

computer knowledge-ms office mcq questions-paper1

Initial realese of ms office

- ☐ A November 19, 1989
- ☐ B November 19, 1990
- ☐ C December 19, 1990
- ☐ D December 19, 1992

Answer : B

Ms office developed by ____?

- ☐ A Microsoft
- ☐ B IBM
- ☐ C HCL
- ☐ D Wipro

Answer : A

Ms office Written by ____ language?

- ☐ A C++
- ☐ B JAVA
- ☐ C Python
- ☐ D Pearl

Answer : A

Which is not in MS word?

- ☐ A Italic
- ☐ B Font
- ☐ C Bold
- ☐ D Magic tool

Answer : D

The ____ works with the standard Copy and Paste commands.

- ☐ A View tab
- ☐ B Paragraph dialog box
- ☐ C Office Clipboard
- ☐ D All of these

Answer : C

Landscape is ?

- ☐ A A font style
- ☐ B Paper Size
- ☐ C Page Layout
- ☐ D Page Orientation

Answer : D

Typeface option will come under which menu ?

- ☐ A Edit
- ☐ B view
- ☐ C Format
- ☐ D tools

Answer : C

What is a portion of a document in which you set certain page formatting options ?

- ☐ A Page Setup
- ☐ B Section
- ☐ C Page
- ☐ D Document

Answer : B

Which of the following is not available on the Ruler of MS Word screen ?

- ☐ A Tab stop box
- ☐ B Left Indent
- ☐ C Right Indent
- ☐ D Center Indent

Answer : D

What is the blank space outside the printing area on a page?

- ☐ A Clipart
- ☐ B Margins
- ☐ C Header
- ☐ D Footer

Answer : B

Formatting is performed on

- ☐ A Text
- ☐ B Table
- ☐ C Menu

☐ D Both A & B

Answer : D

Gutter position can be set in following positions

☐ A Left & Right

☐ B Left & Top

☐ C Left & Bottom

☐ D Left Only

Answer : B

What is the Short cut key for line break?

☐ A CTRL + Enter

☐ B Alt + Enter

☐ C Shift + Enter

☐ D Space + Enter

Answer : C

Which of the following software is used for making resume?

☐ A MS Excel

☐ B MS Word

☐ C MS PowerPoint

☐ D None of the above

Answer : B

Press ____ to open the help window in MS word document.

☐ A F1

☐ B F2

☐ C F3

☐ D F4

Answer : A

By pressing F12, which of following will happen ?

☐ A Save As dialog box will open

☐ B Save dialog box will open

☐ C Open dialog box will open

☐ D Close dialog box will open

Answer : A

Which bar shows the current position as far the text goes?

- ☐ A Title bar
- ☐ B Menu bar
- ☐ C Scroll bar
- ☐ D Status bar

Answer : D

Select all the text in MS Word document by

- ☐ A Ctrl +S
- ☐ B Ctrl +A
- ☐ C Ctrl +O
- ☐ D Ctrl +D

Answer : B

The name of a word document displays in ____

- ☐ A Ribbon
- ☐ B Title bar
- ☐ C Status bar
- ☐ D Home tab

Answer : B

Each line represents how many letters in WordStar?

- ☐ A 35
- ☐ B 45
- ☐ C 55
- ☐ D 65

Answer : D