

Computer Graphics Q&A

July-Dec 2021

1. Full form of DUST is

- a) Direct view storage tube
- b) Domain view storage tube
- c) Direct view store tube
- d) None of the above**

4. Save as

- a. Allows you to save a file with a file name**
- b. Allows you to save the current opened file without providing a filename
- c. Both (a) and (b)
- (d) None of the above

7. To protect part of layer from being edited is

- a) Masking
- b) Grouping
- c) Layering
- d) Locking**

10. Render filter creates which shapes of the following?

- a) 5D
- b) 1D
- c) 3D**
- d) 7D

13. Small dots of individual colors that appear on the screen is -

- a) Image
- b) Pixels**
- c) Picture
- (d) Dots

16. Area selected in an image refers to

- a) Selection**
- b) Merging
- c) Feathering
- d) None of the above

2. To rotate the image 180 degree _____

- a) **Image>Image Rotation?1800**
- b) Image>Transform>1800
- c) View>Rotate>1800
- d) Edit>Transform>Rotate 1800

5. To duplicate layer, you would

- a) Drag the layer to the new layer icon and release it
- b) Layer > Duplicate layer**
- c) Right click on the image and select duplicate layer
- d) Create new layer and set as duplicate

8. What is File Extension in Photoshop?

- a) Bmp
- b) Tiff
- c) Psd**
- d) Txt

11. 'Vector images'are

- a) Non scalable
- b) Scalable**
- c) Both(a)and(b)
- d) None of the above

14. PPI means-

- a) Picture Per Inch
- b) Pixel Point Inch
- c) Pixel Per Ink
- d) Pixel Per Inch**

17. The filter breaks up an image into

- a) Cube
- b) Circle
- c) Triangle
- d) Squares**

3. Verification of username and password is known as

- a) Configuration
- b) Accessibility
- c) Authenticating**
- d) Logging in

6. Pixel refers to

- a) Picture elements**
- b) Can be both
- c) Picture-excel
- d) None of the above

9. PNG stands for

- a) Photoshop Network Graphics
- b) Portable Network Graphic**
- c) Pixel Null Gray
- d) Photoshop Network Group

12. Exact copy of a layer refers to

- a) Copy paste
- b) Cloning
- c) Modify
- d) Duplicate**

15. Brightness and contrast values ranges between

- a) -100 to +100
- b) -200 to +200
- c) 0 to 100
- (d) 0 to 360

18. Which one enables you to view the tonal and color information about image

- a) Histogram**
- b) Hue
- c) Saturation
- d) Layer

19. The resolution of raster image is?

- a) 27-69 ppi
- b) 72 – 69 ppi
- c) 72-96 ppi
- d) 45-90 ppi

22. To soften or sharpen the specific areas of an image is done with

- a) Blur
- b) Scalar
- c) Vector or Raster
- d) **Sponge**

25. Photoshop keep track all your edit in the

- a) **History Palette**
- b) Layer
- c) Tool box
- d) None of the above

28. In order to hide a layer, _____ icon has to be selected

- a) Tray
- b) **Eye**
- c) Preset (d) Palette

31. SVG full form is

- a) **Scalable Vector Graphics**
- b) Screenable Vector Graphics
- c) Selective Vector Graphics
- d) None of the above

34. Which file format that allows you to exchange raster graphic images between application programs

- a) JPEG (b)TIFF
- b) PNG** (d)PSD

20. RGB stands for

- a) Red Green Black
- b) Red Green Blue**
- c) Red Green Brown
- d) None of the above

23. The image supported by Photoshop are

- a) File
- b) Raster and JPEG
- c) TIFF and png**
- d) Raster and Vector

26. Curves specify the intensity values of pixels on scale

- a) **0-255**
- b) 1-255
- c) 10-255
- d) 0-256

29. Computer graphics was first used by:

- a) William Fetter in 1960
- b) James Fetter in 1969
- c) James Gosling in 1991
- b) John Taylor in 1980.**

32. Protecting the element of an image is?

- a) Preventing
- b) Blocking
- c) Locking
- d) All of the above**

35. Masks are stored as how many bits?

- a) 2
- b) 8
- c) 4
- d) 16**

21. The refresh rate below which a picture flickers is?

- a) 5
- b) 10
- c) 20
- d) 25**

24. Which one of the following is NOT include in artistic filter

- a) Neon glow
- b) Brush stroke**
- c) Plastic wrap (d) Film gray

27. In Photoshop, at the most how many alpha channels can create in an image?

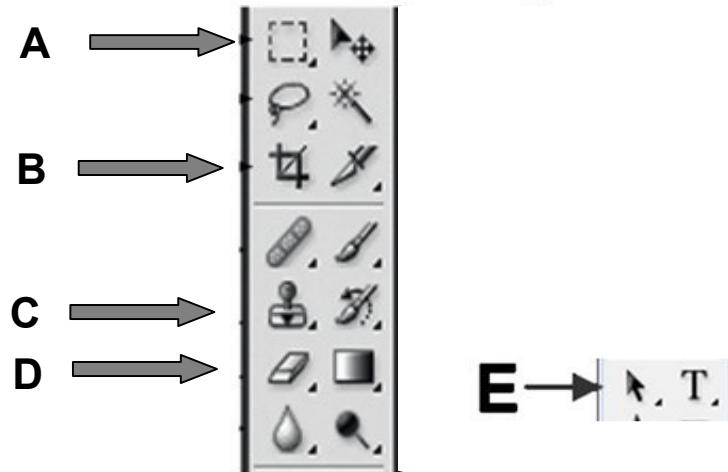
- a) 20
- b) 22
- c) 24 (d)26**

30. Which of these formats support Transparency?

- a) jpeg
- b) png**
- c) gif
- d) jpg

33. Which of these color models is not in Photoshop?

- a) RGB
- b) LAB
- c) CMYK (d)HSB**



Label A is

- a) Marque tool
- b) Slice
- c) Zoom
- d) Magic wand

Label B is

- a) Crop
- b) Marque tool
- c) Zoom
- d) Slice

Label C is

- a) Crop tool
- b) Healing brush
- c) Zoom
- d) Clone stump

Label D is

- a) Eraser tool
- b) Slice
- c) Blur
- d) Healing brush

Label E is

- a) Move
- b) Path selection tool
- c) Pencil
- d) Magic wand

Desktop Publishing Q&A

July-Dec 2021

1. What is the character to be shortened to its normal shape and display something below its location?
a) Superscript
b) Drop Cap
c) **Subscript** (d) Alignment

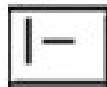
4. Ctrl +R is used for
a) Displaying the menu
b) Displaying the rulers
c) Displaying the text
d) None of the above

7. Using line tools we can draw lines at __ angle
a) 90 degree
b) 0 degree
c) 180 degree
d) Any degree

10. What is this tool?
a) Is used crop Graphic
b) Is used scroll the page
c) Is used insert Graphic
d) Is used export Graphic



13. What is this tool?
a) Selection tools
b) Line tools
c) Zoom tools
d) Constraint tools



16. ____ trims away a portion of the graphic, rather than reducing the size of the graphic
a) Sizing
b) Cropping
c) Zooming (d) Aligning

2. When the size of the window is less than maximum size, you can move the entire window by clicking the ____ and drag the mouse to a new position
a) Status bar (b) Menu bar
b) Title bar (c) All of the above

5. Using this tool we can draw
a) Closed Polygon
b) square
c) Circle
d) Rectangle



8. Wide orientation turn the page
a) 90 degree
b) 30 degree
c) 45 degree
d) 120 degree

11. While drawing polygon value 0% represents
a) No star
b) Bright star
c) Custom stroke (d) Rounded corner

14. In file menu 'Place' is used to ____
a) Place a pointer
b) Insert Graphic
c) Place a text
d) Export Graphic

17. ____ is use to select, move and resize text objects and graphics.
a) **Move Tool**
b) Pointer Tool
c) Line Tool (d) Text Tool

3. Which page size paper is used in the laser printer?
a) A4
b) Letter
c) Legal
d) All of the above

6. Which of the following are text flow options in PageMaker?
a) Standard
b) Auto flow
c) Semi- Auto flow (d) All of the above

9. Shortcut key for ____ is in Ctrl+]
a) Print page
b) Bring it to front
c) Zoom
d) None of the above

12. The ____ lets you magnify or reduce the display of any area in your publication
a) Crop tools
b) Dragging tools
c) Zoom tools (d) Find tools

15. Index entry is in
a) Type menu
b) Edit menu
c) Utilities menu
d) Hand menu

18. Palette is not visible, layer palette appears if we press
a) Ctrl + 6
b) Ctrl + 7
c) Ctrl + 8 (d) Ctrl + 9

19. The figure is used to

- a) Crop Graphics
- b) Insert Graphics
- c) Expand Graphics
- d) Rotate Graphics.**



22. The command controls the way text flows around and independent graphic element

- a) Element
- b) Embedding
- c) Clipboard (d) Textwrap**

28. Which of the following is not palette in PageMaker?

- a) Style Sheets**
- b) Control
- c) Colors
- (d) Document Layout

31. The full form of dpi is

- a) Dot per inch**
- b) Data per inch
- c) Document per Inch
- d) None of the above

34. To shortcut key for changing style or colour of the text

- a) Ctrl + H
- b) Ctrl + K
- c) Ctrl + I (d) Ctrl+ J**

37. Creating Book list is in

- a) Utilities menu**
- b) Edit menu
- c) View menu
- d) Type menu

20. The maximum magnification (zoom) of pagemaker

- a) 100%
- b) 200%
- c) 300%
- d) 400%**

23. What is this tool?

- a) Rotating object
- b) Duplicating object
- c) Coloring object
- d) Zooming Tool**



29. When you want to save the publication, Press _____

- a) Ctrl + K
- b) Ctrl + P
- c) Ctrl + S (d) Ctrl + Alt + N**

32. If you want to justify the text thing you have to do is

- a) Just press ctrl+j** (b) First use the mouse to highlight the text
- (c) First used pointer tools to highlight
- (d)None of the above

35. Spacing attribute related to _____

- a) Word space
- b) Letter space
- c) Both (a) & (b)**
- d) None of the above

21. Which one of the following controls the intensity of the color

- a) Fill
- b) Color
- c) Tint**
- d) Transparent

27. When Ctrl+T is pressed

- a) Character specification appears**
- b) Print Document appears
- c) Fill and stroke appears
- d) Hand tools appears

30. If you press the [command] key while your pointer contains loaded text, what happens:

- a) Nothing (b) The text is deleted
- b) The pointer becomes an Standard pointer
- c) The pointer becomes an Auto Flow pointer**

33. Press _____ to insert a tab at the insertion point

- a) Tab**
- b) Shift + Tab
- c) Ctrl + Tab
- (d) Ctrl + Alt + tab

36. In Page Maker when we copy a document, we _____ copy a style

- a) Cannot**
- b) Redefine to
- c) Automatically
- (d) Master page

Fundamental of Computer Q&A

July-Dec 2021

1. Data processing of a computer includes

- a) Capturing input data
- b) Manipulating data
- c) Managing output
- d) All of the above**

2. Choose the correct statement

- a) Computer has lack of concentration
- b) Computer is automatic machine**
- c) Computer has high IQ
- d) Computer has feelings

3. Who introduced stored program concept

- a) Bill Gates
- b) Charles Babbage
- c) Allan Turing
- d) John Von Neumann**

4. First Generation Computer falls in the year

- a) 1932-1942
- b) 1942-1955**
- c) 1955-1964
- c) 1901-1913

5. Third generation computers were manufactured using

- a) Vacuum tubes (b) Transistors
- b) ICs with SSI & MSI technology**
- c) ICs with VLSI technology

6. Full form of CPU is

- a) Central Processor Unit
- b) Central Processing Unit**
- c) Common Protocol Unit
- d) Common Processing Unit

7. A computer processor clock speed is measured in Ghz which stands for

- a) Gigahertz**
- b) Cycle per second
- c) Mbps
- (d) None of the above

8. The amount of data a storage unit can store is referred to as

- a) Storage Capacity**
- b) Measure of volatile
- c) Storage information
- (d) Access time

9. RAM stand for

- a) Random Access Memory**
- b) Random Only Memory
- c) Read Access Memory
- d) Random Accurate Memory

10. A kilobytes equals

- a) 1024 Bits
- b) 10000 Bytes
- c) 1024 Bytes**
- d) 10 Bytes

11 The limitation of a primary storage memory is

- a)Slow speed
- b)Limited Capacity**
- c)Non Volatile
- (d) All of the above

12. Which of the following is secondary storage device

- a) RAM
- b) ROM
- c) Hard Disk**
- (d) None of the above

13. The process of creating a copy of some important data is also known as

- a) Storage savings
- b) File reserve
- c) Data File Keeping**
- (d) **Data Backup**

14 Which of the following is not a magnetic storage device?

- a) Floppy Disk
- b) Hard Disk
- c) DVD**
- (d) None of the above

15. A rate at which a computer read/write data from/to a memory is known as

- a) Writing speed
- b) Memory speed
- c) Transfer Rate**
- (d) Download speed

16. A device that accepts data from outside worlds and translate them into a form computer can interpreted is known as

- a) Input Device**
- (b)Output Device
- b) Printer
- (d)Monitor

17. Which of the following is an output device?

- a) Mouse
- b) Scanner
- c) Printer**
- d) Digitizer

18. Which of the following is the most popular soft-copy output device?

- a) Mobile phone
- b) LCD
- c) Television**
- (d) **Monitor**

19. Which among the following printing device prints one character at a time?

- a) Laser Printer
- b) Inkjet Printer
- c) **Dot-Matrix Printer**
- d) Drum Printer

22. A firmware refers to sequence of instruction substituted for

- a) Operating System
- b) **Hardware**
- c) Application Software (d) None of the above

25. Which programming language use alpha mnemonic code?

- a) High Level Language
- b) Compiler Language
- c) Middle Language (d) **Assembly Language**

28. Which of the following Computer is smallest in term of form factor and size

- a) Tower PC
- b) **Notebook Computer**
- c) Work Station (d) Desktop Computer

31. The features of Tablet PC includes

- a) Light weight
- b) Hand writing recognition
- c) Voice recognition
- d) **All of the above**

34. Which Amendment Bill of ITA-2000 allow restricted monitoring of all electronic communication?

- a) IT Acts 2000 Amendments Bill 2006
- b) **IT Acts 2000 Amendments Bill 2008**
- c) IT Acts 2000 Amendments Bill 2016
- d) None of the above

20. Group of Program that solve specific Program is called

- a) **Software package**
- b) Middleware
- c) Operating System
- d) Linux

23. Which of the following software is not application software

- a) Database Software
- b) **Operating System**
- c) Microsoft Word (d) Design Software

26. A language directly understood by a computer is known as

- a) **Machine Language**
- b) Binary language
- c) Code Language (d) Digits Language

29. Full form of LCD is

- a) Logic Crystal Display
- b) Logical Circuit Display
- c) Liquid Circuit Display
- d) **Liquid Crystal Display**

32. IPR stands for

- a) Industrial Property Right
- b) Industrial Publication Right
- c) **Intellectual Property Right**
- d) Intellectual Publication Right

21. . Software's are broadly classified into two categories, such as System Software and __

- a) Operating Software
- b) Processing Software
- c) Free Software
- d) **Application Software**

24. A machine oriented language of a computer use strings of binary which are

- a) 100's and 1000's
- b) 1's and 01's
- c) **0's and 1's**
- (d) None of the above

27. The main advantages of High Level Language is

- a) **Easier to learn and use**
- b) Directly understood by human
- c) Inexpensive to develop (d) None of the above

30 What type of computer system is usually used by aerospace industry to simulate airflow?

- a) **Supercomputer**
- b) Personal PC
- c) PDA
- d) MAC Book Pro

33. The ITA 2000 consist of 94 section and

- a) 14 Schedules
- b) 4 Parts
- c) 14 Articles
- d) 4 Schedules

34. Which of the following is application of Information Technology(IT)?

- a) Accounting and Banking
- b) Computer Aided manufacture
- c) Data Analysis
- d) **All of the above**

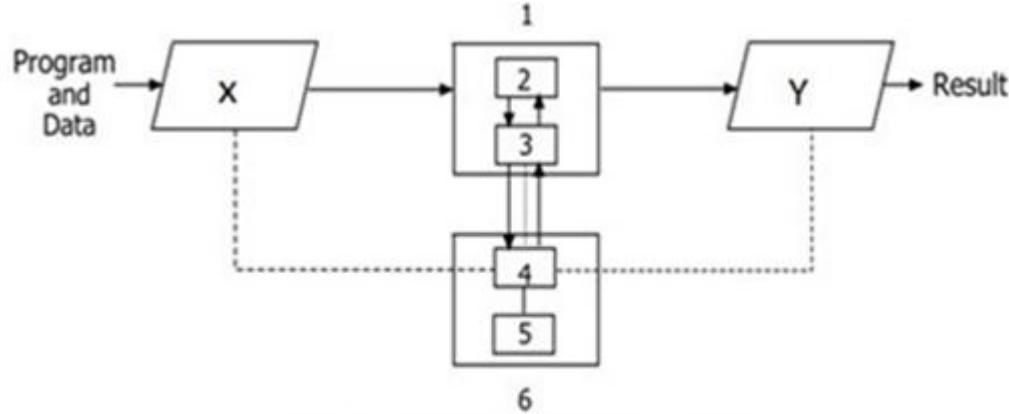


Fig: Basic Organisation of Computer System

Both unit 4 and 5 together represent	Which Unit is known as Control Unit	Unit 1 in the Diagram represents	Unit Y Represent	Which Unit represents Secondary Storage
a) CPU b) Control Unit c) Storage Unit d) None of the	a) 4 b) 5 c) 6 d) 1	a) CPU b) Control Unit c) Storage Unit d) ALU	a) Input Unit b) Output Unit c) I/O Unit d) Monitor Unit	a) 4 and 5 b) 3 c) 5 d) 2

Information Technology Q&A

July-Dec 2021

1. The maximum speed of Modem is:

- a) 32 Kbps
- b) 56 Kbps**
- c) 64 Kbps
- d) 128 Kbps

2. Whenever a user opens any website, the main page is called

- a) Home page**
- b) Backend page
- c) Dead-end page
- d) Front page

3. A communication port is used to?

- a) Communicate with hard disk
- b) Download files
- c) Communicate with other computer peripherals**
- d) None of the above

4. Video conference is also known as.

- a) Live telecast
- b) Streaming**
- c) Whiteboard application
- d) Chatting

5. A program that helps the user to navigate the World Wide Web is?

- a) Search Engine b) Google
- b) Programming
- c) Web browser**

6. The world's largest electronics discussion forum is

- a) WhatsApp b) Facebook
- c) Usenet
- d) All of the above**

7. Which one of the following is a valid IP address?

- a) 344.13.565.60 b) 199.198.440.12
- c) 1.666.225.465
- d) 192.168.40.100**

8. A browser is a program that helps the user to navigate the

- a) www b) hyperlinks
- b) LAN
- c) ARPANET

9. The full form of NVT is

- a) Network Virtual Terminal**
- b) Network view Terminal
- c) Net View Technology
- d) Network Virtual Topology

10. Computer that holds the file for one or more website is?

- a) Server**
- b) Excite
- c) Hyperlink
- d) Internet

11. Unauthorized access to computer system is called

- a) Hashing
- b) Hacking**
- c) Cyber crime
- c) Trespassing

12. E-mail was started in the year.

- a) 1990
- b) 1970**
- c) 1973
- d) 1979

13. The internet expanding rate of per month is

- a) 26%
- b) 33%
- c) 16%**
- d) 12%

14. How many types of hyperlinks are?

- a) One
- b) Two
- c) Three
- d) Four**

15. A computer virus is a

- a) Hardware
- b) Software**
- c) Bacteria
- d) Freeware

16. Which one of the following is NOT included in the syntax of an email?

- a) Character**
- b) Space
- c) Number
- d) Full stop

17. Text hyperlinks are generally denoted in

- a) Red color and underlined
- b) Green color and underlined**
- c) Black color and underlined
- d) Blue color and underlined

18. Connections to the backbone are made by

- a) ISPs**
- b) ARPANET
- c) LAN
- d) Internet

19. The most common service of the internet is -

- a) e-mail
- b) Publishing
- c) Printing
- d) None of the above

22. Default port for HTTP:

- a) 23
- b) **80**
- c) 21
- d) 25

25. Modem connecting to a single modem among a bank of modems at ISP, this connection is called?

- a) **Broadband**
- b) Least
- c) Dedicated
- d) Dial-up

28. Buying and selling items online is called

- a) Commerce on the internet
- b) Online shopping
- c) **E-commerce**
- d) Net surfing

31. Which one of the following is not the web browser?

- a) Lynx
- b) Netscape Navigator
- c) **Google**
- d) Mosaic

34. Which one of the following refers to the study of structure?

- a) Elements
- b) Anatomy
- c) **Protocol**
- d) None of the above

20. Network of networks is called-

- a) Google
- b) LAN
- c) **Internet**
- d) None of the above

23. To read incoming mail choose

- a) Spam
- b) Draft
- c) Outbox
- d) **Inbox**

26. IRC full form is -

- a) Internet Random Chat
- b) **Internet Relay Chat**
- c) Internet Relay Channel
- d) Internet Remote Chat

29. A good firewall system should be

- a) Flexible
- b) **Excellent**
- c) Expected
- d) Good

32. Which of the following networking solution is suitable for networking in a building?

- a) WAN b) MAN
- b) LAN c) All of the above

35. The communication protocol used by the Internet is __

- a) TCP/IP
- b) Hyperlink
- c) HTTP
- d) FTP.

21. The uppermost section of an e-mail is

- a) Footer
- b) **Top-level**
- c) Header
- d) Margin

24. HTTP Stands for

- a) Hyper Text Transmission Protocol
- b) Hyper Text Transport Protocol
- c) **Hyper Text Transfer Protocol**
- d) None of the above

27. A set of rules for exchanging information on the inter is called

- a) Law over Internet
- b) **Internet Protocol**
- c) Internet Act
- d) Client-Server

30. The most common form of security is

- a) **Password**
- b) Thumb print
- c) Face scan
- d) Voice

33. ISP stand for

- a) Internet Standard Program
- b) Internet System Port
- c) Internet System Plan
- d) **Internet Service Provider**

36. Moving a file from one's own computer to a remote computer is known as

- a) **Uploading**
- b) Downloading
- c) Cutting
- d) Copying

37. Communications that do not waste the user's time are considered as

- a) **Time management**
- b) Reliable ISP
- c) Good communication
- d) Good netiquette

38. Poor Grammar and Spell Error, Junk Mails and Harsh Language are the nature of

- a) **Poor Netiquette**
- b) Poor signal
- c) TCP
- d) Good signal

39. Website is a collection of

- a) HTML documents
- b) Graphics files
- c) Audio and files
- d) All of the above**

40. SMTP stands for

- a) Simple Mail Transport Protocol
- b) Simple Mail Transfer Process
- c) Simple Mail Transfer Port
- d) Simple Mail Transfer Protocol**

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- c) **Protocol**
- d) None of the above

20. Network of networks is called-

- a) Google
- b) LAN
- c) **Internet**
- d) None of the above

23. To read incoming mail choose

- a) Spam
- b) Draft
- c) Outbox
- d) **Inbox**

26. IRC full form is -

- a) Internet Random Chat
- b) **Internet Relay Chat**
- c) Internet Relay Channel
- d) Internet Remote Chat

29. A good firewall system should be

- a) Flexible
- b) **Excellent**
- c) Expected
- d) Good

32. Which of the following networking solution is suitable for networking in a building?

- a) WAN b) MAN
- b) LAN c) All of the above

35. The communication protocol used by the Internet is __

- a) TCP/IP
- b) Hyperlink
- c) HTTP
- d) FTP.

21. The uppermost section of an e-mail is

- a) Footer
- b) **Top-level**
- c) Header
- d) Margin

24. HTTP Stands for

- a) Hyper Text Transmission Protocol
- b) Hyper Text Transport Protocol
- c) **Hyper Text Transfer Protocol**
- d) None of the above

27. A set of rules for exchanging information on the inter is called

- a) Law over Internet
- b) **Internet Protocol**
- c) Internet Act
- d) Client-Server

30. The most common form of security is

- a) **Password**
- b) Thumb print
- c) Face scan
- d) Voice

33. ISP stand for

- a) Internet Standard Program
- b) Internet System Port
- c) Internet System Plan
- d) **Internet Service Provider**

36. Moving a file from one's own computer to a remote computer is known as

- a) **Uploading**
- b) Downloading
- c) Cutting
- d) Copying

37. Communications that do not waste the user's time are considered as

- a) **Time management**
- b) Reliable ISP
- c) Good communication
- d) Good netiquette

38. Poor Grammar and Spell Error, Junk Mails and Harsh Language are the nature of

- a) **Poor Netiquette**
- b) Poor signal
- c) TCP
- d) Good signal

39. Website is a collection of

- a) HTML documents
- b) Graphics files
- c) Audio and files
- d) All of the above**

40. SMTP stands for

- a) Simple Mail Transport Protocol
- b) Simple Mail Transfer Process
- c) Simple Mail Transfer Port
- d) Simple Mail Transfer Protocol**

Computer Graphics Q&A

July-Dec 2021

1. Full form of DUST is

- a) Direct view storage tube
- b) Domain view storage tube
- c) Direct view store tube
- d) None of the above**

4. Save as

- a. Allows you to save a file with a file name**
- b. Allows you to save the current opened file without providing a filename
- c. Both (a) and (b)
- (d) None of the above

7. To protect part of layer from being edited is

- a) Masking
- b) Grouping
- c) Layering
- d) Locking**

10. Render filter creates which shapes of the following?

- a) 5D
- b) 1D
- c) 3D**
- d) 7D

13. Small dots of individual colors that appear on the screen is -

- a) Image
- b) Pixels**
- c) Picture
- (d) Dots

16. Area selected in an image refers to

- a) Selection**
- b) Merging
- c) Feathering
- d) None of the above

2. To rotate the image 180 degree _____

- a) **Image>Image Rotation?1800**
- b) Image>Transform>1800
- c) View>Rotate>1800
- d) Edit>Transform>Rotate 1800

5. To duplicate layer, you would

- a) Drag the layer to the new layer icon and release it
- b) Layer > Duplicate layer**
- c) Right click on the image and select duplicate layer
- d) Create new layer and set as duplicate

8. What is File Extension in Photoshop?

- a) Bmp
- b) Tiff
- c) Psd**
- d) Txt

11. 'Vector images'are

- a) Non scalable
- b) Scalable**
- c) Both(a)and(b)
- d) None of the above

14. PPI means-

- a) Picture Per Inch
- b) Pixel Point Inch
- c) Pixel Per Ink
- d) Pixel Per Inch**

17. The filter breaks up an image into

- a) Cube
- b) Circle
- c) Triangle
- d) Squares**

3. Verification of username and password is known as

- a) Configuration
- b) Accessibility
- c) Authenticating**
- d) Logging in

6. Pixel refers to

- a) Picture elements**
- b) Can be both
- c) Picture-excel
- d) None of the above

9. PNG stands for

- a) Photoshop Network Graphics
- b) Portable Network Graphic**
- c) Pixel Null Gray
- d) Photoshop Network Group

12. Exact copy of a layer refers to

- a) Copy paste
- b) Cloning
- c) Modify
- d) Duplicate**

15. Brightness and contrast values ranges between

- a) -100 to +100
- b) -200 to +200
- c) 0 to 100
- (d) 0 to 360

18. Which one enables you to view the tonal and color information about image

- a) Histogram**
- b) Hue
- c) Saturation
- d) Layer

19. The resolution of raster image is?

- a) 27-69 ppi
- b) 72 – 69 ppi
- c) 72-96 ppi
- d) 45-90 ppi

22. To soften or sharpen the specific areas of an image is done with

- a) Blur
- b) Scalar
- c) Vector or Raster
- d) **Sponge**

25. Photoshop keep track all your edit in the

- a) **History Palette**
- b) Layer
- c) Tool box
- d) None of the above

28. In order to hide a layer, _____ icon has to be selected

- a) Tray
- b) **Eye**
- c) Preset (d) Palette

31. SVG full form is

- a) **Scalable Vector Graphics**
- b) Screenable Vector Graphics
- c) Selective Vector Graphics
- d) None of the above

34. Which file format that allows you to exchange raster graphic images between application programs

- a) JPEG (b)TIFF
- b) PNG** (d)PSD

20. RGB stands for

- a) Red Green Black
- b) Red Green Blue**
- c) Red Green Brown
- d) None of the above

23. The image supported by Photoshop are

- a) File
- b) Raster and JPEG
- c) TIFF and png**
- d) Raster and Vector

26. Curves specify the intensity values of pixels on scale

- a) **0-255**
- b) 1-255
- c) 10-255
- d) 0-256

29. Computer graphics was first used by:

- a) William Fetter in 1960
- b) James Fetter in 1969
- c) James Gosling in 1991
- b) John Taylor in 1980.**

32. Protecting the element of an image is?

- a) Preventing
- b) Blocking
- c) Locking
- d) All of the above**

35. Masks are stored as how many bits?

- a) 2
- b) 8
- c) 4
- d) 16**

21. The refresh rate below which a picture flickers is?

- a) 5
- b) 10
- c) 20
- d) 25**

24. Which one of the following is NOT include in artistic filter

- a) Neon glow
- b) Brush stroke**
- c) Plastic wrap (d) Film gray

27. In Photoshop, at the most how many alpha channels can create in an image?

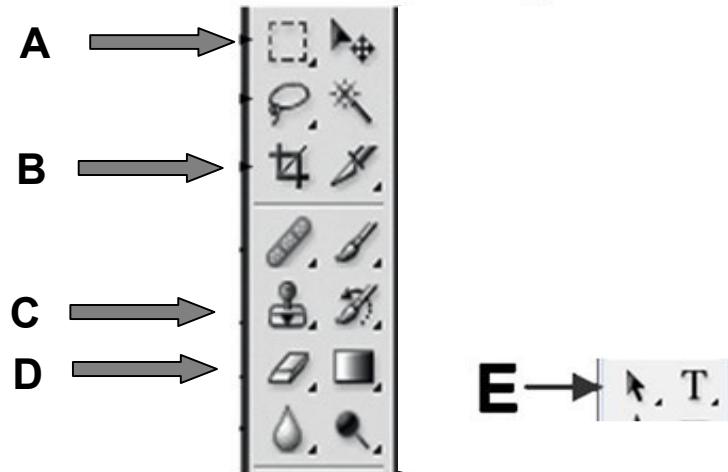
- a) 20
- b) 22
- c) 24 (d)26**

30. Which of these formats support Transparency?

- a) jpeg
- b) png**
- c) gif
- d) jpg

33. Which of these color models is not in Photoshop?

- a) RGB
- b) LAB
- c) CMYK (d)HSB**



Label A is

- a) Marque tool
- b) Slice
- c) Zoom
- d) Magic wand

Label B is

- a) Crop
- b) Marque tool
- c) Zoom
- d) Slice

Label C is

- a) Crop tool
- b) Healing brush
- c) Zoom
- d) Clone stump**

Label D is

- a) Eraser tool
- b) Slice
- c) Blur
- d) Healing brush

Label E is

- a) Move**
- b) Path selection tool
- c) Pencil
- d) Magic wand

Desktop Publishing Q&A

July-Dec 2021

1. What is the character to be shortened to its normal shape and display something below its location?

- a) Superscript
- b) Drop Cap
- c) **Subscript**
- (d) Alignment

4. Ctrl +R is used for

- a) Displaying the menu
- b) Displaying the rulers**
- c) Displaying the text
- d) None of the above

7. Using line tools we can draw lines at __ angle

- a) 90 degree
- b) 0 degree
- c) 180 degree
- d) Any degree**

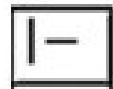
10. What is this tool?

- a) Is used crop Graphic
- b) Is used scroll the page**
- c) Is used insert Graphic
- d) Is used export Graphic



13. What is this tool?

- a) Selection tools
- b) Line tools
- c) Zoom tools
- d) Constraint tools**



16. ____ trims away a portion of the graphic, rather than reducing the size of the graphic

- a) Sizing
- b) Cropping**
- c) Zooming
- (d) Aligning

2. When the size of the window is less than maximum size, you can move the entire window by clicking the ____ and drag the mouse to a new position

- a) Status bar
- (b) Menu bar
- b) Title bar**
- c) All of the above

5. Using this tool we can draw

- a) Closed Polygon
- b) square
- c) Circle**
- d) Rectangle



8. Wide orientation turn the page

- a) 90 degree**
- b) 30 degree
- c) 45 degree
- d) 120 degree

11. While drawing polygon value 0% represents

- a) No star**
- b) Bright star
- c) Custom stroke
- (d) Rounded corner

14. In file menu 'Place' is used to ____

- a) Place a pointer
- b) Insert Graphic**
- c) Place a text
- d) Export Graphic

17. ____ is use to select, move and resize text objects and graphics.

- a) Move Tool**
- b) Pointer Tool
- c) Line Tool
- (d) Text Tool

3. Which page size paper is used in the laser printer?

- a) A4
- b) Letter
- c) Legal
- d) All of the above**

6. Which of the following are text flow options in PageMaker?

- a) Standard
- b) Auto flow**
- c) Semi- Auto flow
- (d) All of the above

9. Shortcut key for ____ is in Ctrl+]

- a) Print page
- b) Bring it to front
- c) Zoom
- d) None of the above**

12. The ____ lets you magnify or reduce the display of any area in your publication

- a) Crop tools
- b) Dragging tools
- c) Zoom tools**
- (d) Find tools

15. Index entry is in

- a) Type menu
- b) Edit menu
- c) Utilities menu**
- d) Hand menu

18. Palette is not visible, layer palette appears if we press

- a) Ctrl + 6
- b) Ctrl + 7
- c) Ctrl + 8**
- (d) Ctrl + 9

19. The figure is used to

- a) Crop Graphics
- b) Insert Graphics
- c) Expand Graphics
- d) Rotate Graphics.**



22. The command controls the way text flows around and independent graphic element

- a) Element
- b) Embedding
- c) Clipboard (d) Textwrap**

28. Which of the following is not palette in PageMaker?

- a) Style Sheets**
- b) Control
- c) Colors
- (d) Document Layout

31. The full form of dpi is

- a) Dot per inch**
- b) Data per inch
- c) Document per Inch
- d) None of the above

34. To shortcut key for changing style or colour of the text

- a) Ctrl + H
- b) Ctrl + K
- c) Ctrl + I (d) Ctrl+ J**

37. Creating Book list is in

- a) Utilities menu**
- b) Edit menu
- c) View menu
- d) Type menu

20. The maximum magnification (zoom) of pagemaker

- a) 100%
- b) 200%
- c) 300%
- d) 400%**

23. What is this tool?

- a) Rotating object
- b) Duplicating object
- c) Coloring object
- d) Zooming Tool**



29. When you want to save the publication, Press _____

- a) Ctrl + K
- b) Ctrl + P
- c) Ctrl + S (d) Ctrl + Alt + N**

32. If you want to justify the text thing you have to do is

- a) Just press ctrl+j** (b) First use the mouse to highlight the text
- (c) First used pointer tools to highlight
- (d) None of the above

35. Spacing attribute related to _____

- a) Word space
- b) Letter space
- c) Both (a) & (b)**
- d) None of the above

21. Which one of the following controls the intensity of the color

- a) Fill
- b) Color
- c) Tint**
- d) Transparent

27. When Ctrl+T is pressed

- a) Character specification appears**
- b) Print Document appears
- c) Fill and stroke appears
- d) Hand tools appears

30. If you press the [command] key while your pointer contains loaded text, what happens:

- a) Nothing (b) The text is deleted
- b) The pointer becomes an Standard pointer
- c) The pointer becomes an Auto Flow pointer**

33. Press _____ to insert a tab at the insertion point

- a) Tab**
- b) Shift + Tab
- c) Ctrl + Tab
- (d) Ctrl + Alt + tab

36. In Page Maker when we copy a document, we _____ copy a style

- a) Cannot**
- b) Redefine to
- c) Automatically
- (d) Master page

Fundamental of Computer Q&A

July-Dec 2021

1. Data processing of a computer includes

- a) Capturing input data
- b) Manipulating data
- c) Managing output
- d) All of the above**

2. Choose the correct statement

- a) Computer has lack of concentration
- b) Computer is automatic machine**
- c) Computer has high IQ
- d) Computer has feelings

3. Who introduced stored program concept

- a) Bill Gates
- b) Charles Babbage
- c) Allan Turing
- d) John Von Neumann**

4. First Generation Computer falls in the year

- a) 1932-1942
- b) 1942-1955**
- c) 1955-1964
- c) 1901-1913

5. Third generation computers were manufactured using

- a) Vacuum tubes (b) Transistors
- b) ICs with SSI & MSI technology**
- c) ICs with VLSI technology

6. Full form of CPU is

- a) Central Processor Unit
- b) Central Processing Unit**
- c) Common Protocol Unit
- d) Common Processing Unit

7. A computer processor clock speed is measured in Ghz which stands for

- a) Gigahertz**
- b) Cycle per second
- c) Mbps
- (d) None of the above

8. The amount of data a storage unit can store is referred to as

- a) Storage Capacity**
- b) Measure of volatile
- c) Storage information
- (d) Access time

9. RAM stand for

- a) Random Access Memory**
- b) Random Only Memory
- c) Read Access Memory
- d) Random Accurate Memory

10. A kilobytes equals

- a) 1024 Bits
- b) 10000 Bytes
- c) 1024 Bytes**
- d) 10 Bytes

11 The limitation of a primary storage memory is

- a)Slow speed
- b)Limited Capacity**
- c)Non Volatile
- (d) All of the above

12. Which of the following is secondary storage device

- a) RAM
- b) ROM
- c) Hard Disk**
- (d) None of the above

13. The process of creating a copy of some important data is also known as

- a) Storage savings
- b) File reserve
- c) Data File Keeping**
- (d) **Data Backup**

14 Which of the following is not a magnetic storage device?

- a) Floppy Disk
- b) Hard Disk
- c) DVD**
- (d) None of the above

15. A rate at which a computer read/write data from/to a memory is known as

- a) Writing speed
- b) Memory speed
- c) Transfer Rate**
- (d) Download speed

16. A device that accepts data from outside worlds and translate them into a form computer can interpreted is known as

- a) Input Device**
- (b)Output Device
- b) Printer
- (d)Monitor

17. Which of the following is an output device?

- a) Mouse
- b) Scanner
- c) Printer**
- d) Digitizer

18. Which of the following is the most popular soft-copy output device?

- a) Mobile phone
- b) LCD
- c) Television**
- (d) **Monitor**

19. Which among the following printing device prints one character at a time?

- a) Laser Printer
- b) Inkjet Printer
- c) **Dot-Matrix Printer**
- d) Drum Printer

22. A firmware refers to sequence of instruction substituted for

- a) Operating System
- b) **Hardware**
- c) Application Software (d) None of the above

25. Which programming language use alpha mnemonic code?

- a) High Level Language
- b) Compiler Language
- c) Middle Language (d) **Assembly Language**

28. Which of the following Computer is smallest in term of form factor and size

- a) Tower PC
- b) **Notebook Computer**
- c) Work Station (d) Desktop Computer

31. The features of Tablet PC includes

- a) Light weight
- b) Hand writing recognition
- c) Voice recognition
- d) **All of the above**

34. Which Amendment Bill of ITA-2000 allow restricted monitoring of all electronic communication?

- a) IT Acts 2000 Amendments Bill 2006
- b) **IT Acts 2000 Amendments Bill 2008**
- c) IT Acts 2000 Amendments Bill 2016
- d) None of the above

20. Group of Program that solve specific Program is called

- a) **Software package**
- b) Middleware
- c) Operating System
- d) Linux

23. Which of the following software is not application software

- a) Database Software
- b) **Operating System**
- c) Microsoft Word (d) Design Software

26. A language directly understood by a computer is known as

- a) **Machine Language**
- b) Binary language
- c) Code Language (d) Digits Language

29. Full form of LCD is

- a) Logic Crystal Display
- b) Logical Circuit Display
- c) Liquid Circuit Display
- d) **Liquid Crystal Display**

32. IPR stands for

- a) Industrial Property Right
- b) Industrial Publication Right
- c) **Intellectual Property Right**
- d) Intellectual Publication Right

21. . Software's are broadly classified into two categories, such as System Software and __

- a) Operating Software
- b) Processing Software
- c) Free Software
- d) **Application Software**

24. A machine oriented language of a computer use strings of binary which are

- a) 100's and 1000's
- b) 1's and 01's
- c) **0's and 1's**
- (d) None of the above

27. The main advantages of High Level Language is

- a) **Easier to learn and use**
- b) Directly understood by human
- c) Inexpensive to develop (d) None of the above

30 What type of computer system is usually used by aerospace industry to simulate airflow?

- a) **Supercomputer**
- b) Personal PC
- c) PDA
- d) MAC Book Pro

33. The ITA 2000 consist of 94 section and

- a) 14 Schedules
- b) 4 Parts
- c) 14 Articles
- d) 4 Schedules

34. Which of the following is application of Information Technology(IT)?

- a) Accounting and Banking
- b) Computer Aided manufacture
- c) Data Analysis
- d) **All of the above**

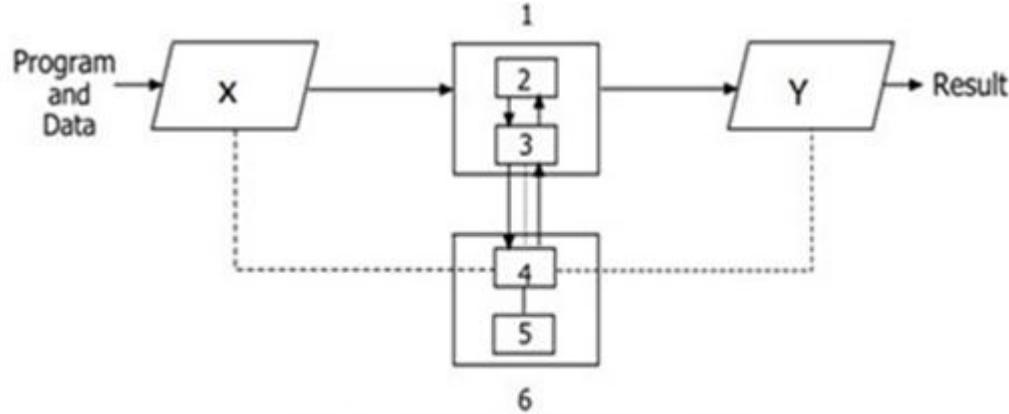


Fig: Basic Organisation of Computer System

Both unit 4 and 5 together represent	Which Unit is known as Control Unit	Unit 1 in the Diagram represents	Unit Y Represent	Which Unit represents Secondary Storage
a) CPU b) Control Unit c) Storage Unit d) None of the	a) 4 b) 5 c) 6 d) 1	a) CPU b) Control Unit c) Storage Unit d) ALU	a) Input Unit b) Output Unit c) I/O Unit d) Monitor Unit	a) 4 and 5 b) 3 c) 5 d) 2

Office Automation Q&A

July-Dec 2021

1. Which of the following is an absolute cell reference?

- a) !A!1
- b) \$A\$1
- c) #a#1
- d) A1

2. When you want to insert a blank Embedded excel object in a word document you can

- a) Click the object command on the insert menu
- b) Click the office links button on the standard toolbar
- c) Click the create worksheet button on the formatting toolbar
- d) Click the import excel command on the file menu

3. Which of the following methods cannot be used to edit the contents of a cell?

- a) Press the Alt key
- b) Clicking the formula bar
- c) Pressing the F2 key
- d) Double clicking the cell

4. Which of the following is not a valid data type in excel

- a) Number
- b) Character
- c) Label
- d) Date/time

5. The numbers in our worksheet look like this: 1000. You want them to look like this: Rs. 1,000. How can you accomplish this?

- a) Not Possible
- b) Select Format > Money from the menu
- c) Click the Currency Style button in the Number format Box.
- c) None of the above

6. The Paste Special command lets you copy and paste:

- a) Multiply the selection by a copied value
- b) Cell comments
- c) Formatting options
- c) The resulting values of a formula instead of the actual formula

7. Which of the following is a correct order of precedence in formula calculation?

- a) Exponentiation, Multiplication and division, positive and negative values
- b) Multiplication and division, positive and negative values, addition and subtraction
- c) Addition and subtraction, positive and negative values, exponentiation
- d) All of the above

8. A circular reference is

- a) Geometric modeling tool
- b) A cell that points to a drawing object
- c) A formula that either directly or indirectly depends on itself
- d) Always erroneous

9. You can use the format painter multiple times before you turn it off by

- a) You can use the format painter button only one time when you click it
- b) Double clicking the format painter button
- c) Pressing the Ctrl key and clicking the format painter button
- d) Pressing the Alt key and clicking the format painter button

10. An excel workbook is a collection of

- a) Workbooks
- b) Worksheets
- c) Charts
- d) Worksheets and charts

11. Excel files have a default extension of

- a) Xlsx
- b) Xlw
- c) Wk1
- d) 123

12. Status indicators are located on the

- a) Vertical scroll bar
- b) Horizontal scroll bar
- c) Formula bar
- d) Status bar

13. To create a formula, you can use:

- a) Values but not cell references
- b) Cell references but not values
- c) Values or cell references although not both at the same time
- d) Value and cell references

14. To hold row and column titles in place so that they do not scroll when you scroll a worksheet click the

- a) Unfreeze panes command on the window menu
- c) Hold titles command on the edit menu
- b) Freeze panes command on the View menu
- d) Split command on the window menu

15. PowerPoint presentations are widely used as

- a) Note outlines for teachers
- b) Project presentations by students
- c) Communication of planning
- d) All of the above

16. In slide layout panel how many layouts are available for text layout by default?

- a) 4
- b) 7
- c) 12
- d) None of the above

19. What feature will you use to apply motion effects in between a slide exits and another enters?

- a) **Slide Transition**
- b) Slide Design
- c) Animation Objects
- d) Animation Scheme

22. To insert a hyperlink in a slide

- a) Choose Insert >> Hyperlink
- b) Press Ctrl + K
- c) Hyperlinks can't be inserted in slides
- d) Both (a) & (b)**

25. Which command brings you to the first slide in your presentation?

- a) Next slide button
- b) Page up
- c) **Ctrl + Home**
- d) Ctrl + End

28. How can you get your photo album slide show to play continuously?

- a) Use random slide transition
- b) Launch an online broadcast
- c) Loop continuously**
- d) All of the above

31. Bold, Italic, Regular are known as

- a) Font styles**
- b) Font effects
- c) Word art
- d) Text effects

17. What lets you to create new presentation by selecting ready-made font color and graphics effects?

- a) Presentation Template
- b) Master Slide
- c) Design Template**
- d) Animation Scheme

20. Which short cut key inserts a new slide in current presentation?

- a) Ctrl+N
- b) Ctrl+M**
- c) Ctrl+S
- d) All of the above

23. Which option on the custom animation task pane allows you to apply a preset or custom motion path?

- a) Add effect
- b) Emphasis**
- c) Animate now
- d) All of the above

26. The PowerPoint view that displays only text (title and bullets) is

- a) Slide show
- b) Slide sorter view**
- c) Notes page view
- d) Outline view

29. MS-Word automatically moves the text to the next line when it reaches the right edge of the screen and is called?

- a) Carriage Return
- b) Enter
- c) Word Wrap**
- d) None of the above

18. What PowerPoint feature will you use to apply motion effects to different objects of a slide?

- a) Slide Transition
- b) Slide Design
- c) Animation Objects**
- d) Animation Scheme

21. From which menu you can access Picture, Test Box, Chart etc?

- a) File
- b) Edit
- c) Insert**
- d) View

24. Which of the following is the default page setup orientation of slide in PowerPoint

- a) Vertical
- b) Landscape**
- c) Portrait
- d) None of the above

27. The slide that is used to introduce a topic and set the tone for the presentation is called the

- a) Table slide
- b) Graph slide
- c) Bullet slide**
- d) Title slide

30. Shimmer, Sparkle text, Blinking background etc. are known as

- a) Font styles
- b) Font effects
- c) Word art**
- d) Text effects

33. The column command is located on the

- a) Insert
- b) Home
- c) View
- d) Page Layout**

32. Where should you go to activate the ruler on your document?

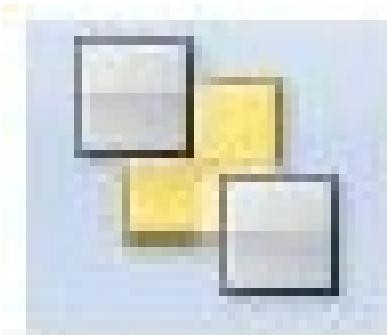
- a) View >> toolbars
- b) File >> Open
- c) View >> Ruler**
- d) Insert >> Reference

34. How many margins are there on a page?

- a) Two (header and footer)
- b) Four (top, bottom, right and left)**
- c) Two (landscape and portrait)
- d) Four (center, top, left and bottom)

35. What is the use of Document Map?

- a) To quickly format the document
- b) To quickly print required page
- c) To quickly navigate the document**
- d) To quickly correct spelling mistakes



36. The picture represents

- a) Group**
- b) Arrange
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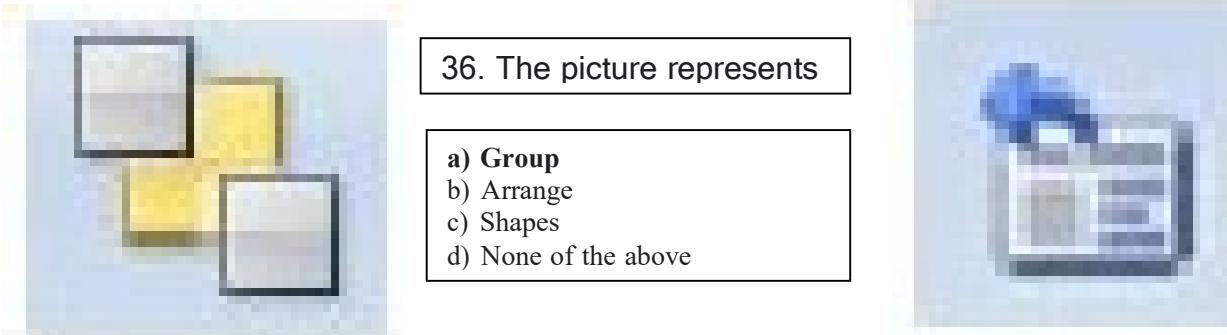
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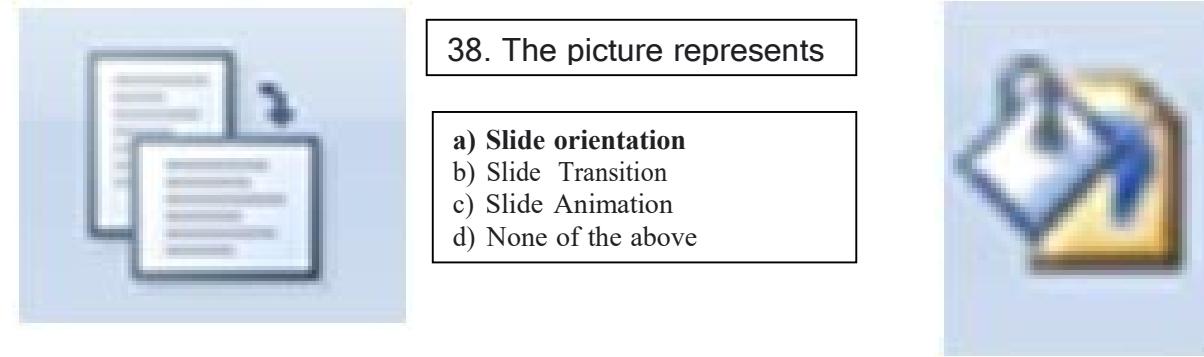
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July-Dec 2021

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- b) COP
- c) CHNGDES**
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Office Automation Q&A

July-Dec 2021

1. Which of the following is an absolute cell reference?

- a) !A!1
- b) \$A\$1
- c) #a#1
- d) A1

2. When you want to insert a blank Embedded excel object in a word document you can

- a) Click the object command on the insert menu
- b) Click the office links button on the standard toolbar
- c) Click the create worksheet button on the formatting toolbar
- d) Click the import excel command on the file menu

3. Which of the following methods cannot be used to edit the contents of a cell?

- a) Press the Alt key
- b) Clicking the formula bar
- c) Pressing the F2 key
- d) Double clicking the cell

4. Which of the following is not a valid data type in excel

- a) Number
- b) Character
- c) Label
- d) Date/time

5. The numbers in our worksheet look like this: 1000. You want them to look like this: Rs. 1,000. How can you accomplish this?

- a) Not Possible
- b) Select Format > Money from the menu
- c) Click the Currency Style button in the Number format Box.
- c) None of the above

6. The Paste Special command lets you copy and paste:

- a) Multiply the selection by a copied value
- b) Cell comments
- c) Formatting options
- c) The resulting values of a formula instead of the actual formula

7. Which of the following is a correct order of precedence in formula calculation?

- a) Exponentiation, Multiplication and division, positive and negative values
- b) Multiplication and division, positive and negative values, addition and subtraction
- c) Addition and subtraction, positive and negative values, exponentiation
- d) All of the above

8. A circular reference is

- a) Geometric modeling tool
- b) A cell that points to a drawing object
- c) A formula that either directly or indirectly depends on itself
- d) Always erroneous

9. You can use the format painter multiple times before you turn it off by

- a) You can use the format painter button only one time when you click it
- b) Double clicking the format painter button
- c) Pressing the Ctrl key and clicking the format painter button
- d) Pressing the Alt key and clicking the format painter button

10. An excel workbook is a collection of

- a) Workbooks
- b) Worksheets
- c) Charts
- d) Worksheets and charts

11. Excel files have a default extension of

- a) Xlsx
- b) Xlw
- c) Wk1
- d) 123

12. Status indicators are located on the

- a) Vertical scroll bar
- b) Horizontal scroll bar
- c) Formula bar
- d) Status bar

13. To create a formula, you can use:

- a) Values but not cell references
- b) Cell references but not values
- c) Values or cell references although not both at the same time
- d) Value and cell references

14. To hold row and column titles in place so that they do not scroll when you scroll a worksheet click the

- a) Unfreeze panes command on the window menu
- c) Hold titles command on the edit menu
- b) Freeze panes command on the View menu
- d) Split command on the window menu

15. PowerPoint presentations are widely used as

- a) Note outlines for teachers
- b) Project presentations by students
- c) Communication of planning
- d) All of the above

16. In slide layout panel how many layouts are available for text layout by default?

- a) 4
- b) 7
- c) 12
- d) None of the above

19. What feature will you use to apply motion effects in between a slide exits and another enters?

- a) **Slide Transition**
- b) Slide Design
- c) Animation Objects
- d) Animation Scheme

22. To insert a hyperlink in a slide

- a) Choose Insert >> Hyperlink
- b) Press Ctrl + K
- c) Hyperlinks can't be inserted in slides
- d) Both (a) & (b)**

25. Which command brings you to the first slide in your presentation?

- a) Next slide button
- b) Page up
- c) **Ctrl + Home**
- d) Ctrl + End

28. How can you get your photo album slide show to play continuously?

- a) Use random slide transition
- b) Launch an online broadcast
- c) Loop continuously**
- d) All of the above

31. Bold, Italic, Regular are known as

- a) Font styles**
- b) Font effects
- c) Word art
- d) Text effects

17. What lets you to create new presentation by selecting ready-made font color and graphics effects?

- a) Presentation Template
- b) Master Slide
- c) Design Template**
- d) Animation Scheme

20. Which short cut key inserts a new slide in current presentation?

- a) Ctrl+N
- b) Ctrl+M**
- c) Ctrl+S
- d) All of the above

23. Which option on the custom animation task pane allows you to apply a preset or custom motion path?

- a) Add effect
- b) Emphasis**
- c) Animate now
- d) All of the above

26. The PowerPoint view that displays only text (title and bullets) is

- a) Slide show
- b) Slide sorter view**
- c) Notes page view
- d) Outline view

29. MS-Word automatically moves the text to the next line when it reaches the right edge of the screen and is called?

- a) Carriage Return
- b) Enter
- c) Word Wrap**
- d) None of the above

18. What PowerPoint feature will you use to apply motion effects to different objects of a slide?

- a) Slide Transition
- b) Slide Design
- c) Animation Objects**
- d) Animation Scheme

21. From which menu you can access Picture, Test Box, Chart etc?

- a) File
- b) Edit
- c) Insert**
- d) View

24. Which of the following is the default page setup orientation of slide in PowerPoint

- a) Vertical
- b) Landscape**
- c) Portrait
- d) None of the above

27. The slide that is used to introduce a topic and set the tone for the presentation is called the

- a) Table slide
- b) Graph slide
- c) Bullet slide**
- d) Title slide

30. Shimmer, Sparkle text, Blinking background etc. are known as

- a) Font styles
- b) Font effects
- c) Word art**
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33. The column command is located on the

- a) Insert
- b) Home
- c) View
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32. Where should you go to activate the ruler on your document?

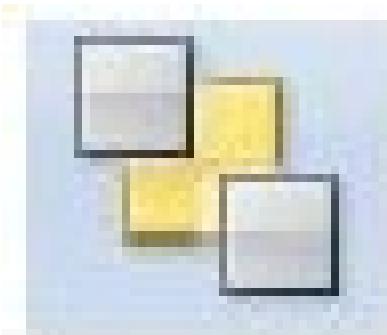
- a) View >> toolbars
- b) File >> Open
- c) View >> Ruler**
- d) Insert >> Reference

34. How many margins are there on a page?

- a) Two (header and footer)
- b) Four (top, bottom, right and left)**
- c) Two (landscape and portrait)
- d) Four (center, top, left and bottom)

35. What is the use of Document Map?

- a) To quickly format the document
- b) To quickly print required page
- c) To quickly navigate the document**
- d) To quickly correct spelling mistakes



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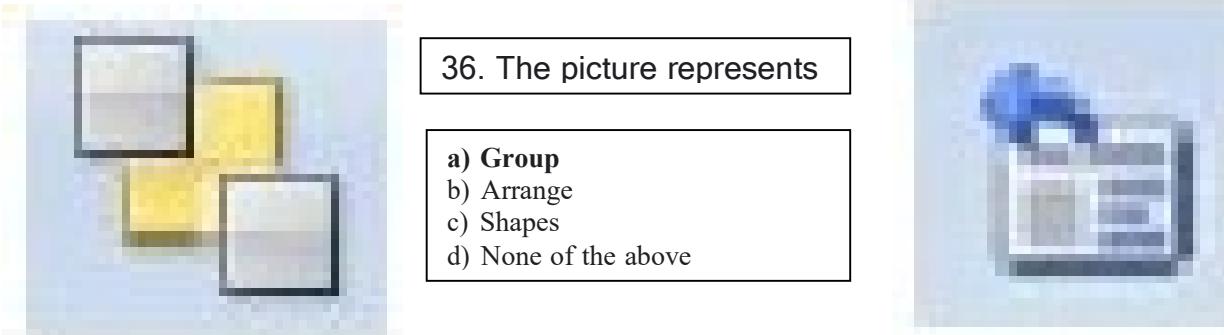
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