

CERTIFICATE
IN OFFICE
MANAGEMENT
MT-2 QUS.
BANK FOR
STUDY

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2014

PLEASE GIVE EXAMINATION AFTER STUDY THIS QUESTIO

AN INSTITUTE
OF COMPUTER
AND
INFORMATION
SCIENCE

Basic

1. If you wanted to type a character that had a foreign language symbol, such as the “é” in the word “resumé,” you could type that “é” by first clicking on which tab on Word’s ribbon?

- A. Home
- B. Insert
- C. Page Layout
- D. View

ANS: B

2. The shaded area below this question contains four paragraphs. The second paragraph is typed with Times New Roman font, 14 point size, with 1/2-inch indenting on the left and the right. The other three paragraphs are typed with a different font and point size and with no indenting. If you wanted to change the other three paragraphs to give them the same font, point size, and indenting that the second paragraph has, the fastest way to do that would be to:

- A. Use the font, point size, and indenting features.
- B. Use the font and point size features, then turn on the Ruler and do the indenting.
- C. Use the Format Painter feature.
- D. Copy the second paragraph to the Clipboard, then use Paste three times and change the text.

ANS: C

3. Sometimes when you type a page with several paragraphs, there is not enough room for the final line of the bottom paragraph, so that final line moves to the next page. This usually gives an undesirable appearance to the next page. In that situation, Microsoft Word has a feature that automatically moves the final two lines of the bottom paragraph, instead of just one line, to the next page. However, you can turn that feature on or off, if you know the name of the feature. What is its name?

- A. Widow/Orphan Protection
- B. Keep With Next
- C. Page Break Before
- D. Bottom Border

ANS: A

4. Suppose you wanted to type the text that is in the shaded area below (but you did not want to use any shading). Which of the following would be the most efficient way to do it?

- A. Insert a two-column, four-row table, and type material in each table cell.
- B. Format the text in two columns, type everything that is in the left column, then type everything that is in the right column.
- C. Type one line at a time. Type whatever text you need on the left, then move to the right by typing spaces, then type the rest of the line.
- D. Type one line at a time. Type whatever text you need on the left, then move to the right by typing tabs, then type the rest of the line.

ANS: A

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5. If you create a footnote while typing the first page of your document, and then you continue to type several more pages, the footnote will appear:

- A. At the bottom of every page in your document.
 - B. At the end of the document.
 - C. At the bottom of the first page.
 - D. After the paragraph you were typing when you created the footnote
- ANS: C

6. The shaded area below contains a picture, and there is some text around the picture. If you wanted to achieve a result that looked exactly like this, then after inserting the picture, you would need to format it by choosing which type of text wrapping?

- A. Square
 - B. Tight
 - C. In Line with Text
 - D. Through
- ANS: B

7. In the shaded area below, the second paragraph looks different from the first paragraph. If you wanted to make the second paragraph look the same as the first paragraph, which one of the following would NOT work?

- A. Click in the second paragraph, then click the Line and Paragraph Spacing button, then click 1.0.
 - B. Click in the first paragraph, then click the Format Painter button, then click in the second paragraph.
 - C. Click in the second paragraph, then make the font size smaller.
 - D. Click in the second paragraph, then click the No Spacing button on the Home tab.
- ANS:C

8. If you typed the first few pages of a document using a one-inch top margin, and then you wanted to type more pages of that document using a two-inch top margin, what would you need to insert before changing the top margin?

- A. An enter
 - B. A line break
 - C. A page break
 - D. A section break
- ANS: D

9. In the shaded area below, the numbers are a quarter-inch to the right of the left margin. If you wanted to edit this text so that the numbers would be at the left margin, which one of the following would NOT work?

- A. Turn on the ruler line, and drag the First Line Indent marker a quarter-inch to the left.
- B. Click the Page Layout tab, and make the left indent number a quarter-inch smaller.
- C. Click the Page Layout tab, click Margins, and make the left margin a quarter-inch smaller.

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D. On each numbered line, click at the beginning of the first word, backspace until the line is at the left margin, and type the number yourself. If AutoCorrect moves the number to the right, click Undo. ANS: C

10. In the shaded area below, in the lower left corner, there is some text that has a box drawn around it. To create that box in Word, which way would NOT work?

- A. Insert a Text Box
- B. Create a Page Border
- C. Insert a Shape
- D. Insert four Lines

ANS: B

11. From which menu you can insert Header and Footer?

- A. Insert Menu
- B. View Menu
- C. Format menu
- D. Tools Menu

Answer: A

12. To get to the 'Symbol' dialog box, click on the _____ menu and choose 'Symbol'.

- A. Insert
- B. Format
- C. Tools
- D. Table

Answer: A

13. _____ option from clipboard is used to move data from one place to another in a document.

- A. Copy & Paste
- B. Cut & Paste
- C. Bold
- D. Justify

Answer: B

14. _____ is an option in Font Group.

- A.Strikethrough
- B.Find
- C.Replace
- D. Change Styles

Answer: A

15. Shortcut for document views toolbar is situated in _____ bar.

- Task bar
 - Status bar
 - Tool bar
 - Title bar
- Answer: B

16. Bullets and Numbering is in _____ tab.

- Home tab
 - Insert tab
 - Pagelayout tab
 - View tab
- Answer: A

17. To open a existing document, click on the _____ and then select Open.

- MS Office button
 - Quick Access Toolbar
 - Document Views
 - Ribbon
- Answer: A

18. Cut, Copy and Paste is in _____ Group in the Home tab.

- Font
 - Page Setup
 - Clipboard
 - Editing
- Answer: C

19. _____ is used to covert from upper case to lower case and vice versa.

- Toggle case
 - Sentence case
 - Lower case
 - Upper case
- Answer: A

20. Pressing F8 key for three times selects

- A) A word
 - B) A sentence
 - C) A paragraph
 - D) Entire document
- Answer: B

21. What is the shortcut key you can press to create a copyright symbol?

- A) Alt+Ctrl+C
 - B) Alt + C
 - C) Ctrl + C
 - D) Ctrl + Shift + C
- Answer: A

22. What is the smallest and largest font size available in Font Size tool on formatting toolbar?

- A) 8 and 72
- B) 8 and 64
- C) 12 and 72
- D) None of above Answer: A

23. Which of the following is graphics solution for Word Processors?

- A) Clipart
- B) WordArt
- C) Drop Cap
- D) All of above Answer: A

24. The keystrokes Ctrl + I is used to

- A) Increase font size
- B) Inserts a line break
- C) Indicate the text should be bold
- D) Applies italic format to selected text Answer: D

25. A character that is raised and smaller above the baseline is known as

- A) Outlined
- B) Raised
- C) Superscript
- D) Subscript Answer: C

26. Thesaurus tool in MS Word is used for

- A) Spelling suggestions
- B) Grammar options
- C) Synonyms and Antonyms words
- D) All of above Answer: C

27. Why Drop Caps are used in document?

- A) To drop all the capital letters
- B) To automatically begin each paragraph with capital letter
- C) To begin a paragraph with a large dropped initial capital letter
- D) None of above Answer: C

28. A bookmark is an item or location in document that you identify as a name for future reference.

Which of the following task is accomplished by using bookmarks?

- A) To add anchors in web page
- B) To mark the ending of a paragraph of document
- C) To quickly jump to specific location in document
- D) To add hyperlinks in webpage Answer: C

29. 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 Answer: D

30. The key F12 opens a

- A) Save As dialog box
 - B) Open dialog box
 - C) Save dialog box
 - D) Close dialog box
- Answer: A

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

- A) F12
 - B) Shift F12
 - C) Alt + F12
 - D) Ctrl + F12
- Answer: D

32. . 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
- Answer: A

33 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
- Answer: D

34 Which file starts MS Word?

- A) Winword.exe
 - B) Word.exe
 - C) Msword.exe
 - D) Word2003.exe
- Answer: A

35. 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
- Answer: D

36. What is a portion of a document in which you set certain page formatting options?

- A) Page
 - B) Document
 - C) Section
 - D) Page Setup
- Answer: C

37. Borders can be applied to

- A) Cells
- B) Paragraph

- C) Text
- D) All of above Answer: D

38. Which of the following is not a type of page margin?

- A) Left
- B) Right
- C) Center
- D) Top Answer: C

39. Portrait and Landscape are

- A) Page Orientation
- B) Paper Size
- C) Page Layout
- D) All of above Answer: A

40. If you need to change the typeface of a document, which menu will you choose?

- A) Edit
- B) View
- C) Format
- D) Tools Answer: C

41. Which of the following is not a font style?

- A) Bold
- B) Italics
- C) Regular
- D) Superscript Answer: D

42. What happens when you click on Insert >> Picture >> Clip Art

- A) It inserts a clipart picture into document
- B) It lets you choose clipart to insert into document
- C) It opens Clip Art taskbar
- D) None of above Answer: C

43. Which option is not available in Insert Table Autofit behavior?

- A) Fixed Column Width
- B) AutoFit to Contents
- C) Autofit to Window
- D) Autofit to Column Answer: D

44. To autofit the width of column

- A) Double click the right border of column
- B) Double click the left border of column
- C) Double click the column header
- D) All of above Answer: A

45. Which of the following statement is false?

- A) You can set different header footer for even and odd pages
- B) You can set different page number formats for different sections
- C) You can set different header footer for first page of a section

D) You can set different header and footer for last page of a section Answer: D

45. AutoCorrect was originally designed to replace _____ words as you type.

- A) Short, repetitive
- B) Grammatically incorrect
- C) Misspelled
- D) None of the above Answer: C

46. Which of the following is the second step in creating a macro?

- A) Start recording
- B) Using your mouse or keyboard, perform the task you want to automate
- C) Assign a keyboard shortcut to the macro
- D) Give the macro a name Answer: C

47. In Word, the mailing list is known as the _____.

- A) Data sheet
- B) Source
- C) Data source
- D) Sheet Answer: C

48. Which of the following is not one of the three 'Mail Merge Helper' steps?

- A) Merge the two files
- B) Create the main document
- C) Set the mailing list parameters
- D) Create the data source Answer: C

50. Comments can be added to cells using

- A. Edit -> Comments
- B. Insert -> Comment
- C. File -> Comments
- D. View -> Comments Answer: B

51. Which of the following is not a valid Zoom percentage in Excel?

- A) 10
- B) 100
- C) 300
- D) 500 Answer: D

52. The spelling tool is placed on _____ toolbar

- A) Standard
- B) Formatting
- C) Drawing
- D) Reviewing Answer: A

53. Which of the following is not a valid data type in Excel?

- A. Number
- B. Character

C. Label

D. Date/Time Answer: B

54. Comments put in cells are called

A. Smart Tip

B. Cell Tip

C. Web Tip

D. Soft Tip Answer: B

55. Which menu option can be used to split windows into two?

A. Format -> Window

B. View -> Window-> Split

C. Window -> Split

D. View -> Split Answer: C

56. You can activate a cell by

a. Pressing the Tab key

b. Clicking the cell

c. Pressing an arrow key

d. All of above Answer: D

57. When you use the fill effects in the format data series dialog box, you can not

a. rotate text on the chart

b. select a fore ground color

c. select a pattern

d. select a background color Answer: A

58. To insert three columns between columns D and E you would

a. Select column D

b. Select column E

c. Select columns E, F and G

d. Select columns D, E, and F. Answer: B

59. Hyperlinks cannot be

a. Special shapes like stars and banners

b. Drawing objects like rectangles ovals

c. Pictures

d. All can be hyperlinks Answer: D

60. You can add an image to a template by clicking the Insert Picture From File button on the
Toolbar.

a. Standard

b. Formatting

c. Drawing

d. Picture Answer: D

61. To drag a selected range of data to another worksheet in the same workbook, use the

- a. Tab key
- b. Alt key
- c. Shift key
- d. Ctrl key Answer: D

62. When you print preview a worksheet

- a. the entire worksheet is displayed
- b. the selected range is displayed
- c. the active portion of the worksheet is displayed
- d. a, b and c Answer: D

63. You can open the Sort dialog box by choosing Sort from the menu

- a. View
- b. Format
- c. Tools
- d. Data Answer: D

64. When working in the page break preview, you can

- a. view exactly where each page break occurs
- b. add or remove page breaks
- c. change the print area
- d. all of above Answer: D

65. What is entered by the function =today()

- A) The date value for the day according to system clock
- B) The time value according to system clock
- C) Today's date as Text format
- D) All of above

Answer: A

66. Which function will you use to enter current time in a worksheet cell?

- A) =today()
- B) =now()
- C) =time()
- D) =currentTime()

Answer: B

67. Merge cells option can be applied from

- A) Format Cells dialog box Alignment Tab
- B) Formatting toolbar
- C) Both of above
- D) None of above

Answer: A

68. Which of the following format you can decide to apply or not in AutoFormat dialog box?

- A) Number format
- B) Border format
- C) Font format

D) All of above

Answer: D

69. How can you remove borders applied in cells?

A) Choose None on Border tab of Format cells

B) Open the list on Border tool in Formatting toolbar then choose first tool (no border)

C) Both of above

D) None of above

Answer: C

70. You can set Page Border in Excel from

A) From Border tab in Format Cells dialog box

B) From Border tool in Formatting toolbar

C) From Line Style tool in Drawing toolbar

D) You can not set page border in Excel

Answer: D

71. You can check the conditions against _____ when applying conditional formatting

A) Cell value

B) Formula

C) Both of above

D) None of above

Answer: C

72. When a range is selected, how can you activate the previous cell?

A) Press the Alt key

B) Press Tab

C) Press Enter

D) None of above

Answer: D

73. Each excel file is a workbook that contains different sheets. Which of the following can not be a sheet in workbook?

A) work sheet

B) chart sheet

C) module sheet

D) data sheet

Answer: D

74. Ms. word 2007 Extension file name is-

A).XLS

B).BMP

C).DOCX

D).DOC

ANSWER: C

75. By Default How many worksheet we can get to open a book excel-

A)3

b)8

c)4

d)7

ANSWER:A

76. when we enter a formula into a cell it's reflect or showing from which bar?

A) Name box

B) Cell

- C) Status bar
- D) Formula bar

ANSWER:D

77. "Organize clip" is situated from which option-

- A) Lifo
- B) Clip board
- C) Smart art
- D) Clip Art

ANSWER: D

78. Mail merge is used to—

- A) Create a chat
- B) Send a letter in different address
- C) Send a letter in same address
- D) None of this

ANSWER:B

79. Maximum Zooming level in excel field is—

- A) 100%
- B) 800%
- C) 400%
- D) 200%

ANSWER:C

80. How many types of chart—

- A) 11
- B) 15
- C) 20
- D) 10

ANSWER:A

81. Data validation option is coming from—

- A) Insert
- B) Edit
- C) View
- D) Data

ANSWER:D

82. What is the full form of DBMS—

- A) Date base management system
- B) Data basic management system
- C) Database management system
- D) None of this

ANSWER:C

83. .Mdb is stand for—

- A) My data source

- B) My data base
- C) Management data drive
- D) None

ANSWER:A

84. Power point application field is used to create—

- A) Text document
- B) Database
- C) Animation /Presentation
- D) Design

ANSWER:C

85. How many types of view in power point field—

- A) 3
- B) 2
- C) 1
- D) 5

ANSWER: A

86. Transition effect is apply on –

- A) Text
- B) Component
- C) Slid
- D) Paper

ANSWER: C

87. Custom Animation is applied on—

- A) Component
- B) Text
- C) Slid
- D) Image

ANSWER:A

88. Maximum zooming level in power point—

- A) 100%
- B) 500%
- C) 200%
- D) 400%

ANSWER:D

89. How to run a power point presentation using—

- A) F2
- B) F5
- C) F12
- D) F6

ANSWER:B

90. 'ESC' Key is used to—

- A) Come out DOS Field

- B) Come out normal field in power point
- C) Come out to Desktop
- D) None

ANSWER:B

91. To continue our presentation using —

- A) Master
- B) Loop
- C) Scenario
- D) None

ANSWER:B

92. In excel field how to convert two different cell text into one cell—

- A) Lent
- B) Convert
- C) Contour
- D) Concatenate

ANSWER: D

93. Full form of .PPS

- A) Power point slide
- B) Power point seen
- C) Power point show
- D) Power point slide show

ANSWER:C

94. Action button is used to create

- A) Hyperlink
- B) Connection
- C) Loading
- D) None

ANSWER: A

95. Replace short cut key—

- A) Ctrl+k
- B) Ctrl+h
- C) Ctrl+f
- D) Ctrl+g

ANSWER: B

96. CTRL+ k is used –

- A) Hyperlink
- B) Replace
- C) Curve
- D) Indentation

ANSWER:A

97. Text Wrapping option is coming from –

- A) Format
B) Insert
C) View
D) Layout
ANSWER:A
98. 'Macro' is used to –
- A) Set a document
B) Save a file
C) Record a document
D) None
ANSWER:C
99. Publisher is used to create –
- A) Presentation
B) Design
C) Text
D) None
ANSWER: B
100. 'If we want to apply a sound into a presentation it's possible' –
- A) True
B) False
C) Maybe/maybe not
D) All are wrong
ANSWER:A
101. In a publisher field if we want to create any background style using –
- A) Insert
B) Format
C) View
D) Edit
ANSWER: B
102. If we want to save our created design into publisher library then choose –
- A) Add to contain library
B) Design gallery
C) Frame library
All are wrong
ANSWER: A

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

ANS: Edit the notes master and add your company logy

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

ANS: Edit the slide master

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

ANS: Common tasks toolbar

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

ANS: Dragging

107. You can edit an embedded organization chart object by

ANS: b and c both

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

ANS: transitions

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

ANS: Tab

110. You can embed a MS-Organization Chart in a slide by

ANS: Clicking the object command on the edit menu

111. You can create a new presentation by completing all of the following except

ANS: Clicking file open

112. To preview a motion path effect using the custom animation task pane, you should

ANS: click the play button

113. 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)

ANS: Attachment

114. in the context of animations, what is a trigger?

ANS: An item on the slide that performs an action when clicked

115. Which of the following should you use if you want all the slide in the presentation to have the same "look"?

ANS: a presentation design template

116. What is a slide-title master pair?

ANS: A slide master and title master for a specific design template

117. What is a motion path?

ANS: A method of moving items on a slide

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

ANS: A table slide

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

ANS: .wav files and .mid files

120. . Comments can be added to cells using

ANS: Insert -> Comment

121. Which of the following is not one of the three 'Mail Merge Helper' steps?

ANS: Set the mailing list parameters

122. Which of the following is the second step in creating a macro?

ANS: Assign a keyboard shortcut to the macro

123. AutoCorrect was originally designed to replace _____ words as you type

ANS: Misspelled

124. To autofit the width of column

ANS: Double click the right border of column

125. Which option is not available in Insert Table Autofit behavior?

ANS: Autofit to Column

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ANS: Format

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ANS:CELL, PARAGRAPH, TEXT

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ANS: Print Preview

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ANS: Center Indent

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ANS: Save tab on Options dialog box

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ANS: A sentence

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ANS: Cut & Paste

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ANS: Insert

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ANS: Click the Page Layout tab, click Margins, and make the left margin a quarter-inch smaller.

141. In the shaded area below, the second paragraph looks different from the first paragraph. If you wanted to make the second paragraph look the same as the first paragraph, which one of the following would NOT work?

ANS: Click in the second paragraph, then make the font size smaller

142. The shaded area below contains a picture, and there is some text around the picture. If you wanted to achieve a result that looked exactly like this, then after inserting the picture, you would need to format it by choosing which type of text wrapping?

ANS: Tight

143. If you create a footnote while typing the first page of your document, and then you continue to type several more pages, the footnote will appear:

ANS: At the bottom of the first page.

144. Suppose you wanted to type the text that is in the shaded area below (but you did not want to use any shading). Which of the following would be the most efficient way to do it?

ANS: Insert a two-column, four-row table, and type material in each table cell.

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ANS: Use the Format Painter feature.

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