

VIPRA ARTS COOMERCE AND PHYSICAL EDUCATION COLLEGE

DEPARTMENT OF COMPUTR & SCIENCE

MICROSOFT OFFICE

SESSION-2017-18

Students Name-.....

Time – 30 min

MM - 20

ANSWER THE FOLLOWING QUESTION:-

Q1. How many margins are there on a page?

- A. Two (header and footer)
- B. Four (top, bottom, right and left)
- C. Two (landscape and portrait)
- D. Four (center, top, left and bottom)

Q2. Word has Web authoring tools allow you to incorporate _____ on Web pages.

- A. bullets
- B. hyperlinks
- C. sounds
- D. all of the above

Q3. Home Key

- A. Moves the cursor beginning of the document
- B. Moves the cursor beginning of the paragraph
- C. Moves the cursor beginning of the screen
- D. Moves the cursor beginning of the line

Q4. To copy cell contents using drag and drop press the

- A. End key
- B. Shift key
- C. Esc key
- D. Ctrl key

Q5. What type of chart is useful for comparing values over categories ?

- A. Pie Chart
- B. Column Chart
- C. Line Chart
- D. Dot Graph

Q6. Which function in Excel tells how many numeric entries are there ?

A. NUM

B. COUNT

C. SUM

D. CHKNUM

Q7. Which one is not a Function in MS Excel ?

A. SUM

B. AVG

C. MAX

D. MIN

Q8. A feature of MS Office that saves the document automatically after certain interval is called _____

A. Save

B. Save As

C. Auto Save

D. Backup

Q9. _____ is a presentation program.

(A) U-torrent

(B) Mozilla Firefox

(C) MS PowerPoint

(D) Slide Panel

Q10. The slide that is used to introduce a topic and set the tone for the presentation is called the

(A) Title slide

(B) Bullet slide

(C) Table slide

(D) Graph slide