# Office management Q & A.

1. CD-ROM stands for ?
   1. Compactable read only memory
   2. Compact data read only memory
   3. Compactable disk read only memory

# Compact disk read only memory

1. Cd comes under types of storage device?
   1. Magnetically storage

# Optical storage

* 1. Data storage
  2. All of the above

1. The o and 1 in the binary numbering system are called binary digits or ?

# Bits

* 1. Bytes
  2. Kilo bytes
  3. Tera bytes

1. Pointing device ?
   1. Joy stick
   2. Mouse
   3. Track ball

# All of the above

1. Characteristic of computer

?

* 1. Iq power
  2. Decision making

# Speed

* 1. None

1. To select multiple files hold

button?

* 1. Shift
  2. Alt + shift

# Control

* 1. Control + shift

1. is an operating system?

# MS windows

* 1. Word
  2. Tally
  3. None of the above

1. What are the uses of internet?
   1. Communication
   2. Information retrieval
   3. Presentation of information

# All of the above

1. In www .keonics.com www refers ?
   1. Worldwide window
   2. Word wide window

# World wide web

* 1. Worldwide window

1. Http stands for ?
   1. Hypertext markup language
   2. Hypertext transfer para
   3. Home text transfer protocol

# Hypertext transfer protocol

1. E mail is kind of facility related to

?

* 1. Education
  2. Advertisement
  3. Commerce

# Communication

1. IP stands for ?
   1. Internet provider

# Internet protocol

* 1. Internet procedure
  2. Internet policy

1. 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
2. An example of an operating system is key, and then click (or drag through

?

* 1. Windows xp
  2. Unix or Linux
  3. Mac Os
  4. All of the above

1. Date and time are available in desktop

the text).

* 1. Ctrl
  2. Alt

# Shift

* 1. Tab

1. In MS word short cut key for replace is

corner? ?

# Right

* 1. Left
  2. Top
  3. Bottom

1. A file is a computerized ?
   1. Path

# Record

* 1. Drive
  2. Folder

# Ctrl + h

1. Ctrl + f
2. Ctrl + a
3. Ctrl + u
4. The word count command on the tools menu displays the number of words as well as the number of in the current document.
   1. Lines
   2. Characters
   3. Paragraphs

# All of the above

1. In MS word headers and footers appear only ?
   1. Normal view
   2. Web layout
   3. Outline view

# Print layout view

1. Which can be used for quick access to commonly used commands and tools?
   1. Status bar

# Tool bar

* 1. Menu bar
  2. Title bar

1. 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?

# Spacing

* 1. Scaling
  2. Kerning
  3. Positioning

1. In ms word short cut key to align justify is

?

* 1. Shift + j

# Ctrl + j

* 1. Alt + j
  2. Shift + ctrl + j

1. A is a collection of predefined design elements and color schemes.
   1. Feature
   2. Hyperlink
   3. Palette

# Theme

1. 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?
   1. To add anchors in web page
   2. To mark the ending of a paragraph of document

# To quickly jump to specific location in document

* 1. To add hyperlinks in webpage

1. Which of the following helps to reduce spelling error in the document?
   1. Auto format

# Auto correct

* 1. Smart tags
  2. Auto text

1. If you want to you the text in a1 to g1 range cells, option used is ?

# Merge cells

* 1. More cells
  2. Insert cells
  3. All cells

1. Which of the following function will use to find the highest number in a series of number in excel?

# Max(b1:b3)

* 1. Maximum(b1:b3)
  2. High(b1:b3)
  3. Highest(b1:b3)

1. What is the quickest way to select entire worksheet in excel?
   1. Choose edit -> select all from the menu
   2. Click on the first column, press ctrl and then click on the last column.
   3. Click on the first column, press shift and then click on the last column.

# Click on the rectangle box on the upper left corner where column and row headings meet.

1. Which is not a data source component?

# Mail merge

* 1. Header row
  2. Data fields
  3. Data records

1. 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

?

* 1. Word processing

# Spreadsheet

* 1. Database
  2. Graphics

1. Which of the following is correct in excel?

a. =power(2^3)

# b. =power(2,3)

c. =power(2#3)

d. =power(2\*3)

1. What should be add before a fraction to avoid entering it as a date?
   1. //
   2. Fr
   3. Zero

# Zero space

1. Selecting the rows 5 & 6 then chooserow what will happen in excel?

# 2 rows will be inserted after row 4

* 1. 2 rows will be inserted after row 5
  2. 2 rows will be inserted after row 6
  3. 2 rows will be inserted after row 7

1. How to remove the unwanted action from recorded macro without recording the whole macro again in excel?
   1. By using the find and edit action option
   2. By clicking on the refresh button in the macro toolbar

# By edit the macro in the visual basic editor

* 1. Macro cannot be edited

1. 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 ?
   1. Ascending order

# Descending order

* 1. Alphabetical order
  2. Random order

1. is the extension name for PowerPoint
   1. .doc
   2. .xls
   3. .bmp

# None of the above

1. Which of the following should you use if you want all the slides in the presentation to have the same’ look’?
2. Nudi can be used for dynamic font embedding purposes
   1. False

# True

* 1. A & b
  2. None

1. We can type file name in Kannada using

?

* 1. Ekbhashe

# Unicode

* 1. Dwibhashe
  2. Nudi 01 e

1. Ksclp stand for
   1. Script code for language processing
   2. Karnataka script code for language processing

# Kannada script code for language processing

* 1. None

1. Nudi is a

# Application software

* 1. System software
  2. Utility software
  3. Driver

1. Web enabled font in Nudi is?
   1. Nudi 01-e

# Nudi b akshara(Unicode)

* 1. Nudi sarala
  2. Nudi – web

1. A web site’s front page/main page is called
   1. The slide layout option ?
   2. Add a slide option
   3. Outline view

# A presentation design template

1. Shortcut key to slide from current slide is

?

* 1. F9
  2. F6
  3. F3

# F5

1. shortcut key is used for slide show

# F5

* 1. F3
  2. F1
  3. None of the above

1. Which of the following section does not exist in a slide layout?
   1. Titles
   2. Lists
   3. Charts

# Animations

1. Browser page
2. Search page

# Home page

1. Bookmark
2. Moving from one website to another is called?
   1. Downloading

# Browsing

* 1. Uploading
  2. Attachment

1. Usb stands for ?

# Universal serial bus.

* 1. Universal series bus
  2. Universal switch band
  3. All the above

1. Isp stands for ?

# Internet service provider

* 1. Internet service publisher
  2. Internet server provider
  3. All the above

1. A computer on internet are identified by:
   1. E-mail address
   2. Street address

# Ip address

* 1. None of the above

1. Number of user interfaces are there?
   1. 4

# 2

* 1. 3
  2. 1

1. The two kinds of main memory are:

?

* 1. Primary and secondary
  2. Random and sequential

# Rom and ram

* 1. All of above

1. is responsible for at calculations and logical operations that have to be performed on the data?
   1. Control unit

# Arithmetic and logic unit

* 1. Central processing unit
  2. None of the above

1. Which is the device that converts computer output into a form that can be transmitted over a telephone line?
   1. Switch

# Modem

* 1. Scanner
  2. Monitor

1. A binary numbers are represented by

?

# Digits 0 and 1

* 1. Digits 0, 1, 8
  2. Digits a,b, c ...
  3. All of the above

1. \*.txt is the extension name for

?

* 1. Word pad

# Note pad

* 1. Paint brush
  2. None of the above

1. Start button will appear in
   1. Desktop
   2. Document

# Task bar

* 1. My computer

1. Shortcut key to rename files & folders is

?

* 1. F5
  2. F3
  3. F1

# F2

1. A bar contacting a scale that indicates, paragraph indents and margins is

?

# The ruler

* 1. The ribbon
  2. The menu bar
  3. None of the above

1. Short cut key to close a files is ?

# Alt + f4

* 1. Ctrl + f4
  2. F1
  3. F5

1. Internet is a ?
   1. Software programmer
   2. Operating system

# Network of Networks

* 1. None of above

1. Expansion of www is ?
   1. Wide web word

# World wide web

* 1. Web wide web
  2. Web world wide

1. In MS word which of the following is not available in font spacing?
   1. Normal

# Loosely

* 1. Condensed
  2. Expanded

1. “Ctrl + f” is in MS-word?

# Open find and replace dialog box with activating find tab

* 1. Open page setup dialog box with activating layout tab
  2. Open font dialog box with activating font tab
  3. Open file save as dialog box

1. Which of the following is required before performing mail merge in MS-word?
   1. Create
   2. Modify
   3. Sort

# All of the above

1. In MS word short cut key to select all is

?

* 1. Shift +a

# Ctrl +a

* 1. Alt +a
  2. Shift +Ctrl +a

1. In MS word short cut key for replace is ?

# Ctrl +h

* 1. Ctrl +f
  2. Ctrl +a
  3. Ctrl +u

1. To underline the text keyboard shortcut is

?

* 1. Alt +u
  2. Shift +u
  3. Esc +u

# Ctrl +u

1. In MS word short cut key of center alignment ?
   1. Ctrl +I
   2. Ctrl +r
   3. Ctrl +k

# Ctrl +e

1. Which of the following is not available on the ruler of MS word screen?
   1. Tab stop box
   2. Left indent
   3. Right indent

# Center indent

1. Word art is present in menu in MS-word?
   1. Review
   2. View

# Insert

* 1. Home

1. In MS word which of the following function key activates the speller?
   1. F5

# F7

* 1. F9
  2. Shift +f7

1. Special category of number tab in format cells dialog box can be used to apply formats like in excel?
   1. Zip code
   2. Phone number

# Both of above

* 1. None of above

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

?

* 1. Tab key
  2. Alt key
  3. Shift key

# Ctrl key

1. Which of the following is not an option of the spelling dialog box in excel?
   1. Ignore
   2. Ignore all

# Edit

* 1. Change

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

# Formula

* 1. Field
  2. Data
  3. Query

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

# Undo

* 1. Replace

1. is a workbook?

# Excel

* 1. WordPad
  2. MS-Word
  3. None of the above

1. Formulas in excel start with ?
   1. %

b. =

c. +

d. –

1. Worksheet can be renamed by?
   1. Adding symbol at the end of filename while saving workbook
   2. Click on worksheet tab by holding ctrl key and type new name

# Double click on the worksheet tab and type new name

* 1. Worksheet cannot renamed

1. In excel, a1 refers for ?

# Cell address

* 1. Cell add
  2. Cell line
  3. Cell border

1. 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

1. What happens if you select first and second slide and then click on new slide button on toolbar?
   1. A new slide is inserted as first slide in presentation
   2. A new slide is inserted as second slide in presentation

# A new slide is inserted as third slide in presentation

* 1. None of above

1. animation effect present in PowerPoint

# Windows

* 1. Dos
  2. Web
  3. Linux

1. To insert a hyperlink in a slide

?

* 1. Choose insert >> hyperlink
  2. Press ctrl +k
  3. Hyperlinks can’t be inserted in slides

# Both a & b

1. 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 ?
   1. Inclusion

# Attachment

* 1. Reply
  2. Forward

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

# Gradient

* 1. Pattern
  2. Sold
  3. Texture

1. Nudi can be used for dynamic font embedding purposes?
   1. False

# True

* 1. A&B
  2. None

1. If you do not see Kannada after running Nudi, what will you change to make it visible.
   1. Application
   2. Nudi
   3. User

# Font

1. Starting Nudi 4.0 program?

# Start button - all programs – choose nknudi 4.0.

* 1. Choose Nudi 4.0 in MS-office tab
  2. Start button – all programs – choose MS-word.
  3. None

1. Ksclp stands for?
   1. Script code for language processing
   2. Karnataka script code for language processing

# Kannada script code for language processing

* 1. None

1. Html is used to create ?
   1. Machine language program
   2. High level program

# Web page

* 1. Web server

1. Which one of the following is not a search engine?
   1. Bing
   2. Google
   3. Yahoo

# Windows

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

# Domain name

* 1. Organization
  2. Both a & b
  3. None of the above

1. The process of transferring files from a computer on the internet to your computer is called ?
   1. Uploading
   2. Forwarding
   3. Ftp

# downloading

1. Verification of a login name and password is known as?
   1. Configuration
   2. Accessibility

# Authentication

* 1. Logging in

1. F1 to F12 are called keys

# Functional

* 1. Numerical
  2. Alphabetical
  3. Cursor control

1. Collection of programs is called a

?

* 1. Procedure
  2. Batch
  3. Command

# Software

1. Which of the following statement is wrong?
   1. Photoshop is a graphical design tool by adobe
   2. Windows xp is an operating system

# Linux is owned and sold by Microsoft

* 1. None of the above

1. A kilobyte also referred to as kb. Is equal to:

?

* 1. 1024 bits

# 1024 bytes

* 1. 2024 bytes
  2. 512 bytes

1. Folder are the collection of ?
   1. Computers
   2. Networking

# Files and sub-folders

* 1. Users

1. Files stores in ?
   1. Drives
   2. Folder

# Both a & b

* 1. None of the above 103.Dde stands for ?

1. Data defection estimation

# Dynamic data exchanger

1. Both a & b
2. None of the above
3. Note pad is used to create ?
   1. Documents

# Text files

* 1. Picture files
  2. All the above

1. Icons defined in types
   1. 1
   2. 4

# 2

* 1. 3

1. Which of the following is not an example of web browser?
   1. Internet explorer
   2. Google chrome
   3. Mozilla Firefox

# Windows explorer

1. Which of the following is not a font style?
   1. Bold
   2. Italic
   3. Regular

# Superscript

1. Which of the following commands should you always use before submitting a document to others?
   1. Find command
   2. Replace command

# Spelling and grammar

* 1. Thesaurus

1. Thesaurus tool in MS word is used for

?

* 1. Spelling suggestions
  2. Grammar options

# Synonyms and antonyms words

* 1. All of above

1. Which of the following is not one of the three ‘mail merge helper’ steps in MS- word?
   1. Merge the two files
   2. Create the main document

# Set the mailing list parameters

* 1. Create the data source

1. From where you can access save command?
   1. Home tab
   2. Insert tab
   3. Review tab

# None of above

1. What is the purpose of inserting header and footer in document?
   1. To enhance the overall appearance of the document
   2. To mark the starting and ending of page
   3. To make large document more readable

# To allow page headers and footers appear on document when printed

1. Gutter margin in word is usually referred for

?

# Binding margin

* 1. Left margin
  2. Top margin
  3. Both a and c

1. In MS word pressing f8 key for three times selects ?
   1. Word

# A sentence

* 1. A paragraph
  2. Entire document

1. What is the shortcut key to display field codes in MS-word?
   1. Alt +f9

# Ctrl + f9

* 1. Shift +f9
  2. Space +f9

1. What is entered by the function =today ()?

# The date value for the day according to system clock

* 1. The time value according to system clock
  2. Today’s date as text format
  3. All of above

1. Formatting a cell in number format you can’t set in excel
   1. Decimal places
   2. Use 100 separator
   3. Negative numbers

# Currency symbol

1. In a report, you need to show the monthly rainfall in nepenthe best way to do this is to insert a in excel?
   1. Calendar
   2. Photograph of rainfall

# Chart showing rainfall amounts

* 1. Database of rainfall 119.Formatting a cell in currency, you can

specify in excel?

1. Decimal places
2. Currency symbol
3. Both of above
4. None of above
5. Which of the following shortcuts can be used to insert a new line in the same cell excel?
   1. Enter

# Alt + enter

* 1. Ctrl + enter
  2. Shift + enter

1. What is the symbol for multiplying?
   1. >
   2. /
   3. !
   4. \*
2. If function button in wizard in excel?
   1. Format painter

# Function

* 1. Auto sum
  2. None of the above 123.Which file format can be added to a

1. To start slide show of a presentation

?

* 1. Hit f5 key
  2. From slide show menu choose view show option
  3. From slide show menu choose rehearse timing

# Both a & b

1. While using Nudi 4.0 using scroll lock should be on
   1. False

# True

* 1. Both a & b
  2. None

1. Nudi supports most of the windows based database systems like access, oracle, sql, db2, MySQL?
   1. False
   2. True
   3. Both A & B
   4. None of the above 129.Kannada Nudi developed by?
2. Hcl
3. Kannada ganaka parishat
4. Ngo
5. none
6. Man stands for ?
   1. Metro area net

# Metropolitan area network

* 1. Both a & b
  2. All the above

1. E mail is a kind of facility related to

PowerPoint show? ?

* 1. .jpg
  2. .gif
  3. .wav

# All of the above

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

# .wav files and .gif files

* 1. .wav files and .jpg files
  2. .jpg files and .gif files

1. In the context of animations, what is a trigger?
   1. An action button that advances to the next slide

# An item on the slide that performs an action when clicked

* 1. The name of a motion path
  2. All of above

1. Education
2. Advertisement
3. Commerce

# Communication

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

1. Send file
2. Type the file content
3. Write to a cd/dvd
4. **Attach file**