

### **MS word and Excel questions**

1. Which symbol is used to make text bold?
  - a. **I**
  - b. **B**
  - c. **U**
  - d. **A**
2. What is cropping?
  - a. Removing part of picture
  - b. Increasing image size
  - c. Computer that has crop picture
  - d. Not given
3. Your teacher instructed you to set title to 48 and to place it page center. Which actions should you do to achieve this?
  - a. Highlight title, click font size and change to 48, select center align
  - b. Select all paragraphs, click font size and decrease font size, select left align
  - c. Drag the picture and put it in the middle
  - d. Drag the title and put it in the middle, hold title corners and keep on stretching it
4. Which short cut saves file?
  - a. CTRL S
  - b. CTRL P
  - c. CTRL V
  - d. CTRL A

5. If one made a mistake when editing a document, the person can always press \_\_\_\_\_ to remove changes

- CTRL V
- CTRL Z
- CTRL O
- CTRL X

6. Part of webpage that contains the main content is \_\_\_\_\_?

- Header
- Footer
- Body
- Title

7. All parts of a document must have same font size

- True
- False

8. Microsoft word is a software used to make presentation slides

- True
- False

9. To change text color of second paragraph, which step is correct

- Highlight the whole document, click on font color and select desired color
- Highlight second paragraph, click on font color and select desired color
- Click on font color and select desired color
- None

10. A table of 3 by 3 dimension is given for assignment. The teacher asked students to insert a row on top of the first row. Which steps are correct for doing this?

- a. Click on first row and draw a horizontal line to insert row
- b. Right click on first row → click insert row below
- c. Right click on first row → click insert row above
- d. Click on last row → click move up

11. As part of the assignment in 10, the teacher also asked students to merge the 3 cells in the first row and to write a title “Power of Human Brain”. What is the correct way to merge cells?

- a. Highlight 3 cells of last row → right click on it → click merge
- b. Select/highlight the three cells of first row → right click on it → click merge
- c. Select 3 cells of second row → right click on it → click merge
- d. Select first row → click merge

12. The teacher also asked the students to delete the last row. Choose the correct option?

- a. Highlight first row → Right click on it → click delete
- b. Highlight last row → Right click on it → click merge
- c. Highlight on last row → right Click on it → click delete
- d. Click on table → click delete

13. Which step is correct for creating a table?

- a. Click insert → click table
- b. Click insert → click pictures → click table
- c. Click design → click table
- d. Click insert → click shapes

14. How to shade a second row with green fill?

- a. Highlight second row → font color → click green
- b. Highlight second row → shading → click green
- c. Highlight first row → font fill → click green
- d. Highlight first row → font shade → click red

15. A part of document that repeatedly appears on the beginning of every page

- a. Footer
- b. Header
- c. Number
- d. Dater

16. Which page orientation is long and narrow in width

- a. Portrait
- b. Landscape
- c. None

17. There is a student registration document on a computer. The admin received student photo electronically, as an ICT student your job is to insert the picture and put it to the right of the first paragraph. Select correct procedure

- a. Insert → table → select picture → position picture using text wrap
- b. Insert → shape → position shape using format shape
- c. Insert → picture → position picture using text wrap
- d. None

18. \_\_\_\_\_ creates unordered list

- a. Bullets
- b. Numbers

19. A cashier at a pizza shop sold 10 pizzas and stored these values in cells A2 up to A11 of excel worksheet. The Cashier wanted to calculate total sale. Which formula is correct to add all the sales?

- a. = sum(A2:A11)
- b. Sum(A2:A11)
- c. Total=sum(A2:A11)
- d. Not given