

1. What is the first step to initiate Mail Merge in Microsoft Word?

- a. Click Mailing tab
- b. Click Start Mail Merge
- c. Click on "Next: Select recipients"
- d. Click on "Finish and Merge"

Answer: b. Click Start Mail Merge

2. After selecting the document type as "Letters," what should be the next step in Mail Merge?

- a. Click Insert Merge Field
- b. Click on the "Next: Starting document"
- c. Click Close
- d. Click on "Next: Select recipients"

Answer: b. Click on "Next: Starting document"

3. How can you create a new mailing list in Mail Merge?

- a. Click on "Next: Select recipients"
- b. Click on "Create..." after selecting "Type a new list"
- c. Click on "Insert Merge Field"
- d. Click on "Finish and Merge"

Answer: b. Click on "Create..." after selecting "Type a new list"

4. What is the purpose of clicking on the "Finish and Merge" button in the Mail Merge process?

- a. To print documents
- b. To create mailing envelopes

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- c. To edit data lists
- d. To finalize the mail merge process

Answer: a. To print documents

5. How can you edit or add/delete a record in a mailing list in Mail Merge?

- a. Click on the "Insert Merge Field"
- b. Click on "Next: write your letter"
- c. Click on the "Mail recipient" button in the Mailing tab
- d. Click on "Finish and Merge"

Answer: c. Click on the "Mail recipient" button in the Mailing tab

6. According to the paragraph, what is the main purpose of spreadsheet software like Microsoft Excel?

- a. Creating mailing lists
- b. Editing data lists
- c. Calculating numeric data and applying formats
- d. Merging letters/documents

Answer: c. Calculating numeric data and applying formats

7. In Microsoft Excel, what represents a cell reference showing a cell address?

- a. Quick Access toolbar
- b. Name Box
- c. Ribbon bar
- d. Formula Bar

Answer: b. Name Box

8. How can you modify the Ribbon or Quick Access toolbar in MS Excel?

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- a. Right-click on the Name Box
- b. Click on "Insert Merge Field"
- c. Right-click on the Ribbon, then go to Customize the Ribbon
- d. Click on "Finish and Merge"

Answer: c. Right-click on the Ribbon, then go to Customize the Ribbon

9. What is the default format setting for each cell in an Excel spreadsheet?

- a. Text format
- b. General format
- c. Currency format
- d. Percentage format

Answer: b. General format

10. How can you delete the content of a cell in Microsoft Excel?

- a. Press Backspace
- b. Click on "Insert Merge Field"
- c. Click on "Delete" from the Home tab
- d. Select the cell and press the Delete button

Answer: c. Click on "Delete" from the Home tab

11. What is the purpose of the "Wrap text" option under the Home tab in Excel?

- a. To delete cell content
- b. To merge and center cells
- c. To view complete cell content
- d. To change the text, cell color, and style

Answer: c. To view complete cell content

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12. How can you merge and center cells in Microsoft Excel?

- a. Click on "Wrap text"
- b. Select cells, then click on "merge and center" under the Home tab
- c. Click on "Insert Merge Field"
- d. Click on "Finish and Merge"

Answer: b. Select cells, then click on "merge and center" under the Home tab

13. In the context of MS Excel, what does the term "workbook" refer to?

- a. A collection of spreadsheets
- b. A cell reference
- c. A formatted text
- d. A new document in Mail Merge

Answer: a. A collection of spreadsheets

14. How can you save an Excel workbook in the format compatible with Excel 97-2003?

- a. Click on "Save As" and select the desired format
- b. Click on "Insert Merge Field"
- c. Click on "Wrap text"
- d. Click on "Finish and Merge"

Answer: a. Click on "Save As" and select the desired format

15. What is the function of the "More Number Formats" option in MS Excel?

- a. To merge cells
- b. To convert dollars into PKR

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- c. To delete cells
- d. To create a new workbook

Answer: b. To convert dollars into PKR

16. How can you assign color and name to worksheet tabs in Excel?

- a. Click on "Finish and Merge"
- b. Right-click on the Ribbon
- c. Right-click on the worksheet tab, then choose "Tab Color"
- d. Click on "Insert Merge Field"

Answer: c. Right-click on the worksheet tab, then choose "Tab Color"

17. What is the purpose of the "Compatibility View" in MS Excel?

- a. To delete cells
- b. To enable old features and disable new features
- c. To merge and center cells
- d. To create mailing envelopes

Answer: b. To enable old features and disable new features

18. How can you open an existing workbook in Microsoft Excel?

- a. Click on "Finish and Merge"
- b. Click on "Insert Merge Field"
- c. Click on "Save As"
- d. Click on "Open" from the File menu

Answer: d. Click on "Open" from the File menu

19. In Excel, what is the purpose of the Quick Access toolbar?

- a. To merge cells
- b. To customize the Ribbon

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- c. To save a workbook
- d. To delete cells

Answer: c. To save a workbook

20. How can you calculate values with cell references in Excel?

- a. Click on "Finish and Merge"
- b. Use the "Add, Subtract, Multiply, and Divide" functions
- c. Click on "Insert Merge Field"
- d. Right-click on the Ribbon

Answer: b. Use the "Add, Subtract, Multiply, and Divide" functions

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