

OpenOffice & MS Office (4th Weekly Exam)

Points: 22/40

Time: 59:21

✗ **Incorrect** 0/1 Points

1. Consider the following statements:

Statement: 1. Word Wrap enables the user to automatically change the line without hitting the Enter key.

Statement: 2. Word Wrap enables the user to change the font of the letters.

Statement: 3. Word Wrap makes the words capitalize.

Which one of the following is correct about the above statements? *

☒ Statement 2 is true

☐ All are correct

☐ E) None of these

☐ Statement 1 is true ✓

☐ Statements 3 is true

✓ **Correct** 1/1 Points

2. Which one of the following is the correct way to open a note pad application? *

- ☐ None of these
- ☐ Click on office button → Windows accessories → All apps → Notepad
- ☐ Start → Notepad → All apps → windows accessories
- ☐ All of these
- ☒ Click on Windows button → All apps → Windows accessories → Notepad ✓

✓ **Correct** 1/1 Points

3. Which item is not there in Notepad menu bar: *

- ☐ Format
- ☐ None of these
- ☐ File
- ☒ Insert ✓
- ☐ Edit

✗ **Incorrect** 0/1 Points

4. _____ moves to the previous cell in a worksheet or the previous option in a dialog box. *

- ☐ Ctrl + Tab
- ☐ Shift + Tab ✓
- ☒ Alt + Tab
- ☐ Esc + Tab

✓ **Correct** 1/1 Points

5. To Replace a word Bombay with Mumbai we should go to which of the following menus? *

- ☐ Language Menu
- ☐ Tools menu
- ☒ Edit menu ✓
- ☐ View menu

✗ **Incorrect** 0/1 Points

6. If you want to delete multiple lines or connectors, selected the first line and then press and hold _____ while you select the other lines, and then press _____ *

- ☐ Tab + Home
- ☒ Tab + Delete
- ☐ Ctrl, Home
- ☐ Ctrl + Delete ✓

✓ **Correct** 1/1 Points

7. In ____ tab you will find AutoSum button. *

- ☐ Clipboard tab
- ☒ Formulas tab ✓
- ☐ Formatting tab
- ☐ Standard tab

✓ **Correct** 1/1 Points

8. ____ lowers the selected text below the baseline and changes the selected text to a smaller font size, if a smaller size is available. *

- ☐ Upper font
- ☒ Subscript ✓
- ☐ Superscript
- ☐ Superior

✗ **Incorrect** 0/1 Points

9. Which term is related with increasing or decreasing the space between characters? *

- ☐ Spacing ✓
- ☒ Page number
- ☐ Footer
- ☐ Header

✓ **Correct** 1/1 Points

10. Word includes a series of predefined graphics called _____ that can be inserted into a Word document. *

- ☐ Hyperlinks
- ☐ Bookmarks
- ☐ Captions
- ☒ Clip art ✓

✓ **Correct** 1/1 Points

11. When the same word is used in multiple locations or a word is used that was not quite appropriate, a thesaurus can be used to look up _____ or a word similar in meaning. *

- ☐ Metronym
- ☐ Antonym
- ☐ Homonym
- ☒ Synonym ✓

✓ **Correct** 1/1 Points

12. To hide or view ruler we should go to which of the following menus ?

*

- ☐ Tools menu
- ☐ Insert menu
- ☒ View menu ✓
- ☐ Edit menu

✓ **Correct** 1/1 Points

13. Which of the following is the default page set-up orientation for notes pages, outlines and handouts? *

- ☒ Landscape ✓
- ☐ Vertical
- ☐ Portrait
- ☐ All of these

✓ **Correct** 1/1 Points

14. Which term is used to join the selected cells in to one cell? *

- ☐ Filter
- ☐ Pivot
- ☒ Merge ✓
- ☐ Wrap

✗ **Incorrect** 0/1 Points

15. What is a Document Outline View?

*

- ☐ A view with a structure of heading at various levels ✓
- ☐ A preview with margins
- ☐ A preview in a full screen
- ☒ A View with a margins and gutter

✗ **Incorrect** 0/1 Points

16. This dialog box specifies or modifies the worksheet cell range containing data to be charted. *

- ☐ Chart Source Data ✓
- ☐ Chart Options
- ☐ Chart Location
- ☒ Chart Style

✗ **Incorrect** 0/1 Points

17. ____ themselves just define positioning and formatting for content that will later appear on a slide. *

- ☐ Layouts ✓
- ☐ Zoom
- ☐ Themes
- ☒ Font faces

✓ **Correct** 1/1 Points

18. In PowerPoint, the header and footer button can be found on the insert tab in what group? *

- ☐ Object group
- ☐ Illustrations group
- ☐ Tables group
- ☒ Text group ✓

✗ **Incorrect** 0/1 Points

19. The view that puts a blue line around each page that would be printed is the *

- ☐ Normal view
- ☐ Split view
- ☐ Page break preview ✓
- ☒ Print preview

✗ **Incorrect** 0/1 Points

20. ____ refers to back the object to one level or to all objects. *

- ☐ Bring to front
- ☐ Rotate
- ☐ Send to back ✓
- ☒ Align

✓ **Correct** 1/1 Points

21. To justify the selected text, the shortcut key is *

- ☐ Ctrl + L
- ☒ Ctrl + J ✓
- ☐ Ctrl + I
- ☐ Ctrl + U

✓ **Correct** 1/1 Points

22. A feature of MS Word that saves the document automatically after certain interval is available on *

- ☐ Both of above
- ☒ Save tab on Options dialog box ✓
- ☐ None of above
- ☐ Save As dialog box

✗ **Incorrect** 0/1 Points

23. You can use the ___ to insert symbols. *

- ☐ Font dialog box
- ☒ Paragraph dialog box
- ☐ Text dialog box
- ☐ Symbol dialog box ✓

✗ **Incorrect** 0/1 Points

24. Which of the following is the default numbers of worksheet in MS Excel? *

- ☒ 3
- ☐ 5
- ☐ 4
- ☐ 2 ✓

✗ **Incorrect** 0/1 Points

25. Which of the following is a shortcut key to Redo any Operation? *

- ☒ Ctrl +Z
- ☐ Ctrl +Y ✓
- ☐ Ctrl +X
- ☐ Ctrl +R

✓ **Correct** 1/1 Points

26.

What will happen if Word Wrap is not enabled in Notepad application?

*

- ☐ Typing of letters will be not possible.
- ☐ None of these
- ☒ The letters will be typed in a single line, till enter key is pressed. ✓
- ☐ All of these
- ☐ Making letters capital will be not possible.

✗ **Incorrect** 0/1 Points

27. Header and footer is available in which of the following menus ?

*

- ☒ File menu
- ☐ Insert menu ✓
- ☐ View menu
- ☐ Edit menu

✓ **Correct** 1/1 Points

28. Formulas in Excel are made up of ____ *

- ☐ Only functions
- ☐ Only arithmetic operators
- ☐ Only symbols
- ☒ Arithmetical operators and functions ✓

✓ **Correct** 1/1 Points

29. The suit of free software offered by Apache foundation for document preparation, spreadsheet, presentation, drawing and database management is called _____. *

- ☐ Star Office
- ☐ K Office
- ☐ Microsoft Office
- ☒ [OpenOffice.org](https://www.openoffice.org) ✓

✗ **Incorrect** 0/1 Points

30. The PowerPoint view that displays only text (title and bullets) is *

- ☐ Outline view ✓
- ☐ Notes page view
- ☐ Slide show
- ☒ Slide sorter

✗ **Incorrect** 0/1 Points

31. # VALUE! Refers to ____ *

- ☒ Subscript of the number value
- ☐ Font value
- ☐ Addition of value
- ☐ Error in value ✓

✗ **Incorrect** 0/1 Points

32. The worksheet names appear on tabs at the ____ of the workbook window. *

- ☐ Top left
- ☐ Bottom right
- ☒ Top right
- ☐ Bottom left ✓

✓ **Correct** 1/1 Points

33. [OpenOffice.org](https://www.openoffice.org) presentation file has extension of _____. *

- ☐ .ods
- ☐ .odt
- ☒ .odp ✓
- ☐ .odg

✓ **Correct** 1/1 Points

34. Which of the following does not come under page formatting ? *

- ☒ Find and replace ✓
- ☐ Setting margins
- ☐ Page orientation
- ☐ Setting header and footer

✓ **Correct** 1/1 Points

35. What is the extension of saved file in MS Excel? *

- ☐ .xos
- ☐ .xbs
- ☒ .xls ✓
- ☐ .xks

✓ **Correct** 1/1 Points

36. Which view helps to rearrange the slides easily and quickly? *

- ☐ Slide master
- ☒ Slide sorter ✓
- ☐ Normal
- ☐ Notes page

37. Enter your Full Name *

ROSHNI VERMA

✗ **Incorrect** 0/1 Points

38. ____ sign is used to create an absolute cell reference. *

- ☐ %
- ☐ @
- ☒ &
- ☐ \$ ✓

✓ **Correct** 1/1 Points

39. The slide that is used to introduce related topic and set for presentation is called the *

- ☐ Table slide
- ☐ Graph slide
- ☒ Title slide ✓
- ☐ Bullet slide

✓ **Correct** 1/1 Points

40. Word has a list of predefined typing, spelling, capitalization, and grammar errors that _____ can detect and correct. *

- ☐ AutoAdd
- ☒ AutoCorrect ✓
- ☐ AutoEntry
- ☐ AutoSpell

✗ **Incorrect** 0/1 Points

41. Which bar show the used formula of selected active cell? *

- ☐ Menu bar
- ☐ Ribbon
- ☒ Scroll bar
- ☐ Formula bar ✓

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