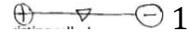


EVERWIN VIDHYASHRAM

STD: VI

COMPUTER - TERM II

QUESTION BANK

1. Word 2010 provides the user can customize the ribbon.
2. Title Bar is a horizontal bar at the top of an active document.
3. Ctrl + Enter key combination is to start a new page.
4. At the right end of the Title Bar is the minimize, Restore, and close buttons.
5. Clipboard is a virtual holding area.
6. To close a word document click on file Tab and click exit.
7. Delete key is used to delete a single character to the right of the insertion point.
8.  Identify the toolbar quick Access Toolbar.
9. The file extension of excel is .xlsx.
10.  100%. Identify the zoom tool.
11. Shift cells down instructs excel to shift existing cells down.
12. Word can automatically search your document using the find feature.
13. Each worksheet contains 16,834 columns.
14. The main zoom control is found on the status bar.
15. A formula is an expression which calculates the value of a cell.
16. In the formula bar, you can enter or edit data.
17. In cell Reference, A address of a cell is composed of the column letter and the Row number.
18. Page Break view lets you see an overview of your spreadsheet.
19. Hours converts a serial number to a minute.
20. The most common type of sorting is alphabetical ordering.
21. In date and time functions, today Returns the serial number of today's data.
22. The new file tab in the left corner of the ribbon replace the office button.
23. Group categories is a group of buttons on a tab that are exposed and easily accessible.
24. The open dialog box contains a list of documents previously saved to disk.
25. The view tab contains controls that let you change magnification with the click of a button.
26. Page width command sets the zoom level so that you see your entire document from its left to right margins.
27. To change the font size you can also use the grow font and shrink font commands to change the size.
28. Data is entered into the worksheet.
29. At any time while you are typing you can press the escape key to cancel.
30. Mathem atical operations are performed by the operators +, -, *, /, <, >.
31. In ribbon to reduce clutter, some tabs are shown only when needed.
32. The open dialog box contains a list of documents that are recently opened.
33. Cut, copy, and paste are the most used commands in Microsoft word.
34. Cut, copy and paste are in font group.
35. Font color is used to highlight text.
36. Shrink font is used to decrease the font size.
37. Find and replace are in editing group in home tab.
38. To insert page number click on the home tab.
39. To insert picture click on the insert tab.
40. The table can be inserted in word for various information.
41. To start MS Excel click start button.
42. To close a workbook, choose file → Exit.
43. The cell can contain negative and positive integers.
44. Bold, Italic, or underline command on the clipboard group.
45. One of the key benefits of functions is that they can save your time.
46. The formula can consist of positive and negative numbers and also decimals.
47. A text editor is any word processing program that you can use to type and edit text.
48. Dialog Box Launcher launches a dialog box containing option for refining a command.
49. Each row has a numerical heading ranging from 1 to 1,048,576.
50. Year converts a serial number to a year.