**JANANI EDUCATIONAL INSTITUTE**

**Position**

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**PIPILI, PURI**

Name:………………………………………….……….

Roll No:………………………………………...……..

**Full Mark:100**

**Time:-1hr**

**COMPUTER EXAM.2019**

**PAPER-I**

1. What is the name of the bar located top of the MS Word Screen? 1. Menu Bar 2. Scroll Bar 3. Formatting Bar 4. Title Bar
2. Where is Office Button located in Microsoft Office programs. 1. upper-right corner 2. upper-left corner 3. Bottom-left corner 4. Bottom-right corner
3. Which short-cut key we used in case of show or hide of the ribbons of a menu? 1. F1 2. F7 3. Ctrl+F1 4. Ctrl+F3
4. Find the odd one out? 1. Clipboard 2. Editing 3. Illustrations 4. Paragraph
5. “Color the background behind the selected text or paragraph” in a single word is called? 1. Sort 2. Select 3. Shading 4. Bullets
6. Generally Orientations are of how many types? 1. three 2. two 3. single 4. five
7. From which menu we found the word count options except the status bar? 1. View 2. Insert 3. Review 4. References
8. Both Equation & Symbol contains in which thing? 1. Text 2. Links 3. Header & Footer 4. Symbols
9. From where we found footnote? 1. View 2. Insert 3. Review 4. References
10. Which type of document views we Generally works in MS Word? 1. Print Layout 2. Web Layout 3. Draft 4. Full Screen
11. Which one is arrange properly? 1. Home, View, page layout 2. View, review, reference 3. Mailing, insert, view 4. References, mailings, review
12. We type of zoom we used in case of decrease an object or text? 1. Zoom 2. Zoom in 3. Zoom out 4. Non
13. An animated character that gives help in MS-Office is? 1. Office 2007 2. Office Assistant 3. Office Worker 4. Offline
14. What is Microsoft Word? 1. A game 2. Operating System 3. Processing Software 4. Typing tutor
15. The distance between text boundaries and page margins is called? 1. Indent 2. Heading 3. Character 4. Header
16. Replace option is available on ? 1. Editing 2. Clipboard 3. Windows 4. Paragraph
17. What is the ~~name~~ of the style of underlined word? 1. underline 2. Reject 3. Strikethrough 4. Emboss
18. What is the name of the style of underlined word? 1. Expand 2. Condense 3. Spacing 4. raised
19. Through which process we connect one another in offline? 1. Copy 2. Hyperlink 3. Open 4. Table
20. Which change you remark or point out in a passage if you press Ctrl+2 ? 1. Increase font 2. Line spacing 3. New window 4. Colour change
21. An Input device contains numeric, alphabetic, special instructions & alphanumeric bottens is called? 1. Mouse 2. Pen drive 3. Key Board 4. Scanner
22. Place where we insert the pen derive is called? 1. CD Drive 2. Floppy 3. USB port 4. Pluck
23. Which is the largest key in our key board? 1. Enter 2. Shift 3. Space Bar 4. Addition key
24. Who is the father of computer? 1. Abacus 2. Charles Babbage 3. Alan Turing 4. Bill Gates
25. Where is RAM located? 1. SMPS 2. UPS 3. Mother Board 4. Monitor

ANSWER SHEET

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
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21. 
22. 
23. 
24. 
25. 

* Type a passage in MS Word for a period of 10mnts. and format it in a A4 Size paper for Print.
* Try to prepare the question in MS Word within 30mnts.

**MAY GOD BLESS Y OU**

Use Ball point pen for Darkening the Circle