

## PPSC Computer Science Full Book test

Sr	Questions	Answers Choice
1	What are the different views to display A table.	A. Datasheet view B. Design view C. Pivot table and pivot chart view D. All of above
2	Auto clipart is a feature that	A. Automatically places clipart in your presentation B. Scans your presentation for incorrect spelling in your words on each slide. C. Scans your presentation for incorrect spelling in word arts objects D. All of above
3	You can show the shortcut menu during the slide show by	A. Clicking the shortcut button on the formatting toolbar B. Right clicking the current slide C. Clicking an icon on the current slide D. a and b
4	The select all of the boxes of an organization chart.	A. Clicking and edit and select at. B. Right click the chart background and then click select all C. Press and hold the SHIFT key and click each box D. All of above
5	Which of the following can you use to add times to the slides in a presentation.	A. Slide show menu B. Rehearse timing button C. Slide transition button D. All of the above
6	How can you quickly reinstate a deleted footer placeholder in master view.	A. Create a new slide master B. Re apply the footer placeholder C. Re apply the slide layout D. All of above
7	In normal view how can you quickly change to handout master view.	A. Click the outline tab and select handout master view B. Press the shift key and click the handout master view button C. On the view menu click slide sorter and click handouts D. All above
8	Which command bring you to the first slide in your presenatation	A. Next slide button B. page up C. ctrl + Home D. Ctrl + End
9	Which of the following provides a means of printing out feature notes with a miniature slide on a printed page.	A. Slide with animation B. Outline view C. Notes page D. Audience handout
10	Objects on the slide that hold text are called.	A. Placeholders B. Object holders C. Auto layouts D. Text holders
11	Want your logo in the same position on every slide automatically? Insert it on the	A. Handout master B. notes master C. Slide master D. All of the above
12	Which of the following tool enables you to add text to a slide without using the standard placeholders.	A. Text tool box B. Line tool C. Drawing tool D. Auto shapes tool
13	What is defined by the handout master	A. Slide formatting B. Layout of audience handout notes C. Handout content formatting for Microsoft word export D. All of the above

		D. All of above
14	Want a Power Point photo album slide show to play continuously.	A. Use Radom slide transitions B. Launch an online broadcast C. Loop continuously D. All of the above
15	Which of the following is the default page setup orientation of side in Power Point.	A. vertical B. Landscape C. Portrait D. None of abvoe
16	Which of the following should be used when you want to add a slide to an existing presentation.	A. File add a new slide B. Insert , New slide C. File open D. Files New
17	Which option allows you to select line curve freeform or scribble toos.	A. Create effect B. insert motion path C. Draw custom path D. All of the above
18	A new presentation can be created from	A. Blank presentation B. From Existing presentation C. From Design Template D. All of above
19	You can copy data or formulas	A. With the copy paste and cut commands on the edit menu B. With commands an a shortcut menu C. With buttons on the standard toolbar D. All of the above
20	A data map is helpful	A. When you have too much data to chart B. To show a geographic distribution of data C. To compare data points D. To show changes in data over time
21	When working in the page break preview you can	A. View exactly where each page break occurs B. Add or remover page breaks C. Change the print area D. All of above
22	When working in the page break preview you can.	A. View exactly where each page break occurs. B. Add or remove page breaks C. Change the print area D. All of above
23	You can open the sort dialog box by choosing sort from the .....menu.	A. view B. Format C. Tools D. Data
24	You can open the scenario manager dialog box by choosing scenarios from the .....menu	A. view B. Insert C. Tools D. Format
25	Status indicators are located on the	A. Vertical scroll bar B. Horizontal scroll bar C. Formula bar D. Formatting tool bar
26	To hold row and column title sin place so that they do not scroll when you scroll a worksheet click the	A. Unfreeze panes command on the window menu B. Freeze panes command on the window menu C. Hold title command on the edit menu D. Spilt command on the window menu
27	When yo see a cell with a red tringle in the top right comer what does this signify.	A. There is an error in the cell B. There is a comment associated with the cell C. The font color for text in the cell is red D. A formula cannot be entered into the cell
		A. The entire worksheet is displayed B. The selected range is displaved

28	When you print preview a worksheet.	<p>B. The selected range is displayed</p> <p>C. The active portion of the worksheet is displayed</p> <p>D. a , b and c</p>
29	In a worksheet yo can select	<p>A. The entire worksheet</p> <p>B. Rows</p> <p>C. Columns</p> <p>D. a,b and c</p>
30	When the formula bar is activated you can see.	<p>A. The Edit formula button</p> <p>B. The cancel button</p> <p>C. The Enter button</p> <p>D. All of above</p>