

**Time: 1 Hr. 30 mins Max. Marks: 50**

**SCHEME**

**Answer all the Questions each carries one mark. 1 x 50 = 50**

1. The file that contents ready made styles that can be used for a word document?

(A) recent files (B) soft copy files (C) Magic wands (D) Templates

2. To delete the selected text press

(A) Ctrl (B) Alt (C) Home (D) Delete

3. The tool for justification, align the text on both the sides-left and right of margin.

(A) Corner (B) Right (C) Justify (D) Balanced

4. \_\_\_\_\_ include the selected text in the index of the document.

(A) Mark entry (B) Indent (C) Table (D) Caption

5. The key used to select all the content on the page

(A) Ctrl + A (B) Ctrl + S (C) Ctrl + t (D) Ctrl + R

6. Line spacing is in the \_\_\_\_ of MS Word.

(A) Format tab (B) View tab (C) Insert tab (D) Home tab

7.\_\_\_\_ button reduces the window to an icon but word still remains active.

(A) Close (B) Restore (C) Maximize (D) Minimize

8. Which is not relevant with font?

(A) Font grammar (B) Font color (C) Font size (D) Font face

9.\_\_\_\_ Button brings word window to the maximum original size.

(A) Scroll (B) Close (C) Restore (D) Minimize

10. What is the smallest width of a column?

(A) 0" (B) 1" (C) 0.5" (D) 1.5"

11. Arial, Cambria, Verdana, Times New Roman are the name of \_\_\_\_

(A) Highlights (B) Font face (C) Text (D) Alignment

12. What feature adjusts the top and bottom margins so that the text is centred vertcally on the

printed page?

(A) Vertical centering (B) Vertical justifying (C) Vertical adjusting ( D) Dual centering

13. The feature that keeps track of the right margin is

(A) Left justified (B) Ragged right (C) Right justified (D) Find and replace

14. To make the selected text bold, the shortcut key is \_\_\_\_

(A) Alt+ B (B) Shift+ B (C) Ctrl+ B (D) Space +H

15. The file format that is not supported by a Word document?

(A) .png (B) .jpg (C) .kpz (D) .gif

16. What is a note or annotation that is included in the document?

(A) Comment (B) Caption (C) Header (D) Footer

17. Microsoft Office Word creates a \_\_\_\_ for you when you press ENTER or the SPACEBAR

after you type the address of an existing Web page.

(A) Hyperlink (B) Header (C) Chart (D) Footer

18. Zoom in and out button is available on

(A) Scroll bar (B) Home tab (C) Page layout tab (D) View option toolbar

19. The blinking symbol on the screen that shows where the next character will appear is

(A) Cursor (B) Delete key (C) Arrow key (D) Return key

20. The Last size to zoom is upto

(A) 150% (B) 200% (C) 400% (D) 500%

21.\_\_\_\_ appear at the bottom of the Excel window.

(A) Title bar (B) Formula bar (C) Work sheet tabs (D) Name box

22. What are the basic rectangular building blocks of a spreadsheet?

(A) Cells (B) Zoom slider (C) Help button (D) All of these

23. Which of the following is not a term pertaining to spreadsheets?

(A) Cell (B) Character (C) Browser (D) Formula

24. Another name for a pre-programmed formula in Excel is

(A) Cell (B) Graph (C) Function (D) Range

25. Excel is a program that is used to prepare a

(A) Slide presentation (B) Spreadsheet (C) Text document (D) Database

26.\_\_\_\_ is a powerful tool used to create and format spreadsheets.

(A) Adobe Photoshop CS (B) Mozilla Firefox (C) Microsoft Office PowerPoint (D) Microsoft Office Excel

27. Workbook is a collection of

(A) Worksheets (B) Page set-up (C) Buttons (D) Diagrams

28. The worksheet names appear on tabs at the \_\_\_\_ of the workbook window.

(A) Bottom right (B) Bottom left (C) Top left (D) Top right

29. The result of a formula in a cell is the

(A) Displayed value (B) Range (C) Value (D) Label

30. \_\_\_\_ is the intersection of a row with a column.

(A) Cell (B) Row (C) Column (D) All of these

31. To display the save as dialog box, press

(A) F2 (B) F3 (C) F5 (D) F12

32. The default file extension of MS-Excel is

(A) xlr (B) xls (C) exe (D) exl

33. Which command is used to close the window of Excel?

(A) Alt + F4 (B) Ctrl + W (C) Ctrl + R (D) Ctrl + C

34. What is the default column width of MS Excel?

(A) 5.5 (B) 2.98 (C) 6.49 (D) 8.43

35. Press \_\_\_\_ to make the text bold in MS Excel.

(A) Ctrl + 1 (B) Ctrl + 2 (C) Ctrl + 3 (D) Ctrl + 4

36. Microsoft PowerPoint is a \_\_\_\_ program.

(A) Graphics (B) Presentation (C) Data Analysis (D) All of the above

37. The powerPoint program was created by \_\_\_\_.

(A) Thomas and John Knoll (B) Charles Simonyi (C) Jerry Yang and David Filo (D) Robert Gaskins and Dennis Austin

38. In Windows operating systems, PowerPoint was offered in \_\_\_\_.

(A)1989 (B) 1990 (C) 1991 (D) 1992

39. What is the default filename of a PowerPoint file?

(A) Presentation (B)Mypresentation (C)Presentation1 (D) Default

40. What is the file extension of PowerPoint file?

(A) Powerpoint (B) Powerpnt (C) Ppnt (D) Pptx

41. What is the shortcut key to insert a new slide in PowerPoint?

(A) Ctrl + N (B) Ctrl + M (C) Shift + N (D) Alt + M

42. What is the shortcut key to delete the current slide in PowerPoint?

(A) Delete (B) Backspace (C) Insert (D) Both A and B

43. Which option is used to reset the position, size, and formatting of the slide placeholders to

their default settings?

1. Restore (B) Default Formatting (C) Reset (D) Default Template

44. A PowerPoint \_\_\_\_ is a pattern or blueprint of a slide or group of slides.

(A) Presentation (B) Style (C) Theme (D) Template

45. A PowerPoint template is saved as \_\_\_\_ file.

(A) pptx (B) potx (C) pstx (D) temx

46. The shortcut key to close PowerPoint?

(A) Ctrl + Q (B) F4 (C) Ctrl + Delete (D) All of the above

47. The shortcut key to open the Transitions tab and add transitions between slides.?

(A) Ctrl + K (B) Ctrl + T (C) Alt + K (D)Alt + T

48. What is used to insert text on the currently selected slide?

(A) WordArt (B) Comment Box (C) Text Box (D) Ritch Text Box

49. Under which Menu, the options for draw/insert Text Box, picture, charts are available?

(A) Home (B) Insert (C) Draw (D) All of the above

50. Which of these files are sound type?

(A) CAT file (B) LOG file (C) WAV file (D) VOC file

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