

Sample Questions for Final Exam

Fill up the blanks from following options

1. In MS Word 2010, which one of the following is used to navigate through a document that is too big to view all at once in an open window

a. Title Bar **b. Scroll Bar** c. Status Bar

2. In Windows 7, when we want to get back a deleted file from the Recycle Bin we choose.

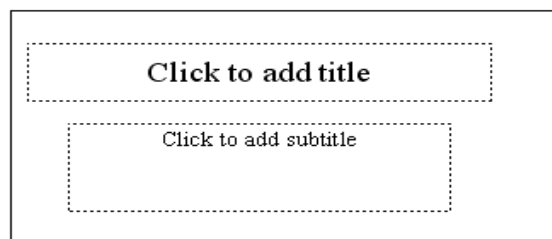
a. Restore this Item b. Restart this Item c. Return this Item

3. In MS Excel 2010, name of the below button –



a. Merge & Center **b. Wrap Text** c. Freeze Panes

4. In MS Power point 2010, the following picture represents which of the following layouts of a Power Point Slide.





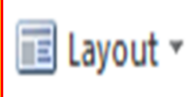
a. Title and Content **b. Title Slide** c. Comparison

Match the following questions from 5 to 8 in the “List-A” with “List-B”.

List - A	List - B
5. In windows 7, one way to get “Major System Information” like RAM size, processor type is-	a. Right click the “Computer” icon then click properties
	b. Right click the Start button then click properties
	c. Right click the “My Document” then click properties





List - A	List - B
6. In MS word 2010, which menu do you choose to create header.	a. Format tab →, header and footer
	b. View tab → header and footer
	c. Insert tab → header and footer

List - A	List - B
7. In MS Excel 2010, By right clicking on the cell, If we want to change the date format, we will click on-	a. Format Cells
	b. Insert Date
	c. Format Date

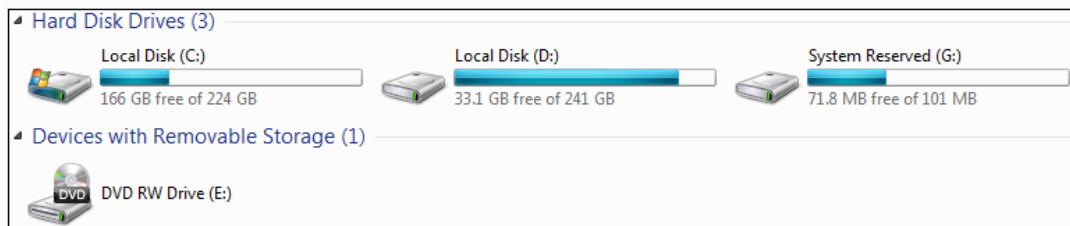
List - A	List - B
8. In MS Power point 2010, which button is used to change the type of the existing slide-	a. 
	b. 
	c. 

Multiple choice questions.

9. In windows 7, which one of the following should you click on to “Restore Down” a window?

- a. 
- b. 
- c. 
- d. 

10. In the below figure, what is the used space and free space of data for C Drive?



- a. Used space is 244 GB Free space is 241 GB
- b. **Used space is 58 GB Free space is 166 GB**
- c. Used space is 244 GB Free space is 166 GB
- d. 71.8 MB free of 101 MB

11. In windows 7, which one of the following is an appropriate routine to close a non-responding application?

- a. Close all open documents and press the power button until the computer automatically switches off.
- b. **Press Ctrl + Alt + Delete, select the application in Task Manager Window and click End Task.**
- c. Pull out the power cable from the back of computer.
- d. Click Shut Down on the Start menu and choose Shut down from the Shut Down Windows drop-down list.

12. In windows 7, which one of the following is the correct name for the screen image shown below?



- a. Menu Bar
- b. Title Bar
- c. Scroll Bar

d. Task Bar

13. How many Image files are there in this window?



- a. 1
- b. 2
- c. 3**
- d. 4

14. In windows 7, which one of the following icons represents a file created with an application.



15. In MS word 2010, which of the following can you change using the page setup group under page layout tab?

- a. Margins
- b. Page Orientation

c. Both a & b

- d. None

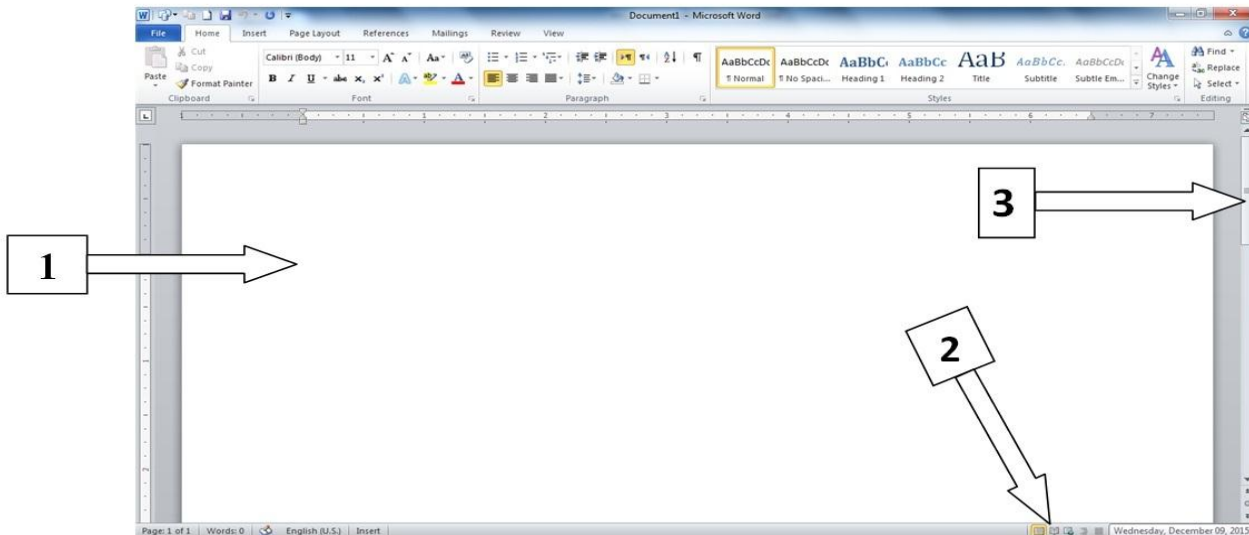


Figure: 1

16. In MS-Word 2010, from the above Figure: 1, point **1** represents _____.

- a. Application Bar
- b. Status Bar
- c. Work Area**
- d. Quick access Toolbar

17. In MS-Word 2010, from the above Figure: 1, point **2** represents _____.

- a. Tab
- b. Work area
- c. Status Bar
- d. View Buttons**

18. In MS-Word 2010, from the above Figure: 1, point **3** represents _____.

- a. Horizontal scroll bar
- b. Upper scroll bar
- c. Vertical scroll bar**
- d. Lower scroll bar

19. In MS word 2010, Which key should be pressed to start a new paragraph

a. Down cursor key

b. Enter key

c. Shift + Enter

d. Control + Enter

20. How do you exit MS-Word 2010?

a. File Tab>Exit

b. File Tab > Print

c. File Tab >Open

d. File Tab >Save as

21. In MS word 2010, Borders can be applied to-

a. Cells

b. Paragraphs

c. Pages

d. All

22. In MS Excel 2010, Auto Fill” functionality can be used to copy –

a. Only formulas

b. Only value of the cells

c. Formula and cell value both

d. Images and Graph

23. In MS Excel 2010, Cells containing blanks, text, or error values are ignored in which below function?

a. COUNTA

b. COUNTBLANK

c. COUNT

d. None

24. In MS Excel 2010, which of the following software programs is a powerful spreadsheet program that allows users to organize data, complete calculations, and graph data?

- a. MS Word 2010
- b. Windows
- c. MS Excel 2010**
- d. MS Power Point 2010

25. In MS Excel 2010, which one of the below is correct IF condition Statement, where D8 is cell number.

- a. IF (D8<100. "FAIL" "PASS")
- b. =>IF {D8<100 "Pass" "Fail}
- c. =<IF (D8>100. "Pass"- "Fail")
- d. =IF(D8<100,"FAIL","PASS")**

26. In MS Excel 2010, Error value #VALUE means that -

- a. The text has not been entered when the formula do not expects numbers
- b. The text has been entered when the formula expects a number
- c. The text has been entered when the formula expects a number**
- d. None

27. Which of the following is one of the view options, provided by the MS Power point 2010, to look at and modify the presentation?

- a. Normal View**
- b. Slide Show
- c. Format Slide
- d. Slide Sorter View

28. In MS Power point 2010, _____ is a tool for improving public speaking, ability to speak issues in presentation.

- a. Line
- b. paragraph
- c. Presenter Notes**
- d. None of the above

29. In MS Power point 2010, the printed copies of your presentation slides which gives the option of printing more than one slide on one page is called-

- a. Notes page
- b. Slides

c. Handouts

- d. Outline view

30. In MS Power point 2010, which of the following menu is to create a text box on a slide?

- a. View → Text Box
- b. Tools →Text Box

c. Insert → Text Group → Text Box

- d. Format → Text Box

31. In MS Power point 2010, in order to sort the slides we use.

a. Slide sorter view

- b. Slide view
- c. Slide Master view
- d. Slide show

32. In MS Power point 2010, given Figure 5 represents _____ feature.



Figure: 5

- a. Hide

b. Zoom

- c. Slides
- d. View

Answer the following questions as “True” or “False”

33. In windows 7, A folder may contain both files and other subfolders.

a. True

b. False

34. In windows 7, Using “Print Screen” we can make a copy of the screen.

a. True

b. False

	A	B	C	D	E	F	G	H
1	<i>Branches</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>April</i>	<i>May</i>	<i>Jun</i>	<i>Total of Pay</i>
2	<i>Riyadh</i>	200000	250000	300000	150000	120000	100000	1120000
3	<i>Dammam</i>	150000	200000	175000	100000	99000	120000	844000
4	<i>Jeddah</i>	180000	220000	290000	120000	100000	120000	1030000
5	<i>Medina</i>	99000	150000	130000	100000	90000	98000	667000
6								
7	<i>Maximum Pay</i>	200000	250000	300000	150000	120000	120000	1120000
8	<i>Minimum Pay</i>	99000	150000	130000	100000	90000	98000	667000
9	<i>Average</i>	157250	205000	223750	117500	102250	109500	915250
10	<i># Branches</i>	4						

35. The Active cell is B3

a. True

b. False

36. The functions that used in cell B7 is =Max(B2:B5)

a. True

b. False

37. The formula that used to calculate the Total Pay for Jeddah city is =Sum(A4:G4)

a. True

b. False

38. In MS PowerPoint 2010, date and time can be displayed together in footer

a. True

b. False

39. In MS Power Point 2010, does not provide the adding of chart and shapes

a. True

b. False

40. In MS Word 2010, to add footer and header go to Header & Footer group which found in design tab

a. True

b. False

Note: This Copy is just Sample for Revision in Class