

COMPUTER KNOWLEDGE

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
- F5
 - F3
 - F4
 - F2
9. Define Wrap
- 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
 - Erasing the data from the cell
 - Entering the data into the cell
 - All of the above
10. --- Is the symbol we use for absolute cell address
- * (Star)
 - Σ (Sigma)
 - \$ (Dollar)
 - & (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)
- Center
 - Merge and Center
 - Copy
 - Merge
12. What is the function to find the lowest number in a series of numbers?
- Sum
 - Avg.
 - Min
 - Max
13. ---- Is the function we use to count the number of numbers in a series
- Sum
 - Avg.
 - Max
 - 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

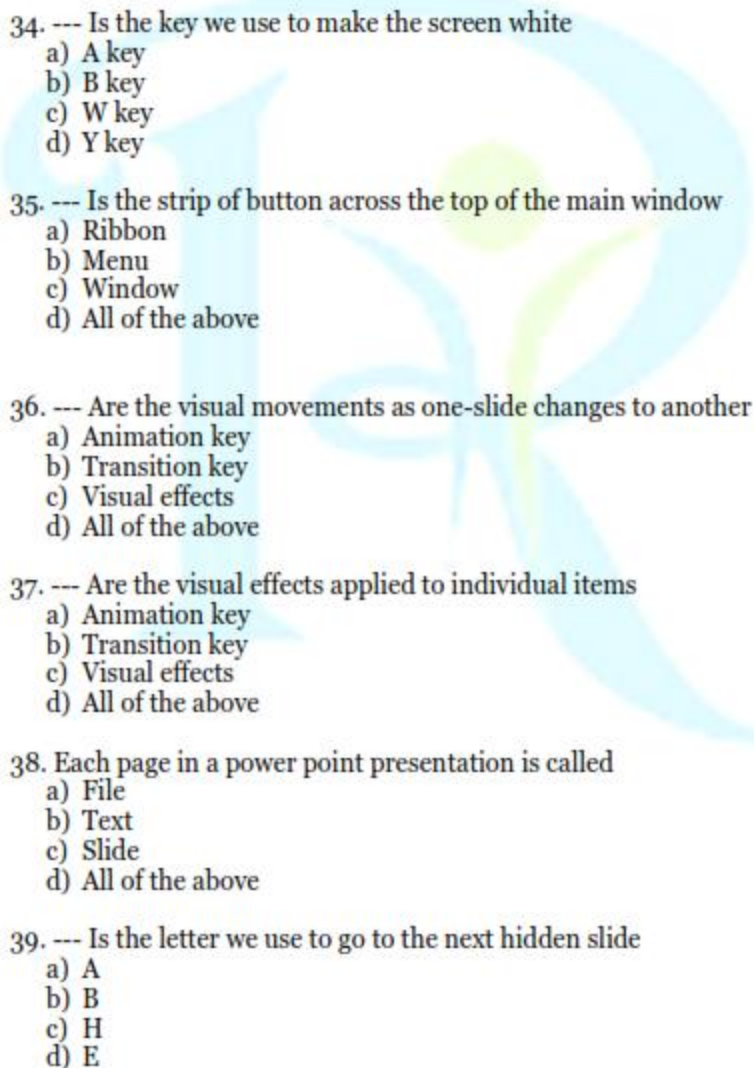
- a) Designs
- b) Insert
- c) Home
- d) View

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

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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

KEY

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|----|----|----|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| B | A | C | A | B | C | D | D | A | C |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| B | C | D | A | B | A | C | D | D | C |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| C | A | B | B | A | C | C | C | B | A |
| 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 |
| D | B | B | C | A | B | A | C | C | D |