

Neeche **MS Office 2013 ke 100 Important Questions & Answers** diye gaye hain jo basic computer course, exams aur interviews ke liye upyogi hain.

MS Office 2013 – 100 Questions & Answers

1. MS Office 2013 kya hai?

Ans: Microsoft ka Office Suite hai jisme Word, Excel, PowerPoint, Access adi شامل hain.

2. MS Word 2013 ka upyog kis liye hota hai?

Ans: Documents banane aur edit karne ke liye.

3. MS Excel 2013 ka upyog kis liye hota hai?

Ans: Spreadsheet aur calculations ke liye.

4. MS PowerPoint 2013 kis liye use hota hai?

Ans: Presentation banane ke liye.

5. MS Access 2013 kya hai?

Ans: Database Management Software.

6. Word file ka default extension kya hai?

Ans: .docx

7. Excel file ka default extension kya hai?

Ans: .xlsx

8. PowerPoint file ka default extension kya hai?

Ans: .pptx

9. New document shortcut key kya hai?

Ans: Ctrl + N

10. Save shortcut key kya hai?

Ans: Ctrl + S

11. Open shortcut key kya hai?

Ans: Ctrl + O

12. Print shortcut key kya hai?

Ans: Ctrl + P

13. Copy shortcut key kya hai?

Ans: Ctrl + C

14. Paste shortcut key kya hai?

Ans: Ctrl + V

15. Cut shortcut key kya hai?

Ans: Ctrl + X

16. Undo shortcut key kya hai?

Ans: Ctrl + Z

17. Redo shortcut key kya hai?

Ans: Ctrl + Y

18. Select All shortcut key kya hai?

Ans: Ctrl + A

19. Bold shortcut key kya hai?

Ans: Ctrl + B

20. Italic shortcut key kya hai?

Ans: Ctrl + I

21. Underline shortcut key kya hai?

Ans: Ctrl + U

22. Find shortcut key kya hai?

Ans: Ctrl + F

23. Replace shortcut key kya hai?

Ans: Ctrl + H

24. Word me ruler ka kya kaam hai?

Ans: Alignment set karna.

25. Header kya hota hai?

Ans: Page ke top par likha text.

26. Footer kya hota hai?

Ans: Page ke niche likha text.

27. Page Number kaise insert karte hain?

Ans: Insert Tab → Page Number.

28. Word Wrap kya hai?

Ans: Text automatically next line me chala jata hai.

29. Spell Check shortcut key kya hai?

Ans: F7

30. Thesaurus ka kya use hai?

Ans: Synonyms dhoondhne ke liye.

31. Excel me Formula kis sign se shuru hota hai?

Ans: =

32. SUM function kya karta hai?

Ans: Numbers ka total karta hai.

33. Average function kya karta hai?

Ans: Average nikalta hai.

34. MAX function kya karta hai?

Ans: Sabse badi value batata hai.

35. MIN function kya karta hai?

Ans: Sabse chhoti value batata hai.

36. Cell kya hai?

Ans: Row aur Column ka intersection.

37. Workbook kya hai?

Ans: Excel file.

38. Worksheet kya hai?

Ans: Workbook ka ek page.

39. Active Cell kya hoti hai?

Ans: Selected Cell.

40. Formula Bar kya dikhati hai?

Ans: Formula ya data.

41. Row horizontal hoti hai ya vertical?

Ans: Horizontal.

42. Column horizontal hota hai ya vertical?

Ans: Vertical.

43. Excel me AutoSum kahan hota hai?

Ans: Home Tab.

44. Chart ka use kya hai?

Ans: Data ko graphical form me dikhana.

45. Pie Chart kya dikhata hai?

Ans: Percentage distribution.

46. Column Chart kya dikhata hai?

Ans: Comparison.

47. Excel me Sorting kya hai?

Ans: Data ko arrange karna.

48. Filtering kya hai?

Ans: Specific data dikhana.

49. PowerPoint me Slide kya hai?

Ans: Presentation ka page.

50. New Slide shortcut key kya hai?

Ans: Ctrl + M

51. Slide Show shortcut key kya hai?

Ans: F5

52. End Slide Show shortcut key kya hai?

Ans: Esc

53. Theme kya hoti hai?

Ans: Presentation ka design.

54. Transition kya hai?

Ans: Slide change effect.

55. Animation kya hai?

Ans: Objects ke movement effects.

56. Slide Master kya hai?

Ans: Sabhi slides ka master layout.

57. Notes Pane kya hai?

Ans: Presenter notes likhne ke liye.

58. Hyperlink kya hai?

Ans: Kisi page ya website ka link.

59. SmartArt kya hai?

Ans: Diagram banane ka tool.

60. ClipArt kya hai?

Ans: Ready-made graphics.

61. Access me Table kya hai?

Ans: Data store karne ki jagah.

62. Record kya hai?

Ans: Table ki ek row.

63. Field kya hai?

Ans: Table ka column.

64. Primary Key kya hai?

Ans: Unique identifier.

65. Query kya hai?

Ans: Data search karne ka tool.

66. Form kya hai?

Ans: Data entry interface.

67. Report kya hai?

Ans: Data print format.

68. Database kya hai?

Ans: Organized data collection.

69. Office Ribbon kya hai?

Ans: Commands ka collection.

70. Quick Access Toolbar kya hai?

Ans: Frequently used commands.

71. Status Bar kya dikhati hai?

Ans: Current document information.

72. Zoom ka use kya hai?

Ans: View bada ya chhota karna.

73. Word Count kya karta hai?

Ans: Words count karta hai.

74. Mail Merge kya hai?

Ans: Multiple letters banana.

75. Template kya hai?

Ans: Pre-designed document.

76. Text Box kya hai?

Ans: Text insert karne ka box.

77. Watermark kya hai?

Ans: Background text/image.

78. Page Orientation kitni hoti hain?

Ans: Portrait aur Landscape.

79. Portrait Orientation kya hai?

Ans: Vertical page.

80. Landscape Orientation kya hai?

Ans: Horizontal page.

81. Margins kya hote hain?

Ans: Page ke kinare ki space.

82. Indent kya hai?

Ans: Paragraph spacing.

83. Bullets ka use kya hai?

Ans: List banane ke liye.

84. Numbering ka use kya hai?

Ans: Sequence list ke liye.

85. Header/Footer kis tab me milte hain?

Ans: Insert Tab.

86. Word me Table insert kaise karte hain?

Ans: Insert → Table.

87. Excel me AutoFill kya hai?

Ans: Automatic data fill karna.

88. Freeze Panes kya karta hai?

Ans: Rows/Columns ko fix karta hai.

89. Conditional Formatting kya hai?

Ans: Condition ke hisab se formatting.

90. Excel me IF Function kya hai?

Ans: Condition check karta hai.

91. PowerPoint me Rehearse Timings kya hai?

Ans: Presentation timing set karna.

92. Slide Sorter View kya hai?

Ans: Slides arrange karna.

93. Reading View kya hai?

Ans: Presentation dekhna.

94. Office 2013 kis company ne banaya?

Ans: Microsoft.

95. Office 2013 release kab hua tha?

Ans: 2013.

96. OneDrive kya hai?

Ans: Cloud Storage Service.

97. Save As ka use kya hai?

Ans: Nayi file ke naam se save karna.

98. Password Protection ka use kya hai?

Ans: File ko secure karna.

99. Office 2013 me Backstage View kaise kholte hain?

Ans: File Tab par click karke.

100. MS Office 2013 ka sabse bada fayda kya hai?

Ans: Productivity aur professional work ko asaan banana.

Ye 100 questions basic se intermediate level tak cover karte hain aur exam preparation ke liye kaafi upyogi hain.