1. What Is The Default Left Margin In Word Document?(1”).
2. In Ms Word You Can Detect Spelling And Grammar Errors By ------------? (F7).
3. VGA Stands For ----------------? (Video Graphic Adopter).
4. Which Of The Following Is Not An Option In The Spelling Dialog Box? (Edit).
5. ----------- Is A Word Processor? (Word Pad, Ms- Word).
6. A computer consists of --------------? (CPU).
7. ------------- Formatting is the process of changing the way letters, numbers, punctuation marks and symbols appear on the screen and in print? (Document).
8. Ctrl “F” is ------------- in Ms-Word? (Open Find And Replace Dialog Box With Activating Find Tab)
9. If You Are Displaying Or Printing Your Document On Another Computer You’ll Want To Make Sure And Select The ----------- Option Under The ‘Save’ Tab? (Embed True Type Fonts).
10. The Other Col# Are Inactive When You’ve Select 3 Columns. How Will You Activate Those Boxes In Mw-Word? (Remove Mark from Line Between Check Box).
11. One MB equal to ------------? (1024KB).
12. To print keyboard shortcut is ------------? (Ctrl+P).
13. Bit stands for -------------------? (Binary digits).
14. The brain of any computer system is --------------? (CPU).
15. “Ctrl+J” is in ------------- in word? (Align Justify).
16. Red check mark is-------------? (Misspelled).
17. Table of content is which option? Reference).
18. The main processor of the computer is held by -------------? (Mother board).
19. In Ms Word Ctrl+S Is Use For ---------------? (Save).
20. The name box displays ---------------- in excel? (Shows the name of cells currently working on).
21. In Ms excel the rows are specified by ------------? (1, 2, 3, 4).
22. In Ms excel the columns are specified by ------------? (A, B, C, D).
23. What is the shortcut for creating a chart from the selected cell? (F11).
24. The shortcut used to auto fill the formulas in excel is-----? (Ctrl+D).
25. You can set page borders in excel from --------------? (You cannot set page border in excel).
26. Shortcut key to edit cell is --------------? (F2).
27. Extension of MS Excel File is ---------------? (XLS).
28. When all the number between 0 and 100 in range should be displayed in red colour for this apply ----------------- in excel? (Apply conditional formatting command on home menu).
29. ------------- Symbol appears to find auto sum in excel? (Sigma symbol).
30. To drag a selected range of data to another worksheet in the same workbook use the --------? (Ctrl key).
31. Filter apply at --------------- in excel? (Left).
32. A table includes ---------------? (Rows & columns).
33. What is entered by the function =today ()? (The date value according to system clock).
34. --------------- is default number format in excel? (General).
35. Technical name of Ms excel is -----------? (Spread sheet).
36. Which function will you enter current time in a worksheet cell? (=time ()).
37. How to specify cell range A1 to A99 in excel? (A9:A99).
38. Border option can be applied for only table in excel? (True).
39. -------------- Number of columns & Rows in Excel? (16384 & 1048576).
40. Where can you set the shading colour for a range of cells in excel? (choose required colour on fill colour tool in drawing).
41. 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 ---------------? (Attachment).
42. Which command will you use in power point if you need to change the colour of different objects without changing content? (Design Template).
43. Which of the following section does not exist in a slide layout? (Animations).
44. In slide layout panel how many layouts are available for text layout by default? (4).
45. In order to edit a chart, you can ---------------? (Double click the chart object).
46. To insert a hyperlink in a slide--------------? (Press ctrl+K, choose insert>>hyperlink).
47. In clip art we get--------------? (Styles of readymade pictures).
48. Internet is ---------------? (Network of network or collection of network).
49. First button is in key board? (Esc).
50. How many alphabets are in key board? (26).
51. Which is not a font style? (Regular).
52. Header and footer appear in ------------? (Print, print layout).
53. What is gutter margin? (Margin that is added to the binding side of page when printing).
54. Landscape is? (Page Orientation).
55. Typeface option will come under which menu? (Format).
56. Background colour on a document is not visible in? (Print Preview).
57. What is a portion of a document in which you set certain page formatting options? (Section).
58. Which of the following is not available on the Ruler of MS Word screen? (Right Indent).
59. Gutter position can be set in following positions? (Left & Top).
60. What is the Short cut key for line break? (Shift + Enter).
61. By pressing F12, which of following will happen? (Save as dialog box will open).
62. Which key will open an Open dialogue box? (Ctrl + F12).
63. How will MS Word respond in repeated word? (A Red wavy line under the repeated word).
64. What is the use of "All Caps" feature in MS-Word? (It changes all selected text into Capital Letter).
65. Which file is responsible to start MS Word? (Winword.exe).
66. To keep track of different editions of a document which feature we will use? (Versions).
67. Which is not a type of margin? (Canter).
68. What shortcut will we use to align centre? (Ctrl + E).
69. Which shortcut will we use to make text Italic? (Ctrl + I).
70. How to use Format Painter multiple times? (By Double Click on the Format Painter Icon).
71. What is place to the left of horizontal scroll bar? (View buttons).
72. Where can you find the horizontal split bar on MS Word screen? (On the top of vertical scroll bar).
73. Tabs stop position cannot be the following alignment? (Justify Alignment).
74. What is the use of bookmarks? (To jump to a specific location in the document).
75. Which feature is used to replace straight quotes with smart quotes as you type? (Auto Format as you type).
76. Ctrl + D short cut used for? (Font Dialogue Box).
77. Ctrl + G shortcut for? (Open Find and Replace Dialog box with activating Go to Tab).
78. Ctrl + H short cut for? (Open Find and Replace Dialog box with activating Replace Tab).
79. On which page the header or the footer is printed by default? (Every page).
80. Which of these toolbars allows changing of Fonts and their sizes? (Formatting).
81. How much maximum number of columns can be inserted in the word document? (45).
82. What is smallest and largest available font on formatting toolbar? (Smallest 8 and Largest 72).
83. Why drop cap is used in document? (To begin a paragraph with a large dropped initial capital letter).
84. What is Macro? (Small programs created in MS-Word to automate repetitive tasks by using VBA).
85. Which among following can be a vertical separation between columns? (Margin).
86. MS Office is application software? (True).
87. To change the typeface of a document, we will choose following menu option? (Format).
88. **To auto fit the width of column? (**Double click the right border of column).
89. A keyboard shortcut can be assigned to a Macro (true).
90. Which of following line spacing is invalid? (Triple).
91. **Format painter tool can be found in? (**Standard toolbar)
92. Which among following is correct extension of word files? (Doc).
93. Which of the following is not valid version of MS Office? (Office Vista).
94. . You cannot close MS Word application by? (From File menu choose Close submenu).
95. The key F12 opens a? ( Save As dialog box )
96. What is the short cut key to open the Open dialog box?( Ctrl + F12).
97. A feature of MS Word that saves the document automatically after certain interval is available on? (Save tab on Options dialog box).
98. Where can you find the horizontal split bar on MS Word screen?(On the top of vertical scroll bar).
99. Which of the following is not available on the Ruler of MS Word screen? (Center Indent).
100. What is place to the left of horizontal scroll bar? (View buttons).
101. Which file starts MS Word? (Winword.exe).
102. How many ways you can save a document? (3).
103. If you want to keep track of different editions of a document which features will you use?( Versions).
104. You can activate a cell by? (Pressing the Tab key, Clicking the cell, Pressing an, arrow key).
105. Which of the following setup options cannot be set in the page setup dialog box?(Printer selection).
106. What term refers to a specific set of values saved with the workbook?( Scenario).
107. Got functions? No? You need the insert function dialog box. How do you get it? (Click the insert menu and then click function).
108. Which of the following describes how to select all the cells in a single column? (Left click on the gray column title button).
109. When you use the fill effects in the format data series dialog box, you cannot? (Rotate text on the chart).
110. 127.    Paper spread sheets can have all the same advantages as an electronic spread sheet except which of the following? (Speed).
111. Which of the following is not a basic step in creating a worksheet? (Copy the worksheet).
112. What’s a quick way to extend these numbers to a longer sequence, for instance 1 through 20?(Select both cells, and then drag the fill handle over the range you want, for instance 18 more rows).
113. To insert three columns between columns D and E you would? (Select column E).
114. To center worksheet titles across a range of cell, you must? (Select the cells containing the title text and use the fill handle to center the text across a range of cells).
115. When integrating Ms-Word and Excel, Word is usually the? (Client).
116. Charts tips can? (Show the name of a data series, Show the value of data point).
117. The Name box? (Appears at the left of the formula bar).
118. How do you change column width to fit the contents?(Double click the boundary to the right of the column heading).
119. 136.    when you work with large worksheets, you may need to
120. a.  ( size the worksheet to fit on the specific number of pages, add and remove page breaks, specify only certain print areas),
121. Hyperlinks cannot be? ( Special shapes like stars and banners ,  Drawing objects like rectangles ovals, Pictures),
122. You can use the horizontal and vertical scroll bars to? ( View different rows and columns)
123. 139.    What do we call a computer program that organizes data in rows and columns of cells? You might use this type of program to keep a record of the money you earned moving lawns over the summer. (Spread sheet program)
124. You can add an image to a template by clicking the Insert Picture from File button on the …. Toolbar.(Picture)
125. Which file format can be added to a PowerPoint show? (jpg.giv.wav).
126. In Microsoft PowerPoint two kind of sound effects files that can be added to the presentation are?(wav files and .mid files)
127. Material consisting of text and numbers is best presented as? (A table slide).
128. What is a motion path?(A method of moving items on a slide)
129. What is a slide-title master pair?
130. The title area and text area of a specific slide?(A slide master and title master for a specific design template).
131. Which of the following should you use if you want all the slide in the presentation to have the same “look”?(a presentation design template)
132. in the context of animations, what is a trigger?( An item on the slide that performs an action when clicked)
133. 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 a (an)?( Attachment)
134. In order to edit a chart, you can? (Double click the chart object).
135. To exit the PowerPoint? (Double click the applications control menu icon).
136. To preview a motion path effect using the custom animation task pane, you should?(click the play button).
137. You can create a new presentation by completing all of the following except?( Clicking file open).
138. You can embed a MS-Organization Chart in a slide by? (Clicking the object command on the edit menu).
139. To select one hyperlink after another during a slide presentation, what do you press? (Tab).
140. Special effects used to introduce slides in a presentation are called?( transitions).
141. You can edit an embedded organization chart object by? (Double clicking the organization chart object)
142. What is the term used when you press and hold the left mouse key and more the mouse around the slide? ( Dragging)
143. Which of the following toolbars provide different options in various master views? (Common tasks toolbar).
144. How can you create a uniform appearance by adding a background image to all slides? (Edit the slide master).
145. How do you create speaker note pages that show the slides, related notes, and your company logo on each page?(Edit the notes master and add your company logy).
146. What is internet? (a vast collection of different networks).
147. To join the internet, the computer has to be connected to a? (Internet service provider).
148. Internet access by transmitting digital data over the wires of a local telephone network is provided by?(digital subscriber line).
149. ISP exchanges internet traffic between their networks by? (Internet exchange point).
150. Which one of the following protocol is not used in internet? (None of the mentioned).
151. IPv6 addressed have a size of? (128 bits).
152. Internet works on? (Packet switching).
153. Which one of the following is not an application layer protocol used in internet? (Resource reservation protocol).
154. Which protocol assigns IP address to the client connected in the internet? (DHCP).
155. Which one of the following is not used in media access control? (None of the mentioned).