**LAB ASSIGNMENT 1**

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**ID NO: 17011**

**SUBJECT: INTODUCTION TO COMPUTER**

**INSTRUCTOR: DR: ATIF ISHTIAQ**

**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

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

7. The comparison operators used 1 Excel to compute criteria are

 ≤, ≥, =

 Only =

 Only =, > and <

 Only ≥ and ≤

 **None of these**

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

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

 Novel

 Corel

 Lotus

 **Microsoft**

 None of these

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

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

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

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

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

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

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

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

 **Centre Indent**

 Right Indent

 Left Indent

 Tab stop box

 None of these

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 HTLM**

 **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 |
| 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**

|  |  |
| --- | --- |
| **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>** |