

लोक सेवा आयोग

2073/1/25

**KEY(C)**

Time: -45 minutes

Full mark: -50

**Subject: -Computer related**

1..... Is a tool in word which apply same format to different character/paragraph?

- A) Format repeater      B) Format Applier      C) Format Painter  
B) D) Format generator

2..... Switch the page between portrait and landscape layout

- A) Margins      B) Size      C) Columns  
D) Orientation

3.....enables several people to work to create and update a document

- A) Document sharing      B) Document Locking  
c) Document Collaboration      D) Document Protection

4. When a hyper link is created, Word formats the Web address as \_\_\_\_\_

- A) Italicized and colored red      B) Italicized and colored blue  
C) Underlined and colored red      D) Underlined and colored blue

5.Workbook is collection of:

- A) Cells      B) Worksheets      C) Workspaces  
D) Projects

6.Shortcut key to bring format cells dialog box is:

- A) Ctrl + F      B) Ctrl+ E      C) Ctrl + I      D) Ctrl + D

7. The cell reference \$A\$5 is a.....

- A) Relative cell reference      B) Absolute cell references  
C) Mixed cell references      D) None of the above

8.Function to get sum of the contents of the cells A1, A2, A3, B1, B2, B3 is...

- A) =SUM(A1+A2+B1+B2)      B) =SUM (A1:B2)  
C)=TOTAL(A1..B2)      D) =SUM (A1, B2)

9.To edit the contents of cell....

- A) Press F2
- B) Double click on cell
- C) Click on formula bar
- D) All of the above

10. Graphical representation of worksheet data\_\_

- A) Pivot table
- B) Goal seek
- C) Graph
- D) Scenario

11.Filter option is used to.....

- A) Arrange data in alphabetical order
- B) Arrange data in numeric order
- C) Arrange data chronological order
- D) Extract the records that meet given criteria

12. The formula =IF(A1>B1, A1-B1, B1-A1) gives

- A) Larger ones from cell A1 and B1
- B) Positive difference of A1 and B1
- C) Contents of A1
- D) Contents of B1

13. How do you display updatable current data in MS excel?

- A) DATE ()
- B) TODAY ()
- C) NOW ()
- D) CTRL+;

14.A function inside another function is called\_\_

- A) Nested function
- B) Round function
- C) Sum function
- D) Text function

15.What are the different views to displays a table?

- A) Datasheet View
- B) Design View
- C) Pivot Table & Pivot chart View
- D) All of the above

16. Short cut key to split a table:

- A) Ctrl +Alt + Enter
- B) Ctrl+ Shift +Enter
- C) Alt + Shift + Enter
- D) Alt + Space+ Enter

17. Page formatting which is used frequently in future is saved as....

- A) master document
- B) theme
- C) cross-reference
- D) template

18.Which is the gutter margin?

- A) margin that is added to the left margin when printing
- B) margin that is added to the right margin when printing
- C) margin that is added to the binding side of page when printing
- D) margin that is added to outside of the page when printing

19. The features of MS-Word that combines a set of database records with a main document is....

- A) Thesaurus
- B) Mail Merge
- C) Auto correct
- D) Word Wrap

20. All actions can be performed on a table in MS word except?

- A) convert a table to text
- B) apply table styles
- C) perform simple mathematical calculation using a formula
- D) None of the above

21. How many types of indents are in MS word?

- A) 2
- B) 4
- C) 6
- D) 8

22. To force a page break in a document.

- A) Press Ctrl + Alt
- B) Press Ctrl + break
- C) Press Ctrl + Enter
- D) Press Alt+ Enter

23. How do you create newspaper style documents?

- A) using Columns
- B) using Tabs
- C) using Table
- D) using Textbox

24. Which feature enables us to make directly to specific location in a document?

- A) Subdocuments
- B) Bookmarks
- C) Cross-references
- D) Outlines

25) By default, on which page is the header, or the footer is printed?

- A) on first page
- B) on alternate page
- c) on every page
- D) on current page

26) The cropping button is available in the...

- A) picture
- B) standard
- C) toolbar
- D) border and table

27) Which of the keystrokes is used to move the cursor to the end of the document?

- A) End
- B) Shift+ End
- C) Ctrl+ End
- D) Alt + End

28) Which key is used to check spelling?

- A) F1
- B) F5
- C) F7
- D) F9

29. How to display updatable current date in MS excel?

- A) DATE ()                      B) TODAY ()                      C) NOW ()                      D) CTRL+;

30. When a formatted number does not fit within a cell, it displays?

- A) #####                      B) #DIV/0                      C) #DIV@                      D) None of the above

31. Chart type of visually compare values across a few categories is...

- A) Pie                      B) Column                      C) Line                      D) Area

32. When integrating Word and Excel, Word is usually the

- A) Server                      B) Client                      C) Source                      D) None of these

33. An Excel Workbook is a collection of

- A) Chats                      B) Workbooks                      C) Worksheets                      D) Workbooks and Charts

34. What symbol is used before a number to make it a label?

- A) =                      B) "                      C) '                      D) \_

35. Which is the correct expression to calculate the average salary of the range?

- A) AVG (salary)                      B) Average(salary)  
C) Average("salary")                      D) Salary  
(Average)

36. Which area of the Excel Window allows entering values and formulas?

- A) Title bar                      B) Menu bar                      C) Formula bar  
D) Standard tool bar

37. .... is used to insert a hyperlink in Excel?

- A) Ctrl + H                      B) Ctrl + I                      C) Ctrl + L                      D) Ctrl + K

38. What will be the output if you format the cell containing value 76549.45 as '#,##,0.00'?

- A) 76,549.45                      B) 7,6549.45                      C) 76,550.00                      D)  
765450.00

39. Which of the following formulas is not entered correctly?

- A) =B5\*9                      B) =B7+6                      C) =34+8                      D) 45+9

40. .... is used to unhide columns.

- A) Ctrl + Shift)                      B) Alt + Shift + (                      C) Ctrl + Shift + (                      D) Alt + Shift + )

41. The language for interfacing application programs with relational database systems is

A) Oracle      B) SQL      C) dbase      D) Java

42. The task for arranging data in order is called

A) Searching      B) Sorting      C) Ordering      D) Shorting

43. What are the basic elements of a form or a report in MS-Access?

A) Controls      B) Objects      C) Windows      D) Properties

44. What is a motion path?

A) A type of animation entrance effect  
B) A method of advancing slides  
C) A method of moving items on a slide  
D) All of the above

45. To insert a new slide in the current presentation, press

A) CTRL+M      B) CTRL+N      C) CTRL+O      D) CTRL+F

Operator PRACTICE

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