

[Answer the following Questions (25X2=50)]

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

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

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

- a) F7
- b) F8
- c) F9
- d) **F5**

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

- a) Primary clicking
- b) Pointing
- c) Double clicking
- d) **Secondary clicking**

17. We can restore the deleted files and folders from

- a) **Recycle bin**
- b) My document
- c) Control panel
- d) All of the above

18. How can you make the selected character superscripted?

- a) Ctrl + =
- b) **Ctrl + Shift + =**
- c) Alt + Ctrl + Shift + =
- d) None of above

19. Ctrl + E is used to make the text

- a) Exit Application
- b) Select All
- c) Clear All
- d) **Align Center**

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

- a) Left
- b) **Right**

c) Centre

d) Justify

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

- a) =Maximum(C19:C29)
- b) **=Max(C19:C29)**
- c) =Max(C19 to C29)
- d) MS Excel can't do this task.

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

- a) Cell names
- b) Column numbers and row letters
- c) **Column letters and row numbers**
- d) Cell locator coordinates

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

- a) Unfreeze panes command
- b) **Freeze panes command**
- c) Hold titles command
- d) Split command

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

- a) Fraction
- b) Number
- c) Text
- d) **Date**

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

- a) =today()
- b) **=now()**
- c) =time()
- d) =currentTime()