

1. How many columns are there in old version of MS Excel?
256

2. A ____ typically consist of two or more LANs. The computers a\re farther apart the are linked by telephone lines, dedicated telephone lines, or radio waves
WAN(Wide Area Network)

3.A ____ is a hardware device that allows you to connect several computers and other devices to a single internet connection, which is known as a home network
Router

4. A ____ is a collection of operations that performs a single logical function in database application
Transaction

5. What is the name of the computer-based EMMS that provides a common forum where users can check it at their convenience, post message, activity exchange ideas and participate in outgoing discussions?
BBS

6. Go to end a document, press ____
Ctrl + End

7. The first-generation computers used ____ for circuitry
Vacuum tubes

8.During a slide show, pressing the ESC key will
Ends the slide show

9.The desktop computers are also known as ____ computers.
Personal

10. Which of the following cannot be placed a single slide?
Two different color schemes

11. You cannot insert the following on a slide _____.
All of the above

12.This is not a function category in Excel.
Data series

13.Using a custom animation effect, how do you make text appear on a slide letter by letter?
Apply an entrance effect, and then set it to by letter in the effect option dialog box

14. #VALUE! Refers to ____
Error value

15. A word gets selected by clicking it
Twice

16.PowerPoint is best described as
Presentation software

17. ROM stands for
Read only memory

18. To move data from one part of the document to another, following is used
Cut and paste

19. The smallest dot that can be displayed is called a ____
Pixels

20. Excel documents are stored as files called
Worksheets

21. ____ sign is used to create an absolute cell reference.
\$

22. You've customized a design template in one presentation and you want to use it in another presentation.
What's the best way to do this?
Use the Browse feature in the Slide Design task pane to find the file that has your design template and apply it to the current file.

24. Which of the following options is used to display information such a title, page number of the document?
Insert table

25. A ____ is two or more connected computers sharing certain resources in a relatively small geographic location, often in the same building
The screen is blank, you must choose a template

26. 18.A ____ is a software application for retrieving, presenting, and traversing information resources on the World Wide Web.
Web browser

27. The center the selected text, the shortcut key is

28. Which key do you press to go into Slide Show view and always start on the first slide
F5

29. Local area networks can transmit

30. Which of the following function used to adds the values in the function argument or the values in the all references in the argument?
Sum

31. To align right the selected text, the shortcut key is
Ctrl + E

32. The ____ is the largest computer network in the world, connecting millions of computers.
Internet

33. ____ are programs that are installed in your browser that enable it to play various types of media, such as video. Examples include Quicktime Player and Flash Player.
Browser plug-in

34. CD stands for
Compact disc

35. To make one section of slides in your presentation use a different design template from the other slides, what do you do?
elect the slide thumbnails in that section, and apply a different color scheme

36. When you first start PowerPoint:
The screen is blank, you must choose a template

37. The ____ project allows access to the universe of online information using two simple user interface operations.
World wide web

38. MS Word is ____ software.
Application

39. The valid format of MS Word is ____
doc

40. MS word is software of ____
Microsoft

41. Browsers have an _____ that shows the web address of the page you are on.
Address Bar.

42. A ____ is a system to digital message formats and rules for exchanging those messages in or between computing systems and in telecommunications.
Communication Protocol

43. Memory unit is a part of
Central processing unit

44. ____ is the basic communication language or protocol of the internet
TCP/IP

45. What is the best way to design the layout for your slides?
Create layouts for slides, handouts, and notes using the Master Layout dialog box in slide master view

46. The most common way to find information online is with a search engine. All you have to do is type in a few words, and the search engine will give you a list of results that you can click on. Give example of the search engine.
Google, Yandex, Yahoo

47. CPU consists of arithmetic and logic units, control unit and internal memory ____
Registers

48. Rules for exchanging data between computers are called
Protocols

49. ____ returns the least common multiple.
LCM()

50. A ____ identifies a location or a selection of text that you name and identify for future reference.
Bookmark

50. ____ is a windows utility program that locates and eliminates unnecessary fragments and rearranges files and unused to disk space to optimise operations.
Disk defragmenter

