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Score: 21/50 (42.00%)

Code: 5610

1. Which item, contains text graphics, charts, sound, video, etc., in power point

- A) Slides  
C) Handouts
- B) Folder  
D) Desktop screen (Incorrect)

2. Which contains miniature representation of slides?

- A) Slides  
C) Template
- B) Handout (Correct)  
D) Slide master

3. What type of software program is power point?

- A) Word Processor (Incorrect)  
C) Presentation Graphics
- B) Spread Sheet  
D) Database Management

4. Which tool allows user to select different layout for slide?

- A) Apply design  
C) New slide
- B) Bullets  
D) Slide Layout (Incorrect)

5. Which key is used to stop a power point presentation?

- A) ESC (Correct)  
C) Ctrl
- B) Tab  
D) Enter

6. Which shortcut key is used to create new presentation in powerpoint?

- A) Ctrl + P  
C) Ctrl + M
- B) Ctrl + N (Correct)  
D) Ctrl + X

7. How many panes are these in backstage view in power point 2010?

- A) 3 (Correct)  
C) 7
- B) 5  
D) 9

8. Which menu is used to apply various effects to the text in a slide?

- A) Animation  
C) Transitions
- B) Design (Incorrect)  
D) Slide show

9. Which menu is used to apply various visual effects to the slide in power point?

- A) Animation  
C) Slide show
- B) Design  
D) Transitions (Correct)

10. Which menu is used to select a predefined chart style?

- A) Animation  
C) Slide show
- B) Design (Correct)  
D) Transitions

11. Which template makes specify common design elements in all slides in the presentation?

- A) Fax template  
C) Data template
- B) User template (Incorrect)  
D) Master template

12. Which dialog box in Power Point allows to change slides automatically in a period of time?

- A) Action setting  
C) Slide animation (Incorrect)
- B) Slide transition  
D) Custom animation

13. Which shortcut key is used to invoke thesaurus dialog box in Power Point?

- A) Shift+F7  
C) Alt+F7
- B) Ctrl+F7 (Incorrect)  
D) Ctrl+Alt+F7

14. Which option is used to create a presentation automatically in Power Point?

- A) Template  
C) Auto content wizard (Correct)
- B) Blank Presentation  
D) Standard test bar

15. Which option offers a built in design through a dialog box?

- A) Auto content wizard (Incorrect)  
C) Standard tool bar
- B) Blank Presentation  
D) Template

16. Which function key is used to run a powerpoint presentation?

- A) F3  
C) F7
- B) F5 (Correct)  
D) F9

17. Which shortcut key is used to create a new slide in power point?

- A) Ctrl + C  
C) Ctrl + M (Correct)
- B) Ctrl + N  
D) Ctrl + S

18. Which holder holds text, title and picture in power point?

- A) Content Holder  
C) Place Holder (Correct)
- B) Image Holder  
D) Slide Holder

19. Which one of the following is extension of power point 2010 presentation file?

- A) .potx
- B) .pptx (Correct)**
- C) .pspx
- D) .thmx

20. Which option is used to insert the related hints of a slide?

- A) Note Master (Correct)**
- B) Presentation Master
- C) Slide Master
- D) Hints Master

21. Which combination of key is used to select all slides from current slide to first slide?

- A) Alt + Home
- B) Ctrl + Home
- C) Shift + Home (Correct)**
- D) Tab + Home

22. Which view hides the hidden slides in Power Point?

- A) Normal
- B) Notes Page (Incorrect)
- C) Reading view**
- D) Slide Sorter

23. Which option is used to display the selected slides only for presentation?

- A) From Beginning
- B) From current slide
- C) Broadcast slide show
- D) Custom slide show (Correct)**

24. Which one of the following is a effect option in power point presentation?

- A) Diamond (Correct)**
- B) Fade
- C) Push
- D) Reveal

25. Which combination of key is used to show the laser pointer during slide show?

- A) Alt + left mouse button (Incorrect)
- B) Alt + right mouse button
- C) Ctrl + left mouse button**
- D) Ctrl + right mouse button

26. How Cells are named in MS Excel?

- A) Alphabetically (Incorrect)
- B) Numerically
- C) Alphanumerically**
- D) Special Character

27. Which bar lies top of the window in Excel Screen?

- A) Status Bar (Incorrect)
- B) Ruler
- C) Title Bar**
- D) Scroll Bar

28. How rows are numbered in MS Excel?

- A) Alphabetically (Incorrect)
- B) Numerically**
- C) Alphanumerically
- D) Special characters

29. How columns are named in MS Excel?

- A) Alphabetically (Correct)**
- B) Numerically

C) Alphanumerically

D) Special characters

30. Which tab in Excel is used when importing, querying, outlining and subtotaling the data placed into a worksheet's data list?

- A) Formula
- B) Data**
- C) Review
- D) Insert (Incorrect)

31. Which tab in Excel is used for proofing, protecting, and marking up a spread sheet?

- A) Formula (Incorrect)
- B) Data
- C) Review**
- D) View

32. Which tool in Ms office is best for organizing data and making lists?

- A) Access
- B) Excel**
- C) Power Point
- D) Word (Incorrect)

33. How does the single element in a worksheet known as in Excel?

- A) Cell**
- B) Column (Incorrect)
- C) Range
- D) Row

34. What do you mean by A3,B13:B20,C7 reference in Excel?

- A) Range**
- B) Union (Incorrect)
- C) Formula
- D) General

35. Which type of key should combine with ctrl key to create a macro key in Excel?

- A) Numeric (Incorrect)
- B) Alphabetic**
- C) Alphanumeric
- D) Special characters

36. Which function key is used to open save as dialogue box in MS Excel?

- A) F2
- B) F5 (Incorrect)
- C) F7
- D) F12**

37. Which tab is used to change the display of worksheet area and the data it contains?

- A) Page Layout (Incorrect)
- B) Data
- C) Review
- D) View**

38. Which one of the following will starts with ?=? sign in Excel 2010?

- A) Data
- B) Text
- C) Numbers
- D) Formulas (Correct)**

39. Which function is used to add the values in a range?

- A) Count()
- B) Sum() (Correct)**
- C) ABS()
- D) Sumif()

40. Which symbol is used to execute formulas in MS Excel?

- A) "="
- B) "' '
- C) "#"
- D) " " " (Incorrect)

41. Where does the result displays when a formula is entered in Excel?

- A) **Current Cell (Correct)**
- B) Next Cell
- C) Previous Cell
- D) Formula Bar

42. Which one of the following is a ?Date & Time? function in Excel?

- A) FIND()
- B) MOD()
- C) **NOW()**
- D) MID() (Incorrect)

43. Which function is used to find the middle number in a range?

- A) **MEDIAN()**
- B) MID() (Incorrect)
- C) TRIM()
- D) MODE()

44. What is the purpose 'Tab' key in MS Excel?

- A) Moves cell pointer to previous column
- B) **Moves cell pointer to next column (Correct)**
- C) Moves cell pointer previous row
- D) Moves cell pointer next row

45. What is the purpose of ?Enter Key? in MS Excel?

- A) Moves cell pointer to previous column
- B) Moves cell pointer to next column (Incorrect)

C) Moves cell pointer to previous row

**D) Moves cell pointer to next row**

46. Which option in MS Excel is used to display the rows that meet certain conditions?

- A) Find (Incorrect)
- B) **Filter**
- C) Format
- D) Sort

47. Which option in Excel is used to rearrange the rows base on the content of a particular column?

- A) Find (Incorrect)
- B) Filter
- C) **Sort**
- D) Format

48. Which key is used to move the insertion point to the beginning of the current sheet?

- A) Pageup
- B) Home
- C) Ctrl + pageup
- D) **Ctrl + Home (Correct)**

49. Which sequence of operation is used to insert the hidden formula bar in Excel worksheet?

- A) **View-Show/hide-Formula bar**
- B) Insert-show/hide-Formula bar
- C) Data-show/hide-Formula bar (Incorrect)
- D) Home-show/hide-formula bar

50. Which key is used to make multiple line in a single cell?

- A) **Alt + Enter**
- B) Tab + Enter
- C) Ctrl + Enter
- D) Shift + Enter (Incorrect)