

# QUESTION PAPERS

1. How can you print three copies of a workbook?

- A. Select File>Properties from the menu and type 3 in the Copies to print text box.
- B. Select File >Print from the menu and type 3 in the Number of copies text box.
- C. Click the Print button on the standard toolbar to print the document then take it to Kinko's and have 2 more copies made
- D. Press Ctrl+P+3

2. Which of the following is not a basic step in creating a worksheet?

- A. Save workbook
- B. Modify the worksheet
- C. Enter text and data
- D. Copy the worksheet

3. Which of the following is not anti-viruses software?

- A. NAV
- B. F-Prot
- C. Oracle
- D. McAfee C

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4. When saving a document, a difference between "Save" and "Save As" is:

- A. No difference.
- B. 'Save' will save a file that has already been assigned a name and saved location.
- C. 'Save As...' allows one to change the name and saved location for the file.

D. Both b & c.

5. Which of the following is the action of a mouse?

- A. Single Click
- B. Double Click
- C. Drag & Drop

D. All of the above

6. Which of the following is the fastest, biggest and most expensive computer?

- A. Super computer
- B. Personal computer
- C. Laptop
- D. Notebook

7. While drawing a table, shape of the mouse pointer (in MS Word ) appears to be like\_\_\_\_\_.

- A. Pencil

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B. Remains the same.

C. Straight Line.

D. Square shape.

8. Which of the following keys is used with another key to perform a particular task in a software?

A. Function Key

B. Space Bar

C. Ctrl Key

D. Arrow Key

9. Ctrl + P is used for:

A. Closing the word file

B. Closing the computer system.

C. Printing a document.

D. Copy paste a document.

10. A byte consists of

A. One bit

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B. Four bits

C. Eight bits

D. Sixteen bits

11. What do you call a single point on a computer screen?

A. Cell

B. Element

C. Pixel

D. Bit

12. Which of the following is not the font-style in MS Word:

A. Subscript

B. Bold

C. Regular

D. Italics

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13. Keeping email addresses in mind, the correct option is:

A. they must always contain @ symbol.

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B. they can never contain blank spaces.

C. both a and b.

D. none of the above.

14. ALU is

A. Arithmetic Logic Unit

B. Array Logic Unit

C. Application Logic Unit

D. None of above

15. How do you select an entire column?

A. Select Edit > Select > Column from the menu

B. Click the column heading letter

C. Hold down the shift key as you click anywhere in the column.

D. Hold down the Ctrl key as you click anywhere in the column

16. In computer language, how many bytes are in a kilo byte (KB)?

A. 10000 Bytes

B. 1000 Bytes

C. 1024 Bytes

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D. 1048 Bytes

17. . How do you delete a column?

- A. . Select the column heading you want to delete and select the Delete Row button on the standard toolbar
- B. Select the column heading you want to delete and select Insert Delete from the menu
- C. Select the row heading you want to delete and select Edit>Delete from the menu
- D. Right click the column header you want to delete and select Delete from the shortcut menu

18. The expanded form of the abbreviation 'ASCII' is:

- A. American Social Code for Information Interchange.
- B. American Standard Code for Information Interchange.
- C. Australian Social Code for Information Interchange.
- D. Apple Standard Code for Information Interchange.

19. Which of the following is the fastest printer?

- A. Jet Printer
- B. Tharmal Printer
- C. Laser Printer

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D. DMP Printer

22. Mostly which of the following device is used to carry user files?

A. Floppy Disk

B. Hard Disk

C. RAM

D. CDROM

23. Which of the following file format cannot be added to a PowerPoint presentation:

A. jpeg

B. htm

C. gif

D. Wav

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24. Which keys combination is used to insert a new slide in a PowerPoint presentation:

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- A. Ctrl + X.
- B. Ctrl + N.
- C. Ctrl + M.
- D. Ctrl + Z.

25. To create a formula, you first:

- A. Select the cell you want to place the formula into
- B. Type the equals sign (=) to tell Excel that you're about to enter a formula
- C. Enter the formula using any input values and the appropriate mathematical operators that make up your formula
- D. Choose the new command from the file menu

26. How many different positions can you set for drop cap?

- A. 1
- B. 2
- C. 4
- D. 6

27. basic operations performed by a computer are

- A. Arithmetic operation()



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- B. Logical operation
- C. Storage and relative
- D. All the above

28. GUI stands for:

- A. General User Input.
- B. General Unused Input.
- C. Graphical User Interface.
- D. General User Interface.

29. When a label is too long to fit within a worksheet cell, you typically must

- A. Shorten the label
- B. Increase the column width
- C. Decrease the column width
- D. Adjust the row height

30. The brain of any computer system is

- A. ALU
- B. Memory
- C. CPU

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D. Control unit

31. Which of the following methods are used to read Cheque in the bank?

- A. OCR
- B. MCR
- C. MICR
- D. OMR

32. In a modern keyboard the number of function keys are:

- A. 8
- B. 10
- C. 11
- D. 12

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D. none of the above.

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C. Ctrl Key

D. Arrow Key

39. Which of the following is not input unit device?

A. Scanner

B. camera

C. plotter

D. digitizer

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40. Internet Explorer is:

- A. Web Browser.
- B. Calculator.
- C. Music Player.
- D. Chat Room.

41. Multiple calculations can be made in a single formula using

- A. standard formulas
- B. array formula
- C. complex formulas
- D. smart formula

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