Q. Starting with Microsoft Office 2003, Photo Editor was renamed to :

A. Photo Manager

B. Picture Manager

C. Picture Editor

D. Paint Editor

Answer : Picture Manager **[Option : B]**

Show Answer

Q. Is Microsoft Works is part of the Microsoft Office Suite?

A. Yes

B. No

Answer : No **[Option : B]**

Show Answer

Q. A feature of MS Office that saves the document automatically after certain interval is called ____

A. Save

B. Save As

C. Auto Save

D. Backup

Answer : Auto Save **[Option : C]**

Show Answer

Q. What was the HTML editor that was part of Microsoft Office until 2003?

A. Web Page

B. Explorer

C. FrontPage

D. DreamWeaver

Answer : FrontPage **[Option : C]**

Show Answer

Q. Which feature is used to make selected sentence to All Captial Letters or All Small Letters ?

A. Change Letter

B. Change Sentence

C. Change Case

D. Change Word

Answer : Change Case **[Option : C]**

Show Answer

Q. Which of these software applications was not part of the first version of Microsoft Office?

A. Paint

B. PowerPoint

C. Outlook

D. MS Word

Answer : Outlook [Option : C]

Show Answer

Q. To go to a specific location in a document we use :

A. Table of Contents

B. HyperText

C. Bookmark

D. Macro

Answer : Bookmark [Option : C]

Show Answer

Q. Office 365 is now the most popular cloud application in the world. But when did it debut?

A. 2008

B. 2010

C. 2011

D. 2014

Answer : 2011 [Option : C]

Show Answer

Q. Which one is the most suitable reason to use Macro in MS Office (Word, Excel, PPT, etc) ?

A. To Record Sound

B. To automate repetative tasks

C. To Record Mouse Move

D. To Record Keystroke

Answer : To automate repetative tasks [Option : B]

Show Answer

Q. Superscript, subscript, strikethrough are known as ?

A. Font Face

B. Font Style

C. Font Effects

D. Font Format

Answer : Font Effects [Option : C]

Show Answer

Q. Can we edit a Macro programatically after recording it ?

A. Yes   B. No

> Answer : Yes [Option : A]

Show Answer

Q. We can start MS Word by typing _____ in the Run Dialog box.

A. winword.exe   B. word.exe

C. msword.exe   D. docx.exe

> Answer : winword.exe [Option : A]

Show Answer

Q. A Microsoft Office user who has been certified by Microsoft is called MOS. What is the full form of MOS ?

A. Microsoft Office Special   B. Microsoft Office Superior

C. Microsoft Office Specialist   D. Microsoft Office eSpecial

> Answer : Microsoft Office Specialist [Option : C]

Show Answer

Q. Name the application under MS Office software bundle, that we use to create audio visual presentation.

A. MS Word   B. MS Excel

C. MS PowerPoint   D. MS Access

> Answer : MS PowerPoint [Option : C]

Show Answer

Q. Can we assign a Keyboard Shortcut of our choice to a Macro?

A. No   B. Yes

> Answer : Yes [Option : B]

Show Answer

Q. Which one is the the spreadsheet application that comes with MS Office software group?

A. MS Word

B. MS Excel

C. MS PowerPoint

D. MS Access

Answer : MS Excel [Option : B]

Show Answer

Q. We can apply border to _____

A. Cell

B. Paragraph

C. Table

D. All of These

Answer : All of These [Option : D]

Show Answer

Q. What is the shortcut key to open the Open dialog box?

A. F12

B. Shift F12

C. Alt + F12

D. Ctrl + F12

Answer : Alt + F12 [Option : C]

Show Answer

Q. You cannot close MS Office application by

A. Exit from File menu

B. Pressing Alt+F4

C. Clicking [X] Button

D. Close from File Menu

Answer : Close from File Menu [Option : D]

Show Answer

Q. By default Footers are printed on :

A. First Page

B. Last Page

C. All Pages

D. Even Pages

Answer : All Pages [Option : C]

Show Answer

Q. The options Potrait and Landscape comes under _____

A. Paper Size

B. Page Orientation

C. Page Layout

D. Page Rotation

Answer : Page Orientation **[Option : B]**

Show Answer

Q. Which shortcut make selected text Italic ?

A. Ctrl + I

B. Ctrl + A

C. Ctrl + S

D. Ctrl + V

Answer : Ctrl + I **[Option : A]**

Show Answer

Q. Which key combination is used to insert a Line Break?

A. Shift + Enter

B. Alt + Enter

C. Ctrl + Enter

D. Fn + Enter

Answer : Shift + Enter **[Option : A]**

Show Answer

Q. Name the Desktop Database application that is part of MS Office suit.

A. MS Word

B. MS Access

C. MS PowerPoint

D. MS Excel

Answer : MS Access **[Option : B]**

Show Answer

Q. Which menu / group will we use if we want to change the typeface of selected text ?

A. Edit

B. View

C. Format

D. Tools

Answer : Format **[Option : C]**

Show Answer

Q. We have copied an image from one document, now which shortcut will we used to paste it in another document ?

A. Ctrl + P   B. Ctrl + X

C. Ctrl + V   D. Ctrl + S

Answer : Ctrl + V [Option : C]

Show Answer

Q. What does the Function Key - F12 do when you are using MS Office (Word, Excel, PowerPoint, etc.) ?

A. Open 'Save As' Dialog Box   B. Shows 'Open' Dialog Box

C. Display 'Save' Dialog Box   D. Opens 'Font' Dialog Box

Answer : Open 'Save As' Dialog Box [Option : A]

Show Answer

Q. Suppose there is a text in a document that is Bold, Red in Color with Green Background. We want to apply all of these formatting to another paragraph in one go. Which option will we use ?

A. Format Button   B. Format Menu

C. Format Painter   D. Format Macro

Answer : Format Painter [Option : C]

Show Answer

Q. Name the word processing application that comes with MS Office.

A. MS Word   B. MS Excel

C. MS PowerPoint   D. MS Paint

Answer : MS Word [Option : A]

Show Answer

Q. Gutter Margin is used to :

A. Add space to the Header Side   B. Add space to the Left

C. Add Space to binding side   D. Add space to the Footer side

Answer : Add Space to binding side [Option : C]

Show Answer

Q. Which key combination is used to insert a Page Break in MS Word ?

A. Shift + Enter

B. Alt + Enter

C. Ctrl + Enter

D. Space + Enter

Answer : Ctrl + Enter [Option : C]

Show Answer

Q. We can keep multiple version of a word document in a single file by using _____ feature.

A. Version Change

B. Edition Change

C. Track Change

D. Trace Change

Answer : Track Change [Option : C]

Show Answer

Q. Which shortcut is used to select entire text ?

A. Ctrl + I

B. Ctrl + A

C. Ctrl + S

D. Ctrl + V

Answer : Ctrl + A [Option : B]

Show Answer

Q. What is the shortcut key to search for any Spelling mistake on a document ?

A. Function Key 2

B. Function Key 5

C. Function Key 7

D. Function Key 9

Answer : Function Key 7 [Option : C]

Show Answer

Q. Which one of these is a valid Font Style ?

A. Superscript

B. Subscript

C. Regular

D. Stikethrough

Answer : Regular [Option : C]

Show Answer

Q. Which of the following is not valid version of MS Office?

A. Office XP

B. Office Vista

C. Office 2007

D. Office 97-2003

Answer : Office Vista [Option : B]

Show Answer

Q. What is the range of Font Size available in Font Size drop down toolbar ?

A. From 10 to Large 70

B. From 8 to Large 72

C. From 5 to Large 75

D. From 10 to Large 100

Answer : From 8 to Large 72 [Option : B]

Show Answer

Q. Gutter Margin can be set to :

A. Left and Right

B. Top and Bottom

C. Right and Bottom

D. Left and Top

Answer : Left and Top [Option : D]

Show Answer

Q. Wich of the following is not a kind of Page Margin?

A. Right

B. Left

C. Centre

D. Gutter

Answer : Gutter [Option : D]

Show Answer

Q. We can seach a document with a keyword. Can we search text by formatting ?

A. Yes

B. No

Answer : Yes [Option : A]

Show Answer