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Part-B

COMPUTER TEST : 50 Marks

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

There shall be negative marking @ 0.5 mark per question for wrong/multiple answers.

51. Purpose of Ctrl + B shortcut key in MS – Excel is :
- (A) Open Save Dialog Box
 - (B) Open Print Dialog Box
 - (C) Open Paragraph Dialog Box
 - (D) Open Page Format Dialog Box
52. In Microsoft PowerPoint, which of the following tool enables you to add text to a slide without using the standard placeholders ?
- (A) Text tool box
 - (B) Line tool
 - (C) Drawing tool
 - (D) Auto shapes tool
53. _____ displays each slide of the PPT as a thumbnail and is used to re-arrange them :
- (A) Slide Show
 - (B) Slide Sorter
 - (C) Slide Design
 - (D) Slide Display
54. Column, Bar, Pie, Line, Scatter are types of :
- (A) Charts
 - (B) Fonts
 - (C) Shape Tool
 - (D) Drawing Tool
55. Which of the following allow you to select more than one slide in a presentation ?
- (A) Alt + Click each slide
 - (B) Shift + drag each slide
 - (C) Ctrl + Click each slide
 - (D) Function + Click each slide
56. Shortcut to insert new slide in the current Presentation is :
- (A) Ctrl + M
 - (B) Ctrl + O
 - (C) Ctrl + N
 - (D) Ctrl + F
57. Which of the following is the smallest measure of storage ?
- (A) KB
 - (B) MB
 - (C) TB
 - (D) Byte

58. The main circuit-board of the system unit is _____.
- (A) RAM (B) Mother Board
(C) Hard Disk (D) None of the Above
59. Bluetooth is an example of :
- (A) Wireless Personal Area Network (WPAN)
(B) Local Area Network (LAN)
(C) Virtual Private Network (VPN)
(D) Wide Area Network (WAN)
60. 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) Pager (C) Driver (D) Server
61. Verification of a login name and password is known as :
- (A) Trouble shooting (B) Configuration
(C) Authentication (D) Logging Out
62. Internet explorer falls under :
- (A) Operating System (B) Compiler
(C) Browser (D) IP address
63. In a network, the computer that stores the files and processes the data is named as :
- (A) Server (B) Terminal
(C) Modem (D) All of the above
64. WWW stands for :
- (A) World Wide Wireless (B) World Wide Web
(C) World Wide Wares (D) World Wide Weight
65. What kind of attempts is made by individuals to obtain confidential information from a person by falsifying their identity ?
- (A) Spyware Scams (B) Phishing Scams
(C) Computer Virus (D) None of the Above
66. What is an e-mail ?
- (A) An internet standard, which allow users to upload and download
(B) Transmission of files and messages through computer network
(C) A real time typed conversation
(D) An operating system

67. How can you check the look of a document before printing in MS Word ?
- (A) Use Magnifier (B) Use Print Preview
(C) Use Save As (D) Shift + Delete
68. What is the shortcut key to "Undo" the last action in a document ?
- (A) Ctrl + X (B) Ctrl + Y
(C) Ctrl + Z (D) None of above
69. The quickest and easiest way in Word, to locate a particular word or phrase in a document is to use the command :
- (A) Replace (B) Find
(C) Lookup (D) Search
70. What is the purpose of headers and footers used in document :
- (A) To mark the starting and ending of a page
(B) To allow page headers and footers to appear on document when it is printed.
(C) To enhance the overall appearance of the document
(D) All of the above
71. Purpose of Ctrl + B shortcut key in MS – Word is :
- (A) It makes the selected text bold.
(B) It deletes a line in the document.
(C) It adds a line break to the document.
(D) None of the above
72. In a spreadsheet, you can activate a cell by :
- (A) Pressing the Tab key (B) Clicking the cell
(C) Pressing an arrow key (D) All of the above
73. In a spreadsheet, which button do you click to add up a series of numbers ?
- (A) The AutoSum button (B) The formula button
(C) The quicktotal button (D) The total button
74. 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) @
75. How are data organized in a spread sheet ?
- (A) Lines & Spaces (B) Layers & Planes
(C) Height & Width (D) Rows & Columns