

Pagemaker Q&A

Jan-Jun 2021

What is the main difference between a mainframe and a super computer?

- a) Super computer is much larger than mainframe computers
- b) Super computers are much smaller than mainframe computers
- c) Supercomputers are focused to execute few programs as fast as possible while mainframe uses its power to execute as many programs concurrently
- d) Supercomputers are focused to execute as many programs as possible while mainframe uses its power to execute few programs as fast as possible.**

A format that affects the appearance of an individual character is called

- a) Text Style
- b) Font Style
- c) Formatting**
- d) Indentation

PageMaker 7.0 is developed by ____

- a) Aldus Corporation
- b) Adobe Systems, Inc.**
- c) Aldus Mencius
- d) None of these

The bar which contains the file, layout, element and other utilities is called

- a) Status bar
- b) Menu bar**
- c) Title bar
- d) All of these

In PageMaker you can use any of the frame shapes to enclose attached text, the most common choice is

- a) Square
- b) Circle
- c) Rectangle**
- d) Rhombus

What is the extension of file created in PageMaker?

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

Using this tool we can draw

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



The layout of the page depends on

- a) On page size**
- b) On Text
- c) On Paragraph
- d) All of these

What is the full form of dpi?

- a) Document per inch
- b) Dot pitch image
- c) Dot per image
- d) Dot per inch**

You can create columns in a page in PageMaker

- a) 20**
- b) 21
- c) 8
- d) 16

The Shortcut key Ctrl+0 (zero) is used for

- a) Go to page
- b) Fit
- c) Zoom
- d) None of these**

What is this tool?

- a) Crop Graphic**
- b) Expand Graphic
- c) Insert Graphic
- d) Export Graphic



The maximum stroke weight is

- a) 1000 points
- b) 800 points**
- c) 900 points
- d) 700 points

____ is used to correct the last version

- a) Typing
- b) Delete
- c) Re-edit
- d) Revert**

PageMaker considers a block of text as an _____

- a) String of words
- b) Object**
- c) Word group
- d) Group of text

_____ is used to type, select and edit text.

- a) Move Tool
- b) Text Tool**
- c) Cropping Tool
- d) Hand Tool

To select word we should

- a) Triple click with text tool
- b) Click one with text tool
- c) Double click with text tool**
- d) None of these

What is the full form of PgUp

- a) Paging Upon
- b) Paging Up
- c) Page Up**
- d) Page Upon

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

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

The option which determine the distance between the frame and the graphics

- a) Frame editor**
- b) Graphic Editor
- c) Combiner
- d) Inset

The font type like Normal, bold, italic, underline, etc., are called

- a) Font
- b) Control style
- c) Type style**
- d) Changing style

In Page Maker the default measurement is

- a) Centimetre
- b) Feet
- c) Meter
- d) Inches**

Positioning or moving objects to a different place on the screen

- a) Shifting Object
- b) Transforming Objects**
- c) Changing Object
- d) Transferring Object

The full form of TOC is

- a) Table of Content**
- b) TO Control
- c) Time of Occurrence
- d) Title line of Chapters

What is the full form of PDF?

- a) Picture Document Format
- b) Portable Document Format**
- c) Portable Direct Format
- d) Pixel Document Format

To go to Bullets and Numbering is

- a) Utilities > Plug-ins > Bullets and Numbering**
- b) Windows > Plug-ins > Bullets and Numbering
- c) Type>Plug-ins > Bullets and Numbering
- d) Edit>Plug-ins > Bullets and Numbering

In a document setup if you type 10 in a start page option the numbering of document will start from a

- a) 1**
- b) 11
- c) 10
- d) 9

To add page numbers to a publication, go to Master Pages, click anywhere inside the Master page and Press _

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

To change the page number style, we have to click number button in the ___ dialog box from the file menu.

- a) Page Setup
- b) Document Setup**
- c) Preference
- d) Page Number

Ctrl + E function is used for

- a) Spelling check
- b) Edit Story**
- c) Find
- d) Change

While working with story you only see the _____

- a) Text**
- b) Layout
- c) Graphic
- d) Design

Which of these is related to vertical alignment in PageMaker?

- a) Frames**
- b) Page Setup
- c) Table
- d) Picture

Ctrl+ i is the shortcut key for_____

- a) Format option
- b) File option
- c) Fill option
- d) Indent**

Which menu contains the frame option in PageMaker?

- a) File
- b) Utilities
- c) Element**
- d) Changing style

Header and footer style ensure

- a) Consistency
- b) Story writing**
- c) Typing error
- d) Fonts selection

In a long document feature the chapter are usually numbered with _

- a) Roman numerals**
- b) Indian numerals
- c) Arabic numerals
- d) English numerals

The full form of TIF is

- a) Timeline of image files
- b) Table Image File
- c) Tagged-Image File**
- d) None of these

_____ is similar to transparent sheets

- a) Sheet
- b) Layer
- c) Document
- d) Text**

What is this tool?

- a) Crop Graphics
- b) Insert Graphics
- c) Expand Graphics
- d) Zoom Graphics**



What is this tool?

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



What is this tool?

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



Information Technology Q&A Jan-June 2021

Which is not a browser?

- a) Internet Explorer
- b) Opera
- c) Mozilla
- d) Google**

Software, which allows user to view the web page, is called?

- a) Interpreter
- b) Website
- c) Internet browser**
- d) Operating system

The most common transfer protocol used on the internet is

- a) Http**
- b) URL
- c) WWW
- d) Email

Unauthorized access to computer system is called

- a) Hashing
- b) Hacking**
- c) Cybercrime
- d) Trespassing

Buying and selling item on the Net is called

- a) Commerce on the internet
- b) Internet banking
- c) Online shopping**
- d) E-commerce

How many parts are there in FTP server?

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

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

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

To read incoming mail choose

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

HTTP stands for

- a) Hper Text Transport Protocol
- b) Hyper text Transfer Protocol**
- c) Hyper Text Transmission Protocol
- d) None of these

The father of the WWW is

- a) Tim Berner-Lee**
- b) Bill gates
- c) Charles Babbage
- d) None of these

E-mail (Electronic mail) was started in the year

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

Network of networks is called a/an

- a) Internet
- b) LAN**
- c) Web
- d) WWW

A code used to send message to someone is?

- a) Password
- b) Privacy
- c) Key**
- d) Data

A computer language developed by sun Micro systems is?

- a) Android
- b) Linux
- c) Symbian**
- d) Java

A program that help the user to navigate the World Wide Web is?

- a) SearchEngine
- b) Programming
- c) Google
- d) Webbrowser**

Hypertext uses links also called

- a) Lynx
- b) Hyperlinks**
- c) Multi-text
- d) Hypo-links

The upper most section of an e-mail is

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

In cyber law terminology 'DoS' means

- a) Denial of Service**
- b) Disc operating System
- c) Distant operator Service
- d) None of these

What is the term used for unsolicited e-mail?

- a) Newsgroup
- b) Usenet
- c) Flaming
- d) **Spam**

A host on the Internet finds another host by its

- a) Postal address
- b) **IP address**
- c) Electronic Address
- d) None of these

The report Card and Merit list forms the

- a) Input data
- b) Output data
- c) **Data processing**
- d) Central processing

World Wide Web was proposed by

- a) Bill rogers
- b) **ARPANET**
- c) Tim berners-Lee
- d) Bill Gates

Full form of MODEM ____

- a) Modulation and Demodulation
- b) **Modulator / Demodulator**
- c) Modulator and Electronic Demodulator
- d) Modulator or Digital Electronic Demodulator.

ActiveX, a technology from ____

- a) Sun Microsystem
- b) IBM
- c) **Microsoft**
- d) Apple

What is the full form of SMTP?

- a) Switch Mode Transfer Protocol
- b) **Simple Mail Transfer Protocol**
- c) Systematic Mail Transfer Protocol
- d) None of these

A set of rules for exchanging information on the internet is called

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

The size of IPv4 is

- a) 128 bits
- b) 64 bits
- c) **32 bits**
- d) 16 bits

Browsers are sometimes referred to as

- a) Web clients
- b) Server
- c) **Navigator**
- d) Explorer

The act of exploring the web is known as

- a) **surfing**
- b) browsing
- c) serving
- d) networking

Growing rate of internet is _____ per month

- a) 12%
- b) **20%**
- c) 13%
- d) 24%

A word that look underlined on a web page usually is

- a) An important word
- b) **A link to another webpage**
- c) The web address
- d) A mistake

URL Stands for

- a) University Resource Locator
- b) Unit Resource Locator
- c) Unified Resource Locator
- d) **Uniform Resource Locator**

Remote login can be done using?

- a) **command**
- b) TELNET
- c) HTTP
- d) lynx

Firewall is used in PC for:

- a) **Security**
- b) Authentication
- c) Data Transmission
- d) None of these

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

- a) **Home page**
- b) Backend page
- c) Deadened page
- d) Front page

The syntax of uniform resource locator (URL) is

- a) <http://html/www.abc.com/ans.html>
- b) <http://www.abc.com/ansJhtml/html/>
- c) <http://html/ans.html/www.abc.com>
- d) <http://www.abc.com/html/ans.html>

The Process of connecting to the internet account is

- a) Sing in
- b) Sing out
- c) Login**
- d) Logout

The two parts of e-mail address are separated by the __ symbol.

- a) &
- b) @**
- c) %
- d) \$.

The syntax of uniform resource locator (URL) is

- e) <http://html/www.abc.com/ans.html>
- f) <http://www.abc.com/ansJhtml/html/>**
- g) <http://html/ans.html/www.abc.com>
- h) <http://www.abc.com/html/ans.html>

Video conference is also known as.

- a) Livetelecast
- b) Streaming**
- c) White board application
- d) Chatting

A URL is divided into how many parts?

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

MS OFFICE Q&A

Jan-Jun 2021

Once you reach the end of the 'right margin', the insertion point moves to the next line, this feature is known as:

- a) Text Wrapping
- b) Word wrapping**
- c) Auto Wrapping
- d) None of these

A format that affects the appearance of an individual character is called

- a) Text Style
- b) Font Style
- c) Formatting**
- d) Indentation

Word 2007 has..... predefined numbered list

- a) 4
- b) 5
- c) 6
- d) 7**

Setting a page size, orientation and margin tools are available in

- a) Page Setup
- b) Page formatting
- c) Page alignment
- d) Page Layout**

Objects are inserted from ____

- a) Add-ins menu
- b) Insert menu**
- c) Mailings menu
- d) Drawing toolbar

Mawia's average mark is 60.45. His marks were in cell C6 to K6. What will be the result displayed using '=IF(AVERAGE(C6:K6)<60,"GOOD","VERY GOOD")

- a) GOOD
- b) VERY GOOD**
- c) #VALUE?
- d) #REF!

In a 'Mail merge', data source's data or information is a value.

- a) Constant**
- b) Variable
- c) Conditional
- d) None of these

The..... of word show the total number of pages, current page number and number of word that were typed.

- a) Menu bar
- b) Title bar
- c) Status bar**
- d) Both (a) and (b)

The picture represents

- a) Formatting tool
- b) Paragraph tools
- c) Alignment tools**
- d) Numbering tools



The picture represents

- Bullet list
- Numbering list
- Line spacing**
- Paragraphs



The shortcut key for this symbol is



- a) Ctrl+V
- b) Ctrl+Y**
- c) Shift + V
- d) Shift +Y

A format that affects the appearance of an individual character is called

- i) Text Style
- j) Font Style
- k) Formatting**
- l) Indentation

A format that affects the appearance of an individual character is called

- e) Text Style
- f) Font Style
- g) Formatting**
- h) Indentation

Selection of text to the right of your insertion point is done using keyboard, which key combination is used?

- a) Ctrl + Right Arrow
- b) Shift + Right Arrow**
- c) Alt + Right Arrow
- d) Not Possible

Print tool is available in the

- a) Home Tab
- b) Page layout Tab
- c) Office Button**
- d) Ctrl + P

By default, text is..... aligned in a cell.

- a) Left**
- b) Centre
- c) Right
- d) Alignment is not set

The picture represents

- a) Hyperlink**
- b) Map
- c) Location
- d) None of these



The cell in which you are currently working on is the

- a) Current Cell
- b) Present Cell
- c) Active Cell**
- d) Active table

A worksheet is nothing but a

- a) Relations
- b) Tables
- c) Rows and Columns**
- d) Books

The column and row head begins with and

- a) 1 and A
- b) A and 1**
- c) 1 and 1
- d) A and A

To count number of blank cells from cell A1 to A40. Which formula is correct?

- a) COUNTIF(BLANK)
- b) COUNTIF(A1:A40,"=BLANK")
- c) COUNTBLANK(A1:A40)**
- d) COUNTBLANK(A1-A40)

A..... displays the constant values or formulae used in the Active Cell

- a) Function bar
- b) Title bar
- c) Formula bar**
- d) Status bar

Which chart is limited to one data series?

- a) Bar Chart
- b) Line Chart
- c) Pie Chart**
- d) All of these

Excel's conditional operator for 'Not Equal to' is

- a) ≠
- b) !=
- c) <>**
- d) ><

When a cell content's function name is not recognized, it displays

- a) #####
- b) #REF!
- c) #VALUE?
- d) #NAME?

...Lets you copy a format applied in one section of a document to other portion of the document.

- a) Format Painter
- b) Copy & Paste**
- c) Cut & Paste
- d) None of these

Conditional formatting tool is available in tab

- a) Home**
- b) View
- c) Developer
- d) Add-Ins

Instead of double clicking cell to edit its value, you can press

- a) F2**
- b) F4
- c) F5
- d) F6

Using word you can add _____ into your document

- a) Graphics
- b) Picture
- c) Word arts
- d) **All of these**

The condition executes if and only if the condition/statement is true.

- a) MAX()
- b) COUNT()
- c) **IF()**
- d) AVERAGE()

Adding special effects to a ppt enhance the _____ of the presentation

- a) Clarity
- b) Effectiveness
- c) File size
- d) **All the above**

The header and footer tools is activated via the____

- a) Format menu
- b) **Edit menu**
- c) View menu
- d) File menu

Background of the presentation can be change from_____

- a) Slide layout
- b) Apply design
- c) Edit slide
- d) **Design Menu**

Which of the follow is a popular presentation graphics software

- e) Power Point
- f) Harvard Graphic
- g) Corel draw
- h) **All of these**

Which order is ideal for Power Point Presentation design

- a) The Presentation, audience, content, decoration
- b) **The Presentation, The content, The audience, decoration**
- c) The content, The Presentation, The audience, decoration
- d) The audience, The Presentation, The content, decoration

A collection of worksheets is called _____

- a) Spreadsheets
- b) Sheets
- c) **Workbook**
- d) Work sheets

In excel sheet addition/summation is done using which expression

- a) =A1+A2+A3+A4
- b) **=Sum(A1:A4)**
- c) +A1+A2+A3+A4

Existing files can be retrieved from

- a) View Tab
- b) Insert Tab
- c) **Office Button**
- d) Clipboard

Merge cell joins the:

- a) Columns
- b) Rows
- c) Only rows
- d) **Both (a) & (b)**

Which of the follow is a popular presentation graphics software

- a) Power Point
- b) Harvard Graphic
- c) Corel draw
- d) **All of these**

The picture represents

- a) **Print layout**
- b) Microsoft outlook
- c) Document Layout
- d) Document views



A _____ is a visual representation of numeric data

- a) Shapes
- b) Text box
- c) **Chart**
- d) Table

In _____, a master document is the one which contains the recipients of the letter with place holders for the variable information.

- a) **Mail merge**
- b) Reference
- c) Add-Ins
- d) (b) and (c)

Computer Graphics Q&A Jan-June 2021

The default extension of Photoshop file is

- a) .jpg
- b) .psop
- c) **.psd**
- d) .gif

Computer graphics was first used by

- a) **William fetter in 1960**
- b) James fetter in 1969
- c) James gosling in 1991
- d) John Taylor in 1980

How many types of images supported by Photoshop?

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

Creating and exact copy of a layer is

- a) Cloning
- b) Merging
- c) Masking
- d) **Duplicating**

The image supported by photoshop are

- a) Raster & JPEG
- b) Vector & Scalar
- c) **TIFF & JPEG**
- d) Vector & Raster

Tile filter breaks up an image into

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

What types of graphics are made of Pixels?

- a) **Raster Image**
- b) Vector Graphics
- c) A and B Both
- d) None of these

Full form of DPI

- a) **Dots per inch**
- b) Dots per ink
- c) Disk Point Inch
- d) Display per inch

RGB is the color combination of

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

Which one of the following contains visible and hidden tools?

- a) Image window
- c) **Toolbox**
- b) Menu Bar
- d) Option bar

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

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

Dodge is used to

- a) Fill area of image
- b) **Lighten or Darken**
- c) Shade an image
- d) Clone image

The short cut key for curve tool is ____

- a) Ctrl+C
- c) **Ctrl+M**
- b) Ctrl+R
- d) Ctrl+U

CMYK stands for

- a) **Cyan Magenta Yellow Black**
- b) Cyan Magnets Yell Black
- c) Crates Magenta Yellow Blue
- d) None of these

Which of the following device has a relative origin?

- a) **Mouse**
- b) Joystick
- c) Track ball
- d) None of these

Area selected in an image refers to

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

Eliminating layers form the layer palette is?

- a) Rubbing
- b) Removing
- c) Erasing
- d) **Deleting**

We can create a new file in Photoshop by pressing...

- a) Ctrl + O
- b) Ctrl + P
- c) Ctrl + V
- d) **Ctrl + N**

An image can consist of up to _____ channels

- a) 25
- b) 24
- c) **40**
- d) 8

How many Color Modes are there in Photoshop?

- a) **Five**
- b) One
- c) Three
- d) None of these

Photoshop keeps track of all our edits in the _____

- a) Control Palette
- b) **History Palette**
- c) Pinch and zoom
- d) Constructive filter

Computer graphics was first used by:

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

Which of these formats supports Transparency?

- a) Jpeg
- b) Png
- c) **Gif**
- d) Jpg

Which one of the following is NOT include in artistic filter

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

The _____ contain free transform tool.

- a) Layers menu
- b) **Edit Menu**
- c) Menu Bar
- d) Image menu

The full form of GIF

- a) **Graphics Interchange Format**
- b) Graphics inter file
- c) Gray-scale Interchange file
- d) Graphics Interchange file

Eliminating layers from the layer pallet is?

- a) Rubbing
- b) Erasing
- c) Removing
- d) **Deleting**

PPI means

- a) Parts per inches
- b) Photoshop pixel image
- c) **Pixels per inches**
- d) Photo printing image

Which color mode is used for printing?

- a) **RGB**
- b) CMYK
- c) Gray Scale
- d) BMP

The refresh rate below which a picture flickers is?

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

_____ is software that comes with Adobe Photoshop.

- a) Adobe Indesign
- b) Adobe Scanner
- c) **Adobe Image Ready**
- d) Adobe Animator

Which one of the following is not a selection tool?

- a) **Smudge**
- b) Lasso
- c) Path Selection
- d) Magic Wand

TIFF image is saved with

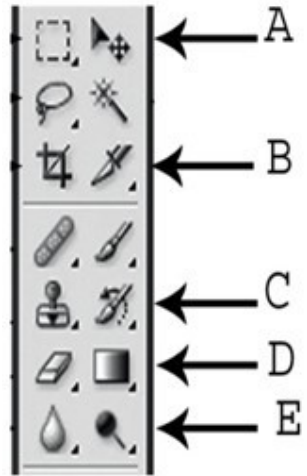
- a) .iff
- b) .tff
- c) **.tif**
- d) tff.

Which one of the following enables you to focus soft edges to increase clarity?

- a) Lasso
- b) Gradient
- c) Dodge
- d) **Sharpen**

In a Photoshop which one is used to change the foreground and background of a simple of animage?

- a) Color sampler
- b) **Gradient**
- c) Eyedropper
- d) Dodge



Label A is

- a) **Move**
- 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) **History Brush**

Label D is

- a) **Paint Bucket (Gradient Tool tur ania)**
- b) Slice
- c) Blur
- d) Healing Brush

Label E is

- a) Move
- b) **Dodge Tool**
- c) Pencil
- d) Magic Wand