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)

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PLEASE SCAN THE QR CODE.

Course Name : Basic Computer Course.

Exam Center : SCIPL Lalbandi-1,Sarlahi Exam Date : 2026-01-03

NAME OF THE STUDENT : ..... FORM NO. : .....

F.M.: 50 P.M.: 25 Time: 45 Minute

Objective Questions (40 x 1 = 40 Marks)

क) तल दिएको प्रश्नहरुको बहु उत्तर मध्ये मिल्ने एउटा गोलो (०) चिन्ह लगाउनुहोस् ।

जस्तै : **A** **B** **C** (D)

1. Which of the following is not anti-viruses software?

A.NAV B.F-Prot C. Oracle D.McAfee

2. *The personal computer industry was started by*

*A.*IBM B. Apple C. Compaq D.HCL

3. *RJ45 UTP cable has*_____*Cables.*

A. 2 pair B. 3 pair C. 4 pair C.5 pair

4. What should be add before a fraction to avoid entering it as a date?

5. A. // B. FR C. Zero D. Zero Space

6. The cell reference for cell range of G2 to M12 is _____.

A. G2.M12 B. G2;M12 C. G2:M12 D. G2-M12

7. You can enter which types of data into worksheet cells?

a. Labels, values, and formulas **b.** Labe3ls and values but not formulas

c. Values and formulas but not labels d. Formulas only

8. Excel is a program that is used to prepare a

(A) Slide presentation B) Spreadsheet C) Text document D)Database

9. When the CPU detects an interrupt, then it saves its

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

10. returns the least common multiple.

(A) LCCM() B) LCM() C) TLCM() D) RTLCM()

11. This is not a function category in Excel.

(A) Logical B) Text C) Financial D)Data series

12. Multiple calculations can be made in a single formula using.....

A. Standard Formulas B. Array Formula

C. Complex Formulas D. Smart Formula

13. What do you mean by a Workspace?

A. Group of Columns B. Group of Worksheets

C. Group of Rows D. Group of Workbooks

14. Which elements of a worksheet can be protected from accidental modification?

A. Contents B. Objects

C. Scenarios D. All of the above

15. In EXCEL, you can sum a large range of data by simply selectinga tool button called ..... ?

A. AutoFill B. Auto correct

C. Auto sum D. Auto format

16. To select an entire column in MS-EXCEL, press?

A. CTRL + C B. CTRL + Arrow key

C. CTRL + S D. None of the above

17. What does COUNTA () function do?

A. counts cells having alphabets B. counts empty cells

C. counts cells having number D. counts non-empty cells

18. What is the short cut key to highlight the entire column?

A. Ctrl+C B. Ctrl+Enter C. Ctrl+Page Up D. Ctrl+Space Bar

19. In the formula, which symbol specifies the fixed columns or rows?

A. $ B. * C. % D. &

20. How do you rearrange the data in ascending or descending order?

A. Data, Sort B. Data, Form C. Data, Table D. Data Subtotals

21. Excel displays the current cell address in the_____

A. Formula bar B. Status Bar C. Name Box D. Title

22. What is the correct way to refer the cell A10 on sheet3 from sheet1?

A. sheet3!A10 B) sheet1!A10 C)Sheet3.A10 D)A10

23. We can save and protect the workbook by

A. Write Reservation Password B.Protection Password

B. Read-only Recommended C.Any of the above

24. In Excel, a Data Series is defined as what?

A. A type of chart. B. A cell reference.

C. A collection of related data D. A division of results

25. Which setting you must modify to print a

Continue.....

worksheet using letterhead?

A. Paper B.Margin C.Layout D.Orientation

26. In Excel, a Data Series is defined as what?

A A type of chart. B. A cell reference.

C.A collection of related data D.A division of results

25. Which of the following methods will not enter data in a cell?

A. Pressing the Esc key B. Pressing an arrow key

C.Pressing the tab key D.Clicking the enter button to the formula bar

26 What should be add before a fraction to avoid entering it as a date?

A. // b. FR c. Zero d. Zero Space

27. Which of the following function will use to find the highest number in a series of number?

A. MAX(B1:B3) B. MAXIMUM (B1:B3)

c.HIGH (B1:B3) d. HIGHEST(B1:B3)

28. What does the NOW() function return?

A. It returns the serial number of the current date and time

B. It returns the serial number of the current date

C. It returns the serial number of the current time

D. None of the above

29. How to restrict to run a macro automatically when starting Microsoft Excel?

A. Hold down the SHIFT key during startup

B. Hold down the CTRL key during startup

C. Hold down the ESC key during startup

D. Hold down the ALT key during startup

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

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

31. How to specify cell range from A9 to A99 in Excel?

A. (A9, A99) B. (A9 to A99) C. (A9 : A99) D. (A9 A99)

32. Which of the following is correct?

A. =POWER(2^3) B. =POWER(2,3) C. =POWER(2#3) D=POWER(2*3)

33. What is the shortcut key to insert new sheet in current workbook?

A. F11 B.Alt + F11 C.Ctrl + F11 D.Shift + F11

34. Short-cut key combination for closing windows is_____

A. Ctrl +S *B.* Alt + F4 C. Ctrl +V D. F1

35. Which of the following is not type of page margin?

A. Left B. Right C. Center D. Top

36. Portrait and landscape are

a. Page orientation b. Paper size c. Page layout d. All

37. 14) Which shortcut key is used to hide entire column in Excel?

a. Ctrl+? b. Ctrl +0(zero)

c. Ctrl+H d. Ctrl +C

38. 15) The shortcut key for filter in ms excel

a. alt+ctrl+L b. ctrl+shift+L

c. alt+ctrl+f d. ctrl+shift+f

39. 16) Which chart is better represents the progress of stock market on daily basis

a. Pie Chart b. Row chart c. Line chart d. Column chart

40. 17) In a datasheet, what does each row represents

a. Record b. Field c. Database d. Table

VIVA

Don't get nervours during the viva. [10 Marks]

1

2

3

4

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Sign. Of Exam Controller

****Best Of Luck****