



## MS Office Multiple Choice Questions (MCQs)

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### MS Word MCQs

1. 1. Which shortcut key is used to copy selected text in MS Word?

- A) Ctrl + X
- B) Ctrl + C
- C) Ctrl + V
- D) Ctrl + P

Answer: B

2. 2. What is the default file extension of MS Word documents in Office 2016 and later?

- A) .doc
- B) .txt
- C) .docx
- D) .rtf

Answer: C

3. 3. What is the function of the 'Ctrl + B' shortcut in MS Word?

- A) Italic
- B) Underline
- C) Bold
- D) Align Center

Answer: C

### MS Excel MCQs

4. 4. Which of the following is not a function in Excel?

- A) SUM
- B) AVG
- C) MAX
- D) MIN

Answer: B

5. 5. What does the formula =IF(A1>10,"Yes","No") do?

- A) Returns Yes if A1 < 10
- B) Returns No if A1 > 10
- C) Returns Yes if A1 > 10, otherwise No
- D) Adds 10 to A1

Answer: C

6. 6. Which symbol is used to start a formula in Excel?

- A) =
- B) +
- C) \$
- D) \*

Answer: A

### MS PowerPoint MCQs

7. 7. Which file extension is used for a PowerPoint presentation?

- A) .ppt
- B) .pptx
- C) .ppsx
- D) All of the above

Answer: D

8. 8. Which view shows one slide at a time with notes?

- A) Slide Sorter
- B) Reading View
- C) Slide Show
- D) Normal View

Answer: D

9. 9. What is the shortcut key to start a slide show from the beginning?

- A) F2
- B) F5
- C) Ctrl + F5
- D) Shift + F5

Answer: B

### MS Outlook MCQs

10. 10. Which feature is used in Outlook to set automatic replies?

- A) Inbox Rules
- B) Junk Email
- C) AutoReply
- D) Out of Office Assistant

Answer: D

11. 11. In Outlook, which tab contains the 'New Email' button?

- A) Home
- B) Insert
- C) View
- D) Tools

Answer: A

12. 12. Which protocol is used by Outlook to receive emails?

- A) SMTP
- B) FTP
- C) POP3/IMAP

- D) HTTP

Answer: C

### MS Word MCQs

13. 13. Which shortcut key is used to copy selected text in MS Word?

- A) Ctrl + X
- B) Ctrl + C
- C) Ctrl + V
- D) Ctrl + P

Answer: B

14. 14. What is the default file extension of MS Word documents in Office 2016 and later?

- A) .doc
- B) .txt
- C) .docx
- D) .rtf

Answer: C

15. 15. What is the function of the 'Ctrl + B' shortcut in MS Word?

- A) Italic
- B) Underline
- C) Bold
- D) Align Center

Answer: C

### MS Excel MCQs

16. 16. Which of the following is not a function in Excel?

- A) SUM
- B) AVG
- C) MAX
- D) MIN

Answer: B

17. 17. What does the formula =IF(A1>10,"Yes","No") do?

- A) Returns Yes if A1 < 10
- B) Returns No if A1 > 10
- C) Returns Yes if A1 > 10, otherwise No
- D) Adds 10 to A1

Answer: C

18. 18. Which symbol is used to start a formula in Excel?

- A) =
- B) +
- C) \$
- D) \*

Answer: A

MS PowerPoint MCQs

19. 19. Which file extension is used for a PowerPoint presentation?

- A) .ppt
- B) .pptx
- C) .ppsx
- D) All of the above

Answer: D

20. 20. Which view shows one slide at a time with notes?

- A) Slide Sorter
- B) Reading View
- C) Slide Show
- D) Normal View

Answer: D

21. 21. What is the shortcut key to start a slide show from the beginning?

- A) F2
- B) F5
- C) Ctrl + F5
- D) Shift + F5

Answer: B

### MS Outlook MCQs

22. 22. Which feature is used in Outlook to set automatic replies?

- A) Inbox Rules
- B) Junk Email
- C) AutoReply
- D) Out of Office Assistant

Answer: D

23. 23. In Outlook, which tab contains the 'New Email' button?

- A) Home
- B) Insert
- C) View
- D) Tools

Answer: A

24. 24. Which protocol is used by Outlook to receive emails?

- A) SMTP
- B) FTP
- C) POP3/IMAP
- D) HTTP

Answer: C

### MS Word MCQs

25. 25. Which shortcut key is used to copy selected text in MS Word?

- A) Ctrl + X
- B) Ctrl + C
- C) Ctrl + V
- D) Ctrl + P

Answer: B

26. 26. What is the default file extension of MS Word documents in Office 2016 and later?

- A) .doc
- B) .txt
- C) .docx
- D) .rtf

Answer: C

27. 27. What is the function of the 'Ctrl + B' shortcut in MS Word?

- A) Italic
- B) Underline
- C) Bold
- D) Align Center

Answer: C

### MS Excel MCQs

28. 28. Which of the following is not a function in Excel?

- A) SUM
- B) AVG
- C) MAX
- D) MIN

Answer: B

29. 29. What does the formula =IF(A1>10,"Yes","No") do?

- A) Returns Yes if A1 < 10
- B) Returns No if A1 > 10
- C) Returns Yes if A1 > 10, otherwise No

- D) Adds 10 to A1

Answer: C

30. 30. Which symbol is used to start a formula in Excel?

- A) =
- B) +
- C) \$
- D) \*

Answer: A

### MS PowerPoint MCQs

31. 31. Which file extension is used for a PowerPoint presentation?

- A) .ppt
- B) .pptx
- C) .ppsx
- D) All of the above

Answer: D

32. 32. Which view shows one slide at a time with notes?

- A) Slide Sorter
- B) Reading View
- C) Slide Show
- D) Normal View

Answer: D

33. 33. What is the shortcut key to start a slide show from the beginning?

- A) F2
- B) F5
- C) Ctrl + F5
- D) Shift + F5

Answer: B



### MS Outlook MCQs

34. 34. Which feature is used in Outlook to set automatic replies?

- A) Inbox Rules
- B) Junk Email
- C) AutoReply
- D) Out of Office Assistant

Answer: D

35. 35. In Outlook, which tab contains the 'New Email' button?

- A) Home
- B) Insert
- C) View
- D) Tools

Answer: A

36. 36. Which protocol is used by Outlook to receive emails?

- A) SMTP
- B) FTP
- C) POP3/IMAP
- D) HTTP

Answer: C

### MS Word MCQs

37. 37. Which shortcut key is used to copy selected text in MS Word?

- A) Ctrl + X
- B) Ctrl + C
- C) Ctrl + V
- D) Ctrl + P

Answer: B

38. 38. What is the default file extension of MS Word documents in Office 2016 and later?

- A) .doc
- B) .txt
- C) .docx
- D) .rtf

Answer: C

39. 39. What is the function of the 'Ctrl + B' shortcut in MS Word?

- A) Italic
- B) Underline
- C) Bold
- D) Align Center

Answer: C

MS Excel MCQs

40. 40. Which of the following is not a function in Excel?

- A) SUM
- B) AVG
- C) MAX
- D) MIN

Answer: B

41. 41. What does the formula =IF(A1>10,"Yes","No") do?

- A) Returns Yes if A1 < 10
- B) Returns No if A1 > 10
- C) Returns Yes if A1 > 10, otherwise No
- D) Adds 10 to A1

Answer: C

42. 42. Which symbol is used to start a formula in Excel?

- A) =

- B) +
- C) \$
- D) \*

Answer: A

### MS PowerPoint MCQs

43. 43. Which file extension is used for a PowerPoint presentation?

- A) .ppt
- B) .pptx
- C) .ppsx
- D) All of the above

Answer: D

44. 44. Which view shows one slide at a time with notes?

- A) Slide Sorter
- B) Reading View
- C) Slide Show
- D) Normal View

Answer: D

45. 45. What is the shortcut key to start a slide show from the beginning?

- A) F2
- B) F5
- C) Ctrl + F5
- D) Shift + F5

Answer: B

### MS Outlook MCQs

46. 46. Which feature is used in Outlook to set automatic replies?

- A) Inbox Rules
- B) Junk Email

- C) AutoReply
- D) Out of Office Assistant

Answer: D

47. 47. In Outlook, which tab contains the 'New Email' button?

- A) Home
- B) Insert
- C) View
- D) Tools

Answer: A

48. 48. Which protocol is used by Outlook to receive emails?

- A) SMTP
- B) FTP
- C) POP3/IMAP
- D) HTTP

Answer: C

### MS Word MCQs

49. 49. Which shortcut key is used to copy selected text in MS Word?

- A) Ctrl + X
- B) Ctrl + C
- C) Ctrl + V
- D) Ctrl + P

Answer: B

50. 50. What is the default file extension of MS Word documents in Office 2016 and later?

- A) .doc
- B) .txt
- C) .docx
- D) .rtf

Answer: C

51. 51. What is the function of the 'Ctrl + B' shortcut in MS Word?

- A) Italic
- B) Underline
- C) Bold
- D) Align Center

Answer: C

### MS Excel MCQs

52. 52. Which of the following is not a function in Excel?

- A) SUM
- B) AVG
- C) MAX
- D) MIN

Answer: B

53. 53. What does the formula =IF(A1>10,"Yes","No") do?

- A) Returns Yes if A1 < 10
- B) Returns No if A1 > 10
- C) Returns Yes if A1 > 10, otherwise No
- D) Adds 10 to A1

Answer: C

54. 54. Which symbol is used to start a formula in Excel?

- A) =
- B) +
- C) \$
- D) \*

Answer: A

### MS PowerPoint MCQs

55. 55. Which file extension is used for a PowerPoint presentation?

- A) .ppt
- B) .pptx
- C) .ppsx
- D) All of the above

Answer: D

56. 56. Which view shows one slide at a time with notes?

- A) Slide Sorter
- B) Reading View
- C) Slide Show
- D) Normal View

Answer: D

57. 57. What is the shortcut key to start a slide show from the beginning?

- A) F2
- B) F5
- C) Ctrl + F5
- D) Shift + F5

Answer: B

### MS Outlook MCQs

58. 58. Which feature is used in Outlook to set automatic replies?

- A) Inbox Rules
- B) Junk Email
- C) AutoReply
- D) Out of Office Assistant

Answer: D

59. 59. In Outlook, which tab contains the 'New Email' button?

- A) Home
- B) Insert
- C) View
- D) Tools

Answer: A

60. 60. Which protocol is used by Outlook to receive emails?

- A) SMTP
- B) FTP
- C) POP3/IMAP
- D) HTTP

Answer: C

### MS Word MCQs

61. 61. Which shortcut key is used to copy selected text in MS Word?

- A) Ctrl + X
- B) Ctrl + C
- C) Ctrl + V
- D) Ctrl + P

Answer: B

62. 62. What is the default file extension of MS Word documents in Office 2016 and later?

- A) .doc
- B) .txt
- C) .docx
- D) .rtf

Answer: C

63. 63. What is the function of the 'Ctrl + B' shortcut in MS Word?

- A) Italic
- B) Underline
- C) Bold

- D) Align Center

Answer: C

### MS Excel MCQs

64. 64. Which of the following is not a function in Excel?

- A) SUM
- B) AVG
- C) MAX
- D) MIN

Answer: B

65. 65. What does the formula =IF(A1>10,"Yes","No") do?

- A) Returns Yes if A1 < 10
- B) Returns No if A1 > 10
- C) Returns Yes if A1 > 10, otherwise No
- D) Adds 10 to A1

Answer: C

66. 66. Which symbol is used to start a formula in Excel?

- A) =
- B) +
- C) \$
- D) \*

Answer: A

### MS PowerPoint MCQs

67. 67. Which file extension is used for a PowerPoint presentation?

- A) .ppt
- B) .pptx
- C) .ppsx
- D) All of the above



Answer: D

68. 68. Which view shows one slide at a time with notes?

- A) Slide Sorter
- B) Reading View
- C) Slide Show
- D) Normal View

Answer: D

69. 69. What is the shortcut key to start a slide show from the beginning?

- A) F2
- B) F5
- C) Ctrl + F5
- D) Shift + F5

Answer: B

MS Outlook MCQs

70. 70. Which feature is used in Outlook to set automatic replies?

- A) Inbox Rules
- B) Junk Email
- C) AutoReply
- D) Out of Office Assistant

Answer: D

71. 71. In Outlook, which tab contains the 'New Email' button?

- A) Home
- B) Insert
- C) View
- D) Tools

Answer: A

72. 72. Which protocol is used by Outlook to receive emails?

- A) SMTP
- B) FTP
- C) POP3/IMAP
- D) HTTP

Answer: C

### MS Word MCQs

73. 73. Which shortcut key is used to copy selected text in MS Word?

- A) Ctrl + X
- B) Ctrl + C
- C) Ctrl + V
- D) Ctrl + P

Answer: B

74. 74. What is the default file extension of MS Word documents in Office 2016 and later?

- A) .doc
- B) .txt
- C) .docx
- D) .rtf

Answer: C

75. 75. What is the function of the 'Ctrl + B' shortcut in MS Word?

- A) Italic
- B) Underline
- C) Bold
- D) Align Center

Answer: C

### MS Excel MCQs

76. 76. Which of the following is not a function in Excel?

- A) SUM
- B) AVG
- C) MAX
- D) MIN

Answer: B

77. 77. What does the formula =IF(A1>10,"Yes","No") do?

- A) Returns Yes if A1 < 10
- B) Returns No if A1 > 10
- C) Returns Yes if A1 > 10, otherwise No
- D) Adds 10 to A1

Answer: C

78. 78. Which symbol is used to start a formula in Excel?

- A) =
- B) +
- C) \$
- D) \*

Answer: A

### MS PowerPoint MCQs

79. 79. Which file extension is used for a PowerPoint presentation?

- A) .ppt
- B) .pptx
- C) .ppsx
- D) All of the above

Answer: D

80. 80. Which view shows one slide at a time with notes?

- A) Slide Sorter
- B) Reading View
- C) Slide Show

- D) Normal View

Answer: D

81. 81. What is the shortcut key to start a slide show from the beginning?

- A) F2
- B) F5
- C) Ctrl + F5
- D) Shift + F5

Answer: B

### MS Outlook MCQs

82. 82. Which feature is used in Outlook to set automatic replies?

- A) Inbox Rules
- B) Junk Email
- C) AutoReply
- D) Out of Office Assistant

Answer: D

83. 83. In Outlook, which tab contains the 'New Email' button?

- A) Home
- B) Insert
- C) View
- D) Tools

Answer: A

84. 84. Which protocol is used by Outlook to receive emails?

- A) SMTP
- B) FTP
- C) POP3/IMAP
- D) HTTP

Answer: C

### MS Word MCQs

85. 85. Which shortcut key is used to copy selected text in MS Word?

- A) Ctrl + X
- B) Ctrl + C
- C) Ctrl + V
- D) Ctrl + P

Answer: B

86. 86. What is the default file extension of MS Word documents in Office 2016 and later?

- A) .doc
- B) .txt
- C) .docx
- D) .rtf

Answer: C

87. 87. What is the function of the 'Ctrl + B' shortcut in MS Word?

- A) Italic
- B) Underline
- C) Bold
- D) Align Center

Answer: C

### MS Excel MCQs

88. 88. Which of the following is not a function in Excel?

- A) SUM
- B) AVG
- C) MAX
- D) MIN

Answer: B

89. 89. What does the formula =IF(A1>10,"Yes","No") do?

- A) Returns Yes if A1 < 10
- B) Returns No if A1 > 10
- C) Returns Yes if A1 > 10, otherwise No
- D) Adds 10 to A1

Answer: C

90. 90. Which symbol is used to start a formula in Excel?

- A) =
- B) +
- C) \$
- D) \*

Answer: A

### MS PowerPoint MCQs

91. 91. Which file extension is used for a PowerPoint presentation?

- A) .ppt
- B) .pptx
- C) .ppsx
- D) All of the above

Answer: D

92. 92. Which view shows one slide at a time with notes?

- A) Slide Sorter
- B) Reading View
- C) Slide Show
- D) Normal View

Answer: D

93. 93. What is the shortcut key to start a slide show from the beginning?

- A) F2

- B) F5
- C) Ctrl + F5
- D) Shift + F5

Answer: B

### MS Outlook MCQs

94. 94. Which feature is used in Outlook to set automatic replies?

- A) Inbox Rules
- B) Junk Email
- C) AutoReply
- D) Out of Office Assistant

Answer: D

95. 95. In Outlook, which tab contains the 'New Email' button?

- A) Home
- B) Insert
- C) View
- D) Tools

Answer: A

96. 96. Which protocol is used by Outlook to receive emails?

- A) SMTP
- B) FTP
- C) POP3/IMAP
- D) HTTP

Answer: C

### MS Word MCQs

97. 97. Which shortcut key is used to copy selected text in MS Word?

- A) Ctrl + X
- B) Ctrl + C

- C) Ctrl + V
- D) Ctrl + P

Answer: B

98. 98. What is the default file extension of MS Word documents in Office 2016 and later?

- A) .doc
- B) .txt
- C) .docx
- D) .rtf

Answer: C

99. 99. What is the function of the 'Ctrl + B' shortcut in MS Word?

- A) Italic
- B) Underline
- C) Bold
- D) Align Center

Answer: C

### MS Excel MCQs

100. 100. Which of the following is not a function in Excel?

- A) SUM
- B) AVG
- C) MAX
- D) MIN

Answer: B

101. 101. What does the formula =IF(A1>10,"Yes","No") do?

- A) Returns Yes if A1 < 10
- B) Returns No if A1 > 10
- C) Returns Yes if A1 > 10, otherwise No
- D) Adds 10 to A1



Answer: C

102. 102. Which symbol is used to start a formula in Excel?

- A) =
- B) +
- C) \$
- D) \*

Answer: A

### MS PowerPoint MCQs

103. 103. Which file extension is used for a PowerPoint presentation?

- A) .ppt
- B) .pptx
- C) .ppsx
- D) All of the above

Answer: D

104. 104. Which view shows one slide at a time with notes?

- A) Slide Sorter
- B) Reading View
- C) Slide Show
- D) Normal View

Answer: D

105. 105. What is the shortcut key to start a slide show from the beginning?

- A) F2
- B) F5
- C) Ctrl + F5
- D) Shift + F5

Answer: B

### MS Outlook MCQs

106. 106. Which feature is used in Outlook to set automatic replies?

- A) Inbox Rules
- B) Junk Email
- C) AutoReply
- D) Out of Office Assistant

Answer: D

107. 107. In Outlook, which tab contains the 'New Email' button?

- A) Home
- B) Insert
- C) View
- D) Tools

Answer: A

108. 108. Which protocol is used by Outlook to receive emails?

- A) SMTP
- B) FTP
- C) POP3/IMAP
- D) HTTP

Answer: C

### MS Word MCQs

109. 109. Which shortcut key is used to copy selected text in MS Word?

- A) Ctrl + X
- B) Ctrl + C
- C) Ctrl + V
- D) Ctrl + P

Answer: B

110. 110. What is the default file extension of MS Word documents in Office 2016 and later?

- A) .doc
- B) .txt
- C) .docx
- D) .rtf

Answer: C

111. 111. What is the function of the 'Ctrl + B' shortcut in MS Word?

- A) Italic
- B) Underline
- C) Bold
- D) Align Center

Answer: C

#### MS Excel MCQs

112. 112. Which of the following is not a function in Excel?

- A) SUM
- B) AVG
- C) MAX
- D) MIN

Answer: B

113. 113. What does the formula =IF(A1>10,"Yes","No") do?

- A) Returns Yes if A1 < 10
- B) Returns No if A1 > 10
- C) Returns Yes if A1 > 10, otherwise No
- D) Adds 10 to A1

Answer: C

114. 114. Which symbol is used to start a formula in Excel?

- A) =
- B) +
- C) \$
- D) \*

Answer: A

### MS PowerPoint MCQs

115. 115. Which file extension is used for a PowerPoint presentation?

- A) .ppt
- B) .pptx
- C) .ppsx
- D) All of the above

Answer: D

116. 116. Which view shows one slide at a time with notes?

- A) Slide Sorter
- B) Reading View
- C) Slide Show
- D) Normal View

Answer: D

117. 117. What is the shortcut key to start a slide show from the beginning?

- A) F2
- B) F5
- C) Ctrl + F5
- D) Shift + F5

Answer: B

### MS Outlook MCQs

118. 118. Which feature is used in Outlook to set automatic replies?

- A) Inbox Rules

- B) Junk Email
- C) AutoReply
- D) Out of Office Assistant

Answer: D

119. 119. In Outlook, which tab contains the 'New Email' button?

- A) Home
- B) Insert
- C) View
- D) Tools

Answer: A

120. 120. Which protocol is used by Outlook to receive emails?

- A) SMTP
- B) FTP
- C) POP3/IMAP
- D) HTTP

Answer: C

### MS Word MCQs

121. 121. Which shortcut key is used to copy selected text in MS Word?

- A) Ctrl + X
- B) Ctrl + C
- C) Ctrl + V
- D) Ctrl + P

Answer: B

122. 122. What is the default file extension of MS Word documents in Office 2016 and later?

- A) .doc
- B) .txt
- C) .docx

- D) .rtf

Answer: C

123. 123. What is the function of the 'Ctrl + B' shortcut in MS Word?

- A) Italic
- B) Underline
- C) Bold
- D) Align Center

Answer: C

### MS Excel MCQs

124. 124. Which of the following is not a function in Excel?

- A) SUM
- B) AVG
- C) MAX
- D) MIN

Answer: B

125. 125. What does the formula =IF(A1>10,"Yes","No") do?

- A) Returns Yes if A1 < 10
- B) Returns No if A1 > 10
- C) Returns Yes if A1 > 10, otherwise No
- D) Adds 10 to A1

Answer: C

126. 126. Which symbol is used to start a formula in Excel?

- A) =
- B) +
- C) \$
- D) \*

Answer: A

### MS PowerPoint MCQs

127. 127. Which file extension is used for a PowerPoint presentation?

- A) .ppt
- B) .pptx
- C) .ppsx
- D) All of the above

Answer: D

128. 128. Which view shows one slide at a time with notes?

- A) Slide Sorter
- B) Reading View
- C) Slide Show
- D) Normal View

Answer: D

129. 129. What is the shortcut key to start a slide show from the beginning?

- A) F2
- B) F5
- C) Ctrl + F5
- D) Shift + F5

Answer: B

### MS Outlook MCQs

130. 130. Which feature is used in Outlook to set automatic replies?

- A) Inbox Rules
- B) Junk Email
- C) AutoReply
- D) Out of Office Assistant

Answer: D

131. 131. In Outlook, which tab contains the 'New Email' button?

- A) Home
- B) Insert
- C) View
- D) Tools

Answer: A

132. 132. Which protocol is used by Outlook to receive emails?

- A) SMTP
- B) FTP
- C) POP3/IMAP
- D) HTTP

Answer: C

### MS Word MCQs

133. 133. Which shortcut key is used to copy selected text in MS Word?

- A) Ctrl + X
- B) Ctrl + C
- C) Ctrl + V
- D) Ctrl + P

Answer: B

134. 134. What is the default file extension of MS Word documents in Office 2016 and later?

- A) .doc
- B) .txt
- C) .docx
- D) .rtf

Answer: C

135. 135. What is the function of the 'Ctrl + B' shortcut in MS Word?



- A) Italic
- B) Underline
- C) Bold
- D) Align Center

Answer: C

### MS Excel MCQs

136. 136. Which of the following is not a function in Excel?

- A) SUM
- B) AVG
- C) MAX
- D) MIN

Answer: B

137. 137. What does the formula =IF(A1>10,"Yes","No") do?

- A) Returns Yes if A1 < 10
- B) Returns No if A1 > 10
- C) Returns Yes if A1 > 10, otherwise No
- D) Adds 10 to A1

Answer: C

138. 138. Which symbol is used to start a formula in Excel?

- A) =
- B) +
- C) \$
- D) \*

Answer: A

### MS PowerPoint MCQs

139. 139. Which file extension is used for a PowerPoint presentation?

- A) .ppt

- B) .pptx
- C) .ppsx
- D) All of the above

Answer: D

140. 140. Which view shows one slide at a time with notes?

- A) Slide Sorter
- B) Reading View
- C) Slide Show
- D) Normal View

Answer: D

141. 141. What is the shortcut key to start a slide show from the beginning?

- A) F2
- B) F5
- C) Ctrl + F5
- D) Shift + F5

Answer: B

### MS Outlook MCQs

142. 142. Which feature is used in Outlook to set automatic replies?

- A) Inbox Rules
- B) Junk Email
- C) AutoReply
- D) Out of Office Assistant

Answer: D

143. 143. In Outlook, which tab contains the 'New Email' button?

- A) Home
- B) Insert
- C) View
- D) Tools

Answer: A

144. 144. Which protocol is used by Outlook to receive emails?

- A) SMTP
- B) FTP
- C) POP3/IMAP
- D) HTTP

Answer: C

### MS Word MCQs

145. 145. Which shortcut key is used to copy selected text in MS Word?

- A) Ctrl + X
- B) Ctrl + C
- C) Ctrl + V
- D) Ctrl + P

Answer: B

146. 146. What is the default file extension of MS Word documents in Office 2016 and later?

- A) .doc
- B) .txt
- C) .docx
- D) .rtf

Answer: C

147. 147. What is the function of the 'Ctrl + B' shortcut in MS Word?

- A) Italic
- B) Underline
- C) Bold
- D) Align Center

Answer: C

### MS Excel MCQs

148. 148. Which of the following is not a function in Excel?

- A) SUM
- B) AVG
- C) MAX
- D) MIN

Answer: B

149. 149. What does the formula =IF(A1>10,"Yes","No") do?

- A) Returns Yes if A1 < 10
- B) Returns No if A1 > 10
- C) Returns Yes if A1 > 10, otherwise No
- D) Adds 10 to A1

Answer: C

150. 150. Which symbol is used to start a formula in Excel?

- A) =
- B) +
- C) \$
- D) \*

Answer: A

### MS PowerPoint MCQs

151. 151. Which file extension is used for a PowerPoint presentation?

- A) .ppt
- B) .pptx
- C) .ppsx
- D) All of the above

Answer: D

152. 152. Which view shows one slide at a time with notes?

- A) Slide Sorter
- B) Reading View
- C) Slide Show
- D) Normal View

Answer: D

153. 153. What is the shortcut key to start a slide show from the beginning?

- A) F2
- B) F5
- C) Ctrl + F5
- D) Shift + F5

Answer: B

#### MS Outlook MCQs

154. 154. Which feature is used in Outlook to set automatic replies?

- A) Inbox Rules
- B) Junk Email
- C) AutoReply
- D) Out of Office Assistant

Answer: D

155. 155. In Outlook, which tab contains the 'New Email' button?

- A) Home
- B) Insert
- C) View
- D) Tools

Answer: A

156. 156. Which protocol is used by Outlook to receive emails?

- A) SMTP

- B) FTP
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Answer: C

### MS Word MCQs

157. 157. Which shortcut key is used to copy selected text in MS Word?

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Answer: B

158. 158. What is the default file extension of MS Word documents in Office 2016 and later?

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Answer: C

159. 159. What is the function of the 'Ctrl + B' shortcut in MS Word?

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- D) Align Center

Answer: C

### MS Excel MCQs

160. 160. Which of the following is not a function in Excel?

- A) SUM

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- C) MAX
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Answer: B

161. 161. What does the formula =IF(A1>10,"Yes","No") do?

- A) Returns Yes if A1 < 10
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- C) Returns Yes if A1 > 10, otherwise No
- D) Adds 10 to A1

Answer: C

162. 162. Which symbol is used to start a formula in Excel?

- A) =
- B) +
- C) \$
- D) \*

Answer: A

### MS PowerPoint MCQs

163. 163. Which file extension is used for a PowerPoint presentation?

- A) .ppt
- B) .pptx
- C) .ppsx
- D) All of the above

Answer: D

164. 164. Which view shows one slide at a time with notes?

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- B) Reading View
- C) Slide Show
- D) Normal View

Answer: D

165. 165. What is the shortcut key to start a slide show from the beginning?

- A) F2
- B) F5
- C) Ctrl + F5
- D) Shift + F5

Answer: B

### MS Outlook MCQs

166. 166. Which feature is used in Outlook to set automatic replies?

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- C) AutoReply
- D) Out of Office Assistant

Answer: D

167. 167. In Outlook, which tab contains the 'New Email' button?

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- C) View
- D) Tools

Answer: A

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### MS Word MCQs

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170. 170. What is the default file extension of MS Word documents in Office 2016 and later?

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### MS Excel MCQs

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### MS PowerPoint MCQs

175. 175. Which file extension is used for a PowerPoint presentation?

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- C) .ppsx
- D) All of the above

Answer: D

176. 176. Which view shows one slide at a time with notes?

- A) Slide Sorter
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- C) Slide Show
- D) Normal View

Answer: D

177. 177. What is the shortcut key to start a slide show from the beginning?

- A) F2

- B) F5
- C) Ctrl + F5
- D) Shift + F5

Answer: B

### MS Outlook MCQs

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- D) Align Center

Answer: C

### MS Excel MCQs

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Answer: C

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- C) \$
- D) \*

Answer: A

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- C) .ppsx
- D) All of the above

Answer: D

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- C) Slide Show
- D) Normal View

Answer: D

189. 189. What is the shortcut key to start a slide show from the beginning?

- A) F2
- B) F5
- C) Ctrl + F5
- D) Shift + F5

Answer: B

### MS Outlook MCQs

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- D) Tools

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Answer: C

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- C) .ppsx
- D) All of the above

Answer: D

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- D) Normal View

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