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| IDB-BISEW-IT Scholarship Project-Round 41  Computer Fundamental (CF)  External Test Question Paper ForCF MCQ 3  TSPName: The Computers Ltd  Batch ID :  TraineeName :  TraineeID :  Total Marks : 20  Date : 9th-April-2019  Total Time : 20 Mins  Pc No : |

1. The Maximum Zoom percentage of MS Word

a. 200%

b. 300%

c. 400%

d. 500%

2. Which one is true to select the entire document?

a. Triple-click in the selection bar.

b. Double-click in the selection area.

c. Click the Control key

d. None of them

3. Which one is the short cut key to activate “paragraph mark/show or hide button”?

a. ctrl+\*

b. ctrl+8

c. shift+\*

d. none of them

4. To display the Search tab of the Navigation task pane, press-

a. alt+F2

b. Ctrl+F

c. Ctrl+F2

d. None of them

5. Word underlines with red wavy colors to show

a. Spelling mistake

b. Grammatical Mistake

c. Number mistake

d. spelling and grammar mistake

6.There are --- types of page orientation.

a. 2

b. 3

c.4

d. 5

7. Default font size of MS word-

a. 9

b. 10

c. 11

d. 12

8. Double click on a word helps to

a. Select the word

b. Select the line

c. Select the paragraph

d. Select the word with space

9. Keyboard shortcut for Underline-

a. Ctrl+U

b. Ctrl+I

c. Ctrl+E

d. Ctrl+J

10. Center alignment-

a. Ctrl+U

b. Ctrl+I

c. Ctrl+E

d. Ctrl+J

11. Which statement is false?

a. Left Indentmoves the left end of the text.

b. Hanging Indent move the first line only.

c. Right Indent move the right end of the text.

d.First line Indent move the first line of the paragraph

12. Keyboard shortcut to display the replalce tab of the Find and Replace dialog box-

a. Ctrl+D

b. Ctrl+R

c. Ctrl+H

d. None of them

13. How many basic drop cap style provide by Drop Cap Gallery?

a. 3

b. 4

c. 5

d. 2

14. To repeat the last action need to press-

a. Ctrl+Z

b. Ctrl+Y

c. Ctrl+M

d. Ctrl+R

15. Devide one cell into multiple cells by clicking-

a. Merge cells

b. split cells

c. resize cells

d. move cells

16. Maximum how many pages you can print within a sheet for MS Word document?

a. 4

b. 8

c. 10

d. 16

17. To get extra help from the ribbon press

a. Alt Key

b.Alt+N

c. Ctrl+N

d. None of them.

18. Keyboard shortcuts for ‘copy’ and ‘print’-

a. Ctrl+c, Ctrl+v

b. Shift+C, Shift+P

c. Ctrl+C, Ctrl+P

d. Ctrl+C, Ctrl+z

19. Which formula is correct to insert at table of MS word document?

a. sum(A1-C1)

b. sum(A1+C1)

c. sum(A1:C1)

d. None of Above

20.How many steps include with Mail Merge?

a. 2

b. 4

c. 6

d.8