

ALL ODISHA COMPUTER PYQ

E- Book (PDF)

All Odisha Exam Previous Year Chapter Wise COMPUTER Question

[Exam- OPSC, OSSC CGL, OSSSC, Police SI /Constable, CHT,
OSSSC (RI, JC, LSI, OFDC, Group C)]

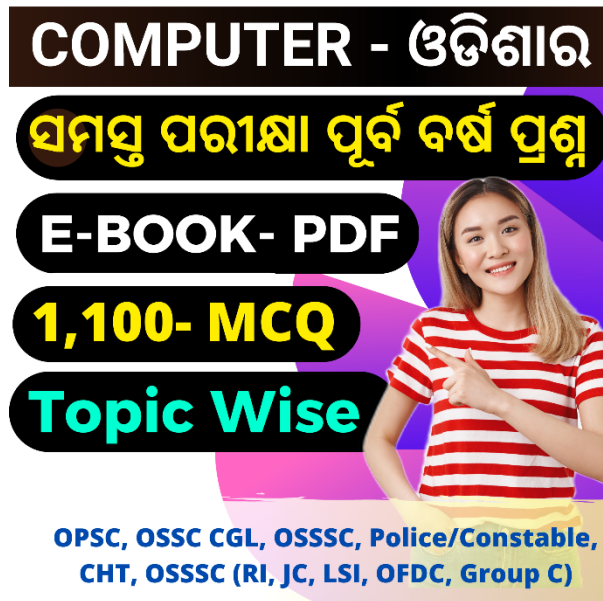
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Sl. No.	Topic	No. Of MCQ
1	Shortcut Key & Full Form	123
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3	MS Excel	101
4	MS Word	147
5	MS PowerPoint	50
6	Computer Hardware & Software	115
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8	Miscellaneous	226
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11	Programming Concepts	40
12	Windows	14
13	Database Concepts	9
14	Computer Security	5
Total		1,118



Topic Name- “ MS Excel ”

1- In Microsoft Excel, you can record the mouse and keyboard actions and use them later using _____ option.

- (A) Screenshot
- (B) Micro
- (C) Snapshot
- (D) Macro**

[OSSC CGL Exam 2022]

2- In Microsoft Excel, the option to import data from Text/CSV file are grouped under the _____ tab.

- (A) Data**
- (B) Formulas
- (C) Review
- (D) Insert

[OSSC CGL Exam 2022]

3- Which of the following extensions is used for MS Excel 2007?

- A) .accdb
- B) .docx
- C) .xlsx**
- D) .pptx

[OSSC Junior Assistant 2022 Exam]

4- In Excel, vertical alignment of a cell(s) is changed by choosing which of the following options?

- A) Paragraph dialog box
- B) Page Setup dialog box
- C) Standard toolbar
- D) Formatting toolbar**

[Odisha High School Teacher Exam 2019]

5- In MS Excel 2016, Comments can be added by which of the following menu options?

- A) Review ->New Comment**
- B) File -> New Comment
- C) Formulas-> New Comment
- D) View -> New Comment

[Odisha High School Teacher Exam 2019]

6- Following is used for creating presentations.

- A- MSWord
- B- MS Access
- C- MS Excel
- D- Power Point**

[Odisha Police SI 2022 Exam]

7- On an excel sheet the active cell is indicated by ?

- A- A dotted border
- B- A dark wide border**
- C- A blinking border
- D- By italic text

[Odisha Police SI 2022 Exam]

8- In order to tell Excel that we are entering a formula in cell we must begin with an operator such as:

- (A) +
- (B) =**
- (C) #
- (D) @

[OSSSC RI Exam 2021]

9- In MS-Excel you want to paste a formula result - but not the underlying formula - to another cell. The procedure is to first copy the cell with the formula, then place the point in the cell where you want to copy to. Then next step is to:

- A) Click the Paste button on the standard toolbar
- B) Click the arrow on the paste button on the standard toolbar, then click formulas.
- C) Click the arrow on the paste button on the standard toolbar, then click values**
- D) Both (A) & (C)

[OSSSC Junior Clerk 2018]

10- In Excel, each sheet in a workbook is displayed as:

- (A) Arrow
- (B) Marker
- (C) Tab**
- (D) None of these

[OSSSC Combined Recruitment 2022]

11- What do you use to create a chart in Excel?

- (A) Data Wizard
- (B) Excel Wizard
- (C) Pie Wizard
- (D) Chart Wizard**

[OSSSC Combined Recruitment 2022]

12- If you are in cell A2 in Excel, what happens when you press the enter key?

- A) You move to cell B2
- B) You move to cell A3**
- C) You move to cell A1
- D) The cell A2 gets selected for typing

[OSSC Junior Clerk 2022]

13- In MS Excel, in which of the following function library groups, 'Aggregate' function is found ?

- A) Statistical
- B) AutoSum
- C) Lookup & Reference
- D) Math & Trig**

[OSSC Junior Clerk 2022]

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