

MCQ

01. Why we use Disk Cleanup ?

- a. Remove bad sectors
- b. Remove Virus
- c. Remove unwanted files
- d. Remove IP Address

Answer – c

02. Which tool you have to use to cut the image border ?

- a. Justify
- b. SmartArt
- c. Mailing
- d. Crimping

Answer – d

03. Which tool you have to use to insert “Microsoft Equation 3.0” ?

- a. Object
- b. Equation
- c. Symbol
- d. Hyperlink

Answer - a

04. What is the short cut key to run the PowerPoint presentation ?

- a. F3
- b. F4
- c. F5
- d. F6

Answer – c

05. What is the short cut key for copy and past ?

- a. Ctrl S + Ctrl P
- b. Ctrl A + Ctrl P
- c. Ctrl A + Ctrl V
- d. Ctrl C + Ctrl V

Answer – d

Essay

01. What an Application package ?

Answer

A specialized program or set of specialized programs and associated documentations designed to perform a particular task

02. List down the main steps of mail merge.

Answer

- Select Mailing
- Start Mail merge
- Step by Step wizard
- Create Database
- Add required fields
- Enter data
- Insert merge fields
- Finish and merge

03. What is mean by IP address ?

Answer

IP address is a unique address which is assign to the device connect to the respective network.