

BASICS OF COMPUTER SCIENCE

Subject Code: 4300005

Date: 2025-04-01

Subject Name: BASICS OF COMPUTER SCIENCE

Time Duration: 95.0 minutes

Total Marks: 38

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.
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Borders can be applied to

Marks: 2

- ☐ Cells
- ☐ Paragraph
- ☐ Text
- ☒ All of Above

Which of the following is not a type of Page margin

Marks: 2

- ☐ Left
- ☐ Right
- ☒ Center
- ☐ Top

Which of the following is not a font style ?

Marks: 2

- ☐ Bold
- ☐ Italics
- ☐ regular
- ☒ Superscript

In Word, the mailing list is known as the _____ .

Marks: 2

- ☐ Data Sheet
- ☒ Data Source
- ☐ Sheet
- ☐ Source



Comments can be added to cells using _____.

Marks: 2

- ☐ Edit -> Comments
- ☒ Insert -> Comments
- ☐ File -> Comments
- ☐ View -> Comments

The spelling tool is placed on _____ toolbar

Marks: 2

- ☒ Standard
- ☐ Formatting
- ☐ Drawing
- ☐ Reviewing

Comments put in cells are called _____ .

Marks: 2

- ☐ Smart Tip
- ☒ Cell Tip
- ☐ Web Tip
- ☐ Soft Tip

Thesaurus tool in MS Word is used for

Marks: 2

- ☐ Spelling suggestion
- ☐ Grammar Options
- ☒ Synonyms And Antonyms Words
- ☐ All of Above



Which is the default alignment in word ?

Marks: 2

- ☒ Left
- ☐ Right
- ☐ Center
- ☐ Justify

Clipboard Menu can be accessed using the shortcut _____ .

Marks: 2

- ☒ Alt + H + FO
- ☐ Ctrl + C / Alt + H + C
- ☐ Ctrl + X / Alt + H + X
- ☐ Ctrl + V / Alt + H + V

The shortcut for in MS Word for italic Font style

Marks: 2

- ☒ Ctrl + I / Alt + H + 2
- ☐ Alt + H + FN
- ☐ Ctrl + B
- ☐ None

The shortcut for in MS Word, for underline font style.

Marks: 2

- ☐ Alt + H + FN
- ☐ CTRL + U
- ☐ ALT + H + 3
- ☒ CTRL + U and ALT + H + 3



The shortcut key for in MS Word, for subscript font style.

Marks: 2

- ☐ Alt + H + 4
- ☒ Ctrl + Plus / Alt + H + 5
- ☐ Alt + H + FF
- ☐ Both A and C

The shortcut for in MS Word, for bold font style.

Marks: 2

- ☐ ALT + H + FN
- ☒ Ctrl + B/ Alt + H + 1
- ☐ Alt + H + B
- ☐ None

The shortcut key for superscript font style.

Marks: 2

- ☐ ALT + H + 4
- ☐ Ctrl + Plus / Alt + H + 5
- ☒ Ctrl + Shift + Plus / Alt + H + 6
- ☐ Alt + H + FF

The shortcut key for in MS Word, for font name.

Marks: 2

- ☐ Alt + H + 4
- ☐ Ctrl + Shift + Plus / Alt + H + 6
- ☐ Ctrl + Plus
- ☒ Alt + H + FF



Shortcut for MS Word for strike through font style.

Marks: 2

- ☒ Alt + H + 4
- ☐ Ctrl + Plus / Alt + H + 5
- ☐ Alt + H + FF
- ☐ None

The shortcut for in MS Word, for font size.

Marks: 2

- ☐ Alt + H + FC
- ☒ Alt + H + FS
- ☐ Alt + S + FS
- ☐ Alt + X + FS

The shortcut for in MS Word, for applying bullet points

Marks: 2

- ☒ Alt + H + U
- ☐ Alt + H + N
- ☐ Alt + H + M
- ☐ Alt + H + PG

