# 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 Office _____ is the software for preparation of documents.**

**Marks: 2**

- ○ MS Word
- ○ MS Access
- ○ MS Excel
- ○ MS Powerpoint

**In MS Office _____ is the software for preparation of spreadsheets.**

**Marks: 2**

- ○ MS Excel
- ○ MS Access
- ○ MS Word
- ○ MS Powerpoint

**Which is not a font style ?**

**Marks: 2**

- ○ Bold
- ○ Italic
- ○ Superscript
- ○ regular

**Which of these is not the right version of MS-OFFICE.**

**Marks: 2**

○ OFFICE XP

○ OFFICE VISTA

○ OFFICE 2007

○ OFFICE 2010

**Ms-Office is _____ .**

**Marks: 2**

○ Application software

○ System Software

○ Operating System

○ All of Above

**Which of the following is not a office suite ?**

**Marks: 2**

○ MS-Office

○ Close Office

○ Lotus Office

○ Star Office

**In MS Office, _____ is the software for preparation of databases**

**Marks: 2**

○ MS Access

○ MS Word

○ MS Excel

○ MS Powerpoint

**The default extension for an MS Word document is _____ .**

**Marks: 2**

○   .docx

○   .doc

○   both a and b

○   neither a nor b

**Which of the following menu is used in MS-Word to change the character size and typeface ?**

**Marks: 2**

○   View

○   Tools

○   Format

○   Data

**By default, _____ header or footer printed.**

**Marks: 2**

○   On First page

○   On Last Page

○   On every page

○   None of above

**In (GUI) based programs, WYSWYG stands for ?**

**Marks: 2**

Generated by Brainy Studio

**_____ in MS Word serves as a standard typeset document for creating professional looking documents.**

**Marks: 2**

- ○ Macro
- ○ XML
- ○ Template
- ○ HTML

**Outlook Express is a ?**

**Marks: 2**

- ○ E-Mail Client
- ○ Scheduler
- ○ Address Book
- ○ All of Above

**From which menu you can insert Header and Footer**

**Marks: 2**

- ○ Insert Menu
- ○ Format Menu
- ○ View Menu
- ○ Tools Menu

**Shortcut for document views toolbar is situated in ____ bar.**

**Marks: 2**

- ○ Insert Menu
- ○ View Menu
- ○ Status Bar
- ○ Tool Bar

**The collection of artworks/images available in MS Office is called ?**

**Marks: 2**

- ○ drawing
- ○ cliparts
- ○ tables
- ○ images

**In MS Word, spelling mistakes are highlighted by _____.**

**Marks: 2**

- ○ bold text
- ○ green underline
- ○ red underline
- ○ italic text

**Bullets and Numbering is in _____ tab**

**Marks: 2**

- ○ Home Tab
- ○ Status Bar
- ○ Tool Bar
- ○ Title Bar

**Cut, Copy, and Paste is in _____ Group in the Home Tab.**

**Marks: 2**

- ○ Font
- ○ Clipboard
- ○ Page Setup
- ○ Editing

Generated by Brainy Studio

**Pressing F8 key for three times selects**

<div align="right">**Marks: 2**</div>

    ○    A word

    ○    A sentence

    ○    A paragraph

    ○    Entire document