

Loyola Pvt. ITI Vijayapura

COPA

Q. ID: ITISKILL7739C0 | January 2026

42.00% 21 / 50

Student Name	ADITYA TOLANUR	Access Code	2687
Attempt No.	#1	Completion Time	03:16 PM
Rank	#14	Total Questions	50

21 SCORE

50 MAX MARKS

21 CORRECT

27 INCORRECT

Answer Review

Q1 **INCORRECT** Which item, contains text graphics, charts, sound, video, etc., in power point

A. Slides ☐

B. Folder ☒

C. Handouts

D. Desktop screen

Q2 **CORRECT** Which contains miniature representation of slides?

A. Slides

B. Handout ☒

C. Template

D. Slide master

Q3 **INCORRECT** What type of software program is power point?

A. Word Processor ☐

B. Spread Sheet

C. Presentation Graphics ☐

D. Database Management

Q4 **UNANSWERED** Which tool allows user to select different layout for slide?

A. Apply design ☐

B. Bullets

C. New slide

D. Slide Layout

Q5 **INCORRECT** Which key is used to stop a power point presentation?

A. ESC ☐

B. Tab ☐

C. Ctrl

D. Enter

Q6 **INCORRECT** Which shortcut key is used to create new presentation in powerpoint?

A. Ctrl + P ☐

B. Ctrl + N ☐

C. Ctrl + M

D. Ctrl + X

Q7 **INCORRECT** How many panes are there in backstage view in power point 2010?

A. 3 ☐

B. 5

C. 7 ☐

D. 9

Q8 **CORRECT** Which menu is used to apply various effects to the text in a slide?

A. Animation ☐

B. Design

C. Transitions

D. Slide show

Q9 **INCORRECT** Which menu is used to apply various visual effects to the slide in power point?

A. Animation ☐

B. Design

C. Slide show

D. Transitions ☐

Q10 **INCORRECT** Which menu is used to select a predefined chart style?

A. Animation ☐

B. Design ☐

C. Slide show

D. Transitions

Q11 **UNANSWERED** Which template makes specify common design elements in all slides in the presentation?

- A. Fax template
- B. User template
- C. Data template
- D. Master template ☒

Q12 **INCORRECT** Which dialog box in Power Point allows to change slides automatically in a period of time?

- A. Action setting ☐
- B. Slide transition ☒
- C. Slide animation
- D. Custom animation

Q13 **INCORRECT** Which shortcut key is used to invoke thesaurus dialog box in Power Point?

- A. Shift+F7 ☒
- B. Ctrl+F7 ☐
- C. Alt+F7
- D. Ctrl+Alt+F7

Q14 **CORRECT** Which option is used to create a presentation automatically in Power Point?

- A. Template
- B. Blank Presentation
- C. Auto content wizard ☒
- D. Standard test bar

Q15 **CORRECT** Which option offers a built in design through a dialog box?

A. Auto content wizard

B. Blank Presentation

C. Standard tool bar

D. Template ☒

Q16 **CORRECT** Which function key is used to run a powerpoint presentation?

A. F3

B. F5 ☒

C. F7

D. F9

Q17 **CORRECT** Which shortcut key is used to create a new slide in power point?

A. Ctrl + C

B. Ctrl + N

C. Ctrl + M ☒

D. Ctrl + S

Q18 **INCORRECT** Which holder holds text, title and picture in power point?

A. Content Holder

B. Image Holder

C. Place Holder ☒

D. Slide Holder ☐

Q19 **CORRECT** Which one of the following is extension of power point 2010 presentation file?

A. .potx

B. .pptx ☒

C. .ppsx

D. .thmx

Q20 **CORRECT** Which option is used to insert the related hints of a slide?

A. Note Master ☒

B. Presentation Master

C. Slide Master

D. Hints Master

Q21 **CORRECT** Which combination of key is used to select all slides from current slide to first slide?

A. Alt + Home

B. Ctrl + Home

C. Shift + Home ☒

D. Tab + Home

Q22 **INCORRECT** Which view hides the hidden slides in Power Point?

A. Normal

B. Notes Page

C. Reading view ☒

D. Slide Sorter ☐

Q23 **INCORRECT** Which option is used to display the selected slides only for presentation?

A. From Beginning

B. From current slide ☐

C. Broadcast slide show

D. Custom slide show ☐

Q24 **INCORRECT** Which one of the following is a effect option in power point presentation?

A. Diamond ☐

B. Fade

C. Push ☐

D. Reveal

Q25 **CORRECT** Which combination of key is used to show the laser pointer during slide show?

A. Alt + left mouse button

B. Alt + right mouse button

C. Ctrl + left mouse button ☐

D. Ctrl + right mouse button

Q26 **CORRECT** How Cells are named in MS Excel?

A. Alphabetically

B. Numerically

C. Alphanumerically ☐

D. Special Character

Q27 **CORRECT** Which bar lies top of the window in Excel Screen?

A. Status Bar

B. Ruler

C. Title Bar ☒

D. Scroll Bar

Q28 **CORRECT** How rows are numbered in MS Excel?

A. Alphabetically

B. Numerically ☒

C. Alphanumerically

D. Special characters

Q29 **CORRECT** How columns are named in MS Excel?

A. Alphabetically ☒

B. Numerically

C. Alphanumerically

D. Special characters

Q30 **CORRECT** Which tab in Excel is used when importing, querying, outlining and subtotaling the data placed into a worksheet's data list?

A. Formula

B. Data ☒

C. Review

D. Insert

Q31 **INCORRECT** Which tab in Excel is used for proofing, protecting, and marking up a spread sheet?

A. Formula

B. Data ☐

C. Review ☐

D. View

Q32 **CORRECT** Which tool in Ms office is best for organizing data and making lists?

A. Access

B. Excel ☐

C. Power Point

D. Word

Q33 **INCORRECT** How does the single element in a worksheet known as in Excel?

A. Cell ☐

B. Column

C. Range ☐

D. Row

Q34 **INCORRECT** What do you mean by A3,B13:B20,C7 reference in Excel?

A. Range ☐

B. Union ☐

C. Formula

D. General

Q35 **INCORRECT** Which type of key should combine with ctrl key to create a macro key in Excel?

A. Numeric

B. Alphabetic ☐

C. Alphanumeric

D. Special characters ☐

Q36 **INCORRECT** Which function key is used to open save as dialogue box in MS Excel?

A. F2

B. F5

C. F7 ☐

D. F12 ☐

Q37 **INCORRECT** Which tab is used to change the display of worksheet area and the data it contains?

A. Page Layout

B. Data ☐

C. Review

D. View ☐

Q38 **INCORRECT** Which one of the following will starts with ?=? sign in Excel 2010?

A. Data

B. Text ☐

C. Numbers

D. Formulas ☐

Q39 **CORRECT** Which function is used to add the values in a range?

A. Count()

B. Sum() ☒

C. ABS()

D. Sumif()

Q40 **CORRECT** Which symbol is used to execute formulas in MS Excel?

A. "=" ☒

B. " ' "

C. "#"

D. " " "

Q41 **INCORRECT** Where does the result displays when a formula is entered in Excel?

A. Current Cell ☒

B. Next Cell

C. Previous Cell

D. Formula Bar ☐

Q42 **CORRECT** Which one of the following is a ?Date & Time? function in Excel?

A. FIND()

B. MOD()

C. NOW() ☒

D. MID()

Q43 **INCORRECT** Which function is used to find the middle number in a range?

A. MEDIAN() ☒

B. MID() ☐

C. TRIM() ☐

D. MODE() ☐

Q44 **INCORRECT** What is the purpose 'Tab' key in MS Excel?

A. Moves cell pointer to previous column ☐

B. Moves cell pointer to next column ☒

C. Moves cell pointer previous row ☐

D. Moves cell pointer next row ☐

Q45 **INCORRECT** What is the purpose of ?Enter Key? in MS Excel?

A. Moves cell pointer to previous column ☐

B. Moves cell pointer to next column ☐

C. Moves cell pointer to previous row ☐

D. Moves cell pointer to next row ☒

Q46 **INCORRECT** Which option in MS Excel is used to display the rows that meet certain conditions?

A. Find ☐

B. Filter ☒

C. Format ☐

D. Sort ☐

Q47 **INCORRECT** Which option in Excel is used to rearrange the rows base on the content of a particular column?

A. Find ☐

B. Filter

C. Sort ☒

D. Format

Q48 **INCORRECT** Which key is used to move the insertion point to the beginning of the current sheet?

A. Pageup ☐

B. Home

C. Ctrl + pageup

D. Ctrl + Home ☒

Q49 **CORRECT** Which sequence of operation is used to insert the hidden formula bar in Excel worksheet?

A. View-Show/hide-Formula bar ☒

B. Insert-show/hide-Formula bar

C. Data-show/hide-Formula bar

D. Home-show/hide-formula bar

Q50 **CORRECT** Which key is used to make multiple line in a single cell?

A. Alt + Enter ☒

B. Tab + Enter

C. Ctrl + Enter

D. Shift + Enter