Kendriya Vidyalaya IIT Campus, Chennai -36
Microsoft Word Practice Quiz
Class III

1. Which of the following is not valid version of MS Office?

 A) Office XP
 B) Office Vista
 C) Office 2007
 D) None of above

2. You cannot close MS Word application by

 A) Choosing File menu then Exit submenu
 B) Press Alt+F4
 C) Click X button on title bar
 D) From File menu choose Close submenu

3. The key F12 opens a

 A) Save As dialog box
 B) Open dialog box
 C) Save dialog box
 D) Close dialog box

4. What is the short cut key to open the Open dialog box?

 A) F12
 B) Shift F12
 C) Alt + F12
 D) Ctrl + F12
 5. A feature of MS Word that saves the document automatically after certain interval is available on

 A) Save tab on Options dialog box
 B) Save As dialog box
 C) Both of above
 D) None of above

6. Where can you find the horizontal split bar on MS Word screen?

 A) On the left of horizontal scroll bar
 B) On the right of horizontal scroll bar
 C) On the top of vertical scroll bar
 D) On the bottom of vertical scroll bar

7. 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
 E) All of them are available on ruler

8. What is place to the left of horizontal scroll bar?

A) Tab stop buttons
B) View buttons
C) Split buttons
D) Indicators
E) None of above

9. Which file starts MS Word?

A) Winword.exe
B) Word.exe
C) Msword.exe
D) Word2003.exe
 10. How many ways you can save a document?

A) 3
B) 4
C) 5
D) 6

11. If you want to keep track of different editions of a document which features will you use?

A) Editions
B) Versions
C) Track Change
D) All of above

12. Background color or effects applied on a document is not visible in
 A) Web layout view
B) Print Layout view
C) Reading View
D) Print Preview

13. What is a portion of a document in which you set certain page formatting options?
 A) Page
B) Document
C) Section
D) Page Setup

14. Borders can be applied to
 A) Cells
B) Paragraph
C) Text
D) All of above

15. Which of the following is not a type of page margin?
 A) Left
B) Right
C) Center
D) Top

16. What is the default left margin in Word 2003 document?
 A) 1"
B) 1.25"
C) 1.5"
D) 2"

17. What is gutter margin?
 A) Margin that is added to the left margin when printing
 B) Margin that is added to right margin when printing
 C) Margin that is added to the binding side of page when printing
 D) Margin that is added to the outside of the page when printing

18. Portrait and Landscape are
 A) Page Orientation
 B) Paper Size
 C) Page Layout
 D) All of above

19. If you need to change the typeface of a document, which menu will you choose?
 A) Edit
 B) View
 C) Format
 D) Tools
 20. Which of the following is not a font style?

A) Bold
B) Italics
C) Regular
D) Superscript

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Class : IV
MS PowerPoint MCQ Questions

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1. Which tab is not available on left panel when you open a presentation?

a. Outline

b. Slides

c. Notes

d. All of above are available

2. Which of the following statements is not true?

a. You can type text directly into a PowerPoint slide but typing in text box is more convenient.

b. From Insert menu choose Picture and then File to insert your images into slides.

c. You can view a PowerPoint presentation in Normal, Slide Sorter or Slide Show view.

d. You can show or hide task pane from View >> Toolbars

3. To start Microsoft PowerPoint application

a. Click on Start >> Programs >> All Programs >> Microsoft PowerPoint

b. Hit Ctrl + R then type ppoint.exe and Enter

c. Click Start >> Run then type powerpnt then press Enter

d. All of above

4. Which of the following section does not exist in a slide layout?

a. Titles

b. Lists

c. Charts

d. Animations

5. PowerPoint presentations are widely used as

a. note outlines for teachers

b. project presentations by students

c. communication of planning

d. All of above

6. _____ controls all the main slide control tasks for your presentation.

a. Task Pane

b. Task Bar

c. Control Panel

d. None of above

7. Which of the following cannot be toggled from View >> Toolbars?

a. Control Toolbox

b. Slides

c. Revisions

d. Reviewing

8. Which of the following pane is not available in Task Pane?

a. Getting Started

b. Clip Art

c. Word Art

d. Search Results

9. Which of the following pane is NOT available in Task Pane?

a. Slide Design

b. Master Slide

c. Slide Layout

d. Slide Transition

10. A new presentation can be created from

a. Blank Presentation

b. From Existing Presentation

c. From Design Template

d. All of above

11. In slide layout panel how many layouts are available for text layout by default?

a. 4

b. 7

c. 12

d. None of above

12. Which of the following statement is false?

a. If you choose to select from one of the pre-made slide layouts, you can change the positioning

b. If you choose to select from the pre-made slide layouts, you cannot delete the objects in the layout.

c. Blank Slide is at the top of the 'Content Layouts' area in the Slide Layout panel.

d. All of above are false statements

Enjoy preparing your competitive exams with these MS PowerPoint MCQ Questions with answers!

13. What lets you to create new presentation by selecting ready-made font color and graphics effects?

a. Presentation Template

b. Master Slide

c. Design Template

d. Animation Scheme

14. Which command will you use in PowerPoint if you need to change the color of different objects without changing content?

a. Design Template

b. Color Scheme

c. Font Color

d. Object Color

15. What PowerPoint feature will you use to apply motion effects to different objects of a slide?

a. Slide Transition

b. Slide Design

c. Animation Objects

d. Animation Scheme

16. What feature will you use to apply motion effects in between a slide exits and another enters?

a. Slide Transition

b. Slide Design

c. Animation Objects

d. Animation Scheme

17. The selected design template can be applied

a. to current slide only

b. to all the slides

c. to all the new presentation you create

d. all of above

18. The difference between Slide Design and Auto Content Wizard is

a. Both are same

b. AutoContent Wizard is just the wizard version of Slide Design

c. Slide Design does not provide sample content but Auto Content Wizard provides sample content too!

d. Slide Design asks your choice in steps but Auto Content Wizard does not let you make choices

19. In which menu can you find features like Slide Design, Slide Layout etc.?

a. Insert Menu

b. Format Menu

c. Tools Menu

d. Slide Show Menu

20. Which menu provides you options like Animation Scheme, custom Animation, Slide Transition?

a. Insert Menu

b. Format Menu

c. Tools Menu

d. Slide Show Menu

Class V – Sub : MS Excel

Questions and Answers

1. Labels are aligned at the _____ edge of the cell.

A.Left

B.Right

C.Top

D.Bottom

2. You can complete a cell entry by pressing

A.Enter

B.Tab

C.Shift+tab

D.An arrow key

E.Another cell

3. The default font keyed in a new work book is.

A.12 pt. Times New Romans

B.10 pt. Arial

C.12 pt. Bradley Hand ITC

D.10 pt. Times New Roman

4. True or False. If you choose a larger font size, the height of the row is automatically made taller.

A.True

B.False

5. Which button allows you to copy cell formats from one cell to another?

A.Enter

B.Autofit

C.Format painter

D.Esc

6. A_____ is a group of cells that form a retangle on the screen.

A.Label

B.Workbook

C.Worksheet

D.Column

E.Range

7. How do you know a range is active?

A.It is highlighted on the screen.

B.It has a marquee around it.

C.The data changes to Bold to let me know it's active

D.I'm psychic & I just Know!!

8. True or False. A range has an address called an range address.

A.True

B.False

9. An example of a range address.

A.A1:B3

B.A1;B3

C.A1-B3

D.A1=B3

E.A1*B3

10. When you start to select a range of cells, you will see a thick white, cross shaped pointer called a _____.

A.Cell selector

B.Cell cross

C.Selection pointer

D.Range selector