Microsoft office Questions for IBPS RRB and UGC Net Exams.

MS Office Quiz 3

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

1.   What is a lookup field in MS Access?

A. A 3 key component in relational databases
B. A field that stores a list from an existing table.
C. A window that displays data from a table
D. A module designed to automate functions.
E. None of the above

2.   Which among the following is the Extension of MS Access?

A. .txt   B. .axles   C. .doc   D. .accede   E. .xlsx

3.   What is an Outlook Express?

A. Application Manager   B. Scheduler   C. Address Book   D. E-mail client   E. None of these

4.   Which among the following is a Microsoft-based technology which was built to link desktop applications to the World Wide Web?

A. ActiveX   B. ActiveZ   C. Active link   D. Action Z   E. Active Desktop

5.   Main editing view, where slides are written and design is known as_____.

A. Normal View   B. Notes Page View   C. Slide Master View   D. Notes Master View   E. Multi slide view

6.   What are visual effects in the form of movements from one slide to another during a presentation called?

A. Formatting   B. Animation   C. Transitions   D. Effect Working   E. None of these

7.   _____ is used to change the design and layout of printed handouts.

A. Slide Sorter View   B. Slide Master View   C. Handout Master View   D. Notes Master View
E. None of the Above

8.   _____ is a pre-designed model that you can apply to one or all of the background slides in a presentation.

A. Slide Master   B. Place Holder   C. Design Template   D. Transitions   E. None of these

9. **Which file format can be added to a PowerPoint show?**

A. .jpg   B. .gif   C. .wav   D. .bmp   E. All of the above

10. **The maximum Zoom percentage in MS PowerPoint is_____.**

A. 100%   B. 200%   C. 300%   D. 400%   E. 50%

Correct Answers:

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

Answers :

1. A lookup field in MS access is used display data in a user understandable manner, the displayed data is bound to some other value in the source table or list. Lookup helps to improve data entry efficiency in our databases.

Therefore the answer is (B) A field that stores a list from an existing table.

2. 'accede' is the standard file name extension for databases in the Office Access 2007, Microsoft Access 2007 introduced this as a new file extension in place of the MDB file extension used by older versions of MS Access. A file with the ACCDE file extension is a Microsoft Access Execute Only Database file used to protect an ACCDB file. It replaces the MDE format (which secures an MDB file)

Therefore the answer is (D). accede.

3. Outlook Express, formerly known as Microsoft Internet Mail and News, is a discontinued email and news client.

Hence, option D is correct.

4. ActiveX is a software framework created by Microsoft which adapts its earlier Component Object Model (COM) and Object Linking and Embedding (OLE) technologies for content downloaded from a network, particularly in the context of the World Wide Web.

Hence, option A is correct.

5. In Microsoft PowerPoint the normal view is the basic view used for creating and viewing presentation slides, the main feature is that the user can edit, view and design the slides at a single platform. This view is also known as Slide View and offers a full size view of a slide, making it easier to create and edit slides.

Therefore the Answer is (A) Normal View

6. Slide transitions are the animation-like effects that can be seen when you move from one slide to the next during a presentation. You can control the speed, add sound, and customize the properties of transition effects by how it moves, various effects and animations. Steps to add transition are:

- Select the desired slide from the Slide Navigation pane.
- Click the Transitions tab, then locate the Transition to This Slide group.
- Click the More drop-down arrow to display all transitions.
- Click a transition to apply it to the selected slide.

Therefore the Answer is (C) Transitions

7. Handouts are used in complex presentations to further explain information in detail as the information displayed in PPTs are compact and crisp, they give your audience something to take away from your presentation, to review later. Handout Master is used to make changes like moving, resizing, and formatting the header and footer placeholders, set the page orientation and specify the number of slides to print per handout page.

Therefore the answer is (C) Handout Master View.

8. A PowerPoint design template is a premade design that you can use to give a visual organization and appeal to your presentation. Even though individual slides can have different layouts and graphics, templates help to design the whole presentation as an attractive package. Templates can contain layouts, theme colors, theme fonts, theme effects, background styles, and even content.

Therefore the answer is (C) Design Template.

9. MS Powerpoint is a very dynamic platform and supports about 21 types of file formats that can be added and displayed in a power point show. Out of 21 the general formats covered are .jpg, .gif, .wav, .wmv, .xml, .mp4 etc.

Therefore the Answer is (E) All of the Above

10. The maximum zoom option in any of the MS Office application by default is 100%.

Therefore the answer is (A) 100%.