

COMPUTER COMPETITIVE CHAPTER 12

- ENG PART-2 - MICROSOFT OFFICE

Total points 50/50 ?

Minimum Passing Marks = 45

STUDENT NAME *

VIVA
.....

✓ 1. In a database, fields store numbers used to perform calculation. * 1/1

- ☐ (a) Next
- ☐ (b) Key
- ☐ (c) Alphanumeric
- ☒ (d) Numeric
- ☐ (e) None of these



✓ 2. All of the following terms are associated with spreadsheet software expect- *1/1

- ☐ (a) Worksheet
- ☐ (b) Cell
- ☐ (c) Formula
- ☒ (d) Virus protection
- ☐ (e) None of these



✓ 3. Which of the following is not true about computer files? * 1/1

- ☐ (a) They are collections of data saved to a storage medium
- ☐ (b) Every file has a file name.
- ☒ (c) A file extension is established by the user to indicate the file's content.
- ☐ (d) Files usually contain data
- ☐ (e) None of these



✓ 4. The main directory of a file is called the Directory. * 1/1

- ☒ (a) Root
- ☐ (b) Sub
- ☐ (c) Folder
- ☐ (d) Network
- ☐ (e) None of these



✓ 5. To add or put into your document such as a picture or text use- * 1/1

- ☐ (a) TV
- ☒ (b) Insert
- ☐ (c) Push in
- ☐ (d) Squeeze in
- ☐ (e) None of these



✓ 6. What is the main folder on a storage device called? * 1/1

- ☐ (a) Platform
- ☐ (b) Interface
- ☒ (c) Root directory
- ☐ (d) Home page
- ☐ (e) None of these



✓ 7. For creating a document, you use command at file menu. * 1/1

- ☐ (a) Open
- ☐ (b) Close
- ☒ (c) New
- ☐ (d) Save
- ☐ (e) None of these



✓ 8. A (n) is created by an application. *

1/1

- ☐ (a) Executable file
- ☐ (b) Software program
- ☒ (c) Document
- ☐ (d) Operating system
- ☐ (e) None of these



✓ 9. Two different files can have the same name if *

1/1

- ☒ (a) They are in different folders.
- ☐ (b) They are on different drives.
- ☐ (c) Never
- ☐ (d) The names are capitalized differently
- ☐ (e) None of these



✓ 10. Meaningful filename helps in easy file *

1/1

- ☐ (a) Storing
- ☐ (b) Accessing
- ☒ (c) Identification
- ☐ (d) Printing
- ☐ (e) None of these



✓ 11. A program that enables you to perform calculations involving rows(a) *1/1
Spreadsheet program(b) Word processor(c) Graphics package(d)
Window(e) None of these and columns of number is called a.....

- ☒ (a) Spreadsheet program
- ☐ (b) Word processor
- ☐ (c) Graphics package
- ☐ (d) Window
- ☐ (e) None of these



✓ 12. To..... a document means to make changes to its existing content. * 1/1

- ☐ (a) Format
- ☐ (b) Save
- ☒ (c) Edit
- ☐ (d) Print
- ☐ (e) None of these



✓ 13. Periodically adding changing and deleting file records is called file *1/1

- ☒ (a) Updating
- ☐ (b) Upgrading
- ☐ (c) Restructuring
- ☐ (d) Renewing
- ☐ (e) None of these



✓ 14. How do you save a presentation under a new file name? *

1/1

- ☒ (a) Select the file menu and choose save as ✓
- ☐ (b) When you close power point the file will automatically be saved
- ☐ (c) Select the file menu and choose save
- ☐ (d) The file will automatically be saved under the new name if you change the title
- ☐ (e) None of these

✓ 15. Saving is the process of *

1/1

- ☒ (a) Copying a document from memory to a storage medium ✓
- ☐ (b) Making changes to a documents existing content
- ☐ (c) Changing the appearance or overall look of a document
- ☐ (d) Developing a document by entering text using a keyboard
- ☐ (e) None of these

✓ 16. When computer users a document, they change its appearance. * 1/1

- ☐ (a) Edit
- ☐ (b) Create
- ☐ (c) Save
- ☒ (d) Format ✓
- ☐ (e) None of these

✓ 17. What menu is selected to print? *

1/1

- ☒ (a) File
- ☐ (b) Tools
- ☐ (c) Special
- ☐ (d) Edit
- ☐ (e) None of these



✓ 18. A saved document is referred to as a *

1/1

- ☒ (a) File
- ☐ (b) Word
- ☐ (c) Folder
- ☐ (d) Project
- ☐ (e) None of these



✓ 19. A command that takes what has been typed into the computer and can be seen on the screen and sends it to the printer for output on paper *1/1

- ☒ (a) Print
- ☐ (b) Return
- ☐ (c) Jump
- ☐ (d) Attention
- ☐ (e) None of these



✓ 20. To find a saved document in the computer's memory and bring it up on the screen to view..... *1/1

- ☐ (a) Reverse
- ☐ (b) Rerun
- ☒ (c) Retrieve
- ☐ (d) Return
- ☐ (e) None of these



✓ 21. Allow you to print *

1/1

- ☐ (a) Ribbon
- ☐ (b) Monitor
- ☐ (c) Go now
- ☒ (d) Printer
- ☐ (e) None of these



✓ 22. The different styles of lettering in a word processing program *

1/1

- ☒ (a) Font
- ☐ (b) Calligraphy
- ☐ (c) Writing
- ☐ (d) Manuscript
- ☐ (e) None of these



✓ 23. To change written work already done *

1/1

- ☐ (a) File
- ☒ (b) Edit
- ☐ (c) Cut
- ☐ (d) Close
- ☐ (e) None of these



✓ 24. To exit the program without leaving the application *

1/1

- ☐ (a) File
- ☐ (b) Edit
- ☐ (c) Copy
- ☒ (d) Cart away
- ☐ (e) None of these



✓ 25. A command that saves what you are working on into the hard drive or *1/1
onto a disk

- ☐ (a) View
- ☐ (b) Hold
- ☒ (c) Save
- ☐ (d) Go
- ☐ (e) None of these



✓ 26. A command to get a file you worked on from the memory where it was stored *1/1

- ☐ (a) Close
- ☐ (b) Delete
- ☒ (c) Open
- ☐ (d) Get it
- ☐ (e) None of these



✓ 27. A program that works like a calculator for keeping track of memory where it was stored..... *1/1

- ☐ (a) Calculator
- ☒ (b) Spreadsheet
- ☐ (c) Budgeter
- ☐ (d) Financier
- ☐ (e) None of these



✓ 28. What menu is selected to save or save as? * 1/1

- ☐ (a) Tools
- ☒ (b) File
- ☐ (c) Format
- ☐ (d) Edit
- ☐ (e) None of these



✓ 29. A Includes the file name and possibly a directory of folder * 1/1

- ☐ (a) File information packet
- ☐ (b) File button
- ☒ (c) File directory
- ☐ (d) File specification
- ☐ (e) None of these



✓ 30. To print a document, Press Then press enter. * 1/1

- ☐ (a) Shift + P
- ☒ (b) Ctrl + P
- ☐ (c) Alt + P
- ☐ (d) Esc + P
- ☐ (e) None of these



✓ 31. A (n) In text that you want print at the bottom of the pages * 1/1

- ☐ Header
- ☐ End Note
- ☐ Footnote
- ☒ Footer
- ☐ None of these



✓ 32. What menu is selected to change front and style? *

1/1

- ☐ Tools
- ☐ File
- ☒ Format
- ☐ Edit
- ☐ None of these



✓ 33. Items such as name and addresses are considered *

1/1

- ☐ Information
- ☐ Inputs
- ☒ Records
- ☐ Data
- ☐ None of these



✓ 34. A telephone number, a birth, and a customer name are all examples of *1/1
.....

- ☐ A record
- ☐ Data
- ☐ An all
- ☒ A database
- ☐ None of these



✓ 35. Which of the following contains information about a single "entry" in the database – like a person , place, event or thing? *1/1

- ☐ Query
- ☐ Form
- ☒ Record
- ☐ Table
- ☐ None of these



✓ 36. Numbers in table columns are usually * 1/1

- ☐ Right-aligned
- ☒ Left-aligned
- ☐ Justified
- ☐ Centered
- ☐ None of these



✓ 37. BY default, your documents print inmode * 1/1

- ☐ Landscape
- ☒ portrait
- ☐ Page setup
- ☐ Print view
- ☐ None of these



✓ 38. Which type of file is covered by word processing programs? *

1/1

- ☐ Database file
- ☐ Storage file
- ☐ Floppies
- ☒ Matter
- ☐ Graphical file



✓ 39. Data (information) is stored in computer as *

1/1

- ☒ Files
- ☐ Directories
- ☐ Floppies
- ☐ Matter
- ☐ Graphical file



✓ 40. The name a user assigns to a document is called a (n) *

1/1

- ☒ Filename
- ☐ Program
- ☐ Record
- ☐ Data
- ☐ None of these



✓ 41. Which is the main folder on a storage device called? *

1/1

- ☐ Platform
- ☐ Interface
- ☒ Root direction
- ☐ Device driver
- ☐ None of these



✓ 42. In order to e-mail a word document from within word *

1/1

- ☒ Go to file /send to / mail Recipient
- ☐ Save the file as an e-mail attachment
- ☐ Start outlook and attach the file while open in word
- ☐ This is an impossible operation
- ☐ None of these



✓ 43. The feature in word automatically corrects certain spelling, typing capitalization, or grammar errors.

*1/1

- ☐ Auto Fix
- ☐ Auto Spell
- ☐ AutoMark
- ☒ AutoCorrect
- ☐ None of these



✓ 44. You organize file by storing them in *

1/1

- ☐ Archives
- ☒ Folders
- ☐ Indexes
- ☐ Lists
- ☐ None of these



✓ 45. In order to create columnar data in Word you need to *

1/1

- ☐ Tab consecutively until cursor reaches the desired place
- ☒ Set tabs or use the Table menu
- ☐ You need to use Excel
- ☐ Press the space bar until your cursor reaches the desired place
- ☐ None of these



✓ 46. When you want to move some text from one page to a different page, *1/1
the best method is.....

- ☐ Drag and drop
- ☒ Cut and past
- ☐ Delete and retype
- ☐ Find and replace
- ☐ None of these



✓ 47. A red wavy line under a word indicates that the word * 1/1

- ☐ Is too long for the line of text
- ☒ Is not in the dictionary file and therefore might be spelt incorrectly ✓
- ☐ Is not appropriate for that particular sentence
- ☐ Is a verb
- ☐ None of these

✓ 48. 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..... *1/1

- ☐ Editing text
- ☐ Inserting tables and indexes
- ☒ Formatting text ✓
- ☐ Proofing documents
- ☐ None of these

✓ 49. The process of arranging data in logical sequence is called * 1/1

- ☐ Summarizing
- ☒ Sorting ✓
- ☐ Classifying
- ☐ Reproducing

✓ 50. in a database management systems (DBMS), the content and the location of the data is defined by the *1/1

- ☐ Sub data
- ☐ Multi dimensional data
- ☐ Sequence data
- ☒ Meta data



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