Question Bank IT 402 TERM 1

Sno	Question(Digital Documentation)	Ans
1.	A _____ is model that you use to create other documents. a. Styles b. Templates c. Wizards d. Sample	B
2.	Which of the following styles formats only characters, not paragraph a. Paragraph b. Table c. Word d. Character	D
3	Fatima has inserted a picture in a document. But she wants to cut off a part of the picture. Which option she should use to accomplish the task? a. Cut b. Copy c. Crop d. Layout	C
4.	The documents can be saved by using a. Ctrl+S b. File->Save c. File->Save As d. All of these	D
5.	Which of the following is a set of formats consisting of such things as font, color, etc? a. Style b. Margin c. Indent d. Leading	A
6.	The general arrangement of the text in the document is a. Margin b. Text-alignment c. Clipboard d. Formatting	D
7.	Which of the following features merges a letter with multiple addresses? a. Mail merge b. Merge Mail c. Track changes d. All of these	A
8.	Which shortcut key is used to align to paragraph in center? a. Ctrl+C b. Ctrl+E c. Ctrl+J d. Ctrl+K	B
9.	What is the shortcut for opening styles and formatting window? a. F12 b. F8 c. F11 d. F10	C
10.	Indexes and Tables option available in _____ menu a. File b. Edit c. View d. Insert	D
11.	Mail Merge involves merging of a. Two documents b. two mails c. Many documents d. None of these	A
12.	List that contain name, addresses etc which changes in every document is called _____ a. Data Source b. Main document c. Main document d. None of these	A
13.	Data source in writer can be created in _____ a. Spreadsheet b. MySQL c. Oracle d. All of these	D
14.	What is the shortcut to see non-printing characters in Writer? a. Ctrl +F11 b. Ctrl +F12 c. Ctrl+ F1 d. Ctrl+F10	D
15.	Which type of alignment places the text evenly between the left and	A

	the margins? a. Justify b. Even c. Center d. None of these	
16.	On Selecting the_____, the first character in all words of the selected sentence will be converted to capital letters. a. Uppercase b. Sentence Case c. Toggle Case d Capitalize each word	D
17.	_____ enlarges the first character of a line to on extent that it drop down by two or more line. a. Wrap text b. Drop text c. word Text d. None of these	B
	Assertion and Reason Type Question	

	In the questions given below, there are two statements marked as Assertion (A) and Reason(R). Read the statements and choose the correct option.
	    a. Both(A) and (R) are true is correct explanation of (A)
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18.	Assertion (A): While working on long documents, styles allow us to format our document quickly, keeping the formatting consistent. Reason (R): The styles group is located on file menu and contains a set of quick styles.	B
19.	Assertion (A): Clip Art is a collection of pictures or images that can be imported into a document Reason(R): The inserting a clip Art method inserts the image file in the word document. To link the file instead of embedding it, hold down the Ctrl + Shift keys while dragging the image.	C
20.	Assertion (A): The data source file contains the information to be merged into a document such as the name, address, city, mobile number and much more that we want to use in a mail merge. Reason(R): The procedure of combining the main document with the data source is called formatting, and the final document after merging is called the formatting document.	C
21.	Assertion (A): The mail merge task pane first asks us to specify the type of main document we will use for the mail merge. Reason(R): Drawing objects are built-in graphics in MS Word. We can add a variety of objects to the document, including arrows, callouts,	B

	squares, stars and flowchart shapes.	
	Spread sheet	
1.	What is the name of master worksheet where spreadsheet summaries all the data? a. Insert b, Consolidation c. Data d. reference	B
2.	Which of the following function returns smallest value? a. Max b. Small c. Min d. Smallest	C
3.	Which of the following is What-If Analysis? a. Consolidation b. Data table c. Sub Total d. Solver	D
4.	Which of the following functions is used to change the data in a formula and analyze how it affects the end result? a. Goal Seek b. Data Table c. Solver d. Scenario Manager	A
5.	_____ is specifically designed to minimize or maximize the result according to set of rules that you define in spreadsheet. a. Goal seek b. Scenario c. Solver d. Subtotal	C
6.	Which of the following refers to cell A3 in sheet3 for creating reference? a. Sheet A3 b. Sheet3!A3 c. Sheet3$A3 d. $ Sheet3!A3	B
7.	Which of following is a spreadsheet software? a. Lotus 1-2-3 b. Calc c. Both A and B d. None of these	C
8.	Subtotal is available in _____ menu a. Tools b. Format c. Insert d. Data	D
9.	By default ___ sheets are present in spreadsheet. a.1 b. 2 c.3 d. 4	C

10.	Sunman and her friends wants to work together in a spreadsheet. They can do so by:
	    a. Sharing book
	    b. linking workbook
	    c. Both of the above
	    d. None of these.
		A

11.	Worksheets can be merged from _____ menu. a. Edit b. File c. View d. Tools	A
12.	Macros are especially useful to ____ task. a. Do b. Repeat c. Simplify d. Complicate	B
13.	In a worksheet you can select a.The entire worksheet	D

	b. Rows c. Column d. All of these	
14.	Comments put in cells are called: a. Smart top b. Cell tip c. Web tip d. Soft tip	B
15.	Which is used to perform what if analysis? a. Solver b. Goal Seek c. Scenario manager d. All of these	D
16.	Which of the following an absolute cell reference? a. D7 b. $D7 c D7 d D!7	C
18.	To copy cell contents using drag and drop , press the: a. End Key b. Shift Key c. Esc Key d. none of these	D
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19.	Assertion (A): The data consolidation function takes data from a series of worksheets or workbooks and summaries it into a single worksheet that can be updated easily. Reason(R): The sort option is present on data menu	B
20.	Assertion (A): We can use what-if analysis tools to estimate our monthly saving the meet our retirement goals. Reason(R): The what-if analysis is present in the insert menu	C
21.	Assertion (A) : Click on the record macro option to record a macro Reason(R): Spaces are not allowed in macros names.	**B**
	<mark>**Communication Skill**</mark>	
1.	You need to apply for leave at work. Which method of communication will you use? a. E-mail b. Poster c. Newsletter d. Blog	**A**
2.	In Which of the following communication, do we get an instant feedback? a. Visual Communication b. Written Communication c. Oral Communication d. Non verbal Communication	**C**
3.	Which of the following is NOT an element of communication within	**D**

	the communication process cycle? a. Channel b. Receiver c. Sender d. Time	
4.	Which of the following types of feedback provides detailed and particular information to the sender? a. Non-Specific feedback b. Written feedback c. Oral feedback d. Specific feedback	D
5.	_____ Feedback does not include grades, marks or coded symbols. a. Specific b. Non- Specific c. Descriptive d. Non- descriptive	C
6.	Which of the following things makes the feedback effective? a. Precision b. Appropriate Language c. Timing d. All of these	D
7.	____ Feedback gives a vague response to the receiver. a. Oral b. Written c. Specific d. Non-Specific	D
8.	Through which of the following means information may be exchanged? a. Gestures b. Sign c. Symbol d. All of these	D
9.	Which of the following is/are the principle of effective communication? a. Clarity b. Coherence c. correctness d. All of these.	D
10.	_____ is defined as the quality of being open to more than one interpretation. a. Gestures b. Language c. Ambiguity d. Clarity	C
11.	Which of the following is the most important part of speech? A Noun b. Adverb c. Verb d. Adjective	C
12.	A simple sentence is made up of a. One clause b. two clauses c. three clauses d. None of these	A
	Stress Management Techniques	
1.	Which of following statements about stress is/are correct? a. It is an emotional and physical damage. b. It is caused due to response to pressure from the outside world. c. Stress is inevitable d. All of the above	D
2.	Which of the following is/are the symptoms of stress? a. Social isolation b. Fatigue c. Body Ache d. All of these	D
3.	How yoga an effective tool for stress management? a. It encourages good mood b. It gives a healthy dose of self compassion. C. Both A and B d. None of the above	C

4.	What causes stress/ a. Work load b. family pressure c. Deadline d. all of the above	D
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5	Assertion (A): The power of positive imagery and affirmations scientifically increase positive emotion. Reason(R): Resiliency is our ability to bounce back from stressful or negative experiences.	A
6.	Assertion (A): stress is the emotional and physical damage usually due to our response to pressure from the outside world. Reason(R): Environmental stress is a response to happenings around us that cause stress, such as noise, pollution crowding, pressure of work, family tensions etc.	B
	Importance of working independently	
1	Which of the following is/are important skills/ a. Self awareness b. Self regulation c. Self motivation d. All of these	D
2.	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 A and B d. None of these	B
3.	Which of the following skill is important for reliable emotional wellbeing? a. Self awareness b. Self Motivation c. Self regulation d. Self perception	C

4.	How can one become independent?
	    a. By self awareness
	    b. B. By self Motivation
	    c. Both A and B
	    d. None of these
		C

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5.	Assertion (A): Working alone will make a person more creative, independent and mature. One will learn to take risks and gradually learn to take appropriate decisions. Reason(R) : Self-regulation means having a clear perception of your personality, including strengths, weaknesses, thoughts, beliefs, motivation and emotions.	C
	ICT	
1.	How many types of user interfaces are there? a. Three b. One c. two d. Four	C
2.	Which type of user interface requires a mouse? a. CUI b. GUI c. Both a and b d. None of these	B
3.	Which of the following is an example of an operating system? a. Linux b. paint c. Java d. Ms-Office	A
4.	Which of the following OS is developed by Indian Govt. a. Unix b. BOSS c. Windows 7 d. Android	B
5.	_____ shortcut key of delete a file permanently a. Shift+Del b. Ctrl+Del c. Ctrl +X d. Ctrl +K	A
6.	Which is not an application software? a. Windows NT b. page Maker c. Windows XP d. Photoshop	A
7.	Which of the following does not support more than one program at a time a. DOS b. Linux c. Windows d. Oracle	A
	DBMS	

1.	Duplication of data is known as
	    a) Data Redundancy
	    b) Data Repentance
	    c) Data Inconsistency
	    d) None of these
		A

2.	Multiple copies of same data that mismatch, are known as	C

	a) Data Redundancy b) Data Repentance c) Data Inconsistency d) None of these	
3.	As storage container storing data pertaining to simple object, subject or purpose is known as	A
	a. Table b. Query c. Report d. Form	
4.	A field that uniquely identifies record in the table is known as	A
	a. Primary key b. Candidate key c. Unique key d. Special key	
5.	A statement that gives you filtered data according to your conditions and specifications, is called	B
	a. Table b. Query c. Report d. Form	