



# **PROGRAMMING TUTORIAL CLASSES**



**AN ISO CERTIFIED 9001:2015**

**SOFTWARE DEVELOPMENT & TRAINING CENTRE**

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**COMPUTER TEST SET 2**

**DATE:- 24.09.2025**

**QUESTION PAPER CUM ANSWER SHEET**

**SUB:- DCA Syllabus NO OF QNS :-40 TOTAL MARKS : 40 TIME :30 MIN**

**NAME OF STUDENTS:-----BATCH TIME 9:00 AM**

**ALL QUESTIONS ARE COMPULSORY**

- 1 Ctrl+N Shortcut key is used in Ms Word to \_\_\_\_\_?  
a. Save Document b. Open Document c. Create a New Document d. Close Document
- 2 Which one can be used as watermark in a word document?  
a. Text b. Image c. Both a and b d. none
- 3 What is the smallest font size available?  
a. 6 b. 8 c. 10 d. 12
- 4 Which key deletes the character to the left of the cursor in MS word?  
a. Delete b. Backspace c. End d None
- 5 Shortcut key to close an application or a window \_\_\_\_\_?  
a. Ctrl+F1 b. Alt+F4 c. Ctrl+F4 d. Ctrl+F5
- 6 In MS Word, We have following two-page orientations available:  
a. Superscript and Subscript b. Superscript and Drop Cap  
c. Subscript and Raised Cap d. None of the above
- 7 What is the shortcut key for searching a file in MS Word 2016?  
a. Ctrl+F b. Ctrl+S c. Ctrl+O d. Ctrl+H
- 8 The Default page size for word documents is also used in offices  
a. A4 b. Legal c. Letter d. None
- 9 Which of the following options is not located in the Page setup dialog box?  
a. Page Break Preview b. Page Orientation c. Margins d. Headers and Footers
- 10 Option to save after every 10 minutes in MS word is known as ?  
a. Auto save b. Delete c. Both d. None
- 11 Ms Word includes a series of predefined graphics called \_\_\_ that can be inserted into a Word document.  
a. Hyperlinks b. Captions c. Bookmarks d. Clip art
- 12 Which one cannot be used to enter data in a cell in Ms Excel?  
a. Pressing tab key b. Pressing arrow key c. Pressing Esc key d. Clicking the enter button to the formula bar
- 13 Microsoft was founded in which year \_\_\_\_\_?  
a. 1970 b. 1972 c. 1975 d. 1981
- 14 What is default font style in Ms word 2007?  
a. Calibri b. Roman c. Bold d. None
- 15 From which of these menus can we access a text box Picture Chart Etc.  
a. View b. Insert c. File d. Picture
- 16 Which of following is justification align the text on both the sides-left and right of margin?  
a. Ctrl+s b. Ctrl+j c. Ctrl+c d. none of these
- 17 Ctrl+B Shortcut key is used in Ms Word to ?  
a. Search the selected text b. Paste the selected text  
c. Bold the selected text d. Open the specified file
- 18 In MS Word, on the insert tab, for symbols click the narrow next to:  
a. View b. Page layout c. Equations d. References

- 19 In Ms Excel, keyboard shortcut keys to create a new workbook is \_\_\_\_\_  
 a. Tab+N                      b. Fn+N                      c. Alt+n                      d. Ctrl+n
- 20 MS Excel stands for \_\_\_\_\_  
 a. Micromax Excel              b. Management Excel              c. Microsoft Excel              d. Microsoft Excess
- 21 MS Excel 2019 has maximum column width limit is of \_\_\_\_\_ characters  
 a. 256                      b. 512                      c. 255                      d. 128
- 22 Formulas in Excel start with \_\_\_\_\_  
 a. /                      b. f                      c. -                      d. =
- 23 MS Excel file can NOT be directly exported as \_\_\_\_\_  
 a. PDF                      b. TXT                      c. PPT                      d. CSV
- 24 The intersection of a column and a row in MS Excel Worksheet is known as \_\_\_\_\_  
 a. Row                      b. Cell                      c. Column                      d. Tab
- 25 \_\_\_\_\_function in MS Excel worksheet represents the total number(s) of entries in the cell(s).  
 a. SUM                      b. AVG                      c. COUNT                      d. TOTAL
- 26 \_\_\_\_\_is NOT a Function in Microsoft Excel spreadsheets.  
 a. HYPERLINK                      b. COUNTIF                      c. MIN                      d. AVG
- 27 Select correct statement  
 a. Each Excel Workbook can contain multiple worksheets.              b. Each Excel worksheet can contain multiple workbooks.              c. Each Excel Workbook can contain multiple spreadsheets.              d. Each Excel worksheet can contain multiple spreadsheets.
- 28 What is the Default Font style in Word pad?  
 a. Arial                      b. Calibri                      c. Times new roman                      d. Bold
- 29 Which is the first Text Highlighted Color in wordpad?  
 a. Yellow                      b. Red                      c. Blue                      d. Black
- 30 Word pad not contain this item of the group:  
 a. Clipboard                      b. Font                      c. paragraph                      d. Image
- 31 How many number of text Highlight color is present.  
 a. 10                      b 15                      c. 20                      d. 25
- 32 What is minimum zoom size in wordpad?  
 a. 500                      b. 400                      c. 3000                      d.4000
- 33 What does the term "bit" stand for?  
 a. Binary Information Test              b. Binary Digit              c. Basic Information Transfer              d. Basic Input Terminal
- 34 Which software allows users to create text documents?  
 a. Microsoft PowerPoint              b. Microsoft Word              c. Microsoft Excel              d. Microsoft Access
- 35 Which of the following storage devices uses magnetic disks to store data?  
 a. SSD                      b. Hard Disk Drive (HDD)                      c. USB Flash Drive                      d. CD-ROM
- 36 Which of the following is a type of malware?  
 a. Virus                      b. Spreadsheet                      c. Presentation                      d. Email
- 37 Which of the following is not a peripheral device?  
 a. Mouse                      b. Keyboard                      c. Motherboard                      d. Printer
- 38 Which of the following protocols is used in the internet?  
 a) HTTP              b) DHCP              c) DNS              d) DNS, HTTP and DHCP
39. 6. The size of an IP address in IPv6 is \_\_\_\_\_  
 a) 32 bits              b) 64 bits              c) 128 bits              d) 265 bits
- 40 7. Internet works on \_\_\_\_\_  
 a) packet switching              b) circuit switching              c) both packet switching and circuit switching  
 d) data switching