Office Automation Unit Test 30/01/2021

Date: Subject Code: BCA107B Time: 11.00 -11.30am

Email address

Q1) .Animation schemes can be applied to......................in the presentation * 1 point

- a. Current slide
- b. All slides
- c. Select slides
- d. All of the above

Q2). Which short cut key inserts a new slide in current presentation? *   1 point

- a. Ctrl + N
- b. Ctrl + M
- c. Ctrl + S
- d. Ctrl + Q

Q3) What program is used in MS-Word to check the spelling? *   1 point

- a. Word Count
- b. Set language
- c. Spelling & Grammar
- d. Research

Q4) The name (Saved name) of a word document displays in *   1 point

- a. Title bar
- b. Ribbon
- c. Status bar
- d. Home tab

Q5) Which is not in MS word? *   1 point

- a. Font
- b. Italic
- c. Magic tool
- d. Format Painter

Q6). Which power point view displays each slide of the presentation as a thumbnail and is useful for rearranging slides ? *   1 point

- a. Slide show
- b. Slide master
- c. Notes Page
- d. Slide Sorter

Q7). Which of the following is an example of page orientation? * 1 point
   a. Subscript
   b. A4
   c. Superscript
   d. Landscape

Q8). The page to create Presentation in PowerPoint is called * 1 point
   a. Document
   b. Paper
   c. Slide
   d. Sheet

Q9). To start slide show of a presentation *   point
a) From Slide Show menu choose Rehearse timing
b) Press F5 key
c) From Slide Show Tab choose Start From Beginning option
d) Both (b) and (c)

Q10). Microsoft PowerPoint is a *   1 point
   a. Spreadsheet program
   b. Database program
   c. Presentation program
   d. Word processing program

Q11). In Ms. Word which item appears dimly behind the main body text * 1 point
   a. Water Color
   b. Watermark
   c. Background
   d. Back Color

Q12). Select all the text in MS Word document by *   1 point
   a. Ctrl+ V
   b. Ctrl +S
   c. Ctrl+ A
   d. Ctrl+ R

Q13). In a PowerPoint presentation *   1 point
   a. Movie clips can be inserted but not sound clips
   b. Sound clips can be inserted but not movie clips
   c. Only movie clips can be inserted
   d. Movie clips and Sound clips both can be inserted

Q14). To open the help window in MS Word document _____ key is Pressed. *1 point
  a. F2
  b. F11
  c. F1
  d. F9

Q15). The process of removing unwanted part of an image is called * 1 point
  a. Bordering
  b. Cutting
  c. Cropping
  d. Hiding

Q16). We can remove / hide border of a shape by selecting *   1 point
  a. No Outline
  b. No Line
  c. No Border
  d. White Line

Q17). To Cut a text or object you can use ------ Key *   1 point
  a. Ctrl + Y
  b. Ctrl + V
  c. Ctrl + X
  d. Ctrl + Z

Q18). A number of letter that appears little below the normal text is called Superscript? * 1 point
  a. True
  b. False

Q19). The file formats_____ can add to PowerPoint shows. * 1 point
a) Png
b) Jpg
c) Pdf
d) both a & b

Q20). Which item is printed at the bottom of each page *   1 point
  a. Title
  b. Footer
  c. Foot Note
  d. Header

Q21). What is used to edit a video in MS. PowerPoint *   1 point
  a. Slicing Video
  b. Cut Video
  c. Trim Video
  d. None of the above

Q22). If a previously saved file is edited in Ms. Word then? * 1 point
  a. It cannot be saved again
  b. The file must be saved again to store the changes
  c. The file will only have to be saved again if it is more than one page in length
  d. The changes will automatically be saved in the file

Q23). What is a default file extension for all word documents? * 1 point
  a. .doc
  b. .wrd
  c. .jpeg
  d. None of the above

Q24). The effect applied to display when slides changes in slide show view is ? * 1 point
  a. Custom Animation
  b. Slide Animation
  c. Slide Layout
  d. Slide Transition

Q25). What is the blank space outside the printing area on a page? * 1 point
  a. Header
  b. Footer
  c. Margins
  d. Clipart