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1. How can we remove the border applies in cells?
(A) Open the list on border tool in format cell toolbar then choose first option none
(B) Choose none on border tab of format cells
(C) Both A & B
(D) None of these

2. Microsoft is a powerful?
(A) Data maintaining software
(B) Database package
(C) Spreadsheet package
(D) Word processing package

3. In MS excel, how to rearrange data in ascending or descending order?
(A) Data table
(B) Data sort
(C) Data format
(D) Data form

4. Which of the following chart can be created in MS excel?
(A) Line chart
(B) Pie chart
(C) Stack chart
(D) All of the above

5. In MS excel how current date can be displayed?
(A) Date()
(B) Now()
(C) Current()
(D) DateTime()

6. MS excel is based on?
(A) OS/2
(B) DOS
(C) UNIX
(D) Windows

7. In MS excel a workspace is a____?
(A) Group of workbooks
(B) Group of columns
(C) Group of rows

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(D) Group of sheets

8. In MS excel to return the remainder of a number after divide, which of the following function is used?

- (A) DIV()
- (B) AVG()
- (C) MOD()
- (D) None of these

9. In MS excel to display sum of large data can be display by which of the following selecting a tool button?

- (A) Auto SUM
- (B) Auto fill
- (C) Auto correct
- (D) All of the above

10. In MS excel which of the following function is not available in consolidate dialog box?

- (A) Sum
- (B) Pmt
- (C) Div
- (D) Count

11. Who designed the Erlang programming language?

- (A) Yukihiro Matsumoto
- (B) Joe Armstrong
- (C) Larry Wall
- (D) Guido van Rossum

12. Which of the following is the shortcut key is used to refresh the active window?

- (A) Ctrl P
- (B) F11
- (C) F5
- (D) F9

13. First computer virus is known as?

- (A) Creeper virus
- (B) SCA virus
- (C) Strom worm
- (D) Stuxnet

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14. Which of the following language is used for artificial intelligence(AI)?

- (A) Javascript
- (B) Phthon
- (C) Prolog
- (D) Ruby

15. What is the maximum size of a word document file?

- (A) 20MB
- (B) 32MB
- (C) 35MB
- (D) 25MB

16. Which of the following connects two or more networks?

- (A) Ring
- (B) Star
- (C) Bus
- (D) Gateway

17. Which of the following is also called language translator?

- (A) Language processor
- (B) Operating system
- (C) MS-DOS
- (D) All of the above

18. How quality of printer is measured?

- (A) Words per inch
- (B) Dots per inch
- (C) Alphabets per inch
- (D) Strike per inch

19. What is the full form of EEPROM?

- (A) Electrical erasable read only memory
- (B) Electrically erasable read memory
- (C) Electrically erasable read only memory
- (D) None of these

20. SDRAM is stands for?

- (A) Synchronous dynamic read access memory
- (B) Special dynamic read access memory
- (C) Special dynamic random access memory

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(D) Synchronous dynamic random access memory

31. Which of the following loader function is accomplished by programmer in an absolute loading scheme?

- (A) Allocation
- (B) Reallocation
- (C) Linking
- (D) Both A & C

32. Examples of system programs are?

- (A) Compiler
- (B) Operating system
- (C) Trace program
- (D) All the above

33. Execution of a program is called?

- (A) Process
- (B) Function
- (C) Run
- (D) Procedure

34. Macro processor is an inbuilt function of?

- (A) Loader
- (B) Editor
- (C) Assembler
- (D) None of these

35. Which of the following bus is bidirectional?

- (A) Multiplexed bus
- (B) Data bus
- (C) Network bus
- (D) All of the above

36. What is the use of digitizer as an input device?

- (A) To convert graphic and pictorial into binary inputs
- (B) To convert graphic and pictorial into analog inputs
- (C) Both A & B
- (D) None of these

37. What would be the number of bytes, transferred at the rate of 1 kilobit per second?

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- (A) 130
- (B) 126
- (C) 125
- (D) 128

38. A device with sensitive light that convert drawings, print text and images into digital form is called?

- (A) Printer
- (B) Scanner
- (C) Plotter
- (D) OMR

39. The 0 and 1 in the binary numbering system are called binary digits or?

- (A) Decimal bytes
- (B) Bytes
- (C) Kilobytes
- (D) Bits

40. Information travels between components on the mother board through?

- (A) Memory
- (B) Buses
- (C) Peripherals
- (D) All of the above

41. Which of the following is the process of replacing the existing product with a new version?

- (A) Downloading
- (B) Upsizing
- (C) Upgrading
- (D) All of the above

42. An assembly language programmer is allowed to write instruction as?

- (A) Sub
- (B) Add
- (C) Both A & B
- (D) None of these

43. Physical memory divided into fixed sized blocked are called?

- (A) Backup store
- (B) Frames
- (C) Pages

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(D) Memory allocator

44. In MS power point what feature will be used to apply motion effects in between a slide exits and another enters?

- (A) Slide transition
- (B) Animation design
- (C) Animation scheme
- (D) All of the above

45. In MS power point features like slide layout and slide design are in which menu?

- (A) Tool menu
- (B) Insert menu
- (C) Animation menu
- (D) Format menu

46. In MS word what is the use of End?

- (A) Move the cursor end of the line
- (B) Move the cursor end of paragraph
- (C) Move the cursor end of document
- (D) All of the above

47. Which of the following operating system does not implement the multitasking?

- (A) Windows XP
- (B) Windows 98
- (C) MS DOS
- (D) Windows 97

48. Which of the following operating system can be chosen to implement a client server network?

- (A) Window vista
- (B) Window 2000
- (C) Window me
- (D) Window XP

49. In MS excel tab scroll buttons are placed?

- (A) Towards the bottom right corner
- (B) Toward the top right corner
- (C) Toward the top left corner
- (D) Towards the bottom left corner

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50. In MS excel which of the following method is not used to editing the cell content?

- (A) Press the alt key
- (B) Double click on cell
- (C) Press F2 key
- (D) Click the formula bar

51. In Power point how many steps are there between start to finish AutoContent wizard?

- (A) 5
- (B) 4
- (C) 3
- (D) 6

52. In MS word CTRL PageDown is used for?

- (A) Move the cursor paragraph down
- (B) Move the cursor line down
- (C) Move the cursor screen down
- (D) Move the cursor page down

53. In MS word Shift + up arrow is used for?

- (A) Select words of line
- (B) Select full line
- (C) Select full paragraph
- (D) All of the above

54. In MS word CTRL + left arrow is used for?

- (A) Move the cursor on word left
- (B) Move the cursor on word right
- (C) Move the cursor on word up
- (D) Move the cursor on word down

55. My computer directory was introduced which of the following window?

- (A) Window vista
- (B) Window 98
- (C) Window me
- (D) Window 95

56. Which of the following window do not have a start button?

- (A) Window 8

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- (B) Window 10
- (C) Window 7
- (D) Window vista

57. Which of the following key is used to update the values of formula cells if auto calculated mode is disable in MS excel?

- (A) F10
- (B) F11
- (C) F9
- (D) F12

58. Which of the following protocol provide e-mail facility to different hosts?

- (A) FTP
- (B) SMTP
- (C) TELNET
- (D) All of the above

59. Who is the father of basic architecture of computer?

- (A) Blaise Pascal
- (B) Garden Moore
- (C) Charles Babbage
- (D) Jhon Von Neumann

60. First generation computer were based on which of the following technology?

- (A) Vacuum tube
- (B) Transistor
- (C) LSI
- (D) None of these

61. CTRL+N is used for?

- (A) Create a new workbook
- (B) Open an existing workbook
- (C) Save the current workbook
- (D) Close the workbook

62. CTRL+O is used for?

- (A) Insert a new workbook
- (B) Change to previous changes
- (C) Change to new changes
- (D) Open an existing workbook

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63. CTRL+S is used for?

- (A) Close the workbook
- (B) Save a workbook
- (C) Close excel
- (D) None of these

64. F12 key is used for?

- (A) Insert a new workbook
- (B) Close the dialog box
- (C) Open the save as dialog box
- (D) Undo and action

65. CTRL+W is used for?

- (A) Redo an action
- (B) Save a workbook
- (C) Close a workbook
- (D) All of the above

66. F4 key is used for?

- (A) Repeat the last action/command
- (B) Switch the print preview
- (C) Open the help pane
- (D) Insert a new workbook

67. SHIFT+F11 is used for?

- (A) Undo an action
- (B) Redo an action
- (C) Insert a new workbook
- (D) Close a workbook

68. CTRL+Z is used for?

- (A) Calculate active worksheet
- (B) Check spelling
- (C) Redo an action
- (D) Undo an action

69. CTRL+Y is used for?

- (A) Undo an action
- (B) Redo an action
- (C) Open help pane

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(D) None of these

70. CTRL+F2 is used for?

- (A) Switch to print preview
- (B) Perform print action
- (C) Open the file tab menu
- (D) Go to home tab

71. F1 is used for?

- (A) Check spelling
- (B) Open the help pane
- (C) Go to home tab
- (D) Go to insert tab

72. ALT+Q is used for?

- (A) Expand/collapse the formula bar
- (B) Go to page layout
- (C) Minimize the workbook window
- (D) Go to “tell me what you want to do” box

73. F7 key used for?

- (A) Check spelling
- (B) Open the file tab menu
- (C) Go to data tab
- (D) Open the insert tab

74. F9 key used for?

- (A) To calculate all worksheets in all open workbooks
- (B) Create a bar chart based on selected separated sheet
- (C) Create a bar chart based on selected same sheet
- (D) Search in spreadsheet

75. SHIFT+F9 is used for?

- (A) Show or hide the ribbon
- (B) Turn key tips on/off
- (C) Calculate all worksheets in all open workbooks
- (D) Calculated active worksheets

76. ALT or F10 key is used for?

- (A) Turn key tips on or off
- (B) Show or hide the ribbon

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- (C) Open the help pane
- (D) Minimize the workbook window

77. CTRL+F1 is used for?

- (A) Go to help tab
- (B) Show or hide the ribbon
- (C) Switch between open windows
- (D) Insert a function

78. CTRL+SHIFT+U is used for?

- (A) Search in spreadsheet
- (B) Create, run, edit or delete a macro
- (C) Expand or collapse the formula bar
- (D) None of these

79. CTRL+F9 is used for?

- (A) Close file tab
- (B) Open file tab
- (C) Maximize the workbook window
- (D) Minimize the workbook window

80. F11 key is used for?

- (A) Create a bar chart based on selected data (on a separated sheet)
- (B) Create a bar chart based on selected data (same sheet)
- (C) Switch between open window
- (D) Insert a function

81. ALT+F1 is used for?

- (A) Open help pane
- (B) Create an embedded bar chart based on select data(same sheet)
- (C) Create run, edit or delete a macro
- (D) None of these

82. CTRL+F is used for?

- (A) Open Insert tab
- (B) Open an existing worksheet
- (C) Search a word in the worksheet
- (D) Search in a spreadsheet, or use find and replace

83. ALT+F is used for?

- (A) Open the file tab menu

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- (B) Open new worksheet
- (C) Minimize the workbook window
- (D) All of the above

84. ALT+H is used for?

- (A) Go to page layout tab
- (B) Go to the insert tab
- (C) Go to the home tab
- (D) Go to View tab

85. ALT+N is used for?

- (A) Go to data tab
- (B) Go to review tab
- (C) Go to formulas tab
- (D) Go to insert tab

86. ALT+P is used for?

- (A) Go to Add-ins tab
- (B) Go to the page layout tab
- (C) Go to help tab
- (D) None of these

87. ALT+M is used for?

- (A) Go to view tab
- (B) Go to file tab
- (C) Go to formulas tab
- (D) Go to help tab

88. ALT+A is used for?

- (A) Go to data tab
- (B) Go to insert tab
- (C) Go to review tab
- (D) Insert a function

89. ALT+R is used for?

- (A) Undo an action
- (B) Go to review tab
- (C) Redo an action
- (D) Close excel

90. ALT+W is used for?

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- (A) Switch to print preview
- (B) Close a workbook
- (C) Save a workbook
- (D) Go to view tab

91. ALT+X is used for?

- (A) Go to data tab
- (B) Go to the Add-ins tab
- (C) Go to formulas tab
- (D) Go to home tab

92. ALT+Y is used for?

- (A) Show or hide ribbon
- (B) Turn key tips on or off
- (C) Calculate active worksheets
- (D) Go to help tab

93. CTRL+Tab is used for?

- (A) Switch between open workbooks
- (B) Minimize the workbook window
- (C) Expand or collapse the formula bar
- (D) Check spelling

94. Shift+F3 is used for?

- (A) Open the help pane
- (B) Go to the “Tell me what you want to do box”
- (C) Insert a function
- (D) Go to page layout tab

95. ALT+F8 is used for?

- (A) Create, run, edit or delete a macro
- (B) Close a workbook
- (C) Close excel
- (D) Insert a new worksheet

96. ALT+F11 is used for?

- (A) Undo an action
- (B) Redo an action
- (C) Switch to print preview
- (D) Open the Microsoft Visual Basic For Application Editor

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97. Left / Right arrow is used for?

- (A) Go to next cell
- (B) Go to previous cell
- (C) Move one cell to the left or right
- (D) Go to the most bottom right used cell

98. Ctrl+ left / right arrow is used for?

- (A) Insert a function
- (B) Move to the farthest cell left or right in the row
- (C) Move to the beginning of a worksheet
- (D) Move one screen to the right or left in a worksheet

99. Up / down arrow is used for?

- (A) Move one cell up or down
- (B) Move to the previous or next worksheet
- (C) Go to next cell
- (D) Go to the previous cell

100. Ctrl + up /down arrow is used for?

- (A) Go to next cell
- (B) Move one cell up or down
- (C) Move one cell to the left or right
- (D) Move to the top or bottom cell in the column

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Answer

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

A C B D B D A C A B B C A C B

16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

D A B C D D D A C B A C D A B

31 32 33 34 35 36 37 38 39 40 41 42 43 44 45

C D B A D A C B D A C D B A D

46 47 48 49 50 51 52 53 54 55 56 57 58 59 60

A C B D A A D B C B A C D B A

61 62 63 64 65 66 67 68 69 70 71 72 73 74 75

B D A C D A B C D B B D A A D

76 77 78 79 80 81 82 83 84 85 86 87 88 89 90

A B C D A B D A C D B C A B D

91 92 93 94 95 96 97 98 99 100

B D A C A D C B A D