

**J-52/2041**

**11057-A**

**Class: Certificate Course in Computer Basics and Office Automation**  
**Subject: Office Tools (Code: CBA-102)**

**Time allowed: 1.5 Hrs**

**Roll no.....**

**Maximum Marks: 50**

**Minimum Pass Marks: 33%**

**Instructions:**

1. Theory paper will consist of Fifty multiple choice questions of 1 mark each covering Section-A and Section-B of syllabus.
2. All Questions are compulsory.
3. Candidate has to choose the correct answer out of four options given as given in below sample question.
4. There is no negative marking for wrong answer.

**50 Multiple choice questions**

Note: All Questions are Compulsory. Tick (✓) the Correct option

**Section-A**

**(25X1=25)**

Q1) Microsoft word is \_\_\_\_ software.

- a. Application
- b. Compiler
- c. System
- d. Programming

Q2) Which is not an edition of MS Word?

- a. MS Word 2003
- b. MS Word 2007
- c. MS Word 2010
- d. MS Word 1020

Q3) Which of the following software is used for making resume?

- a. MS Excel
- b. MS Word
- c. Dev C
- d. Java

Q4) Press \_\_\_\_ to open the help window in MS word document.

- a. F1
- b. F2
- c. F9
- d. F11

Q5) Select all the text in MS Word document by

- a. Ctrl +S
- b. Ctrl+ 1
- c. Ctrl+ A
- d. Ctrl+ V

Q6) The name of a word document displays in \_\_\_\_\_

- a. Ribbon
- b. Title bar
- c. Status bar
- d. Home tab

Q7) The valid format of MS Word is \_\_\_\_

- a. .exe
- b. .doc
- c. .png
- d. .jpeg

Q8) What program is used in MS-Word to check the spelling?

- a. Research
- b. Word Count
- c. Set language
- d. Spelling & Grammar

Q9) To show the font dialog box press \_\_\_\_\_

- a. Ctrl+ P
- b. Ctrl+ D
- c. Ctrl+ B
- d. Ctrl+ Q

Q10) The center the selected text, the shortcut key is

- a. Ctrl + C
- b. Ctrl + E
- c. Ctrl + U
- d. Ctrl + O

Q11) Which of the following to justification align the text on both the sides-left and right of margin?

- a. Balanced
- b. Right
- c. Justify
- d. Correct

Q12) To print a document, press \_\_\_\_

- a. Ctrl+ P
- b. Alt + p
- c. Tab+ P
- d. None of these

Q13) Which of the following key is used to delete characters to the left of the cursor?

- a. Backspace
- b. Delete
- c. Shift
- d. Alt+Delete

- Q14) Line spacing is in the \_\_\_\_\_ of MS Word.
- Format tab
  - View tab
  - Insert tab
  - Home tab
- Q15) To make the selected text bold, the shortcut key is \_\_\_\_\_
- Alt+ B
  - Shift+ B
  - Ctrl+ B
  - Space +H
- Q16) Which of the following is not an option in clipboard?
- Cut
  - Copy
  - Paste
  - Page setup
- Q17) In word, you can use styles to
- format documents
  - delete text in documents
  - save changes to documents
  - makes copies of documents
- Q18) The key F12 opens a
- Close dialog box
  - Save dialog box
  - Open dialog box
  - SavaAs dialog box
- Q19) Which of the following option may be used to change page-size and margins?
- Data
  - Tools
  - View
  - Page Setup
- Q20) In MS word we insert
- Page number
  - Text Box
  - Table
  - All of these
- Q21) The process of making changes to an existing document is referred to as \_\_\_\_\_ it.
- creating
  - editing
  - changing
  - modifying

- Q22) From which panel you can insert Header and Footer in MS Word 2007?
- Format panel
  - Review panel
  - Home Panel
  - Insert panel
- Q23) Which of the following is the default numbers of worksheet in MS Excel?
- 2
  - 3
  - 4
  - 5
- Q24) \_\_\_\_\_ is a powerful tool used to create and format spreadsheets.
- Adobe Photoshop CS
  - Mozilla Firefox
  - Microsoft Office PowerPoint
  - Microsoft Office Excel
- Q25) Workbook is a collection of
- Worksheets
  - Page set-up
  - Buttons
  - Diagrams

**Section-B**

**(25X1=25)**

- Q26) Functions in MS Excel must begin with?
- An () sign
  - An Equal Sign
  - A Plus Sign
  - A > Sign
- Q27) What is the default PowerPoint standard layout?
- Blank
  - Title only
  - Title Slides
  - Comparison
- Q28) The PowerPoint view that displays only text (title and bullets) is
- Outline view
  - Slide Sorter
  - Slides show
  - Notes page view
- Q29) . \_\_\_\_\_ controls all the main slide control tasks for your presentation.
- Task Pane
  - Task Bar
  - Control Panel
  - None of above

- Q30) Which functions tell us how many numeric entries are there?
- Num
  - Sum
  - Count
  - CHKNUM
- Q31) What type of chart is useful for showing trends or changes overtime?
- Pie chart
  - Dot chart
  - Column chart
  - Line chart
- Q32) The \_\_\_\_ feature of MS Excel quickly completes a series of data
- File Handling
  - Auto Fill
  - Sorting
  - None of Above
- Q33) What type of chart is good for single series of data ?
- Pie chart
  - Dot chart
  - Column chart
  - Line chart
- Q34) In Excel, which one denoted a range from A1 through D5
- A1::D5
  - A1-D5
  - A1\$D5
  - A1:D5
- Q35) To print the PowerPoint presentation, press
- CTRL+A
  - CTRL+S
  - CTRL+P
  - CTRL+D
- Q36) This is the menu command used to apply a design template in PowerPoint.
- Tools -> Slide Design
  - Format -> Slide Design
  - Insert -> Slide Design
  - Insert -> Slide Design
- Q37) After choosing a predefined template, which option has to be chosen to change the background color?
- Design Template
  - Color Scheme
  - Animation Scheme
  - Color Effects

- Q38) Which command will you use in PowerPoint if you need to change the color of different objects without changing content?
- Design Template
  - Font Color
  - Color Scheme
  - Object Color
- Q39) Which short cut key inserts a new slide in current presentation?
- Ctrl+M
  - Ctrl+N
  - Ctrl+S
  - All of above
- Q40) It is a collection of data that is stored electronically as a series of records in a table.
- Spreadsheet
  - Ms-Word
  - Presentation
  - Database
- Q41) Multiple calculation can be made in a single formula using
- Array Formula
  - Standard Formula
  - Smart Formula
  - Complex Formula
- Q42) Which type of chart will be using for tracking the progress of stock market on a daily basis?
- Row Chart
  - Pie Chart
  - Line Chart
  - Column Chart
- Q43) What dialog box allows you to change a field name in a PivotTable?
- Field Options
  - Field Setting
  - Field Structure
  - Field Pane
- Q44) Which function will you use to enter current time in a worksheet cell?
- =today()
  - =now()
  - =current time()
  - =time()
- Q45) What is the quickest way to remove all the Filters that have been applied to a worksheet?
- Click on each filter and select *Clear Filter*.
  - Click on the Filter button in the Sort & Filter group.
  - Select the worksheet and then click on *Clear Filter*.
  - None of the options listed above are correct.

- Q46) When you delete a text box object from a slide in PowerPoint Presentation
- The object is deleted but text box and the text inside is left on the slide
  - The text box is deleted and the text is pasted on the slide
  - The text box and text both are deleted
  - None of above
- Q47) Which of the following features should you use when typing in the notes text box?
- Slide shows
  - Insert
  - Slide master
  - Zoom
- Q48) Which of the following is the default page setup orientation for notes pages, outlines and handouts?
- Vertical
  - Landscape
  - Portrait
  - None of above
- Q49) Which PowerPoint feature adds special effects to modify the appearance of the slides and the timing between each slide?
- Transition Settings
  - Animation
  - Color Schemes
  - Handouts
- Q50) Shortcut key to insert a hyperlink in a slide
- Ctrl + H
  - Ctrl + K
  - Hyperlinks can't be inserted in slides
  - None of the above

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