Gov.Regd. No. : 4632/069/070 Company Regd. No. : 322104 PAN : 6 0 1 0 0 8 9 0 2 ISO 9001:2015 Affiliated No. : QMS/092020/1408
Affiliated by : Council for Technical Education and Vocational Training (CTEVT)

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PLEASE SCAN THE QR CODE.

Code : 002

Exam Date: 2025-02-15

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

Objective Question(10x1 = 10 Marks)

1) Which of the following is a popular DOS based spreadsheet package?
A.Word B.Excel C.Lotus 1-2-3 D.Smart Cell

2) Which of the following is the oldest spreadsheet package?
a. VisiCalc b. Excel c. Lotus 1-2-3 d. StarCalc

3) You can use the format painter multiple times by…….
(A) You can use the format painter button on by one time when you click it. (B) Double clicking the format painter button.
(C) Pressing Ctrl Key and clicking the format painter button. (D) Pressing the Alt key and clicking the format painter button.

4) 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

5) You cannot link excel worksheet data to a word documents.
a. With the right drag method b. With a hyperlink c. With the copy and paste special commands d. With the copy and paste buttons on the standard tool bar.

6) 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

7) 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

8) **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

9) When you link data maintained in an excel workbook to a word document.
a. The word document cannot be edit b. **The word document must contain a hyperlink** c. The word document must contain a hyperlink d. The word document contains a copy of the actual data

10) 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

Subjective Questions

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

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

13) Write the Full form of COMPUTER. Explain the AND gate. [4+1]

****Best Of Luck****