BASICS OF COMPUTER SCIENCE

Subject Code: 4300005   **Date: 2025-03-29**

Subject Name: BASICS OF COMPUTER SCIENCE

Time Duration: 20.0 minutes   **Total Marks: 40**

Instructions:

1. Stable Internet Required: Ensure a good connection.

2. Use Allowed Devices: Only a laptop/PC; no mobile phones or smartwatches.

3. No Switching Tabs: Changing windows may lead to disqualification.

4. Answer all questions within the given time limit. No extra time will be provided.

5. Submit the exam before the deadline, as responses will not be accepted afterward.

In MS Word, gramatical errors are highlighted by _____ .

Marks: 2

- ○ bold text

- ○ green underline

- ○ red underline

- ○ italic text

The Shortcut for, to open Office menu of MS Word.

Marks: 2

- ○ Alt + H

- ○ Alt + P

- ○ Alt + F

- ○ Alt + N

The save button in MS office menu can be accessed by _____ .

Marks: 2

- ○ CTRL + S

- ○ ALT + F + S

- ○ both A and B

- ○ none of them

The shortcut for, to access Save as Item in office menu of MS Word.

Marks: 2

- ○ Alt + F + A
- ○ Ctrl + N
- ○ Ctrl + O
- ○ Ctrl + P

The Shortcut for, to select Open Item in office menu of MS Word.

Marks: 2

- ○ Ctrl + O
- ○ Alt + F + O
- ○ both Ctrl + O and Alt + F + O
- ○ Ctrl + S

The Shortcut for, Close item in MS Office Menu.

Marks: 2

- ○ Alt + F + A
- ○ Alt + F + O
- ○ Alt + F + C
- ○ Ctrl + O

The shortcut for, to select print item in MS Office menu.

Marks: 2

- ○ Alt + F + P
- ○ Ctrl + P
- ○ Both A and B
- ○ Ctrl + S

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The shortcut for, to select Save and Send item in MS Office Menu.

Marks: 2

○ Ctrl + P

○ Ctrl + S

○ Alt + F + D

○ Alt + F + H or F1

The shortcut for, to select HELP item in MS Office Menu.

Marks: 2

○ Ctrl D

○ Alt + F + D

○ Alt +F + H or F1

○ Ctrl N

The shortcut for, to select Exit item in MS Office Menu

Marks: 2

○ Alt + F + X

○ Alt + F + D

○ Alt + F + H

○ Alt + F + E

What is the smallest and largest font size available in Font size tool on formatting toolbar

Marks: 2

○ 8 and 72

○ 8 and 64

○ 12 and 72

○ None of Above

The keystrokes Ctrl + I is used to

Marks: 2

- ○ Increase font size
- ○ Inserts a line break
- ○ Indicate the text should be bold
- ○ Applies italic format to selected text

Which of the following is not valid version of MS Office ?

Marks: 2

- ○ Office XP
- ○ Office 2007
- ○ Office Vista
- ○ None of Above

What is the shortcut key to open dialog box ?

Marks: 2

- ○ F12
- ○ Shift F12
- ○ Alt + F12
- ○ Ctrl + F12

Which file starts MS Word ?

Marks: 2

- ○ WinWord.exe
- ○ Word.exe
- ○ Word2003.exe
- ○ MSword.exe

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The filemenu, containing most common tools required for preparation of document in MS Word, is called

Marks: 2

○   Home

○   Insert

○   Page Layout

○   References

The shortcut for Home Menu in MS Word.

Marks: 2

○   Alt + H

○   Alt + P

○   Alt + N

○   Alt + S

The shortcut for Insert Menu in MS Word.

Marks: 2

○   Alt + N

○   Alt + P

○   Alt + S

○   Alt + A

The shortcut for Page Layout menu in MS Word.

Marks: 2

○   Alt + P

○   Alt + H

○   Alt + N

○   Alt + A

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The shortcut for references menu in MS Word.

Marks: 2

○   Alt + H

○   Alt + S

○   Alt + N

○   None

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