



JG UNIVERSITY

EXCELLENCE BY CHOICE

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SCHOOL OF SCIENCE & TECHNOLOGY

GBM SEMESTER – I

Subject: IT SKILLS

DATE: 19-09-2024

Time : 1 hr

1. **What is the shortcut key to open a new workbook in Excel?**
 - A. Ctrl + O
 - **B. Ctrl + N**
 - C. Ctrl + W
 - D. Ctrl + S
2. **Which function is used to find the largest number in a range?**
 - A. SUM
 - B. AVERAGE
 - **C. MAX**
 - D. MIN
3. **Which of the following is not a type of chart in Excel?**
 - A. Line Chart
 - B. Pie Chart
 - **C. Venn Diagram**
 - D. Column Chart
4. **What is the function of the 'VLOOKUP' in Excel?**
 - A. To look for a value in a row.
 - **B. To look for a value in a column.**
 - C. To search for values across sheets.
 - D. To validate data in a table.
5. **Which Excel feature allows you to combine and summarize data from multiple ranges into one report?**
 - A. Solver
 - **B. PivotTable**
 - C. Data Validation
 - D. Conditional Formatting
6. **How can you quickly apply the same formatting to multiple cells in Excel?**
 - **A. Using Format Painter**
 - B. Using Conditional Formatting

- C. Using Data Validation
 - D. Using Insert Function
- 7. **What does the PMT function calculate in Excel?**
 - **A. Payment for a loan**
 - B. Present value of an investment
 - C. Principal of a loan
 - D. Profit margin of a transaction
- 8. **Which symbol is used to lock a cell reference in Excel?**
 - **A. \$**
 - B. %
 - C. @
 - D. #
- 9. **What is the maximum number of rows in Excel 2019?**
 - A. 65,536
 - B. 104,8576
 - C. 1,048,576
 - **D. 10,48,576**
- 10. **How can you prevent someone from editing specific cells in an Excel worksheet?**
 - A. By hiding the worksheet.
 - B. By using Freeze Panes.
 - **C. By protecting the worksheet.**
 - D. By inserting comments.
- 11. **Which function would you use to calculate the average of a range in Excel?**
 - **A. AVERAGE**
 - B. MEDIAN
 - C. MODE
 - D. SUM
- 12. **Which keyboard shortcut is used to delete a row in Excel?**
 - **A. Ctrl + D**
 - B. Ctrl + -
 - C. Ctrl + Shift + Del
 - D. Alt + D
- 13. **In Excel, which operator is used for concatenation of two text strings?**
 - A. +
 - **B. &**
 - C. #
 - D. *
- 14. **What is the correct formula to calculate 20% of a value in Excel?**
 - A. =20%*A1
 - B. =A1*20
 - **C. =A1*0.2**
 - D. =A1/20
- 15. **Which of these is not an Excel data type?**
 - A. Text
 - B. Number
 - C. Boolean
 - **D. Image**
- 16. **What is the purpose of the Excel function COUNTIF?**
 - A. To count all numbers in a range.
 - **B. To count cells based on a condition.**

- C. To count the total number of cells.
 - D. To count blank cells.
17. What does the shortcut "Ctrl + F" do in Excel?
- A. Finds a specific cell.
 - B. Formats a range.
 - C. Finds and replaces text.
 - D. Filters a table.
18. What is the use of the "Freeze Panes" feature in Excel?
- A. To lock the worksheet.
 - B. To keep specific rows or columns visible while scrolling.
 - C. To protect formulas.
 - D. To link workbooks.
19. What does a "#####" symbol in an Excel cell indicate?
- A. Incorrect formula
 - B. Data is too large to fit in the cell
 - C. Invalid reference
 - D. Text overflow
20. Which function in Excel is used to find the remainder after division?
- A. QUOTIENT
 - B. DIVIDE
 - C. MOD
 - D. MROUND
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Word MCQs:

21. Which shortcut key is used to save a document in MS Word?
- A. Ctrl + P
 - B. Ctrl + S
 - C. Ctrl + C
 - D. Ctrl + V
22. What is the default file extension for a Word 2016 document?
- A. .docx
 - B. .doc
 - C. .txt
 - D. .pdf
23. Which of the following is not a formatting option in Word?
- A. Font
 - B. Alignment
 - C. Border
 - D. Formula
24. How can you insert a page break in a Word document?
- A. Press Enter key
 - B. Press Ctrl + Enter
 - C. Press Ctrl + P
 - D. Press Shift + Enter
25. Which tab in Word allows you to adjust the page orientation?
- A. Insert
 - B. Layout

- C. Design
 - D. Review
26. In Word, what is the keyboard shortcut for "Undo"?
- A. Ctrl + U
 - B. Ctrl + Y
 - C. Ctrl + Z
 - D. Ctrl + V
27. What is the default margin size in Word?
- A. 1 inch
 - B. 1.5 inches
 - C. 2 inches
 - D. 0.5 inches
28. Which feature in Word automatically moves text to the next line when it reaches the margin?
- A. Word Wrap
 - B. Line Break
 - C. Text Wrap
 - D. Paragraph Spacing
29. How can you make text bold in Word?
- A. Select the text and press Ctrl + U
 - B. Select the text and press Ctrl + B
 - C. Select the text and press Ctrl + I
 - D. Select the text and press Ctrl + S
30. What does the "Track Changes" feature in Word do?
- A. Tracks the word count
 - B. Highlights changes made to the document
 - C. Tracks document sharing
 - D. Highlights grammatical errors
31. Which of the following is used to create a numbered list in Word?
- A. Numbering button in Home tab
 - B. Insert Table button
 - C. Page Layout tab
 - D. References tab
32. Which of the following is a type of page orientation in Word?
- A. Portrait and Landscape
 - B. Square and Circular
 - C. Text and Graphics
 - D. Line and Paragraph
33. How do you insert a table in a Word document?
- A. Layout -> Table
 - B. Insert -> Table
 - C. Review -> Table
 - D. Home -> Insert Table
34. Which feature allows you to combine mail with a Word document?
- A. Mail Merge
 - B. Data Import
 - C. Review and Merge
 - D. Hyperlink
35. What is the default alignment of text in Word?
- A. Left

- B. Center
 - C. Right
 - D. Justified
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PowerPoint MCQs:

36. What is the default file extension for a PowerPoint presentation?
- A. .ppt
 - B. .pptx
 - C. .docx
 - D. .pdf
37. Which shortcut key is used to start the slideshow from the current slide?
- A. F5
 - B. Shift + F5
 - C. Ctrl + S
 - D. Alt + F5
38. Which of the following is not a slide layout in PowerPoint?
- A. Title Slide
 - B. Two Content
 - C. Blank
 - D. Formula
39. Which tab contains the "Slide Master" option in PowerPoint?
- A. Insert
 - B. View
 - C. Review
 - D. Design
40. What is the use of the "Transition" tab in PowerPoint?
- A. To add effects between slides
 - B. To change slide content
 - C. To animate text
 - D. To insert charts
41. Which shortcut key inserts a new slide in PowerPoint?
- A. Ctrl + S
 - B. Ctrl + M
 - C. Ctrl + P