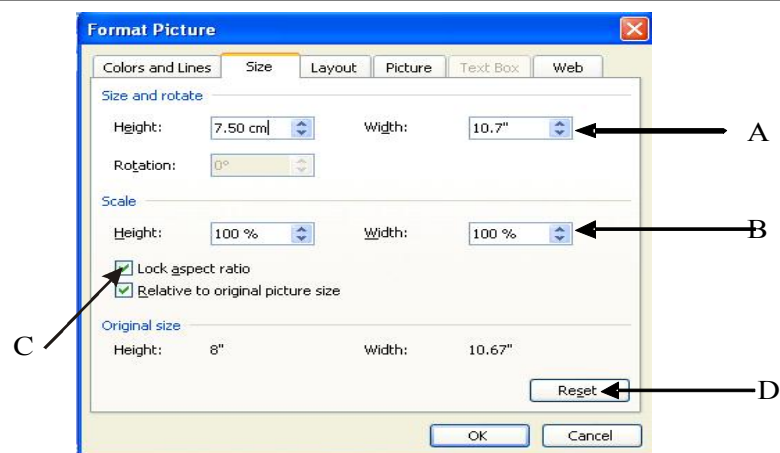


Sample Questions

Syllabus Guidelines: A Walk Through Computers; Types of computer Languages; Computer Networking and its Usage; Windows Explorer; Microsoft Word; Understanding World of Internet; Microsoft Excel; Introduction of Power-point.

- Q.1.** Sunil inserted image into his word processing document which was 10.29 cm high and 11.09 cm wide. He entered a height of 7.50 cm into the Format Picture dialogue box. Which arrow points to the place where Sunil must click so that the Width is entered automatically when he presses OK?
- (a) arrow A
(b) arrow B
(c) arrow C
(d) arrow D

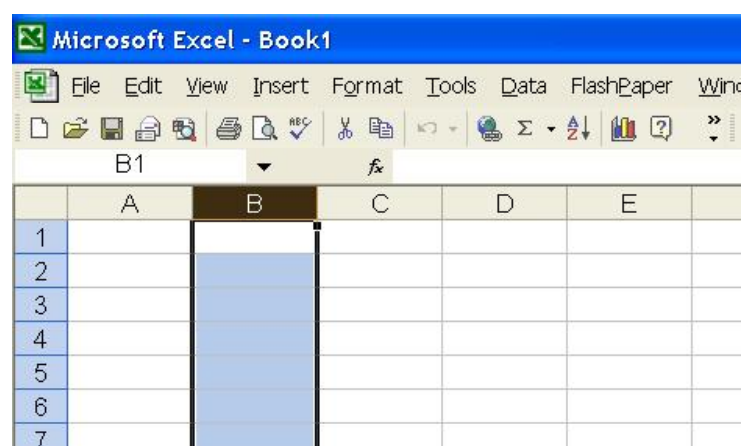


- Q.2.** What are Sponsored Links shown in some websites



- (a) sites that are paid to be listed
(b) sites that are found to be reliable
(c) sites that do not have a web address
(d) sites that are linked to the first results
- Q.3.** Software that one permanently store in the hardware is called
- (a) Utility Software
(b) System Software
(c) Application Software
(d) Firmware
- Q.4.** Speed of Internet depends upon
- (a) Transmission medium
(b) Network Interface Card
(c) Both (a) and (b)
(d) None of the above
- Q.5.** In the Powerpoint, formatting toolbar has button to change
- (a) Font
(b) Alignment
(c) Bullets
(d) All the above

Q.6. Mihir wants to increase the size of column B.



To increase the column size in a worksheet he needs to drag the boundary towards

- (a) Left side of the column
 - (b) Below the selected column
 - (c) Right side of the column
 - (d) Above the column
- Q.7.** The person who writes instruction that tells the computer how to handle input information is
- (a) data entry operator
 - (b) computer programmer
 - (c) computer operator
 - (d) none of these
- Q.8.** Headers and footers are :
- (a) Text that appears only in Print Preview
 - (b) Text that appears on every page above or below the body text
 - (c) Text that appears only in online layout view.
 - (d) Text that appears on a separate page in the document.
- Q.9.** When you display your document in full screen view
- (a) You cannot use the menu or shortcut menu commands
 - (b) You see the preview page and next page buttons
 - (c) You can view more typing area in your document
 - (d) None of these
- Q.10.** What does @ stand for in an E-mail Address
For example : eduhealfoundation@gmail.com
- (a) if
 - (b) so
 - (c) at
 - (d) none of these

ANSWER KEY

- | | | | | |
|---------------|---------------|---------------|---------------|----------------|
| 1. (c) | 2. (a) | 3. (b) | 4. (a) | 5. (d) |
| 6. (c) | 7. (b) | 8. (b) | 9. (d) | 10. (c) |