Exam: Model Test-05 (Class# 01-23)
IDB-BISEW IT Scholarship Project
TSP: **CF/CGNT-M/52/01**
Date: 16/06/2021

Trainee Name:
Trainee ID:
Time: 30 Min
Full Marks: 50

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

1. Where can we store software needed to make a computer run?
a) RAM
b) Hard disks
c) CD-ROM
d) DVD

2. 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

3. 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

4. Which keyboard shortcut is used to switch between running programs?
a) Shift + Tab.
b) Ctrl + Tab
c) Alt + Tab a) Shift + Alt

5. Which one is used to group similar things together?
a) Folder
b) Files
c) Record
d) RAM

6. 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

7. Which runs on computer hardware and serve as platform for other software to run on?
a) Operating System
b) Application Software
c) System Software
d) All of above

8. Which of the following is suitable after you install new drivers?
a) Shut Down
b) Restart
c) Sleep
d) Hibernate

9. Which one of the following key is used to refresh the active window?
a) F7
b) F8
c) F9
d) F5

10. When you quickly press and release the left mouse button twice you are
a) Primary clicking
b) Pointing
c) Double clicking
d) Secondary clicking

11. We can restore the deleted files and folders from
a) Recycle bin
b) My document
c) Control panel
d) All of the above

12. What is the default file extension for all MS Word documents?
a) .txts
b) .word
c) .docs
d) .docx

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13. What is the default left margin in Word 2016 document?
a) 1″
b) 1.25″
c) 1.5″
d) 2″

14. How can you make the selected character superscripted?
a) Ctrl + =
b) Ctrl + Shift + =
c) Alt + Ctrl + Shift + =
d) None of above   *Ctrl + Shift + +*

15. Which key is used to increase left indent?
a) Ctrl+I
b) Ctrl+M
c) Alt+I
d) F10

16. Ctrl + E is used to make the text
a) Exit Application
b) Select All
c) Clear All
d) Align Center

17. From which Tab you can insert Header and Footer?
a) View Tab
b) Insert Tab
c) Page layout
d) Home Tab

18. The default numeric data aligned within a cell of MS Excel Worksheet is ….
a) Left
b) Right
c) Centre
d) Justify

19. 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……
a) B1-G10
b) B1.G10
c) B1:G10
d) B1; G10

20. 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.

21. 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

22. 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

23. A …………is a grid with labeled columns and rows.
a) Dialog box
b) Worksheet
c) Clipboard
d) Toolbar

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()