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A. slide design B. master slide C. slide layout D. slide transition MCQ 18: Maximum zoom percentage in Microsoft powerpoint is A. 100% B. 200% C. 400% D. 500% MCQ 19: Borders can be applied to A. cells B. paragraph C. text D. all of these MCQ 20: Component which is portable and allows the presenter to place the slides onto any surface is A. large scale CRT monitor B. computer screen C. PC to TV converter D. data projector MCQ 21: New presentation can be created from A. blank presentation B. from existing presentation C. from design template D. all of these MCQ 22: Which of the following is not essential component to perform a mail merge operation? A. main document B. data source C. merge fields B. word fields MCQ 23: Steps involves between Start and Finish in AutoContent Wizard are A. 3 B. 4 C. 5 D. 6 MCQ 24: Selected design template can be applied to A. current slide only B. all the slides C. all the new presentation you create D. all of these MCQ 25: Powerpoint which feature user to apply motion effects to different objects of a slide is A. slide transition B. slide design C. animation object D. animation scheme MCQ 26: Set of characters which have same characteristics is called A. type face B. type style C. font D. pico MCQ 27: Command which we use in powerpoint to change the color of different objects without changing content is A. design template B. color scheme C. font color D. object color MCQ 28: 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 MCQ 29: Which of the following is not valid version of MS Office? A. office XP B. office Vista C. office D. D. office 2007 MCQ 30: Collection of predefined design elements and color schemes is known as A. feature B. hyperlink C. palette D. theme MCQ 31: Feature we use to apply motion effects in between a slide exits and another enters is A. slide transition B. slide design C. animation object D. animation scheme MCQ 32: Menu in which we can find features like slide design, slide layout etc is A. insert menu B. format menu C. tools menu D. slide show menu MCQ 33: Short cut key to open the Open dialog box is A. F12 B. shift F12 C. Alt + F12 D. Ctrl + F12 MCQ 34: Special effects used to introduce slides in a presentation are called A. effects B. custom animations C. transitions D. present animations MCQ 35: To save a presentation A. click save on windows start button B. press Ctrl + F5 C. select file, save from the menu D. click the save button on the formatting tool bar MCQ 36: You can detect spelling and grammar errors by pressing A. shift + F7 B. Ctrl + F7 C. Alt + F7 D. F7 MCQ 37: Autocorrect was originally designed to replace A. short, repetitive words B. grammatically incorrect words C. misspelled words D. capital letters MCQ 38: We can replace a font on all slides with another font using the A. edit, fonts option B. tool, fonts option C. tools, replace fonts option D. format, replace fonts option MCQ 39: Microsoft powerpoint is a A. database program B. spreadsheet program C. presentation program D. word processing program MCQ 40: Which of the following is not a transition effect? A. blinks diagonal B. dissolve C. fade through black D. blinds vertical MCQ 41: How many ways are there to save a document? A. 3 B. 4 C. 5 D. 6 MCQ 42: Operation which is performed when we need to move a block of text is called A. copy and paste B. cut and paste C. paste and delete D. paste and cut MCQ 43: Left of horizontal scroll bar contains A. tab stop buttons B. view buttons C. split buttons D. indicators MCQ 44: To add time in slides of al ne avitisopaid aveun anu ratresni araP :65 QCM sotse sodot .D knil repih .C odinos y ogeuj .B orcam nu ratuceje .A se savitisopaid ed otejbo o n³Áicca ed n³Átob nu a somangisa euq senoiccA :55 QCM n³Áisiver .D lortnoc ed lenap .C saerat ed arrab .B .A saerat ed lenap led aduya al noc n³Áicatneserp ed savitisopaid ed lortnoc ed saerat selapicnirp sal sadoT :45 QCM savitisopaid ed atsiv .D aÁug al ed atsiv .C anig¡Áp ed atsiv saton .B onrotnoc ed atsiv .A se opiuqe le ne n³Áicatneserp anu arap sotneimasnep sus renetbo ed atsiv rojem aL :35 QCM emarf .D egrem liam .C etalpmet .B sorcam .A se sanosrep setnerefid a atrac amsim al raivne etimrep son euq tnemelE :25 QCM sotse sodot .D avitisopaid anu arap o±Áesid oveun nu rigele .C avitisopaid aveun anu ratresni .B avitisopaid anu a o±Áesid ed aliitnalp anu racilpa .A se recah etimrep el n³Ámoc aerat ed n³Átob le euq asoc anU :15 QCM adeuqs°Áb al ed sodatluser .D tra drow .C tra pilc .B detrats teg .A ?saerat ed lenap le ne elbinopsid ¡Átse on sotalp setneiiugis sol ed 1¡ÁuC¿Á :05 QCM sotse sodot .D sotof ed mubl¡Á .C amarginago .B senoicauce ed rotide .A se euq eciffO-SM ed ni-dda erawtfos ed sotad rartsom edeup tnioPrewoP :94 QCM 01F .D 5F .C 2F .B 1F .A se savitisopaid ed wohs le rev arap razilitu edeup es euq odalcet le ne evalc aL :84 QCM sotse sodot .D lautca avitisopaid .C sadanoicceles savitisopaid .B savitisopaid sal sadot .A a racilpa edeup es n³Áicamina ed ameuqse ,n³Áicatneserp al nE :74 QCM aÁfargoib ed opit .D oiratnevni nu renetnam .C soidem ed ortnec le ne arodatupmoc ed adeuqs°Áb anu recah .B odatsag orenid ed atneuc anu renetnam .A arap aÁrazilitu es etnemelbaborp sarbalap ed rodasecorp nU :64 QCM anig¡Áp amitl°Á al ne .D anig¡Áp adac ne .C anretla anig¡Áp ne .B anig¡Áp aremirp al ne .A se anig¡Áp ed eip le o odazebacne le nemirpmi es euq al ne anig¡Áp ,otcefed roP :54 QCM drow tfosorcim .D lecxe tfosorcim .C elbat tfosorcim .B hparg tfosorcim .A somazilitu ,n³Áicatneserp current, we can press A. Ctrl + M B. Ctrl + N C. Ctrl + O D. Ctrl + F MCQ 57: Horizontal separation bar on the MS-Word screen is present A. to the left of the horizontal B scroll bar. to the right of the horizontal C scroll bar at the top of the vertical D scroll bar. on the bottom of vertical vertical vertical bar MCQ 58: Which of the following is not available on the Ruler of MS-Word screen? A. tab top box B. left indent C. right indent D. center indent MCQ 59: Portion of a document in which you set certain page formatting option is A. page B. document C. section D. page setup MCQ 60: Ctrl + N keys are used to A. save document B. open document C. create new document D. close document MCQ 61: In a presentation program, resizable box which is used for text and graphical elements is A. text box B. cell C. frame D. object MCQ 62: Boxes that are displayed to indicate that the text, pictures or objects are placed in it are called A. placeholders B. auto text C. text box D. word art MCQ 63: Option which can be used to create a new slide show with the current slides but presented in a different order is A. rehearsal B. custom slider show C. slide show setup D. slide show view MCQ 64: Animation effects allows you to A. add clip art images to your slides B. create a custom transition to next slide C. show bullet items as they are discussed D. put formulas in equation MCQ 65: Portrait and Landscape are A. page orientation B. paper size C. page layout D. page color MCQ 66: A file which contain readymade styles that can be used for a presentations is called A. auto style B. template C. wizard D. pre-formatting MCQ 67: In software, lists of commands and options are present in A. menu bar B. title bar C. formula bar D. toolbar MCQ 68: Feature of MS-Word which saves the document automatically after certain interval is available on A. save tab on options dialog box B. save as dialog box C. open dialog box D. close dialog box MCQ 69: Which of the following is not the section break option? A. next page B. previous page C. odd page D. even page MCQ 70: Name of form used to input chart values is A. datasheet B. Microsoft Excel C. Microsoft graph D. auto form MCQ 71: Which of the following cannot be toggled from view > > toolbar? A. control gnidnib eht ot dedda si taht nigram .C gnitnirp nehw nigram thgir eht ot dedda si taht nigram .B gnitnirp nehw nigram tfel eht ot de wedda si taht nigram .A si nigram rettuG :37 QCM weiverp

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