

PPSC Computer Science Full Book test

Sr	Questions	Answers Choice
1	Pre-made sheet formats like simple classic accounting colorful can be applied from.	A. From format & cells B. From Table & autoformat C. From format & autoformat D. All of above
2	Merge cells option can be applied from.	A. Format cells dialog box alignment tab. B. Formatting toolbar C. Both of above D. None of above
3	Which function will you use to enter current time in a worksheet cell.	A. = today() B. =now() C. = time() D. = current time()
4	Formatting a cell in number format you can't set.	A. Decimal places B. Currency symbol C. Both of above D. None of above
5	Can you set 0.5 inch left indentation for a cell in Excel.	A. Excel does not have indentation feature B. You can specify indentation only if you turn the rulers on C. Indentation can be set from format cells dialog box D. The indentation can be specified only when printing
6	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
7	The spelling tool is placed on _____ toolbar.	A. Standard B. Formatting C. Drawing D. Reviewing
8	Which of the following is not a valid zoom percentage in Excel.	A. 10 B. 100 C. 500 D. 300
9	Which of the following is not of the merge process.	A. Sort the data source records B. Format a main document C. Edit a data source D. Merge the two files to print or create a new document
10	You wished to justify text over the height of paper which option will you choose.	A. Page setup from file menu B. Paragraph from format menu C. From formatting toolbar D. Font from format menu
11	MS Office provides help in many ways which of these is one of them.	A. What is this B. Office assistant C. Help menu D. All of the above
12	Which of the following are word processing software.	A. Word perfect B. Easy word C. MS word D. All of above
13	Text boundary can be displayed on hidden from	A. Auto text option from insert menu B. Options from tools menu C. Customize from tools menu D. All of above

		D. All of above
14	To move the cursor page to page of document.	A. Ctrl + Pgon B. Ctrl + Pg Up C. Both of above D. None
15	Which is the following command is not available in Tools menu.	A. Auto text B. Autocorrect C. Auto summarize D. Macro
16	To open columns dialog box quickly	A. Double click on the left margin area of ruler B. Double click the space between area on ruler C. Double click the right margin in ruler D. All of above
17	How much spave in minimum must be provided between columns.	A. 0" B. 0.5" C. 1.5" D. 1"
18	If the number of columns is selected 1 and the line between check box is marked. where is the line drawn.	A. In the left margin B. In the right margin C. Both in left and right margin D. None
19	What is the smallest width of a column.	A. 0" B. 0.5" C. 1.5" D. 1"
20	How can you break the current column and start a new column immediately.	A. Press Ctrl + Shift + Enter B. Press Alt + Enter C. Press Ctrl + Enter D. Press Alt + Shift + Enter
21	You can jump to the next column by	A. Clicking with your muse on the next column B. Press Alt+ Down arrow C. Both of above D. None
22	Columns dialog box can be opened from	A. Format menu Columns submenu B. Double click on column space in ruler C. Press Alt +O+C D. All of above
23	Which of the following is used to create newspaper style columns.	A. Format tabs B. Table insert table C. Insert textbox D. Format Columns
24	What is the maximum number of lines you can set for lines to drop box.	A. 3 B. 5 C. 10 D. 15
25	How many different positions can you set for drop cap.	A. 1 B. 2 C. 4 D. 6
26	To insert a drop cap in one of the paragraph you should sccess	A. Insert Menu B. Format C. Tools D. None
27	Which of the following option is not available in insert >> picture	A. Chart B. Word Art C. Clip Art D. Graph
28	What is the extension of Word files.	A. FIL B. DOT C. DOC D. TXT
29	Which operation you will perform if you need to move a block of text.	A. Copy and paste B. Cut and paste C. Paste and Delete D. Paste and cut
		A. Double click the tab marker and choose clear all

- Choose all that apply
- B. Drag the tab stop marker out of the ruler
 - C. Right click the tab stop marker and choose remove
 - D. All of above
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