IDB-BISEW-IT Scholarship Project-Round 60

Computer Fundamentals (CF)

External Test Question Paper

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| --- | --- | --- | --- | --- | --- |
| TSP Name | : | The Computers Ltd | Trainee Name | : |  |
| **Batch ID** | : |  |  |  |  |
|  |  |  | Trainee ID | : |  |
|  |  |  | PC No | : |  |
| **Total marks** | : | 50 | Date | : |  |
| Marks Rewarded | : |  | Total Time | : | 00.305 Min |

**CF Descriptive-3**

1. **Define “Split Cells” & “Merge Cells”?**
2. **Why do we use automatic hyphenation in a document?**
3. **What do you mean by contextual/Additional tab?**
4. **How many views are available at MS Word and what are they?**
5. **Define Status Bar in MS word?**
6. **What are the steps of Mail Merge?**
7. **How many tab stops in MS Word and What are they?**
8. **How to produce perfect circle by using shape in MS Word?**
9. **Define Sentence case and Toggle case.**
10. **What is text/paragraph formatting?**
11. **What do you mean by back stage view in MS Word 2016?**
12. **Define Dialog box launcher.**
13. **Write down the functions of different indent.**
14. **Write down the way of inserting one document into another for MS Word.**