

QUESTION BANK

1. Microsoft Office was developed by..... in ...
 - (1) Microsoft Inc, 1970s
 - (2) **Microsoft Inc, 1980s**
 - (3) Sun Microsoft, 1980s
 - (4) Sun Microsoft Inc, 1970s
2. Which of the following is a basic software of MS-Office?
 - (1) MS-Word
 - (2) MS-Excel
 - (3) MS-PowerPoint
 - (4) **All of these**
3. MS-Word is a
 - (1) tabular data formatting software
 - (2) **Word processing software**
 - (3) presentation software
 - (4) E-mail client
4. What is MS-Word? **[SBI Clerk 2015]**
 - (1) It is a calculating tool.
 - (2) It is a planning tool.
 - (3) It is a chart.
 - (4) It is a networking tool.
 - (5) **It is a document typing tool.**
5. Microsoft Office Word is a(n)
 - (1) area in the computer's main memory in which Microsoft Office text files are stored temporarily
 - (2) **program included with Windows 2000 that can be used only to create or edit text files, smaller than 64k, that do not require formatting**
 - (3) classified password that prevents unauthorised users from accessing a protected Microsoft Office item or document
 - (4) full featured Word processing program that can be used to create and revise professional looking documents easily
6. A program which helps to create written documents and lets you go back and make corrections as necessary.
 - (1) Spreadsheet
 - (2) Personal writer
 - (3) Word printer
 - (4) **Word processor**
7. A Word processor would be used best to
 - (1) paint a picture
 - (2) draw a diagram
 - (3) **type a story**
 - (4) work out income and expenses
8. This program is made by Microsoft and embedded with Windows and used to view Web document. **[RBI Grade B 2013]**
 - (1) Netscape
 - (2) Outlook Express
 - (3) Internet Explorer
 - (4) **MS-Word**
 - (5) None of these
9. You can start Microsoft Word by using which button?
 - (1) New
 - (2) **Start**
 - (3) Program
 - (4) All of these
10. When you start MS-Word, the opening document has the name as
 - (1) DOC1
 - (2) **Document1**
 - (3) Document
 - (4) Workbook
11. What is the default file extension for all Word documents? **[RBI Grade B 2012, IBPS Clerk 2014]**
 - (1) WRD
 - (2) TXT
 - (3) **DOC**
 - (4) FIL
 - (5) WD
12. The first bar of MS-Word is
 - (1) menu bar
 - (2) status bar
 - (3) **title bar**
 - (4) formatting toolbar
13. Editing a document that has been created means **[IBPS Clerk 2015]**
 - (1) saving it
 - (2) printing it
 - (3) scanning it
 - (4) **correcting it**
 - (5) None of these
14. A is an additional set of commands that the computer displays after you make a selection from main menu.
 - (1) Dialog box
 - (2) **Sub menu**
 - (3) Menu selection
 - (4) All of these

15. Microsoft Word is a word processor developed by Microsoft. In MS-Word, Spelling Check is a feature available in which tab?
 (1) File (2) Home
 (3) Insert (4) **Review**
16. MS-Word is a text or document editing application program that comes in the package of MS-Office Suite. Which among the given options is not related with MS-Word? [IBPS PO 2016]
 (1) Page Layout (2) **Anti-virus**
 (3) Mailings (4) Format Painter
 (5) SmartArt
17. In order to choose the font for a sentence in a Word document [IBPS Clerk 2011]
 (1) **select Font in the Format menu**
 (2) select Font in the Edit menu
 (3) select Font in the Tools menu
 (4) select Font in the View menu
 (5) None of the above
18. When computer users a document, they change its appearance.
 (1) **Edit** (2) Create
 (3) Save (4) Format
19. In MS-Word, the Replace option is available on
 (1) File menu (2) **Edit menu**
 (3) Insert menu (4) View menu
20. Which of the following is not an option of Edit menu?
 (1) Cut (2) Copy
 (3) Paste (4) **Page Setup**
21. Which bar is usually located below the title bar that provides categorised options?
 (1) **Menu bar** (2) Status bar
 (3) Tool bar (4) Scroll bar
22. The process of making changes to an existing document is referred to as [SBI Clerk 2014]
 (1) **editing** (2) changing
 (3) modifying (4) creating
 (5) adjusting
23. Most of the editing tools are available under which menu?
 (1) File (2) Format
 (3) **Edit** (4) All of these
24. To move to the beginning of a line of text, press the ... key.
 (1) Page Up (2) A
 (3) **Home** (4) Enter
25. In which menu, we will find the command document? [RBI Grade B 2013]
 (1) File (2) Insert
 (3) Tools (4) **Data**
 (5) None of these
26. Which of the following is not a font style?
 (1) Bold (2) Italic
 (3) **Regular** (4) Superscript
27. Portrait and landscape are
 (1) **page orientation** (2) paper size
 (3) page layout (4) page margin
28. Which of the following should be used to move a paragraph from one place to another in a Word document?
 (1) Copy and paste (2) **Cut and paste**
 (3) Delete and retype (4) Find and replace
29. To move the text from its original position to another position without deleting it is called
 (1) scrolling (2) searching
 (3) moving (4) **copying**
30. Which of the following displays the buttons for changing text style, alignment and size?
 (1) Standard toolbar
 (2) Status bar
 (3) Drawing toolbar
 (4) **Formatting toolbar**
31. Which of the following commands is used in MS-Word to underline the statement? [UPPSC Computer Assistant 2019]
 (1) Underline (2) **U**
 (3) I (4) P
32. Where we can insert a page number in document? [UPPSC Computer Assistant 2019]
 (1) Header (2) Footer
 (3) **Both (1) and (2)** (4) None of these
33. After selecting the 'Replace' option from the Edit menu, the following dialog box will be appear.
 (1) Replace (2) Find
 (3) **Find & Replace** (4) Edit

34. Which of the following justifications align the text on both the sides, left and right of the margin? [IBPS Clerk 2012]
 (1) Right (2) Justify
 (3) Both sides (4) Balanced
 (5) None of these
35. Auto-text can be used to insert in document. [RBI Grade B 2014]
 (1) Text (2) Graphics
 (3) Either (1) or (2) (4) Both (1) and (2)
 (5) None of these
36. About margins [RBI Grade B 2014]
 (1) all sections in a document need to have same margin
 (2) different sections can have different margins
 (3) Word have pre-defined margins settings for all documents
 (4) can't say, depend on the version of Word
 (5) None of the above
37. When entering text within a document, the Enter key is normally pressed at the end of every [IBPS PO 2011, IBPS Clerk 2013]
 (1) line (2) sentence
 (3) paragraph (4) word
 (5) file
38. In order to delete a sentence from a document, you would use [IBPS Clerk 2015]
 (1) highlight and copy
 (2) cut and paste
 (3) copy and paste
 (4) highlight and delete
 (5) select and paste
39. Soft page breaks [RBI Grade B 2013]
 (1) are induced by the user
 (2) are inserted by word automatically at the end of the page
 (3) can be deleted
 (4) are the one to show end of paragraph
 (5) None of the above
40. In Word, you can force a page break [IBPS PO 2011]
 (1) by positioning your cursor at the appropriate place and pressing the F1 key
 (2) by positioning your cursor at the appropriate place and pressing the Ctrl+Enter
 (3) by using the insert/section break
 (4) by changing the font size of your document
 (5) None of the above
41. Where you can find the horizontal split bar on MS-Word screen?
 (1) On the left of horizontal scroll bar
 (2) On the right of horizontal scroll bar
 (3) On the top of vertical scroll bar
 (4) On the bottom of vertical scroll bar
42. In MS-Word, the default alignment for paragraph is
 (1) left aligned (2) centered
 (3) right aligned (4) justified
43. Which of the following is not available on the ruler of MS-Word screen?
 (1) Left indent (2) Right indent
 (3) Centre indent (4) All of these
44. You specify the save details of your file in the [RBI Grade B 2013]
 (1) "Save as a file" dialog box
 (2) "Save the file as" dialog
 (3) "File save" dialog box
 (4) Any of (1) and (2)
 (5) None of the above
45. To save an existing document with a different file name, click
 (1) Save button on the Standard toolbar
 (2) Save on the File menu
 (3) Save As button on the Standard toolbar
 (4) Save As on the File menu
46. In how many ways, you can save a document? [SBI PO 2012]
 (1) 3 (2) 4
 (3) 5 (4) 6
 (5) 8
47. Word has a list of pre-defined typing, spelling, capitalisation and grammar errors that can detect and correct.
 (1) autoentry (2) autocorrect
 (3) autoadd (4) autospell
48. Where header appears?
 (1) Top (2) Bottom
 (3) Centre (4) All of these
49. Keyboard shortcut for Cut command is

64. The file responsible for starting MS-Excel is
[RBI Grade B 2013]
(1) MS.Excel (2) MS.exe
(3) Excel.exe (4) Excel.com
(5) None of these
65. Anything that is typed in a worksheet appears
[RBI Grade B 2013]
(1) in the formula bar only
(2) in the active cell only
(3) in both active cell and formula bar
(4) All of the above
(5) None of the above
66. Which one is the example of spreadsheet package?
(1) VisiCalc (2) Unity
(3) Ada (4) Snowball
67. Which option will we use to give heading in the form ?
(1) Label (2) Text box
(3) Option group (4) Insert
68. The extension of saved file in MS-Excel is
(1) .xis (2) .xas
(3) .xlsx (4) .xll
69. Alignment buttons are available on which toolbar?
(1) Status (2) Standard
(3) Formatting (4) All of these
70. In Excel, the intersection of a column and a row is called
[RBI Grade B 2014]
(1) cell (2) grid
(3) table (4) box
(5) None of these
71. What does an electronic spreadsheet consist of?
(1) Rows (2) Columns
(3) Cells (4) All of these
72. A collection of worksheets is called
[RBI Grade B 2014, UPPSC Computer Assistant 2019]
(1) Excel book (2) Worksheets
(3) Excel sheets (4) Workbook
(5) None of these
73. All of the following terms are related to spreadsheet software except
(1) worksheet (2) cell
(3) formula (4) virus detection
74. Which of the following is an active cell in Excel?
(1) Current cell (2) Formula
(3) Range (4) Cell address
75. How is the data organised in a spreadsheet?
(1) Lines and spaces
(2) Layers and planes
(3) Height and width
(4) Rows and columns
76. The basic unit of a worksheet into which you enter data in Excel is called a
(1) tab (2) cell
(3) box (4) range
77. The advantage of using a spreadsheet is
(1) calculations can be done automatically
(2) changing data automatically updates calculations
(3) more flexibility
(4) All of the above
78. A is rectangular grid of rows and columns used to enter data.
(1) cell
(2) worksheet
(3) spreadsheet
(4) Both (2) and (3)
79. The default view in Excel is view.
(1) Work (2) Auto
(3) Normal (4) Roman
80. It is a software tool that lets one enter, calculate, manipulate set of numbers.
(1) Speedsheet (2) Spreadsheet
(3) Slide sheet (4) All of these
81. Borders can be applied to
(1) cells (2) paragraph
(3) text (4) All of these
82. The cell having bold boundary is called
(1) relative (2) active
(3) absolute (4) mixed

- 83.** You can create hyperlinks from the Excel workbook to
 (1) a Web page on company Internet
 (2) a Web page on the Internet
 (3) other Office 97 application documents
 (4) **All of the above**
- 84.** To select a column, the easiest method is to
 (1) double click any cell in the column
 (2) **drag from the top cell in the column to the last cell in the column**
 (3) click the column heading
 (4) click the row heading
- 85.** Which of the following groups is not present in the Insert tab of MS-Excel?
[UPSSSC Gram Panchayat Officer 2019]
 (1) Illustrations (2) **Paragraph**
 (3) Links (4) Symbols
- 86.** Which of the following will you use as an option for saving a file?
 (1) Save button on Standard toolbar
 (2) Save option from File menu
 (3) Pressing Ctrl + S
 (4) **All of the above**
- 87.** What function displays row data in a column or column data in a row?
 (1) Hyperlink (2) Index
 (3) **Transpose** (4) Rows
- 88.** In Excel, allows users to bring together copies of workbooks that other users gave worked on independently. **[SBI Clerk 2011]**
 (1) copying (2) **merging**
 (3) pasting (4) compiling
 (5) None of these
- 89.** Insert date, format page number and insert auto text are buttons on the toolbar.
 (1) **formatting** (2) header and footer
 (3) standard (4) edit
- 90.** On saving a worksheet, the 'Save As' dialog box **[RBI Grade B 2013, 14]**
 (1) is used to open the saved Excel files
 (2) is used for saving the file for the first time
 (3) **is used for saving the file by some alternative name**
 (4) Both (2) and (3)
 (5) None of the above
- 91.** The letter and number of the intersecting column and row is the **[IBPS PO 2012]**
 (1) cell location (2) cell position
 (3) **cell address** (4) cell coordinates
 (5) cell contents
- 92.** Which of the following is not a valid formula in Microsoft Excel? **[IBPS Clerk 2014]**
 (1) = A2 + A1 (2) = A2 + 1
 (3) = 1 + A2 (4) **= 1A + 2**
 (5) = A1 + A2
- 93.** The function TODAY () in Excel, enters the current **[RBI Grade B 2014]**
 (1) system time in a cell
 (2) system date and time in a cell
 (3) system date only
 (4) **time at which the current file was opened**
 (5) None of the above
- 94.** Which of the following characteristics is used to compute dynamically the results from Excel data? **[IBPS Clerk 2012]**
 (1) Goto (2) Table
 (3) Chart (4) Diagram
 (5) **Formula and function**
- 95.** Which area in an Excel window allows entering values and formulas? **[RBI Grade B 2013]**
 (1) Standard Toolbar (2) Menu Bar
 (3) Title Bar (4) **Formula Bar**
 (5) None of these
- 96.** = Sum (B1 : B10) is an example of a
 (1) function (2) **formula**
 (3) cell address (4) value
- 97.** You can copy data or formulas
 (1) with the copy, paste and cut commands on the Edit menu
 (2) with commands on a shortcut menu
 (3) with buttons on the standard toolbars
 (4) **All of the above**
- 98.** A cell entry can be edited in the cell or in the
 (1) menu bar (2) edit menu
 (3) function bar (4) **formula bar**
- 99.** In Excel, this is a pre-recorded formula that provides a shortcut for complex calculations.
 (1) Value (2) Data series
 (3) **Function** (4) Field

- 100.** In Excel, an active cell can be represented by
 (1) 4A (2) **A4**
 (3) A\$4 (4) \$A\$4
- 101.** Three types of data can be entered in a worksheet, as number/characters, text and
 (1) formulas (2) functions
 (3) logic (4) **All of these**
- 102.** The physical arrangement of elements on a page is referred to as a document's
 (1) Features (2) **Format**
 (3) Pagination (4) Grid
- 103.** Cell address \$A4 in a formula means it is a
 (1) **mixed cell reference**
 (2) absolute cell reference
 (3) relative cell reference
 (4) All of the above
- 104.** In this chart, only one data series can be plotted.
 (1) **Pie** (2) Line
 (3) Bar (4) Column
- 105.** This chart shows the relationship of parts to a whole.
 (1) Pie (2) Line
 (3) **Stacked bar** (4) Embedded
- 106.** A chart placed in a worksheet is called
 (1) formatting chart (2) **embedded chart**
 (3) aligning chart (4) hanging chart
- 107.** Scatter chart is also known as
 (1) XX chart (2) YX chart
 (3) **XY chart** (4) YY chart
- 108.** In Excel, charts are created using which option?
 (1) **Chart wizard** (2) Pivot table
 (3) Pie chart (4) Bar chart
- 109.** Pie charts are typically created by using which of the following?
 (1) Browser software
 (2) Database software
 (3) Desktop publishing software
 (4) **Spreadsheet software**
- 110.** To select the current column, press
 (1) **Ctrl + Spacebar** (2) Ctrl + B
 (3) Shift + Enter (4) Ctrl + Enter
- 111.** The cell accepts your typing as its contents, if you press
 (1) **Enter** (2) Ctrl + Enter
 (3) Tab (4) Insert
- 112.** Which key is used in combination with another key to perform a specific task?
 (1) Function (2) Space bar
 (3) Arrow (4) **Control**
- 113.** Which of the following commands in Office 2010, can be used to go to the first cell in the current row? **[IBPS Clerk 2014]**
 (1) Tab (2) Shift + Tab
 (3) **Esc + Home** (4) Shift + Home
 (5) Home
- 114.** In a worksheet in MS-Excel, what is short-cut key to hide entire row? **[SBI PO 2014]**
 (1) Ctrl + 2 (2) **Ctrl + 9**
 (3) Ctrl + N (4) Ctrl + -
 (5) Ctrl + N
- 115.** To select entire row, which shortcut is used? **[SBI PO 2014]**
 (1) **Shift + space** (2) Ctrl + space
 (3) Alt + space (4) None of these
 (5) None of these
- 116.** Which software is used to create presentation?
 (1) Microsoft Word
 (2) Microsoft Excel
 (3) **Microsoft PowerPoint**
 (4) Microsoft Access
- 117.** What is the extension of PowerPoint in Microsoft Office 2007?
 (1) .ptp (2) **.pptx** (3) .ppx (4) .ptx
- 118.** You can add any picture in your document from which menu?
 (1) File (2) Edit
 (3) **Insert** (4) Format
- 119.** Which of the following should you use if you want all the slides in the presentation to have the same 'look'?
 (1) The slide layout option
 (2) Add a slide option
 (3) Outline view
 (4) **A presentation design template**

- 120.** The defines the appearance and shape of letters, numbers and special characters.
 (1) **Font** (2) Font size
 (3) Point (4) Paragraph formatting
- 121.** shows how the contents on printed page will appear with margin, header and footer.
 (1) Draft
 (2) Full screen reading
 (3) Outline
 (4) **Page layout**
- 122.** By default, on which page the header or footer is printed? [IBPS Clerk 2011]
 (1) On first page (2) On alternative page
 (3) On every page (4) **All of these**
 (5) None of these
- 123.** To find the paste special option, or use the Clipboard group on the tab of Power Point. [IBPS Clerk 2013]
 (1) Design (2) Slide Show
 (3) Page Layout (4) Insert
 (5) **None of these**
- 124.** This is to insert an object, which is not missprint to its originating document into a destination document? [RBI Grade B 2014]
 (1) Cell (2) **Embed**
 (3) Defaults (4) Any of these
 (5) None of these
- 125.** Selecting Portrait changes our page from [RBI Grade B 2014]
 (1) **a wide to tall orientation**
 (2) a tall to wide orientation
 (3) a normal font size to a condensed one
 (4) a condensed font size to a normal one
 (5) None of the above
- 126.** Which of the following controls the format and placement of the titles and text you on slides, as well as, background items and graphics you want to appear on every slide? [IBPS Clerk 2015]
 (1) Slide (2) Copyright
 (3) **Layout** (4) Design
 (5) None of these
- 127.** Which of the following views is the best view to use when setting transition effects for all slides in presentation?
 (1) **Slide sorter view** (2) Notes page view
 (3) Slide view (4) Outline view
- 128.** Which PowerPoint view displays each slide of the presentation as a thumbnail and is useful for re-arranging slides? [IBPS Clerk 2013]
 (1) **Slide sorter** (2) Slide show
 (3) Slide master (4) Notes page
 (5) Slide design
- 129.** Which is a feature included in Microsoft PowerPoint software that allows the user to see all the slides in a presentation at one time? [IBPS PO 2016]
 (1) **Slide Sorter** (2) Slide Master
 (3) Handout Master (4) Slide Header
 (5) Reading View
- 130.** To add a header or footer to your handout, you can use the
 (1) Title master (2) Slide master
 (3) **Handout master** (4) All of these
- 131.** The maximum zoom percentage in MS-PowerPoint is [IBPS Clerk 2009]
 (1) 100% (2) 200%
 (3) **400%** (4) 500%
 (5) None of these
- 132.** In Microsoft PowerPoint, two kinds of sound effect files can be added to the presentation are
 (1) **.wav files and .mid files**
 (2) .wav files and .gif files
 (3) .wav files and .jpg files
 (4) .jpg files and .gif files
- 133.** Which file format can be added to a PowerPoint show?
 (1) .jpg (2) .giv
 (3) .wav (4) **All of these**
- 134.** PowerPoint provides number of layouts for use with blank presentation.
 (1) 20 (2) 22
 (3) **24** (4) 26

135. In PowerPoint, the Header and Footer buttons can be found on the Insert tab in which group? [IBPS PO 2012, Clerk 2013]

- (1) Illustrations group (2) Object group
(3) Insert group (4) Tables group
(5) None of these

136. Which command brings you to the first slide in your presentation?

- (1) Next slide button (2) Page up
(3) Ctrl + Home (4) Ctrl + End

137. Which of the following allows you to select more than one slide in a presentation?

- (1) Alt + click each slide
(2) Shift + drag each slide
(3) Shift + click each slide
(4) Ctrl + click each slide

138. Which of the following will not advance the slides in a slide show view?

- (1) Esc key
(2) Spacebar
(3) Enter key
(4) Mouse button

139. Which of the following bypasses the Print dialog box when printing individual slides or an entire presentation?

- (1) File, Print preview
(2) Print button
(3) File, Print
(4) Ctrl + P

140. Which key on the keyboard can be used to view slide show?

- (1) F1 (2) F2 (3) F5 (4) F10

ANSWERS

1. (2)	2. (4)	3. (2)	4. (5)	5. (2)	6. (4)	7. (3)	8. (4)	9. (2)	10. (2)
11. (3)	12. (3)	13. (4)	14. (2)	15. (4)	16. (2)	17. (1)	18. (1)	19. (2)	20. (4)
21. (1)	22. (1)	23. (3)	24. (3)	25. (4)	26. (3)	27. (1)	28. (2)	29. (4)	30. (4)
31. (2)	32. (3)	33. (3)	34. (2)	35. (4)	36. (2)	37. (1)	38. (4)	39. (2)	40. (3)
41. (3)	42. (1)	43. (3)	44. (1)	45. (4)	46. (1)	47. (2)	48. (1)	49. (4)	50. (4)
51. (2)	52. (5)	53. (2)	54. (3)	55. (4)	56. (3)	57. (1)	58. (4)	59. (2)	60. (3)
61. (4)	62. (2)	63. (4)	64. (3)	65. (3)	66. (1)	67. (1)	68. (3)	69. (3)	70. (1)
71. (4)	72. (4)	73. (4)	74. (1)	75. (4)	76. (2)	77. (3)	78. (4)	79. (3)	80. (2)
81. (4)	82. (2)	83. (4)	84. (2)	85. (2)	86. (4)	87. (3)	88. (2)	89. (1)	90. (3)
91. (3)	92. (4)	93. (4)	94. (5)	95. (4)	96. (2)	97. (4)	98. (4)	99. (3)	100. (2)
101. (4)	102. (2)	103. (1)	104. (1)	105. (3)	106. (2)	107. (3)	108. (1)	109. (4)	110. (1)
111. (1)	112. (4)	113. (3)	114. (2)	115. (1)	116. (3)	117. (2)	118. (3)	119. (4)	120. (1)
121. (4)	122. (4)	123. (5)	124. (2)	125. (1)	126. (3)	127. (1)	128. (1)	129. (1)	130. (3)
131. (3)	132. (1)	133. (4)	134. (3)	135. (5)	136. (3)	137. (3)	138. (1)	139. (4)	140. (3)