**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 |

**which of the following is a container in html?**

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