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Exam Date: 2023-07-17

F.M.: 25 P.M.: 8 Time: 45 Minute

Objective Question(10x1 = 10 Marks)

1) Uppercase on change case dialog box and all caps on fonts dialog box both converts selected text into Capital Letter. What's the

A) Both are same. They are only two different ways of capitalize text.
B) It is faster to convert from Change Case than from Font dialog box
C) Change Case makes conversion permanent but All Caps on Font can always be reverted
D) All Caps on Font dialog box makes the change permanent where Change Case can be always reverted

2) **Microsoft Office Word is a (n) _____.**

a. area in the computer‟s main memory in which Microsoft Office text files are stored temporarily
b. program included with Windows 2000 that can be used only to create or edit text files, smaller than 64K, that do not require formatting
c. classified password that prevents unauthorized users from accessing a protected Microsoft Office item or document
d. full-featured word processing program that can be used to create and revise professional looking documents easily

3) **When a custom tab stop is set, Word _____.**

a. clears all default tab stops b. clears all default tab stops to the right of the custom tab stop
c. clears all default tab stops to the left of the custom tab stop d. does not clear any default tab stops

4) **How to convert table to text in Word 2010?**

A. View ribbon – Show – Convert button B. Layout ribbon – Data group – Convert button
C. Insert ribbon – Table group – Convert button D. Page Layout ribbon – Arrange – Convert button

5) Which items are placed at the end of a document

A.Footer B.Foot Note C.End Note D.Header

6) Multiple calculations can be made in a single formula using

a. standard formulas b. **array formula** c. complex formulas d. smart formula

7) When you insert an excel file into a word document. The data are

a. Hyperlinked placed in a word table b. Linked c. Embedded d. Use the word menu bar and toolbars

8) Excel probably considers the cell entry January 1, 2000 to be a

a. Label b. Value c. Formula d. Text string

9) Which of the following methods can not be used to edit the contents of a cell?

a. Press the Alt key b. Clicking the formula bar c. Pressing the F2 key d. Double clicking the cell

10) Today motherboard typically use

(A) 70 pin modules (B) 72 pin modules (C) 74 pin modules (D) 76 pin modules

Subjective Questions

11) Explain about the Keyboard by Making a Picture [5]

12) Explains the main memory storage units. Explain the Motherboard with diagrams [3+2]

13) Write the Feature of Third and Fourth Generation [5]

****Best Of Luck****