

COMPUTER COMPETITIVE CHAPTER 12

- ENG PART-1 - MICROSOFT OFFICE

Total points 50/50 ?

Minimum Passing Marks = 45

STUDENT NAME *

VIVA
.....

✓ 1. You can use To copy selected text; and to paste it in a document . *1/1

☒ CTRL+C, CTRL+V



☐ CTRL+C, CTRL+P

☐ CTRL +S, CTRL +S

☐ SHIFT + C, ALT +P

☐ CTRL +D, CTRL +A

✓ 2. Numbers in table or columns are usually *

1/1

- ☒ Right – aligned
- ☐ Left – aligned
- ☐ Justified
- ☐ Centered
- ☐ None of these



✓ 3. Each box in a spreadsheet is called a *

1/1

- ☒ Cell
- ☐ Empty space
- ☐ Record
- ☐ Field
- ☐ Table



✓ 4. A collection of related files is called *

1/1

- ☐ Character
- ☐ Field
- ☒ Data base
- ☐ Record
- ☐ None of these



✓ 5. When a file is saved for the first time *

1/1

- ☐ A copy automatically printed
- ☐ File name and folder name must be the same
- ☐ It does not need a name
- ☐ It only needs a name if it is not going to be printed
- ☒ It must be given a name to identify it



✓ 6. In which group do we work at the time of text formatting in word? *

1/1

- ☒ Table, paragraph and indexes
- ☐ Paragraph, indexes and section
- ☐ Characters , section and paragraphs
- ☐ Indexes, characters and tables
- ☐ None of these



✓ 7. The letter and number of the intersecting column and row is the --- *

1/1

- ☐ Cell location
- ☐ Cell position
- ☒ Cell address
- ☐ Cell coordinates
- ☐ Cell contents



✓ 8. To save an existing file of with new name at new location we should use Command. *1/1

- ☐ Save
- ☐ Save and replace
- ☒ Save as
- ☐ New file
- ☐ None of these



✓ 9. Forms that are used to organize business data into rows and columns are called *1/1

- ☐ Transaction sheets
- ☐ Register
- ☐ Business forms
- ☐ Sheet-spreads
- ☒ Spreadsheets



✓ 10. In power points, the Header and footer button can be found on the insert tab in what group? *1/1

- ☐ Illustrations group
- ☐ Object group
- ☒ Text group
- ☐ Tables group
- ☐ None of these



✓ 11. The PC productivity tool that manipulates data organized in rows and columns is called a ... *1/1

- ☒ Spreadsheet
- ☐ Word processing documents
- ☐ Presentation mechanism
- ☐ Database record manager
- ☐ EDI creator



✓ 12. Which PowerPoint view displays each slide of the presentation as a thumbnail and is useful for rearranging slides? *1/1

- ☒ Slide sorter
- ☐ Slide show
- ☐ Slide master
- ☐ Notes page
- ☐ Slide design



✓ 13. If a previously saved file is edited ... * 1/1

- ☐ It cannot be saved again
- ☐ The changes will automatically be saved in the file
- ☐ The files will only have to be saved again if it is more than one page in length
- ☐ Its name must be changed
- ☒ The file must be saved again to store the changes



✓ 14. To print a document *

1/1

- ☒ Select the print command and then select ok
- ☐ Select the ready printer command then select ok
- ☐ Type print and then press enter
- ☐ Close the document, select the print command, then select ok
- ☐ None of these



✓ 15. Which option is correct to enter the charts in ms excel – *

1/1

- ☐ Formulas>> charts
- ☐ Data >>charts
- ☒ Insert menu >>charts
- ☐ View >charts



✓ 16. A Is a collection of information saved as a unit? *

1/1

- ☐ Folder
- ☒ File
- ☐ Path
- ☐ File dictionary
- ☐ None of these



✓ 17. What is a list of data files of any database called? *

1/1

- ☐ Data diary
- ☐ Data list
- ☐ Data disc
- ☒ Data dictionary
- ☐ None of these



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

*1/1

- ☒ Word processing
- ☐ Spreadsheet design
- ☐ Web design
- ☐ Database management
- ☐ Presentation generation



✓ 19. What is the main folder on a storage device called? *

1/1

- ☒ Root directory
- ☐ Interface
- ☐ Device driver
- ☐ Platform
- ☐ Main directory



✓ 20. A file is often referred to as a (n) *

1/1

- ☐ Wizard
- ☒ Document
- ☐ Pane
- ☐ Device
- ☐ Documentation



✓ 21. Excel workbook is a collection of *

1/1

- ☐ Chart
- ☐ Work book
- ☒ Worksheet
- ☐ A and C
- ☐ None of these



✓ 22. Microsoft office is an example of a *

1/1

- ☐ Closed source software
- ☐ Open source software
- ☒ Horizontal market software
- ☐ Vertical market software
- ☐ Compile



✓ 23. Which of the following is not related to text formatting? *

1/1

- ☐ Line spacing
- ☐ Text spacing
- ☐ Margin change
- ☒ Searching
- ☐ None of these



✓ 24. To correct the spelling in MS- word we use *

1/1

- ☐ Speller
- ☒ Spell-check
- ☐ Outlook express
- ☐ All of these
- ☐ None of these



✓ 25. In a spreadsheet program the contains related worksheets and documents. *1/1

- ☒ Workbook
- ☐ Column
- ☐ Cell
- ☐ Formula
- ☐ None of these



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

- ☐ Data base
- ☐ Documents processor
- ☐ Graphics package
- ☒ Spreadsheet
- ☐ None of these



✓ 27. The word wrap feature – * 1/1

- ☒ Automatically moves the text line when necessary
- ☐ Appears at the bottom of the document
- ☐ Appears you to type over text
- ☐ Is the short horizontal line indicating the end of the document?



✓ 28. The background of any word document * 1/1

- ☐ Is always white color
- ☐ Is the color you present under the option menu?
- ☐ Is always the same for the entire document?
- ☒ Can have any color you choose
- ☐ None of these



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

1/1

- ☐ TXT
- ☐ WRD
- ☐ FIL
- ☒ DOC
- ☐ None of these



✓ 30. Text in a column is a generally aligned..... *

1/1

- ☐ Justified
- ☐ Right
- ☐ Center
- ☒ Left
- ☐ None of these



✓ 31. A directory within a directory is called *

1/1

- ☐ Mini directory
- ☐ Junior directory
- ☐ Part directory
- ☒ Sub directory
- ☐ None oof these



✓ 32. For opening and closing of a file in excel, you can use which bar? * 1/1

- ☐ Formatting
- ☒ Standard
- ☐ Title
- ☐ Formatting or title
- ☐ None of these



✓ 33. You click at B to make the text * 1/1

- ☐ Italics
- ☐ Underlined
- ☐ Italics and underlined
- ☒ Bold
- ☐ None of these



✓ 34. For creating document, you use command at file menu. * 1/1

- ☐ Open
- ☐ Close
- ☒ New
- ☐ Save
- ☐ None of these



✓ 35. You can start Microsoft word by using Button. *

1/1

- ☐ New
- ☒ Start
- ☐ Program
- ☐ Control panel
- ☐ None of these



✓ 36. In Excel, charts are created using which option? *

1/1

- ☒ Chart wizard
- ☐ Pivot table
- ☐ Pie chart
- ☐ bar chart
- ☐ None of these



✓ 37. In page preview mode *

1/1

- ☒ You can see all pages of your document.
- ☐ You can only see the page you are currently working on.
- ☐ You can only see pages that do not contain graphics.
- ☐ You can only see the title page of your document.
- ☐ None of these



✓ 38. File extension are used in order to *

1/1

- ☐ Name the file
- ☐ Identify the file
- ☐ Answer the file name is not last
- ☒ Identify the file type
- ☐ None of these



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

- ☐ Database
- ☐ Document processor
- ☐ Graphic package
- ☒ Spreadsheet
- ☐ None of these



✓ 40. Which elements of a word document can be displayed in color? *

1/1

- ☐ Only graphics
- ☐ Only text
- ☒ All elements
- ☐ All elements, but only if you have a cooler printer
- ☐ None of these



✓ 41. Which keyboard shortcut bold selected text? *

1/1

- ☒ Ctrl + B
- ☐ Alt + B
- ☐ File /format /bold
- ☐ These all
- ☐ None of these



✓ 42. A collection of related information sorted and dealt with as a unit is a *1/1

- ☐ Disk
- ☐ Data
- ☒ File
- ☐ Floppy
- ☐ None of these



✓ 43. MS-Word is an example of- *

1/1

- ☐ An operating system
- ☐ A processing device
- ☒ Application software
- ☐ An input device
- ☐ None of these



✓ 44. The blinking point which shows your position in the text is called- * 1/1

- ☐ Blinker
- ☒ Cursor
- ☐ Causer
- ☐ Pointer
- ☐ None of these



✓ 45. Which application is commonly used to prepare a presentation / slide show? *1/1

- ☐ Photoshop
- ☒ Power point
- ☐ Outlook Express
- ☐ Internet explorer
- ☐ None of these



✓ 46. The quickest and easiest way in word, to locate a particular word or phrase in a document is to use the command. *1/1

- ☐ Replace
- ☒ Find
- ☐ Lookup
- ☐ Search
- ☐ None of these



✓ 47. What kind of software would you most likely use to keep track of a billing account? *1/1

- ☐ Word processing
- ☐ Electronic publishing
- ☒ Spreadsheet
- ☐ Web authoring
- ☐ None of these



✓ 48. What are .beys, .doc and .him examples of? * 1/1

- ☐ Data bases
- ☒ Extensions
- ☐ Domains
- ☐ Protocols
- ☐ None of these



✓ 49. A Is a unique name that you give to a file of information? * 1/1

- ☐ Device letter
- ☐ Folder
- ☒ File name
- ☐ None of these



✓ 50. Editing document consists of reading through the document you have created, then – *1/1

☒ (a) Correcting your errors



☐ (b) Printing it

☐ (c) Saving it

☐ (d) Defeating it

☐ (e) None of these

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