

# **Question Bank**

## **Information Technology(Code-402)**

### **Class-X (Term-1)**

#### **Employability Skills (Part-A)**

**1. Which of the following is NOT an element of communication within the communication process cycle?**

(a) Channel

(b) Receiver

(c) Sender

(d) Time

**2. You need to apply leave at work? Which method of communication will you use?**

(a) e-mail

(b) Poster

(c) Newsletter

(d) Blog

**3. Questions can be formed with one of the following?**

(a) 7W 3H

(b) 5W 1H

(c) 3W 3H

(d) 2W 3H

**4. Which of the following is an example of oral communication?**

(a) Newspapers

(b) Letters

(c) Phone call

(d) e-mail

**5. What are the types of words we should use for verbal communication?**

(a) Acronyms

(b) Simple

(c) Technical

(d) Jargons

**6. Why do we use e-mails?**

(a) To communicate with many people at the same time.

(b) To share documents and files.

(c) To talk to each other in real-time.

(d) To keep a record of communication.

**7. Which of these is a positive (good) facial expression?**

(a) Frowning while concentrating

(b) Maintaining eye contact

(c) Smiling continuously

(d) Rolling up your eyes

**8. What does an upright (straight) body posture convey or show?**

(a) Pride

(b) Professionalism

(c) Confidence

(d) Humility

**9. Which of these is NOT an appropriate non-verbal communication at work?**

(a) Keeping hands in pockets while talking

(b) Talking at moderate speed

(c) Sitting straight

(d) Tilting head a bit to listen

**10. Which of the following statement is true about communication?**

(a) 50% of our communication is non-verbal

(b) 20% communication is done using body movements, face, arms, etc.

(c) 5% communication is done using voice, tone, pauses, etc.

(d) 7% communication is done using words

**11. Which of these are examples of positive feedback?**

- (a) Excellent, your work has improved.
- (b) I noticed your dedication towards the project.
- (c) You are always doing it the wrong way.

(d) All of the above

**12. Which of these are examples of negative feedback?**

(a) I hate to tell you this but your drawing skills are poor.

- (b) You can surely improve your drawing.
- (c) This is a good drawing but you can do better.
- (d) None of the above

**13. Which of the following are effective components of a good feedback?**

- (a) Detailed and time consuming
- (b) Direct and honest

(c) Specific

- (d) Opinion-based

**14. Which of these is NOT a common communication barrier?**

- (a) Linguistic barrier
- (b) Interpersonal barrier

(c) Financial barrier

- (d) Organisational barrier

**15. Which of these are ways to overcome communication barriers?**

- (a) Respecting each other's differences
- (b) Using a translator

(c) Not communicating at all

- (d) Using your own language for comfort

**16. In which of the following, the underlined word is an adjective?**

(a) Radha has a red dress.

- (b) I can speak French.

(c) *The Girl on the Train* is a best-seller.

(d) Abdul can swim fast.

**17. Which of these sentences is capitalised correctly?**

(a) Ravi and i are going to the movies.

(b) Salim is visiting India in july.

(c) The Tiger is a strong animal.

(d) She is arriving on Monday.

**18. Which of these sentences are punctuated correctly?**

(a) When is the party.

(b) I had bread omelette and a Banana for breakfast.

(c) I am so excited about my first foreign trip!

(d) This is Abdul's notebook.

**19. In which of these sentences can you find an adverb?**

(a) Divya drinks milk every day.

(b) Sanjay gifted me a new pen.

(c) I opened the door lock.

(d) Sita is 5-feet tall.

**20. Identify the object, verb and subject in the sentence, 'The car crashed into a tree.'**

(a) Object: a tree; Verb: crashed; Subject: the car

(b) Object: The car; Verb: crashed; Subject: a tree

(c) Object: crashed; Verb: the tree; Subject: the car

(d) Object: crashed; Verb: the car; Subject: the tree

**21. Identify the indirect object in the sentence, 'The band played music for the audience.'**

(a) The band

(b) played

(c) music

(d) audience

**22. Which of these is an imperative sentence?**

- (a) Switch off the fan.
- (b) Sheila has gone to the market.
- (c) Where are my pen colours?

(d) Oh no! I missed my flight.

**23. Which of these sentences is in active voice?**

- (a) A movie is being watched by them.
- (b) The car was repaired by Raju.

(c) He is reading a book.

- (d) The thief was being chased by a policeman.

**24. What makes you complete work or studies without others cheering you?**

- (a) Self-confidence
- (b) Communication

(c) Self-motivation

- (d) Self-esteem

**25. Which of the following are types of motivation?**

- (a) Internal
- (b) Intermediate
- (c) External

(d) Both a and c

**26. Ravi works hard to get the best student award at the end of year. What type of motivation is this?**

- (a) Internal

(b) External

- (c) Both internal and external
- (d) Not any specific type of motivation

**27. Which of the following functions is not performed using a mouse?**

(a) Turn on

- (b) Hover
- (c) Right click

(d) Drag and Drop

**28. What is the term used when you press and hold the left mouse key and move the mouse around?**

(a) Highlighting

(b) Dragging

(c) Selecting

(d) Moving

**29. Here are the steps that take place when starting a computer. Rearrange the steps in the correct order.**

(a) Desktop appears after login

(b) Login screen appears

(c) Power on Self-Test (POST) starts

(d) Operating system starts

(e) Welcome screen appears

Ans: c → d → e → b → a

**30. Which one of the following shortcut keys is used to paste a file?**

(a) Ctrl + c

(b) Ctrl + p

(c) Ctrl + v

(d) Ctrl + x

**31. Which of the following is a valid file extension for Notepad file?**

(a) .jpg

(b) .doc

(c) .text

(d) .txt

**32. What keys do you use to copy something?**

(a) Ctrl+x

(b) Ctrl+c

(c) Ctrl+z

(d) Ctrl+y

**33. What happens if you leave a device plugged in even after it is charged 100%?**

- (a) It can break.
- (b) It can stop functioning.
- (c) It can over-heat.
- (d) Data can get corrupt.

**34. How can an anti-virus protect your device?**

- (a) It can protect it from over-heating.
- (b) It can increase its performance.
- (c) It can prevent data from getting corrupt.
- (d) It can backup data.

**35. Which option is not required to keep a device cool?**

- (a) Keep the device unplugged when in use.
- (b) Do not cover a laptop with a blanket.
- (c) Make sure computer's CPU fan is working.
- (d) Avoid leaving the device in the sun.

**36. Which of the following is essential for maintaining keyboard?**

- (a) Turn the keyboard upside down and shake it to remove foreign material.
- (b) Blow dust and other particles with help of a blower.
- (c) Use a very dilute combination of soap and water applied with a non-abrasive cloth to remove stains from the keycaps.
- (d) All of the above

**37. What should you do to ensure secure online transactions?**

- (a) Lock your computer
- (b) Give credit card or bank details only on safe websites
- (c) Use anti-virus
- (d) Do not use pirated software

**38. Which of the following trap small children into inappropriate relations?**

- (a) Online predators

(b) Worms

(c) Trojan Horse

(d) Anti-Virus

**39. What should a strong password consist of?**

(a) Only letters

(b) Numbers and special characters

(c) Name of a person

(d) Letters, numbers and special characters

**40. Which of these sentences is in passive voice?**

A) They are watching movie.

B) Raju repaired the car.

C) He is reading a book.

D) The thief was being chased by a policeman

**41. Stress is identified as a condition in which a person is ..**

A) tensed

B) worried

C) relaxed

D) both (A) and (B)

**42. What plays a major role in reaction to stress**

A) Emotions

B) Personality

C) Confidence

D) None of these

**43. The feeling of self-awareness enhances our**

A) Self-confidence

B) Self-monitoring

C) Self-Regulation

D) All of the above

**44. The internal stress caused by**

A) pent-up worries

B) laziness

C) survival stress

D) experiences



**45. \_\_\_\_\_ is not a symptom of stress?**

- A) Increased sweating
- B) Cold hands or feet
- C) Dry mouth

D) None of these

**46. What is 'M' in the 'SMART' goal setting method**

- A) Must
- B) Meaning

C) Measurable

D) None of these

**47. What is 'S' in the 'SMART' method of goal setting?**

- A) Smart
- B) Special
- C) Speed

D) Specific

**48. Physical exercise is used as a stress management technique because**

- A) It improves blood circulation
- B) improves self-image
- C) make us feel better

D) All of the above

**49. Stress management prevents \_\_\_\_\_**

- A) psychological disorders
- B) behavioural problems

C) both of the above

D) none of the above

**50. Self-Reliance means \_\_\_\_\_**

- A) Ability to Work Independently
- B) Complete the task effectively

C) Both of the above

D) None of the above

**51. Which of the following is essential for maintaining a keyboard?**

- A) Turn the keyboard upside down and shake it to remove foreign material.
- B) Blow dust and other particles with help of a blower.
- C) Use a very dilute combination of soap and water applied with a non-abrasive cloth to remove stains from the keycaps.

D) Cover the keyboard whenever not in use

**52. Olive company has too many rules and regulations for the employees. Too much of \_\_\_\_\_ communication in the workspace may also prove \_\_\_\_\_. It may lead to negligence of work.**

a) formal, positive

b) informal, negative

c) verbal, positive

d) non-verbal, negative

**53. For proper capitalisation of letters in a sentence, we use the \_\_\_\_\_ rule.**

a) MINTS

b) TINSU

c) STUNT

d) NUTS

**54. Usually banks and companies uses a feature that force users to use a decryption password (or key) before starting the computer thus preventing unauthorised usage. Which feature is referred here:-**

a) Encrypting feature in Digilocker

b) Encrypting feature in Bitlocker

c) Decrypting feature in Bitlocker

d) Decrypting feature in Digilocker

**55. Breathlessness, dry mouth, butterflies in stomach, indigestion etc. are sign of \_\_\_\_\_ stress.**

a) Mental

b) Physical

c) Both of the above

d) None

**56. Shivam performed on annual day function and learn something new, such as dancing, singing, etc. What type of motivation is this?**

a) Internal

b) External

c) Intermediate

d) None

## Subject Skills (Part-B)

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**Q1. A \_\_\_\_\_ is a set of formats that you can apply to selected pages, text, frames, and other elements in your document to quickly change their appearance.**

- (a) Mail Merge
- (b) Style**
- (c) Data Consolidation
- (d) None of these

**Q2. Style has the following advantages**

- (a) Styles help improve consistency in a document.
- (b) Styles make major formatting changes easy.

- (c) Both (a) and (b)**
- (d) None of these

**Q3. If we want to change the indentation of all paragraphs, and change the font of all titles in the book. Which feature she should use to make the task easy?**

- (a) Styles**
- (b) Templates
- (c) Table of content
- (d) Consolidating

**Q4. OpenOffice.org supports the following types of styles:**

- (a) Paragraph styles
- (b) Graphics styles
- (c) Page styles
- (d) All of the above**

**Q5. \_\_\_\_\_ include margins, headers and footers, borders and backgrounds. In Calc, page styles also include the sequence for printing sheets.**

- (a) Paragraph styles
- (b) Graphics styles
- (c) Page styles**
- (d) Character styles

**Q6. \_\_\_\_\_ control all aspects of a paragraph's appearance, such as text alignment, tab stops, line spacing, and borders, and can include character formatting.**

- (a) Paragraph styles**
- (b) Graphics styles
- (c) Page styles
- (d) Character styles

**Q7. \_\_\_\_\_ affect selected text within a paragraph, such as the font and size of text, or bold and italic formats.**

- (a) Paragraph styles
- (b) Graphics styles

(c) Page styles

(d) Character styles

**Q8. \_\_\_\_\_ are used to format graphic and text frames, including wrapping type, borders, backgrounds, and columns.**

(a) Frame styles

(b) Graphics styles

(c) Page styles

(d) Character styles

**Q9. \_\_\_\_\_ apply similar alignment, numbering or bullet characters, and fonts to numbered or bulleted lists.**

(a) Frame styles

(b) Numbering styles

(c) Page styles

(d) Character styles

**Q10. \_\_\_\_\_ include fonts, alignment, borders, background, number formats (for example, currency, date, number), and cell protection.**

(a) Frame styles

(b) Numbering styles

(c) Cell styles

(d) Character styles

**Q11. \_\_\_\_\_ in drawings and presentations include line, area, shadowing, transparency, font, connectors, dimensioning, and other attributes.**

(a) Graphics styles

(b) Numbering styles

(c) Cell styles

(d) Character styles

**Q12. \_\_\_\_\_ include attributes for font, indents, spacing, alignment, and tabs in presentation.**

(a) Graphics styles

(b) Numbering styles

(c) Presentation styles

(d) Character styles

**Q13. Styles and Formatting window can be opened by \_\_\_\_\_ menu in open office writer.**

(a) Insert

(b) Edit

(c) Format

(d) view

**Q14. Read statements 1 and 2 and select appropriate option:-**

**Statement 1: Fill format mode is used to apply a style to many different area quickly without having to go back to the styles and formatting window and double-click every time.**

**Statement 2:- The above method is quite useful when you need to format many scattered paragraphs, cells or other items with the different style.**

(a) Both statements 1 and 2 are True

- (b) Statement 1 is True but Statement 2 is False
- (c) Statement 2 is True but Statement 1 is False
- (d) Both statements 1 and 2 are False

**Q15. Which function is used to open Styles and Formatting in open office writer.**

- (a) F1
- (b) F3
- (c) F5
- (d) F11

**Q16. \_\_\_\_\_ is used to apply a style to many different areas quickly without having to go back to the Styles and Formatting window and double-click every time.**

- (a) Window mode
- (b) Paint mode
- (c) Fill format mode
- (d) Flip mode

**Q17. \_\_\_\_\_ is quite useful when you need to format many scattered paragraphs, cells, or other items with the same style.**

- (a) Window mode
- (b) Paint mode
- (c) Fill format mode
- (d) Flip mode

**Q18. To quit Fill Format mode which option can be used.**

- (a) click the Fill Format mode icon again
- (b) press the Esc key
- (c) Both (a) and (b)
- (d) Alt+F10

**Q19. when Fill Format mode is active, a \_\_\_\_\_ anywhere in the document undoes the last Fill Format action.**

- (a) right-click
- (b) left-click
- (c) Both (a) and (b)
- (d) None of these

**Q20. In open office.org writer we can create New (Custom) Styles by \_\_\_\_\_ ways.**

- (a) Creating a new style from a selection
- (b) Dragging And Dropping To Create A Style
- (c) Both (a) and (b)
- (d) None of these

**Q21. We can copy styles by loading them from a template or another document which option we need to select in New Style from Selection icon:**

- (a) Load Styles
- (b) Update Styles
- (c) Both (a) and (b)
- (d) Overwrite Styles

**Q22. If we want the styles being copied to replace any styles of the same names in the document we are copying them into, which option we need to select.**

- (a) From File
- (b) Overwrite
- (c) Update
- (d) Change

**Q23. To copy the styles from another document, click the \_\_\_\_\_ button to open a window from which you can select the required document.**

- (a) From File
- (b) Overwrite
- (c) Update
- (d) Change

**Q24. Read Statements 1 and 2 and select appropriate option?**

**Statement 1: A new style can be created from selection**

**Statement 2: A new style can be created using drag and drop**

- (a) Both statements 1 and 2 are True
- (b) Statement 1 is True but Statement 2 is False
- (c) Statement 2 is True but Statement 1 is False
- (d) Both statements 1 and 2 are False

**Q25. We can insert the image in Open office writer document using \_\_\_\_**

- (a) Drag and Drop
- (b) Insert Picture Dialog
- (c) Inserting An Image From The Clipboard
- (d) All of the above

**Q26. The \_\_\_\_\_ provides a convenient way to group reusable objects such as graphics and sounds that you can insert into your documents.**

- (a) Clipboard
- (b) Gallery
- (c) Mail Merge
- (d) Templates

**Q27. To open Gallery which Option we use in open office writer.**

- (a) Edit > Gallery
- (b) Insert > Gallery
- (c) View > Gallery
- (d) Tools > Gallery

**Q28. \_\_\_\_\_ is particularly useful when creating a watermark or when wrapping the image in the background in a document.**

- (a) Transparency
- (b) Fill
- (c) Filters
- (d) Crop

**Q29. We can change color images to grayscale by selecting the image and then selecting \_\_\_\_\_ from the Graphics mode list.**

- (a) Transparency
- (b) Color
- (c) Filters
- (d) Grayscale

**Q30. \_\_\_\_\_ Graphic Filter Inverts the color values of a color image or the brightness values of a grayscale image.**

- (a) Solarization
- (b) Invert
- (c) Pop Art
- (d) Posterize

**Q31. \_\_\_\_\_ Graphic Filter Softens the contrast of an image.**

- (a) Smooth
- (b) Invert
- (c) Pop Art
- (d) Posterize

**Q32. \_\_\_\_\_ Graphic Filter Increases the contrast of an image.**

- (a) Smooth
- (b) Invert
- (c) Sharpen
- (d) Posterize

**Q33. \_\_\_\_\_ Graphic Filter Removes single pixels from an image.**

- (a) Smooth
- (b) Invert
- (c) Sharpen
- (d) Remove noise

**Q34. \_\_\_\_\_ Graphic Filter Mimics the effects of too much light in a picture. A further dialog box opens to adjust the parameters.**

- (a) Solarization
- (b) Invert
- (c) Sharpen
- (d) Remove noise

**Q35. \_\_\_\_\_ Graphic Filter Simulates the effects of time on a picture. Can be applied several times. A further dialog box opens to adjust the aging level.**

- (a) Solarization
- (b) Invert
- (c) Aging
- (d) Remove noise

**Q36. \_\_\_\_\_ Graphic Filter Makes a picture appear like a painting by reducing the number of colors used.**

- (a) Posterize
- (b) Invert
- (c) Aging
- (d) Remove noise

**Q37. \_\_\_\_\_ Graphic Filter Modifies the picture dramatically**

- (a) Posterize
- (b) Invert
- (c) Aging
- (d) Pop Art

**Q38. \_\_\_\_\_ Graphic Filter Displays the image as a charcoal sketch.**

- (a) Posterize
- (b) Charcoal
- (c) Aging
- (d) Pop Art

**Q39. \_\_\_\_\_ Graphic Filter is used to adjust the light source that will create the shadow and, hence, the relief effect.**

- (a) Relief
- (b) Charcoal
- (c) Aging
- (d) Pop Art

**Q40. \_\_\_\_\_ Graphic Filter Joins groups of pixels into a single area of one color.**

- (a) Solarization
- (b) Mosaic
- (c) Pop Art
- (d) Posterize

**Q41. If we want to remove the unwanted area of the image. Which option of the word processor he will use to complete the task?**

- (a) Clip art
- (b) Cut
- (c) Crop
- (d) Contrast

**Q42. If we want to remove the unwanted area of the image without distortion the pixel of image. Which option of the word processor he will use to complete the task?**

- (a) Keep Scale
- (b) Keep Image size
- (c) Resizing
- (d) None



**Q43. For resizing Image, In the Type page of the Picture dialog box, select the \_\_\_\_\_ option to toggle between percentage and actual dimension.**

- (a) Relative**
- (b) Dimension
- (c) Resizing
- (d) None

**Q44. Position and Size dialog can be opened using \_\_\_\_\_ menu.**

- (a) Insert
- (b) View
- (c) Format**
- (d) File

**Q45. ABC university is organizing a reunion meet for their alumnae student. For this a group photograph of all students is imported in the document. The photograph contains lots of things that are needed to be cropped. Which control parameter of crop should be used in following condition:-**

- (1) When cropping the image does not change the scale of the picture.**
- (2) When cropping produces enlargement (for positive cropping values), Shrinking ( for negative cropping values), or distortion of the image so that the image size remains constant.**
- (3) Which is default**

- (a) Resize, image, height width, resize image
- (b) Keep scale, keep image size, keep scale**
- (c) Keep scale, keep image size, keep image size
- (d) Height width, resize image, default

**Q46. \_\_\_\_\_ lets you rotate, flip, move, or resize all shapes or objects at the same time as though they were a single shape or object.**

- (a) Flipping
- (b) Dimension
- (c) Grouping**
- (d) Cropping

**Q47. Group option is available in \_\_\_\_\_ menu.**

- (a) Insert
- (b) Format**
- (c) View
- (d) File

**Q48. \_\_\_\_\_ refers to the placement of a graphic on an imaginary vertical axis.**

- (a) Arrangement**
- (b) Alignment
- (c) Anchoring
- (d) Wrapping

**Q49. \_\_\_\_\_ refers to the vertical or horizontal placement of a graphic in relation to the chosen anchor point.**

- (a) Arrangement

**(b) Alignment**

(c) Anchoring

(d) Wrapping

**Q50. \_\_\_\_\_ refers to the reference point for the graphics. This point could be the page, or frame where the object is, a paragraph, or even a character.**

(a) Arrangement

(b) Alignment

**(c) Anchoring**

(d) Wrapping

**Q51. \_\_\_\_\_ refers to the relation of graphics to the surrounding text, which may wrap around the graphic on one or both sides, be overprinted behind or in front of the graphic, or treat the graphic as a separate paragraph or character.**

(a) Arrangement

(b) Alignment

(c) Anchoring

**(d) Wrapping**

**Q52. From the \_\_\_\_\_ menu, where you can find Alignment, Arrange, Wrap, and Anchor (both for images and drawing objects).**

(a) Insert

(b) View

**(c) Format**

(d) File

**Q53. A \_\_\_\_\_ is a model that you use to create other documents.**

**(a) Template**

(b) Document

(c) Design

(d) Copy Paste

**Q54. Templates can contain \_\_\_\_\_**

(a) text and graphics

(b) a set of styles

(c) user-specific setup information such as measurement units, language, the default printer, and toolbar and menu customization

**(d) All of the above**

**Q55. We can create your own templates \_\_\_\_\_**

(a) Creating A Template From A Document

(b) Creating A Template Using A Wizard

**(c) Both (a) and (b)**

(d) None of these

**Q56. In Open Office, if we want to set a custom template as the default we select the following**

(a) Insert->Templates

(b) Edit->New->Templates

**(c) File > Templates > Organize**

(d) Tools->organize

**Q57. To use or change a particular template choose \_\_\_\_\_**

- (a) Insert->Templates
- (b) Edit->New->Templates
- (c) File > Templates > Organize
- (d) File >New > Templates and Documents

**Q58. Which of the following statements is True about Templates?**

**Statement 1: A template is a model that you use to create other documents**

**Statement 2: Template can not contain thing that regular document can contain, such as text, graphics, a set of styles etc.**

- (a) Both statements 1 and 2 are True
- (b) Statement 1 is True but Statement 2 is False
- (c) Statement 2 is True but Statement 1 is False
- (d) Both statements 1 and 2 are False

**Q59. \_\_\_\_\_ feature lets you build an automated table of contents from the headings in your document.**

- (a) Styles
- (b) Mail Merge
- (c) Table of Contents
- (d) Templates

**Q60. Mr. Naman has 45 pages of text prepared by him on a specific topic in open office writer with proper use of headings where ever required. Now he wants to create an index for the pages he created so that all the topics and sub topics are clearly visible with page numbers for easy access. Help him to complete the following tasks:-**

- (1) Name the feature in open office writer that he can use for this purpose**
- (2) Which tab under insert index/table allows him to add and delete elements for each outline level.**
- (3) Which tab under insert index/table allows him to apply paragraph styles to the table of contents**
- (4) Which tab he can use to select graphics as background**

- (a) Index and table, Entries, Styles, Background
- (b) Table of content, Entries, Styles, Background
- (c) Table of content, Entries, Styles, Graphics
- (d) Table of content, Columns, Headings, Background

**Q61. The \_\_ button represents the chapter number.**

- (a) T
- (b) E
- (c) E#
- (d) #

**Q62. The \_\_\_\_ button represents the entry text.**

- (a) T
- (b) E
- (c) E#
- (d) #

**Q63. The \_\_\_\_ button represents a tab stop.**

- (a) T
- (b) E

- (c) E#
- (d) #

**Q64. The \_\_\_\_ button represents the page number.**

- (a) T
- (b) E
- (c) E#
- (d) #

**Q65. Start of link and End of link button are \_\_\_\_\_ and \_\_\_\_\_.**

- (a) LEnd, LStart
- (b) E# and T
- (c) LS, LE
- (d) None of these

**Q66. In the Type area of Background tab (Under Index and Table dialog) which three options available**

- (a) Heading, Sub Heading , Styles
- (b) Position, Area, Tile
- (c) Filter, Crop, Area
- (d) Filter, Outline, Paragraph styles

**Q67. To repeat the graphic across the entire background area, we need to select option in word processor.**

- (a) Tile
- (b) Position
- (c) Stretch
- (d) Area

**Q68. To stretch the graphic so that it fills the entire background area, we need to select option in word processor.**

- (a) Tile
- (b) Position
- (c) Stretch
- (d) Area

**Q69. A \_\_\_\_\_ is a way to take a letter you've written and send it to a whole bunch of people, personalizing it with information about them so they might think that you typed that letter personally for them.**

- (a) Mail Merge
- (b) E-Mail
- (c) Templates
- (d) Data Source

**Q70. A \_\_\_\_\_ can also be a quick way to take a list of people's mailing addresses and generate labels or envelopes with the address for a different person on each label or envelope.**

- (a) Templates
- (b) E-Mail
- (c) Mail Merge
- (d) Data Source

**Q71. XYZ University is organizing a reunion meet for their alumnae students. For this purpose, university wants to send the invite to all these students with their different addresses. Which feature of the Word Processor University should use to accomplish the task?**

- (a) Mail Merge

- (b) E-Mail
- (c) Templates
- (d) Data Source

**Q72. Which of the following documents are created in the process of Mail Merge?**

- (a) Table of Content and Template
- (b) Main Document and Data Source
- (c) Styles and Crop
- (d) Data Consolidation and Macros

**Q73. Which of the following option is used to created database in open office calc?**

- (a) Tools > Database
- (b) Insert > Database
- (c) File > New > Database
- (d) Data > Database

**Q74. Which of the following key is used to open registered database in open office writer/calc?**

- (a) F1
- (b) F2
- (c) F11
- (d) F4

**Q75. What is the extension of open office database?**

- (a) .odb
- (b) .odf
- (c) .obd
- (d) .ogf

**Q76. How are the labels created in open office writer?**

- (a) File > Label
- (b) File > New > Labels
- (c) Insert > Labels
- (d) View > Labels

**Q77. While implementing mail merge we can use \_\_\_\_\_ to apply same formatting on the labels.**

- (a) Styles
- (b) Template
- (c) Symbols
- (d) Synchronize Labels

**Q78. How are the Labels printed in Mail Merge process?**

- (a) Insert > Print
- (b) File > Print
- (c) Format > Print
- (d) View > Print

**Q79. What is the shortcut key to see non-printing characters in writer?**

- (a) Ctrl+F11
- (b) Ctrl+F12
- (c) Ctrl+F1
- (d) Ctrl+F10

**Q80. \_\_\_\_\_ examples of databases in which the Data Source can be created.**

- (a) MySQL
- (b) Oracle
- (c) Spreadsheet
- (d) All of the above

**Q81. \_\_\_\_\_ allows you to gather together your data from separate worksheets into a master worksheet.**

- (a) Hyperlinks
- (b) Consolidating
- (c) Linking
- (d) Filter

**Q82. \_\_\_\_\_ function takes data from a series of worksheets or workbooks and summaries it into a single worksheet that you can update easily.**

- (a) Hyperlinks
- (b) Data Consolidation
- (c) Linking
- (d) Filter

**Q83. Data Consolidation feature is available in \_\_\_\_\_ menu in open office calc.**

- (a) Edit
- (b) Insert
- (c) Tools
- (d) Data

**Q84. In Data Consolidation, if you select \_\_\_\_\_ then any values modified in the source range are automatically updated in the target range.**

- (a) Link to sheet data
- (b) Link to source data
- (c) Link to original data
- (d) Link to source range

**Q85. Which function cannot be performed through Data Consolidation in a Spreadsheet?**

- (a) Average
- (b) Sum
- (c) Percentage
- (d) Product

**Q86. Which of the following option is not available in Consolidate dialog box?**

- (a) Function
- (b) Source data range
- (c) Copy result to
- (d) Subtotal

**Q87. If you are continually working with the same range, then you probably want to give it a name. which of the following option you would use?**

- (a) Insert > Define Range
- (b) Tools > Define Range
- (c) Data > Define Range
- (d) Format > Define Range

**Q88. Data available in other sheets in a workbook, can be consolidate by :**

- (a) Row label
- (b) Column label
- (c) Both (a) and (b)
- (d) None of these

**Q89. \_\_\_\_\_, totals/adds data arranged in an array—that is, a group of cells with labels for columns and/or rows Which step one must should follow before using the Subtotal option?**

- (a) Consolidate
- (b) Rename Data
- (c) Filter Data
- (d) Subtotal

**Q90. Subtotal option is available in \_\_\_\_\_ menu in open office calc.**

- (a) Edit
- (b) Insert
- (c) Tools
- (d) Data

**Q91. Which function cannot be performed through subtotal in a Spreadsheet?**

- (a) Average
- (b) Min
- (c) Percentage
- (d) Product

**Q92. In the Subtotals dialog, in the \_\_\_\_\_ box, select the column that you want to add the subtotals to. If the contents of the selected column change, the subtotals are automatically recalculated.**

- (a) Order by
- (b) Add by
- (c) Group by
- (d) Label by

**Q93. How may Group options are there under subtotal dialog box.**

- (a) 1
- (b) 2
- (c) 3
- (d) Label by

**Q94. If you use more than one group, then you can also arrange the subtotals according to choices made on the dialog's Options page , including ascending and descending order or using one of the predefined custom sorts defined under Tools menu as \_\_\_\_\_ .**

- (a) Tools-> OpenOffice.org Calc-> Sort Lists
- (b) Tools-> Options-> OpenOffice.org Calc-> Change
- (c) Tools-> Options-> Sort Lists
- (d) Tools-> Options-> OpenOffice.org Calc-> Sort Lists

**Q95. Scenarios are a tool to test \_\_\_\_\_ questions.**

- (a) Auto
- (b) Goal Seek
- (c) What-if
- (d) Drop Down

**Q96. A \_\_\_\_\_ is essentially a saved set of cell values for your calculations.**

- (a) Multiple Operations
- (b) Goal Seek
- (c) Scenarios
- (d) Drop Down

**Q97. Scenarios option is available in \_\_\_\_\_ menu in open office calc.**

- (a) Edit
- (b) Insert
- (c) Tools
- (d) Data

**Q98. Which of the following option is not available in create Scenario dialog box**

- (a) Name of Scenario
- (b) Calculations
- (c) Comment
- (d) Settings (Display border, copy back, Copy entire sheet, Prevent changes)

**Q99. By using \_\_\_\_\_ option under Tools menu, you can discover what values will produce the result that you want.**

- (a) Styles
- (b) Scenario
- (c) Template
- (d) Goal Seek

**Q100. Read statements 1 and 2 and select appropriate option?**

**Statement 1: Scenarios are a tool to get summary from multiple sheets.**

**Statement 2: Scenarios option is available under Data menu in open office writer**

- (a) Both statements 1 and 2 are True
- (b) Statement 1 is True but Statement 2 is False
- (c) Statement 2 is True but Statement 1 is False
- (d) Both statements 1 and 2 are False

**Q101. Goal Seek option is available in \_\_\_\_\_ menu in open office calc.**

- (a) Edit
- (b) Insert
- (c) Tools
- (d) Data

**Q102. In Goal Seek we have to pass the values of Formula cell, Target cell and \_\_\_\_\_.**

- (a) Macro cell
- (b) Fixed cell
- (c) Variable cell
- (d) Function cell

**Q103. \_\_\_\_\_ argument can be altered in a single goal seek.**

- (a) Three
- (b) One
- (c) Two
- (d) Four



**Q104. Which feature help you to discover what values will produce the result that you want.**

**How many arguments does it takes.**

- (a) Goal Seek, Multiple
- (b) Scenario, Multiple
- (c) Goal Seek, 1
- (d) Consolidate, Multiple

**Q105. Which of the following is more elaborate form of Goal Seek?**

- (a) Subtotal
- (b) Scenario
- (c) Solver
- (d) Consolidate

**Q106. Which of the following deals with multiple unknown variables?**

- (a) Solver
- (b) Scenario
- (c) Template
- (d) Goal Seek

**Q107. \_\_\_\_\_ specifically designed to minimize or maximize the result according to a set of rules that you define in a spreadsheet.**

- (a) Scenario
- (b) Template
- (c) Solver
- (d) Goal Seek

**Q108. Solver option is available in \_\_\_\_\_ menu in open office calc.**

- (a) Edit
- (b) Insert
- (c) Tools
- (d) Data

**Q109. We can insert the new worksheet by using \_\_\_\_\_ ways.**

- (a) Select Insert > Sheet from the menu bar
- (b) Click in an empty space at the end of the line of sheet tabs.
- (c) Right-click on the tab and select Insert Sheet
- (d) All of the above

**Q110. Gita is making a project in spreadsheets. She wants to insert the new worksheet , a worksheet can be inserted using\_\_\_\_\_ ways.**

- (a) 2
- (b) 3
- (c) 4
- (d) 1

**Q111. We can rename the worksheet by using \_\_\_\_\_ ways.**

- (a) Double-click on one of the existing worksheet names.
- (b) Right-click on an existing worksheet name, then choose Rename from the resulting Context menu.

(c) Select the worksheet you want to rename (click on the worksheet tab) and then select the Sheet option from the Format menu. This displays a submenu from which you should select the Rename option.

(d) All of the above

**Q112. Yami Goel is making a project in spreadsheets. Her friend has told her how to rename a spreadsheet as it will help her identify the worksheet data easily. She was very excited and told the same to her brother. Her brother told her that in spreadsheets(OpenOffice0, a worksheet can be renamed using \_\_\_\_\_ ways.**

(a) 2

(b) 3

(c) 4

(d) 1

**Q113. It refers to a cell or a range of cells on a worksheet and can be used to find the values or data that you want formula to calculate.**

(a) Row

(b) Column

(c) Autosum

(d) Cell Reference

**Q114. In how many ways we can reference cells in other sheets:**

(a) by entering the formula directly using the keyboard

(b) by using the mouse

(c) Both (a) and (b)

(d) Using Scanner

**Q115. Which of the following is not a type of referencing in spreadsheet?**

(a) Absolute

(b) Mixed

(c) Relative

(d) Aligned

**Q116. In a spreadsheet, absolute reference will be referred to \_\_\_\_\_.**

(a) \$B\$5

(b) \$B5

(c) B\$5

(d) B5

**Q117. The general format for the cell reference is \_\_\_\_\_**

(a) =file:///Path File Name'\$SheetName.CellName

(b) =file:///Path &File Name'SheetName.CellName

(c)=file:///Path &File Name'\$SheetName.CellName

(d) =Path &File Name'SheetName.CellName.

**Q118. The cell reference in a spreadsheet for cell range M2 to P15 is \_\_\_\_\_.**

(a) M2.P15

(b) M2;P15

(c) M2&P15

(d) M2:P15

**Q119. \_\_\_\_\_ can be used in Calc to jump to a different location from within a spreadsheet and can lead to other parts of the current file, to different files or even to web sites.**

- (a) Styles
- (b) Goal Seek
- (c) Solver

(d) Hyperlinks

**Q120. A \_\_\_\_\_ link will stop working only if the start and target locations change relative to each other while An \_\_\_\_\_ link will stop working only if the target is moved.**

- (a) absolute, fixed
- (b) Relative, Absolute
- (c) absolute, relative
- (d) permanent, absolute

**Q121. A \_\_\_\_\_ hyperlink contains the full address of the destination file or web page.**

- (a) Relative
- (b) Absolute
- (c) Mixed
- (d) Address

**Q122. Hyperlink option is available in \_\_\_\_\_ menu in open office calc.**

- (a) Edit
- (b) Insert
- (c) Tools
- (d) Data

**Q123. You can insert and modify links using the Hyperlink dialog. To display the dialog, Click the Hyperlink icon, Which Hyperlink feature lets you to perform the following:-**

- (1) Point to a web address, normally starting with http://
- (2) Point to a place in current worksheet
- (3) Opens E-Mail
- (4) Point to a Place in another worksheet

(a) Absolute Hyperlink, Document, Internet, New Document

(b) Internet, Document, Mail & News, Document

- (c) Internet, Document, Mail & News, New Document
- (d) Relative Hyperlink, Document, Mail & News, Document

**Q124. While creating a Hyperlink which option specifies the text that will be visible to the user.**

- (a) Frame
- (b) Name
- (c) Text
- (d) Form

**Q125. We can insert tables from HTML documents, which option will do this**

- (a) Data -> Link to External Data
- (b) Insert -> Link to External Data
- (c) Tools -> Link to External Data
- (d) Format -> Link to External Data

**Q126. To register a data source that is in \*.odb format in open office calc, which option is used:**

- (a) Tools -> Options -> OpenOffice.org Base -> Databases
- (b) Tools -> OpenOffice.org Base -> Databases
- (c) Tools -> Options -> Databases
- (d) Data -> Options -> OpenOffice.org Base -> Databases

**Q127. Ajay works in an office where they often use shared drive where teams can share common files for everyone to use. This usually leads to sighting of the message:-**

**“The document [filename] is locked for editing by another user”  
In such situation which of the following will be observed**

- (a) The document doesn't open due to locked access observed
- (b) A read-only copy of the document can be opened
- (c) File System will crash
- (d) The document file will not respond

**Q128. Spreadsheet software allows the user to share the workbook and place it in the \_\_\_\_\_ location where several users can access.**

- (a) Pendrive
- (b) File
- (c) Network
- (d) Option

**Q129. Nitin and Nitya have done a survey of age wise literacy rates of their locality as a school project, which they have created in a Spreadsheet. They both want to work simultaneously to complete it on time. Which option they should use to access the same Spreadsheet to speed up their work.**

- (a) Consolidate Worksheet
- (b) Shared Worksheet
- (c) Link Worksheet
- (d) Lock Worksheet

**Q130. Open office calc sheet can be shared using \_\_\_\_\_.**

- (a) Insert > Share Document
- (b) Data > Share Document
- (c) Format > Share Document
- (d) Tools > Share Document

**Q131. Which of the following features are known to be disabled in a shared spreadsheet?**

- (a) Merging cells
- (b) Conditional formatting
- (c) Inserting pictures/graphs
- (d) All of the above

**Q132. Deepak has created a worksheet where he has added all the information of his employees. He wants every employee to go through the worksheet and update their address and phone number, if required. He**

also would like to know the changes done by his employees. Which feature of spreadsheet he should enable to see the changes made by his employees?

- (a) Macro
- (b) Link Workbook
- (c) Change Worksheet
- (d) Record or Track Changes

**Q133. In open office calc shared spreadsheet Accept or Reject Changes can be seen by \_\_\_\_\_.**

- (a) Edit > Changes > Accept or Reject
- (b) Tools > Changes > Accept or Reject
- (c) Data > Changes > Accept or Reject
- (d) Insert > Changes > Accept or Reject

**Q134. A colored border, with a \_\_\_\_\_ in the upper left-hand corner, appears around a cell where changes were made in shared spreadsheet.**

- (a) dot
- (b) \$
- (c) ^
- (d) @

**Q135. To change the color that indicates changes, which option is used:-**

- (a) Tools > Options > OpenOffice.org Calc > Changes.
- (b) Data > Options > OpenOffice.org Calc > Changes.
- (c) View > Options > OpenOffice.org Calc > Changes.
- (d) Format > Options > OpenOffice.org Calc > Changes.

**Q136. Calc gives you tremendous control over what changes we see when reviewing a worksheet. We can filter based on:**

- (a) Date and Author
- (b) Range
- (c) Comment
- (d) All of the above

**Q137. In open office calc Merge document option is used by \_\_\_\_\_.**

- (a) File > Changes > Merge Document
- (b) View > Changes > Merge Document
- (c) Tools > Changes > Merge Document
- (d) Edit > Changes > Merge Document

**Q138. In open office calc Compare document option is used by \_\_\_\_\_.**

- (a) Edit > Compare Document
- (b) Tools > Edit > Compare Document
- (c) Tools > Options > Compare Document
- (d) Insert > Compare Document

**Q139. A \_\_\_\_\_ is a saved sequence of commands or keystrokes that are stored for later use in Spreadsheet.**

- (a) Scenario

- (b) Solver
- (c) Average
- (d) Macro

**Q140. Macro are especially useful to \_\_\_\_\_ a task the same way over and over again.**

- (a) Average
- (b) Macro
- (c) Scenario
- (d) repeat

**Q141. Riya is a chartered accountant. She used to maintain the accounts in a spreadsheet on everyday basis. There are number of steps which she needs to follow every time. Can you suggest her a feature of spreadsheet through which she can perform these tasks quickly without repeating the steps every time?**

- (a) Record Changes
- (b) Track Changes
- (c) Goal Seek
- (d) Using Macros

**Q142. Record Macro option can be used by \_\_\_\_\_ in open office calc.**

- (a) Data > Macros > Record Macro
- (b) Format > Macros > Record Macro
- (c) Insert > Macros > Record Macro
- (d) Tools > Macros > Record Macro

**Q143. OpenOffice.org Basic Macros dialog can be open using \_\_\_\_\_**

- (a) Data > Macros > Organize Macros > OpenOffice.org Basic
- (b) Tools > Macros > Organize Macros > OpenOffice.org Basic
- (c) View > Macros > Organize Macros > OpenOffice.org Basic
- (d) Format > Macros > Organize Macros > OpenOffice.org Basic

**Q144. Macros may contain viruses. Disabling macros for a document is always safe,How we can enable the macros.**

- (a) File> Options > OpenOffice.org > Security > Macro Security
- (b) Data > Options > OpenOffice.org > Security > Macro Security
- (c) Tools > Options > OpenOffice.org > Security > Macro Security
- (d) Window > Options > OpenOffice.org > Security > Macro Security

**Q145. While creating A Macro as a Function which keyword we use in the macros.**

- (a) Function
- (b) Method
- (c) Void
- (d) Keyword

**Q146. What is correct way to declare NumberFive() Function that wise display 5 in the cell of spreadsheet after calling.**

- (a)  
Void NumberFive ()  
    NumberFive = 5  
End Function

(b)

Function NumberFive ()

NumberFive = 5

End Function

(c)

None NumberFive ()

NumberFive = 5

None Function

(d)

Void NumberFive ()

NumberFive = 5

Void Function

**Q147. Which keyword we use to declare a variable inside a function code (macro).**

(a) Dir

(b) Dim

(c) Dis

(d) Dus

**Q148. To apply conditional check which block we use in function code (macro).**

(a) If-Else

(b) Switch

(c) for

(d) while

**Q149. Which folder is available in Open office.org Basic Macros dialog box for macros.**

(a) temp

(b) windows

(c) System32

(d) standard

**Q150. Computer spreadsheet cell that is highlighted with heavy border is :**

(a) Active cell

(b) Passive cell

(c) Locked cell

(d) Formatted cell

**Q151. Seema selected the 7<sup>th</sup> row and 2<sup>nd</sup> column in a spreadsheet. Then what is the cell address?**

(a) 7B

(b) 8C

(c) B7

(d) C8

**Q152. A \_\_\_\_\_ is an organized collection of data. You can visualize it as a container of information. It is an integrated collection of data records, files, and other objects.**

(a) Styles

(b) Database

(c) Server

(d) Client

**Q153. A \_\_\_\_\_ is a software package with computer programs that controls the creation, maintenance, and use of a database. It allows organizations to conveniently develop databases for various applications.**

(a) Internet management system

(b) Record Insert system

(c) database management system

(d) Network Operating Software

**Q154. A \_\_\_\_\_ allows different user application programs to concurrently access the same database.**

(a) DBMS

(b) Trojan Horse

(c) Worm

(d) Column

**Q155. Which of the following is not an example of DBMS software?**

(a) Oracle

(b) Microsoft SQL Server

(c) MySQL

(d) Notepad

**Q156. In \_\_\_\_\_, Data is stored in a single table. Usually suitable for less amount of data.**

(a) Relational

(b) Flat File

(c) Notepad

(d) Internet Explorer

**Q157. In \_\_\_\_\_, Data is stored in multiple tables and the tables are linked using a common field. Relational is suitable for medium to large amount of data.**

(a) Relational

(b) Flat File

(c) Notepad

(d) Internet Explorer

**Q158. \_\_\_\_\_ are dedicated computers that hold the actual databases and run only the DBMS and related software.**

(a) P2P

(b) Keystroke

(c) Notepad

(d) Database Server

**Q159. Databases available on the database servers are accessed through \_\_\_\_\_ tools referred to as Frontends; database servers are referred to as Back-ends. Such type of data access is referred to as a \_\_\_\_\_.**

(a) Command line or Graphic line, Front Model

(b) Command line or graphic user interface, client-server model



- (c) Command line or graphic user interface, P2P model
- (d) Command line or graphic user interface, object model

**Q160. Database has the following advantage**

- (a) Reduces data redundancy and maintain Data Consistency
- (b) Sharing of data and Data Security
- (c) Data Integrity and privacy
- (d) All of the above

**Q161. The database management systems contain multiple files that are to be stored in many different locations in a system or even across multiple systems. Because of this, there were sometimes multiple copies of the same file which lead to \_\_\_\_\_ .**

- (a) Data redundancy
- (b) Data Accuracy
- (c) Data privacy
- (d) Data Deletion

**Q162. \_\_\_\_\_ means that the data is accurate and consistent in the database.**

- (a) Sharing of Data
- (b) Security of Data
- (c) Data piracy
- (d) Data Integrity

**Q163. \_\_\_\_\_ means there should not be multiple mismatching copies of the same data.**

- (a) Data redundancy
- (b) Data Accuracy
- (c) Data Consistency
- (d) Data Deletion

**Q164. Duplication of data is called \_\_\_\_\_.**

- (a) Redundancy
- (b) Inconsistency
- (c) Primary key
- (d) Deletion

**Q165. A \_\_\_\_\_ key is a unique value that identifies a row in a table.**

- (a) Primary
- (b) Foreign
- (c) Secondary
- (d) Candidate

**Q166. When primary key constraint is applied on one or more columns then it is known as \_\_\_\_\_.**

- (a) Foreign
- (b) Alternate
- (c) Composite Primary Key
- (d) Composite Alternate key

**Q167. SQL stands for \_\_\_\_\_**

- (a) Structure Queue Language
- (b) Structure Query Language
- (c) Structure Queue
- (d) Structure Queue Lang

**Q168. The \_\_\_\_\_ identifies a column or set of columns in one (referencing) table that refers to a column or set of columns in another (referenced) table.**

- (a) Primary key
- (b) Foreign key**
- (c) Secondary
- (d) Candidate

**Q169. A \_\_\_\_\_ is a database management system that is based on the relational model.**

- (a) DBMS
- (b) RDBMS**
- (c) Notepad
- (d) Internet Explorer

**Q170. RDBMS stands for \_\_\_\_\_**

- (a) Rotational database Management System
- (b) Retrieve database Management System
- (c) Relational delay Management System
- (d) Relational database Management System**

**Q171. How is data organized in a RDBMS?**

**OR**

**Data in a relational database management system (RDBMS) is organized in the form of \_\_\_\_\_.**

- (a) Primary
- (b) Foreign
- (c) Table**
- (d) Composite key

**Q172. A table is a set of data elements (values) that is organized using a model of vertical \_\_\_\_\_ (which are identified by their name) and horizontal \_\_\_\_\_.**

- (a) Columns, Field
- (b) Row, Tuple
- (c) Columns, Rows**
- (d) Primary, Foreign

**Q173. A \_\_\_\_\_ is a set of data values of a particular simple type, one for each row of the table.**

- (a) Columns**
- (b) Row
- (c) Table
- (d) None of these

**Q174. In relational databases, a \_\_\_\_\_ is a data record within a table. It represents a complete record of specific item data, holds different data within the same structure.**

- (a) Columns
- (b) Row**
- (c) Table
- (d) None of these

**Q175.** \_\_\_\_\_ are used to identify which type of data (value) we are going to store in the database.

- (a) Primary key
- (b) Datatypes
- (c) Table
- (d) Composite key

**Q176. Data types in OpenOffice base are broadly classified into \_\_\_\_\_.**

- (a) Numeric Types
- (b) Alphanumeric Types
- (c) Binary and Date time Types
- (d) All of the above

**Q177. Which datatypes store the 0 or 1 (yes/No).**

- (a) Integer
- (b) Decimal
- (c) Boolean
- (d) Varchar

**Q178. \_\_\_\_\_ data types in a database can be using for storing photos, music files, etc.**

- (a) Varchar
- (b) Binary
- (c) Date time
- (d) Char