DEO(H.O.D.) – 2015 – Set – 5

CFT

Time : 45 Minutes

Full Marks : 40

Each question carries 1 mark.

Answer all questions, choosing the correct one from the alternatives suggested and darken the appropriate circle using BLUE or BLACK BALL POINT PEN.

1. What is gutter margin in MS-Word ?

    (1) Margin that is added to the left margin when printing

    (2) Margin that is added to right margin when printing

    (3) Margin that is added to the bottom of page when printing

    (4) Margin that is added to the osutside of the page when printing

    (5) Margin that is added to the binding side of page when printing

2. In word Processing, the best option to shift third paragraph after the fifth paragraph is to :

    (1) Cut and Paste

    (2) Copy and Paste

    (3) Delete and Copy

    (4) Edit and Paste

    (5) Delete and Paste

3. In MS Excel if you need a text to show vertically in a cell, how will you achieve this ?

    (1) Choose Vertical on Text alignment in Format Cells dialog box

    (2) Choose 90 Degress in Orientation of Format Cells dialog box

    (3) Choose Distributed from the Vertical drop down list of Format Cells dialog box

    (4) Choose Center Across Selection from Horizontal combo box in Format Cells dialog box

    (5) Choose Print Preview

4. The shortcut key to insert Hyperlink in MS-Excel Worksheet is _____.

   (1) Alt + K

   (2) Ctrl + H

   (3) Ctrl + K

   (4) Shift + Ctrl + K

   (5) Enter

5. To hold row and column titles in places so that thy do not scroll when the you scroll a worksheet in MS-Excel, click the :

   (1) Unfreeze panes command on the window menu

   (2) Freeze panes command on the window menu

   (3) Hold titles command on the edit menu

   (4) Split command on the window menu

   (5) Press the enter key

6. In MS-Excel when you see a cell with a red tringle in the top right corner, what does this signify ?

   (1) There is an error in the cell

   (2) There is a comment associated with the cell

   (3) The font color for text in the cell is red

   (4) A formula cannot be entered into the cell

   (5) The cell cannot be copied

7. Which of these options is not available in the Chart Options in MS-Excel "CHART WIZARD" ?

   (1) Axes

   (2) Data Label

   (3) Data Series

   (4) Data Table

   (5) None of these

8. In MS Excel, in which bar have the currency option ?

   (1) Formatting Toolbar

   (2) Standard Toolbar

   (3) Status Bar

   (4) Formula Bar

   (5) None of these

9. You can convert existing MS-Excel Worksheet data and chart to an HTML document by using the :

   (1) FTP Wizard

   (2) Internet Assistant Wizard

   (3) Internet Wizard

   (4) Import Wizard

   (5) Smart Tip

10. In MS-Excel Long text can be broken down into many lines within a cell. You can do this through ·

 (1) Wrap Text in Format >> Cells

 (2) Justify in Edit >> Cells

 (3) Text Wrapping in Format >> Cells, Layout tab

 (4) All of the above

 (5) None of the above

11. What is the keybord shortcut for creating a chart from the selected cell range in MS-Excel ?

 (1) F2

 (2) F4

 (3) F8

 (4) F11

 (5) Alt

12. If you need to remove only the formatting done in a range (numbers and formula typed there should not be removed) in MS-Excel, you must :

 (1) From Edit menu choose clear and then Formats

 (2) From Edit menu choose Delete

 (3) Click on Remove Formatting tool on Standard Toolbar

 (4) Double click the Format Painter and then press Esc key in keyboard

 (5) None of the above

13. To insert a new slide in the current presentation in Microsoft Power Point, we can choose :

 (1) Ctrl + M

 (2) Ctrl + N

 (3) Ctrl + O

 (4) Ctrl + F

 (5) Press Enter

14. In Microsoft Power Point, you can embed an organization chart in a slide by :

 (1) Clicking the object command on the edit menu

 (2) Clicking the insert new slide button on the standard toolbar, then double clicking the organization chart auto layout

 (3) Clicking the ms organization chart button on the formatting toolbar

 (4) Clicking the ms organization chart button on the standard toolbar

 (5) None of the above

15. Which view in Microsoft Power Point can be used to enter speaker comments ?

    (1) Normal

    (2) Slide show

    (3) Slide sorter

    (4) Notes page view

    (5) External view

16. Which of the following feature allows you to select more than one slide in slide sorter view in Microsoft Power Point ?

    (1) Alt + Click each slide

    (2) Shift + drag each slide

    (3) Shift + Click each slide

    (4) Ctrl + Click each slide

    (5) Press Enter

17. What is a motion path in Microsoft PowerPoint ?

    (1) A type of animation entrance effect

    (2) A method of moving items on a slide

    (3) A method of advancing slides

    (4) A method of closing the slides

    (5) A method of exiting from the slides

18. Which protocol provides e-mail facility among different hosts ?

    (1) FTP

    (2) SMTP

    (3) TELNET

    (4) SNMP

    (5) DNS

19. DNS in internet technology stands for :

    (1) Dynamic Name System

    (2) Domain Name System

    (3) Distributed Name System

    (4) Database Name System

    (5) None of the above

20. Which protocol assigns IP address to the client connected on the Internet ?

    (1) DHCP

    (2) IP

    (3) TCP

    (4) Telnet

    (5) FTP

21. Which command should be used to send the message to all members who are registered in mailing list ?

   (1)   Mail reflector

   (2)   Mail Assistant

   (3)   Orderly

   (4)   Main sorter

   (5)   None of the above

22. What is the complete form of HTML ?

   (1)   Heavy Thermal Metal line

   (2)   Hyper Text Markup Language

   (3)   Hyper Text Markup Line

   (4)   Hard Text Markup Language

   (5)   Heavy Text Mail Language

23. What is the shortcut to close any program in windows operating system ?

   (1)   Alt + F4

   (2)   Ctrl + F4

   (3)   Alt + F5

   (4)   Alt + Esc

   (5)   Shift

24. Which shortcut key is used to go from one window to another window in windows operating system ?

   (1)   Ctrl + Tab

   (2)   Alt + Tab

   (3)   Window + Tab

   (4)   Shift + Tab

   (5)   Delete

25. What is the shortcut to open Run Dialog Box in windows operating system ?

   (1)   Alt + R

   (2)   Ctrl + R

   (3)   Window key + R

   (4)   Tab + R

   (5)   Tab

26. When you start up the computer the boot up storage at which the BIOS versions manufacturer and data are displayed on the monitor is called :

   (1)   Bootstrap

   (2)   Power on self test (POST)

   (3)   System configuration

   (4)   Kernel loading

   (5)   Memory Test

27. Which key combination is used to activate Task Manager in Windows ?

    (1) Ctrl + Shift + A

    (2) Ctrl + Alt + Tab

    (3) Ctrl + Alt + Del

    (4) Alt + F4

    (5) Alt + Windows + T

28. What are the major components of a CPU ?

    (1) Control Unit, Register Set, Arithmetic Logic Unit

    (2) Control Unit, Memory Unit, Arithmetic Logic Unit

    (3) Memory Unit, Arithmetic Logic Unit, Auxiliary Memory

    (4) Register Set, Control Unit, Memory Unit

    (5) Register Set, Control Unit, Auxiliary Memory

29. The sum of − 6 and − 13 using 2's complement addition is :

    (1) 11100011

    (2) 11110011

    (3) 11001100

    (4) 11101101

    (5) 11100001

30. Which one of the following CPU registers holds the address of the instructions (instructions in the program stored in memory) to be executed next ?

    (1) MAR (Memory address register)

    (2) MBR (Memory Buffer Register)

    (3) AC (Accumulator)

    (4) IR (Instruction Register)

    (5) PC (Program Counter)

31. 64K memory contains how many words of 8 bits each ?

    (1) 65,536

    (2) 64,536

    (3) 65,436

    (4) 65,546

    (5) 65,556

32. A decimal number has 25 digits. The number of bits needed for its equivalent binary representation is, approximately :

    (1) 50

    (2) 55

    (3) 85

    (4) 80

    (5) 90

33. In which view of MS Word, the background color and effects are shown ?

    (1) Web layout view

    (2) Print layout view

    (3) Reading view

    (4) Writing view

    (5) Print Preview

34. What is Portrait and Landscape in MS Word ?

    (1) Page Orientation

    (2) Paper size

    (3) Page Layout

    (4) Page Margin

    (5) Page Preview

35. What is the Short Cut Key for Checking Spell in MS Word ?

    (1) F1

    (2) F2

    (3) F7

    (4) F9

    (5) F10

36. In MS-Word Ctrl + E is used for :

    (1) Re-open the last closed document

    (2) Insert Hyperlink

    (3) Insert Bullets and Numbering

    (4) Center align the selected paragraph

    (5) Saving the closed document

37. MS-Word automatically moves the text to the next line when it reaches the right edge of the screen and is called ?

    (1) Carriage Return

    (2) Enter

    (3) Word Wrap

    (4) Status bar

    (5) Tool bar

38. When inserting Page number in footer in MS-Word, it appeared 1 but you wish to show a. How can you do that ?

    (1) From format menu choose bullets and Numbering and configure necessary setting

    (2) From Insert menu choose Page Number and specify necessary setting

    (3) Click on Page Number Format tool and specify required setting

    (4) All of the above

    (5) None of the above

39. In MS Word if you want to convert a symbol or several lines of text into an Auto Correct entry, you should :

(1) Insert the symbol or type the text in a Word document first. Then, select the text or symbol and go to the Auto Correct dialog box.

(2) Click the Tools menu and choose Auto Correct Options. Then, click the Insert menu and choose Symbol (or click the Format menu and choose Paragraph) to add the symbol or paragraph to Auto Correct.

(3) Auto Correct can only accommodate one line of text. It is not possible to convert a symbol or multiple lines of text into an Auto Correct entry.

(4) Insert the symbol or type the text in a Word document first. Then, select the text or symbol and click the Edit menu followed by Paste Special. Select New Auto Correct Entry and they click OK.

(5) None of these

40. If you need to double underline a word, how will you do that in MS-Word ?

(1) Go to Format menu and then Font option. Open underline Style and choose Double Underline

(2) From Format menu choose Font option and then from Font tab open Underline Style and select Double Underline

(3) Select the text then choose Format >> Font and on Font tab, open Underline Style and choose Double Underline

(4) Click double underline tool on formatting toolbar

(5) Double click the word

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