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

Microsoft Window n Office Quiz 4

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

1. Which is a graphical representation of an application?

A. Windows 95 B. Windows Explorer C. Icon D. Taskbar E. None of these

2. When you cut or copy information it gets place in the

A. Clipart B. Clipboard C. Internet D. Mother board E. None of these

3. What is a file?

A. A file is a section of main storage used to store data.

B. A file is a collection of information that has been given a name and is stored in secondary memory.

C. A file is the part of a program that is used to describe what the program should do.

D. Floppy disks can only store data, not programs.

E. None of these

4. Generally, you access the recycle bin through an icon located

A. On the desktop B. On the hard drive C. On the short cut menu

D. In the properties dialog box E. None of these

5. A contains commands that can be selected.

A. Pointer B. Menu C. Icon D. Button E. None of these

6. The rectangular area of the screen that displays a program, data and/or information is a

A. Title bar B. Button C. Dialog box D. Window E. None of these

7. File extensions are used in order to

A. Name the file B. Identify the file C. Answer the file name is not last

D. Identify the file type E. None of these

8. A collection of related files is called

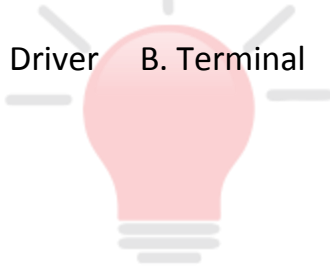
A. Character B. Field C. Data base D. Record E. None of these

9. All the deleted files go to

A. Recycle Bin B. Task bar C. Tool bar D. My computer E. None of these

10. Data that is copied from an application is stored in the

A. Driver B. Terminal C. Prompt D. Clipboard E. None of these



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Correct Answers:

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

Explanations:

1.

In a computer's graphical user interface (GUI), an icon is an image that represents an application, a capability, or some other concept or specific entity with meaning for the user. An icon is usually selectable but can also be a nonselectable image such as a company's logo.

2.

Clipboard is a short-term storage area for all kinds of information that you have copied from one place and you plan to use in another place. You can copy just about anything to the Clipboard: strings of text, images, video, files, folders, shortcuts, etc. When you copy (or cut) something, it is stored in the Clipboard. When you copy (or cut) something else, that piece of information overwrites the previous contents. This is because Windows provides support for a single clipboard transaction.

When you paste the contents of the Clipboard, the contents remains available for further pasting operations. It is overwritten only when you copy or cut something else.

3.

A file is a collection of information that has been given a name and is stored in secondary memory.

4.

Generally, you access the recycle bin through an icon located on the desktop.
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5.

A menu contains commands that can be selected.

Ex: A file menu commonly contains commands about handling of files, such as open, save, and print, the edit menu commonly contains commands relating to the handling of information within a file, e.g. cut and paste and selection commands.

6.

A window is a separate viewing area on a computer display screen in a system that allows multiple viewing areas as part of a graphical user interface (GUI). Windows are managed by a windows manager as part of a windowing system .

A window can usually be resized by the user. For example, it can be stretched on any side, minimized, maximized, and closed. On today's multitasking operating systems, you can have a number of windows on your screen at the same time, interacting with each whenever you choose.

7.

File extensions are used in order to identify the file type.

Examples:

- A. .doc – Legacy Word document; Microsoft Office refers to them as "Microsoft Word 97 - 2003 Document"
- B. .dot – Legacy Word templates; officially designated "Microsoft Word 97 - 2003 Template"
- C. .xls – Legacy Excel worksheets; officially designated "Microsoft Excel 97-2003 Worksheet"
- D. .xlt – Legacy Excel templates; officially designated "Microsoft Excel 97-2003 Template"
- E. .xlm – Legacy Excel macro

8.

A collection of related files is called database.

Database: A database is a collection of information that is organized so that it can easily be accessed, managed, and updated. In one view, databases can be classified according to types of content: bibliographic, full-text, numeric, and images. Computer databases typically contain aggregations of data records or files, such as sales transactions, product catalogs and inventories, and customer profiles.

9.

All the deleted files go to Recycle Bin.

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.



10.

Clipboard is a short-term storage area for all kinds of information that you have copied from one place and you plan to use in another place. You can copy just about anything to the Clipboard: strings of text, images, video, files, folders, shortcuts, etc.

When you copy (or cut) something, it is stored in the Clipboard. When you copy (or cut) something else, that piece of information overwrites the previous contents. This is because Windows provides support for a single clipboard transaction.

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