Page Layout

d) Review

Correct Answer: Option (a)

Explanation: The Insert tab contains items that one can insert into a document. These items are tables, word art, hyperlinks, symbols, charts, signature line, date & time, shapes, header, footer, text boxes, links, boxes, equations and so on.

Difficult Level - Easy

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**Q5) Identify the shortcut key (s) to maximise a window in Microsoft Word:**

a) Windows logo key + Tab

b) Windows logo key + F

c) F 11

d) F5

Correct Answer: Option (c)

Explanation: The F11 key maximises a window in MS word and if pressed again it takes you back to the standard view with the menu bar.

Difficult Level - Easy

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**Q6) ……. among the following groups is not a part of the Home Tab.**

a) Editing

b) Paragraph

c) Styles and Editing

d) Arrange All

Correct Answer: Option (d)

Explanation: Arrange all is a part of the View tab.

Difficult Level - Easy

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**Q7) ……… among the following is not a part of the Insert ribbon in Microsoft Word.**

a) Cover Page

b) Equation & Symbols

c) Indent

d) Bookmark

Correct Answer: Option (c)

Explanation: Indent is a part of the Layout ribbon

Difficult Level - Easy

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**Q8) The shortcut key to paste a copied item in Microsoft Word is ………**

a) Ctrl + V

b) Ctrl + C

c) Ctrl + X

d) Ctrl + A

Correct Answer: Option (a)

Explanation:

a. Ctrl + C – copy

b. Ctrl + X – Cut

c. Ctrl + A – Select all

Difficult Level - Easy

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**Q9) The ribbon that contains the option to change the page orientation in Microsoft Word is:**

a) Page Layout

b) Home

c) Insert

d) Review

Correct Answer: Option (a)

Explanation: The third tab in the Ribbon is known as the Layout Tab. It allows the control of the look and feel of the document, i.e., the page size, margins, line spacing, indentation, documentation orientation, etc can be changed from here. The Page Layout tab has five groups of related commands; Themes, Page Setup, Page Background, Paragraph and Arrange.

Difficult Level - Easy

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**Q10) …………. is the keyboard shortcut for the Find command in Microsoft Word.**

a) Ctrl + A

b) Ctrl + C

c) Ctrl + F

d) Ctrl + V

Correct Answer: Option (c)

Explanation: Pressing the Ctrl key + the F key will bring up a search box in the top right corner of the screen in a document or on a web page.

Difficult Level – Easy

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**Q11) ………. among the following functions is a part of the Review tab.**

a) Switch window

b) Spacing

c) Format Painter

d) Track Changes

Correct Answer: Option (d)

Explanation:

a. Switch window – Layout Tab

b. Spacing – Layout Tab

c. Format Painter – Home Tab

Difficult Level - Medium

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**Q12) Compare is a function of ……...tab.**

a) Review

b) Mailings

c) Home

d) View

Correct Answer: Option (a)

Explanation: The review tab is the sixth tab in the ribbon. The commands under this tab help to modify a document. It helps in proofreading the content, adding or removing comments and tracking the changes, etc. The Review tab has six groups of related commands; Proofing, Comments, Tracking, Changes, Compare and Protect.

Difficult Level - Medium

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**Q13) Which ribbon contains the option to change the page margins in Microsoft Word?**

a) Page Layout

b) Home

c) Insert

d) Review

Correct Answer: Option (a)

Explanation: The third tab in the Ribbon is known as the Layout Tab. It allows the control of the look and feel of the document, i.e., the page size, margins, line spacing, indentation, documentation orientation, etc can be changed from here. The Page Layout tab has five groups of related commands; Themes, Page Setup, Page Background, Paragraph and Arrange.

Difficult Level - Medium

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**Q 14) The Page Layout tab has ………. groups of related commands.**

a) Six

b) Five

c) Seven

d) Four

Correct Answer: Option (b)

Explanation: The Page Layout tab has five groups of related commands; Themes, Page Setup, Page Background, Paragraph and Arrange.

Difficult Level - Medium

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**Q 15) …………… is the shortcut key to bold selected text in Microsoft Word?**

a) Ctrl + B

b) Ctrl + I

c) Ctrl + U

d) Ctrl + S

Correct Answer: Option (a)

Explanation:

a. Ctrl + I – Italics

b. Ctrl + U – Underline

c. Ctrl + S – Save

Difficult Level - Medium

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**Q 16) ………… ribbon contains the option to change the line spacing in Microsoft Word.**

a) Home

b) Insert

c) Page Layout

d) Review

Correct Answer: Option (a)

Explanation: The Home Tab contains the most commonly used document controls; actions in the Home Tab can change the font and size of the text, paragraph, and line spacing, copy and paste and change the organisational structure of the document. The Home Tab is grouped into four distinct areas: Clipboard, Font, Paragraph, and Styles.

Difficult Level - Medium

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**Q 17) …………… is the shortcut key to italicize selected text in Microsoft Word.**

a) Ctrl + I

b) Ctrl + B

c) Ctrl + U

d) Ctrl + S

Correct Answer: Option (a)

Explanation:

a. Ctrl + B – Bold

b. Ctrl + U – Underline

c. Ctrl + S – Save

Difficult Level - Medium

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**Q18) ………………. ribbon contains the option to place a hyperlink in Microsoft Word.**

a) Insert

b) Home

c) Page Layout

d) Review

Correct Answer: Option (a)

Explanation: The Insert tab contains items that one can insert into a document. These items are tables, word art, hyperlinks, symbols, charts, signature line, date & time, shapes, header, footer, text boxes, links, boxes, equations and so on.

Difficult Level - Medium

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**Q19) The shortcut to open task view is:**

a) Windows logo Key + D

b) Windows logo Key + X

c) Windows logo Key + Tab

d) Windows logo Key + Up arrow

Correct Answer: Option (c)

a. Exp: Windows logo Key + D – Display and Hide the desktop

b. Windows logo Key + X – Open the quick link menu

c. Windows logo Key + Up arrow – Maximise window

Difficult Level - Medium

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**Q20) …………… ribbon contains the option to insert a page break in Microsoft Word.**

a) Insert

b) Home

c) Page

d) Design

Correct Answer: Option (a)

Explanation: Page breaks are used to end a page without filling it with text.

Difficult Level – Medium

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**Q21) ……… among the following is not a program included in Microsoft Office?**

a) Word

b) Excel

c) PowerPoint

d) Mozilla Firefox

Correct Answer: Option (d)

Exp: Mozilla Firefox, or simply Firefox, is a free and open-source web browser developed by the Mozilla Foundation. Whereas, Word, Excel and PowerPoint are developed by Microsoft and are collectively known as Microsoft Office.

Difficult Level - Hard

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**Q22) ……… among the following is used to format text in Microsoft Word.**

a) Font

b) Equation

c) Chart

d) Table

Correct Answer: Option (a)

Explanation: The word font refers to a set of printable or displayable typography or text characters in a specific style and size. (source: <https://www.techtarget.com/whatis/definition/font>)

Difficult Level - Hard

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**Q23) To insert common mathematical expressions in MS word we use the…… function of Insert ribbon.**

a) Symbol

b) Equation

c) Text box

d) (b) and (c) both

Correct Answer: (b)

Explanation: The main advantage of this function is that It saves time and space in writing.

Difficult Level – Hard

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**Q24) …………. among the following charts in Microsoft Excel is used to display engineering data.**

a) Pie chart

b) Bar chart

c) Line chart

d) Scatter chart

Correct Answer: Option (d)

Explanation: A scatter chart or a scatter plot is used to show the relationships between values. It is also used for displaying and comparing numeric values, such as scientific, statistical, and engineering data. (Source: Microsoft support.com)

Difficult Level - Hard

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**Q25) We use ……… align text in Microsoft Word.**

a) Bullet points

b) Justification

c) Numbering

d) Indentation

Correct Answer: Option (b)

Explanation: Justification results in adding space between words so that both edges of each line are aligned with both margins. The last line in the paragraph is aligned left. To justify a paragraph, you may click anywhere in the paragraph.

Difficult Level - Hard

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**Q26) ………. among the following is NOT a way to save a document in Microsoft Word.**

a) Save and Exit

b) Save and New

c) Save and Close

d) Save As

Correct Answer: Option (a)

Explanation: Save and exit is used when one wants to save a document and then exit Word. Mostly it is after you have made changes since you last saved, Word asks if you want to save those changes. Click Save to save the changes and exit Word.

Difficult Level - Hard

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**Q27) A ………… is used to perform calculations in Microsoft Excel?**

a) Formula

b) Animation

c) Hyperlink

d) Clipart

Correct Answer: Option (a)

Exp: In Microsoft Excel, a formula is an expression that functions on values in a range of cells. These formulas give a result, even if the answer has an error. Excel formulas help in performing addition, subtraction, multiplication, and division.

Difficult Level - Hard

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**Q28) A cell cannot be formatted by ………… in Microsoft Excel.**

a) Changing font size

b) Change font colour

c) Adding borders

d) Adding animations

Correct Answer: Option (d)

Exp: Changing default formats of cells include actions like changing the font colour, style, size, text alignment in a cell or applying formatting effects.

Difficult Level – Very Hard

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**Q29) A slide can be copied by using the shortcut ………. in Microsoft PowerPoint.**

a) Ctrl+D

b) Ctrl+Alt+Tab

c) Ctrl+S

d) Alt +Tab

Correct Answer: Option (a)

Explanation:

a. Ctrl+Tab - To switch between open tabs in the active window,

b. Ctrl+S – Save

c. Alt +Tab - switch between open programs

Difficult Level – Very Hard

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**Q30) ………… among the following is NOT a type of slide layout in Microsoft PowerPoint.**

a) Title and Content

b) Blank

c) Chart and Graph

d) Picture and Text

Correct Answer: Option (c)

Explanation: To use charts and graphs in ppt one has to insert these from the illustration tab in the insert ribbon.

Difficult Level – Very Hard

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