

 Accenture

**Common Application
&
MS Office**

MS Word ShortCut Keys :-

- Ctrl + N: New document
- Ctrl + O: Open document
- Ctrl + S: Save document
- F12: Save As
- Ctrl + P: Print document
- Ctrl + W: Close document
- Ctrl + Z: Undo
- Ctrl + Y: Redo
- Ctrl + Right Arrow: Move one word to the right
- Ctrl + Left Arrow: Move one word to the left
- Ctrl + 1: Single-line spacing
- Ctrl + 2: Double-line spacing

MS Excel Shortcut Keys :-

- Ctrl + N: New document
- Ctrl + O: Open document
- Ctrl + S: Save document
- F12: Save As
- Ctrl + P: Print document
- Ctrl + W: Close document
- Ctrl + Z: Undo
- Ctrl + Y: Redo
- Ctrl + =: Subscript
- Ctrl + Shift + =: Superscript

MS Powerpoint Shortcut Keys:-

- **Ctrl + N:** New presentation
- **Ctrl + O:** Open presentation
- **Ctrl + S:** Save presentation
- **F12:** Save As
- **Ctrl + P:** Print presentation
- **Ctrl + W:** Close presentation
- **Ctrl + Z:** Undo
- **Ctrl + Y:** Redo
- **F5:** Start slide show from beginning
- **Esc:** End slide show

MS Outlook Shortcut Keys :-

- **Ctrl + N:** New email, appointment, contact, or task
- **Ctrl + O:** Open selected item
- **Ctrl + S:** Save
- **Ctrl + P:** Print
- **Ctrl + Z:** Undo
- **Ctrl + Y:** Redo

Q.1 Starting with Microsoft Office 2003, Photo Editor was renamed to :

- A. Manager
- ✓ B. Picture Manager
- C. Picture Editor
- D. ~~Paint Editor~~

12 Ques
↓
10 Ques

Answer : Option B

Q.2 Which of the following functions will help to find the number of working days between two calendar dates?

- A. Business days ✓
- B. Networkdays
- C. Days
- D. None of the mentioned options

Answer : Option A

Q.3 Which of the following groups is not present under the Insert tab in MS-Excel?

A. Charts

B. Text

C. Sort & Filter ✓

D. Tables

Answer : Option C

Q.4 Using which of the following sites, users can interact with each other through messages?

- A. SnapChat
- B. Gmail
- C. All of the mentioned options
- D. Facebook

Answer : Option C

Q.5 A compiler means

- A. A person who compiles source programs ✗
- B. The same thing as a programmer ✗
- C. Keypunch operator ✗
- ✓ D. A program which translates source program into object program

Answer : Option D

Q.6 Which of the following commands will take you two steps backward from any particular directory?

A. cd../

B. cd../.. ✓

C. cd ..\

D. cd ..\..\



Answer : Option B

Q.7 Which key is to be held down to select the word or phrase to be selected in MS Word?

A. Alt

B. Shift ✓

C. Ctrl

D. Tab

Answer : Option B

Q.8 If by an accident a mail is deleted, then which
of the following folders will save the mail.

A. Draft

B. Spam

C. Inbox

D. Trash ✓

Answer : Option D

Q.9 What is the difference between a Trojan and a Virus?

- ✓ A. A Virus replicates itself while a Trojan does not
- B. They are different names for the same thing
- C. None of the mentioned options
- D. A Virus starts as a Trojan and spreads later

Answer : Option A

Q10 While using formulas in Excel, the notation "B8
: B10" indicates:

- ✓ A. All cells from B8 to B10
- B. the product of cell B8 and Cell B10
- C. cell B8 and cell B10 only
- D. cell B only

Answer : Option A

Q.11 In currently open PowerPoint presentation, a new slide is inserted using shortcut key

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A. Ctrl + N

B. Ctrl + S

C. Ctrl + M ✓

D. Shift + N

Answer : Option C

Q.12 In order to increase the font size one value, the key we used is

A. Ctrl + F + <

B. Ctrl + F + >

C. Ctrl + F + Shift + >

D. Ctrl + Shift + > ✓

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Answer : Option D

Q.13 Which of the following software applications allows a user to view a webpage?

A. Notepad →

B. Adobe Acrobat →

C. Google Drive →

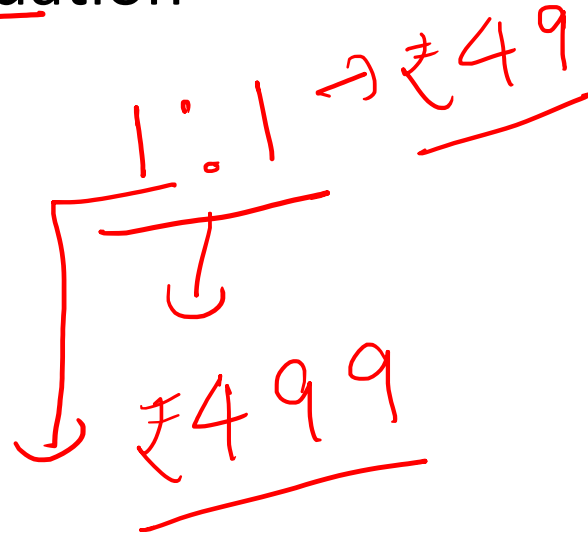
D. Internet Explorer ✓

Answer : Option D

Q.14 Which of the following functions is used to create a drop-down box in selected cells?

- A. Data > Conditional Formatting
- B. Data > Data Validation ✓
- C. Pivot Table
- D. Data > Filter

Answer : Option B



Q.15 In Microsoft Excel, what function would you use to find the average of a range of cells?

A. SUM

B. AVG ✓

C. MEAN

D. AVERAGE ✓

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Answer: Option D

Q.16 What is the extension of a PowerPoint file saved in Microsoft Office 2016?

A. .ppt

B. .pptx ✓

C. .pptm

D. .ppsx

12 Ques
↓
10 Ques

Answer: Option B

Q.17 Which shortcut key is used to create a new workbook in Microsoft Excel?

- A. Ctrl + N
- B. Ctrl + W
- C. Ctrl + O
- D. Ctrl + S

Answer: Option A

Q.18 Which key combination is used to open the 'Find and Replace' dialog box in Microsoft Word?

A. Ctrl + H ✓

B. Ctrl + F

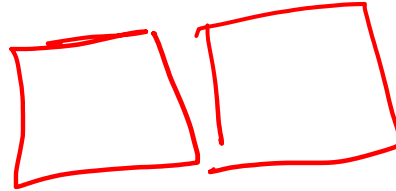
C. Ctrl + G

D. Ctrl + R

Answer: Option A

Q.19 Switching to the previous window from current window can be done by shortcut keys which are

- A. Alt + Shift + Tab ✓
- B. Home key ✗
- C. Alt + left arrow ✗
- D. Ctrl + Shift + Tab ✓



Answer : Option A

Q.20 In PowerPoint, which view is used to show just the text content of the slides?

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A. Slide Show View

B. Slide Sorter View

C. Normal View

D. Outline View ✓

Answer: Option D

Q.21 What is the default file extension for a Microsoft Word document?

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- A. .doc
- B. .docx
- C. .txt
- D. .pdf

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Answer: Option B

Q.22 Which feature in Microsoft Excel allows you to visually represent data in a graphical format?

A. Tables

B. Charts → ✓

C. Formulas ✗

D. Data Validation ✗

Answer: Option B

Q.23 Which of the following file format is not a video file format?

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- A. AVI
- B. MOV
- C. MP4
- D. JPEG

→ photos

Answer : Option D

Q.24 Which one is not an Image file?

✓ A. .bmp

B. .png ✗

✓ C. .wmv

D. .jpg ✗

Comment section



Question



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Q.25 Which of the following commands is given to reboot the computer?

Imp:
A. CTRL + ALT + DEL ✓

B. CTRL + SHIFT + DEL

C. CTRL + ALT + SHIFT

D. CTRL + ALT + Tab

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Answer : Option A

Q.26 The shortcut key to display Windows help is

- ✓ A. Windows Logo + F1
- B. Alt + F1
- C. Ctrl + Alt + F1
- D. Alt + F

Answer : Option A.

Q.27 The numeric data entered in the worksheet (MS Excel) is _____ aligned by default.

- A. Centre
- B. Left
- C. Right ✓
- D. Top

Answer : Option C

Q.28 What does the URL http://www.uni.edu tell you about the source?

- ✓ A. It is associated with an educational institution.
- B. It is associated with a military.
- C. It is associated with a commercial organization
- D. None of these

educational

Answer : Option A

Q.29 Add, subtract, multiple and logic operations are performed by

A. Memory

B. Control unit

C. ALU ✓

D. None of the above

Answer : Option C

Q.30 Which of the following can be used to navigate from one slide to another in the same presentation or to a slide in another presentation in PowerPoint ?

- A. Footer
- B. Header
- C. Hyperlink ✓
- D. Attachment

Answer: Option C

Q.31 A feature of MS Office that saves the document automatically after a certain interval is called:

- A. Save
- B. Save As
- C. Auto Save ✓
- D. Backup

Answer: Option C

Q.32 What was the HTML editor that was part of Microsoft Office until 2003?

A. Web Page

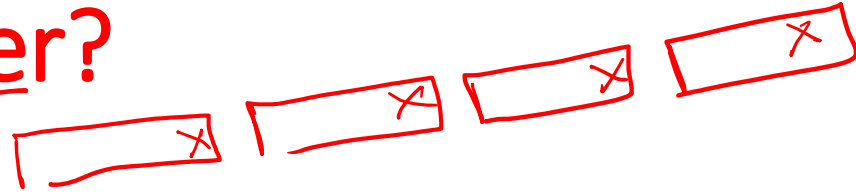
B. Explorer

C. FrontPage ✓

D. DreamWeaver

Answer: Option C

Q.33 Which key combination is used to close a tab on a browser?



A. Ctrl+T

B. Ctrl+A

C. Ctrl+W



D. Ctrl+X

Answer: Option C

Q.34 Which feature is used to make a selected sentence all capital letters or all small letters in MS Word?

- A. Change Letter
- B. Change Sentence
- C. Change Case →
- D. Change Word

Answer: Option C

Q.35 What is the extension of MS Outlook mail file?

- A) PST ✓
- B) DOC
- C) EXE
- D) Mail

Answer: Option A

Q.36 How can you tell the email that you have read from the email that you have not read?

- A) The unread mail will be on top
- B) The unread mail will be on bottom
- C) The unread mail will be bold ✓
- D) The unread mail will be blue

Answer: Option C

Q.37 How do you request a receipt to show an email has been read?

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- A. Right-click the send button and choose send with receipt
- B. Click the send/receive tab and click the receipted mail button
- C. Click the options tab from the message window and choose request receipt ✓
- D. None of the above

Answer : Option C ✓

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Q.38 What is MS Word used for?

- A. Design Pictures
- B. Design Videos
- C. Paint
- D. Design Texts ✓

Answer: Option D

Q.39 Documents can be _____ with MS Word.

A. Created ✓

B. Edited ✓

C. Saved ✓

D. All of the above ✓

Answer : Option D

Q.40 Microsoft Word was released in which year?

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A. 1981

B. 1982

C. 1983 ✓✓

D. 1984

Answer : Option C