UNIVERSITY OF GLOBAL VILLAGE (UGV), BARISAL
Institutional Quality Assurance Cell (IQAC)
Skills Training Course: Computer operation
SCSE - 101

FINAL ASSESSMENT PERIOD 2:50 HOURS

A. Written	15 Marks	15 Minutes
B. Presentation/Demonstration	70 Marks	2:25 Hours
C. Attendances	10 Marks	05 Minutes
D. Viva	05 Marks	05 Minutes

B. Presentation/Demonstration questions sample:
1. English Type in the sample paragraph.
2. Bangla Type in the sample Text.
3. Create a document in MS Word.
4. Create a sample sheet in MS Excel.
5. Create a presentation the following the sample.
6. Typing text Bangla 20 WPM and English 25 WPM (Bangla type must be Bijoy Bayanno).

A. Written questions sample:

1. From where we can change the name of a User Account?
   - A. Settings
   - B. Computer Name
   - C. Code Panel
   - D. Control Panel ✓

2. In which situation running applications of a user account remains active?
   - A. When we Log Off
   - B. When we Switch User ✓
   - C. When we Shut Down
   - D. When We Reboot

3. How can we bring 'My Computer' icon on the desktop if it is not there?
   - A. From
   - B. Wallpaper
   - C. From Settings
   - D. From Display Properties ✓
   - E. From Explorer

4. In a PowerPoint Presentation Animation can be repeated how many times
   - A. 2 to 5
   - B. 1 to 5
   - C. 2 to 10 ✓
   - D. 1 to 20

5. Which one is an example of spreadsheet software?
   - A. MS Excel ✓
   - B. MS Word
   - C. MS Access
   - D. MS PowerPoint

6. The extension of a word file is
   - A. . dox
   - B. .docx
   - C. Both A & B ✓
   - D. Bone of above

7. The extension of a presentation file is
   - A. .pptx ✓
   - B. .docx
   - C. Both A & B
   - D. Bone of above

8. The extension of a excel file is
   - A. . dox
   - B. .xlsx ✓
   - C. Both
   - D. None of above

9. An Excel workbook is a collection of
   - A. Charts
   - B. Worksheets
   - C. Both A & B ✓
   - D. None of the above

10. Which key is used in combination with another key to perform a specific task?

A. Function
C. Arrow
B. Spacebar
D. Control ✔
11. ____is a presentation program
A. U-torrent
C. MS PowerPoint ✔
B. Slide Panel
D. MS Office
12. The slide that is used to introduce a topic and set the tone for the presentation is called the
A. Title slide ✔
C. Table slide
B. Bullet slide
D. Graph slide
13. A program that is used to view websites is called a
A. Browser ✔
C. Spreadsheet
B. Web viewer
D. Word processor
14. What is the term for unsolicited Email?
A. Spam ✔
C. Usenet
B. Backbone
D. News group
15. Which is not in MS word
A. Italic
C. Font
B. Magic tool ✔
D. Bold
16. Which is not a font style
A. Bold
C. Italic
B. Superscript ✔
D. Regular
17. Landscape is
A. Font style
C. Paper size
B. Page orientation ✔
D. Page layout
18. To spell check which function key you will press?
A. F5
C. F7 ✔
B. F6
D. None
19. Which shortcut will we use to align center
A. Ctrl + A
C. Ctrl + E ✔
B. Ctrl + C
D. None of above
20. To display Hyperlink fields in a word document, you can press the
A. Ctrl + Shift + F9 key
C. Shift + F9
B. Ctrl + Alt key
D. None of above ✔
21. What type of chart is useful for comparing values over categories
A. Pie chart
C. Line chart
B. Column chart ✔
D. Dot graph
22. Which function excel tells how many numeric entries are there
A. NUM
C. SUM
B. COUNT ✔
D. CHKNUM
23. A feature that displays only the data in column (s) according to specified criteria
A. Formula
C. Filtering ✔
B. Sorting
D. Pivot
24. Which one is not f function in MS excel
A. SUM
C. AVG ✔
B. MAX
D. MIN
25. Which finger is used to strike the P
A. j-Finger
C. L-Finger
B. K-Finger
D. ; -Finger ✔
26. Which finger is used to strike the slash?
A. Right middle
C. Right pinky ✔
B. J-Finger
D. K-finger
27. Merge cells option can be applied from
A. Formatting toolbar
B. Format cells dialog box alignment tab
C. None of above
D. Both of above

28. By default, your documents print in __mode
    A. Landscape
    B. Portrait ✓
    C. Page Setup
    D. Print view
29. Microsoft office is an example of a
    A. Closed source software
    B. Open-source software ✓
    C. Horizontal market software
    D. Vertical market software
30. Junk e-mail is also called
    A. Spam ✓
    B. Spoof
    C. Spool
    D. Trash
31. Ctrl, Shift and Alt are called____keys
    A. Modifier ✓
    B. Function
    C. Alphanumeric
    D. Adjustment
32. MS word is an example of
    A. An operating system
    B. A processing device
    C. Application software ✓
    D. An input device
33. E-mail was invented in
    A. UK
    B. Norway ✓
    C. USA
    D. A Sweden
34. Which one is correct email address
    A. Name.website.com
    B. Name@website.info ✓
    C. Name@website@info
    D. None of the above
35. Which one is not an image editing software
    A. Photoshop
    B. MS PowerPoint ✓
    C. Corel Deaw
    D. MS Paint
36. Which effect we see as the slides of a PowerPoint changes over
    A. Animation
    B. Timing
    C. Effect
    D. Transition ✓
37. The process of erasing a disk is called
    A. Wiping
    B. Formatting ✓
    C. Cleaning
    D. Defragmenting
38. The extension of a text file (i.e Notepad file) nis
    A. .
    B. txt ✓
    C. .text
    D. .tet
    E. .tft

39. Internet Explorer is used for:
    A. Viewing Movie
    B. Listning Music
    C. Viewing Web Pages ✓
    D. Drawing
40. The extension of a text file (i.e Notepad file) is:
    A. text
    B. tet
    C. .txt ✓
    D. .tft
41. Which software can be used for giving presentation (e.g. product demo)?
    A. MS Word
    B. MS Excel
    C. MS PowerPoint ✓
    D. MS Access
42. The Process of erasing a disk is called:
    A. Wiping
    B. Formatting ✓
    C. Cleaning
    D. Defragmenting
43. Which effect we see as the slides of a PowerPoint changes over
    A. Animation
    B. Timing
    C. Effect
    D. Transition ✓
44. Which one is not an Image Editing software?
    A. Photo Shop
    B. MS PowerPoint ✓
    C. Corel Draw
    D. MS Paint
45. A window can have____states
    A. 1
    B. 2

C. 3 ✓   D. 4
46. Which one is not an Image file?
    A. bmp   C. .wmv ✓
    B. .png   D. .jpg
47. How many scrollbars does a window have in general?
    A. 1   C. 3
    B. 2 ✓   D. 4
48. The shortcuts that appear on the Desktop is called:
    A. Image   C. Icon ✓
    B. My Document   D. My computer
49. Which one is an example of database designing software?
    A. MS Excel   C. MS Acces ✓
    B. MS Word   D. MS PowerPoint
50. Notepad is used for:
    A. Text ✓   C. Both Text and Image
    B. Image   D. None of these
51. Which one can be used for creating a document (e.g., Annual Report)?
    A. MS Excel   C. MS PowerPoint
    B. MS Word ✓   D. MS Windows
52. D. Which one is an example of Word Processing software?
    A. MS Excel   C. MS Acces
    B. MS Word ✓   D. MS PowerPoint
53. Which of the following is not a kind of Page Margin?
    A. Right   C. Centre ✓
    B. Left   D. Gutter
54. Gutter Margin can be set to:
    A. Left and Right   C. Right and Bottom
    B. Top and Bottom   D. Left and Top ✓
55. What is the range of Font Size available in Font Size drop down toolbar?
    A. From 10 to Large 70   C. From 5 to Large 75
    B. From 8 to Large 72 ✓   D. From 10 to Large 100
56. Which of the following is not valid version of MS Office?
    A. Office XP   C. Office 2007
    B. Office Vista ✓   D. Office 97-2003
57. Which one of these is a valid Font Style?
    A. Superscript   C. Regular ✓
    B. Subscript   D. Stikethrough
58. What is the shortcut key to search for any Spelling mistake on a document?
    A. Function Key 2   C. Function Key 7 ✓
    B. Function Key 5   D. Function Key 9
59. Which shortcut is used to select entire text?
    A. Ctrl + I   C. Ctrl + S
    B. Ctrl + A ✓   D. Ctrl + V
60. We can keep multiple versions of a word document in a single file by using_____feature.
    A. Version Change   C. Track Change ✓
    B. Edition Change   D. Trace Change
61. Which key combination is used to insert a Page Break in MS Word?
    A. Shift + Enter   C. Ctrl + Enter ✓
    B. Alt + Enter   D. Space + Enter
62. Gutter Margin is used to:
    A. Add space to the Header Side   C. Add Space to binding side ✓
    B. Add space to the Left   D. Add space to the Footer side
63. Name the word processing application that comes with MS Office.
    A. MS Word ✓   C. MS PowerPoint
    B. MS Excel   D. MS Paint

64. Suppose there is a text in a document that is Bold, Red in Color with Green Background. We want to apply all of these formatting to another paragraph in one go. Which option will we use?
    A. Format Button
    B. Format Menu ✓
    C. Format Painter
    D. Format Macro
65. What does the Function Key - F12 do when you are using MS Office (Word, Excel, PowerPoint, etc.)?
    A. Open 'Save As' Dialog Box ✓
    B. Shows 'Open' Dialog Box
    C. Display 'Save' Dialog Box
    D. Opens 'Font' Dialog Box

66. Which key combination is used to insert a Line Break?
    A. Shift + Enter ✓   C. Ctrl + Enter
    B. Alt + Enter   D. Fn + Enter
67. Name the Desktop Database application that is part of MS Office suit.
    A. MS Word   C. MS PowerPoint
    B. MS Access ✓   D. MS Excel
68. Which menu / group will we use if we want to change the typeface of selected text?
    A. Edit   C. Format ✓
    B. View   D. Tools
69. Which one is the the spreadsheet application that comes with MS Office software group?
    A. MS Word   C. MS PowerPoint
    B. MS Excel ✓   D. MS Access
70. We can apply border to _____
    A. Cell   C. Table
    B. Paragraph   D. All of These ✓
71. What is the shortcut key to open the Open dialog box?
    A. F12   C. Alt + F12 ✓
    B. Shift F12   D. Ctrl + F12
72. You cannot close MS Office application by
    A. Exit from File menu   C. Clicking [X] Button
    B. Pressing Alt+F4   D. Close from File Menu ✓
73. By default, Footers are printed on:
    A. First Page   C. All Pages ✓
    B. Last Page   D. Even Pages
74. We can start MS Word by typing_____in the Run Dialog box.
    A. winword.exe ✓   C. msword.exe
    B. word.exe   D. docx.exe
75. A Microsoft Office user who has been certified by Microsoft is called MOS. What is the full form of MOS?
    A. Microsoft Office Special   C. Microsoft Office Specialist ✓
    B. Microsoft Office Superior   D. Microsoft Office eSpecial
76. Name the application under MS Office software bundle, that we use to create audio visual presentation.
    A. MS Word   C. MS PowerPoint ✓
    B. MS Excel   D. MS Access
77. Which of these software applications was not part of the first version of Microsoft Office?
    A. Paint   C. Outlook ✓
    B. PowerPoint   D. MS Word

78. Superscript, subscript, strikethrough is known as?
    A. Font Face   C. Font Effects ✓
    B. Font Style   D. Font Format
79. Starting with Microsoft Office 2003, Photo Editor was renamed to:
    A. Photo Manager   C. Picture Editor
    B. Picture Manager ✓   D. Paint Editor
80. A feature of MS Office that saves the document automatically after certain interval is called _____
    A. Save   C. Auto Save ✓
    B. Save As   D. Backup

MS Word

81. Which feature is used to make selected sentence to All Capital Letters or All Small Letters?
    A. Change Letter
    B. Change Sentence
    C. Change Case ✓
    D. Change Word

82. Thesaurus tool in MS Word is used for
    A. Spelling suggestions
    B. Help Menu
    C. Synonyms and Antonyms Words ✓
    D. Translate

83. The key F7 opens a
    A. Close dialog box
    B. Save dialog box
    C. Open dialog box
    D. Spelling and grammar check box ✓

84. Which of the following is not option for changing the case of Text?
    A. Indent Case ✓
    B. Toggle Case
    C. Sentence Case
    D. Lower Case

85. The space left between the margin and the margin and the start of a paragraph is called
    A. Spacing
    B. Indentation ✓
    C. Alignment
    D. Gutter

86. Where footers appear in a document?
    A. Bottom of a Page ✓
    B. End of Heading
    C. End of Document
    D. Done

87. Which enables us to send the same letter to different persons?
    A. Macros
    B. Mail merge ✓
    C. Template
    D. Indent

88. The___, or typeface, defines the appearance and shape of letters, number and special characters.
    A. Font ✓
    B. Point
    C. Font Size
    D. Paragraph Formatting

89. The shortcut command of save in MS word is
    A. Ctrl + C
    B. Ctrl + S ✓
    C. Ctrl + V
    D. Ctrl + A

90. How and you remove tab stop markers form ruler?
    C. Double click the tab marker and choose Clear all ruler ✓
    D. Right click the tab stop out marker and choose remove
    C. Drag the tab stop marker out of the
    D. All of above

91. In Microsoft word shortcut DELETE is for
    A. Paste something
    B. Delete something ✓
    C. Undo something
    D. None of these

92. A feature of MS Word that save the document automatically after certain interval is available on
    A. Save tab on Options dialog box ✓
    B. View Tab
    C. Save As dialog box
    D. Home Tab

93. What can you find the horizontal split bar on MS Word screen?
    A. On the left of horizontal scroll bar
    C. On the right of horizontal scroll bar
    C. B. On the top of vertical scroll bar ✓
    D. D. On the bottom of vertical scroll bar

94. Which of the following is not a type of page margin?
    A. Left
    C. Center ✓
    C. B. Right
    D. D. Top

95. Pressing "F8" key for three times select
    A. A word
    C. A sentence ✓
    C. B. A paragraph
    D. D. Entire document

96. What happens if you press "Ctrl+Shift+F8"?
    A. It activates extended selection
    B. It selects the paragraph on which the insertion line is.
    C. It activates the rectangular selection ✓
    D. None of the

97. How can you disable extended selection mode?

A. Press F8 again to disable
B. Press Esc to disable ✓
C. Press Del to disable
D. Press Enter to disable

98. The keystrokes "Ctrl + I" is used to
    A. Increase font size
    B. Indicate the text should be bold
    C. Inserts a line break
    D. Applies italic format to selected text ✓

99. A Character that is raised and smaller above the baseline is known as
    A. Raised
    B. Cap script
    C. Outlined
    D. Superscript ✓

100. Thesaurus tool in MS Word
    A. Spelling suggestions
    B. Translate
    C. Synonyms and Antonyms words ✓
    D. None of these

101. Which feature is used to make selected sentence to All Captital Letters or All Small Letters?
    A. Change Letter
    B. Change Case ✓
    C. Change Sentence
    D. Change Word

102. Superscript, subscript, strikethrough is known as?
    A. Font Face
    B. Font Effects ✓
    C. Font Style
    D. Font Format

103. Gutter Margin can be set to:
    A. Left and Right
    B. Right and Bottom
    C. Top and Bottom
    D. Left and Top ✓

104. Name the Desktop Database application that is part of MS Office suit.
    A. MS Word
    B. MS PowerPoint
    C. MS Access ✓
    D. MS Excel

105. Which menu / group will we use if we want to change the typeface of selected text?
    A. Edit
    B. Format ✓
    C. View
    D. Tools

106. What does the Function Key - F12 do when you are using MS Office (Word, Excel, PowerPoint, etc.)?
    A. Open 'Save As' Dialog Box ✓
    B. Display 'Save' Dialog Box
    C. Shows 'Open' Dialog Box
    D. Opens 'Font' Dialog Box

107. Suppose there is a text in a document that is Bold, Red in Color with Green Background. We want to apply all of these formatting to another paragraph in one go. Which option will we use?
    A. Format Button
    B. Format Painter ✓
    C. Format Menu
    D. Format Macro

108. Gutter Margin is used to:
    A. Add space to the Header Side
    B. Add Space to binding side ✓
    C. Add space to the Left
    D. Add space to the Footer side

109. By default, Footers are printed on:
    A. First Page
    B. All Pages ✓
    C. Last Page
    C. Even Pages

110. The process of removing unwanted part of an image is called
    A. Hiding
    B. Bordering
    C. Cropping ✓
    D. Cutting

111. Ctrl + G is used to
    A. Open Paragraph Dialog box activating Goto Tab
    B. Open Page Setup Dialog box activating Goto Tab
    C. Open Find and Replace Dialog box with activating Goto Tab ✓
    D. Open Go to Dialog box

112. Which operation you will perform if you need to move a block of text?
    A. Copy and
    B. Paste
    C. Paste and Cut
    D. Cut and Paste ✓
    E. Paste and Delete

113. Which of the following is not available on the Ruler of MS Word screen?
    A. Tab stop box
    B. Left Indent
    C. Right Indent
    D. Center Indent ✓

114. Times new Roman, Cambria, Arial are the example of _____
    A. Font face ✓   C. SmartArt
    B. Clipart   D. Themes
115. Which term is not related with font?
    A. Font
    B. grammar ✓   D. Font size
    C. Font color   E. Font face
116. Which term is related with increasing or decreasing the space between characters?
    A. Page number
    B. Spacing ✓
    C. Header
    D. Footer
117. The ability to combine name and addresses with a standard document is called _____
    A. Document formatting   C. Mail merge ✓
    B. Database management   D. Form letters
118. How to use Format Painter multiple times?
    A. By Click on Lock Format Painter Icon
    B. Format Painter cannot be use multiple times
    C. By Double Click on the Format Painter Icon ✓
    D. None of above
119. We can change the thickness of a line from ____
    A. Line
    B. width   D. Line Thick
    C. Line Height   E. Line Style ✓
120. In MS-Word, for what does ruler help?
    A. to set indents   C. to set tabs
    B. to change page margins   D. All the above ✓
121. In Microsoft Word shortcut key CTRL W is used for
    A. Open the Print dialog box   C. Close the current window ✓
    B. Update the current Web page   D. None of these
122. Which key do you press to force a page break?
    A. CTRL
    B. + ALT   D. CTRL + Enter ✓
    C. CTRL + break   E. none of the above
123. Which key is used to select all the text in the document?
    A. Ctrl + T   C. Ctrl + F
    B. Ctrl + A ✓   D. Ctrl + N
124. Which of the following enables you to make. multiple changes in a document at once?
    A. Find
    B. command   D. Drag and Drop
    C. Replace command ✓   E. copy command
125. Superscript, subscript, outline, emboss, engrave are known as
    A. Font effects ✓   C. Font styles
    B. Text effects   D. Word art
126. Which short cut key is used to bring up the "Find and Replace" dialog box in Ms word?
    A. Ctrl + J   C. Ctrl + N
    B. Ctrl + H ✓   D. Ctrl + M
127. Which enables you to move directly to specific location in a document?
    A. Bookmarks ✓   C. Cross references
    B. Subdocuments   D. Outlines
128. What is the shortcut key to Close Active Document in Microsoft Word?
    A. Alt + F4 ✓   B. Shift + F4

C. Ctrl + Shift + F4   D. None of above

129. Microsoft word is _ software.
   A. Application ✓   C. System
   B. Compiler   D. Programming

130. Which is not in MS Word?
   A. Italic   C. Font
   B. Magic tool ✓   D. Bold

131. _ cannot be used to work in MS Office
   A. Joystick ✓   C. Light Pen
   B. Scanner   D. Mouse

132. Which of the following software is used for making resume?
   A. MS Excel   C. Dev C
   B. MS Word ✓   D. Java

133. Which is not in MS Word
   A. Italic   C. Font
   B. Magic tool ✓   D. Bold

134. Which is not a font style
   A. Bold   C. Italic
   B. Superscript ✓   D. Regular

135. Landscape is
   A. Font style   C. Paper size
   B. Page Orientation ✓   D. Page Layout

136. To spell check which function key you press
   A. F5   C. F7 ✓
   B. F6   D. F12

137. What shortcut will we use to align center
   A. Ctrl+C   C. Ctrl+I
   B. Ctrl+E ✓   D. Ctrl+L

138. To display hyperlink fields in a word document, you can press the
   A. Ctrl+Shift+F9   C. Shift+F9
   B. Ctrl+Alt   D. None of above ✓

139. Which one is an example of word processing software
   A. MS Excel   C. MS PowerPoint
   B. MS Word ✓   D. None of above

140. By default, your documents print in___mode
   A. Landscape   C. Page setup
   B. Portrait ✓   D. Print view

141. Which of the following is not Valid version of MS Office?
   A. Office 2007   C. Office 2016
   B. Office Vista ✓   D. Office 365

142. What is the short cut key to exit from any Application Program?
   A. Ctrl + F4 ✓   C. Alt + F6
   B. Ctrl + F5   D. None of above

143. Portrait and Landscape are
   A. Page Orientation ✓   C. Page Layout
   B. Paper Size   D. All of above

144. What is the smallest and largest font size available in font size tool on formatting toolbar?
   A. 8 and 72 ✓   C. 6 and 72
   B. 8 and 68   D. 6 and 68

145. Selecting text means, selecting?
   A. A word   B. An entire sentence

C. Whole document   D. Any of the above ✓
146. What is the extension name of Word file supported?
   A. .
   B. doc   D. .rtf
   C. .docx   E. All of above ✓
147. What is the default font size of a new Word document based on Normal template?
   A. 9 pt   B. 14 pt
   F. 11 pt ✓   C. None of above
148. Which of the following is not valid version of MS Office?
   A. Office XP   C. Office 2007
   B. Office Vista ✓   D. Office 2016

149. What is the shortcut key for manual line break?
   A. Ctrl + Enter ✓   C. Shift + Enter
   B. Alt + Enter   D. Space + enter
150. Which of the following is not word processing software?
   A. WordPerfect   C. MS Word
   B. Easy Word   D. Paint ✓

MS Excel

151. Which of the following in not a term of MS Excel?
   A. Cells   C. Rows
   B. Columns   D. Document ✓
152. What is the short cut key to highlight the entire column?
   A. Ctrl + C   C. Ctrl + Enter
   B. Ctrl + Page Up   D. Ctrl + Space Bar ✓
153. Which is an example of a formula
   A. =A1+A2   C. =add(A1:A2)
   B. A1+A2   D. SUM(A1:A2) ✓
154. Which of the following function will use to find the highest number in a series of number?
   A. MAX(B1:B3) ✓   C. MAXIMUM (B1:B3)
   B. HIGH (B1:B2)   D, HIGHESR(B1:B2)
155. Which is an example of a function
   A. =add(A3:A4)   C. =A3+A4
   B. =SUM(A3:A4)   D. A1+A2
156. The equal sign (=) is used to
   A. Arithmetic operation   C. Write a formula in excel ✓
   B. Write a CV   D. Greater
157. A___is rectangular grid of rows and columns used to enter data.
   A. Cell   C. Spreadsheet ✓
   B. Worksheet   D. Workspace
158. What is the pictorial representation of worksheet data?
   A. Chart ✓   C. Clipart
   B. WordArt   D. All of these
159. ___operator, combines multiple references into one reference
   A. Ampersand   C. Space
   B. Comma ✓   D. Colon
160. Which sign is used for absolute addressing?
   A. @   C. $ ✓
   B. &   D. *
161. Press____to open the Excel formula window
   A. Shift+ F3 ✓   C. Shift +F4
   B. Shift + F5   D. Shift + F6

162. # Value! Refers to ____
    A. Font Value
    B. Subscript of the number Value
    C. Error in Value ✓
    D. Addition of Value

163. To displays the open dialog box to open or find a file, press
    A. Alt + O
    B. Esc + O
    C. Ctrl + O ✓
    D. Tab + O

164. Which of the following function used to adds the function argument or the values in the all references in the argument?
    A. ADD
    B. TOTAL
    C. SUM ✓
    D. LIST

165. Which on of the following software applications would be the most appropriate for performing numerical and statistical calculations?
    A. Graphics Package
    B. Document Processor
    C. Spreadsheet ✓
    D. Database

166. Which of the following is an absolute cell reference?
    A. !A!1
    B. #a#1
    C. A1 ✓
    D. A1

167. Which of the following formulas is not entered correctly?
    A. =10+50
    B. =B7+14
    C. =B7*B1
    D. 10+50 ✓

168. To select entire column in MS Excel, Press_____
    A. Ctrl+C
    B. Ctrl+Shift+Down Arrow ✓
    C. Ctrl+S
    D. Ctrl+Arrow Key

169. How to close spreadsheet?
    A. Ctrl+W ✓
    B. Ctrl+Arrow Key
    C. Ctrl+C
    D. Ctrl+S

170. NOT, AND, OR and XOR are which type of operator -
    A. Relational operators
    B. Affirmative operators
    C. Arithmetic operators
    D. Logical operators ✓

171. Which is a example of relative cell address?
    A. 12A
    B. A12
    C. A12
    D. A12 ✓

172. A Spreadsheet contains-
    A. None of above
    B. Row and columns ✓
    C. Row
    D. Columns

173. What is the symbol of multiplying?
    A. /
    B. |
    C. * ✓
    D. >

174. Except for the ------function, a formula with a logical function show the word "TRUE" OR "FALSE" as a result
    A. IF ✓
    B. OR
    C. AND
    D. NOT

175. Which shortcut key allow you to edit any cell in MS Excel ?
    A. F2 ✓
    B. F1
    C. F4
    D. F5

176. Which types of charts can excel produce?
    A. Line graphs
    C. Bar chart
    C. Pie chart
    D. All of above ✓

177. For calculating Average, you should use-
    A. Average (Cell Range) ✓
    B. Min (Cell Range)
    C. Max (Cell Range)
    D. Average

178. What is the intersection of a column and a row on a worksheet called?
    A. Column
    B. Address
    C. Value
    D. Cell ✓

179. Which functionin Excel tells how many numeric entries are there?
    A. NUM   C. COUNT ✓
    B. SUM   D. CHKNUM
180. A feature that displays only the data in column (s) according to specified criteria
    A. Formula   C. Sorting
    B. Filtering ✓   D. Pivot
181. What type of chart will you use to compare performance of two employees in the year 2016?
    A. Column Chart   C. Line Chart ✓
    B. Pie Chart   D. Dot Chart
182. Which one is not a Function in MS Excel?
    A. SUM   C. AVG ✓
    B. MAX   D. MIN
183. Functions in MS Excel must begin with ____
    A. An () sign   C. An Equal Sign ✓
    B. A Plus Sign   D. A > Sign
184. Which one is an example of spreadsheet software?
    A. MS Excel ✓   C. MS Word
    B. MS Acces   D. MS PowerPoint
185. In Excel, Columns are labelled as ____
    A. A, B, C, etc ✓   C. 1,2,3 etc
    B. A1, A2, etc.   D. A1, A2, etc
186. The Greater Than sign (>) is an example of_____operator.
    A. Arithmatic   C. Logical ✓
    B. Conditional   D. Greater
187. The process of arrenging the items of a column in some sequence or order is known as:
    A. Arrengin   C. Autofill
    B. Sorting ✓   D. Filtering
188. In Excel, Rows are labelled as _____
    A. A, B, C, etc   C. 1,2,3 etc ✓
    B. A1, A2, etc.   D. A1, A2, etc.   D. 10
189.In Excel, which one denoted a range from B1 through E5
    A. B1 - E5   C. B1:E5 ✓
    B. B1 to E5   D. B1$E5
190. What type of chart will you use to compare performance of sales of two products?
    A. Column Chart ✓   C. Line Chart
    B. Pie Chart   D. Both A and B

MS Power Point

191. Which of the following allow you to select more than one slide in a presentation?
    A. Alt+Click each slide   C.Alt+drag each slide
    B. Ctrl+Click each slide ✓   D. ESC+Click each slide
192. What PowerPoint feature will you use to apply motion effects to different objects of a slide
    A. Slide Transition   C. Color Scheme
    B. Design Template   D. Animation ✓
193. Presentation designs regulate the formatting and layout for the slide and are commonly called
    A. Templates ✓   C. Design plates
    B. Placeholders   D. Blueprints
194. Which command will you use in PowerPoint if you need to change the color old different objects without changing content?
    A. Design Template   C. Color Scheme ✓
    B. Font Color   D. Object Color
195. Which of the following term is related with legends?
    A. Operator   C. Chart ✓

B. Word art   D. Clipart

196. Which file are contents readymade style that can be used for a presentation document?
   A. Presentation   C. Templates ✓
   B. Letters   D. Magic Wands

197. Which feature is to add a shadow behind the selected text?
   A. Font shadow   C. Text Shadow ✓
   B. Text Behind Color   D. Highlight

198. Which file format can be added to a PowerPoint show?
   A. .jpg   C. .gif
   B. .wav   D. All of the above ✓

199. To start slide show of a presentation
   A. From Slide Show menu choose View Show option
   B. From Slide Show menu choose Rehearse timing
   C. Hit F5 key   D. Both A and C ✓

200. To insert a hyperlink in a slide
   A. Choose Insert >> Hyperlink   C. Press Ctrl + K
   B. Hyperlinks can't be inserted in slides D. Both A & C ✓

201. A new presentation can be created from

   A. Blank Presentation   C. From Existing Presentation
   B. All of above ✓   D. From Design Template

202. Want your logo in the same position on every slide automatically? insert it on the_____

   A. Notes Master   C. Handout Master
   B. Slide master ✓   D. Template master

203. In the context of animations, what is a trigger?
   A. All of above
   B. An item on the slide that performs an action when clicked ✓
   C. The name of a motion path
   D. An action button that advances to the next slide

204. You can add Smart Art by using ---Tab)
   A. Home Tab   C. Slideshow Tab
   B. Design Tab   D. Insert Tab ✓

205. How to add new slide in your presentation?
   A. Home Tab > new slide ✓   C. Formatting
   B. Design   D. Insert > new slide

206. To start Microsoft PowerPoint application
   A. Click on Start >> Programs >> All Programs >> Microsoft PowerPoint
   B. Hit Ctrl + R then type ppoint.exe and Enter
   C. Click Start >> Run then type powerpoint then press Enter ✓
   D. All of above

207. PowerPoint presentations are widely used as
   A. Note outlines for teachers   C. Project presentations by students
   B. Communication of Planning   D. All of above ✓

208. Which menu provides you options like Animation Scheme, custom Animation, Side transition?
   A. Insert Tab   C. Design Tab
   B. Animation Tab   D. Slide Show Tab

209. To insert slide number
   A. Insert a text box and select Insert >> Page Number
   B. Insert a textbox and select Insert >> Number >>Page Number
   C. Choose Insert >> Slide Number
   D. Insert a new text box and select Insert >> slide Number

210. Which of the following font effect is not available in Power point Font dialog box?
   A. Underline   C. Shadow
   B. Emboss   D. Strikethrough