

Non - Formal Computer Course

Q. ID: ITISKILL8180ZN

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Answer Key

Duration: 60 Mins

Total Marks: 50

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1. What type of software program is power point?

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

Answer: B) Presentation Graphics

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

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

Answer: B) Apply design

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

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

Answer: A) Animation

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

- A) Folder B) Desktop screen
- C) Handouts D) Slides

Answer: D) Slides

5. What in the purpose of X button?

- A) Close button B) Maximize buttons
- C) Office button D) Minimize button

Answer: A) Close button

6. How many groups are there in Home Menu?

- A) 4 B) 6
- C) 7 D) 5

Answer: D) 5

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

- A) Ctrl + S B) Ctrl + M
- C) Ctrl + N D) Ctrl + C

Answer: B) Ctrl + M

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

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

Answer: A) Cell

9. Which operation is to be performed before paste?

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

Answer: D) Cut / copy

10. Which option is used to store the duplicate of the active document permanently?

- A) Save B) Rename
- C) Save as D) Send

Answer: C) Save as

11. Who is considered as father of computer?

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

Answer: B) Charles Babbage

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

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

Answer: A) Sum()

13. How many pins are there in SIMMs?

- A) 42 - 82 B) 32 - 72
- C) 62 - 102 D) 52 - 92

Answer: B) 32 - 72

14. Which tab is used for creating, formatting and editing a spreadsheet?

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

Answer: A) Home

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

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

Answer: B) Note Master

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

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

Answer: B) Template

17. How does the parallel port transfer a byte?

- A) Bit by bit
- B) 4 bits at a time
- C) 8 bits at a time
- D) 2 bits at a time

Answer: C) 8 bits at a time

18. Which is the sequence, in which computer operates?

- A) Input, process, output
- B) Input, output, process
- C) Output, process, input
- D) Process, input, output

Answer: A) Input, process, output

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

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

Answer: D) Moves cell pointer to next column

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

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

Answer: B) Ctrl + left mouse button

21. What is the purpose of inserting header and footer in document?

- A) To allow page headers and footer appear on the document
- B) To make the starting and ending page
- C) To entrance the appearance of the document more readable
- D) To make larger document

Answer: A) To allow page headers and footer appear on the document

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

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

Answer: A) Review

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

- A) Custom slide show
- B) Broadcast slide show
- C) From Beginning
- D) From current slide

Answer: A) Custom slide show

24. How columns are named in MS Excel?

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

Answer: C) Alphabetically

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

- A) Reading view
- B) Normal

C) Notes Page

D) Slide Sorter

Answer: A) Reading view

26. Which button is used to add instant animation to the presentation and helps interactive presentation?

- A) Start button
- B) Insert button
- C) Add button
- D) Action button

Answer: D) Action button

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

- A) To insert the mouse
- B) To insert the keyboard
- C) To insert the RAM
- D) To insert the additional peripherals

Answer: D) To insert the additional peripherals

28. Which is an internal power supply units of CPU?

- A) UPS
- B) SMPS
- C) CVT
- D) Stabilizer

Answer: B) SMPS

29. Which feature is used to create a newspaper type document?

- A) Columns
- B) Bullets and numbering
- C) Tables
- D) Tab stops

Answer: A) Columns

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

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

Answer: C) Range

31. Which contains miniature representation of slides?

- A) Handout
- B) Slide master
- C) Template
- D) Slides

Answer: A) Handout

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

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

Answer: C) F5

33. What is the purpose of memory unit in a computer?

- A) Displays data
- B) Process data
- C) Accepts data
- D) Stores data

Answer: D) Stores data

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

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

C) Ctrl+F7

D) Alt+F7

Answer: A) Shift+F7

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

A) MID()

B) MOD()

C) NOW()

D) FIND()

Answer: C) NOW()

36. What type of software is MS Office?

A) Programming Language

B) Application Software

C) Operating System

D) System Software

Answer: B) Application Software

37. Which menu contains, Symbol option in MS Word?

A) table

B) tools

C) format

D) insert

Answer: D) insert

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

A) Home

B) Ctrl + Home

C) Ctrl + pageup

D) Pageup

Answer: B) Ctrl + Home

39. How many panes are there in backstage view in power point 2010?

A) 7

B) 9

C) 5

D) 3

Answer: D) 3

40. Which view in Excel displays the pages exactly as they appear when printed?

A) Custom View

B) Page Break View

C) Page Layout view

D) Full screen View

Answer: C) Page Layout view

41. Which function is used to count the number of cells that contain numbers, in a range?

A) Sumif()

B) Sum()

C) Count ()

D) Countif()

Answer: C) Count ()

42. Which option is used to activate and deactivate ruler?

A) Insert - tool bar

B) View - ruler

C) View - grids

D) Insert - ruler

Answer: B) View - ruler

43. Which one of the following will start with ?=? sign in Excel 2010?

A) Text

B) Formulas

C) Numbers

D) Data

Answer: B) Formulas

44. Which bar contains the current position of the cursor in MS Word?

A) layout

B) horizontal ruler

C) title bar

D) status bar

Answer: D) status bar

45. What type of device is computer?

A) Electro magnetic

B) Electrical device

C) Electronic device

D) Electro mechanical

Answer: C) Electronic device

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

A) Sort

B) Find

C) Format

D) Filter

Answer: A) Sort

47. Which one of the following is text styling feature of MS Word?

A) word colour

B) word fill

C) word font

D) word art

Answer: D) word art

48. Which function key is used to open goto dialogue box in MS Excel?

A) F11

B) F5

C) F2

D) F7

Answer: B) F5

49. What is the main electronic component of the first generation computer?

A) Integrated circuit

B) Microprocess

C) Vacuum tubes

D) Transistors

Answer: C) Vacuum tubes

50. Who invented Analytical engine?

A) John Lickert

B) M.V Wilkes

C) Charles Babbage

D) John Mauchy

Answer: C) Charles Babbage