COMPUTER AWARENESS

ISC TGT-ENG

KVS RO JAIPUR

TEST (2021-22)

Time Allowed: 15min *Max.Marks:10*

Instructions :

1. All questions are compulsory.
2. Calculator and other electronic gadgets are not allowed

A.[MULTIPLE CHOICE -QUESTIONS]-2.5marks

(i) Which is the keyboard shortcut for copy-

(a) ctrl+c (b) ctrl+o (c) ctrl+x (d) ctrl+p

(ii) What is a Ms -word-

(a)Software (b) Hardware (c)input (d)output

(iii) What is called Ms-Excel sheet-

(a) spreadsheet (b) presentation (c) Document (d)Workbook

(iv) Which is the keyboard shortcut for printing -

(a) ctrl+o (b) ctrl+p (c)ctrl+n (d) ctrl+x

(v) Microsoft word is a -

(a) Word processing program (b)Data entry program (c) Photo editing (d) None of these

B.[TRUE-FALSE]-2.5marks

Write T and F for statements given below-

(i) MS-Word makes typing on the computer easy. [_____]

(ii) MS-Word is not a software package. [_____]

(iii) Microsoft Excel is spreadsheet processing software. [_____]

(iv) We cannot insert row in our worksheet. [_____]

(v) Press Shift +Tab to move to the previous cell. [_____]

C.[MATCH THE FOLLOWING]- 2.5marks

(i) Mouse	(a)Output
(ii) Printer	(b)Input
(iii) Spreadsheet related to	(c)MS-Excel
(iv) Processing unit	(d) Microphone
(v) Input Device	(e) CPU

D.[FILL IN THE BLANKS]-2.5marks

DRAG & DROP the correct option from the following to correct blank space -

(data , documents)

(i) MS-Word is a word processor that deals with …….. .

(iv)Microsoft Excel is a…….. processing software.

LIVEWORKSHEETS