06 The Competition in

Basics of Computers & WWW Skills

PRELIMS LEVEL

BASICS OF COMPUTERS & MS OFFICE TEST

MODEL PAPERS

Class : V-X

Eduranet IOF

Intellectual Olympiad Foundation

Hyderabad | India

BASICS OF COMPUTERS & MS-OFFICE TEST - I

Max. Marks : 75   **Duration : 75 Mins.**

Code:6101

General Instructions :

1. Please find the Answer Sheets (OMR) with in the envelop given to you.

2. Mention your Test Code, Student ID, Name, Class, Section and School Name on the OMR Sheet as per Question Paper and Hall Ticket.

3. This question paper contains 75 Questions, duration is 75 minutes.

4. Do rough work in the empty sheet provided along with this question paper.

5. Answer questions in OMR sheet only.

6. Don't write or tick anything on the question paper.

7. Use only Black or Blue Ball Point Pen or Dark Pencil to answer the question in OMR sheet.

8. Indicate the correct answer by darkening one of the 4 or 5 responses provided.

9. Submit only OMR sheet to the invigilator.

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1. **Pressing F8 key for three times selects**

   A) A word

   B) A sentence

   C) A paragraph

   D) Entire document

2. **What happens if you press Ctrl + Shift + F8?**

   A) It activates extended selection

   B) It activates the rectangular selection

   C) It selects the paragraph on which the insertion line is.

   D) None of above

3.   How can you disable extended selection mode?

A) Press F8 again to disable

B) Press Del to disable

C) Press Esc to disable

D) Press Enter to disable

4.   What does EXT indicator on status bar of MS Word indicate?

A) It indicates whether the external text is pasted on document or not

B) It indicates whether extended add-ons are installed on MS Word or not

C) It indicates whether Extended Selection mode is turned on or off

D) None of above

5.   What is the maximum number of lines you can set for a drop cap?

A) 3   B) 10   C) 15   D) 20

6.   What is the default number of lines to drop for drop cap?

A) 3   B) 10   C) 15   D) 20

7.   What is the shortcut key you can press to create a copyright symbol ?

A) Alt+Ctrl+C   B) Alt + C

C) Ctrl + C   D) Ctrl + Shift + C

8.   How many columns can you insert in a word document in maximum?

A) 35   B) 45   C) 55   D) 65

9.   What is the smallest and largest font size available in Font Size tool on formatting toolbar?

A) 8 and 72   B) 8 and 64

C) 12 and 72   D) None of above

10. **What is the maximum font size you can apply for any character?**

A) 163 B) 1638

C) 16038 D) None of above

11. **Which of the following is graphics solution for Word Processors?**

A) Clipart B) WordArt

C) Drop Cap D) All of above

12. **The keystrokes Ctrl + I is used to**

A) Increase font size

B) Inserts a line break

C) Indicate the text should be bold

D) Applies italic format to selected text

13. **A character that is raised and smaller above the baseline is known as**

A) Outlined B) Raised

C) Superscript D) Subscript

14. **What is the purpose of inserting header and footer in document?**

A) To enhance the overall appearance of the document

B) To mark the starting and ending of page

C) To make large document more readable

D) To allow page headers and footers appear on document when printed

15. **Which of the following function key activates the speller?**

A) F5 B) F7 C) F9 D) Shift + F7

16. **The minimum number of rows and columns in MS Word document is**

A) 1 and 1 B) 2 and 1

C) 2 and 2 D) None of above

17.   **Thesaurus tool in MS Word is used for**

A) Spelling suggestions

B) Grammar options

C) Synonyms and Antonyms words

D) All of above

18.   **Why Drop Caps are used in document ?**

A) To drop all the capital letters

B) To automatically begin each paragraph with capital letter

C) To begin a paragraph with a large dropped initial capital letter

D) None of above

19.   **A bookmark is an item or location in document that you identify as a name for future reference. Which of the following task is accomplished by using bookmarks?**

A) To add anchors in web page

B) To mark the ending of a paragraph of document

C) To quickly jump to specific location in document

D) To add hyperlinks in webpage

20.   **A word processor would most likely be used to do**

A) Keep an account of money spent

B) Do a computer search in media center

C) Maintain an inventory

D) Type a biography

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

A) Edit   B) Ignore

C) Ignore all   D) Change

22.   **You can quickly change the appearance of your work by choosing Auto Format from the …. Menu**

A) Edit   B) View

C) Format   D) Tools

23. **To protect a worksheet, you can choose Protection and the Protect Sheet from the ….. menu**

A) Edit   B) Format

C) Tools   D) Data

24. **You can open the Highlight Changes dialog box by choosing Track Changes from the …. Menu.**

A) Edit   B) Insert

C) Format   D) Tools

25. **Which of the following is not a worksheet design criterion?**

A) Efficiency   B) Auditability

C) Description   D) Clarity

26. **To copy cell contents using drag and drop, press the**

A) End key   B) Shift key

C) Esc key   D) None of above

27. **If you press …., the cell accepts your typing as its contents.**

A) Enter   B) Ctrl + Enter

C) TAB   D) Insert

28. **The autofill feature**

a. Extends a sequential series of data

b. Automatically adds a range of cell values

c. Applies a boarder around selected cells

d. None of above

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

a. F3   b. F5   c. F7   d. F11

30. **you can use the formula palette to**

a. format cells containing numbers

b. create and edit formulas containing functions

c. entered assumptions data

    d. copy a range of cells

Correct Answer : b

31. **What Pivot Table toolbar button updates the data in a Pivot Table or Pivot Chart report if the source data chas changed**

    a. Format Report   b. Pivot Table

    c. Refresh Data   d. Show Detail

Correct Answer: c

32. **What is an expression that tells how the numbers in a determined set of cells are to be calculated ?**

    a. Formula   b. Field

    c. Data   d. Query

33. **"Qtr 1, Qtr 2, Qtr 3" is an example of a**

    a. Formula   b. Function

    c. Series   d. Syntax

Correct Answer: c

34. **You can edit existing Excel data by pressing the**

    a. F1 key   b. F2 key

    c. F3 key   d. F4 key

35. **The cell reference for a range of cells that starts in cell B1 and goes over to column G and down to row 10 is ….**

    a. G1-G10   b. B1.G10

    c. B1;G10   d. B1:G10

36. **A user wishes to remove a spreadsheet from a workbook. Which is the correct sequence of events that will do this?**

    a. Go to File-Save As – Save As Type – Excel worksheet

    b. Right click on the spreadsheet tab and select DELETE

    c. Right click on the spreadsheet and select Insert – Entire Column

    d. None of above

37. **What feature enables you to adjust or back solve the value in a cell to reach a desired outcome in a formula?**

a. Goal Seek   b. Scenario Summary report

c. Forecasting   d. Trend line

38. **What term describes a background that appears as a grainy, non smooth surface**

a. gradient   b. pattern

c. solid   d. texture

39. **Excel is a**

a. Graphic program   b. None of these

c. Word processor   d. A spreadsheet

40. **To create an interactive Pivot Table for the web, you use a Microsoft Office Web component called**

a. HTML   b. Pivot Table Field List

c. Pivot Table List   d. Pivot Table Report

41. **Which tab is not available on left panel when you open a presentation ?**

A) Outline   B) Slides

C) Notes   D) All of above are available

42. **Which of the following statements is not true?**

A) You can type text directly into a PowerPoint slide but typing in text box is more convenient.

B) From Insert menu choose Picture and then From File to insert your images into slides.

C) You can display a PowerPoint presentation in Normal, Slide Sorter or Slide Show view.

D) You can show or hide task pane from View >> Toolbars

43. **To start Microsoft PowerPoint application**

A) Click on Start >> Programs >> All Programs >> Microsoft PowerPoint

B) Hit Ctrl + R then type ppoint.exe and Enter

C) Click Start >> Run then type powerpnt then press Enter

D) All of above

44. Which of the following section does not exist in a slide layout?

A) Titles   B) Lists

C) Charts   D) Animations

45. PowerPoint presentations are widely used as

A) Note outlines for teachers

B) Project presentations by students

C) Communication of planning

D) All of above

46.   _____ controls all the main slide control tasks for your presentation.

A) Task Pane   B) Task Bar

C) Control Panel   D) None of above

47. Which of the following cannot be toggled from View >> Toolbars?

A) Control Toolbox   B) Slides

C) Revisions   D) Reviewing

48. Which of the following pane is not available in Task Pane ?

A) Getting Started   B) Clip Art

C) Word Art   D) Search Results

49. Which of the following pane is NOT available in Task Pane?

A) Slide Design   B) Master Slide

C) Slide Layout   D) Slide Transition

50. A new presentation can be created from

A) Blank Presentation

B) From Existing Presentation

C) From Design Template

D) All of above

51. **In slide layout panel how many layouts are available for text layout by default ?**

A) 4 B) 7

C) 12 D) None of above

52. **Which of the following statement is false?**

A) If you choose to select from one of the pre-made slide layouts, you can change the positioning

B) If you choose to select from the pre-made slide layouts, you cannot delete the objects in the layout.

C) Blank Slide is at the top of the 'Content Layouts' area in the Slide Layout panel.

D) All of above are false statements

53. **What lets you to create new presentation by selecting ready-made font color and graphics effects ?**

A) Presentation Template

B) Master Slide

C) Design Template

D) Animation Scheme

54. **Which command will you use in PowerPoint if you need to change the color of different objects without changing content ?**

A) Design Template

B) Color Scheme

C) Font Color

D) Object Color

55. **What PowerPoint feature will you use to apply motion effects to different objects of a slide ?**

A) Slide Transition   B) Slide Design

C) Animation Objects   D) Animation Scheme

56. **What feature will you use to apply motion effects in between a slide exits and another enters ?**

A) Slide Transition

B) Slide Design

C) Animation Objects

D) Animation Scheme

57. **The selected design template can be applied**

A) To current slide only

B) To all the slides

C) To all the new presentation you create

D) All of above

58. **The difference between Slide Design and Auto Content Wizard is**

A) Both are same

B) AutoContent Wizard is just the wizard version of Slide Design

C) Slide Design does not provide sample content but Auto Content Wizard provides sample content too!

D) Slide Design asks your choice in steps but Auto Content Wizard does not let you make choices

59. **In which menu can you find features like Slide Design, Slide Layout etc.?**

A) Insert Menu   B) Format Menu

C) Tools Menu   D) Slide Show Menu

60. **Which menu provides you options like Animation Scheme, custom Animation, Slide Transition ?**

A) Insert Menu   B) Format Menu

C) Tools Menu   D) Slide Show Menu

61. UNIVAC is

A) Universal Automatic Computer

B) Universal Array Computer

C) Unique Automatic Computer

D) Unvalued Automatic Computer

62. The basic operations performed by a computer are

A) Arithmetic operation   B) Logical operation

C) Storage and retrieval   D) All the above

63. The two major types of computer chips are

A) External memory chip

B) Primary memory chip

C) Microprocessor chip

D) Both b and c

64. Microprocessors as switching devices are for which generation computers

A) First Generation   B) Second Generation

C) Third Generation   D) Fourth Generation

65. What is the main difference between a mainframe and a super computer ?

A) Super computer is much larger than mainframe computers

B) Super computers are much smaller than mainframe computers

C) Supercomputers are focused to execute few programs as fast as possible while mainframe uses its power to execute as many programs concurrently

D) Supercomputers are focused to execute as many programs as possible while mainframe uses its power to execute few programs as fast as possible.

66. ASCII and EBCDIC are the popular character coding systems. What does EBCDIC stand for ?

A) Extended Binary Coded Decimal Interchange Code

B) Extended Bit Code Decimal Interchange Code

C) Extended Bit Case Decimal Interchange Code

D) Extended Binary Case Decimal Interchange Code

67. The brain of any computer system is

A) ALU

B) Memory

C) CPU

D) Control unit

68. Storage capacity of magnetic disk depends on

A) Tracks per inch of surface

B) Bits per inch of tracks

C) Disk pack in disk surface

D) All of above

69. The two kinds of main memory are:

A) Primary and secondary

B) Random and sequential

C) ROM and RAM

D) All of above

70. A storage area used to store data to a compensate for the difference in speed at which the different units can handle data is

A) Memory

B) Buffer

C) Accumulator

D) Address

71. The main electronic component used in first generation computers was

A) Transistors

B) Vacuum Tubes and Valves

C) Integrated Circuits

D) None of above

72. A dumb terminal has

A) an embedded microprocessor

B) extensive memory

C) independent processing capability

D) a keyboard and screen

73.   One millisecond is

A) 1 second   B) 10th of a seconds

C) 1000th of a seconds   D) 10000th of a seconds

74.   The output quality of a printer is measured by

A) Dot per sq. inch   B) Dot per inch

C) Dots printed per unit time   D) All of the above

75.   Which of the following was a special purpose computer?

A) ABC   B) ENIAC

C) EDVAC   D) All of the above

Keys to MODEL PAPER - 3

1. b	2. b	3. c	4. c	5. b	6. a
7. a	8. b	9. a	10. b	11. a	12. d
13. c	14. d	15. b	16. a	17. c	18. c
19. c	20. d	21. a	22. c	23. c	24. d
25. c	26. d	27. a	28. a	29. d	30. b
31. c	32. a	33. c	34. b	35. d	36. b
37. d	38. a	39. d	40. d	41. c	42. a
43. c	44. d	45. d	46. a	47. b	48. c
49. b	50. d	51. a	52. b	53. c	54. b
55. d	56. a	57. d	58. c	59. b	60. d
61. a	62. d	63. d	64. d	65. c	66. a
67. c	68. d	69. c	70. b	71. b	72. d
73. c	74. b	75. a			