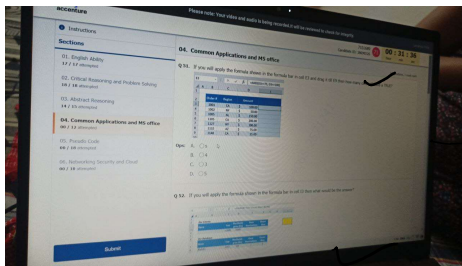


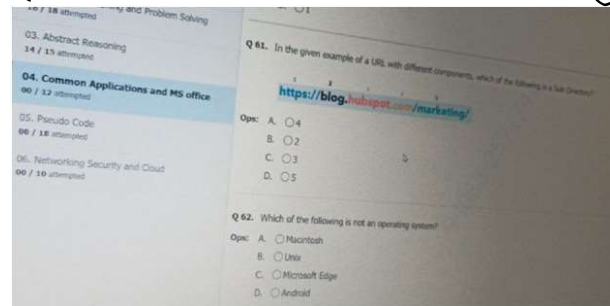
Accenture PYQS On MS Office and its applications

12 August 2023 10:47

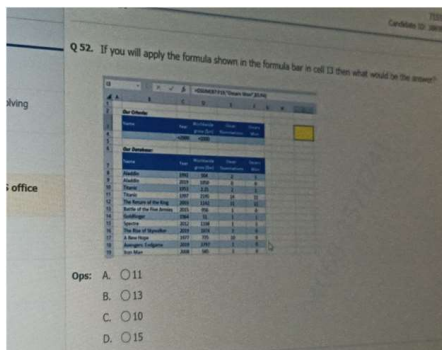


Ques 1

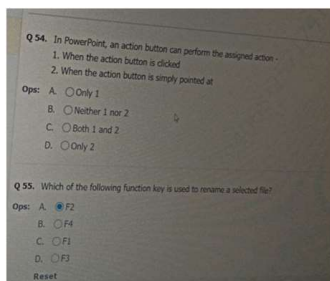
Ques 2.



Ques 3.



Ques 4.



https: Protocols
blog. Sub-domain
hubspot - second-level
domain
.com - top level
Subdirectory

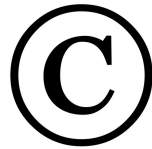
Ques 5. Find the Odd Man Out ?

- A) Google Chrome
- B) Mozilla FireFox
- C) Safari
- D) Android ✓

Ques 6. To Attach a file-folder with email, what would you choose ?

- A) Microsoft Store
- B) Files ✓
- C) Zip
- D) Adobe Reader

Ques 7. To insert the character shown below, what will be the correct shortcut key combination?



Alt + Ctrl + C

- ✓ A) Alt + Ctrl + C
- B) Ctrl+C ✓
- C) Alt+ Ctrl + Shift +C
- D) No Any

Ques 8. In excel, what does this notation represents : B8:B10

- A) Product of both the cells.
- B) Cell B only
- C) Only cell B8 and cell B10
- ✓ D) All cells from B8 to cell B10;

B8 : B10

B8 : B9 : B10

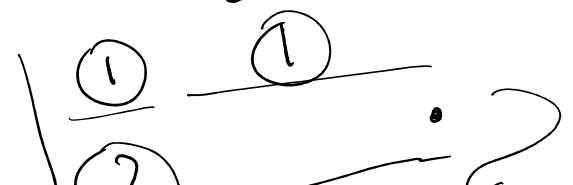
Ques 9. What Can be do to stop automatic count of numbers in a sequential text (Bullet points)?

- A) It can not be stop
- B) Press ENTER key twice ✓
- C) Press Alt Key to stop it
- D) No any

Ques 10. Which key is the best suitable to select the word or phrase to be selected in MS WORD?

- A) Alt
- B) Ctrl
- ✓ C) Shift
- D) Tab

there are 5 steps



- B) Ctrl
- ☒ C) Shift
- D) Tab

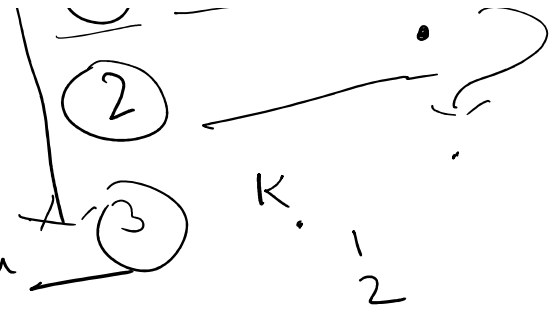
Ques 11. To go one step back from any directory, we need to type?

- ☒ A) Cd..
- B) Cd../
- C) Cd..\...
- D) Cd..\..

one step

→ 2 steps

C:\len\mm
cd..



Ques 12. MS Office can be relate to?

- A) Open source software
- B) Cloud source software
- ☒ C) Market Software
- D) No Any

vertical
Horizontal

Ques 13. I am not an objective of Network Security, who I am ?

- A) Authentication
- B) Identification
- C) Access Control
- ☒ D) Lock

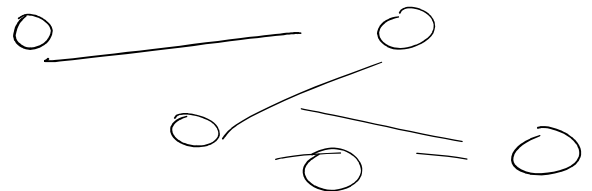
Ques 14. What is the shortcut key to close the currently active tab ?

- ☒ A) Ctrl +w
- B) Ctrl + alt
- C) Delete
- D) Ctrl + Enter

ctrl + w

Ques 15.Computing refers to applications and services that run on a distributed network using visualized resources?

- a) Distributed
- ☒ B) Cloud
- C) Soft
- D) Parallel



Ques 16. What extension is used for saving a word document file?

- A).txt
- B).ppt
- C)pptx
- ☒ D).doc

Ques 17. Command for close all the tabs that are either active or inactive in browser ?

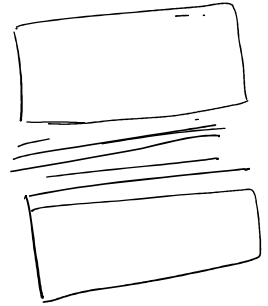
- ☒ A) Ctrl+ shift+w
- B) Ctrl+w
- C) Ctrl+t
- D) Ctrl+delete

left -

Question

What is gutter margin?

- ☐ A Margin that is added to the left margin when printing
- ☐ B Margin that is added to right margin when printing
- ☒ C Margin that is added to the binding side of page when printing
- ☐ D Margin that is added to the outside of the page when printing
- ☐ E None of these



Ques . What is the default font and size in MS Office?

- A) Arial, 12
- B) Arial, 11
- C) Times New Roman, 11
- ☒ D) Calibri, 11

Ques.

Computer Virus is a _____.

- A. Hardware
- ☒ B. Software
- C. Bacteria
- D. Freeware

Ques 21.

Which of the following is called as page to create a presentation in PowerPoint?

- a. Sheet
- ☒ b. Slide
- c. Paper
- d. None of the above

Ques 22.

Which of the following is the shortcut key to open the existing presentation in the powerpoint?

- a. Ctrl + M
- b. Ctrl + N
- ☒ c. Ctrl + O
- d. Ctrl + K

Ques 23.

Is it possible to apply the same transition on all slides in a powerpoint presentation?

- ☒ a. True
- b. False
- c. Can't say
- d. May be

Ques 24.

Which of the following menu in powerpoint includes the Picture, Text Box, Shapes, Clip Art?

- a. File
- ☒ b. Insert
- c. Design
- d. None of the above

Ques 25. If you have to remove a file or picture from desktop and then relocate this to in another directory, what steps you will follow?

- A) Copy+Paste
- B) Cut
- C) Cut and Paste
- D) Drag and drop
- E) Both can be done (CUT +paste) and (Drag and drop)

