

Quiz Date: 16th March 2020

Q1.What is the default the cell content alignment in Excel?

- (a) left aligned
- (b) centrally aligned
- (c) text left aligned and numbers right aligned
- (d) text right aligned and numbers left aligned
- (e) None of the above

Q2.Which of the following option will not be helpful to instruct Word to stop bulleting paragraphs?

- (a) press the enter key twice
- (b) click the Undo button on the Standard toolbar
- (c) press the backspace key to remove the bullet
- (d) click the Bullets button on the Formatting toolbar
- (e) All of the above

Q3.Which menu is selected to print?

- (a) File
- (b) Tools
- (c) Special
- (d) Edit
- (e) None of these

Q4.If you wished to limit what you would see on an Excel worksheet, what data function would you use?

- (a) Sort
- (b) Filter
- (c) Conditional format
- (d) Data analysis
- (e) None of these

Q5.As you create documents, graphs and pictures your computer holds the data in—

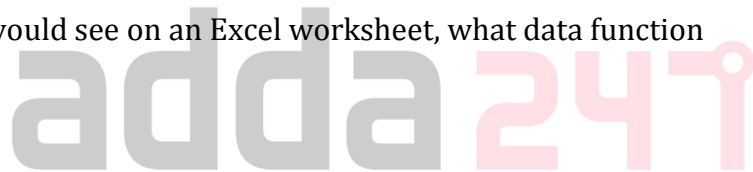
- (a) Restore file
- (b) Backup drive
- (c) Clip board
- (d) Memory
- (e) None of these

Q6.Alt+F4 is used for:

- (a) Close the currently active program
- (b) Undo last action
- (c) Insert hyperlink for selected text
- (d) Redo last action
- (e) None of these



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Q7.To select a column the easiest method is to?

- (a) drag from the top cell in the column to the last cell in the column
- (b) double click any cell in the column
- (c) click the row heading
- (d) click the column heading
- (e) None of the above

Q8.What is a handout master in PowerPoint?

- (a) A terminal to establish a connection
- (b) An animation tool for handy and swift actions
- (c) A convertor of .ppt file to .doc
- (d) Printout of slide representations from your presentation
- (e) A directory of images



Q9.What is a note or an annotation that an author or reviewer adds to a document?

- (a) Comment
- (b) Caption
- (c) Footer
- (d) Header
- (e) Underline

Q10.The advantage of using a spreadsheet is:

- (a) Calculations can be done automatically.
- (b) changing data automatically updates calculations
- (c) more flexibility
- (d) all of the above
- (e) None of the above

Q11.Which of the following is a collection of programs that controls how your computer system runs and processes information?

- (a) operating system
- (b) computer
- (c) office
- (d) compiler
- (e) interpreter

Q12. Which of the following command is required to restart the computer?

- (a) Ctrl+Alt+Del
- (b) Ctrl+Alt+tab
- (c) Ctrl+Alt+Shift
- (d) Ctrl+Shift+Del
- (e) None of these

Q13. Which of the following are two basic types of record access methods?

- (a) Sequential and Random
- (b) Sequential And Indexed
- (c) Direct and Immediate
- (d) On-line and Real time
- (e) None of these



Q14. What is a named area on a disk that is used to store related subfolders and files called?

- (a) desktop
- (b) folder
- (c) menu
- (d) Safari
- (e) explorer

Q15. If you want to insert a chart to your slide then go to _____.

- (a) Insert – Chart
- (b) Home – Chart
- (c) Format – Chart
- (d) Table – Chart
- (e) None of these

SOLUTIONS

S1. Ans. (c)

Sol. Text left aligned and numbers right aligned is default alignment in

S2. Ans. (b)

Sol. Clicking undo button in this context will not end bulleting.

S3. Ans. (a)

Sol. File menu is selected to print a document.

S4. Ans.(b)

Sol. Filter is used in your Excel data, if you only want to display records that meet certain criteria.

S5. Ans.(d)

S6. Ans.(a)

S7. Ans.(d)

S8. Ans.(d)

Sol. Handouts are documents you can print from within PowerPoint that include slide representations from your presentation -- you can opt to include as many as 9 slides on each handout page, and then the slides look more like thumbnails.

S9. Ans.(a)

Sol. Word allows you to add comments to your document, as a separate element of the document. Comments do not interfere with the main text and appear in their own area of the document.

S10. Ans.(d)

S11. Ans.(a)

Sol. An operating system (OS) is system software that manages computer hardware and software resources and provides common services for computer programs.

S12. Ans.(a)

S13. Ans.(a)

Sol. The terms random access and sequential access are often used to describe data files. A random-access data file enables you to read or write information anywhere in the file. In a sequential-access file, you can only read and write information sequentially, starting from the beginning of the file.

S14. Ans.(b)

Sol. A folder is a virtual location where programs, files, and other folders can be located.

S15. Ans.(a)

Sol. Insert – chart used to insert a chart to a slide.



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