

Q1. What is the default the cell content alignment in Excel?

- (a) left aligned
- (b) centrally aligned
- (c) text left aligned and numbers right aligned
- (d) text right aligned and numbers left aligned
- (e) None of the above

Q2. Which of the following option will not be helpful to instruct Word to stop bulleting paragraphs?

- (a) press the enter key twice
- (b) click the Undo button on the Standard toolbar
- (c) press the backspace key to remove the bullet
- (d) click the Bullets button on the Formatting toolbar
- (e) All of the above

Q3. Which menu is selected to print?

- (a) File
- (b) Tools
- (c) Special
- (d) Edit
- (e) None of these

Q4. If you wished to limit what you would see on an Excel worksheet, what data function would you use?

- (a) Sort
- (b) Filter
- (c) Conditional format
- (d) Data analysis
- (e) None of these

Q5. As you create documents, graphs and pictures your computer holds the data in—

- (a) Restore file
- (b) Backup drive
- (c) Clip board
- (d) Memory
- (e) None of these

Q6. Alt+F4 is used for:

- (a) Close the currently active program
- (b) Undo last action
- (c) Insert hyperlink for selected text
- (d) Redo last action
- (e) None of these

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Q7. To select a column the easiest method is to?

- (a) drag from the top cell in the column to the last cell in the column
- (b) double click any cell in the column
- (c) click the row heading
- (d) click the column heading
- (e) None of the above

Q8. What is a handout master in PowerPoint?

- (a) A terminal to establish a connection
- (b) An animation tool for handy and swift actions
- (c) A convertor of .ppt file to .doc
- (d) Printout of slide representations from your presentation
- (e) A directory of images

Q9. What is a note or an annotation that an author or reviewer adds to a document?

- (a) Comment
- (b) Caption
- (c) Footer
- (d) Header
- (e) Underline

Q10. The advantage of using a spreadsheet is:

- (a) Calculations can be done automatically.
- (b) changing data automatically updates calculations
- (c) more flexibility
- (d) all of the above
- (e) None of the above

Q11. Which of the following is a collection of programs that controls how your computer system runs and processes information?

- (a) operating system
- (b) computer
- (c) office
- (d) compiler
- (e) interpreter

Q12. Which of the following command is required to restart the computer?

- (a) Ctrl+Alt+Del
- (b) Ctrl+Alt+tab
- (c) Ctrl+Alt+Shift
- (d) Ctrl+Shift+Del
- (e) None of these

Q13. Which of the following are two basic types of record access methods?

- (a) Sequential and Random
- (b) Sequential And Indexed
- (c) Direct and Immediate
- (d) On-line and Real time
- (e) None of these

Q14. What is a named area on a disk that is used to store related subfolders and files called?

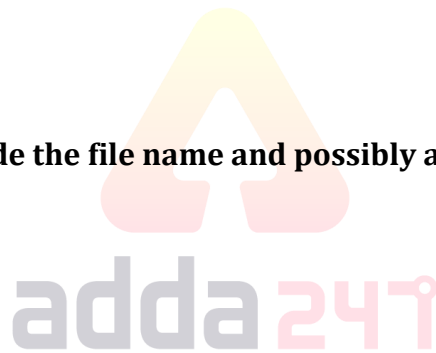
- (a) desktop
- (b) folder
- (c) menu
- (d) Safari
- (e) explorer

Q15. If you want to insert a chart to your slide then go to _____.

- (a) Insert – Chart
- (b) Home – Chart
- (c) Format – Chart
- (d) Table – Chart
- (e) None of these

Q16. Which of the following include the file name and possibly a directory of folders?

- (a) File directory
- (b) Information packet
- (c) File specification
- (d) File extension
- (e) None of these



Q17. Which of the following communication channel, signals can be transmitted between a source and a destination in both direction at same time?

- (a) Simplex
- (b) Half duplex
- (c) Full duplex
- (d) Quarter duplex
- (e) None of these

Q18. Which of the following referred as the overall design, construction, organization, and interconnection of the various components of a computer system?

- (a) Computer system
- (b) Computer architecture
- (c) Computer programming
- (d) Computer algorithm
- (e) Computer flow chart

Q19. Which of the following is NOT an octal number?

- (a) 125
- (b) 259
- (c) 456
- (d) 025
- (e) 763

Q20. If internet services are provided by transmitting data over the wires of telephone network, which of the following is used?

- (a) Anodes
- (b) Digital Subscriber Line
- (c) Digital Anodes
- (d) Wireless Diodes
- (e) Wires



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