IDB-BISEW IT SCHOLARSHIP ROUND - 18

***ONLINE Quiz***

1 Which one of the following statements about safety precautions applicable to power cables is true when using computers?

A Faulty cables should not be repaired using insulating tape.

B.You should shut down your PC by unplugging it from the electricity supply.

**C. Cables should not be extended across open areas.**

D.More than one computer should not use the same power socket.

2 Which one of the following statements best describes the Intranet?

A. A network that is shared between more than one organization

B. A network of computers, accessible to everyone

**C. An internal network, using e-mail and Web, within a single organization**

D. A world-wide collection of computer files connected by links

3 The physical components of your computer are referred to as —

A.  Software

B. Operating System

**C. Hardware**

D. Casing

4 Which of the following factors affect the performance of a PC?

A.  Multitasking considerations

B. RAM size

**C. Both A and B**

D. None

 5.Freeware is the term that is applied to:

A.Software that you can try free of charge before buying

**B. Software that you don’t have to pay for**

C. Old versions of commercial software that are out of date

D. Software that will run under any operating system

6 The Operating System is loaded into the \_\_\_\_\_\_\_\_\_\_\_ when the PC is switched on.

A.  MOUSE

B. ROM

**C. RAM**

D. Hard Disk

7 Which one of these types of computer memory is permanent and unchanging?

A.  Random Access Memory

B. Working Memory

C. Virtual Memory

**D. Read-Only Memory**

8 Which of the following items is responsible for loading the operating system from the disk into the RAM?

A.  CPU

B. ROM

**C. ROM-BIOS**

D. Flash BIOS

9 Which one of the following statements about copyrighted software is true?

A. Text on a web page can be freely copied and re-used

**B. Graphics published on the web are subject to copyright**

C. When you buy software, you become the owner of the copyright

D. It is legal to share any audio files on the internet

10 Which statement about computers and the environment is true?

A.  You can’t recycle paper form an inkjet printer

B. Using an animated screensaver saves power.

C. If a PC needs to be left on, you won’t save energy by switching off the monitor.

**D. Laptops on standby use less electricity than when running normally.**

1 What is the main advantage of compressing files?

A.  Make a file suitable for use

B. Transfer data with faster speed

**C. Reduction in file size**

D. All of the above

2 By which technique can we select multiple files which are not in a continuous block?

**A.  Keeping the Ctrl key pressed while clicking on the filenames**

B. Keeping the Shift key pressed while clicking on the filenames

C. Repeatedly pressing the Tab key

D. Keeping the Alt key pressed while clicking on the filenames

3 Which of the following options would allow us to customize the Windows Desktop backgtound?

A.  Right Click Desktop → Properties → Desktop

**B. Right Click Desktop → Personalize → Desktop Background**

C.  Start → Searching

D. Right Click My Computer → Properties

4 We wish to search for all files that begin with the letters "Fi". Which of the following wildcard search should we use?

**A.  Fi\***

B. \*Fi\*

C. Fi??

D. ?Fi?

5 You can close an open window by pressing which keyboard shortcut?

A.  Esc

**B. Alt + F4**

C. Ctrl + F4

D. Alt + Ctrl

6 Which of the following icons on your Desktop most likely represent an application?

A.  My Documents

B. My Computer

C. My Network Place

**D. Internet Explorer**

7 What keyboard shortcut we can use to switch between open Windows?

A.  Ctr l+ C

B. Alt + F

**C. Alt + Tab**

D. Alt + X

8 HTML stands for

A. Hyper Text Making Language.

B. Hidden Text Markup Language.

C. Hotmail Text Markup Language.

**D. Hyper Text Markup Language.**

9 Which of the following can display the tree structure of folders & files on a disk?

A.  Popup Menu

**B. Windows Explorer**

C. Title Bar

D. Start Button

10 What is the keyboard shortcut for opening the “Start” menu?

A.  Shift + Esc

**B. Ctrl + Esc**

C. Alt + Esc

D. Ctrl + Alt + Esc

1 Which of the following statements is true about the cut, copy and paste command?

A.  No paste command is necessary after a cut or copy command.

B. No paste command is necessary after a copy command.

C. No paste command is necessary after a cut command.

**D. Cutting any content followed by pasting the same will move the content from original location to the new location and copying any content followed by pasting the same will duplicate the content to the new location.**

2 If you want to distribute your document to someone using a totally different word‐processing program from a different software manufacturer, such as WordPerfect, which file-format will you choose when saving the document?

**A.  rtf**

B. doc

C. xls

D. pdf

3 In which of the following ways, can you start Microsoft Word 2007?

A.  Right-click on Desktop > Click “Start Microsoft Word”

**B. Start menu > All Programs > Microsoft Office > Microsoft Office Word 2007**

C. Start menu > Settings > Control Panel > Microsoft Office Word 2007

D. Start menu > Documents > MS-Word 2007

4 Which dialogue box lets you set and customize various MS-Word options such as setting the user name, default file location etc.?

**A.  “Word Options” dialogue box**

B. “Document Inspector” dialogue box

**C.**

**“Save As” dialogue box**

D. None of the above

5 To save the file using a different file name,—

A.  click on the Microsoft Office button and from the menu displayed, click on the “Save” command.

**B. click on the Microsoft Office button and from the menu displayed, click on the “Save As” command.**

C. click on the Microsoft Office button and from the menu displayed, click on the “Prepare” command.

D. click on the Microsoft Office button and from the menu displayed, click on the “Publish” command.

6 In MS-Word 2007, the Dialog Box Launcher (indicated by a very small icon) is located at—

**A.  the bottom right of each command groups in the Ribbon.**

B. the top left of the related command groups.

C. the top right of the related command groups.

D. the bottom left of the related command groups.

7 Which view layout will you work in to see how text, graphics, and other elements will be positioned on the printed page?

A. Normal

B. Outline

**C. Print Layout**

D. Web Layout

8 Why do you use the Print Preview command?

A.  To enable the contents to be suitable for a specific printer

**B. To preview a page before printing to see what it will look like after the printing out the file**

C. To edit the contents with more comfort

D. To remove the visible text boundary, gridlines etc.

9 Which tab do you normally see after you start Microsoft Word?

A.  View tab

**B. Home tab**

C. Insert tab

D. Page Layout tab

10 In order to add special characters to your document, which method will you follow?

A.  Go to Home tab > click Change Styles button > choose the desired special character

B. Go to Insert tab > click SmartArt button > choose the desired special character

**C. Go to Insert tab > click Symbol button > choose the desired special character**

D. Go to References tab > click Insert Caption button > choose the desired special character

1 How will you make the first letters of all sentences capital at a time in MS Word?

**A.  Select the texts > go to Home tab > click Change Case button in the Font options group > choose “Sentence case”**

B. Select the texts > go to Home tab > click Change Case button in the Font options group > choose “UPPERCASE”

C. Select the texts > go to Insert tab > click Capitalize button

D. Delete the first letter of each sentence and re-type them after setting the Caps Lock on

2 Valid paragraph alignment options in MS Word are—

A.  Left, Top, Middle

B. Right, Centre, Justify

**C. Left, Right, Centre, Justify**

D. Bottom, Centre, Justify, Top

3 How can you begin the mail merge procedure?

A.  Home tab > Mail and Letter > Start Mail Merge

**B. Mailings tab > Start Mail Merge > Step by Step Mail Merge Wizard…**

C. Mailings tab > Mail Merge > Add Recipient > Send Letter …

D.Insert tab > Communications > Letters and mails > Addresses > Send…

4 What will happen if you split a table cell in MS Word?

A.  Tab stops will be set to the contents of the cell.

**B. The cell will be divided into multiple cells as specified and the text will go to the first cell among those multiple cells.**

C. The cell will be divided into multiple cells as specified and the text will go to the last cell among those multiple cells.

D. The cell will be divided into multiple cells as specified and the text will be distributed among those multiple cells.

5 What happens when you right-click something in MS Word?

A.  The object is deleted

B. Nothing happens - the right mouse button is there for left-handed people

C. Object becomes selected only

**D. Opens a shortcut menu listing everything you can do to the object**

6 Which of the following statements is true about spelling and grammar feature in MS Word?

A.  Spelling mistakes are shown by non-printing red-coloured wavy line under the mistaken texts.

B. Grammatical mistakes are shown by non-printing green-coloured wavy line under the mistaken texts.

C. The wavy lines used to show the spelling alnd grammatical mistakes will be printed along with the texts when printing-out the document.

**D. Both A. and B.**

7 You can use different page formatting within the same document by separating the differently formatted areas using –

A.  Page Break

B. Column Break

C. Formatting Break

**D. Section Break**

8 You can you add footer to each page of an MS Word document by clicking -

A. View tab > Insert > Header and Footer > Footer > insert or type your desired footer content

B. Home tab > Footer > Add

**C. Insert tab > Footer > Edit Footer > insert or type your desired footer content**

D. Page Layout tab > Header & Footer > Footer

9 What will happen if you merge multiple cells of a table in MS Word?

**A.  Those cells will become a single cell.**

B. Contents of those cells will be deleted.

C. Formatting of the contents of those cells will be lost.

D. Texts of those cells will go out of the table and become normal plain texts.

10 Why do you use "Shading" in MS-Word?

A.  In order to colour the whole page

**B. In order to colour the background behind the selected text or paragraph**

C. In order to assign colour to the fonts

D. In order to add colourful header & footer

1 Getting data from a cell located in a different sheet is called …

A.  Accessing

**B. Referencing**

C. Updating

D. Functioning

2 If you press \_\_\_\_\_\_\_\_\_\_\_, the cell accepts whatever you have typed as its contents.

**A.  Enter**

B. Ctrl+Enter

C. Tab

D. Insert

3 Which of the following is an absolute cell reference?

A.  !A!1

**B. $A$1**

C. #a#1

D. A1

4 Each time you start the MS Excel program, by default, it displays a new blank workbook containing \_\_\_\_\_\_\_\_\_ blank worksheets.

A.  Two

**B. Three**

C. Four

D. Five

5 Which of the following symbol is used before a number to make it a label?

A.  “ (quote)

B. = (equal)

C. \_ (underscore)

**D. ‘ (apostrophe)**

6 The default text data aligned within a cell of MS Excel Worksheet is –

**A.  Left**

B. Right

C. Centre

D. Justify

8 The default numeric data aligned within a cell of MS Excel Worksheet is –

A.  Left

**B. Right**

C. Centre

D. Justify

7 Which of the following symbols is used for entering a formula in MS Excel?

**A.  =**

B. +

C. (

D. @

9 Which of the following formula has not been entered correctly?

A.  =10+50

B. =B7\*B1

C. =B7+14

**D. 10+50**

10 In an MS Excel worksheet the active cell is indicated by …

**A.  A dark wide boarder**

B. A dotted border

C. A blinking border

D. None of above

8 In MS-Excel, the Paste Special command lets you paste—

A.  The resulting values of a formula instead of the actual formula

B. Cell comments

C. Formatting options

**D. All of the above**

9 When you copy a formula

A.  Excel erases the original copy of the formula

**B. Excel adjusts cell references in the newly copied formula**

C. Excel adjusts absolute cell references

D. Excel doesn’t adjust relative cell references

10 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

7 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

6 When you enter a formula in a cell and the cell displays #REF!. It means -

A.  Excel does not recognize text contained in the Formula.

B. Invalid Column

C. Contents cannot be displayed correctly as the column is narrow.

**D. A cell reference is invalid.**

5 Getting data from a cell located in a different sheet is called …

A.  Accessing

**B. Referencing**

C. Updating

D. Functioning

4 You can select a single range of cells by—

A.  clicking the upper-left cell in a group of cells and then pressing the Shift key while clicking the lower right cell in a group of cells.

B. pressing the Shift key and an arrow key.

C. dragging over the desired cells.

**D. using any of the above options.**

3 All worksheet formula in MS Excel ‒

A.  Manipulate values

B. Manipulate labels

**C. Return a formula result**

D. Use the addition operator

2 When a label is too long to fit within a MS Excel Worksheet cell, you typically must

A.  Shorten the label

**B. Increase the column width**

C. Decrease the column width

D. Adjust the row height

1 When you enter a formula in a cell and the cell displays ####### ? It means -

A.  Excel does not recognize text contained in the Formula

B. A Cell reference is invalid

**C. Contents cannot be displayed correctly as the column is narrow**

D. Invalid Column

6 Which of the following is/are database objects?

A.  Table

B. Query

C. Form

**D. All**

5 Null value is allowed in

A.  Unique key field

B. Primary key field

C. Foreign key field

**D. Both A& C**

4 Which one of the following statements is not correct related to Primary key?

**A.    A primary key is used as unique identifier for each column**

B. A primary key field can never be left empty

C.    When working with related tables, the primary key field in one table can be used as foreign key field in another table.

D. Both B & C

3 What do you mean by \* symbol ?

A.  It represents the column currently selected.

B. It represents the row previously selected.

**C. It represents the row currently selected**

D. None of the above

2 An index is automatically created on

**A.  Primary key field**

B. Foreign key field

C. Id Number

D. All of them

1 Which one of the following stores the whole value entered but only displays the number up to two decimal places?

A.  General Number

**B. Fixed**

C. Standard

D. Currency

7 To locate a particular record which of the following options of the navigation bar can we use ?

A.      First

**B.    Specific**

C.   Next

D.      Last

8 Which one of the following statements is not correct related to Index?

A.   An index stores the location of records.

B.    Index may speed up searches, it can also slow the process of updating data within table.

**C.      You can set index on a field which is seldom used**

D.  You can set index on any fields except OLE objects or attachment fields.

9 What do you mean by Like” A????”

A.   Entry must be four characters and begin with the letter A

**B.     Entry must be five characters and begin with the letter A**

C.          Entry must be five characters and begin with any letter.

D.            None

10 Which one of the following is the extension of MS-Access 2007 database?

A.  .mdb

**B. .accdb**

C. .xlsx

D. None

1 In which row of query design grid do we set conditions?

A.  Field

B. sort

**C. criteria**

D. show

2 Which of the following presents data in a way similar to an Excel spreadsheet.

**A.  Datasheet view**

B. Design view

C. Print preview

D. Layout preview

3 Filters remain in place until—

A.  they are removed

**B. the object is closed**

C.       Both A & B

D.           Only A

4 Of the following options, which is/are valid report layout(s)?

A.  Stepped

B. Block

C. portrait

**D. Both A & B**

5 Which one is correct regarding relationships?

A.  You can not edit or delete relationship.

B. Many to Many relationship between tables is considered as an ideal relationship.

**C. You can not edit table after establishing relationship**

D. None

6 Why do we use Filter?

A.  To find more specific record

B. Sorting field in different direction

C. Filtering out records that we don’t want

**D. All of the above**

7 Which of the following views does not allow the form to be modified?

A.  Layout view

**B. Form View**

C. Design view

D. All

8 How can you export a table or query output as an excel spreadsheet?

A.       Open an access databaseàopen file queriesàClick external data tabàclick Export to XML icon.

**B. Open an access databaseàopen file queriesàClick external data tabàclick Export to Excel Spreadsheet icon**

C.    Open an access databaseàopen file queriesàClick external data tabàSaved import icon

D. None

9 In the memo data type you can insert data up to \_\_\_\_ characters.

A.  350

B. Unlimited

C. 10000

**D. 65536**

10 In the table when you are inserting the data, the power suddenly goes off. What will happen?

A.  All data is lost

B. A few data is lost

**C. All data is save**

D. A few data is save

8 To create a relationship what should you do?

A.  Click Insert menu and then click Relationship

B. Click Database Tools tab and click Relationship button

C. Click Edit menu and then click Relationship

D. Press Ctrl + Shift + P

7 Updating all tables that are dependent upon a main or master table is called

A.  Cascade delete

B. Cascade update

C. Referential integrity

D. None

6 Which is not related to relationship?

A.  Avoid duplicate data

B. Data can be entered into or viewed from one or more tables

C. create inconsistency of data

D. None

5 How can you get ‘Simple query wizard’ tool?

A.  Database tool > Query Wizard > Simple Query Wizard

B. Create tab > Query Wizard > Simple Query Wizard

C. Create tab > Query design > Simple Query Wizard

D.  None

5 How can you get ‘Simple query wizard’ tool?

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C. Create tab > Query design > Simple Query Wizard

D.  None

1 How can you export a table or query output as an excel spreadsheet?

A.       Open an access databaseàopen file queriesàClick external data tabàclick Export to XML icon.

B. Open an access databaseàopen file queriesàClick external data tabàclick Export to Excel Spreadsheet icon

C.    Open an access databaseàopen file queriesàClick external data tabàSaved import icon

D. None

 1 Yoy want to insert your logo in the same position on every slide, automatically? Insert it on the

A  Handout master

B. Notes master

**C. Slide master**

D. All of the above

2 Which one of the following is a function of titlebar?

A.  Displays the working information.

**B. Displays name of the window and/or software program being used.**

C. Moves a document to any position

D. Opens a series of drop down menu.

3 To add a header or footer to your handout, you can use

A.  The Title master

B. The Slide master

**C. The Handout master**

D. All of above

4 How can you create a uniform appearance by adding a background image to all slides?

A.  Create a template

**B. Edit the Slide master under VIEW menu**

C. Use the Autocorrect wizard

D. All of the above

5 What is defined by the handout master?

A.  Slide Formatting

**B. Layout of Audience Handout notes**

C. Handout content formatting for Microsoft Word export

D. All of above

6 Which of the following should you use if you want all the slides in the presentation to have the same "look"?

A.  The slide layout option

B. Add a slide option

C. Outline view

**D. A presentation design template**

7 Which command brings you to the last slide in your presentation?

A.  Next slide button

B. Page up

C. Ctrl + Home

**D. Ctrl + End**

8 Special effects used to introduce slides in a presentation are called

A.  Effects

B. Custom Animations

**C. Transitions**

D. Present Animations

9 Which of the following should be used when you want to add a slide to an existing presentation?

**A.  Click home, New slide**

B. Insert, New slide

C. File Open

D. Click Office button, New

10 Which of the following views is the best view to use when setting transition effects for all slides in a presentation?

**A.  Slide sorter view**

B. Notes pages view

C. Slide view

D. Outline view

 1 Which of the following is not done by the cookies?

A. Storing the Information of a web site visiting date and time in a small text file.

B. Stores the Information about online purchases.

**C. Stores Pictures or even the entire web page on the hard disk**.

D. Stores validation information about us for members-only web sites.

 2 The web site that allows controlled access only is called…..

A.  Commercial site

B. Confidential site

**C. Protected site**

D. None of the above

3 By which system commercial transactions become secured over the net?

A.  Site protection

**B. Encryption**

C. Digital Certification

D. Surfing

4 The way of stealing valuable information using a form of Internet fraud that uses a replica of a trusted site is called

A.  Spam

**B. Phishing**

C. Fraud

D. Surfing

5 Which of the following is the unique address for a file/website that is accessible on the Internet?

**A.  URL**

B. HTTP

C. HTML

D. WWW

6 Which of the following system consist with software and hardware and gives protection against fraudulent attacks done via internet?

A.  Encryption

**B. Firewall**

C. Security

D. Anti spy-ware system

7 Which of the following is not used to jump quickly to a new destination within the internet?

A.  Hotspot

B. Hyperlink

**C. URL**

D. Bookmark

8 Which of the following is /are the advantages of using e-mail?

A.  Speedy and secure info transfer

B. Low cost

C. World wide availability

**D. Above all.**

9 What is /are true about FTP?

A.  FTP is short for File Transfer Protocol

B. FTP is used by the Internet Browsers to download large files.

C. CUTE FTP is a famous program that takes care of FTP transfer process.

**D. Above all.**

10 The software that allows us to view HTML file/document which is stored in web is

A.  Search Engine

**B. Web browser**

C. FTP

D. URL