1 In which menu spelling command appears

(A)Tools   (B)Windows   (C)Edit (D)None of the above

2   A right click on the Windows desktop itself will _____.

(A)open the Display Properties dialog box

(B)show a context-sensitive menu

(C)open the Control Panel

(D)minimize all open applications

3   "When numbers are typed inside a cell, the default alignment is:"

(A)Left-aligned   (B)Center-aligned   (C)Right-aligned   (D)Justified

4   Cell address A$4 in a formula means it is a

(A)relative cell reference

(B)absolute cell reference

(C)mixed cell reference

(D)All of the above

5   When you create a chart on a separate sheet in the same workbook it is called a

(A)chart sheet   (B)embedded chart   (C)view sheet (D)view chart

6   Page break command of Excel on the Insert menu will result in insertion of page break

(A)above the selected row

(B)below the selected row

(C)middle of the selected row

(D)None of the above

7   To print a specific area in Excel

(A)set print area from File menu

(B)set print area from Page Setup dialog box

(C)both a and b above

(D)None of the above

8   Pressing _____ is a quick way to cycle between open program
windows.   (A)Alt+Tab   (B)Ctrl+Tab   (C)Shift+Tab (D)Shift+Alt

9   The AutoContent Wizard creates _____.

(A)a new blank presentation with an attractive background and fonts

(B)a new presentation with sample slides with suggestions for what information should be included

(C)a new look for an existing presentation

(D)a new template for future use

10   "In PowerPoint, slide sorter command is found under which menu?"

(A)File (B)Tools   (C)View   (D)Edit

11   The primary goal for your slide design should be _____.

(A)to attract the eyes of your audience

(B)to coordinate with your company logo and color scheme

(C)to make the information easy to read

(D)to make the slides interesting and even exciting

12   "In Excel, shortcut fill menu contain"

(A)Fill weekdays   (B)Fill series   (C) (a) and (b)   (D)None of these

13   Alignment buttons are available on the _____ toolbar.

(A)Status bar (B)Formatting toolbar (C)Standard toolbar (D)None of these

14   Paste Special dialog box of Excel contains _____ options for
(A)characteristics (B)Formats   Formulas (C)Values (D)All of the
above

15 "Actions buttons can be inserted in the slide, by Action Button
command of"

(A)View menu (B)Insert menu   (C)Slide show menu (D)None of
the above

16   "If you import data and want to update the slide when the
original data changes, you must _____."

(A)embed the data

(B)link the data

(C)Insert the data as an object

(D)break the link

17 Following is a type of PowerPoint Slide Show option

(A)Presented by the speaker

(B)Browsed by an individual

(C)Browsed at a kiosk

(D)All of the above

18   The first network that planted the seeds of Internet was:

(A)ARPANET   (B)NSFnet   (C)Vnet   (D)Inet

19   "For a small Web site, one needs to buy space from the"

(A)Network administrator (B)Telephone exchange (C)ISP (D)None of the above

20   The first graphical browser for the WWW was named:

(A)Netscape   (B)Veronica   (C)Mosaic   (D)Lynx

Answers :

1= A 2= B 3= C 4= C 5= A 6= D 7= C 8= A 9= B 10= C 1
1= D 12= C 13= B 14= D 15= C 16= 17= D 18= A 19= C 20= A