

**27/11/2020 Shift-1 9am-10:30am**

Q.1 Which of the following is NOT a valid e-mail address?

1. 1234567890@domain.com
2. \_\_\_\_\_@domain.com
3. email.@domain.com
4. [email@domain.com](mailto:email@domain.com)

Q.2 By default how many worksheets are there in an MS-Excel workbook 2007?

1. 1
2. 3
3. 2
4. 4

Q.3 Which of the following is NOT a text function of MS-Excel 2007?

1. **COMBIN**
2. MID
3. RIGHT
4. LEFT

Q.4 Which of the following is NOT a service offered by an Internet Service Provider?

1. **Web administration**
2. Dial-up access
3. Internet access
4. Domain name registration

Q.5 Which of the following is NOT an option of cell alignment in a table in MS-Word 2007?

1. Align bottom right
2. Align center
3. **Align across**
4. Align top left

Q.6 In MS Word 2007, the table-top keyboard and the shading option can be used to bring

1. Orientation
2. **Border**
3. Melg
4. Majan

Q.7 The font size of 36 points in MS-Word 2007 is equal to how many inches?

1. 0.25
2. 0.125
3. 1.0
4. **0.5**

Q.8 Which of the given options best matches the items of LIST-1 with the items of LIST-2 with reference to editing cells in a spread sheet? LIST-1 LIST-2 (i) Enter (a) moves you to the next cell to the right (ii) Shift+tab (b) moves you to the next cell down (iii) Tab (c) moves you in the direction of the arrow (iv) Arrow key (d) moves you to the

next cell to the left

1. **(i)-b (ii)-d (iii)-a (iv)-c**
2. (i)-b (ii)-a (iii)-d (iv)-c
3. (i)-a (ii)-d (iii)-b (iv)-c
4. (i)-c (ii)-d (iii)-a (iv)-b

Q.9 Which of the following is NOT an option of Menu bar in MS-Word 2007?

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

Q.10 Which of the given options best matches the items of LIST-1 with the items of LIST-2 with reference to web browsers and their vendors? List-1 List-2 (i) Internet explorer (a) Mozilla Foundation (ii) Safari (b) Microsoft (iii) Sea Monkey (c) Apple

1. **(i)-(b),(ii)-(c),(iii)-(a)**
2. (i)-(a),(ii)-(c),(iii)-(b)
3. (i)-(b),(ii)-(a),(iii)-(c)
4. (i)-(a),(ii)-(b),(iii)-(c)

**27/11/2020 Shift-3 4pm- 5:30 pm**

Q.1 Which of the following is FALSE with reference to cell editing in MS-Excel?

1. Edit the cell by double clicking the cell where the content is located
2. Select the cell and press the F2 function key on the keyboard to edit the content of the cell
3. Select the cell, click on the formula bar and edit the content
4. **Select the cell and press the F5 function key on the keyboard to edit the content of the cell**

Q.2 Which of the following is the full form of 'CC', a field of E-mail header?

1. Continuous copy
2. Control copy
3. Character copy
4. **Carbon copy**

Q.3 Under which of the following menu tabs are Page Setup options usually available in MS-Word 2007?

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

Q.4 The 'LEN' function in MS-Excel belongs to which of the following categories?

1. Logical
2. Financial
3. **Text**
4. Math & Trig

Q.5 Which of the following can be used to change the width of the columns in a table in MS-Word?

1. Insert
2. **Table properties**
3. Define
4. Translate

Q.6 Which of the following is NOT a search engine?

1. Yahoo
2. Bing
3. **Safari**
4. Ask

Q.7 Which of the following shortcuts is used to select a sentence in a paragraph in MSWord?

1. Alt+click on a sentence to select it
2. **Ctrl+click on a sentence to select it**
3. Triple-click on a sentence to select it
4. Double-click on a sentence to select it

Q.8 Which of the following is NOT a feature of internet?

1. Accessibility
2. Flexibility of communication
3. Ease of use
4. **High cost**

Q.9 Which of the following displays both the name of the application and the name of the spreadsheet in MS-Excel?

1. **Title bar**
2. Tool bar
3. Task bar
4. Menu bar

Q.10 Which of the following is NOT a character formatting option in Ms-Word?

1. Font
2. Font style
3. Size
4. **Alignment**

**28/11/2020 Shift-1 9am – 10:30 am**

Q.1 Which indent is used for moving the text lines to the left margin in MS Word?

1. **Left Indent**
2. Hanging Indent
3. Right Indent
4. Top Indent

Q.2 Which of the following keyboard shortcuts is used to switch to the last tab of the Chrome browser?

1. ALT + 9
2. CTRL + L
3. **CTRL + 9**
4. CTRL + 0

Q.3 Which of the following statements is/are FALSE? (i) In MS-Word, a table cannot have more than 31 columns. (ii) In MS-Word, a table cannot have more than 255 rows.

1. Only i
2. **Both i and ii**
3. Neither i nor ii
4. Only ii

Q.4 Which of the following is a valid cell address in MS-Excel?

1. A9B
2. ABC
3. **AB5**
4. 9AB

Q.5 What will happen when you place the cursor in the last cell of a table in MS-Word document and press TAB key?

1. The last row of the table will be deleted
2. The first and last rows will be swapped
3. A new row will be added at the beginning of the table
4. **A new row will be added at the end of the table**

Q.6 In MS-Word, there is a font-size drop-down box. What is the smallest font-size that can be selected from it?

1. 1
2. **8**
3. 11
4. 4

Q.7 A MODEM is required for accessing internet through cable. What does the term MODEM mean?

1. Modulator-Defragmenter
2. Modern Machine
3. Modem Dynamics
4. **Modulator-Demodulator**

Q.8 What is the result of the following MS-Excel formula? =SUM(2^3, 1-2/2)

1. 7.5
2. 9
3. 8.5
4. **8**

Q.9 Which of the following key(s) can be used to cancel the editing of a cell in MS-Excel?

1. ALT + ENTER
2. ENTER
3. TAB
4. **ESC**

Q.10 Which of the following keyboard shortcuts opens the FONT dialogue box window in MSWord?

1. ALT + T
2. ALT + F
3. **CTRL + D**
4. CTRL + F

**1-Dec-2020 Shift-2 (12:30 – 2 pm)**

Q.1 Which of the following statements is true?

1. An email id cannot have both, lower-case and upper-case letters.
2. **An email id is always unique.**
3. An email id is generally case-sensitive.
4. An email id cannot use dot (.) character.



Q.2 Which of the following is called binary file format and used by the older versions of MS Word, such as MS Word 97 to 2003?

- 1. .docm
- 2. .doc
- 3. .docxx
- 4. .docx

Q.3 Which of the following statements is/are true?

(i) In MS Word, an 18-point font size is approximately equivalent to 0.5 inch. (ii) In MS Word, a paragraph cannot have more than 24-points spacing.

- 1. (ii) only
- 2. Both (i) and (ii)
- 3. Neither (i) nor (ii)
- 4. (i) only

Q.4 Which of the following statements related to MS Word is FALSE?

**1. Number of columns in a table cannot be more than the number of rows.**

- 2. A table can have even number of rows and columns.
- 3. A table can have different number of rows and columns.
- 4. A table can have odd number of rows and columns.

Q.5 Which of the following keyboard shortcuts is used to open the Downloads window in Chrome browser?

- 1. **Ctrl + J**
- 2. Alt + D
- 3. Alt + J
- 4. Ctrl + D

Q.6 What is the default horizontal alignment of numbers in the cell of an MS Excel worksheet?

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

Q.7 What is the keyboard shortcut to open an already existing doc file in MS Word?

- 1. Alt + Ctrl + O
- 2. **Ctrl + O**
- 3. Ctrl + N
- 4. Alt + N

Q.8 In total how many cells will be selected when you select A1 cell, press the 'Shift' key, and then click on C5 cell in an MS Excel worksheet?

- 1. 8
- 2. **15**
- 3. 10
- 4. 14

Q.9 Who was the inventor of the World Wide Web (WWW)?

- 1. Steve Jobs
- 2. **Tim Berners-Lee**
- 3. Alan Turing
- 4. Bill Gates

Q.10 What will be the result of the following MS Excel formula? =8/4^2

- 1. Error
- 2. 4
- 3. **0.5**
- 4. 0

### 01-Dec-2020 Shift-3 (4pm-5:30 pm)

Q.1 Consider a formula "=A3+B4" in cell A5. If cell A5 is copied and pasted into E9, then what will be the formula in cell E9?

- 1. =B4+C5
- 2. =A3+B4
- 3. **=E7+F8**
- 4. =E8+F

Q.2 State whether the following statements related to MS Word are true or false. (i) When you open a new file in MS Word, by default it has Landscape orientation. (ii) When you open a new file in MS Word, by default it has Portrait orientation.

- 1. (i) **False**, (ii) **True**
- 2. (i) False, (ii) False
- 3. (i) True, (ii) False
- 4. (i) True, (ii) True

Q.3 Which of the following appears as a part of the 'Editing' command group within the Home menu in recent versions of MS Word, such as Word 2016?

- 1. Font color
- 2. Change case
- 3. **Replace**
- 4. Format Painter

Q.4 Which of the following protocols pushes email messages to the server?

- 1. HTTP
- 2. Both, POP and HTTP
- 3. POP
- 4. **SMTP**

Q.5 Which of the following is NOT a valid 'Change case' option in MS Word?

- 1. Toggle case
- 2. Uppercase
- 3. **Pascal case**
- 4. Lowercase

Q.6 When you open a new workbook in MS Excel, which of the following appears on the topmost portion of the screen?

- 1. **Title bar**
- 2. Horizontal scroll bar
- 3. Vertical scroll bar
- 4. Status bar

Q.7 Which of the following keyboard shortcuts is used to activate a browser tab to the right of the current tab in a Chrome browser?

- 1. Ctrl + Page up
- 2. Ctrl + Right arrow
- 3. Alt + Left arrow
- 4. **Ctrl + Page down**

Q.8 Which of the following keyboard shortcuts can be used to indent paragraphs in an MS Word document?

1. **Ctrl + M**      2. Ctrl + I  
3. Alt + T      4. Alt + I

Q.9 In dotted-decimal notation, an IP version 4 address is represented by using exactly \_\_\_\_\_ dot (.) symbols.

1. **three**      2. five  
3. two      4. Four

Q.10 What will be the result of the following MS Excel formula? =FACT(0) + FACT(3) + FACT(5)

1. **127**      2. 8  
3. 126      4. 9

### 2-12-2020 Shift-2 (12:30pm -2pm)

Q.1 Which of the following keyboard shortcuts is used to move through each of the open tabs going to the right in a Chrome browser?

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

Q.2 Home page is the \_\_\_\_\_ page of a website.

1. last      2. middle  
3. **first**      4. About

Q.3 Which of the following appears at the top of a worksheet in MS Excel?

1. Horizontal scroll bar      2. Vertical scroll bar  
3. Status bar      4. **Formula bar**

Q.4 Which of the following does NOT appear as a part of the 'Clipboard' command group under the Home menu in recent versions of MS Word, such as Word 2016?

1. Cut      2. **Show/Hide**  
3. Format Painter      4. Paste

Q.5 State whether the following statements are true or false. (i) In MS Word, all paragraphs can have right alignment. (ii) In MS Word, all paragraphs cannot have same hanging position.

1. **(i) True, (ii) False**      2. (i) False, (ii) True  
3. (i) True, (ii) True      4. (i) False, (ii) False

Q.6 Which of the following keys is used to select a range of continuous cells in an MS Excel worksheet?

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

Q.7 POP is an email-related protocol. What is the full form of POP?

1. Partial Order Protocol      2. Partial Order

Program

3. **Post Office Protocol**      4. Post Office Progress

Q.8 Which of the following statements about MS Word table is FALSE?

1. Two or more consecutive cells of a row can be merged.  
2. Alternate cells of a row or column cannot be merged.  
3. Two or more consecutive cells of a column can be merged.

4. **The first and last cells of a table can be merged.**

Q.9 Which of the following view options in MS Word shows the contents of a document as bulleted points?

1. Outline      2. Draft  
3. Web Layout      4. Print Layout

Q.10 What will be the result of the following MS-Excel formula? =CEILING(7, 5)

1. **10**      2. 8  
3. 5      4. 7

### 2/12/2020 Shift-3 (4:00 pm-5:30 pm)

Q.1 When you open a new file in the newer versions of MS Word, such as Word 2016, the default page margin is set as:

1. Mirrored      2. Moderate  
3. **Normal**      4. Narrow

Q.2 Which of the following does NOT appear as a part of the 'Paragraph' command group within the Home menu in recent versions of MS Word, such as Word 2016?

1. Numbering      2. Bullets  
3. Multilevel list      4. **Change case**

Q.3 What will be the result of the following MS Excel formula? =FACT(5-4)

1. 120      2. 24  
3. 96      4. **1**

Q.4 Which of the following appears at the extreme right position of a worksheet in MS Excel?

1. **Vertical scroll bar**      2. Menu bar  
3. Status bar      4. Horizontal scroll bar

Q.5 Consider a formula "=\$D\$3+\$C\$5" in cell B4. If cell B4 is copied and pasted into F10, then what will be the formula in cell F10?

1. **=\$D\$3+\$C\$5**      2. =\$D\$4+\$C\$6  
3. =\$E\$4+\$D\$6      4. =\$E\$3+\$D\$5



Q.6 Which of the following is NOT a web search engine?

1. Baidu
2. Google
3. Bing
4. **Safari**

Q.7 Which of the following keyboard shortcuts is equivalent to CTRL + S to save an open file in MS Word?

1. Ctrl + F12
2. **Shift + F12**
3. Shift + F5
4. Ctrl + F5

Q.8 Which of the following keyboard shortcuts is used to open a new window in incognito (private) mode in a Chrome browser?

1. **Ctrl + Shift + N**
2. Ctrl + P
3. Alt + Ctrl + N
4. Ctrl + N

Q.9 POP3 is an email-related protocol. What does the numeric value '3' in POP3 represent?

1. **Version of POP**
2. Number of codes in POP
3. Number of characters in POP
4. Header size of POP

Q.10 State whether the following statements related to MS Word are true or false. (i) A document file can have both, bulleted and numbered lists. (ii) Page margins in an MS Word document can be customised.

1. (i) False, (ii) False
2. (i) True, (ii) False
3. (i) False, (ii) True
4. **(i) True, (ii) True**

**03/12/2020 Shift-1 (9AM- 10:30 Am)**

Q.1 Q.1 Can an e-mail be an add-on or an end?

Ans 1. Tate, Image, but not File

2. Tate, file, but not image

3. **tate, file, image all**

4. Images, videos, but not zipped files

Q.2 Q.2 What will be the result of the following MS-Excel formula?

=8/4-2/2

Ans 1. **0**

2. 1

3. -0.5

4. 3

Q.3 When you enter a value in an excel cell and press the ENTER key, the default What happens?

Ans 1. **Cancer (salen boss), will be called up (upper) cell**

2. **Kasar (salen boss), neechek (lower) cell will go to machla**

3. Qasar (salen boss), bye (late) sell machla jayega

4. Qasar (Salen Boss), Dai (Right) Sale Machla Jayenge

Q.4 An IP weight is 4 ace \_\_\_\_\_ long.

Ans 1. 16 Bytes

2. 32 bytes

3. 64 Butts

4. **32 Butts**

Q.5 Which of the following statement(s) is/are correct?

(i) In MS-Word, a word is both lower-case (smaller) and upper-case (larger) care Can

(ii) In MS-Word, the first word of a paragraph cannot be spelled.

Ans 1. Neither i nor ii

2. only ii

3. **i only**

4. Both i and ii

Q.6 Which of the following components of a worksheet represents the access to the selected cell?

Ans 1. Tetus bar

2. **Name Boss**

3. Title Bar

4. Foula Bar

Q.7 MS-Word Which of the following mouse clicks is used to select a paragraph?

May go?

Ans 1. Sagal Right Luck

2. Double Lay Luck

3. Sugal Late Luck

4. **Late Luck**

Q.8 Which one of the following keyboard shortcuts is used to perform 'Pet' operation in MS-Word?

Is?

Ans 1. **CTRL + V**

2. CTRL + P

3. ALT + P

4. CTRL + T

Q.9 What is the least number of rows that can be in a table in MS-Word?

1. 4

2. 8

3. **1**

4. 2

Q.10 Which of the following protocols is used to transfer files from one node to server over the Internet?  
is used?

1. FTP 2. POP
3. HTTP 4. HTTPS

**3/12/2020 Shift-2 (12:30 PM-2:00 PM)**

Q.1 When you select a range of cells B3:G9, starting from B3, in an MS Excel worksheet, what will display in the name box?

1. A1 2. G9
3. B3 4. G3

Q.2 Which of the following appears as a part of the 'Font' command group within the Home menu in recent versions of MS Word, such as Word 2016?

1. Show/Hide 2. Paste
3. Format Painter 4. Change case

Q.3 IMAP is an email-related protocol. What is the full form of IMAP?

1. Internet Media Access Protocol
2. Intranet Message Access Protocol
3. Internet Message Access Protocol
4. Intranet Media Access Protocol

Q.4 Which of the following statements about a table in MS Word is FALSE?

1. A table cannot have prime number of columns.
2. A table can have a single row only.
3. A table can have a single row and a single column only.
4. A table can have a single column only.

Q.5 What will be the result of the following MS Excel formula? =FLOOR(3, 3) + CEILING(4, 4)

1. 6 2. 7
3. 4 4. 5

Q.6 Which of the following 'View' options in MS Word shows how your document would look as a webpage?

1. Outline 2. Read Mode
3. Web Layout 4. Print Layout

Q.7 State whether the following statements are true or false. (i) In MS Word, 'Landscape' is a valid page margins option. (ii) In MS Word, 'Portrait' is a valid page margins option.

1. (i) False, (ii) False 2. (i) False, (ii) True
3. (i) True, (ii) True 4. (i) True, (ii) False

Q.8 Which of the following is used to combine and centre the contents of the selected cells in a new larger cell in MS Excel?

1. Merge & Center 2. Justify
3. Wrap Text 4. Strikethrough

Q.9 Which of the following is not the part of the URL?

1. Domain address 2. Protocol
3. Query string 4. IP address

Q.10 Which of the following keyboard shortcuts is used to move through each of the open tabs going to the left in a Chrome browser?

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

**3/12/2020 Shift-3 (4pm- 5:30 pm)**

Q.1 Every computer connected to the internet needs an IP address. What is the full form of IP?

1. International Partner 2. Internet Protocol
3. Internal Protocol 4. Internet Partner

Q.2 \_\_\_\_\_ represent a standard set of expressions in an email.

1. Emoticons 2. Images
3. Animations 4. Texts

Q.3 Which of the following statements is/are true?  
(i) In MS Word, the default alignment of text is 'left'. (ii) In MS Word, every paragraph ends with a paragraph mark, which looks like a backward P (¶).

1. Neither i nor ii 2. Both i and ii
3. Only i 4. Only ii

Q.4 In MS Word, there is a font size dropdown box. What is the largest font size that can be selected from it?

1. 64 2. 72
3. 96 4. 32

Q.5 Which of the following can be used to create a new line inside the cell of an MS Excel worksheet?

1. Down arrow 2. Ctrl + Enter
3. Enter 4. Alt + Enter

Q.6 Which of the following keyboard shortcuts is used to reset the zoom feature within the Chrome browser to its default setting?

1. CTRL + D 2. CTRL + 9
3. CTRL + R 4. CTRL + 0



Q.7 What is the result of the following MS Excel formula? =SUM(4^3, 2-2/2)

1. 82      2. 64
3. 63      **4. 65**

Q.8 What will happen when you select any middle cell of a table in MS Word document and press Shift + Tab key?

1. The content of the cell which is next (right) to the current cell will be selected.
- 2. The content of the cell which is previous (left) to the current cell will be selected.**
3. The content of the cell which is below the current cell will be selected.
4. The content of the current cell will be deleted.

Q.9 What will be the address of a cell which lies at the intersection of the seventh row and tenth column in an MS Excel worksheet?

1. \$J7\$    2. 7J
3. G10    **4. J7**

Q.10 Which of the following features is used to type very small letters or numbers just below the line of text?

1. Strikethrough      **2. Subscript**
3. Superscript    4. Formal painter

**7/12/2020 Shift-1 (9am- 10:30 am)**

Q.1 Which of the following protocols sends messages to an e-mail server?

1. SMTP (एसएमटीपी)
2. SMTP (एसएमटीपी) और POP (पीओपी) दोन
3. HTTP (एचटटपी)
- 4. POP (पीओपी)**

Q.2 In an MS Word document, use which of the following keyboard shortcuts to insert hyperlinks? What can be done?

1. Ctrl + L      2. Alt + L
3. Alt + K      **4. Ctrl + K**

Q.3 While editing an MS Word document, we can determine the number of times to be broken.

H. By default, your document will be \_\_\_\_\_.

- Ans 1. Eight
2. two
  3. Three
  4. a

Q.4 A formula '=B2+4' is given in cell A1. If cell A1 is copied and pasted to D4, then D4 Mafoula or will?

1. =B4+7      2. =D4+4
- 3. =E5+4**      4. =B2+4

Q.5 State whether the following statements related to MS Word are true or false? (i) In Landscape orientation, the height of a page is larger than its width. (ii) In Portrait orientation, the width of a page is larger than its height.

1. (i) False, (ii) True      **2. (i) False, (ii) False**
3. (i) True, (ii) False      4. (i) True, (ii) True

Q.6 To specify an IP address in an understandable format, usually one of the following notation is used?

- Ans 1. Binary Notation  
2. Hesadesmal Notation  
3. Autl Notation  
**4. Dotted-Decimal Notation**

Q.7 Recent versions of MS Word, such as as part of the 'paragraph' command group under the home menu in Word 2016

Which of the following appears?

Ans

1. Copy      2. Format putter
3. Rales      **4. Bullets**

Q.8 What will be the result of the following MS Excel formula? =EVEN(3) + ODD(8)

1. 11      2. 14
- 3. 13**      4. 9

Q.9 Chrome Browser To activate the browser tab on the side of the current tab, do any of the following

Which K-boardshot is used?

Ans 1. Ctrl + Right Arrow

2. Alt + Let Arrow
3. Alt + Page Down
- 4. Ctrl + Page Up**

Q.10 In MS Excel, the 'Zoom' option appears as follows:

Ans 1. Title bar

- 2. status Bar**
3. HOROZOTL ALL BAR
4. Foula Bar

**7/12/2020 Shift-2 (12:30 Pm – 2pm)**

Q.1 In which of the following tabs, the formatting tasks such as bolding, italicizing, changing the font and size of text found in MS-Word 2007?

- 1. Page Layout    2. References
- 3. Home**                      4. Insert

Q.2 Which of the following is a method to get internet at home or office?

- 1. Mobile Wi-Fi                      2. Public Wi-Fi
- 3. Digital subscriber line**                      4. Private Wi-Fi

Q.3 Which of the following comprises the second part of an e-mail address?

- 1. Domain name**                      2. Mail-box name
- 3. Folder name    4. Desktop client

Q.4 Which of the following is NOT an option in the 'Table' menu of 'Insert' tab in MS-Word 2007?

- 1. Quick Tables                      2. Draw Table
- 3. Remove Header**                      4. Insert Table

Q.5 Which of the following is a shortcut key to close a document in MS-Word?

- 1. Ctrl+N                      **2. Ctrl+W**
- 3. Ctrl+S                      4. Ctrl+M

Q.6 Which of the following appears in MS-Word 2007 document area, as soon as a block of text is selected for formatting?

- 1. New document                      2. Print preview
- 3. Mini tool bar**                      4. Table

Q.7 Which of the following is a description of different related web pages?

- 1. Web Browser                      2. Search Engine
- 3. Web Hot                      **4. Website**

Q.8 The icons or pictures associated with some commands in menus will appear on the \_\_\_\_\_ of MS-Excel.

- 1. menu bar                      2. title bar
- 3. tool bar**                      4. formula bar

Q.9 Which of the following functions in MS-Excel counts the number of cells within a range that meet the given condition?

- 1. COUNTA                      2. COUNTIFB
- 3. COUNT                      **4. COUNTIF**

Q.10 Which of the following shortcuts is used to move cursor one word right while editing data in a cell in MS-Excel?

- 1. Ctrl+Shift+←                      2. Ctrl+Shift
- 3. Ctrl+Shift+→                      **4. Ctrl+→**

**8/12/2020 Shift-2 (12:30 – 2 pm)**

Q.1 With reference to text formatting, 'Italic' option belongs to which of the following categories in MS-Word?

- 1. Size    2. Font face
- 3. Effects                      **4. Font style**

Q.2 Which of the following shows the address of the current selection or active cell in MS-Excel?

- 1. Formula bar    2. Column heading
- 3. Name box**                      4. Row heading

Q.3 Which of the following is the full form of 'BCC', a field of E-mail header?

- 1. Blind carbon copy**                      2. Blind common copy
- 3. Basic carbon copy                      4. Basic common copy

Q.4 Which of the following functions returns the current date and time in MS-Excel?

- 1. TIME                      **2. NOW**
- 3. DATEVALUE                      4. DATE

Q.5 Which of the following refers to the specific address associated with each web page displayed on the internet?

- 1. URL**                      2. WWW
- 3. FTP    4. HTTP

Q.6 Which of the following options is used to view the page or make adjustments before any document gets printed in MS-Word?

- 1. Outline                      **2. Print Preview**
- 3. Web Layout    4. Draft

Q.7 Electronic mail belongs to which of the following services on internet?

- 1. World wide web
- 2. Communication services**
- 3. Information retrieval services
- 4. Web services

Q.8 Which of the following shortcut keys is used to cut data from a cell in MS-Excel?

- 1. Ctrl+V                      2. Ctrl+Z
- 3. Ctrl+X**                      4. Ctrl+C

Q.9 Which of the following options in MS-Word is used to colour the background behind the selected text or paragraph?



1. **Shading**
2. Format Painter
3. Font Colour
4. Text Highlight Colour

Q.10 Which of the following, with reference to opening an already existing document, is FALSE in MS-Word 2007?

1. Click on the "office button → Open"
2. **short cut key for opening existing word document is Ctrl+M**
3. short cut key for opening existing word document is Ctrl+O
4. After clicking on open, from the window opened, double-click on the file

### 8/12/2020 Shift-3 4pm-5:30 pm

Q.1 A collection of related web pages is called:

1. search engine
2. **website**
3. server
4. Client

Q.2 In an MS-Excel worksheet, the "zoom" bar appears at the \_\_\_\_\_ portion of the worksheet.

1. bottom-left
2. top-right
3. **bottom-right**
4. top-left

Q.3 What does the term URL mean?

1. Unique Reference Line
2. Universal Resource Line
3. Unidentified Resource Locator
4. **Uniform Resource Locator**

Q.4 Which of the following statements is/are FALSE? (i) In MS-Word, different letters of a word cannot be of different font-colors. (ii) In MS-Word, the Show/Hide command button can be used to display paragraph marks in a document.

1. Neither i nor ii
2. Only ii
3. Both i and ii
4. **Only i**

Q.5 Which of the following is NOT a word processing software?

1. Notepad
2. **MS-Excel**
3. MS-Word
4. WordPad

Q.6 Which of the following characters must be a part of an email id?

1. Dot (.)
2. Dollar (\$)
3. Ampersand (&)
4. **At the rate (@)**

Q.7 Which of the following tools can be used to apply the font color and size of a text to multiple pieces of text in MS-Word?

1. Eraser
2. **Format**

### Painter

3. Show/Hide button
4. Replace

Q.8 What is the value of the following MS-Excel formula? =MOD(11, 3)

1. **2**
2. 4
3. 3
4. 5

Q.9 Which of the following steps can be performed to edit the content of a cell in an MS-Excel worksheet?

1. Left-click on the cell once
2. Right-click on the cell
3. **Double-click on the cell**
4. Select the cell and press ENTER key

Q.10 What is the keyboard shortcut to open a new document in MS-Word?

1. **Ctrl + N**
2. Ctrl + W
3. Alt + N
4. Ctrl + O

### 9/12/2020 Shift-1 9am-10:30 am

Q.1 Which of the following communication service of the internet is used to log on to a remote computer that is attached to the internet?

1. Mailing lists
2. Electronic mail
3. newsgroup
4. **Telnet**

Q.2 Which of the following is used to create a table by drawing the borders, rows and columns of a table in MS Word 2007?

1. Quick Table
2. Insert Table
3. **Draw Table**
4. Excel Spreadsheet

Q.3 Which of the following statement with reference to MS Excel is INCORRECT?

1. **To move the pointer one cell to the left, right, up or down, use the 'Shift' key.**
2. A darkened border, called cell pointer, is used to identify an active cell.
3. An active cell is a cell that receives the data or command you give it.
4. Each cell has a unique cell address composed of the cell's column and row.

Q.4 Which of the following is NOT a feature that changes casing in MS Word?

1. **Un capitalize each word**
2. Sentence case
3. tOGGLEcASE
4. Capitalize Each Word

Q.5 Which of the following function of MS Excel 2007 removes all non-printable characters from text?

1. REPLACE    2. CODE  
3. **CLEAN**    4. CHAR

Q.6 In Yahoo!Mail, which of the following folders is used to save all the sent mails?

1. Draft    2. Inbox  
3. Spam    4. **Sent**

Q.7 Which of the following option within Print Preview is used to switch the page between portrait and landscape layouts in MS Word 2007?

1. Magnifier    2. **Orientation**  
3. Size    4. Margins

Q.8 Which of the following feature of MS Excel is used to make all content visible within a cell by displaying it on multiple lines?

1. Indentation    2. **Wrap Text**  
3. Merge & Center    4. Orientation

Q.9 Which of the following is the keyboard shortcut for making selected text as superscript in MS Word?

1. **Press Ctrl, Shift and the Plus sign (+) at the same time.**  
2. Press Ctrl, Shift and the Hash sign (#) at the same time.  
3. Press Ctrl and the Hash sign (#) at the same time.  
4. Press Ctrl and the Equal to sign (=) at the same time.

Q.10 Which of the following is a system of e-banking where individuals, firms and corporate can electronically transfer funds from any bank branch to any individual, firm or corporate having an account with any other bank branch in the country participating in the scheme?

1. e-commerce    2. e-governance  
3. e-ticketing    4. **NEFT**

### 9/12/2020 Shift-2 12:30pm – 2:00 pm

Q.1 Which of the following function in MS Excel 2007 returns an absolute value of a number, that is, a number without a sign?

1. ASIN    2. ACOS  
3. AND    4. **ABS**

Q.2 Which of the following is the keyboard shortcut to cut selected text or graphics which will store on the clipboard in an MS Word document?

1. Ctrl+V    2. Ctrl+S  
3. **Ctrl+X**    4. Ctrl+C

Q.3 Which of the following sequence is used in MS Word 2007 to go to print preview option?

1. Home->print->print preview  
2. **Office button->print->print preview**  
3. Office button->print preview->print  
4. Home->print preview->print

Q.4 Which of the following option is generally used to view and manage emails received?

1. **Inbox**    2. Sent items  
3. Compose    4. Attachment

Q.5 Which of the following service is most commonly used with mobile phones to access internet?

1. DSL    2. **3G-4G**  
3. Dial up    4. Cable

Q.6 Which of the following cell reference is default in MS Excel?

1. **Relative**    2. Active  
3. Absolute    4. Mixed

Q.7 Which of the following belongs to the 'Effects' category with reference to text formatting in MS Word?

1. Bold    2. Regular  
3. Italic    4. **Strike through**

Q.8 What is the full form of HTTP with reference to internet protocols?

1. Hyper Track Transfer Protocol  
2. Higher Text Transfer Protocol  
3. Hyper Text Transitive Protocol  
4. **Hyper Text Transfer Protocol**

Q.9 Which of the following is used to separate a workbook into specific worksheets in MS Excel?

1. Formula bar    2. Navigation buttons  
3. Name box    4. **Sheet tabs**

Q.10 Which of the following feature in MS Word is used to create a link to a picture, program, web page or an email address?

1. SmartArt    2. Bookmark  
3. **Hyper link**    4. Cross-reference

### 9/12/2020 Shift-3 4pm – 5:30 pm

Q.1 Match the following domain name extensions with their respective definitions. 1) .gov A) Government agencies 2) .org B) Network organisations 3) .edu C) Non-profit organisations 4) .net D) Educational organisations



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

Q.2 What is the maximum height of a row in MS Excel 2010?

1. 128 points    2. **409 points**  
3. 255 points    4. 100 points

Q.3 In MS Excel 2010, a cell may display '\_\_\_\_\_' if that cell contains a number or a date and the width of its column cannot display all the characters that its format requires.

1. \*#####    2. #####  
3. \$\$\$\$\$\$    4. \*\*\*\*\*

Q.4 In MS Word, Ctrl + R is used to align the text to the \_\_\_\_\_ of the screen.

1. **right**    2. bottom  
3. top    4. Left

Q.5 To add a watermark in MS Word 2010 document, one has to click on the '\_\_\_\_\_' tab and then select the 'Watermark' option provided in the '\_\_\_\_\_' group.

1. **Page Layout, Page Background**  
2. Layout, Page Background  
3. Insert, Page Background  
4. View, Page Background

Q.6 What is the value of the following MS Excel formula? =SUMSQ(1, 2, 3, 4)

1. **30**    2. 10  
3. 34    4. 24

Q.7 Which of the following keyboard shortcuts is used to run Spelling and Grammar Check in MS Word 2010?

1. F1    2. F2  
3. **F7**    4. F9

Q.8 The option of Spell Check can be selected from the \_\_\_\_\_ tab in MS Excel 2007.

1. Formula    2. File  
3. **Review**    4. Help

Q.9 Which of the following keyboard shortcuts is used for closing an MS Word 2010 document?

1. Ctrl + N    2. **Ctrl + W**  
3. Ctrl + E    4. Ctrl + O

Q.10 Pick the odd one out.

1. Mozilla    2. Safari  
3. Internet Explorer    4. **File Explorer**

**10/12/2020 Shift-2 12:30 – 2pm**

Q.1 Which of the following category of functions does NOT exist in MS Excel?

1. Logical    2. Text  
3. **Scientific**    4. Financial

Q.2 Which of the following tab in MS Word will have the 'Table' option that is used to insert a table?

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

Q.3 Which of the following keyboard shortcut is used to open the Print option in MS Word?

1. Ctrl + F    2. Ctrl + S  
3. Ctrl + N    4. **Ctrl + P**

Q.4 Which of the following keys on a QWERTY keyboard is/are used to move the cursor up or down one cell at a time in MS Excel?

1. Insert    2. Home and End  
3. shift    4. **Page Up and Page Down**

Q.5 Which of the following was the first ever search engine to be developed?

1. **Archie**    2. Bing  
3. Yahoo    4. Google

Q.6 The computer or server on the Internet is also known as \_\_\_\_\_.

1. IP address    2. **host**  
3. URL address    4. Address

Q.7 Which of the following email address fields contains a brief summary of the content of the email but is not mandatory while composing the email?

1. Content    2. **Subject**  
3. From    4. To

Q.8 Which of the following is a temporary storage area for data that a user wants to copy from one place to another in MS Word?

1. Task bar    2. System tray  
3. **Clipboard**    4. Word document

Q.9 The process of making the worksheet data look more presentable and attractive by changing its appearance in MS Excel is called \_\_\_\_\_.

1. modifying    2. editing  
3. **formatting**    4. Decorating

Q.10 What is the maximum font size that can be selected from the font size dropdown list in MS Word 2007?

- 1. 78
- 2. 56
- 3. **72**
- 4. 36

**11/12/2020 Shift-1 9am – 10:30 am**

Q.1 What is the maximum number of rows in a MS Excel 2010 worksheet?

- 1. **1,048,576**
- 2. 16,384
- 3. 16,000
- 4. 1,048,500

Q.2 Match the following keyboard shortcuts of MS Word 2010 with their respective functionalities. a. Italic x. Ctrl + [ b. Decrease font size 1 point y. Ctrl + ] c. Increase font size 1 point z. Ctrl + I

- 1. a-y, b-z, c-x
- 2. a-x, b-y, c-z
- 3. **a-z, b-x, c-y**
- 4. a-z, b-y, c-x

Q.3 Which of the following buttons CANNOT be found in the Clipboard pane in MS Word 2010?

- 1. Clear All
- 2. Options
- 3. **Ok**
- 4. Paste All

Q.4 Match the following protocols with their descriptions. 1. http A. Used to login over a TCP/IP connection 2. FTP B. This Protocol used in the file transferring in the Internet and within private networks 3. telnet C. It is the application protocol used for distributed and collaborative hypermedia information system.

- 1. 1-B, 2-A, 3-C
- 2. 1-A, 2-C, 3-B
- 3. **1-C, 2-B, 3-A**
- 4. 1-A, 2-B, 3-C

Q.5 When you right-click and select the 'Format Cells' option in MS Excel 2010, which of the following Tab is NOT visible?

- 1. Font
- 2. Border
- 3. Alignment
- 4. **Sheet**

Q.6 What will be the value of the following MS Excel formula? =AVERAGEA(5, 4, 4>3, 6)

- 1. 5
- 2. ERROR
- 3. 3.72
- 4. **4**

Q.7 What do you call the distance between written text and the edge of a paper?

- 1. Indent Stop
- 2. Alignment
- 3. Ruler Line
- 4. **Margin**

Q.8 Which of the following Tab is used to enable 'Ruler' option in MS Word 2010?

- 1. Page Layout
- 2. **View**
- 3. Design
- 4. Review

Q.9 The electronic pages seen on the internet are known as \_\_\_\_\_.

- 1. printed pages
- 2. colour pages
- 3. **web pages**
- 4. hard copy

Q.10 Which of the following is mandatory for sending an email?

- 1. **Sender mail ID**
- 2. Subject
- 3. Attachment
- 4. Body

**11/12/2020 Shift-2 12:30- 2:00 pm**

Q.1 Which of the following is used to move an active cell to the first column on the current row?

- 1. Page up
- 2. Ctrl + Home
- 3. Page down
- 4. **Home**

Q.2 Which of the following icon is used to add an attachment to an email?

- 1. GIF icon
- 2. Stationery icon
- 3. **Paper clip icon**
- 4. Emoji icon

Q.3 \_\_\_\_\_ is NOT a valid option of office button in MS Word 2007.

- 1. **Presentation**
- 2. Save As
- 3. Save
- 4. Print

Q.4 Which of the following is the slowest type of internet service?

- 1. **Dial-up**
- 2. 3G and 4G
- 3. Digital Subscriber Line
- 4. Satellite

Q.5 Which of the following option can be used to change the column width of a table in MS Word?

- 1. Scroll bar
- 2. **Ruler**
- 3. Alignment
- 4. Title bar

Q.6 \_\_\_\_\_ was the first web browser to implement the omnibox.

- 1. Safari
- 2. **Google Chrome**
- 3. Mozilla Firefox
- 4. Lynx

Q.7 In an MS Excel sheet, a cell address is composed of the \_\_\_\_\_.

- 1. cell's row
- 2. **cell's column and row**
- 3. cell's column
- 4. worksheet number

Q.8 Which of the following keyboard shortcut is used to insert a hyperlink in an MS Word 2007 document?



1. Alt + K
2. Ctrl + K
3. Ctrl + Return
4. Alt + =

Q.9 Which of the following is used to change the text colour in an MS Word document?

1. Text highlight color
2. **Font color**
3. Shading
4. Styles

Q.10 Which of the following is NOT a valid MS Excel 2007 formula?

1. SUMIF
2. SUM
3. SUMPRODUCT
4. **SUMADD**

**14/12/2020 Shift-1 9am- 10:30 am**

Q.1 To compare two versions of an MS Word 2007 document, one must go to the \_\_\_\_\_ tab and click on the \_\_\_\_\_ option within the 'Compare' group.

1. Review, Tracking
2. **Review, Compare**
3. Review, Track Changes
4. View, Window

Q.2 What is the purpose of the keyboard shortcut 'Shift + F3' in MS Word 2010?

1. This shortcut displays alignment options
2. **This shortcut switches the text between uppercase, lowercase and title case**
3. This shortcut displays font size options
4. This shortcut displays font colour options

Q.3 Which of the following functions is used to display only current system date in MS Excel 2010?

1. **Today()**
2. Now()
3. Time()
4. Date()

Q.4 \_\_\_\_\_ is an information space on the internet where documents and other resources are stored.

1. File Explorer
2. **World Wide Web**
3. Protocol
4. Web browser

Q.5 In MS Word 2010, to use the Spelling and Grammar option, one has to click on the \_\_\_\_\_ tab and within the \_\_\_\_\_ group click on 'Spelling & Grammar'.

1. **Review, Proofing**
2. Design, Tracking
3. View, Language
4. Review, Compare

Q.6 What is the full form of TCP/IP, with reference to internet protocols?

1. Transmission Control Protocol and International Protocol
2. **Transmission Control Protocol and Internet Protocol**

3. Transmission Control Protocol and Intranet Protocol
4. Transfer Control Protocol and Internet Protocol

Q.7 Many email systems use \_\_\_\_\_ protocol to send messages from one server to another server.

1. **SMTP**
2. ARP
3. ICMP
4. HTTP

Q.8 Which of the following keyboard shortcuts is used to strike through the contents of a cell in MS Excel 2010?

1. Ctrl + 6
2. **Ctrl + 5**
3. Ctrl + P
4. Ctrl + S

Q.9 Which of the following keyboard shortcuts is used to open the 'Paste Special' dialogue box in MS Word 2010?

1. Ctrl + Alt + X
2. Ctrl + Shift + V
3. Ctrl + V
4. **Ctrl + Alt + V**

Q.10 By default, how many sheets are provided in MS Excel 2010 workbook?

1. Seven
2. **Three**
3. One
4. Five

**14/12/2020 Shift-2 12:30-2 pm**

Q.1 By default, an MS Word 2007 document opens in \_\_\_\_\_ view.

1. Web Layout
2. **Print Layout**
3. Draft
4. Outline

Q.2 What will be the output of the MS Excel 2007 date formula '=DATE(2020,8,31)' if the selected date format is 'xx-xx-xxxx'?

1. 2020-31-08
2. 31/08/2020
3. **31-08-2020**
4. 20-31-08

Q.3 Which of the following statement is INCORRECT with reference to selecting a cell in MS Excel?

1. The column heading of the selected cell will be highlighted.
2. **The row heading of the selected cell will not be highlighted.**
3. A cell will remain selected until another cell is clicked in the Worksheet.
4. A border will appear around the selected cell

Q.4 Which of the following statement is INCORRECT with reference to workbooks in MS Excel?

1. **The name of a worksheet cannot be changed in MS Excel.**

2. Each Microsoft Excel worksheet is made up of columns and rows.
3. Worksheets are labeled Sheet1, Sheet2 and Sheet3 and so on.
4. A workbook is made up of worksheets.

Q.5 Which of the following types of internet service does NOT require cable or phone lines?

1. **Satellite**
2. ISDN
3. Dial up
4. DSL

Q.6 Which of the following keyboard shortcut opens the 'Save As' option in MS Word?

1. F10
2. F8
3. **F12**
4. F9

Q.7 Which of the following is a worldwide system of computer networks?

1. **Internet**
2. Webpage
3. Website
4. Intranet

Q.8 Which of the following option CANNOT be found within the Editing group of the Home menu in MS Word 2007?

1. Select
2. Replace
3. **Text**
4. Find

Q.9 The development of the World Wide Web began in:

1. **1989**
2. 1979
3. 1959
4. 1969

Q.10 MS Word 2016 Watermark button is available under which of the following tabs?

1. **Design**
2. Page Setup
3. Home
4. Estate

### 15/12/2020 Shift-2 12:30- 2pm

Q.1 Which of the following refers to a huge database of internet resources such as webpages, newsgroups, programs, images etc., and helps to locate information on the World Wide Web?

1. **Search engine**
2. Web Browser
3. Website
4. Web server

Q.2 Which of the following option in MS Word is used to insert line numbers and section breaks while formatting text?

1. Page Background
2. **Page Setup**
3. Paragraph
4. Themes

Q.3 Which of the following statements with reference to email addresses is INCORRECT?

1. Spaces are not allowed in an email address.

2. The username and the domain name in an email address are separated by an @ (at) symbol.

3. **An email is generally of the form username#domainname**

4. Email addresses are not case sensitive

Q.4 Which of the following is NOT a way to insert a formula in an MS Excel sheet?

1. Selecting a Formula from one of the groups in the 'Formulas' tab
2. **Using 'Insert function' from the 'Home' tab**
3. Typing a formula inside the cell
4. Using the 'Insert Function' option from the 'Formulas' tab

Q.5 Which of the following notation is used to represent a cell range that includes cells A1, A2, A3, A4 and A5 in an MS Excel sheet?

1. A1;A5
2. \$A1:\$A5
3. A1\$:A5\$
4. **A1:A5**

Q.6 Which of the following options in MS Word 2007 allows us to quickly and easily convert data into a table?

1. Convert to Data
2. Convert to Text
3. **Convert Text to Table**
4. Convert Data to Table

Q.7 Which of the following is a communication service provided by the internet?

1. **Email**
2. Gopher
3. FTP
4. Utility computing

Q.8 Which of the following displays the first, previous, next and last worksheets in a Workbook and also allows us to move to another worksheet in MS Excel?

1. Row headings
2. **Navigation buttons**
3. Status bar
4. Column headings

Q.9 Which of the following options from the 'Insert' menu of an MS Word document can be used to insert a built-in calendar?

1. **Quick Tables**
2. Quick Calendar
3. Insert Table
4. Insert Calendar

Q.10 What name do we give to the current cell in MS Excel that has a cell boundary around it?

1. **Active Cell**
2. New Cell
3. Passive Cell
4. Current Cell