EXCEL

a. When integrating Word and Excel, Word is usually the
Server
b. Client
c. Source
d. None of these

CORRECT ANSWER: b

2. When a formatted number does not fit within a cell, it displays
a. ######
b. #DIV/0
c. #DIV @
d. None of these

CORRECT ANSWER: a

WORD

3) A block of text is selected and now you wish to center align them. Which of the following
command will let you do it?
a. font command from format menu
b. Paragraph command from Format menu
c. Character command from Format menu
d. Page Setup command from the file menu

CORRECT ANSWER: b

4) Accidentally you happened to make a mistake while working with your document. What short-cut
key you will use to revert the action?
a. Ctrl+Z
b. Ctrl+A
c. Ctrl+X
d. Ctrl+Y

CORRECT ANSWER: a

ACCESS

5) 1. What Are The Different Views To Display A Table
A) Datasheet View
B) Design View
C) Pivot Table & Pivot Chart View
D) All Of Above

CORRECT ANSWER: D

6. Which Of The Following Creates A Drop Down List Of Values To Choose From?
A) Ole Object
B) Hyperlink
C) Memo
D) Lookup Wizard

CORRECT ANSWER: D
7. 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

8. 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

9. Which of the following should you use if you want all of the slides 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