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Accenture

Previous Year Paper

Common Application and MS Office Memory Based Paper (2020)

12 Questions

Que. 1 What happens when you select a row and press CTRL, SHIFT and Plus (+) at the same time in MS Excel?

1. The task manager window opens
2. All the numeric values of the selected row are added
3. A new row is added above the selected row
4. A new worksheet is added to the workbook

Testbook Solution Correct Option **- 3**

Que. 2 What is the name of the executable file of MS word?

1. MS Word
2. MS Word.exe
3. Win Word
4. Winword.exe

Testbook Solution Correct Option **- 4**

Que. 3 State whether the following statements are true or false.

(i) In MS Word, all paragraphs can have the right alignment.

(ii) In MS Word, all paragraphs cannot have the same hanging position.

1. (i) False, (ii) False
2. (i) True, (ii) False
3. (i) True, (ii) True
4. (i) False, (ii) True

Testbook Solution Correct Option **- 2**

Que. 4 Which of the following statement is CORRECT in order to select the group of cell in MS Excel?

i) Select a cell, Hold Shift Key and Select the final cell

ii) Drag the cells with mouse

iii) elect a cell, Hold shift key using Arrow keys

1. Statement i and ii only
2. Statement i and iii only
3. Statement ii and iii only
4. All of the above

Testbook Solution Correct Option **- 4**

Que. 5 Microsoft windows is a _____.

1. Touch User Interface
2. Voice User Interface
3. CUI

4. GUI

Testbook Solution Correct Option **- 4**

Que. 6 You want to move a paragraph in a Word document and paste it to a different part of the same document. You would do this by the sequence of following steps :

1. Cut, Copy, Paste
2. Select, Copy, Paste
3. Copy, Cut, Paste
4. Select, Cut, Paste

Testbook Solution Correct Option **- 4**

Que. 7 To select the whole content of a document in MS word, Which of the following is used ?

1. Ctrl + A
2. Ctrl + E
3. Ctrl + S
4. Ctrl + H

Testbook Solution Correct Option **- 1**

Que. 8 In MS-word, which is used to insert virtual text (ghost text) in the background of the odd content?

1. Ghost
2. Comment
3. Water mark
4. Hyperlink

Testbook Solution Correct Option **- 3**

Que. 9 Which of the following is the shortcut key to open a 'New Blank' document in MS-Word?

1. CTRL + B
2. CTRL + N
3. CTRL + D
4. CTRL + M

Testbook Solution Correct Option **- 2**

Que. 10 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. 11 In MS Word, 'Ctrl+S' key is used for:

1. Scenarios
2. Save

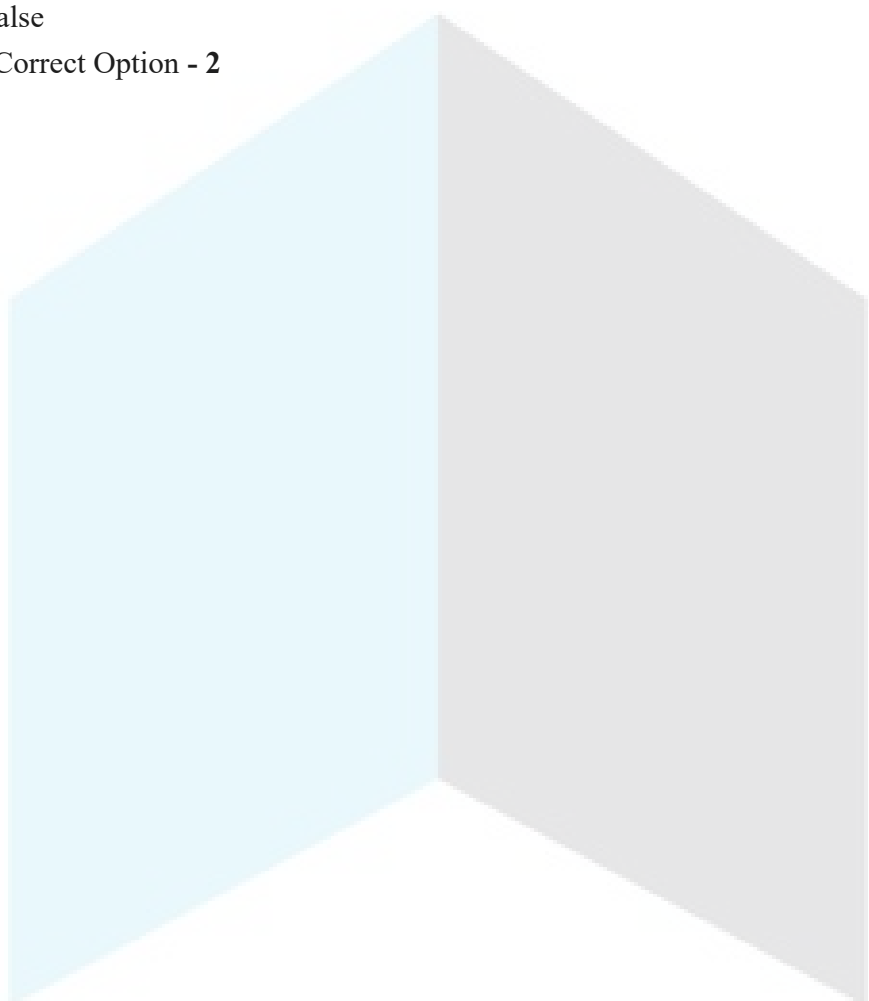
3. Size
4. Spell Check

Testbook Solution Correct Option **- 2**

Que. 12 State whether the following statements related to MS Word are true or false.

(i) When you open a new file in MS Word, by default it has a Landscape orientation.

(ii) When you open a new file in MS Word, by default it has a Portrait orientation.

1. (i) True, (ii) True
2. (i) False, (ii) True
3. (i) True, (ii) False
4. (i) False, (ii) False

Testbook Solution Correct Option **- 2**