

**Question No: 1 ( Marks: 1 ) - Please choose one**

---

In excel the intersection of a row and a column is called:

- ▶ data
- ▶ a field.
- ▶ a cell.
- ▶ an equation.

**Question No: 2 ( Marks: 1 ) - Please choose one**

---

The cell labeled F5 refers to

- ▶ row F column 5
- ▶ column F row 5
- ▶ functions available in cells

- ▶ Function key F4

**Question No: 3 (Marks: 1) - Please choose one**

---

Which of the following describes how to select all the cells in a single column ?

- ▶ Right click on column and select Pick From List
- ▶ Use the Data - Text to Columns menu item
- ▶ Left click on the gray column title button
- ▶ Pressing CTRL + A on the keyboard

**Question No: 4 (Marks: 1) - Please choose one**

---

What is the format of a spreadsheet?

- ▶ Round

▶ Rows and Columns

▶ Square

▶ Wide

**Question No: 5 ( Marks: 1 ) - Please choose one**

---

Which one is a relative address?

▶ \$C\$4

▶ 256

▶ C4

▶ None of these

**Question No: 6 ( Marks: 1 ) - Please choose one**

---

www.Virtualinspire.com

What do you use to create a chart?

- ▶ Chart Wizard
- ▶ Pie Wizard
- ▶ Excel Wizard
- ▶ Data Wizard

**Question No: 7 ( Marks: 1 ) - Please choose one**

---

On an Excel sheet the active cell is indicated by\_\_\_\_\_.

- ▶ a dark wide border
- ▶ a dotted border
- ▶ a blinking border
- ▶ All of these

**Question No: 8 ( Marks: 1 ) - Please choose one**

---

News Groups are...

- ▶ provided only by large international news services

- ▶ are online discussions about various topics
- ▶ are only available from 9am to 5pm EST
- ▶ All of these

**Question No: 9 (Marks: 1) - Please choose one**

---

A(n)\_\_\_\_\_line has transfer rates of 128 Kbps to 8.45 Mbps.

- ▶ DSL
- ▶ ISDN
- ▶ ATM  
<https://vulmshelp.com/>
- ▶ Fractional T1

**Question No: 10 (Marks: 1) - Please choose one**

---

\_\_\_\_\_refers to the amount of data, instructions, and information that can travel over a communications channel.

- ▶ Latency
- ▶ Transfer rate
- ▶ Bandwidth
- ▶ Broadband

**Question No: 11 ( Marks: 1 ) - Please choose one**

---

The process of converting readable data into unreadable characters to prevent unauthorized use is called \_\_\_\_\_

- ▶ normalization
- ▶ decryption
- ▶ validation
- ▶ encryption

**Question No: 12 <https://vulmshelp.com/> ( Marks: 1 ) - Please choose one**

To safeguard personal information, \_\_\_\_\_

- ▶ write your telephone number on credit receipts
- ▶ use shopping club and buyer cards
- ▶ do not reply to spam for any reason
- ▶ complete all requested information on registration forms

**Question No: 13 (Marks: 1) - Please choose one**

---

Storage is also referred as

- ▶ Data
- ▶ Instructions
- ▶ Files
- ▶ Memory

**Question No: 14 (Marks: 1) - Please choose one**

---

To enter capital characters use

- ▶ Num lock
- ▶ Pause lock
- ▶ Caps lock
- ▶ Scroll lock

**Question No: 15 (Marks: 1) www.Virtualinspire.com- Please choose one**

---

Windows is software developed by

- ▶ Sun

<https://vulmshelp.com/>

- ▶ Java
- ▶ Html
- ▶ Microsoft

**Question No: 16 ( Marks: 1 ) - Please choose one**

---

Desktop Icon is a link to

- ▶ Hardware
- ▶ Software
- ▶ Storage
- ▶ None of these

**Question No: 17 ( Marks: 1 ) - Please choose one**

---

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

- ▶ F3
- ▶ F4
- ▶ F5

- ▶ F6

**Question No: 18 ( Marks: 1 ) - Please choose one**

---

In Word which of the following shortcut key combination, changes the font.

- ▶ Ctrl + Shift + F
- ▶ Ctrl + Shift + I
- ▶ Ctrl + F
- ▶ **Ctrl + I**

**Question No: 19 ( Marks: 1 ) - Please choose one**

---

In Word which of the following shortcut key combination, Save.

- ▶ **Shift + F12**
- ▶ Ctrl + Shift + F12
- ▶ Alt + Shift + T
- ▶ Alt + Shift + S

**Question No: 20 ( Marks: 1 ) - Please choose one**

---

Which will select all the cells in a document ? [www.Virtualinspire.com](http://www.Virtualinspire.com)

- ▶ Clicking three times with the right mouse button in the spreadsheet
- ▶ Using the Edit - Select All menu item
- ▶ Pressing CTRL + A on the keyboard
- ▶ None of these

**Question No: 21 ( Marks: 1 ) - Please choose one**

---

\_\_\_\_\_ will insert a new worksheet.

- ▶ ALT+SHIFT+F1
- ▶ ALT+SHIFT+F2
- ▶ ALT+SHIFT+F3
- ▶ None of these.

**Question No: 22 ( Marks: 1 ) - Please choose one**

---

Which will not select all the cells in a document ?

- ▶ Clicking three times with the right mouse button in the spreadsheet
- ▶ Using the Edit - Select All menu item
- ▶ Pressing CTRL + A on the keyboard
- ▶ **None of these**

**Question No: 23 ( Marks: 1 ) - Please choose one**

---

Spreadsheet can be used as :

- ▶ Accounting
- ▶ Data base
- ▶ Ledger
- ▶ **All of above**

**Question No: 24 ( Marks: 1 ) - Please choose one**

---

[www.Virtualinspire.com](http://www.Virtualinspire.com)

A\_\_\_\_\_ is a device that converts analog signals to digital signals, and vice versa.

- ▶ Tablet PC
- ▶ modem
- ▶ microwave station
- ▶ notebook computer

**Question No: 25 ( Marks: 1 ) - Please choose one**

---

\_\_\_\_\_ Displays the Help task pane.

- ▶ F2
- ▶ F3
- ▶ F1
- ▶ None of these

**Question No: 26 (Marks: 1) - Please choose one**

---

The act of defecting or destroying computer equipment is known as \_\_\_\_\_

- ▶ hardware vandalism
- ▶ software piracy
- ▶ hardware theft
- ▶ information theft

**Question No: 27 (Marks: 2)**

---

What type of computer is suitable for mobile use and why?

These are known as mobile computer. They are small in size and easy to carry. They have an internet and other accessories on it so that we can easily get access to internet.

**Question No: 28 (Marks: 2)**

---

What is the difference between closing and exiting?

**Close**

It is only document close but not the software e.g. Microsoft word, excel...etc.

**Exit**

When we press exit it close the whole document, excel...Etc along with software

**Question No: 29 (Marks: 2)**

---

How we can insert clip art in PowerPoint presentation.

Select the clip copy it with CTRL+C and past it on power point slide CTRL+V.

**Question No: 30 (Marks: 2)**

---

How we can delete a bookmark

Go to Favorites bring mouse pointer on the book mark you want to delete and press delete key from the key board.

**Question No: 31 (Marks: 3)**

---

Describe the function of the following short cut keys in PowerPoint,

Description	Column B
Close the slides	CTRL+W
save	CTRL+S
Close	ALT+F4

**Question No: 32 (Marks: 3)**

---

How we can Mark a message as unread, read

**Read,**

go to the message and click on it

**Unread,**

Click on the message open it and there is a option of make it unread click on it.

**Question No: 33 ( Marks: 3 )**

---

**How we can delete cell contents.**

**Click the cell and press delete key from the key board**

**Question No: 34 ( Marks: 5 )**

---

a. What is electronic mailing? Give its basic concept and usage.

Electrical mailing is also know as E-mail. It works same as usual mail but for using e-mail both the persons sender and receiver have to have computer to read it or send it.

Sender compose a e-mail by licking it on the compose mail and writer the receiver e-mail address into the To and type the message and send it to the receiver computer.

Usage,

- It is the fastest way of communication in the world.
- Business mans are using the benefits of e-mails
- Its case very low pries
- Quick and fast

b. What are Computer Viruses?

It is software which is develop to kill, damage the Windows.

It can damage the hardware's.

It puts negative effect on computer and internet speed.

**Question No: 35 ( Marks: 5 )**

---

What is slide transition? What is the method of adding a transition in PowerPoint slides?

It is the most important part of presentation. Because of transition we don't need to click with mouse to go to the next slide.

Transition,

When we need to give a presentation, we can select the auto time on it. The difference between the slides it could be 10 seconds. When we go to animation and there we can find transition.

**Question No: 36**

**( Marks: 5 )**

---

How we can modify column widths and row heights?

**Column Widths**

Select the column and right click from the mouse there is an option of column width click on it and it will show you the current width of the column you put your required width in it. Same way for one column or all.

Row height,

Select the number of rows you want to change the height right click at the border area of the rows there is an option of change row height. Click on it, it will show you the current height of the rows there you can put the required height of the row you need.

# PAPER TWO

**Question No: 1 ( Marks: 1 ) - Please choose one**

---

There are three types of data found in a spreadsheet.

- ▶ data, words, numbers
  
- ▶ equations, data, numbers

▶ words, numbers, labels

✓ **numbers, formulas, labels**

**Question No: 2 ( Marks: 1 ) - Please choose one**

---

A constant is another name for this type of data:

✓ **number**

▶ equation

▶ formula

▶ description

**Question No: 3 ( Marks: 1 ) - Please choose one**

---

Which is an absolute address?

- \$C\$4**
- ▶ 10700 - 105 Ave.
- ▶ C4
- ▶ None of these

**Question No: 4 ( Marks: 1 ) - Please choose one**

---

What program do you use to create a spreadsheet?

- ▶ Word
- Excel**
- ▶ Access
- ▶ PowerPoint

**Question No: 5 ( Marks: 1 ) - Please choose one**

---

Which button on the standard toolbar gives you quick access to the Sum, Average, Count, Min, and Max functions?

- ✓ **AutoSum**
- ▶ Insert Function
- ▶ AutoFill
- ▶ Paste

**Question No: 6 (Marks: 1) - Please choose one**

---

What do you use to create a chart?

- ✓ **Chart Wizard**
- ▶ Pie Wizard
- ▶ Excel Wizard
- ▶ Data Wizard

**Question No: 7 (Marks: 1) - Please choose one**

---

Which type of chart shows the pattern or relationships between sets of data points?

- ▶ Line
- ✓ **Pie**
- ▶ Area
- ▶ XY (Scatter)

**Question No: 8 (Marks: 1) - Please choose one**

---

On an Excel sheet the active cell is indicated by\_\_\_\_\_.

- ▶ a dark wide border
- ▶ a dotted border
- ▶ a blinking border
- ✓ **All of these**

**Question No: 9 ( Marks: 1 ) - Please choose one**

---

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

- ▶ Go to FILE - SAVE AS - SAVE AS TYPE - Excel 4.0 Work Sheet
- ✓ **Right click on the spreadsheet tab and select DELETE**
- ▶ Right click on the spreadsheet and select INSERT - ENTIRE COLUMN
- ▶ None of these

**Question No: 10 ( Marks: 1 ) - Please choose one**

---

The World Wide Web (WWW) is...

- a part of the Internet**
- the Internet
- not a part of the Internet
- All of these

**Question No: 11 (Marks: 1) - Please choose one**

---

Uniform Resource Locator (URL) are...

- the same as Search Engines
- the addresses of specific documents and resources on the WWW**
- never more than 11 characters long
- All of these.

**Question No: 12 ( Marks: 1 ) - Please choose one**

---

The \_\_\_\_ standard defines how data transmits across telephone lines or other means.

- ▶ TCP/IP
- ▶ EDI (Electronic Data Interchange)
- ▶ Electronic funds transfer (EFT)
- ✓ **Ethernet**

**Question No: 13 ( Marks: 1 ) - Please choose one**

---

A(n) \_\_\_\_ line typically costs \$1,000 or more per month.

- ▶ ISDN
- ▶ T3
- ▶ ATM
- ✓ **T1**

**Question No: 14 ( Marks: 1 ) - Please choose one**

---

A \_\_\_\_ is a Web site that uses encryption techniques to secure its data.

- ✓ **digital certificate**
- ▶ secure HTTP (S-HTTP)
- ▶ wallet program
- ▶ secure site

**Question No: 15 ( Marks: 1 ) - Please choose one**

---

The process of converting readable data into unreadable characters to prevent unauthorized use is called \_\_\_\_\_

- ▶ normalization
- ▶ decryption
- ▶ validation
- ✓ **encryption**

**Question No: 16 ( Marks: 1 ) - Please choose one**

---

\_\_\_\_\_Repeats the last command or action, if possible in excel.

- ▶ F1
- ▶ F2
- ▶ F3
- ✓ **F4**

**Question No: 17 ( Marks: 1 ) - Please choose one**

---

Which of the following is primary storage?

- ▶ Hard disk
- ▶ Floppy disk
- ✓ **RAM**
- ▶ Optical disk

**Question No: 18 ( Marks: 1 ) - Please choose one**

---

The device used to store data is called

- ▶ Input device
- ▶ Out put device
- ▶ None of these
- ✓ **Storage device**

**Question No: 19 ( Marks: 1 ) - Please choose one**

---

Which of the following is intangible?

- ✓ **Software**
- ▶ Hard disk
- ▶ Optical disk
- ▶ Computer Mouse

**Question No: 20 ( Marks: 1 ) - Please choose one**

---

Tab key is a

- ▶ Non-typing key
- ✓ **Typing key**
- ▶ Toggle key
- ▶ Application key

**Question No: 21 ( Marks: 1 ) - Please choose one**

---

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

- ▶ F3
- ▶ F4
- ✓ **F5**
- ▶ F6

**Question No: 22 ( Marks: 1 ) - Please choose one**

---

In Word which of the following shortcut key combination, **Inserts** link

▶ Ctrl + P

▶ Ctrl + F

▶ Ctrl + I

✓ **Ctrl + K**

**Question No: 23 ( Marks: 1 ) - Please choose one**

In Word which of the following shortcut key combination, decreases selected font -1pts if 12pt or lower, if above 12 decreases font by +2pt.

✓ **Ctrl + Shift + <**

▶ Ctrl + Shift + >

▶ Ctrl + ]

▶ Ctrl + [

**Question No: 24 ( Marks: 1 ) - Please choose one**

Which will select all the cells in a document ?

▶ Clicking three times with the right mouse button in the spreadsheet

▶ Using the Edit - Select All menu item

✓ **Pressing CTRL + A on the keyboard**

▶ None of these

**Question No: 25 ( Marks: 1 ) - Please choose one**

---

\_\_\_\_\_ will insert a new worksheet.

✓ **ALT+SHIFT+F1**

▶ ALT+SHIFT+F2

▶ ALT+SHIFT+F3

▶ None of these.

**Question No: 26 ( Marks: 1 ) - Please choose one**

---

E-mail stands for

✓ **electronic mail**

▶ the print out from a fax machine

▶ a letter printed from a computer

► All of these

**Question No: 27 ( Marks: 2 )**

---

**What is the difference between closing and exiting?**

**Solution:**

Closing removes the particular part of the program if it is used on the main screen or window.

Whereas, exit means to close the file and also to exit the application.

**Question No: 28 ( Marks: 2 )**

---

**How we can print more than one slide per page in PowerPoint**

**Question No: 29 ( Marks: 2 )**

---

**How we can Bookmark a Web page**

**Solution:**

To Bookmark a Web page in internet explorer select the "Bookmarks" options and clicking "Save" in the drop down menu. Save, edit or add a bookmark to a web browser to find a site quickly on the Internet. It is located in the location bar of the internet explorer.

**Question No: 30 ( Marks: 2 )**

---

**Define standard and status bars.**

**Solution:**

**Standard Bar:**

A standard bar contains icons for functions such as file management, printing, editing, formatting and calculating. It is located just below the menu bar in an application window.

**Status Bar:**

A horizontal line of information displayed at the bottom of an application window. It reports information about the current status of the program or the data contents in the window.

**Question No: 31 ( Marks: 3 )**

---

**Here is the data for the sales of Apples for year 2007, using excel apply the formula to calculate the Harmonic Mean of sales using HARMEAN function (Statistics Category) and give the result in the answer area,**

<b>Peaches</b>	
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

**Question No: 32 ( Marks: 3 )**

---

**Describe the function of the following short cut keys in PowerPoint,**

Description	Column B
To redo an action that has	CTRL+Y

just been	
-----------	--

undone	
It creates a new presentation window	CTRL+N
This is to opens a search browser to open a saved file in the computer	CTRL+O

**Question No: 33 ( Marks: 3 )**

---

**How we can change the Web browser Home Page/Start page**

**Question No: 34 ( Marks: 5 )**

---

**a. What is electronic mailing? Give its basic concept and usage.**

Electronic mail, also written as E-mail, is an electronic transmission of messages, letters and documents. It includes point to point services in which text file, that is, sent or received can be edited. The basic concept of E-mail is to send and receive messages as quickly as possible with the addition of sounds, graphics, links and etc, which can never be possible through the old postage system as that took long and also has to go through countries borders.

E-mail typically is used for conversations that are not urgent and for dialogues that are expected to continue over a period of time. The structure of e-mail eliminates interruptions associated with telephone conversations or electronic pagers. It also permits asynchronous communication, which can benefit both the sender and the recipient in our busy society.

**b. What are Computer Viruses?**

**Solution:**

A computer virus is a computer program that can copy itself and infect a computer. The term "virus" is also commonly but mistakenly used to refer to other types of malware, including but not limited to adware and spyware programs that do not have the reproductive ability. Viruses can increase their chances of spreading to other computers by infecting files on a network file system or a file system that is accessed by another computer.

Example: Trojan horses.

**Question No: 35 ( Marks: 5 )**

---

**What is slide layout? Is there any way to change the default layout of the slide? If**

**yes, than explain in your own words.**

**Solution:**

The slide layout in PowerPoint is the arrangement of all the items that make up your slide, such as title, graphics or text boxes. Yes we can change the default layout.

To modify the layout, first you will need to go into the view tab and then click on the slide master button. Then click on the first slide, and changes that you make to this slide will be used by the other layout slides shown below the slide master. Use all of the tools on the tab to set the dimensions, theme and background styles for your slides.

When you have finished this, click in the title text box and use the tools in the drawing tools format tab and the home tab in order to modify the style of your text. Next click on the contents text box and change the styles for the different levels of text.

**Question No: 36 (Marks: 5)**

---

**How we can modify column widths and row heights?**

**Solution:**

By placing the mouse on the edge of the grid of the column or row. The pointer will change its shape and drag the pointer then to adjust its width.