

GCC – TBC English @ 30 w.p.m. | Objectives Question Set_01

Sr.No	Question	Option A	Option B	Option C	Option D	Provision al Answer	Final Answer
1	We can run the program with option of Start Menu.	Find	Run	Programs	Help	B	B
2	PDA stands for = -----	Personal Digital Assistant	Proper Digital Assistant	Personal Data Assistant	Proper Data Assistant	A	A
3	Files or Folders can be zipped.	TRUE	FALSE			A	A
4	using ----- various components on motherboard communicate with each other.	System Board	Mother Board	Ports	BUS Lines	D	D
5	The period of first generation computer was in between ----- to 1956.	1940	1935	1930	1947	A	A
6	On status bar, Views like Print Layout, Full Screen Reading View, Web Layout, Outline Draft etc. These buttons are called as "View Buttons".	TRUE	FALSE			A	A
7	If we want more space from the left margin for a particular paragraph, then use indent	Right	Left	Top	Bottom	B	B
8	In MS Word, In order to save a file, on the Standard toolbar, click on the Save button.	TRUE	FALSE			A	A
9	Portrait and Landscape are Page Orientation.	TRUE	FALSE			A	A
10	There are Alignments in MS-WORD.	3	5	4	2	C	C
11	Toolbar near to File Menu is called as	Status	Quick Access Tool Bar	Access	Tool	B	B
12	To select a whole row, click the mouse pointer on the number of	column	row	row & column	All of the above	B	B
13	With ____ function, we get minimum value in Range	=Sum	=Min	=Average	= Max	B	B
14	If we increase the height of the row, the text matter automatically gets shifted to the ____ of the Cell	Bottom	Middle	Up	Down	A	A

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15	Underline is used to make the text in the selected cells	Bold	Italic	Underline	None of the above	C	C
16	In PowerPoint Broadcast Slide Show option is available under ribbon.	Transitions	Animations	Review	Slide Show	D	D
17	To add copy of current slide ----- ----- --- command is used by clicking on the slide with mouse.	Clear slide	Erase slide	New Slide	Duplicate Slide	D	D
18	To Change Slide layout ----- ---- option selected on Home tab in slide group.	Layout	Insert	View	Slide	A	A
19	Presentation files are made in ---- ----- - type of software.	Presentati on Graphics Programs	Word Processor	Browser	Database	A	A
20	Video file can be inserted in the slide through -	Insert Tab - Text Group - Video	Insert Tab - Media Group - Video	Insert Tab - Images Group - Video	Insert Tab - Media Group - Audio	B	B
21	_____ Is Search Engine.	World Wide Web	HTTP	Google	HTML	C	C
22	You can send attachment with E-Mail, by _____ It	Uploading	Downloadi ng	Copying	Moving	A	A
23	Main computer on Network is called as	Client	PC	Leader	Server	D	D
24	_____ Shows a location address on the Browser.	Server	Postal Address	E-Mail Address	Address Bar	D	D
25	While Message data sending, connecting and breaking are controlled by	Servers	Clients	Users	Protocols	D	D

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1	Monitor is ----- device	Output	Input	Processing	Scanning	A	A
2	----- is temporary memory.	ROM	Flash	RAM	Virtual	C	C
3	CPU Stands for Central Processing Unit	TRUE	FALSE			A	A
4	TB Means	Tetra Byte	Top Byte	Tera Byte	Tertiary Byte	C	C
5	----- is small device which is use to scan the text matter.	Pen Scanner	MICR	ISP	Bar code reader	A	A
6	From Tab you can check Spelling and Grammar of text in the given word document.	Review	Data	Home	View	A	A
7	Background color or effects applied on a document is not visible in Preview.	Reading View	Print Layout view	Web layout view	Print Preview	D	D
8 Tab in MSWord can be used to change character size and typeface?	View	Tools	Format	Data	C	#
9	We can go directly to the required page by using Option under Home Tab-Editing Group-Find command.	Move	Go to	Clear	Cut	B	B
10	If the mouse moves in The pointer look 'I-Beam' Shapes	Page Area	Tabs-Ribbons	Status Bar	Title Bar	A	A
11	Cell Address / Cell Reference is the combination of Column Label and Row Number.	TRUE	FALSE			A	A
12	With Function Current System Time gets inserted in Current Cell.	=Now()	=Time()	Currenttime()	=Clock()	A	A
13	Cell Addresses used in Formula are called as	Formulas	Cell Reference	Parameters	Function List	B	B
14	With the Help of _____ Command two or more continue cells can be combined together and data of the first cell can be centralized in the cell range.	Center Align	Merge & Center	Spilt Cells	Mail Merge	B	B
15	With _____ option, it Counts the number of cells in a range that contains number	COUNT	MAX	MIN	None of the above	A	A

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16	Slide Views available in View Tab ----- --- ----- group.	Slide Show	Presentati on	Normal	Notes Pages	B	B
17	To insert Text / Picture / Object some boxes with Dotted Borders are provided in Blank Slides, they are called as	Slide Layouts	Placehold ers	ClipArt Gallery	Text Box	B	B
18	By default the font size of the Title Text box of Title slide is -----	40	44	42	43	B	B
19	When we go on typing the text on the first slide and if the slide gets full, then new slide be inserted automatically.	will be	will not be	Both A and B	None of Above	B	B
20	By default the orientation of a slide is -- ---- -----	Portrait	Landscape	Both A and B	None of Above	B	B
21	_____ Shortcut key is used to stop loading of webpage in Internet Explorer	Tab	Esc	Ctrl	Shift	B	B
22	_____ is collection of interconnected networks.	Adhoc network	Wireless network	Internet	Mobile network	C	C
23	The _____ means global connection of computers.	Wi-Fi	LAN	Infra Red	Internet	D	D
24	Which is not a domain name extension	.gov	.org	.net	.inn	D	D
25	In E-Mail BCC stands for _____	for	Brown carbon copy	Black carbon copy	Blind carbon copy	Blind copy to copy	C

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1	----- controls the operation speed of computer.	RAM	System Clock	ROM	OS	B	B
2	CU Means Control Unit.	TRUE	FALSE			A	A
3	Win-7 is called user operating system.	Multi	Single	All	Duel	A	A
4	Printer is ----- device.	Output	Input	Processing	Scanning	A	A
5	In one TAB ----- distance.	1 Inch	1.5 Inch	0.5 Inch	0.5 CM	C	C
6	To apply center alignment to a paragraph we can press -----	Ctrl + S	Ctrl + C	Ctrl + C + A	Ctrl + E	D	D
7	To reach end of the typed document we can use ----- Shortcut key in word.	Ctrl + A	Ctrl + Home	Ctrl + END	Ctrl + C	C	C
8	In MS Word, What Ribbon do you use to change margins ?	Page Layout	View	Insert	Home	A	A
9	The minimum number of rows and columns in MS Word document is.....	1 and 1	2 and 2	1 and 3	2 and 4	A	A
10	In MS Word, a Word underlined with a wave red line indicates:	Grammatical mistake.	A highlighted Word.	Spelling mistake.	An underlined Word.	C	C
11	Function always starts with ----- Symbol.	*	?	!	=	D	D
12	In Spreadsheet, to prepare a graph on the basis of given data, ----- command is used in Insert Tab Group.	Filters	Forms	Charts	Pivot Tables	C	C
13	The option of increase Font is available in	Font size	View	Page Layout	Home	A	A
14	A single worksheet has rows	10,48,576	11,00,000	12,00,000	None of the above	A	A
15	A bar displays content and formula in active cell is called ---- bar	Status	Formula	Address	Title	B	B

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16	Click on ----- option in slide group of Home Tab to create a new slide.	Slide Layout	Transition	Animation	New Slide	D	D
17	In 'Title Slide' the default font size of 'Title placeholders' is -----.	40	44	48	24	B	B
18	To open the existing presentation file by clicking File Menu ----- option	File	Open	New	Save	B	B
19	In PowerPoint how many views are there that allow you to have look at your presentation?	2	3	8	4	D	D
20	To change layout of inserted slide, we should click on -	Home Tab - Slides Group - Layout	Home Tab - Slides Group - New Slide	Both A and B	None of Above	A	A
21	Each window of web Browser is called as	Frame	Tab	Box	Square	B	B
22	If you want to change any settings of Gmail click on Option.	Spam	Settings	Trash	Draft	B	B
23	Modem is place in the computer system where data and programs are temporarily store.	True	False			B	B
24	Is a free E-Mail program that you can access from any web Browser.	Gmail	Hotmail	Yahoo mail	All of above	D	D
25	To create a Gmail account you need to click on Button.	Generate Account	Create a account	Make a account	Copy Account	B	B

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1	Information permanently stored in -----	ROM	RAM	Word	Character	A	A
2	Mouse is a ----- Device.	Pointing	Output Device	Scanning Device	Voice Device	A	A
3	.txt is ----- file extension.	Word	Notepad	PowerPoint	Photoshop	B	B
4	We can select multiple options related to command, if _____ is after that command.	Check Box	Check Mark	Triangle	DOT (.)	A	A
5	----- program which spoils Data files and program.	Virus	Input	Output	Data	A	A
6	The typed matter gets stored in ...before it being saved in new file.	Hard disk	ROM	Floppy disk	RAM	A	D
7 key is used to remove one letter next to the cursor position.	Home	End	Backspace	Delete	D	D
8	After Clicking with mouse on top area of column in Table Will get selected.	Row	Column	Cell	Table	B	B
9 Is a blinking straight line where we can type the matter.	Cursor	Bar tab	Insertion Tab	Point	A	A
10	In MS-Word 2010, the document created has the default extension of:	.dot	.docx	.vbp	.xls	B	B
11	There are Maximum 255 In Workbook.	Row	Column	Pages	Sheets	D	D
12	To Apply Currency Style, we have to use option in Number Group of Home Tab.	Comma Format	Accounting Number Format	% Format	Date Format	B	B
13	How many types of Orientation are available in MS-Excel?	One	Two	Three	Four	B	B
14	In Spreadsheet, to prepare a graph on the basis of data given, _____ command is used in Insert Tab group	Charts	Forms	Filters	Pivot Tables	A	A
15	Excel file Extension XLSX means	Microsoft Excel Workbook	Microsoft Excel Template	Web Page	Microsoft Office Workplace	A	A

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16	In PowerPoint command is used for closing the PowerPoint Application.	Close	Open	Exit	Shut down	C	C
17	In PowerPoint one can give Italic effect to text using shortcut key.	Ctrl + A	Ctrl + B	Ctrl + I	Ctrl + D	C	C
18	There is no difference between Transition effect and Animation effects in PowerPoint.	TRUE	FALSE			B	B
19	Design & Layout Theme are given to the Slides according to Template selected.	TRUE	FALSE			A	A
20	Changes made in ----- are applied to all slides	First Slide	Slide Master	Main Slide	Last Slide	B	B
21	Passwords enable users to	Start MS Word	Start internet Explorer	Login to your account	Start Google Search Engine	C	C
22	You can send _____ with E-Mail, by uploading it.	Attachment	Reply	Signature	None of above	A	A
23	_____ is a Microsoft's web Browser that install with windows by default.	Internet Explorer	Google Chrome	Opera	Mozilla Firefox	A	A
24	If we have used Backward arrow, we can switch to the next webpage by using	Forward Arrow	Backward Arrow	Down Arrow	Up Arrow	A	A
25	If you move the mouse pointer on hyper-links, the pointer changes its shape to a	Thumb	Hand	Arrow	Finger	B	B