

## MS Excel Quiz Questions and Answers Pdf

1. How can you disable extended selection mode?

- a. Press F8 again to disable
- b. Press Del to disable
- c. Press Esc to disable
- d. Press Enter to disable

Ans: C

2. Which of the following function key activates the speller?

- a. F5
- b. F7
- c. F9
- d. Shift + F7

Ans: B

3. Which of the following is graphics solution for word processors?

- a. Clipart
- b. WordArt
- c. Drop Cap
- d. All of these

Ans; A

4. The keystrokes Ctrl + I is used to

- a. Increase font size
- b. Inserts a line break
- c. Indicate the text should be bold
- d. Applies italic format to selected text

Ans; D

5. A word processor would most likely be used to do

- a. Keep an account of money spent
- b. Do a computer search in media center
- c. Maintain an inventory
- d. Type a biography

Ans: D

6. A character that is raised and smaller above the baseline is known as

- a. outlined
- b. raised
- c. superscript

d. subscript

Ans: C

7. What is the shortcut key to open font dialog box?

a. Ctrl + F

b. Ctrl + D

c. Ctrl + Shift + D

d. Alt + Ctrl + F

Ans: B

8. What is the default font used in MS Word document?

a. Times New Roman

b. Arial

c. Algerian

d. Preeti

Ans: A

9. What is the default font size of a new Word document based on Normal template?

a. 10 pt

b. 12 pt

c. 14 pt

d. None of these

Ans: B

10. Which tab in Font dialog box contains options to apply font effects?

a. Font tab

b. Character spacing

c. Text effects

d. Standard toolbar

Ans: A