

CS001 Mcqs:

1: The comment can be attached using the new comment option in the _____ tab.

Data

File

Home

Review

2: When cell addresses are changed in copying a formula it is called _____ like = sum (A1, B1).

Relative cell referencing

Duplicate cell referencing

Absolute cell referencing

None of given

3: How many worksheets an MS excel document contains by default?

10 worksheet

1 worksheet



2 worksheet

3 worksheet

4: Which of the following bar shows the content of cell of MS Excel sheet?

Menu bar

Formula bar

Content bar

Name bar

5: Relative reference is useful when we need to apply _____ type of calculations.

Simple

Mathematical

Complex

Same



6: Which one is not a relational operator in the given options?

()



=

< >

< =

7: We can make the group of worksheets by pressing and holding the _____ key and selecting the sheets we want to add in the group.

Home

Shift

Alt

Ctrl

8: Columns of MS Excel are represented by _____.

Alphabets

Marks

Names

Numbers

9: You can enter different types of data in spreadsheet like _____.

All of given

Symbols

Letters

Numeric data

10: When cell addresses are not changed in copying a formula it is called _____ like = \$ A \$ 2 + \$ B \$ 2.

None of given

Mix cell reference

Absolute cell reference

Single cell reference

11: The function library in Microsoft Excel is available under _____ tab.

Home

Data

Formula

Insert



12: Rows of MS Excel are represented by _____.

Numbers

Marks

Names

Alphabets

13: _____ displays the help task pane in MS Excel.

F4

F2

F1

F3

14: In MS Excel data can be sorted as following

Select the data, you need to sort: Go to file < sort

None of given

Select the data, you need to sort: Go to data < sort

Select the data, you need to sort: Go to edit < sort

15: To remove the contents of several cells at once, you can _____.

Press Esc button

Select the cells and drag the fill handle back up over them

Select the cells and press Delete

Select the cells and choose Edit | Clear ... | Contents

16: If you press _____, the cell accepts your typing as his contents.

Tab

Esc

Enter

Back-space

17: If more than one operator is involved in any formula so which one has the highest priority?

* And /

()

- And +

^

18: The cell reference for a range of cells that starts in cell B1 and goes over to column G and down to row 10 is _____.

B1-G10

B1; G10

B1:G10

B1.G10

19: We can use the vertical scroll horizontal and bars to _____.

View different rows and columns

Edit the contents of a cell



View different worksheets

Split a worksheet into two panes

20: The spelling can be verified using the Spelling option in the _____ tab.

Home

File

Data

Review

21: In complex formulas, the _____ is very important.

Math

Order of operation

Formula

Percentage %

22: To copy data in MS Excel

Press Ctrl + Y

Press Ctrl + C

Press Alt + C

Press Ctrl + D

23: To edit existing data in a cell without having to retype it all, you should _____.

Click on the taskbar

Double-click the cell

Click on the menu bar

Hold SHIFT down while clicking the cell

24: The worksheet of MS Excel is divided into

Rows and columns

Objects

Figure

Fact and figures

25: To arrange rows in alphabetical order based on column A, you need to use the command _____.

None of given

Data | Sort

Tools | Sort

Edit | Data | Sort

26: The Pivot table option can be found under the _____ tab.

Home

Review

Insert

Data

27: _____ function calculates the largest value in a set of numbers.

Min

Count

Max

Average

28: It is possible to _____ the worksheets in a workbook.

Only rename

Rename, copy, move, delete

Only move

Only copy

29: In MS Excel, what menu we should select to create a chart?

Go to Data < Choose Any Chart

Go to File < Choose Any Chart

Go to Insert < Choose Any Chart



Go to Home < Choose Any Chart

30: By default there are _____ sheet(s) in MS Excel

4

2

3

1



31: At the right side of the title bar of the word document, you can see three buttons;

Copy button, Paste button, Close button

Minimize button, Cancel button, Close button

Minimize button, Restore down button, Close button

Format button, Bullet, and Numbering button Minimize button

32: Blinking line in a word document is called _____.

Word line

Cursor

Blinker

Dotted line

33: To switch between multiple documents we simply use the short key _____.

Alt + space-bar

Alt + tab

Alt + F4

Alt + Enter



34: The distance/space between any two lines of the document is _____.

Margin spacing

Alignment

Paragraph

Line spacing

35: Different styles of icons (files) in a directory can be changed through click on ____.

Start your view

Change your view

Get your view

See your view

36: Which is the correct procedure to open MS word document in Microsoft window XP?

Click < Accessories < Microsoft Office < Microsoft Office word

Start < All Program < Microsoft Office < Microsoft Office word

Start < Accessories < Microsoft Office word < Microsoft Office

Menu < All Program < Microsoft Office < Microsoft Office word

37: In case you make some mistake, you can undo it by pressing.

Ctrl + Y

Alt + Y

Alt + Z

Ctrl + Z

38: A character that is raised and smaller above the baseline is known as:

Raised

Outlined

Cap script

Super script

39: To save text modifications in the existing file, ____ option will be used.

Ctrl + C

Ctrl + V

Ctrl + S

Ctrl + X

40: The mail merge feature is used to send mail to

One person only

Single computer only

Group of people

41: To view the left side of the page, we use _____.

Central scroll bar

Vertical scroll bar

Page zoom option

Horizontal scroll bar

42: To close a single document in MS word from the file menu the select _____ option to close a single document.

End

Shut

Alt + F4



Close

43: What is the most important feature of word processor to handle language mistakes?

Page layout

Check spelling and grammar

Select language

Numeric dictionary

44: Which key can move your cursor from one cell to the next in a table?

Tab

Shift

Enter

Ctrl + Enter

45: The keyboard shortcut key to "Decrease font size one point" is _____.

Ctrl + Shift + V

Ctrl + Alt + V

Ctrl + Shift + <

Ctrl + shift + >

46: If you try to close an unsaved document, _____.

It will delete the data inside the file

It will delete the file

It will close the file

It will ask to save the file

47: The keyboard shortcut key Ctrl + Shift + F6 is used for ____.

Update linked information in a word 2010 source document.

Unlink a field

Go to the previous window

Insert the contents of the spike

48: Short cut key for paste is ____.

Ctrl + C

Ctrl + V

Ctrl + Z

Ctrl + P

49: The header and footer commands are located on the ____ tab.

Home

Header

View

Insert

50: Which of the following step will be suitable to insert a copyright symbol?

Click view tab -> Click symbol -> Choose copyright symbol -> Click insert

Click symbol tab -> Click symbol -> Choose copyright symbol -> Click insert

Click insert tab -> Click symbol -> Choose copyright symbol -> Click insert

Click page layout tab -> Click symbol -> Choose Copyright symbol -> Click insert

51: To redo the last action performed in MS word, ____ shortcut key combination is used.

Ctrl + A

Ctrl + B

Ctrl + R

Ctrl + Y

52: To select a word with mouse

Press shift and click on the word

Double-click on the word

Right-click on the word

Single click on the word

53: When a hyperlink is created, word formats the web address as ____.

Underlined and colored blue

Italicized and colored blue

Underlined and colored red

Italicized and colored red

54: The keyboard shortcut key to repeat find (after closing find and replace window) is ____.

Alt + Ctrl + Y

Alt + Shift + Left Arrow

Alt + Ctrl + Z

Alt + Shift + Right Arrow

55: The keyboard shortcut key to Go to a page, bookmark, footnote, table, comment, graphic, or other location is ____.

Alt + Ctrl + Home

Ctrl + G

Alt + Ctrl + Home

Alt + Shift + Left Arrow

56: In MS word, ____ shortcut key combination resets the highlighted text to the default font.

Ctrl + <right arrow>

Ctrl + Backspace

Ctrl + R

Ctrl + Space bar

57: To select whole document using keyboard, click anywhere in the document and press ____

Ctrl + A

Ctrl + Mouse Right Button

Alt + A

F1 + C

58: The ribbon in Microsoft Word consists of a series of _____.

Tabs

Smaller ribbons



Gates

Icons

59: To make the selected text bold, _____ shortcut key combination is used.

Ctrl + X

Ctrl + B

Ctrl + C

Ctrl + V

60: Type of software that can be easily learned and used by a common user is _____.

Antivirus

Application software

System software

MS windows

61: To save the existing file with the new name, _____ option will be used.

File < Copy

File < Save as

File < Save

File < Duplicate

62: To topmost bar of the document file is called _____.

Title bar

Status bar

Menu bar

Standard bar

63: To delete a particular word from the whole document using Find and replace tool, write that word in find area, and

Enter comma in the replace area

Enter \$ sign in the replace area

Enter single space in the replace area

Enter nothing in the replace area

64: In MS Word, _____ shortcut key is used for spell and grammar check in selected text or in complete document.

F6

F7

F4

F5



65: To find some specific text in MS Word file, short key is _____.

Ctrl + K

Ctrl + P

Ctrl + F

Ctrl + I

66: Page margin is empty space at

Left, right, top, bottom of page

Lower corner

Center of page

Upper corner

67: Three buttons at the top right corner of a window are _____.

Minimize, restore and close

Minimize, move and close

Minimize, size and close

Minimize, hold and close

68: In MS Word, shortcut key combination to open the print window is _____.

Ctrl + I

Ctrl + P

Ctrl + F

Ctrl + K

69: If a new document _____ and not being saved yet, it will have temporary name like Document1, Document2 etc.

Cut

Opened

Paste

Copy

70: Which one is the correct command to take print of your document?

Press Ctrl + P + V to get the print of your document

Press Alt + P to get the print of your document

Press Ctrl + V to get the print of your document

Press Ctrl + P to get the print of your document

71: Which of the following step will be used to open a word document?

File -> Exit

File -> Info

File -> Open

File -> Save

72: What tab in MS Word you'll use to access Mail Merge options?

Mailings tab

Home tab

View tab

References tab

73: Word processing software is used for _____.

Image editing

Sound editing

Video editing

Text editing

74: To apply center alignment to a paragraph we can press

Ctrl + C + A

Ctrl + C

Ctrl + S

Ctrl + E

75: The process of removing the unwanted part of an image is called:

Cropping

Hiding

Cutting

Bordering

76: View style of icons (files) in a directory can be changed through click on _____.

Start your view

See your view

Change your view

Get your view

77: A file created by word processing software is usually called a _____.

Text application

Word icon file

Mini file

Document

78: In MS Word, _____ shortcut key combination underlines the selected text.

Ctrl + V

Ctrl + U

Ctrl + P

Ctrl + A

79: _____ is a bar just below the title bar of the document.

Menu bar

Scroll bar

Status bar

Space bar

80: What is the name of the feature that will allow you to take a step backward if you have made a mistake?

Undo

Backspace

Redo

Cancel

81: In the title bar, _____ of the document with "Microsoft word" is written.

Id

Extension

Name

Serial number

82: Which tab in the Home ribbon will be used to apply font effects on the text?

Text effects

Standard toolbar

Character spacing



Font tab

83: The keyboard shortcut key to "Increase font size one point" is _____.

Ctrl + {

Ctrl +]

Ctrl + }

Ctrl + [

84: In excel the intersection of a row and a column is called _____.

Data

A field.

A cell.

An equation.

85: The cell labeled F5 refers to _____.

Row F column 5

Column F row 5



Functions available in cells A

Function key F4

86: Which of the following describes how to select all the cells in a single column?

Right click on column and select Pick from List

Use the Data - Text to Columns menu item

Left click on the gray column title button

Pressing CTRL + A on the keyboard

87: What is the format of a spreadsheet?

Round A

Rows and Columns

Square

Wide

88: Which one is a relative address?

\$C\$4

256

C4

None of these

89: What do you use to create a chart?

Chart Wizard

Pie Wizard

Excel Wizard

Data Wizard

90: On an Excel sheet the active cell is indicated by ____.

A dark wide border

A dotted border

A blinking border

All of these

91: News Groups are...

Provided only by large international news services

Are online discussions about various topics

Are only available from 9am to 5pm EST

All of these

92: A(n) line has transfer rates of 128 Kbps to 8.45 Mbps.

DSL

ISDN

ATM

Fractional T1

93: _____ refers to the amount of data, instructions, and information that can travel over a communications channel.

Latency

Transfer rate

Bandwidth

Broadband

94: The process of converting readable data into unreadable characters to prevent unauthorized use is called _____.

Normalization

Decryption

Validation



Encryption

95: To safeguard personal information, _____.

Write your telephone number on credit receipts

Use shopping club and buyer cards

Do not reply to spam for any reason

Complete all requested information on registration forms

96: Storage is also referred as _____.

Data

Instructions

Files

Memory

97: To enter capital characters use

Num lock

Pause lock

Caps lock

Scroll lock

98: Windows is software developed by _____.

Sun

Java

Html

Microsoft

99: Desktop Icon is a link to _____.

Hardware

Software

Storage

None of these

100: What is the keyboard shortcut (button or buttons to be pressed) for creating a Chart from the selected cells?

F3

F4

F5

F6

101: In Word which of the following shortcut key combination, changes the font.

Ctrl + Shift + F

Ctrl + Shift + I

Ctrl + F

Ctrl + I

102: In Word which of the following shortcut key combination, Save.

Shift + F12

Ctrl + Shift + F12

Alt + Shift + T

Alt + Shift + S

103: Which will select all the cells in a document?

Clicking three times with the right mouse button in the spreadsheet

Using the Edit - Select All menu item

Pressing CTRL + A on the keyboard

None of these

104: _____ will insert a new worksheet.

ALT+SHIFT+F1

ALT+SHIFT+F2

ALT+SHIFT+F3

None of these.

105: Spreadsheet can be used as _____.

Accounting

Database

Ledger



All of above

106: A _____ is a device that converts analog signals to digital signals, and vice versa.

Tablet PC

Modem

Microwave station

Notebook computer

107: _____ Displays the Help task pane.

F2

F3

F1

None of these

108: The act of defecting or destroying computer equipment is known as _____.

Hardware vandalism

Software piracy

Hardware theft

Information theft

109: There are three types of data found in a spreadsheet.

Data, words, numbers

Equations, data, numbers

Words, numbers, labels

Numbers, formulas, labels

110: A constant is another name for this type of data:

Number

Equation

Formula

Description

111: Which is an absolute address?

\$C\$4

10700 - 105 Ave.

C4

None of these

112: What program do you use to create a spreadsheet?

Word

Excel

Access

PowerPoint

113: Which button on the standard toolbar gives you quick access to the Sum, Average, and Count, Min, and Max functions?

AutoSum

Insert Function

AutoFill

Paste

114: Which type of chart shows the pattern or relationships between sets of data points?

Line

Pie

Area

XY (Scatter)

115: A user wishes to remove a spreadsheet from a workbook. Which is the correct sequence of events that will do this?

Go to FILE - SAVE AS - SAVE AS TYPE - Excel 4.0 Work Sheet

Right-click on the spreadsheet tab and select DELETE

Right-click on the spreadsheet and select INSERT - ENTIRE COLUMN

None of these

116: The World Wide Web (WWW) is _____.

A part of the Internet

The Internet

Not a part of the Internet

All of these

117: Uniform Resource Locator (URL) is _____.

The same as Search Engines

The addresses of specific documents and resources on the WWW

Never more than 11 characters long

All of these.

118: The _____ standard defines how data transmits across telephone lines or other means.

TCP/IP

EDI (Electronic Data Interchange)

Electronic funds transfer (EFT)

Ethernet

119: A (n) line typically costs \$1,000 or more per month.

ISDN

T3

ATM

T1

120: A _____ is a Web site that uses encryption techniques to secure its data.

Digital certificate

Secure HTTP (S-HTTP)

Wallet program

Secure site

121: Repeats the last command or action, if possible in excel.

F1

F2

F3

F4

122: Which of the following is primary storage?

Hard disk

Floppy disk

RAM

Optical disk

123: The device used to store data is called _____.

Input device

Output device

None of these

Storage device

124: Which of the following is intangible?

Software

Hard disk

Optical disk

Computer Mouse

125: Tab key is a _____.

Non-typing key

Typing key

Toggle key

Application key

126: What is the keyboard shortcut (button or buttons to be pressed) for creating a Chart from the selected cells?

F3

F4

F5

F6

127: In Word which of the following shortcut key combination, inserts link

Ctrl + P

Ctrl + F

Ctrl + I

Ctrl + K

128: In Word which of the following shortcut key combination, decreases the selected font –by 1pts if 12pt or lower, if above 12 decreases font by +2pt.

Ctrl + Shift + <

Ctrl + Shift + >

Ctrl +]

Ctrl + [

129: E-mail stands for _ _ _ _ .

Electronic mail

The print out from a fax machine

A letter printed from a computer

All of these

130: What displays the contents of the active cell?

Name Box

Row Headings

Formula Bar

Task Pane

131: Which function calculates the largest value in a set of numbers?

Average

Count

Min

Max

132: The ____ assigns and controls top-level domains.

DNS server

Internet Corporation for Assigned Names and Numbers (ICANN)

World Wide Web Consortium (W3C)

National Science Foundation

133: ____ is the transmission of messages and files via the Internet.

FTP

Video conferencing

E-mail

Instant messaging

134: ____ are shortcuts to a location on a Web server to which users publish documents and other files.

Chat rooms

Newsgroups

Video conferences

Web folders

135: A network that uses the same lines that bring electricity into a house is called a (n) ____.

Ethernet network

Powerline cable network

Phone line network

HomeRF network

136: The private combination of characters associated with a user name that allows access to certain computer resources is called a (n) ____.

Audit trail

Password

Possessed object

Biometric device

137: An assault on a computer whose purpose is to disrupt access to the Web is called a _____.

Virus

DoS attack

Worm

DDoS attack

138: A device that contains surge protection circuits and one or more batteries that can provide power during a temporary or permanent loss of power is called a (n) _____.

Surge protector

Generator

Surge suppressor

Uninterruptible power supply (UPS)

139: _____ Edits the active cell and positions the insertion point at the end of the cell in Excel Sheet.

F2

F3

F1

F4

140: Pressing the key once and releasing it is called a _____.

Keystroke

Key strike

Key action

None of these

141: To go to the end of the document used the following keys _____.

Ctrl + home

Shift + Home

Shift + End

Ctrl + end

142: To view properties of a folder _____.

Press F4

Right-click on the folder and select the properties

Double-click on folder

None of the above

143: Start button resides on the left side of the _____.

Menu bar

Toolbar

Status bar

Taskbar

144: An unsolicited e-mail message sent to many recipients at once is known as _____.

Email-spyware

E-mail spam

Junk mail

Web bug

145: In Word which of the following shortcut key combination, Moves the cursor to the beginning of the document?

Ctrl + Backspace

Ctrl + Page Up

Ctrl + Home

Ctrl + End

146: In Word which of the following shortcut key combination, open the Task Pane.

Ctrl + F1

Ctrl + F2

Ctrl + F3

Ctrl + F4

147: In Word which of the following shortcut key combination, Repeat the last action performed (Word 2000+)

F4

F5

F6

F7

148: Which formula can add all the numeric values in a range of cells, ignoring those which are not numeric, and place the result in a different cell?

Count

Average

Sum

None of these

149: SMS stands for _____.

Short mail service

Short management system

Digital Angel

Short message service

150: Which of the following is not an element of the computer spreadsheet interface?

Pencil work

Active cell

Menu bar

Workbook

151: Computer spreadsheet capability to allow a pie chart to be generated from data in spreadsheet cells is termed as _____.

Decoration

Data Appearance

Functions

Charting

152: What is a cell in Excel?

A row

A column

A unit of data

A unit of formatting

153: In excel columns are labelled as_____.

A, B, C, etc.

1, 2, 3, etc.

A1, A2, A3, etc.

\$A\$1, \$A\$2, etc.

154: Which of the following is not a valid Zoom percentage in Excel?

10

100

300

500

155: User developed instruction for excel are called_____.

Programs

Macros

Procedure

Functions

156: Which function calculates the largest value in a set of numbers in Excel?

Average

Count

Minimum

Maximum

157: _____ is a presentation program.

U-torrent

Mozilla Firefox

MS PowerPoint

Slide Panel

158: In MS PowerPoint, the header and footer button can be found on the insert tab in what group?

Tables group

Text group

Object group

Illustrations group



159: The slide that is used to introduce a topic and set the tone for the presentation is called:

Title slide

Bullet slide

Table slide

Graph slide



160: The PowerPoint view that displays only text (title and bullets) is _____.

Notes page view

Outline view

Slide sorter

Slide show

161: Times new Roman, Cambria, Arial are the example of _____.

Clipart

SmartArt

Font face

Themes

162: What is the default PowerPoint standard layout?

Blank

Title slide

Title only

Comparison

163: To center the selected text, the shortcut key is _____.

Ctrl+ C

Ctrl+ T

Ctrl+ O

Ctrl+ E

164: Which type of view is not present in MS PowerPoint?

Extreme animation

Slide show

Slide sorter

Normal

165: Which feature is not in MS PowerPoint?

Zoom

Background color

Scan a virus

Slide show

166: Servers are computers that provide resources to other computers connected to a _____.

Client

Mainframe

Supercomputer

Network

167: Which of the following is not a type of broadband internet connection?

Satellite

DSL

Dial-up

Cable

168: What is the term for unsolicited Email?

Spam

Backbone

Usenet

News group

169: Sending an E-mail is similar to _____.

Sending a package

Talking on the phone

Writing a letter

Drawing a picture

170: What is the main purpose of Microsoft Excel?

Word Processing

Presentations

Spreadsheet creation and analysis

Database management



171: What is the maximum number of rows and columns in Microsoft Excel?

1048576 rows and 16384 columns

1048576 rows and 1024 columns

65536 rows and 256 columns

65536 rows and 1024 columns

172: How can you add a new worksheet to an Excel workbook?

Go to File > New Worksheet

Right-click on an existing worksheet and select New Worksheet

Go to Insert > Worksheet

All of the above

173: What is the shortcut key to save a workbook in Microsoft Excel?

Ctrl + S

Alt + S

Shift + S

None of the above

174: How do you add a new row in Microsoft Excel?

Right-click on a cell in the row above where you want to insert the new row, and select Insert Row

Go to Home > Insert > Insert Sheet Rows

Go to Home > Insert > Insert Table Rows Above

All of the above

175: What is the main purpose of Microsoft PowerPoint?

Word Processing

Spreadsheet creation and analysis

Presentation creation and design

Database management

176: How can you add a new slide layout in Microsoft PowerPoint?

Go to Home > Layout

Right-click on a slide and select Layout

Go to View > Master > Slide Master

Design > any design

177: What is the shortcut key to start a new slide in Microsoft PowerPoint?

Ctrl + M

Alt + N

Shift + M

Ctrl + X

178: What is the shortcut key to start a new bullet point in Microsoft PowerPoint?

Ctrl + Shift + L

Alt + Shift + L

Shift + Enter

Alt + Ctrl + N

179: What is the main purpose of the internet?

Word Processing

Presentations

Communication and information sharing

Database management

180: What is the most common type of internet connection for personal computers?

Ethernet

Wi-Fi

Bluetooth

Infrared

181: What is the full form of URL?

Uniform Resource Locator

Universal Resource Location

Universal Request Locator

Unique Resource Location

182: What is the most popular type of communication over the internet?

Email

Social Media

Instant Messaging

All of the above

183: What is the most commonly used protocol for email transmission over the internet?

FTP

SMTP

HTTP

POP3

184: What is the main purpose of Microsoft Word?

Spreadsheet creation and analysis

Presentation creation and design

Word Processing

Database management

185: What is the shortcut key to start a new paragraph in Microsoft Word?

Ctrl + Enter

Alt + Enter

Shift + Enter

Ctrl + M

186: How can you add a new page in Microsoft Word?

Go to Insert > Page Break

Right-click on a page and select Page Break

Go to Page Layout > Breaks > Page Break

All of the above

187: What is the shortcut key to save a document in Microsoft Word?

Ctrl + S

Alt + S

Shift + S

Alt + X

188: How do you change the font size in Microsoft Word?

Go to Home > Font Size

Right-click on the selected text and select Font Size

Go to Home > Font > Font Size

Review > Translate

QUESTION ANSWER

1: What type of computer is suitable for mobile use and why?

Answer: Laptops or notebook computers are suitable for mobile use because they are portable, lightweight, and have a built-in battery that allows them to operate without being plugged in.

2: What is the difference between closing and exiting?

Answer: Close: It is only document close but not the software e.g. Microsoft word, excel...etc.

Exit: When we press exit it closes the whole document, excel...Etc. along with software.

3: How we can insert clip art in PowerPoint presentations?

Answer: Select the clip copy it with CTRL+C and paste it on the PowerPoint slide CTRL+V.

4: How we can delete a bookmark?

Answer: Go to Favorites bring the mouse pointer to the bookmark you want to delete and press the delete key from the keyboard.

5: Describe the function of the following shortcut keys in PowerPoint?

Solve:

Description	Column B
Close the slides	Ctrl + W
Save	Ctrl + S
Close	Alt + F4

6: How we can Mark a message as unread, or read?

Answer: Read: Go to the message and click on it.

Unread: Click on the message open it and there is an option of making it unread click on it.

7: How we can delete cell contents?

Answer: Click the cell and press the delete key from the keyboard.

8: (a) What is electronic mailing? Give its basic concept and usage.

Answer: Electrical mailing is also known as E-mail. It works the same as usual mail but for using e-mail both the person's sender and receiver have to have the computer to read it or send it. The sender composes an e-mail by clicking it on the compose mail and writes the receiver's e-mail address into the two and types the message and sends it to the receiver's computer.

Usage,

- It is the fastest way of communication in the world.
- Businesses men are using the benefits of e-mails
- Its case has very low prices
- Quick and fast

(b) What are Computer Viruses?

Answer: It is software that is developed to kill and damage Windows. It can damage the hardware puts a negative effect on the computer and internet speed.

9: What is slide transition? What is the method of adding a transition in PowerPoint slides?

Answer: It is the most important part of a presentation. Because of Transition, we don't need to click with the mouse to go to the next slide.

Transition: When we need to give a presentation, we can select the auto time on it. The difference between the slides could be 10 seconds. When we go to animation and there we can find the transition.

10: How we can modify column widths and row heights?

Answer: Column Widths: Select the column and right-click from the mouse there is an option for column width click on it and it'll show you the current width of the column you put your required width in it. Same way for one column or all. Row height, Select the number of rows you want to change the height right click on the border area of the rows there is an option to change the row height. Click on it, it'll show you the current height of the rows there you can put the required height of the row you need.

11: What is the difference between closing and exiting?

Solution: Closing removes the particular part of the program if it is used on the main screen or window. Whereas, exit means to close the file and also exit the application.

✓ 12: How we can print more than one slide per page in PowerPoint?

Answer: To print more than one slide per page in PowerPoint, follow these steps:

- 1: Click on the "File" menu and select "print".
- 2: In the "Settings" section of the "Print" dialog box, select the "Full Page Slides" drop-down menu.
- 3: Choose the option for how many slides you want to print per page, such as "2 slides per page" or "4 slides per page".
- 4: Adjust any other print settings as desired, such as the printer or print quality.
- 5: Click the "Print" button to print the slides.

This will print multiple slides on each page, allowing you to save paper and ink when printing out your PowerPoint presentation.

✓ 13: How we can Bookmark a Web page?

Solution: To Bookmark a Web page in internet explorer select the "Bookmarks" options and click "Save" in the drop-down menu. Save, edit, or add a bookmark to a web browser to find a site quickly on the Internet. It is located in the location bar of internet explorer.

14: Define standard and status bars?

Answer: Standard Bar: A standard bar contains icons for functions such as file management, printing, editing, formatting, and calculating. It is located just below the menu bar in an application window.

Status Bar: A horizontal line of the information displayed at the bottom of an application window. It reports information about the current status of the program or the data contents in the window.

15: Here is the data for the sales of Apples for the year 2007, using excel apply the formula to calculate the Harmonic Mean of sales using the HARMEAN function (Statistics Category) and give the result in the answer area.


Solve:

Peaches	
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

16: Describe the function of the following shortcut keys in PowerPoint?

Solve:

Description	Column B
To redo an action that has just been	Ctrl + Y
Undone	Ctrl + Z
It creates a new presentation window	Ctrl + N
This is to open a search browser to open a saved file in the computer	Ctrl + O

 17: How we can change the Web browser Home Page/Start page?

Answer: To change the homepage or start page of your web browser, follow these general steps:

- 1: Open your web browser.
- 2: Navigate to the webpage you want to set as your new homepage.
- 3: Access your web browser's settings or options menu. This can typically be done by clicking on the three-dot menu or gear icon in the top right corner of the browser window.
- 4: In the settings or options menu, look for a section labeled "Homepage" or "Startup" or "General".
- 5: In that section, select the option to set a new homepage, and enter the URL of the webpage you want to use as your homepage.
- 6: Save your changes, and close the settings or options menu.
- 7: Open a new browser window to confirm that your new homepage is set correctly.

The specific steps to change your homepage may vary depending on the web browser you are using.

18: What is a slide layout? Is there any way to change the default layout of the slide? If yes, then explain in your own words.

Answer: The slide layout in PowerPoint is the arrangement of all the items that make up your slide, such as the title, graphics, or text boxes. Yes, we can change the default layout. To modify the layout, first, you will need to go into the view tab and then click on the slide master button. Then click on the first slide, and the changes that you make to this slide will be used by the other layout slides shown below the slide master. Use all of the tools on the tab to set the dimensions, theme, and background styles for your slides. When you have finished this, click in the title text box and use the tools in the drawing tools format tab and the home tab in order to modify the style of your text. Next, click on the contents text box and change the styles for the different levels of text.

19: How we can modify column widths and row heights?

Answer: By placing the mouse on the edge of the grid of the column or row. The pointer will change its shape and drag the pointer then adjust its width.

20: What is the meaning of #Value shown as an error in MS Excel?

Answer: In MS Excel, #VALUE! is an error message that appears when a formula or function contains invalid or incompatible data types? It typically occurs when the formula tries to perform a mathematical operation or comparison with text, or when a function argument is not of the expected type.

21: In PowerPoint which shortcut key is used to save a presentation file?

Answer: In PowerPoint, the shortcut key used to save a presentation file is "Ctrl + S" (on Windows) or "Command + S" (on Mac).


22: How we can insert clip art in PowerPoint presentations?

Answer: To insert clip art in PowerPoint presentations, you can follow these steps:

- 1: Open the PowerPoint presentation and navigate to the slide where you want to insert clip art.
- 2: Click on the "Insert" tab in the ribbon at the top of the screen.

- 3: Click on the "Clip Art" option in the "Illustrations" group.
- 4: In the Clip Art pane that appears on the right side of the screen, type a keyword related to the type of clip art you want to insert in the "Search for" box.
- 5: Click on the "Go" button to start the search.
- 6: Browse through the results and click on the clip art you want to insert.
- 7: Click on the "Insert" button to add the clip art to your slide.
- 8: You can then resize, move or format the clip art as needed.

Alternatively, you can also insert clip art from a file by clicking on the "Pictures" option in the "Illustrations" group on the "Insert" tab and then browsing to the location where the clip art file is stored on your computer.

 23: How we can display a bookmarked Web page?

Answer: To display a bookmarked web page, you can follow these steps:

- 1: Open your web browser (e.g., Google Chrome, Mozilla Firefox, and Microsoft Edge).
- 2: Click on the "Bookmarks" or "Favorites" option in the browser menu or toolbar.
- 3: Find the bookmark for the web page you want to display and click on it.
- 4: The bookmarked web page should open in a new tab or window, depending on your browser settings.

24: How we can insert a picture, image, or drawn object into a master slide?

Answer: To insert a picture, image, or drawn object into a master slide in PowerPoint, you can follow these steps:

- 1: Open the PowerPoint presentation and go to the "View" tab in the ribbon at the top of the screen.
- 2: Click on "Slide Master" to enter the master slide view.
- 3: Select the master slide where you want to insert the picture, image, or drawn object.
- 4: Click on the "Insert" tab in the ribbon and choose the type of object you want to insert (e.g., Picture, Shape).
- 5: Follow the prompts to select or create the object you want to insert and customize its appearance.
- 6: Once you have inserted the object, you can resize, move, or format it as needed.
- 7: When you are finished editing the master slide, click on the "Close Master View" button to return to the normal view. The changes you made to the master slide will be reflected in all the slides that use that master slide.

25: Describe the function of the following shortcut keys in PowerPoint.

Solve:

Description	Column B
Italic selected text	Ctrl – i
Menu bar	F10
Create new document	Ctrl –N

26: Describe the function of the following shortcut keys in PowerPoint,

Solve:

Description	Column B
Find and replace dialog box	Ctrl – H
Save the document	Ctrl – S
Itself / specific function	B

27: (a) Write down the procedure for searching for any web information. (b) How we can use bookmarks in web navigation.

Answer: (a) Here is a short procedure for searching for information on the web:

- 1: Determine your information needs and develop a specific search query or question.
- 2: Choose a search engine or directory that you prefer to use.
- 3: Enter your search query or question into the search box and press "enter" or click "search."
- 4: Review the search results and scan the titles and brief descriptions to identify potentially relevant sources.
- 5: Click on a few of the most promising results to explore the content more thoroughly.
- 6: Evaluate the credibility and reliability of the information you find by considering the source, author, date, and other factors.
- 7: Refine your search query or question as needed and repeat the search process until you find the information you need.
- 8: Keep track of your sources and cite them properly if you use them in your work.

(b) Bookmarks are a useful feature in web navigation that allow users to save and organize links to web pages for future reference. Here's how you can use bookmarks:

- 1: Find a web page that you want to save for later reference.
- 2: Click on the bookmarks icon in your web browser (usually located at the top of the screen).
- 3: Select "Add Bookmark" or "Bookmark This Page" to save the link.
- 4: Choose a name and folder for your bookmark to keep it organized.
- 5: Click "Save" to add the bookmark to your list.

6: To access your bookmarks, click on the bookmarks icon and select the bookmark you want to visit.

By using bookmarks, you can quickly and easily access your favorite web pages without having to remember or search for them each time you want to visit.

✓ 28: Let's say, you have a presentation in PowerPoint of around 20 slides. Write steps to find the word "PowerPoint" from the text and then replace it with the new word "MS PowerPoint"?

Answer: Here are the steps to find and replace a word in a PowerPoint presentation:

1: Open your PowerPoint presentation and go to the "Home" tab in the ribbon at the top of the screen.

2: Click on the "Replace" button in the "Editing" group.

3: In the "Find what" field, type "PowerPoint" (without quotes).

4: In the "Replace with" field, type "MS PowerPoint" (without quotes).

5: Click on the "Replace All" button to replace all instances of "PowerPoint" with "MS PowerPoint" throughout the presentation.

6: Review your presentation to make sure that all instances of the word have been replaced correctly.

By following these steps, you can easily find and replace a word in a PowerPoint presentation, which can save you time and effort in editing your presentation.

29: What is a slide? Explain 4 different views of the presentation in your own words.

Answer: In PowerPoint, a slide is a single page of a presentation that contains text, images, graphics, and other multimedia elements that are used to convey information to an audience.

There are four different views of a presentation in PowerPoint, including:

1: Normal View: This is the default view in PowerPoint, where you can see and edit individual slides. It includes a slide pane on the left, a notes pane on the bottom, and a larger workspace in the center.

2: Slide Sorter View: In this view, you can see all of the slides in your presentation in a thumbnail format. You can rearrange and delete slides, as well as apply global changes such as transitions and animations.

3: Reading View: This view is used for presenting your slideshow on a single screen. It fills the entire screen with your presentation, and you can use your mouse or keyboard to navigate through the slides.

4: Slide Show View: This is the view that you use when presenting your slideshow to an audience. It takes over the entire screen, and you can navigate through the slides using your keyboard, mouse, or other input devices.

Overall, the different views of a presentation in PowerPoint offer different perspectives and functionalities for creating, editing, and presenting your slides.

30: Define Excel's max function. Write steps to find the min from the cells C1 to C6 with data 114,165,178,143,130,167 using the Max formula.

Answer: Excel's MAX function is a formula that returns the highest value in a range of cells.

To find the minimum value from the cells C1 to C6 with data 114, 165, 178, 143, 130, and 167 using the MAX formula, you can follow these steps:

1: Click on an empty cell where you want to display the result.

2: Type "=MIN (C1:C6)" (without quotes) in the cell.

3: Press "Enter" on your keyboard to apply the formula.

4: The result will be displayed in the cell you selected, which in this case will be 114, as it is the smallest value in the range of cells C1 to C6.

By using the MIN function in Excel, you can easily find the smallest value in a range of cells and perform various calculations or analyses based on that value.

31: How we can modify column widths and row heights?

Answer: Column Widths: Select the column and right-click from the mouse there is an option for column width click on it and it'll show you the current width of the column you put your required width in it. Same way for one column or all.

Row height: Select the number of rows you want to change the height right click on the border area of the rows there is an option to change the row height. Click on it, it'll show you the current height of the rows there you can put the required height of the row you need.

32: What are the two functions of a cell in Microsoft Excel?

Answer: The two functions of a cell in Microsoft Excel are to store data and to perform calculations based on that data using formulas or functions.

33: What are two features of domain name in internet communication?

Answer: Two features of a domain name in internet communication are:

1: Domain names provide a human-readable and memorable way to identify websites and other resources on the internet.

2: Domain names can also be used for email addresses, allowing individuals and businesses to have a personalized and professional-looking email address.

34: Write any three purposes of the Internet Protocol (IP) in internet communication.

Answer: Three purposes of the Internet Protocol (IP) in internet communication are:

1: Addressing: IP provides a unique identification number (IP address) to each device connected to the internet, allowing for communication and data transfer between devices.

2: Routing: IP helps to determine the best path for data to travel from the source device to the destination device, based on the network topology and availability.

3: Fragmentation and reassembly: IP breaks down large data packets into smaller ones to make it easier to transmit over the network, and also reassembles the packets at the destination to reconstruct the original data.

35: What are footnotes or endnotes? What is the purpose of the footnote and endnote?

Answer: Footnotes and endnotes are references to additional information or comments that are placed at the bottom of a page (footnotes) or at the end of a document or section (endnotes). The purpose of footnotes and endnotes is to provide additional information or clarification on a particular point without interrupting the flow of the main text. They can be used to cite sources, provide definitions, offer explanations, or make comments on the main text. Footnotes are numbered sequentially on each page, while endnotes are numbered sequentially throughout the document or section.

36: Argue about bookmark and cross reference along with its purpose in a word document.

Answer: Bookmarks and cross-references are important tools in Microsoft Word that help users navigate large documents and link related content. Bookmarks are used to mark a specific location or range of text in a document, allowing users to quickly return to that location by clicking on the bookmark. Cross-references, on the other hand, are used to create links between different parts of a document, such as figures, tables, or headings.

The purpose of bookmarks and cross-references is to make it easier for readers to navigate and understand a document, especially when it contains a large amount of content. By using bookmarks, users can easily find and return to important sections of a document, such as headings or key points. Cross-references allow users to link related content, such as a table of contents or a list of figures, making it easier for readers to navigate and understand the document's structure.

37: Create a MS PowerPoint slide with the following points: -

- a) Apply "Slice" design to the slide;
- b) Insert a table with 2 rows and 2 columns on the slide;
- c) Write "Student ID" in row 1, column 1 and "ABC111111" in row 1, column 2;
- d) Write "Name" in row 2, column 1, and "Ali" in row 2, column 2;
- e) Copy and paste the final answer.

Solve:

Student ID	Name
ABC111111	Ali

38: Name four different protocols used in internet communication.

Answer: Four different protocols used in internet communication are:

Transmission Control Protocol (TCP)

Internet Protocol (IP)

File Transfer Protocol (FTP)

Hypertext Transfer Protocol (HTTP)

39: Write the names of five transitions that can be applied to slides in Microsoft PowerPoint.

Answer: Fade

- Dissolve
- Wipe
- Push
- Zoom

40: Create a table in MS word having 4 rows and 3 columns with the following points: -

- a) Merge cells in row 2, column 2 with cell in row 3 column 2;
- b) Apply background color "Red" to cell present at row 4 column 3;
- c) Write word "Test" in row 2 column 1.

Solve:

Test		
	Merged cell	
		Red

41: Create an MS Excel sheet and enter the sample data as shown below: -

Solve:

Target Scores			
Name	Goals Target	Goals Scored	Bonus
Rooney	15	15	£ 15,000
Drogba	20	18	No chance sunshine
Ronaldo	15	16	£ 16,000
Owen	20	21	£ 21,000

If a player Goals Scored meets or exceeds his Goals Target, he receives a bonus equal to £1000 for each goal he has scored, otherwise he receives an encouraging message.



42: Write down the step to add Facebook in my web Folder in favorites of Chromebook?

Answer: To add Facebook to my web folder in favorites on a Chromebook, follow these steps:

- 1: Open Google Chrome on your Chromebook.
- 2: Navigate to the Facebook website by typing "facebook.com" in the address bar and pressing Enter.
- 3: Click the star icon located at the right end of the address bar. This will open the "Edit bookmark" dialog box.
- 4: In the "Name" field, type "Facebook" or any desired name.
- 5: In the "Folder" field, select "My web."
- 6: Click the "Save" button to add the bookmark to my web folder in favorites.

Note: If my web folder is not visible in favorites, you can add it by clicking on the three dots located at the top-right corner of the browser window and selecting "Bookmarks" > "Bookmark manager" > "My

web" > "Done."

✓ 43: How to add Favorites bar in tool bar of chrome Browser?

Answer: To add the Favorites bar in the toolbar of the Chrome browser, follow these steps:

- 1: Open the Chrome browser and click on the three dots in the upper-right corner.
- 2: Click on "Settings" from the drop-down menu.
- 3: Scroll down to the "Appearance" section and toggle on the "Show bookmarks bar" option.
- 4: The Favorites bar will now appear below the address bar in the Chrome browser.