



Subject: Computer

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Objective Type Questions

1. Fill in the blanks with the correct words

1. A selected cell is also called the **active** cell.
2. To select the entire row you click on the **row** heading.
3. When you select a cell that contain data, the data also appears in the **Formula** bar.
4. The **Undo** and **Redo** commands are present on the Quick **Access** toolbar.
5. The **Autofill** features lets you enter a pre-defined data series automatically.
6. The presentation of data and its appearance on a printed page is called **formatting**.
7. Font size is measured in **points**.
8. **Alignment** refers to the position of data within the boundary of a cell.
9. **Numbers** are always right-aligned.
10. **Tab** displays lengthy text data within one cell and, therefore, the data appears in multiple lines.
11. A company that offers Internet services is called an **ISP**.
12. A **website** is a collection of web pages with related information.
13. The first page of a website is called the **home** page.

14. The address that identifies a website or a web page on the Internet is called its **URL**.
15. The IP address consist of **four** numbers in the range 0-255 separated by dots.

3. Write T for the True statement and F for false one.

1. To select the entire column, you must click on the column heading.
2. Pressing the Delete key removes the contents of the selected cells.
3. When you insert a new column, it appears to the right of (after) the selected column.
4. You cannot edit cell contents in the **Formula** bar.
5. You can create your own list in the **Custom Lists** dialog box.
6. Formatting changes the value of data.
7. Data cannot be bold, Italic, and underlined all at the same time.
8. You can add borders to selected cells.
9. You can control the horizontal and vertical alignment of data in a cell.
10. You cannot display numeric data with commas.
11. You can send the same email message to several people at the same time.
12. Email programs have features to enable you to add smiley faces to your messages.
13. School students cannot use the Web to find information.
14. URL stands for unlimited resource of learning.

- T
- T
- F
- T
- T
- F
- F
- T
- T
- F
- T
- T
- F
- T

4. Name the following.

1. The group on the Home tab that has the Copy, Cut and Paste command.
2. A command that is active only after you cut or copy dat.
3. A series that gets copied to a worksheet when you use Autofill.
4. The black square that appears in the bottom-corner of the selected cell range.
5. The group on the Home tab that has the commands to change row height and column width.
6. The unit in which font size is measured.

Clip board

Paste

Pre-defined

Fill handle

Review

Point

- | | |
|-------------------------------------------------------------------------------------------------|--------------------------|
| 7. The button used to add background colour to cells. | Fill color |
| 8. The option that has buttons to display data horizontally, vertically or at an angle. | Orientation |
| 9. The group on the Home tab that has Decrease Decimal and Increase Decimal button. | Number |
| 10. The button you use to place a dollar or pound sign before a numeric value. | Accounting Number Format |
| 11. A network that links millions of computers around the world. | Internet |
| 12. The email folder that stores incoming mail. | Inbox |
| 13. The email folder that stores message you have send to others. | Sent |
| 14. The command button you use to send a picture with your email message. | Formatting |
| 15. A device that allows computer to communicate with each other using wired or wireless means. | Shadow |

5. Answer the following

1. What is an active cell?

Ans: An active cell is the cell currently selected which is identified by a thick, black border.

2. What is a data alignment?

Ans: Data alignment means the position in which the data is placed within the boundary of a cell.

3. What is data orientation?

Ans: Data orientation is the relative physical position or direction of the text.

4. What is an email?

Ans: An email is an electronic message sent form one computer to another.

5. List four features of an email program.

Ans: Four features of an email program are, **Inbox**, **Draft**, **new**, and **Reply**.

6. Circle the correct option

1. Which key(s) would you press to modify the contents of a cell?

i. Ctrl + M.

ii. F2

iii. Ctrl+F2

iv. Alt+Shift+E

2. What is the keyboard shortcut to copy data?

i. Ctrl + U

ii. Ctrl + C.

iii. Ctrl + X

iv. Ctrl + Z

3. What action does the shortcut key combination Ctrl + V do?

i. Redo

ii. Undo

iii. Merge.

iv. Paste

4. Which tab has the Insert, Delete, and Format buttons?

i. Data

ii. Insert

iii. View

iv. Home

5. Which of these will delete cell contents?

i. Pressing Delete

ii. Clicking on **Clear Contents** on the shortcut menu

iii. Both (i) and (ii)

iv. Editing

6. Which tab has the commands for data formatting?

i. Home

ii. View

iii. Insert

iv. Data

7. Which button is not present in the Font group on the Home tab?

i. B

ii. I

iii. U

iv. D

8. Which of these is not an option for horizontal alignment of cells?

i. Justify

ii. Center

iii. Left

iv. Right

9. Which button is used to change the background colour of cells?

i. Fill color

ii. Font color

iii. Background color

iv. Back color

10. Which button lets you place data in the center of a cell across a number of columns?

i. Merge

ii. Merge and Center

iii. Center Align

iv. None of these

11. What do we call a program that lets you see material on the Internet?

i. Web browser

ii. Website

iii. Webpage

iv. Home page

12. What do we call an addressing on the Internet?

- i.** HTML
- ii.** Web browser
- iii.** ISP
- iv.** URL

13. Which of the following provides Internet connection that allow people to use the World Wide Web?

- i.** ISP
- ii.** Internet
- iii.** URL
- iv.** HTML

14. Which folder contain email messages that are incomplete and unsent?

- i.** Draft
- ii.** Inbox
- iii.** Deleted
- iv.** Sent

15. Which command would you use to send a received message to someone else?

- i.** Reply
- ii.** Forward
- iii.** New
- iv.** Delete

Exercise

Word searching

Search for five MS Excel terms in the grid given below:

L	J	A	S	H	C	F	F	C
L	R	L	R	O	W	R	O	E
E	M	I	E	R	I	Y	R	E
C	O	L	U	M	N		M	L
T	T	N	E	R	A	Q	U	Z
L	B	O	T	H	E	R	L	S
L	O	R	M	A	T	E	A	R
W	O	R	K	S	H	E	E	T

Jumbled words

1 LAINGMTEN _____

Hint: It refers to the position of data within the boundary of a cell.

2 RWPA EXTT _____

Hint: This feature confines the data to a cell and displays it in multiple

3 OCMAM TSYLE _____

Hint: This button in the **number** group separates the thousands

4 CNETPER TYSEL _____

Hint: Clicking on this button shows a number as a percentage.

5 RENTTIOAINO _____

Hint: This refers to the relative physical position or direction of text.

What Am I?

1. I am the button in the **number** group that adds a currency symbol to a number. _____
2. I am the tool that draws borders around every cell which has been selected in the worksheet.

3. I am the option in the **Alignment** group which confines the data in a cell and displays it in multiple lines. _____
4. I am the option by which adjacent cells are merged into one large cell. _____
5. I am the option used to add background colour to the cells. _____

Solution of above exercise

L	J	A	S	H	C	F	F	C
L	R	L	R	o	W	R	o	E
e	M	I	E	R	I	Y	R	E
C	o	L	U	M	n		M	L
T	T	N	E	R	A	Q	U	Z
L	B	O	T	H	E	R	L	S
L	O	R	M	A	T	E	A	R
W	o	R	K	s	H	e	e	t

1. ALIGNMENT 2. WRAP TEXT 3. COMMA STYLE 4. PERCENT STYLE 5. ORIENTATION

1. Accounting Number Format button 2. Draw Border grid 3. Wrap text 4. Merge & Center 5. Fill Color



Wish you best of luck