

MULTIPLE CHOICE QUESTION ANSWER

MS OFFICE

(Word, Excel, Power- Point)

1 What is the shortcut of "Bold"?

- a) **Ctrl +B**
- b) Ctrl +A
- c) Ctrl + S
- d) Ctrl + C

2. What is the maximum font size you can apply for any character?

- a) 163
- b) **1638**
- c) 16038
- d) None of above

3. What does Ctrl + = key effect?

- a) Superscript
- b) **Subscript**
- c) All Caps
- d) Shadow

4. Which symbol must all formula begin with ?

- a) =
- b) +
- c) (
- d) @

5. In a worksheet you can select:

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

6. How can we stop slide show?

- a) Press the right arrow

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- b) **Press Escape**
- c) Press Ctrl + A
- d) Press Ctrl+ S

7. What is maximum zoom percentage in Ms Powerpoint?

- a) 100%
- b) 200%
- c) 300%
- d) **400%**

8. What is the shortcut key for "Font" dialog box?

- a) Ctrl +F
- b) **Ctrl + D**
- c) Ctrl+G
- d) None of the above

9. What is the default font used in Ms Word 2007 document?

- a) Times New Roman
- b) Arial
- c) **Calibri**
- d) Preeti

10. Text styling feature of Ms Word is

- a) Word Color
- b) Word Font
- c) **Word Art**
- d) Word Fill

11. Which key can be used to view "Slide Show"?

- a) **F5**
- b) F2
- c) F7
- d) F9

12. Which of the following is the latest version of Excel?

- a) Excel 2000
- b) Excel 2002
- c) Excel ME
- d) **Excel XP**

13. Which of the following option is not available in insert >>picture?

- a) Chart
- b) Word art

- c) Clip art
- d) **Graph**

14. Which one can be used as Watermark in a word document?

- a) Text
- b) Image
- c) **Both A & B**
- d) None

15. An excel workbook is a collection of :

- a) Workbooks
- b) Worksheets
- c) Charts
- d) **Worksheets and Charts**

16. 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

17. To apply "Center Alignment " to a paragraph we can press:

- a) Ctrl + S
- b) Ctrl + C
- c) Ctrl +C + A
- d) **Ctrl + E**

18. The space left between the margin and the start of a paragraph is called:

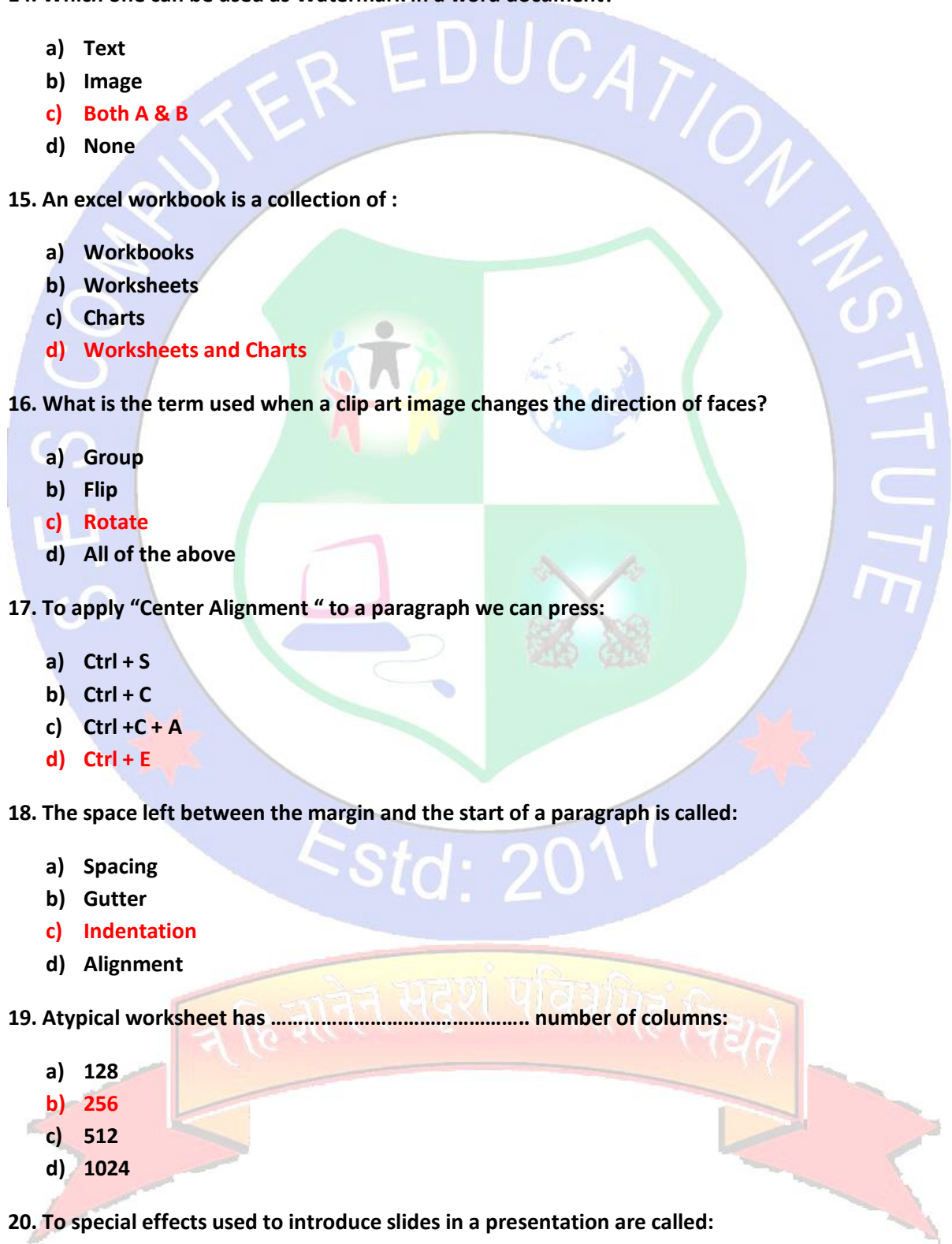
- a) Spacing
- b) Gutter
- c) **Indentation**
- d) Alignment

19. Atypical worksheet has ..... number of columns:

- a) 128
- b) **256**
- c) 512
- d) 1024

20. To special effects used to introduce slides in a presentation are called:

- a) Effects
- b) Custom animations
- c) **Transitions**



d) Present animation

21. In Ms Word which of the following moves text from clipboard?

- a) Cut
- b) Drag and Drop
- c) Copy
- d) Paste

22. 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

23. Which of the following is not a type of Page margin?

- a) Left
- b) Right
- c) Center
- d) Top

24. Which features starts a new line whenever a word or sentence reached a border:

- a) Text line
- b) New line
- c) Text wrapping
- d) Text align

25. How many characters can be typed in a single cell in Excel?

- a) 256
- b) 1024
- c) 32,000
- d) 65,535

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

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

27. How many different positions can you set for drop cap?

- a) 1
- b) 2
- c) 4
- d) 6



28. What is the shortcut key to “ close active document” in Ms word?

- a) **Ctrl +F4**
- b) Shift + F4
- c) Ctrl + Shift + F4
- d) None of above

29. The direction of a rectangular page for viewing and orinting is called:

- a) **Orientation**
- b) Direction
- c) Print Layout
- d) Preview

30. A number of letter that appears little above the normal text is called:

- a) **Superscript**
- b) Subscript
- c) Supertext
- d) Toptext

31. Excel files have a default extension of :

- a) **Xls**
- b) Xlw
- c) WK1
- d) 123

32. In Ms 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

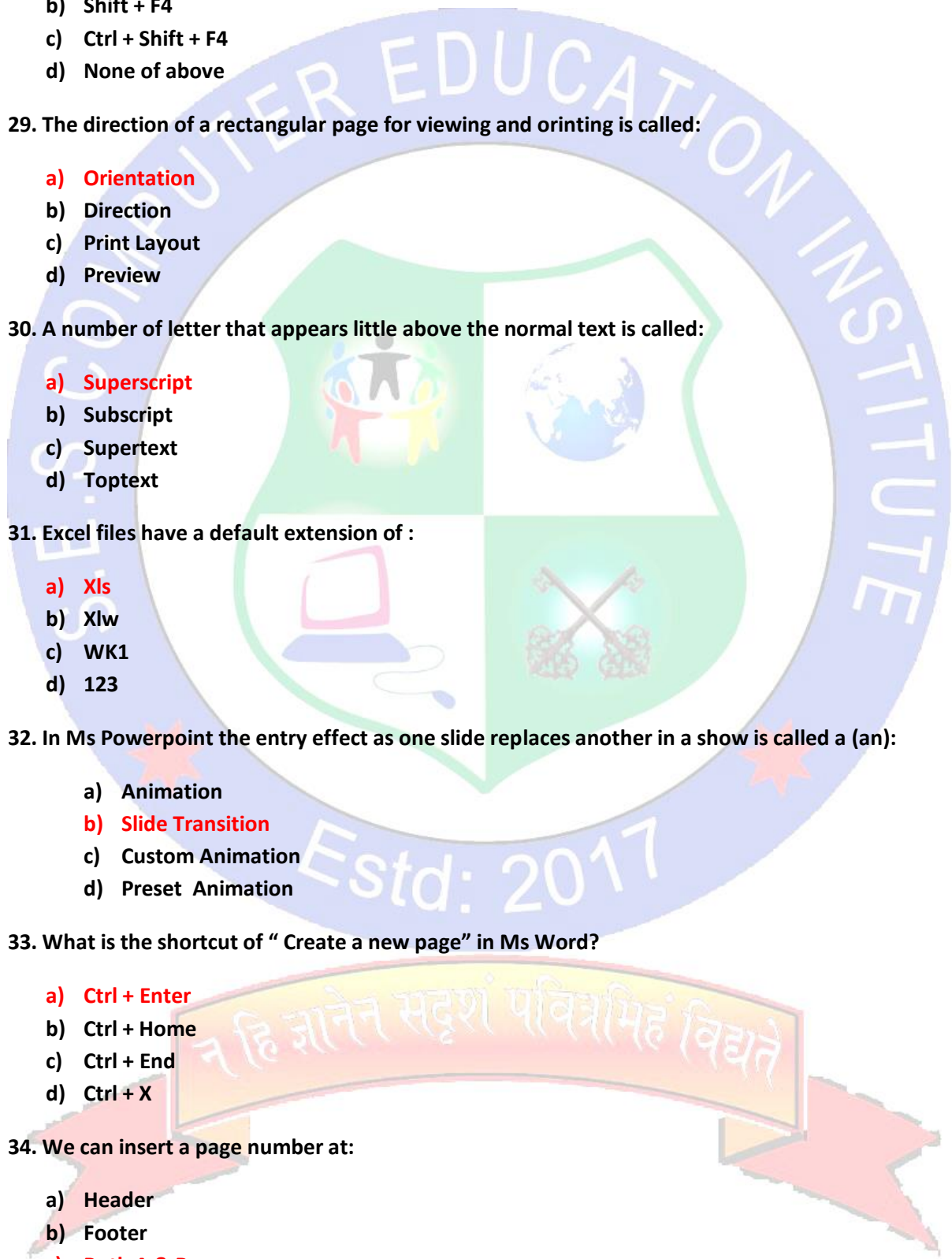
33. What is the shortcut of “ Create a new page” in Ms Word?

- a) **Ctrl + Enter**
- b) Ctrl + Home
- c) Ctrl + End
- d) Ctrl + X

34. We can insert a page number at:

- a) Header
- b) Footer
- c) **Both A & B**
- d) None

35. Which of the following is not on Home ribbon?



- a) **Columns**
- b) Font Color
- c) Change Style
- d) Font

36. What is the shortcut key to "Insert Hyperlink" in a document?

- a) Ctrl + H
- b) Ctrl + L
- c) **Ctrl + K**
- d) None of above

37. Which area in an Excel window allows entering values and formulas?

- a) Title bar
- b) Menu bar
- c) **Formula bar**
- d) Standard toolbar

38. 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

39. How many columns can you insert in a word document in maximum?

- a) 35
- b) **45**
- c) 55
- d) 65

40. 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 the above

41. 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

42. 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

43. To copy cell content using drag and drop press the:

- a) End Key
- b) Shift Key
- c) **Ctrl Key**
- d) Esc Key

44. Which of the following is not one of Powerpoint view?

- a) Slide show view
- b) Slide View
- c) Presentation view
- d) **Outline view**

45. What is the shortcut of "Increase Font Size"?

- a) **Ctrl+Shift+>**
- b) Ctrl+=
- c) Alt+Ctrl+F
- d) Ctrl+N

46. 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

47. 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**

48. 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

49. Ctrl+Z

- a) **Undo the last action**
- b) Redo the last action
- c) Add the new page
- d) Paste the contents from clipboard

50. To change line height to 1.5 we use shortcut key:

- a) Ctrl+1
- b) Ctrl+2
- c) Ctrl+3
- d) **Ctrl+5**

51. 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

52. What is the default file extension for all Word documents?

- a) ...txts
- b) ...word
- c) ...docs
- d) **...docx**

53. What is the smallest width of a columns?

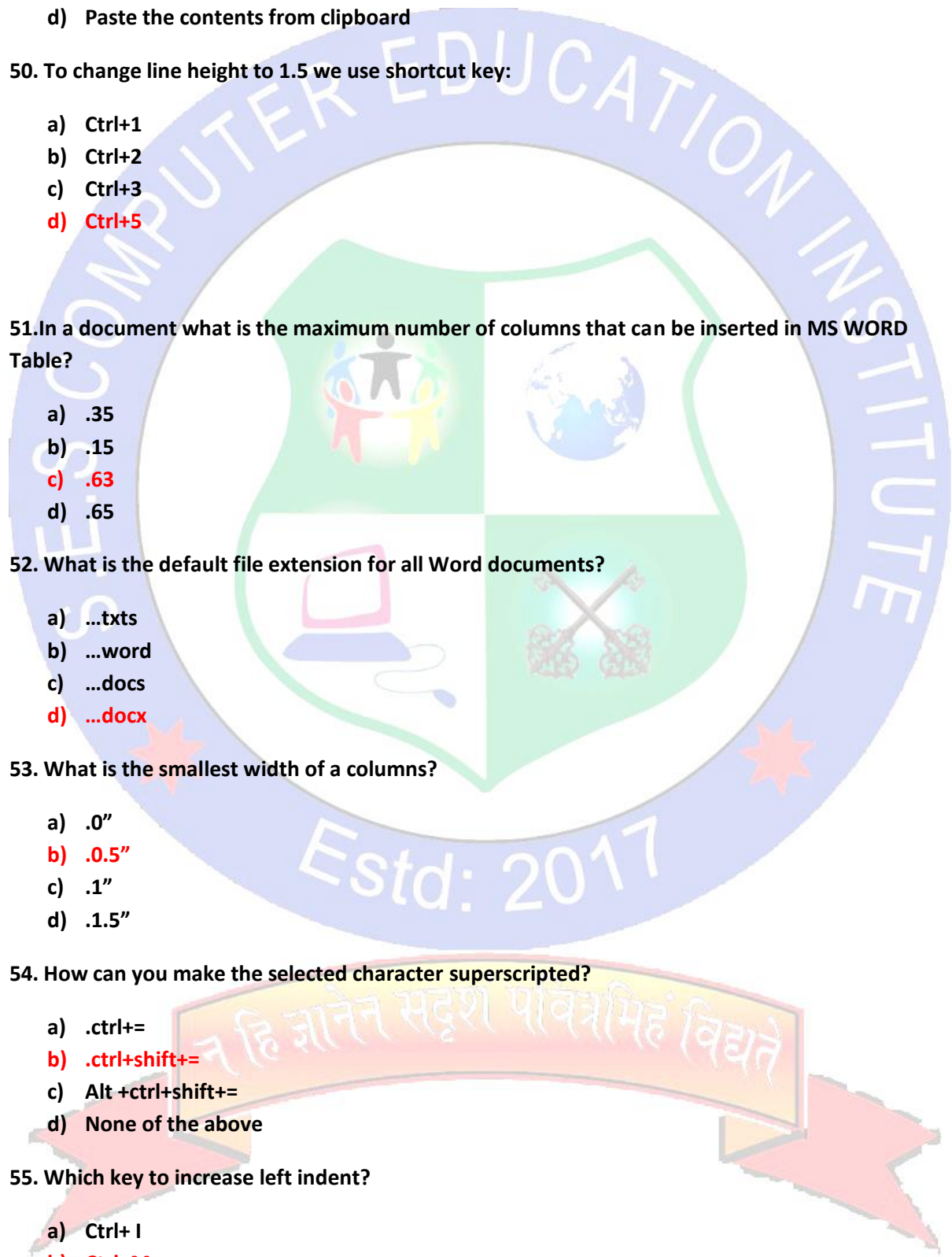
- a) .0"
- b) **.0.5"**
- c) .1"
- d) .1.5"

54. How can you make the selected character superscripted?

- a) .ctrl+=
- b) **.ctrl+shift+=**
- c) Alt +ctrl+shift+=
- d) None of the above

55. Which key to increase left indent?

- a) Ctrl+ I
- b) **Ctrl+M**
- c) Alt +I
- d) F10





56. A (N) ..... is a dot or other symbol positioned at the beginning of a paragraph.

- a) **Bullet**
- b) Logo
- c) Cell
- d) Target

57. What is the shortcut key for "Find and Replace" dialog box?

- a) Ctrl +F
- b) Ctrl+R
- c) **Ctrl+H**
- d) Ctrl+Shift+F

58. How to remove all character formats?

- a) Shift +Spacebar
- b) Shift+Enter
- c) **Ctrl+Spacebar**
- d) Ctrl+Enter

59. 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

60. 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**





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