

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

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Created By [Careericons](#) Team

Q1. What is the intersection of a column and a row on a worksheet called?

- a) Column
 - b) Value
 - c) Address
 - d) Cell
 - e) None of these
-

Q2. To insert a new slide in the current presentation, we can use ____ key:

- a) Ctrl + M
 - b) Ctrl + N
 - c) Ctrl + O
 - d) Ctrl + F
 - e) None of The Above
-

Q3. We can enter and edit the text efficiently using –

- a) Spreadsheet
 - b) Typewriter
 - c) Word Processing Program
 - d) Desktop Publishing Program
 - e) None of these
-

Q4. Why are headers and footers used in the document:

- a) To mark the starting and ending of the page
- b) To allow page headers & footers to appear on document when it is printed
- c) To enhance the overall appearance of the document
- d) Each page of word must have header & footer.
- e) None of The Above

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Q5. The primary purpose of software is to turn data into _____:

- a) websites
- b) information
- c) programs
- d) objects
- e) None of The Above

Q6. Which of the following is not one of the syntax rules?

- a) The order in which you list the function's arguments
- b) The precedence of the arguments
- c) Whether or not the function has arguments
- d) Properly spelling the function's name
- e) None of these

Q7. Which type of file is created by word processing programs?

- a) database file
- b) storage file

- c) worksheet file
 - d) document file
 - e) graphical file
-

Q8. Editing a document that has been created means _____.

- a) saving it
 - b) printing it
 - c) scanning it
 - d) correcting it
 - e) None of these
-

Q9. Editing a document consists of reading through the document you've created, then

- a) correcting your errors
 - b) printing it
 - c) saving it
 - d) deleting it
 - e) None of these
-

Q10. What is the file extension of MS - Word 2003 document:

- a) Dom
 - b) Txt
 - c) Doc
 - d) None of The Above
-

Q11. In Excel, the contents of the active cell are displayed in the _____.

- a) footer bar

- b) tool bar
 - c) task bar
 - d) menu bar
 - e) formula bar
-

Q12. Computer Language used on the internet is:

- a) BASIC
- b) COBOL
- c) Pascal
- d) Java
- e) None of The Above

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Q13. In word processing, an efficient way to move the 3rd paragraph to place it after the 5th paragraph is _____.

- a) copy and paste
 - b) copy, cut and paste
 - c) cut, copy and paste
 - d) cut and paste
 - e) None of these
-

Q14. To allow someone else schedule your meetings and appointments, _____ feature of Outlook is used

- a) Monthly calendar
- b) Event manager

- c) Appointments
- d) Delegate Access
- e) None of these

Q15. Slides may contain:

- a) Text and Graphics Only
- b) Sound and Movies Only
- c) Text, Movies, Images, Sound Only and all other objects
- d) All of the Above
- e) None of These

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Answers to the above questions :

Q1. Answer: (d)

Q2. Answer: (a)

Q3. Answer: (d)

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Q4. Answer: (b)

Q5. Answer: (b)

Q6. Answer: (b)

Q7. Answer: (d)

Q8. Answer: (d)

Q9. Answer: (a)

Q10. Answer: (c)

Q11. Answer: (e)

Q12. Answer: (d)

Q13. Answer: (d)

Q14. Answer: (d)

Q15. Answer: (d)

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