Technical Education Board CTEVT Regd.No.: 2688 Cottage & Small Industries Regd. No. : 4632/069/070 Company Regd. No. : 322104 PAN : 6 0 1 0 0 8 9 0 2

Affiliated by : Council for Technical Education and Vocational Training (CTEVT)

SHRESTHA COMPUTER INSTITUTE PVT.LTD.

ISO 9001:2015 Certified Organization Company, Regd. No.: QMS/2020/1408

Head Office : Lalbandi-1, Nawalpur, Sarlahi (Nepal)

Website : www.shresthacomputerinstitute.edu.np

E-mail ID : contact@shresthacomputerinstitute.edu.np

Mobile No. : 9804839358 / 9844318231

Trainer's License No. : CTEVT (TITI) ToT TID No. : 6269

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Code : 002

Exam Center : Madan Computer Institute, Gaushala-12, Mahottari

Schalorship Type : BCC

Exam Date: 2025-01-25

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 the CPU detects an interrupt, then it saves its

(A) Previous state (B) Next state (C) Current state (D) All of the above

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) What is the shortcut key to insert current date in a cell?

A. CTRL + D B. CTRL + T C. CTRL + ; D. CTRL + /

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) Which Operating System doesn‟t support long file names?

a) OS/2 b) Windows 95 c) MS-DOS d) Windows NT

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 Mouse by Making a Picture. [5]

12) Explains the input and output device. Explain the Systemboard with diagrams [3+2]

13) Write the Processor Performance. Reliability and Stability. [4+1]

****Best Of Luck****