MS WORD

Sl no	QUESTION	A	B	C	D	ANS
1	What is The First Electronic Computer ?	IBM 2000	NASA Super Com	EDVAC	ENIAC	D
2	Change case option in MS-word is available under__	Home	View	Insert	None	A
3	Computer is	fast	repetitive	accurate	all of above	D
4	Which of the following option is not available in Insert	Chart	Word Art	Clip Art	Watermark	D
5	Which of the following line spacing is invalid?	Single	Double	Triple	Multiple	C
6	Copy Con command use for	Make Directory	Remove Directory	Make File	None of This	C
7	3D TEXT, 3D PIPES, MARQUEE, MYSTIFY- This type of word where we found?	Folder	Screen Saver	Paint	Dos	B
8	Drop Cap means	All Caps	Small Caps	Title case	None of above	D
9	What is the default font used in MS Word document?	Times New Roman	Calibri (Body)	Algerian	Pretty	B
10	What is the smallest and largest font size available in Font Size tool on formatting toolbar?	8 and 72	8 and 64	12 and 72	None of above	A
11	What is the default number of lines to drop for drop cap?	3	10	15	20	A
12	Which of the following is not a font style?	Bold	Italics	Regular	Superscript	D
13	Portrait and Landscape are	Page Orientation	Paper Size	Page Layout	All of above	A
14	Desktop is a/an	Icon	Folder	Both	None	B
15	Extension of MS- Paint is	.bmp	.jpg	.jpeg	None	A
16	Extension of MS-Word 2007_____?	.txt	.docx	.dot	.rtf	B
17	Extension of WordPad is	.txt	.doc	.dot	.rtf	D
18	Font size option is available under the _____ tab	Review	View	Home	Insert	C
19	Full form of CU is	Control Unit	Connecting Unit	Central Unit	Control Utility	A
20	In H2O, "2" is written in _____	Toggle Case	Superscript	Subscript	None	C
21	Largest computer available is	Micro	Analog	Mainframe	Super	D
22	Mail merge option is available under _____ menu	Design	Mailings	View	none	B
23	OMR is a/an _____ device	Input	Output	Storage	None	A
24	We can create a table from _____ tab	Home	Insert	View	None	B
25	In ms-word 2007 print option is available under_____Button	Switch	Office	Window	Print	A
26	RAM is a_____ memory	Primary	Secondary	Cache	Buffer	A
27	Scanner is a/an_____ device	Input	Output	Storage	print	A
28	Short cut key of Spelling & Grammar check	F6	F7	Ctrl + G	Ctrl + F7	B
29	Short cut key of undo	Ctrl + =	Ctrl+z	Ctrl + y	Ctrl + u	B
30	Short cut key to align center	Ctrl + M	Ctrl + N	Ctrl + E	Ctrl + F	C
31	First Computing Device is___	Abacus	ENIAC	CPU	None	A
32	Communication & Gamming is the Part of	Uses of Computer	Limitation of Computer	Advantages of Computer	None	A
33	What is the Abbreviation of CD ?	Crystal Display	Copy Disk	Compact Disk	None	C

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34	What is the Abbreviation of CRT?	Control Ray Tube	Cathode Ray Tube	Copy Ray Tube	None	B
35	Speed and Accuracy is the Part of _____ ?	Uses of Computer	Limitation of Computer	Advantages of Computer	None	C
36	One of the Major Point in Limitation of Computer is ___	Versatility	Process	Can't Think	Input	C
37	The Computer's "Brain", Called _____?	CPU	ALU	Ram	HDD	A
38	Storage capacity of a normal DVD is	4.8GB	700MB	4.7GB	none of above	C
39	What is "RAM" ?	Input Device	Output Device	Window	Memory	D
40	What is the Abbreviation of I.T.?	Information Technic	Information Tube	Information Text	Information Technology	D
41	To calculate average, the function used is	avg	average	total	none	B
42	Macro is under_____ tab	View	Review	Insert	Formulas	A
43	What is the Abbreviation ROM?	Read Only Memory	Random Over Memory	Roll On Memory	None	A
44	What is the Abbreviation RAM?	Read Access Memory	Random Access Memory	Roll Access Memory	None	B
45	To save a file in DOS, the key is	ctrl+z	F6	both	ctrl+s	C
46	The full form of MD	Make Directory	Move Directory	Merge Directory	None	A
47	windows XP is a/an____ software	System	Application	Utility	all of above	A
48	Computer is an _____ Device.	Input	Storage	Electronic	Markup	C
49	WHO IS THE FATHER OF COMPUTER?	ATANASOFF	Charles Babbage	Dr. JHON VON NEUMANN	DOUGLAS ENGLEBART	B
50	Mouse, BCR, OMR is an _____ Device.	Input	Storage	Electronic	None	A

BASIC I.T. THEORY EXAMINATION