

Q1. choose the correct answers.

1. The number of rows in a worksheet are:
A. 36500
B. 65536
C. 256
D. 64536
2. The red wave underline in MS Word document indicates
A. Spelling errors
B). Grammar errors
C. Address block
D). None of these
3. In word-processing the task of changing the appearance of a document is
A. Formatting
B). Editing
C. Proofing
D). Inserting
4. To start Microsoft PowerPoint application
A) Click on Start >> Programs >> All Programs >> Microsoft PowerPoint
B) Hit Ctrl + R then type ppt.exe and Enter
C) Click Start >> Run then type powerpnt then press Enter
D) All of above
5. PowerPoint presentations are widely used as
A) Note outlines for teachers
B) Project presentations by students
C) Communication of planning
D) All of above
- 6 . A new presentation can be created from
A) Blank Presentation
B) From Existing Presentation
C) From Design Template
D) All of above
7. *The word length of a computer is measured in*
A) Bytes
B) Millimeters
C) Meters
D) Bits
8. *MICR stands for*
A) Magnetic Ink Character Reader
B) Magnetic Ink Code Reader
C) Magnetic Ink Cases Reader
D) None
9. *Central Processing Unit is combination of*
A) Control and storage
B) Control and output unit
C) Arithmetic logic and input unit
D) Arithmetic logic and control unit

10. CD-ROM stands for

- A) Compactable Read Only Memory
- B) Compact Data Read Only Memory
- C) Compactable Disk Read Only Memory
- D) Compact Disk Read Only Memory

Q2: Computer Words - Word Search Puzzle



This word search puzzle will help you learn and practice spelling English words for parts of the computer and computer peripherals. All the words go across or down. There are no diagonal or backwards words. Highlight the words as you find them. You have to search 18 words for parts of the computer and computer peripherals.

X N E Y Z N V M I W C T K N Y E Q E I C
C C W T F E I E T K Z F S M I E F X I F
F Y I I E F C Z Z C S C A N N E F L E E
L E S F T C E E C I U T I C F Z I I Y I
N N W E U T C C I L V I L F I V E F F E
F E E C C C G A I V C F C Z E U E V F S
L T W C E W C C M E F C T I I S C I S E
C E V F Y E Z N A G E T C U E F F F F E
Z C S F N F F E Y E C A F I S E Z I X F
M C U S E E C C S U C C S E I W F L F
X F Y E E C F F X E F C F F M C C M T E
N X G T T X S G U C E F F Z W E F C Q F
U F X I F C C M E U T E F F I F F F N S S
Y F L W F I C E E A I E F C N E S I Y E
V C Z C S Y I F F T C N S E C C T T F F
E U E F I N T E F C F C U S X X A C M C
U E M E U C I T W X I A F T C E T F M V
E Y N X C E S C F E E N Y G S M I M N I
F N C E I I E M N T F I U C W C C E W E
C C Q T Y Q X E S M F F T E F C N E F M



Q4:

Create a Powerpoint presentation of Indian prime minister (Mr.Narendar Modi) Use atleast 5 slides and insert pictures ,animation and formatting of text) .