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

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Created By Careericons Team

Q1. What input devices do you have to work with when you work in MS Word:

a) Keyboard Only

b) Both Mouse and Keyboard

c) Plotter

d) None of The Above

Q2. RDBMS means:

a) Relational Data Base Management System

b) Reliable Data Base Management System

c) Relational Document Base Management System

d) None of These

Q3. Which among the following views in MS-Word can not display graphics:

a) Printer Preview

b) Page Layout View

c) Normal View

d) None of The Above

Q4. Pressing CTRL+9 in Excel

a) Prints 9

b) Prints

c) Prints 9 followed by spaces

d) Inserts 9 cells at the current location

e) Hides the current row

Q5. A typical slide in a slide presentation would not include _____.

a) photo images charts, and graphs

b) graphs and clip art

c) clip art and audio clips

d) full-motion video

e) content templates

Q6. To move down a page in a document.

a) jump

b) fly

c) wriggle

d) scroll

e) None of these

Q7. What is the term for how words will appear on a page?

a) Text formatting

b) Character formatting

c) Point size

d) Typeface

e) None of these

Q8. To see the document before the printout is taken, use

a) Insert Table

b) Paste

c) Format Painter

d) Cut

e) Print Preview

Q9. Data is organized in a work sheet as _____.

a) charts and diagrams

b) rows and columns

c) tables and boxes

d) graphs

e) None of these

Q10. To save a document for the first time, _____ option is used.

a) Save as

b) Save

c) Save on

d) Copy

e) Paste

Q11. A hard copy of a document is

a) printed on the printer

b) stored on a floppy

c) stored on a CD

d) stored in the hard disk

e) None of these

Q12. A command that saves what you working on into the hard drive, or onto a disk.

a) view

b) hold

c) save

d) go

e) None of these

Q13. The name given to a document by user is called

a) Filename

b) Program

c) Data

d) Record

e) None of these

Q14. _____ are words that a programming language has set aside for its own use:

a) Control Words

b) Control Structure

c) Reserved Words

d) Reserved Keys

e) None of The Above

Q15. A document that explains how to use a software program is called _____ manual

a) User

b) System

c) Software

d) Program

e) Technical

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Answers to the above questions :

Q1. Answer: (b)

Q2. Answer: (a)

Q3. Answer: (c)

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MICROSOFT WORD MCQ   MICROSOFT EXCEL Q/A

MICROSOFT POWERPOINT Q/A   MICROSOFT ACCESS MCQ

Q4. Answer: (e)

Q5. Answer: (c)

Q6. Answer: (d)

Q7. Answer: (a)

Q8. Answer: (e)

Q9. Answer: (b)

Q10. Answer: (a)

Q11. Answer: (a)

Q12. Answer: (c)

Q13. Answer: (a)

Q14. Answer: (c)

Q15. Answer: (a)

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