

Office management Q & A.

1. CD-ROM stands for _____?
 - a. Compactable read only memory
 - b. Compact data read only memory
 - c. Compactable disk read only memory
 - d. **Compact disk read only memory**
2. Cd comes under _____ types of storage device?
 - a. Magnetically storage
 - b. **Optical storage**
 - c. Data storage
 - d. All of the above
3. The 0 and 1 in the binary numbering system are called binary digits or _____?
 - a. **Bits**
 - b. Bytes
 - c. Kilo bytes
 - d. Tera bytes
4. Pointing device _____?
 - a. Joy stick
 - b. Mouse
 - c. Track ball
 - d. **All of the above**
5. Characteristic of computer _____?
 - a. Iq power
 - b. Decision making
 - c. **Speed**
 - d. None
6. To select multiple files hold _____ button?
 - a. Shift
 - b. Alt + shift
 - c. **Control**
 - d. Control + shift
7. An example of an operating system is _____?
 - a. Windows xp
 - b. Unix or Linux
 - c. Mac Os
 - d. All of the above
8. Date and time are available in desktop _____ corner?
 - a. **Right**
 - b. Left
 - c. Top
 - d. Bottom
9. A file is a computerized _____?
 - a. Path
 - b. **Record**
 - c. Drive
 - d. Folder
10. _____ is an operating system?
 - a. **MS windows**
 - b. Word
 - c. Tally
 - d. None of the above
11. What are the uses of internet?
 - a. Communication
 - b. Information retrieval
 - c. Presentation of information
 - d. **All of the above**
12. In www .keonics.com www refers _____?
 - a. Worldwide window
 - b. Word wide window
 - c. **World wide web**
 - d. Worldwide window
13. Http stands for _____?
 - a. Hypertext markup language
 - b. Hypertext transfer para
 - c. Home text transfer protocol
 - d. **Hypertext transfer protocol**
14. E mail is kind of facility related to _____?
 - a. Education
 - b. Advertisement
 - c. Commerce
 - d. **Communication**
15. IP stands for _____?
 - a. Internet provider
 - b. **Internet protocol**
 - c. Internet procedure
 - d. Internet policy
16. To select a block of ext. Click at the beginning of the selection. Scroll to end of the selection, position the mouse pointer at the end of the selection, hold down the _____ key, and then click (or drag through the text).
 - a. Ctrl
 - b. Alt
 - c. **Shift**
 - d. Tab
17. In MS word short cut key for replace is _____?
 - a. **Ctrl + h**
 - b. Ctrl + f
 - c. Ctrl + a
 - d. Ctrl + u
18. The word count command on the tools menu displays the number of words as well as the number of _____ in the current document.
 - a. **Lines**

- b. Characters
 - c. Paragraphs
 - d. **All of the above**
- 19. In MS word headers and footers appear only _____?
 - a. Normal view
 - b. Web layout
 - c. Outline view
 - d. **Print layout view**
- 20. Which can be used for quick access to commonly used commands and tools?
 - a. Status bar
 - b. **Tool bar**
 - c. Menu bar
 - d. Title bar
- 21. The feature of word that automatically adjusts the amount of space between certain combinations of characters so that an entire word looks more evenly spaced. What is that feature called?
 - a. **Spacing**
 - b. Scaling
 - c. Kerning
 - d. Positioning
- 22. In ms word short cut key to align justify is _____?
 - a. Shift + j
 - b. **Ctrl + j**
 - c. Alt + j
 - d. Shift + ctrl + j
- 23. A _____ is a collection of predefined design elements and color schemes.
 - a. Feature
 - b. Hyperlink
 - c. Palette
 - d. **Theme**
- 24. A bookmark is an item or location in document that you identify as a name for future reference. Which of the following task is accomplished by using bookmarks?
 - a. To add anchors in web page
 - b. To mark the ending of a paragraph of document
 - c. **To quickly jump to specific location in document**
 - d. To add hyperlinks in webpage
- 25. Which of the following helps to reduce spelling error in the document?
 - a. Auto format
 - b. **Auto correct**
 - c. Smart tags
 - d. Auto text
- 26. If you want to you the text in a1 to g1 range cells, option used is _____?
 - a. **Merge cells**
 - b. More cells
 - c. Insert cells
 - d. All cells
- 27. Which of the following function will use to find the highest number in a series of number in excel?
 - a. **Max(b1:b3)**
 - b. Maximum(b1:b3)
 - c. High(b1:b3)
 - d. Highest(b1:b3)
- 28. What is the quickest way to select entire worksheet in excel?
 - a. Choose edit -> select all from the menu
 - b. Click on the first column, press ctrl and then click on the last column.
 - c. Click on the first column, press shift and then click on the last column.
 - d. **Click on the rectangle box on the upper left corner where column and row headings meet.**
- 29. Which is not a data source component?
 - a. **Mail merge**
 - b. Header row
 - c. Data fields
 - d. Data records
- 30. If you want to record experiment information and create a chart that shows the rate of crystal growth over a period of time the best application to use would be _____?
 - a. Word processing
 - b. **Spreadsheet**
 - c. Database
 - d. Graphics
- 31. Which of the following is correct in excel?
 - a. =power(2^3)
 - b. **=power(2,3)**
 - c. =power(2#3)
 - d. =power(2*3)
- 32. What should be add before a fraction to avoid entering it as a date?
 - a. //
 - b. Fr
 - c. Zero
 - d. **Zero space**
- 33. Selecting the rows 5 & 6 then choose →row what will happen in excel?
 - a. **2 rows will be inserted after row 4**

- b. 2 rows will be inserted after row 5
 - c. 2 rows will be inserted after row 6
 - d. 2 rows will be inserted after row 7
- 34. How to remove the unwanted action from recorded macro without recording the whole macro again in excel?
 - a. By using the find and edit action option
 - b. By clicking on the refresh button in the macro toolbar
 - c. **By edit the macro in the visual basic editor**
 - d. Macro cannot be edited
- 35. In order to arrange the countries from those with the highest population to those with the lowest. You need to sort on the population field in _____?
 - a. Ascending order
 - b. **Descending order**
 - c. Alphabetical order
 - d. Random order
- 36. _____ is the extension name for PowerPoint
 - a. .doc
 - b. .xls
 - c. .bmp
 - d. **None of the above**
- 37. Which of the following should you use if you want all the slides in the presentation to have the same 'look'?
 - a. The slide layout option
 - b. Add a slide option
 - c. Outline view
 - d. **A presentation design template**
- 38. Shortcut key to slide from current slide is _____?
 - a. F9
 - b. F6
 - c. F3
 - d. **F5**
- 39. _____ shortcut key is used for slide show
 - a. **F5**
 - b. F3
 - c. F1
 - d. None of the above
- 40. Which of the following section does not exist in a slide layout?
 - a. Titles
 - b. Lists
 - c. Charts
 - d. **Animations**
- 41. Nudi can be used for dynamic font embedding purposes
 - a. False
 - b. **True**
 - c. A & b
 - d. None
- 42. We can type file name in Kannada using _____?
 - a. Ekbhashe
 - b. **Unicode**
 - c. Dwibhashe
 - d. Nudi 01 e
- 43. Kscpl stand for
 - a. Script code for language processing
 - b. Karnataka script code for language processing
 - c. **Kannada script code for language processing**
 - d. None
- 44. Nudi is a _____
 - a. **Application software**
 - b. System software
 - c. Utility software
 - d. Driver
- 45. Web enabled font in Nudi is?
 - a. Nudi 01-e
 - b. **Nudi b akshara(Unicode)**
 - c. Nudi sarala
 - d. Nudi – web
- 46. A web site's front page/main page is called _____?
 - a. Browser page
 - b. Search page
 - c. **Home page**
 - d. Bookmark
- 47. Moving from one website to another is called?
 - a. Downloading
 - b. **Browsing**
 - c. Uploading
 - d. Attachment
- 48. Usb stands for _____?
 - a. **Universal serial bus.**
 - b. Universal series bus
 - c. Universal switch band
 - d. All the above
- 49. Isp stands for _____?
 - a. **Internet service provider**
 - b. Internet service publisher
 - c. Internet server provider
 - d. All the above
- 50. A computer on internet are identified by:
 - a. E-mail address

- b. Street address
c. Ip address
 d. None of the above
51. _____ Number of user interfaces are there?
 a. 4
 b. **2**
 c. 3
 d. 1
52. The two kinds of main memory are: _____?
 a. Primary and secondary
 b. Random and sequential
c. Rom and ram
 d. All of above
53. _____ is responsible for at calculations and logical operations that have to be performed on the data?
 a. Control unit
b. Arithmetic and logic unit
 c. Central processing unit
 d. None of the above
54. Which is the device that converts computer output into a form that can be transmitted over a telephone line?
 a. Switch
 b. **Modem**
 c. Scanner
 d. Monitor
55. A binary numbers are represented by _____?
 a. **Digits 0 and 1**
 b. Digits 0, 1,.....8
 c. Digits a,b, c ...
 d. All of the above
56. *.txt is the extension name for _____?
 a. Word pad
 b. **Note pad**
 c. Paint brush
 d. None of the above
57. Start button will appear in _____
 a. Desktop
 b. Document
 c. **Task bar**
 d. My computer
58. Shortcut key to rename files & folders is _____?
 a. F5
 b. F3
 c. F1
 d. **F2**
59. A bar contacting a scale that indicates, paragraph indents and margins is _____?
 a. **The ruler**
 b. The ribbon
 c. The menu bar
 d. None of the above
60. Short cut key to close a files is _____?
 a. **Alt + f4**
 b. Ctrl + f4
 c. F1
 d. F5
61. Internet is a _____?
 a. Software programmer
 b. Operating system
c. Network of Networks
 d. None of above
62. Expansion of www is _____?
 a. Wide web word
b. World wide web
 c. Web wide web
 d. Web world wide
63. In MS word which of the following is not available in font spacing?
 a. Normal
b. Loosely
 c. Condensed
 d. Expanded
64. "Ctrl + f" is _____ in MS-word?
 a. **Open find and replace dialog box with activating find tab**
 b. Open page setup dialog box with activating layout tab
 c. Open font dialog box with activating font tab
 d. Open file save as dialog box
65. Which of the following is required before performing mail merge in MS-word?
 a. Create
 b. Modify
 c. Sort
d. All of the above
66. In MS word short cut key to select all is _____?
 a. Shift +a
b. Ctrl +a
 c. Alt +a
 d. Shift +Ctrl +a
67. In MS word short cut key for replace is _____?
 a. **Ctrl +h**
 b. Ctrl +f
 c. Ctrl +a

d. Ctrl +u
68. To underline the text keyboard shortcut is _____?

- a. Alt +u
- b. Shift +u
- c. Esc +u
- d. Ctrl +u**

69. In MS word short cut key of center alignment _____?

- a. Ctrl +l
- b. Ctrl +r
- c. Ctrl +k
- d. Ctrl +e**

70. Which of the following is not available on the ruler of MS word screen?

- a. Tab stop box
- b. Left indent
- c. Right indent
- d. Center indent**

71. Word art is present in _____ menu in MS-word?

- a. Review
- b. View
- c. Insert**
- d. Home

72. In MS word which of the following function key activates the speller?

- a. F5
- b. F7**
- c. F9
- d. Shift +f7

73. Special category of number tab in format cells dialog box can be used to apply formats like _____ in excel?

- a. Zip code
- b. Phone number
- c. Both of above**
- d. None of above

74. To drag a selected range of data to another worksheet in the same workbook use the _____?

- a. Tab key
- b. Alt key
- c. Shift key
- d. Ctrl key**

75. Which of the following is not an option of the spelling dialog box in excel?

- a. Ignore
- b. Ignore all
- c. Edit**
- d. Change

76. What is an expression that tells how the numbers in a determined set of cells are to be calculated?

- a. Formula**
- b. Field
- c. Data
- d. Query

77. You accidentally erased a record in the sheet, what command can be used to restore it immediately?

- a. Insert
- b. Copy
- c. Undo**
- d. Replace

78. _____ is a workbook?

- a. Excel**
- b. WordPad
- c. MS-Word
- d. None of the above

79. Formulas in excel start with _____?

- a. %
- b. =**
- c. +
- d. -

80. Worksheet can be renamed by?

- a. Adding symbol at the end of filename while saving workbook
- b. Click on worksheet tab by holding ctrl key and type new name
- c. Double click on the worksheet tab and type new name**
- d. Worksheet cannot renamed

81. In excel, a1 refers for _____?

- a. Cell address**
- b. Cell add
- c. Cell line
- d. Cell border

82. Which of the following is correct in excel?

- a. =average(4,5,6,7)
- b. =average(a1,b1,c1)
- c. =average(a1:a9,b1:b9)
- d. All of the above**

83. What happens if you select first and second slide and then click on new slide button on toolbar?

- a. A new slide is inserted as first slide in presentation
- b. A new slide is inserted as second slide in presentation
- c. A new slide is inserted as third slide in presentation**
- d. None of above

84. _____ animation effect present in PowerPoint

- a. **Windows**
- b. Dos
- c. Web
- d. Linux

85. To insert a hyperlink in a slide _____?

- a. Choose insert >> hyperlink
- b. Press ctrl +k
- c. Hyperlinks can't be inserted in slides
- d. **Both a & b**

86. If you have a PowerPoint show you created and want to send using email to another teacher you can add the show to your email message as an _____?

- a. Inclusion
- b. **Attachment**
- c. Reply
- d. Forward

87. What term describes a background that appears as a grainy, Non-smooth surface?

- a. **Gradient**
- b. Pattern
- c. Solid
- d. Texture

88. Nudi can be used for dynamic font embedding purposes?

- a. False
- b. **True**
- c. A&B
- d. None

89. If you do not see Kannada after running Nudi, what will you change to make it visible.

- a. Application
- b. Nudi
- c. User
- d. **Font**

90. Starting Nudi 4.0 program?

- a. **Start button - all programs – choose nkudi 4.0.**
- b. Choose Nudi 4.0 in MS-office tab
- c. Start button – all programs – choose MS-word.
- d. None

91. Kscip stands for?

- a. Script code for language processing
- b. Karnataka script code for language processing
- c. **Kannada script code for language processing**
- d. None

92. Html is used to create _____?

- a. Machine language program
- b. High level program
- c. **Web page**
- d. Web server

93. Which one of the following is not a search engine?

- a. Bing
- b. Google
- c. Yahoo
- d. **Windows**

94. Www. Keonics. In where .in refers?

- a. **Domain name**
- b. Organization
- c. Both a & b
- d. None of the above

95. The process of transferring files from a computer on the internet to your computer is called _____?

- a. Uploading
- b. Forwarding
- c. Ftp
- d. **downloading**

96. Verification of a login name and password is known as?

- a. Configuration
- b. Accessibility
- c. **Authentication**
- d. Logging in

97. F1 to F12 are called _____ keys

- a. **Functional**
- b. Numerical
- c. Alphabetical
- d. Cursor control

98. Collection of programs is called a _____?

- a. Procedure
- b. Batch
- c. Command
- d. **Software**

99. Which of the following statement is wrong?

- a. Photoshop is a graphical design tool by adobe
- b. Windows xp is an operating system
- c. **Linux is owned and sold by Microsoft**
- d. None of the above

100. A kilobyte also referred to as kb. Is equal to: _____?

- a. 1024 bits
- b. **1024 bytes**
- c. 2024 bytes
- d. None

- d. 512 bytes
101. Folder are the collection of _____?
- Computers
 - Networking
 - Files and sub-folders**
 - Users
102. Files stores in _____?
- Drives
 - Folder
 - Both a & b**
 - None of the above
103. Dde stands for _____?
- Data defection estimation
 - Dynamic data exchanger**
 - Both a & b
 - None of the above
104. Note pad is used to create _____?
- Documents
 - Text files**
 - Picture files
 - All the above
105. Icons defined in _____ types
- 1
 - 4
 - 2**
 - 3
106. Which of the following is not an example of web browser?
- Internet explorer
 - Google chrome
 - Mozilla Firefox
 - Windows explorer**
107. Which of the following is not a font style?
- Bold
 - Italic
 - Regular
 - Superscript**
108. Which of the following commands should you always use before submitting a document to others?
- Find command
 - Replace command
 - Spelling and grammar**
 - Thesaurus
109. Thesaurus tool in MS word is used for _____?
- Spelling suggestions
 - Grammar options
 - Synonyms and antonyms words**
 - All of above
110. Which of the following is not one of the three 'mail merge helper' steps in MS-word?
- Merge the two files
 - Create the main document
 - Set the mailing list parameters**
 - Create the data source
111. From where you can access save command?
- Home tab
 - Insert tab
 - Review tab
 - None of above**
112. What is the purpose of inserting header and footer in document?
- To enhance the overall appearance of the document
 - To mark the starting and ending of page
 - To make large document more readable
 - To allow page headers and footers appear on document when printed**
113. Gutter margin in word is usually referred for _____?
- Binding margin**
 - Left margin
 - Top margin
 - Both a and c
114. In MS word pressing f8 key for three times selects _____?
- Word
 - A sentence**
 - A paragraph
 - Entire document
115. What is the shortcut key to display field codes in MS-word?
- Alt +f9
 - Ctrl + f9**
 - Shift +f9
 - Space +f9
116. What is entered by the function =today ()?
- The date value for the day according to system clock**
 - The time value according to system clock
 - Today's date as text format
 - All of above
117. Formatting a cell in number format you can't set _____ in excel
- Decimal places
 - Use 100 separator
 - Negative numbers
 - Currency symbol**

118. In a report, you need to show the monthly rainfall in nepenthe the best way to do this is to insert a _____ in excel?

- a. Calendar
- b. Photograph of rainfall
- c. **Chart showing rainfall amounts**
- d. Database of rainfall

119. Formatting a cell in currency, you can specify _____ in excel?

- a. Decimal places
- b. Currency symbol
- c. Both of above
- d. None of above

120. Which of the following shortcuts can be used to insert a new line in the same cell excel?

- a. Enter
- b. **Alt + enter**
- c. Ctrl + enter
- d. Shift + enter

121. What is the symbol for multiplying?

- a. >
- b. /
- c. !
- d. *****

122. If function button in _____ wizard in excel?

- a. Format painter
- b. **Function**
- c. Auto sum
- d. None of the above

123. Which file format can be added to a PowerPoint show?

- a. .jpg
- b. .gif
- c. .wav
- d. **All of the above**

124. In Microsoft PowerPoint, two kinds of sound effects files that can be added to the presentation are?

- a. .wav files and .mid files
- b. **.wav files and .gif files**
- c. .wav files and .jpg files
- d. .jpg files and .gif files

125. In the context of animations, what is a trigger?

- a. An action button that advances to the next slide
- b. **An item on the slide that performs an action when clicked**
- c. The name of a motion path
- d. All of above

126. To start slide show of a presentation _____?

- a. Hit f5 key
- b. From slide show menu choose view show option
- c. From slide show menu choose rehearse timing
- d. **Both a & b**

127. While using Nudi 4.0 using scroll lock should be on

- a. False
- b. **True**
- c. Both a & b
- d. None

128. Nudi supports most of the windows based database systems like access, oracle, sql, db2, MySQL?

- a. False
- b. True
- c. Both A & B
- d. None of the above

129. Kannada Nudi developed by?

- a. Hcl
- b. Kannada ganaka parishat
- c. Ngo
- d. none

130. Man stands for _____?

- a. Metro area net
- b. **Metropolitan area network**
- c. Both a & b
- d. All the above

131. E mail is a kind of facility related to _____?

- a. Education
- b. Advertisement
- c. Commerce
- d. **Communication**

132. What is the step to send a file in email?

- a. Send file
- b. Type the file content
- c. Write to a cd/dvd
- d. **Attach file**