

# Non - Formal Computer Course

Q. ID: ITISKILL8180ZN

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Question Paper

Duration: 60 Mins

Total Marks: 50

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Student Name: \_\_\_\_\_ Roll No: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

11. Who is considered as father of computer?

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

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

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

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

- A) word art
- B) word font
- C) word fill
- D) word colour

5. What type of device is computer?

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

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

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

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

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

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

- A) Custom View
- B) Full screen View
- C) Page Break View
- D) Page Layout view

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

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

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

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

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

- A) insert
- B) format
- C) tools
- D) table

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

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

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

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

- A) Standard tool bar
- C) Template

- B) Blank Presentation
- D) Auto content wizard

- A) Numerically
- C) Alphanumerically

- B) Alphabetically
- D) Special characters

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

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

19. Which operation is to be performed before paste?

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

20. What in the purpose of X button?

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

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

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

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

- A) Pageup
- C) Home
- B) Ctrl + Home
- D) Ctrl + pageup

23. Who invented Analytical engine?

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

24. What type of software program is power point?

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

25. How does the parallel port transfer a byte?

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

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

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

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

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

28. How columns are named in MS Excel?

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

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

30. How many groups are there in Home Menu?

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

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

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

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

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

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

- A) Microprocess
- C) Transistors
- B) Integrated circuit
- D) Vacuum tubes

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

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

35. How many pins are there in SIMMs?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- A) F11
- B) F5
- C) F7
- D) F2

**43.** Which contains miniature representation of slides?

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

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

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

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

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

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

- A) Data
- B) Numbers
- C) Text
- D) Formulas

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

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

**48.** Which view hides the hidden slides in Power Point?

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

**49.** What type of software is MS Office?

- A) Operating System
- B) Programming Language
- C) System Software
- D) Application Software

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

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