IDB-BISEW-IT Scholarship Project-Round 41

Computer Fundamentals (CF)

External Test Question Paper

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TSP Name | : | The Computers Ltd | Trainee Name | : |  |
| **Batch ID** | : |  |  |  |  |
|  |  |  | Trainee ID | : |  |
|  |  |  | PC No | : |  |
| **Total marks** | : | 50 | Date | : | 9-April-2019 |
| Marks Rewarded | : |  | Total Time | : | 00.255 Min |

**CF Descriptive-3**

1. **Why do we use automatic hyphenation in a document?**
2. **What do you mean by contextual tab?**
3. **What do you mean by back stage view in MS word 2016?**
4. **How many views are available at MS Word and what are they?**
5. **What is cell merging and cell splitting?**
6. **Define Dialog box launcher.**
7. **Write down the way to inserting one document into another for MS word.**
8. **Write down the function of different indent.**
9. **Define Word case and Toggle case.**
10. **What is text formatting?**