

Microsoft office MCQ

- 1. In which view Headers and Footers are visible**
a) Normal View b) Page Layout View c) Print Layout View d) Draft View
- 2. The process of removing unwanted part of an image is called**
a) Hiding b) Bordering c) Cropping d) Cutting
- 3. To apply center alignment to a paragraph we can press**
a) Ctrl + S b) Ctrl + C c) Ctrl + C d) Ctrl + E
- 4. Text-styling feature of MS word is**
a) Word Color b) Word Font c) WordArt d) Word Fill
- 5. Which items are placed at the end of a document**
a) Footer b) Foot Note c) End Note d) Header
- 6. To change line height to 1.5 we use shortcut key**
a) Ctrl+1 b) Ctrl + 2 c) Ctrl + 3 d) Ctrl + 5
- 7. A number of letter that appears little above the normal text is called**
a) Superscript b) Subscript c) Super text d) Top text
- 8. A number of letter that appears little below the normal text is called**
a) Superscript b) Subscript c) Super text d) Top text
- 9. We can insert a page no.at**
a) Header b) footer c) both a & b d) none of above
- 10. The space left between the margin and the start of a paragraph is called**
a) Spacing b) Gutter c) Indentation d) Alignment
- 11. Which one can be used as watermark in a word document?**
a) Text b) image c) both a & b d) none
- 12. Which item appears dimly behind the main body text?**
a) Water Color b) Background c) Watermark d) Back Color
- 13. Which feature starts a new line whenever a word or sentence reached a border**
a) Text Line b) New Line c) Text Wrapping d) Text Align
- 14. The direction of a rectangular page for viewing and printing is called**

Ms Office Mcqs Ans

ML Yell

Ms Office Mcqs Ans:

Microsoft Office Manish Soni,2024-11-13 The title of this book is Microsoft Office It has long been a cornerstone of productivity enabling individuals and organizations to harness the power of technology to achieve their goals As we embark on this journey into the world of Microsoft Office it is important to acknowledge the profound impact it has had on the way we work communicate and create This suite of applications which includes tools like Microsoft Word Excel PowerPoint and more has evolved over the years to meet the ever changing needs of users With each iteration Microsoft has strived to push the boundaries of what is possible providing innovative solutions that empower individuals and teams to excel in their tasks In this comprehensive guide we will delve into the intricacies of Microsoft Office exploring its various components and functionalities Whether you are a seasoned professional seeking to master advanced features or a novice looking to get started this book is designed to be your trusted companion We will cover everything from the basics to advanced techniques ensuring that you can make the most of Microsoft Office s capabilities Our aim is to provide you with a clear and concise resource that not only imparts knowledge but also sparks creativity We believe that Microsoft Office is more than just a set of software tools it is a canvas for innovation a platform for collaboration and a means to bring ideas to life As we navigate through the chapters ahead I encourage you to explore experiment and discover the endless possibilities that Microsoft Office offers Let this guide be your gateway to unlocking your full potential in the world of productivity and creativity Thank you for choosing this book as your companion on your Microsoft Office journey Let s embark on this exciting adventure together

Computer Operator Programming Assistant (Theory + Practical) Latest NSQF Pattern With MCQs and Long Questions amit sharma, arti jain,2023-10-09 The best and the most comprehensive book for COPA Trade of ITI It

comprises of both theory and practicals for the complete course The chapters are descriptive and the book is suitable for ITI course and is based on latest NSQF4 syllabus *GUIDE OF COMPUTER FUNDAMENTAL & APPLICATION MCQ* BISWAJIT

DAS,2025-07-26 This section covers objective type questions MCQs based on the basic understanding of computers and their applications These questions test your knowledge of computer concepts hardware software operating systems and everyday computer applications like MS Office and the Internet *[6800 MCQs] Objective General Science MCQ Question Bank*

Mocktime Publication, 6800 MCQs Objective General Science Question Bank *Multimedia Animation and Special Effects*

MCQ Manoj Dole, Multimedia Animation and Special Effects MCQ is a simple Book for ITI Engineering Course Multimedia Animation and Special EffectsOperator Revised NSQF Syllabus It contains objective questions with underlined bold correct answers MCQ covering all topics including all about the latest Important about Multimedia Animation Special Effects trade a candidate is trained on professional skill professional knowledge and Employability skill related to job role In addition to this a candidate is entrusted to undertake project work and extra curricular activities to build up confidence The broad components covered under Professional Skill subject are as below During one year duration the trainee learns about safety

and environment use of fire extinguishers They learn about computer peripherals Windows interface and its related software installation process Trainees will work with MS Office package for basic knowledge of computer Trainees will work with Photography like Adobe Photoshop to edit image retouch and fixing image using color filter and for digital painting They also learn and experience with application software with Adobe Photoshop illustrator for advance editing and graphic design The trainees also learn Videography to practice the craft of film making video streaming with advance features of camera At the mid of the year the trainees can go on industrial visit or projects specified in the syllabus The trainee learns to browse internet upload download video streaming and secure data from different cyber attack They will work with Adobe Premier for video editing mixing audio text image and video Trainees will work with Adobe after effect to add special effect and compositing on video They will work with Flash to create 2D animation graphic illustration and compositing sound animation The trainees will learn and experience in 3Ds Max to create 3D architectural Design 3D modeling and texturing Finally the trainees will work with Maya to create 3D animation 3D modeling Texturing Rigging Lighting Rendering artist At the end of the year trainees can go on industrial visit or projects specified in the syllabus

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Forensic Science E-Magazine Archana Singh,2023-04-12 We proudly present the March issue Vol 13 of your favorite magazine Forensic Science E Magazine The current issue of the magazine as usual has helpful content related to forensic science Our editorial team works diligently to deliver the study material while keeping in mind the needs of our valued readers We are confident that if you read it attentively and patiently it will go a long way toward giving you the information you need to tackle the difficult process of the exams and study and bring you certain knowledge and victory Several important pieces on forensic science and science have been provided in the current edition by reputable authors A variety of questions collected from various competitive exams are included in the magazine s most important section Contents Tongue Print And Its Importance In Forensic Science MCQs With Explanation On Tongue Print Name Of Tools Used In Forensic Medicine Forensic Science Growing Significance In Insurance Sector Drowning In Forensic Medicine MCQs Related To Drowning Case Short Questions And Answer On Drowning Case An Introduction To Forensic Linguistics One Liner On Forensic Linguistics Short QnA On Forensic Linguistics MCQs On Forensic Linguistics Dactyloscopy Common FAQ Related To Forensic Science 50 Short QnA on Digital Forensics MCQs On Digital Forensics MCQs on Forensic

Psychology Artificial Intelligence and Knowledge Processing Hemachandran K,Raul V. Rodriguez,Umathankar Subramaniam,Valentina Emilia Balas,2023-09-29 Artificial Intelligence and Knowledge Processing play a vital role in various automation industries and their functioning in converting traditional industries to AI based factories This book acts as a guide and blends the basics of Artificial Intelligence in various domains which include Machine Learning Deep Learning Artificial Neural Networks and Expert Systems and extends their application in all sectors Artificial Intelligence and Knowledge Processing Improved Decision Making and Prediction discusses the designing of new AI algorithms used to convert general applications to AI based applications It highlights different Machine Learning and Deep Learning models for various applications used in healthcare and wellness agriculture and automobiles The book offers an overview of the rapidly growing and developing field of AI applications along with Knowledge of Engineering and Business Analytics Real time case studies are included across several different fields such as Image Processing Text Mining Healthcare Finance Digital Marketing and HR Analytics The book also introduces a statistical background and probabilistic framework to enhance the understanding of continuous distributions Topics such as Ensemble Models Deep Learning Models Artificial Neural Networks Expert Systems and Decision Based Systems round out the offerings of this book This multi contributed book is a valuable source for researchers academics technologists industrialists practitioners and all those who wish to explore the applications of AI Knowledge Processing Deep Learning and Machine Learning **Hands On COMPUTER SCIENCE & IT 2000 MCQ TEST** Prof. Neelima ,LIMITED EDITION,2018-03-22 This book has been specially designed to equip those who are preparing to crack the exam conducted by Rajasthan Department of Information Technology and Communication DOITC for the post of Informatics Assistant This book Contains 2000 MCQ And one line questions Answers Each chapter in every section includes basic conceptual clarity as well as numerous practice questions to help aspirants prepare for exam This book has been specially designed to equip those who are preparing to crack the exam conducted by Rajasthan Department of Information Technology and Communication DITC for the post of Informatics Assistant This book covers the sections of reasoning general awareness technical and quantitative aptitude Each chapter in every section includes basic conceptual clarity as well as numerous practice questions to help aspirants prepare for exam The book also good for all government exams **Computer Hardware and Network Maintenance MCQ** Manoj Dole, Computer Hardware and Network Maintenance MCQ is a simple Book for ITI Engineering Course Computer Hardware and Network Maintenance Revised NSQF Syllabus It contains objective questions with underlined bold correct answers MCQ covering all topics including all about the latest Important about Computer Hardware and Network Maintenance trade a candidate is trained on professional skill professional knowledge Employability skill related to job role In addition to this a candidate is entrusted to undertake project work and extra curricular activities to build up confidence The broad components covered under Professional Skill subject are as below During the period of one year the trainee learns about safety and environment use of first aid kit They learn about basics of

electrical and electronic component related to hardware and networking system They will learn to assemble and repair desktop PC with all its internal components Trainees will able to install different types of operating system and all other application software customization of OS updating device driver setting firewall security junk file removal data backup and data recovery techniques They also learn to assemble and repair Laptop PCs and its internal hardware components The trainees also learn to work on office package word excel power point At mid of the year trainees can go on industrial visit or projects specified in the syllabus The trainee learns to install and work with Linux environment They will able to install and configure different types of printer plotter scanner and troubleshoots its faults The trainees will learn to setup and configure networking system using various network devices using crimping punching setting IP addressing techniques They are able to share and control resource and internet connection over network They learn to secure networking system from different types of attacks They also learn to install and configure Windows and Linux server Finally the trainees will learn about internet and different types of web browsers At the end of the year trainees can go on industrial visit or projects specified in the syllabus

5000 MCQ: Computer Science & IT for GATE/PSUs and other exams R P Meena, 5000 MCQ Computer Science IT for GATE PSUs and other exams The first Edition of Computer Science and Information Technology Contains nearly 5000 MCQs which focuses in depth understanding of subjects at basic and Advanced level which has been segregated topic wise to disseminate all kind of exposure to Students in terms of quick learning and deep preparation The topic wise segregation has been done to Align with contemporary competitive examination Pattern Attempt has been made to bring out all kind of probable competitive questions for the aspirants preparing for GATE PSUs and other exams The content of this book ensures threshold Level of learning and wide range of practice questions which is very much essential to boost the exam time confidence level and ultimately to succeed in all prestigious engineer s examinations It has been ensured to have broad coverage of Subjects at chapter level While preparing this book utmost care has been taken to cover all the chapters and variety of concepts which may be asked in the exams The solutions and answers provided are upto the closest possible accuracy The full efforts have been made by our team to provide error free solutions and explanations 5000 MCQ Computer Science IT for GATE PSUs and other exams Index 1 THEORY of COMPUTATION 2 Computer Organization Architecture 3 DATA STRUCTURES and ALGORITHMS 4 C Programming 5 COMPUTER NETWORKS 6 OPERATING SYSTEMS 7 SOFTWARE ENGINEERING 8 WEB TECHNOLOGIES 9 COMPUTER FUNDAMENTAL 10 MS WORD 11 MS ACCESS 12 MS POWERPOINT 13 MS EXCEL 14 HTML and WEB PAGE DESIGNING 15 DATABASE MANAGEMENT SYSTEM DBMS 16 COMPUTER GRAPHICS 17 C PROGRAMMING 18 COMPILER DESIGN 19 DATA MINING 20 UNIX 21 Compiler Design 22 Internet computerengineering 5000MCQs CSMCQBook GATE PSUs IT computersciencemcq Electronics Mechanic First Year MCQ Manoj Dole, Electronics Mechanic First Year MCQ is a simple Book for ITI Engineering Course Electronics Mechanic First Year Revised NSQF Syllabus It contains objective questions with underlined bold correct answers MCQ

covering all topics including all about the latest Important about safety and environment use of fire extinguishers artificial respiratory resuscitation to begin with He gets the idea of trade tools its standardization Familiarize with basics of electricity test the cable and measure the electrical parameter Skilling practice on different types combination of cells for operation and maintenance of batteries being done Identify and test passive and active electronic components Construct and test unregulated and regulated power supplies Practice soldering and de soldering of various types of electrical and electronic components on through hole PCBs Assemble a computer system install OS Practice with MS office Use the internet browse create mail IDs download desired data from internet using search engines construct and test amplifier oscillator and wave shaping circuits Testing of power electronic components Construct and test power control circuits Identify and test opto electronic devices Able to achieve the skill on SMD Soldering and De soldering of discrete SMD components Verifying the truth tables of various digital ICs by referring Data book Practice circuit simulation software to simulate and test various circuits Identify various types of LEDs LED displays and interface them to a digital counter and test Construct and test various circuits using linear ICs 741 555 and lots more

Maharashtra Board Class IX - 21 Solved MCQ Subjective Practice Tests EduGorilla Prep Experts, 2022-08-03 Best Selling Book for Maharashtra Board Class IX MCQ Practice Tests with objective type questions as per the latest syllabus given by the Maharashtra Board Compare your performance with other students using Smart Answer Sheets in EduGorilla s Maharashtra Board Class IX MCQ Practice Tests Practice Kit Maharashtra Board Class IX MCQ Practice Tests Preparation Kit comes with 21 MCQ Practice Tests with the best quality content Increase your chances of selection by 14X Maharashtra Board Class IX MCQ Practice Tests Prep Kit comes with well structured and 100% detailed solutions for all the questions Clear exam with good grades using thoroughly Researched Content by experts

Secretarial Practice (English) MCQ Manoj Dole, Secretarial Practice English MCQ is a simple Book for ITI Engineering Course Secretarial Practice English Revised NSQF Syllabus It contains objective questions with underlined bold correct answers MCQ covering all topics including all about the latest Important about Secretarial Practice English trade a candidate is trained on Professional Skill Professional Knowledge and Employability Skill related to job role In addition to this a candidate is entrusted to undertake project work extracurricular activities and on the job training to build up confidence The broad components covered under Professional Skill subject are as below The trainee learns about safety and environment use of Secretarial Practice English artificial respiratory resuscitation to begin with He gets the idea of about the basic computer fundamentals its peripherals classify the consonants its direction joining the consonants distinguish between long short vowels Describe Logograms Grammalogues Contraction use of the punctuation mark Understand Diphthong Prepare Windows operating system on computer Compare all types of alternative forms recognize the finger positioning on the computer keyboard Compare all types of alternative forms recognize the finger positioning on the computer keyboard Recognize the direction of SHR SHL Observed curved hooked strokes and compound consonant

Recognize Final Hooks Recognize Final Hooks application of the prefixes and suffixes Identify the monetary units use it Identify the monetary units use it In this year trainees able to write in shorthand translation note taking techniques and apply on computer for speed typing in MS Word The trainee will be able work with MS Excel by manipulating data maintain office stationeries maintain simple accounts with formulas and functions Label the office layout Name the dispatch and diary register maintain computer data safety Identify all types of file requirements implement the same on MS Power point Demonstrate MS PowerPoint Presentation searching of information with internet browser Create E Mail ID correspondence through mail filling up online forms and documents for registration etc booking tickets for rail bus air and hotels Identify all types of official tools equipment Observe all types of postal services Prepare all types of letters notice agenda minutes reports circular memorandum Trainees will able to maintain calendar of event and general Banking Correspondence

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Operating Systems MCQ Chapter 15 Processing Data MCQ Chapter 16 Spreadsheet Programs MCQ Chapter 17 Windows Operating System MCQ Chapter 18 Word Processing MCQ The Application Software MCQ PDF e Book Chapter 1 practice test to solve MCQ questions on Application software presentation basics presentation programs presentation slides word processing elements and word processing programs The Applications of Computers MCQ PDF e Book Chapter 2 practice test to solve MCQ questions on Computer applications and uses of computers The Basics of Information Technology MCQ PDF e Book Chapter 3 practice test to solve MCQ questions on Introduction to information technology IT revolution cathode ray tube character recognition devices computer memory computer mouse computer plotters computer printers computer system software memory devices information system development information types input devices of computer microphone output devices PC hardware and software random access memory ram read and write operations Read Only Memory ROM Sequential Access Memory SAM static and dynamic memory devices system software video camera and scanner The Computer Architecture MCQ PDF e Book Chapter 4 practice test to solve MCQ questions on Introduction to computer architecture errors in architectures arithmetic logic unit bus networks bus topology central processing unit computer languages input output unit main memory memory instructions motherboard peripherals devices Random Access Memory RAM Read Only Memory ROM and types of registers in computer The Computer Networks MCQ PDF e Book Chapter 5 practice test to solve MCQ questions on Introduction to computer networks LAN and WAN networks network and internet protocols network needs network topologies bus topology ring topology star topology dedicated server network ISO and OSI models networking software and peer to peer network The Data Communication MCQ PDF e Book Chapter 6 practice test to solve MCQ questions on Introduction to data communication data communication media asynchronous and synchronous transmission communication speed modulation in networking and transmission modes The Data Protection and Copyrights MCQ PDF e Book Chapter 7 practice test to solve MCQ questions on Computer viruses viruses anti virus issues data backup data security hackers software and copyright laws video camera and scanner The Data Storage MCQ PDF e Book Chapter 8 practice test to solve MCQ questions on Measuring of data storage device types storage devices basics measuring and improving drive performance and storage devices files The Displaying and Printing Data MCQ PDF e Book Chapter 9 practice test to solve MCQ questions on Computer printing computer monitor data projector and monitor pixels The Interacting with Computer MCQ PDF e Book Chapter 10 practice test to solve MCQ questions on Computer hardware computer keyboard audiovisual input devices optical character recognition devices optical input devices and optical input devices examples The Internet Fundamentals MCQ PDF e Book Chapter 11 practice test to solve MCQ questions on Introduction to internet internet protocols internet addresses network of networks computer basics e mail and World Wide Web WWW The Internet Technology MCQ PDF e Book Chapter 12 practice test to solve MCQ questions on History of internet internet programs network and internet protocols network of networks File Transfer Protocol FTP online services searching web sponsored

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Fundamentals Success Master Edition - 2000+ MCQ E-Book Harry Chaudhary.,2018-09-20 Our 2000 Computer Fundamentals Success Master Questions and Answers focuses on all areas of Computer Fundamentals subject covering 110 topics in Computer Fundamentals These topics are chosen from a collection of most authoritative and best reference books on Computer Fundamentals One should spend 1 hour daily for 15 days to learn and assimilate Computer Fundamentals comprehensively This way of systematic learning will prepare anyone easily towards Computer Fundamentals interviews online tests Examinations and Certifications Highlights 2000 Basic and Hard Core High level Multiple Choice Questions Answers in Computer Fundamentals with Explanations Prepare anyone easily towards Computer Fundamentals interviews online tests Government Examinations and certifications Every MCQ set focuses on a specific topic in Computer Fundamentals Specially designed for IBPS IT SBI IT RRB IT GATE CSE UGC NET CS PROGRAMMER RSCIT and other IT Computer Science related Exams Who should Practice these Computer Fundamentals Questions Anyone wishing to sharpen their skills on Computer Fundamentals Anyone preparing for aptitude test in Computer Fundamentals Anyone preparing for interviews campus off campus interviews walk in interviews Anyone preparing for entrance examinations and other competitive examinations All Experienced Freshers and Students **Information Technology MCQ** Manoj Dole,

Information Technology MCQ is a simple Book for ITI Engineering Course Information Technology It contains objective questions with underlined bold correct answers MCQ covering all topics including all about the latest Important about Information Technology trade a candidate is trained on professional skill professional knowledge and Engineering Drawing Workshop Calculation Science and Employability skill related to job role In addition to this a candidate is entrusted to undertake project work and extracurricular activities to build up confidence The broad components covered under Professional Skill subject are as below

FIRST YEAR In this year the trainee learns about safety and environment use of various trade tools safety measures involved in the industry Gain basic knowledge of Electrical and Electronic components related to Computer and Networking system They learn about assembling and servicing of Desktop computer hardware components Trainee learns about Installing UNIX LINUX other operating system with application software and Adding new users software material components Identification of laptop sections and connectors Assembling and disassembling a Laptop troubleshooting Latest Tools Gadgets for Desktop Laptop Repairs They learn to install and use different types of printers Scanner MFD Scanner Trainees are able to install and configuration Monitor display card and driver front panel controls and settings Practice on Backup Drives Maintenance and Troubleshooting of PC They can also assemble disassemble of Tablet Smart Devices The trainee learns to work on MS office package word excel power point outlook They learn to design graphics using Adobe Page maker Corel draw and Adobe Photoshop Trainees are able to create email account chat and browse through internet and Microsoft Outlook Express They learn to design and develop web pages using HTML They perform create and record various formats of multimedia audio and video files using digital audio and video editor tools Trainees are able to create customized database files using Microsoft Access and Visual Basic

SECOND YEAR In this year the trainee learns Network fundamentals They also learn to set up and configuring Networking System using various network devices Trainees are able to configure Data communication equipment Network Protection and troubleshooting Server Installation managing Server Network Security Linux Server installation and configuration Network Security The trainee learns about image editing and graphic design using Adobe Illustrator and Flash video and audio editing using Adobe Premier They learns to create graphics animation using Adobe after Effects and 3Ds Max They learn to design webpage using Front Page also use HTML and PHP embedding VBScript JavaScript and publish in a local server They will learn basic python based coding and programming They learn about functions operators expressions priorities bindings strings list modules errors and etc Trainees are also learn to use Dreamweaver and also on practice on Open Source Tools for Web Designing and Information Security Vulnerabilities We add new question answers with each new version Please email us in case of any errors omissions This is arguably the largest and best e Book for All engineering multiple choice questions and answers As a student you can use it for your exam prep This Book is also useful for professors to refresh material

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Database System Assistant MCQ Manoj Dole, Database System Assistant MCQ is a simple Book for ITI and practice on MySQL syntax for database design At the end of this year trainees can go on industrial visit or projects specified in the syllabus The trainee learns to create a table and manipulate data using query language Select data from table using select query and maintain database Practice on transaction in database using SQL programming Implement XML data and use it in SQL server Design an online Database System using open source software tools Secure a Database System by applying Information Security Security Threats Security Vulnerabilities and Risk Management Implement Database System backup and restoring backup Implement Database System security by creation of roles and functions for Database Users Configure and use Web Server Reporting Services tools At the end of year trainees can go on industrial visit or projects specified in the syllabus

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