



spardhaguru2022



Spardhaguru Current affairs



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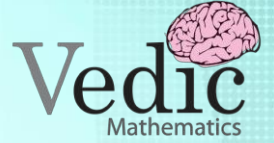
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1) Microsoft Word, Microsoft Excel, and Microsoft PowerPoint are the part of

- a) Microsoft Office Suite
- b) Microsoft Windows
- c) Mac OS X
- d) None of these

2) The basic unit of a worksheet into which you enter data in excel is called a \_\_\_\_:

- a) Tab
- b) Cell
- c) Box
- d) Range

3) You can keep your personal files/folders in:

- a) My Folder
- b) My Documents
- c) My Files
- d) My Text

4) We can detect spelling and grammar error by:

- a) Press Shift + F7
- b) Press F7
- c) Press Alt + F7
- d) None of These

5) Using Print Preview is useful when you want to-

- a) Colour the document
- b) Save the document
- c) Delete the document
- d) View how trip document will appear when printed

6) Microsoft Office Document Imaging is

- a) An application that supports editing scanned documents
- b) A scanning and OCR application
- c) Diagram and flowcharting software
- d) None of these

7) Which command is used to quit powerpoint:

- a) Alt + F4

b) Alt + Shift + F4

c) F4

d) Either (a) or (b)

8) The command used to remove text or graphics from a document. The information is then stored on a clipboard as you can paste it.

- a) chop
- b) cut
- c) clip
- d) cart away

9) A Web site's main page is called its:

- a) Home Page
- b) Browser Page
- c) Search Page
- d) Bookmark

10) What is the use of sections in a word document:

- a) To divide the document into parts so that each part may be independently printed when the print command is given.
- b) To divide the document into parts so as to allow certain parts of the document to display data from a table.
- c) To vary the layout of a document within a page or between pages by dividing the document into parts and then allow formatting of each part the way you want.
- d) None of The Above

11) What do you call the word processing task associated with changing the appearance of a document:

- a) Formatting
- b) Editing
- c) Rewording
- d) None of The Above

12) In Word you can force a page break

- a) by positioning your cursor at the appropriate place and pressing the F1 key





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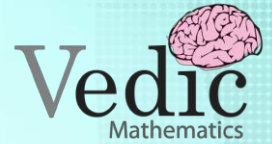
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- b) by positioning your cursor at the appropriate place and pressing Ctrl + Enter  
c) by using the Insert/Section Break  
d) by changing the font size of your document

**13) 'Platform' in the computer world means:**

- a) Computer Hardware used  
b) Operating System Used  
c) Computer Software Used  
d) All of The Above

**14) What happens when you press Ctrl + V Key?**

- a) A Capital V letter is typed into your document at the cursor point  
b) The selected item is pasted from the clipboard  
c) The selected item is pasted to the clipboard  
d) The selected drawing objects are distributed vertically on the page

**15) You Microsoft Word by using \_\_\_\_\_ button.**

- a) New  
b) Start  
c) Program  
d) Control Panel

**16) What do you need to put your web pages on the www:**

- a) A connection to the internet  
b) A web browser  
c) A web server  
d) All of The Above

**17) Office Assistant is**

- a) An application that allows you to take notes and save them in file  
b) A button on the standard toolbar that executes the Save command  
c) A collection of Autocorrect options in Word  
d) An animated character that offers help and suggestions

**18) The contents of \_\_\_\_\_ are lost when the computer turns off:**

- a) storage  
b) input  
c) output  
d) memory

**19) A --- pre-designed document that already had coordinating fonts, a layout and a back ground.**

- a) guide  
b) model  
c) ruler  
d) template

**20) 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

**21) The key F12 opens a**

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

**22) What is the short cut key to open the Open dialog box?**

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

**23) 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

**24) Which of the following is not available on the Ruler of MS Word screen?**

- A) Tab stop box  
B) Left Indent  
C) Right Indent





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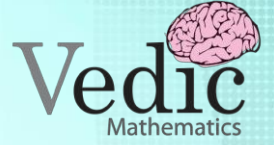
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D) Center Indent

**25) Which file starts MS Word?**

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

**26) If you want to keep track of different editions of a document which features will you use?**

- A) Editions
- B) Versions
- C) Track Change
- D) All of above

**27) Background color or effects applied on a document is not visible in**

- A) Web layout view
- B) Print Layout view
- C) Reading View
- D) Print Preview

**28) What is a portion of a document in which you set certain page formatting options?**

- A) Page
- B) Document
- C) Section
- D) Page Setup

**29) Borders can be applied to**

- A) Cells
- B) Paragraph
- C) Text
- D) All of above

**30) Which of the following is not a type of page margin?**

- A) Left
- B) Right
- C) Center
- D) Top

**31) What is the default left margin in Word 2003 document?**

- A) 1"
- B) 1.25"
- C) 1.5"
- D) 2"

**32) Portrait and Landscape are**

- A) Page Orientation
- B) Paper Size
- C) Page Layout
- D) All of above

**33) If you need to change the typeface of a document which menu will you choose?**

- A) Edit
- B) View
- C) Format
- D) Tools

**34) Which of the following is not a font style?**

- A) Bold
- B) Italics
- C) Regular
- D) Superscript

**35) What happens when you click on Insert >> Picture >> Clip Art**

- A) It inserts a clipart picture into document
- B) It lets you choose clipart to insert into document
- C) It opens Clip Art taskbar
- D) None of above

**36) Which option is not available in Insert Table Autofit behavior?**

- A) Fixed Column Width
- B) AutoFit to Contents
- C) Autofit to Window
- D) Autofit to Column

**37) To autofit the width of column**

- A) Double click the right border of column
- B) Double click the left border of column







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- C) Double click the column header  
D) All of above

**38) Which of the following statement is false?**

- A) You can set different header footer for even and odd pages  
B) You can set different page number formats for different sections  
C) You can set different header footer for first page of a section  
D) You can set different header and footer for last page of a section

**39) Where can you change the vertical alignment?**

- A) Formatting toolbar  
B) Paragraph dialog box  
C) Page Setup dialog box  
D) Standard toolbar

**40) AutoCorrect was originally designed to replace \_\_\_\_\_ words as you type.**

- A) Short, repetitive  
B) Grammatically incorrect  
C) Misspelled  
D) None of the above

**41) 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

**42) In Word, the mailing list is known as the \_\_\_\_\_.**

- A) Data sheet  
B) Source  
C) Data source  
D) Sheet

**43) Which of the following is not one of the three 'Mail Merge Helper' steps?**

- A) Merge the two files  
B) Create the main document  
C) Set the mailing list parameters  
D) Create the data source

**44) 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

**45) It is possible to \_\_\_\_\_ a data source before performing a merge.**

- A) Create  
B) Modify  
C) Sort  
D) all of the above

