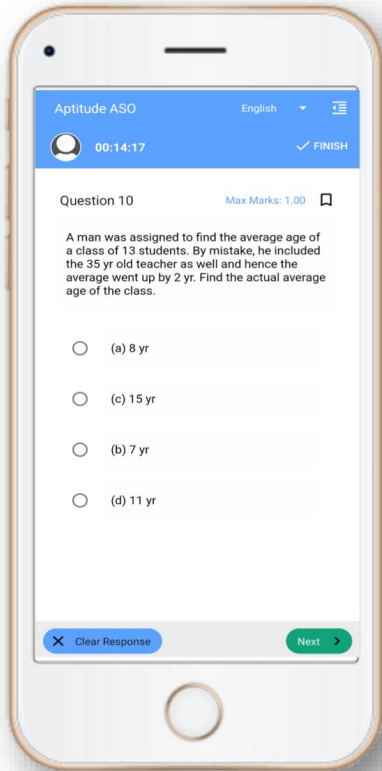


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Part-II  
**BASIC COMPUTER SKILL**

**SECTION-A : 80 Marks**

*Instructions : Each question under this section carries two marks. Please read each question carefully and answer them by selecting the right one out of the multiple answers given below each as A, B, C and D.*

61. Firewall is used in PC for :  
A) Authentication    B) Security    C) All of the above    D) None of these
62. In MS-PowerPoint, if you want to insert some slides from other presentation into current one choose :  
A) From Insert menu choose Slides from Files  
B) From Insert menu choose Slides from Presentation  
C) From Insert menu choose Slides  
D) None of the above
63. Which Key is used to rename a file in Windows Operating System ?  
A) F1    B) F5    C) F2    D) None of these
64. Which of the following should you use if you want all the slides in the presentation to have the same "look" in MS-PowerPoint ?  
A) the slide layout option    B) the add a slide option  
C) outline view    D) a presentation design template
65. The word FTP stands for :  
A) File Transit Protocol    B) File Translate Protocol  
C) File Transfer Protocol    D) File Typing Protocol
66. 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 insertion 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)

67. In MS-Excel the drag and drop method of copying or moving :
- A) Can be used between a worksheet but not workbooks
  - B) Can be used between both workbooks and worksheets
  - C) Can be used between workbooks but not worksheets
  - D) None of these
68. In MS-Excel you can create hyperlinks from the Excel workbook to :
- A) A webpage on company internet
  - B) A web page on the internet
  - C) Other Office application documents
  - D) All of the above
69. In MS Word, which of the following do you use to change margins ?
- A) formatting toolbar
  - B) page setup dialog box
  - C) standard toolbar
  - D) paragraph dialog box
70. Match the following :
- |  |            |
|--|------------|
| a) File extension for Power point file | i) .doc    |
| b) File extension for Word file        | ii) .xlsx  |
| c) File extension for Excel file       | iii) .pptx |
| d) File extension for Text file        | iv) .txt   |
- A) a-iii, b-i, c-ii, d-iv
  - B) a-i, b-ii, c-iii, d-iv
  - C) a-ii, b-i, c-iii, d-iv
  - D) a-iv, b-ii, c-i, d-iii
71. For addition of a row at the end of a table in MS Word, move the cursor at the end and use :
- A) Alt
  - B) Tab
  - C) Ctrl
  - D) Shift



72. You have got a bunch of digital holiday photos you want to put into a slide show. What is the quickest method in MS-PowerPoint ?
- A) Apply a multiple-picture layout to several slides, and use the clipart icon on the slides to import your picture
  - B) On the insert menu, point to the picture, click from file, and select your picture in a group for each slide
  - C) On the insert menu, point the picture and click new photo album
  - D) All of the above
73. Which of the following is correct in MS-Excel ?
- A) = power (2^3)
  - B) = power (2\*3)
  - C) = power (2,3)
  - D) None of these
74. How do you insert a row in MS-Excel ?
- A) Right-click the row heading where you want to insert the new row and select Insert from the shortcut menu
  - B) Select the row heading where you want to insert the new row and select Edit >Row from the menu
  - C) Select the row heading where you want to insert the new row and click the Insert Row button on the standard toolbar
  - D) All of the above
75. What is the maximum number of columns in a table in MS-word ?
- A) 43
  - B) 53
  - C) 63
  - D) 73
76. In order to enter multiple rows in a cell in MS-Excel, which key(s) should be pressed after each line :
- A) Enter
  - B) Ctrl + Enter
  - C) Alt + Enter
  - D) None of these
77. The maximum Zoom percentage in MS-PowerPoint is :
- A) 200%
  - B) 300%
  - C) 400%
  - D) 500%
78. A feature in MS-Excel that displays only the data in column (s) according to specified criteria :
- A) Formula
  - B) Sorting
  - C) Filtering
  - D) Pivot



79. What is the function of Ctrl+B in MS word ?
- A) It converts selected text into the next larger size of the same font
  - B) It adds a line break to the document
  - C) It makes the selected text bold
  - D) It applies italic to text
80. In MS-Excel what does SUMIF function do ?
- A) Adds up cell values based on a condition
  - B) Adds all the numbers in a range of cells
  - C) Returns a subtotal in a list or database
  - D) Both (A) & (B)
81. In MS-PowerPoint, presentation designs regulate the formatting and layout for the slide and are commonly called :
- A) design plates
  - B) templates
  - C) placeholders
  - D) blueprints
82. A function inside another function is called a \_\_\_\_\_ function.
- A) Nested
  - B) Round
  - C) Sum
  - D) Text
83. Which input device cannot be used to work in MS Office ?
- A) Scanner
  - B) Light Pen
  - C) Mouse
  - D) Joy Stick
84. Which key should be pressed to start a new paragraph in MS-Word ?
- A) Down Cursor Key
  - B) Enter Key
  - C) Shift + Enter
  - D) Ctrl + Enter
85. In MS-Excel, to drag a selected range of data to another worksheet in the same workbook, use the :
- A) Ctrl key
  - B) Shift key
  - C) Alt key
  - D) Tab key
86. In MS-PowerPoint, the Header & Footer button can be found on the insert tab in what group ?
- A) Illustrations group
  - B) Object group
  - C) Text group
  - D) Tables group

87. In MS-Excel the cell reference for a range of cells that starts in cell C1 and goes over to column H and down to row 10 is :
- A) C1:10H      B) C1:H10      C) C1:H-10      D) C1:H:10
88. By default, your documents print in \_\_\_\_\_ mode in MS Word.
- A) Landscape      B) Portrait      C) Page Setup      D) Print View
89. A \_\_\_\_\_ is approximately one billion bytes.
- A) Megabyte      B) Gigabyte      C) Terabyte      D) None of these
90. In MS-Excel which function displays row data in a column or column data in a row ?
- A) Hyperlink      B) Index      C) Rows      D) Transpose
91. In MS-PowerPoint when you were giving your presentation, and you need to click a slide that's few slides back. Best way to achieve this is :
- A) Press ESC to get back into a normal view: click the slide thumbnail in normal view; then click the resume slide show button
- B) Press backspace until your desired slide
- C) Right click -->Goto Slide --> Select Slide
- D) All of the above
92. What does the VLOOKUP function do in MS-Excel ?
- A) Looks up text that contain 'v'
- B) Checks whether text is the same in one cell as in the next
- C) Finds value in an array
- D) All of the above
93. Which one is not a Function in MS-Excel ?
- A) SUM      B) AVG      C) MAX      D) MIN
94. How to go to Page number 345 in a MS-WORD document containing 465 pages ?
- A) Press Ctrl + F, then enter 345 and press enter
- B) Press Ctrl + R, then enter 345 and press enter
- C) Press Alt + G, then enter 345 and press enter
- D) Press Ctrl + G, then enter 345 and press enter

95. Which of the following is an absolute cell reference in MS-Excel ?  
A) !A1                      B) \$A\$1                      C) #a#1                      D) A1
96. What will happen if you select 4 rows from row heading in MS-Excel and then right click and select insert ?  
A) inserts a new row before the first selected row  
B) inserts 4 new rows before the first selected row  
C) inserts 8 new rows before the first selected row  
D) None of the above
97. In MS Excel, how do you change column width to fit the contents ?  
A) Single-click the boundary to the left to the column heading  
B) Double click the boundary to the right of the column heading  
C) Press Alt and single click anywhere in the column  
D) All of the above
98. Which of these is a shortcut to add a border to the selected cell in MS Excel ?  
A) Ctrl + T                      B) Ctrl + B  
C) Shift + B                      D) Ctrl + Shift + &
99. In MS-PowerPoint how can you create a uniform appearance by adding a background image to all slides ?  
A) Edit page layout                      B) Edit the slide master  
C) Use the autocorrect wizard                      D) All of the above
100. In MS-Excel how can you remove borders applied in cells ?  
A) Choose None on Border tab of Format cells  
B) Open the list on Border tool in Formatting toolbar then choose first tool (no border)  
C) Both of the above  
D) None of the above



**BASIC COMPUTER SKILL****SECTION-B : 20 Marks**

*Instructions : Each question under this section carries one mark. Please read each question carefully and answer them by selecting the right one out of the multiple answers given below each as A, B, C and D.*

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101. In MS-PowerPoint, which of the following should be used when you want to add a slide to an existing presentation ?
- A) Edit, Add a New Slide                      B) Insert, New Slide  
C) File, Open                                      D) File, New
102. In MS-PowerPoint the entry effect as one slide replaces another in a show is called :
- A) Animation                                      B) Slide transition  
C) Custom animation                          D) Preset animation
103. Which command brings you to the first slide in your presentation in MS-PowerPoint ?
- A) New slide button                              B) Page up  
C) Ctrl + home                                      D) Ctrl + end
104. What will be the shortcut key in MS Windows to perform cut operation ?
- A) Ctrl+C                      B) Ctrl+Z                      C) Ctrl+P                      D) Ctrl+X
105. In MS-PowerPoint which of the following can you use to add time to the slides in a presentation ?
- A) Slide Show menu  
B) Rehearse timing button  
C) Slide transition button  
D) All of the above
106. What is the use of Track Changes in MS Word ?
- A) To lock the document if changes are done  
B) To record changes done to the document by multiple editors  
C) To change the word document to excel format  
D) All of the above

107. How to Add a new word into Dictionary of MS Word ?
- A) In Spelling & Grammar > New word > enter the word> save
  - B) Insert>select word >Add to Dictionary
  - C) In Spelling & Grammar > find the new word >Add
  - D) Word provides no such option to add more words to its Dictionary
108. In MS-Word, how to change the author name for review comments ?
- A) File>Open>Change Author
  - B) Right Click > Click on Author > Change Name
  - C) Tracking > Track Changes Option >Change User name
  - D) None of these
109. If a new device is attached to a computer, such as printer or scanner, its \_\_\_\_\_ must be installed before the device can be used.
- A) buffer
  - B) driver
  - C) pager
  - D) server
110. The \_\_\_\_ feature of MS Excel quickly completes a series of data.
- A) Auto Complete
  - B) Auto Fill
  - C) Fill Handle
  - D) Sorting
111. Which of the following is the largest unit of storage ?
- A) GB
  - B) KB
  - C) MB
  - D) TB
112. In MS-Excel a circular reference is :
- A) Geometric modelling tool
  - B) A cell that points to a drawing object
  - C) A formula that either directly or indirectly depends on itself
  - D) Always erroneous

113. The shortcut command of 'save' in MS Word :
- A) Ctrl + A  
B) ALT + F + S  
C) Ctrl + S  
D) Both (B) and (C)
114. Ctrl + Y is the short cut key for MS :
- A) Undo the last action  
B) Paste the selected text  
C) Cut the selected text  
D) Redo the last action
115. Which is the short cut of 'replace' in MS Word ?
- A) Ctrl + R  
B) Ctrl + F  
C) Ctrl + H  
D) Ctrl + Y
116. In MS-Excel, value used in a formula that does not change is called a :
- A) Cell address  
B) Constant  
C) Function  
D) None of these
117. What type of chart is useful for showing trends or changes over time in MS-Excel ?
- A) Pie Chart  
B) Column Chart  
C) Line Chart  
D) Dot Graph
118. In MS-PowerPoint in order to see all the slides on one screen use :
- A) View, slide sorter  
B) View, slide  
C) View, master  
D) View, slide show
119. Which is the function button for spelling and grammar in MS Word ?
- A) F3  
B) F5  
C) F7  
D) F9
120. What is the shortcut to insert comment in MS Excel ?
- A) Ctrl + F6  
B) Alt + F8  
C) Shift + F9  
D) Shift + F2