MONTHLY TEST

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COPA
Loyola Pvt. ITI Vijayapura

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Question Paper

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Score: 17/50 (34.00%)   **Code: 1363**

1. Which item, contains text graphics, charts, sound, video, etc., in power point

A) Slides   B) Folder

C) Handouts (Incorrect)   D) Desktop screen

2. Which contains miniature representation of slides?

A) Slides   **B) Handout (Correct)**
C) Template   D) Slide master

3. What type of software program is power point?

A) Word Processor   B) Spread Sheet
C) Presentation Graphics (Correct)   D) Database Management

4. Which tool allows user to select different layout for slide?

A) Apply design   B) Bullets
C) New slide   D) Slide Layout (Incorrect)

5. Which key is used to stop a power point presentation?

A) ESC (Correct)   B) Tab
C) Ctrl   D) Enter

6. Which shortcut key is used to create new presentation in powerpoint?

A) Ctrl + P   **B) Ctrl + N (Correct)**
C) Ctrl + M   D) Ctrl + X

7. How many panes are these in backstage view in power point 2010?

A) 3   B) 5
C) 7   D) 9 (Incorrect)

8. Which menu is used to apply various effects to the text in a slide?

A) Animation (Correct)   B) Design
C) Transitions   D) Slide show

9. Which menu is used to apply various visual effects to the slide in power point?

A) Animation (Incorrect)   B) Design
C) Slide show   **D) Transitions**

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

A) Animation   **B) Design**
C) Slide show (Incorrect)   D) Transitions

11. 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 (Correct)**

12. Which dialog box in Power Point allows to change slides automatically in a period of time?

A) Action setting (Incorrect)   **B) Slide transition**
C) Slide animation   D) Custom animation

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

A) Shift+F7   B) Ctrl+F7 (Incorrect)
C) Alt+F7   D) Ctrl+Alt+F7

14. Which option is used to create a presentation automatically in Power Point?

A) Template   B) Blank Presentation (Incorrect)
C) Auto content wizard   D) Standard test bar

15. Which option offers a built in design through a dialog box?

A) Auto content wizard   B) Blank Presentation (Incorrect)
C) Standard tool bar   **D) Template**

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

A) F3   **B) F5**
C) F7   D) F9 (Incorrect)

17. Which shortcut key is used to create a new slide in power point?

A) Ctrl + C   B) Ctrl + N (Incorrect)
C) Ctrl + M   D) Ctrl + S

18. Which holder holds text, title and picture in power point?

A) Contemt Holder   B) Image Holder (Incorrect)
C) Place Holder   D) Slide Holder

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

A) .potx   **B) .pptx (Correct)**
C) .ppsx   D) .thmx

20. Which option is used to insert the related hints of a slide?

A) Note Master   B) Presentation Master
C) Slide Master (Incorrect) D) Hints Master

21. Which combination of key is used to select all slides from current slide to first slide?

A) Alt + Home   B) Ctrl + Home (Incorrect)
C) Shift + Home   D) Tab + Home

22. Which view hides the hidden slides in Power Point?

A) Normal   B) Notes Page
C) Reading view (Correct) D) Slide Sorter

23. Which option is used to display the selected slides only for presentation?

A) From Beginning   B) From current slide
(Incorrect)
C) Broadcast slide show   **D) Custom slide show**

24. Which one of the following is a effect option in power point presentation?

A) Diamond   B) Fade (Incorrect)
C) Push   D) Reveal

25. 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
(Correct)

26. How Cells are named in MS Excel?

A) Alphabetically   B) Numerically
C) Alphanumerically   D) Special Character
(Correct)

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

A) Status Bar   B) Ruler
C) Title Bar (Correct)   D) Scroll Bar

28. How rows are numbered in MS Excel?

A) Alphabetically (Incorrect) **B) Numerically**
C) Alphanumerically   D) Special characters

29. How columns are named in MS Excel?

A) Alphabetically   B) Numerically

C) Alphanumerically   D) Special characters
(Incorrect)

30. 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 (Correct)**
C) Review   D) Insert

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

A) Formula   B) Data (Incorrect)
C) Review   D) View

32. Which tool in Ms office is best for organizing data and making lists?

A) Access   **B) Excel (Correct)**
C) Power Point   D) Word

33. How does the single element in a worksheet known as in Excel?

A) Cell (Correct)   B) Column
C) Range   D) Row

34. What do you mean by A3,B13:B20,C7 reference in Excel?

A) Range   B) Union
C) Formula (Incorrect)   D) General

35. 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
(Incorrect)

36. Which function key is used to open save as dialogue box in MS Excel?

A) F2   B) F5 (Incorrect)
C) F7   **D) F12**

37. Which tab is used to change the display of worksheet area and the data it contains?

A) Page Layout   B) Data
C) Review (Incorrect)   **D) View**

38. Which one of the following will starts with ?=? sign in Excel 2010?

A) Data   B) Text
C) Numbers (Incorrect)   **D) Formulas**

39. Which function is used to add the values in a range?

A) Count()　　　　　　　**B) Sum() (Correct)**
C) ABS()　　　　　　　　D) Sumif()

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40. Which symbol is used to execute formulas in MS Excel?

A) "=" (Correct)　　　　B) " ' "
C) "#"　　　　　　　　　D) " " "

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41. Where does the result displays when a formula is entered in Excel?

A) Current Cell　　　　B) Next Cell
C) Previous Cell　　　　　D) Formula Bar (Incorrect)

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42. Which one of the following is a ?Date & Time? function in Excel?

A) FIND()　　　　　　　B) MOD()
C) NOW() (Correct)　　　D) MID()

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43. Which function is used to find the middle number in a range?

A) MEDIAN()　　　　　B) MID() (Incorrect)
C) TRIM()　　　　　　　D) MODE()

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44. 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 (Incorrect)

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45. What is the purpose of ?Enter Key? in MS Excel?

A) Moves cell pointer to previous column
B) Moves cell pointer to next column (Incorrect)
C) Moves cell pointer to previous row
D) Moves cell pointer to next row

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

A) Find (Incorrect)　　　**B) Filter**
C) Format　　　　　　　D) Sort

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47. 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 (Incorrect)

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48. Which key is used to move the insertion point to the beginning of the current sheet?

A) Pageup　　　　　　　B) Home
C) Ctrl + pageup (Incorrect)　**D) Ctrl + Home**

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49. 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 (Incorrect)
C) Data-show/hide-Formula bar
D) Home-show/hide-formula bar

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50. Which key is used to make multiple line in a single cell?

A) Alt + Enter　　　　B) Tab + Enter
C) Ctrl + Enter　　　　　D) Shift + Enter (Incorrect)