

1} The software application that is used the most often is

A) Word Processing B) Spreadsheet C) Publishing D) Databases
E. Presentations

2} The most commonly used input device is the

A. Mouse **B) Keyboard** C) Joystick D) Scanner

3} CPU stands for

A) Central Packet Unit B) Core Processing Unit **C) Central Processing Unit** D)
Central Product Unit

4} Which of the following is NOT a type of printer?

A) Dot-Matrix B) Inkjet **C) Portrait** D) Laser

5} A set of instructions that tells the computer how to perform a task.

A) BIOS B) Mouse C) Hard Drive **D) Software** E) Input

6} Software that manages the hardware & the other software on your
computer

A) BIOS **B) Operating System** C) RAM D) CPU E. CD-ROM

7} The process of communicating with the computer.

A) Software B) Output C) DVD D) Storage **E) Input**

8} The result of the work done by your computer.

A) Storage **B) Output** C) Processing D) Input E) Software

9} The actions performed by a computer to manipulate data.

A) Input B) Output C) Power Supply **D) Processing** E) Saving

10} Printers that have nozzles that spray ink on the paper.

A) Inkjet B) Portrait C) Laser D) Dot-Matrix E) Multi-functional

11} Printers that are similar to copiers

A) Multifunctional B) Inkjet **C) Laser** D) Dot-Matrix E) Landscape

12} The brain of the computer.

A) Brainette B) CD-ROM C) Hard Drive **D) CPU** E) FSU

13} Other hardware, like the keyboard or monitor, plugs into this.

A) Motherboard B) DVD C) System Unit D) CPU **E) Port**

14} Memory that can read and write, but is lost when the computer is turned off

A) ROM **B) RAM** C) EPROM D) PROM E) MB

15} Contains the disk drives and stores the processor.

A) CPU **B) System Unit** C) Keyboard D) Motherboard E) Bag

16} Hand-held device that controls the pointer on the screen.

A) Keyboard **B) Mouse** C) Scanner D) Printer E) Speakers

17} Magnetic cylinders on which information in the computer is store

A) DVD B) Thumb Drive **C) Hard Drive** D) CD E) Zip Disk

18. In a bank, after computerization cheques are taken care of by – MICR

19. Microsoft office is a – Application software

20. In MS Word which combination is used for bold the letters – CTRL+ B

21. Which is not a output device - Scanner

22. DOS full form – Disk operating system

23. By using BROWSER we can search anything on internet.

24. Which is not a computer language – ROM

25. PV full form in MS EXCEL – Present Value

26. Full form of PDF?- Portable Document Format
27. MS DOS is – Command Based Operating System
28. Full form of BIOS ? – Basic Input Output System
29. Full form of ECS ? – Electronic Clearing System
30. Shortcut to go at the end of the page? - Ctrl + End
31. Shortcut to go at the first line the page ? – Ctrl + home
32. The desktop contains small graphics called
- A) windows b) logos **c) icons** d) pictures e) None of these
33. Which key is used in combination with another key to perform a specific task?
- A) Function **b) Control** c) Arrow d) Space Bar e) None of these
34. Extension of a word file in MS-Office-2007 is
- A) .doc** b) .docx c) .docxs d) All the above e) None of these
35. What is Outlook Express?
- A) Scheduler **b) E-mail client** c) Address Book d) All the above e) None of these
36. Which of the following items is not used in local area network (LAN)?
- A) Computer **b) Modem** c) Printer d) Cable e) Connector
37. When sending an e-mail, the _____ line describes the content of the message?
- A) To b) CC c) Contents d) BCC **e) Subject**
38. What is the keyboard shortcut for creating chart from the selected cell range?
- A) F2 b) F4 c) F8 d) F10 **e) F11**

39. The power of a spreadsheet lies in its

A) Cells **b) Formulas** c) Labels d) Worksheets e) Rows and Columns

40. Any data or instruction entered into the memory of a computer is considered as

A) Storage b) Output **c) Input** d) Information e) None of these

41. In Excel, _____ contains one or more worksheets.

A) Template **b) Workbook** c) Active cell d) Label e) None of these

42. What do we call a blinking indicator that shows you where your next action will happen?

A) CPU **b) Cursor** c) Tool bar d) Boot e) None of these

43. Which of the following moves the cursor one space to the right to put spaces in between words?

A) Control key **b) Space bar** c) Printer d) Mouse e) None of these

44. Which of the following is a program which helps create written documents and lets you go back and make corrections as necessary?

A) Spreadsheet b) Personal writer c) Word printer **d) Word processor** e) None of these

45} This person develops software that the computer uses to process data into information.

A) Director B) Program manager **C) Programmer** D) User

46} This system contains billions of documents called Web pages.

A) World Wide Web B) Telnet C) Newsnet D) Web server

47} What is it called when a computer connects to a network?

A) Linked B) Inline C) Resourced **D) Online**

48} Which one of these is a light, portable, storage device that can hold billions of characters?

A) CD Drive B) **USB Flash Drive** C) DVD Drive D) Hard Drive

49} Which of these give the computer instructions on what to do and how to do it?

A) Website B) **Software** C) Server D) Hardware

50} ASDF JKL; of the keyboard are called ____.

A) Finger keys B) **Home keys** C) Middle keys D) All of the above E) None of the above

51} Which menu will allow me to undo a mistake I made?

A) **Edit menu** B) Window menu C) Format menu D) Help menu

52} What is the first step when you want to change the format of text?

A) Rename it B) **Highlight it** C) Erase it D) Type your answer again

53} Which application would I use to type a letter to my teacher?

A) Spreadsheet B) **Word processing** C) Internet

54} How do you know a word is a link on a website?

A) It turns green B) **It turns into a hand** C) It smiles

55} What is the name of the bar which contains the name of your document?

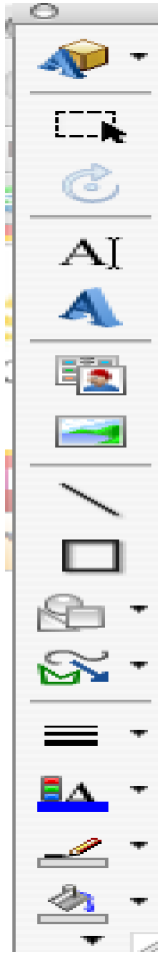


A) Menu bar B) Toolbar C) Dock D) **Title bar**

56} Organizing and saving files to the correct place on a computer is called ..

A) Drag and drop B) Copy and paste C) **File management**

57} What is the name of the toolbar which contains the line tool?



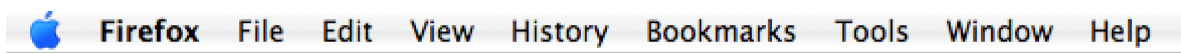
A) Menu bar B) **Drawing toolbar** C) Standard toolbar D) Title bar

58} Which menu could you use to search for directions on how to complete a task

On the computer?

A) **Help menu** B) Edit menu C) File menu D) Window menu

59} What is the name of the gray bar which runs across the top of every Application?



A) Title bar B) **Menu bar** C) Toolbar D) Drawing bar

60} If you cannot "see" a toolbar, which menu will help you see what is missing?

A) **View menu** B) Menu bar C) Title bar D) Edit menu

61} Which menu will help you change the way something looks?

A) Edit menu B) Window menu C) **Format menu** D) Tools menu

62} Which application would I use to create a graph of my data?

A) **Spreadsheet** B) Word processing C) Internet

63} **What are these images called?**



A) Click art B) Pictoclicks C) **Icons** D) Taskbar

64} What are these buttons called?



A) **Window buttons** B) Screen buttons C) Size buttons D) Benjamin Buttons

65} How do you get this kind of window to appear?



A) Double-click with the left mouse button B) **Click with the right mouse button** C) Click with the left mouse button D) Click start

66} What is the name of this Windows element?



A) Workbar B) **Taskbar** C) Program bar D) Spacebar

67} **How do you drag with the mouse?**

A) Click, point, move the mouse

- B) Point, click, move the mouse, click
C) **Point, press the mouse button, move the mouse, release the mouse Button**
D) Double Click the item you want to drag

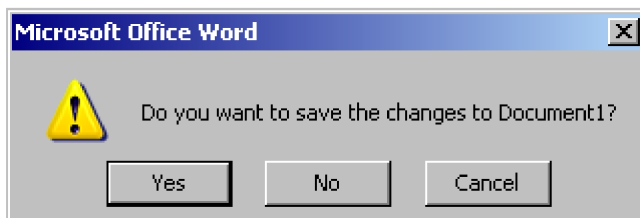
68} **What is Windows XP?**

- A) **The computer's operating system**
B) A program for displaying images on the screen
C) A system for displaying photos and images on the computer
D) A hard drive
69} What is the name of this Windows screen?



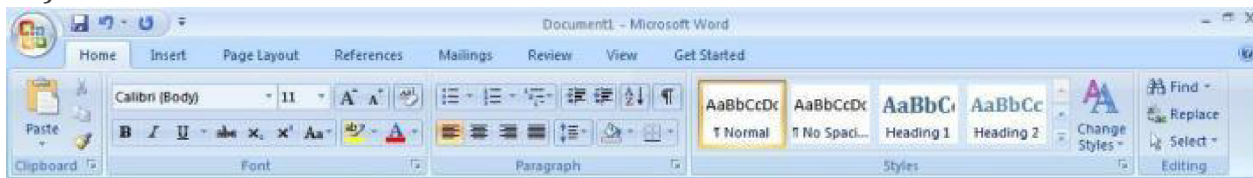
- A) Desk screen B) **Desktop** C) Desk window D) Home page

70} You see this dialog box. You want to close the program without saving the latest version of your document. Which button will you click on?



- A) Yes B) **No** C) Cancel

71} What is the name of this row of buttons in Word 2007?



- A) Home page B) **Ribbon** C) Taskbar

72} What does this button do?



A) Closes the window B) **Maximizes the window** C) Reduces the size of the window

73} **In which window can you display the available hard drive space most Quickly?**

A) System Properties B) **My Computer** C) My Documents

74} **What are documents, drawings, and programs stored on the hard drive**

Called?

A) Folders B) **Files** C) Folder properties D) DVD

75} **What kinds of printers are there?**

A) Laser printers and modem printers

B) **Laser printers and inkjet printers**

C) Laser printers and typex printers

76} **What is a search engine?**

A) A program that monitors your surfing behavior on the Internet

B) **A website where you can type in key words and search for them in millions of**

Web pages

C) A website where you can click on hundreds of categorized web addresses

77} **Which device connects your computer to the Internet?**

A) Telephone table B) **Modem** C) Hard drive D) CD rom

78} **What ribbon do you use to change margins?**

A) **Page Layout** B) View C) Home D) Insert

79} **What does WWW mean?**

A) Web World Works B) **World Wide Web** C) World Wide Watch

D) World Wrestling Federation

80} **If you're connected to the Internet, you are:**

A) Outline B) Offline C) **Online**

81} **In Microsoft Word 2007, a squiggly red line under a word means**

A) Check your grammer B) Word does not have a synonym match

C) **The word is misspelled** D) The dictionary is full

82} **What is the 1 shortcut key in Microsoft Word that will start the spellcheck**

Feature automatically?

A) F5 B) F4 C) **F7** D) F2

83} **On what tool bar do you need to be on to select the ruler?**

A) Home B) Developer C) Page Layout D) **View**

84} **What page view can you use to see what it will look like when printed?**

A) Draft View B) **Outline View** C) Print View D) Reading View

85} **The ribbon consists of a series of _____ which contains groups of Tools related to specific tasks.**

A) Files B) **Tabs** C) Dialog Boxes D) Task Panes

86} **The prefix kilo, as in kilobyte, stands for what number?** A) 10,000 B) 100 C) 1,000,000 D) **1,000**

87} **To get help using Word, click the Help icon on the ribbon or press the F1 key.**

A) **True** B) False

88} **A _____ is a document that provides a preformatted layout for text And graphics, as well as some content.**

A) Wizard B) **Template** C) Letter D) Thumbnail

89} **The first time you save a document in word you must name the file.**

A) **True** B) False

90} **After selecting text, use the _____ and _____ commands to Move the text to a different location.**

A) Copy; Paste B) Cut; Repeat C) Copy; Paste Special D) **Cut; Paste**

91} **With regards to storing information, can you create a folder within a folder?**

A) **Yes** B) No C) It depends on the folder size

92} **In Word, a quick way to change all the instances of the word beautiful with**

The word picturesque is to use the _____ feature.

A) **Find and Replace** B) Thesaurus C) Document Information D) Properties

93} **In Microsoft Word, to insert a word into the middle of a sentence....**

A) **Move the cursor to the desired location in the sentence and type the new**

Word)

B) Move the cursor to the desired location in the sentence, press Enter key, and

Type the new word)

C) Move the cursor to the beginning of the sentence and start typing.

D) Retype the whole sentence.

94} **In Microsoft word, the arrow keys can be used to**

A) **Move the cursor in the text that has already been entered**

B) Delete text C) Save the document D) Move the cursor while deleting text

95} **The Standard Toolbar**

- A) Provides a list of pull-down menu names.
- B) Displays information about commands being selected
- C) **Is used to execute commonly performed actions.(Missed)**
- D) Is used to bring hidden parts of a document into view.

96} **The Hide/Show button found in the Standard Toolbar**

- A) Creates a new paragraph
- B) Displays or hides symbols for characters like spaces and tabs.
- C) **Displays or hides the Standard Toolbar.**
- D) Displays or hides the text just typed)

97} **In Microsoft Word, when a file is saved for the first time**

- A) A copy is automatically printed
- B) **It must be given a name to identify it.**
- C) It does not need a name
- D) It only needs a name if it is not going to be printed

98) **AN EXCEL WORKSHEET IS**

- A.A PAGE WITH RECTANGLES
- B.**A TABLE OF DATA ORGANIZED IN ROWS AND COLUMNS**
- C.A GRAPH
- D.NONE OF THE ABOVE

99) **MAIL MERGE ALLOWS YOU TO SEND THE SAME LETTER TO THE SAME PERSON**

- A.True
- B.**False**

100) A POWERPOINT PRESENTATION IS MADE UP OF A SERIES OF

- A.COOPER'S EYE GLASS LENS
- B.**SLIDES**
- C.LAYOUTS
- D.PICTURES

101) **IN MSWORD WHICH TOOLBAR DO I USE TO INSERT A HEADER?**

- A.MAILINGS
- B.VIEW
- C.HOME
- D.**NONE OF THE ABOVE**

102) Schools and businesses most often connect to the Internet through

- A. _____.
- A.Firewall
- B.**LAN (Local Area Network)**
- C.Internet Service Provider
- D.World Wide Web

1. On an excel sheet the active cell is indicated by ?
 - A. A dotted border
 - B. A dark wide border**
 - C. A blinking border
 - D. By italic text

2. What term describes explanatory text attached to a cell ?
 - A. Context
 - B. Callout
 - C. Comment**
 - D. Dialog

3. How we can view a cell comment ?
 - A. Position the mouse pointer over the cell**
 - B. Click the comment command on the view menu
 - C. Click the edit comment commands on the Insert menu
 - D. Click the Display comment command on the window menu

4. Which of these will not select all the cells in a document ?
 - A. Using the Edit – Select All menu
 - B. Pressing Ctrl + A on the keyboard
 - C. Clicking three times with the right mouse button in the spreadsheet**

5. The default style for new data keyed in a new workbook is ?
 - A. Comma
 - B. Normal**
 - C. Currency
 - D. Percent

6. If you press ___, the cell accepts your typing as its contents ?
 - A. Tab
 - B. Ctrl+Enter
 - C. Enter**
 - D. Alt+Enter

7. Which of the following keyboard shortcut can be used for creating a chart from The selected cells ?

- A. F11**
- B. F10
- C. F4
- D. F2

8. A Spreadsheet contains ?

- A. Columns
- B. Rows
- C. Rows and columns**
- D. None of above

9. To open an existing workbook, click the Open button on the ___ toolbar ?

- A. Form
- B. Standard**
- C. Drawing
- D. Formatting

10. Which among following is not associated with spelling dialogue box ?

- A. Edit**
- B. Ignore
- C. Ignore All
- D. Change

11. Which among following is associated with excel ?

- A. Graphic program
- B. Word Processor
- C. Presentation
- D. Spreadsheet**

12. The cell reference for a range of cells that starts in cell C1 and goes Over to column H and down to row 10 is ?

- A. C1:10H
- B. C1:H10**
- C. C1:H-10
- D. C1:H:10

13. Except which of the following function, a formula with a logical function

Shows the word "TRUE" or "FALSE" as a result ?

- A. NOT
- B. OR
- C. **IF**
- D. AND

14. Macros can be executed from the which of the following menu ?

- A. Format
- B. Home
- C. Insert
- D. **Tools**

15. Protection and the Protect Sheet options can be selected from ?

- A. Data
- B. **Tools**
- C. Edit
- D. Format

16. Which of the following is not a valid Zoom percentage in Excel ?

- A. 10
- B. 100
- C. 300
- D. **500**

17. How can we set Page Border in Excel ?

- A. From Edit menu
- B. From Home
- C. **You can not set page border in Excel**
- D. From Tools menu

18. Which types of charts can excel produce ?

- A. Line graphs and pie charts only
- B. **Bar charts, line graphs and pie charts**
- C. Bar charts and line graphs only
- D. Only line graphs

19. How is data organized in a spreadsheet ?

- A. **Rows and columns**
- B. Layers and planes

- C. Lines and spaces
- D. Height and width

20. VLOOKUP function used to ?

- A. Finds related records
- B. Looks up text that contain "v"
- C. Check if two cells are identical
- D. None of above

21. Gridlines may be turned off for display but turned on for printing.

- A. True
- B. False

Answer: Option A

30. How do you change column width to fit the contents ?

- A. Single-click the boundary to the left to the column heading
- B. Double click the boundary to the right of the column heading
- C. Press Alt and single click anywhere in the column
- D. All of above

Answer: Option B

31. To insert three columns between columns A and B you would

- A. Select column A
- B. Select A and B
- C. Select B
- D. All of above

Answer: Option C

32. To drag a selected range of data to another worksheet in the same Workbook, use the ?

- A. Ctrl key
- B. Shift key
- C. Alt key
- D. Tab key

Answer: Option A

33. You can activate a cell by ?

- A. Pressing the Tab key
- B. Clicking the cell
- C. Pressing an arrow key
- D. All of above

Answer: Option D

34. A function inside another function is known as ?

- A. Round function
- B. Sandwich function
- C. Switch function
- D. Nested function

Answer: Option D

35. What excel feature can you use if you want to work with one record at a Time ?

- A. Auto Complete
- B. Data Form
- C. Set Form
- D. Auto Text

Answer: Option B

36. Which function is used for creating a data table ?

- A. Sum
- B. Table
- C. Add
- D. Count

Answer: Option B

37. The accounting style shows negative numbers in ?

- A. Bold
- B. Italics
- C. Parentheses
- D. Quotes

Answer: Option C

38. 3-D reference in a formula ?

- A. Spans worksheets
- B. Can not be modified
- C. Only appears on summary worksheets
- D. Limits the formatting options

Answer: Option A

39. Auto calculate feature provides a quick way to view the results of an Arithmetic operation on a range of cells.

- A. True
- B. False

Answer: Option A

40. Which among following wildcard characters are recognized by excel ?

- A. + and -
- B. ! And ^

- C. * and ?
- D. < and >

Answer: Option C

41. Which among following is divide symbol in excel ?

- A. /
- B. D
- C. Div
- D. \

Answer: Option A

42. Which function in excel counts the numbers of characters in a cell ?

- A. LENGHT
- B. LGT
- C. LT
- D. LEN

Answer: Option D

43. Which function converts miles to kilometers ?

- A. Change
- B. Covnert
- C. Shift
- D. Conv

Answer: Option B

44. What is shortcut to enter current date in cell in excel ?

- A. Ctrl + ;
- B. Alt + ;
- C. Shift + &
- D. Ctrl + \$

Answer: Option A

45. Shortcut to edit the selected cell ?

- A. F3
- B. F8
- C. F4
- D. F2

Answer: Option D

46. Each excel can contain many sheets including worksheets and chart Sheets.

- A. True
- B. False

Answer: Option A

47. Which shortcut can be used to Switch between open workbooks ?

- A. Ctrl + F2
- B. Ctrl + F6
- C. Ctrl + F8
- D. Ctrl + F10

Answer: Option B

48. Shortcut to delete the selected column ?

- A. Ctrl + -
- B. Alt + -
- C. Shift + -
- D. Insert + -

Answer: Option A

49. Shortcut to enter current date ?

- A. Home + ;
- B. Shift + ;
- C. Alt + ;
- D. Ctrl + ;

Answer: Option D

50. When the formula bar is activated, you can see

- A. The Edit Formula button
- B. The Cancel button
- C. The Enter button
- D. All of above

Answer: Option D

51. Style sheet formats can be applied from ?

- A. Table >> Autoformat
- B. Format >> Autoformat
- C. Table >> Cells
- D. Fromat >> Cells

Answer: Option B

52. Which function will you use to enter current time in a woksheet cell ?

- A. =time()
- B. =nowtime()
- C. =now()
- D. =currenttime()

Answer: Option C

53. Merge cells option can be applied from ?

- A. Formatting toolbar
- B. Format Cells dialog box Alignment Tab
- C. Both of above

D. None of above

Answer: Option **B**

54. How many recent files you can display on File menu at maximum ?

A. 3

B. 7

C. 9

D. 15

Answer: Option **C**

55. The name box appears at the ?

A. Left of the formula bar

B. Right of the formula bar

C. Below the status bar

D. Below the menu bar

Answer: Option **A**

56. Entire worksheet can not be selected in one time.

A. True

B. False

Answer: Option **B**

57. Where are the status indicators located ?

A. Horizontal Scroll

B. Vertical Scroll

C. Formula bar

D. Address bar

Answer: Option **C**

58. Insert picture option is in which of the following toolbars ?

A. Standard

B. Formatting

C. Drawing

D. Picture

Answer: Option **D**

59. What term refers to a specific set of values saved with the workbook ?

A. Range

B. File set

C. Data set

D. Scenario

Answer: Option **D**

60. We can cancel marquee by pressing ?

A. Ctrl + Esc

B. Alt + Esc

C. Shift + Esc

D. Esc

Answer: Option D

61. Which of the following methods cannot be used to edit the content of cell ?

A. Pressing F2

B. Clicking the formula bar

C. Pressing the Alt key

D. Double clicking the cell

Answer: Option C

62. When you use multiplication, division or exponentiation in a formula then There is chance of occurring rounding errors.

A. True

B. False

Answer: Option A

63. Which among following can't be considered as worksheet criterion ?

A. Efficiency

B. Auditability

C. Clarity

D. Description

Answer: Option D

64. When creating a vertical page break ?

A. The active cell must be in row 1

B. The active cell must be A1

C. The active cell must be in row 10

D. The active cell must be in column A

Answer: Option A

65. The intersection of row and column is called a ?

A. Dataset

B. Cell

C. Data

D. Set

Answer: Option B

66. You will use which feature in excel, if you want to work with one record At a time ?

A. Auto Complete

B. Auto Filter

C. Sub Totals

D. Data Form

Answer: Option D

67. Which dialogue box we can use to name a constant ?

- A. Create Name
- B. Define Name
- C. Get Name
- D. Create Constant

Answer: Option B

68. One cell format can be copied to another cell by using ?

- A. Format Painter
- B. Format Setting
- C. Format Showing
- D. Format Checking

Answer: Option A

69. Which among following is types of excel data types ?

- A. Numbers, Formulas, Labels
- B. Data, Words, Numbers
- C. Words, Number, Labels
- D. Equations, Data, Numbers

Answer: Option A

70. To join some cells and place the content at the middle of joined cell, Which tool you will use?

- A. From Format Cells dialog box choose Merge and Center check box
- B. Click on Merge and Center tool on formatting toolbar
- C. From Format Cells dialog box select the Centered alignment
- D. From Format Cells dialog box click on Merge Cells check box

Answer: Option B

71. On Excel screen, Tab scroll buttons are

- A. Towards the top left corner
- B. Towards the top right corner
- C. Towards the bottom right corner
- D. Towards the bottom left corner

Answer: Option D

72. Choose from the following, which is not the correct method of editing the Cell content ?

- A. Press the Alt key
- B. Press the F2 key
- C. Double click the cell
- D. Click the formula bar

Answer: Option A

73. In Excel Worksheet how can you show or hide the gridlines ?

- A. Click Gridline tool on Forms toolbar
- B. Go to Tools -> Options -> View tab and mark or remove the check box named Gridline
- C. Both of above
- D. None of above

Answer: Option C

74. When you press Ctrl + X after selecting some cells in Excel, what will Happen then

- A. The cell content of selected cells disappear from cell and stored in clipboard
- B. The selected cells are deleted and cells are shifted up
- C. The selected cells are deleted and the cells are shifted left
- D. The cells selected are marked for cutting

Answer: Option D

75. In Paste Special dialog box, which of the following option is not available

- A. Divide
- B. Add
- C. Subtract
- D. Square root

Answer: Option D

76. To convert a column of data into row, which command will you choose

- A. Edit -> Paste Special -> Transpose
- B. Cut and Paste
- C. Both of above
- D. None of above

Answer: Option A

77. Using Paste Special command which of the following you can paste Selectively

- A. Formulas
- B. Validation
- C. Formats
- D. All of above

Answer: Option D

78. With which of the following all formulas in excel starts ?

- A. /
- B. *
- C. \$
- D. =

Answer: Option D

1. Which is not a font style ?

- A. Bold
- B. Superscript
- C. Italic
- D. Regular

Answer: Option B

2. What is gutter margin ?

- A. Margin that is added to right margin when printing
- B. Margin that is added to the left margin when printing
- C. Margin that is added to the outside of the page when printing
- D. Margin that is added to the binding side of page when printing

Answer: Option D

3. Landscape is ?

- A. A font style
- B. Paper Size
- C. Page Layout
- D. Page Orientation

Answer: Option D

4. Typeface option will come under which menu ?

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

Answer: Option C

5. Background color on a document is not visible in ?

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

Answer: Option B

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6. What is a portion of a document in which you set certain page formatting options ?

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

Answer: Option B

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

Answer: Option D

8. Gutter position can be set in following positions

- A. Left & Right
- B. Left & Top
- C. Left & Bottom
- D. Left Only

Answer: Option B

9. What is the Short cut key for line break?

- A. CTRL + Enter
- B. Alt + Enter
- C. Shift + Enter
- D. Space + Enter

Answer: Option C

10. By pressing F12, which of following will happen ?

- A. Save As dialog box will open
- B. Save dialog box will open
- C. Open dialog box will open
- D. Close dialog box will open

Answer: Option A

11. Which key will open an Open dialogue box ?

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

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D. Shift + F12

Answer: Option C

12. How will MS Word will respond in repeated word ?

- A. A Green wavy line under the repeated word
- B. A Red wavy line under the repeated word
- C. A Blue wavy line under the repeated word
- D. None of above

Answer: Option B

13. What is the use of "All Caps" feature in MS-Word ?

- A. It changes all selected text into Capital Letter

- B. It adds captions for selected Image
- C. It shows all the image captions
- D. None of above

Answer: Option A

14. Which file is responsible to start MS Word ?

- A. Winword.exe
- B. Win.exe
- C. Word.exe
- D. Wordwin.exe

Answer: Option A

15. To keep track of different editions of a document which feature we will use ?

- A. Editions
- B. Versions
- C. Tracks
- D. Traces

Answer: Option B

16. Which is not a type of margin ?

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

Answer: Option D

17. What will be the use of Ctrl + J ?

- A. Insert Image

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- B. Insert Hyperlink
- C. Align Justify
- D. Search file

Answer: Option C

18. What shortcut will we use to align centre ?

- A. Ctrl + A
- B. Ctrl + E
- C. Ctrl + D
- D. Ctrl + B

Answer: Option B

19. Which shortcut will we use to make text Italic ?

- A. Ctrl + U

- B. Ctrl + T**
- C. Ctrl + I**
- D. Ctrl + P**

Answer: Option C

20. How to use Format Painter multiple times ?

- A. By Click on Lock Format Painter Icon**
- B. Format Painter cannot be use multiple times**
- C. By Double Click on the Format Painter Icon**
- D. Answer And Explanation**

Answer: Option C

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

- A. Indicators**
- B. Split buttons**
- C. Tab stop buttons**
- D. View buttons**

Answer: Option D

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

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

Answer: Option A

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23. Tabs stop position cannot be the following alignment ?

- A. Decimal Alignment**
- B. Center Alignment**
- C. Bar Alignment**
- D. Justify Alignment**

Answer: Option D

24. What is the use of bookmarks ?

- A. To correct the spellings.**
- B. To jump to a specific location in the document**
- C. To ignore spelling mistakes**
- D. To save alignments as it is.**

Answer: Option B

25. Which feature is used to replace straight quotes with smart quotes as you type ?

- A. Auto Correct as you type**
- B. Auto Change as you type**

- C. Auto Ignore as you type
- D. Auto Format as you type

Answer: Option D

26. Ctrl + D is short cut used for ?

- A. Open Dialogue Box
- B. Font Dialogue Box
- C. Save as Dialogue Box
- D. Save Dialogue Box

Answer: Option B

27. Ctrl + G is shortcut for ?

- A. Open Find and Replace Dialog box with activating Goto Tab
- B. Open Find and Replace Dialog box with activating Find Tab
- C. Open Find and Replace Dialog box with activating Replace Tab
- D. Open Goto Dialog box

Answer: Option A

28. Ctrl + H is short cut for ?

- A. Open Insert Dialog box activating Insert Hyper Link Tab
- B. Open Find and Replace Dialog box with activating Go to Tab
- C. Open Find and Replace Dialog box with activating Find Tab
- D. Open Find and Replace Dialog box with activating Replace Tab

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Answer: Option D

29. What can be searched by find ?

- A. Format
- B. Characters
- C. Symbol
- D. All of above

Answer: Option D

30. On which page the header or the footer is printed by default ?

- A. On first page
- B. On last page
- C. On alternate page
- D. Every page

Answer: Option D

31. Which of these toolbars allows changing of Fonts and their sizes ?

- A. Standard
- B. Formatting
- C. Options
- D. None of above

Answer: Option B

32. To spell check which function key you will press ?

- A. F5
- B. F6
- C. F7
- D. F8

Answer: Option C

33. How to insert a sound file in word document ?

- A. From insert -> sound menu option
- B. From insert -> object menu option
- C. From insert -> subject menu option
- D. From insert -> file menu option

Answer: Option B

34. How many maximum number of columns can be inserted in the word document ?

- A. 45

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- B. 50
- C. 55
- D. 65

Answer: Option A

35. What is smallest and largest available font on formatting toolbar ?

- A. Smallest 8 and Largest 70
- B. Smallest 5 and Largest 72
- C. Smallest 8 and Largest 72
- D. Smallest 5 and Largest 70

Answer: Option C

36. Why drop cap is used in document ?

- A. To get all first character capital
- B. To get all first character small
- C. To begin a paragraph with a large dropped initial capital letter
- D. To begin a paragraph with a large dropped initial small letter

Answer: Option C

37. What is Macro ?

- A. Small add-on programs that are installed afterwards if you need them
- B. Type of high level programming language
- C. Type of low level programming language

D. Small programs created in MS-Word to automate repetitive tasks by using VBA

Answer: Option **D**

38. Which among following can be a vertical separation between columns ?

A. Margin

B. Header

C. Orientation

D. Gutter

Answer: Option **A**

39. MS Office is not an application software ?

A. True

B. False

Answer: Option **B**

40. To change the typeface of a document, we will choose following menu option >

A. Edit

B. View

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C. Tools

D. Format

Answer: Option **D**

41. To autofit the width of column

A. Double click the left border of column

B. Double click the right border of column

C. Double click the column header

D. None of above

Answer: Option **B**

42. A keyboard shortcut can be assigned to a Macro.

A. True

B. False

Answer: Option **A**

43. A keyboard shortcut can be assigned to a Macro.

A. True

B. False

Answer: Option **A**

44. What is the default font size of a new Word document based on Normal Template ?

A. 8 pt

B. 10 pt

C. 12 pt

D. 14 pt

Answer: Option C

45. Which of following line spacing is invalid ?

A. Single

B. Double

C. Triple

D. Multiple

Answer: Option C

46. Format painter tool can be found in ?

A. Options toolbar

B. Standard toolbar

C. Formatting toolbar

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D. Drawing toolbar

Answer: Option B

47. Which among following is correct extension of word files ?

A. Xls

B. Doc

C. Ppt

D. Dcw

Answer: Option B

48. You can jump to the next column by ?

A. Press Alt + Down-arrow

B. Clicking with your mouse on the next column

C. Both of above

D. None of above

Answer: Option C

49. Which of the following is not the part of standard office suite ?

A. Database

B. File Manager

C. Image Editor

D. File Presentation

Answer: Option B

50. Superscript, subscript, outline, emboss, engrave are known as ?

A. Text effects

B. Font effects

C. Word art

D. Clip art

Answer: Option B

51. A screen element of MS Word that is usually located below the title bar that Provides categorized options is known as ?

- A. Menu Bar**
- B. Tool Bar**
- C. Status Bar**
- D. Address Bar**

Answer: Option A

52. Minimum number of rows and columns in MS Word document is

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- A. 1 and 1**
- B. 2 and 1**
- C. 1 and 2**
- D. 2 and 2**

Answer: Option A

53. How many maximum columns can be inserted in MS word document ?

- A. 40**
- B. 45**
- C. 50**
- D. 55**
- E. Unlimited**

Answer: Option B

54. What we call to that character which is raised and smaller above the base line ?

- A. Raised**
- B. Smaller**
- C. Quotient**
- D. Superscript**

Answer: Option D

55. Ruler in MS Word can help us in

- A. To set tabs**
- B. To set indents**
- C. To change page margins**
- D. All of above**

Answer: Option D

56. What we call to a combination of row and column

- A. Line**
- B. Column**
- C. Row**

D. Cell

Answer: Option D

57. What is Gutter Margin ?

- A.** Margin that is added to the outside of the page when printing
- B.** Margin that is added to the binding side of page when printing
- C.** Margin that is added to right margin when printing
- D.** Margin that is added to the left margin when printing

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Answer: Option B

58. Typeface option is under which menu ?

- A.** Format
- B.** Insert
- C.** Edit
- D.** View

Answer: Option A

59. In which view background color will not be visible ?

- A.** Print Layout View
- B.** Web Layout View
- C.** Print Preview
- D.** Reading View

Answer: Option C

60. Spreadsheets are created in ?

- A.** MS Word
- B.** MS Powerpoint
- C.** MS Excel
- D.** MS Access

Answer: Option C