# Computer 

# Science Basic 

## Of Computer

## Exam

## BASIC OF

Author: Naveen Tomar

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## 4. Chapter: Basic Of Computer Exam

## 1. Basic Of Computer Exam Questions

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### 4.1.1. WHAT IS THE EXTENSION OF PAINT?

## Author: Naveen Tomar

WHAT IS THE EXTENSION OF PAINT?

Please choose only one answer:

- .TXT
- .BMP
- .JPG
- .BPM

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### 4.1.2. WHICH IS NOT AN OPERATING SYSTEM ?

## Author: Naveen Tomar

WHICH IS NOT AN OPERATING SYSTEM ?

Please choose only one answer:

- WINDOW 7
- WINDOW 97
- WINDOW VISTA
- WINDOW 98

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### 4.1.3. 1 NIBBLE IS EQUAL TO ?

Author: Naveen Tomar
1 NIBBLE IS EQUAL TO ?

Please choose only one answer:

- 1024 BYTES
- 1 BIT
- 4 BITS
- 8 BYTES

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### 4.1.4. WHAT IS NAME OF SHORTCUT COMMAND OF CTRL Z ?

## Author: Naveen Tomar

WHAT IS NAME OF SHORTCUT COMMAND OF CTRL Z?

Please choose only one answer:

- REPEAT
- REDO
- UNDO
- NONE OF THEM

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### 4.1.5. HOW MANY MENUS IN MS EXCEL?

Author: Naveen Tomar
HOW MANY MENUS IN MS EXCEL?

Please choose only one answer:

- 6
- 8
- 9
- 7

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### 4.1.6. HOW MANY TYPES TO CLOSE THE DOC. OR FILE

Author: Naveen Tomar
HOW MANY TYPES TO CLOSE THE DOC. OR FILE

Please choose only one answer:

- 3
- 1
- 4
- NONE OF THEM

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### 4.1.7. IN MS WORD THERE IS 3 SCROLL?

## Author: Naveen Tomar

IN MS WORD THERE IS 3 SCROLL ?

Please choose only one answer:

- TRUE
- FALSE

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### 4.1.8. WHAT IS THE SHORTCUT COMMAND OF SPELLING ; GRAMMAR ?

## Author: Naveen Tomar

WHAT IS THE SHORTCUT COMMAND OF SPELLING ; GRAMMAR?

Please choose only one answer:

- F11
- CTRL + U
- F7
- CTRL + L

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### 4.1.9. HOW MANY COMMANDS IN FONT SUB-MENU ?

Author: Naveen Tomar
HOW MANY COMMANDS IN FONT SUB-MENU ?

Please choose only one answer:

- 5
- 2
- 4
- 3

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### 4.1.10. HOW MANY ALIGNMENT IN FORMATTING TOOLBAR?

Author: Naveen Tomar
HOW MANY ALIGNMENT IN FORMATTING TOOLBAR?

Please choose only one answer:

- 3
- 2
- 5
- 4

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### 4.1.11. WHICH IS TITLE CASE ?

## Author: Naveen Tomar

## WHICH IS TITLE CASE ?

Please choose only one answer:

- My NAME
- My name
- my name
- My Name

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### 4.1.12. THERE IS MINIMUM ONE COLUMN AND ONE ROW ?

## Author: Naveen Tomar

THERE IS MINIMUM ONE COLUMN AND ONE ROW ?

Please choose only one answer:

- TRUE
- FALSE

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### 4.1.13. WHAT IS THE USE OF SPLIT TABLE COMMAND ?

## Author: Naveen Tomar

WHAT IS THE USE OF SPLIT TABLE COMMAND ?

Please choose only one answer:

- TO JOIN THE TABLE
- TO MERGE THE TABLE
- TO CHANGE THE TABLE
- TO DIVIDE THE TABLE

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### 4.1.14. HOW MANY COMMANDS IN PICTURE SUB-MENU?

Author: Naveen Tomar
HOW MANY COMMANDS IN PICTURE SUB-MENU?

Please choose only one answer:

- 6
- 9
- 5
- 8

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### 4.1.15. HOW MANY STEPS IN MAIL MERGE SUB- MENU?

Author: Naveen Tomar
HOW MANY STEPS IN MAIL MERGE SUB- MENU ?

Please choose only one answer:

- 3
- 5
- 6
- NONE OF ABOVE

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### 4.1.16. WHICH KEY MOVES CURSOR FROM ONE CELL TO THE NEXT IN A TABLE ?

Author: Naveen Tomar
WHICH KEY MOVES CURSOR FROM ONE CELL TO THE NEXT IN A TABLE ?

Please choose only one answer:

- SHIFT
- ENTER
- TAB
- CTRL + ENTER

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### 4.1.17. Which of the following is valid version of MS Office ?

## Author: Naveen Tomar

Which of the following is valid version of MS Office ?

Please choose only one answer:

- Office XP
- Office Vista
- Office 2007
- None of above

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### 4.1.18. Which of the following is not a font style?

## Author: Naveen Tomar

Which of the following is not a font style?

Please choose only one answer:

- Bold
- Italics
- Regular
- Superscript

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### 4.1.19. Background color or effects applied on a document is not visible in?

## Author: Naveen Tomar

Background color or effects applied on a document is not visible in ?

Please choose only one answer:

- Web layout view
- Print Layout view
- Reading View
- NONE OF ABOVE

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### 4.1.20. Borders can be applied to ?

Author: Naveen Tomar
Borders can be applied to ?

Please choose only one answer:

- Cells
- Paragraph
- Text
- All of above

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### 4.1.21. Merge cells option can be applied from?

## Author: Naveen Tomar

Merge cells option can be applied from ?

Please choose only one answer:

- Format Cells dialog box Alignment Tab
- Formatting toolbar
- Both of above
- None of above

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Author: Naveen Tomar

## THE UNDO BUTTON, LOCATE ON THE FORMATTING TOOLBAR ALLOWS YOU TO ?

Please choose only one answer:

- REPEAT YOUR LAST ACTION
- ERASE YOUR LAST ACTION
- SAVE YOUR LAST ACTION
- OPEN A HISTORY PALETTE

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4.1.23. The spelling tool is placed on $\qquad$ toolbar?

Author: Naveen Tomar
The spelling tool is placed on $\qquad$ toolbar?

Please choose only one answer:

- Standard
- Formatting
- Drawing
- Reviewing

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### 4.1.24. Can you set 0.5 inch left indentation for a cell in Excel?

Author: Naveen Tomar
Can you set 0.5 inch left indentation for a cell in Excel?

Please choose only one answer:

- Excel does not have indentation feature
- You can specify indentation only if you turn the rulers on
- Indentation can be set from Format Cells dialog box
- The indentation can be specified only when printing

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4.1.25. You can automatically adjust the size of text in a cell if they do ...

## Author: Naveen Tomar

You can automatically adjust the size of text in a cell if they do not fit in width by ?

Please choose only one answer:

- Double clicking on the right border of column header
- From Format choose Columns and then Autofit Selection
- From Format Cells dialog box mark Shrink to fit check box
- All of above

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### 4.1.26. What function displays row data in a column or column data in a row?

## Author: Naveen Tomar

What function displays row data in a column or column data in a row?

Please choose only one answer:

- Hyperlink
- Index
- Transpose
- Rows

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### 4.1.27. Each excel file is called a workbook because ?

Author: Naveen Tomar
Each excel file is called a workbook because ?

Please choose only one answer:

- It can contain text and data
- It can be modified
- It can contain many sheets including worksheets and chart sheets
- You have to work hard to create it

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### 4.1.28. Which types of charts can excel produce?

## Author: Naveen Tomar

Which types of charts can excel produce?

Please choose only one answer:

- Line graphs and pie charts only
- Only line graphs
- Bar charts, line graphs and pie charts
- Bar charts and line graphs only

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### 4.1.29. How are data organized in a spreadsheet?

## Author: Naveen Tomar

How are data organized in a spreadsheet?

Please choose only one answer:

- Lines and spaces
- Layers and planes
- Rows and columns
- Height and width

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4.1.30. Which of the following methods can not be used to enter data in a c...

Author: Naveen Tomar
Which of the following methods can not be used to enter data in a cell?

Please choose only one answer:

- Pressing an arrow key
- Pressing the tab key
- Pressing the Esc key
- Clicking the enter button to the formula bar

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### 4.1.31. Except for the ...... function, a formula with a logical ...

## Author: Naveen Tomar

Except for the ...... function, a formula with a logical function shows the word "TRUE" or "FALSE" as a result?

Please choose only one answer:

- IF
- AND
- OR
- NOT

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### 4.1.32. You can activate a cell by ?

Author: Naveen Tomar
You can activate a cell by?

Please choose only one answer:

- Pressing the Tab key
- Clicking the cell
- Pressing an arrow key
- All of above

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### 4.1.33. To drag a selected range of data to another worksheet in the same w...

## Author: Naveen Tomar

To drag a selected range of data to another worksheet in the same workbook, use the ?

Please choose only one answer:

- Tab key
- Alt key
- Shift key
- Ctrl key

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### 4.1.34. When creating a vertical page break ?

Author: Naveen Tomar
When creating a vertical page break?

Please choose only one answer:

- The active cell must be A1
- The active cell can be anywhere in the worksheet
- The active cell must be in row 1
- The active cell must be in column A

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### 4.1.35. to activate the previous cell in a pre-selected range, press ?

## Author: Naveen Tomar

to activate the previous cell in a pre-selected range, press ?

Please choose only one answer:

- the Alt key
- the Tab key
- the Enter key
- none of above

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### 4.1.36. When the formula bar is activated, you can see ?

## Author: Naveen Tomar

When the formula bar is activated, you can see?

Please choose only one answer:

- The Edit Formula button
- The Cancel button
- The Enter button
- All of above

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### 4.1.37. In a worksheet you can select

## Author: Naveen Tomar

In a worksheet you can select

Please choose only one answer:

- The entire worksheet
- Rows
- Columns
- a, b, and c

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4.1.38. Which of the following is not an option in the spelling dialog box?

## Author: Naveen Tomar

Which of the following is not an option in the spelling dialog box?

Please choose only one answer:

- Edit
- Ignore
- Ignore all
- Change

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http://www.quizover.com/flashcards/naveen-tomar-basic-of-computer-39?pdf=1505
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http://www.quizover.com/question/naveen-tomar-basic-of-computer-39?pdf=1505
4.1.39. You can quickly change the appearance of your work by choosing Auto...

## Author: Naveen Tomar

You can quickly change the appearance of your work by choosing Auto Format from the $\qquad$ Menu?

Please choose only one answer:

- Edit
- View
- Format
- Tools

Check the answer of this question online at QuizOver.com:
Question: naveen tomar basic of computer 40
Flashcards:
http://www.quizover.com/flashcards/naveen-tomar-basic-of-computer-40?pdf=1505
Interactive Question:
http://www.quizover.com/question/naveen-tomar-basic-of-computer-40?pdf=1505

### 4.1.40. To protect a worksheet, you can choose Protection and the Protect S...

## Author: Naveen Tomar

To protect a worksheet, you can choose Protection and the Protect Sheet from the $\qquad$ menu?

Please choose only one answer:

- Edit
- Format
- Tools
- Data

Check the answer of this question online at QuizOver.com:
Question: naveen tomar basic of computer 41
Flashcards:
http://www.quizover.com/flashcards/naveen-tomar-basic-of-computer-41?pdf=1505
Interactive Question:
http://www.quizover.com/question/naveen-tomar-basic-of-computer-41?pdf=1505

### 4.1.41. To copy cell contents using drag and drop, press the ?

## Author: Naveen Tomar

To copy cell contents using drag and drop, press the ?

Please choose only one answer:

- End key
- Shift key
- Esc key
- None of above

Check the answer of this question online at QuizOver.com:
Question: naveen tomar basic of computer 42
Flashcards:
http://www.quizover.com/flashcards/naveen-tomar-basic-of-computer-42?pdf=1505
Interactive Question:
http://www.quizover.com/question/naveen-tomar-basic-of-computer-42?pdf=1505
4.1.42. What is the keyboard shortcut (button or buttons to be pressed) for...

## Author: Naveen Tomar

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

Please choose only one answer:

- F3
- F5
- F7
- F11

Check the answer of this question online at QuizOver.com:
Question: naveen tomar basic of computer 43
Flashcards:
http://www.quizover.com/flashcards/naveen-tomar-basic-of-computer-43?pdf=1505
Interactive Question:
http://www.quizover.com/question/naveen-tomar-basic-of-computer-43?pdf=1505

### 4.1.43. Material consisting of text and numbers is best presented as ?

## Author: Naveen Tomar

Material consisting of text and numbers is best presented as ?

Please choose only one answer:

- A bullet slide
- A table slide
- A title slide
- All of the above

Check the answer of this question online at QuizOver.com:
Question: naveen tomar basic of computer 44
Flashcards:
http://www.quizover.com/flashcards/naveen-tomar-basic-of-computer-44?pdf=1505
Interactive Question:
http://www.quizover.com/question/naveen-tomar-basic-of-computer-44?pdf=1505

### 4.1.44. to exit the PowerPoint?

Author: Naveen Tomar
to exit the PowerPoint?

Please choose only one answer:

- click the application minimize button
- click the document close button
- double click the applications control menu icon
- double click the document control menu icon

Check the answer of this question online at QuizOver.com:
Question: naveen tomar basic of computer 45
Flashcards:
http://www.quizover.com/flashcards/naveen-tomar-basic-of-computer-45?pdf=1505
Interactive Question:
http://www.quizover.com/question/naveen-tomar-basic-of-computer-45?pdf=1505
4.1.45. to preview a motion path effect using the custom animation task pan...

## Author: Naveen Tomar

to preview a motion path effect using the custom animation task pane, you should?

Please choose only one answer:

- click the play button
- click the show effect button
- double click the motion path
- all of above

Check the answer of this question online at QuizOver.com:
Question: naveen tomar basic of computer 46
Flashcards:
http://www.quizover.com/flashcards/naveen-tomar-basic-of-computer-46?pdf=1505
Interactive Question:
http://www.quizover.com/question/naveen-tomar-basic-of-computer-46?pdf=1505
4.1.46. You can create a new presentation by completing all of the followin...

## Author: Naveen Tomar

You can create a new presentation by completing all of the following except

Please choose only one answer:

- Clicking the new button on the standard toolbar
- Clicking file, new
- Clicking file open
- Pressing ctrl + N

Check the answer of this question online at QuizOver.com:
Question: naveen tomar basic of computer 47
Flashcards:
http://www.quizover.com/flashcards/naveen-tomar-basic-of-computer-47?pdf=1505
Interactive Question:
http://www.quizover.com/question/naveen-tomar-basic-of-computer-47?pdf=1505
4.1.47. special effects used to introduce slides in a presentation are call...

Author: Naveen Tomar
special effects used to introduce slides in a presentation are called?

Please choose only one answer:

- effects
- custom animations
- transitions
- present animations

Check the answer of this question online at QuizOver.com:
Question: naveen tomar basic of computer 48
Flashcards:
http://www.quizover.com/flashcards/naveen-tomar-basic-of-computer-48?pdf=1505
Interactive Question:
http://www.quizover.com/question/naveen-tomar-basic-of-computer-48?pdf=1505

### 4.1.48. WHAT IS THE FUL FORM OF WWW

## Author: Naveen Tomar

WHAT IS THE FUL FORM OF WWW

Please choose only one answer:

- WORLD WIDW WIDE
- WORLD WEB WIDE
- WORLD WIDE WEB
- NONE OF ABOVE

Check the answer of this question online at QuizOver.com:
Question: naveen tomar basic of computer 49
Flashcards:
http://www.quizover.com/flashcards/naveen-tomar-basic-of-computer-49?pdf=1505
Interactive Question:
http://www.quizover.com/question/naveen-tomar-basic-of-computer-49?pdf=1505

### 4.1.49. GOOGLE IS A ?

Author: Naveen Tomar
GOOGLE IS A ?

Please choose only one answer:

- MAIL SITE
- SEARCHING SITE
- ID SITE
- NONE OF ABOVE

Check the answer of this question online at QuizOver.com:
Question: naveen tomar basic of computer 50
Flashcards:
http://www.quizover.com/flashcards/naveen-tomar-basic-of-computer-50?pdf=1505
Interactive Question:
http://www.quizover.com/question/naveen-tomar-basic-of-computer-50?pdf=1505

### 4.1.50. WHAT IS THE USE OF INBOX?

## Author: Naveen Tomar

WHAT IS THE USE OF INBOX?

Please choose only one answer:

- TO SAVE MESSAGE
- TO SENT MESSAGE
- TO CHECK COMMING MAILS
- NONE OF ABOVE

Check the answer of this question online at QuizOver.com:
Question: naveen tomar basic of computer 51
Flashcards:
http://www.quizover.com/flashcards/naveen-tomar-basic-of-computer-51?pdf=1505
Interactive Question:
http://www.quizover.com/question/naveen-tomar-basic-of-computer-51?pdf=1505

