1) What action is performed by pressing Ctrl + E in MS Word?
(a) Exit Application
(b) Select All
(c) Clear All
(d) Align Center

2) Setting fonts for the text in your document is an example of
(a) Formatting
(b) Formulas
(c) Tracking changes
(d) Tools

3) Which feature helps to search the text through reference material such as dictionaries, encyclopedias and translation services?
(a) Translation
(b) Research
(c) Find
(d) Font

4) Which among the following is the shortcut key combination to copy formatting from text?
(a) Alt + Shift + C
(b) Tab + Shift + C
(c) Ctrl + Shift + C
(d) F1 + Shift + C

5) In Power Point, the Header & Footer button can be found on the Insert tab in what group?
(a) Illustrations group
(b) Object group
(c) Text group
(d) Tables group

6) Which of the following is a saving process?
(a) To copy the document from memory to storage medium
(b) To bring change in present status of the document
(c) To change the face or entire form

(d) To develop the document by recording the text with the use of keyboard

7) Which keystroke will take you at the beginning or the end of a long document?
(a) Ctrl + PageUp and Ctrl + PageDown
(b) Shift + Home and Shift + End
(c) Ctrl + Home and Ctrl + End
(d) The only way is by using the right scroll bar

8) Workbook is a collection of _____ in MS Excel?
(a) page set-up
(b) buttons
(c) diagrams
(d) worksheets

9) Which PowerPoint view displays each slide of the presentation as a thumbnail and is useful for rearranging slides?
(a) Slide Sorter
(b) Slide Show
(c) Slide Master
(d) Notes Page

10) If a word is typed that is not in MS Word's dictionary, a wavy underline appears below the word. What is the color of the underline that appears in this situation?
(a) Blue
(b) Red
(c) Green
(d) Black

11) Which of the following is a presentation software in Microsoft Office Suite?
a) Word
b) Excel
c) PowerPoint
d) Access

12) Which of the following is a spreadsheet software in Microsoft Office Suite?
a) Word
b) Excel

c) PowerPoint
d) Outlook

13) Which of the following is a word processing software in Microsoft Office Suite?
a) Excel
b) PowerPoint
c) Word
d) Publisher

14) Which of the following is a database software in Microsoft Office Suite?
a) Word
b) Excel
c) PowerPoint
d) Access

15) Which of the following is a tool that allows you to undo your last action in Microsoft Office Suite?
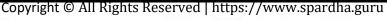a) Ctrl + X
b) Ctrl + Z
c) Ctrl + C
d) Ctrl + V

16) Which of the following is a tool that allows you to copy selected text or objects in Microsoft Office Suite?
a) Ctrl + X
b) Ctrl + Z
c) Ctrl + C
d) Ctrl + V

17) Which of the following is a tool that allows you to cut selected text or objects in Microsoft Office Suite?
a) Ctrl + X
b) Ctrl + Z
c) Ctrl + C
d) Ctrl + V

18) Which of the following is a tool that allows you to paste copied or cut text or objects in Microsoft Office Suite?

a) Ctrl + X
b) Ctrl + Z
c) Ctrl + C
d) Ctrl + V

19) Which of the following is a tool that allows you to find a specific word or phrase in a document in Microsoft Office Suite?
a) Find
b) Replace
c) Go To
d) AutoCorrect

20) Which of the following is a tool that allows you to replace a specific word or phrase with another word or phrase in a document in Microsoft Office Suite?
a) Find
b) Replace
c) Go To
d) AutoCorrect