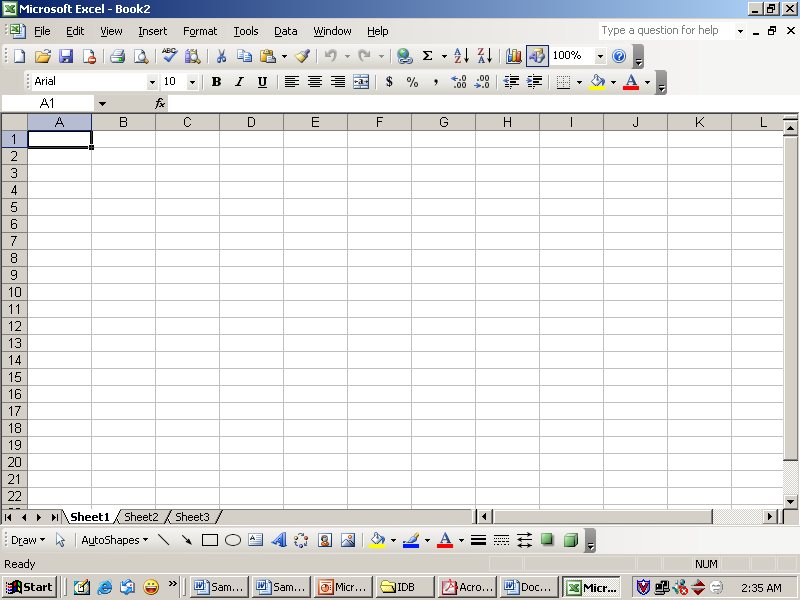
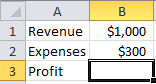
**MCQ Question For All Module**

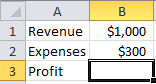
1. CD-ROM stands for
2. Compactable Read Only Memory
3. Compact Data Read Only Memory
4. Compactable Disk Read Only Memory
5. **Compact Disk-Read Only Memory**
6. PDA stands for-
7. **Personal Digital Assistant**
8. Personal Device Assistant
9. Processing Device Array
10. Personal Daily Achievement
11. Which is the part of computer?
12. Central processing unit (CPU)
13. Types of memory
14. **All of above**
15. None of Above
16. IBM introduced the IBM PC in-
17. 1980
18. **1981**
19. 1982
20. 1983
21. Which is not a storage media?
22. CDs
23. DVDs
24. Hard Disks
25. **Modem**
26. Which is not an Input device?
27. Keyboard
28. Mouse
29. **Monitor**
30. Tracker balls
31. Which is not an Output device?
32. Speech synthesizers
33. Printers
34. Projection devices
35. **Microprocessor**
36. Which is not Operating System (OS) Software?
37. Windows
38. Mac
39. Linux
40. **Antivirus**
41. Which is not application software?
42. Word processing
43. **UNIX**
44. Databases
45. None of Above
46. What is the characteristic of Operating system software?
47. **It works closely with hardware**
48. It works closely with Client
49. It depends on application software
50. None of above
51. WLAN stands for-
52. **Wireless Local Area Network**
53. Wide Local Area Network
54. Worldwide Local Area Network
55. All of above
56. Characteristics of a broadband Internet connection-
57. Always on
58. Flat fee Payment
59. High speed access
60. **All of above**
61. Which is Social networking websites?
62. **www.facebook.com**
63. www.prothom-alo.com
64. www.google.com
65. www.idb-bisew.org
66. Firewall can be implemented via-
67. Hardware
68. Software
69. Combination of Hardware and software
70. **All of above**
71. What is Viruses?
72. **A small Program**
73. One kind of germs
74. A molecule
75. None of above
76. What is Shareware?
77. Free for lifetime
78. **Free for a trial period**
79. Free for as long as you like
80. All of above
81. Elaboration of GUI
82. **Graphical User Interface**
83. Graphical User Interchange
84. Group Under Internet
85. All of above
86. **Which is Application software?**
87. Windows2000
88. **Adobe Photoshop**
89. Windows 7
90. Linux
91. **Which is called the brain of computer?**
92. RAM
93. **CPU**
94. ROM
95. UPS
96. **Which one of these types of computer memory is permanent and unchanging?**
97. Random Access Memory
98. Working Memory
99. Virtual Memory
100. **Read-Only Memory**
101. **The physical components of your computer are referred to as —**
102. Software
103. Operating System
104. **Hardware**
105. Casing
106. **Which of the following is a special type of program which loads automatically when you start your computer?**
107. Internet Browser
108. Database
109. **Operating System**
110. Calculator
111. **Which of the following factors affect the performance of a PC?**
112. Multitasking considerations
113. RAM size
114. **Both A and B**
115. None
116. **Which of the following performs a self-diagnostic check to see whether the computer is working or not during start up?**
117. **ROM-BIOSB**
118. RAM
119. Video Memory
120. CPU
121. **Which of the following device(s) takes part in two-way communication?**
122. **Modem**
123. Digital Camera
124. WebCam
125. Both A and C
126. **Microphone and touch pad are examples of —**
127. Output devices
128. **Input devices**
129. Processing devices
130. Memory devices
131. **By which device can we input voice?**
132. Modem
133. Digital Camera
134. Web Cam
135. **Microphone**
136. **Which of the following holds true for ROM?**
137. The operating system is loaded into this when the PC is switched on
138. The contents of this disappear when the PC is switched off
139. The contents of this change constantly as the PC is used.
140. **You cannot write to this type of memory**
141. **Which of the following is an operating system?**
142. **Microsoft Windows**
143. Netscape Navigator
144. Yahoo
145. Microsoft Outlook
146. **In general, which one of these computer types is the most powerful?**
147. **Mainframe Computer**
148. Laptop
149. Server
150. Personal Computer
151. **Where does the computer keep all its working files while working?**
152. In the processor
153. **In RAM**
154. In CD ROM
155. In Graphics Card
156. **The operating frequency of CPU is measured in —**
157. Megahertz (MHz)
158. **Gigahertz (GHz)**
159. Kilobytes
160. A and c
161. **Which one are the disadvantages of E –Commerce?**
162. Large data storage
163. **Possible Credit card fraud**
164. Detailed product information
165. Ability to compare prices
166. **Which statement about computers and the environment is true?**
167. You can’t recycle paper form an inkjet printer
168. using an animated screensaver saves power
169. If a PC needs to be left on, you won’t save energy by switching off the monitor
170. **Laptops on standby use less electricity than when running normally**
171. **A Microsoft Windows is ….. a(n)**
172. **Operating system**
173. Graphic program
174. Word Processing
175. Database program
176. **Which is not application software?**
177. **Windows NT**
178. Page Maker
179. WinWord XP
180. Photoshop
181. **Which of the following is not an operating system?**
182. DOS
183. Linux
184. Windows
185. **Oracle**
186. **A …. is a named location on a disk where files are stored**
187. **Folder**
188. Pod
189. Version
190. None of the above
191. **The ….is the drive containing the files to be copied**
192. Source drive
193. **Destination drive**
194. USB drive
195. None of the above
196. **The Basic Input Output System (BIOS) resides in**
197. RAM
198. **ROM**
199. The CPU
200. Memory Cache
201. **Recently deleted files are stored in**
202. **Recycle bin**
     1. Desktop
     2. Taskbar
     3. My computer
203. **The date and time displays on**
     1. Taskbar
     2. Status bar
     3. **System tray**
     4. Launch pad
204. **Underlined text, such as text and folder names is referred to as**
     1. **Hyperlink**
     2. Menu
     3. Source drive
     4. None of these
205. **\_\_\_\_\_\_ is most often done after fixing a problem, adding a new program or making configuration change**
206. Shut Down
207. **Restart**
208. Sleep
209. Hibernate
210. **Which is not a system tool?**
211. **Folder**
212. Backup
213. Scandisk
214. Format
215. **How can you optimize performance of your computer?**
216. Delete unused files
217. Defrag disk
218. Scan for virus
219. **All of above**
220. **The title bar always displays on**
221. **Top of the open windows**
222. Left side of the open window
223. Right side of the open window
224. All of above
225. **When you open my computer on desktop you see the information of**
226. Hard disk
227. CD
228. Removable disk
229. **All of the above**
230. **We can start the application from?**
231. Log off
232. Network place
233. Recycle bin
234. **Run**
235. **Save operation means**
236. Put data into processor
237. Put data into internal memory
238. **Put data into secondary storage**
239. Put data into monitor
240. **To delete a file without allowing it to store in recycle bin**
241. Press Delete key
242. **Press Shift + Delete key**
243. Press Ctrl + Delete key
244. Press Alt + Delete key
245. **Underlined character on the menu or dialog box known as**
246. Hot spot
247. **Hot key**
248. Pane
249. Underline word
250. **Start/restart the computer is called**
251. Exit
252. Run
253. Option
254. **Boot**
255. **Which of the following is default location of saving and opening file?**
256. Desktop
257. My computer
258. **My documents**
259. All of above
260. **Which is the shortcut of help?**
261. **F1**
262. F5
263. Ctrl+F1
264. Alt+F4
265. **Quick Access Tool bar is located..**
266. Bottom left of windows
267. Right side of the program icon
268. Left side of Title bar
269. **B and c**
270. The screen magnification (resolution) is expressed in
271. DPI (dots per inch)
272. PPI (points per inch)
273. **All of above**
274. None of above
275. **Title bar contains…**
276. **Name of the document**
277. Status of the document
278. A and b
279. None of above
280. **Which is not a tab?**
281. Home
282. Insert
283. View
284. **Preview**
285. **Default active tab is**
     1. **Home**
     2. Page Layout
     3. Mailings
     4. View
286. **The name of  is?**
     1. For asking
     2. Question Mark
     3. **Help**
     4. None of above
287. **What is the shortcut key of  button?**
     1. Shift+S
     2. **Ctrl+S**
     3. Alt+P
     4. Alt+S
288. **Word processing file extension is..**
289. **.docx**
290. .xlsx
291. .pptx
292. None of above
293. Which bar is usually located below that Title Bar that provides categorized options?
294. Scroll bar
295. **Ribbon tab**
296. Status Bar
297. Tool bar
298. Selecting text means, selecting?
299. An entire sentence
300. whole document
301. a word
302. **any of the above**
303. Using Find command in Word, we can search?
304. Formats
305. Characters
306. Symbols
307. **All of the above**
308. In MS-Word, for what does ruler help?
309. To set tabs
310. to change page margins
311. to set indents
312. **All of the above**
313. Which key should be pressed to start a new paragraph in MSWord?
314. **Enter Key**
315. Down Cursor Key
316. Control + Enter
317. Shift + Enter
318. by default, on which page the header or the footer is printed?
319. on first page
320. **on every page**
321. on alternate page
322. none of the above
323. MS-Word automatically moves the text to the next line when it reaches the right edge of the screen and is called?
324. **Word Wrap**
325. Enter
326. Carriage Return
327. None of the above
328. Which option in File tab is used to close a file in MSWord?
329. New
330. Exit
331. **Close**
332. Quit
333. In MS Word, Ctrl+Sis for …..
334. **Save**
335. Scenarios
336. Size
337. Spelling Check
338. Which key is used to select all the text in the document?
339. **Ctrl+A**
340. Ctrl+T
341. Ctrl+N
342. Ctrl+F
343. Which key is used to increase left indent?
344. Ctrl+I
345. Alt+I
346. F10
347. **Ctrl+M**
348. Which would you choose to display the statistics about a document?
349. Home tab, spelling and grammar
350. **Word count button in the proofing group on the review tab**
351. Filetab, statistics
352. insert, statistics
353. To undo the last work, press …..
354. Ctrl+Y
355. Ctrl+W
356. **Ctrl+Z**
357. Ctrl+U
358. Single spacing in MS-WORD document causes \_\_\_\_ point line spacing?
359. **12**
360. 14
361. 10
362. 16
363. Which feature do you use to create a newspaper like document?
364. **Columns**
365. Tables
366. Bullets & numbering
367. Tab stops
368. How do you magnify your document?
369. Home, Font
370. File, Options
371. **View, Zoom**
372. Insert, Customize
373. Which would you choose to save a document with a new name?
374. Press Ctrl+S
375. **Click File, Save As**
376. Click Tools, Options, Save
377. Click File, Save
378. Which key deletes the character to the right of the cursor?
379. End
380. **Delete**
381. Home
382. Backspace
383. Which would you choose to move selected text from one place to another?
384. Copy and Paste
385. **Cut and Paste**
386. Move and Paste
387. Delete and Paste
388. Which key deletes the character to the left of the cursor?
389. Delete
390. Home
391. **Backspace**
392. End
393. **Computer performance depends on-**
394. CPU Speed
395. RAM size
396. Graphics Card
397. **All of above**
398. **Joysticks is a-**
399. **Input device**
400. Output device
401. Processing device
402. Input and Output device
403. **Spreadsheet file extension is..**
404. .docx
405. **.xlsx**
406. .pptx
407. None of above
408. **What is the smallest and largest font size available in Font Size tool on formatting toolbar?**
409. **8 and 72**
410. 8 and 64
411. 12 and 72
412. None of above
413. **How will MS Word will respond in repeated word?**
414. **A Red wavy line under the repeated word**
415. A Green wavy line under the repeated word
416. A Blue wavy line under the repeated word
417. None of the above
418. **Pressing F8 key for three times selects**
419. a word
420. **a sentence**
421. a paragraph
422. entire document
423. **How can you make the selected character superscripted**
424. Ctrl + =
425. **Ctrl + Shift +  =**
426. Alt + Ctrl + Shift + =
427. None of above
428. **What is the shortcut key to split a table?**
429. Ctrl + Alt + Enter
430. **Ctrl + Shift + Enter**
431. Alt + Shift + Enter
432. Alt + Space + Enter
433. **When the same word is used in multiple locations or a word is used that was not quite appropriate, a thesaurus can be used to look up a (n) \_\_\_\_\_ or a word similar in meaning.**
434. **Synonym**
435. Homonym
436. Antonym
437. Metronym
438. **When you click on File menu in Word 2010, it opens**
439. File menu
440. File Commands
441. **Backstage View**
442. File Ribbon
443. **Why the document you created at home displays with a different font at school?**
444. Because you have a different printer at school than at home
445. Because you have a different monitor at school than at home
446. **Because the font you used at home is not installed on your school computer**
447. Because the version of Windows is different
448. **You should choose Sleep option when**
449. The computer is tired after working for the whole day
450. **You are leaving for a very short time and want to resume you work shortly**
451. When computer gets hanged frequently. Let it sleep for some time
452. You finish working and going to bed
453. **Which mode loads minimal set of drivers when starting Windows?**
454. **Safe Mode**
455. Normal Mode
456. VGA Mode
457. Network Support Mode
458. **A user-interface that is easy to use is considered to be**
459. User-happy
460. User-simple
461. **User-friendly**
462. None of the above
463. **The MS DOS operating system is a**
464. Graphical user interface, single tasking operating system
465. Graphical user interface, multitasking operating system
466. **Command driven interface, single tasking operating system**
467. Command driven interface, multitasking operating system
468. **Which of the following is extension of WordPad?**
469. .ppt.
470. .xls
471. **.rtf**
472. None of above
473. **What is ergonomics?**
474. **It covers the physical environment and design of equipment to maximize the quality of an employee’s wellbeing.**
475. It covers the virtual environment and design of equipment to maximize the quality of an employee’s wellbeing.
476. It covers both physical and virtual environment and design of equipment to maximize the quality of an employee’s wellbeing.
477. None of above true
478. **Which is not a Data storage device?**
479. **Hard Disk**
480. **Diskette**
481. **Network Drives**
482. **RAM**
483. **Format tool is located in…**
484. **Cells group, Insert tab**
485. **Cells Group, Home tab**
486. **Page Layout tab**
487. **Formula tab**
488. To activate the previous cell in a pre-selected range, press
489. The Alt key
490. The Tab key
491. The Enter key
492. **None of the above**
493. **In a worksheet you can select**
494. The entire worksheet
495. Rows
496. Columns
497. **All of the above**
498. Which area in an excel window allows entering values and formulas
499. Title bar
500. Menu bar
501. **Formula bar**
502. Standard toolbar
503. Which of the following is an absolute cell reference?
504. !A!1
505. **$A$1**
506. #a#1
507. A1
508. *Which symbol must all formula begin with?*
509. **=**
510. +
511. (
512. @
513. Getting data from a cell located in a different sheet is called
514. Accessing
515. Referencing
516. Updating
517. Functioning
518. In a worksheet you can press Shift+Space to select entire
519. Worksheet
520. **Row**
521. Column
522. a, b, and c
523. To hold row and column titles in places so that they do not scroll when you scroll a worksheet, click the
524. Unfreeze panes command on the window menu
525. **Freeze panes command on the window menu**
526. Hold titles command on the edit menu
527. Split command on the window menu
528. *You can activate a cell by*
529. Pressing the Tab key
530. Clicking the cell
531. Pressing an arrow key
532. **All of above**
533. *Except for the …… function, a formula with a logical function shows the word “TRUE” or “FALSE” as a result*
534. **IF**
535. AND
536. OR
537. NOT
538. *Which function calculates your monthly mortgage payment?*
539. **PMT (payments)**
540. NPER (number of periods)
541. PV (present value)
542. All of above
543. *Which of the following methods cannot be used to edit the content of cell?*
544. **Pressing the Alt key**
545. Clicking the formula bar
546. Pressing F2
547. Double clicking the cell
548. *The cell reference for a range of cells that starts in cell B1 and goes over to column G and down to row 10 is ….*
549. G1-G10
550. B1.G10
551. B1;G10
552. **B1:G10**
553. How many column and row are there in excel?
554. **16384X1048576**
555. 16384X35536
556. 17650X104870
557. 256X1048578



1. What is the name of this icon?
   1. **Sum**
   2. Average
   3. Count
   4. Auto Sum
2. **Which command will you choose to convert a column of data into row?**
3. Cut and Paste
4. **Edit >> Paste Special >> Transpose**
5. Both of above
6. None of above
7. *Which Chart can be created in Excel?*
8. Area
9. Line
10. Pie
11. **All of the above**
12. *Excel displays the current cell address in the*
13. Formula bar
14. Status Bar
15. **Name Box**
16. Title Bar
17. *What is represented by the small, black square in the lower-right corner of an active cell or range?*
18. Copy handle
19. **Fill handle**
20. Insert handle
21. Border
22. **This data type allows alphanumeric characters and special symbols.**
23. **Text**
24. Memo
25. auto number
26. None of the above
27. **To create a new table, in which method you don’t need to specify the field type and size?**
28. Create table in Design View
29. Create Table using wizard
30. **Create Table by Entering data**
31. All of above
32. **Which of the following is not a database object?**
33. Tables
34. Queries
35. **Relationships**
36. Reports
37. **In one-to-many relationship the table in ‘one’ side is called \_\_\_\_ and on ‘many’ side is called \_\_\_\_**
38. Child , Parent
39. **Parent , Child**
40. Brother , Sister
41. Father , Son
42. **The third stage in designing a database is when we analyze our tables more closely and create a \_\_\_ between tables**
43. **Relationship**
44. Join
45. Query
46. None of these
47. **A small button with three dots usually displayed at the right of field properties box**
48. Make button
49. Expression button
50. **Build button**
51. None of above
52. **This key uniquely identifies each record**
53. **primary key**
54. key record
55. unique key
56. field name
57. **To sort records in a table**
58. **Open table, click on the field on which the sorting is to be done, then click Sort button on database toolbar**
59. Open table, click Sort button on database toolbar, choose field based on which to sort, click OK
60. Click the field heading to sort it ascending or descending
61. All of above
62. **To create relationship between two tables**
63. **drag the primary key of a table into foreign key of another table**
64. drag the foreign key of a table into the primary key of another table
65. drag any field from parent table and drop on child table
66. Any of above can be done to create relationship
67. **Which of the following is not a type of relationship that can be applied in Access Database?**
68. One to One
69. One to Many
70. Many to Many
71. **All of above can be applied**
72. **To create queries in Access**
73. You can drag and drop fields on query builders
74. you can type the SQL command in SQL view
75. You can use query wizard or design view
76. **All of above**
77. **Which of the following is NOT a type of Microsoft Access database object?**
78. Table
79. Form
80. **Worksheets**
81. Modules
82. **Which of the following database object hold data?**
83. Forms
84. Reports
85. Queries
86. **Tables**
87. **Which of the following database object produces the final result to present?**
88. Forms
89. **Reports**
90. Queries
91. Tables
92. **The default and maximum size of text field in Access**
93. **50 and 255 Characters**
94. 8 and 1 GB
95. 266 characters & 64000 characters
96. None of above
97. **A \_\_ name must be unique within a database**
98. **Table**
99. Field
100. Record
101. Character
102. **Which of the following is not a field type in access?**
103. Memo
104. Hyperlink
105. OLE Object
106. **Bookmarks**
107. **Which of the following creates a drop down list of values to choose from a list?**
108. OLE Object
109. Hyperlink
110. Memo
111. **Lookup Wizard**
112. **A search value can be an exact value or it can be**
113. Logical Operator
114. Relationship
115. **Wild card character**
116. Comparison operation
117. **What are the columns in a Microsoft Access table called?**
118. Rows
119. Records
120. **Fields**
121. Columns
122. ***Which tab is not available on left panel when you open a presentation?***
123. Outline
124. Slides
125. **Notes**
126. All of above are available
127. ***Which of the following statements is not true?***
128. **You can type text directly into a PowerPoint slide but typing in text box is more convenient.**
129. From Insert menu choose Picture and then File to insert your images into slides.
130. You can view a PowerPoint presentation in Normal, Slide Sorter or Slide Show view.
131. You can show or hide task pane from View >> Toolbars
132. ***PowerPoint presentations are widely used as***
133. note outlines for teachers
134. project presentations by students
135. communication of planning
136. **All of above**
137. ***A new presentation can be created from***
138. **Blank Presentation**
139. From File
140. From Design
141. All of above
142. ***To open the existing presentation, press***
143. Ctrl + L
144. Ctrl + N
145. Ctrl + A
146. **Ctrl + O**
147. ***To insert new slide in the current Presentation, we can choose:***
148. **Ctrl+M**
149. Ctrl+N
150. Ctrl+O
151. Ctrl+F
152. ***Which key on the keyboard can be used to view Slide show?***
153. F1
154. F2
155. **F5**
156. F10
157. ***Which PowerPoint feature adds special effects to modify the appearance of the slides and the timing between each slide?***
158. Color Schemes
159. Animation
160. **Transition Settings**
161. Handouts
162. ***What are the maximum zoom times in Microsoft PowerPoint?***
163. 1
164. 2
165. 3
166. **4**
167. ***To select more than one slide in the presentation***
168. Just Click on slide
169. **Ctrl + Click on slide**
170. Alt + Click on slide
171. Shift + Click on slide
172. ***What is the use of “Hide Slide” option?***
173. **to hide the selected slides during Presentation**
174. to hide the selected slides during Editing
175. to hide the selected slides during Printing
176. to hide the selected slides during Deleting
177. ***How to change the order of Slides in Presentation?***
178. On Slide Sorter View, click on the Soft Slides
179. **On Slide Sorter View, click on the slide and drag to required position**
180. On Slide Thumbnail view, click on the slide and drag to required position
181. Slides order cannot be changed once it created
182. ***Which of the following can be use as slide background?***
183. Gradient
184. Texture
185. Picture
186. **All of the Above**
187. ***What is the shortcut key to start presentation from current slide?***
188. F5
189. Alt + F5
190. Ctrl + F5
191. **Shift + F5**
192. ***In a PowerPoint presentation***
193. Sound clips can be inserted but not movie clips
194. Movie clips can be inserted but not sound clips
195. Both cannot be inserted
196. **Both can be inserted**
197. The Slide Sorter View button is located in the bottom left corner of the PowerPoint window.
198. TRUE
199. **FALSE**
200. **You can add a hyperlink to your worksheet by pressing**
201. Alt + K
202. Ctrl + H
203. **Ctrl + K**
204. Ctrl + Shift + K
205. **To move to the previous worksheet, press**
206. Alt + PgUp
207. Ctrl + PgUp
208. Ctrl + PgDn
209. **Shift + Tab**
210. **In Windows Explorer, for displaying the contents of a certain drive or folder we need to**
211. Click the drive or folder while, holding down the Alt key.
212. Triple click the drive or folder
213. **Double click the drive or folder**
214. Right click the drive or folder
215. **Which key in the keyboard should you press to display the Start menu?**
216. **Windows**
217. Alt
218. ENTER
219. Ctrl
220. **The Operating System is loaded into the \_\_\_\_\_\_ when the PC is switched on.**
221. Mouse
222. ROM
223. **RAM**
224. Hard Disk
225. **Which of the following options would allow us to customize the Windows Desktop background?**
226. Right Click Desktop → Properties → Desktop
227. **Right Click Desktop → Personalize → Desktop Background**
228. Start → Searching
229. Right Click My Computer → Properties
230. **Freeware is the term that is applied to:**
231. Software that you can try free of charge before buying
232. **B. Software that you don’t have to pay for**
233. Old versions of commercial software that are out of date
234. Software that will run under any operating system
235. **Which of the following items is responsible for loading the operating system from the disk into the RAM?**
236. CPU
237. ROM
238. **ROM-BIOS**
239. Flash BIOS
240. **The World Wide Web is –**
241. All the linked documents that are held on a global network of computer systems
242. The world-wide e-mail system
243. The cables and communications satellites that connect systems all over the world
244. **Is a system of interlinked hypertext documents accessed via the Internet**
245. **The term “drag and drop” means**
246. An easy way of copying selected items
247. **An easy way of moving selected items.**
248. An easy way of deleting selected items
249. None of the above
250. **To delete files rather than sending them to the Recycle Bin we press**
251. **Shift + Del**
252. Ctrl + Del
253. Alt + Del
254. Alt + F2
255. **Which one of the following statements about safety precautions applicable to power cables is true when using computers?**
256. Faulty cables should be repaired using insulating tape
257. You should shut down your PC by unplugging it from the electricity supply
258. **Cables should not be extended across open areas**
259. More than one computer should not use the same power socket
260. **Which one of the following statements best describes an Extranet?**
261. A network used to share data within a single organization
262. An extra-fast intranet within a single organization
263. A very large intranet used by the general public
264. **None of the above**
265. **Which one of the following statements about anti-virus software is true?**
266. Anti-virus software can detect all known viruses
267. **Anti-virus software can disinfect applications as well as files**
268. Before accessing the internet, you need to run a virus check.
269. Deleting an infected file will eliminate the virus.
270. **Which keyboard shortcut is used to switch between running programs?**
271. Shift + Tab.
272. Ctrl + Tab
273. **Alt + Tab**
274. Shift + Alt
275. **In Microsoft Word 2010, what is the screen area within which the tabs and their associated icons & controls are located?**
276. Title Bar
277. Status Bar
278. **Ribbon**
279. Left side of the document
280. **Which of the following is an input device?**
281. Hard disk
282. System casing
283. Monitor
284. **Mouse**
285. **Which of the following best describes a GUI?**
286. A graphics package for technical illustration
287. Typing in commands to operate a computer
288. **A system using windows, a pointer and icons to operate a computer.**
289. Providing graphical online help to assist a computer user
290. **Which one is used to group similar things together?**
291. **Folder**
292. Files
293. Record
294. RAM
295. **Which of the following can display a hierarchical representation of folders & files on a disk?**
     * 1. Popup Menu
       2. **Windows Explorer**
       3. Title bar
       4. Start Button
296. **Which one of the following describes a computer’s operating system?**
297. Software that can retrieve information from a database.
298. Hardware that can scan and convert photographs into digital files.
299. **Software that controls the allocation and usage of hardware.**
300. Hardware that can record and send images across the Internet.
301. **Which option(s) can you access by clicking the Office Button of Microsoft Word?**
302. Saving a file
303. Opening a file
304. Printing the content of a file
305. **All of the above**
306. **In MS-Word 2010, the Dialog Box Launcher (indicated by a very small icon) is located at—**
307. **The bottom right of each command groups in the Ribbon.**
308. The top left of the related command groups.
309. The top right of the related command groups.
310. the bottom left of the related command groups
311. **Which of the following best describes the application MS Word?**
312. MS Word is a kind of data modeling software.
313. MS Word is a kind of typing software.
314. **MS Word is a kind of word processor software.**
315. MS Word is a kind of accounting software.
316. **In which of the following ways, can you start Microsoft Word 2010?**
317. Right-click on Desktop > Click “Start Microsoft Word”
318. **Start menu > All Programs > Microsoft Office > Microsoft Office Word 2010**
319. Start menu > Settings > Control Panel > Microsoft Office Word 2010
320. Start menu > Documents > MS-Word 2010
321. **In order to add special characters to your document, which methods will you follow?**
322. Go to Home tab > click Change Styles button > choose the desired special character
323. Go to Insert tab > click SmartArt button > choose the desired special character
324. **Go to Insert tab > click Symbol button > choose the desired special character**
325. Go to References tab > click Insert Caption button > choose the desired special character
326. **.\_\_\_\_\_\_\_\_ View mode is useful when viewing long documents, as you can easily identify headings and sections within the document.**
327. Print Layout
328. **Outline**
329. Draft
330. Web Layout
331. **What type of page orientation does a document have when it is laid out so that it is wider than it is tall?**
332. **Landscape**
333. Side
334. Horizontal
335. Portrait
336. **Which one of the following is a function of title bar?**
337. Display the working information
338. **Displays name of the window and/or software program being used**
339. Moves a document to any position
340. Open a series of drop down menu.
341. **You can use different page formatting within the same document by separating the differently formatted areas using –**
342. Page Break
343. Column Break
344. Formatting Break
345. **Section Break**
346. **To insert a manual page break, press –**
347. **Ctrl + Enter**
348. Shift + Enter
349. Alt + Enter
350. Ctrl + E
351. **Each Excel file is called a workbook because**
     1. It can contain text and data
     2. It can be modified
     3. **It can contain many sheets including worksheets and chart sheets**
     4. You have to work hard to create it
352. **In an MS Excel worksheet the active cell is indicated by …**
353. **A dark wide boarder**
354. A dotted border
355. A blinking border
356. None of above
357. **A worksheet can have a maximum of\_\_\_\_\_\_\_\_\_\_ number of rows and columns.**
358. 256 and 65536
359. 1024 and 256
360. **1048576 and 16384**
361. 32000 and 1048576
362. **The default numeric data aligned within a cell of MS Excel Worksheet is –**
363. Left
364. **Right**
365. Centre
366. Justify
367. **Getting data from a cell located in a different sheet is called …**
368. Accessing
369. **Referencing**
370. Updating
371. Functioning
372. **Which of the following formula has not been entered correctly?**
373. =10+50
374. =B7\*B1
375. =B7+14
376. **10+50**
377. **When you enter a formula in a cell and the cell displays #REF!, It means -**
378. Excel does not recognize text contained in the Formula
379. Invalid Column
380. **A cell reference is invalid**
381. Contents cannot be displayed correctly as the column is narrow
382. **When a label is too long to fit within a MS Excel Worksheet cell, you typically must**
383. Shorten the label
384. **Increase the column width**
385. Decrease the column width
386. Adjust the row height
387. **Each time you start the MS Excel program, by default, it displays a new blank workbook containing \_\_\_\_\_\_\_\_\_ blank worksheets.**
388. Two
389. **Three**
390. Four
391. Five
392. **If you press \_\_\_\_\_\_\_\_\_\_\_, the cell accepts whatever you have typed as its contents.**
393. **Enter**
394. Ctrl+Enter
395. Tab
396. Insert
397. **Without using the mouse or the arrow keys, what is the fastest way of getting to cell A1 in a spreadsheet?**
398. **Pressing Ctrl +Home**
399. Pressing Home
400. Pressing Shift + Home
401. Pressing Alt + Home
402. **Which is the keyboard shortcut to display the insert function?**
403. Alt+Tab
404. Ctrl+Esc
405. **Shift+F3**
406. Shift+F4.
407. **What is the File extension of Excel 2010?**
408. .pptx
409. .xls
410. **.xlsx**
411. .docx
412. **Which is a valid example of cell address?**
413. 11 25
414. 911
415. 41A
416. **A21**
417. **If you want to have a blank line after the title in a worksheet, what is the best thing for you to do?**
418. Re-format the spreadsheet
419. **Insert a row**
420. Increase the column width
421. Use the spacebar
422. **You are editing a worksheet that you had previously saved. If you want to save the edited sheet without losing the original one, which command should you use?**
423. New
424. **Save As**
425. Edit
426. Save
427. The most well‐known part of the Internet is
428. **www**
429. http
430. https
431. HTML
432. The WWW is basically
433. Text
434. Picture
435. **All of above**
436. None of Above
437. A Web site is simply a group of files and folders which are stored on a
438. **Server**
439. Computer
440. Storage Media
441. All of above
442. A hyperlink is a piece of text (or a picture) on a Web page, which when clicked on will automatically:‐
443. Take you to a different part of the same page
444. Take you to a different page within the Web site
445. Take you to a page in a different Web site
446. **All of above**
447. Which is not true about Search Engine?
448. A search engine holds information about pages on Web sites throughout the Internet
449. It has information about Web sites which have been reported to it
450. It has information about Web sites that it has found out about automatically
451. **Search engine has complete information about all Web sites on the Internet**
452. Which is not an example of RSS (Really Simple Syndication)?
453. News headlines
454. Tickertapes
455. Podcasts
456. **Channel**
457. The term "podcast" is a combination of the words
458. **iPod and broadcast**
459. iPad and broadcasting
460. iPod and broadcasting
461. None of above
462. A digital certificate is used to encrypt information for
463. **secure transmission across the internet**
464. Reduce data volume so that it takes less time to transmission across internet
465. Zip file or folder to save time
466. None of above
467. Suppose you get an email requesting to update your details of Bank account. What it may be?
468. **Phishing**
469. Fraud
470. Trojans
471. Malware
472. Which is not a browser?
473. Internet Explorer/IE
474. Mozilla Firefox
475. Netscape Navigator
476. **Windows Explorer**
477.  This button is called
478. **Minimize**
479. Maximize
480. Restore
481. None of above
482. Shortcut key of switching between browser tabs is
483. **Ctrl+Tab**
484. Alt+Tab
485. Shift+Spacebar
486. Ctrl+Enter
487. In Internet Explorer the Information Bar is displayed
488. **When needed**
489. Always when open IE
490. Never
491. Sometimes
492. Normally to move from field to field within the form we use
493. **Tab key**
494. Alt key
495. Enter key
496. Arrow key
497. Which is not a search engine website?
498. www.google.com
499. www.yahoo.com
500. www.bing.com
501. **www.bings.com**
502. The search results will be displayed within a new tab if we press
503. **Alt+Enter**
504. Ctrl+Enter
505. Ctrl+Tab
506. Alt+Tab
507. We can search in search engine by using except
508. Using an exact phrase
509. **By exact Sentence**
510. By excluding word(s)
511. By file format
512. To displays the title in Header or Footer of the Web page we use
513. **&w**
514. &u
515. &d
516. &t
517. To displays the total number of pages printed in Header or Footer we use
518. **&P**
519. &p
520. &b
521. &t
522. To displays the time using a 24‐hour format
523. **&T**
524. &t
525. &b
526. &P
527. **Which is not true about Search Engine?**
528. A search engine holds information about pages on Web sites throughout the Internet
529. It has information about Web sites which have been reported to it
530. It has information about Web sites that it has found out about automatically
531. **Search engine has complete information about all Web sites on the Internet**
532. **The search results will be displayed within a new tab if we press**
533. **Alt+Enter**
534. Ctrl+Enter
535. Ctrl+Tab
536. Alt+Tab
537. **What is the use of “Hide Slide” option?**
538. **to hide the selected slides during Presentation**
539. to hide the selected slides during Editing
540. to hide the selected slides during Printing
541. to hide the selected slides during Deleting
542. **Normally to move from field to field within the form we use**
543. **Tab key**
544. Alt key
545. Enter key
546. Arrow key
547. **To displays the time using a 24‐hour format**
548. **&T**
549. &t
550. &b
551. &P
552. **When a picture or other graphic image is placed in the report header section it will appear**
553. **Once in the beginning of the report**
554. At the top of every page
555. Every after record break
556. On the 1st and last pages of the report
557. **What happens when you release mouse pointer after you drop the primary key of a table into foreign key of another table?**
558. A relationship is created
559. **Edit relationship dialog box appears**
560. Error occurs
561. Nothing happens
562. **In table design view what are the first column of buttons used for**
563. Indicate Primary Key
564. Indicate Current Row
565. **Both of above**
566. None of above
567. **A \_\_\_\_\_\_\_\_\_\_ enables you to view data from a table based on a specific criterion**
568. Form
569. **Query**
570. Macro
571. Report
572. **Which field type can store photos?**
573. Hyperlink
574. **OLE Object**
575. Both of these can be used
576. Access tables can’t store photos
577. **Queries in Access can be used as**
578. view, change and analyze data in different ways
579. a source of records for forms and reports
580. Only a
581. **Both a and b**
582. **Which of the following statement is true?**
583. Foreign key fields don’t allow duplicate values
584. In primary key field you can enter duplicate value
585. **In an indexed field you may or may not enter duplicate value depending upon setting**
586. All statements are true
587. **Which of the following store command to retrieve data from database?**
588. Forms
589. Reports
590. **Queries**
591. Tables
592. **What is NOT true about Netiquette?**
593. Many email system will set limits on the size of email attachment that they will accept
594. Avoid using all upper case or all lower case letters in a message
595. **All email systems will block attached files if the attachment is an executable file.**
596. Never quote part of one person’s email within another email without permission
597. **Suppose you get an email requesting to update your details of Bank account. What it may be?**
598. **Phishing**
599. Fraud
600. Trojans
601. Malware
602. **Which of the following may not be a database?**
603. Data presented in table in MS Word document
604. Data entered in Excel spreadsheet
605. **A presentation created in PowerPoint**
606. A telephone diary
607. **What is a fast way t adjust the width of a column?**
608. Right click the left side of the column heading
609. Double click the left side of the column heading
610. **Double click the right side of the column heading**
611. Select tools>adjust column width from the menu
612. **What is the first step in creating a form or report with the form wizard or report wizard?**
613. Selecting the fields that you want to appear in the form or report
614. **Selecting the underlying table or query on which you want to base the form or report**
615. Reading several screens of mostly useless information and clicking next
616. Selecting how the form or report should be formatted
617. **What is an index?**
618. A wizard that creates a functional database structure based on the user\’s selections
619. A widely recognized naming convention for database objects
620. **A sort order for records, which is identified in the table design**
621. A set of relationship rules that enforce defined database relationships
622. **How can a user open the Expression Builder dialog box?**
623. By clicking the drop-down arrow on the Control Source property
624. By clicking the drop-down arrow of the Input Mask property in the Data tab
625. By clicking the Build button of the Input Mask in the Data tab
626. **By clicking the Build button of the Control Source property in the Data tab**
627. **How can the slide show be repeated continuously?**
628. **loop continuously until ‘Esc’**
629. repeat continuously
630. loop more
631. Show continuously
632. **By default, the Quick Access Toolbar displays ………. button.**
633. **Save, Undo, and Redo**
634. Save, Print Preview and Quick Print
635. Print, Undo, Redo
636. Save, File and New
637. **Keyboard Shortcut to minimize or expand the ribbon is**
638. **Ctrl+F1**
639. Alt+F1
640. Ctrl+F2
641. Ctrl+F11
642. **In View group of Home Tab, there are minimum two view, They are..**
643. Datasheet view and PivotChart view
644. PivotTable view and Datasheet view
645. **Design view and Datasheet view**
646. PivotChart view and PivotTable view
647. **Microsoft Access is...**
648. Flat file Database
649. Flat Database
650. Simple Database
651. **Complex Database**
652. **Microsoft Access is a relational database because it**
653. **Can store information in multiple related tables**
654. Can store information in one table.
655. Can’t manipulate Information from more than one table
656. Can’t treat multiple tables as a single storage area
657. **………. is the only one database object which stores information.**
658. **Table**
659. Form
660. Query
661. Report
662. **Keyboard Shortcut of Thesaurus in PowerPoint 2010 is Shift+F7, is located in …… Ribbon Tab**
663. Home
664. **Review**
665. View
666. Insert
667. **in order to edit a chart, you can**
668. triple click the chart object
669. click and drag the chart object
670. **double click the chart object**
671. click the chart objects
672. **When an image is selected, it displays which of the following?**
673. Two corner handles
674. Six middle handles
675. **Eight sizing handles**
676. Six boxes
677. **A new presentation can be created from**
678. Blank Presentation
679. From Existing Presentation
680. From Design Template
681. **All of above**
682. **What happens if you select first and second slide and then click on New Slide button on new slide button?**
683. A new slide is inserted as first slide in presentation
684. A new slide is inserted as second slide in presentation
685. **A new slide is inserted as third slide in presentation.**
686. None of above
687. **To insert a hyperlink in a slide**
688. Choose Insert 🡪 Hyperlink
689. Press Ctrl + K
690. Hyperlinks can’t be inserted in slides
691. **both a & b**
692. **Which of the following tool enables you to add text to a slide without using the standard placeholders?**
693. **Text tool box**
694. Line tool
695. Drawing tool
696. Auto shapes tool
697. **Which of the following are Graphic format?**
698. **BMP, GIF, JPEG, TIFF**
699. BMP, mp3, DAT, PNG
700. JPEG, GIF, wmv, BMP
701. PNG, JPEG, mp3, TIFF
702. **We can insert a table in Microsoft PowerPoint 2010**
703. **True**
704. False
705. **Clip Art is located in…**
706. **Illustrations group, Insert Ribbon Tab**
707. Media Clips group, Insert Ribbon Tab
708. Links Group, insert Ribbon Tab.
709. None of above
710. **Protect Presentation is located in**
711. Home Tab
712. Insert Tab
713. View Tab
714. **Review Tab**
715. **Which statement is true for BCC (blind courtesy copy)?**
716. **These are people you want to keep informed but whom you want to keep hidden from other message recipients**
717. This address box is only for primary message recipients.
718. These are people you want to keep informed and from whom you want to respond to the message
719. None of above
720. **Outlook can send and receive e-mail messages in three message formats, they are:**
721. **HTML, RTF and Text**
722. RTF TIFF and JPEG
723. HTML, GIF and PPTX
724. None of above
725. **In Microsoft Outlook, Keyboard Shortcut to send a message is**
726. Alt+Enter
727. **Ctrl+Enter**
728. Shift+Enter
729. Shift+Ctrl+Enter
730. Three standard views of the message list in Microsoft Outlook 2010 are
731. **Compact, Preview and Single**
732. Single, Multiple and Preview
733. All of above
734. None of Above
735. **A digital signature is a code which is attached to an email to uniquely identify the sender**
736. **True**
737. False
738. **Phishing is the bulk sending of unsolicited and often fraudulent email messages, normally trying to sell a commercial product or service**
739. **True**
740. **False**
741. **The voice quality of VoIP call may be worse compared to using a traditional phone.**
742. **True**
743. False
744. Ticks on Application software
745. Windows2000
746. **Adobe Photoshop**
747. Windows 7
748. Linux
749. Which of the following is a special type of programme which loads automatically when you start your computer?
750. Internet Browser
751. Database
752. **Operating System**
753. Calculator
754. Which one of the following statements about the use of e-commerce is true?
     1. An internet connection is optional for e-commerce
     2. **Transactions can occur anywhere in the world where Internet & other e- commerce facilities are present**
     3. Customers can only pay by e-mailing credit card details
     4. Customers give up the right to return unsatisfactory goods
755. **In Windows 7, you cannot change computer’s theme and sounds scheme.**
     1. True
     2. **False**
756. **A………. is a circular section on the screen that is used to display information and other programs.**
757. Internet explorer
758. Clock
759. **Start button**
760. None of the above
761. **Using Paint you can set the current picture as a desktop background.**
     1. True
     2. False
762. **A screen saver is a program that displays an image, animation, or just a blank screen on a computer after no input has been received for a certain length of time.**
     1. **True**
     2. False
763. **When you press and release the primary mouse button is called---**
764. **Click**
765. **Double-click**
766. **Programme presentation**
767. **Website.**
768. **Moving an item across the screen with the mouse---**
769. Web browser
770. Double-click
771. **Drag**
772. Recycle bin
773. **When you delete a file from a hard disk, the deleted file is stored in the Recycle Bin where you can recover it until you empty the Recycle Bin.**
774. **True**
775. False
776. **Combination of characters that allows access to a computer**
777. **Password**
778. Gadget
779. Window explorer
780. Icon
781. **If the displayed system time and date is wrong, you can reset it using**
782. Write
783. Calendar
784. Write file
785. **Control panel**
786. **Small pictures appearing on Desktop are called as……..?**
787. Photos
788. **Icons**
789. Pictures
790. e-cons
791. **Right click of mouse is used to get…**
792. Open the icon
793. **shortcut menu options**
794. Close the icon
795. None of the above
796. **Running computer without operating system is…**
797. **Impossible**
798. Sometime possible
799. Possible
800. None of the above
801. **To copy selected matter (Text, picture, file, folder etc) from one place to another \_\_\_\_\_ key option may be used.**
802. Ctrl+S
803. Ctrl+P
804. Ctrl+V
805. **Ctrl+C**
806. **Double click of mouse is used to…**
807. Close file/folder
808. **Open file/folder**
809. Remove file/folder
810. Delete file/folder
811. **Whenever you move a directory from one location to another**
812. **All files inside the directory are moved**
813. All the subdirectory inside that directory are moved
814. The directory is moved the source file is not moved
815. Both a and b
816. **The** default view in Word is…
817. **Print Layout View**
818. Headline View
819. Web Layout View
820. Outline View
821. **The ribbon** is dynamic, meaning that the appearance of commands on the ribbon changes as the width of the ribbon changes.
822. **True**
823. False
824. **By default,** the Quick Access Toolbar appears to the…………. of the program icon at the left end of the title bar
825. **Right**
826. Left
827. **When you start** Microsoft word the ----------------- tab is active by default.
828. The Insert
829. The View
830. **The Home**
831. The Page Layout.
832. **We Press** F1 to display the Help window for the active program.
833. **True**
834. **False**
835. **The maximum** zoom percentage of Microsoft word is …………...
836. 200%
837. 300%
838. 400%
839. **None of the above**
840. **The minimum** zoom percentage of Microsoft word is ……..
841. **10%**
842. 20%
843. 30%
844. 40%
845. **From Word** options you cannot change default settings of Microsoft word.
846. True
847. **False**
848. **You have** ability to add ribbon tab in Microsoft word 2010.
849. **True**
850. False
851. **You can** add commands to a predefined group.
852. True
853. **False**
854. Getting data from a cell located in a different sheet is called….
855. Updating
856. Functioning
857. **Referencing**
858. Accessing
859. Which area in an Excel window allows entering values and formulas?
860. Menu Bar
861. **Formula Bar**
862. Standard Tool Bar
863. Title Bar
864. In EXCEL, you can sum a large range of data by simply selecting a tool button called …..?
865. AutoFill
866. **Auto sum**
867. Auto correct
868. Auto format
869. How do you rearrange the data in ascending or descending order?
870. **Data, Sort**
871. Data, Table
872. Data Subtotals
873. Data, Form
874. What does COUNTA () function do?
875. Counts cells having number
876. **counts non-empty cells**
877. counts cells having alphabets
878. counts empty cells
879. How do you display current date only in MS Excel?
880. **Today()**
881. date()
882. now()
883. time()
884. ) In the formula, which symbol specifies the fixed columns or rows?
885. \*
886. &
887. **$**
888. %
889. Which key do you press to check spelling?
890. F9
891. F3
892. **F7**
893. F5
894. What will be the formula in the cell B3 if you want to calculate the profit?



1. =A1-A2
2. **=B1-B2**
3. =B2-B1
4. None of the above
5. **What is a Backstage View in Microsoft Excel 2010?**
6. It is similar to help command in previous versions of Excel
7. It provides information about the Microsoft Excel 2010
8. Provides information on the Graphs and Chart in Excel
9. **Provides access to File associated Features such as Open, Save, Print and Recent**
10. You want to record experiment information and create a chart that shows the rate of crystal growth over a period of time. The best application to use would be:
11. word processing
12. **spreadsheet**
13. database
14. graphics
15. You are editing an worksheet that you had previously save. If you want to save the edited sheet without losing the original one, which command should you use?
16. New
17. **Save As**
18. Edit
19. Save
20. In order to perform a calculation in a spreadsheet, you need to use a:
21. Table
22. **Formula**
23. Field
24. Variable
25. The box on the chart that contains the name of each individual record is called the \_\_\_.
26. Cell
27. Title
28. Axis
29. **Legend**
30. You accidentally erased a record in the sheet. What command can be used to restore it immediately?
31. Insert
32. Copy
33. **Undo**
34. Replace
35. Where a row and a column meet, what do you call that?
36. **A cell**
37. A block
38. A box
39. None of the above
40. Give me an example of a cell address.
41. 11 25
42. 911
43. 41A
44. **A21**
45. **Which is an example of a formula?**
46. **=A1+A2**
47. =add(A1:A2)
48. A1+A2
49. SUM(A1:A2)
50. **What Are The Different Views To Display A Table**
51. Datasheet View
52. Design View
53. Pivot Table & Pivot Chart View
54. **All Of Above**
55. . It Is an Association Established between Common fields.
56. Line
57. **Relationship**
58. Primary Key
59. Records
60. Microsoft Access 2010 Is A
61. **RDBMS**
62. OODBMS
63. ORDBMS
64. Network Database Model
65. What Is The Maximum Length A Text Field Can Be?
66. 120
67. **255**
68. 265
69. 75
70. A \_\_\_\_\_\_ Enables You To View Data From A Table Based On A Specific Criterion
71. Form
72. **Query**
73. Macro
74. Report
75. What method can you use to add a new table to your database?
76. Use Design View to create a table
77. Enter data directly by using a datasheet
78. **Both of above**
79. All of the above
80. The checking operation performed on input data is called the
81. **Validation of data**
82. Verification of data
83. Cross check
84. Control of data
85. **Which of the following criterion is NOT written using the proper syntax?**
86. “Haris”
87. <500
88. **NO VALUE**
89. Between #1/1/2000# and #12/31/2000#
90. **IF [Age]>65, “Senior”,”Adult&rdquoWink”. This expression is an example of:**
91. **A conditional expression**
92. Algebraic expression
93. Something that belongs in a Microsoft Excel book
94. A financial expression
95. **What field type is used to store picture in a table?**
96. Memo
97. **OLE**
98. Hyperlink
99. None
100. Which Of The Following Store Command To Retrieve Data From Database?
101. Forms
102. Reports
103. **Queries**
104. Tables
105. Which Field Type Will You Select When Creating A New Table If You Require To Enter Long Text In That Field?
106. Text
107. **Memo**
108. Currency
109. Hyperlink
110. How Can You Define A Field So That When Entering Data For That Field It Will Display \*\*\*\*\*\* Instead Of Actual Typed Text
111. **Input Mask**
112. Validation Rule
113. Indexed
114. Ime Mode
115. What is a form in MS Access
116. It is a printed page where users will write their data to fill it up
117. **It is an input screen designed to make the viewing and entering data easier**
118. This is an important part of database used by analysts to draw conclusions
119. All of above
120. Which short cut key inserts a new slide in current presentation?
121. Ctrl+N
122. **Ctrl+M**
123. Ctrl+S
124. All of above
125. What happens if you select first and second slide and then click on New Slide button on new slide button?
126. A new slide is inserted as first slide in presentation
127. New slide is inserted as second slide in presentation
128. **A new slide is inserted as third slide in presentation**
129. None of above
130. From which tab you can access Picture, Text Box, Chart etc.?
131. File
132. Design
133. **Insert**
134. View
135. **In a PowerPoint presentation**
136. Sound clips can be inserted but not movie clips
137. Movie clips can be inserted but not sound clips
138. Both cannot be inserted
139. **Both can be inserted**
140. to insert a hyperlink in a slide
141. Choose Insert >> Hyperlink
142. Press Ctrl + K
143. Hyperlinks can’t be inserted in slides
144. **both a & b**
145. If you select Insert >> Picture >> From File
146. You can insert pictures and clipart
147. You can insert clipart only
148. **you can insert pictures only**
149. None of above
150. The effect applied to display when slides changes in slide show view is
151. Slide Animation
152. Custom Animation
153. Custom Transition
154. **Slide Transition**
155. To start slide show of a presentation
156. Hit F5 key
157. From Slide Show tab choose from beginning of start slide show group.
158. From Slide Show tab choose Rehearse timing
159. **both a & b**
160. Which file format can be added to a PowerPoint show?
161. .jpg
162. .gif
163. .wav
164. **All of the above**
165. What is a motion path?
166. A type of animation entrance effect
167. A method of advancing slides
168. **A method of moving items on a slide**
169. All of the above
170. Which option allows you to select line, curve, freeform or scribble tools?
171. Create effect
172. Insert motion path
173. **Draw custom path**
174. All of the above
175. **Which of the following tool enables you to add text to a slide without using the standard** placeholders?
176. **Text tool box**
177. Line tool
178. Drawing tool
179. Auto shapes tool
180. Which of the following views is the best view to use when setting transition effects for all slides in a presentation?
181. **Slide sorter view**
182. Notes pages view
183. Slide view
184. Outline view
185. You can show the shortcut menu during the slide show by
186. Clicking the shortcut button on the formatting toolbar
187. **Right clicking the current slide**
188. Clicking an icon on the current slide
189. a and b
190. Comments can be added to cells using …..
191. File -> Comments
192. Edit -> Comments
193. **Insert -> Comment**
194. View –> Comments
195. Getting data from a cell located in a different sheet is called….
196. Updating
197. Functioning
198. **Referencing**
199. Accessing
200. A numeric value can be treated as label value if …… precedes it.
201. Exclamation (!)
202. Hash (#)
203. Tilde (~)
204. **Apostrophe (‘)**
205. Which area in an Excel window allows entering values and formulas?
206. Menu Bar
207. **Formula Bar**
208. Standard Tool Bar
209. Title Bar
210. Which menu option can be used to split windows into two?
211. Format -> Window
212. View –> Split
213. **Window ->Split**
214. View -> Window-> Split
215. Comments put in cells are called …..
216. Soft Tip
217. **Cell Tip**
218. Web Tip
219. Smart Tip
220. Multiple calculations can be made in a single formula using…..
221. **Array Formula**
222. Standard Formulas
223. Smart Formula
224. Complex Formulas
225. To select an entire column in MS-EXCEL, press?
226. CTRL + Arrow key
227. CTRL + S
228. CTRL + C
229. **None of the above**
230. In EXCEL, you can sum a large range of data by simply selecting a tool button called …..?
231. AutoFill
232. **Auto sum**
233. Auto correct
234. Auto format
235. Which is not the function of “Edit, Clear” command?
236. Delete contents
237. **Delete cells**
238. Delete notes
239. Delete formats
240. **MS-EXCEL is based on ……….?**
241. OS/2
242. **WINDOWS**
243. UNIX
244. DOS
245. **How do you rearrange the data in ascending or descending order?**
246. **Data, Sort**
247. Data, Table
248. Data Subtotals
249. Data, Form
250. **To return the remainder after a number is divided by a divisor in EXCEL we use the function?**
251. FACT()
252. **MOD()**
253. DIV()
254. ROUND()
255. **Microsoft Excel is a powerful………..**
256. Word processing package
257. Communication S/W Package
258. DBMS package
259. **Spreadsheet package**
260. An Excel Workbook is a collection of …….
261. **Worksheets and Charts**
262. Workbooks
263. Charts
264. Worksheets
265. What does COUNTA () function do?
266. counts cells having number
267. **counts non-empty cells**
268. counts cells having alphabets
269. counts empty cells
270. How do you display current date only in MS Excel?
271. **Today()**
272. date()
273. now()
274. time()
275. **What will be the output if you format the cell containing 5436.8 as ‘#,##0.00′?**
276. **5,436.80**
277. 6.8
278. 5,436.8
279. 5,430.00
280. **How do you wrap the text in a cell?**
281. **Format, cells, alignment**
282. Format, cells, protection
283. format, cells, number
284. Format, cells, font
285. What is the correct way to refer the cell A10 on sheet3 from sheet1?
286. Sheet3.A10
287. A10
288. sheet1!A10
289. **sheet3!A10**
290. **In the formula, which symbol specifies the fixed columns or rows?**
291. \*
292. &
293. **$**
294. %
295. What is the short cut key to highlight the entire column?
296. Ctrl+C
297. Ctrl+Enter
298. **Ctrl+Space Bar**
299. Ctrl+Page Up
300. Which setting you must modify to print a worksheet using letterhead?
301. Layout
302. Paper
303. **Margin**
304. Orientation
305. Which key do you press to check spelling?
306. F9
307. F3
308. **F7**
309. F5
310. **We can save and protect the workbook by**
311. **Any of the bellow**
312. Write Reservation Password
313. Read-only Recommended
314. Protection Password
315. **Which would you choose to create a bar diagram?**
316. Format, Chart
317. Edit, Chart
318. Tools, Chart
319. **Insert, Chart**
320. **What do you call the chart that shows the proportions of how one or more data elements relate to another data element?**
321. Column Chart
322. **Pie Chart**
323. XY Chart
324. Line Chart
325. **Which of the following is not a term of MS-Excel?**
326. Cells
327. Columns
328. **Document**
329. Rows
330. What will be the formula in the cell B3 if you want to calculate the profit?



1. =A1-A2
2. **=B1-B2**
3. =B2-B1
4. None of the above
5. **What is a Worksheet Tab in Excel 2010?**
6. A worksheet tab is used to move from one cell to the next cell in a worksheet
7. A worksheet tab is used to get help when working with Microsoft Excel 2010
8. A worksheet tab is used to access tools associated with the worksheet
9. **A worksheet tab is used to activate a worksheet by click on its sheet tab found at the bottom of the Worksheet.**
10. What is Formulas Tab in Microsoft Excel 2010?
11. Formulas tab contains all the formulas supported by Excel
12. Formulas tab is used for writing the formula for you.
13. Formulas tab provides help in writing a formula in Excel Formulas tab automatically checks the formula in your workbook.
14. **Formula Tab contains formula related functionalities such as function Library, Formula Auditing, Defining Names and Calculations.**
15. **What is a Backstage View in Microsoft Excel 2010?**
16. It is similar to help command in previous versions of Excel
17. It provides information about the Microsoft Excel 2010
18. Provides information on the Graphs and Chart in Excel
19. **Provides access to File associated Features such as Open, Save, Print and Recent**
20. MS-EXCEL can be used to automate
21. Financial statements, Business forecasting
22. Transaction registers, inventory control
23. Accounts receivable, accounts payable
24. **Any of the above**
25. NOT, AND, OR and XOR are
26. **Logical Operators**
27. Arithmetic operators
28. Relational operators
29. None of the above
30. **In a report, you need to show the monthly rainfall in Nepal. The best way to do this is to insert a**
31. Calendar
32. photograph of rainfall
33. **chart showing rainfall amounts**
34. database of rainfall
35. **. In order to arrange the countries from those with the highest population to those with the lowest, you need to sort on the population field in ……………**
36. ascending order
37. **descending order**
38. alphabetical order
39. random order
40. **. In order to perform a calculation in a spreadsheet, you need to use a:**
41. Table
42. **Formula**
43. Field
44. Variable
45. **The box on the chart that contains the name of each individual record is called the \_\_\_\_\_\_\_\_.**
46. Cell
47. Title
48. Axis
49. **Legend**
50. **You accidentally erased a record in the sheet. What command can be used to restore it** immediately?
51. Insert
52. Copy
53. **Undo**
54. Replace
55. Where a row and a column meet, what do you call that?
56. **A cell**
57. A block
58. A box
59. None of the above
60. How do you tell one cell from another?
61. By numbers
62. By letters
63. **By its address**
64. by color
65. Which is an example of a formula?
66. **=A1+A2**
67. =add(A1:A2)
68. A1+A2
69. SUM(A1:A2)
70. Which is an example of a function?
71. =add(A1:A2)
72. =A1+A2
73. **=SUM(A1:A2)**
74. A1+A2
75. What is the symbol for multiplying?
76. >b
77. /
78. !
79. **\***
80. What is the symbol for dividing?
81. **/**
82. %
83. &
84. #
85. **A function inside another function is called \_\_\_**
86. **Nested function**
87. Round function
88. Sum function
89. Text function
90. Which of the following is not an underline option in the format cells dialog box?
91. Double
92. Single Accounting
93. Double Accounting
94. **Single Engineering**
95. **Formulas in Excel start with**
96. %
97. **=**
98. +
99. –
100. **The default header for a worksheet is**
101. Username
102. Date and Time
103. Sheet tab Name
104. **None**
105. Which of the following is not an option of the spelling dialog box?
106. Ignore
107. Ignore all
108. **Edit**
109. Change
110. Which of the following methods will not enter data in a cell?
111. **Pressing the Esc key**
112. Pressing an arrow key
113. Pressing the tab key
114. Clicking the enter button to the formula bar
115. **The cell reference for cell range of G2 to M12 is \_\_\_\_\_\_\_**
116. G2.M12
117. G2;M12
118. **G2:M12**
119. G2-M12
120. What is the keyboard shortcut for creating a chart from the selected cell range?
121. F2
122. F4
123. F8
124. **F11**
125. The Software which contains rows and columns is called \_\_\_\_\_\_
126. Database
127. Drawing
128. **Spreadsheet**
129. Word processing
130. You can group noncontiguous worksheets with
131. The alt+enter key
132. **The ctrl key and mouse**
133. The shift key and the mouse
134. The group button on the standard toolbar
135. What is the AutoComplete feature of Excel?
136. It automatically completes abbreviated words
137. **It completes text entries that match an existing entry in the same column**
138. It completes text and numeric entries that match an existing entry in the same column
139. It completes text entries that match an existing entry in the same worksheet
140. Which of the following is correct?
141. =AVERAGE(4, 5, 6, 7)
142. =AVERAGE(A1, B1, C1)
143. =AVERAGE(A1:A9, B1:B9)
144. **=All of the above**
145. **Which of the following function will return a value of 8?**
146. ROUNDUP(8.4999, 0)
147. ROUNDDOWN(8.4999, 0)
148. ROUND(8.4999, 0)
149. **Only B and C**
150. **What should be adding before a fraction to avoid entering it as a date?**
151. //
152. FR
153. Zero
154. **Zero Space**
155. Which of the following function will use to find the highest number in a series of number?
156. **MAX(B1:B3)**
157. MAXIMUM (B1:B3)
158. HIGH (B1:B3)
159. HIGHEST(B1:B3)
160. **What does the NOW() function return?**
161. It returns the serial number of the current date and time
162. It returns the serial number of the current date
163. It returns the serial number of the current time
164. **None of the above**
165. What value will display if the formula = “$55.00″+5 is entered into a cell?
166. $60
167. **60**
168. “$55.00″+5
169. $60.00
170. **What is the shortcut key to insert current date in a cell?**
171. CTRL + D
172. CTRL + T
173. **CTRL + ;**
174. CTRL + /
175. **Which of the following syntax is correct regarding to SUM function in Excel?**
176. =SUM (A1, B1)
177. =SUM (A1:B9)
178. =SUM (A1:A9, B1:B9)
179. **All of the above**
180. **What is the shortcut key to hide entire column?**
181. CTRL + −
182. **CTRL + 0**
183. CTRL + H
184. CTRL + C
185. **How to specify cell range from A9 to A99 in Excel?**
186. (A9, A99)
187. (A9 to A99)
188. **(A9 : A99)**
189. (A9 – A99)
190. **Selecting the Column G & H then choose Insert->Column. What will happen?**
191. **2 Columns will be inserted after Column F**
192. 2 Columns will be inserted after Column G
193. 2 Columns will be inserted after Column H
194. 2 Columns will be inserted after Column I
195. Clear the contents by pressing “DELETE” key from a keyboard will clear
196. Text Only
197. Format Only
198. **Contents Only**
199. Both Contents and Format
200. **What is the quickest way to select entire worksheet?**
201. Choose Edit -> Select all from the Menu
202. Click on the first column, press Ctrl, and then click on the last column
203. Click on the first column, press Shift, and then click on the last column
204. **Click on the rectangle box on the upper left corner where column headings and row headings meet**
205. A smart tag will be removed from a cell when
206. the cell is moved
207. the cell is hidden
208. **the data in the cell is changed or deleted**
209. the formatting of the cell is changed
210. Which of the following options is appropriate to show the numbers 9779851089510 in a cell?
211. Enclose the number is brackets
212. Place the character T before the number
213. Place the character TX before the number
214. **Apply the Text format in the cell and type the numbers**
215. Which of the following is correct syntax in Excel?
216. **=IF(LogicalTest, TrueResult, FalseResult)**
217. =IF(LogicalTest, (TrueResult, FalseResult))
218. =IF(LogicalTest, TrueResult) (LogicalTest, FalseResult)
219. =IF(LogicalTest, TrueResult), IF(LogicalTest, FalseResult)
220. Which of the following is correct?
221. =POWER(2^3)
222. **=POWER(2,3)**
223. =POWER(2#3)
224. =POWER(2\*3)
225. Selecting the Rows 5 & 6 then choose Insert->Row. What will happen?
226. **2 Rows will be inserted after Row 4**
227. 2 Rows will be inserted after Row 5
228. 2 Rows will be inserted after Row 6
229. 2 Rows will be inserted after Row 7
230. If 4/6 entered in a cell without applying any formats, Excel will treat this as
231. Fraction
232. Number
233. Text
234. **Date**
235. If the values in A1 is “MCQ” and B1 is “Questions”, which function will return “MCQ@Questions” in cell C1?
236. =A1 + “@” + B1
237. =A1 # “@” # B1
238. **=A1 & “@” & B1**
239. =A1 $ “@” $ B1
240. How to fit long texts in a single cell with multiple lines?
     1. Start typing in the cell and press the Enter key to start another line
     2. **Use the Wrap Text option in the Format -> Alignment menu**
     3. Use the Shrink to Fit option in the Format -> Cells -> Alignment menu
     4. All of above
241. If particular workbooks have to open each time Excel started, where that workbook should be placed?

a. AUTOEXEC Folder

b. AUTOSTART Folder

c. EXCELSTART Folder

**d. XLSTART Folder**

**422.** If the cell B1 contains the formula = $A$1, which of the following statements is true

a. There is a relative reference to cell A1

**b. There is an absolute reference to cell A1**

c. Further changes in value of A1 will not affect the value of B1

d. Further changes in value of B1 will affect the value of A1

423. Worksheet can be renamed by

a. Adding ?symbol at the end of filename while saving workbook

b. Click on Worksheet tab by Holding CTRL Key and type new name

**c. Double Click on the Worksheet tab and type new name**

d. Worksheet cannot renamed

84.What is the shortcut key to hide entire row?

a. CTRL + H

b. CTRL + R

**c. CTRL + 9**

d. CTRL + –

85. What is the shortcut key to insert a new comment in a cell?

a. F2

b. Alt + F2

c. Ctrl + F2

**d. Shift + F2**

86. Which option allows you to Bold all the negative values within the selected cell range:

a. Zero Formatting

**b. Conditional Formatting**

c. Compare Formatting

d. Negative Formatting

87. What is the shortcut key to insert new sheet in current workbook?

a. F11

b. Alt + F11

c. Ctrl + F11

**d. Shift + F11**

88. In maximum, how many sheets can be set as default while creating new workbook?

a. 254

**b. 255**

c. 256

d. No Limit

89. “New Comment” option can be found under \_\_\_\_\_\_\_\_\_ tab

a. Insert

b. Data

**c. Review**

d. View

90. In Excel, by default Numeric Values appears in

a. Left aligned

**b. Right aligned**

c. Center aligned

d. Justify aligned

91. To show/hide the grid lines in Microsoft Excel 2007

**a. Page Layout -> Grid lines -> View**

b. Insert -> Grid lines -> View

c. View -> Grid lines -> View

d. Edit -> Grid lines -> View

92. What will be the result if you type =A1=B1 in cell C1?

a. Yes or No

**b. True or False**

c. Value of A1

d. Value of B1

93. Which tool you will use to join some cells and place the content at the middle of joined cell?

A) From Format Cells dialog box click on Merge Cells check box

B) From Format Cells dialog box select the Centered alignment

C) From Format Cells dialog box choose Merge and Center check box

**D) Click on Merge and Center tool on formatting toolbar**

94. Tab scroll buttons are place on Excel screen

A) towards the bottom right corner

**B) towards the bottom left corner**

C) towards the top right corner

D) towards the top left corner

95. The Name box on to the left of formula bar

A) shows the name of workbook currently working on

B) shows the name of worksheet currently working on

**C) shows the name of cell or range currently working on**

D) None of above

96. How can you update the values of formula cells if Auto Calculate mode of Excel is disabled?

A) F8

**B) F9**

C) F10

D) F11

97. What happens when you press Ctrl + X after selecting some cells in Excel?

A) The cell content of selected cells disappear from cell and stored in clipboard

**B) The cells selected are marked for cutting**

C) The selected cells are deleted and the cells are shifted left

D) The selected cells are deleted and cells are shifted up

98. Which of the following option is not available in Paste Special dialog box?

A) Add

B) Subtract

C) Divide

**D) SQRT**

100. It is acceptable to let long text flow into adjacent cells on a worksheet when

A) data will be entered in the adjecent cells

**B) no data will be entered in the adjacent cells**

C) there is no suitable abbrevition for the text

D) there is not time to format the text

101. Which of the cell pointer indicates that you can fill series?

A) Doctor’s symbol (Big Plus)

**B) small thin plus icon**

C) Mouse Pointer with anchor at the tip

D) None of above

102. If you press …., the cell accepts your typing as its contents.

**a. Enter**

b. Ctrl + Enter

c. TAB

d. Insert

103. The autofill feature----.

**a. Extends a sequential series of data**

b. Automatically adds a range of cell values

c. Applies a boarder around selected cells

d. None of above

104. What is an expression that tells how the numbers in a determined set of cells are to be calculated?

**a. Formula**

b. Field

c. Data

d. Query Correct

105. You can edit existing Excel data by pressing the

a. F1 key

**b. F2 key**

c. F3 key

d. F4 key

106. A user wishes to remove a spreadsheet from a workbook. Which is the correct sequence of events that will do this?

a. Go to File-Save As – Save As Type – Excel worksheet

**b. Right click on the spreadsheet tab and select DELETE**

c. Right click on the spreadsheet and select Insert – Entire Column

d. None of above

107.    What function  displays row data in a column or column data in a row?

a.   Hyperlink

b.   Index

**c.   Transpose**

d.   Rows

108.    When you insert an Excel file into a Word document, the data are

a.   Hyperlinked

**b.   Placed in a word table**

c.   Linked

d.   Embedded

110.    Which types of charts can excel produce?

a.   Line graphs and pie charts only

b.   Only line graphs

c.   Bar charts, line graphs and pie charts

d.   Bar charts and line graphs only

111.    How are data organized in a spreadsheet?

a.   Lines and spaces

b.   Layers and planes

**c.   Rows and columns**

d.   Height and width

112.    What does the VLOOKUP function do?

a.   Looks up text that contain ‘v’

b.   Checks whether text is the same in one cell as in the next

**c.   Finds related records**

d.   All of above

113.    Gridlines

a.   May be turned off for display but turned on for printing

b.   May be turned on or off for printing

c.   The be turned off for display and printing

**d.   a, b and c**

114.    You can print only an embedded chart by

a.   Moving the chart to a chart sheet before you print.

b.   Formatting the chart before you print

c.   Selecting the chart before you print

**d.   a  and c**

116. You can activate a cell by--------.

a. Pressing the Tab key

b. Clicking the cell

c. Pressing an arrow key

**d. All of above**

117. Got functions? No? You need the insert function dialog box. How do you get it?

a. Right click a cell and then click insert

**b. Click the insert menu and then click function**

c. Type = in a cell

d. All of the above

118. Which of the following describes how to select all the cells in a single column?

a. Right click on column and select Pick from list

b. Use data – text to columns menu item

**c. Left click on the gray column title button**

d. Pressing Ctrl + A on the keyboard

119. To insert three columns between columns D and E you would

a. Select column D

b. Select column E

**c. Select columns E, F and G**

d. Select columns D, E, and F.

120. To center worksheet titles across a range of cell, you must-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**a. Select the cells containing the title text and use the fill handle to center the text across a range of cells**

b. Widen the columns

c. Select the cells containing the title text and use the fill handle to center the text across a range of cells

d. Widen the column

121. Charts tips can

a. Show the formatting of a data label

b. Show the name of a data series

c. Show the value of data point

**d. b and c**

122. How do you change column width to fit the contents?

a. Single-click the boundary to the left to the column heading

**b. Double click the boundary to the right of the column heading**

c. Press Alt and single click anywhere in the column

d. All of above

123. You can use the horizontal and vertical scroll bars to---\_\_\_\_\_\_\_\_\_.

a. Split a worksheet into two panes

**b. View different rows and columns**

c. Edit the contents of a cell

d. View different worksheets

124. What do we call a computer program that organizes data in rows and columns of cells? You might use this type of program to keep a record of the money you earned moving lawns over the summer.

**a. Spreadsheet program**

b. Database program

c. Word processor program

d. Desktop publisher program

126. When creating a vertical page break

a. The active cell must be A1

b. The active cell can be anywhere in the worksheet

**c. The active cell must be in row 1**

d. The active cell must be in column A

127. In a worksheet you can select

a. The entire worksheet

b. Rows

c. Columns

**d. a, b, and c**

128. when you print preview a worksheet

a. the entire worksheet is displayed

b. the selected range is displayed

c. the active portion of the worksheet is displayed

**d. a, b and c**

129. You can group noncontiguous worksheets with

a. The group button on the standard toolbar

b. The shift key and the mouse

**c. The ctrl key and mouse**

d. The alt+enter key

130. Weight refers to

**a. The print density of characters**

b. The height of the printed character

c. Upright or slanted shape

d. The design and appearance of characters

131. When you see a cell with a red triangle in the top right corner, what does this signify?

a. There is an error in the cell

**b. There is a comment associated with the cell**

c. The font color for text in the cell is red

d. A formula cannot be entered into the cell

132. To hold row and column titles in places so that they do not scroll when you scroll a worksheet, click the

a. Unfreeze panes command on the window menu

**b. Freeze panes command on the window menu**

c. Hold titles command on the edit menu

d. Split command on the window menu

133. Which of these is a quick way to copy formatting from a selected cell to two other cells on the same worksheet?

a. Use Ctrl to select all three cells, then click the paste button on the standard toolbar

b. Copy the selected cell, then select the other two cells, click style on the Format menu, then click Modify

**c. Click format painter on the Formatting toolbar twice then click in each cell you want to copy the formatting to**

d. All of above

134. Status indicators are located on the

a. Vertical scroll bar

b. Horizontal scroll bar

**c. Formula bar**

d. Formatting toolbar

135. A data map is helpful

a. When you have too much data to chart

**b. To show a geographic distribution of data**

c. To compare data points

d. To show changes in data over time

136. You can copy data or formulas

a. With the copy, paste and cut commands on the edit menu

b. With commands on a shortcut menu

c. With buttons on the standard toolbar

**d. All of the above**

137. How can you remove borders applied in cells?

a. Choose None on Border tab of Format cells

b. Open the list on Border tool in Formatting toolbar then choose first tool (no border)

**c. Both of above**

d. None of above

138. Where can you set the shedding color for a range of cells in Excel?

a. Choose required color form Patterns tab of Format Cells dialog box

b. Choose required color on Fill Color tool in Formatting toolbar

c. Choose required color on Fill Color tool in Drawing toolbar

**d. All of above**

139. You can set Page Border in Excel from

a. From Border tab in Format Cells dialog box

b. From Border tool in Formatting toolbar

c. From Line Style tool in Drawing toolbar

**d. You can not set page border in Excel**

140. You can check the conditions against \_\_\_\_\_\_\_\_\_\_ when applying conditional formatting

a. Cell value

b. Formula

**c. Both of above**

d. None of above

141. Which of the following is not true regarding Conditional Formatting?

a. You can add more than one condition to check

**b. You can set condition to look for Bold and apply Italics on them.**

c. You can apply Font, border and pattern formats that meets the specified conditions

d. You can delete any condition from Conditional Formatting dialog box if it is not requried

142. Which of the following is invalid statement?

a. Sheet tabs can be colored

b. Some picture can be applied as a background of a sheet

c. You can set the column width automatically fit the amount of text

**d. The width of a row and be specified manually or fit automatically**

143. Tab scroll buttons are place on Excel screen

a. towards the bottom right corner

**b. towards the bottom left corner**

c. towards the top right corner

d. towards the top left corner

144. Which of the following you can paste selectively using Paste Special command?

a. Validation

b. Formats

c. Formulas

**d. All of above**

145. By default Excel provides 3 worksheets. You need only two of them, how will you delete the third one?

**a. Right click on Sheet Tab of third sheet and choose Delete from the context menu**

b. Click on Sheet 3 and from Edit menu choose Delete

c. Both of above

d. None of above

146. Which of the following action removes a sheet from workbook?

**a. Select the sheet, then choose Edit >> Delete Sheet**

b. Select the sheet then choose Format >> Sheet >> Hide

c. Both of above

d. None of above

147. While Finding and Replacing some data in Excel, which of the following statement is valid?

**a. You can Find and Replace within the sheet or workbook**

b. Excel does not have option to match case for find

c. Both are valid

d. None are valid

148. Which of the following is not true about Find and Replace in Excel

a. You can search for bold and replace with italics

b. You can decide whether to look for the whole word or not

c. You can search in formula too

**d. You can search by rows or columns or sheets**

149. You can move a sheet from one workbook into new book by

a. From Edit menu choose Move or Copy sheet, mark the Create a ccopy and Click OK

b. From Edit menu choose Move of Copy then choose (Move to end) and click OK

**c. From Edit menu choose Move or Copy then select (new book) from To Book list and click OK**

d. None of above

150. What is the short cut key to replace a data with another in sheet?

a. Ctrl + R

b. Ctrl + Shift + R

**c. Ctrl + H**

d. Ctrl + F

151. To return the remainder after a number is divided by a divisor in EXCEL we use the function?

a. ROUND ( )

b. FACT ( )

**c. MOD ( )**

d. DIV ( )

152. The active cell:

a. is defined by a bold border around the cell.

b. Receives the data the user enters.

c. It is the formula bar.

**d. Only A and B.**

1. Which key on the keyboard needs to be pressed in order to advance to the next line down as you type a long sentence?

1. Enter
2. Downward pointing arrow
3. Page down
4. **Don't need to push any key. Ms word autowraps.**

2. Which of the following can display a hierarchical representation of folders & files on a disk?

1. Popup Menu
2. **Windows Explorer**
3. Title bar
4. Start Button

3. How do you insert page numbers?

1. **INSERT, PAGE NUMBERS**
2. FILE, PAGE SETUP
3. VIEW, RULER
4. FORMAT, PARAGRAPH

4. If you wanted to move a section of text from page 12 to page 2, you would:

1. Use the COPY and PASTE function
2. Use the INSERT, TEXT BOX function
3. **Use the CUT and PASTE function**
4. Use the FORMAT, PARAGRAPH function

5. You are a writer and have just completed the first draft of your new movie. Now, the director wants you to rewrite the ending. You want to save this second ending as a second draft. How do you do this?

1. **FILE, SAVE AS**
2. FILE, SAVE
3. FILE, NEW
4. FILE, PROPERTIES

6. You've got some digital photos stored on your "c" drive. How do you get them to show up in your MS Word document?

1. INSERT, PICTURE, CLIP ART
2. **INSERT, PICTURE, FROM FILE**
3. INSERT, PICTURE, AUTOSHAPES
4. INSERT, PICTURE, NEW DRAWING

7. Rows run \_\_\_\_\_\_ and Columns run \_\_\_\_\_\_\_\_\_.

1. **Horizontally (sideways), Vertically (up and down)**
2. Vertically, Horizontally
3. Horizontally, Diagonally (across the screen)
4. Vertically, Vertically

8. Which function do you use to add up a row of numbers?

1. =COUNT
2. =MAX
3. =AVERAGE
4. **=SUM**

**9.** In the formula, =SUM (A1:A6), which cells are being added up?

1. A1+A6
2. **A1+A2+A3+A4+A5+A6**
3. A6+A1
4. A2+A3+A4+A5

10. Which letter of the alphabet is typically associated with the hard drive?

1. A
2. B
3. **C**
4. D

11. Which sequence of commands should you use to format a number in one particular cell as a currency (to add a $ symbol to the cell)?

1. **FORMAT, CELLS**
2. FORMAT, STYLE
3. FORMAT, AUTOFORMAT
4. VIEW, CUSTOM VIEWS

12. What do you click in order to ask MS Excel to organize your data in either ascending or descending order?

1. DATA, CONSOLIDATE
2. DATA, FILTER
3. FILE, PAGE SETUP
4. **DATA, SORT**

13. By which software can we compress and extract our file?

1. Super Décor
2. **WinZip**
3. AVG 7.0
4. Kaspersky

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

1. CPU
2. ROM
3. **ROM-BIOS**
4. Flash BIOS

16. Which keyboard shortcut is used to switch between running programs?

1. Shift + Tab
2. Ctrl + Tab
3. **Alt + Tab**
4. Shift + Alt

18. To insert a manual page break, press –

1. **Ctrl+Enter**
2. Shift+Enter
3. Alt+Enter
4. Ctrl+E

19. **You can you add footer to each page of an MS Word Document by clicking -**

1. View tab > Insert > Header and Footer > Footer> insert or type your desired footer content
2. Home tab > Footer > Add
3. **Insert tab > Footer > Edit Footer > insert or type your desired footer content**
4. Page Layout tab > Header & Footer > Footer

20. Before Printing a document you should always

1. Use the Print button
2. **Use print preview**
3. Use the print button and then print preview
4. Edit your document

21. **Which of the following statements is/are true about “Undo” command in Microsoft Word?**

1. Undo command erases the most recent changes made to a document
2. Undo command deletes a document
3. The shortcut key for the Undo command is Ctrl+Z
4. **Both A. and C. are correct**

**22. Which of the following symbols is used to write a formula in MS Excel?**

1. **=**
2. +
3. (
4. @

23. A typical MS Excel worksheet has\_\_\_\_\_\_\_\_\_ number of columns.

1. 128
2. **16834**
3. 512
4. 1024

24. **The default numeric data aligned within a cell of MS Excel Worksheet is –**

1. Left
2. **Right**
3. Centre
4. Justify

25. **There are three types of data found in a spreadsheet. These are –**

1. data, words, numbers
2. **numbers, formulas, labels**
3. equations, data, numbers
4. words, numbers, labels

**9) In MS Word, Ctrl+Sis for …..**

1. **Save**
2. Scenarios
3. Size
4. Spelling Check

**21) Which enables us to send the same letter to different persons?**

1. **mail merge**
2. macros
3. template
4. none

**22) Which of the following is best for quick copy operation?**

1. Auto Text
2. Copy and Paste
3. **Drag and Drop**
4. Windows Clipboard

**23) Which simplifies the process of formatting text if the same formatting is required in more thanone location?**

1. Font dialog box
2. Auto Text
3. **Format Painter**
4. None of the above

**24) Which of the following helps to reduce spelling error in the document?**

1. Smart Tags
2. **Auto Correct**
3. Auto Format
4. Auto Text

**25) Auto text and Auto correct are \_\_\_\_\_\_\_\_\_\_\_ tools.**

1. Designing
2. Styling
3. **Editing**
4. none of the above

**26) Which of the following do you use to change margins?**

1. Home tab
2. Insert tab
3. Page Layout tab
4. View tab

**27) Which of the following operations moves text from clipboard?**

1. Cut
2. Copy
3. Drag and Drop
4. **Paste**

**28) Which of the following enables you to make multiple changes in a document at once?**

1. find command
2. Drag and Drop
3. **Replace command**
4. copy command

**29) Which of the following provides a list of synonyms?**

1. Spelling and Grammar
2. Find command
3. **Thesaurus**
4. Replace Command

**30) Which of the following commands should you always use before submitting a document toothers?**

1. Replace command
2. **Spelling and Grammar**
3. Thesaurus
4. find command

**31) Which of the following enables you to paste data multiple times?**

1. Office Clipboard
2. WindowsClipboard
3. **Both Windows & Office Clipboard**
4. none of the all

**32. Times New Roman, Comic Sans and Calibri are called\_\_\_\_\_\_\_.**

1. **Fonts**
2. Variations
3. Font sizes
4. All of the above

**33. You insert a clip art and it is too big. To resize it you would \_\_\_\_\_.**

1. Change it the same way you change the font size
2. **Click on the clip art to show the handles and drag a handle to resize it**
3. Click the insert tab and choose resize.
4. None of the above

**34. What happens in a document when the "cut" command is used?**

1. Only half the screen is seen
2. The application stops running
3. **Selected text or graphics are removed.**

**35. Which one of the following is not in the drop-down menu when you click the File tab in MicrosoftWord 2010?**

1. Save As
2. Open
3. New
4. **Backup**

**36. What tab do you go to for the spelling and grammar check?**

1. Home
2. **Review**
3. Insert
4. File

**37. Which tab would you choose to change the font size of a word from 12 points to 18 points?**

1. File
2. **Home**
3. Insert
4. Page Layout

**38. To save a document for the first time you would choose \_\_\_\_\_\_\_\_\_,**

1. **Save**
2. Save As
3. Neither A nor B

**39. Which tab in Microsoft Word 2010 would you select to insert a shape in to a document?**

1. **Insert**
2. Review
3. View
4. File

**40. If you want to add a table or a radial diagram to your document, which tab would you choose?**

1. File
2. Home
3. **Insert**
4. Save

**41. To remove a portion of text from a document, you can \_\_\_\_\_\_\_\_\_\_\_.**

1. **Cut it**
2. Paste it
3. Undo it
4. Redo it

**42. You can take a selection that you have cut or copied from the clipboard and \_\_\_\_\_\_\_\_\_\_\_\_\_ it intoa document.**

1. Cut
2. **Paste**
3. Copy
4. Undo

**43. This command creates a duplicate of a selection and saves it to the clipboard.**

1. Cut
2. Paste
3. **Copy**
4. Print

**44. Font size is measured in \_\_\_\_\_\_\_\_\_\_.**

1. Centimeters
2. Bytes
3. **Points**
4. Inches

**45. The ability to combine name and addresses with a standard document is called \_\_\_\_\_\_\_\_\_**

1. document formatting
2. database management
3. **mail merge**
4. form letters

**46. What is gutter margin?**

1. Margin that is added to the left margin when printing
2. Margin that is added to right margin when printing
3. **Margin that is added to the binding side of page when printing**
4. Margin that is added to the outside of the page when printing

**47. AutoCorrect was originally designed to replace \_\_\_\_\_\_\_\_\_ words as you type.**

1. short, repetitive
2. grammatically incorrect
3. misspelled
4. none of the above

**48. Ctrl+Home Key\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

1. **Moves the cursor beginning of the document**
2. Moves the cursor beginning of the paragraph
3. Moves the cursor beginning of the screen
4. Moves the cursor beginning of the line

**49. Ctrl+End Key\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

1. **Moves the cursor end of the line**
2. Moves the cursor end of the document
3. Moves the cursor end of the paragraph
4. Moves the cursor end of the screen

**50. Which of the following is not the Section Break Option?**

1. Next Page
2. **Previous Page**
3. Odd Page
4. Even Page

**51. Portrait and Landscape are\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

1. **Page Orientation**
2. Paper Size
3. Page Layout
4. All of above

**52. The key F12 opens a\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

1. **Save As dialog box**
2. Open dialog box
3. Save dialog box
4. Close dialog box

**53. What is the shortcut-key for manual line break?**

1. CTRL + Enter
2. Alt + Enter
3. **Shift + Enter**
4. Space + Enter

**54. To use your keyboard instead of the mouse to select tools on the ribbon, you display the KeyTipsby pressing the \_\_\_\_\_\_\_\_\_\_\_\_\_key?**

1. **a. Alt**
2. Ctrl
3. Shift+Enter
4. Alt+Enter

**55. Which of the following statements are true about the Quick Access Toolbar (QAT)?**

1. It can be located at the top left-hand corner of the screen OR below the Ribbon
2. It can contain functions that are also on the Ribbon
3. It can be modified to contain any functions you frequently use in Word
4. **All of the above are true.**

**56. Which of the following represents the most accurate list of names of tabs on the Ribbon?**

1. The Home Tab, Print Tab, Insert Tab, References Tab, Mailings Tab, Review Tab
2. **The Home Tab, Insert Tab, Page Layout Tab, References Tab, Mailings Tab, Review Tab, View Tab**
3. The Home Tab, Insert Tab, Print Layout Tab, References Tab, Envelopes and Labels Tab, Review Tab, View Tab
4. The Home Tab, Insert Tab, Page Layout Tab, References Tab, Mailings Tab, Review and View Tab

**57. What are contextual tabs?**

1. They are tabs that contain functions allowing you to check the language and context of text in your document
2. **They are tabs that appear only in the context of specific content that is inserted or selected.**
3. They are tabs that can be added to the Ribbon for when they are needed.
4. They are tabs that can be created or customized for a business.

**58. Which of the following lists most clearly represent the functions found under the Insert Tab?**

1. Table, Shapes, Page Number, Watermark, Cross-reference, Symbol
2. Table, Shapes, Table of Contents, Text Effects, Text Box, Symbol
3. **Table, Shapes, Cross-reference, Page Number, Text Box, Symbol**
4. All of the above lists are correct.

**59. What would you use the Mailings Tab for?**

1. To send email copies of your document to a list of recipients.
2. To print address labels and envelopes.
3. To send the same letter to a list of people.
4. **All of the above options are correct.**

**60. Which of the following functions or groups of functions are located under the Review Tab?**

1. **Spelling & Grammar, Language, Comments, Track Changes, Restrict Editing**
2. Spelling & Grammar, Citations and Bibliography, Track Changes, Compare
3. Spelling & Grammar, Track Comments, Restrict Editing, Word Count
4. Spelling & Grammar, Proofing, Track Comments, Compare, Restrict Editing

**61. Which of the following is a method for adding buttons to the Quick Access Toolbar?**

1. Drag and drop buttons from the Ribbon onto the Quick Access Toolbar
2. Click the drop-down arrow located to the right of the Quick Access Toolbar and select "Add All".
3. Right click a button (or function) on the Ribbon and select "Add to Quick Access Toolbar".
4. **None of the above options are correct.**

**62. How do you remove any unwanted button from the Quick Access Toolbar?**

1. Select the button and click delete on your keyboard.
2. Right click the button and select “Remove from Quick Access Toolbar”.
3. Click the drop-down arrow next to the Quick Access Toolbar and un-tick the box next to the button you wish to remove.
4. **Simply click and drag the button off the Quick Access Toolbar.**

**63. Which of the following lists represent functions you will find in the Backstage View of Word?**

1. **Save As, Open, Word Options, Recent Documents, Print Preview**
2. Save As, Open, Font Options, Document Review, Print Preview
3. Save, Open, Exit Word, Document Review, Print Preview
4. Save, Close, Save As, Open As, Word Options, Recent Documents, Print Preview.

**64. Jenny wants to print only pages 3 – 7 of a 100 page document as single sided pages. How can shedo this?**

1. She needs to set her printer to the correct settings for A4 and page numbers and then press Print in the Backstage View.
2. **In the Backstage View next to the Print tab under pages, she must set the Print Custom Range to 3–7 and print One Sided settings.**
3. In the Backstage View under Word Options, she must set the Print Custom Range to 3-7 and Print One Side Only under Printer.
4. Under Print in the Backstage View, she must set 3-7 in the Copies box under Print and ensure 1 Page Per Sheet is selected under Pages.

**65. Which of the following shortcuts is NOT associated with saving a document?**

1. F12
2. **Control + W**
3. Control + S
4. All of the above options are associated with saving a document.

**66. Kirsty wants to save her résumé in a format that cannot be opened up and changed by prospectiveemployers. A friend suggests she saves it in PDF format as then they would be able to open and readher résumé, but not make any changes to it. How can she do this?**

1. Print the document in the Backstage View and then use a printer to scan it in, in PDF format.
2. Save the document and name it “PDF”.
3. **In the Save As dialogue box select PDF from the Save as type list and click Save.**
4. In the Print options area, select PDF from the Print A List. Then, in the Save As dialogue box, give the document a new name and click Save.

**67. How do you get a Print Preview of all the pages in your document?**

1. Select all the pages in your document before going to the Print options area in the Backstage View.
2. In the Print options area of the Backstage View, use the page navigation buttons at the bottom left-hand corner of the Print Preview screen to move backwards and forwards through all the pages in the document.
3. In the Print options area of the Backstage View, click on the 1 Page Per Sheet button and change it to however many pages the document contains to view all pages.
4. **Use the Zoom slider located on the bottom right-hand corner of the Print preview to scroll through all the pages.**

**68. How do you exit the Backstage View?**

1. Press the Exit button located at the bottom of the left-hand panel.
2. Press the Close button located top-middle of the left-hand panel.
3. **Press on the Page Layout Tab**.
4. Press on the close “x” at the top right-hand corner of the Backstage View.

**69. Which of the following options will NOT allow you to scroll through your document page-by-page?**

1. Dragging the slider located in the middle of the vertical scrollbar.
2. **Pressing Control + Home or Control + End.**
3. Using the scrolling wheel on your mouse to move through pages.
4. Using the Up and Down Arrows on the keyboard.

**70. Which of the following methods will NOT launch the Go To dialogue box?**

1. Holding down Control and pressing G.
2. **Holding down Control and pressing F**
3. Selecting Go To from the Find dropdown list in the Editing Group
4. Pressing the Page x of y button on the Status bar.

**71. Which of the following represents an easy way of moving through a document word by word?**

1. **Hold down Control + Left/Right arrows to move through text word-by-word**
2. Hold down Control + Shift + Up/Down arrows to move through text word-by-word.
3. Press the Left Arrow or Right Arrow.
4. All of the above options are correct.

**72. Which of the following items can you NOT navigate to using the Go To dialogue box?**

1. Tables
2. Pages
3. **Languages**
4. Shapes

**73. Which of the following is a method for launching the Navigation Pane?**

1. Ticking the Navigation Pane box in the Show Group under the View Tab on the Ribbon.
2. Pressing Control + F.
3. Clicking on the Find button in the Editing Group under the Home Tab.
4. **All of the above are correct.**

**74. Which of the following is the easiest method to move to the start of a 135 page document?**

1. Pressing Home will take you to the beginning of the document.
2. **Pressing Control + Home will take you to the beginning of the document.**
3. Using the scrolling wheel on your mouse to scroll up to the first page of the document.
4. Pressing Control + Up arrow to move to the beginning of the document.

**75. Which of the following elements are NOT associated with the Print Layout View?**

1. View formatting as it will look like when printed.
2. View page margins and adjust margins.
3. View styles applied to the document using the styles area pane.
4. **View the layout of content on the page of a document.**

**76. Which of the following is NOT a valid zoom percentage to which you can zoom a document?**

1. 100%
2. 499%
3. 200%
4. 500%.

**77. How do you exit the Full Screen Reading View?**

1. Press the escape key on your keyboard to return to the Print Layout View.
2. Press Control + Alt + P to return to the Print Layout View.
3. Press the “Close” button on the top right-hand corner of the Full Screen Reading View screen.
4. **All of the above are correct.**

**78. Into which view type can you NOT automatically type?**

1. **The Full Screen Reading View.**
2. The Print Layout View.
3. The Outline View.
4. The Draft View.

**79. How do you insert characters that are located at the top of keys on your keyboard, for example thequestion mark symbol?**

1. Hold down the Ctrl key whilst pressing the required key**.**
2. **Hold down the Shift key whilst pressing the required key.**
3. Hold down the key containing the character you require until the correct character appears.
4. Hold down the Spacebar whilst pressing the required key.

**80. If you are positioned at the beginning of a line of text, what will happen if you press Shift+End?**

1. **The line will be selected.**
2. Your cursor will move to the end of the line.
3. Your cursor will move to the end of the document.
4. The entire paragraph will be selected.

**81. Which of the following represent the correct sequence of actions for content to be copied and pasted?**

1. Select content, press the Copy button, press the Paste button, move the insertion point to where you want to insert the content.
2. Press the Copy button, select content, move the insertion point to where you want to insert the content and press the Paste button.
3. **Select content, press the Copy button, move the insertion point to where you want to insert the content and press the Paste button**.
4. Select content, move the insertion point to where you want to insert the content, press the Copy button and press the Paste button.

**82. Which of the following is not a method for pasting content that has been copied or cut?**

1. Press Ctrl+v to paste content.
2. Press the Paste button in the Clipboard group on the Ribbon.
3. Click on the item to be pasted on the Clipboard**.**
4. **Press Ctrl+p to paste content.**

**83. To remove items from the Clipboard, you must:**

1. Select them and press delete on your keyboard.
2. **Right-click the item and select “delete”.**
3. It is not possible to delete individual items from the Clipboard.
4. Paste them into the document to remove them from the Clipboard.

**84. Which of the following is not a correct method for cutting and pasting text?**

1. Select text, press Ctrl+x, move the insertion point to desired location, press Ctrl+v.
2. Select text, right-click on the text and select "Cut", move the insertion point to the desired location, press Ctrl+v.
3. Select text, press the Cut button, move the insertion point to the desired location, press the Paste button.
4. **All of the above are correct.**

**85. Which of the following describes a method of removing all formatting from a document?**

1. Select the whole document and press the Cut button, then in a new document right click and select “Text Only’ under Paste Options.
2. Select the whole document, press Ctrl+c, then in a new document press Ctrl+Alt+v and select “Unformatted Text” from the list and press OK.
3. **Both of the above options are correct.**
4. Neither of the above options are correct.

**86. Cut, copy and paste are useful functions for duplicating or moving text from one point in adocument to another point in the same document or to a new document. What other types of contentcan be cut, copied and pasted?**

1. Images can be cut, copied and pasted.
2. Tables can be cut, copied and pasted.
3. Shapes can be cut, copied and pasted.
4. **All of the above options are correct.**

**87. Before changing the font type, size and color of specific text, you must first:**

1. Set the font name, size and color in the Font group under the Home tab on the Ribbon.
2. Clear all current formatting
3. **Select the text you wish to apply it to.**
4. Position your cursor at the beginning of the document.

**88. Which of the following is NOT a Change Case option?**

1. The Lowercase option.
2. **The Small Caps option.**
3. The Sentence Case option.
4. The Capitalize Each Word option.

**89. Which of the following shortcut combinations allow you to copy and paste formatting of selectedtext?**

1. **Using Ctrl+c to copy formatting and Ctrl+v to paste formatting.**
2. Using Ctrl+i, Ctrl+b and Ctrl+u to recreate formatting.
3. Using Ctrl+Shift+c to copy formatting and Ctrl+Shift+p to paste formatting.
4. Using Ctrl+Shift+c to copy formatting and Ctrl+Shift+v to paste formatting.

**90. Which of the following represent the correct sequence of actions to copy and paste formattingusing the Format Painter?**

1. **Select text to copy formatting from, press the Format Painter button and use the format painter to paste the formatting.**
2. Double click the format painter button and paint the text you wish to reformat with it.
3. Select text you wish to apply the formatting to, double click the format painter and then paint the text with it.
4. Select text to copy formatting from, press the Format Painter button and press escape. Use the Format painter button when you wish to recreate the copied formatting.

91. Which of the following is the correct shortcut key to align text to the center of a page?

1. Ctrl+c to center.
2. Ctrl+Shift+c to center.
3. Shift+c to center.
4. **Ctrl+e to center.**

**92. Which of the following measurements represent paragraph spacing?**

1. Double 1.5.
2. **12 pt before, 12 ptafter.**
3. Multiple 1.5.
4. 2.5 pt right, 2.5 pt left.