

100/2016

Maximum : 100 marks

Time : 1 hour and 15 minutes

1. "Tools" is in _____ menu of the Adobe PageMaker.
(A) Windows (B) Utilities
(C) Elements (D) None of the above
2. Picture Palette is used for _____ a picture in Adobe PageMaker.
(A) Saving (B) Sending
(C) Inserting (D) None of the above
3. Ctrl + E are the shortcut keys for _____ in Adobe PageMaker.
(A) Centre (B) Edit story
(C) Alignment (D) None of these
4. "pmd" files can be created by using _____ software.
(A) Photoshop (B) Power Point
(C) Corel Draw (D) PageMaker
5. We can change the font by :
(A) Type → Font (B) Font → Type
(C) Layout → Fond (D) None of these
6. Full Form of JPG :
(A) Joint Photo Group (B) Joint Photo Graph
(C) Joint Photographic Experts Group (D) None of these
7. "Text wrap" option is contained in :
(A) Element (B) Utilities
(C) Layout (D) File
8. Full form of FTP :
(A) Frame Transfer Protocol (B) File Text Protocol
(C) Frame Text Protocol (D) File Transfer Protocol

9. One of the following is not a search Engine :
- (A) Duck Duck Go (B) Google
(C) Cuil (D) None of these
10. One of the following is not a social networking site :
- (A) You tube (B) Blog
(C) Twitter (D) Gmail
11. One of the following website is not providing facility for sending E-mails :
- (A) Yahoo.com (B) Rediff.com
(C) E-Mail.com (D) Gmail.com
12. A website created for fraudulently acquiring sensitive information such as passwords, credit card details etc. :
- (A) Archive site (B) Fish site
(C) Phish site (D) None of these
13. MAN stands for :
- (A) Main Area Network (B) Metro Area Network
(C) Mans Aided Network (D) Metropolitan Area Network
14. The entire hostname has maximum of _____ characters.
- (A) 255 (B) 355
(C) 455 (D) None of these
15. ATM Full form :
- (A) Automated Teller Machine (B) Automated Transfer Machine
(C) Automated Teller Mode (D) Automated Transfer Mode
16. Full form of ISDN :
- (A) Integrated Subscriber Digital Network
(B) Internet Subscriber Digital Network
(C) Integrated Services Digital Network
(D) None of the above

17. Which are the file formats can be added to a Power Point Show?
(A) .jpg (B) .giv
(C) .wav (D) all of the above
18. You can create a new presentation by completing all of the following except :
(A) Pressing Ctrl + N (B) Clicking file, open
(C) Clicking file, new (D) Clicking the new button
19. What do you press to select one hyperlink after another during a slide presentation?
(A) Tab (B) Ctrl + K
(C) Ctrl + H (D) All of the above
20. What is the term used when you press and scroll of the left mouse key and more the mouse around the slide?
(A) Highlighting (B) Dragging
(C) Selecting (D) Controlling
21. One of the following is not the PowerPoint's views :
(A) Presentation view (B) Slide show view
(C) Slide view (D) Outline view
22. 'Macro' command in which menu of the MS PowerPoint 2003?
(A) Format (B) Insert
(C) View (D) Tools
23. How many width of the field Date/Time is MS Access?
(A) 4 (B) 5
(C) 6 (D) 8
24. MS Access is a :
(A) RDBMS (B) DODBMS
(C) DRDBMS (D) Network Database Model
25. What is the maximum length of a text field can be in MS Access?
(A) 75 (B) 120
(C) 255 (D) 265

26. Which of the following is not a type of MS Access Database object?
(A) Table (B) Work sheets
(C) Form (D) Modular
27. Which of the following is not a database object?
(A) Tables (B) Queries
(C) Relationships (D) Reports
28. Which command is used to clear the screen in MS Dos?
(A) cd (B) md
(C) rename (D) cls
29. Which command is used to get the current date only in MS Dos?
(A) Date (B) Time
(C) Second (D) None of the above
30. In MS Dos generally the date is entered in the _____ form.
(A) DD-YY-MM (B) YY-DD-MM
(C) MM-YY-DD (D) MM-DD-YY
31. Del command in MS DOS is used to :
(A) Delete files (B) Delete directions
(C) Delete labels (D) Delete contents of files
32. One of the following Ribbons not seen in the MS Word 2007 Window :
(A) Home (B) Insert
(C) View (D) Table
33. Where we can see browse object button in MS Word 2007?
(A) Right side of the Horizontal scroll bar
(B) Below the vertical scroll bar
(C) Right end of the Status bar
(D) None of these

34. Where is 'Name Box' located in MS Excel?
(A) Left end of the Formula Bar (B) Right end of the formula bar
(C) Left end of the Menu Bar (D) Right end of the Menu Bar
35. For moving cursor to one cell down, press _____ key.
(A) Enter key (B) Tab key
(C) Ctrl + Home key (D) Ctrl + Down Arrow
36. Steps to adjust column width :
(A) Edit → Column → Width (B) Format → Column → Width
(C) Format → Edit → Width (D) Edit → Width → Column
37. How can we select alternate (Here and there) cells?
(A) Hold SHIFT and click the required cells
(B) Hold SHIFT and CTRL then click the required cells
(C) Hold CTRL then click the required cells
(D) None of the above
38. One of the following Data types is not available in MS Excel :
(A) Accounting (B) Text
(C) Special (D) Data
39. Method for entering today's date in a cell of MS Excel :
(A) Press ; (B) Press CTRL + ;
(C) Press SHIFT + ; (D) Press ALT + ;
40. Maximum number of Text can be enter in a cell of MS Excel :
(A) 25 (B) 55
(C) 255 (D) 256
41. MAX function in MS Excel is used for finding :
(A) Maximize (B) Maximum size
(C) Largest value (D) None of these

42. '# VALUE!' is the example of error value produced by Formulas in MS Excel. What you mean from that error value?
- (A) Refers to a cell that is not valid
 - (B) Produces a value that is too long to fit in the cell
 - (C) Refers to a value that is not available
 - (D) None of the above
43. Pick out one of the correct formulas from the following :
- (A) SUM (A1 : B3)
 - (B) = (A1 : C2)
 - (C) = SUM (A1 : D1)
 - (D) None of these
44. Number of rows in MS Excel 2007 :
- (A) 148576
 - (B) 1048576
 - (C) 1048567
 - (D) 1084756
45. What will happen when we press Alt + Shift + F1?
- (A) Insert new column
 - (B) Insert new row
 - (C) Insert new chart
 - (D) Insert work sheet
46. Chart command in MS Excel 2003 contained in _____ menu.
- (A) Tools
 - (B) Insert
 - (C) Format
 - (D) View
47. What is the maximum size of zoom in tool bar of MS Excel 2003?
- (A) 100%
 - (B) 150%
 - (C) 200%
 - (D) 500%
48. What is the default font size when we open the MS Excel 2003 work book?
- (A) 12
 - (B) 11
 - (C) 10
 - (D) 8
49. One of the following menu item we can't see in MS Excel 2007 :
- (A) Review
 - (B) Format
 - (C) Formulas
 - (D) View

50. We cannot find one of the following from word count :
- (A) Lines (B) Paragraphs
(C) Pages (D) Words (with spaces)
51. 1024 GB =
- (A) 1 Tera Byte (B) 1 Zetra Byte
(C) 1 Penta Byte (D) None of these
52. Micro processors is first introduced in _____ generation computers.
- (A) Second (B) Third
(C) Fourth (D) Fifth
53. Which type of the following computers can process huge amounts of Data?
- (A) Mainframe Computers (B) Super Computers
(C) Mini Computer (D) Micro Computers
54. Full form of USB :
- (A) Universal Serial Bus (B) Universal System Bus
(C) Universal Serial Bureau (D) Universal Software Bar
55. Pick out the correct temporary memory from the following :
- (A) ROM (B) Hard Disc
(C) Pen Drive (D) RAM
56. One of the following is the correct input device :
- (A) Voice recognizing device (B) Plotters
(C) Speakers (D) None of the above
57. Short cut keys Shift + F12 are used for what purpose?
- (A) To minimize a file (B) To save a file
(C) To create a Template (D) None of these
58. Version is a command in MS Word 2003. It is in which menu?
- (A) Table (B) Tools
(C) View (D) File

59. Find the name which is not included in the Browse button?
- (A) Browse by graphic (B) Browse by symbol
(C) Browse by End note (D) Browse by comment
60. Which is the default gutter margin?
- (A) 0" (B) 1"
(C) 1.25" (D) None of these
61. Pick out the correct method for selecting entire document :
- (A) Hold ctrl and click anywhere in the matter
(B) Hold ctrl and click in the left margin
(C) Hold ctrl + double click in the matter
(D) None of these
62. What is the paper size of Legal?
- (A) Width 8.5", Height 14" (B) Width 8.5", Height 11"
(C) Width 8", Height 14" (D) None of these
63. How many tabs options in MS Word 2003?
- (A) 3 (B) 4
(C) 5 (D) 6
64. Maximum lines we can give the Drop cap ;
- (A) 3 (B) 6
(C) 8 (D) 10
65. Short cut keys for converting selected text into capital letters :
- (A) Ctrl + A (B) Ctrl + Shift+ A
(C) Ctrl +Shift + C (D) Shift + A
66. File extension of MS Excel 2007 :
- (A) .xls (B) .xlsx
(C) .xlsm (D) none of these

67. _____ tab is used for entering numeric entries with decimal point.
- (A) Bar (B) Center
(C) Decimal (D) None of these
68. Write steps to insert rows in MS Word 2003 :
- (A) Table → Insert → Rows above (B) Insert → Table
(C) Table → Rows above → Insert (D) None of these
69. Where contained the command 'save' in MS Word 2007?
- (A) File Menu (B) Office Button
(C) Quick Accessed bar (D) None of these
70. A trademark notation or a copyright symbol usually displays in :
- (A) strikethrough (B) superscript
(C) subscript (D) emboss
71. The backspace key is used for :
- (A) indent (B) double space
(C) backup and erase/delete (D) move to the next line
72. One of the following menu is not contained in WordPad of Windows XP :
- (A) Format (B) Insert
(C) Table (D) View
73. Alignment buttons in Word Pad contained in _____ bar of Windows XP.
- (A) Tool Bar (B) Format Bar
(C) Status Bar (D) None of these
74. What type of software is most suitable to create an invitation to your birthday party?
- (A) Spreadsheet (B) Database
(C) Word Processing (D) Desktop publishing
75. How many menus in Notepad of Windows XP?
- (A) 1 (B) 2
(C) 3 (D) 4