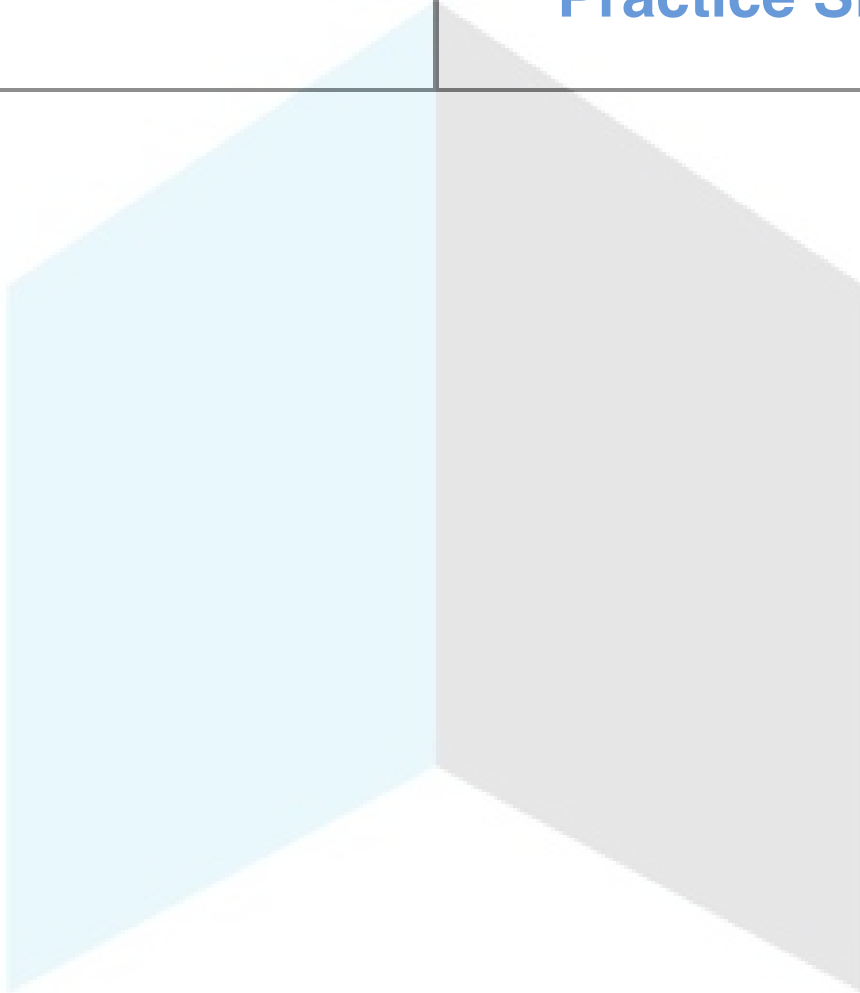


Accenture

Common Application and MS Office Practice SET 1



12 Questions

Que. 1 _____ view is not present in Power Point.

1. Slide sorter
2. Slide show
3. Normal
4. Outline

Testbook Solution Correct Option - 2

Que. 2 The space between the margin and the text is called _____.

1. Line spacing
2. Paragraph spacing
3. Indent
4. Index

Testbook Solution Correct Option - 3

Que. 3 What is meant by "Document Area" in Microsoft word?

1. This is the area where the user types the text in Word document
2. This is the area where the user controls the look and feel of the document.
3. This is the area where the user entered text is converted to document and closes the MS Word application
4. Both A & B

Testbook Solution Correct Option - 1

Que. 4 Which of the following term is related with legends in MS Excel?

1. Clipart
2. Wood art
3. Operator
4. Chart

Testbook Solution Correct Option - 4

Que. 5 Which of the following is a valid MS-Excel function?

1. ADD()
2. MINUS()
3. SUM()
4. SUBTRACT()

Testbook Solution Correct Option - 3

Que. 6 In cut-paste operation of MS-Word

1. A text can be cut, and paste exactly once
2. A text can be cut, and paste multiple times

3. A text can't be cut if a background color is set
4. A text can't be cut if its length is more than 128 characters

Testbook Solution Correct Option - 2

Que. 7 _____ is the blank space outside the printing area on a page.

1. Margin
2. Header
3. Footer
4. Clip art

Testbook Solution Correct Option - 1

Que. 8 Which shortcut is used to move to the previous worksheet?

1. Alt + PgUP
2. Ctrl + PgUp
3. Ctrl + PgDn
4. Shift + tab

Testbook Solution Correct Option - 2

Que. 9 Which of the following view options in MS Word shows the contents of a document as bulleted points?

1. Draft
2. Web Layout
3. Outline
4. Print Layout

Testbook Solution Correct Option - 3

Que. 10 In MS PowerPoint, the shortcut Ctrl + M helps the user to_____.

1. Open a new blank presentation
2. Apply bold to the selected text
3. Centre aligns the current selection
4. To Insert a new slide

Testbook Solution Correct Option - 4

Que. 11 When working on an MS Excel sheet, to enter a formula in a cell, what should come before the formula?

- A. @
B. =
C. *
D. &
1. C
 2. B
 3. D
 4. A

Testbook Solution Correct Option - 2

Que. 12 In MS-PowerPoint, which key on the keyboard can be used to view slide show?

1. F1
2. F2
3. F5
4. F10

Testbook Solution Correct Option - 3

