FINALTERM EXAMINATION
Spring 2009
CS001- VU-Computer Proficiency License (Session - 1)

Marks: 75

Question No: 1   (Marks: 1) - Please choose one

In excel the intersection of a row and a column is called:

► data

► a field.

► a cell.

► an equation.

Question No: 2   (Marks: 1) - Please choose one

A constant is another name for this type of data:

► number

► equation

► formula

► description

Question No: 3   (Marks: 1) - Please choose one

What is the format of a spreadsheet?

► Round

► Rows and Columns

► Square

► Wide

Question No: 4   (Marks: 1) - Please choose one

Which is an absolute address?

► C4

► 10700 - 105 Ave.

► C4

► None of these

Question No: 5   (Marks: 1) - Please choose one

Which one is a relative address?

► C4

► 256

► C4

► None of these

Question No: 6   (Marks: 1) - Please choose one

What displays the contents of the active cell?

► Name Box

► Row Headings

► Formula Bar

► Task Pane

Question No: 7   (Marks: 1) - Please choose one

Which function calculates the largest value in a set of numbers?

► Average

► Count

► Min

► Max

rs

Question No: 8   (Marks: 1) - Please choose one

What do you use to create a chart?

► Chart Wizard

► Pie Wizard

► Excel Wizard

► Data Wizard

Question No: 9   (Marks: 1) - Please choose one

On an Excel sheet the active cell is indicated by _____.

► a dark wide border

► a dotted border

► a blinking border

► All of these

Question No: 10   (Marks: 1) - Please choose one

The _____ assigns and controls top-level domains.

► DNS server

► Internet Corporation for Assigned Names and Numbers (ICANN)

Papers

► World Wide Web Consortium (W3C)

► National Science Foundation

Question No: 11   (Marks: 1) - Please choose one

____ is the transmission of messages and files via the Internet.

► FTP

► Video conferencing

► E-mail

► Instant messaging

Question No: 12   (Marks: 1) - Please choose one

____ are shortcuts to a location on a Web server to which users publish documents and other files.

► Chat rooms

► Newsgroups

► Video conferences

► Web folders

=Papers

Question No: 13   (Marks: 1) - Please choose one

____ refers to the amount of data, instructions, and information that can travel over a communications channel.

► Latency

► Transfer rate

► Bandwidth

► Broadband

Question No: 14   (Marks: 1) - Please choose one

A network that uses the same lines that bring electricity into a house is called a(n) ____

► Ethernet network

► Powerline cable network

► Phoneline network

► HomeRF network

Question No: 15   (Marks: 1) - Please choose one

The private combination of characters associated with a user name that allows access to certain computer resources is called a(n) ____

► audit trail

► password

► possessed object

apers

► biometric device

Question No: 16   (Marks: 1) - Please choose one

An assault on a computer whose purpose is to disrupt access to the Web is called a ____

► virus

► DoS attack

► worm

► DDoS attack

Question No: 17   (Marks: 1) - Please choose one

A device that contains surge protection circuits and one or more batteries that can provide power during a temporary or permanent loss of power is called a(n) ____

► surge protector

► generator

► surge suppressor

► uninterruptible power supply (UPS)

Question No: 18   (Marks: 1) - Please choose one

To safeguard personal information, ____

► write your telephone number on credit receipts

► use shopping club and buyer cards

► do not reply to spam for any reason

Papers

► complete all requested information on registration forms

Question No: 19   (Marks: 1) - Please choose one

_____Edits the active cell and positions the insertion point at the end of the cell in Excel Sheet.

► F2

► F3

► F1

► F4

Question No: 20   (Marks: 1) - Please choose one

Pressing the key once and releasing it is called a

► Key stroke

► Key strike

► Key action

► None of these

Question No: 21   (Marks: 1) - Please choose one

To go to the end of the document used following keys

► Ctrl + home

apers

► Shift + Home

► Shift + End

► Ctrl + end

Question No: 22   (Marks: 1) - Please choose one

To view properties of a folder

► Press F4

► Right click on folder and select properties

► Double click on folder

► None of the above

Question No: 23   (Marks: 1) - Please choose one

Start button resides at the left side of the

► Menu bar

► Tool bar

► Status bar

► Task bar

Question No: 24   (Marks: 1) - Please choose one

An unsolicited e-mail message sent to many recipients at once is known as _____.

► Email-spyware

► E-mail spam

c. junk mail

d. a Web bug

Papers

► Junk mail

► a Web bug

Question No: 25   (Marks: 1) - Please choose one

In Word which of the following shortcut key combination, Moves the cursor to the beginning of the document.

► **Ctrl + Backspace**

► **Ctrl + Page Up**

► **Ctrl + Home**

► **Ctrl + End**

Question No: 26   (Marks: 1) - Please choose one

In Word which of the following shortcut key combination, Open the Task Pane.

► **Ctrl + F1**

► **Ctrl + F2**

► **Ctrl + F3**

► **Ctrl + F4**

Question No: 27   (Marks: 1) - Please choose one

In Word which of the following shortcut key combination, Repeat the last action performed (Word 2000+)

► F4

Papers

► F5

► F6

► F7

Question No: 28   (Marks: 1) - Please choose one

Which formula can add the all the numeric values in a range of cells, ignoring those which are not numeric and place the result in a different cell ?

► Count

► Average

► Sum

► None of these

Question No: 29   (Marks: 1) - Please choose one

SMS stands for:

► Short mail service

► Short management system

► Digital Angel

► Short message service

Question No: 30   (Marks: 1) - Please choose one

The act of defecting or destroying computer equipment is known as _____

Papers

► hardware vandalism

► software piracy

► hardware theft

► information theft

Question No: 31   (Marks: 1)

What is meaning of #Value if shown as error in MS Excel?

Question No: 32   (Marks: 1)

In PowerPoint which shortcut key is used to save a presentation file?

Question No: 33   (Marks: 2)

How we can insert clip art in PowerPoint presentation.

Question No: 34   (Marks: 2)

How we can display a bookmarked Web page

Question No: 35   (Marks: 3)

How we can Insert a picture, image, drawn object into a master slide

Question No: 36   (Marks: 3)

Describe the function of the following short cut keys in PowerPoint,

Papers

Description	Column B
	Ctrl-I
	F10
	Ctrl-N

Question No: 37   (Marks: 3)

Describe the function of the following short cut keys in PowerPoint,

Description	Column B
	Ctrl-H
	Ctrl-S
	B

Question No: 38   (Marks: 5)

    a.   Write down the procedure of searching any information on web.
    b.   How we can use book marks in web navigation.

Question No: 39   (Marks: 5)

Lets say, you have a presentation in powerpoint of around 20 slides. Write steps to find word "Powerpoint" from the text and than replace it with new word "MS Power Point".

Question No: 40   (Marks: 10)

What is slide? Explain 4 different views of presentation in your own words.

Question No: 41   (Marks: 10)

Papers

Define Excel's max function. Write steps to find the min from the cells C1 to C6 with data 114,165,178,143,130,167 using Max formula.

Papers