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LAB EXAM

Introduction To ICT

Time allowed 24 Hours

_____

Attempt All question

<mark>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</mark>

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

<mark>Bold the Correct Answer</mark> 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>