

1. Which of the following is a correct format of Email address?
  - a) name@website@info
  - b) name@website.info
  - c) www.nameofwebsite.com
  - d) **name.website.com**
2. Verification of a login name and password is known as:
  - a) configuration
  - b) accessibility
  - c) **authentication**
  - d) logging in
3. Which of the following is the default page setup orientation of slide in PowerPoint?
  - a) Vertical
  - b) **Landscape**
  - c) Portrait
  - d) None of above
4. Objects on the slide that hold text are called
  - a) **Placeholders**
  - b) Object holders
  - c) Auto layouts
  - d) Text holders
5. Which of the following should be used with the mouse when you want to draw a perfect shape?
  - a) The spacebar
  - b) The alt key
  - c) The ctrl key
  - d) **The shift key**
6. Which of the following is not a database object?
  - a) Tables
  - b) Queries
  - c) **Relationships**
  - d) Reports
7. Which of the following database object hold data?
  - a) Forms
  - b) Reports
  - c) Queries
  - d) **Tables**
8. Which of the following creates a drop down list of values to choose from a list?
  - a) OLE Object
  - b) Hyperlink
  - c) Memo
  - d) **Lookup Wizard**
9. Which of the following store command to retrieve data from database?
  - a) Forms
  - b) Reports
  - c) **Queries**
  - d) Tables
10. Which one is true about ROM?
  - a) **Data can be read from but cannot be written to ROM**
  - b) Data can be written to but cannot be read from ROM
  - c) Data can be read from and written to ROM
  - d) Data cannot be read from or written to ROM
11. To delete files rather than sending them to the Recycle Bin we press
  - a) **Shift + Del**
  - b) Ctrl + Del
  - c) Alt + Del
  - d) Alt + F2
12. Which keyboard shortcut is used to switch between running programs?
  - a) Shift + Tab.
  - b) Ctrl + Tab
  - c) **Alt + Tab**
  - d) Shift + Alt
13. Which one is used to group similar things together?
  - a) **Folder**
  - b) Files
  - c) Record
  - d) RAM
14. Keyboard shortcuts for 'copy' and 'paste'-
  - a) Ctrl +O, Ctrl +P
  - b) Shift +C, Shift +P
  - c) Ctrl +C, Ctrl +P

d) **Ctrl +C, Ctrl +V**

c) Centre

d) Justify

15. Which one of the following key is used to refresh the active window?

a) F7

b) F8

c) F9

d) **F5**

21. Which of the following will return the Maximum value of the cells between C19 to C29 in MS Excel?

a) =Maximum(C19:C29)

b) **=Max(C19:C29)**

c) =Max(C19 to C29)

d) MS Excel can't do this task.

16. When you quickly press and release the left mouse button twice you are

a) Primary clicking

b) Pointing

c) Double clicking

d) **Secondary clicking**

22. MS Excel uniquely identifies cells within a worksheet with a cell name that consists of

a) Cell names

b) Column numbers and row letters

c) **Column letters and row numbers**

d) Cell locator coordinates

17. We can restore the deleted files and folders from

a) **Recycle bin**

b) My document

c) Control panel

d) All of the above

23. To hold row and column titles in place so that they do not scroll away from view when scrolling an Excel worksheet, we make use of –

a) Unfreeze panes command

b) **Freeze panes command**

c) Hold titles command

d) Split command

18. How can you make the selected character superscripted?

a) Ctrl + =

b) **Ctrl + Shift + =**

c) Alt + Ctrl + Shift + =

d) None of above

24. If 4/6 entered in a cell without applying any formats, Excel will treat this as

a) Fraction

b) Number

c) Text

d) **Date**

19. Ctrl + E is used to make the text

a) Exit Application

b) Select All

c) Clear All

d) **Align Center**

25. Which function will you use to enter current time in a worksheet cell?

a) =today()

b) **=now()**

c) =time()

d) =currentTime()

20. The default numeric data aligned within a cell of MS Excel Worksheet is ....

a) Left

b) **Right**