Microsoft office word

1. How many different positions can you set for drop cap?
 a. 1 **b. 2** c. 4 d. 6

2. How many ways you can save a document?
 a. 3 b. 4 c. 5 d. 6

3. What is the maximum number of lines you can set for lines to drop box?
 a. 3 b. 5 **c. 10** d. 15

4. Single spacing in MS-WORD document causes _____ point line spacing?
 a. 10 **b. 12** c. 14 d. 16

5. What is the default number of lines to drop for drop cap
 a. 3 b. 10 c. 15 d. 20

6. What is the maximum number of lines you can set for a drop cap?
 a. 3 **b. 10** c. 15 d. 20

7. How many columns can you insert in a word document in maximum?
 a. 35 **b. 45** c. 55 d. 65

8. In a document what is the maximum number of columns that can be inserted in MS Word Table?
 a. 35 b. 15 **c. 63** d. 65

9. What is the maximum scale percentage available in Scale drop down box?
 a. 500 **b. 200** c. 100 d. 90

10. What is the maximum font size you can apply for any character
 a. 163 **b. 1638** c. 16038 d. None of above

11. Word, by default, places a tab stop at every _____ mark on the ruler.
 a. .253 **b. .53** c. .753 d. 13

12. What is the default file extension for all Word documents?
 a. .txts b. .word c. .docs **d. .docx**

13. The file type _____ indicates the file is a Word document.
 a. .msw b. .wor c. .wrd **d. .doc**

14. With Word's Auto Correct entries, to display an indifferent face (??) type _____.
 a. :) b. : (**c. : |** d. : /

15. Which of the following button will allow you to add, delete, or change records in your Data Source?
 a. 'Data Source' button b. 'Edit' button
 c. 'Edit Data Source' button d. 'Data Editing' button

16. How much space in minimum must be provided between columns?
 a. 03 b. 0.53 c. 13 d. 1.53

17. What is the smallest width of a column?
 a. 03 **b. 0.53** c. 13 d. 1.53

18. By default, your document prints with:
 a. 1 inch top and bottom margins b. a portrait orientation
 c. 1.25 inches left and right margins **d. all of the above**

19. Word is preset to use standard 8.5-by-11-inch paper with _____ margins.
 a. 1-inch left, right, top, and bottom
 b. 1.25-inch left, right, top, and bottom
 c. 1.25-inch left and right margins and 1-inch top and bottom
 d. 1-inch left and right margins and 1.25-inch top and bottom

20. What is the default left margin in Word 2003 document?
 a. 13 **b. 1.253** c. 1.53 d. 23

21. What is the smallest and largest font size available in Font Size tool on formatting toolbar?
 a. 8 and 72 b. 8 and 64 c. 12 and 72 d. None of above

22. The Footnote Text style defines characters as _____.
 a. 12-point Times New Roman and paragraphs as single-spaced and right-aligned
 b. 10-point Times New Roman and paragraphs as double-spaced and left-aligned
 c. 12-point Times New Roman and paragraphs as double-spaced and right-aligned
 d. 10-point Times New Roman and paragraphs as single-spaced and left-aligned

23. What is the default font size of a new Word document based on Normal template in Word 2003?
 a. 10 pt **b. 12 pt** c. 14 pt d. None of above

24. The minimum number of rows and columns in MS Word document is
    a. 1 and 1   b. 2 and 1   c. 2 and 2   d. None of above

25. How will MS Word will respond in repeated word.
    a. A Red wavy line under the repeated word   b. A Green wavy line under the repeated word
    c. A Blue wavy line under the repeated word   d. None of the above

26. In mail merge operation which of the following might represent the main document?
    a. A sales brochure   b. A form letter   c. A database of Names and Addresses   d. All of above

27. Pressing F8 key for three times selects
    a. a word   **b. a sentence**   c. a paragraph   d. entire document

28. What do you call 'a collection of character and paragraph formatting commands'?
    a. the defaults   b. a template   **c. a style**   d. a boilerplate

29. What is a Document Outline View?
    a. A preview in a full screen   b. A preview with margins
    c. A View with a margins and gutter   **d. A view with a structure of heading at various levels**

30. Ctrl + Z
    a. Undo the last Action   b. Redo the last Action
    c. Add the new page   d. Paste the contents from clipboard

31. The _____ in the Resume Wizard dialog box indicates the wizard is ready to create the document.
    a. Start panel   b. Address panel   c. Add/Sort Heading panel   **d. Finish panel**

32. What does Ctrl + = key effect?
    a. Superscript   **b. Subscript**   c. All Caps   d. Shadow

33. The spike
    a. Allows you to combine text from several documents and tehn insert all the text into one document at on we time
    b. Allows you to edit auto text entries
    c. Allows you to format auto text entries
    d. All of above

34. The word wrap creature
    a. Automatically move text to the next line when necessary   b. Appears at the bottom of the document
    c. Allows you to type over text   d. is the short horizontal line

35. How can you make the selected character super scripted
    a. Ctrl + =   **b. Ctrl + Shift + =**   c. Alt + Ctrl + Shift + =   d. None of above

36. When typing in a word field manually, what must you press to insert the code's braces?
    a. Ctrl + F6   **b. Ctrl + F9**   c. Alt + F11   d. Shift + F12

37. What is the short cut key to open the Open dialog box?
    a. F12   b. Shift F12   c. Alt + F12   **d. Ctrl + F12**

38. What is the shortcut key to split a table?
    a. Ctrl + Alt + Enter   **b. Ctrl + Shift + Enter**   c. Alt + Shift + Enter   d. Alt + Space + Enter

39. Which key is used to increase left indent?
    a. Ctrl+I   **b. Ctrl+M**   c. Alt+I   d. F10

40. When the same word is used in multiple locations or a word is used that was not quite appropriate, a thesaurus can be used to look up a (n) _____ or a word similar in meaning.
    a. synonym   b. homonym   c. antonym   d. metronym

41. How many different documents you can open at one time?
    a. No more than three   b. Only one
    c. As many as your computer memory will hold   d. As many as your task bar can display

42. Which of the following is the second step in creating a macro?
    a. Start recording   b. Using your mouse or keyboard, perform the task you want to automate
    c. Assign a keyboard shortcut to the macro   **d. Give the macro a name**

43. When assigning a shortcut key to a symbol, you should always try to select a key or key combination that is:
    a. unassigned   b. located on the ten-key pad section of your keyboard.
    c. assigned to another task.   d. from the same font family as the symbol.

44. Which feature is used to replace straight quotes with smart quotes as you type?
    a. Auto Correct as you type   b. Auto Change as you type
    c. Auto Format as you type   d. Smart Tags as you type

45. Which of the following command is not available in Tools menu?

     a. Auto text   b. Auto correct c. Auto summarize   d. Macro

46. Word has a list of predefined typing, spelling, capitalization, and grammar errors that _____ can detect and correct.

     a. Auto Entry   **b. Auto Correct**   c. Auto Add   d. Auto Spell

47. If you want to convert a symbol or several lines of text into an AutoCorrect entry, you should:

     a. Insert the symbol or type the text in a Word document first. Then, select the text or symbol and go to the Auto Correct dialog box.

     b. Click the Tools menu and choose Auto Correct Options. Then, click the Insert menu and choose Symbol (or click the Format menu and choose Paragraph) to add the symbol or paragraph to Auto Correct.

     c. Auto Correct can only accommodate one line of text. It is not possible to convert a symbol or multiple lines of text into an Auto Correct entry.

     d. Insert the symbol or type the text in a Word document first. Then, select the text or symbol and click the Edit menu followed by Paste Special. Select New Auto Correct Entry and then click OK.

48. Which option is not available in Insert Table Auto fit behavior?

     a. Fixed Column Width b. Auto Fit to Contents c. Auto fit to Window   **d. Auto fit to Column**

49. When you click on File menu in Word 2010, it opens

     a. File menu   b. File Commands   **c. Backstage View**   d. File Ribbon

50. Tabs stop position cannot be the following alignment

     a. Decimal Alignment   b. Center Alignment   c. Bar Alignment   **d. Justify Alignment**

51. Why the document you created at home displays with a different font at school?

     a. Because you have a different printer at school than at home

     b. Because you have a different monitor at school than at home

     c. Because the font you used at home is not installed on your school computer

     d. Because the version of Windows is different

52. Ctrl + B

     a. Search the selected text   b. Paste the selected text

     c. Bold the selected text   d. Open the specified file

53. A master document contains_____, each of which contains a pointer to a file on a disk?

     a. Placeholders   **b. sub documents**   c. bookmarks d. references

54. If the number of columns is selected 1 and the line between check box is marked, where is the line drawn?

     a. in the left margin   b. in the right margin   c. both in left and right margin   **d. None of Above**

55. A feature of MS Word that saves the document automatically after certain interval is available on

     a. Save tab on Options dialog box   b. Save As dialog box c. Both of above   d. None of above

56. After typing header text, how can you quickly enter footer text?

     a. Press Page Down key and type the text for footer

     b. Click on Switch between Header & Footer then type the text

     c. Both of above   d. None of above

57. To move the cursor page to page of document

     a. Ctrl+Page Down   b. Ctrl+Page UP   **c. Both of above**   d. None of above

58. You can jump to the next column by

     a. Clicking with your mouse on the next column   b. Press Alt + Down-arrow

     c. Both of above   d. None of Above

59. Which of the following enables you to paste data multiple times?

     a. Windows Clipboard b. Office Clipboard   **c. Both Windows & Office Clipboard** d. None of the all

60. You need to jump to the next column breaking current column right at the cursor position. How can you break column?

     a. Pressing Ctrl+Enter   b. Pressing Alt+Shift+Enter

     c. Break command from Insert menu d. Both b and c

61. In Word you can force a page break

     a. By positioning your cursor at the appropriate place and pressing the F1 key

     b. By using the Insert/Section break on the Insert tab

     c. By positioning your cursor at the appropriate place and pressing Ctrl+Enter

     d. By changing the font size of your document

62. How can you increase the font size of selected text by one point every time?
    a. By pressing Ctrl +]   b. By pressing Ctrl + [c. By pressing Ctrl + }   d. By pressing Ctrl + {

63. How to use Format Painter multiple times
    a. By Click on Lock Format Painter Icon   **b. By Double Click on the Format Painter Icon**
    c. By Selecting Edit -> Format Painter -> Multiple Use   d. Format Painter cannot be use multiple times

64. What is the default font used in MS Word 2007 document?
    a. Times New Roman   b. Arial **c. Calibri**   d. Preeti

65. Word includes a series of predefined graphics called _____ that can be inserted into a Word document.
    a. clip art   b. hyperlinks   c. captions   d. bookmarks

66. A (n) _____ is a dot or other symbol positioned at the beginning of a paragraph.
    a. bullet   b. logo   c. cell   d. target

67. Which of the following is not a type of page margin?
    a. Left   b. Right   **c. Center**   d. Top

68. Uppercase on Change Case dialog box and All Caps on Fonts dialog box both converts selected text into Capital Letters. What's the difference between the two?
    a. Both are same. They are only two different ways of capitalize text.
    b. It is faster to convert from Change Case than from Font dialog box
    c. Change Case makes conversion permanent but All Caps on Font can always be reverted
    d. All Caps on Font dialog box makes the change permanent where Change Case can be always reverted

69. Ctrl + A
    a. Align Right   **b. Select All**   c. Change font   d. Save document

70. Which of the following is not on Home ribbon?
    a. Columns   b. Font color   c. Change Style   d. Font

71. When three hyphens, underscores, equal signs, asterisks, or number signs are typed and then the enter key is pressed, the Auto Format feature _____.
    a. places a border above a paragraph   b. creates a numbered list
    c. changes the characters to an em dash   d. creates a bulleted list

72. Microsoft Office Word is a (n) _____.
    a. area in the computer's main memory in which Microsoft Office text files are stored temporarily
    b. program included with Windows 2000 that can be used only to create or edit text files, smaller than 64K, that do not require formatting
    c. classified password that prevents unauthorized users from accessing a protected Microsoft Office item or document
    d. full-featured word processing program that can be used to create and revise professional looking documents easily

73. Ctrl + E
    a. Exit Application   b. Select All   c. Clear All   **d. Align Center**

74. When a custom tab stop is set, Word _____.
    a. clears all default tab stops
    b. clears all default tab stops to the right of the custom tab stop
    c. clears all default tab stops to the left of the custom tab stop
    d. does not clear any default tab stops

75. When inserting Page number in footer it appeared 1 but you wish to show a. How can you do that?
    a. From format menu choose bullets and Numbering and configure necessary setting
    b. From Insert menu choose Page Number and specify necessary setting
    c. Click on Page Number Format tool and specify required setting
    d. All of above

76. How do you close a word document without closing Word window?
    a. Click on the Close button on the title bar   b. Click on X minimize button on the title bar
    c. Click on the Close command on Office menu   d. Click Exit on the File menu

77. To switch between insert mode and over type mode, _____.
    a. click Caption on the Insert menu   **b. double-click the OVR status indicator on the status bar**
    c. click Text Box on the Insert menu   d. double-click the INS status indicator on the status bar

78. What should you do if you require to paste the same format in many places?
    a. Click the Format painter and go on pasting in many places holding Alt Key
    b. Double click the format painter then go on pasting in many places
    c. Click the format painter then go on pasting to many places holding Ctrl Key

d. All of above

79. Which would you choose to save a document with a new name?
a. Press Ctrl+S   b. Click File, Save   c. Click Tools, Options, Save   **d. Click File, Save As**

80. You cannot close MS Word application by
a. Choosing File menu then Exit sub menu   b. Press Alt+F4
c. Click X button on title bar   **d. From File menu choose Close sub menu**

81. Which of the following option is not available in Insert >> Picture ?
a. Chart   b. Word Art   c. Clip Art   **d. Graph**

82. Which option in File pull-down menu is used to close a file in MS Word?
a. New   b. Quit   **c. Close**   d. Exit

83. Ctrl + O
a. Save Document   b. Print Document   c. Close Document   **d. Open Document**

84. Which feature do you use to create a newspaper like document?
a. Bullets & numbering   b. Tables   **c. Columns**   d. Tab stops

85. A _____ contains buttons, boxes, and menus that allow tasks to be performed more quickly than using the menu bar.
a. format bar   b. status bar   c. command bar   **d. toolbar**

86. A letterhead should contain all of the following EXCEPT _____.
a. full street address   b. logo
c. complete legal name of the company, group, or individual   **d. None of the above**

87. Which of the following is not available in Font Spacing?
a. Normal   **b. Loosely**   c. Condensed   d. Expanded

88. To convert a hyperlink e-mail address to regular text, right-click the e-mail address and then click _____ on the shortcut menu.
a. Edit Hyperlink   b. Select Hyperlink   c. Convert Hyperlink   **d. Remove Hyperlink**

89. Which enables you to move directly to specific location in a document?
a. Sub documents   **b. Bookmarks**   c. Cross-references   d. Outlines

90. Each time the _____ key is pressed, the paragraph formatting in the previous paragraph is carried forward to the next paragraph.
a. enter   b. shift   c. ctrl   d. alt

91. What is the shortcut key you can press to create a copyright symbol?
a. Alt+Ctrl+C   b. Alt + C   c. Ctrl + C   d. Ctrl + Shift + C

92. What is the short cut key to open Font dialog box?
a. Ctrl + F   b. Alt + Ctrl + F   **c. Ctrl + D**   d. Ctrl + Shift + D

93. What is the shortcut key to "Center Align" the selected text?
a. Ctrl + C   **b. Ctrl + E**   c. Ctrl + F   d. None of above

94. What is the shortcut key for Spelling Check in document?
a. F7   b. Shift + F7   c. Ctrl + F7   d. Alt + F7

95. What is the shortcut key to Update Formula in a table?
a. F9   b. Alt + F9   c. Ctrl + F9   d. Shift + F9

96. What is the shortcut key for "Font" dialog box?
a. Ctrl + F   **b. Ctrl + D**   c. Ctrl + G   d. None of the above

97. What is the shortcut key for "Find and Replace" dialog box?
a. Ctrl + F   b. Ctrl + R   **c. Ctrl + H**   d. Ctrl + Shift + F

98. What is the shortcut key to "Insert Hyperlink" in a document?
a. Ctrl + H   b. Ctrl + L   **c. Ctrl + K**   d. None of above

99. How can you access the font size tool on formatting toolbar?
a. Ctrl + S   b. Ctrl + Shift + S   c. Ctrl + P   **d. Ctrl + Shift + P**

100. What is the shortcut key for "Subscript" the selected text?
a. Ctrl + =   b. Ctrl + –   c. Ctrl + Shift + =   d. Ctrl + Shift + –

MICROSOFT EXCEL

1. Which of the following methods cannot be used to enter data in a cell
a. Pressing an arrow key b. Pressing the Tab key **c. Pressing the Esc key**   d. Clicking on the formula bar

2. Which of the following will not cut information?

  a. Pressing Ctrl + C   b. Selecting Edit>Cut from the menu

  c. Clicking the Cut button on the standard d. Pressing Ctrl+X

3. Which of the following is not a way to complete a cell entry?

  a. Pressing enter   b. Pressing any arrow key on the keyboard

  c. Clicking the Enter button on the Formula bar **d. Pressing space bar**

4. You can activate a cell by

  a. Pressing the Tab key b. Clicking the cell c. Pressing an arrow key   **d. All of the above**

5. Text formulas:

  a. Replace cell references   b. Return ASCII values of characters

  c. Concatenate and manipulate text d. Show formula error value

6. How do you insert a row?

  a. Right-click the row heading where you want to insert the new row and select Insert from the short cut menu

  b. Select the row heading where you want to insert the new row and select Edit >Row from the menu

  c. Select the row heading where you want to insert the new row and click the Insert Row button on the standard toolbar

  d. All of the above

7. Which of the following is not a basic step in creating a worksheet?

  a. Save workbook   b. Modify the worksheet   c. Enter text and data **d. Copy the worksheet**

8. How do you select an entire column?

  a. Select Edit > Select > Column from the menu

  b. Click the column heading letter

  c. Hold down the shift key as you click anywhere in the column.

  d. Hold down the Ctrl key as you click anywhere in the column

9. How can you print three copies of a workbook?

  a. Select File>Properties form the menu and type 3 in the Copies to print text box.

  b. Select File >Print from the menu and type 3 in the Number of copies text box.

  c. Click the Print button on the standard toolbar to print the document then take it to Kinko's and have 2 more copies made

  d. Press Ctrl+P+3

10. To create a formula, you first:

  a. Select the cell you want to place the formula into

  b. Type the equals sign (=) to tell Excel that you're about to enter a formula

  c. Enter the formula using any input values and the appropriate mathematical operators that make up your formula

  d. Choose the new command from the file menu

11. To center worksheet titles across a range of cells, you must

a. Select the cells containing the title text plus the range over which the title text is to be centered

  b. Widen the columns

  c. Select the cells containing the title text plus the range over which the title text is to be enfettered

  d. Format the cells with the comma style

12. How do you delete a column?

  a. Select the column heading you want to delete and select the Delete Row button on the standard toolbar

  b. Select the column heading you want to delete and select Insert Delete from the menu

  c. Select the row heading you want to delete and select Edit>Delete from the menu

  d. Right click the column heading you want to delete and select delete from the shortcut menu

13. How can you find specific information in a list?

  a. Select Tools > Finder from the menu

  b. Click the Find button on the standard toolbar

  c. Select Insert > Find from the menu

  d. Select Data > Form from the menu to open the Data Form dialog box and click the Criteria button

14. When integrating word and excel, word is usually the

  a. Server   b. Destination c. Client   **d. Both b and c**

15. When a label is too long to fit within a worksheet cell, you typically must

  a. Shorten the label   **b. Increase the column width**

  c. Decrease the column width d. Adjust the row height

16. The name box

    a. Shows the location of the previously active cell   **b. Appears to the left of the formula bar**

    c. Appears below the status bar   d. Appears below the menu bar

17. Comments put in cells are called

    a. Smart tip   **b. Cell tip**   c. Web tip   d. Soft tip

18. Which is used to perform what if analysis?

    a. Solver   b. Goal seek   c. Scenario Manager   **d. All of above**

19. You can use the horizontal and vertical scroll bars to

    a. Split a worksheet into two panes   **b. View different rows and columns edit the contents of a cell**

    c. Edit the contents of a cell   d. view different worksheets

20. Multiple calculations can be made in a single formula using

    a. standard formulas   **b. array formula**   c. complex formulas   d. smart formula

21. Hyperlinks can be

    a. Text b. Drawing objects   c. Pictures   **d. All of above**

22. To activate the previous cell in a pre-selected range, press

    a. The Alt key b. The Tab key   c. The Enter key   **d. None of the above**

23. Which button do you click to add up a series of numbers?

    a. The auto sum button b. The Formula button c. The quick total button d. The total button

24. When the formula bar is active, you can see

    a. The edit formula button   b. The cancel button   c. The enter button   **d. All of the above**

25. To copy formatting from one area in a worksheet and apply it to another area you would use:

    a. The Edit>Copy Format and Edit>Paste Format commands form the menu.

    b. The Copy and Apply Formatting dialog box, located under the Format>Copy and Apply menu.

    c. There is no way to copy and apply formatting in Excel – You have to do it manually

    d. The Format Painter button on the standard toolbar

26. In a worksheet you can select

    a. The entire worksheet   **b. Rows**   c. Columns   d. All of the above

27. When you link data maintained in an excel workbook to a word document

    a. The word document cannot be edit

    b. The word document contains a reference to the original source application

    c. The word document must contain a hyperlink

    d. The word document contains a copy of the actual data

28. Which area in an excel window allows entering values and formulas

    a. Title bar   b. Menu bar   **c. Formula bar**   d. Standard toolbar

29. To hold row and column titles in place so that they do not scroll when you scroll a worksheet click the

    a. Unfreeze panes command on the window menu   **b. Freeze panes command on the window menu**

    c. Hold titles command on the edit menu   d. Split command on the window menu

30. To edit in an embedded excel worksheet object in a word document

    a. Use the excel menu bar and toolbars inside the word application   b. Edit the hyperlink

    c. Edit the data in a excel source application   d. Use the word menu bar and toolbars

31. To create a formula, you can use:

    a. Values but not cell references   b. C ell references but not values

    c. Values or cell references although not both at the same time   **d. Value and cell references**

32. Status indicators are located on the

    a. Vertical scroll bar   b. Horizontal scroll bar   **c. Formula bar**   d. Standard toolbar

33. Which of the following is the oldest spreadsheet package?

    a. VisiCalc   b. Lotus 1-2-3 c. Excel   d. Star Calc

34. Rounding errors can occur

    a. When you use multiplication, division, or exponentiation in a formula

    b. When you use addition and subtraction in a formula

    c. Because excel uses hidden decimal places in computation

    d. When you show the results of formulas with different decimal places that the calculated results

35. You can copy data or formulas

    a. With the copy, paste and cut commands on the edit menu   b. With commands on the shortcut menu

    c. With buttons on the standard toolbars   **d. All of the above**

36. You cannot link excel worksheet data to a word document
       a. With the right drag method
       b. With a hyperlink
       c. With the copy and paste special commands
       d. With the copy and paste buttons on the standard toolbar.

37. Which of the following is a popular DOS based spreadsheet package?
       a. Word   b. Smart cell   c. Excel   **d. Lotus 1-2-3**

38. An excel workbook is a collection of
       a. Workbooks   b. Worksheets   c. Charts   **d. Worksheets and charts**

39. Excel files have a default extension of
       a. Xls   b. Xlw   c. Wk1   d. 123

40. You can use the format painter multiple times before you turn it off by
       a. You can use the format painter button on ly one time when you click it
       b. Double clicking the format painter button
       c. Pressing the Ctrl key and clicking the format painter button
       d. Pressing the Alt key and clicking the format painter button

41. You can use the formula palette to
       a. Format cells containing numbers   **b. Create and edit formulas containing functions**
       c. Enter assumptions data   d. Copy a range of cells

42. You can convert existing excel worksheet data an charts to an HTML document by using
       a. FTP wizard   **b. Internet assistant wizard**   c. Intranet wizard   d. Import wizard

43. A circular reference is
       a. Geometric modeling tool   b. A cell that points to a drawing object
       c. A formula that either directly or indirectly depends on itself   d. Always erroneous

44. Which of following is Not one of Excel's what-if function?
       a. Goal seek   b. Solver   c. Scenario manager   **d. Auto Outline**

45. When you insert an excel file into a word document. The data are
       a. Hyperlinked placed in a word table   **b. Linked**
       c. Embedded   d. Use the word menu bar and toolbars

46. Which of the following is not information you can specify using the solver?
       a. Input cells   b. Constraints   c. Target cell   d. Changing cells

47. Each excel file is called a workbook because
       a. It can contain text and data
       b. It can be modified
       c. It can contain many sheets including worksheets and chart sheets
       d. You have to work hard to create it

48. Excel probably considers the cell entry January 1, 2000 to be a
       a. Label   **b. Value**   c. Formula   d. Text string

49. You can enter which types of data into worksheet cells?
       a. Labels, values, and formulas   b. Labels and values but not formulas
       c. Values and formulas but not labels   d. Formulas only

50. All worksheet formula
       a. Manipulate values   b. Manipulate labels
       c. Return a formula result   d. Use the addition operator

51. Which of the following is a correct order of precedence in formula calculation?
       a. Multiplication and division exponentiation positive and negative values
       b. Multiplication and division, positive and negative values, addition and subtraction
       c. Addition and subtraction, positive and negative values, exponentiation
       d. All of above

52. The Paste Special command lets you copy and paste:
       a. Multiply the selection by a copied value   b. Cell comments
       c. Formatting options   **d. The resulting values of a formula instead of the actual formula**

53. The numbers in our worksheet look like this: You want them to look like this: $1,000.How can you accomplish this?

        a. None of these

        b. Select Format > Money from the menu

        c. Click the Currency Style button on the formatting toolbar

        d. You have to retype everything and manually add the dollar signs, commas, and decimals.

54. Which of the following is not a valid data type in excel

        a. Number   **b. Character**   c. Label   d. Date/time

55. Excel worksheet cells work very similarly to what common element of the windows graphical user interface

        a. Option buttons   b. List boxes   **c. Text boxes**   d. Combo boxes

56. Which of the following options is not located in the Page Setup dialog box?

        a. Page Break Preview.   b. Page Orientation   c. Margins   d. Headers and Footers

57. You want to track the progress of the stock market on a daily basis. Which type of chart should you use?

        a. Pie chart   b. Row chart   **c. Line chart**   d. Column chart

58. Without using the mouse or the arrow keys, what is the fastest way of getting to cell A1 in a spreadsheet?

        a. Press Ctrl +Home   b. Press Home c. Press Shift + Home   d. Press Alt + Home

59. Which of the following methods can not be used to edit the contents of a cell?

        a. Press the Alt key   b. Clicking the formula bar

        c. Pressing the F2 key   d. Double clicking the cell

60. If you begin typing an entry into a cell and then realize that you don't want your entry placed into a cell, you:

        a. Press the Erase key   **b. Press Esc**   c. Press the Enter button   d. Press the Edit Formula button

61. To view a cell comment

        a. click the edit comment command on the insert menu

        b. click the display comment command on the window menu

        c. position the mouse pointer over the cell

        d. click the comment command on the view menu

62. When you want to insert a blank embedded excel object in a word document you can

        a. Click the object command on the insert menu

        b. Click the office links button on the standard toolbar

        c. Click the create worksheet button on the formatting toolbar

        d. Click the import excel command on the file menu

63. To save a workbook, you:

        a. Click the save button on the standard toolbar from the menu   b. Press Ctrl+F5

        c. Click Save on the Windows Start button   d. Select Edit>Save

64. You can edit a cell by

        a. Clicking the formula button   **b. Double clicking the cell to edit it in-place**

        c. Selecting Edit>Edit Cell from the menu   d. None of above

65. You can select a single range of cells by

        a. Clicking the upper-left cell in a group of cells and then pressing the Shift key while clicking the lower right cell in a group of cells

        b. Pressing the Ctrl key while dragging over the desired cells

        c. Pressing the Shift key and an arrow key

        d. Dragging over the desired cells

66. Which elements of worksheet can be protected from accidental modification

        a. Contents   b. Objects   c. Scenarios   **d. All of above**

67. You can use the drag and drop method to

        a. Copy cell contents   b. Move cell contents   c. Add cell contents   **d. a and b**

68. It is acceptable to let long text flow into adjacent cells on a worksheet when

        a. Data will be entered in the adjacent cells   **b. No data will be entered in the adjacent cells**

        c. There is no suitable abbreviation of the text   d. There is not time to format the next

69. How can you delete a record?
      a. Delete the column from the worksheet
      b. Select Data > Form from the menu to open the Data Form dialog box, find the record and Click the Delete button
      c. Select Data > Delete Record from the menu
      d. Click the Delete button on the Standard toolbar

70. Right clicking something in Excel:
      a. Deletes the object
      b. Nothing the right mouse button is there for left handed people
      c. Opens a shortcut menu listing everything you can do to the object
      d. Selects the object

71. Documentation should include
      a. Destination and users of the output data   b. Source of input data
      c. Information on the purpose of the workbook   **d. All of the above**

72. Files created with Lotus 1-2-3 have an extension
      a. DOC   b. XLS   **c. 123**   d. WK1

73. To delete an embedded objects, first
      a. Double click the object   b. Select the object by clicking it
      c. Press the Shift + Delete keys   **d. Select it and then press the delete key**

74. Comments can be added to cells using
      a. Edit > Comments   **b. Insert > Comments**   c. File > Comments   d. View > Comments

75. Which of the following is not a worksheet design criterion?
      a. Efficiency   b. Aditibility   **c. Description**   d. Clarity

76. To copy cell contents using drag and drop press the
      a. End key   b. Shift key   c. Ctrl key   d. Esc key

77. Which of the following is the latest version of Excel
      a. Excel 2000   b. Excel 2002   c. Excel ME   **d. Excel XP**

78. When you copy a formula
      a. Excel erases the original copy of the formula
      b. Excel edits cell references in the newly copied formula
      c. Excel adjusts absolute cell references
      d. Excel doesn't adjust relative cell references

79. The autofill feature
      a. extends a sequential series of data   b. automatically adds range of cell values
      c. applies a boarder around the selected cells   **d. none of the above**

80. Which menu option can be sued to split windows into two
      a. Format > window   b. View > window > split   **c. Window > split**   d. View > split

81. Which of the following is an absolute cell reference?
      a. !A!1   **b. A1**   c. #a#1   d. A1

82. What symbol is used before a number to make it a label?
      a. " (quote)   b. = (equal)   c. _ (underscore)   **d. ' (apostrophe)**

83. Which symbol must all formula begin with?
      a. =   b. +   c. (d. @

84. Which of the following formulas is not entered correctly?
      a. =10+50   b. =B7*B1   c. =B7+14   **d. 10+50**

85. Which of the following formulas will Excel Not be able to calculate?
      a. =SUM(Sales)-A3   b. =SUM(A1:A5)*.5   c. =SUM(A1:A5)/(10-10)   d. =SUM(A1:A5)-10

86. A typical worksheet has …. Number of columns
      a. 128   **b. 256**   c. 512   d. 1024

87. How many characters can be typed in a single cell in Excel?
      a. 256   b. 1024   c. 32000   **d. 65535**

88. A worksheet can have a maximum of …. Number of rows
      a. 256   b. 1024   c. 32000   **d. 65535**

89. Which of the following is not an example of a value?
      a. 350   b. May 10, 2001   c. 0.57   **d. Serial Number 50771**

90. The chart wizard term data series refers to
    a. A chart legend   **b. A collection of chart data markers**
    c. A set of values you plot in a chart   d. A data label

91. The Chart wizard term data categories refers to;
    a. A chart plot area   **b. A horizontal axis**
    c. The organization of individual values with a chart's data series   d. The data range that supply chart data

92. A worksheet range is a
    a. A command used for data modeling   b. A range of values such as from 23 to 234
    c. A group of cells   d. A group of worksheets

93. Getting data from a cell located in a different sheet is called …
    a. Accessing   **b. Referencing**   c. Updating   d. Functioning

94. Tab scrolling button
    a. Allow you to view a different worksheet
    b. Allow you to view additional worksheet rows down
    c. Allow you to view additional worksheet columns to the right
    d. Allow you to view additional sheets tabs

95. A numeric value can be treated as a label value if it precedes with
    a. Apostrophe (&lsquo   b. Exclamation (!)   c. Hash (#)   d. Ampersand (&

96. Concatenation of text can be done using
    a. Apostrophe (&lsquo   b. Exclamation (!)   c. Hash (#)   **d. Ampersand (&)**

97. Data can be arranged in a worksheet in a easy to understand manner using
    a. auto formatting   b. applying styles   c. changing fonts   **d. all of above**

98. You can use drag-and-drop to embed excel worksheet data in a word document
    a. By dragging a range of excel data to the word button on the taskbar while pressing the Ctrl key
    b. By dragging a range of excel data to the word button on the taskbar while pressing Shift key
    c. By dragging a range of excel data to the word button on the taskbar while pressing Alt key
    d. None of above

99. The auto calculate feature
    a. Can only add values in a range of cells
    b. Provides a quick way to view the result of an arithmetic operation on a range of cells
    c. Automatically creates formulas and adds them to a worksheet
    d. A and c

100. Excel uniquely identifies cells within a worksheet with a cell name
    a. Cell names   b. Column numbers and row letters
    c. Column letters and row numbers   d. Cell locator coordinates

MICROSOFT POWERPOINT

1. Which tab is not available on left panel when you open a presentation?

a) Outline b) Slides **c) Notes** d) All of above are available

2. Which of the following statements is not true?

a) **You can type text directly into a PowerPoint slide but typing in text box is more convenient.**

b) From Insert menu choose Picture and then File to insert your images into slides.

c) You can view a PowerPoint presentation in Normal, Slide Sorter or Slide Show view.

d) You can show or hide task pane from View >> Toolbars

3. To start Microsoft PowerPoint application

a) Click on Start >> Programs >> All Programs >> Microsoft PowerPoint

b) Hit Ctrl + R then type ppoint.exe and Enter

c) Click Start >> Run then type powerpnt then press Enter d) All of above

4. Which of the following section does not exist in a slide layout?

a) Titles b) Lists c) Charts **d) Animations**

5. PowerPoint presentations are widely used as

a) note outlines for teachers b) project presentations by students

c) communication of planning **d) All of above**

6. _____ controls all the main slide control tasks for your presentation.

a) Task Pane b) Task Bar c) Control Panel d) None of above

7. Which of the following cannot be toggled from View >> Toolbars?

a) Control Toolbox **b) Slides** c) Revisions d) Reviewing

8. Which of the following pane is not available in Task Pane?

a) Getting Started **b) Clip Art** c) Word Art d) Search Results

9. Which of the following pane is NOT available in Task Pane?

a) Slide Design **b) Master Slide** c) Slide Layout d) Slide Transition

10. A new presentation can be created from

a) Blank Presentation b) From Existing Presentation

c) From Design Template **d) All of above**

11. In slide layout panel how many layouts are available for text layout by default?

a) 4 b) 7 c) 12 d) None of above

12. Which of the following statement is false?

a) If you choose to select from one of the pre-made slide layouts, you can change the positioning

b) If you choose to select from the pre-made slide layouts, you cannot delete the objects in the layout.

c) Blank Slide is at the top of the 'Content Layouts' area in the Slide Layout panel.

d) All of above are false statements

13. What lets you to create new presentation by selecting ready-made font color and graphics effects?

a) Presentation Template b) Master Slide **c) Design Template** d) Animation Scheme

14. Which command will you use in PowerPoint if you need to change the color of different objects without changing content?

a) Design Template **b) Color Scheme** c) Font Color d) Object Color

15. What PowerPoint feature will you use to apply motion effects to different objects of a slide?

a) Slide Transition b) Slide Design c) Animation Objects **d) Animation Scheme**

16. What feature will you use to apply motion effects in between a slide exits and another enters?

a) Slide Transition b) Slide Design c) Animation Objects d) Animation Scheme

17. The selected design template can be applied

a) to current slide only b) to all the slides

c) to all the new presentation you create **d) all of above**

18. The difference between Slide Design and Auto Content Wizard is

a) Both are same b) AutoContent Wizard is just the wizard version of Slide Design

c) Slide Design does not provide sample content but Auto Content Wizard provides sample content too!

d) Slide Design asks your choice in steps but Auto Content Wizard does not let you make choices

19. In which menu can you find features like Slide Design, Slide Layout etc)?

a) Insert Menu **b) Format Menu** c) Tools Menu d) Slide Show Menu

20. Which menu provides you options like Animation Scheme, custom Animation, Slide Transition?

a) Insert Menu b) Format Menu c) Tools Menu **d) Slide Show Menu**

21. How many steps are there between Start and Finish in AutoContent Wizard?

a) 3 b) 4 c) 5 d) 6

22. Which short cut key inserts a new slide in current presentation?

a) Ctrl+N **b) Ctrl+M** c) Ctrl+S d) All of above

23. What happens if you select first and second slide and then click on New Slide button on toolbar?

a) A new slide is inserted as first slide in presentation

b) A new slide is inserted as second slide in presentation

c) A new slide is inserted as third slide in presentation d) None of above

24. Which of the following method can insert a new slide in current presentation?

a) Right click on the Slide panel and choose New Slide b) From Insert menu choose New Slide c) Click on New Slide button on toolbar **d) All of above**

25. Which of the following is not a part of Slide Design

a) Design Template b) Color Scheme c) Animation Scheme **d) Slide Layout**

26. What is the best way to create another copy of a slide?

a) Click the slide then press Ctrl+A and paste in new slide

b) From Insert Menu choose Duplicate Slide c) Redo everything on a new slide that you had done on previous slide d) None of above

27. From which menu you can access Picture, Test Box, Chart etc?

a) File b) Edit **c) Insert** d) View

28. If you want to insert some slides from other presentation into current one choose

a) From Insert menu choose Slides from Files b) From Insert menu choose Slides from Presentation c) From Insert menu choose Slides d) None of above

29. What are the three options available in Insert >> Picture menu?

a) Clipart, Pictures, Shapes b) Clipart, From File, Shapes

c) Clipart, From Files, AutoShapes d) Clipart, Pictures, AutoShapes

30. To insert slide numbers

a) Insert a text box and select Insert >> Page Number b) Insert a textbox and select Insert >> Number >> PageNumber c) Choose Insert >> Slide Number **d) Insert a new text box and select Insert >> slide Number**

31. In a PowerPoint presentation

a) Sound clips can be inserted but not movie clips b) Movie clips can be inserted but not sound clips c) Both cannot be inserted **d) Both can be inserted**

32. to insert a hyperlink in a slide

a) Choose Insert >> Hyperlink b) Press Ctrl + K c) Hyperlinks can't be inserted in slides

d) both a & b

33. List Box and Text box

a) are some other than that in a list box the bullets are enabled

b) are different. List boxes are used to present lists and can't be created with text boxes.

c) Both of above d) None of above

34. Which of the following statement is true

a) You can insert text boxes from drawing toolbar in PowerPoint b) You cannot insert text boxes from drawing toolbar in PowerPoint c) Text boxes are provides when you choose a layout and can't be inserted afterwards d) None of above

35. When you delete a text box object from a slide in PowerPoint Presentation

a) The object is deleted but text box and the text inside is left on the slide

b) The text box is deleted and the text is pasted on the slide **c) The text box and text both are deleted** d) None of above

36. Which of the following font effect is not available in PowerPoint Font dialog box?

a) Underline b) Shadow c) Emboss **d) Strikethrough**

37. What happens if you edited an image inserted in PowerPoint

a) The original file that was inserted is not changed

b) The original file that was inserted is changed

c) The original file is changed when you save presentation d) None of above

38. If you select Insert >> Picture >> From File

a) You can insert pictures and clipart b) You can insert clipart only

c) you can insert pictures only **d) None of above**

39. The effect applied to display when slides changes in slide show view is

a) Slide Animation b) Custom Animation c) Custom Transition **d) Slide Transition**

40. To start slide show of a presentation

a) Hit F5 key b) From Slide Show menu choose View Show option

c) From Slide Show menu choose Rehearse timing **d) both a & b**

41. Which file format can be added to a PowerPoint show?

a) .jpg b) .gif c) .wav **d) All of the above**

42. In Microsoft PowerPoint, two kinds of sound effects files that can be added to the presentation are

a) .wav files and .mid files b) .wav files and .gif files c) .wav files and .jpg files

d) .jpg files and .gif files

43. Material consisting of text and numbers is best presented as

a) A table slide b) A bullet slide c) A title slide d) All of the above

44. What is a motion path?

a) A type of animation entrance effect b) A method of advancing slides

c) A method of moving items on a slide d) All of the above

45. What is a slide-title master pair?

a) The title area and text area of a specific slide b) a slide master and title master merged into a single slide **c) A slide master and title master for a specific design template**

d) All of above

46. Which of the following should you use if you want all the slides in the presentation to have the same 'look'?

a) the slide layout option b) add a slide option c) outline view **d) a presentation design template**

47. in the context of animations, what is a trigger?

a) An action button that advances to the next slide

b) An item on the slide that performs an action when clicked

c) The name of a motion path d) All of above

48. If you have a PowerPoint show you created and want to send using email to another teacher you can add the show to your email message as a (an)

a) Inclusion **b) Attachment** c) Reply d) Forward

49. In order to edit a chart, you can

a) Triple click the chart object b) Click and drag the chart object

c) Double click the chart object d) Click the chart object

50. To exit the PowerPoint

a) click the application minimize button b) click the document close button

c) double click the applications control menu icon

d) double click the document control menu icon

51. To preview a motion path effect using the custom animation task pane, you should

a) click the play button b) click the show effect button

c) double click the motion path d) all of above

52. You can create a new presentation by completing all of the following except

a) Clicking the new button on the standard toolbar b) Clicking file, new

c) Clicking file open d) Pressing ctrl + N

53. You can embed a MS-Organization Chart in a slide by

a) Clicking the object command on the edit menu

b) Clicking the object command on the edit menu

c) Clicking the insert new slide button the standard toolbar, then double click the organization chart button on the formatting toolbar

d) Clicking the MS-Organization Chart button on the standard toolbar

54. To select one hyperlink after another during a slide presentation, what do you press?

a) Tab b) Ctrl + K c) Ctrl + h d) All of above

55. special effects used to introduce slides in a presentation are called

a) effects b) custom animations **c) transitions** d) present animations

56. You can edit an embedded organization chart object by

a) Clicking edit object b) Double clicking the organization chart object

c) Right clicking the chart object, then clicking edit MS-Organization Chart object

d) b and c both

57. What is the term used when you press and hold the left mouse key and more the mouse around the slide?

a) Highlighting **b) Dragging** c) Selecting d) Moving

58. Which of the following toolbars provide different options in various master views?

a) Common tasks toolbar b) Drawing toolbar c) Formatting toolbar d) Standard toolbar

59. How can you create a uniform appearance by adding a background image to all slides?

a) Create a template **b) Edit the slide master** c) Use the autocorrect wizard

d) All of the above

60. How do you create speaker note pages that show the slides, related notes, and your company logo on each page?

a) Edit the notes master and add your company logy

b) Edit the slide master and insert your company logo and notes pane

c) Edit the handout master to include your company logo and one slide per page with additional note space d) All of the above

61. Which option on the custom animation task pane allows you to apply a preset or custom motion path?

a) Add effect b) Emphasis c) Animate now d) All of the above

62. What is the term used when a clip art image changes the direction of faces?

a) Group b) Flip **c) Rotate** d) All of the above

63. The slide that is used to introduce a topic and set the tone for the presentation is called the

a) table slide b) graph slide c) bullet slide **d) title slide**

64. Which of the following features should you use when typing in the notes text box?

a) Slide show b) Insert c) Slide maser **d) Zoom**

65. Which option allows you to select line, curve, freeform or scribble tools?

a) Create effect b) Insert motion path **c) Draw custom path** d) All of the above

66. Which of the following should be used when you want to add a slide to an existing presentation?

a) File, add a new slide **b) Insert, New slide** c) File Open d) File, New

67. The size of the organization chart object

a) Is determined by the presentation design and cannot be changed

b) Is determined by the presentation design but can be changed in PowerPoint

c) Is dependent on the amount of text within the organization chart **d) b and c**

68. Which of the following is the default page setup orientation of slide in PowerPoint

a) Vertical **b) Landscape** c) Portrait d) None of above

69. Want a PowerPoint photo album slide show to play continuously?

a) Use random slide transitions b) Launch an online broadcast c) Loop continuously

d) All of the above

70. what is defined by the handout master?

a) Slide formatting **b) Layout of audience handout notes**

c) Handout content formatting for Microsoft word export d) All of above

71. Which of the following tool enables you to add text to a slide without using the standard placeholders?

a) **Text tool box** b) Line tool c) Drawing tool d) Auto shapes tool

72. In notes master view, how do you modify the font size of text for all hte4 notes of a presentation?

a) Modify the slide design b) Modify the notes master layout

c) **Modify the text within the body placeholder** d) All of the above

73. Want your logo in the same position on every slide, automatically? Insert it on the

a) Handout master b) Notes master **c) Slide master** d) All of the above

74. Which of the following views is the best view to use when setting transition effects for all slides in a presentation?

a) **Slide sorter view** b) Notes pages view c) Slide view d) Outline view

75. Objects on the slide that hold text are called

a) **Placeholders** b) Object holders c) Auto layouts d) Text holders

76. Which of the following provides a means of printing out feature notes with a miniature slide on a printed page?

a) Slide with animation b) Outline view c) Notes page **d) Audience handout**

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

a) Next slide button b) Page up **c) Ctrl + Home** d) Ctrl + End

78. In normal view, how can you quickly change to handout master view?

a) Click the outline tab and select handout master view

b) Press the shift key and click the handout master view button

c) On the view menu, click slide sorter, and click handouts. d) All of above

79. How can you quickly reinstate a deleted footer placeholder in master view?

a) Create a new slide master **b) Re-apply the footer placeholder**

c) Re-apply the slide layout d) All of the above

80. Which of the following can you use to add times to the slides in a presentation?

a) Slide show menu **b) Rehearse timings button** c) Slide transition button

d) All of the above

81. To select all of the boxes of an organization chart

a) Clicking and edit and select all b) Right click the chart background and then click select all c) Press and hold the SHIFT key and click each box **d) All of above**

82. You can show the shortcut menu during the slide show by

a) Clicking the shortcut button on the formatting toolbar **b) Right clicking the current slide** c) Clicking an icon on the current slide d) a and b

83. Auto clipart is a feature that

a) Automatically places clipart in your presentation

b) Scans your presentation for incorrect spelling in your words on each slide

c) Scans your presentation for incorrect spelling in Word Arts objects **d) All of above**

84. to edit the text within the boxes of an organization chart, you

a) select the box and text, then make changes b) select the box, then make the changes

c) highlight the text, them make the changes d) a and b both

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

a) Alt + Click each slide b) Shift + drag each slide **c) Shift + Click each slide**

d) Ctrl + Click each slide

86. The view that displays the slides on a presentation as miniature representations of the slides is called

a) slide show **b) slide sorter view** c) notes page view d) outline view

87. The PowerPoint view that displays only text (title and bullets) is

a) Slide show b) Slide sorter view c) Notes page view **d) Outline view**

88. In Microsoft PowerPoint the entry effect as one slide replaces another in a show is called a (an)

a) animation **b) slide transition** c) custom animation d) preset animation

89. Which of the following presentation elements can you modify using the slide master?

a) Slide comments **b) Slide transitions** c) Speaker note font and color d) All of above

90. Which of the following provides a printed copy of your presentation?

a) Outline b) Speaker notes **c) Audience handouts** d) All of the above

91. Slide show options available to the presenter include all of the following except

a) Transitions command b) Speaker notes command c) Meeting reminder command

d) Navigation commands

92. Presentation designs regulate the formatting and layout for the slide and are commonly called

a) Design plates **b) Templates** c) Placeholders d) Blueprints

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

a) File, print, preview **b) The print button** c) File, print d) Ctrl + p

94. To add a header or footer to your handout, you can use

a) The title master b) The slide master **c) The handout master** d) All of above

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

a) Esc key b) The spacebar c) The Enter key d) The mouse button

96. What are lines, curve, freeform, and scribble?

a) Emphasis effects that can be applied to animations **b) Types of custom motion paths**

c) Predefined entrance and exit effects d) All of the above

97. Comments on a presentation can record who wrote them and when they were added. What's the automatic way in PowerPoint 2002?

a) Use online collaboration **b) Use comments** c) Use the notes page d) All of the above

98. When using PowerPoint, to play a PowerPoint show for previewing the show, select

a) View, slide sorter b) View, slide **c) View, slide show** d) View outline

99. In Microsoft PowerPoint in order to see all the slides on one screen use

a) view, slide sorter b) view, slide c) view, master d) view, slide show

100. What's the best place to find animated images for your PowerPoint 2002 presentation?

a) Microsoft online **b) Word clipart** c) PowerPoint tools and ins d) All of the above