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.

Code : 002

Exam Center : SCIPL, LALBANDI-1, NAWALPUR, SARLAHI

Schalorship Type : BCC

Exam Date: 2025-01-03

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

Objective Question(10x1 = 10 Marks)

1) 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+Shift Key during startup

C) Hold down the Alt Key during startup D) Hold down the Ctrl Key during startup

2) What is the quickest way to select entire worksheet?

A) Click on Edit select all from the menu. B) Click on the Rectancle box. Then press ctrl on the last column

C) Click on the rectangle box on the upper leftcorner where column headings and row headings meet.

D) All of the above.

3) Why the document you created at home displays with a different font at school?

A) Because you have a different printer fonts at school then at home

B) Because you have a different monitor at school

C) Because the Version of windows is different.

D) None of All

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 cannot 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 the Keyboard with Navigation (Special) Keys [5 Marks]

12) Explain the Mobo Board diagrams with Back Connection [3 Marks]

13) Write the first and second generation limitation. [2+2 Marks]

14) Explains the main memory storage units. RAM Slot [2+1 Marks]

****Best Of Luck****