Microsoft office Questions for IBPS RRB and UGC Net Exams.

MS Office Quiz 1

Directions : Read the following questions carefully and choose the right answer.

1.   Thesaurus tool is used for in MS Word?

A. Spell checking   B. Control the font size on different pages   C. Activate developer mode
D. Gives Synonyms and antonyms   E. Both (A) & (D)

2.   What is the extension of the files created in MS Word 07-2016?

A. .docx   B. .csv   C. .doc   D. Both (A)&(C)   E. None of the Above

3.   _____ Shortcut key is used to close current Window in MS Word?

A. Ctrl + I   B. Ctrl + V   C. Ctrl + K   D. Ctrl + G   E. Ctrl + W

4.   A feature of Word used to transform text into a drawing object is known as _____

A. Clip art   B. Animation   C. Word Art   D. Water mark   E. None of the Above

5.   A pale or semitransparent graphics object positioned behind text in a document is known as _____

A. WaterMark   B. Serif   C. Sans Serif   D. Calibri   E. None of the Above

6.   HTML stands for

A. Tracking   B. Formatting   C. Crashing   D. Allotting   E. None of these

7.   The _____ enables you to simultaneously keep multiple Web pages open in one browser window.

A. tab box   B. pop-up helper   C. tab row   D. address bar   E. Esc key

8.   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
E. None of these

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9.   Which of the following is not paragraph formatting?

A. Alignment   B. Indenting   C. Margins   D. Boldface   E. None of the Above

10.   When you display your document in Full Screen view.

A. you see the Previous Page and Next Page buttons
B. you add section breaks to your document
C. you can view more typing area in your document
D. the title bar, status bar, menu bar, scroll bars, taskbar, and toolbars are displayed
E. None of the Above

Correct Answers:

1	2	3	4	5	6	7	8	9	10
D	A	E	C	A	B	C	B	D	C

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Answers :

1. In Microsoft office to tackle word searching problem Thesaurus is used. Select a word and click on Thesaurus it gives Synonyms (similar words) and antonyms (Opposite words) for the selected word.

Therefore the answer is (D) Give synonyms and Antonyms

2. Microsoft version from 93-2003 were saved under the extension .doc but these files created a problem when used by other programs or on upload so from 2007 version on wards the extension was upgraded to .docx that accepted XML format.

Therefore the answer is (A) .docx

3. Ctrl + W is a shortcut key designed in MS word specifically just to close the active window / document.

Therefore the Answer is (E) Ctrl + W

4. WordArt is a special effect option in Microsoft Word that is used to change the appearance of text, WordArt can be used to add color, outlines and shadows to regular text. You can make changes to WordArt, such as the font size and the text color, by using the drawing tools options available automatically after you insert or select the WordArt in a document. Word Art is also available in other Microsoft Office applications.

Therefore, the Answer is (C) Word Art

5. A watermark is a logo or text superimposed on an image or document to help prevent it from being copied. It let knows other users where it was copied from and who owns the rights. From the Design tab, in the Page Background group you can choose Watermark

Therefore, the Answer (A) Watermark.

6. Disk formatting is the process of preparing a data storage device such as a harddisk drive, floppy disk or USB flash drive for initial use by dividing the disk into different sections.

Therefore the answer is (B) Formatting.

7. The Tab row in a web browser helps the user to open multiple tabs in one window and in multiple windows as well. This allows the user to open multiple sites and read and access the data across all of them at the same time saving alot of time.

Therefore the answer is (C) Tab Row.

8. If Page break is required to be entered forcefully or between work the just place the cursor where break is to be applied and then Click on Ctrl + Enter together at once.
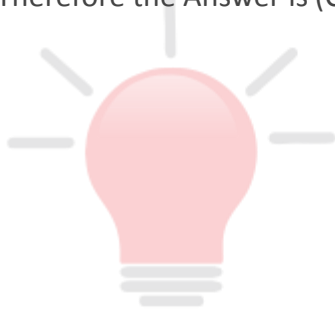
Therefore the answer is (B) By positioning your cursor at the appropriate place and pressing Ctrl + Enter.

9. Alignment, Indenting i.e. start a para or text away from the margin, Margins etc. all of this functions are used for formatting the texts or paragraphs in a document. Text can be highlighted through font formatting features like bold, italics, underline etc. Whereas Boldface is a type of text that is used in Printing.

Therefore the Answer is (D) Boldface

10. The document is viewed in Full screen mode to see the document at a larger view so that the user has a larger typing area and can feel more at ease wile typing the document and visualise the formatting to be done to the document

Therefore the Answer is (C) you can view more typing area in your document