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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

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 in Excel to compute criteria are

- $\leq, \geq, =$
 - Only =
 - Only =, > and <
 - Only \geq and \leq
 - 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 HTMLM

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.

- 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>