

## MSPHY-202 CC

### Unit 3 (windows and PowerPoint)

#### Q-202-3

- 1) ..... is a presentation program.
  - A) U torrent
  - B) Mozilla firefox
  - C) Ms PowerPoint
  - D) Slide panel
- 2) Which tab is not available on left panel when you open a presentation?
  - A) Outline
  - B) Slides
  - C) Notes
  - D) All of above
- 3) To start Microsoft PowerPoint application
  - A) Click on start » programs » all programs » Microsoft PowerPoint
  - B) Hit ctrl+R then type point . Exe and enter
  - C) Click start » run then type PowerPnt then press enter
  - D) All of above
- 4) In PowerPoint the header and footer button can be found on the insert tab in what group?
  - A) Tables group
  - B) Text group
  - C) Object group
  - D) Illustration group
- 5) Which is the valid edition of ms PowerPoint
  - A) Ms PowerPoint 2003
  - B) Ms PowerPoint 2007
  - C) Ms PowerPoint 2010

**D) Ms PowerPoint 1920**

- 6) The PowerPoint view that displays only text (titles and bullets) is**
- A) Outline view**
  - B) Notes page view**
  - C) Slide sorter**
  - D) Slide show**
- 7) The slide that is introduced to a topic and sets the tone for the presentation is called the....**
- A) Title slide**
  - B) Bullet slide**
  - C) Table slide**
  - D) Graph slide**
- 8) Which of the following pane is not available in task pane?**
- A) Getting started**
  - B) Clip art**
  - C) Word art**
  - D) Search results**
- 9) ..... controls all the main slide control tasks for your presentation**
- A) Task pane**
  - B) Task bar**
  - C) Control panel**
  - D) None of above**
- 10) Which of the following cannot be toggled from view > toolbars?**
- A) Control toolbox**
  - B) Slides**
  - C) Revision**
  - D) Reviewing**
- 11) Which of the following pane is not available in task pane?**
- A) Slide design**
  - B) Master slide**
  - C) Slide layout**

- D) Slide transition**
- 12)** A new presentation can be created from.....
- A) Blank presentation**
  - B) From existing presentation**
  - C) From design template**
  - D) All of the above**
- 13)** What is the file extension of PowerPoint application
- A) Docx**
  - B) Ppt**
  - C) Xls**
  - D) Jpeg**
- 14)** To open PowerPoint from run dialog box type ....
- A) PowerPoint**
  - B) Powerpnt**
  - C) Pwrpoint**
  - D) Powerprint**
- 15)** PowerPoint presentations are commonly used in.....
- A) Communication of planning**
  - B) Note Outlines for teachers**
  - C) Project presentation by student**
  - D) All of the above**
- 16)** .....is not the view of PowerPoint
- A) Slide show view slide sorter view**
  - B) Slide show view**
  - C) Outline view**
  - D) Normal view**
- 17)** Which tool bar helps us to view the slides in different forms ?
- A) View toolbar**
  - B) Standard toolbar**
  - C) Drawing toolbar**
  - D) Title bar**
- 18)** Windows operating system is popularly known as.....

- A) Character user interface
- B) Computer user interface
- C) Graphic user interface
- D) None

19) Ms-Dos is a .....

- A) Single user os
- B) Multi user os
- C) Multi tasking os
- D) None

20) In Microsoft PowerPoint the entry effect as one slide replaces another in a show is called a (an).....

- A) Animation
- B) Slide transmission
- C) Custom animation
- D) Present animation

21) Transient response in the system is basically due to.....

- A) Forces
- B) Friction
- C) Stored energy
- D) Coupling

22) Autonomic control system in which output is a variable is called.....

- A) Closed loop system
- B) Servomechanism
- C) Autonomic regulating system
- D) Process control system

23) Transfer function of a system is defined as the ratio of output to input in .....

- A) Z transformer
- B) Fourier transform
- C) Laplace transform
- D) All of these

- 24)** In slide layout panel how many layout are available for text layout are available for text layout by default?
- A)** 4
  - B)** 7
  - C)** 12
  - D)** None of above
- 25)** What PowerPoint feature will you use to apply motion effect to different objects of a slide?
- A)** Slide transition
  - B)** Slide design
  - C)** Animation objects
  - D)** Animation scheme

**MSPHY-202 CC**

**Unit 4 MICROSOFT WORD**

**Q-202-4**

- 1) Text styling feature of MS WORD is ....
  - A) Word color
  - B) Word font
  - C) Word art
  - D) Word fill
- 2) Word processor would most likely be used to do....
  - A) Keep an account of money spent
  - B) Do a computer search in media center
  - C) Maintain an inventory
  - D) Type a biography
- 3) Ms word automatically moves the text to the next line when it reaches the right edge of the screen and is called?
  - A) Carriage return
  - B) Enter
  - C) Word wrap
  - D) Non of the above
- 4) Which of the following is not available on ruler of MS WORD screen?
  - A) Tab stop box
  - B) Left indent
  - C) Right indent
  - D) Center indent
- 5) Which is not a font style?
  - A) Bold
  - B) Super script
  - C) Italic
  - D) Regular
- 6) The difficult page orientation of word document is....
  - A) Landscape
  - B) Long sides
  - C) Portrait
  - D) Double long side
- 7) How many maximum number of columns can be inserted in the word document ?
  - A) 45
  - B) 50
  - C) 55

- D) 65
- 8) Where can you find the horizontal split bar on MS word screen?
- A) On the bottom of vertical scroll bar
  - B) On the left of horizontal scroll bar
  - C) On the right of horizontal scroll bar
  - D) On the top of vertical scroll bar
- 9) The process of removing unwanted part of an image is called...
- A) Cropping
  - B) Bordering
  - C) Hiding
  - D) Cutting
- 10) In Microsoft word short cut key ctrl+w is used for....
- A) Update the current web page
  - B) Close the current window
  - C) Open the print dialogue box
  - D) None of the above
- 11) How to insert a sound file in word document?
- A) From insert » sound menu option
  - B) From insert » file menu option
  - C) From insert » subject menu option
  - D) From insert » object menu option
- 12) What is smallest and largest available font on formatting tool bar?
- A) Smallest 8 and largest 70
  - B) Smallest 5 and largest 72
  - C) Smallest 8 and largest 72
  - D) Smallest 5 and largest 70
- 13) What shortcut will we use to align center?
- A) Ctrl+A
  - B) Ctrl+E
  - C) Ctrl+B
  - D) Ctr+D
- 14) We can change the thickness of the line from....
- A) Line thick
  - B) Line height
  - C) Line width
  - D) Line style
- 15) The shortcut command of save in ms word is....
- A) Ctrl+c

- B) Ctrl+v
- C) Ctrl+s
- D) Ctrl+a

**16)** Microsoft word is a.....

- A) Presentation programme
- B) Word processing programme
- C) Spread sheet programme
- D) None of the above

**17)** Which menu in ms word can be used to change characters size and type face?

- A) View
- B) Tools
- C) Format
- D) Data

**18)** Which is the difficult alignment in word?

- A) Right
- B) Left
- C) Centre
- D) Justify

**19)** In ms word for what does ruler help?

- A) To set indent
- B) To change page
- C) To set tab
- D) All of the above

**20)** Which bar is usually located below that title bar that provides categorized Option?

- A) Status bar
- B) Menu bar
- C) Tool bar
- D) Scroll bar

**21)** The spelling and grammar tool...

- A) Indicates grammatical errors
- B) Correct spelling error as you type
- C) Identifies words with capitalization problems
- D) All of above

**22)** To display hyperlink fields in a word document you can press the...

- A) Ctrl + shift +f9 key
- B) Ctrl+ alt key
- C) Shift +F9
- D) None of above

**23)** Landscape is?

- A) A font style



B) Page orientation

C) Paper size

D) Page layout

**24)** To spell check which function key you will press?

A) F5

B) F6

C) F7

D) F8

**25)** Which of the following is not option for changing the case of the text?

A) Indent case

B) Toggle case

C) Sentence case

D) Lower case

**26)** We can send the word document to....

A) Microsoft PowerPoint

B) Microsoft excel

C) Microsoft access

D) All of above

# MSPHY-202 CC

## Unit 3 (windows and PowerPoint)

### A-202-3

<b>1) C</b>	<b>2) C</b>	<b>3) C</b>	<b>4)B</b>	<b>5) D</b>
<b>6) A</b>	<b>7) A</b>	<b>8) C</b>	<b>9) A</b>	<b>10) B</b>
<b>11) B</b>	<b>12) D</b>	<b>13) B</b>	<b>14) B</b>	<b>15) D</b>
<b>16) C</b>	<b>17) A</b>	<b>18) C</b>	<b>19) A</b>	<b>20) B</b>
<b>21) C</b>	<b>22) D</b>	<b>23) C</b>	<b>24) A</b>	<b>25)D</b>

# MSPHY 202 CC

## Unit 4 Microsoft word

### A-202-4

1) C	2) D	3) C	4) A	5) B
6) C	7) A	8) D	9) A	10) B
11) D	12) C	13) B	14) D	15) C
16) B	17) C	18) B	19) D	20) B
21) D	22) D	23) B	24) C	25, 26) A, A