



# SmartKeeda

The Question Bank

Presents

## TestZone

India's least priced Test Series platform

JOIN

### 12 Month Plan

2017-18 All Test Series

@ Just

# ₹ 399/-

300+ Full Length Tests

- ☒ Brilliant Test Analysis
- ☒ Excellent Content
- ☒ Unmatched Explanations

JOIN NOW

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

## Microsoft Window n Office Quiz 3

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

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

- A. Data base    B. Document processor    C. Graphics package    D. Spreadsheet  
E. None of these

**2. In excel, charts are created using which option?**

- A. Chart wizard    B. Pivot table    C. Pie chart    D. Bar chart    E. None of these

**3. Text in a column is generally aligned .....**

- A. Justified    B. Right    C. Center    D. Left    E. None of these

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

- A. TXT    B. WRD    C. FIL    D. DOC    E. None of these

**5. Excel workbook is a collection of .....**

- A. Chart    B. Word book    C. Worksheet    D. A and C    E. None of these

**6. Deleted data remains on a disk until .....**

- A. The data is overwritten    B. The recycle bin is emptied  
C. A file compression utility is used    D. The disk is scanned    E. None of these

**7. To save an existing file with new name at new location we should use ..... command.**

A. Save    B. Save and replace    C. Save as    D. New file    E. None of these

**8. The portion that shows all the choices you can make while working in a window is called the .....**

A. Options    B. Table    C. Menu bar    D. Item bar    E. None of these

**9. To shrink a window to an icon .....**

A. Open a group window    B. Minimise a window    C. Maximise a window

D. Restore a window    E. None of these

**10. The side bar in a window or word processor that has an arrow on both ends and a box in the middle that you use your mouse to move the pages up or down —**

A. Scroll bar    B. Roll bar    C. Page bar    D. Box bar    E. None of these

### Correct Answers:

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

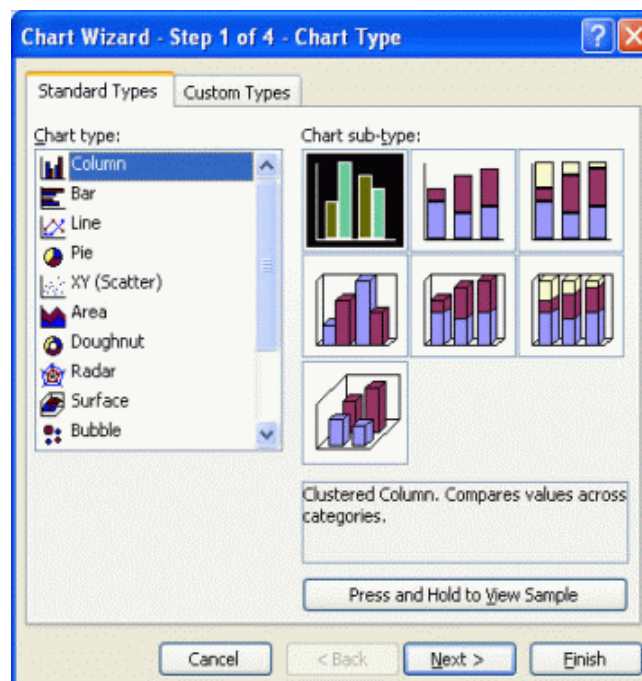
### Explanations:

1.

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.

2.

A chart wizard takes users step-by-step through the process of creating a chart in Microsoft Excel. The Chart Wizard is accessible on the "Insert Menu", then you choose "Chart".



3.

Text in a column is generally aligned **left**.

4.

DOC is a default file extension for all word documents.

5.

Excel workbook is a collection of **worksheet**.

**Worksheet:** An Excel worksheet is a single spreadsheet that contains cells organized by rows and columns. A worksheet begins with row number one and column A. Each cell can contain a number, text or formula. A cell can also reference another cell in the same worksheet, the same workbook or a different workbook. In Excel 2010, the maximum size of a worksheet is 1,048,576 rows by 16,384 columns.

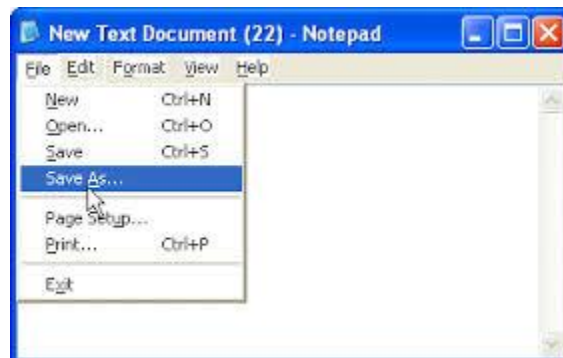
6.

Deleted data remains on a disk until **the recycle bin is emptied**.

**Recycle Bin:** The Recycle Bin is a folder with a fancy icon where files and folders that you have deleted are stored. They have not been permanently removed from your hard drive(s), they were only moved to this special folder.

7.

To save an existing file with new name at new location we should use save as command.



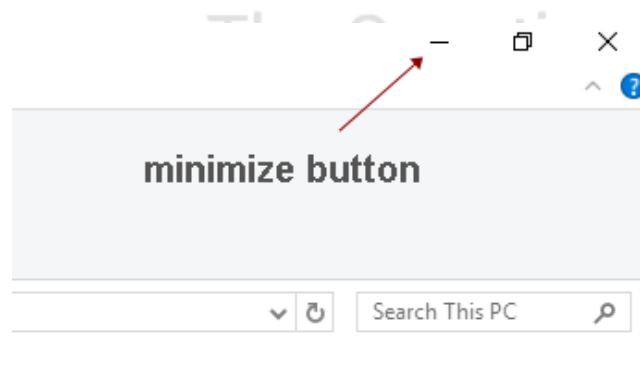
8.

The portion that shows all the choices you can make while working in a window is called the **Menu Bar**.



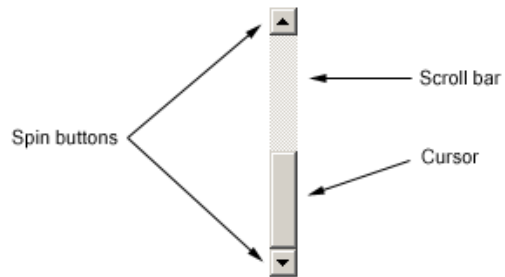
9.

Minimize button shrink the current window to a Taskbar button. Clicking the button on the Taskbar restores the window to its former state.



**10.**

A scrollbar is a graphical control element with which continuous text, pictures or anything else can be scrolled including time in video applications, i.e., viewed even if it does not fit into the space in a computer display, window, or viewport. It was also known as a handle in the very first GUIs.



**Smartkeeda**  
The Question Bank



# Smartkeeda

The Question Bank





# SmartKeeda

The Question Bank

प्रस्तुत करते हैं

## TestZone

भारत की सबसे क़िफायती टेस्ट सीरीज़



### 12 Month Plan

2017-18 All Test Series

@ Just

## ₹ 399/-

300+ फुल लेन्थ टेस्ट

- ✓ श्रेष्ठ विश्लेषण
- ✓ उत्कृष्ट विषय सामग्री
- ✓ बेजोड़ व्याख्या

अभी जुड़ें



# **Smartkeeda**

The Question Bank