

NOBLE INSTITUTE OF COMPUTER ACCOUNTANCY

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NICA
GURU

MCQ QUESTION BANK OF COMPUTER

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COMPUTER FUNDAMENTAL MCQ

1. WHO IS THE DEVELOPER OF COMPUTER?

- A. DENNIS RITCHIE
- B. JAMES GOSLING
- C. CHARLES BABBAGE
- D. NONE

2. WHAT IS THE FULL FORM OF COMPUTER?

- A. COMPACT OPERATING MENU PURPOSELY UNDER IN TECHNICAL AND EDUCATION RESEARCH.
- B. COMMONLY OPERATING MACHINE PURPOSELY USED FOR TECHNICAL AND EDUCATION RESEARCH.
- C. COMMONLY OPERATING MACHINE PERMANENTLY USED FOR TIMING EDUCATIONAL RESEARCH.
- D. NONE

3. THE SMALLEST UNIT OF DATA IN COMPUTER IS _____?

- A. BIT
- B. NIBBLE
- C. KB
- D. BYTES

4. IN COMPUTER SYSTEM, 1 NIBBLES EQUAL TO _____?

- A. 1 BIT
- B. 8 BYTES
- C. 4 BITS
- D. 1 KB

5. ONE BYTES EQUAL TO _____?

- A. 8 BYTES
- B. 1 NIBBLE
- C. 4 BITS
- D. NONE

6. WHAT IS THE FULL FORM OF CPU?

- A. CENTRAL PROCESSING UNIT
- B. CONTROL PROCESSING UNIT
- C. CONTROL PRINCIPLE UNIT
- D. ALL OF THE ABOVE

7. HOW MANY PARTS ARE THERE IN CUP?

- A. 1
- B. 2
- C. 3
- D. 4

8. THE BRAIN OF ANY COMPUTER SYSTEM IS _____?

- A. CU
- B. ALU
- C. MEMORY
- D. CPU

9. WHICH OF THE FOLLOWING IS NOT AN EXAMPLE OF SOFTWARE?

- A. MS-OFFICE
- B. TALLY
- C. CHROME
- D. MOUSE

10. HOW MANY COMPUTER GENERATIONS ARE THERE?

- A. 1
- B. 2
- C. 4
- D. 5

11. WHAT IS THE TIME PERIOD OF 1 ST GENERATION'S COMPUTER?

- A. 1939-1945
- B. 1946-1959
- C. 1959-1965
- D. NONE

12. IN 1ST GENERATION OF COMPUTER, WHICH TECHNOLOGY WAS USED?

- A. ICS
- B. TRANSISTOR
- C. VACUUM TUBE
- D. VLSI

13. IN MEMORY, FULL NAME OF KB?

- A. KNOWBIT
- B. KILOBYTE
- C. KNEEBYTE
- D. KILOBIT

14. 1 KB EQUAL TO _____?

- A. 1000 BYTE
- B. 1024 BYTE
- C. 1MB
- D. NONE

15. HOW MANY TYPE OF MEMORY ARE THERE?

- A. 1
- B. 2
- C. 3
- D. 4

16. WHICH OF THE FOLLOWING IS THE EXAMPLE VOLATILE MEMORY?

- A. PRIMARY
- B. SECONDARY
- C. RAM
- D. ROM

17. RAM STANDS FOR _____?

- A. READ ACCESS MEMORY
- B. RANDOM ACCESS MEMORY
- C. BOTH 1 & 2
- D. NONE

18. WHICH OF THE FOLLOWING IS THE EXAMPLE OF INPUT DEVICE?

- A. KEYBOARD
- B. MOUSE
- C. SCANNER
- D. ALL OF THE ABOVE

19. CPU CONSIST OF _____?

- A. ALU + CU
- B. RAM + ROM
- C. RAM + ALU
- D. ROM + CU

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20. WHICH OF THE FOLLOWING IS NOT COMPONENT OF COMPUTER SYSTEM?

- A. INPUT DEVICE
- B. MEMORY
- C. STEPPER MOTOR
- D. NONE

21. WHICH OF THE FOLLOWING IS THE VALID MEASUREMENT UNIT OF MEMORY

- A. KB
- B. MB
- C. GB
- D. ALL OF THE ABOVE

22. HOW MANY ARROW KEYS ARE IN KEYBOARD

- A. 1
- B. 2
- C. 3
- D. 4

23. HOW MANY KEYS ARE ON KEYBOARD

- A. 101
- B. 102
- C. 103
- D. 104

24. THE LIST CODED INSTRUCTION IN COMPUTER IS CALLED

- A. ALGORITHM
- B. FLOWCHART
- C. COMPUTER PROGRAM
- D. NONE

25. THE PART OF CPU WHICH PERFORM ALL MATHEMATICAL OPERATIONS

- A. CU
- B. MEMORY
- C. ALU
- D. REGISTER

26. EXAMPLES OF HARDWARE?

- A. KEYBOARD
- B. MOUSE
- C. PRINTER
- D. ALL OF THE ABOVE

27. HOW MANY TYPES OF S/W ARE

- A. 1
- B. 2
- C. 3
- D. 4

28. FITO STANDS FOR ____?

- A. FIRST INTER FIRST OPENING
- B. FIRST IN FIRST OUT
- C. FIRST INSTRUCTION FIRST OPERATION
- D. NONE

29. ALU IS PART OF MEMORY?

- A. TRUE
- B. FALSE
- C. BOTH
- D. NONE

30. TYPES OF RAM?

- A. SRAM
- B. DRAM
- C. BOTH
- D. NONE

31. CAN H/W WORK WITHOUT DEVICE DRIVER?

- A. TRUE
- B. FALSE
- C. SOMETIMES
- D. NONE

32. SHORTCUT KEY OF FOLDER CREATION?

- A. F2
- B. CTRL + C
- C. CTRL + SHIFT + N
- D. CTRL

33. COMPUTER SHUTDOWN SHORTCUT KEY?

- A. ALT + F4
- B. CTRL + F4
- C. SHIFT
- D. ALL

34. COMPUTER REFRESH SHORTCUT KEY?

- A. F4
- B. F5
- C. F6
- D. F7

35. WHICH OF THE FOLLOWING IS THE EXAMPLES OF O.S?

- A. WINDOWS
- B. LINUX
- C. MS-DOS
- D. ALL OF THE ABOVE

36. WHICH OF THE FOLLOWING IS THE EXAMPLE OF VOLATILE MEMORY?

- A. SRAM
- B. DRAM
- C. ROM
- D. BOTH 1 & 2

37. WHAT IS THE USE OF CTRL + Z?

- A. FOR COPY
- B. FOR PAST
- C. FOR UNDO
- D. FOR DELETE

38. WHAT IS THE USE OF SHIFT + DELETE?

- A. FOR PERMANENT DELETE
- B. FOR TEMPORARY DELETE
- C. FOR BACKUP
- D. NONE

39. CTRL + C USED FOR ____?

- A. CUT
- B. COPY
- C. PAST
- D. UNDO

40. WHAT IS THE SHORTCUT KEY OF SELECT ALL?

- A. CTRL + A
- B. CTRL + B
- C. ALT + A
- D. ALT + B

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41. CTRL + X USED FOR__?

- A. CUT
- B. COPY
- C. PAST
- D. DELETE

42. WHAT IS THE EXAMPLE OF BINARY NUMBER?

- A. 0 & 1
- B. 1 & 2
- C. 2 & 3
- D. 3 & 4

43. BITS STAND FOR__?

- A. BINARY DIGITS
- B. BIN DIGITS
- C. BIN FILE
- D. NONE

44. THE BCD USES HOW MANY BITS?

- A. 6 BITS
- B. 8 BITS
- C. 32 BITS
- D. 128 BITS

45. WHICH OF THE FOLLOWING IS THE LOGIC GATE?

- A. AND
- B. OR
- C. NOT
- D. ALL

46. THE TWO KINDS OF MAIN MEMORY ARE?

- A. CD & DVD
- B. RAM & ROM
- C. PRIMARY & SECONDARY
- D. ALL OF THE ABOVE

47. O.S IS THE EXAMPLE OF__?

- A. HARDWARE
- B. SOFTWARE
- C. BOTH
- D. NONE

48. THE MAIN MEMORY OF COMPUTER IS ALSO KNOWN AS__?

- A. PRIMARY
- B. SECONDARY
- C. INTERNAL
- D. NONE

49. E-MAIL STANDS FOR__?

- A. EJECT MAIL
- B. ENTER MAIL
- C. ELECTRONIC MAIL
- D. ALL

50. G-MAIL STANDS FOR__?

- A. GLOBAL MAIL
- B. GOOGLE MAIL
- C. BOTH
- D. NONE

51. HALF BYTE OR 4 BITS IS CALLED__?

- A. PIXEL
- B. MEMORY
- C. NIBBLE
- D. NONE

52. ARPANET STANDS FOR__?

- A. ADVANCED RESEARCH PROJECT AGENCY NETWORK
- B. ADVANCE REFERESH PROJECT AGENCY NETWORK
- C. ALL RESEARCH PROFILE AGENCY NETWORK
- D. NONE

53. THE FIRST COMPUTER NETWORK IS__?

- A. LAN
- B. VAN
- C. PAN
- D. ARPANET

54. HOW MUCH DATA CAN BE STORED IN A CD?

- A. 500 MB
- B. 600 MB
- C. 700 MB
- D. 1 GB

55. _____ HAS THE SHORTEST ACCESS TIMES?

- A. PRIMARY MEMORY
- B. SECONDARY MEMORY
- C. CACHE MEMORY
- D. NONE

56. HDD IS THE EXAMPLE OF__ MEMORY?

- A. PRIMARY
- B. SECONDARY
- C. CACHE
- D. NONE

57. INTERNAL HDD COMPUTER SYSTEM IS__?

- A. FIXED
- B. NOT FIXED
- C. REMOVABLE
- D. NONE

58. THE LENGTH OF IP ADDRESS IS__?

- A. 16 BITS
- B. 32 BITS
- C. 64 BITS
- D. 128 BITS

59. MAC STANDS FOR__?

- A. MEDIA ACCESS CONTROL
- B. MEDIA ACCESS CANCEL
- C. MEMORY ACCESS CONTROL
- D. NONE

60. THE LENGTH OF MAC ADDRESS IS__?

- A. 32 BITS
- B. 48 BITS
- C. 64 BITS
- D. 128 BITS

61. THE LOCATION OF THE RESOURCE ON INTERNET IS GIVEN BY ITS__?

- A. URL
- B. PROTOCOL
- C. EMAIL
- D. IP(INTERNET PROTOCOL)

62. URL STANDS FOR__?

- A. UNIFORM RESEARCH LOCATON
- B. INIVERSAL RESOURCE LOCATION
- C. UNIFORM RESURCE LOCATOR
- D. ALL OF THE ABOVE

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63. SET OF RULES IS KNOWN AS ___?

- A. PROTOCOL
- B. FILE
- C. TOPOLOGY
- D. NONE

64. PHYSICAL ARRANGEMENT OF COMPUTER NETWORK IS CALLED ___?

- A. TOPOLOGY
- B. ROUTING
- C. NETWORKING
- D. PROTOCOL

65. THE STRUCTURE/FORMAT OF DATA IS CALLED ___?

- A. MANAGEMENT
- B. FORMATTING
- C. SYNTAX
- D. NONE

66. KEYBOARD IS THE EXAMPLE OF ___?

- A. INPUT DEVICE
- B. OUTPUT DEVICE
- C. BOTH
- D. NONE

67. MONITOR IS THE EXAMPLE OF ___?

- A. INPUT DEVICE
- B. OUTPUT DEVICE
- C. BOTH
- D. NONE

68. A COMPUTER CONSISTS OF ___?

- A. A CENTRAL PROCESSING UNIT
- B. A MEMORY
- C. INPUT AND OUTPUT UNIT
- D. ALL OF THE ABOVE

69. HOW MANY FUNCTION KEYS ARE ON KEYBOARD?

- A. 4
- B. 8
- C. 12
- D. 16

70. RAM & ROM ARE THE EXAMPLE OF ___?

- A. INPUT DEVICE
- B. OUTPUT DEVICE
- C. STORAGE DEVICE
- D. NONE

71. SPEAKER IS AN EXAMPLE OF ___?

- A. SIMPLEX
- B. HALFPLEX
- C. FULL DUPLEX
- D. NONE

72. TELEPHONE NETWORK IS THE EXAMPLE OF ___ SYSTEM?

- A. SIMPLEX
- B. HALFPLEX
- C. FULL DUPLEX
- D. NONE

73. WALKIE-TALKIE IS AN EXAMPLE OF ___?

- A. SIMPLEX
- B. HALFPLEX
- C. FULL DUPLEX
- D. NONE

74. WHICH OF THE FOLLOWING IS THE MODE OF DATA TRANSMISSION?

- A. SIMPLEX
- B. HALFPLEX
- C. FULL DUPLEX
- D. ALL OF THE ABOVE

75. IS THE TYPE OF TOPOLOGY ___?

- A. TRUE
- B. FALSE
- C. BOTH
- D. NONE

76. CPU CONTROLS ___?

- A. CONTROL MEMORY
- B. CONTROL ONLY INPUT
- C. ALL INPUT, OUTPUT & PROCESSING
- D. ALL OF THE ABOVE

77. WHAT WAS THE NAME OF FIRST COMPUTER?

- A. ENIAC
- B. UNIAC
- C. PARAM
- D. NONE

78. ENIAC STANDS FOR ___?

- A. ELECTRONIC NUMERICAL INTEGRATOR AND COMPUTER
- B. ELECTRONIC NUMBER INPUT AND COMPUTER
- C. BOTH
- D. NONE

79. IN WHICH GENERATION COMPUTER ARE MICRO PROCESSORS?

- A. FIRST GENERATION
- B. SECOND GENERATION
- C. THIRD GENERATION
- D. FOURTH GENERATION

80. IN WHICH GENERATION O.S WAS DEVELOPED?

- A. FIRST GENERATION
- B. SECOND GENERATION
- C. THIRD GENERATION
- D. FOURTH GENERATION

81. IN COMPUTER, OCR STAND FOR ___?

- A. OPTICAL CARD READER
- B. OPTICAL CARD REMOVABLE
- C. OPTICAL CHARACTER READER
- D. OPTICAL CHARACTER RECOGNITION

82. COMPUTER MOUSE IS USED FOR ___?

- A. DRAWING
- B. SEPARATING LINE
- C. SELECTING
- D. ALL OF THE ABOVE

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83. WHO IS THE DEVELOPER OF MOUSE?

- A. DENNIS RITCHIE
- B. CHARLES BABBAGE
- C. DOUGLAS ENGELBART
- D. JAMES FOKNAR

84. THE LENGTH OF IPV6 IS__?

- A. 16 BITS
- B. 32 BITS
- C. 128 BITS
- D. 256 BITS

85. WHICH OF THE FOLLOWING IS THE TYPE OF NETWORK?

- A. LAN
- B. WAN
- C. PAN
- D. MAN
- E. ALL OF THE ABOVE

86. USB STANDS FOR__?

- A. UNIVERSAL SERIAL BUS
- B. UNIVERSAL SEQUENTIAL BUS
- C. UNQUE SERIAL BUS
- D. NONE

87. WHAT IS THE BASE OF DECIMAL NUMBER SYSTEM?

- A. 4
- B. 8
- C. 10
- D. 16

88. WHEN WE CONVERT 1100 IN DECIMAL?

- A. 4
- B. 8
- C. 12
- D. 16

89. WHICH OF THE FOLLOWING IS ALSO KNOWN AS READ/WRITE MEMORY?

- A. ROM
- B. RAM
- C. HDD
- D. DVD

90. UPS STANDS FOR__?

- A. UNINTERRUPTED POWER SUPPLY
- B. UNIT POWER SUPPLY
- C. UNIVERSAL POWER SUPPLY
- D. NONE

91. 1 TB EQUAL TO__?

- A. 1000 GB
- B. 1024 GB
- C. BOTH
- D. NONE

92. COMPUTER MONITOR IS ALSO KNOWN AS__?

- A. VDU
- B. CCTV
- C. DVD
- D. CD

93. VDU STANDS FOR__?

- A. VISUAL DISPLAY UNIT
- B. VIRTUAL DISPLAY UNIT
- C. VISUAL DISPLAY USER
- D. NONE

94. ARRANGE IN ASCENDING ORDER TB, KB, GB, AND MB?

- A. TB>GB>KB>MB
- B. TB<GB<MB<KB
- C. KB>MB>GB>TB
- D. NONE

95. ARRANGE IN DESCENDING ORDER TB, KB, GB, AND MB?

- A. TB>GB>KB>MB
- B. TB<GB<MB<KB
- C. KB<MB<GB<TB
- D. NONE

96. THE PRINTED OUPUT FROM A COMPUTER IS CALLED__?

- A. COPY
- B. SOFT COPY
- C. HARD COPY
- D. PAPER

97. WHICH GENERATION OF COMPUTER IS STILL UNDER DEVELOPMENT?

- A. FOURTH GENERATION
- B. FIFTH GENERATION
- C. SIXTH GENERATION
- D. SEVENTH GENERATION

98. WHICH WAS THE MOST POPULAR FIRST GENERATION COMPUTER?

- A. IBM 1650
- B. IBM 360
- C. IBM 1130
- D. IBM 2700

99. FULL FORM OF BCD IS__?

- A. BINARY CODED DECIMAL
- B. BIT CODED DECIMAL
- C. BINARY CODED DIGIT
- D. BIT CODED DIGIT

100. PROPERLY ARRANGED IS CALLED__?

- A. FIELD
- B. WORDS
- C. INFORMATION
- D. FILE

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COMPUTER FULL FROM MCQ

1. WHAT IS THE FULL FORM OF COMPUTER

- A. COMMONLY OPERATED MACHINE PARTICULARLY USED FOR TRADE EDUCATION AND RESEARCH
- B. COMMONLY OPERATED MACHINE PARTICULARLY USED FOR TECHNICAL ELECTRON AND RESEARCH
- C. COMMONLY OPERATED MACHINE PARTICULARLY USED FOR TECHNICAL EDUCATION AND RESEARCH
- D. COMPENTENT OPERATED MACHINE PARTICULARLY USED FOR TECHNICAL EDUCATION AND RESEARCH

2. WHAT IS THE FULL FORM OF CPU?

- A. COMPUTER PROCESSING UNIT
- B. COMPUTER PROTECTION UNIT
- C. CENTRAL PROCESSING UNIT
- D. NONE OF THE ABOVE

3. WHAT IS THE FULL FORM OF CU?

- A. COMPUTER UNIT
- B. CONTROL UNIT
- C. COMPRESS UNIT
- D. NONE OF THE ABOVE

4. WHAT IS THE FULL FORM OF MU?

- A. MASKED UNIT
- B. MANAGEMENT UNIT
- C. MEMORY UNIT
- D. MAIN UNIT

5. WHAT IS THE FULL FORM OF ALU?

- A. ARITHMETIC LEAST UNIT
- B. ARTHMETIC LOGIC UNIT
- C. ALLOWED LOGIC UNIT
- D. ASCII LOGIC UNIT

6. WHAT IS THE FULL FORM OF USB?

- A. UNIVERSAL SERIAL BUS
- B. UNIFORM SERVICE BUS
- C. UNIVERSAL SERIAL BUFFE
- D. UNIVERSAL SECTOR BUS

7. WHAT IS THE FULL FORM OF RAM?

- A. READ ACCESS MEMORY
- B. READABLE ACCESS MEMORY
- C. RANDOM ACCUMULATOR MEMORY
- D. RANDOM ACCESS MEMORY

8. WHAT IS THE FULL FORM OF ROM?

- A. READ ONLY MEMORY
- B. RENDOM ONLY MEMORY
- C. READABLE ONLY MEMORY
- D. REGISTER ONLY MEMORY

9. WHAT IS THE FULL FORM OF UPA?

- A. UNIVERSAL POWER SUPPLY
- B. UNINTERRUPTIBLE POWER SUPPLY
- C. UNINTERRUTIBLE POWER STANDBY
- D. UNIVERSAL POWER SOURCE

10. WHAT IS THE FULL FORM OF VIRUS?

- A. VERY INTELLIGENT RESULT UNTIL SOURCE
- B. VITAL INFORMATION RESOURCE UNDER SIEGE
- C. VERY INTERCHANGED RESOURCE UNDER SEARCH
- D. VIRAL IMPORTANT RECORD USER SEARCHED

11. WHAT IS THE FULL FORM OF WORM?

- A. WRITE READ MEMORY
- B. WRITE ONCE, READ MANY
- C. WIPE ONLY, READ MEMORY
- D. READ WRITE MEMORY

12. WHAT IS THE FULL FORM OF OSS?

- A. OPEN SYSTEM SERVICE
- B. OPEN SYSTEM SOFTWARE
- C. OPEN SYNCHRONIZED SOFTWARE
- D. OPEN SOURCE SOFTWARE

13. WHAT IS THE FULL FORM OF IBM?

- A. INTERNATIONAL BUSINESS MACHINE
- B. INTERGRATED BUSINESS MACHINE
- C. INTERNAL BUSINESS MACHINE
- D. INDIAN BUSINESS MACHINE

14. WHAT IS THE FULL FORM OF SRAM?

- A. STATIC RANDOM-ACCESS MEMORY
- B. STABLE RANDOM-ACCESS MEMORY
- C. SPECIAL RANDOM-ACCESS MEMORY
- D. SUPREME RANDOM-ACCESS MEMORY

15. WHAT IS THE FULL FORM OF DRAM?

- A. DATA RANDOM ACTIVE MEMORY
- B. DYNAMIC RANDOM ACCESS MEMORY
- C. DATA RANDOM ACCESS MEMORY
- D. NONE OF THESE

16. WHAT IS THE FULL FORM OF PROM?

- A. PROGRAMMED READ ONLY MEMORY
- B. PROGRAMMABLE READ ONLY MEMORY
- C. PRE-REQUIRED READ ONLY MEMORY
- D. PRE-FED READ ONLY MEMORY

17. WHAT IS THE FULL FORM OF EPROM?

- A. EVERY PERSON REQUIRES ONE MIND
- B. ELECTRIC PROGRAMMABLE READ ONLY MEMORY
- C. ERASABLE PROGRAMMABLE READ ONLY MEMORY
- D. EVALUABLEPHILAUTIC RANDOM OPTIC MEMORY

18. WHAT IS THE FULL FORM OF EEPROM?

- A. ELECTRICALLY ERASABLE PROGRAMMABLE ROM
- B. ELECTRONIC ERASABLE PROGRAMMABLE ROM
- C. EASILY ERASABLE PROGRAMMABLE ROM
- D. NONE OF THE ABOVE

19. WHAT IS THE FULL FORM OF LAN?

- A. LAND AREA NETWORK
- B. LOCAL AREA NETWORK
- C. LEAST AREA NETWORK
- D. LEAVE ALL NETWORK

20. WHAT IS THE FULL FORM OF WAN?

- A. WIDE AREA NETWORK
- B. WIDE ARMY NETWORK
- C. WIDEST AREA NETWORK
- D. NONE OF THESE

21. WHAT IS THE FULL FORM OF MAN?

- A. METRO AREA NETWORK
- B. MACHINE ACCESS NETWORK
- C. MASSIVE ARRAY NETWORK
- D. METROPOLITAN AREA NETWORK

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22. WHAT IS THE FULL FORM OF ENIAC?

- A. ELECTROCIN NUMERICAL INTEGRATOR AND CALCULATOR
- B. ELECTRONIC NUMERICAL INTEGRATOR AUTOMATIC COMPUTER
- C. ELECTRONIC NUMERICAL INTEGRATOR AUTOMATIC CALCULATOR
- D. ELECTRONIC NUMERICAL INTEGRATOR AND COMPUTER

23. WHAT IS THE FULL FORM OF UNIVAC?

- A. UNIVERSAL ARRAY COMPUTER
- B. UNIQUE AUTOMATIC COMPUTER
- C. UNIVERSAL AUTOMATIC COMPUTER
- D. UNVALUED AUTOMATIC COMPUTER

24. WHAT IS THE FULL FORM OF EDSAC?

- A. ELECTRONIC DATA STORAGE AUTOMATIC COMPUTER
- B. ELECTRONIC DELAY STORAGE AUTOMATIC COMPUTER
- C. ELECTRONIC DELAY STORAGE AUTOMATIC COMPUTER
- D. ELECTRONIC DELAY STORAGE ADVANCED COMPUTER

25. WHAT IS THE FULL FORM OF EDVAC?

- A. ELECTRONIC DATA VARIABLE AUTOMATIC COMPUTER
- B. ELECTRONIC DEFINED VARIABLE ADDRESS COMPUTER
- C. ELECTRONIC DOMAIN VARIABLE ADDRESS COMPUTER
- D. ELECTRONIC DISCRETE VARIABLE AUTOMATIC COMPUTER

26. WHAT IS THE FULL FORM OF ISP?

- A. INTERNET SERVICE PROVIDER
- B. INTERNAL SERVICE PROCESSOR
- C. INTERNATIONAL SEVER PROVIDER
- D. INTERNET SYSTEM PROCESSOR

27. WHAT IS THE FULL FORM OF MODEM?

- A. MODULATOR DEMODULATOR
- B. MODERN EMULATOR FOR EMULATOR
- C. MOBILE DEVELOPMENT EMULATOR
- D. MACHINE OPERATION EMULATOR

28. WHAT IS THE FULL FORM OF FORTRAN?

- A. FORTRANLATION
- B. FORK TRANSFORMATION
- C. FORMAT TRANSFORMATION
- D. FORMULA TRANSLATION

29. WHAT IS THE FULL FORM OF OS?

- A. OPEN SOURCE
- B. OPEN SYSTEM
- C. OPERATING STYLING
- D. OPERATING SYSTEM

30. WHAT IS THE FULL FORM OF DOS?

- A. DIGITAL OPEN SYSTEM
- B. DISK OPERATING SESSION
- C. DISK OPERATING SYSTEM
- D. DIGITAL OPERATING SYSTEM

31. WHAT IS THE FULL FORM OF MS-DOS?

- A. MACRO SERVER DESCRIPTION OF SYSTEMS
- B. MICROSOFT DEVELOPMENT OF SYSTEMS
- C. MS DEVICE OPERATING SYSTEMS
- D. MICROSOFT DOS

32. WHAT IS THE FULL FORM OF GUI?

- A. GRAPHICS USER INTERFACE
- B. GRAPHICAL USER INTERFACE
- C. GRAPHICS USER INTERCHANGE
- D. GRAPHICAL USER INTERCHANGE

33. WHAT IS THE FULL FORM OF CUI?

- A. CHARACTER USER INTERFACE
- B. CHAT UNIFORMLY INTERCHANGE
- C. CONSIDER UNLISTED INFORMATION
- D. CHECKING UNLIMITED INFORMATION

34. WHAT IS THE FULL FORM OF PNG?

- A. PICTURED NATIVE GRAPHICS
- B. PORTABLE NETWORK GRAPHICS
- C. PERSONAL NETWORK GRAPHICS
- D. PROFESSIONAL NATIVE GEOMETRY

35. WHAT IS THE FULL FORM OF VLSI?

- A. VERY LARGE SCALE INTEGRATOR
- B. VERY LARGE SCALE INTEGRATION
- C. VERY LARGE STORAGE INTEGRATION
- D. VERY LARGE STORAGE INTEGRATOR

36. WHAT IS THE FULL FORM OF ULSI?

- A. ULTRA LARGE STORAGE INTEGRATION
- B. ULTRA LARGE STORAGE INTEGRATOR
- C. ULTRA LARGE SCALE INTEGRATION
- D. ULTRA LARGE SCALE INTEGRATOR

37. WHAT IS THE FULL FORM OF HLL?

- A. HIGH LEVEL LESSON
- B. HIGH LEVEL LANGUAGE
- C. HIGH LAYMAN'S LESSON
- D. HIGH LAYMAN'S LANGUAGE

38. WHAT IS THE FULL FORM OF GIF?

- A. GLOBAL INTERFACE FORMAT
- B. GRAPHICS INTERCHANGE FORMAT
- C. GRAPHICAL INTERFACE FORMAT
- D. GLOBLE INTERNET FORMAT

39. WHAT IS THE FULL FORM OF JPEG?

- A. JOB PROCESSING EXTERNAL GROUP
- B. JAVA PROGRAMMING EXPERT GROUP
- C. JOINT PHOTOGRAPHIC EXPERTS GROUP
- D. JOIN PROJECT EXPLORER GRADUATES

40. WHAT IS THE FULL FORM OF HDD?

- A. HIGH DEFINITION DATA
- B. HYPERTEXT DEVICE DATA
- C. HIDDEN DEVICE DATA
- D. HARD DISK DRIVE

41. WHAT IS THE FULL FORM OF CD?

- A. CARRIED DISK
- B. COMPACT DATA
- C. COMPACT DISK
- D. CARRIED DATA

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42. WHAT IS THE FULL FORM OF DVD?

- A. DIGITAL VERSATILE DISK
- B. DIGITAL VIDEO DISK
- C. BOTH A & B
- D. DYNAMIC VERSATILE DISK

43. WHAT IS THE FULL FORM OF CD-ROM?

- A. COMPACT DISC READ ONLY MEMORY
- B. COMPACBLE DISC READ ONLY MEMORY
- C. COMPACT DATA READ ONLY MEMORY
- D. COMPACTABLE READ ONLY MEMORY

44. WHAT IS THE FULL FORM OF KB?

- A. KILLO BIT
- B. KILO BYTE
- C. KILLO BYTE
- D. KILO BIT

45. WHAT IS THE FULL FORM OF MB?

- A. MARIO BROTHERS
- B. KMAKE OR BREAK
- C. MASALABUGIA
- D. MEGA BYTE

46. WHAT IS THE FULL FORM OF GB?

- A. GIGA BIT
- B. GIGA BYTE
- C. GILO BYTE
- D. GILO BIT

47. WHAT IS THE FULL FORM OF FTP?

- A. FAST TRANSFER PROTOCOL
- B. FAST TRANSMITTING PROJECT
- C. FILE TRANSMITTING PROTOCOL
- D. FILE TRANSFER PROTOCOL

48. WHAT IS THE FULL FORM OF HTTP?

- A. HIGHTRANSFFER TERRA PAGE
- B. HIVE TYPE TERMINAL PROTOCOL
- C. HYPER TEXT TRANSFER PROTOCOL
- D. HIGHERTRANSEER TECHNOLOGY PROTOCOL

49. WHAT IS THE FULL FORM OF HTML?

- A. HYPER TEXT MIX LANGUAGE
- B. HYPER TEXT MARKUP LANGUAGE
- C. HYPER TEXT MARKING LANGUAGE
- D. HYPER TEXT MEANING LANGUAGE

50. WHAT IS THE FULL FORM OF FAT?

- A. FILE ACCESS TAPE
- B. FILE ALLOCATION TABLE
- C. FILE ACCOMMODATION TABLE
- D. FILE ACTIVITY TABLE

51. WHAT IS THE FULL FORM OF P2P?

- A. PAST TO PAST
- B. PEEK TO PEEK
- C. PEEK TO PEEK
- D. PEER TO PEER

52. WHAT IS THE FULL FORM OF POP?

- A. POST OFFICE PROGRAM
- B. PROTOCOL ON PROTOCOL
- C. PROGRAM ON PROGRAMMER
- D. POST OFFICE PROTOCOL

53. WHAT IS THE FULL FORM OF IT?

- A. INFORMATION TECHNOLOGY
- B. INTERESTING TECHNOLOGY
- C. INFORMATION TRACKING
- D. INTERNET TECHNOLOGY

54. WHAT IS THE FULL FORM OF DTP?

- A. DESKTOP PHISHING
- B. DYNAMIC TECHNOLOGY PRODUCT
- C. DESKTOP PUBLISHING
- D. DESKTOP PRODUCT

55. WHAT IS THE FULL FORM OF COBOL?

- A. CENTRAL BINARY ORIENTED LANGUAGE
- B. COMMON BINARY ORIENTED LANGUAGE
- C. CENTRAL BUSINESS ORIENTED LANGUAGE
- D. COMMON BUSINESS ORIENTED LANGUAGE

56. WHAT IS THE FULL FORM OF URL?

- A. UNIFORM READ LOCATOR
- B. UINIFORM RESEARCH LOCATOR
- C. UNIFORM RESOURCE LOCATOR
- D. INITED RESEARCH LOCATOR

57. WHAT IS THE FULL FORM OF IP?

- A. INTERNET PROVIDER
- B. INTERNET PROCEDURE
- C. INTERNET PROCESSOR
- D. INTERNET PROTOCOL

58. WHAT IS THE FULL FORM OF LCD?

- A. LIQUID CATHODE DISPLAY
- B. LIQUID CRYSTAL DISPLAY
- C. LIGHT CRYSTAL DISPLAY
- D. NONE OF THE ABOVE

59. WHAT IS THE FULL FORM OF LED?

- A. LIGHT EMITTING DIODE
- B. LIGHT EMITTER DIODE
- C. BOTH A AND B
- D. NONE

60. WHAT IS THE FULL FORM OF OCR?

- A. ONLY CHARACTER READER
- B. OPTICAL CHARACTER READER
- C. OUTSIZED CHARACTER READER
- D. OPERATIONAL CHARACTER READER

61. WHAT IS THE FULL FORM OF OMR?

- A. OPTICAL MARKUP RECOGNITION
- B. OPTICAL MARK RECOGNITION
- C. OPTICAL MAGNETIC READER
- D. ONLY MARK RECOGNITION

62. WHAT IS THE FULL FORM OF MICR?

- A. MAGNETIC INK CHARACTER READER
- B. MAGNETIC INK CODE RECOGNITION
- C. META INK CHARACTER RECOGNITION
- D. NONE OF THESE

63. WHAT IS THE FULL FORM OF BCD?

- A. BINARY CODED DECODED
- B. BINARY CODED DECIMAL
- C. BOTH A & B
- D. NONE

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64. WHAT IS THE FULL FORM OF NIC?

- A. NETWORK INTERNET CARD
- B. NETWORK INFORMATION CENTER
- C. NETWORK INTERFACE CARD
- D. NETWORK IDENTITY CARD

65. WHAT IS THE FULL FORM OF APL?

- A. ARRAY PROGRAMMING LANGUAGE
- B. A PROGRAMMING LANGUAGE
- C. ARRAY PROGRAMMING LEVEL
- D. A PROCEDURAL LANGUAGE

66. WHAT IS THE FULL FORM OF ASCLL?

- A. AMERICAN STANDARD CODE FOR INFORMATION INTERCHANGE
- B. AMERICAN SPECIAL COMPUTER FOR INFORMATION INTERCHANGE
- C. AMERICAN STANDARD FOR INFORMATION INTERCHANGE
- D. AMERICAN SPECIAL COMPUTER FOR INFORMATION INTERACTION

67. WHAT IS THE FULL FORM OF DNS?

- A. DISK NAME SYSTEM
- B. DOMAIN NAME SYSTEM
- C. DOMAIN NUMBER SYSTEM
- D. DOMAIN NAME SIGNAL

68. WHAT IS THE FULL FORM OF TCP?

- A. TRANSMISSION COMMUNICATIONAL PROTOCOL
- B. TRANSMISSION CONTROL PROTOCOL
- C. TRANSISTOR CONTROL PROTOCOL
- D. TRANSFORM CONTROL PROTOCOL

69. WHAT IS THE FULL FORM OF TCP/IP?

- A. TRANSPORT CONTROL PROTOCOL/INTERNET PROTOCOL
- B. TELEPHONE CALL PROTOCOL/INTERNATIONAL PROTOCOL
- C. TRANSMISSION CONTROL PROTOCOL/INTERNET PROTOCOL
- D. NONE OF THESE

70. WHAT IS THE FULL FORM OF SMTP?

- A. SIMPLE MAIL TRANSITION PROTOCOL
- B. SIMPLE MAIL TRANSPORT PROTOCOL
- C. SIMPLE MAIL TERMINAL PROTOCOL
- D. SIMPLE MAIL TRANSFER PROTOCOL

71. WHAT IS THE FULL FORM OF MIME?

- A. MULTIPURPOSE INTERNET MAIL EXTRA
- B. MULTIPURPOSE INTERNET MAIL EXTENSIONS
- C. MULTIPURPOSE INTERNET MAIL END
- D. NONE OF THESE

72. WHAT IS THE FULL FORM OF WWW?

- A. WORLD WIDE WILDLIFE WEB
- B. WORLD WIDE WOMEN'S WEB
- C. WORLD WIDE WOMEN'S WEEK
- D. WORLD WIDE WEB WORM

73. WHAT IS THE FULL FORM OF ARPANET?

- A. ADVANCED RESEARCH PROJECT AGENCY NETWORK
- B. ADVANCED RESEARCH PROJECT AUTOMATIC NETWORK
- C. ADVANCED RESEARCH PROJECT AUTHORIZED NETWORK
- D. ADVANCED RESEARCH PROGRAMMED AUTO NEWTORK

74. WHAT IS THE FULL FORM OF VGA?

- A. VIDEO GRAPHICS ARRAY
- B. VOICE GRAPHICS ARRAY
- C. VIDEO GRAPHICS ADAPTER
- D. NONE OF THE ABOVE

75. WHAT IS THE FULL FORM OF CAD?

- A. COMPUTER APPLICATION IN DESIGN
- B. COMPUTER ALGORITHM FOR DESIGN
- C. COMPUTER ANALOGUE DESIGN
- D. COMPUTER AIDED DESIGN

76. WHAT IS THE FULL FORM OF EBCDIC?

- A. EXTENDED BINARY CODED DECIMAL INTERMEDIATE CODE
- B. EXTENDED BINARY CONVERTED DECIMAL INTERMEDIATE CODE
- C. EXTENDED BINARY CONVERTED DECIMAL INTERCHANGE CODE
- D. EXTENDED BINARY CODED DECIMAL INTERCHANGE CODE

77. WHAT IS THE FULL FORM OF CRT?

- A. CRYSTAL RAY TUBE
- B. CATHODE RAY TUBE
- C. COSMOS RAY TUBE
- D. NONE OF THESE

78. WHAT IS THE FULL FORM OF BIOS?

- A. BINARY INPUT OUTPUT SYSTEM
- B. BASIC INPUT OUTPUT SYSTEM
- C. BASIC INPUT OFF SYSTEM
- D. ALL OF THE ABOVE

79. WHAT IS THE FULL FORM OF PC?

- A. PERSONAL COMPUTER
- B. PRIVATE COMPUTER
- C. PUBLIC COMPUTER
- D. NONE OF THSES

80. WHAT IS THE FULL FORM OF DMA?

- A. DIRECT MEMORY ACCESS
- B. DIRECT MEMORY ALLOCATION
- C. DATA MEMORY ALLOCATION
- D. DATA MEMORY ACCESS

81. WHAT IS THE FULL FORM OF MSI?

- A. MEDIUM SCALE INTELLIGENT CIRCUIT
- B. MEDIUM SYSTEM INTELLIGENT CIRCUIT
- C. MEDIUM SYSTEM INTEGRATED CIRCUITS
- D. MEDIUM SCALE INTEGRATED CIRCUITS

82. WHAT IS THE FULL FORM OF NTFS?

- A. NEWTECHONOLOGY FILE SYSTEM
- B. NANO TECHNOLOGY FILE SYSTEM
- C. NONTAMPERABLE FILE SYSTEM
- D. NETWORK FILE SYSTEM

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83. WHAT IS THE FULL FORM OF COW?

- A. COPY OVERWRITE
- B. COMPUTER OF WORLD
- C. COMPUTER OVERWRITES
- D. COMPRESS OF WRITE MEMORY

84. WHAT IS THE FULL FORM OF MIS?

- A. MARKETING INTERNET SYSTEM
- B. MANAGEMENT INTERNET SYSTEM
- C. MANAGEMENT INFORMATION SYSTEM
- D. MARKETING AND IMPLEMENTATION SOFTWARE

85. WHAT IS THE FULL FORM OF NVT?

- A. NETWORK VIRTUAL TELL
- B. NETWORK VIRTUAL TERMINAL
- C. NETWORK VIRTUAL TRANSMISSION
- D. NETWORK VIRTUAL TEST

86. WHAT IS THE FULL FORM OF ISDN?

- A. INTEGRATED SERVICES DIGITAL NETWORK
- B. INTEGRATED SERVICES DIGITAL NETWORK
- C. INTEGRATED SECURITY DIGITAL NETWORK
- D. INTEGRATED SERVICES DATA NETWORK

87. WHAT IS THE FULL FORM OF ETCS?

- A. ENABLE TAX COLLECTED AT SOURCE
- B. ELECTRICAL TAX COLLECTED AT SOURCE
- C. ELECTRONIC TAX COLLECTED AT SOURCE
- D. ELECTRIC TAX COLLECTED AT SOURCE

88. WHAT IS THE FULL FORM OF SDRAM?

- A. SYNCHRONOUS DRAM
- B. DRAM
- C. SUPER DRAM
- D. SEMI DRAM

89. WHAT IS THE FULL FORM OF IE?

- A. INSTANT EXPLORER
- B. INTERNET EXPLORER
- C. INTERNET EXECUTION
- D. INDUSTRIAL EXTENSION

90. WHAT IS THE FULL FORM OF VDU?

- A. VIRTUAL DISPLAY UNIT
- B. VIRTUAL DETECTION UNIT
- C. VISUAL DETECTION UNIT
- D. VISUAL DISPLAY UNIT

91. WHAT IS THE FULL FORM OF MSD?

- A. MOST SIGNIFICANT DIGIT
- B. MOST SIGNIFICANT DECIMAL
- C. MULTIPLE SIGNIFICANT DIGIT
- D. MANY SIGNIFICANT DIGIT

92. WHAT IS THE FULL FORM OF MOS?

- A. METHOD ORGANIZED STACK
- B. METAL OXIDE SEMICONDUCTOR
- C. MORE OPERATING SYSTEM
- D. MOST OFTEN STORE

93. WHAT IS THE FULL FORM OF XML?

- A. EXTRA MARKUP LANGUAGE
- B. EXTENSIBLE MARKUP LANGUAGE
- C. EXCELLENT MARKUP LANGUAGE
- D. EXTENDED MARKING LINKS

94. WHAT IS THE FULL FORM OF CISC?

- A. COMPLETE INSTRUCTION SET COMPUTER
- B. COMPLEX INSTRUCTION SET COMPUTER
- C. COMPLEX STANDARD SET COMPUTER
- D. COMPLEX STANDARD SET CALCULATOR

95. WHAT IS THE FULL FORM OF HD?

- A. HIGHDEFINATION
- B. HIDDEN DATA
- C. HYPER DATA
- D. HARD DATA

96. WHAT IS THE FULL FORM OF E-COMMERCE?

- A. ELECTRICAL COMMERCE
- B. ENTERTAINMENT COMMERCE
- C. ELECTRO CHEMICAL COMMERCE
- D. ELECTRONIC COMMERCE

97. WHAT IS THE FULL FORM OF WI-FI?

- A. WIRELESS FIDELITY
- B. WIRELESS INTERNET
- C. WIRELESS FEDERATION
- D. WIRELESS FOR INTERNET

98. WHAT IS THE FULL FORM OF WWW?

- A. WORLD WIDE WEB
- B. WIRELESS WORLD WEB
- C. WORLD WIDE WOMEN'S
- D. WORLD WOMEN'S WEB

99. WHAT IS THE FULL FORM OF PAN?

- A. PEAR AREA NETWORK
- B. PERSONAL AREA NETWORK
- C. PROMPT AREA NETWORK
- D. PRIVATE AREA NETWORK

100. WHAT IS THE FULL FORM OF 1GL?

- A. FIRST GENERATION LOGIC
- B. FIRST GENERATION LIGHT PROGRAMMING LANGUAGE
- C. FIRST GENERATION LIGHT COMPUTER
- D. FIRST GENERATION LIGHT LOGARITHMS

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MS WORD MCQS

1. **WHAT IS MS WORD?**
 - A. A SPREADSHEET
 - B. AN OPERATING SYSTEM
 - C. A WORD PROCESSING SOFTWARE
 - D. NONE OF THE ABOVE
2. **WHEN YOU CREAT THE FIRST DOCUMENT FILE IS WORD, WHAT WILL BE THE DEFALUT FILE NAME?**
 - A. PAGE 1
 - B. DOCUMENT 1
 - C. MICROSOFT WORD 1
 - D. WORD 1
3. **WHICH SHORTCUT KEY IS USED TO SWITCH FROM ONE WORD DOCUMENT TO ANOTHER WORD DOCUMENT?**
 - A. CTRL + SHIFT + F2
 - B. CTRL + SHIFT + F4
 - C. CTRL + SHIFT + F6
 - D. CTRL + SHIFT + F8
4. **WHICH SHORTCUT KEY IS USED TO INSERT A BULLET POINT QUICKLY?**
 - A. CTRL + SHIFT + B
 - B. CTRL + SHIFT + L
 - C. CTRL + SHIFT + T
 - D. CTRL + SHIFT + E
5. **WHICH OF THE FOLLOWING COMPANY DEVELOPED MS OFFICE 2000?**
 - A. COREL
 - B. NOVELL
 - C. MICROSOFT
 - D. LOTUS
6. **WHICH OF THE FOLLOWING IS NOT A PART OF STANDARD OFFICE SUIT?**
 - A. DATABASE
 - B. IMAGE EDITOR
 - C. WORD PROCESSOR
 - D. FILE MANAGER
7. **WHAT WE HAVE TO TYPE IN THE RUN DIALOG BOX TO OPEN MICROSOFT WORD?**
 - A. WORD.EXE
 - B. MSWORD.EXE
 - C. WORD2003.EXE
 - D. WINWORD.EXE
8. **WHAT IS THE DEFAULT FILE EXTENSION OF MS WORD 2003?**
 - A. .DOC
 - B. .PPT
 - C. .HTML
 - D. .XLSX
9. **WHAT IS THE MAXIMUM PERCENTAGE OF ZOOM IN MICROSOFT WORD?**
 - A. 100%
 - B. 300%
 - C. 500%
 - D. 700%
10. **WHAT IS THE MINIMUM PERCENTAGE OF ZOOM IN MICROSOFT WORD?**
 - A. 10%
 - B. 11%
 - C. 12%
 - D. 13%
11. **WHEN WE OPEN MS WORD, WHAT IS THE DEFAULT FONT STYLE?**
 - A. ARIAL
 - B. CALIBRI
 - C. TIMES NEW ROMAN
 - D. PREETI
12. **WHAT IS THE DEFAULT FONT SIZE OF A WORD DOCUMENT?**
 - A. 10 PT
 - B. 11 PT
 - C. 12 PT
 - D. 13 PT
13. **CTRL + T IS USED TO ?**
 - A. LEFT INDENT
 - B. HANGING INDENT
 - C. OPEN TABS DIALOG BOX
 - D. TERMINATE ALL OPENED DIALOG BOX
14. **IN MS WORD, WHICH SHORTCUT KEY IS USED TO CHANGE THE TEXT CASE?**
 - A. SHIFT + F2
 - B. SHIFT + F3
 - C. SHIFT + F4
 - D. SHIFT + 5
15. **CTRL + X CAN BE USED TO ?**
 - A. CUT ANYTHING WHICH SELECTED
 - B. COPY ANYTHING WHICH IS SELECTED
 - C. INSERT ANYTHING WHICH IS SELECTED
 - D. NONE OF THE ABOVE
16. **CTRL + V CAN BE USED TO?**
 - A. PASTE ANYTHING WHICH IS CUT
 - B. PASTE ANYTHING WHICH COPIED
 - C. BOTH OF THE ABOVE
 - D. NONE OF THE ABOVE
17. **CTRL + S IS USED TO ?**
 - A. SAVE DOCUMENT WITH SAME NAME
 - B. SAVE DOCUMENT WITH DIFFERENT NAME
 - C. SAVE DOCUMENT AND CLOSE WORD APPLIATION
 - D. SAVE DOCUMENT AND PRINT WHOLE PAGES

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18. WHICH OPTION IS USED TO MOVE A PARAGRAPH FROM ONE PLACE TO ANOTHER WITHAOUT REMOVING IT FROM THE FIRST SPACE

- A. MOVE
- B. ROTATE
- C. CUT-PASTE
- D. COPY-PASTE

19. WHICH OPTION IS USED TO MOVE A PARAGRAPH COMPLETELY FROM THE FIRST POSSITION TO THE SECOND POSITION?

- A. MOVE
- B. ROTATE
- C. CUT-PASTE
- D. COPY-PASTE

20. THE CONTENTS OF THE CLIPBOARD REMAIN THE SAME UNTIL?

- A. YOU CUT OTHER TEXT
- B. YOU COPY OTHER TEXT
- C. YOU SHUT DOWN OR RESTART THE COMPUTER
- D. ALL OF THE ABOVE

21. IN HOW MANY DOCUMENTS YOU CAN WORK SIMULTANEOUSLY IN MS WORD?

- A. ONE
- B. TWO
- C. MORE THAN TWO
- D. ANY NUMBER

22. THE WORD COUNT COMMAND DISPLAY THE NUMBER OF WORDS AS WELL AS THE NUMBER OF ____?

- A. LINES
- B. CHARACTERS
- C. PARAGRAPHS
- D. ALL OF THE ABOVE

23. WHAT IS THE USED PAGE DOWN KEY ?

- A. MOVES THE CURSOR ONE PARAGRAPH DOWN
- B. MOVES THE CURSOR ONE SCREEN DOWN
- C. MOVES THE CURSOR ONE PAGE DOWN
- D. MOVES THE CURSOR ONE LINE DOWN

24. WHAT IS THE USED TO CTRL + PAGE UP?

- A. MOVES THE CURSOR ONE PAGE UP
- B. MOVES THE CURSOR ONE SCREEN UP
- C. MOVES THE CURSOR ONE PARAGRAPH UP
- D. MOVES THE CURSOR ONE LINE UP

25. PORTRAIT AND LANDSCAPE ARE EXAMPLE OF?

- A. PAPER SIZE
- B. PAGE LAYOUT
- C. PAGE ORIENTATION
- D. ALL OF THE ABOVE

26. WHICH OF THE FOLLOWING IS TRUE REGARDING PAGE ORIENTATION OF A DOCUMENT?

- A. PAGE ORIENTATION CAN BE CHANGE AT ANY TIME
- B. PAGE ORIENTATION MUST SET BEFORE START TYPING
- C. PAGE ORIENTATION OF A DOCUMENT CANNOT BE CHANGED
- D. PAGE ORIENTATION OF DOCUMENT DATERMIES BY PRINTER

27. SWITCHING BETWEEN PORTRAIT AND LANDSCAPE MODES INCLUDES?

- A. HEADER AND FOOTER TOOLBAR
- B. PAGE SETUP DIALOG BOX
- C. PRINT LAYOT VIEW
- D. NONE OF THESE

28. FROM WHICH VIEW CAN YOU SEE HOW THE TEXT AND GRAPHICS WILL APPEAR ON THE PRINTED PAGE?

- A. NORMAL
- B. PRINT LAYOI
- C. WEB LAOUT
- D. OUTLINE

29. WHICH FEATURE HELPS YOU TO INSERT CLIPBOARD CONTENT AS TEXT WITHOUT ANY FORMATTING?

- A. STYLES
- B. PAGE SETUP
- C. PASTE SPECIAL
- D. FORMAT PAINTER

30. FROM WHERE CAN YOU CHANGE THE VERTICAL ALIGNMENT?

- A. FORMATTING TOOLBOX
- B. PARAGRAPH DIALOG BOX
- C. PAGE SETUP DIALOG BOX
- D. STANDARD TOOLBAR

31. HOW CAN YOU BREAK THE CURRENT COLUMN?

- A. PRESS ALT + ENTER
- B. PRESS CTRL + ENTER
- C. PRESS ALT + SHIFT + ENTER
- D. PRESS CTRL + SHIFT + ENTER

32. WHAT IS THE MINIMUM FONT SIZE YOU CAN APPLY FOR A GIVEN CHARACTER?

- A. 0.25
- B. 0.5
- C. 1
- D. 1.25

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33. WHAT IS THE MAXIMUM FONT SIZE YOU CAN APPLY FOR A GIVEN CHARACTER?

- A. 72
- B. 163
- C. 1338
- D. 16038

34. WHICH OF THESE TOOLBARS ALLOWS CHANGING FONTS AND THEIR SIZES?

- A. STANDARD
- B. FORMATTING
- C. PRINT PREVIEW
- D. NONE OF THESE

35. WHICH OPTION CAN BE USED TO CHANGE PAGE SIZE AND PAGE MARGIN IN MS WORD?

- A. VIEW
- B. TOOLS
- C. PAGE-SETUP
- D. NONE OF THE ABOVE

36. BY USING THE FIND AND REPLACE FEATURE IN MS-WORD, YOU CAN?

- A. REPLACE TEXT ONLY
- B. REPLACE FORMATTING ONLY
- C. REPLACE BOTH TEXT & FORMATTING
- D. NONE OF THE ABOVE

37. WHICH SHORTCUT KEY IS USED TO OPEN THE OPEN DIALOG BOX IN MS WORD?

- A. F12
- B. SHIFT F12
- C. ALT + F12
- D. CTRL + F12

38. WHAT IS THE NAME OF THE TOP BAR OF WINDOW ON WHICH THE NAME OF WINDOW IS WRITTEN IS KNOWN AS?

- A. TITLE BAR
- B. MENU BAR
- C. STATUS BAR
- D. NONE OF THESE

39. WHICH BAR IS USUALLY LOCATED BELOW THE TITLE BAR THAT PROVIDES CATEGORIZED OPTIONS?

- A. TOOLBAR
- B. MENU BAR
- C. SCROLL BAR
- D. NONE OF THESE

40. GRAPHICS IS INSERTED IN ____?

- A. BOX
- B. PAGE
- C. FRAME
- D. ALL OF THESE

41. WHAT IS THE SHORTCUT KEY TO OPEN THE FONT DIALOG BOX?

- A. CTRL + D
- B. CTRL + SHIFT + F
- C. BOTH OF THE ABOVE
- D. NONE OF THE ABOVE

42. WHICH SHORTCUT KEY IS USED TO DISPLAY THE FULL PAGE OR PRINT PREVIEW?

- A. ALT + F2
- B. TAB + F2
- C. SHIFT + F2
- D. CTRL + F2

43. A FEATURE THAT AUTOMATICALLY CORRECTS COMMON SPELLING ERRORS IS CALLED?

- A. AUTO FIT
- B. AUTO CORRECT
- C. AUTO FORMAT
- D. NONE OF THESE

44. WHAT IS THE FULL FORM OF RTF?

- A. REAL TIME FONTS
- B. RICH TEXT FORMAT
- C. REAL TIME FORMATTING
- D. RICH TEXT TITLES

45. IN THE MAIL MERGE OPTION, USED ____?

- A. CAN ONLY REQUEST NEW SOURCE
- B. CAN ONLY AN EXISTING ADDRESS LIST
- C. CAN CREATE NEW OR USE AN EXISTING ADDRESS LIST
- D. NONE OF THE ABOVE

46. IT IS POSSIBLE TO ____ THE DATA SOURCE BEFORE MERGING?

- A. CREATE
- B. MODIFY
- C. SORT
- D. ALL OF THESE

47. WHAT IS THE USE OF CTRL + Q?

- A. DOES NOTHING
- B. REMOVE PARAGRAPH FORMATTING
- C. PRINT WHOLE DOCUMENT WITHOUT CONFIRMATION
- D. CLOSE WORD APPLICATION WITHOUT SAVING DOCUMENT

48. FROM WHERE CAN YOU ACCESS THE SAVE COMMAND ?

- A. HOME TAB
- B. INSERT TAB
- C. REVIEW TAB
- D. NONE OF THESE

49. CTRL + M IS USED TO?

- A. LEFT INDENT
- B. RIGHT INDENT
- C. NEW DOCUMENT
- D. CLOSE DOCUMENT

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50. WHAT IS THE SHORTCUT KEY FOR MANUAL LINE BREAK?

- A. ALT + ENTER
- B. CTRL + ENTER
- C. SHIFT + ENTER
- D. SPACE + ENTER

51. IN ESSENTIAL BUSINESS LETTER ELEMENTS ARE INCLUDED?

- A. DATE LINE AND INSIDE ADDRESS
- B. MESSAGE
- C. SIGNATURE BLOCK
- D. ALL OF THESE

52. WHICH OF THE FOLLOWING DO YOU USE TO CHANGE MARGINS?

- A. STANDARD TOOLBAR
- B. PAGE SETUP DIALOG BOX
- C. PARAGRAPH DIALOG BOX
- D. FORMATTING TOOLBAR

53. WHAT WAS THE DEFAULT LEFT AND RIGHT MARGIN IN WORD 2003 DOCUMENT?

- A. 1 INCH
- B. 1.25 INCH
- C. 1.5 INCH
- D. 2 INCH

54. WHAT WAS THE DEFAULT TOP AND BOTTOM MARGIN IN WORD 2003 DOCUMENT?

- A. 1 INCH
- B. 1.25 INCH
- C. 1.5 INCH
- D. 2 INCH

55. WHAT IS THE USE OF CTRL + = KEY?

- A. SHADOW
- B. SUPERScript
- C. SUBScript
- D. ALL CAPS

56. HOW CAN YOU INCREASE THE FONT SIZE OF SELECTED TEXT?

- A. BY PRESSING CTRL +]
- B. BY PRESSING CTRL + [
- C. BY PRESSING CTRL + }
- D. BY PRESSING CTRL + {

57. HOW CAN YOU DECREASE THE FONT SIZE OF SELECTED TEXT?

- A. BY PRESSING CTRL +]
- B. BY PRESSING CTRL + [
- C. BY PRESSING CTRL + }
- D. BY PRESSING CTRL + {

58. FROM WHERE YOU CAN REPLACE THE TEXT?

- A. CTRL + R
- B. CTRL + H
- C. REPLACE FROM EDIT MENU
- D. BOTH B AND C

59. WHAT IS THE USE OF WORD FEATURE?

- A. AUTOMATICALLY MOVES TEXT TO THE NEXT LINE WHEN NECESSARY
- B. APPEARS AT THE BOTTOM OF THE DOCUMENT
- C. ALLOWS YOU TYPE OVER TEXT
- D. NONE OF THE ABOVE

60. WHAT TYPES OF LINE CAN NOT BE NAVIGATED USING CLIP-ART BROWSER?

- A. AVI
- B. BMP
- C. WAV
- D. MP3

61. WHEN YOU WANT TO VIEW DIFFERENT PARTS OF A DOCUMENT WITHOUT MOVING THE INSERTION POINT?

- A. USE THE KEYBOARD
- B. USE THE PREVIOUS PAGE OR NEXT PAGE BUTTONS
- C. USE THE VERTICAL AND HORIZONTAL SCROLL BARS
- D. USE THE ZOOM BUTTON

62. TO GO TO THE SYMBOLS DIALOG BOX, CLICK?

- A. TOOLS
- B. TABLE
- C. INSERT
- D. FORMAT

63. WHICH OF THE FOLLOWING OPTION IS NOT AVAILABLE IN INSERT >>PICTURE?

- A. CHART
- B. GRAPH
- C. CLIP ART
- D. WORD ART

64. WHAT IS THE USE OF SHIFT + DELETE?

- A. COPY THE SELECTED ITEM
- B. RENAME THE SELECTED ITEM
- C. CREATE A SHORTCUT TO THE SELECTED ITEM
- D. DELETE THE SELECTED ITEM PERMANENTLY WITHOUT PLACING IN RECYCLE BIN

65. WHAT IS THE SMALLEST WIDTH OF A COLUMN?

- A. 0"
- B. 0.5"
- C. 1"
- D. 1.5"

66. HOW MUCH SPACE IN MINIMUM MUST BE PROVIDED BETWEEN COLUMNS?

- A. 0"
- B. 0.5"
- C. 1"
- D. 1.5"

67. IN WORD, BY DEFAULT PARAGRAPHS ALIGNMENT IS?

- A. LEFT
- B. RIGHT
- C. CENTER
- D. JUSTIFY

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68. MS WORD IS A SOFTWARE OF ___?

- A. APPLE
- B. GOOGLE
- C. ANDROID
- D. MICROSOFT

69. MS WORD IS A ___?

- A. WINWORD BASED WORD PROCESSOR PACKAGE
- B. WINDOWS BASED SPREADSHEET PACKAGE
- C. DOS BASED SPREADSHEET PACKAGE
- D. NONE OF THE ABOVE

70. WHAT IS THE DEFAULT FILE EXTENSION OF WORD DOCUMENT 2007 OR ABOVE?

- A. .TXT
- B. .DOC
- C. .WORD
- D. .DOCX

71. A ___ IS A COLLECTION OF PREDEFIND DESIGN ELEMENTS AND COLOR SCHEMES?

- 72. PALETTE
- A. FEATURE
- B. HYPERLINK
- C. THEM

73. AUTOCORRECT WAS ORIGINALLY DESIGNED TO REPLACE WOREDAS AS YOU TYPE?

- A. MISSPELLED
- B. SHORT REPETITIVE
- C. GRAMMATICALLY INCORRECT
- D. NONE OF THE ABOVE

74. BY DEFAULT, ON WHICH PAGE THE HEADER OR THE FOOTER IS PRINTED?

- A. ON FIRST PAGE
- B. ON ALTERNATE PAGE
- C. ON EVERY PAGE
- D. NONE OF THESE

75. SHORTCUT KEY CTRL + P IS USED TO?

- A. OPEN SAVE DIALOG BOX
- B. OPEN PAGE FORMAT DIALOG BOX
- C. OPEN PARAGRAPH DIALOG BOX
- D. OPEN PRINT DOIALOG BOX

76. MS-WORD STANDS FOR___?

- A. MANAGEMENT WORD
- B. MICROMAX WORD
- C. MICROSOFT WORD
- D. NONE OF THESE

77. WHICH OF THE FOLLOWING IS NOT A SPECIAL PROGRAM IS MS OFFICE?

- A. CLIP ART
- B. WORD ART
- C. OFFICE ART
- D. PAINT ART

78. WHICH INPUT DEVICE CAN NOT BE USED TO WORK IN MS OFFICE?

- A. MOUSE
- B. SCANNER
- C. LIGHT PEN
- D. JOYSTICK

79. IS MS WORD ALLOWED TO CREAT PDF OF A DOCUMENT?

- A. YES
- B. NO
- C. MAY BE
- D. CAN'T SAY

80. IN MS WORD, FRAME CAN INCLUDE?

- A. TEXT
- B. TABLE
- C. GRAPHICS
- D. ALL OF THESE

81. WHAT IS THE SHORTCUT KEY TO CREAT A COPYRIGHT SYMBOL IN MS WORD?

- A. CTRL + C
- B. ALT + CTRL + C
- C. ALT + SHIFT + C
- D. ALT + C

82. WHICH KEY IS USED TO SELECT ALL THE TEXT IN THE DOCUMENT?

- A. CTRL + T
- B. CTRL + A
- C. CTRL + S
- D. CTRL + N

83. CTRL + C CAN USED TO ?

- A. CUT ANYTHING WHICH IS SELECTED
- B. COPY ANYTHING WHICH IS SELECTED
- C. INSERT ANYTHING WHICH IS SELECTED
- D. NONE OF THE ABOVE

84. WHICH SHORTCUT KEY IS USED FOR PASTE?

- A. CTRL + P
- B. CTRL + T
- C. CTRL + V
- D. CTRL + E

85. WHICH SHORTCUT KEY IS USED TO OPEN GO TO WINDOW?

- A. CTRL + O
- B. CTRL + G
- C. CTRL + T
- D. CTRL + K

86. CTRL + J IS USED FOR___?

- A. PRINT
- B. SEARCH
- C. ALIGN JUSTIFY
- D. INSERT HYPERLINK

87. CTRL + N USED FOR___?

- A. OPEN DOCUMENT
- B. NEW DOCUMENT
- C. SAVE DOCUMENT
- D. CLOSE DOCUMENT

88. CTRL + R USED FOR___?

- A. RE-PRINT LAST PRINTED PAGE
- B. RIGHT ALIGN THE SELECTED PARAGRAPH
- C. RE-OPEN THE LAST CLOSED DOCUMENT
- D. RE- APPLY THE LAST PARAGRAPH FORMATTING

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89. WHAT IS THE SHORTCUT KEY FOR FIND ____?

- A. CTRL + I
- B. CTRL + F
- C. CTRL + D
- D. CTRL + G

90. HOME KEY IS USED FOR?

- A. MOVES THE CURSOR BEGINNING OF THE LINE
- B. MOVES THE CURSOR BEGINNING OF THE DOCUMENT
- C. MOVES THE CURSOR BEGINNING OF THE PARAGRAPH
- D. MOVES THE CURSOR BEGINNING OF THE SCREEN

91. CTRL + I IS USED TO ____?

- A. ITALIC
- B. LEFT INDENT
- C. SAVE DOCUMENT
- D. CLOSE DOCUMENT

92. WHICH OF THE FOLLOWING ARE VALID MINIMUM AND MAXIMUM ZOOM SIZES IN MS WORD?

- A. 10,100
- B. 20,250
- C. 10,500
- D. 10,700

93. WHAT IS THE SHORTCUT KEY TO OPEN THE OPEN DIALOG BOX?

- A. CTRL + P
- B. CTRL + O
- C. CTRL + N
- D. CTRL + E

94. WHAT IS THE SHORTCUT KEY FOR HELP?

- A. F1
- B. F2
- C. F4
- D. F5

95. NEW SELECTED FONT IS APPLIED TO?

- A. ALL TEXT
- B. FULL DOCUMENT
- C. SELECTED TEXT ONLY
- D. NONE OF THESE

96. WHICH OPERATION YOU WILL PERFORM IF YOU NEED TO MOVE THE TEXT?

- A. CUT AND PASTE
- B. COPY AND PASTE
- C. PASTE AND DELETE
- D. PASTE AND CUT

97. COLUMNS DIALOG BOX CAN BE OPENED FROM ____?

- A. FORMAT MENU COLUMNS SUBMENU
- B. DOUBLE CLICK ON COLUMN SPACE IN RULER
- C. PRESS ALT + O + C
- D. ALL OF THE ABOVE

98. TO SEE HEADERS AND FOOTERS, YOU HAVE TO SWITCH?

- A. PRINT LAYOUT VIEW
- B. PRINT PREVIEW MODE
- C. BOTH A & B

D. NORMAL VIEW

99. BACKGROUND COLOR OR EFFECTS APPLIED ON A DOCUMENT IS NOT VISIBLE IN ?

- A. READING VIEW
- B. WEB LAYOUT VIEW
- C. PRINT LAYOUT VIEW
- D. PRINT PREVIEW

100. WHICH SHORTCUT KEY USED TO INCREASE LEFT INDENT?

- A. CTRL + I
- B. CTRL + L
- C. CTRL + M
- D. CTRL + T

100. TO REDO THE LAST WORK, PRESS ____?

- A. CTRL + U
- B. CTRL + Y
- C. CTRL + Z
- D. CTRL + W

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POWERPOINT MCQ

1. WHAT IS THE MICROSOFT POWERPOINT?

- A. DATABASE PROGRAM
- B. PRESENTATION PROGRAM
- C. SPREADSHEET PROGRAM
- D. ALL OF THE ABOVE

2. POWER POINT IS SOFTWARE OF _____?

- A. APPLE
- B. GOOGLE
- C. ANDROID
- D. MICROSOFT

3. WHAT IS THE DEFAULT FILE EXTENSION OF MSPOWERPOINT?

- A. .JPG
- B. .PPT
- C. .HTML
- D. .DOCS

4. WHAT WE HAVE TO TYPE IN THE RUN DIALOG BOX TO OPEN POWERPOINT?

- A. PWRPOINT
- B. POWERPOINT
- C. POWERPOINT
- D. POWERPNT

5. WHAT IS THE SHORTCUT KEY TO OPEN RUN DIALOG BOX?

- A. ALT+R
- B. WIN +R
- C. SHIFT +R
- D. CTRL +R

6. WHICH OF THE FOLLOWING SHORTCUT KEY IS USED TO CHANGE THE CASE OF THE SELECTED TEXT?

- A. SHIFT + F1
- B. SHIFT +F2
- C. SHIFT +F3
- D. NONE OF THESE

7. WHICH OF THE FOLLOWING IS CALLED A PAGE FOR MAKING A PRESENTATION ?

- A. SLIDE
- B. PAPER
- C. SHEET
- D. NONE

8. WHAT LETS YOU TO CREATE NEW PRESENTATION?

- A. MASTER SLIDE
- B. DESIGN TEMPLATE
- C. ANIMATION SCHEME
- D. PRESENTATION TEMPLATE

9. WHICH OF THE FOLLOWING SHORTCUT KEY IS USED TO START SLIDE SHOW ?

- A. F1 KEY
- B. F3 KEY
- C. F5 KEY
- D. F7 KEY

10. WHICH OF THE FOLLOWING SHORTCUT KEY IS USED TO START A PRESENTATION FROM THE CURRENT SLIDE ?

- A. F5
- B. CTRL +F5
- C. SHIFT +F5
- D. NONE OF THESE

11. WHICH OF THE FOLLOWING SHORTCUT KEY IS USED TO STOP THE SLIDE SHOW ?

- A. CTRL +O
- B. CTRL + N
- C. CTRL + K
- D. ESC KEY

12. WHICH OF THE FOLLOWING SHORTCUT KEY IS USED TO CENTER ALIGN TEXT IN A SLIDE ?

- A. CTRL +C
- B. CTRL +E
- C. CTRL +R
- D. CTRL +T

13. WHEN YOU CREATE THE FIRST PRESENTATION FILE IN POWERPOINT, WHAT WILL BE THE DEFAULT FILE NAME

- A. POWERPOINT 111
- B. PRESENTATION 11
- C. PRESENTATION 1
- D. SLIDE 1

14. WHICH OF THE FOLLOWING IS THE DEFAULT STANDARD LAYOUT IN POWERPOINT ?

- A. TITLE AND CONTENT SLIDE
- B. BLANK SLIDE
- C. TITLE SLIDE
- D. NONE

15. WHAT IS THE MAXIMUM PERCENTAGE OF ZOOM IN POWERPOINT ?

- A. 100%
- B. 200%
- C. 300%
- D. 400%

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16. IF YOU WANT TO CHANGE THE COLOR OF THE DIFFERENT OBJECTS WITHOUT CHANGING THE CONTENT , COMMAND WOULD YOU USE IN POWERPOINT?

- A. FONT COLOR
- B. COLOR SCHEME
- C. DESIGN TEMPLATE
- D. NONE OF THE ABOVE

17. WHICH POWERPOINT FEATURE WOULD YOU USE TO APPLY MOTION EFFECTS TO DIFFERENT OBJECTS ON THE SLIDE ?

- A. SLIDE DESIGN
- B. SLIDE TRANSITION
- C. ANIMATION SCHEME
- D. ANIMATION OBJECTS

18. WHAT IS SLIDE TRANSITION ?

- A. LETTERS
- B. OVERHEADS
- C. IT IS THE A SPECIAL EFFECT USED TO INTRODUCE A SLIDE IN A SLIDE SHOW
- D. NONE OF THESE

19. IN A POWERPOINT PRESENTATION , THE SPECIAL EFFECTS USED TO PRESENT SLIDES ARE KNOWN AS ?

- A. TRANSITIONS
- B. ANNOTATIONS
- C. CUSTOM ANIMATION
- D. NONE OF THESE

20. IS IT POSSIBLE TO APPLY THE SAME TRANSITION TO ALL SLIDES IN A POWERPOINT?

- A. TRUE
- B. FALSE
- C. MAY BE
- D. CANT ,SAY

21. WHICH OF THE FOLLOWING COMMANDS IS USED TO BRING THE USER DIRECTLY TO THE FIRST SLIDE OF THE PPT?

- A. ALT + HOME
- B. CTRL + HOME
- C. SHIFT + HOME
- D. TAB + HOME

22. WHICH OF THE FOLLOWING COMMANDS IS USED TO BRING THE USER DIRECTLY TO THE LAST SLIDE OF THE PPT?

- A. ALT + END
- B. CTRL + END
- C. SHIFT + END
- D. TAB + END

23. PWERPOINT ALLOWED TO CREATE PDF OF THE PRESENTATION?

- A. YES
- B. NO
- C. MAY BE
- D. CAN'T, SAY

24. IS IT POSSIBLE TO CONVERT A POWERPOINT PRESENTATION INTO A VIDEO?

- A. YES
- B. NO
- C. MAY BE
- D. CAN'T SAY

25. WHICH OF THE FOLLOWING FILL EFFECTS CAN BE USED TO FILL THE BACKGROUND OF A SLIDE ?

- A. PICTURE
- B. TEXTURE
- C. GRADIENT
- D. ALL OF THESE

26. WHICH OF THE FOLLOWING ARE TYPES OF SOUND FILES ?

- A. DATA FILES
- B. LOG FILES
- C. WAV FILES
- D. NONE OF THESE

27. WHAT WILL HAPPEN WHEN YOU SELECT THE FIRST AND SECOND SLIDES AND THEN TRY TO INSERT THE NEW SLIDES ?

- A. NEW SLIDE WILL BE INSERTED AS FIRST SLIDE
- B. NEW SLIDE WILL BE INSERTED AS SECOND SLIDE
- C. NEW SLIDE WILL BE INSERTED AS THIRD SLIDE
- D. NEW SLIDE WILL BE INSERTED AS LAST SLIDE

28. WHAT IS THE SHORTCUT KEY TO INSERT A HYPERLINK IN A SLIDE ?

- A. CTRL +K
- B. CTRL + H
- C. BOTH A & B
- D. NOT POSSIBLE

29. WHAT IS MOTION PATH IN POWERPOINT ?

- A. A METHOD OF MOVING THE OBJECTS ON A SLIDE
- B. A PATH FROM WHERE THE POWERPOINT PROGRAM INSTALLED
- C. BOTH A & B
- D. NEITHER A NOR B

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30. WHICH OF THE FOLLOWING IS USED TO VIEW ALL THE SLIDES AT ONCE ?

- A. USING SLIDE VIEW
- B. USING NORMAL VIEW
- C. USING SLIDE SORTER VIEW
- D. NONE OF THE ABOVE

31. WHICH OF THE FOLLOWING MENU SLIDE SORTER VIEW IS AVAILABLE IN THE POWERPOINT?

- A. ANIMATIONS
- B. DESIGN
- C. INSERT
- D. VIEW

32. WHICH OF THE FOLLOWING FEATURES OF THE POWERPOINT ALLOWS YOU TO QUICKLY CREATE A SIMPLE PRESENTATION ?

- A. CHART WIZARD
- B. TRANSITION WIZARD
- C. AUTO CONTENT WIZARD
- D. NONE OF THE THESE

33. THE SHORTCUT TO PRINT A POWERPOINT PRESENTATION IS ?

- A. CTRL + P
- B. CTRL + T
- C. CTRL + SHIFT + P
- D. ALL OF THESE

34. WHICH OF THE FOLLOWING IS THE BEST WAY TO CREATE DUPLICATE SLIDES ?

- A. SIMPLY PRESS CTRL + D
- B. CHOOSE DUPLICATE SLIDE FROM INSERT SLIDE
- C. BOTH OF THE ABOVE
- D. NONE OF THE ABOVE

35. WHICH OF THE FOLLOWING IS NOT A TYPE OF VIEW IN POWERPOINT ?

- A. NORMAL
- B. SLIDE SHOW
- C. SLIDE SORTER
- D. NONE OF THESE

36. WHICH OF THE FOLLOWING SHORTCUT KEY IS USED TO SHOW OR HIDE GRIDLINES IN POWERPOINT?

- A. SHIFT + F1
- B. SHIFT + F2
- C. SHIFT + F7
- D. SHIFT + F9

37. WHICH FEATURE DOES NOT EXIST IN MS POWERPOINT?

- A. ZOOM
- B. SLIDE SHOW
- C. BACKGROUND COLOR
- D. SCAN A VIRUS

38. WHICH FEATURE USED TO CHECK SPELLING OF THE TEXT ?

- A. FIND
- B. REPLACE
- C. RESEARCH
- D. SPELLING

39. WHAT IS THE DIFFERENCES BETWEEN SLIDE DESIGN AND AUTO CONTENT WIZARD ?

- A. BOTH ARE SAME
- B. SLIDE DESIGN DOES PROVIDE SAMPLE CONTENT , WHEREAS THE AUTO CONTENT WIZARD PROVIDES THE SAMPLE CONTENT
- C. SLIDE DESIGN PROVIDE THE SAMPLE CONTENT , WHEREAS THE AUTO CONTENT WIZARD DOES NOT PROVIDES THE SAMPLE CONTENT
- D. NONE OF THE ABOVE

40. WHICH OF THE FOLLOWING IS A COLLECTION OF DESIGN OPTIONS, INCLUDING SPECIAL EFFECTS AND FONTS ?

- A. DATA
- B. SLIDE
- C. THEME
- D. NONE OF THESE

41. WHICH OF THE FOLLOWING IS USED TO ADD TEXT IN A SLIDE ?

- A. NOTE BOX
- B. CUSTOM ANIMATION
- C. COMMENT BOX
- D. TEXT BOX

42. WHICH OF THE FOLLOWING TO ADDS A TEXT BOX ON A SLIDE OF THE POWERPOINT PRESENTATION ?

- A. INSERT >> TEXT BOX
- B. DESIGN >> TEXT BOX
- C. FORMAT >> TEXT BOX
- D. NONE OF THESE

43. WHICH OF THE FOLLOWING VIEW IS USED ADD COMMENT IN POWERPOINT?

- A. NORMAL VIEW
- B. SLIDE SORT VIEW
- C. NOTES PAGE VIEW
- D. NONE OF THESE

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44. IN POWERPOINT HOW DO YOU INSERT A LOGO THAT WILL APPEAR IN THE SAME POSITION ON ALL SLIDES ?

- A. INSERT LOGO ON NOTES MASTER
- B. INSERT LOGO ON HANDOUT MASTER
- C. INSERT LOGO INDIVIDUALLY ON EACH SLIDE OF THE PRESENTATION
- D. INSERT LOGO ON THE SLIDE MASTER

45. WHICH OF THE FOLLOWING VIEW HELPS TO REARRANGE SLIDES EASILY AND QUICKLY ?

- A. SLIDES MASTER
- B. SLIDES SORTER
- C. NOTES PAGE
- D. NORMAL

46. TO MAKE SELECTED TEXT ITALIC THE SHORTCUT KEY IS _____?

- A. CTRL + I
- B. CTRL + E
- C. CTRL + K
- D. CTRL + L

47. TO DELETE THE SELECTED TEXT PRESS _____ ?

- A. CTRL
- B. DELETE
- C. HOME
- D. ALT

48. TIMES NEW ROMAN CAMBRIA A ARIEL ARE EXAMPLES OF ?

- E. FONT FACE
- F. SMART ART THEMES
- G. CLIPART

49. WHICH KEY HELPS GO TO THE BEGINNING OF THE LINE ?

- A. HOME
- B. PAGE UP
- C. PAGE DOWN INSERT
- D. INSERT

50. WHAT IS THE SHORTCUT KEY TO PERFORM REDO OPERATION IN MS-POWERPOINT?

- A. CTRL + R
- B. CTRL + Z
- C. CTRL + Y
- D. CTRL + O

51. WHICH IS USED TO DELETE ONE WORD TO THE RIGHT?

- A. CTRL + TAB
- B. CTRL + ENTER
- C. CTRL + DELETE
- D. CTRL + BACKSPACE

52. WHICH IS USED TO DELETE ONE WORD TO THE LEFT?

- A. CTRL + TAB
- B. CTRL + ENTER
- C. CTRL + DELETE
- D. CTRL + BACKSPACE

53. PRESS _____ TO DELETE ONE CHARACTER TO THE LEFT?

- A. SPACE
- B. DELETE
- C. BACKSPACE
- D. ENTER

54. WHICH WORD IS RELATED TO INCREASING OR DECREASING THE SPACE BETWEEN THE CHARACTERS?

- A. HEADER
- B. FOOTER
- C. PAGE NUMBER
- D. SPACING

55. TO UNDERLINE SELECTED TEXT, THE SHORTCUT KEY IS _____?

- A. CTRL + K
- B. CTRL + ALT + K
- C. CTRL + U
- D. CTRL + D

56. TO ALIGN LEFT THE SELECTED TEXT, THE SHORTCUT KEY IS _____?

- A. CTRL + L
- B. CTRL + R
- C. CTRL + T
- D. CTRL + E

57. WHICH SHORTCUT KEY IS USED TO ADD A NEW SLIDE IN THE CURRENT PRESENTATION?

- A. CTRL + M
- B. CTRL + N
- C. CTRL + E
- D. CTRL + S

58. WHICH FEATURE IS THERE TO ADD SHADOW BEHIND SELECTED TEXT?

- A. TEXT BEHIND COLOR
- B. FONT SHADOW
- C. TEXT SHADOW
- D. HIGHLIGHT

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59. WHAT TERM IS USED WHEN A CLIP ART IMAGE CHANGE THE DIRECTION OF THE FACES?

- A. FLIP
- B. GROUP
- C. ROTATE
- D. ALL OF THESE

60. WHICH DIALOG BOX IS USED TO SET THE PAGE SIZE?

- A. PARAGRAPH DIALOG BOX
- B. PAGE SETTING DIALOG BOX
- C. SETTING PAGE DIALOG BOX
- D. PAGE SETUP DIALOG BOX

61. WHICH APPLICATION IS USED FOR PRESENTATION?

- A. MS WORD
- B. MS EXCEL
- C. MS ACCESS
- D. MS POWERPOINT

62. WHICH KEY IS USED TO START THE PRESENTATION FROM THE BEGINNING?

- A. F5
- B. F6
- C. F7
- D. F8

63. WHAT IS THE SHORTCUT KEY TO PERFORM UNDO OPERATION IN MS-POWERPOINT?

- A. CTRL + R
- B. CTRL + Z
- C. CTRL + Y
- D. CTRL + O

64. WHAT IS THE CORRECT TERM FOR PRESENTATION PAGE?

- A. CHART
- B. SLIDES
- C. CLIPART
- D. IMAGE

65. WHICH TERM IS NOT RELATED WITH FONT?

- A. FONT GRAMMER
- B. FONT COLOR
- C. FONT SIZE
- D. FONT FACE

66. WHICH OF THE FOLLOWING FILE FORMATS CAN BE ADDED TO THE POWERPOINT SHOW?

- A. .GIF
- B. .JPG
- C. .WAV
- D. ALL OF THESE

67. IN WHICH BAR WE CAN SEE THE CURRENT POSITION OF THE SLIDE?

- A. TITLE BAR
- B. STATUS BAR
- C. VIEW OPTION BAR
- D. RIBBON

68. SLIDE ANIMATION IS POSSIBLE IN ____?

- A. TALLY
- B. FIREFOX
- C. MS POWERPOINT
- D. MS PICTURE MANAGER

69. SLIDESHOW IS A FEATURE OF ____?

- A. MS-WORD
- B. MS-EXCEL
- C. MS-POWERPOINT
- D. MS-ACCESS

70. WHICH OF THE FOLLOWING OPTION IS CORRECT TO INSERT CHART IN PPT?

- A. INSERT>>CHART
- B. VIEW>>CHART
- C. EDIT>>CHART
- D. ALL OF THESE

71. WHICH OF THE FOLLOWING ARE TYPES OF VIEW IN POWERPOINT?

- A. NORMAL
- B. SLIDE SHOW
- C. SLIDE SORTER
- D. ALL OF THE ABOVE

72. WHICH OF THE FOLLOWING MENUS IN POWERPOINT INCLUDES PICTURE, TEXT BOX, SHAPES, CLIP ART?

- A. FILE
- B. INSERT
- C. DESIGN
- D. NONE OF THESE

73. IN POWERPOINT, THE OBJECTS USED TO HOLD TEXT ON A SLIDE ARE CALLED?

- A. TEXTBOX
- B. TEXT HOLDERS
- C. PLACEHOLDERS
- D. NONE OF THESE

74. IN POWERPOINT, HOW CAN WE CREATE A NEW PRESENTATION?

- A. BLANK PRESENTATION
- B. FROM EXISTING PRESENTATION
- C. NEITHER A NOR B
- D. BOTH A AND B

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**75. WHICH OF THE FOLLOWING IS A
SHORTCUT KEY TO CHECK SPELLING IN
POWERPOINT?**

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

**76. WHICH IS USED TO DELETE ONE
CHARACTER TO THE RIGHT?**

- A. SPACE
- B. DELETE
- C. BACKSPACE
- D. ENTER

**77. TO BOLD THE SELECTED TEXT, THE
SHORTCUT KEY IS?**

- A. ALT + B
- B. CTRL + B
- C. SHIFT + B
- D. TAB + B

**78. TO JUSTIFY SELECTED TEXT, THE
SHORTCUT KEY IS?**

- A. CTRL + S
- B. CTRL + J
- C. CTRL + T
- D. CTRL + Y

**79. WHICH POWERPOINT FEATURE WOULD
YOU USE TO APPLY MOTION EFFECTS
TO VARIOUS OBJECTS ON A SLIDE?**

- A. SLIDE DESIGN
- B. SLIDE TRANSITION
- C. ANIMATION SCHEME
- D. NONE OF THESE

**80. WHICH KEY HELPS TO MOVE END OF
THE LINE?**

- A. END
- B. HOME
- C. PAGE UP
- D. PAGE DOWN

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MS EXCEL MCQ

1. MS EXCEL STANDS FOR___?

- A. MICROSOFT EXCEL
- B. MICROMAX EXCEL
- C. MICROSOFT EXCESS
- D. MANAGEMENT EXCEL

2. MS EXCEL IS A___?

- A. WINDOWS BASED WORD PROCESSOR PACKAGE
- B. WINDOWS BASED SPREADSHEET PACKAGE
- C. DOS BASED SPREADSHEET SACKAGE
- D. NONE OF THE ABOVE

3. A COLLECTION OF WORKSHEETS IS CALLED

- A. WORK BOOK
- B. EXCEL BOOK
- C. EXCEL BOOK
- D. EXCEL SHEET
- E. NONE OF THESE

4. WHEN WAS THE FIRST VERSION OF MS EXCEL RELEASED?

- A. 1985
- B. 1991
- C. 1995
- D. 1998

5. WHAT WE HAVE TO TYPE IN THE RUN DIALOG BOX TO OPEN MICROSOFT EXCEL?

- A. EXCEL
- B. MS EXCEL
- C. MICROSOFT EXCEL
- D. NONE OF THE ABOVE

6. HOW MANY SHEETS ARE THERE IN EXCEL WORKBOOK BY DEFAULT?

- A. 5
- B. 3
- C. 2
- D. 1

7. WHICH OF THE FOLLOWING IS A POPULAR DOS BASED SPREADSHEET PACKAGE?

- 8. EXCEL
- A. SMART CELL
- B. LOTUS 1-2-3
- C. NONE OF THSES

9. WHAT IS THE FILE EXTENSION OF LOTUS 1-2-3?

- A. .DOC
- B. .WK1
- C. .XLS
- D. .123

10. WHICH OF THE FOLLOWING IS THE OLDEST SPREADSHEET PACKAGE?

- A. LOTUS 1-2-3
- B. STARCALC
- C. VISICALC
- D. EXCEL

11. VISICALC IS A PROGRAM DEVELOPED BY?

- A. CHARLES HOKENS
- B. STEVE MC NEON
- C. OPERAH HELEN
- D. DAN BRICKLIN

12. IN WHICH YEAR VISICALC WAS DEVELOPED?

- A. 1977
- B. 1979
- C. 1986
- D. 1989

13. IN EXCEL, ROWS ARE LABELLED AS___?

- A. 1, 2, 3,
- B. I, II, III,
- C. A, B, C,
- D. A1, B1, C1,

14. IN EXCEL, COLUMNS ARE LABELLED AS___?

- A. 1, 2, 3,
- B. I, II, III,....
- C. A, B, C,....
- D. A1, B1, C1,...

15. IN EXCEL, CELLS ARE LABELLED AS___?

- A. 1, 2, 3,
- B. I, II, III,
- C. A, B, C,
- D. A1, B1, C1,

16. IN EXCEL, TO CREATE A NEW WORKBOOK SHORTCUT KEYS IS?

- A. FN +N
- B. ALT + N
- C. CTRL + N
- D. TAB + N

17. PRESS___ TO BRING UP SEARCH BOX?

- A. SHIFT + F3
- B. SHIFT + F4
- C. SHIFT + F5
- D. SHIFT + F6

18. TO CERATE A CHART IN EXCEL, PRESS___?

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- A. F1
- B. F10
- C. F11
- D. F12

19. IN EXCEL, WHICH SHORTCUT KEY IS USED TO OPEN THE SAVE AS DIALOG BOX?

- A. F2
- B. F12
- C. CTRL + S
- D. CTRL + N

20. IN EXCEL, CTRL + S CAN BE USED TO?

- A. SAVE
- B. SAVE AS
- C. START NEW WORKBOOK
- D. SWITCH BETWEEN OPENED TAB

21. IN EXCEL, WORKBOOK CAN BE CLOSED USING?

- A. ESC
- B. CTRL + C
- C. CTRL + E
- D. CTRL + W

22. WHILE SELECTING MULTIPLE WORKSHEETS IN EXCEL, THE FOLLOWING KEY MUST ALSO BE USED, WHEN CLICKING THE SHEET TAB?

- A. ALT
- B. TAB
- C. CTRL
- D. SHIFT

23. OPEN WORKBOOKS CAN EASILY BE SWITCHED USING?

- A. ALT + S
- B. CTRL + S
- C. CTRL + ALT
- D. CTRL + TAB

24. MA EXCEL FILE CAN NOT BE EXPORTED AS ___?DIRECTLY

- A. PPT
- B. PDF
- C. TXT
- D. CSV

25. IN EXCEL, DATA CAN BE SORTED USING ___?

- A. FILTER FUNCTION
- B. LOOKUP FUNCTION
- C. ARRAY FUNCTION
- D. OPERATOR FUNCTIN

26. WHAT IS THE SHORTCUT KEY TO HIGHLIGHT THE ENTIRE COLUMN?

- A. CTRL + C
- B. CTRL + ENTER
- C. CTRL + PAGE UP
- D. CTRL + SPACEBAR

27. WHAT IS THE SHORTCUT KEY TO HIGHLIGHT THE ENTIRE ROW?

- A. SHIFT + C
- B. SHIFT + ENTER
- C. SHIFT + SPACEBAR
- D. SHIFT + PAGEUP

28. TO SELECT ALL ROWS AND COLUMNS IN THE WORKSHEET, PRESS ___?

- A. CTRL + A
- B. CTRL + E
- C. CTRL + T
- D. CTRL + S

29. WHAT DO YOU MEAN BY WORKSPACE?

- A. GROUP OF WORKSHEETS
- B. GROUP OF WORKBOOKS
- C. FROUP OF COLUM
- D. GROUP OF ROWS

30. WHAT IS AN EXAMPLE OF FUNCTION?

- A. A1 + A2
- B. =A1 + A2
- C. =ADD(A1:A2)
- D. =SUM(A1:A2)

31. IN WHICH TAB YOU WILL FIND AUTOSUM BUTTON?

- A. FORMATTING TAB
- B. CLIPBOARD TAB
- C. FORMULAS TAB
- D. STANDARD TAB

32. WHAT IS THE PURPOSE OF USING AUTOSUM?

- A. DISPLAY THE SUM OF THE SELECTED CELLS DIRECTLY AFTER SELECTED CELLS
- B. DISPLAY THE SUM OF THE SELECTED CELLS DIRECTLY BEFORE THE SECECTED CELLS
- C. Automatically show the grand total
- D. ALL OF THE ABOVE

33. BY DEFAULT THE CELL CONTENT ALIGNMENT IS?

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- A. TEXT RIGHT ALIGNMENT AND NUMBERS LEFT ALIGNMENT
- B. TEXT LEFT ALIGNMENT AND NUMBERS RIGHT ALIGNMENT
- C. CENTRALLY ALIGNED
- D. LEFT ALIGNED

34. TO MINIMIZE THE CURRENTLY SELECTED WINDOW, PRESS?

- A. CTRL + F9
- B. CTRL + F10
- C. CTRL + F11
- D. CTRL + F12

35. TO MAXIMIZE THE CURRENTLY SELECTED WINDOW, PRESS?

- A. CTRL + F9
- B. CTRL + F10
- C. CTRL + F11
- D. CTRL + F12

36. TO DISPLAYS THE OPEN DIALOG BOX, PRESS___?

- A. ALT + O
- B. ESC + O
- C. CTRL + O
- D. TAB + O

37. IN EXCEL, WHICH IS USED TO PERFECT UNDO OPERATION?

- A. CTRL + C
- B. CTRL + U
- C. CTRL + X
- D. CTRL + Z

38. WHICH OF THE FOLLOWING METHODS CAN NOT BE USED TO EDIT THE CONTENTS OF A CELL?

- A. PRESS THE ALT KEY
- B. PRESSING THE F2 KEY
- C. DOUBLE CLICKING THE CELL
- D. CLICKING THE FORMULA BAR

39. FORMATTING A CELL IN CURRENCY, YOU CAN SPECIFY?

- A. DECIMAL PLACES
- B. CURRENCY SYMBOL
- C. BOTH OF ABOVE
- D. NONE OF ABOVE

40. FEATURES THAT DISPLAYS ONLY THE DATA IN COLUMN ACCORDING TO SPECIFIED CRITERIA?

- A. FORMULA
- B. FILTERING
- C. SORTING
- D. PIVOT

41. STATISTICAL CALCULATIONS AND PREPARATION OF TABLES AND GRAPHS CAN BE DONE USING?

- A. EXCEL
- B. NOTEPAD
- C. POWER POINT
- D. ADOBE PHOTOSHOP

42. _____ARE THE FEATURES OF MS EXCEL?

- A. DATA SORTING
- B. DATA FILTERING
- C. BUILT-IN FORMULA
- D. ALL OF THESE

43. WHAT ARE THE BASIC MATH OPERATIONS IN EXCEL?

- A. ADDITION
- B. SUBTRACTION
- C. MULTIPLICATION
- D. ALL OF ABOVE

44. WHICH OF THE FOLLOWING IS A MS EXCEL FILE FORMATS?

- A. .XLSX
- B. .XLSN
- C. BOTH A & B
- D. NONE OF THESE

45. THE MAIN USES OF EXCEL INCLUDE___?

- A. DATA ENTRY
- B. DATA MANAGEMENT
- C. CHARTING AND GRAPHING
- D. ALL OF THE ABOVE

46. WHICH OF THE FOLLOWING IS NOT AN EXAMPLE OF A VALUE?

- A. 64%
- B. 450
- C. JUNE 5, 2014
- D. SERIAL NO.12345

47. IN EXCEL WHICH FUNCTION CHECKS WHETHER A CONDITION IS TRUE OR NOT?

- A. IF
- B. SUM
- C. COUNT
- D. AVERAGE

48. THE GREATER THAN SIGN (>) IS AN EXAMPLE OF___?

- A. LOGICAL OPERATOR
- B. ARITHMETIC OPERATOR
- C. CONDITION OPERATOR
- D. NONE OF THE ABOVE

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49. WHAT DO YOU USE TO CREATE A CHART?

- A. PIE WIZARD
- B. DATA WIZARD
- C. EXCEL WIZARD
- D. CHART WIZARD

50. IN EXCEL, WHICH ONE DENOTES A RANGE FROM B1 THROUGH E9?

- A. B1:E9
- B. B1-E9
- C. B1 TO E9
- D. B1 \$ E9

51. WHICH OF THE FOLLOWING COMPONENT DISPLAYS THE CONTENTS OF ACTIVE CELL?

- A. MENU BAR
- B. NAME BOX
- C. FORMULA BAR
- D. STATUS BAR

52. WHICH FUNCTION ADDS ALL THE VALUES OF THE CELLS IN THE ARGUMENT?

- A. ADD ()
- B. SUM ()
- C. BOTH A & B
- D. NONE OF THESE

53. A WORKSHEET IS A COLLECTION OF CELLS WHERE YOU KEEP AND MANIPULATE THE DATA?

- A. YES
- B. NO
- C. MAY BE
- D. CAN'T SAY

54. WHO IS THE FATHER OF MS EXCEL?

- A. JAMES GOLSLING
- B. GIIDO VAN ROSSUM
- C. CHARLS SIMONYI
- D. NONE OF THESE

55. WHAT IS THE ADVANTAGE OF MS EXCEL?

- A. BEST WAY TO STORE DATA
- B. YOU CAN PERFORM CALCULATIONS
- C. BOTH A & B
- D. NONE OF THESE

56. WHAT IS THE DISADVANTAGE OF MS EXCEL?

- A. CALCULATION ERRORS
- B. COST OF ENTRY
- C. BOTH A & B
- D. NONE OF THESE

57. WHICH SHORTCUT KEY OPENS THE GO TO DIALOG BOX?

- A. F2
- B. F5
- C. CTRL + B
- D. CTRL + SHIFT + B

58. WHICH TAB HAS WRAP TEXT FEATURE IN MS EXCEL 2019?

- A. VIEW
- B. INSERT
- C. HOME
- D. FORMULAS

59. WHICH OF THE FOLLOWING IDENTIFIES A CELL IN EXCEL?

- A. FORMULA
- B. ADDRESS
- C. NAME
- D. LABEL

60. WHICH TERM IS USED TO JOIN THE SELECTED CELLS INTO ONE CELL?

- A. ADD
- B. MERGE
- C. COMBINED
- D. ALL OF THE ABOVE

61. WHICH OF THE FOLLOWING IS NOT A VALID FUNCTION IN MS EXCEL?

- A. SUM()
- B. COUNT()
- C. SUBTRACT()
- D. COUNTA()

62. IN EXCEL, FORMULAS ARE MADE UP OF ___?

- A. ONLY SYMBOLS
- B. ONLY FUNCTIONS
- C. ONLY ARITHMETIC OPERATORS
- D. ARITHMETICAL OPERATORS AND FUNCTIONS

63. ACTIVE CELL ON AN EXCEL SHEET IS REPRESENTED BY?

- A. A DOTTED BORDER
- B. A BLINKING BORDER
- C. A DARK WIDE BORDER
- D. NONE OF THESE

64. WHAT IS THE DEFAULT COLUMN WIDTH OF MS EXCEL?

- A. 5.5
- B. 2.98
- C. 6.49
- D. 8.43

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65. IN BUSINESS, IMPORTANCE OF MICROSOFT EXCEL IS/ARE?

- A. TRACKING SALE TRENDS
- B. FOR WORK SCHEDULING
- C. MANAGING CUSTOMER DATA
- D. ALL OF THE ABOVE

66. WHICH SHORTCUT KEY IS USED TO COPY THE SELECTED CELLS IN MS EXCEL?

- A. CTRL + A
- B. CTRL + B
- C. CTRL + C
- D. CTRL + D

67. TO DISPLAY THE FIND AND REPLACE DIALOG BOX, PRESS ___?

- A. ALT + F
- B. CTRL + F
- C. TAB + F
- D. ESC + F

68. WHICH SHORTCUT KEY IS USED TO INSERTS A NEW WORKSHEET?

- A. ALT + SHIFT + F1
- B. ALT + SHIFT + F2
- C. ALT + SHIFT + F3
- D. ALT + SHIFT + F4

69. WHICH CREATES A CHART OF THE DATA IN THE CURRENT RANGE?

- A. CTRL + F1
- B. CTRL + ALT + F1
- C. ESC + F1
- D. ALT + F1

70. TO OPEN THE EXCEL FORMULA WINDOW, PRESS ___?

- A. SHIFT + F3
- B. SHIFT + F4
- C. SHIFT + F5
- D. SHIFT + F6

71. WHICH OF THE FOLLOWING EXCEL CHARTS REPRESENTS ONLY ONE VALUE FOR EACH VARIABLE?

- A. PIE CHART
- B. BAR CHART
- C. LINE CHART
- D. FUNCTION CHART

72. WHAT TYPE OF CHART IS USEFUL FOR SHOWING TRENDS OR CHANGES OVER TIME?

- A. PIE CHART
- B. LINE CHART
- C. COLUMN CHART
- D. DOT GRAPH

73. WHAT TYPE OF CHART IS USEFUL FOR COMPARING PARTS OF A WHOLE?

- A. PIE CHART
- B. LINE CHART
- C. COLUMN CHART
- D. DOT GRAPH

74. MS-EXCEL IS BASED ON ___?

- A. DOS
- B. WINDOWS
- C. UNIX
- D. OS/2

75. THE SOFTWARE WHICH CONTAINS ROWS AND COLUMNS IS CALLED?

- A. DRAWING
- B. DATABASE
- C. SPREADSHEET
- D. WORD PROCESSING

76. WHICH WAS THE FIRST SPREADSHEET ON A MICROCOMPUTER?

- A. EXCEL
- B. VISICALC
- C. LOTUS 1-2-3
- D. STARCALC

77. WHICH OF THE FOLLOWING IS AN EXAMPLE OF FORMULA?

- A. A1 + A2
- B. =A1 + A2
- C. =ADD (A1:A2)
- D. =SUM (A1:A2)

78. WHICH BAR IN AN EXCEL WINDOW ALLOWS ENTERING VALUES AND FORMULAS?

- A. TITLE BAR
- B. MENU BAR
- C. STANDARD TOOLBAR
- D. FORMULA BAR

79. WHICH OF THE FOLLOWING IS THE LATEST VERSION OF EXCEL?

- A. EXCEL XP
- B. EXCEL ME
- C. EXCEL 2003
- D. EXCEL 2013

80. WHICH KEY IS USED FOR HELP IN MS EXCEL?

- A. F1
- B. F2
- C. F10
- D. WINDOWS + H

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81. A WORKSHEET CAN HAVE MAXIMUM NUMBER OF ROWS IN EXCEL 2019?

- A. 2,56
- B. 32,000
- C. 10,48,576
- D. 65,535

82. A WORKSHEET CAN HAVE MAXIMUM NUMBER OF COLUMNS IN EXCEL 2019?

- A. 1,024
- B. 16,384
- C. 32,000
- D. 65,535

83. WHICH OF THE FOLLOWING FORMULAS WILL EXCEL NOT BE ABLE TO CALCULATE?

- A. =10 + 50
- B. =B7 + B1
- C. =B7 + 14
- D. 10 + 50

84. TO INSERT FOUR COLUMNS BETWEEN G AND H, YOU WOULD?

- A. SELECT COLUMN G
- B. SELECT COLUMN H
- C. SELECT COLUMN G, H, I AND J
- D. SELECT COLUMN H, I, J AND K

85. WHICH OF THE FOLLOWING SYNTAX IS CORRECT REGARDING SUM FUNCTION IN EXCEL?

- A. =SUM (A1 ,B1)
- B. =SUM (A1:B9)
- C. =SUM (A1:A9 ,B1:B9)
- D. ALL OF THE ABOVE

86. WHICH OF THE FOLLOWING METHODS CAN BE USED TO EDIT THE CONTENTS OF A CELL?

- A. PRESSING THE F2 KEY
- B. DOUBLE CLICKING THE CELL
- C. CLICKING THE FORMULA BAR
- D. ALL OF THE ABOVE

87. WHAT IS THE SHORTCUT KEY TO OPEN RUN DIALOG BOX?

- A. ALT + R
- B. WIN +R
- C. SHIFT + R
- D. CTRL + R

88. HOW MANY SHEETS ARE THERE BY DEFAULT, WHEN WE CREATE A NEW EXCEL FILE?

- A. 1 SHEET
- B. 3 SHEET
- C. 5 SHEETS
- D. 7 SHEETS

89. THE CELL RANGE FORM A1 TO A10 IS REPRESENTED AS?

- A. 10A:A1
- B. A1:A10
- C. 10A:A10
- D. NONE OF THESE

90. HOW DO YOU REPEAT THE LAST COMMAND OR ACTION IN EXCEL?

- A. CTRL + C
- B. CTRL + R
- C. CTRL + A
- D. CTRL + Y

91. WHEN YOU ENTER TEXT IN A CELL, IT ALSO APPEARS IN?

- A. STATUS BAR
- B. FORMULA BAR
- C. ROW HEADING
- D. NAME BOX

92. TO CUT THE SELECTED CELLS, SHORTCUT KEY IS___?

- A. CTRL + B
- B. CTRL + C
- C. CTRL + V
- D. CTRL + X

93. TO DISPLAY THE PRINT DIALOG BOX IN MS EXCEL, PRESS___?

- A. ALT + P
- B. ESC + P
- C. TAB + P
- D. CTRL + P

94. WHICH SIGN IS USED FOR MULTIPLICATION?

- A. CARET (^)
- B. ASTERISK(*)
- C. PERCENT SIGN (%)
- D. FORWARD SLASH(/)

95. WHICH OF THE FOLLOWING IS AN ACTIVE CELL IN EXCEL?

- A. RANGE
- B. FORMULA
- C. CURRENT CELL
- D. CELL ADDRESS

96. WORKSHEET CAN BE RENAMED BY?

- A. CLICK ON WORKSHEET TAB BY HOLDING CTRL KEY AND TYPE NEW NAME
- B. DOUBLE CLICK ON THE WORKSHEET TAB AND TYPE NEW NAME
- C. WORKSHEET CANNOT RENAME
- D. NONE OF THE ABOVE

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97. WHICH FUNCTION DISPLAYS ROW DATA IN A COLUMN OR COLUMN DATA IN A ROW?

- A. ROWS
- B. TRANSPOSE
- C. HYPERLINK
- D. INDEX

98. MS EXCEL FUNCTION ARE___?

- A. SUM
- B. COUNT
- C. AVERAGE
- D. ALL OF THESE

99. WHAT TYPE OF CHART WOULD YOU USE TO COMPARE THE SALES PERFORMANCE OF TWO PRODUCTS?

- A. COLUMN CHART
- B. LINE CHART
- C. PIE CHART
- D. NONE

100. HOW WILL YOU GRAPHICALLY REPRESENT EXPENDITURE IN DIFFERENT DEPARTMENTS?

- A. COLUMN CHART
- B. LINE CHART
- C. DOT CHART
- D. PIE CHART

101. WHAT IS COMMONLY USED TO PERFORMS MANY DIFFERENT TYPES OF CALCULATIONS?

- A. SLIDES
- B. WORD DOCUMENT
- C. SPREADSHEETS
- D. ALL OF THESE

102. WHAT TYPE OF CHART IS GOOD FOR SINGLE SERIES OF DATA?

- A. PIE CHART
- B. COLUMN CHART
- C. LINE CHART
- D. DOT CHART

103. WITHOUT USING THE MOUSE OR THE ARROW KEYS, WHAT IS THE FASTEST WAY OF GETTING TO CELL A1 IN A SPREADSHEET?

- A. PRESS HOME
- B. PRESS ALT + HOME
- C. PRESS CTRL + HOME
- D. PRESS SHIFT + HOME

NICA GURU