CCC/DCA/ADCA/PGDCA (CA)-1

Paper Code:ASC01

STUDENT'S NAME ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

FATHER'S NAME ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

(Computer Fundamental & Microsoft - Word)

Time: 1 Hours **Marks: 100**

Note: Attempts all questions**. All questions carry equal maks.**

❖ Choose the correct answer.

1. Which of the following is not valid version of MS Office?
A) Office XP B) Office Vista C) Office 2007 D) None of above

2. You cannot close MS Word application by
A) Choosing File menu then Exit submenu B) Press Alt+F4 C) Click X button on title bar D) From File menu choose Close submenu

3. The key F12 opens a
A) Save As dialog box B) Open dialog box C) Save dialog box D) Close dialog box

4. What is the short cut key to open the Open dialog box?
A) F12 B) Shift F12 C) Alt + F12 D) Ctrl + F12

5. A feature of MS Word that saves the document automatically after certain interval is available on
A) Save tab on Options dialog box B) Save As dialog box C) Both of above D) None of above

6. Where can you find the horizontal split bar on MS Word screen?
A) On the left of horizontal scroll bar B) On the right of horizontal scroll bar
C) On the top of vertical scroll bar D) On the bottom of vertical scroll bar

7. Which of the following is not available on the Ruler of MS Word screen?
A) Tab stop box B) Left Indent C) Right Indent D) Center Indent E) All of them are available on ruler

8. What is place to the left of horizontal scroll bar?
A) Tab stop buttons B) View buttons C) Split buttons D) Indicators E) None of above

9. Which file starts MS Word?
A) Winword.exe B) Word.exe C) Msword.exe D) Word2003.exe

10. How many ways you can save a document?
A) 3 B) 4 C) 5 D) 6

11. If you want to keep track of different editions of a document which features will you use?
A) Editions B) Versions C) Track Change D) All of above

12. Background color or effects applied on a document is not visible in
A) Web layout view B) Print Layout view C) Reading View D) Print Preview

13. What is a portion of a document in which you set certain page formatting options?
A) Page B) Document C) Section D) Page Setup

14. Borders can be applied to
A) Cells B) Paragraph C) Text D) All of above

15. Which of the following is not a type of page margin?
A) Left B) Right C) Center D) Top

16. What is the default left margin in Word 2003 document?
A) 1" B) 1.25" C) 1.5" D) 2"

17. What is gutter margin?
A) Margin that is added to the left margin when printing B) Margin that is added to right margin when printing
C) Margin that is added to the binding side of page when printing D) Margin that is added to the outside of the page when printing

18. Portrait and Landscape are
A) Page Orientation B) Paper Size C) Page Layout D) All of above

19. If you need to change the typeface of a document, which menu will you choose?
A) Edit B) View C) Format D) Tools

20. Which of the following is not a font style?
A) Bold B) Italics C) Regular D) Superscript

21. UNIVAC is
A) Universal Automatic Computer B) Universal Array Computer C) Unique Automatic Computer D) Unvalued Automatic Computer

22.CD-ROM stands for
A) Compactable Read Only Memory B) Compact Data Read Only Memory
C) Compactable Disk Read Only Memory D) Compact Disk Read Only Memory

23. ALU is
A) Arithmetic Logic Unit B) Array Logic Unit C) Application Logic Unit D) None of above

24. VGA is
A) Video Graphics Array B) Visual Graphics Array C) Volatile Graphics Array D) Video Graphics Adapter

25. IBM 1401 is
A) First Generation Computer B) Second Generation Computer C) Third Generation Computer D) Fourth Generation Computer

26. MSI stands for
A. Medium Scale Integrated Circuits B. Medium System Integrated Circuits
C. Medium Scale Intelligent Circuit D. Medium System Intelligent Circuit

27. The capacity of 3.5 inch floppy disk is
A) 1.40 MB B) 1.44 GB C) 1.40 GB D) 1.44 MB

28. The first computer introduced in Nepal was
A) IBM 1400 B) IBM 1401 C) IBM 1402 D) IBM1402

29. WAN stands for
A) Wap Area Network B) Wide Area Network C) Wide Array Net D)Wireless Area Network

30. MICR stands for
A) Magnetic Ink Character Reader B) Magnetic Ink Code Reader C) Magnetic Ink Cases Reader D) None

31. Pressing F8 key for three times selects
A) A word B) A sentence C) A paragraph D) Entire document

32. What happens if you press Ctrl + Shift + F8?
A) It activates extended selection B) It activates the rectangular selection C) It selects the paragraph on which the insertion line is. D) None of above

33. How can you disable extended selection mode?
A) Press F8 again to disable B) Press Del to disable C) Press Esc to disable D) Press Enter to disable

34. What does EXT indicator on status bar of MS Word indicate?
A) It indicates whether the external text is pasted on document or not B) It indicates whether extended add-ons are installed on MS Word or not C) It indicates whether Extended Selection mode is turned on or off D) None of above

35. What is the maximum number of lines you can set for a drop cap?
A) 3 B) 10 C) 15 D) 20

36. What is the default number of lines to drop for drop cap?
A) 3 B) 10 C) 15 D) 20

37. What is the shortcut key you can press to create a copyright symbol?
A) Alt+Ctrl+C B) Alt + C C) Ctrl + C D) Ctrl + Shift + C

38. How many columns can you insert in a word document in maximum?
A) 35 B) 45 C) 55 D) 65

39. What is the smallest and largest font size available in Font Size tool on formatting toolbar?
A) 8 and 72 B) 8 and 64 C) 12 and 72 D) None of above

40. What is the maximum font size you can apply for any character?
A) 163 B) 1638 C) 16038 D) None of above

41. Which of the following is graphics solution for Word Processors?
A) Clipart B) WordArt C) Drop Cap D) All of above

42. The keystrokes Ctrl + I is used to
A) Increase font size B) Inserts a line break C) Indicate the text should be bold D) Applies italic format to selected text

43. A character that is raised and smaller above the baseline is known as
A) Outlined B) Raised C) Superscript D) Subscript

44. What is the purpose of inserting header and footer in document?
A) To enhance the overall appearance of the document B) To mark the starting and ending of page
C) To make large document more readable D) To allow page headers and footers appear on document when printed

45. Which of the following function key activates the speller?
A) F5 B) F7 C) F9 D) Shift + F7

46. The minimum number of rows and columns in MS Word document is
A) 1 and 1 B) 2 and 1 C) 2 and 2 D) None of above

47. Thesaurus tool in MS Word is used for
A) Spelling suggestions B) Grammar options C) Synonyms and Antonyms words D) All of above

48. Why Drop Caps are used in document?
A) To drop all the capital letters B) To automatically begin each paragraph with capital letter
C) To begin a paragraph with a large dropped initial capital letter D) None of above

49. A bookmark is an item or location in document that you identify as a name for future reference. Which of the following task is accomplished by using bookmarks?
A) To add anchors in web page B) To mark the ending of a paragraph of document
C) To quickly jump to specific location in document D) To add hyperlinks in webpage

50. A word processor would most likely be used to do
A) Keep an account of money spent B) Do a computer search in media center C) Maintain an inventory D) Type a biography