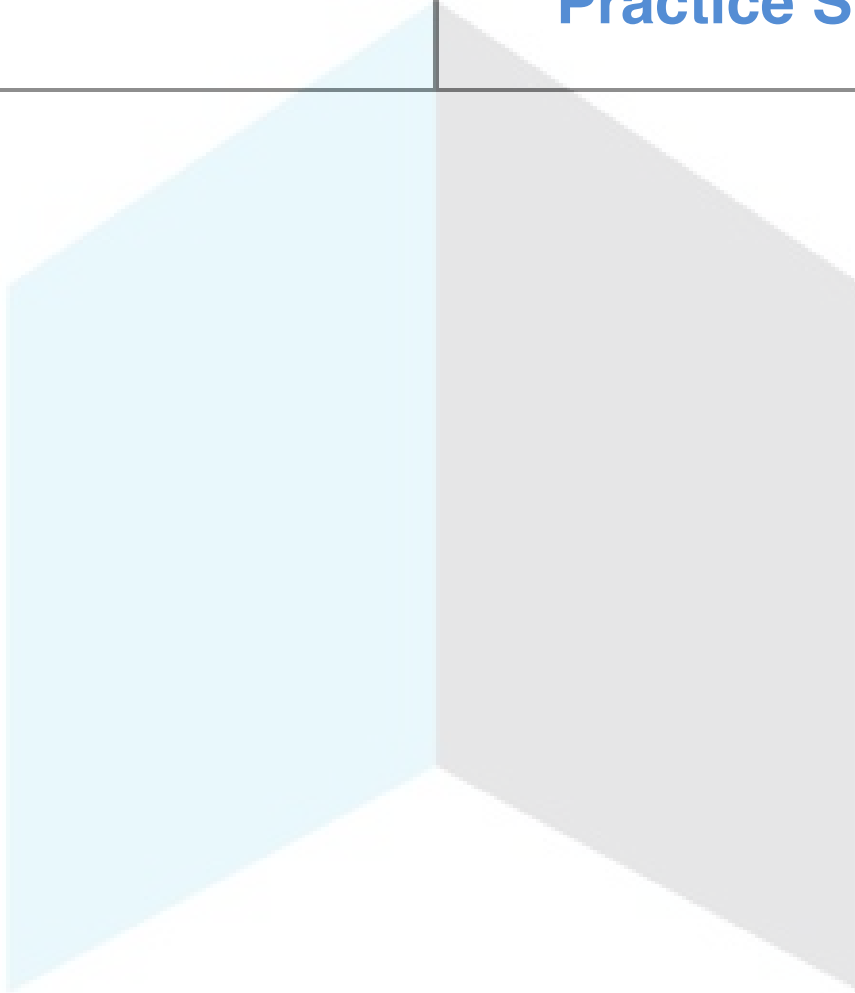


# Accenture

## Common Application and MS Office Practice SET 2



## 12 Questions

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**Que. 1** When you open a new Excel workbook, how many worksheets are there by default at the time of opening?

1. One
2. Three
3. Five
4. Seven

**Testbook Solution** Correct Option - 2

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**Que. 2** How do you save a presentation under a new file name?

1. Select the File menu and choose Save As
2. When you close Power Point the file will automatically be saved
3. Select the File menu and choose Save
4. The file will automatically be saved under the new name when you change the title

**Testbook Solution** Correct Option - 1

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**Que. 3** Which of the following is the correct keyboard shortcut to open "Save as" dialog box in MS word?

1. F12
2. Ctrl + V
3. Ctrl + F12
4. Alt + Ctrl + S

**Testbook Solution** Correct Option - 1

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**Que. 4** Which command is used to hold row and column titles in place so that they do not scroll when you scroll a worksheet in MS Excel 2007?

1. arrange all command on the view menu
2. freeze panes command on the view menu
3. alignment command on the home menu
4. filter command on the home menu

**Testbook Solution** Correct Option - 2

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**Que. 5** \_\_\_\_\_ option is not available in 'Cells' groups of Home tab in MS Excel 2007.

1. Insert
2. Format
3. Sort
4. Delete

**Testbook Solution** Correct Option - 3

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**Que. 6** Which of the following features is used to apply motion effects in between slide exits and another enters?

1. Animation Scheme
2. Slide Design
3. Slide Transition
4. Animation Objects

**Testbook Solution** Correct Option - 3

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**Que. 7** In MS-Word, which option divides a cell into several cells in a table?

1. Merge cells
2. Split cells
3. Split table
4. Autofit

**Testbook Solution** Correct Option - 2

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**Que. 8** Which shortcut key is used to print a word document?

1. Ctrl + P
2. Ctrl + B
3. Ctrl + A
4. Ctrl + shift + P

**Testbook Solution** Correct Option - 1

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**Que. 9** Which of the following shortcut key is used to paste the clipboard contents in an MS Word document?

1. Ctrl + Z
2. Ctrl + X
3. Ctrl + V
4. Ctrl + C

**Testbook Solution** Correct Option - 3

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**Que. 10** A \_\_\_\_\_ is a pre-formatted container on a slide for content (text, graphics, or video) in MS PowerPoint.

1. Cascade
2. Watermark
3. Placeholder
4. Macros

**Testbook Solution** Correct Option - 3

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**Que. 11** Which of the given options best matches the items of LIST-1 with the items of LIST-2 with reference to editing cells in a spreadsheet?

LIST-1 LIST-2

- (i) Enter (a) moves you to the next cell to the right
- (ii) Shift + tab (b) moves you to the next cell down
- (iii) Tab (c) moves you in the direction of the arrow
- (iv) Arrow key (d) moves you to the next cell to the left

1. (i) - b, (ii) - a, (iii) - d, (iv) - c
2. (i) - b, (ii) - d, (iii) - a, (iv) - c
3. (i) - c, (ii) - d, (iii) - a, (iv) - b
4. (i) - a, (ii) - d, (iii) - b, (iv) - c

**Testbook Solution** Correct Option - 2

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**Que. 12** Which among the following is not an edition of MS Word?

1. MS Word 2010
2. MS Word 2016
3. MS Word 2007
4. MS Word 1900

**Testbook Solution** Correct Option - 4

