

UNIT I

1. Computer is an _____
 - a) machine
 - b) device
 - c) electronic device**
 - d) Power
2. The brain of any computer system is
 - a) ALU
 - b) Memory
 - c) CPU**
 - d) Control unit
3. The recycling bin option found _____
 - a) On desktop**
 - b) On mouse
 - c) On printer
 - d) in Properties
4. Where are deleted files saved from hard disk?
 - a) Recycle bin**
 - b) floppy disk
 - c) Mother board
 - d) Clip board
5. Where the installed programs appear in computer?
 - a) Desktop
 - b) My document
 - c) Accessories
 - d) All programs**
6. What is the shortcut key to refresh?
 - a) F10
 - b) F3
 - c) F5**
 - d) F6
7. What is the shortcut to close any program ?
 - a) Alt + F4
 - b) Ctrl + F4**
 - c) Alt + F5
 - d) Alt + Esc
8. The Ctrl + Z shortcut in the windows operating system used for _____.
 - a) Paste
 - b) Delete

c) Move

d) Undo

9. The process that is started while starting the computer is called _____ .

a) Booting

b) Multicapping

c) Multitasking

d) Multipasting

10. _____ is controlled by the mouse and changes in shape based on its current function .

a) Icon

b) Desktop

c) Pointer

d) Program

11. The most common computer pointing device is _____

a) Finger

b) A track ball

c) Mouse

d) Printer

12. Computer is free from tiredness and lack of concentration ,fatigue etc, this feature is known as _____

a) Reliability

b) Speed

c) diligence

d) Versatility

13. Which is not an operating system?

a) Linux

b) DOS

c) MS-windows

d) MS-office

14. Network of networks is also called as _____

a) Internet

b) Ethernet

c) Intranet

d) Telnet

15. When you open Internet, the first page is referred to as _____.

a) Master page.

b) Home page.

c) First page

d) Title page.

16. If a computer on the network shares resources for others to use, it is called ____.

a) Server

b) Client

c) Mainframe

d) Super.

17. Electronic mail cannot be used for _____.

- a) **Scanning pictures**
- b) Sending documents
- c) Sending attachments
- d) Sending messages

18. Printer is an _____

- a) input device
- b) **output device**
- c) mouse
- d) software

19. Mouse is a _____

- a) **input device**
- b) output device
- c) mouse
- d) software

20. OS Stands for _____

- a) operating system
- b) open system
- c) other system
- d) opposite system

UNIT II

1. MS-Word is a _____

- A) Operating System
- B) Typing Tutor Software
- C) **Word Processing Software**
- D) A Game

2. In a paragraph, the distance between the two rows is called

- A) Spacing
- B) Word Spacing

C) Line Spacing

D) Row Spacing

3. **Usually in a rows, line spacing is –**
A) 1.5
B) 2.0
C) 0.5
D) 1.0
4. **An extension of the file created in MS-Word 2003.**
A) **.doc**
B) .docx
C) .ppt
D) .exe
5. **Which of the following menu is used in MS-Word to change the character size and typeface?**
A) View
B) Tools
C) Format
D) Data
6. **Which of the following is not a font style?**
A) Bold
B) Italic
C) Regular
D) Superscript
7. **Which of the following options is not in the Insert – Picture menu?**
A) Chart
B) Graph
C) Clip Art
D) Word Art
8. **Superscript, subscript, outline, emboss, engrave are known as-**
A) Font effects
B) Text effects
C) Font styles
D) Word Art
9. **The name of the font used by default in MS-Word.**
A) Times New Roman
B) Algerian
C) Arial
D) None of These

10. **Page Border option is in the _____ menu.**
A) Insert
B) Format
C) Tools
D) View
11. **How many steps are there in Mail merger**
A) 5
B) 6
C) 7
D) 8
12. **Which menu contains the option of Bullets and Numbering**
A) Insert
B) Format
C) Tools
D) View
13. **What is the shortcut key to change the case of a text**
A) Shift + F3
B) Ctrl + F5
C) Shift + C
D) Ctrl + K
14. **What is the shortcut key to making a Character superscript**
A) Ctrl + Shift + =
B) Ctrl + Shift + }
C) Ctrl + =
D) Ctrl + {
15. **How many ways can we save a document in MS Word**
A) 3
B) 4
C) 5
D) 6
16. **What is the Short Cut Key for Checking Spell**
A) F1
B) F2
C) F7
D) F9
17. _____ **is inserted at the end of the document**
A) Footer
B) Foot Note
C) End Note

D) Header

18. Which of these options is displayed at Bottom in every page

- A) Header
- B) Foot Note
- C) Title
- D) Footer**

19. Which key is used to delete the Character from the right side of the cursor

- A) Back space
- B) Delete**
- C) Shift
- D) Delete +Enter

20. In word Processing, the best option to shift third paragraph after the fifth paragraph

- A) Cut and Paste**
- B) Copy and Paste
- C) Delete and Copy
- D) Edit and Paste

UNIT III

1. A spreadsheet is a collection of pages is called a _____

- A) Workbook**
- B) Art book
- C) Worksheet
- D) Documents

2. The Extension of Excel Workbook in MS Excel 2007?

- A) .xlx
- B) .xlsx**
- C) .lclx
- D) .xlxx

3. The shortcut key to insert current date in cell ?

- A) Ctrl +;**
- B) Ctrl + T
- C) Ctrl + D
- D) Ctrl + /

4. In M.S. Excel if Day Formula is imposed, answer to 5/3/2017 will be printed _____

- A) 5
- B) 3**
- C) 2017

D) 5 mar

5. **Symbol use to start formula in MS Excel is_____**
A) %
B) =
C) +
D) <>
6. **Function used to remove more than one space is_____**
A) Trim
B) Char
C) Len
D) Int
7. **How many steps are there to create charts in MS Excel?**
A) 2
B) 3
C) 4
D) 5
8. **The cell address in the Microsoft Office Excel document is _____**
A) Column Name
B) Row Name
C) First Row then Column Name
D) First Column then Row Name
9. **The shortcut key to insert a new sheet in the current workbook?**
A) F11
B) Ctrl + F11
C) Shift + F11
D) Alt + F11
10. **How can you show or hide the Grid lines in Excel sheet?**
A) Go to Tools – Options – View tab then Mark or unmarked the Grid line box
B) Click on the Grid Line tool in the Forms Toolbar
C) A and B Both
D) None of these
11. **The address of the current cell in Excel is displayed in _____**
A) Formula bar
B) Status bar
C) Name Box
D) Title bar

12. The shortcut key to add Hyperlink in Worksheet is _____

- A) Alt + K
- B) Ctrl + H
- C) Ctrl + K**
- D) Shift + Ctrl + K

13. The common point of row and column is called

- A) pixel
- B) cell**
- C) 0
- D) Track

14. To show the range of cells, we use in excel

- A) Semicolon
- B) Comma
- C) Colon**
- D) Dot

15. The maximum row in a work sheet is-

- A) 256
- B) 1024
- C) 65536**
- D) 32000

16. Cell reference will be from range G2 to M12.

- A) G2=M12
- B) G2;M12
- C) G2:M12**
- D) G2,M12

17. Which menu is used to show and hide the Status Bar in Excel

- A) Edit menu
- B) File menu
- C) View menu**
- D) Format menu

18. The keyboard shortcut is used to create charts in the selected range.

- A) F2
- B) F4
- C) F8
- D) F11**

19. **Which column will you select to insert a new column between Column D and E.**

- A) **select column E**
- B) select column D
- C) select column E , F , G
- D) select column D, E , F

20. **Which of the following is not the Zoom percentage in excel?**

- A) 10
- B) 100
- C) 300
- D) 500**

Unit IV

1. **Which of these is not the view of PowerPoint?**

- A) Slide Show view
- B) Slide Sorter view
- C) Normal view
- D) Outline view**

2. **What is Extension of PowerPoint Presentation?**

- A) .POT
- B) .PPT**
- C) .PTP
- D) .PPE

3. **What is the shortcut key to create new files in PowerPoint presentation.**

- A) Ctrl + N**
- B) Ctrl + S
- C) Ctrl + M
- D) Shift + N

4. **To open Power Point from Run Dialog Box, type _____**

- A) PowerPoint
- B) Pwrpoint
- C) Powerpnt**
- D) Powerpint

5. **Which program is used to create a presentation**

- A) Excel
- B) PowerPoint**
- C) Access
- D) Outlook

6. **What is the shortcut key to insert a new slide into the current presentation.**
A) Ctrl + O
B) Ctrl + M
C) Ctrl + N
D) Ctrl + F
7. **Which menu does have action button option ?**
A) Tools
B) Format
C) Window
D) Slide Show
8. **_____ task pane shows the design that is currently being used in the presentation.**
A) slide show
B) slide style
C) slide design
D) slide format
9. **How to insert a table in a slide.**
A) Table menu & Insert table
B) Click on the insert table in the content pane of the blank slide.
C) A and B Both
D) The table can not be inserted into a slide.
10. **If you want to change the order of slides, which view option will you use.**
A) Normal View
B) slide sorter view
C) Notes page view
D) Slide show view
11. **Which menu contains an option like Animation scheme, custom animation, slide transition.**
A) insert menu
B) tools menu
C) View menu
D) slide show menu
12. **Which option is right for inserting a hyperlink in a slide.**
A) Choose Insert & Hyperlink
B) Press Ctrl + K
C) Hyperlink can not be inserted into the slide.
D) A and B Both

13. The slide sorter in the power point is in the _____ menu.
- A) Insert
 - B) View**
 - C) File
 - D) Edit
14. Which option is used to rehearse the presentation in the power point
- A) Setup time
 - B) Timing
 - C) Rehearse Timing**
 - D) All of these
15. How to Stop the Slide Show in PowerPoint
- A) Press the right arrow
 - B) Press Escape**
 - C) Press Ctrl + A
 - D) Press Ctrl + S
16. The page to create Presentation in Power Point is called _____.
- A) Sheet
 - B) Paper
 - C) Slide**
 - D) Document
17. How the chart is inserted in PowerPoint ?
- A) Edit -> Chart
 - B) Insert -> Pictures -> Chart
 - C) Insert -> Chart**
 - D) View -> Chart
18. Which option is used to replace the font in all the slides in PowerPoint
- A) Tools -> Fonts
 - B) Edit -> Fonts
 - C) Format -> Replace Fonts**
 - D) Tools -> Replace Fonts
19. Which toolbar has a slide design option in MS Power point ?
- A) Standard Toolbar
 - B) Formatting Toolbar**
 - C) Drawing Toolbar
 - D) None of these
20. What is the use of the “Hide slide” option?
- A) During the presentation, to hide the selected slide.**
 - B) During editing, to hide the selected slide.
 - C) To hide the selected slide during printing.

D) To hide the selected slide during deleting.

UNIT V

1. Microsoft Access is-
a) RDBMS
b) OODBMS
c) ORDBMS
d) Network Database Model
2. Which of the following is not a type of Microsoft Access database object ?
a) Table
b) Form
c) Worksheets
d) Modules
3. What is DBMS ?
a) Database Management System
b) Database Manager System
c) Data Management System
d) None of these
4. There is a third stage in the preparation of databases, when we analyze our database more closely and create a _____ between table
a) Relationship
b) Join
c) Query
d) None of these
5. This key Uniquely identifies each record
a) Primary key
b) Key record
c) unique key
d) field name
6. **Which of these field does not appear in the design view Windows ?**
A) Field Name
B) Description
C) Data Type
D) Field size

7. **What is the Shortcut key of replace in Ms-Access?**
A) **Ctrl + h**
B) Ctrl + r
C) Ctrl + f
D) Alt + r
8. **What option is used to modify the structure of the table?**
A) Wizard
B) **Design view**
C) Edit
D) None of these
9. **The option to hide any column is present in which menu?**
A) View
B) Record
C) Tool
D) **Format**
10. **To create a relationship between two table-**
a) **Drag the primary key of a table into the foreign key of the second table**
b) Drag the foreign key of a table into the primary key of the second table
c) Drag a table into the parent table and drop it on the child table
d) Anyone above can be made to make a relationship
11. **What does one to many relationship mean between student and class table-**
a) **Many different classes of a student**
b) There may be many Students in a class
c) There may be many Students in many class
d) Many students can have many different classes
12. **In the One-to-many relationship in the table 'one' side is called ____ and 'many' side is called ____**
a) Child , Parent
b) **Parent , Child**
c) Brother , sister
d) Father , Son
13. **We can remove the relationship created between two tables—**
a) Select Delete Relationship from Edit menu
b) **Select the relationship line and press delete**
c) Select the Delete option from the relationship menu
d) All of above
14. **Which layout is used to display information in the table?**
a) **Tabular**
b) Columns
c) Justified
d) Datasheet
15. **What is the shortcut key to display the first record ?**
a) Shift + Home
b) **Ctrl + Home**
c) Ctrl+shift + Home
d) Windows+ Home

16. Which of the following is not form Layout ?

- a) Tabular
- b) Datasheet
- c) Web Layout**
- d) Justified

17. How many modes are there to create a form in ms access?

- a) 2**
- b) 1
- c) 3
- d) 4

18. Collection of the field is called

- a) Record**
- b) Column
- c) File
- d) Table

19. What is a form in MS Access ?

- a) This is a printed page where users wil write their data to fill it.
- b) It is designed to look at input screen and make data easier**
- c) It is an important part of the database to findout the conclusions by the analyst
- d) All

20.The process of simplifying Relationships is called —

- a) Database
- b) Relation
- c) Normalization**
- d) Anomaly

UNIT I

1. Explain the meaning of Computer
Electronic Device
2. Report the Meaning of Software
Programmes
3. Predict the meaning of Hardware
Parts of a Computer
4. Predict the example for Input Device
keyboard
5. Locate example for output device
Printer
6. Locate the word from which computer is derived
Compute
7. Expand OS
Operating System
8. Restate the example for OS
Linux
9. Restate any one Characteristics of Computer
Speed
10. Report the Short Cut Key for Print
Ctrl+P

UNIT II

1. Report the shortcut key for open
Ctrl+o
2. Predict the shortcut key for Save
Ctrl+S
3. Locate the shortcut key for Copy
Ctrl+C

4. Report the shortcut key for Cut
Ctrl+Z
5. Predict the shortcut key for paste
Ctrl+V
6. Predict the shortcut key for spelling and Grammar check
F7
7. report the shortcut key for Find and replace
F5
8. Predict the number of steps in mailmerge
6
9. .Explain the Acceptable line spacing in msword
1.0
10. . Explain the Acceptable font style in msword
Times new roman

UNIT III

1. Predict the maximum row in a work sheet is-
65536
2. Locate the Cell reference will be from range A2 to D12.
A2:D12
3. Report the menu in which table option is Available

Insert Menu
4. Express the menu in which table option available

Insert Menu
5. Restate the menu in which auto sum option available

Formulas

6 Report the Menu in Which. Spelling option is available

Review

7. What is the shortcut key to insert a new sheet in the current workbook?

Shift + F11

8. What is Cell

Name of the common point of row and column

9. Predict the maximum zoom percentage in excel

400

10. Restate the maximum column in a work sheet

256

UNIT IV

1. Report the menu in which background style option is available

Design menu

2. Report the menu in which custom animation option available

Animation

3. Report the menu in which clipart option available

Insert

4. Report the menu in which **the slide sorter** option available

View

5. Which option is used to rehearse the presentation in the power point

Rehearse Timing

6. How to Stop the Slide Show in PowerPoint

Press Escape

7. How the chart is inserted in PowerPoint ?

Insert -> Chart

8. Which option is used to replace the font in all the slides in PowerPoint

Format -> Replace Fonts

9. Which program is used to create a presentation

PowerPoint

10. report the Extension of PowerPoint Presentation?

.PPT

UNIT V

- 1.Explain the meaning of database

Collection of Information

- 2.What is the Shortcut key of replace in Ms-Access?

Ctrl + h

- 3.How many modes are there to create a form in ms access?

2

4. Explain the meaning of Record

Collection of the field

Restate the Meaning of Tables

Complete Collection of Data Displayed In Rows & Columns

6. Locate the Ways to Print a Query

Print From File Menu

7. Restate the Number of Relationship Available in MS Access

3

8. Express the Name of Unique Key In Ms Access

Primary Key

9. Locate the menu in which table design is available

Insert

10. Locate the menu in which query wizard is available

Create

UNIT I

1. Show the Types of Operating System
2. Discover Mouse
3. Interpret the Internet Explorer
4. Construct My Documents
5. Produce My Computer

UNIT II

1. Show the Ways to Create a Document
2. Discover Find and Replace a Text
3. Construct the Header and Footer
4. Interpret the Spelling and Grammar
5. Show the Steps for Editing a Document

UNIT III

1. Construct the ways to move a Row
2. Discover the Ways for Inserting Column
3. Show the Deleting Row
4. Interpret the Advanced filter
5. Sketch the Procedure for Formatting a Cell.

UNIT IV

1. Discover the Ways for inserting new slide
2. Show the ways to insert a chart in a slide
3. Sketch the Procedure for set rehearse timing
4. Show the Steps for slide sorter
5. Interpret the ways for Custom Slide Show

UNIT V

1. Explain Database
2. Show the types of Relationship
3. Interpret the Procedure to create a query using query wizard
4. Discover the types of report
5. Construct the steps to select a query

UNIT I

1. Outline the characteristics of computer
2. Discriminate the keyboard
3. Analyse the recycle bin
4. Determine the features of windows
5. Discriminate the desktop

UNIT II

1. Point out the steps in formatting text and paragraph
2. Discriminate the steps to table creation
3. Analyze the steps in creating mail merge
4. Outline the ways for inserting bullets and numbering
5. Outline the ways for move and copy a text

UNIT III

1. Identify the ways to insert charts
2. Determine the mathematical functions
3. Point out the statistical functions
4. Discriminate the conditional formatting
5. Outline the ways Auto filter

UNIT IV

1. Determine the different views of Power point
2. Point out the procedure for running a slideshow
3. Analyse the procedure for custom animation
4. Outline the Ways for deleting slide
5. Outline the ways to edit a slide

UNIT V

1. Determine the relationship between tables
2. Discriminate the ways for creating queries
3. Point out the steps for creating report
4. Determine the ways for creating forms

5. Discriminate the ways for creating tables