

NAT II Management Science Computer Science

Sr	Questions	Answers Choice
1	In order to open the edit menu in the excel menu bar, which of the following shortcut key is used	A. Alt+E B. Alt+D C. Alt+I D. Alt+T
2	In Excel, worksheet is also called which of the following	A. Simple sheet B. Work sheet C. Active sheet D. Spread sheet
3	How many bytes or characters you can put in an excel 2000 cell	A. 3200 bytes B. 32000 bytes C. 320000 bytes D. 3200000 bytes
4	In Microsoft Excel, a collection of related worksheets in a single file is called	A. Book B. Dictionary C. Work dictionary D. Workbook
5	In order to delete the outer potion of the image, which of the following option is used in the picture toolbar	A. Cut B. Delete C. Crop D. Drag
6	Tables are used	A. To organize the rows B. To organize the columns C. To organize and present information D. All the above
7	In order to add the highlighted word to word's built in dictionary, which of the following button is used in the spelling and grammar dialogue box	A. Change B. Ignore C. Add D. Auto correct
8	Which of the following is the paragraphs's format	A. Alignment B. Indents C. Tab settings D. All of these
9	Toolbars when stacked under the menu bar are termed as	A. Floating B. Anchored C. Pre-designed D. Endnote
10	The most widely used word processing software in the PC is called	A. Sun word B. Microsoft word C. Oracle word D. AT & T word