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

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Created By Careericons Team

Q1. To _____ a document means to make changes to its existing content.

a) format

b) save

c) edit

d) print

e) None of these

Q2. _____ is unauthorized access to or use of data, systems, server or networks including any attempt to probe scan or test the vulnerability of a system, server or network or to breach security or authentication measures without express authorization of the owner of the system, server or network:

a) Hacking

b) Cracking

c) Viruses

d) None of These

Q3. Spell Check will, find errors in which of the following?

a) Today is a rainy day

b) Today is a rainy day

c) is a rainy

d) Rainy today a day

e) None of these

Q4. The process of transferring files from computer on the internet is called:

a) Downloading

b) Uploading

c) FTP

d) JPEG

e) Downsizing

Q5. Which device connects LAN to Internet :

a) HTML

b) Bridge

c) Router

d) None of These

Q6. When you cut or copy information it gets place in the _____.

a) Clipart

b) Clipboard

c) Internet

d) Motherboard

e) None of the above

Q7. A command to get a file you working on from the memory where it was stored.

a) close

b) delete

c) open

d) get it

e) None of these

Q8. To change selected text to all capital letters, click the change case button and then click:

a) UPPERCASE

b) UPPER ALL

c) CAPS LOCK

d) Lock Upper

e) Large Size

Q9. Microsoft Office is

a) Desktop applications

b) Operating system

c) Command window

d) None of these

Q10. A _____ is a professionally designed "empty" document that can be adapted to the user's needs.

a) file

b) guide

c) template

d) user guide file

e) None of these

Q11. MS PowerPoint was officially launched on:

a) May 22, 1990

b) May 25, 1990

c) May 27, 1990

d) None of These

Q12. Allows you to print.

a) ribbon

b) monitor

c) go now

d) Control-P

e) None of these

Q13. A saved document is referred to as _____.

a) File

b) Word

c) Folder

d) Project

e) None of these

Q14. When you save to this, your data will remain intact even when the computer is turned off:

a) RAM

b) Motherboard

c) Secondary Storage Device

d) Primary Storage Device

e) None of The Above

Q15. For 'open existing presentation' you have to press:

a) Ctrl + N

b) Ctrl + O

c) Ctrl + K

d) None of These

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Answers to the above questions :

Q1. Answer: (c)

Q2. Answer: (a)

Q3. Answer: (e)

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COMPUTER NETWORKS   PARALLEL COMPUTING   WINDOW PROGRAMMING

INTERNET AWARENESS   MICROSOFT WINDOWS OPERATING SYSTEM

Q4. Answer: (b)

Q5. Answer: (c)

Q6. Answer: (b)

Q7. Answer: (c)

Q8. Answer: (a)

Q9. Answer: (a)

Q10. Answer: (c)

Q11. Answer: (a)

Q12. Answer: (d)

Q13. Answer: (a)

Q14. Answer: (c)

Q15. Answer: (b)

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