Microsoft Window N Office Questions for IBPS Clerk, SBI Clerk and IBPS RRB

Microsoft Window n Office Quiz 1

Directions: Study the following question carefully and choose the right answer.

1. _____ is a window Utility program that locates and eliminates unnecessary fragments and rearranges file and unused disk space to optimise operation.

Type your text

A. Backup   B. Disk Clean-up   C. Disk Defragmenter   D. Restore   E. Disk Restorer

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

A. Word Processing   B. Spreadsheets Design   C. Web Design

D. Database management   E. None of these

3. A file that contains definitions of the paragraph and character styles for your document and all things you customised like toolbars and menus is called a

A. Guide   B. Pattern   C. Base Document   D. Template   E. None of these

4. Which grouping do you work with when formatting text in Word?

A. Tables, paragraphs and indexes

B. Paragraphs, indexes and sections

C. Characters, sections and paragraphs

D. Indexes, characters and tables

E. None of these

5. What is back up?

A. Adding more components to your network

B. Protecting data by copying it from the original source to a different destination

C. Filtering old data from the new data

D. Accessing data on tape

E. None of these

6. =SUM(B1:B8) is an example of a

A. Function   B. Formula   C. Cell address   D. Value   E. None of these

7. The quickest and easiest way in Word, to locate a particular word or phrase in a document, is to use _____ command.

A. Replace   B. Find   C. LookUp   D. Search   E. None of these

8. A/an _____ is a text that you want printed at the bottom of the page.

A. Header   B. Endnote   C. Footnote   D. Footer   E. None of these

9. A _____ includes the file name and possibly a directory or folder.

A. File information pocket   B. File button   C. File directory   D. file specification

E. None of these

10. You can't link Excel worksheet data to a word document

A. with the right drag method   B. with hyperlink

C. with copy and paste special commands

D. with the copy and paste buttons on the standard command

E. All of the above

Correct Answers:

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

Explanations:

1.

Disk Defragmenter is a window Utility program that locates and eliminates unnecessary fragments and rearranges file and unused disk space to optimise operation.

Disk Defragmenter: - Rearrangement of the files on a hard disk for faster data access. After the files are removed from a disk, the operating system tries to fill the vacant space with the new files. If a new file is too big to fit, it stores the excess data at another location. Over time, hundreds of files are scattered all over the disk in non-contiguous space resulting in higher data access time.

2.

Word Processing is the overall term for creating, editing, formatting, storing retrieving, and printing a text document.

Word Processing: - A word processing, or word processor program, does exactly what the name implies. It processes words. It also processes paragraphs, pages, and entire papers. Some examples of word processing programs include Microsoft Word, WordPerfect (Windows only), AppleWorks (Mac only), and OpenOffice.org.

3.

A file that contains definitions of the paragraph and character styles for your document and all things you customised like toolbars and menus is called a Template.

Template: -A template is a file that serves as a starting point for a new document. When you open a template, it is pre-formatted in some way. For example, you might use template in Microsoft Word that is formatted as a business letter. The template

would likely have a space for your name and address in the upper left corner, an area for the recipient's address a little below that on the left site, an area for the message body below that, and a spot for your signature at the bottom.

4.

Characters, sections and paragraphs grouping works when text formatting in word.
Formatting Text: Word deals with formatting on three levels encompassing small and specific on up to big and broad—through characters, paragraphs, and sections. You apply different types of formatting to each of these parts. Character formatting includes selecting a font, a font size, bold or italics, and so on. At the paragraph level, you apply indents, bullets, and line spacing. For each section of your document (even if there's only one), you set the page size, orientation, and margins.

5.

BackUp: -A backup is a copy of one or more files created as an alternate in case the original data is lost or becomes unusable. For example, you may save several copies of a research paper on your hard drive as backup files in case you decide to use a previous revision. Better yet, you could save the backups to a USB flash disk, which would also protect the files if the hard drive failed.

6.

=SUM(B1:B8) is an example of a Formula used in Microsoft-Excel.
The SUM formula does exactly what you would expect in Microsoft-Excel. It allows you to add 2 or more numbers together. You can use cell references as well in this formula.
The term "formula" has several different meanings, depending on the field in which the term is used. In mathematics, a formula is a mathematical relationship expressed using numbers and symbols. In chemistry, a formula may be used to define the atoms that make up a chemical compound. In computing, a formula is simply a calculation that is performed on one or more variables

7.

Find: - To get or discover (something or someone that you are looking for)

Shortcut Key :- Ctrl + F

8.

Footer: - A document footer is a small section at the bottom of each page within a document. It is often used to display company data or copyright information. In longer documents, the footer may be used to specify the current section of the document as well. By default, changes made to the footer on one page will change the footer on all other pages in the section. If no sections are defined, modifying the footer will update all the pages in the document.

9.

A file specification includes the file name and possibly a directory or folder.

10.

You cannot link Excel worksheet data to a word document with the copy and paste buttons on the standard command

SmartKeeda
The Question Bank

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