**COMPUTER OPERATOR CUM PROGRAMMING ASSISTANT:-**

**MCQ:-**

**1. Each excel file is a workbook that contains different sheets. Which of the following cannot be a sheet in workbook?**

a. Worksheet

b. Chart sheet

c. Module sheet

**d. Data Sheet**

**2. What is the shortcut key to replace a data with another in sheet?**

a. Ctrl+R

b. Ctrl+Shift+R

**c. Ctrl+H**

d. Ctrl+F

**3. If you need a text to show vertically in a cell. How will you achieve this?**

a. Choose vertical on text alignment in format cells dialog box

**b. Choose 90 degrees in orientation of format cells dialog box**

c. Choose distributed from the vertical drop down list of format cells dialog box

d. Choose center across selection from horizontal combo box in format cells dialog box

The answers are provided by Suresh Khanal for www.icttrends.com

**4. Formatting a cell in number format you can’t set**

a. Decimal places

b. Use 1000 separator

c. Negative numbers

**d. Currency symbol**

**5. Where can you set the shedding color for a range of cells in excel?**

a. Choose required color from patterns tab of format cells dialog box

b. Choose required color on fill color tool in formatting toolbar

c. Choose required color on fill color tool in drawing toolbar

**d. All of above**

**6. Which of the following is invalid regarding the protection in excel?**

a. Protect sheet

b. Protect workbook

**c. Protect workspace**

d. All of above are valid

**7. How many recent files you can display on the file menu at maximum**

a. 4

b. 6

**c. 9**

d. 12

**8. Each excel file is called a workbook because**

a. It can contain text and data

b. It can be modified

**c. It can contain many sheets including worksheets and chart sheet**

d. You have to work hard to create it

**9. Which is the short cut key to add a new slide in presentation?**

a. Ctrl + N

**b. Ctrl + M**

c. Ctrl + P

d. Ctrl + O

**10. Which function key is used for slide show?**

a. F3

b. F4

c. F6

**d. F5**

**11. Address given to a computer connected to a network is called….**

a. System address

b. Process ID

c. Sys ID

**d. IP Address**

**12. In display unit …. is the ratio of horizontal length to the vertical length**

**a. Aspect ratio**

b. Resolution

c. Contrast

d. BIT

**13. Which of the following is not the part of the CPU**

a. Arithmetic Logic Unit

**b. Hard Disk**

c. Control Unit

d. Cache Memory

**14. Which of the following is temporary memory?**

a. ROM

b. PROM

**c. RAM**

d. EPROM

**15. USB stands for**

a. Ultra Silent Bus

b. Uni Service Bus

**c. Universal Serial Bus**

d. Upper Side Bus

**16. The binary number 101 is equivalent to**

a. 3

**b. 5**

c. 7

d. 9

**17. Operating system is**

a. A collection of hardware components

b. A collection of input output devices

**c. A collection of software routines**

d. All of above

**18. Short-cut key for manual column break in Word**

a. Ctr+Enter

b. Shift+Space bar

**c. Ctrl+Shift+Enter**

d. Alt+Enter

**19. The feature of MS Word that combines a set of database records with main document is**

a. Thesaurus

**b. Mail Merge**

c. Auto Correct

d. Word Wrap

**20. In MS Word which of the following is not available in paragraph spacing**

a. Single

b. Double

**c. Triple**

d. Multiple

**21. Page formatting which is used frequently in future is saved as**

a. Master document

b. Theme

c. Cross reference

**d. Template**

**Quiz:-**

**TRUE OR FALSE**

1. A word processor is a software package that helps to create and edit a document (**True**)

2. In word Print preview option is in File menu (**True**)

3. Page setup option is in Table menu in MS Word (**False**)

4. Select all the text and graphics in the working document or press Ctrl+ A (**True**)

5. Header & Footer option is in view menu (**True**)

6. Maximum width of a cell is 12.75 (**True**)

7. F1 is the shortcut for Help (**True**)

8. Increase decimal buttons in Formatting toolbar is used to format no. of decimal places in a cell containing numeric data (**True**)

9. Hold down Ctrl key while selecting non adjacent cells (**True**)

10. Merge and centre button on formatting toolbar joins selected range of cells and centres the text in the upper left cell to it (**True**)

**Fill in the Blanks**

1. Using ---------- it is possible to sent mails to more than one person. (**MailMerge**)

2. In Excel --------- automatically creates sum (**Autosum**)

3. To cancel the last editing, we use the ------- button (**Undo**)

4. Calculations can be performed through----------- (**Excel**)

5. A cell with dark border around it is called -------- cell (**Active**)

6. The Mail merge option is in -------- menu (**Tools**)

7. The short cut key for slide show is--------- (**F5**)

8. In Excel, the intersection of row and column is known as ------- (**cell**)

9. ---------- is the background on which different windows appear (**Wall** **paper**)

10. -------- shows the name of the application, document, groups or directory (**Folder**)

11. --------- is a quick and easy way for mass production of letters, envelops, mail labels etc. (**Mailmerge**)

12. The ---------features helps you to avoid making typing mistakes and speed up your typing. (**Spelling and grammar**)

13. The extension of a Power Point is --------- (**ppt**)

14. --------- function will return the largest value in the selected range of cells (**MAX**)

15. The ------- option issued to undo the previous action (**Undo**).

16. ---------- positions the text according to the margins (**Ruler**)

17. A set of programming statements is called--------- (**macro**)

18. Ctrl+S is the shortcut key for --------- (**save**)

19. --------- checks whether a condition is met and returns on value 'if' TRUE and another 'if' FALSE (**SUMIF**)

20. In Power Point F5 is used for------- (**View** **show**)

**FAQ**:-

1. **HOW DO I RESIZE A COLUMN?**

To change the width of one column, drag the boundary on the right side of the column heading until the column is the width that you want.

To change column(s) to adjust the width automatically based on the contents, select the column or columns that you want to change. From the **HOME** tab, click **FORMAT** from the **CELLS** group. Click **AUTOFIT COLUMN WIDTH** under**CELL SIZE**.

1. **I CAN'T FIND A FEATURE THAT I USED IN EXCEL 2003, HOW DO I FIND IT?**

Microsoft has developed an [interactive reference guide](http://office.microsoft.com/en-gb/excel/HA101491511033.aspx?pid=CH100648241033) to help you find your favorite Excel 2003 commands in Excel 2007. With this guide, you can point your mouse to an Excel 2003 menu or button and see where that feature is now located. You can also use the **HELP** feature to find out how to do a specific task in Excel 2007.

1. **HOW DO I WRAP THE TEXT WITHIN A CELL?**

Select the cells that you want to format. From the HOME tab, click WRAP TEXT from the ALIGNMENT group.

1. **HOW DO I INSERT A TABLE INTO A WORD DOCUMENT?**

To insert a table into your document, navigate to the part of the document where you want the table to appear. Once there, click on the INSERT tab on the Ribbon. Then, click the TABLE button. A drop-down menu will extend that will let you insert an on-the-fly table (where you highlight the grid on the menu with the number of rows/columns that you require), a custom table (where you choose the INSERT TABLE option), or a quick table (where you select a table template from the QUICK TABLE menu).

1. **I AM USING MICROSOFT WORD 2007 AND I WOULD LIKE TO SAVE A DOCUMENT AS A PDF FILE. IS THIS POSSIBLE?**

Yes. Click on the OFFICE button at the top left of Microsoft Word. Then, click on the little arrow to the right of SAVE AS. If you see a SAVE AS PDF OR XPS option, then your computer already has the add-in for this function and you can save your file as a PDF by selecting that option. If you see a FIND ADD-INS FOR OTHER FILE FORMATS option, then click on that as it means that you need to install the add-in. Note: You will need Internet access as a download is required. Follow the on-screen instructions to download and install the add-in. Once this has been completed, you will be able to save in PDF format.

1. **Is there a way to sort the information in a table in Microsoft Word?**

You can sort table entries in alphabetic, numeric, or date order. To sort a table, select the items you want to sort, and then click Sort from the menu. From the Sort dialog box, you would specify which column in the table is to be sorted first and so on and whether it is to be in ascending or descending order.

##### **7. How to compare two similar documents in Word**

##### 1. Open the original document. 2. Select Tools, Track Changes, and Compare Documents. 3. The "Select File to Compare With Current Document" box will appear. 4. Select document to compare and click Open. The documents will now be compared. Changes will appear in RED

##### **8. I would like to add a hyperlink to a Web site into a picture in Word. Is there a way to add a hyperlink to a clip art picture?"**

##### Yes, you can add a hyperlink to a clip art picture. In Word, PowerPoint, or Excel, you can very easily add a hyperlink to a picture or shape. The only real requirement is that the shape be something other than a line, connector, or freeform figure. Using Word as our example, choose Insert, Picture, ClipArt. Select the picture you want to use and click Insert. Now choose Insert, Hyperlink. When the Insert Hyperlink dialog box opens, type the URL into the Link To File Or URL entry box. You must type the complete URL.

##### **9. Is there a way to deactivate a key combination the programmers assigned (ie. Ctrl-A) in Word?**

##### Yes, you can do this in Word and choose View, Toolbars, Customize. When the Customize dialog box opens, click Keyboard. In Customize Keyboard, under Categories select edit. Under Commands select Edit Select All. Under Current Keys you'll see Ctrl-A. Select it and click Remove.

##### **10.** [**In PowerPoint 2007, how can I get the Slide Master to change a footer from a prior presentation?**](http://library.mcmaster.ca/faq/in-powerpoint-2007-how-can-i-get-slide-master-change-a-footer-a-prior-presentation)

##### Go to Insert > Header and Footer to add the text -- or at least to "activate" it. Just typing in the footer box on the slide masters doesn't make the footers show up on the slides.

**11. Why is my spreadsheet displaying incorrect results for one of my formulas?**

This may be occurring as a result of rounding. You can set the precision so that it calculates based on the displayed precision (decimal values) of your cells. To set this option for the current workbook:

Click the Microsoft Office Button.

Click the Excel Options button, then choose Advanced.

Under the heading When calculating this workbook, select Set precision as displayed.

Click OK to return to the worksheet. The calculations should be correct.

For more information, search the online help for "change the precision".

**12. How do I automatically add the current date in a cell?**

Select the cell where you'd like to place the current date.

Press CTRL + ; (semi-colon).

**13. How do I adjust column widths in Print Preview?**

In Print Preview mode, select Show Margins. Sizing handles will appear along the edges of the previewed document.

When you identify the column that needs to be adjusted, click on the sizing handle that designates the right edge of that column, and drag it to the desired width.

Note that when you use this method to adjust column widths, there is no undo or cancel option.

14. **How do I include a table from a Word document in an Excel worksheet?**

* In the Word document, select the rows and columns of the table that you want to copy to the Excel worksheet.
* To copy the selection, press CTRL+C.
* In the Excel worksheet, select the upper-left corner of the worksheet area where you want to paste the Word table.   Make sure that the paste area is empty before you paste the data. Data in Word table cells will replace any existing data in worksheet cells in the paste area. If necessary, review the table first in Word to verify its dimensions.
* On the **Home** tab, in the **Clipboard** group, click **Paste**.
* To adjust the formatting, click **Paste Options** next to the data that you pasted, and then do the following:
  + To use the formatting that is applied to the worksheet cells, click **Match Destination Formatting**.
  + To use the formatting of the Word table, click **Keep Source Formatting**.