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

For All Competitive SSC, Bank, IBPS, UPSC, Railway, IT & Other Govt. Exams

Created By [Careericons](https://careericons.com) Team

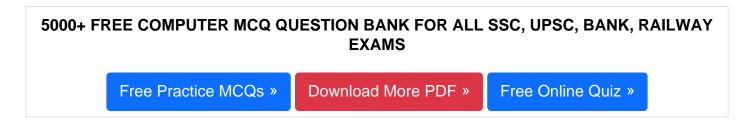**Q1.** Which of the following can be used to select the entire document?

a) CTRL+A

b) ALT+ F5

c) SHIFT+A

d) CTRL+K

e) CTRL+H

Q2. What is the package called which helps create, manipulate and analyse data arranged in rows and columns?

a) Application package

b) Word processing package

c) Outlining package

d) Outline processors

e) Spreadsheet package

Q3. For Database management one uses

a) Microsoft Access

b) Microsoft PowerPoint

c) Microsoft Access

d) None of these

Q4. Your position in the text is shown by a

a) Blinker

b) Cursor

c) Causer

d) Pointer

e) None of these

Q5. Help menu is available at which button:

a) End

b) Start

c) Turnoff

d) Restart

e) Reboot

Q6. If an Excel Worksheet is to be linked for use in a Power Point presentation, the following should be clicked _____.

a) Edit, Paste Special

b) Edit, Paste

c) Edit, Copy

d) File, Copy

e) None of these

Q7. Codes consisting of lines of varying widths or lengths that are computer - readable are known as _____:

a) an ASCII code

b) a magnetic tape

c) an OCR scanner

d) a bar code

e) None of The Above

Q8. The name that the user gives to a document is referred to as

a) document-name

b) file-name

c) name-given

d) document-identity

e) None of these

Q9. In Word, which menu would the user select to print a document?

a) Tools

b) File

c) View

d) Window

e) None of these

Q10. Microsoft Office Inter Connect is

a) Business-relationship database

b) An application that supports editing scanned documents

c) A scanning and OCR application

d) None of these

Q11. A bookmark is an item or location in document that you identify and name for future references. The task accomplished by using bookmarks is:

a) To quickly jump to a specific location in the document.

b) To add pics only

c) To mark the ending of a page of document

d) None of The Above

Q12. Documentation of computer program is important so that

a) users can learn how to use the program

b) other programmers can know how to maintain the program

c) the programmer can see why the code is written that way while hunting for sources of error

d) All of the above

e) None of the above

Q13. The background of any Word document

a) is always of white color

b) is the colour present under the option menu

c) is always the same for the entire document

d) can have any colour you choose

e) None of these

Q14. Microsoft Office is an example of a _____.

a) closed-source software

b) open-source software

c) horizontal-market software

d) vertical-market software

e) compiler

Q15. A device that connects to a network without the use of cables is said to be:

a) Distributed

b) Free

c) Centralized

d) Open Source

e) None of The Above

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Answers to the above questions :

Q1. Answer: (a)

Q2. Answer: (e)

Q3. Answer: (a)

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FUNDAMENTAL & CONCEPTS OF COMPUTER   COMPUTER SECURITY

COMPUTER ACRONYMS & ABBREVIATION   BASICS OF HARDWARE & SOFTWARE

INPUT & OUTPUT DEVICES   OPERATING SYSTEM   SOFTWARE CONCEPTS

SOFTWARE ENGINEERING   DATA STRUCTURES & ALGORITHMS

COMPUTER NETWORKS   PARALLEL COMPUTING   WINDOW PROGRAMMING

Q4. Answer: (b)

Q5. Answer: (b)

Q6. Answer: (a)

Q7. Answer: (d)

Q8. Answer: (b)

Q9. Answer: (b)

Q10. Answer: (a)

Q11. Answer: (a)

Q12. Answer: (d)

Q13. Answer: (b)

Q14. Answer: (a)

Microsoft Office is an example of **closed-source software**.

Closed source (or proprietary software) means computer programs whose source code is not published. Anyone can access the source code, but no one has access to it for the purpose of modifying it or looking at it. Closed source is not open source, but some software is neither because open source also implies the freedom to redistribute.

Examples of closed-source software for commercial use are Microsoft Office, Adobe Acrobat, McAfee anti-virus software, and so on. Examples of closed-source software not distributed commercially would be proprietary software used to operate a proprietary operation at a bank or a factory.

Q15. Answer: (e)