

Duration: 30 Mins

Total Marks: 30

Q.ID: ITISKILL0005H4

1. Which bar is used to display the sheet information and insertion point location in MS Excel?

- A) Ruler
B) Title Bar
C) Status Bar
D) Scroll Bar

Answer: C) Status Bar

2. Where does the minimized application reside in windows?

- A) My Document
B) My computer
C) Task bar
D) Recent documents

Answer: C) Task bar

3. How many pins are there in DIMM?

- A) 138
B) 148
C) 168
D) 158

Answer: C) 168

4. Which function key is used to run a powerpoint presentation?

- A) F7
B) F5
C) F9
D) F3

Answer: B) F5

5. Which operation is to be performed before paste?

- A) Cut / copy
B) Select text
C) Ctrl + V
D) Select all

Answer: A) Cut / copy

6. What is the maximum number of characters allowed in text field is access?

- A) 65000
B) 256
C) 255
D) 64000

Answer: C) 255

7. Which is the order of files and directories in Windows Explore?

- A) Serially
B) Aplhabetically
C) Sequentially
D) hierarchically

Answer: D) hierarchically

8. Which feature is used to adjust the amount of space between words for alignment in MS Word?

- A) Positioning
B) Scaling
C) Justifying
D) Spacing

Answer: C) Justifying

9. Who invented Analytical engine?

- A) M.V Wilkes
B) Charles Babbage
C) John Mauchy
D) John Lickert

Answer: B) Charles Babbage

10. What is the purpose of gutter margin?

- A) Margin that is added to binding side of page when printing
B) Margin that is added to the left margin when printing
C) Margin that is added to the right margin when printing
D) Margin that is added to the outside of the page when printing

Answer: A) Margin that is added to binding side of page when printing

11. Which one of the following is extension of power point 2010 presentation file?

- A) .ppsx
B) .potx
C) .pptx
D) .thmx

Answer: C) .pptx

12. Where does the close button appear in MS Word?

- A) bottom right corner of the window
B) top left corner of the window
C) bottom left corner of the window
D) top right corner of the window

Answer: D) top right corner of the window

13. Which combination of key is used to show the laser pointer during slide show?

- A) Alt + left mouse button
B) Ctrl + right mouse button
C) Ctrl + left mouse button
D) Alt + right mouse button

Answer: C) Ctrl + left mouse button

14. Which type of key should combine with ctrl key to create a macro key in Excel?

- A) Alphabetic
B) Numeric
C) Special characters
D) Alphanumeric

Answer: A) Alphabetic

15. Which object stores information about related data?

- A) Screen
B) Page
C) Document
D) Table

Answer: D) Table

16. What is purpose of thesaurus tool in MS Word?

- A) Grammar option
- B) Spelling suggestion
- C) Auto correction
- D) Synonyms and antonyms words

Answer: D) Synonyms and antonyms words

17. Which tab in Excel is used for proofing, protecting, and marking up a spread sheet?

- A) Review
- B) Data
- C) Formula
- D) View

Answer: A) Review

18. Which option in MS Excel is used to display the rows that meet certain conditions?

- A) Find
- B) Sort
- C) Format
- D) Filter

Answer: D) Filter

19. Which is the first general purpose programmable electronic computer?

- A) UNIVAC
- B) EDSAC
- C) ENIAC
- D) EDVAC

Answer: C) ENIAC

20. Who is considered as father of computer?

- A) M.V Wilkes
- B) Charles Babbage
- C) John Mauchy
- D) John Lickert

Answer: B) Charles Babbage

21. Which acts as an intermediate between a user and a computer?

- A) Antivirus
- B) Operating system
- C) Macros
- D) MS Office

Answer: B) Operating system

22. Which shortcut key is used to copy and paste a file folder?

- A) Ctrl + Z and Ctrl + V
- B) Ctrl + A and Ctrl + V
- C) Ctrl+ X and Ctrl + V
- D) Ctrl + C and Ctrl + V

Answer: D) Ctrl + C and Ctrl + V

23. What is the purpose of expansion slot in mother board ?

- A) To insert the RAM
- B) To insert the keyboard

C) To insert the mouse

D) To insert the additional peripherals

Answer: D) To insert the additional peripherals

24. Which bar lies top of the window in Excel Screen?

- A) Status Bar
- B) Title Bar
- C) Ruler
- D) Scroll Bar

Answer: B) Title Bar

25. Which key stroke moves the active cell towards left in Access table?

- A) F2
- B) F5
- C) Tab
- D) Shift + Tab

Answer: D) Shift + Tab

26. Which menu is used to select a predefined chart style?

- A) Design
- B) Slide show
- C) Transitions
- D) Animation

Answer: A) Design

27. What should be done, if the pen drive is not deducted?

- A) Device Manger - right click on USB root hub - Update drives
- B) Device Manger - right click on USB root hub - disable device
- C) Device Manger - right click on USB root hub - scan for hardware changes
- D) Device Manger - right click on USB root hub - enable device

Answer: D) Device Manger - right click on USB root hub - enable device

28. What is the output when the data '1678.95' is set to the number format '###0.00' in

- A) 1670
- B) 1670.95
- C) 1678
- D) 1678.95

Answer: D) 1678.95

29. Which shortcut key is used to invoke thesaurus dialog box in Power Point?

- A) Alt+F7
- B) Ctrl+Alt+F7
- C) Ctrl+F7
- D) Shift+F7

Answer: D) Shift+F7

30. Which command quickly locates the data in Access table?

- A) Edit
- B) Search
- C) Find
- D) Locate

Answer: C) Find