

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. **Color**
2. Cell gradient
3. **Color Scales**
4. **Color**

2. Which of the following is true regarding Microsoft Excel 2010 Web App?

Answers:
1. It is possible to work with spreadsheets and **charts** using **Microsoft Web Access** purge after publishing them (Excel 2010 Web Access) **document library**.

2. It is possible to share a worksheet, as well as components contained in it, in the **Browser view** in Excel 2010 Web Access.

3. Changing data types is allowed while using the edit capability of a published workbook in Excel Web Access.

4. **Shared** workbook can be located in the **Browser**.

5. 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 the **Format** tab in the **Format** ribbon for changing the **Contrast** of images but not changing their transparency.

3. Microsoft Excel 2010 provides the **Format** tab in the **Format** ribbon.

4. Which of the following types of tabs is displayed in the tabs row when an object, such as an image, is selected or highlighted in the application workspace, in Microsoft Outlook 2010?

Answers:
1. **Selected** ribbon tabs

2. Model 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?

Microsoft Word 2010: Document Based on a Template Under **File** > **Open**

1. Copy the style to each document manually each time you want to use it.

2. 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. Reader

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 transparency picture fill effect to the sound icon on the slide.

3. **By clicking the Sound Options** (During Launcher) on the **ribbon** and **checking Hide audio icon during slide show**.

4. All of the above

24. Which of the following is **INCORRECT** regarding setting of passwords in Microsoft Outlook 2010?

Answers:
1. There is no login 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, is automatically managed by Microsoft Exchange.

3. **You cannot set a password for individual folders within the post**.

4. None of the above

25. 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:

Microsoft Word 2010: Document Based on a Template Under **File > **Open****

1. **Word** & **Word 2010** with **Hyperlinks**

2. **Word** & **Word 2010** with **Tables**

3. **Word** & **Word 2010** with **Hyperlinks**

4. **Word** & **Word 2010** with **Organization Charts** and **Diagram**

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. **Word** & **Word 2010**

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

Microsoft Word 2010: Document Under **File > **Open****

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

Microsoft Word 2010: Document Under **File > **Open****

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. **Color** & **Transparency**

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.

Microsoft Word 2010: Document Under **File** > **Open**

Answers:
1. **Save** & **Save As**

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**

Microsoft Word 2010: Document Under **File > **Open****

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.

2. Statement X is incorrect. Statement Y is correct.

Microsoft Word 2010: Document Under **File > **Open****

3. Both Statements X and Y are incorrect.

4. Both Statements X and Y are correct.

20. Which of the following is not a category of transition?

Answers:
1. **Subtle**

2. **Emboss**

Microsoft Word 2010: Document Under **File > **Open****

3. **Emboss**

4. **Emboss**

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 **Theme1** 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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**ADV. DR MANISH DAS, RUPALI BAURAH
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