Knowledge of Microsoft Office Skills Test
1. Which of the following axis settings are available for the appearance of data bars for negative values in Microsoft Excel 2010?
Answers:
1. Automatic
2. Cell midpoint
3. Cell right
4. Cell left

2. Which of the following is true regarding Microsoft Excel 2010 Web App?
Answers:
1. It is possible to work with sparklines and slicers on an Excel Web Access page after publishing an Excel workbook to a SharePoint library
2. It is possible to view a workbook, as well as comments contained in it, in the browser view in Excel Web Access
3. Changing data types is allowed while using the edit capability of a published workbook in Excel Web Access.
4. A shared workbook can be loaded in the browser

3. Which of the following statements regarding images in Microsoft Excel 2010 are true?
Answers:
1. Microsoft Excel 2010 validates images which are in the form of external and active content.
2. Microsoft Excel 2010 provides for changing the sharpness and contrast of images but not changing their transparency
3. Microsoft Excel 2010 supports 3D rotation of images

4. Which of the following types of tabs is displayed in the tab row when an object, such as an image, is selected or highlighted in the application workspace, in Microsoft Outlook 2010?
Answers:
1. Standard ribbon tabs
2. Modal tabs
3. Contextual tabs

5. In the given screenshot, the letter X is pointing to an area between the first Row header, and the first Column header. What will happen when this particular area is selected?
Answers:
1. It will select the whole sheet, having the same effect as that of Ctrl+A.
2. It will close and save this particular worksheet of the workbook.
3. Nothing will happen.
4. It will hide this particular worksheet.

6. Which of the following types of worksheets will not load in Microsoft Excel Services?

2. These documents based on this template" under modify style option.
3. Copy the style to each document manually each time you want to use it.

12. Which of the following delegate permission levels allows you to change and delete the items that the manager created?
Answers:
1. Author
2. Editor
3. Reviewer

13. What is one way to ensure that the sound icon doesn't show in the presentation?
Answers:
1. By choosing Hide During Show from the Audio Tools Playback tab of the Ribbon
2. By applying a transparent picture fill effect to the sound icon on the slide
3. By clicking the Sound Options Dialog Launcher on the Ribbon and checking Hide audio icon during slide show
4. All of the above

14. Which of the following is INCORRECT regarding setting of passwords in Microsoft Outlook 2010?
Answers:
1. There is no logon password for the Outlook program itself. The password you set protects only your Outlook data file (.pst) that is used in Outlook.
2. If you are running Outlook with a Microsoft Exchange account, your data for that account, including password access, is automatically managed by Microsoft Exchange.
3. You can set a password for individual folders within the .pst
4. None of the above

15. Slicers are filtering components which are used to filter the data in a PivotTable report or CUBE functions. Which of the following data sources is/are supported by Slicers in Microsoft Excel 2010?

Answers:
1. Worksheets with ActiveX controls
2. Worksheets with tables
3. Worksheets with hyperlinks
4. Worksheets with Organization Charts and Diagrams
5. All of the above

7. Why would you use content controls in a document?
Answers:
1. To get information from another source and have it appear at a specific place in a document .For example, the customer data automatically appears when you create a new invoice.
2. To create a document and restrict what people can do with it. For example, you create a document that contains legal language, and you want to ensure people don't accidentally change or delete any of its text.
3. To create structured regions of a document that people fill out. For example, the cover page of the proposal can't be changed except by filling out the title and author.
4. All of the above
5. None of the above

8. Which of the following actions CANNOT be performed by the user on the Business Contact Manager database?
Answers:
1. Update records
2. Create new records
3. Delete records permanently
4. Move records to the Deleted Items folder

9. If a table cell is vertically split into two separate cells using the Draw Table option, any existing text in the cell will be split up and text will appear in both of the two newly created cells .
Answers:
1. True
2. False

10. You are editing a shape using the Drawing Tools . Which among the following Shape Fill options in the Shape Styles group gives you control over the transparency for a shape?
Answers:
1. Fill color-More Fill Colors
2. Background Color
3. Texture
4. Pattern

11. You have just created a new document based on the normal template and have created a custom style. You now want to make that custom style easily available in all future documents. In order to do this, you need to select:
Answers:
1. "Add to Quick Style List" in the Styles pane.

17. Which of the following tag is not available in Microsoft Outlook 2010?
Answers:
1. Unread/Read
2. Follow Up
3. Categorize
4. Show in Favorites

18. By default, when you paste a chart from Excel into PowerPoint 2007, is it linked or embedded?
Answers:
1. It is linked
2. It is embedded

19. Below are two statements regarding Breaks in Microsoft Word 2010.
Statement X: Text Wrapping Page Break separates text around objects on web pages, such as caption text from body text.
Statement Y: Continuous Section Break inserts a section break and starts the new section on the next page.
Which of the following options is correct?
Answers:
1. Statement X is correct. Statement Y is incorrect.
2. Statement X is incorrect. Statement Y is correct.
3. Both Statements X and Y are correct
4. Both Statements X and Y are incorrect.

20. Which of the following is not a category of transition?
Answers:
1. Subtle
2. Exciting
3. Dynamic Content
4. Emphasis

21. Dave receives a file named Theme1.thmx from his boss. Opening the file opens a blank PowerPoint document. On clarifying from his boss, he learns that the .thmx file contains a particular theme which needs to be applied to the annual report on which Dave is working. How can Dave achieve this?

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