

Biyani's Think Tank

**Concept based notes**

# **Office Management Tools**

*(BCA Part-I)*

**Ankita Gupta**

Information Technology

Biyani Girls College, Jaipur



**Biyani's**  
Group of **Girls' Colleges**

*Published by :*

**Think Tanks**

**Biyani Group of Colleges**

*Concept & Copyright :*

©**Biyani Shikshan Samiti**

Sector-3, Vidhyadhar Nagar,

Jaipur-302 023 (Rajasthan)

Ph : 0141-2338371, 2338591-95 • Fax : 0141-2338007

E-mail : [acad@biyanicolleges.org](mailto:acad@biyanicolleges.org)

Website : [www.gurukpo.com](http://www.gurukpo.com); [www.biyanicolleges.org](http://www.biyanicolleges.org)

**Edition : 2016**

**Price :**

While every effort is taken to avoid errors or omissions in this Publication, any mistake or omission that may have crept in is not intentional. It may be taken note of that neither the publisher nor the author will be responsible for any damage or loss of any kind arising to anyone in any manner on account of such errors and omissions.

*Leaser Type Setted by :*

**Biyani College Printing Department**

# Preface

I am glad to present this book, especially designed to serve the needs of the students.

The book has been written keeping in mind the general weakness in understanding the fundamental concepts of the topics. The book is self-explanatory and adopts the “Teach Yourself” style. It is based on question-answer pattern. The language of book is quite easy and understandable based on scientific approach.

Any further improvement in the contents of the book by making corrections, omission and inclusion is keen to be achieved based on suggestions from the readers for which the author shall be obliged.

I acknowledge special thanks to Mr. Rajeev Biyani, *Chairman* & Dr. Sanjay Biyani, *Director (Acad.)* Biyani Group of Colleges, who are the backbones and main concept provider and also have been constant source of motivation throughout this Endeavour. They played an active role in coordinating the various stages of this Endeavour and spearheaded the publishing work.

I look forward to receiving valuable suggestions from professors of various educational institutions, other faculty members and students for improvement of the quality of the book. The reader may feel free to send in their comments and suggestions to the under mentioned address.

**Author**

## UNIT 1

### Q1. What is Operating System?

**Ans:** An **operating system (OS)** is a type of system software that manages computer's hardware and software resources.. Application programs need a platform to run itself and operating system work as a platform to run application programs.

### Q2. Explain NTFS File System?

**Ans:** NTFS (New Technology File System) is the file system that the Windows NT operating system uses for storing and retrieving files on a hard disk.. NTFS has improvements and some advantages over FAT file system in performance, memory and security.

There are following characteristics of NTFS :

- NTFS support very large files (up to  $2^{64}$  power or approximately 16 billion bytes in size)
- An access control list (ACL) that lets a server administrator control who can access specific files
- It provides compression of Files
- It does support for names based on Unicode
- NTFS gives Data security on Hard disks

### Q3. Explain FAT File System?

**Ans:** The FAT(File Allocation Table) is a file system that provide a file allocation table situated at the beginning of a logical volume. FAT was earle designed for small disks and folders. There are two copies of the file allocation table are stored on disk. In any situation if one copy of the file allocation table is corrupted, the other file allocation table is used.

### Q4. Explain DOS with its Commands?

**Ans** DOS stands for Disk Operating System is a operating system developed by Microsoft company for IBM,

Following are the commands used in MS-DOS:-.

**Append**

used by programs to open files in another directory as if they were located in the current directory.

**Attrib**

used to change the attributes of a single file or a directory.

**Break**

This command sets or clears extended CTRL+C checking.

**Call**

It is used to run a script or batch program from within another script or batch program.

The call command has no effect outside of a script or batch file. In other words, running the call command at the DOS prompt will do nothing.

**Chcp**

displays or configures the active code page number.

**Chdir**

The chdir command is used to display the drive letter and folder that you are currently in. Chdir can also be used to change the drive and/or directory that you want to work in.

**Cls**

This command clears the screen of all previously entered commands and other text.

**Command**

The command command starts a new instance of the command.com command interpreter.

**Copy**

This command does exactly that - it copies one or more files from one location to another.

**Date**

used to show or change the current date.

**Del**

The del command is used to delete one or more files.

**Dir**



used to display a list of files and folders contained inside the folder that you are currently working in.

**Diskcopy**

It is used to copy the entire contents of one floppy disk to another.

**Q6. What is operating System and its characteristics?**

Ans: An **operating system (OS)** is a type of system software that manages computer's hardware and software resources.. Application programs need a platform to run itself and operating system work as a platform to run application programs.

**Examples of Operating System are-Microsoft Windows 7 ,Apple MacOS , Ubuntu Linux , Google Android iOS -**

There are some characteristics of Operating system as following-

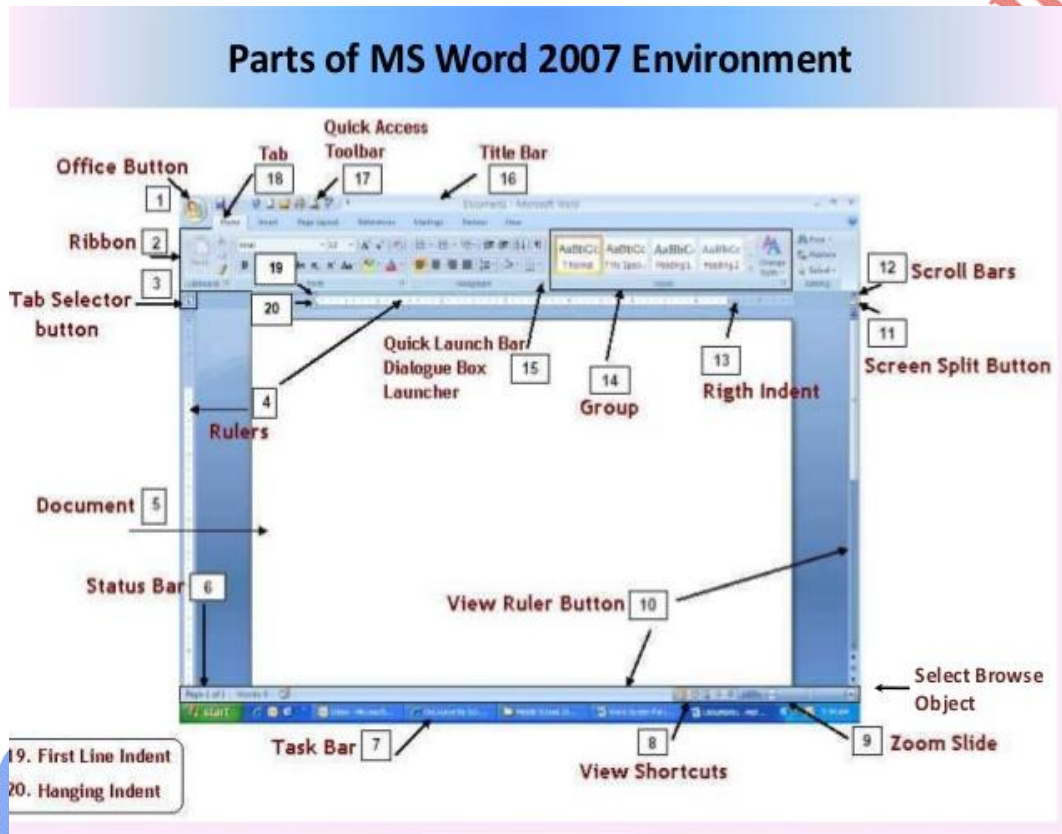
1. Job/Task management
2. Resource management
3. Input/output management
4. Recovery of Error
5. Memory management

## Unit 2

# MS-WORD

Q1. Give introduction of MS-WORD?

Ans:



There are following buttons which are shown in above image-

**Microsoft Office Button** : This button provides access to menu commands in Word. This Button is replacement of File button in previous versions. This button have commands like New, Open, Save, Print and Recent Documents.

**Ribbon**: This is in the area across the top of the screen that makes almost all the capabilities of Word available in a single area. It replaces the menus and toolbars in previous versions.

**Tab**: This area on the Ribbon, contains buttons that are categorized in groups. The default tabs are Home, Insert, Page Layout, Reference, Mailings, Review and View.

**Quick Access Toolbar** : It is a customizable toolbar at the top of a document. By default the Quick Access Toolbar provides the options as Save, Undo, and Repeat buttons and is used for easy access to frequently used commands.

**Title Bar** : This is a horizontal bar at the top of an active document. This bar shows the name of the document and application. There are buttons such as Minimize, Restore and Close buttons are at the right end of the Title Bar..

**Q2. Give shortcut keys of MS.WORD?**

Ans: There are following shortcut keys used in MS-WORD-

To do this	Press
Switch to the next window.	ALT+Tab
Switch to the previous window.	ALT+SHIFT+Tab
Close the active window.	CTRL+W or CTRL+F4
Move to the next option or option group.	Tab
Move to the previous option or option group.	SHIFT+Tab
Switch to the next tab in a dialog box.	CTRL+Tab
Switch to the previous tab in a dialog box.	CTRL+SHIFT+Tab
Move between options in an open drop-down list, or between options in a group of options.	Arrow keys
Perform the action assigned to the selected button; select or clear the selected check box.	SPACEBAR
Select an option; select or clear a check box.	ALT+the letter underlined in an option
Open a selected drop-down list.	ALT+DOWN ARROW
Select an option from a drop-down list.	First letter of an option in a drop-



	down list.
Close a selected drop-down list; cancel a command and close a dialog box.	ESC
Run a selected command.	Enter
Move to the beginning of the entry.	HOME
Move to the end of the entry.	END
Move one character to the left or right.	LEFT ARROW or RIGHT ARROW
Move one word to the left.	CTRL+LEFT ARROW
Move one word to the right.	CTRL+RIGHT ARROW
Select or cancel the selection of one character to the left.	SHIFT+LEFT ARROW
Select or cancel the selection of one character to the right.	SHIFT+RIGHT ARROW
Select or cancel the selection of one word to the left.	CTRL+SHIFT+LEFT ARROW
Select or cancel the selection of one word to the right.	CTRL+SHIFT+RIGHT ARROW
Select from the cursor to the beginning of the entry.	SHIFT+HOME
Select from the cursor to the end of the entry.	SHIFT+END
Display the <b>Open</b> dialog box.	CTRL+F12 or CTRL+O
Display the <b>Save As</b> dialog box.	F12
Open the selected folder or file.	Enter
Open the folder one level above the selected folder.	BACKSPACE

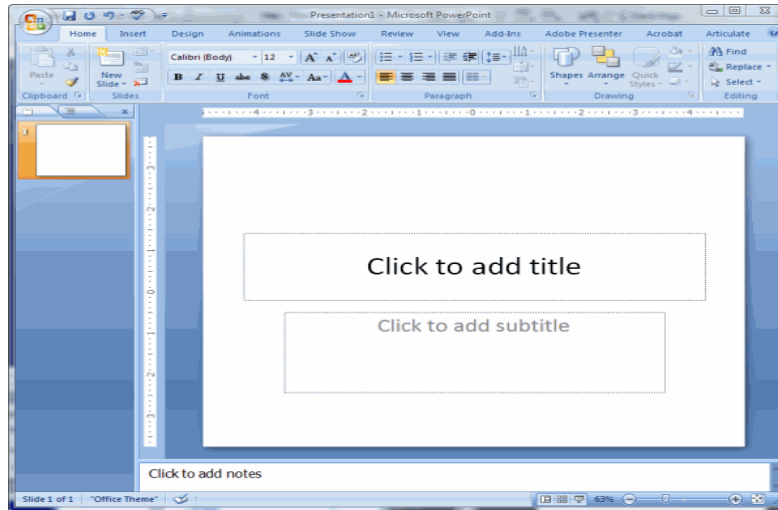
Delete the selected folder or file.	DELETE
Display a shortcut menu for a selected item such as a folder or file.	SHIFT+F10
Move forward through options.	Tab
Move back through options.	SHIFT+Tab
Open the look in list.	F4 or ALT+I
Cancel an action.	ESC
Undo an action.	CTRL+Z
Redo or repeat an action.	CTRL+Y
Move to a task pane from another pane in the program window. You may have to press F6 multiple times.	F6
When a menu is active, move to a task pane. You may have to press CTRL+Tab multiple times.	CTRL+Tab
When a task pane is active, select the next or previous option in the task pane.	Tab or SHIFT+Tab
Display the full set of commands on the task pane menu.	CTRL+SPACE BAR
Perform the action assigned to the selected button.	SPACE BAR or Enter
Open a drop-down menu for the selected gallery item.	SHIFT+F10
Select the first or last item in a gallery.	HOME or END
Scroll up or down in the selected gallery list.	PAGE UP or PAGE DOWN

# UNIT -3

## MS- POWERPOINT

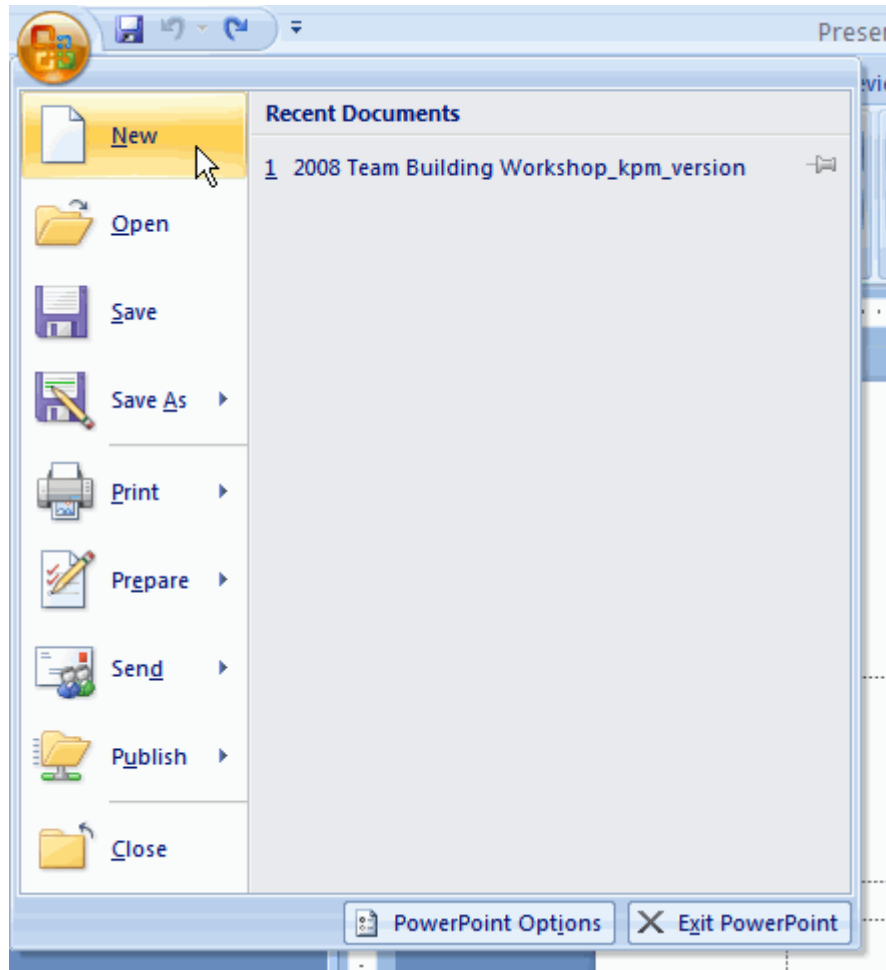
Q1 Give introduction of MS Powerpoints-

Ans

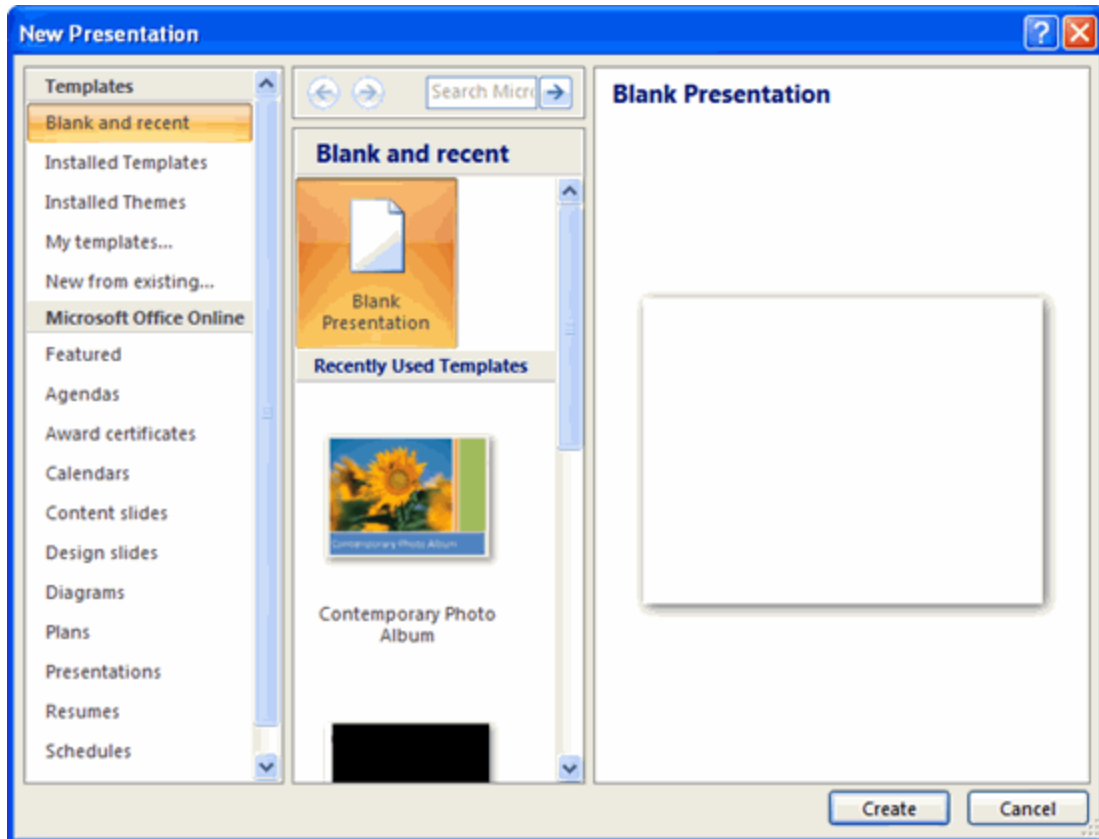


When you open PowerPoint from the **Start** menu or from an icon on your desktop, a new presentation with **one slide** appears by default. You can also create a new presentation while PowerPoint is **already open**.

- Click the **Microsoft Office button**, and choose **New** from the menu.



- The **New Presentation** dialog box will appear. **Blank** presentation is selected by default.



- Click **Create**, and a new presentation will open in the PowerPoint window.


The default slide that appears when you create a new presentation is a **Title Slide** layout.

**Q2. How to change theme of a slide?**

Ans

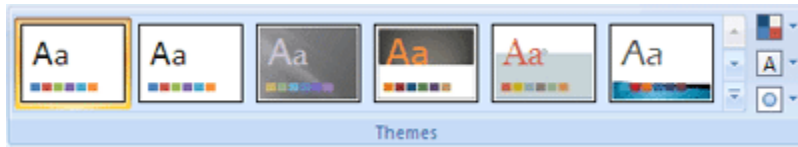
For customizing a theme, you start by changing the colors, the fonts, or the line and fill effects that are used.

Customize theme colors

Theme colors contain four text and background colors, six accent colors, and two hyperlink colors. The colors in the Theme Colors button  represent the current text and background colors, and the set of colors next to the Theme Colors name after you click the Theme Colors button represent the accent and hyperlink colors for that theme. When you change any of these colors to create your own set of theme colors, the colors in the Theme Colors button and next to the Theme Colors name change accordingly.



1. On the Design tab, in the Themes group, click Colors.




2. Click Create New Theme Colors.
3. Under Theme colors, click the button next to the name of the theme color element that you want to change.
4. Under Theme Colors, click the color that you want to use. Repeat steps 3 and 4 for all of the theme color elements that you want to change.

Tip Under Sample, you can see the effect of the changes that you make.

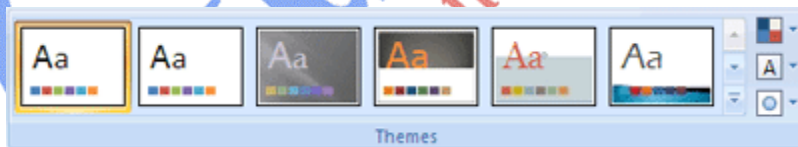
5. In the Name box, type an appropriate name for the new theme colors, and then click Save.

Tip If you want to return all theme color elements to their original theme colors, click Reset before you click Save.

### Customize theme fonts

Theme fonts contain a heading font and a body text font. When you click the Theme Fonts button , you see the name of the heading and body text fonts used for each theme font below the Theme Fonts name. You can change both of these fonts to create your own set of theme fonts.

1. On the Design tab, in the Themes group, click Theme Fonts.



2. Click Create New Theme Fonts.
3. In the Heading font and Body font boxes, select the fonts that you want to use.

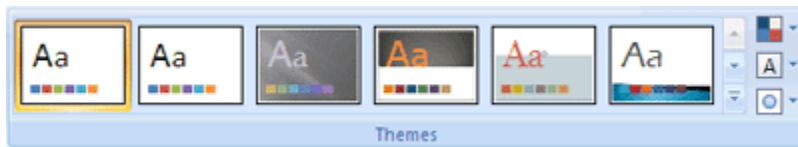
Tip Under Sample, you can see sample text in the font style that you select.

4. In the Name box, type an appropriate name for the new theme fonts, and then click Save.

Select a set of theme effects

Theme effects are sets of lines and fill effects. When you click the Theme Effects button, you see the lines and fill effects used for each set of theme effects in the graphic displayed with the Theme Effects name. Although you cannot create your own set of theme effects, you can choose the one that you want to use in your own document theme.

1. On the Design tab, in the Themes group, click Theme Effects.



2. Click the effect that you want to use.

**Q3 How we can apply animation and transition In a slide?**



**Ans:**

### **Add Animations**

PowerPoint provides four types of animations: Entrance, Emphasis, Exit, and Motion Paths. After you add an animation, you can use the Custom Animation pane to modify it by choosing an effect. Choosing an effect enables you to define what starts the animation, its properties (such the direction from which an object moves onto the slide), and control the speed of the animation. In addition, you can have an animation start when you click the mouse, start along with the previous animation, or start at a specified time after the previous animation.


You may also use the Play button  Play on the Custom Animation pane to preview an animation.

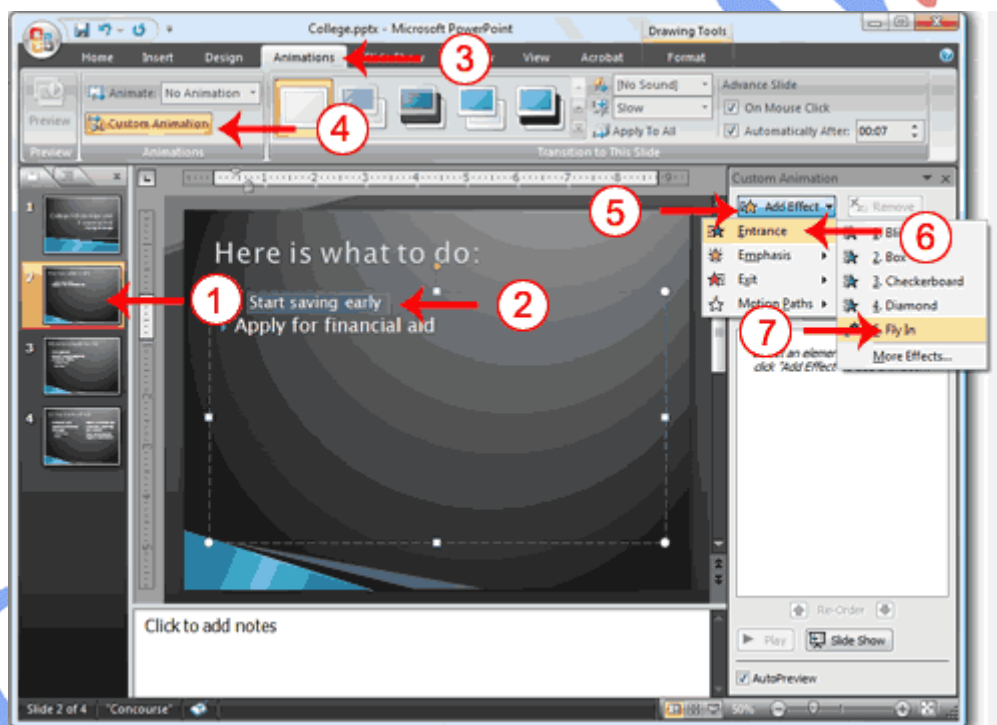
To choose an effect:

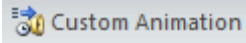
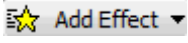
1. Select the object you want to animate.
2. Choose the Animations tab.
3. Click the Custom Animation button  Custom Animation. The Custom Animation pane appears.
4. Click the Add Effect button  Add Effect. A menu appears.
5. Choose the type of effect you want. A submenu appears.
6. Click the effect you want. PowerPoint applies the effect.

To modify an effect:

1. Click the down arrow next to the Start field on the Custom Animations pane and then select the start method you want.
2. Click the down arrow next to the Property field on the Custom Animations pane and then select the property you want. The Property field might be labeled Direction, Size, or some other property.
3. Click the down arrow next to the Speed field on the Custom Animations pane and then select the speed you want to apply to your animation.

To preview the animation, click the Play button  on the Custom Animations pane.




1. Click Slide 2 on the Slides tab.
2. Select "Start saving early."
3. Choose the Animations tab.
4. Click the Custom Animation button . The Custom Animation pane appears.
5. Click the Add Effect button . A menu appears.
6. Choose Entrance. A submenu appears.
7. Click Fly In. PowerPoint applies the effect. If the Auto preview box is checked, PowerPoint automatically provides you with a preview of the animation.

## Add Transitions



Transitions determine how your presentations move from one slide to the next. For example, a slide can move up onto the screen and replace the previous slide. PowerPoint provides several transition methods. You can add sound to a transition and you can control its speed. You can apply a transition to selected slides or to all of the slides in your presentation.

A transition can occur when the presenter clicks the mouse or after the amount of time you specify.

To apply a transition to selected slides:

1. On the Slides tab, hold down the Ctrl key and then click the slides to which you want to apply the transition.
2. Choose the Animations tab.
3. Click the More button  in the Transition to this Slide group. A menu of transitions appears.
4. Click the transition you want to apply. PowerPoint applies the transition. As you roll your pointer over each transition, PowerPoint provides you with a live preview of the transition.

To apply a transition to all slides:

1. Choose the Animations tab.
2. Click the More button  in the Transition to this Slide group. A menu of transitions appears.
3. Click the transition you want to apply. As you roll your pointer over each transition, PowerPoint provides you with a live preview of the transition.
4. Click the Apply to All button  in the Transition to This Slide group.

To add a sound to a transition:

1. Choose the Animations tab.
2. Click the down arrow next to the Transition Sound field and then click the sound you want. As you roll your pointer over each sound, PowerPoint plays the sound.

To set the speed of a transition:

1. Choose the Animations tab.

2. Click the down arrow next to the Transition Speed field and then click the speed you want.

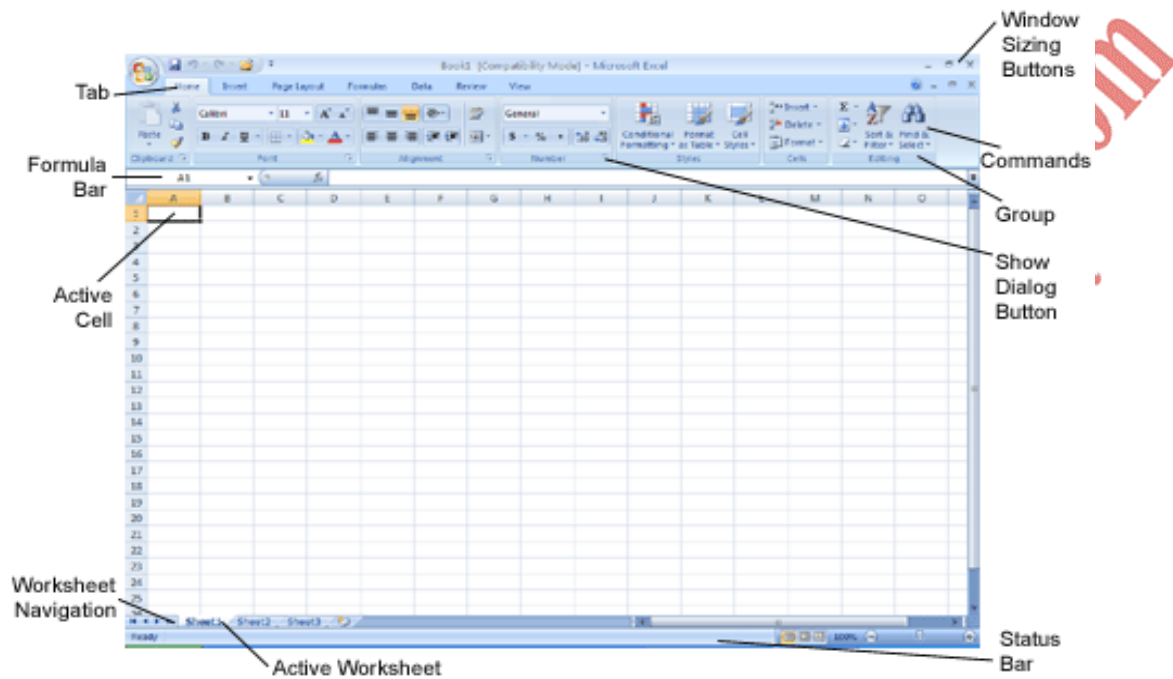
**Gurukpo**.com  
No. 1 Educational Web Portal in India



# UNIT - 4

## MS-EXCEL

Q1 Give introduction of MS-EXCEL?



Microsoft Excel is a spreadsheet application program offered in the Microsoft office software package. This program allows you to perform calculations and use graphic tools, pivot tables, and a macro programming language called VBA. In addition, Excel can also be used to create charts and graphs

After finishing this course you should be able to do the following:

- Start Excel
- Identify the items on the Excel program screen
- Know how to use Toolbars
- Customize Toolbars
- Work with Sheets
- Create a New spreadsheet
- Open an existing saved excel sheet
- Save a sheet
- Convert Excel to PDF
- Rename a sheet
- Work on multiple sheet

- Enter the data
- Insert and Delete rows/columns
- Create Tables
- Draw charts
- Inserting Picture/Hyperlinks/Symbols
- Enter a formula
- Import, Filter and Sort the data
- Freeze/Unfreeze Worksheets
- Use Pivot tables

### Starting Excel:

1. Go to the Start Button on the Desktop and press it. Click on All Programs.
2. Then click on Microsoft Office, then Microsoft Office Excel 2007
3. This opens the Excel 2007 program

### Creating a New Sheet

Click on the New button after clicking office button.

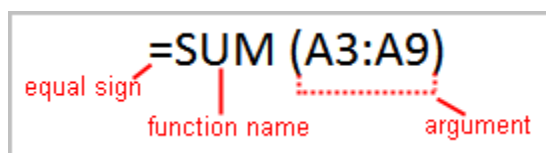
### Q2 Explain functions used in MS-EXCEL?

**Ans** A function is a predefined formula in MS-ACCESS that performs calculations using specific values in a particular order. The benefit of functions is that they can save you time because you do not have to write the formula yourself as there are prebuilt formulas. For example, you could use an Excel function called **Average** to quickly find the average of a range of numbers or the **Sum** function to find the sum of a cell range.

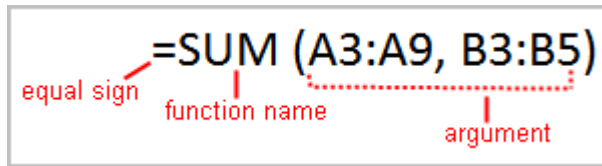
### Basic function's Features

1. All functions begin with the = sign.
2. After the = sign, define the **function name** (e.g., Sum).
3. Then there will be an **argument**. An argument is the cell range or cell references that are enclosed by parentheses. If there is more than one argument, separate each by a comma.

An example of a function with one argument that adds a range of cells, A3 through A9:



An example of a function with **more than one argument** that calculates the sum of two cell ranges:



Excel literally has hundreds of different **functions** to assist with your calculations. Building formulas can be difficult and time consuming. Excel's functions can save you a lot of time and headaches.

### Excel's different functions

There are many different functions in Excel 2007.

#### *Statistical functions:*

- **SUM:** Adds a range of cells together
- **AVERAGE:** Calculates the average of a range of cells
- **COUNT:** Counts the number of chosen data in a range of cells
- **MAX:** Identifies the largest number in a range of cells
- **MIN:** Identifies the smallest number in a range of cells

#### *Financial functions:*

- **Interest rates**
- **Loan payments**
- **Depreciation amounts**

#### *Date and time functions:*

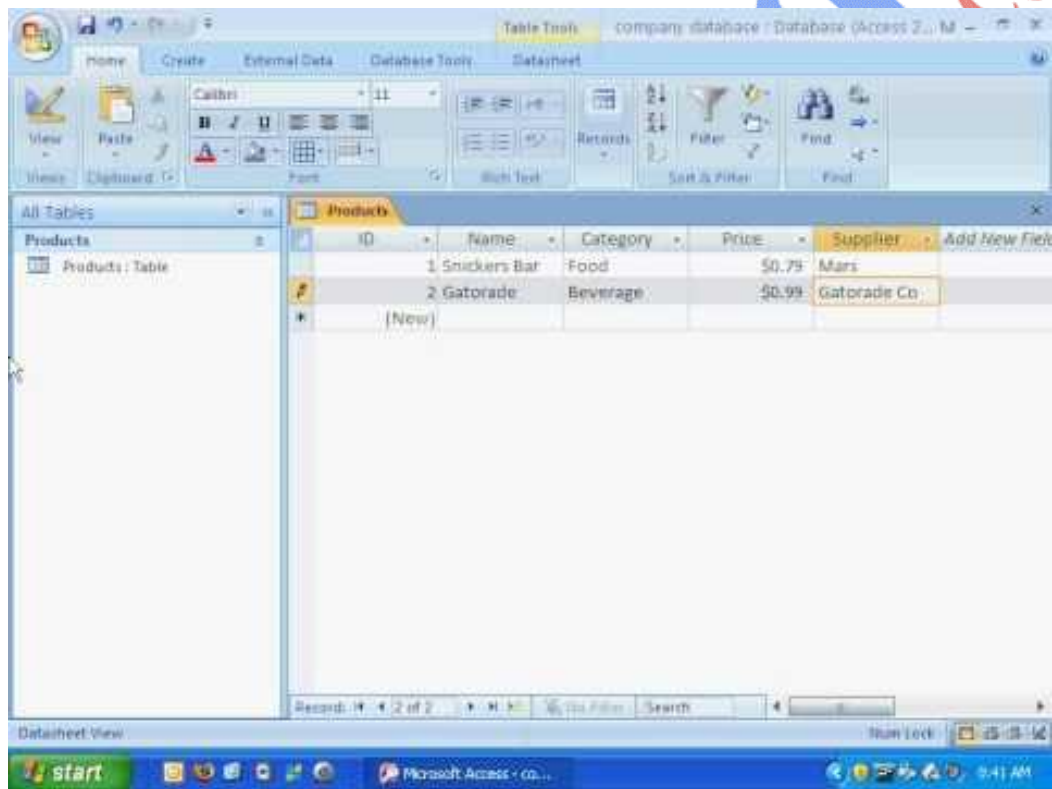
- **DATE:** Converts a serial number to a day of the month
- **Day of Week**
- **DAYS360:** Calculates the number of days between two dates based on a 360-day year
- **TIME:** Returns the serial number of a particular time
- **HOURL:** Converts a serial number to an hour
- **MINUTE:** Converts a serial number to a minute
- **TODAY:** Returns the serial number of today's date
- **MONTH:** Converts a serial number to a month
- **YEAR:** Converts a serial number to a year

# UNIT - 5

## MS- ACCESS

Q1. Give introduction of MS-ACCESS?

Ans



Microsoft Access 2007 is a Database Management System that creates a relational database to perform various data-tracking needs of an organization. Access 2007 provides the user with different kind of features for creating and editing data organized into tables, forms, and reports.

**Q2 How can you create Database and Table in MS-ACCESS?**

**Ans** First of all, open Access by clicking on the desktop icon, or choose Access from the start menu. This brings up the getting started with microsoft office access screen.



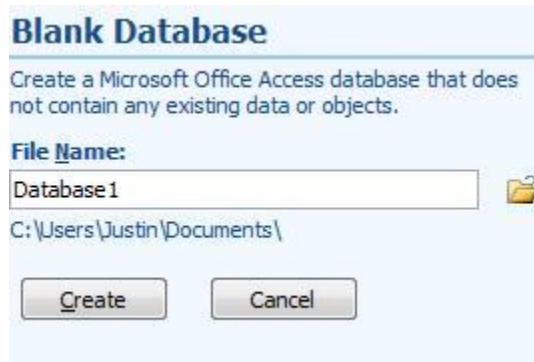
To Select Blank Database Template following are steps



Towards the top left of the screen you will see a "Blank Database" icon. Click this icon to bring up the Blank Database side bar on the right hand side of the screen. This is where you will enter details about the database file that you are about to create.



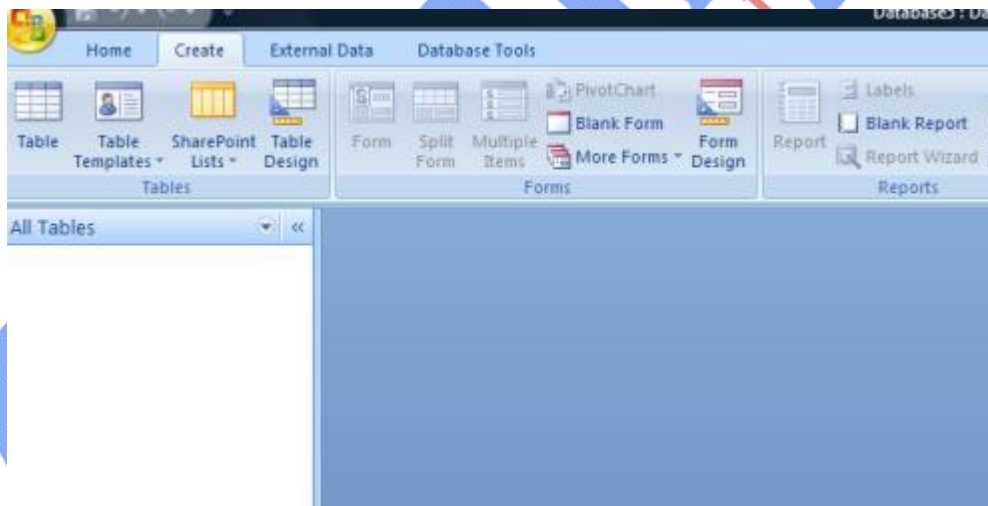
Now Enter filename for your Access 2007 database



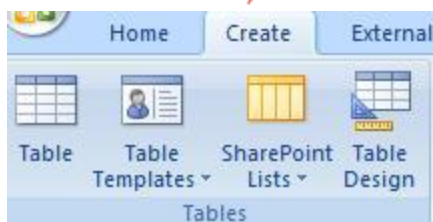
Begin by entering the name that you want to call the database in the filename textbox. Now. Click on Create

MS Access 2007 Table creating steps are-

start by opening your existing database file if it is not already open. Your blank database file should now be fully open.



Select the CREATE tab on the Access ribbon. Next select the TABLE DESIGN icon from the TABLES group. This creates a new table.

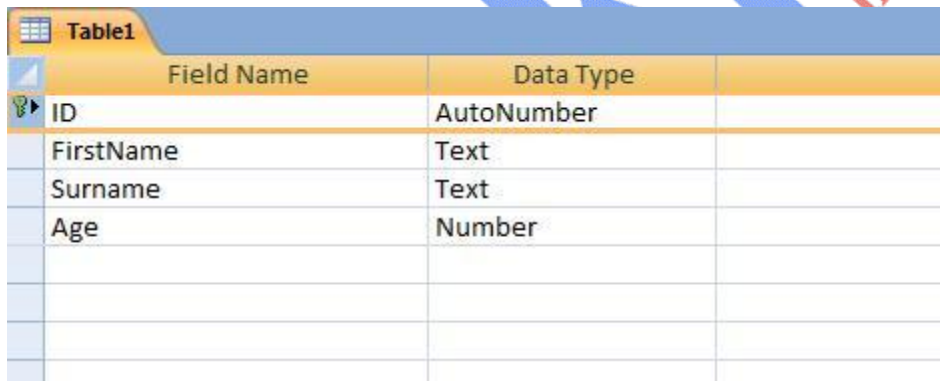


This opens the TABLE DESIGN GRID where you enter each field name and its data type. The first field we are going to create is the ID field which is going to contain a unique reference number for each record. On the next row the field is going to be called FIRSTNAME and the data type is going to be TEXT. On the third row the field name is SURNAME with the data type again being TEXT. And finally, the last field name is AGE and the data type here is going to be NUMBER.

Before you save the table you will need to choose the Primary Key, which in this case is ID. To do this, select the ID row by clicking on it, and then simply click the primary key symbol on the Ribbon.

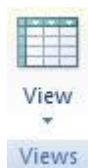


The table design grid should now look like this:



Field Name	Data Type
ID	AutoNumber
FirstName	Text
Surname	Text
Age	Number

You can now save the table by clicking the save icon on the top left of the screen above the Access Ribbon. To view your table select DATASHEET VIEW from the VIEWS group under the DESIGN TAB. This brings up the datasheet view of the table that you have just created. You should see your field headings running across the top of the table.



**Q3 How can you create Forms in MS-ACCESS?**

Ans Access can automatically create different types of forms. As, when you click the Form button on the Create tab, Access places all fields in the selected table on a form..

Following are the steps to create Form:-

1. Open the Navigation pane.
2. Click the table or query on which you want to base your form.
3. Activate the Create tab.
4. Click Form in the Forms group. Access creates a form.

You can use the Navigation bars to move through the records on a form.



1	Go to First Record
2	Go to Previous Record
3	The Current Record
4	Go to Next Record
5	Go to Last Record
6	Create a New (Blank) Record

You can save your form with following steps:-

1. Click the Save button on the Quick Access toolbar. Access saves the form unless you are saving for the first time. If you are saving for the first time, the Save As dialog box appears.
2. Type the name you want to give the form.
3. Click OK. Access saves the form.

**Q4 How can you create Reports in MS ACCESS?**

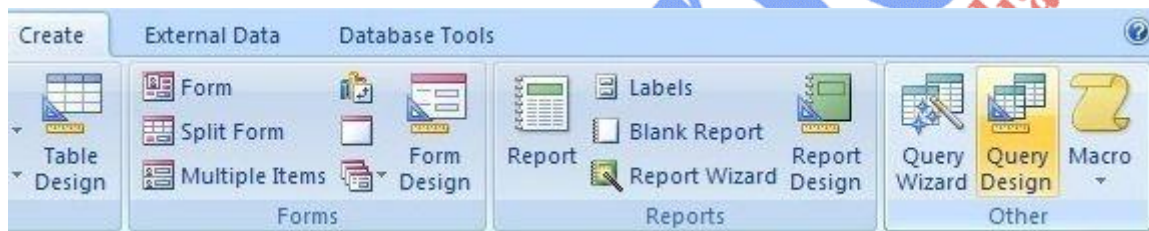
**Ans** Report Wizard is used to select what fields appear on your report. You can also define how the data is grouped and sorted.

1. On the **Create** tab, in the **Reports** group, click **Report Wizard**.
2. Follow the directions on the Report Wizard pages. On the last page, click **Finish**.

**Q5 How can you create Query in MS ACCESS?**

**Ans** Following are the steps to create query of a Table-

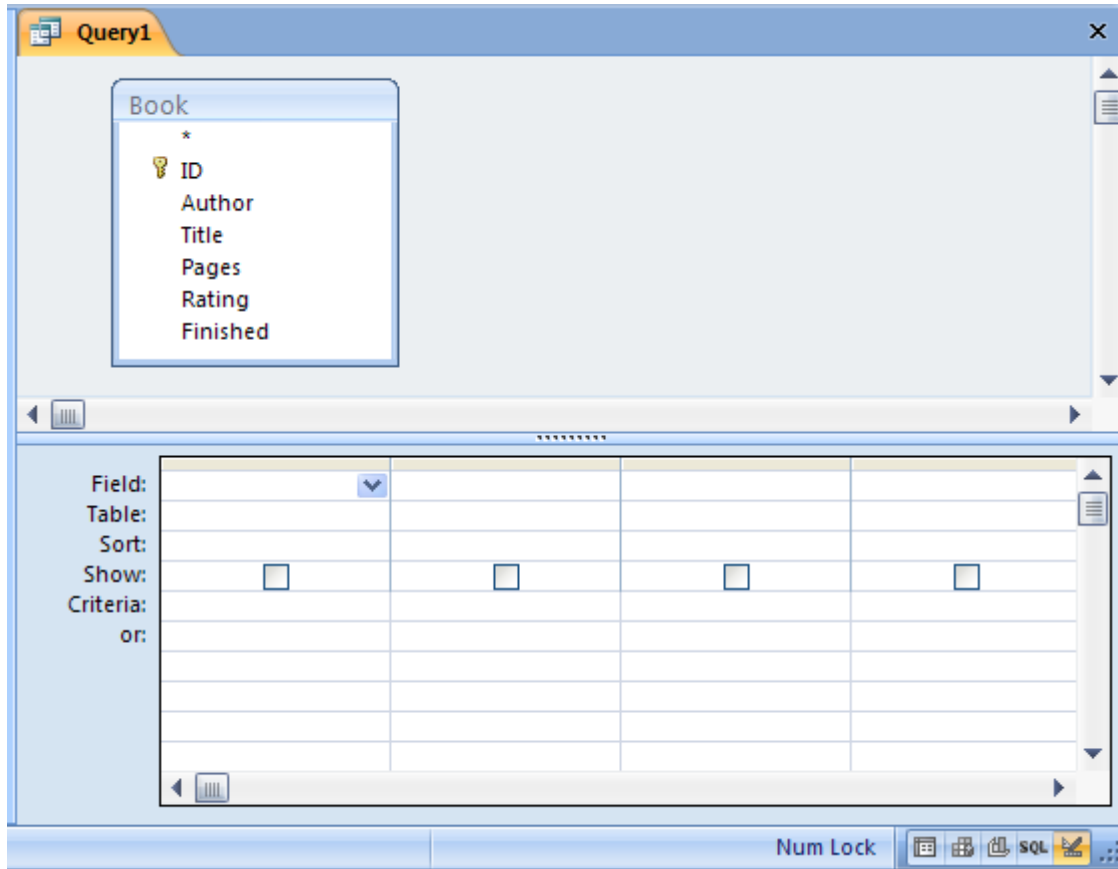
1. Click the *Create* tab, and then the *Query Design* button at the right hand end.



2. You can also use the *Query Wizard*. To create a Query but here we are doing it by Query Button.
3. Access asks you which tables you want to ask questions about.

Click on *table on which you want your query*, and click the *Add* button. The window stays open, so click the *Close* button.

Access presents you with the query design page.



The upper portion of the screen contains all of the included tables, with a list of the fields. The lower portion is where the questions are asked.

First, you need to choose which of the fields in the table you want to either ask questions about, or wish to include in the answer. To choose, double-click the field, or drag it to the grid below.

We have already chosen the *fields*, and the *tables* are added automatically. The next thing is the *sort*. To sort the books by rating for instance, click in the sort box for that column, and change the setting to *Ascending* or *Descending*.

In our case, we want to only see books where the Title starts with “S”, and the rating is better than 2. The “S” criteria also includes what is known as a wild card. That is, the title needs to start the letter S, but anything at all is permitted after that.

Numeric criteria are allowed to be defined as limits, rather than specific values, so in the case we can use the “>” operator.



Field:	Rating	Title	Author	
Table:	Book	Book	Book	
Sort:	Descending	Ascending		
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:	>2	Like "s**"		
or:				

Finally, you can save the query for later..

Best 5 books

Field:	Rating	Title	Author	
Table:	Book	Book	Book	
Sort:	Descending	Ascending		
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:	>2	Like "S**"		
or:				

## Multiple Choice Questions

1. A machine in Network file system (NFS) can be \_\_\_\_\_.

- a) client
- b) server
- c) both a and b
- d) neither a nor

**Answer : c**

2. A \_\_\_\_\_ directory is mounted over a directory of a \_\_\_\_\_ file system.

- a) local, remote
- b) remote, local
- c) None of these

**Answer : c**

3. The \_\_\_\_\_ becomes the name of the root of the newly mounted directory.

- a) root of the previous directory
- b) local directory
- c) remote directory itself
- d) None of these

**Answer : b**

4. \_\_\_\_\_ mounts, is when a file system can be mounted over another file system, that is remotely mounted, not local.

- a) recursive
- b) cascading
- c) trivial
- d) None of these

**Answer : b**

5. The mount mechanism \_\_\_\_\_ a transitive property.

- a) exhibits
- b) does not exhibit
- c) may exhibit
- d) None of these

**Answer : b**

Explanation: Mounting a remote file system does not give the client access to other file systems that were, by chance, mounted over the former file system.

6.A mount operation includes the : (choose all that apply)

- a) name of the network
- b) name of the remote directory to be mounted
- c) name of the server machine storing it
- d) All of these

**Answer : b and c**

7.The mount request is mapped to the corresponding \_\_\_\_\_ and is forwarded to the mount server running on the specific server machine.

- a) IPC
- b) system
- c) CPU
- d) RPC

**Answer : b**

8.The server maintains a/an \_\_\_\_\_ that specifies local file systems that it exports for mounting, along with names of machines that are permitted to mount them.

- a) export list
- b) import list
- c) sending list
- d) receiving list

**Answer : a**

**Explanation: None.**

9.In UNIX, the file handle consists of a \_\_\_\_\_ and \_\_\_\_\_.

- a) file-system identifier
- b) an inode number
- c) a FAT
- d) a file pointer

**Answer : a and b**

# Msword

1. Microsoft Office Word is a (n) \_\_\_\_.
- area in the computer's main memory in which Microsoft Office text files are stored temporarily
  - program included with Windows 2000 that can be used only to create and edit text files, smaller than 64K, that do not require formatting
  - classified password that prevents unauthorized users from accessing a protected Microsoft Office item or document
  - full-featured word processing program that can be used to create and revise professional looking documents easily

**Answer: b**

2. The main elements of the \_\_\_\_ are the insertion point, end mark, mouse pointer, rulers, scroll bars, and status bar.
- Word toolbar
  - Formatting toolbar
  - Word document window
  - Graphics toolbar

**Answer: c**

3. The \_\_\_\_ is a short horizontal line indicating the conclusion of a document.
- insertion point
  - end mark
  - status indicator
  - scroll box

**Answer: a**

4. In the accompanying figure, the \_\_\_\_ is a special toolbar that displays a series of names, each of which represents a list of commands that can be used to perform tasks.
- scroll bar
  - status bar
  - title bar
  - menu bar

**Answer: d**

5. In the accompanying figure, a \_\_\_\_\_ contains buttons, boxes, and menus that allow tasks to be performed more quickly than using the menu bar.
- a. format bar
  - b. status bar
  - c. command bar
  - d. toolbar

**Answer: c**

6. A \_\_\_\_\_ is not attached to an edge of the Word window; that is, it displays in the middle of the Word window and can be moved anywhere in the window.
- a. floating toolbar
  - b. scroll bar
  - c. status toolbar
  - d. menu bar

**Answer: c**

7. When the Language bar is \_\_\_\_\_, it means that you do not see it on the screen but it will be displayed the next time you start your computer.
- a. restored
  - b. hidden
  - c. minimized
  - d. closed

**Answer: b**

8. The \_\_\_\_\_, or typeface, defines the appearance and shape of letters, numbers, and special characters.
- a. font
  - b. font size
  - c. point
  - d. paragraph formatting

**Answer: a**

9. When Word flags a possible spelling or grammar error, it also changes the mark on the Spelling and Grammar Status icon to a \_\_\_\_\_.
- a. green X
  - b. green check mark
  - c. red X



d. red check mark

**Answer: b**

10. The paragraph mark (¶) is a formatting mark that indicates where the \_\_\_\_\_ was pressed.

- a. TAB key
- b. SPACEBAR
- c. ENTER key
- d. SHIFT key

**Answer: a**

11. Press the ENTER key in all of the following circumstances except \_\_\_\_\_.

- a. to insert a blank line into a document
- b. when the insertion point reaches the right margin
- c. to begin a new paragraph
- d. in response to certain Word commands

**Answer: d**

12. The scroll box on the vertical scroll bar indicates the \_\_\_\_\_.

- a. position of the insertion point from the top of the page
- b. distance of the insertion point from the left margin
- c. current relative location of the document portion displayed in the window
- d. rank of the word in which the insertion point is found

**Answer: c**

13. To move to the end of the document, press the \_\_\_\_\_ key(s).

- a. DOWN ARROW
- b. END
- c. CTRL+DOWN ARROW
- d. CTRL+END

**Answer: A**

14. The file type \_\_\_\_\_ indicates the file is a Word document.

- a. .msw
- b. .wor
- c. .wrd

d. .doc

**Answer: d**

15. \_\_\_\_\_ formatting is the process of changing the way letters, numbers, punctuation marks, and symbols appear on the screen and in print.

- a. Document
- b. Character
- c. Paragraph
- d. Object

**Answer: c**

16. In Word, the default alignment for paragraphs is \_\_\_\_\_.

- a. left-aligned, or flush margins at the left edge and uneven edges at the right edge
- b. centered, or equidistant from both the left edge and the right edge
- c. right-aligned, or flush margins at the right edge and uneven edges at the left edge
- d. justified, or flush margins at both the left and right edges

**Answer: a**

17. To select a group of words, \_\_\_\_\_.

- a. click the Group button on the Formatting toolbar
- b. double-click anywhere within the group to be selected
- c. drag the mouse pointer through the characters to be selected
- d. right-click the first and last characters of the group to be selected

**Answer: c**

18. Word includes a series of predefined graphics called \_\_\_\_\_ that can be inserted into a Word document.

- a. clip art
- b. hyperlinks
- c. captions
- d. bookmarks

**Answer: a**

19. Small squares, called \_\_\_\_\_, on the selection rectangle that surrounds a graphic can be used to change the dimensions of the graphic.

- a. scroll boxes

- b. sizing handles
- c. status indicators
- d. move handles

**Answer: b**

20. To save an existing document with a different file name, click \_\_\_\_\_.

- a. the Save button on the Standard toolbar
- b. Save on the File menu
- c. the Save As button on the Standard toolbar
- d. Save As on the File menu

**Answer: b**

21. To cancel a job that is printing or one that is waiting to be printed \_\_\_\_\_.

- a. click the Print button on the Standard toolbar
- b. click the printer icon on the taskbar
- c. double-click the Print button on the Standard toolbar
- d. double-click the printer icon on the taskbar

**Answer: c**

22. \_\_\_\_\_ are types of changes that occur when text has been omitted from a document and must be inserted later.

- a. Additions
- b. Deletions
- c. Modifications
- d. All of the above

**Answer: d**

23. To switch between insert mode and overtype mode, \_\_\_\_\_.

- a. click Caption on the Insert menu
- b. double-click the OVR status indicator on the status bar
- c. click Text Box on the Insert menu
- d. double-click the INS status indicator on the status bar

**Answer: b**

24. To erase a character to the right of the insertion point, press the \_\_\_\_\_ key.

- a. CANCEL
- b. BACKSPACE

- c. DELETE
- d. either b or c

**Answer: b**

25. The \_\_\_\_\_ on the right side of the menu bar lets users type free-form questions, such as how do I save, or terms, such as copy, and Word responds by displaying a list of topics related to the word or phrase entered.

- a. Type a question for help box
- b. Question Mark button
- c. What's this? command
- d. Index sheet

**Answer: a**

**Gurukpo.com**  
No. 1 Educational Web Portal in India

## MS EXCEL

1. You can auto fit the width of column by

- A) double clicking on the column name on column header
- B) Double click on the cell pointer in worksheet
- C) Double clicking on column right border on column header
- D) Double clicking on the column left border of column header

**Answer: C**

2. Long text can be broken down into many lines within a cell. You can do this through

- A) Wrap Text in Format >> Cells
- B) Justify in Edit >> Cells
- C) Text Wrapping in Format >> Cells, Layout tab
- D) All of above

**Answer: A**

3. MS Excel provides the default value for step in Fill Series dialog box

- A) 0
- B) 1
- C) 5
- D) 10

**Answer: B**

4. When a row of data is to be converted into columns

- A) Copy the cells in row, select the same number of cells in row and paste
- B) Copy the cells in column then choose Edit >> Paste Special, then click Transpose and OK
- C) Copy the cells then go to Format >> Cells then on Alignment tab click Transpose check box and click OK
- D) Select the cells then place the cell pointer on new cell and choose Edit >> Paste Special, mark Transpose check box and click OK.

**Answer: D**



5. Ctrl + D shortcut key in Excel will

- A) Open the font dialog box
- B) Apply double underline for the active cell
- C) Fill down in the selection
- D) None of above

**Answer: C**

6. The short cut key Ctrl + R is used in Excel to

- A) Right align the content of cell
- B) Remove the cell contents of selected cells
- C) Fill the selection with active cells to the right
- D) None of above

**Answer: C**

7. The command Edit >> Fill Across Worksheet is active only when

- A) One sheet is selected
- B) When many sheets are selected
- C) When no sheet is selected
- D) None of above

**Answer: B**

8. Which of the following series type is not valid for Fill Series dialog box?

- A) Linear
- B) Growth
- C) Autofill
- D) Time

**Answer: D**

9. Which of the following you can paste selectively using Paste Special command?

- A) Validation
- B) Formats
- C) Formulas
- D) All of above

**Answer: D**

10. Paste Special allows some operation while you paste to new cell. Which of the following operation is valid?

- A) Square
- B) Percentage
- C) Goal Seek
- D) Divide

**Answer: D**

11. Edit >> Delete command

- A) Deletes the content of a cell
- B) Deletes Formats of cell
- C) Deletes the comment of cell
- D) Deletes selected cells

**Answer: D**

12. To remove the content of selected cells you must issue \_\_\_\_\_ command

- A) Edit >> Delete
- B) Edit >> Clear >> Contents
- C) Edit >> Clear >> All
- D) Data >> Delete

**Answer: B**

13. The Delete key of keyboard is assigned to which command in Excel?

- A) Edit >> Clear >> Contents
- B) Edit >> Clear >> All
- C) Edit >> Delete
- D) All of above

**Answer: A**

14. If you need to remove only the formatting done in a range (numbers and formula typed there should not be removed), you must

- A) From Edit menu choose Clear and then Formats
- B) From Edit menu choose Delete
- C) Click on Remove Formatting tool on Standard Toolbar

D) Double click the Format Painter and then press Esc key in keyboard

**Answer: A**

15. By default Excel provides 3 worksheets. You need only two of them, how will you delete the third one?

- A) Right click on Sheet Tab of third sheet and choose Delete from the context menu
- B) Click on Sheet 3 and from Edit menu choose Delete
- C) Both of above
- D) None of above

**Answer: A**

16. Which of the following action removes a sheet from workbook?

- A) Select the sheet, then choose Edit >> Delete Sheet
- B) Select the sheet then choose Format >> Sheet >> Hide
- C) Both of above
- D) None of above

**Answer: A**

17. While Finding and Replacing some data in Excel, which of the following statement is valid?

- A) You can Find and Replace within the sheet or workbook
- B) Excel does not have option to match case for find
- C) Both are valid
- D) None are valid

**Answer: A**

18. Which of the following is not true about Find and Replace in Excel

- A) You can search for bold and replace with italics
- B) You can decide whether to look for the whole word or not
- C) You can search in formula too
- D) You can search by rows or columns or sheets

**Answer: D**

19. You can move a sheet from one workbook into new book by

- A) From Edit menu choose Move or Copy sheet, mark the Create a copy and Click OK
- B) From Edit menu choose Move of Copy then choose (Move to end) and click OK
- C) From Edit menu choose Move or Copy then select (new book) from To Book list and click OK

D) None of above

**Answer: c**

20. What is the short cut key to replace a data with another in sheet?

A) Ctrl + R

B) Ctrl + Shift + R

C) Ctrl + H

D) Ctrl + F

**Answer: c**

## Ms powerpoint

1. Which file format can be added to a PowerPoint show?

a. .jpg

b. .giv

c. .wav

d. All of the above

**Correct Answer: d**

2. In Microsoft PowerPoint two kind of sound effects files that can be added to the presentation are

a. .wav files and .mid files

b. .wav files and .gif files

c. .wav files and .jpg files

d. .jpg files and .gif files

**Correct Answer: a**

3. Material consisting of text and numbers is best presented as

a. A table slide

b. A bullet slide

c. A title slide

d. All of the above

**Correct Answer: a**

4. What is a motion path?
- a. A type of animation entrance effect
  - b. A method of advancing slides
  - c. A method of moving items on a slide
  - d. All of the above

**Correct Answer: c**

5. What is a slide-title master pair?
- a. The title area and text area of a specific slide
  - b. a slide master and title master merged into a single slide
  - c. A slide master and title master for a specific design template
  - d. All of above

**Correct Answer: c**

6. Which of the following should you use if you want all the slide in the presentation to have the same “look”?
- a. the slide layout option
  - b. add a slide option
  - c. outline view
  - d. a presentation design template

**Correct Answer: d**

7. in the context of animations, what is a trigger?
- a. An action button that advances to the next slide
  - b. An item on the slide that performs an action when clicked
  - c. The name of a motion path
  - d. All of above

**Correct Answer: b**

8. If you have a PowerPoint show you created and want to send using email to another teacher you can add the show to your email message as a (an)
- a. Inclusion
  - b. Attachment
  - c. Reply
  - d. Forward

**Correct Answer: b**



9. In order to edit a chart, you can
- a. Triple click the chart object
  - b. Click and drag the chart object
  - c. Double click the chart object
  - d. Click the chart object

**Correct Answer: c**

10. to exit the PowerPoint
- a. click the application minimize button
  - b. click the document close button
  - c. double click the applications control menu icon
  - d. double click the document control menu icon

**Correct Answer: c**

11. to preview a motion path effect using the custom animation task pane, you should
- e. click the play button
  - f. click the show effect button
  - g. double click the motion path
  - h. all of above

**Correct Answer: a**

12. Presentation by completing all of the following except
- a. Clicking the new button on the standard toolbar
  - b. Clicking file, new
  - c. Clicking file open
  - d. Pressing ctrl + N

**Correct Answer: c**

13. You can embed a MS-Organization Chart in a slide by
- a. Clicking the object command on the edit menu
  - b. Clicking the object command on the edit menu
  - c. Clicking the insert new slide button the standard toolbar, then double click the organization chart button on the formatting toolbar
  - d. Clicking the MS-Organization Chart button on the standard toolbar

**Correct Answer: b**

14. To select one hyperlink after another during a slide presentation, what do you press?
- a. Tab

- b. Ctrl + K
- c. Ctrl + h
- d. All of above

**Correct Answer: a**

15. special effects used to introduce slides in a presentation are called

- a. effects
- b. custom animations
- c. transitions
- d. present animations

**Correct Answer: c**

16. You can edit an embedded organization chart object by

- a. Clicking edit object
- b. Double clicking the organization chart object
- c. Right clicking the chart object, then clicking edit MS-Organizaiton Chart object
- d. b and c both

**Correct Answer: d**

17. What is the term used when you press and hold the left mouse key and move the mouse around the slide?

- a. Highlighting
- b. Dragging
- c. Selecting
- d. Moving

**Correct Answer: b**

18. Which of the following toolbars provide different options in various master views?

- a. Common tasks toolbar
- b. Drawing toolbar
- c. Formatting toolbar
- d. Standard toolbar

**Correct Answer: a**

19. How can you create a uniform appearance by adding a background image to all slides?

- a. Create a template
- b. Edit the slide master

- c. Use the autocorrect wizard
- d. All of the above

**Correct Answer: b**

20. How do you create speaker note pages that show the slides, related notes, and your company logo on each page?

- a. Edit the notes master and add your company logy
- b. Edit the slide master and insert your company logo and notes pane
- c. Edit the handout master to include your company logo and one slide per page with additional note space
- d. All of the above

**Correct Answer: a**

**Gurukpo.com**  
No. 1 Educational Web Portal in India