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

Microsoft Window and Office Quiz 2

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

1. Which of the following is not a famous operating system?

A. Window vista   B. Mac OS X   C. Linux   D. Sun OS   E. None of these

2. By default, Excel positions text in a cell

A. Left aligned   B. Right aligned   C. Centered   D. Justified   E. None of these

3. Which one of the following software applications would be the most appropriate for performing numerical and statistical calculations ?

A. Database   B. Document processor   C. Graphic package   D. None of these

4. What are bas, doc and htm examples of?

A. Data bases   B. Extensions   C. Domains   D. Protocols   E. None of these

5. Which application is commonly used to prepare a presentation/slide show?

A. Photoshop   B. Power point   C. Outlook Express   D. Internet explorer

E. None of these

6. The blinking point which shows your position in the text is called —

A. Blinker   B. Cursor   C. Causer   D. Pointer   E. None of these

7. In a spreadsheet program the ………… contains related worksheets and documents.

A. Workbook   B. Column   C. Call   D. Formula   E. None of these

8. MS-Word is an example of —

A. An operating system   B. A processing device   C. Application software

D. An input device   E. None of these

9. A collection of related information sorted and dealt with as a unit is a

A. Disk   B. Data   C. File   D. Floppy   E. None of these

10. Which elements of a word document can be displayed in colour?

A. Only graphics   B. Only text   C. All elements

D. All elements, but only if you have a colour printer   E. None of these

Correct Answers:

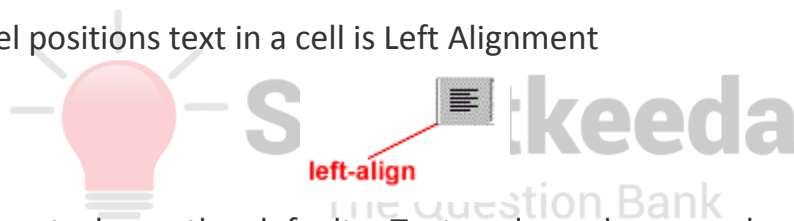| 1	2	3	4	5	6	7	8	9	10
D	A	D	B	B	B	A	C	C	D

Explanations:

1.

Sun OS is not a famous operating system because the installation of Sun OS is not necessary for an individual to use the system. Additional software, like Apache, MySQL, etc.

2.

By default, Excel positions text in a cell is Left Alignment

left-align

You do not have to leave the defaults. Text and numbers can be defined as left-aligned, right-aligned, or centered in Excel XP. The picture below shows by default position of text in a cell.

3.

Correct answer is spreadsheet which is not given in options.

A spreadsheet would be the most appropriate for performing numerical and statistical calculations. It's an interactive computer application for organization, analysis and storage of data in tabular form. Spreadsheets are developed as computerized simulations of paper accounting worksheets. The program operates on data entered in cells of an array, organized in rows and columns. Each cell of the array may contain either numeric or text data, or the results of formulas that automatically calculate and display a value based on the contents of other cells.

4.

Extensions: In computer operating systems, a file name extension is an optional addition to the file name in a suffix of the form ".xxx" where "xxx" represents a limited number of alphanumeric characters depending on the operating system. The file name extension allows a file's format to be described as part of its name so that users can quickly understand the type of file it is without having to "open" or try to use it. The file name extension also helps an application program recognize whether a file is a type that it can work with.

Given file extensions are-

BAS: a file extension for a source code file format used by BASIC (Beginners All-purpose Symbolic Instructional Code), an early programming language that is still among the simplest and most popular of programming languages.

DOC: DOC or doc (an abbreviation of 'document') is a filename extension for word processing documents, most commonly in the proprietary Microsoft Word Binary File Format.

HTM: It's a file extension for HTML (Hypertext Markup Language) file format. The HTML file extension is sometimes abbreviated as .htm for compatibility with older operating systems, such as Disk Operating System (DOS), Windows 3.x and OS/2., which support eight character file names with a three character extension.

5.

Powerpoint: a software package designed to create electronic presentations consisting of a series of separate pages or slides.

6.

The blinking point which shows your position in the text is called cursor.

Cursor: A cursor is the position indicator on a computer display screen where a user can enter text. In an operating system with a graphical user interface (GUI), the cursor is also a visible and moving pointer that the user controls with a mouse, touch pad, or similar input device. The user uses the pointing cursor and special input buttons to establish where the position indicator cursor will be or to select a particular program to run or file to view. Typically, the pointing cursor is an arrow and the text entry position cursor is a blinking underscore or vertical bar.

7.

In a spreadsheet program the workbook contains related worksheets and documents.

Workbook: A workbook is the MS Excel file in which you enter and store related data. Each workbook can contain many worksheets. Often one workbook has a single theme, such as a personal budget. Each worksheet would then have a part of the theme, such as the budget broken down by month.

8.

MS-Word is an example of — Application software.

Application software: It's a program or group of programs designed for end users. These programs are divided into two classes: system software and application software. While system software consists of low-level programs that interact with computers at a basic level, application software resides above system software and includes database programs, word processors, spreadsheets, etc. Application software may be grouped along with system software or published alone.

9.

A collection of related information sorted and dealt with as a unit is a file.

File: A collection of data or information that has a name, called the filename. Almost all information stored in a computer must be in a file. There are many different types of files: data files, text files , program files, directory files, and so on.

10.

All elements, but only if you have a colour printer.