

MS Excel MCQ Questions and Answers Pdf

1. Portrait and Landscape are
 - a. page orientation
 - b. paper size
 - c. page layout
 - d. all of these

As: A

2. *Borders can be applied to*
 - a. cells
 - b. paragraph
 - c. text
 - d. all of these

Ans: C

3. Which of the following is not a type of page margin?
 - a. Left
 - b. Right
 - c. Center
 - d. Top

Ans: C

4. In word, the mailing list is known as
 - a. Data sheet
 - b. Source
 - c. Data source
 - d. Sheet

Ans: C

5. What is gutter margin?
 - a. Margin that is added to the left margin when printing
 - b. Margin that is added to right margin when printing
 - c. Margin that is added to the binding side of page when printing
 - d. Margin that is added to the outside of the page when printing

Ans: C

6. Bold, Italic, Regular are known as
 - a. Font styles

- b. Font effects
- c. Word art
- d. Text effects

Ans: A

7. Where can you find the Draw Table tool button?

- a. Standard toolbar
- b. Formatting toolbar
- c. Drawing toolbar
- d. Tables and Formatting toolbar

Ans: D

8. Which is not a data source component?

- a. Mail merge toolbar
- b. Header row
- c. Data fields
- d. Data records

Ans: A

9. Shimmer, Sparkle text, Blinking Background etc., are known as

- a. font styles
- b. font effects
- c. word art
- d. text effects

Ans: D

10. What is the shortcut key you can press to create a copyright symbol?

- a. Alt + Ctrl + C
- b. Atl + C
- c. Ctrl + C
- d. Ctrl + Shift + C

Ans: A