

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 *1/1
expect-

- (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 ha a file name.
- (c) A file extension is established by the user to indicate the files 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 or 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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