



spardhaguru2022



Spardhaguru Current affairs



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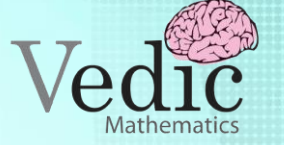
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1) Microsoft Word, Microsoft Excel, and Microsoft PowerPoint are the part of

- 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) In a spreadsheet, a _____ is a number you will use in a calculator.

- a) label
- b) cell
- c) field
- d) value

11) 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

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

- a) Formatting
- b) Editing
- c) Rewording





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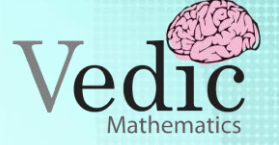
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d) None of The Above

13) In Word you can force a page break

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

14) 'Platform' in the computer world means:

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

15) 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

16) You Microsoft Word by using _____ button.

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

17) 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

18) 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

19) The contents of _____ are lost when the computer turns off:

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

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

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

21) To insert a page break in a WORD document, the following options are used _____.

- a) Insert and Copy
- b) Insert and Enter
- c) Insert and Delete
- d) Insert and Break

22) To reload a web page, press the _____ button:

- a) Redo
- b) Reload and Reload
- c) Restore
- d) Ctrl

23) Microsoft Office SharePoint Designer is used for

- a) A WYSIWYG HTML editor and web design program for customizing SharePoint applications, it replaces Microsoft Office FrontPage
- b) Project management software to keep track of events and to create network charts and Gantt charts
- c) Diagram and flowcharting software
- d) None of these

24) A --- is a named set of characters that have the same characteristics.

- a) type face
- b) type style





- c) font
d) pico

25) A popular presentation program for Windows and Mac in Microsoft Office is

- a) Microsoft Word
b) Microsoft PowerPoint
c) Microsoft Access
d) None of these

26) Microsoft word is ____ software.

- a) Application
b) Compiler
c) System
d) Programming

26) Which is not in MS Word?

- a) Italic
b) Magic tool
c) Font
d) Bold

27) ____ cannot be used to work in MS Office.

- a) Joystick
b) Scanner
c) Light Pen
d) Mouse

28) Which is not an edition of MS Word?

- a) MS Word 2003
b) MS Word 2007
c) MS Word 2010
d) MS Word 1020

29) The ____ works with the standard Copy and Paste commands.

- a) View tab
b) Paragraph dialog box
c) Office Clipboard
d) All of these

30) What is the blank space outside the printing area on a page?

- a) Clipart
b) Margins
c) Header
d) Footer

31) Which of the following is an example of page orientation?

- a) Landscape
b) Subscript
c) Superscript
d) A4

32) Formatting is performed on

- a) Text
b) Table
c) Menu
d) Both (a) and (b)

33) Which of the following software is used for making a resume?

- a) MS Excel
b) MS Word
c) Dev C
d) Java

34) Press ____ to open the help window in the MS Word document.

- a) F1
b) F2
c) F9
d) F11

35) The ability to combine name and addresses with a standard document is called ____

- a) Document formatting
b) Database management
c) Mail merge
d) Form letters

36) Which enables us to send the same letter to different people?

- a) Macros
b) Template





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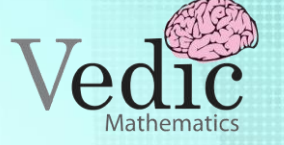
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c) Mail merge

d) None of above

37) A word processor would most likely be used to

- a) Keep an account of money spent
- b) Do a computer search in media center
- c) Maintain an inventory
- d) Type a biography

38) What is gutter margin?

- a) Margin that is added to the left margin when printing
- b) Margin that is added to the right margin when printing
- c) Margin that is added to the binding side of the page when printing
- d) Margin that is added to the outside of the page when printing

39) Which can be used for quick access to commonly used commands and tools?

- a) Status bar
- b) Toolbar
- c) Menu bar
- d) Title bar

40) Which bar shows the current position as far as the text goes?

- a) Title bar
- b) Menu bar
- c) Scroll bar
- d) Status bar

41) Select all the text in MS Word document by

- a) Ctrl + S
- b) Ctrl + 1
- c) Ctrl + A
- d) Ctrl + V

42) ___ is not a part of a MS Word document.

- a) Quick access toolbar
- b) Start Menu button
- c) Home panel

d) View option

43) The name of a word document displays in ____.

- a) Ribbon
- b) Title bar
- c) Status bar
- d) Home tab

44) Each line represents how many letters in WordStar?

- a) 20
- b) 35
- c) 65
- d) 75

45) Which of the following are word processing software?

- a) WordPerfect
- b) Wordpad
- c) MS Word
- d) All of above

45) Which file starts with MS Word?

- a) Winword.exe
- b) Word.exe
- c) Msword.exe
- d) Word356.exe

