

- Microsoft PowerPoint to add a header or footer to your handout, you can use.
(a) The title master (b) The handout master
(c) The slide master (d) All of above
- Tab stop position cannot be the following alignment?
(a) Decimal Alignment (b) Center Alignment
(c) Bar Alignment (d) Justify Alignment
- Which feature is used to replace straight quotes with smart quotes as you type?
(a) Auto Correct as you type
(b) Auto Change as you type
(c) Auto Ignore as you type
(d) Auto Format as you type
- What is place to the left of horizontal scroll bar?
(a) Indicators (b) Split buttons
(c) Tab stop buttons (d) View buttons
- Communication using a modulated carrier to apply a data signal to a transmission medium in analog form is
(a) Broad band networking
(b) Base band networking
(c) Local area network
(d) Modem
- The Handout Master contains placeholders for all of the following except
(a) slide number (b) footer
(c) title (d) header
- Which one is the most suitable reason to use Macro in MS Office (Word, Excel, PPT, etc) ?
(a) To Record Sound
(b) To Record Mouse Move
(c) To automate repetitive tasks
(d) To Record Keystroke
- How to use Format Painter multiple times?
(a) By Click on Lock Painter Icon
(b) By Double Click on the Format Painter Icon
(c) Format Painter cannot be use multiple times
(d) None of the above
- What is gutter margin?
(a) Margin that is added to right margin when printing
(c) Margin that is added to the left margin when printing
(b) Margin that is added to the outside of the page when printing
(d) margin that is added to the binding side of page when printing
- _____ are identified by their addresses, we give them names (field names / variable names) using words.

- (a) Memory Addresses (b) Data variables
(c) Memory variables (d) Memory Locations

- Which of the following is a digital notebook application that automatically saves and synchronizes your notes as you work?
(a) Notepad ++
(b) None of the mentioned options
(c) OneNote
(d) Notepad
- The given icon is used for which of the following AI assistant?



- (a) Google assistant (b) Siri
(c) Alexa (d) Cortana

- In the given worksheet, if you want to total the marks obtained in different subjects, then which of the following formula should you use in the yellow highlighted cell?

	A	B	C
1	Subjects	Total marks	Marks obtained
2	English	100	55
3	Hindi	100	70
4	Maths	100	45
5	Science	100	80
6	Social science	100	92
7	Total Marks	500	

- (a) =Sum(B2:C6) (b) =Sum(A2:C6)
(c) =Sum(C2:C6) (d) =Sum(C1:C7)

- Which of the following actions can not be performed in MS Excel?

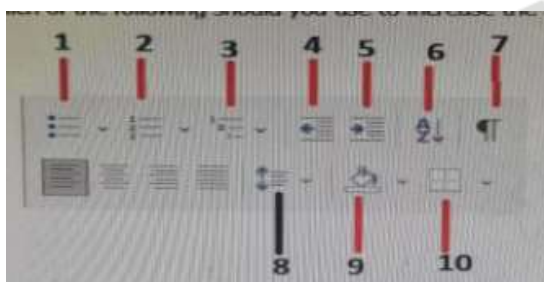
- (a) Changing the font colour
(b) Changing the uppercase to lowercase
(c) Filtering data
(d) Sorting data

- Which of the following should you use for creating a multilevel sheet?



- (a) 1 (b) 3
(c) 7 (d) 2

16. Which of the following features of MS Excel is used to limit the type of data that can be entered in a cell?
 - (a) Conditional Formatting
 - (b) Flash Fill
 - (c) Data Validation
 - (d) Goal Seek
17. In Paint application, by which of the following angles can you **not** rotate an image by default?
 - (a) 180 degree
 - (b) 90 degree left
 - (c) 90 degree right
 - (d) 45 degree
18. Which of the following should you use to increase the indent?



- (a) 4
 - (b) 8
 - (c) 6
 - (d) 5
19. In which of the following Microsoft Office applications can you convert the text as shown in the figure A into figure B, just with a click?

Figure - A

LOREM IPSUM IS SIMPLY DUMMY TEXT OF THE PRINTING AND TYPESETTING INDUSTRY.

LOREM IPSUM HAS BEEN THE INDUSTRY'S STANDARD DUMMY TEXT EVER SINCE THE 1500S,

WHEN AN UNKNOWN PRINTER TOOK A GALLERY OF TYPE AND SCRAMBLED IT TO MAKE A TYPE

SPECIMEN BOOK, IT HAS SURVIVED NOT ONLY FIVE CENTURIES, BUT ALSO THE LEAP INTO

ELECTRONIC TYPESETTING REMAINING ESSENTIALLY UNCHANGED.



lorem ipsum is simply dummy text of the printing and typesetting industry. lorem ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a gallery of type and scrambled it to make a type specimen book, it has survived not only five centuries, but also the leap into electronic typesetting remaining essentially unchanged.

Figure - B

- (a) MS Word
 - (b) MS PowerPoint
 - (c) MS Access
 - (d) MS Excel

20. Which of the following will you use if you want to write anything on the slide while you are running your presentation in MS Power Point?
 - (a) Highlighter
 - (b) Laser Pointer
 - (c) Pen Pointer
 - (d) Arrow
21. Jacob wants to write the thesis of his research work for submission to a journal, which of the following applications should he use if he wants to add Table of Content, Bibliography etc. to the document?
 - (a) MS Access
 - (b) MS Excel
 - (c) Notepad
 - (d) MS Word
22. In Notepad application, which of the following type of formatting is **not** possible?
 - (a) Italic
 - (b) None of the mentioned options
 - (c) Underline
 - (d) Bold
23. In Gmail, which of the following options is used to postpone emails and temporarily remove them from your inbox until you need them?
 - (a) Important
 - (b) Snooze
 - (c) SPAM
 - (d) Star
24. The given icon represents which of the following?



- (a) Search engine
 - (b) Operating system
 - (c) None of the mentioned options
 - (d) Browser
25. In MS Excel, by default a ratio (e.g. 3:4) is always treated as
 - (a) Fraction
 - (b) Decimal
 - (c) Time
 - (d) Text
26. In MS Excel, by default a fraction is always treated as -
 - (a) Ratio
 - (b) Text
 - (c) Decimal
 - (d) Date
27. Which of the following actions can be performed by using Microsoft OneNote application?
 1. Take handwritten notes or draw your ideas.
 2. Use highlighting and tags for easy follow-up.
 3. Access your notebooks from any device.
 - (a) 1 and 3
 - (b) All 1, 2 and 3
 - (c) 2 and 3
 - (d) 1 and 2

28. In Google meet, which of the following actions can you **not** perform?
- Record a video meeting
 - Mute all the participants at the same time
 - Switch on the camera of other participants
 - Sending an invite to multiple participants
29. In the given data sheet if you have to find the average marks scored by the student in all the subjects, then which of the following formula should you write in the cell highlighted in yellow colour?

	B	C	D
1	Subjects	Total marks	Marks obtained
2	English	100	55
3	Hindi	100	70
4	Maths	100	45
5	Science	100	80
6	Social science	100	92
7	Average marks		

- =Sum(C2:C6)/Count(D2:D6)
 - =Sum(C2:C6)/Count(C2:C6)
 - =Sum(D2:D6)/Count(D2:D6)
 - =Sum(D2:D6)/Count(D2:D6)
30. If you have to separate the first name and the last name from a list of full names given (as per the image), then which of the following options can be used to serve the purpose?

	A	B	C
1	Full name	First Name	Last Name
2	Tony Stark	Tony	Stark
3	Steve Rogers	Steve	Rogers
4	Clark Kent	Clark	Kent

- Filter
 - Flash Fill
 - Sort
 - Slicer
31. Google search engine can be used for searching the results based on –
- Voice command
 - Images
 - Phrases
- All 1, 2 and 3
 - 2 and 3
 - 1 and 3
 - 1 and 2
32. Which of the following applications can be used for virtual meetings?
- Facebook
 - Whatsapp
 - Google drive
 - Google classroom
33. Which of the following application can be used for remotely sharing screen of your laptop/desktop?
- Whatsapp Web
 - Skype
 - Googl Meet
- 1 and 2
 - 1 and 3
 - 2 and 3
 - All 1, 2 and 3