MONTHLY TEST

COPA

Q. ID: ITISKILL7739C0

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Question Paper

Duration: 60 Mins   Total Marks: 50   **ID: ITISKILL7739C0**

Student Name: _____   Roll No: _____

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

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

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

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

3. How rows are numbered in MS Excel?

A) Alphabetically   B) Numerically
C) Alphanumerically   D) Special characters

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

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

5. How Cells are named in MS Excel?

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

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

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

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

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

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

A) View   B) Review
C) Page Layout   D) Data

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

19. Where does the result displays when a formula is entered

in Excel?

A) Formula Bar   B) Next Cell

C) Current Cell   D) Previous Cell

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

A) Ctrl + Enter   B) Shift + Enter

C) Tab + Enter   D) Alt + Enter

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

A) ESC   B) Ctrl

C) Tab   D) Enter

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

A) F3   B) F5

C) F7   D) F9

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

A) Ctrl + pageup   B) Ctrl + Home

C) Home   D) Pageup

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

A) Fade   B) Reveal

C) Push   D) Diamond

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

A) Animation   B) Transitions

C) Design   D) Slide show

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

A) Handouts   B) Slides

C) Folder   D) Desktop screen

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

A) Word   B) Power Point

C) Excel   D) Access

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

A) Ctrl + X   B) Ctrl + N

C) Ctrl + M   D) Ctrl + P

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

A) Ctrl + right mouse button   B) Alt + left mouse button

C) Ctrl + left mouse button   D) Alt + right mouse button

30. 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

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

A) Alphanumeric   B) Special characters

C) Numeric   D) Alphabetic

32. What is the purpose 'Tab' key in MS Excel?

A) Moves cell pointer to next column   B) Moves cell pointer to previous column

C) Moves cell pointer previous row   D) Moves cell pointer next row

33. Which template makes specify common design elements in all slides in the presentation?

A) Fax template   B) User template

C) Master template   D) Data template

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

A) Ctrl + N   B) Ctrl + S

C) Ctrl + C   D) Ctrl + M

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

A) Formulas   B) Data

C) Text   D) Numbers

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

A) Insert   B) Formula

C) Review   D) Data

37. Which sequence of operation is used to insert the hidden formula bar in Excel worksheet?

A) Insert-show/hide-Formula bar   B) Data-show/hide-Formula bar

C) View-Show/hide-Formula bar   D) Home-show/hide-formula bar

38. What type of software program is power point?

A) Presentation Graphics   B) Word Processor

C) Spread Sheet   D) Database Management

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

A) Shift+F7   B) Alt+F7

C) Ctrl+F7   D) Ctrl+Alt+F7

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

A) Ruler   B) Scroll Bar

C) Status Bar   D) Title Bar

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

A) NOW()   B) MOD()

C) FIND()   D) MID()

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

A) From current slide   B) From Beginning

C) Custom slide show   D) Broadcast slide show

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

A) Slide show   B) Transitions

C) Animation   D) Design

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

A) F7   B) F5

C) F12   D) F2

45. How columns are named in MS Excel?

A) Special characters   B) Numerically

C) Alphabetically   D) Alphanumerically

46. Which option in Excel is used to rearrange the rows base on the content of a particular column?

A) Sort   B) Format

C) Find   D) Filter

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

A) Review   B) Formula

C) View   D) Data

48. Which contains miniature representation of slides?

A) Template   B) Slide master

C) Slides   D) Handout

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

A) Sort   B) Filter

C) Find   D) Format

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

A) TRIM()   B) MODE()

C) MEDIAN()   D) MID()