

MICROSOFT OFFICE QUIZ BASED COMPUTER MCQ PRACTICE QUESTIONS AND ANSWERS PDF WITH EXPLANATION

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Created By [Careericons](#) Team

Q1. Microsoft Word, Microsoft Excel, and Microsoft PowerPoint are the part of

- a) Microsoft Office Suite
 - b) Microsoft Windows
 - c) Mac OS X
 - d) None of these
-

Q2. The basic unit of a worksheet into which you enter data in excel is called a _____:

- a) Tab
 - b) Cell
 - c) Box
 - d) Range
 - e) None of The Above
-

Q3. You can keep your personal files/folders in:

- a) My Folder
 - b) My Documents
 - c) My Files
 - d) My Text
 - e) None of The Above
-

Q4. We can detect spelling and grammar error by:

- a) Press Shift + F7
- b) Press F7
- c) Press Alt + F7
- d) None of These

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Q5. Using Print Preview is useful when you want to-

- a) Colour the document
- b) Save the document
- c) Delete the document
- d) Copy the document
- e) View how trip document will appear when printed

Q6. Microsoft Office Document Imaging is

- a) An application that supports editing scanned documents
- b) A scanning and OCR application
- c) Diagram and flowcharting software
- d) None of these

Q7. Which command is used to quit powerpoint:

- a) Alt + F4
- b) Alt + Shift + F4
- c) F4
- d) Either (a) or (b)
- e) None of The Above

Q8. The command used to remove text or graphics from a document. The information is then stored on a clipboard as you can paste it.

- a) chop
 - b) cut
 - c) clip
 - d) cart away
 - e) None of these
-

Q9. A Web site's main page is called its:

- a) Home Page
 - b) Browser Page
 - c) Search Page
 - d) Bookmark
 - e) None of The Above
-

Q10. In a spreadsheet, a _____ is a number you will use in a calculator.

- a) label
 - b) cell
 - c) field
 - d) value
 - e) None of these
-

Q11. What is the use of sections in a word document:

- a) To divide the document into parts so that each part may be independently printed when the print command is given.
- b) To divide the document into parts so as to allow certain parts of the document to display data from a table.

- c) To vary the layout of a document within a page or between pages by dividing the document into parts and then allow formatting of each part the way you want.
- d) None of The Above
-

Q12. What do you call the word processing task associated with changing the appearance of a document:

- a) Formatting
- b) Editing
- c) Rewording
- d) None of The Above

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Q13. In Word you can force a page break

- a) by positioning your cursor at the appropriate place and pressing the F1 key
- b) by positioning your cursor at the appropriate place and pressing Ctrl + Enter
- c) by using the Insert/Section Break
- d) by changing the font size of your document
- e) None of these
-

Q14. 'Platform' in the computer world means:

- a) Computer Hardware used
- b) Operating System Used
- c) Computer Software Used
- d) All of The Above
- e) Both (a) and (b)
-

Q15. What happens when you press Ctrl + V Key?

- a) A Capital V letter is typed into your document at the cursor point
- b) The selected item is pasted from the clipboard
- c) The selected item is pasted to the clipboard
- d) The selected drawing objects are distributed vertically on the page
- e) None of these

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Answers to the above questions :

Q1. Answer: (a)

Q2. Answer: (b)

Q3. Answer: (b)

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Q4. Answer: (b)

Q5. Answer: (e)

Q6. Answer: (a)

Q7. Answer: (a)

Q8. Answer: (b)

Q9. Answer: (a)

Q10. Answer: (d)

Q11. Answer: (c)

Q12. Answer: (a)

Q13. Answer: (b)

Q14. Answer: (d)

Q15. Answer: (b)

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