

QUESTION BANK

- 1) Which MS Office application is primarily used for creating spreadsheets and performing calculations _____ [B]
a) Microsoft Access b) Microsoft Excel
c) Microsoft PowerPoint d) Microsoft Word
- 2) What is the purpose of the "Sort" feature in Excel _____ [C]
a) Delete duplicate data b) Apply color formatting
c) Organize data in asc/des order d) Insert hyperlinks
- 3) What is the purpose of the Slide Show View in Microsoft PowerPoint? [D]
a) Merge cells b) Insert multimedia files
c) Edit text content d) Present slides in full-screen mode for an audience
- 4) What is the purpose of the File menu in MS Office applications _____ [B]
a) To insert animations b) To access Save, Open, Print, and New options
c) To close documents d) To share documents on social media
- 5) Who invented Microsoft Office _____ [D]
a) Richard Brodie b) Mark Zuckerberg
c) Steve Jobs d) Bill Gates and Paul Allen
- 6) How do you start a formula in Excel _____ [D]
a) By typing @ b) By typing #
c) By typing d) By typing =
- 7) Which Function is used to count the number of numerical values in a range? [A]
a) COUNT() b) COUNTBLANK()
c) COUNTIF() d) COUNTA()
- 8) Which shortcut key is used to save an Excel workbook _____ [A]
a) Ctrl + S b) Ctrl + P
c) Ctrl + C d) Ctrl + V
- 9) How do you merge two or more cells in Excel _____ [B]
a) Use the SUM function b) Click Merge & Center in the Home tab
c) Use Ctrl + M d) Right-click and select Merge

- 10) What is the Excel Formula for calculating percentage _____ [A]
a) $=A1*100/B1$ b) $=A1/B1$ c) $=A1*B1$ d) $=A1+B1$
- 11) How do you remove duplicate values in a range _____ [B]
a) Delete manually b) Use Data -> Remove Duplicates
c) Use Sort d) Use Filter
- 12) Which feature allows you to summarize data in Excel _____ [C]
a) Goal Seek b) Conditional Formatting
c) Pivot Table d) Data Validation
- 13) How do you apply a formula to all cells in a column _____ [D]
a) Use Ctrl + F b) Copy and paste
c) Right-click and select Apply Formula d) Drag the fill handle down
- 14) How can you secure a Word document with a password _____ [D]
a) View tab -> Security b) Insert tab -> Password
c) Review tab -> Secure d) File tab -> Info -> Protect Document
- 15) What is used to insert text on the currently selected slide _____ [C]
a) WordArt b) Comment Box c) Text Box d) Rich Text Box
- 16) What is the keyboard shortcut to stop the slideshow of a PowerPoint presentation [C]
a) Alt + F4 b) Esc c) F5 d) Alt + F5
- 17) controls the look of your entire presentation such as fonts, colors, logos, designs, etc. _____ [A]
a) Slide Master View b) Handout Master View
c) Notes Master View d) None of the above
- 18) Under which Menu, the options for draw/insert Text Box, picture, charts are available? [B]
a) Home b) Insert c) Draw d) All of the above
- 19) To remove a transition, select _____ [B]
a) Transitions > Disable b) Transitions > None
c) Transitions > Turn off d) All of the above

20) What are the features of MS Word _____

[D]

- a) File compression and encryption
- b) Video editing, sound mixing, and animation
- c) Spreadsheet calculations and data analysis
- d) Text formatting, spell check, and templates

II. FILL IN THE BLANKS

- 1) An Excel chart is a graphical representation of data, such as a bar, line, or pie chart, used to visually analyze and present information.
- 2) Cells in MS Excel are named using a combination of the column letter and row number, such as A1, where "A" is the column and "1" is the row.
- 3) The AVERAGE() function computes the arithmetic mean of the specified range of cells.
- 4) An Excel cell is the basic unit of a worksheet, where data like text, numbers, or formulas can be entered.
- 5) The MAX() function returns the highest value in a specified range.
- 6) The IF function checks conditions and returns different values based on the result.
- 7) Function key F2 is used to edit the content of a cell
- 8) A Footer contains text that appears at the bottom of every page in a Word document.
- 9) The Insert tab provides tools to add tables, charts, SmartArt, and more.
- 10) Microsoft Office was first released in 1989 for the Macintosh, followed by a Windows version in 1990.
- 11) Microsoft PowerPoint is a presentation program.
- 12) The file extension of PowerPoint file is ".pptx".
- 13) A PowerPoint template is a pattern or blueprint of a slide or group of slides.
- 14) The Screen Recording option is available in both of the menus "Insert" and "Record".
- 15) To change an Animation effect in a PowerPoint presentation From the Animations tab, select the new animation that you want.
- 16) The Insert tab is used to insert a video in a PowerPoint presentation .

17) The shortcut key is to open the Transitions tab and add transitions between slides is Alt + K.

18) A PowerPoint slide is a page in a presentation where content such as text, images, videos, and other elements are displayed for the audience.

19) SmartArt allows users to create attractive visual diagrams like process charts, flowcharts, and hierarchical structures to enhance the presentation.

20) Ctrl + M is the keyboard shortcut used to add a new slide in PowerPoint.

III. SHORT ANSWER QUESTIONS

1) Explain Different Functions Available In MS-Excel ?

2) Explain Sorting And Filtering Of Data In Excel?

3) What Is Data Validation And How Is It Used?

4) Explain In Detail The Features And Uses Of Power Point?

5) Describe The Steps To Creating, Formatting And Presenting A Power Point Presentation?