

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

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Created By [Careericons](#) Team

Q1. The _____ enables you to simultaneously keep multiple Web pages open in one browser window:

- a) tab box
 - b) pop - up helper
 - c) tab row
 - d) address bar
 - e) Esc Key
-

Q2. To insert a copy of the clipboard contents, whatever was last cut or copied at the insertion point.

- a) paste
 - b) stick in
 - c) fit in
 - d) push in
 - e) None of these
-

Q3. What is an Excel:

- a) A Graphic Program
 - b) A Spreadsheet
 - c) A Presentation Software
 - d) None of The Above
-

Q4. The operation of combining two cells into a single cell in Excel is referred to as _____.

- a) Join Cells
- b) Merge Cells
- c) Merge Table
- d) Join Table
- e) None of these

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Q5. To create slideshows, composed of text, graphics, movies and other objects, which can be displayed on-screen and navigated through by the presenter or printed out on transparencies or slides one uses

- a) Microsoft Word
- b) Microsoft PowerPoint
- c) Microsoft Access
- d) None of these

Q6. What is the minimum number of rows and columns that a word table can have:

- a) 1 row & 1 column
- b) 2 rows & 2 columns
- c) Zero
- d) 1 row & 2 columns
- e) None of The Above

Q7. The letter and number of the intersecting column and row is the _____.

- a) cell location
 - b) cell position
 - c) cell address
 - d) cell coordinates
 - e) cell contents
-

Q8. _____ allows users to upload files to an online site so they can be viewed and edited from another location.

- a) General-purpose applications
 - b) Microsoft Outlook
 - c) Web-hosted technology
 - d) Office Live
 - e) None of these
-

Q9. It is a Note-taking software for use with tablet PCs or regular PCs.

- a) Microsoft OneNote
 - b) Microsoft PowerPoint
 - c) Microsoft Access
 - d) None of these
-

Q10. To find a saved document in the computer's memory and bring it up on the screen to view _____.

- a) reverse
 - b) return
 - c) retrieve
 - d) return
 - e) None of these
-

Q11. Which one of the following software applications would be the most appropriate for performing numerical and statistical calculations?

- a) Database
 - b) Document processor
 - c) Graphics package
 - d) Spreadsheet
 - e) None of the above
-

Q12. Minimizing a window means to:

- a) Bring it down to the minimum possible size
- b) Open a new window
- c) Enlarging a window to fit the screen
- d) None of The Above

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Q13. Which of the following justifications align the text on both the sides – left and right – of the margin?

- a) Right
 - b) Justify
 - c) both Sides
 - d) Balanced
 - e) None of these
-

Q14. If you want to connect to your own computer through the internet from another location, you can use:

- a) E - Mail

- b) FTP
 - c) Instant Message
 - d) Telnet
 - e) None of The Above
-

Q15. Which of the following cables can transmit data at high speeds:

- a) Co - axial cables
 - b) Optical cables
 - c) Both (a) and (b)
 - d) Twisted pair cables
 - e) None of The Above
-

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Answers to the above questions :

Q1. Answer: (c)

Q2. Answer: (a)

Q3. Answer: (b)

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Q4. Answer: (b)

Q5. Answer: (b)

Q6. Answer: (a)

Q7. Answer: (c)

Q8. Answer: (b)

Q9. Answer: (a)

Q10. Answer: (c)

Q11. Answer: (d)

Q12. Answer: (a)

Q13. Answer: (b)

Q14. Answer: (c)

Q15. Answer: (b)

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