Basic ICT Skills Class 12 MCQ

Session 1: Getting Started with Spreadsheet

1. ICT Stands for _____.

a. Informal and communication technology

b. Information and communication technology

c. Informal and commercial technology

d. Information and commercial technology

Show Answer →

b. Information and communication technology

2. What are the different types of spreadsheets available?

a. Microsoft Excel

b. LibreOffice Calc

c. Google Sheets

d. All of the above

Show Answer →

d. All of the above

3. A _____ is an arrangement of cells in a horizontal manner.

a. Row

b. Column

c. Cell

d. None of the above

Show Answer →

a. Row

4. A _____ is an arrangement of cells in a vertical manner.

a. Row

b. Column

c. Cell

d. None of the above

Show Answer →

b. Column

5. A _____ is a rectangle shaped box, where the row and column meet.

a. Row

b. Column

c. Cell

d. None of the above

Show Answer →

c. Cell

6. A _____ is a collection of cells in the form of a grid (a network of lines that intersect each other, making rectangles).

a. Worksheet

b. Workbook

c. Notebook

d. None of the above

Show Answer →

a. Worksheet

7. A _____is a spreadsheet that has one or more worksheets.

a. Worksheet

b. Workbook

c. Notebook

d. None of the above

b. Workbook

8. A _____is an electronic document used to store data in a systematic way and perform calculations just like an expense sheet.

a. spreadsheet

b. worksheet

c. workbook

d. name box

a. spreadsheet

9. Which of the following functions can be performed with the help of spreadsheets?

i. Maintaining records

ii. Creating videos

iii. Analyzing data

iv. Performing financial calculations

v. Writing letters

a. i, ii, iii, iv, v

b. i, iii, iv

c. i, iii, v

d. iii, iv, v

b. i, iii, iv

ICT Skills Class 12 MCQ

Session 2: Performing Basic Operations in a Spreadsheet

10. You can enter a formula in a cell by starting with _____symbol.

a. = equal to

b. $ dollar

c. # hash

d. None of the above

Show Answer →

a. = equal to

11. What are the different types of data in a spreadsheet?

a. Text

b. Numbers

c. Formula

d. All of the above

Show Answer →

d. All of the above

12. The extension of Spreadsheet (Open Office) is _____.

a. .XLS

b. .ODF

c. .TXT

d. All of the above

Show Answer →

b. .ODF

13. Shortcut key for printing the spreadsheet file is _____.

a. Ctrl + C

b. Ctrl + V

c. Ctrl + P

d. Ctrl + PV

Show Answer →

c. Ctrl + P

14. The correct order of steps for entering data in a spreadsheet is:

a. type the data, click the cell and press Enter.

b. click the cell, type the data and press Enter.

c. press Enter, click the cell and type the data.

d. click the cell, press Enter and type the data.

Show Answer →

b. click the cell, type the data and press Enter.

15. What will you do to select an entire worksheet in a spreadsheet?

a. Click the File tab and select properties from the list

b. Click the grey row heading

c. Click the grey rectangle in the upper left corner of the spreadsheet

d. Click the grey column heading

Show Answer →

c. Click the grey rectangle in the upper left corner of the spreadsheet

ICT Skills Class 12 MCQ

Session 3: Working with Data and Formatting Text

16. Ms Sharma is a teacher and has just started using a computer spreadsheet instead of her manual marks register. She has entered the marks of her students in various subjects in a spreadsheet. Now, she wants to find out the total marks for each student. What should she do?

a. She can use Sum function

b. She can use + operator

c. Both a) and b)

d. None of the above

Show Answer →

c. Both a) and b)

17. Ms Sharma has to find out the cell address of each cell with marks and type it. This requires some effort. Spreadsheet makes the task easier for Ms Sharma. Using a mouse, she can simply _____ the cell to be used in the formula instead of typing the cell addresses.

a. Drag the cell

b. Click on the cell

c. Copy the cell

d. None of these

Show Answer →

a. Drag the cell

18. Which function is used to add multiple numbers in a spreadsheet.
a. =average()
b. =sum()
c. =min()
d. None of the above

Show Answer →
b. =sum()

19. Electronic spreadsheets have many options to make your content look neat and easy to read. This is called _____.
a. Font
b. Formatting
c. Alignment
d. None of the above

Show Answer →
b. Formatting

20. In case you want to give a different style or a bigger size to the heading, you can change the text style using the _____.
a. Font
b. Alignment
c. Indent
d. None of the above

Show Answer →
a. Font

21. In a spreadsheet, you can position the text in a cell to the left, right or center. This is called _____.
a. Font
b. Alignment
c. Indent
d. None of the above

Show Answer →

b. Alignment

22. What is the default alignment of numbers in a cell?
a. Left aligned
b. Right aligned
c. Center aligned
d. Randomly aligned

Show Answer →
b. Right aligned

23. What is the shortcut key to underline text in a spreadsheet?
a. Ctrl+b
b. Ctrl+i
c. Ctrl+l
d. Ctrl+u

Show Answer →
d. Ctrl+u

24. Which of the following features is used to perform addition in spreadsheets?
a. Format option
b. Charts
c. Graphs
d. Formula

Show Answer →
d. Formula

25. Which of the following signs define a formula?
a. +
b. /
c. =
d. +

Show Answer →
c. =

Session 4: Advanced Features in Spreadsheet

26. Ms Sharma has all her students' subject marks and their totals in a spreadsheet. If she wants to find three students with the highest marks, what will she do?
a. She will use Sort
b. She will use filter
c. She will use alignment
d. None of the above

Show Answer →
a. She will use Sort

27. Ms Sharma wants to see the marks of students only from Class XII-A, what will she do?
a. She will use Sort
b. She will use filter
c. She will use alignment
d. None of the above

Show Answer →
b. She will use filter

28. Ms Sharma is sharing the computer with other teachers and staff, she may want to protect her data. She may not want anyone else to open and make changes to her work. She can do this by protecting her spreadsheet using a _____.
a. Password
b. Track Change
c. Read Only
d. None of the above

Show Answer →
a. Password

29. Which menu option will you use to sort data?
a. Tools
b. Data

c. Format

d. View

b. Data

30. Mr Gupta has a spreadsheet with a list of 500 items in his shop. A customer comes and asks for a particular item. How should he arrange the data so that he can find that item fast? What would Mr Gupta do? He will:

a. apply filters.

b. sort the data.

c. use a password.

d. format data.

b. sort the data.

31. Mr Verma shares the computer in his office with other colleagues. He wants to make sure no one sees the financial data he saves on the computer. What should he do?

a. Lock the computer in a cupboard

b. Change the password of his computer so that no one can use it

c. Apply password to the financial data sheet

d. Leave it as it is and hope that no one will open it

c. Apply password to the financial data sheet

ICT Skills Class 12 MCQ

Session 5: Presentation Software

32. Ms Sharma wants to explain the water cycle to her students. Mr Chaudhary wants to explain the working of a product to his clients and Dr Suman wants to give a lecture on her new research. All these people need to make an _____ for their audience.

a. Presentation

b. Impress

c. Power Point

d. All of the above

d. All of the above

33. You have a summer vacation project on how to make biogas. You have done a lot of research, clicked pictures of biogas plants and taken videos of people who use biogas. Now, you have to make a presentation before the class. What would you use?
a. Chart paper
b. Word document
c. Presentation software
d. Spreadsheet

c. Presentation software

34. What do you need to install on your computer to be able to run Impress?
a. Google
b. Microsoft Office
c. LibreOffice
d. Apple iOS

c. LibreOffice

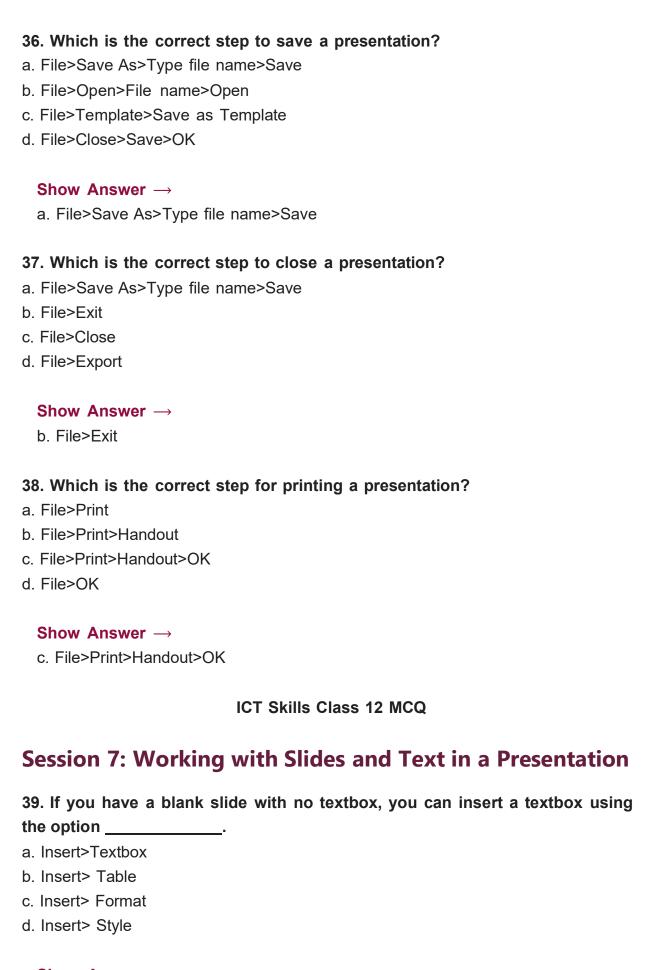**35. How many textboxes does the first slide of LibreOffice Impress have by default?**
a. 1
b. 2
c. 3
d. 4

b. 2

ICT Skills Class 12 MCQ

Session 6: Opening, Closing, Saving and Printing a Presentation

36. Which is the correct step to save a presentation?

a. File>Save As>Type file name>Save

b. File>Open>File name>Open

c. File>Template>Save as Template

d. File>Close>Save>OK

Show Answer →

a. File>Save As>Type file name>Save

37. Which is the correct step to close a presentation?

a. File>Save As>Type file name>Save

b. File>Exit

c. File>Close

d. File>Export

Show Answer →

b. File>Exit

38. Which is the correct step for printing a presentation?

a. File>Print

b. File>Print>Handout

c. File>Print>Handout>OK

d. File>OK

Show Answer →

c. File>Print>Handout>OK

ICT Skills Class 12 MCQ

Session 7: Working with Slides and Text in a Presentation

39. If you have a blank slide with no textbox, you can insert a textbox using the option _____.

a. Insert>Textbox

b. Insert> Table

c. Insert> Format

d. Insert> Style

Show Answer →

a. Insert>Textbox

40. You can also change the size of the text by clicking on the _____.

a. Font Size

b. Font Color

c. Alignment

d. All of the above

Show Answer →

a. Font Size

41. To highlight a text in LibreOffice, you can make it _____ depending on the requirement.

a. Bold

b. Underlined

c. Italic

d. All of the above

Show Answer →

d. All of the above

42. The text can be aligned either _____.

a. Left or Right

b. Center

c. Justified

d. All of the above

Show Answer →

d. All of the above

43. Which menu option do you use to insert a slide?

a. Edit

b. Insert

c. Slide

d. Tools

Show Answer →

b. Insert

44. Which option will you use to change the colour of the text?

a. Font Color

b. Font

c. Highlight Color

d. Format

a. Font Color

ICT Skills Class 12 MCQ

Session 8: Advanced Features using in Presentation

45. Which menu option will you click on to insert shapes and images?

a. Format

b. Tools

c. Edit

d. Insert

d. Insert

46. What are the steps to insert a square shape in a presentation?

a. Insert > Shape> Line> Square

b. Tools > Shape> Line> Square

c. Insert > Shape> Basic > Square

d. Format > Text > Basic> Square

c. Insert > Shape> Basic > Square

47. What happens when you change the layout of a slide?

a. The format of the text changes

b. New slide is inserted

c. The arrangement of content (text, images, shapes) changes

d. The title gets aligned to the center of the slide

c. The arrangement of content (text, images, shapes) changes