CLASS TEST(T1)

PART – B (Microsoft Word) 25x2=50

1) We can Drop Cap any paragraph in Microsoft word up to .... maximum line
   - (a) 3 lines
   - (b) 5 lines
   - (c) 10 lines
   - (d) 100 lines

2) In Ms-Word Watermark present in which Tab of Ribbon
   - (a) Insert
   - (b) View
   - (c) Page layout
   - (d) Home

3) We can Save AS any document in Ms-Word
   - (a) F9
   - (b) F11
   - (c) F12
   - (d) F10

4) Which of the following is used for Redo
   - (a) Ctrl + Y
   - (b) Ctrl + Z
   - (c) Ctrl + U
   - (d) Ctrl + R

5) Wide Page in Ms-Word is known as
   - (a) Portrait
   - (b) Page setup
   - (c) Landscape
   - (d) Margin

6) We can Decrease the size of text by pressing
   - (a) Ctrl +]
   - (b) Ctrl + [
   - (c) Ctrl + >
   - (d) Ctrl + <

7) F5 function key is used in Ms word for
   - (a) Guide lines
   - (b) Go To
   - (c) Gridlines
   - (d) Find Next...

8) Maximum ZOOM in Ms word is
   - (a) 200%
   - (b) 800%
   - (c) 500%
   - (d) 400%

9) Which of the following view is known as WYSIWYG...
   - (a) Print Layout
   - (b) Web layout
   - (c) Outline
   - (d) Draft

10) Only Horizontal Ruler appears in .... view
   - (a) Print Layout
   - (b) Full Screen
   - (c) Outline
   - (d) Draft

11) by default _____ paper Size in ms word
   - (a) Letter
   - (b) Envelope
   - (c) A4
   - (d) B4

12) From_____ two or more selected cell will be into one cell in TABLE in Ms word
   - (a) Split Cell
   - (b) Merge Cell
   - (c) Combine Cell
   - (d) Add Cell

13) To Close any document in Ms word by pressing .... Shortcut key
   - (a) Ctrl + F4
   - (b) Ctrl + W
   - (c) Ctrl + Close
   - (d) Ctrl + Exit

14) We can open Ms word program from run by pressing win key and R by typing
   - (a) word
   - (b) msword
   - (c) winword
   - (d) wordwin

15) To Change case any paragraph in msword
   - (a) Shift+ F4
   - (b) Shift+ F3
   - (c) Shift+ F5
   - (d) Shift+ F6

16) Short Cut key of Spelling & Grammar is F7

17) Short cut key for Subscript in ms word is .... Ctrl+ =

18) Short cut key of Thesaurus is _____ Shift + F7

19) Function key to move any text is ....

20) _____ is used to indicate any object Symbol

21) By default Page Orientation in msword is
   - (a) Landscape
   - (b) Portrait
   - (c) A4
   - (d) Letter

22) Which of the following is used to insert decorative text in your document
   - (a) ClipArt
   - (b) Picture
   - (c) WordArt
   - (d) Smart Art

23) Which of the following is used to insert ghosted text behind the content of page
   - (a) ClipArt
   - (b) Watermark
   - (c) WordArt
   - (d) Smart Art

24) Which of the following appears at the Bottom of every page
   - (a) WordArt
   - (b) Drop Cap
   - (c) Header
   - (d) footer

25) by default we can insert .... no of columns from page layout
   - (a) 3
   - (b) 5
   - (c) 45
   - (d) 10

**************CLASS TEST**************

CLASS TEST(T1) — EXAM DATE 29-05-2022

TOTAL MARKS=100
TIME – 1 HRS (60 MIN.)
PART – A (Microsoft Windows) 25×2=50

1) Which of the following shows name of the currently open windows
   (a) Status Bar   (b) Task Bar   (c) Title Bar   (d) Control Bar

2) Notepad is a
   (a) Text editing Program   (b) Drawing Program   (c) Documentation Program   (d) Accounting Program

3) Which of the following appears on upper right corner of every windows
   (a) Control button   (b) Control menu   (c) Ribbon   (d) menu bar

4) Double click on Control menu to
   (a) Minimize Window   (b) Close Window   (c) Maximize Window   (d) All

5) To insert time and date on notepad's page which function key is used
   (a) F6   (b) F8   (c) F10   (d) F5

6) We can increase the size of eraser in Paint by pressing
   (a) Ctrl + >   (b) Ctrl + <   (c) Ctrl + +   (d) Ctrl + -

7) Shortcut key Ctrl+H is used in Notepad for
   (a) Hide Text   (b) Search Text   (c) Replace Text   (d) Find Next

8) In Paint we can full screen by pressing.......... function key
   (a) F6   (b) F2   (c) F11   d) F5

9) .... Function key is used to Rename any Folder
   (a) F6   (b) F2   (c) F11   d) F5

10) we can zoom in at Paint Brush by
    (a) Left Click   (b) Right Click   (c) Double Click   (d) triple Click

11) To draw Straight Line in Paint by Pressing
    (a) Ctrl Key   (b) Shift Key   (c) Alt Key   (d) Del Key

12) mm/dd/yy date format is
    (a) British   (b) American   (c) Japanese   (d) Chinese

13) By default maximum zoom in Paint is
    (a) 400   (b) 500%   (c) 750%   (d) 800%

14) To close any open window press
    (a) Ctrl+F4   (b) Shift+F4   (c) Ctrl+Q   (d) Alt+F4

15) Which of the following is used for centre alignment in WordPad
    (a) Ctrl + L   (b) Ctrl + E   (c) Ctrl + C   (d) Ctrl + J

16) Secondary Filename of Notepad is .... Fill the blanks • TXT

17) Secondary Filename of wordpad is .... Fill the blanks • DOC

18) Secondary Filename of Paint is .... • BMP . JPG.

19) All deleted files & folders are stored in......... Recycle Bin

20) Short cut key for Superscript in WordPad is .... Ctrl + shift + +

21) Which of the following is not appears in notepad
    (a) Rulers   (b) Control menu   (c) title bar   (d) menu bar

22) By default measurement unit of Ruler in WordPad is
    (a) Centimetres   (b) Points   (c) Picas   (d) Inch

23) Printer is
    (a) Input unit   (b) Output Unit   (c) Storage Unit   (d) Memory Unit

24) Scanner is
    (a) Input unit   (b) Output Unit   (c) Storage Unit   (d) Memory Unit

25) by default Line spacing in WordPad is .... pt
    (a) 1.5   (b) 0.5   (c) 1.15   (d) 2.0