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

- A) **Slides** B) Folder
C) Handouts D) Desktop screen (Incorrect)

2. Which contains miniature representation of slides?

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

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

- A) Add button (Incorrect) B) Start button
C) Insert button D) **Action button**

4. What type of software program is power point?

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

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

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

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

- A) **3 (Correct)** B) 5
C) 7 D) 9

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

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

8. 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

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

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

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

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

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

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

12. 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

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

- A) Normal B) Notes Page
C) **Reading view** D) Slide Sorter (Incorrect)

14. 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**

15. 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 (Correct)** D) Ctrl + right mouse button

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

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

17. What type of device is computer?

- A) Electrical device B) **Electronic device**
C) Electro magnetic D) Electro mechanical (Incorrect)

18. Who is considered as father of computer?

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

19. Who invented Analytical engine?

A) Charles Babbage

C) John Mauchy

B) John Lickert

D) M.V Wilkes (Incorrect)

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

A) Integrated circuit

C) Transistors

B) Microprocess (Incorrect)

D) Vacuum tubes

21. How does the parallel port transfer a byte?

A) Bit by bit

C) 4 bits at a time

B) 2 bits at a time

D) 8 bits at a time (Correct)

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

A) CVT

C) SMPS (Correct)

B) UPS

D) Stabilizer

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

A) To insert the RAM (Incorrect)

C) To insert the keyboard

B) To insert the mouse

D) To insert the additional peripherals

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

A) Accepts data

C) Process data (Incorrect)

B) Displays data

D) Stores data

25. How many pins are there in SIMMs?

A) 32 - 72

C) 52 - 92

B) 42 - 82

D) 62 -102 (Incorrect)

26. How columns are named in MS Excel?

A) Alphabetically

C) Alphanumerically

B) Numerically

D) Special characters (Incorrect)

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

A) Formula

C) Review (Correct)

B) Data

D) View

28. What type of software is MS Office?

A) Application Software

C) Programming Language

B) Operating System

D) System Software (Incorrect)

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

A) Cell

C) Range

B) Column (Incorrect)

D) Row

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

A) Range

C) Formula (Incorrect)

B) Union

D) General

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

A) Custom View

C) Page Break View

B) Full screen View

D) Page Layout view (Correct)

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

A) Data (Incorrect)

C) Numbers

B) Text

D) Formulas

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

A) Data

C) Insert (Incorrect)

B) Home

D) Review

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

A) Count () (Correct)

C) Sum()

B) Countif()

D) Sumif()

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

A) Count() (Incorrect)

C) ABS()

B) Sum()

D) Sumif()

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

A) FIND()

C) NOW() (Correct)

B) MOD()

D) MID()

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

A) Moves cell pointer to previous column

C) Moves cell pointer previous row (Incorrect)

B) Moves cell pointer to next column

D) Moves cell pointer next row

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

A) F2 (Incorrect)

C) F7

B) F5

D) F11

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

A) Find

C) Sort

B) Filter

D) Format (Incorrect)

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

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

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

- A) layout B) title bar (Incorrect)
C) status bar D) horizontal ruler

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

- A) word fill (Incorrect) **B) word art**
C) word colour D) word font

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

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

44. How many groups are there in Home Menu?

- A) 4 (Incorrect) **B) 5**
C) 6 D) 7

45. What is the purpose of X button?

- A) Close button (Correct)** B) Office button

- C) Maximize buttons D) Minimize button

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

- A) View - grids **B) View - ruler**
C) Insert - tool bar (Incorrect) D) Insert - ruler

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

- A) tools B) table
C) format (Incorrect) **D) insert**

48. Which operation is to be performed before paste?

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

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

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

50. 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 (Correct)**