

Question bank

Chapter-1 Communication Tools

Q-1 Fill in the blanks

- (a) The Internet is also known as the _____ .
- (b) The most _____ thing which we need is a computer with an Internet connection.
- (c) The communication _____ are hardware and software that help in communication.
- (d) This computer must be highly configured so that it may work _____ without any hindrance.

Q-2 True Or False

- (a) A website means a particular web server or a part of a web server where information is stored.
- (b) Every computer and every network, that is a part of the Internet, exchanges information as per some rules (protocols).
- (c) URL stands for Uniform Resource Locator.
- (d) The abbreviation of Electronic Mail is e-mail.

Multiple Choice Questions

(a) Boolean search allows you to enter advanced searches directly as _____ in the search field.

- (i) Text
- (ii) Font
- (iii) none of these

(b) All the _____ users visit some sites very frequently.

- (i) Internet
- (ii) address

(iii) none of these

(c) URL is a universal address of the _____ and other resources in the world wide web.

(i) text

(ii) documents

(iii) none of these

(d) Computer chips will be everywhere, and they will become invisible embedded in everything from brains and hearts, to clothes and _____ .

(i) toys

(ii) water

(iii) none of these

Chapter-2 MS-PowerPoint

Q-1 Fill in the blanks

(a) MS PowerPoint is a _____ software.

(b) 2. PowerPoint helps you to structure _____ and information that you want to convey to your audience.

(c) The Quick Access Toolbar appears at the _____ of the window next to the Office button.

(d) PowerPoint 2007 provides _____ types of tabs on the ribbon.

Q-2 True Or False

(a) A presentation is a structured delivery of information.

(b) A presentation consists of a number of slides.

(c) MS PowerPoint is an animation software.

(d) In PowerPoint 2007, the Office button is located in the upper-left hand corner of the window.

Multiple Choice Questions

(a) They include Home, Insert, Design, Animations, Slide Show, Review, View, and Add-Ins (optional).

- (i) Tabs
- (ii) Ribbon
- (iii) Quick Access

(b) What is located at the top of the document window and consists of tabs that are organized by tasks?

- (i) Window
- (ii) Ribbon
- (iii) Tabs

(c) Which bar displays information about the active workbook?

- (i) View bar
- (ii) Tool bar
- (iii) Status bar

(d) A presentation can also be reproduced on a sheet or a sheet of paper.

- (i) transparency
- (ii) bitmap
- (iii) none of these

Chapter-3 MS Word

Q-1 Fill in the blanks

(a) The Microsoft Word program will load and a blank document will _____ on your screen.

(b) Word provides an amazing range of tools to help you create _____ looking documents!

(c) You can also specify your own _____ size.

(d) The arrow next to the underline button offers you a choice of _____ styles.

Multiple Choice Questions

(a) Text is aligned at the left margin but jagged on the right.

- (i) Align left
- (ii) Center
- (iii) Justify

(b) Text is aligned at both the left and right margins.

- (i) Align left
- (ii) Center
- (iii) Justify

(c) Text is aligned at the right margin but jagged on the left.

- (i) Align right
- (ii) Centre
- (iii) Justify

(d) Text is centred within each line, with jagged margins on both left and right.

- (i) Align right
- (ii) Centre
- (iii) Justify

Chapter-4 Spreadsheet

Q-1 Fill in the blanks

(a) The Excel window that is known as Excel _____ appears over the screen.

(b) The worksheet may be printed by using Print command over the _____ menu.

(c) To create a new file in Excel, click on the _____ and after that click on the New option.

(d) Microsoft Excel that is a part of _____ is the most popular and advanced spreadsheet program.

Q-2 True Or False

(a) A spreadsheet is a program that provides a table to put the data in rows and columns.

(b) In Excel worksheet, there are a number of columns running vertically and rows running horizontally.

(c) To create a new file in Excel, click on the File menu and then click on New option.

(d) When you move the mouse pointer in the work area, it changes from the shape of an arrow to a plus sign.

Chapter-5 HTML

Q-1 Fill in the blanks

(a) Every HTML _____ must have a title and should have <TITLE> element.

(b) The LINK attribute is used for specifying the _____ .

(c) The Hypertext Markup Language is known as _____ .

(d)The <BASE> _____ is generally the URL for the document.

Q-2 True Or False

(a) In the HTML document, we can format in a particular character or a group of characters as per the need.

(b) The underline element is used for underlining the character and for displaying on the web page.

(c) Sub element means sub characters.

(d) The HTML document can be used as graphics that visualizes an idea which is to be conveyed in graphics HTML.

Multiple Choice Questions

(a) It is used for specifying the relationship of the reference file with the main document.

(i) REL

(ii) TEF

(iii) REF

(b) It is used for specifying the reference for the style sheet.

(i) REF

(ii) MEF

(iii) HREF

(c) It is used for specifying the title of the style sheet.

(i) Worksheet

(ii) TITLE

(iii) SUB

(d) Included only the basic structural elements and assumed that all browsers are supported by the features of 'O' level.

(i) 'O' Level

(ii) '1' Level

(iii) '2' Level

Chapter-6 QBasic

Q-1 Fill in the blanks

(a) BASIC stands for _____ All Purpose Symbolic instruction Code.

(b) All QBASIC _____ are made up of a series of statements, which are executed in the order in which they are written.

(c) The words that BASIC recognizes are called _____.

(d) Every statement should have at least _____ QBASIC command word.

Q-2 True Or False

(a) CLS: This command is used for clearing the screen.

(b) RME - This command is used for showing the position of the mistake.

(c) RUN is the command used for executing the program and getting the output on the screen.

(d) To exit the QBASIC program, SYSTEM command is used.

Chapter-7 QBasic Advanced

Q-1 Fill in the blanks

(a) If you put the PRINT alone, without any text, it will just put an _____.

(b) Command PRINT displays text or numbers on the _____.

(c) Numeric variables are basically variables named with just a _____ or a word.

(d) The loop will not execute if the start value is more than the _____ value and the STEP is positive.

Q-2 True Or False

(a) Var increments or decrements depend on whether the number specified in STEP is positive or negative.

(b) The loop will not execute if the start value is less than the end value and the STEP is negative.

(c) PRINT 52 will show the number 52. This command is useful for displaying the results of mathematical calculations.

(d) The END command tells QBASIC that the program opens here.

Multiple Choice Questions

(a) This command is used for listing the program on the screen.

(i) list

(ii) run

(iii) new

(b) This command is used for taking you back to DOS prompt.

(i) rams

(ii) run

(iii) system

(c) This command is used for clearing the memory of the existing program.

- (i) list
- (ii) run
- (iii) new

(d) This command is used for getting the output of the program on the hard copy.

- (i) print
- (ii) run
- (iii) new

Chapter-8 MS Office 2010

Q-1 Fill in the blanks

(a) The Office 2010 user interface looks similar to the _____ user interface, with some enhancements that may help increase the user's efficiency.

(b) Printing options have been _____ in Office 2010.

(c) All applications provide _____ to create a new blank file or the one from an Office.

(d) The Print button in the upper portion of the window replaces the _____ button to confirm the print job.

Q-2 True Or False

(a) The Sparklines feature is found in the Sparklines group of the Insert tab.

(b) A Calculated Field option inserts calculations into the table based on field data type.

(c) Screenshot features can be used for adding a variety of effects, such as Light Screen and Paint Strokes to an image.

(d) The tools to perform these processes are found in the Customize Ribbon category in the Application Options dialog box.

Multiple Choice Questions

(a) One of the three types of sparklines are _____.

- (i) row
- (ii) column
- (iii) cell

(b) Paste options include a variety of ways to paste text, either with or _____ formatting.

- (i) without
- (ii) with
- (iii) none of these

(c) The _____ feature is located on the Insert tab in Word, PowerPoint and Excel.

- (i) web
- (ii) screenshot
- (iii) none of these

(d) The ribbon is arranged in tabs. Each tab houses categorized _____ of application-specific commands.

- (i) groups
- (ii) single
- (iii) none of these

Chapter-9 Movie Maker

Q-1 Fill in the blanks

(a) To preview a clip, click on _____ clip.

(b) To play a video on a full screen, click on _____ screen.

(c) To jump to clip in a project, click on _____ to view or click on _____ to view.

(d) Blue brightness, increase, ease in are video _____ .

Q-2 True Or False

- (a) In Flash, Motion Tween displays the motion of an object between more than two keyframes.
- (b) In Flash, Frame-by-frame animation changes the contexts of each frame.
- (c) To play a video on a full screen, click on full screen.
- (d) Transitions are stored in the video transitions folder in the Collection Pane.

Chapter-10 Scanner and Printer

Q-1 Fill in the blanks

- (a) _____ sets the top, bottom, left and right margins of the page.
- (b) Early _____ had parallel port connections that could not transfer data faster than 70 kilobytes/second.
- (c) A SCSI connection may transfer data at the highest speed which both the controller and the _____ support.
- (d) _____ speeds are 25, 50, 100, 400 and 800 megabytes/second.

Q-2 True Or False

- (a) A scanner has three common connections.
- (b) SCSI stands for small computer system interface.
- (c) Pixels are made up of small squares to represent image.
- (d) A good drum scanner has an optical resolution of 6000-14000 dpi.