Microsoft Office Related Questions

1. Microsoft Office is a set of vital applications Primarily known as_____.
Ans. Office suit

2. Starting with Microsoft Office 2003, Photo Editor was renamed to:
a) Photo Manager
b) Picture Manager
c) Picture Editor
d) Paint Editor
Ans. b

3. Is Microsoft Works is part of the Microsoft Office suite?
a) Yes   b) No
Ans. b

4. What was the HTML editor that was part of Microsoft Office until 2003?
a) Web Page
b) Explorer
c) FrontPage
d) Dream Weaver
Ans. c

5. Office 365 is now the most popular cloud application in the world. But when did it debut?
a) 2008
b) 2010
c) 2011
d) 2014
Ans. c

6. Can we edit a Macro programmatically after recording it?
a) Yes   b) No
Ans. a

7. We can start MS Word by typing _____ in the Run Dialog Box.
a) winword.exe   b) word.exe
c) msword.exe   d) docx.exe
Ans. a

8. Can we assign a keyboard shortcut of our choice to a Macro?
a) No   b) Yes
Ans. b

9. Which one is the spreadsheet application that comes with MS Office software group?
a) MS Word   b) MS excel
c) MS PowerPoint   d) MS access
Ans. b

10. We can apply border to _____
a) Cell   b) Paragraph
c) Table   d) All of these
Ans. d

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