In excel the intersection of a row and a column is called:

? data

? a field.

**   ? a cell.**

? an equation.

Question No: 2   (Marks: 1) - Please choose one

The cell labeled F5 refers to

? row F column 5

** ? column F row 5**

? functions available in cells

? Function key F4

Question No: 3   (Marks: 1) - Please choose one

Which of the following describes how to select all the cells in a single column ?

? Right click on column and select Pick From List

? Use the Data - Text to Columns menu item

? Left click on the gray column title button

? Pressing CTRL + A on the keyboard

Question No: 4   (Marks: 1) - Please choose one

What is the format of a spreadsheet?

? Round

? Rows and Columns

? Square

? Wide

Question No: 5 (Marks: 1) - Please choose one

Which one is a relative address?

? C4

? 256

? C4

? None of these

Question No: 6 (Marks: 1) - Please choose one

What do you use to create a chart?

 ___ **? Chart Wizard**

   ? Pie Wizard

   ? Excel Wizard

   ? Data Wizard

Question No: 7   (Marks: 1) - Please choose one

On an Excel sheet the active cell is indicated by ____.

   ? a dark wide border

   ? a dotted border

   ? a blinking border

   ? All of these

Question No: 8   (Marks: 1) - Please choose one

News Groups are...

    ? provided only by large international news services

    ? are online discussions about various topics

    ? are only available from 9am to 5pm EST

    ? All of these

Question No: 9   (Marks: 1) - Please choose one

A(n) _____ line has transfer rates of 128 Kbps to 8.45 Mbps.

    ? DSL

    ? ISDN

    ? ATM

    ? Fractional T1

Question No: 10 (Marks: 1) - Please choose one

____ refers to the amount of data, instructions, and information that can travel over a communications channel.

  ? Latency

  ? Transfer rate

  ? Bandwidth

  ? Broadband

Question No: 11 (Marks: 1) - Please choose one

The process of converting readable data into unreadable characters to prevent unauthorized use is called ____

  ? normalization

  ? decryption

  ? validation

  ? encryption

Question No: 12   (Marks: 1) - Please choose one

To safeguard personal information, ____

    ? write your telephone number on credit receipts

    ? use shopping club and buyer cards

    <u>**? do not reply to spam for any reason**</u>

    ? complete all requested information on registration forms

Question No: 13   (Marks: 1) - Please choose one

Storage is also referred as

<u>   **? Data**</u>

    ? Instructions

    ? Files

    ? Memory

Question No: 14   (Marks: 1) - Please choose one

To enter capital characters use

>   **? Num lock**

>   **? Pause lock**

>   **? Caps lock**

>   **? Scroll lock**

Question No: 15   (Marks: 1) - Please choose one

Windows is software developed by

>   **? Sun**

>   **? Java**

>   **? Html**

>   **? Microsoft**

Question No: 16   (Marks: 1) - Please choose one

Desktop Icon is a link to

? **Hardware**

? **Software**

? **Storage**

? **None of these**

Question No: 17   (Marks: 1) - Please choose one

What is the keyboard shortcut (button or buttons to be pressed) for creating a Chart from the selected cells ?

? **F3**

? **F4**

? **F5**

? **F6**

Question No: 18   (Marks: 1) - Please choose one

In Word which of the following shortcut key combination, changes the font.

    ? Ctrl + Shift + F

    ? Ctrl + Shift + I

    ? Ctrl + F

    ? Ctrl + I

Question No: 19   (Marks: 1) - Please choose one

In Word which of the following shortcut key combination, Save.

    ? Shift + F12

    ? Ctrl + Shift + F12

    ? Alt + Shift + T

    ? Alt + Shift + S

Question No: 20   (Marks: 1) - Please choose one

Which will select all the cells in a document ?

? Clicking three times with the right mouse button in the spreadsheet

? Using the Edit - Select All menu item

 ? Pressing CTRL + A on the keyboard

? None of these

Question No: 21   (Marks: 1) - Please choose one

_____ **will insert a new worksheet.**

? ALT+SHIFT+F1

? ALT+SHIFT+F2

? ALT+SHIFT+F3

 ? None of these.

Question No: 22   (Marks: 1) - Please choose one

Which will not select all the cells in a document ?

? Clicking three times with the right mouse button in the spreadsheet

? Using the Edit - Select All menu item

? Pressing CTRL + A on the keyboard

? None of these

Question No: 23   (Marks: 1) - Please choose one

Spreadsheet can be used as :

? Accounting

? Data base

? Ledger

? All of above

Question No: 24   (Marks: 1) - Please choose one

A ____ is a device that converts analog signals to digital signals, and vice versa.

    ? Tablet PC

    ? modem

    ? microwave station

    ? notebook computer

Question No: 25   (Marks: 1) - Please choose one

_____Displays the Help task pane.

    ? F2

? F3

  ? F1

? None of these

Question No: 26   (Marks: 1) - Please choose one

The act of defecting or destroying computer equipment is known as ____

? hardware vandalism

? software piracy

? hardware theft

? information theft

Question No: 27   (Marks: 2)

What type of computer is suitable for mobile use and why?

These are known as mobile computer. There are small in size and easy to carry. They have a internet and other accessories on it so that we can easily get excess to internet.

Question No: 28   (Marks: 2)

What is the difference between closing and exiting?
Close
      It is only document close but not the software e.g. Microsoft word, excel...etc.
Exit
     When we press exit it close the whole document, excel...Etc along with software

Question No: 29   (Marks: 2)

How we can insert clip art in PowerPoint presentation.

Select the clip copy it with CTRL+C and past it on power point slide CTRL+V.

Question No: 30   (Marks: 2)

How we can delete a bookmark
Go to Favorites bring mouse pointer on the book mark you want to delete and press delete key from the key board.

Question No: 31   (Marks: 3)

Describe the function of the following short cut keys in PowerPoint,

Description   Column B
Close the slides   CTRL+W
save   CTRL+S
Close   ALT+F4

Question No: 32   (Marks: 3)

How we can Mark a message as unread, read

Read,
    go to the message and click on it
Unread,
    Click on the message open it and there is a option of make it unread click on it.

Question No: 33   (Marks: 3)

How we can delete cell contents.

Click the cell and press delete key from the key board

Question No: 34   (Marks: 5)

a. **What is electronic mailing? Give its basic concept and usage.**
Electrical mailing is also know as E-mail. It works same as usual mail but for using e-mail both the persons sender and receiver have to have computer to read it or send it.
   Sender compose a e-mail by licking it on the compose mail and writer the receiver e-mail address into the To and type the message and send it to the receiver computer.
Usage,
• It is the fastest way of communication in the world.
• Business mans are using the benefits of e-mails
• Its case very low pries
• Quick and fast

b. **What are Computer Viruses?**
It is software which is develop to kill, damage the Windows.
It can damage the hardware's.
It puts negative effect on computer and internet speed.

Question No: 35   (Marks: 5)

What is slide transition? What is the method of adding a transition in PowerPoint slides?

It is the most important part of presentation. Because of Transition we don't need to click with mouse to go to the next slide.

Transition,

VU APEX CAMPUS	vuapex.com.pk	vuapex.pk
Contact Us:	0322-8877744	

When we need to give a presentation, we can select the auto time on it. The different between the slides it could be 10 seconds. When we go to animation and there we can find transition.

Question No: 36   (Marks: 5)

How we can modify column widths and row heights?

Column Widths
        Select the column and right click from the mouse there is a option of column width click on it and it ll show you the current width of the column you put your require width in it. Same ways for one columns or all.
Row height,
        Select the number of rows you want to change the height right click at the border area of the rows there is a option of change row height. Click on it, it ll show you the current height of the rows there you can put the require height of the row you need.