

Sample Paper
MS-Office

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

- A) Office XP
- B) Office Vista
- C) Office 2007
- D) None of above

2. You cannot close MS Word application by

- A) Choosing File menu then Exit submenu
- B) Press Alt+F4
- C) Click X button on title bar
- D) From File menu choose Close submenu

3. The key F12 opens a

- A) Save As dialog box
- B) Open dialog box
- C) Save dialog box
- D) Close dialog box

4. What is the short cut key to open the Open dialog box?

- A) F12
- B) Shift F12
- C) Alt + F12
- D) Ctrl + F12

5. 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

6. Where can you find the horizontal split bar on MS Word screen?

- A) On the left of horizontal scroll bar
- B) On the right of horizontal scroll bar
- C) On the top of vertical scroll bar
- D) On the bottom of vertical scroll bar

7. Which of the following is not available on the Ruler of MS Word screen?

- A) Tab stop box
- B) Left Indent
- C) Right Indent
- D) Center Indent
- E) All of them are available on ruler

8. What is place to the left of horizontal scroll bar?

- A) Tab stop buttons
- B) View buttons
- C) Split buttons
- D) Indicators
- E) None of above

9. Which file starts MS Word?

- A) Winword.exe
- B) Word.exe
- C) Msword.exe
- D) Word2003.exe

10. How many ways you can save a document?

- A) 3
- B) 4
- C) 5
- D) 6