

# Loyola Pvt. ITI Vijayapura

## Non - Formal Computer Course

Q. ID: ITISKILL8180ZN | March 2026

**34.00%** 17 / 50

Student Name	AAIYSHA SAMEER ATTAR	Access Code	6739
Attempt No.	#1	Completion Time	11:59 AM
Rank	#1	Total Questions	50

**17** SCORE

**50** MAX MARKS

**17** CORRECT

**33** 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** **INCORRECT** Which contains miniature representation of slides?

**A.** Slides

**B.** Handout

**C.** Template

**D.** Slide master

Q3 **INCORRECT** Which button is used to add instant animation to the presentation and helps interactive presentation?

A. Add button

B. Start button

C. Insert button

D. Action button

Q4 **CORRECT** What type of software program is power point?

A. Word Processor

B. Spread Sheet

C. Presentation Graphics

D. Database Management

Q5 **INCORRECT** Which tool allows user to select different layout for slide?

A. Apply design

B. Bullets

C. New slide

D. Slide Layout

Q6 **INCORRECT** How many panes are these in backstage view in power point 2010?

A. 3

B. 5

C. 7

D. 9

**Q7** **INCORRECT** Which menu is used to apply various effects to the text in a slide?

**A.** Animation

**B.** Design

**C.** Transitions

**D.** Slide show

**Q8** **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

**Q9** **INCORRECT** Which option offers a built in design through a dialog box?

**A.** Auto content wizard

**B.** Blank Presentation

**C.** Standard tool bar

**D.** Template

**Q10** **INCORRECT** Which function key is used to run a powerpoint presentation?

**A.** F3

**B.** F5

**C.** F7

**D.** F9

Q11 **INCORRECT** 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

Q12 **INCORRECT** Which option is used to insert the related hints of a slide?

A. Note Master

B. Presentation Master

C. Slide Master

D. Hints Master

Q13 **INCORRECT** Which view hides the hidden slides in Power Point?

A. Normal

B. Notes Page

C. Reading view

D. Slide Sorter

Q14 **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

Q15 **INCORRECT** 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

Q16 **INCORRECT** Which is the sequence, in which computer operates?

A. Input, output, process

B. Input, process, output

C. Process, input, output

D. Output, process, input

Q17 **CORRECT** What type of device is computer?

A. Electrical device

B. Electronic device

C. Electro magnetic

D. Electro mechanical

Q18 **CORRECT** Who is considered as father of computer?

A. Charles Babbage

B. John Lickert

C. John Mauchy

D. M.V Wilkes

Q19 **CORRECT** Who invented Analytical engine?

A. Charles Babbage

B. John Lickert

C. John Mauchy

D. M.V Wilkes

Q20 **INCORRECT** What is the main electronic component of the first generation computer?

A. Integrated circuit

B. Microprocess

C. Transistors

D. Vacuum tubes

Q21 **INCORRECT** How does the parallel port transfer a byte?

A. Bit by bit

B. 2 bits at a time

C. 4 bits at a time

D. 8 bits at a time

Q22 **INCORRECT** Which is an internal power supply units of CPU?

A. CVT

B. UPS

C. SMPS

D. Stabilizer

Q23 **INCORRECT** What is the purpose of expansion slot in mother board ?

A. To insert the RAM

B. To insert the mouse

C. To insert the keyboard

D. To insert the additional peripherals

Q24 **CORRECT** What is the purpose of memory unit in a computer?

A. Accepts data

B. Displays data

C. Process data

D. Stores data

Q25 **CORRECT** How many pins are there in SIMMs?

A. 32 - 72

B. 42 - 82

C. 52 - 92

D. 62 - 102

Q26 **INCORRECT** How columns are named in MS Excel?

A. Alphabetically

B. Numerically

C. Alphanumerically

D. Special characters

Q27 **INCORRECT** Which tab in Excel is used for proofing, protecting, and marking up a spread sheet?

A. Formula

B. Data

C. Review

D. View

Q28 **INCORRECT** What type of software is MS Office?

A. Application Software

B. Operating System

C. Programming Language

D. System Software

Q29 **INCORRECT** How does the single element in a worksheet known as in Excel?

A. Cell

B. Column

C. Range

D. Row

Q30 **CORRECT** What do you mean by A3,B13:B20,C7 reference in Excel?

A. Range

B. Union

C. Formula

D. General

Q31 **CORRECT** Which view in Excel displays the pages exactly as they appear when printed?

- A. Custom View
- B. Full screen View
- C. Page Break View
- D. Page Layout view

Q32 **CORRECT** Which one of the following will starts with =? sign in Excel 2010?

- A. Data
- B. Text
- C. Numbers
- D. Formulas

Q33 **INCORRECT** Which tab is used for creating, formatting and editing a spreadsheet?

- A. Data
- B. Home
- C. Insert
- D. Review

Q34 **INCORRECT** Which function is used to count the number of cells that contain numbers, in a range?

- A. Count ()
- B. Countif()
- C. Sum()
- D. Sumif()

Q35 **CORRECT** Which function is used to add the values in a range?

A. Count()

B. Sum()

C. ABS()

D. Sumif()

Q36 **CORRECT** Which one of the following is a ?Date & Time? function in Excel?

A. FIND()

B. MOD()

C. NOW()

D. MID()

Q37 **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

Q38 **CORRECT** Which function key is used to open goto dialogue box in MS Excel?

A. F2

B. F5

C. F7

D. F11

**Q39** **CORRECT** 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

**Q40** **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

**Q41** **INCORRECT** Which bar contains the current position of the cursor in MS Word?

A. layout

B. title bar

C. status bar

D. horizontal ruler

**Q42** **CORRECT** Which one of the following is text styling feature of MS Word?

A. word fill

B. word art

C. word colour

D. word font

Q43 **CORRECT** Which option is used to store the duplicate of the active document permanently?

A. Save

B. Send

C. Save as

D. Rename

Q44 **INCORRECT** How many groups are there in Home Menu?

A. 4

B. 5

C. 6

D. 7

Q45 **CORRECT** What is the purpose of X button?

A. Close button

B. Office button

C. Maximize buttons

D. Minimize button

Q46 **INCORRECT** Which option is used to activate and deactivate ruler?

A. View - grids

B. View - ruler

C. Insert - tool bar

D. Insert - ruler

Q47 **CORRECT** Which menu contains, Symbol option in MS Word?

A. tools

B. table

C. format

D. insert

Q48 **INCORRECT** Which operation is to be performed before paste?

A. Ctrl + V

B. Cut / copy

C. Select all

D. Select text

Q49 **INCORRECT** Which feature is used to create a newspaper type document?

A. Tables

B. Tab stops

C. Columns

D. Bullets and numbering

Q50 **INCORRECT** What is the purpose of inserting header and footer in document?

A. To make the starting and ending page

B. To entrance the appearance of the document

C. To make larger document more readable

D. To allow page headers and footer appear on the document