

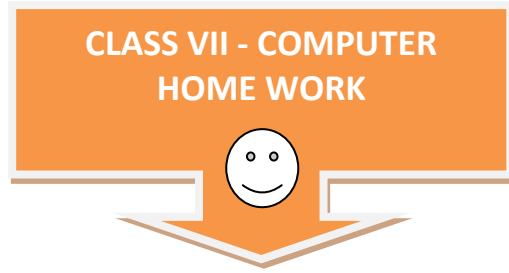


केन्द्रीय विद्यालय

तोपखाना केंद्र, नासिक रोड कैंप, नासिक

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Instructions:

- 1) Write these questions with four options in your computer note book.
- 2) You need to tick [] correct answer using blue pen only, in note book.
- 3) Tick only one option per question.
- 4) See the example carefully and repeat it for all correct answers.

Example

1. In Microsoft Excel columns are in

- a) Numbers
- b) Letters
- c) Both (a) and (b)
- d) None of the above

2. In Microsoft Excel Rows are in

- a) Numbers
- b) Letters
- c) Both (a) and (b)
- d) None of the above

3. In Excel starting number is 1 and ending number is ----

- a) 1,000,560
- b) 1,000,586
- c) 1,048,576
- d) Infinite

4. Cell defined as

- a) Combination of Row and Column
- b) Row only
- c) Column only
- d) None of the above

5. The status bar appears on the

- a) Top of the Excel window
- b) Bottom of the excel window
- c) Middle of the excel window
- d) All of the above

6. ---- Is the tab key we use to move the cursor right one cell at a time

- a) Alt key
- b) Ctrl key
- c) Tab key
- d) Shift key

7. ---- Is the functional key we use for moving quickly from one cell in a worksheet to a cell in a different part of the worksheet

- a) GOTO (F5)

- b) Ctrl+G
- c) Use name box
- d) All of the above

8. --- Is the functional key we use to edit the data while you are in the cell

- a) F5
- b) F3
- c) F4
- d) F2

9. Define Wrap

- a) Text is too long, to fit in the cell, the text overlaps the next cell, if you do not want to overlap the next cell, you can wrap the text
- b) Erasing the data from the cell
- c) Entering the data into the cell
- d) All of the above

10. --- Is the symbol we use for absolute cell address

- a) * (Star)
- b) S (Sigma)
- c) \$ (Dollar)
- d) & (And)

11. ---- Is the button we can use to give title to a section of your worksheet or you want to center a piece of text over several rows and columns (say B1 to E1)

- a) Center
- b) Merge and Center
- c) Copy
- d) Merge

12. What is the function to find the lowest number in a series of numbers?

- a) Sum
- b) Avg.

- c) Min
- d) Max

13. ----- Is the function we use to count the number of numbers in a series

- a) Sum
- b) Avg.
- c) Max
- d) Count

14. ----- View splits your screen into three major sections (tabs and slide pan and the notes area)

- a) Normal view
- b) Slide sorter view
- c) Slide show
- d) None of the above

15. ----- View shows thumbnails of all your slides

- a) Normal view
- b) Slide sorter view
- c) Slide show
- d) None of the above

16. To create a new slide ---- is keyboard shortcut key

- a) Ctrl+M.
- b) Ctrl+N.
- c) Ctrl+O.
- d) Ctrl+P.

17. To run the slide show what is the functional key we use

- a) F4
- b) F3
- c) F5
- d) F2

18. To go to the next slide

- a) Press the right arrow key
- b) Press the enter key
- c) Press the page down key
- d) All of the above

19. Go to the previous slide

- a) Press the left arrow key
- b) Press back space key
- c) Press the page up key
- d) All of the above

20. End the slide show and return to power point you has to use

- a) Ctrl key
- b) Tab key
- c) Esc key
- d) All of the above

21. --- Is the functional key for spell check

- a) F4
- b) F5
- c) F7
- d) F6

22. ---- Tab displays the text contained in your presentation

- a) Outline tab
- b) Slides tab
- c) Both (a) and (b)
- d) None of the above

23. ---- Tab displays a thumbnail of all your slides

- a) Outline tab

- b) Slide tab
- c) Both (a) and (b)
- d) None of the above

24. ---- Is the keyboard shortcut key to move to the first slide

- a) Ctrl+end
- b) Ctrl+home
- c) Use right arrow
- d) Use left arrow

25. --- Is the keyboard shortcut key to move to the last slide

- a) Ctrl+end
- b) Ctrl+home
- c) Use right arrow
- d) Use left arrow

26. How do we select the multiple slides?

- a) Hold down ctrl key
- b) Click the slides you want to select
- c) Both (a) and (b) simultaneously
- d) None of the above

27. How do we create a duplicate slide

- a) Select the slide or slides you want to duplicate
- b) Press ctrl + D
- c) Both (a) and (b) simultaneously
- d) None of the above

28. ---- Ribbon in power point allows you to change the font, paragraph and heading styles and view the clipboard and editing options

- a) Designs
- b) Insert
- c) Home

d) View

29. ---- Ribbon in power point allows you to insert pages, tables, illustrations, links, headers, footers, text and symbols

a) Designs

b) Insert

c) Home

d) View

30. ---- Ribbon in PPT allows you to change page layout, slide themes, colors, fonts and effects, as well as back ground styles and graphics

a) Designs

b) Insert

c) Home

d) View

31. ---- Ribbon allows you to change document, and window layout, show/hide thumbnails, and view/record macros

a) Designs

b) Insert

c) Home

d) View

32. --- Is the default slide layout

a) Blank

b) Title slide

c) Title only

d) Title and contents

33. --- Is the key we use to blank the screen in the presentation

a) A key

b) B key

c) C key

d) D key

34. --- Is the key we use to make the screen white

- a) A key
- b) B key
- c) W key
- d) Y key

35. --- Is the strip of button across the top of the main window

- a) Ribbon
- b) Menu
- c) Window
- d) All of the above

36. --- Are the visual movements as one-slide changes to another

- a) Animation key
- b) Transition key
- c) Visual effects
- d) All of the above

37. --- Are the visual effects applied to individual items

- a) Animation key
- b) Transition key
- c) Visual effects
- d) All of the above

38. Each page in a power point presentation is called

- a) File
- b) Text
- c) Slide
- d) All of the above

39. --- Is the letter we use to go to the next hidden slide

- a) A

b) B

c) H

d) E

40. --- Is the letter we use to set new timings while rehearsing

a) A

b) E

c) H

d) T

