

1. Which of the following is spreadsheet program?.

1. Ms-word
2. Ms-power point
3. Ms-excel
4. Ms-access

**Solution : Ms-excel**

2. Which is the widely used word processing software in computers?

1. Ms-word
2. Ms-power point
3. Ms-excel
4. Ms-access

**Solution : Ms-access**

3. Ms excel is used for creating

1. Presentations
2. Documents
3. Sending mails
4. Spreadsheets

**Solution : Spreadsheets**

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4. Ms-power point is a \_\_\_\_\_ language

1. Document
2. Spreadsheet
3. Presentation
4. programmatic

**Solution : Presentation**

5. The combination of row and column is called \_\_\_\_\_

1. Line
2. Colum
3. Cell
4. Row

**Solution : Cell**

6. Which is not a font style ?

1. Bold
2. Superscript
3. Regular
4. Italic

**Solution : Superscript**

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7. What is gutter margin ?

1. Margin that is added to the binding side of page when printing
2. Margin that is added to the outside of the page when printing
3. Margin that is added to the left margin when printing
4. Margin that is added to right margin when printing

**Solution : Margin that is added to the binding side of page when printing**

8. Landscape is ?

1. A font style
2. Page Orientation
3. Paper Size

**4. Page Layout**

**Solution : Page Orientation**

**9. Typeface option will come under which menu ?**

1. Edit
2. Format
3. Tools
4. View

**Solution : Format**

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**10. Background color on a document is not visible in ?**

1. Print Preview
2. Web layout view
3. Print Layout view
4. Reading View

**Solution : Print Preview**

**11. Ctrl+M keyboard shortcut is used for**

1. Save the document
2. Create new slide
3. Manage document
4. Edit the document

**Solution : Create new slide**

**12. In ms-word F7 functional key is used for**

1. Refreshing the page

2. Modify the document
3. Spell check
4. None of these

**Solution : Spell check**

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13. How many worksheets are there in one workbook?

1. 250
2. 251
3. 253
4. 255

**Solution : 255**

14. Ctrl+P shortcut key is used for

1. Deleting the document
2. Saving the document
3. Printing the document
4. Mailing the document

**Solution : Printing the document**

15. Which of the following is an application software package

1. Red hat Linux
2. Microsoft xp
3. Microsoft office
4. None of these

**Solution : Microsoft office**

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

1. Section
2. Page
3. Document
4. Page Setup

Solution : Section

17. Which of the following is not available on the Ruler of MS Word screen ?

1. Tab stop box
2. Left Indent
3. Center Indent
4. Right Indent

Solution : Center Indent

18. Gutter position can be set in following positions

1. Left & Right
2. Left & Top
3. Left & Bottom
4. Left Only

Solution : Left & Top

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

1. CTRL + Enter
2. Shift + Enter
3. Space + Enter

4. Alt + Enter

**Solution : Shift + Enter**

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

1. Save As dialog box will open
2. Save dialog box will open
3. Close dialog box will open
4. Open dialog box will open

**Solution : Save As dialog box will open**

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