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**LAB EXAM**  
**Introduction To ICT**

**Time allowed 24 Hours**

**Attempt All question**

**Tick and Bold the correct answer and save this. After complete All the Questions save this file with the name of your ID and Upload in SIC Lab Tag**

**Question 1. Chose the correct answer**

1. In which grouping, the formatting of text is done in Word?

- Tables, Paragraphs and Indexes**
- Paragraphs, Indexes and Sections
- Characters, Sections and Paragraphs
- Indexes, Characters and Tables
- None of these

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2. In application software (MS Excel), there is \_\_\_\_\_ immediately below the title bar.

- text area
  - scroll bar
  - standards toolbar
  - menu bar**
  - None of these
- 

3. Microsoft Word is an example of a/an

- operating system
- processing device
- application software**
- input device
- None of these

4. What programmer is used in MS Word to check the spellings?

- Speller
  - Spellcheck**
  - Outlook Express
  - All of these
  - None of these
- 

5. Excel uses another name for database. It is called as

- Listing

- Organizer
- Sequencer
- List**
- None of these

6. Which of the following is not a valid data type in Excel?

- Number
- Label
- Character**
- Data/Time
- None of these

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7. The comparison operators used in Excel to compute criteria are

- $\leq, \geq, =$
- Only  $=$
- Only  $=, >$  and  $<$
- Only  $\geq$  and  $\leq$
- None of these**

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8. In Excel, each sheet in a workbook is displayed as

- Tab**
- Down Pointing Arrow
- Floating Point Arrow

- Marker
- None of these

---

9. Which area in an Excel window allows entering values and formulae?

- Standard Toolbar
- Menu Bar
- Title Bar
- Formula Bar**
- None of these

---

10. The file responsible for starting MS Excel is

- MS. EXCE
- MS.EXE
- EXCELEXE**
- EXCELCOM
- None of these

11. The maximum zoom percentage in MS Power point is

- 100%
- 200%
- 400%**
- 500%

None of these

12. An Excel workbook is a collection of

charts

work books

worksheets

**worksheets & charts**

None of these

Workspace

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13. Which of the following companies developed MS Office 2007?

Novel

Corel

Lotus

**Microsoft**

None of these

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14. There are a total of \_\_\_\_\_ action buttons in Powerpoint.

12

**15**

16

18

- None of these

---

15. The formulae in Excel are made up of

- arithmetical operators and functions**
- only functions
- only arithmetic operators
- only symbols
- None of these

---

16. What word is used to describe the act of correcting something?

- Erase
- Correcting
- Edit**
- Whiteout
- None of these

---

17. Which of the following is not a part of a standard office suit ?

- File Manager**

- Image editor
- Database
- Word Processor
- None of these

---

18. Which sign is used to specify a cell range ?

- :** (colon)
- / (slash)
- \* (asterisk)
- \_ (hyphen)
- None of these

---

19. Which one is the example of spreadsheet package?

- Vesical c
- Unify**
- Ada
- Snowball
- None of these

---

20. Data can be arranged in a worksheet in an easy to understand manner using

- auto formatting
- applying styles
- changing fonts
- all of these**
- None of these

21. Excel can display upto \_\_\_\_\_ fields of a data form.

- 16
- 32**
- 64
- 128
- None of these

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22. Using the chart wizard, we can quickly and easily turn our

- data into charts and vice-versa
- charts into charts
- data into charts**
- charts into most advanced charts
- None of these

---

23. In order to tell Excel that we are entering a formula in cell we must begin the with an operator such as



- \$
- @
- Equal**
- #
- None of these

---

24. When we create a chart on a separate sheet in the same workbook it is called a

- View chart
- View sheet
- Embedded chart
- Chart sheet**
- None of these

---

25. \_\_\_\_\_ is a process of summarising data from more than

- Data Validation
- Data Consolidation**
- Data Form
- Data Filter
- None of these

---

26. All of the following terms are associated with spreadsheet software except

- worksheet
- ceel
- formula
- virus detection**
- None of these

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27. When creating a word-processed document, this step involves the user changing how words on the page appear, both on the screen and in printed form.

- Editing text
- Inserting tables and indexes
- Formatting text**
- Proofing documents
- None of these

---

28. What is the name given in order to maintain the results of formula typed in excel sheet?

- Function names
- Maintenance names
- Control names
- Formula names**
- None of these

---

29. This is not a function category in Excel \_\_\_\_\_

- Logical
- Data Series**
- Financial
- Text
- None of these

---

30. In excel, this is a pre-recorded formula that provides a shortcut for complex calculations \_\_\_\_\_

- Value
- Data Series
- Function**
- Field
- None of these

---

31. In Word, replace option is a available on \_\_\_\_\_

- File Menu
- View Menu
- Edit Menu**
- Format Menu

- None of these

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32. In Word, you can change Page Margins by \_\_\_\_\_

- Dragging the scroll box on the scroll bars.
- Deleting the margin boundaries on the Ruler.
- Dragging the margin boundaries on the Ruler.**
- Clicking the right mouse button on the Ruler.
- None of these

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33. A word gets selected by clicking it to select a word, in Word \_\_\_\_\_

- once
- twice**
- three times
- four times
- None of these

---

34. This dialog box specifies or modifies the worksheet cell range containing data to be charted \_\_\_\_\_

- Chart Location
- Chart Style
- Chart Options

**Chart Source Data**

None of these

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35. In word, you can use Styles to \_\_\_\_\_

make copies of documents.

save changes to documents.

delete text in documents.

**format your documents.**

None of these

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36. When a chart is placed on this, it is much larger and there is no other data on it  
\_\_\_\_\_

**Chart sheet**

Exclusive sheet

Primary sheet

Reference sheet

None of these

---

37. Microsoft Office does not include \_\_\_\_\_

**Android**

Excel

- Power point
- Word
- None of these

---

38. The background of any Word document\_\_\_\_\_

- is always white color
- is the color you preset under the Options menu**
- is always the same for the entire document
- can have any color you choose
- None of these

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39. \_\_\_\_\_ is not available on the Ruler of MS Word screen

- Centre Indent**
- Right Indent
- Left Indent
- Tab stop box
- None of these

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40. The feature of Word that automatically adjusts the amount of space between certain combination of characters so that an entire word looks more evenly spaced is termed as \_\_\_\_\_

- Spacing

- Kerning**
- Positioning
- Scaling
- Justifying

**Q2. Question No 2 is from HTML**

**Bold the Correct Answer** in this Question

**HTML stands for?**

- A.**Hyper Text Markup Language
- B.**High Text Markup Language
- C.**Hyper Tabular Markup Language
- D.**None of these

**which of the following tag is used to mark a beginning of paragraph ?**

- A.**<TD>
- B.**<br>
- C.**<P>
- D.**<TR>

**From which tag descriptive list starts?**

- A.**<LL>
- B.**<DD>

C.<DL>

D.<DS>

**Correct HTML tag for the largest heading is**

A.<head>

B.<h6>

C.<heading>

D.<h1>

**The attribute of <form> tag**

A.Method

B.Action

C.Both (a)&(b)

D.None of these

**HTML is a subset of**

A.SGMT

B.SGML

C.SGMD

D.None of these

**Which of the following is a container**

A.<SELECT>

B.<BODY>

C.<INPUT>

D.Both (a) and (b)

**The attribute, which define the relationship between current document and HREF'ed URL is**

A.REL

B.URL



**C.**REV

**D.**all of these

**<DT> tag is designed to fit a single line of our web page but <DD> tag will accept a**

**Which of the following is a container**

**A.**line of text

**B.**full  
paragraph

**C.**Word

**D.**Request

**From which tag the descriptive list starts?**

**A.**<LL>

**B.**<DD>

**C.**<DL>

**D.**<DS>

**The tag which allows you to rest other HTML tags within the description is**

**A.**<TH>

**B.**<TD>

**C.**<TR>

**D.**<CAPTION>