



Miss Mehwish: 03171491481

**CS001**

**Final Term (Live Quiz)**

**PAID VU LMS HANDLING by Mam Mehwish**

**03184148783**

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**Question 1:** When cell addresses are changed in copying a formula it is called ..... like = sum ( A1 , B1 ).

- none of given
- duplicate cell referencing
- **relative cell referencing ✓**
- absolute cell referencing

**Question 2:** The keyboard shortcut key to Repeat find (after closing Find and Replace window) is\_\_\_\_\_.

- ALT+SHFT+RIGHT ARROW
- ALT+CTRL+Z
- **ALT+CTRL+Y ✓**
- ALT+SHFT+LEFT ARROW

**Question 3:** Different style of icons (files) in a directory can be changed through click on \_\_\_\_\_.

- **Change your view ✓**
- Start your view
- Get your view
- See your view



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**Question 4:** The distance/space between any two lines of the document is

- Margin spacing
- Alignment
- Paragraph
- **Line spacing ✓**

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**Question 5:** If more than one operator involved in any formula so which one has the highest priority.

- - and /
- ( )
- - and +
- **^ ✓**

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**Question 6:** Which of following bar shows the content of cell of MS Excel sheet?

- Name bar
- Content bar
- Menu bar
- **Formula bar ✓**

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**Question 7:** To select a word with mouse

- Right click on the word
- Single click on the word
- **Double click on the word ✓**



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- Press shift and click on the word
- 

**Question 8:** If a new document \_\_\_\_\_ and not being saved yet, it will have temporary name like Document1, Document2 etc.

- Cut
  - Copy
  - Past
  - **Opened ✓**
- 

**Question 9:** To remove the contents of several cells at once, you can \_\_\_\_\_.

- select the cells and drag the fill handle back up over them
  - select the cells and choose Edit | Clear... | Contents
  - Press Esc button
  - **select the cells and press DELETE ✓**
- 

**Question 10:** To apply center alignment to a paragraph we can press

- **Ctrl + E ✓**
- Ctrl + C + A
- Ctrl + C
- Ctrl + S

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Question # 1: To save the existing file with the new name, \_\_\_\_\_ option will be used.

File < Duplicate



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File < Copy

File < Save as

File < Save

Question # 2: The header and footer commands are located on the \_\_\_\_\_ tab.

View

Home

Header

Insert

Question # 3: Short cut key for COPY is

Alt+C

Ctrl+V

Alt+V

Ctrl+C

Question # 4: Columns of MS Excel are represented by

Names

Alphabets

Marks

Numbers

Question # 5: Page margin is empty space at

upper corner.

center of page



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left, right, top, bottom of page

lower corner.

Question # 6: When cell addresses are not changed in copying a formula it is called ..... like = \$ A \$ 2 + \$ B \$ 2.

absolute cell referencing

single cell reference

none of given

mix cell reference

Question # 7: In MS Word, \_\_\_\_\_ shortcut key combination underlines the selected text.

Ctrl + P

Ctrl + A

Ctrl + U

Ctrl + V

Question # 8: Blinking line in a word document is called \_\_\_\_\_.

blinker

Cursor

dotted line

word line

Question # 9: Different style of icons (files) in a directory can be changed through click on \_\_\_\_\_.

Get your view

Start your view



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See your view

Change your view

Question # 10: Which of following bar shows the content of cell of MS Excel sheet?

Menu bar

Content bar

Name bar

Formula bar

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Question 1:

The keyboard shortcut key to Go to a page, bookmark, footnote, table, comment, graphic, or other location is\_\_.

ALT+CTRL+HOME

CTRL+G

ALT+SHFT+LEFT ARROW

ALT+CTRL+HOME

Question 2:

The shortcut key Ctrl + U is used to \_\_\_\_\_.

Underline the selected text

Undelete the previously deleted text

Underline the document name

Undo the last changes

Question 3:



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To undo last action in MS Word, \_\_\_\_\_ shortcut key combination is used.

- Ctrl + V
- Ctrl + U
- Ctrl + A
- Ctrl + Z

Question 4:

When cell addresses are changed in copying a formula it is called ..... like = sum ( A1 , B1 ).

- duplicate cell referencing
- none of given
- absolute cell referencing
- relative cell referencing

Question 5:

Short cut key for PASTE is \_\_\_\_\_.

- Ctrl+Z
- Ctrl+C
- Ctrl+P
- Ctrl+V

Question 6:

The function library in Microsoft Excel is available under \_\_\_\_\_ tab.

- Formulas



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Insert

Data

Home

Question 7:

Short cut key for COPY is

Alt+V

Ctrl+C

Ctrl+V

Alt+C

Question 8:

In MS Excel, what menu we should select to create chart?

Go to Insert < Choose Any Chart

Go to File < Choose Any Chart

Go to Data < Choose Any Chart

Go to Home < Choose Any Chart

Question 9:

Different style of icons (files) in a directory can be changed through click on \_\_\_\_\_ .

See your view

Change your view

Start your view

Get your view



Question 10:

Which one is not a relational operator in the given options?

<=

=

<>

()

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Question # 1: In MS Excel data can be sorted as following

Select the data, you need to sort.

Go to File < sort

Select the date, you need to sort.

Go to Data < sort ✓

Select the data, you need to sort.

Go to Edit < sort

None of Given

Question # 2: To apply center alignment to a paragraph we can press

Ctrl + C

Ctrl + C + A

Ctrl + S

Ctrl + E ✓

Question # 3: The shortcut key Ctrl + U is used to \_\_\_\_\_.



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Underline the selected text ✓

Undelete the previously deleted text

Undo the last changes

Underline the document name

Question # 4: The function library in Microsoft Excel is available under \_\_\_\_\_ tab.

Insert

Data

Home

Formulas ✓

Question # 5: In case you make some mistake, you can undo it by pressing

Alt+Y

Ctrl+Y

Ctrl+Z ✓

Alt+Z

Question # 6: Short cut key for COPY is

Ctrl+C ✓

Alt+C

Ctrl+V

Alt+V

Question # 7: Which one is the correct command to take print of your document?

Press Ctrl + P to get the print of your document ✓



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Press Alt + P to get the print of your document

Press Ctrl + P + V to get the print of your document

Press Ctrl + V to get the print of your document

Question # 8: The keyboard shortcut key to Go to a page, bookmark, footnote, table, comment, graphic, or other location is\_\_.

ALT+SHFT+LEFT ARROW

CTRL+G ✓

ALT+CTRL+HOME

ALT+CTRL+HOME

Question # 9: What tab in MS Word you'll use to access Mail Merge options?

References tab

Mailings tab ✓

Home tab

View tab

Question # 10: To select whole document using keyboard, click anywhere in the document and press \_\_\_\_\_.

Alt + A

Ctrl + Mouse Right Button

F1 + C

Ctrl + A ✓

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Question 1: To arrange rows in alphabetical order based on column A, you need to use the command \_\_\_\_\_.



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Tools | Sort

None of Given

Data | Sort

Edit | Data | Sort

Question 2: To select whole document using keyboard, click anywhere in the document and press \_\_\_\_\_.

Ctrl + A

Alt + A

F1 + C

Ctrl + Mouse Right Button

Question 3: To make the selected text bold, \_\_\_\_\_ shortcut key combination is used.

Ctrl + X

Ctrl + C

Ctrl + B

Ctrl + V

Question 4: The keyboard shortcut key CTRL+SHFT+F6 is used for \_\_\_\_\_.

Insert the contents of the Spike

Update linked information in a Word 2010 source document

Unlink a field

Go to the previous window

Question 5: Type of software that can be easily learned and used by a common user is \_\_\_\_\_.



Application Software

MS Windows

Anti Virus

System Software

Question 6: By default there are ..... sheet(s) in MS Excel.

4

2

3

1

Question 7: When cell addresses are not changed in copying a formula it is called ..... like = \$ A \$ 2 + \$ B \$ 2.

none of given

mix cell reference

absolute cell referencing

single cell reference

Question 8: The function library in Microsoft Excel is available under \_\_\_\_\_ tab.

Data

Insert

Formulas

Home

Question 9: The distance/space between any two lines of the document is



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Paragraph

Line spacing

Margin spacing

Alignment

Question 10: Three buttons at the top right corner of a window are \_\_\_\_\_

minimize, move and close

minimize, size and close

minimize, restore and close

minimize, hold and close

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