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

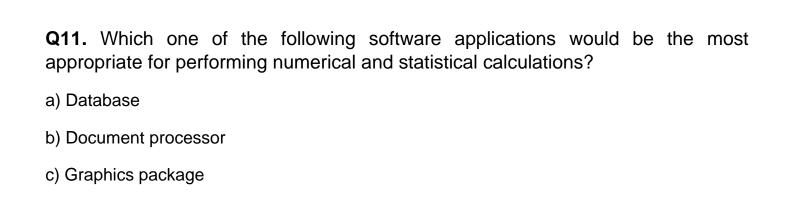
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Created By Careericons Team

Q1. The	_enables you to simu vindow:	ıltaneously k	eep multiple \	Web pages	open in
a) tab box					
b) pop - up help	er				
c) tab row					
d) address bar					
e) Esc Key					
Q2. To insert the insertion p	a copy of the clipboard	d contents, w	vhatever was	last cut or co	opied at
a) paste					
b) stick in					
c) fit in					
d) push in					
e) None of these	Э				
Q3. What is ar	n Excel:				
a) A Graphic Pro	ogram				
b) A Spreadshe	et				
c) A Presentation	n 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



e) None of the above

d) Spreadsheet

- 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



- **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

I) Telnet				
e) None of The Above				
Q15. Which of the following cables can transmit data at high speeds:				
a) Co - axial cables				
o) Optical cables				
b) 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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b) FTP

c) Instant Message

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COMPUTER MEMORY MCQ DATA BASE MANAGEMENT SYSTEM (DBMS)

DATA MINING AND DATA WARE HOUSE. FLECTRONICS DATA PROCESSING

DATA MINING AND DATA WARE HOUSE	ELECTRONICS DATA PROCESSING
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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