

Quiz Date: 4<sup>th</sup> March 2020

Q1. In MS Excel, if we want to select an entire column, which of the following is used?

- (a) Shift + Ctrl
- (b) Ctrl + Alt
- (c) Alt + Shift
- (d) Ctrl + Space
- (e) Ctrl + Alt + Del

Q2. Which of the following is the correct option that allows users to bring together copies of workbooks that other users have worked on independently in MS Excel?

- (a) Copying
- (b) Merging
- (c) Pasting
- (d) Compiling
- (e) None of these

Q3. Which is the command used to remove text or graphics from a document and the information is then stored on a clipboard, so you can paste it later on?

- (a) Cut
- (b) Clip
- (c) Chop
- (d) Chew
- (e) Chunk

Q4. The point at which the flow of text in a document moves to the top of a new page—

- (a) Page insert
- (b) Page break
- (c) Page format
- (d) All of the above
- (e) None of the above

Q5. Which of the following features is used to count the number of pages, words, characters, paragraphs and lines in a Word document?

- (a) Orientation
- (b) Page Count
- (c) Word Count
- (d) Margin
- (e) None of these

Q6. Which key should you use to indent the first paragraph of your report?

- (a) tab key
- (b) return key
- (c) space bar
- (d) shift key
- (e) None of these

Q7.What is periodically adding, changing and deleting file records called?

- (a) renewing
- (b) upgrading
- (c) restructuring
- (d) updating
- (e) None of these

Q8.What is the overall term for creating, editing, formatting, storing, retrieving and printing a text document?

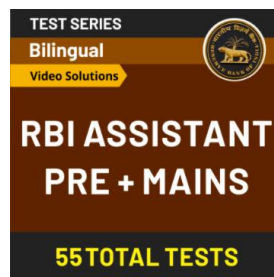
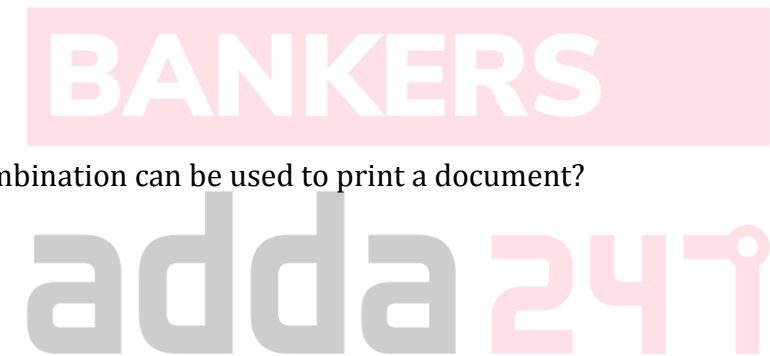
- (a) Word processing
- (b) Spreadsheet design
- (c) Web design
- (d) Database management
- (e) None of these

Q9.To justify the selected text, the shortcut key is \_\_\_\_\_.

- (a) Ctrl + 1
- (b) Ctrl + J
- (c) Ctrl + U
- (d) Ctrl + Alt + K
- (e) None of these

Q10.Which of the following key combination can be used to print a document?

- (a) Ctrl + P
- (b) Tab + P
- (c) Alt + P
- (d) Windows logo key + P
- (e) None of these



Q11.A(n) \_\_\_\_\_ converts all the source code into machine code, creating an executable file.

- (a) linker
- (b) assembler
- (c) compiler
- (d) interpreter
- (e) None of these

Q12. Which computer virus records every movement you make on your computer?

- (a) Malware Android
- (b) DoS
- (c) Key logger
- (d) Trapper
- (e) None of these

Q13. What term refers to your ability to connect to the internet and your company from a wireless device?

- (a) Net services
- (b) Push technology
- (c) Pull technology
- (d) Mobile computing
- (e) None of these

Q14. 'Replace' option is available in\_\_\_\_\_.

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

Q15. What is the meaning of OSI, in terms of computers?

- (a) Open Software Interrelation
- (b) Open System Interrelation
- (c) Open System Interconnection
- (d) Open Software Interconnection
- (e) None of these



### Solutions

S1. Ans.(d)

S2. Ans (b)

Sol. Merging allows users to bring together copies of workbooks in Excel

S3. Ans.(a)

Sol. The Office Clipboard stores text and graphics that you copy or cut from anywhere, and it lets you paste the stored items into any other Office file.

S4. Ans.(b)

Sol. A page break is a marker in an electronic document that tells the document interpreter that the content which follows is part of a new page.

S5.Ans.(c)

Sol. The Word Count command displays the total number of page, words and lines in a document.

S6.Ans (a)

Sol. Tab Key can be used for indentation.

S7.Ans (d)

Sol. Updating is periodically adding, changing and deleting file records

S8.Ans. (a)

Sol. Word processing is the overall term for creating, editing, formatting, storing, retrieving and printing a text document.

S9.Ans. (b)

Sol. Ctrl + J is the shortcut key to justify text.

S10.Ans. (a)

Sol. Ctrl + P is used to print document(s).

S11.Ans.(c)

Sol. A compiler converts all the source code into machine code, creating an executable file.

S12.Ans.(c)

Sol. A keylogger is a type of surveillance software (considered to be either software or spyware) that has the capability to record every keystroke you make to a log file, usually encrypted. A keylogger recorder can record instant messages, e-mail, and any information you type at any time using your keyboard.

S13.Ans.(d)

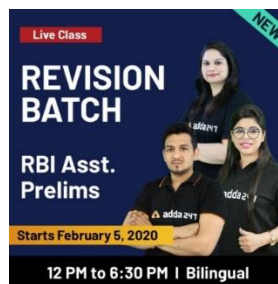
Sol. Mobile computing is a technology that allows transmission of data, voice and video via a computer or any other wireless enabled device without having to be connected to a fixed physical link.

S14. Ans.(a)

Sol. Replace option is available in Edit menu.

S15.Ans.(c)

Sol. The Open Systems Interconnection (OSI) model is a conceptual model that characterizes and standardizes the communication functions of computing system without regard of their underlying internal structure and technology.



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