

CLASS TEST – T2

EXAM DATE
24-07-2022

TOTAL MARKS=100

TIME – 1 HRS (60 MIN.)

PART – A (Microsoft Excel) 25x2=50

- 1) Secondary Name or extension of Microsoft Excel file is
(a) .xlwx ✓(b) .xlsx (c) .excel (d) .xlsx
- 2) By default Column Width is in Ms Excel
✓(a) 8.43 (b) 12 (c) 15 (d) 20
- 3) Shortcut Key for sum Function is
(a) Ctrl + = ✓(b) Alt + = (c) Shift + = (d) Sum + =
- 4) Total no. of sheet can be open by user in Excel is ____
(a) 3 (b) 255 (c) 256 ✓(d) no limit
- 5) Heading 1,2,3,4,5,6,..... in Excel is
(a) Sheet Bar (b) Formula Bar (c) Column Header ✓(d) Row Header
- 6) To Jump on last column of any sheet by pressing
(a) Ctrl + End ✓(b) Ctrl + Right Arrow (c) Ctrl+PageDown (d) PageDown
- 7) To Jump on Next Sheet Press ____
(a) Ctrl + PageUp (b) Ctrl + Next (c) Next ✓(d) Ctrl + PageDown
- 8) To Select Entire Column Press
(a) Ctrl + A ✓(b) Ctrl + Spacebar (c) Shift + Spacebar (d) Alt + Spacebar
- 9) =FACT() Function is used to evaluate
(a) Quotient Value (b) Power Value (c) Remainder Value ✓(d) Factorial Value
- 10) =INT() Function is used to evaluate
(a) Square root Value ✓(b) Integer Value (c) Remainder Value (d) Factorial Value
- 11) =OR() Function is _____
(a) Text Function (b) Math Function (c) Date & Time Function ✓(d) Logical Function
- 12) =EXACT() Function is _____
✓(a) Text Function (b) Math Function (c) Date & Time Function (d) Logical Function
- 13) =TODAY() Function is _____
(a) Text Function (b) Math Function ✓(c) Date & Time Function (d) Logical Function
- 14) =AND() Function is _____
(a) Text Function (b) Math Function (c) Date & Time Function ✓(d) Logical Function
- 15) By default ROW Width is in Ms Excel
(a) 8.43 (b) 12 ✓(c) 15 (d) 20
- 16) Formula in Excel must begins with an sign =
- 17) Total No. of Column in Excel Sheet is 16384
- 18) Total No. of Sheet in Excel Sheet is 255
- 19) Total No. of Row in Excel is 1048576
- 20) Short cut key to display Date in any cell is Ctrl + ;
- 21) Which of the following Chart is same as doughnut chart
✓(a) Pie Chart (b) Column Chart (c) Bar Chart (d) Line Chart
- 22) _____ Shortcut is used to wrap text in any cell
(a) Ctrl + Enter ✓(b) Alt + Enter (c) Shift + Enter (d) Alt + =
- 23) _____ is used to Combine values from multiple range
✓(a) Consolidate (b) AutoFilter (c) Validation (d) Subtotal
- 24) } In Excel zoom to selection is
✓(a) 400% (b) 100% (c) 200% (d) 500%
- 25) _____ is used to Limit Data in any Cell
(a) Consolidate (b) AutoFilter ✓(c) Validation (d) Subtotal

CLASS TEST - T2

PART - B (Microsoft PowerPoint, Networking, Internet, Fundamental) 25x2=50

- 1) In Microsoft Powerpoint we can make -----
(a) Page (b) Sheet (c) Slides (d) Book
- 2 In Microsoft Powerpoint Gallery is ----- Effect
 (a) Transition (b) Animation (c) Picture (d) Sound
- 3) To add a new slide in presentation ----- Shortcut is pressed
(a) Ctrl + N (b) Ctrl + Enter (c) Ctrl + M (d) Ctrl + Space
- 4) We can run PowerPoint Presentation through ----- Function key
(a) F2 (b) F5 (c) F6 (d) F9
- 5) Which of the Following is Animation effect in powerpoint
 (a) Zoom (b) Box (c) Chime (d) coin
- 6) Universal Code of Networking is
 (a) 192.168.1.1 (b) 198.162.1.1 (c) 196.158.1.1 (d) 158.168.1.1
- 7) In Networking attached Computer is known as
 (a) Client (b) Router (c) Server (d) Hub or Switch
- 8) We can connect two or more computers through ----- device
(a) Client (b) Router (c) Server (d) Hub or Switch
- 9) In Computer networking ----- connector is used in CAT cable
(a) RJ-15 (b) RJ-45 (c) RJ-55 (d) RJ-65
- 10) INTERNET discovered By
(a) Ray Tomlinson (b) Carl Robnek (c) Tim Berner Lee (d) Winton Grey Surf
- 11) W.W.W (World Wide Web) discovered By
(a) Ray Tomlinson (b) Carl Robnek (c) Tim Berner Lee (d) Winton Grey Surf
- 12) E-Mail discovered By
 (a) Ray Tomlinson (b) Carl Robnek (c) Tim Berner Lee (d) Winton Grey Surf
- 13) First Page of any website is known as
(a) Web Page (b) Home Page (c) Linked Page (d) Hyper Page
- 14) Which of the following is Search Engine
(a) gmail (b) Airtel (c) google (d) Facebook
- 15) Which of the following is I.S.P
(a) gmail (b) Airtel (c) google (d) Facebook
- 16) Full Form of H.T.M.L HYPER TEXT MARKUP LANGUAGE
- 17) Full Form of H.T.T.P HYPER TEXT TERMINAL PROTOCOL
- 18) Full Form of T.C.P TRANSMISSION CONTROL PROTOCOL
- 19) Full Form of E.C.G ELECTRO CARDIO GRAM
- 20) Full Form of R.A.M RANDOM ACCESS MEMORY
- 21) Which of the following is an example of Digital Computer
 (a) PCOT (b) Super Computer (c) E.C.G (d) Thermometer
- 22) ----- is used in First generation of computers
(a) LC (b) Transistor (c) Vacuum Tubes (d) VLSI
- 23) Which of the following is Internal memory
 (a) ROM (b) CD-ROM (c) PEN DRIVE (d) HARD DISK
- 24) Smallest unit of Computer is
(a) Byte (b) Bit (c) KB (d) MB
- 25) Which of the following is an example of OPERATING SYSTEM
(a) Java (b) Microsoft Office (c) Q-DOS (d) Corel Draw