

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

Answers To Microsoft Office 20review Questions

**Beverly B. Zimmerman,S. Scott
Zimmerman**



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