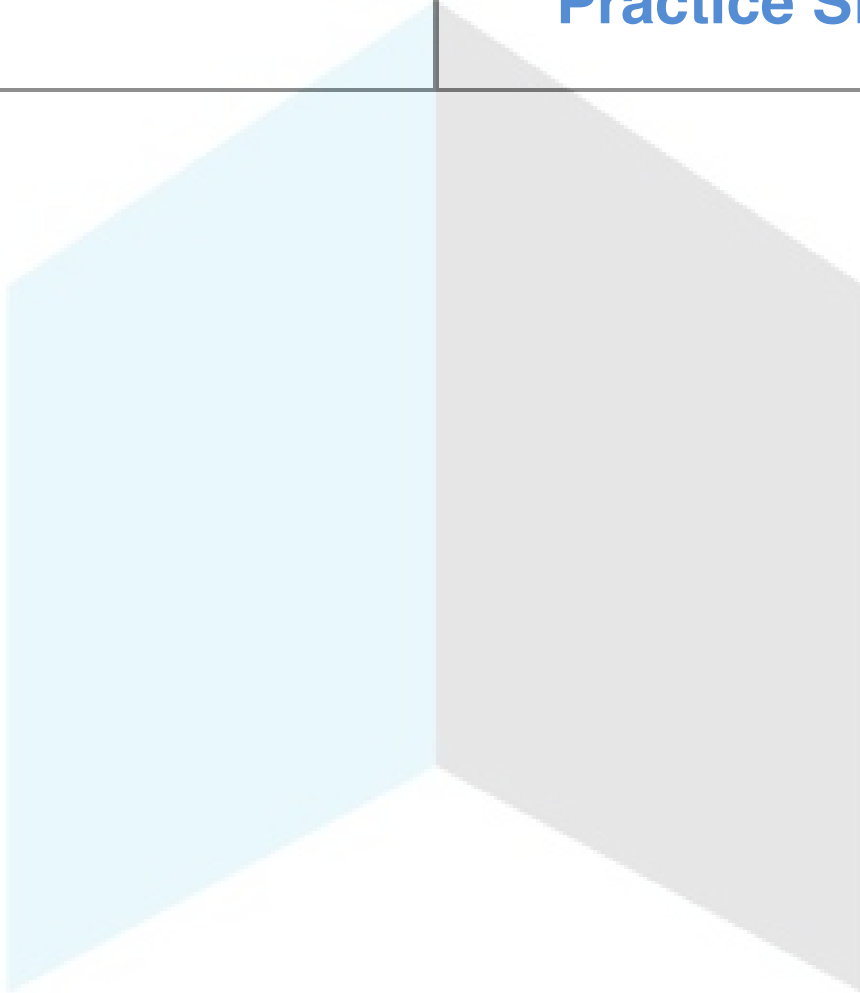


Accenture

Common Application and MS Office Practice SET 3



12 Questions

Que. 1 In the context of Microsoft Word, a feature called 'Gutter Margin' is used for which of the following?

1. to improve the clarity of graphics and images
2. to manage better document binding
3. to improve the clarity of the printed text
4. to facilitate insertion of page numbers

Testbook Solution Correct Option - 2

Que. 2 When you enter text in a cell in Excel, it also appears in

1. Status bar
2. Formula bar
3. Row heading
4. Name box

Testbook Solution Correct Option - 2

Que. 3 Aamir wants to insert the date and page number in his thesis document, which he is creating using MS Word application. Which element should Aamir use to insert the date and page number in all pages across the document?

1. Text Box
2. Object
3. Footer
4. comment

Testbook Solution Correct Option - 3

Que. 4 Which of the following option is NOT available in MS word?

1. Font
2. Bold
3. Magic tool
4. Italic

Testbook Solution Correct Option - 3

Que. 5 Line spacing is in the _____ of MS Word 2007.

1. Home tab
2. Insert tab
3. View tab
4. Review tab

Testbook Solution Correct Option - 1

Que. 6 What kind of mails are found in the below image in Outlook?



1. Mails which come from others
2. Mails which are sent by you
3. Mails which are sent by others
4. No Mails

Testbook Solution Correct Option - 2

Que. 7 MS applications are examples of

1. Platform software
2. Hardware
3. Operating System software
4. Application Software

Testbook Solution Correct Option - 4

Que. 8 What is the short-cut key to start spell check in MS Word?

1. Alt + F7
2. F2
3. Ctrl + S
4. Ctrl + Alt + S

Testbook Solution Correct Option - 1

Que. 9 What is the blinking line that appears when you open MS Word document?

1. Cursor
2. Arrow key
3. End key
4. Home key

Testbook Solution Correct Option - 1

Que. 10 Which of the following shortcut key is used to insert hyperlink in MS-Excel?

1. Ctrl + K
2. Ctrl + V
3. Alt + V
4. Alt + K

Testbook Solution Correct Option - 1

Que. 11 Which dialog box opens using the F12 key in Ms Word?

1. Save as
2. Mail Merge Wizard
3. Insert Table
4. Insert Picture

Testbook Solution Correct Option - 1

Que. 12 Slide Sorter of PowerPoint is available on:-

1. Insert menu
2. View menu
3. File menu
4. Edit menu

Testbook Solution Correct Option - 2

