

1 A client program used to access the Internet services and _____ resources available through the World Wide Web.

(A)ISP (B)Web Browsers(C) Web Servers (D)None of the above

2"When a computer prints a report, this output is called_____."

hard copy soft copy COM None of the above

3"=ROUND(2.15,1) entered in a cell displays"

(A)2 (B)2.1 (C)2.2 (D)None of the above

4"=MOD(-3,2) entered in a cell displays"

(A) -1 (B)1(C) -1.5(D) 0

5"To change the size of the chart without changing its proportion, then you have to press _____ as you drag a corner handle"

(B) [Shift] (B) [Alt] (C) [Ctrl] (D) [F11]

6The default page orientation in Excel is

(A)Landscape (B)Horizontal(C) Portrait(D) None of the above

7"In Excel, if you click on the Gridlines and Draft Quality check box on the sheet tab property sheet of page setup dialog box then"

(A)gridlines will be print

(B)gridlines will not be printed

(C)sometimes print

(D) None of the above

8 To create a new blank presentation you could _____.

(A)click on the New button

(B)use the File New command

(C)Both of the above

(D)None of the above

9In which menu Change Case command appears

(A) Insert (B)Slide show (C)Format (D>Edit

10How do you make an inserted sound file play continuously over several slides? (A)"In the Custom Animation task pane, open Effects Options and set the sound to play for the desired number of slides"

(B)"Using the Record Sound feature, press the Record button and play your music as you click through the whole slide show"

(C)"Using the Play CD Audio Track feature, set the CD to play for the desired number of tracks"

(D)All of the above

11 The area on a slide that holds text that will appear in the presentation outline is a _____.

(A)Textbox(B)Placeholder(C)bullet point(D)title box

12 The purpose of AutoFormat command in Excel is to

(A)create a professional and consistent look for your data

(B)"choose between standard table formats that include borders, shading, font colours and other formatting options"

(C)easily apply a consistent format throughout a workbook

(D)All of the above

13 Which of the following statements about search engines and directories is true?

(A)A search engine does not discriminate between good and bad sites.

(B)A search engine displays all Web pages that contain your keywords and may list thousands of unordered results.

(C)A directory is someones attempt to categorize the best sites available for a given subject or topic.

(D)All of the above

14 Which one of the following can be entered as a number in a cell? (A)"1,300.00"(B) (5000.00) (C)1.1e+2 (D)All of the above

15 Which of the following a search engine continuously sends out that start on a homepage of a server and pursue all links stepwise?

(A)spiders (B)packets (C)cookies (D)None of the above

16 "What would you use for immediate, real-time communication with a friend?" (A)Instant Messaging(B) E-Mail (C)Usenet (D)Blog

17 The Internet uses

(A)Circuit switching (B)Packet switching
(C) Hybrid switching (D)None of the above

18 The ascending order of a data hierarchy is :

(A)Bit-byte-record-field-file-database(B) Byte-bit-field-record-file-database(A) (D)Byte-bit-record-file-field-database(C) Bit-byte-field-record-file-database

19 Software instruction intended to satisfy a users specific processing needs are called _____

(A)System software(B)Microcomputer (C)Documentation (D)Application software

20 "In computer terminology, information means"

(A)raw

(B)data

(C)data in more useful or intelligible form

(D)alphanumeric data program

Answers :

1= b 2= a 3= c 4= b 5= c 6= c 7= a 8= c 9= c 10=
d 11= a 12= d 13= d 14= d 15= c 16= 17= b 18= d 19
= d 20= b