

COMPUTER COMPETITIVE CHAPTER 12

- ENG PART-1 - MICROSOFT OFFICE

Total points 50/50 

Minimum Passing Marks = 45

STUDENT NAME *

VIVA

✓ 1. You can use To copy selected text; and to paste it in a document . *1/1

- CTRL+C, CTRL+V
- CTRL+C, CTRL+P
- CTRL +S, CTRL +S
- SHIFT + C, ALT +P
- CTRL +D, CTRL +A



✓ 2. Numbers in table or columns are usually *

1/1

- Right – aligned
- Left – aligned
- Justified
- Centered
- None of these

✓

✓ 3. Each box in a spreadsheet is called a

1/1

- Cell
- Empty space
- Record
- Field
- Table

✓

✓ 4. A collection of related files is called

1/1

- Character
- Field
- Data base
- Record
- None of these

✓

✓ 5. When a file is saved for the first time *

1/1

- A copy automatically printed
- File name and folder name must be the same
- It does not need a name
- It only needs a name if it is not going to be printed
- It must be given a name to identify it

✓

✓ 6. In which group do we work at the time of text formatting in word? * 1/1

- Table, paragraph and indexes
- Paragraph, indexes and section
- Characters , section and paragraphs
- Indexes, characters and tables
- None of these

✓

✓ 7. The letter and number of the intersecting column and row is the --- * 1/1

- Cell location
- Cell position
- Cell address
- Cell coordinates
- Cell contents

✓

✓ 8. To save an existing file of with new name at new location we should *1/1 use Command.

- Save
- Save and replace
- Save as ✓
- New file
- None of these

✓ 9. Forms that are used to organize business data into rows and columns are called *1/1

- Transaction sheets
- Register
- Business forms
- Sheet-spreads
- Spreadsheets ✓

✓ 10. In power points, the Header and footer button can be found on the insert tab in what group? *1/1

- Illustrations group
- Object group
- Text group ✓
- Tables group
- None of these

✓ 11. The PC productivity tool that manipulates data organized in rows and *1/1 columns is called a ...

- Spreadsheet
- World processing documents
- Presentation mechanism
- Database record manager
- EDI creator



✓ 12. Which PowerPoint view displays each slide of the presentation as a *1/1 thumbnail and is useful for rearranging slides?

- Slide sorter
- Slide show
- Slide master
- Notes page
- Slide design



✓ 13. If a previously saved file is edited ... *

1/1

- It cannot be saved again
- The changes will automatically be saved in the file
- The files will only have to be saved again if it is more than one page in length
- Its name must be changed
- The file must be saved again to store the changes



✓ 14. To print a document *

1/1

- Select the print command and then select ok ✓
- Select the ready printer command then select ok
- Type print and then press enter
- Close the document, select the print command, then select ok
- None of these

✓ 15. Which option is correct to enter the charts in ms excel – *

1/1

- Formulas>> charts
- Data >>charts
- Insert menu >>charts ✓
- View >charts

✓ 16. A Is a collection of information saved as a unit? *

1/1

- Folder
- File ✓
- Path
- File dictionary
- None of these

✓ 17. What is a list of data files of any database called? *

1/1

- Data diary
- Data list
- Data disc
- Data dictionary
- None of these

✓

✓ 18. What is the overall term for creating, editing, formatting, storing, retrieving and printing a text document

*1/1

- Word processing
- Spreadsheet design
- Web design
- Database management
- Presentation generation

✓

✓ 19. What is the main folder on a storage device called? *

1/1

- Root directory
- Interface
- Device driver
- Platform
- Main directory

✓

✓ 20. A file is often referred to as a (n) *

1/1

- Wizard
- Document
- Pane
- Device
- Documentation

✓

✓ 21. Excel workbook is a collection of *

1/1

- Chart
- Work book
- Worksheet
- A and C
- None of these

✓

✓ 22. Microsoft office is an example of a *

1/1

- Closed source software
- Open source software
- Horizontal market software
- Vertical market software
- Compile

✓

✓ 23. Which of the following is not related to text formatting? *

1/1

- Line spacing
- Text spacing
- Margin change
- Searching
- None of these

✓

✓ 24. To correct the spelling in MS- word we use *

1/1

- Speller
- Spell-check
- Outlook express
- All of these
- None of these

✓

✓ 25. In a spreadsheet program the contains related worksheets and documents. *1/1

- Workbook
- Column
- Cell
- Formula
- None of these

✓

✓ 26. Which one of the following software applications would be the most *1/1 appropriate for performing numerical and statistical calculations?

- Data base
- Documents processor
- Graphics package
- Spreadsheet
- None of these

✓

✓ 27. The word wrap feature – *

1/1

- Automatically moves the text line when necessary
- Appears at the bottom of the document
- Allows you to type over text
- Is the short horizontal line indicating the end of the document?

✓

✓ 28. The background of any word document *

1/1

- Is always white color
- Is the color you present under the option menu?
- Is always the same for the entire document?
- Can have any color you choose
- None of these

✓

✓ 29. What is a default file extension for all word documents? *

1/1

- TXT
- WRD
- FIL
- DOC
- None of these

✓

✓ 30. Text in a column is generally aligned..... *

1/1

- Justified
- Right
- Center
- Left
- None of these

✓

✓ 31. A directory within a directory is called

1/1

- Mini directory
- Junior directory
- Part directory
- Sub directory
- None of these

✓

✓ 32. For opening and closing of a file in excel, you can use which bar? * 1/1

- Formatting
- Standard ✓
- Title
- Formatting or title
- None of these

✓ 33. You click at B to make the text * 1/1

- Italic
- Underlined
- Italic and underlined
- Bold ✓
- None of these

✓ 34. For creating document, you use command at file menu. * 1/1

- Open
- Close
- New ✓
- Save
- None of these

✓ 35. You can start Microsoft word by using Button.*

1/1

- New
- Start
- Program
- Control panel
- None of these



✓ 36. In Excel, charts are created using which option? *

1/1

- Chart wizard
- Pivot table
- Pie chart
- bar chart
- None of these



✓ 37. In page preview mode *

1/1

- You can see all pages of your document.
- You can only see the page you are currently working on.
- You can only see pages that do not contain graphics.
- You can only see the title page of your document.
- None of these



✓ 38. File extension are used in order to *

1/1

- Name the file
- Identify the file
- Answer the file name is not last
- Identify the file type
- None of these

✓

✓ 39. Which one of the following software application would be the most appropriate for performing numerical and statistical calculations? *1/1

- Database
- Document processor
- Graphic package
- Spreadsheet
- None of these

✓

✓ 40. Which elements of a word document can be displayed in color? * 1/1

- Only graphics
- Only text
- All elements
- All elements, but only if you have a cooler printer
- None of these

✓

✓ 41. Which keyboard shortcut bold selected text? *

1/1

- Ctrl + B
- Alt + B
- File /format /bold
- These all
- None of these

✓

✓ 42. A collection of related information sorted and dealt with as a unit is a *1/1

- Disk
- Data
- File
- Floppy
- None of these

✓

✓ 43. MS-Word is an example of- *

1/1

- An operating system
- A processing device
- Application software
- An input device
- None of these

✓

✓ 44. The blinking point which shows your position in the text is called- * 1/1

- Blinker
- Cursor ✓
- Causer
- Pointer
- None of these

✓ 45. Which application is commonly used to prepare a presentation / *1/1 slide show?

- Photoshop
- Power point ✓
- Outlook Express
- Internet explorer
- None of these

✓ 46. The quickest and easiest way in word, to locate a particular word or *1/1 phrase in a document is to use the command.

- Replace
- Find ✓
- Lookup
- Search
- None of these

✓ 47. What kind of software would you most likely use to keep track of a billing account? *1/1

- Word processing
- Electronic publishing
- Spreadsheet ✓
- Web authoring
- None of these

✓ 48. What are .beys, .doc and .him examples of? * 1/1

- Data bases
- Extensions ✓
- Domains
- Protocols
- None of these

✓ 49. A Is a unique name that you give to a file of information? * 1/1

- Device letter
- Folder
- File name ✓
- None of these

✓ 50. Editing document consists of reading through the document you have created, then – *1/1

- (a) Correcting your errors ✓
- (b) Printing it
- (c) Saving it
- (d) Defeating it
- (e) None of these

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