CS001 Computer Proficiency All Midterm Solved Objective and Subjective Papers in One File for Preparation of Midterm Exam

There are three types of data found in a spreadsheet.

► data, words, numbers

► equations, data, numbers

► words, numbers, labels

⫿ numbers, formulas, labels

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

A constant is another name for this type of data:

⫿ number

► equation

► formula

► description

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

Which is an absolute address?

► 10700 - 105 Ave.

► C4

► None of these

What program do you use to create a spreadsheet?

► Word

► Access

► PowerPoint

Which button on the standard toolbar gives you quick access to the Sum, Average, Count, Min, and Max functions?

► Insert Function

► AutoFill

► Paste

What do you use to create a chart?

⎤ Chart Wizard

► Pie Wizard

► Excel Wizard

► Data Wizard

Which type of chart shows the pattern or relationships between sets of data points?

► Line

⎤ Pie

► Area

► XY (Scatter)

On an Excel sheet the active cell is indicated by_____.

► a dark wide border

► a dotted border

► a blinking border

A user wishes to remove a spreadsheet from a workbook. Which is the correct sequence of events that will do this ?

► Go to FILE - SAVE AS - SAVE AS TYPE - Excel 4.0 Work Sheet

〕 Right click on the spreadsheet tab and select DELETE

► Right click on the spreadsheet and select INSERT - ENTIRE COLUMN

► None of these

The World Wide Web (WWW) is...

〕 a part of the Internet

► the Internet

► not a part of the Internet

► All of these

Uniform Resource Locator (URL) are...

► the same as Search Engines

〉 the addresses of specific documents and resources on the WWW

► never more than 11 characters long

► All of these.

The_____standard defines how data transmits across telephone lines or other means.

► TCP/IP

► EDI (Electronic Data Interchange)

► Electronic funds transfer (EFT)

〉 Ethernet

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A(n)_____line typically costs $1,000 or more per month.

► ISDN

► T3

► ATM

| T1

A_____is a Web site that uses encryption techniques to secure its data.

| digital certificate

► secure HTTP (S-HTTP)

► wallet program

► secure site

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

► normalization

► decryption

► validation

⫿ encryption

_____Repeats the last command or action, if possible in excel.

► F1

► F2

► F3

⫿ F4

Which of the following is primary storage?

► Hard disk

► Floppy disk

⫿ RAM

► Optical disk

The device used to store data is called

► Input device

► Out put device

► None of these

► Storage device

Which of the following is intangible?

► Software

► Hard disk

► Optical disk

► Computer Mouse

Tab key is a

► Non-typing key

► Typing key

► Toggle key

► Application key

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

► F3

► F4

▌ F5

► F6

In Word which of the following shortcut key combination, Inserts link

► Ctrl + P

► Ctrl + F

► Ctrl + I

▌ Ctrl + K

In Word which of the following shortcut key combination,

decreases selected font -1pts if 12pt or lower, if above 12 decreases font by +2pt.

► Ctrl + Shift + >

► Ctrl + ]

► Ctrl + [

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

► None of these

_____ will insert a new worksheet.

► ALT+SHIFT+F2

► ALT+SHIFT+F3

► None of these.

E-mail stands for

] electronic mail

► the print out from a fax machine

► a letter printed from a computer

► All of these

Question No: 27 ( Marks: 2 )

What is the difference between closing and exiting?

Solution:
Closing removes the particular part of the program if it is used on the main screen or window.
Whereas, exit means to close the file and also to exit the application.

Question No: 28 ( Marks: 2 )

How we can Bookmark a Web page

Solution:
To Bookmark a Web page in internet explorer select the "Bookmarks" options and clicking "Save" in the drop down menu. Save, edit or add a bookmark to a web browser to find a site quickly on the Internet. It is located in the location bar of the internet explorer.

Question No: 29 ( Marks: 2 )

Define standard and status bars.

Solution:
Standard Bar:
A standard bar contains icons for functions such as file management, printing, editing, formatting and calculating. It is located just below the menu bar in an application window.

Status Bar:
A horizontal line of information displayed at the bottom of an application window. It reports information about the current status of the program or the data contents in the window.

Question No: 30 ( Marks: 3 )

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

Description Column B
To redo an action that has just been undone CTRL+Y
It creates a new presentation window CTRL+N
This is to opens a search browser to open a saved file in the computer CTRL+O

Question No: 31 ( Marks: 5 )

a. What is electronic mailing? Give its basic concept and usage.

Electronic mail, also written as E-mail, is an electronic transmission of messages, letters and documents. It includes point

<mark>to point services in which text file, that is, sent or received can be</mark>

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edited. The basic concept of E-mail is to send and receive messages as quickly as possible with the addition of sounds, graphics, links and etc, which can never be possible through the old postage system as that took long and also has to go through countries borders.
E-mail typically is used for conversations that are not urgent and for dialogues that are expected to continue over a period of time. The structure of e-mail eliminates interruptions associated with telephone conversations or electronic pagers. It also permits asynchronous communication, which can benefit both the sender and the recipient in our busy society.

b. What are Computer Viruses?

Solution:
A computer virus is a computer program that can copy itself and infect a computer. The term "virus" is also commonly but mistakenly used to refer to other types of malware, including but not limited to adware and spyware programs that do not have the reproductive ability. Viruses can increase their chances of spreading to other computers by infecting files on a network file system or a file system that is accessed by another computer. Example: Trojan horses.

Question No: ( Marks: 5 )

What is slide layout? Is there any way to change the default layout of the slide? If yes, than explain in your own words.

Solution:
The slide layout in PowerPoint is the arrangement of all the items that make up your slide, such as title, graphics or text boxes. Yes we can change the default layout.
To modify the layout, first you will need to go into the view tab and then click on the slide master button. Then click on the first slide, and changes that you make to this slide will be used by the other layout slides shown below the slide master. Use all of the tools on the tab to set the dimensions, theme and background styles for your slides.
When you have finished this, click in the title text box and use the tools in the drawing tools format tab and the home tab in order to modify the style of your text. Next click on the contents text box

and change the styles for the different levels of text.

How we can modify column widths and row heights?

Solution:
By placing the mouse on the edge of the grid of the column or row. The pointer will change its shape and drag the pointer then to adjust its width.

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?

? $C$4

? 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

**? do not reply to spam for any reason**

? complete all requested information on registration forms

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

Storage is also referred as

**? Data**

? 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

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**? 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

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? 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,**
      **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.

**Question No: 1 ( Marks: 1 ) - Please choose one**
Computer takes data as
► Software
► Storage
► Output
► **Input Correct**

**Question No: 2 ( Marks: 1 ) - Please choose one**
To print * press
► Shit + 9
► **Shift + 8 correct**
► Shift + 7
► None of these

**Question No: 3 ( Marks: 1 ) - Please choose one**
To go to the end of the document used following keys
► Ctrl + home
► Shift + Home
► Shift + End
► **Ctrl + end correct**

**Question No: 4 ( Marks: 1 ) - Please choose one**
Key used to generate space between two characters is called
► Backspace key
► **Space key correct**
► Enter key
► Tab key

**Question No: 5 ( Marks: 1 ) - Please choose one**
Keys used to navigate the cursor in different directions are called
► **Arrow keys correct**
► Functional keys
► Scroll keys
► Lock keys

**Question No: 6 ( Marks: 1 ) - Please choose one**
Windows is software developed by
► Sun
► Java
► Html
► **Microsoft correct**

**Question No: 7 ( Marks: 1 ) - Please choose one**
To set the system Date & Time
► Double click on the My Computer
► Clicking on the menu bar
► Right click on the Recycle Bin
► **Double click at system clock in system tray correct**

**Question No: 8 ( Marks: 1 ) - Please choose one**
System clock indicates
► <mark>Current time correct</mark>
► GMT time
► System time
► Pakistan standard time

**Question No: 9 ( Marks: 1 ) - Please choose one**
Desktop Icon is a link to
► Hardware
► <mark>Software correct</mark>
► Storage
► None of these

**Question No: 10 ( Marks: 1 ) - Please choose one**
Window can be resized by
► Selecting Edit>Resize
► <mark>Dragging any edge of the window correct</mark>
► Maximize button on title bar
► Double click on title bar

**Question No: 11 ( Marks: 1 ) - Please choose one**
The purpose of the restore down the window is
► To close the window
► <mark>To minimize the window correct</mark>
► None of these
► To reduce the size of the window

**Question No: 12 ( Marks: 1 ) - Please choose one**
In Word which of the following shortcut key combination, **Copies** selected text?
► Ctrl + A
► Ctrl + B
► <mark>Ctrl + C correct</mark>
► Ctrl + X

**Question No: 13 ( Marks: 1 ) - Please choose one**
In Word which of the following shortcut key combination, aligns the line or
selected text to the center of the screen.
► **Ctrl + C**
► **Ctrl + R**
► **Ctrl + L**
► <mark>**Ctrl + E correct**</mark>

**Question No: 14 ( Marks: 1 ) - Please choose one**
In Word which of the following shortcut key combination, indents the paragraph.
► **Ctrl + U**
► <mark>**Ctrl + V correct**</mark>
► **Ctrl + M**
► **Ctrl + Z**

**Question No: 15 ( Marks: 1 ) - Please choose one**
In Word which of the following shortcut key combination, Open the Task Pane.
► <mark>**Ctrl + F1 correct**</mark>
► **Ctrl + F2**
► **Ctrl + F3**
► **Ctrl + F4**

**Question No: 16 ( Marks: 1 ) - Please choose one**
To save a file as web page , do following

► File<Save as

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► File<Save
► **File<Save as webpage correct**
► File<Save as file

**Question No: 17 ( Marks: 2 )**
What type of computer is suitable for larger organizations and why?
**Main frame computer is suitable for large organization, as they are dealing with large number of data and need to process centralized so it is suitable for large organization**

**Question No: 18 ( Marks: 2 )**
What is Icon?
**Image of software normally appear on desktop is called icon, they allow us to access software directly by double clicking on the required software.**

**Question No: 19 ( Marks: 2 )**
Is it possible to switch among multiple documents? How can we switch using keyboard?
**Yes it is possible to switch among multiple documents by using Alt+Tab**

**Question No: 20 ( Marks: 3 )**
What does undo do?
**This command allow us to undo the things, for example during typing we removed some stuff and want back, if we will press Ctrl + Z then we will get all stuff back in same position.**

**Question No: 21 ( Marks: 3 )**
Write steps to open a notepad?
**START MENU**
**From START MENU we will move in ALL PROGRAMS**
**From ALL PROGRAMS, we will move in ACCESSORIES**
**From ACCESSORIES we will move in NOTE PAD**

**Question No: 22 ( Marks: 5 )**
Use Word to create the bulleted text as shown below (simple text for creating bulleted text is also given below) and paste bulleted text in your answer area,
i. CPL Environment
☐ Introduction
ii. Input
☐ Keyboard Basics
There are many types of keyboards but normally we use
standard Key Boards having 104 Keys and can be
separated as follows:
Numeric Pad, Alphabetic Pad, Function Keys, Cursor
Portion
☐ Pointing Devices
Mouse, mouse pad
iii. Output
☐ Types of Output
2 types
☐ Categories of Output
☐ Output Devices
Monitor, Printer, Plotter

**Question No: 23 ( Marks: 5 )**
How to select multiple files?
**For selecting multiple files, first we select the file and then holding Ctrl we select the other**
**file in this way we can select multiple files in a folder.**

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