

Group-A

2x20=40

1. The intersection of Row and Column is called
(A)Data. (B) a filed (C) a Cell
2. All formulas in MS-Excel start with
(A) % (B) + (C) =
3. Mail merging requires files in MS-Word.
(A)One (B) two (C) three
4. Spelling and Grammar option is present under group of File tab.
(A)Proofing (B) Language (C) Tracking
5. A table consists of
(A)Rows (B) columns. (C) rows and columns both
6. Chart (MS-Excel) can be inserted by clicking
(A)Insert tab and Charts group (B) Insert tab and Picture (C) Insert tab and Shapes
7. The advantage of using a spreadsheet is ---
(A) Calculation s can be done automatically
(B) changing data automatically updates Calculation (C) more flexibility.
(D) all of the above
8. Which of the following special function keys allows the content in Cell?
(A) ESC (b) Shift. (c) Return. (d) Tab
9. How do you rearrange the data ascending or descending order?
(A) Data,Sort (B) Data,Form (C)Data,Table (D)Data Subtotals
10. From which application you can insert data into your presentation?
(A) MS-Word (B) MS-Excel (C) MS-Access (D) All of these
11. Which of the following is the default page setup orientation for slides in Powerpoint?
(A)Vertical (B) Landscape (C)Portrait (D) None of above
12. In Powerpoint, can be inserted.
(A)Only Text (B)Only Image (C)Only data (D) text,image,data

13. How many pictures can you add in a slide?
(A)1 (B)2 (C)3 (D)No restriction
14. PowerPoint show can be run by pressing key.
(A)F1 (B)F2 (C)F3 (D)F5
15. A PowerPoint file has .pptx extension. When you insert a picture in it and save the file, it would have extension.
(A) .docx (B) .mdb (C) .pptx (D).bmp
16. Special effects used to introduce slides in a presentation are called.....
(A)effects (B)custom animation (C) transitions (D)present animation
17. Which of the following will not advance the slides in a slide show view?
(A)ESC key (B)The Spacebar (C)The Enter Key (D)The mouse button
18. A Word template has which of the following file extensions?
(A).wor (B).tem (C).dotx (D).docx
19. Which of the following is shortcut key for spell checking?
(A)F5 (B)F6 (C)F7 (D)F8
20. Find and Replace option is present under group.
(A)Tools (B)Arrange (C)Styles (D)Editing

OR

GROUP-B (Any two)

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1. Mail Merge in MS-Word.
2. Create presentation of Company Sale records with Chart.
3. Prepare Payroll Statements in MS-Excell.