Time : 1 Hour   **FIRST TERM**   **Computer Application**

Subject Code

V	4	2	3	3

Total No. of Questions : 20   (Printed Pages : 8)   Maximum Marks : 20

INSTRUCTIONS :   (*i*)   *All* questions are compulsory.

(*ii*)   There are total **20** multiple choice questions.

(*iii*)   Every question has four choices A, B, C and D and only one of them is the correct answer.

(*iv*)   On the OMR sheet darken completely with a ball point pen ONLY ONE bubble you consider as the most appropriate answer.

(*v*)   Multiple markings are invalid.

(*vi*)   Use Blue or Black ball point pen only.

(*vii*)   Do not fold the OMR sheet or use white ink.

(*viii*)   For each question, you will be awarded ONE mark, if you have darkened only the bubble corresponding to the correct answer. In all other cases, you will get zero mark. **There is no negative mark.**

(*ix*)   Once the bubble is filled it is not possible to change the answer.

(*x*)   Only one **OMR** sheet will be provided. Hence sufficient care must be taken while darkening the bubble.

1. In MS-Excel the term used for files is ....

   (A) Workbook

   (B) Worksheet

   (C) Range

   (D) Cell

2. In MS-Excel, the operator used for multiplication is ....

   (A) –

   (B) +

   (C) =

   (D) *

3. In MS-Excel, graphical representation of numeric data is termed as 1

   (A) Chart

   (B) Cell handle

   (C) Font

   (D) Filters

4. In MS-Excel, group of cells in selection is termed as 1

   (A) Passive cell

   (B) Active cell

   (C) Range

   (D) Non-active cell

5. In MS-Excel, the address of the 5th column is   1

    (A)   5

    (B)   E

    (C)   A

    (D)   AE

6. In MS-Excel, functions are predefined   1

    (A)   Operators

    (B)   Instructions

    (C)   Formulas

    (D)   Solutions

7. In MS-Excel, ## sign in the cell indicates   1

    (A)   insufficient column width

    (B)   insufficient row height

    (C)   cell contains comment

    (D)   there is no comment

8. Horizontal block of cells in Excel worksheet is termed as   1

    (A)   Pivot table

    (B)   Table

    (C)   Column

    (D)   Row

9.   In MS-Excel when sheet is protected   1

   (A)   it restricts data entry

   (B)   allows data entry

   (C)   allows data deletion

   (D)   allows data manipulation

10. In MS-Excel, total alignment available are   1

   (A)   7

   (B)   6

   (C)   8

   (D)   5

11. In MS-Excel, the default file name is   1

   (A)   Book1

   (B)   Excel1

   (C)   Document1

   (D)   File1

12. Excel files are saved with extension   1

   (A)   .docx

   (B)   .pptx

   (C)   .mdbx

   (D)   .xlsx

13. In MS-PowerPoint, the view that is used to prepare presentation is 1

   (A) Slide show view

   (B) Notes page view

   (C) Normal view

   (D) Slide sorter view

14. In MS-PowerPoint, the key used to run the slide show is 1

   (A) F5

   (B) F11

   (C) F7

   (D) Shift+F5

15. In MS-PowerPoint, animation is an effect given to the 1

   (A) Slide

   (B) Content of the slide

   (C) Views

   (D) Themes

16. In MS-PowerPoint, blank slide has 1

   (A) Zero placeholders

   (B) One placeholder

   (C) Two placeholders

   (D) Three placeholders

17. In MS-PowerPoint, two slide orientations are landscape and 1

    (A)   Triangular

    (B)   Diagonal

    (C)   Portrait

    (D)   Horizontal

18. In MS-PowerPoint, the keyword shortcut to perform 'undo' operation is 1

    (A)   Ctrl + Y

    (B)   Ctrl + Z

    (C)   Ctrl + U

    (D)   Ctrl + R

19. The term slide show is used in 1

    (A)   MS-Word application

    (B)   MS-Excel application

    (C)   MS-PowerPoint application

    (D)   MS-Access application

20. In MS-PowerPoint, group that is available under 'Home' tab 1

    (A)   Tables

    (B)   Illustrations

    (C)   Text

    (D)   Font