

MS Office & Internet

Word | Excel | PowerPoint | Internet Basics

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Topics:

1. MS Word Shortcuts & Features
 2. MS Excel Formulas
 3. PowerPoint Basics
 4. Internet Fundamentals
 5. MCQ Practice
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1. MS Word — Key Features

MS Word is a word processing application. File extension: .docx (Word 2007+), .doc (older). Key shortcuts and features for competitive exams:

Q. MS Word shortcut: Bold, Italic, Underline?

Ans: Ctrl+B (Bold), Ctrl+I (Italic), Ctrl+U (Underline)

Q. MS Word shortcut: Save, Save As, Print?

Ans: Ctrl+S (Save), F12 (Save As), Ctrl+P (Print)

Q. MS Word shortcut: Cut, Copy, Paste?

Ans: Ctrl+X (Cut), Ctrl+C (Copy), Ctrl+V (Paste)

Q. MS Word shortcut: Undo, Redo?

Ans: Ctrl+Z (Undo), Ctrl+Y (Redo)

Q. What is Mail Merge in MS Word?

Ans: Feature to create personalized letters/emails by merging a document with a data source (Excel/database). Used for bulk letters.

2. MS Excel — Key Features

Q. MS Excel file extension?

Ans: .xlsx (Excel 2007+), .xls (older). Excel is a spreadsheet application.

Q. Excel shortcut: Sum of selected cells?

Ans: Alt + = (AutoSum). Or use =SUM(A1:A10) formula.

Q. Important Excel formulas?

Ans: =SUM(), =AVERAGE(), =MAX(), =MIN(), =COUNT(), =COUNTIF(), =VLOOKUP(), =IF(), =CONCATENATE()

Q. What is a Pivot Table in Excel?

Ans: A tool to summarize large data sets — creates dynamic summary tables without changing original data. Insert → PivotTable

3. MS PowerPoint — Key Features

Q. MS PowerPoint file extension?

Ans: .pptx (2007+), .ppt (older). PowerPoint is presentation software.

Q. PowerPoint shortcut: Start slideshow?

Ans: F5 (from beginning), Shift+F5 (from current slide)

Q. What is Slide Master?

Ans: Template that controls the overall design/layout of all slides. View → Slide Master

4. Internet Basics

Q. Full forms: WWW, HTTP, FTP, URL?

Ans: WWW = World Wide Web, HTTP = HyperText Transfer Protocol, FTP = File Transfer Protocol, URL = Uniform Resource Locator

Q. What is a Browser?

Ans: Software to access internet. Examples: Chrome, Firefox, Edge, Safari. First graphical browser: Mosaic (1993).

Q. What is Email? Full form?

Ans: Electronic Mail. Components: Username@domain.com. Protocols: SMTP (send), POP3/IMAP (receive).

5. MCQ Practice

Q. Extension of MS Word file (2007+):

- (a) doc
- (b) docx
- (c) txt
- (d) pdf

Answer: (b) docx

Q. Ctrl+Z in MS Office does:

- (a) Save
- (b) Redo
- (c) Undo
- (d) Zoom

Answer: (c) Undo

Q. Which Excel function finds maximum value?

- (a) =SUM()
- (b) =AVG()
- (c) =MAX()
- (d) =HIGH()

Answer: (c) =MAX()

Q. F5 in PowerPoint:

- (a) Save file
- (b) Open file
- (c) Start slideshow
- (d) Print

Answer: (c) Start slideshow

Q. Full form of URL:

- (a) Uniform Resource Locator
- (b) Universal Resource Link
- (c) Unified Resource Locator
- (d) Universal Resource Locator

Answer: (a) Uniform Resource Locator