



Odisha Sub-ordinate Staff Selection Commission
(OSSSC), Govt. of Odisha

OSSSC CRE 2025

Section Compilation · Computer

English Version

All 72 Shifts · Official Answer Key

About

All **Computer** questions from every shift of the **OSSSC CRE 2025** Preliminary examination (Advt 3219), **English** version, with the correct option highlighted. 1080 questions across 72 shifts.

✓ Correct option (highlighted green)



Toppers' Choice, Blackbook of English Vocabulary, Now available in App format : DOWNLOAD NOW

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Paper Set 1 · 22 May 2026 · 12:30 PM - 2:00 PM · Computer (English)

Computer

Q1 Computer

What does CPU stand for in the context of a computer system?

- A. Circular Picture Unit
- B. Central Pixel Unit
- C. Central Processing Unit ✓
- D. Central Projection Unit

Q2 Computer

What is the most crucial action a user should take after finishing with an application on a public computer, such as in a school lab or cyber cafe, to ensure basic application security?

- A. Delete the application's shortcut icon.
- B. Close the web browser window.
- C. Shut down the entire computer system.
- D. Log out of the application or website. ✓

Q3 Computer

Which of the following features allows an MS PowerPoint slide show to run **automatically without manual control**?

- A. Slide Sorter View
- B. Slide Master
- C. Slide Transition Timings ✓
- D. Reading View

Q4 Computer

A user highlights a paragraph in a document and presses Ctrl + X. He then clicks on a new location on the same page and presses Ctrl + V. Which of the following statements accurately describes the combined effect of these two keyboard shortcuts and the state of the original text?

- A. The text remains in its original location, and a copy of the text is placed at the new location.
- B. The text is immediately and permanently deleted from the document, and a copy is placed at the new location.
- C. The text is moved from its original location, and a copy is temporarily held in the Office Clipboard. ✓
- D. The text is duplicated in its original location, and the Windows Recycle Bin holds the text data.

Q5 Computer

What tool helps you automatically fix or highlight spelling problems when writing an email?

- A. Grammar check
- B. Spell check ✓
- C. Word count
- D. Formatting

Q6 Computer

How do you delete a single slide from a presentation using the thumbnail pane?

- A. Click the slide in the thumbnail pane and press Esc.
- B. Double-click the slide in the thumbnail pane.
- C. Right-click the slide in the thumbnail pane and select Delete Slide. ✓
- D. Drag the slide out of the pane and drop it on the desktop.

Q7 Computer

Which shortcut is used to split the document window into two panes in Microsoft Word 2021?

- A. Alt + F2
- B. Ctrl + Alt + S ✓
- C. Alt + Ins
- D. Alt + F4

Q8 Computer

Which of the following settings allows you to ensure that your slides change automatically after a specific time, without clicking to advance them, in MS PowerPoint?

- A. Slide Show → Set Up Slide Show → Loop Continuously
- B. Slide Show → Transition → Advance Slide After ✓
- C. Slide Show → Rehearse Timings
- D. Design → Page Setup



Q9 Computer

Which keyboard shortcut is commonly used to open a document in most word processors?

A. Ctrl + S

B. Ctrl + O 

C. Ctrl + N

D. Ctrl + P

Q10 Computer

The _____ is the access point for programs displayed on the desktop.

A. Notification area

B. Control Panel

C. Taskbar 

D. Help

Q11 Computer

In Microsoft Word 2019, what is the shortcut key to open the Print dialog box?

A. Ctrl + S

B. Ctrl + P 

C. Ctrl + O

D. Ctrl + N

Q12 Computer

Which statement correctly compares FTP and Telnet?

A. FTP allows a user to connect to a remote server; Telnet transfers files between computers.

B. FTP transfers files between computers; Telnet allows remote login to a server. 

C. Both FTP and Telnet are used for secure file transfer only.

D. FTP is used for email; Telnet is used for video conferencing.

Q13 Computer

Which action is used to correct a spelling mistake in a cell's content?

A. Apply a filter.

B. Double-click the cell and edit. 

C. Change font colour.

D. Use Insert Function.

Q14 Computer

Predict the output of the following function in MS Excel?

=TEXT(1234,"0000000")

A. 0001234 

B. 0123400

C. 0012340

D. 1234000

Q15 Computer

In MS Excel, which formula will correctly calculate the sum of all values in column B only if the corresponding value in column A is greater than 100?

A. =SUM(A1:A100>100,B1:B100)

B. =SUMIF(B1:B100,A1:A100>100)

C. =SUMIF(A1:A100,">100",B1:B100) 

D. =IF(A1:A100>100,SUM(B1:B100),0)

Paper Set 2 · 22 May 2026 · 4:00 PM - 5:30 PM · Computer (English)



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Q1 Computer

In PowerPoint 2021, which Show type setting ensures the presentation runs in full screen, loops automatically and disables manual slide control by the viewer?

- A. Presented by a speaker (full screen)
- B. Browsed by an individual (window)
- C. Browsed at a kiosk (full screen) ✓
- D. Use Presenter View

Q2 Computer

Which of the following is the best practice for sending multiple large attachments via email?

- A. Send each file separately in multiple emails.
- B. Compress the files into a ZIP folder before attaching. ✓
- C. Convert all files into a single Word document.
- D. Use the email provider's built-in spell check before sending.

Q3 Computer

Which of the following is a main part of the Central Processing Unit (CPU)?

- A. Monitor
- B. Keyboard
- C. Arithmetic Logic Unit ✓
- D. Printer

Q4 Computer

In Windows, which of the following methods can be used to **run an application**?

- A. Double-click its icon on the desktop ✓
- B. Restart the computer
- C. Press Ctrl + Alt + Delete
- D. Remove it from the Start menu

Q5 Computer

What is the primary benefit of using a template rather than starting from scratch when making a presentation?

- A. Slides cannot be deleted
- B. It automatically saves the presentation online
- C. It provides pre-designed layouts, themes, and formatting ✓
- D. It prevents adding new slides

Q6 Computer

Which of the following steps is correct to apply a new template to an existing PowerPoint presentation?

- A. Click File > New, select a template, and click Create ✓
- B. Click File > Open > Click on New Template File
- C. Click Insert > Template > Choose New File
- D. Click Review > Apply Old Template

Q7 Computer

In context of the structure of E-Mail, match the components in Column A with their correct descriptions in Column B.

Column A – E-mail Component

Column B – Description

1. To	a) Contains the main message content written by the sender
2. Cc	b) Sends a duplicate of the message to other recipients for their awareness
3. Subject	c) Provides a short summary or title indicating the purpose of the email
4. Body	d) Indicates the main recipient(s) to whom the email is directly addressed

- A. 1–d, 2–b, 3–c, 4–a ✓
- B. 1–b, 2–d, 3–c, 4–a
- C. 1–a, 2–c, 3–d, 4–b
- D. 1–c, 2–d, 3–b, 4–a



Q8 Computer

Within a text editor operating in 'Insert' mode, what is the expected behavior when the 'Ins' (Insert) key is pressed once, and then new characters are typed?

- A. Existing characters at the cursor position will be overwritten by the newly typed characters.
- B. The cursor will move to the next line, and new characters will be inserted there.
- C. New characters will be inserted at the cursor position, and existing characters will be shifted to the right.
- D. The text editor will switch to 'Overwrite' mode, and subsequent typing will replace existing characters.** ✓

Q9 Computer

To copy text in Microsoft Office Professional 2021, the keyboard shortcut to be used is:

- A. Ctrl + P
- B. Ctrl + V
- C. Ctrl + C** ✓
- D. Ctrl + X

Q10 Computer

What is the purpose of the 'Custom Sort' feature in MS Excel?

- A. To delete data
- B. To sort data based on multiple criteria** ✓
- C. To insert a chart
- D. To change the font style

Q11 Computer

Which of the following is classified as both an input and output device?

- A. Mouse
- B. Webcam
- C. Touchscreen** ✓
- D. Microphone

Q12 Computer

Which operational mode is activated in Microsoft Word upon opening a document originating from an untrusted source or location?

- A. Editing Mode
- B. Protected View** ✓
- C. Safe Mode
- D. Read-Write Mode

Q13 Computer

In MS-Word 2019, what does Copy (Ctrl + C) and Paste (Ctrl + V) do?

- A. It removes the text from the original location
- B. It deletes the text
- C. It pastes the text
- D. It keeps the text in the original place and makes a copy then paste it to new location or place** ✓

Q14 Computer

To insert a new column using the Ribbon, what is the correct navigation path?

- A. View > New Column
- B. Home > Insert > Insert Sheet Columns** ✓
- C. Insert > Column
- D. File > Options > Add Column

Q15 Computer

A user wants to calculate the total of all numeric entries in a column. Which function should they use in MS-Excel 2019?

- A. MAX
- B. COUNT
- C. SUM** ✓
- D. AVERAGE



Computer

Q1 Computer

What part of the Windows desktop shows open applications and the Start button?

- A. C. Status Bar
- B. B. Menu Bar
- C. A. Taskbar ✓
- D. D. Title Bar

Q2 Computer

A student is drafting an essay in MS Word 365 and has several instances of correctly spelled but misused words (e.g., writing "their" when they meant "there"). Which specific feature must be enabled or configured in Word's options to ensure these types of grammatical or contextual errors are identified, rather than just simple typographical errors?

- A. B. Ensure the document's Proofing Language is set to "English."
- B. D. Enable the "Ignore words in UPPERCASE" rule under Grammar Settings.
- C. A. Ensure "Mark grammar errors as you type" is selected, and set the Writing Style to "Grammar & Refinements." ✓
- D. C. Manually add all potential homophones to the document's Custom Dictionary.

Q3 Computer

When opening a workbook in Microsoft Excel 2020 to view its data without making changes, which option should you select?

- A. C. Open in Read-Only Mode ✓
- B. B. Open in Edit Mode
- C. A. Create a New Workbook
- D. D. Open as Template

Q4 Computer

Which file path identifies the complete location from the root directory?

- A. B. Relative path
- B. C. Metadata
- C. D. Absolute path ✓
- D. A. Directories

Q5 Computer

Which option, under the Settings app in Windows OS, is used to change the screen resolution of the display?

- A. B. Network & Internet
- B. D. Personalization
- C. A. Display Settings
- D. C. System ✓

Q6 Computer

What is application software?

- A. C. Software used to manage computer hardware
- B. B. Software used to support system software
- C. A. Software designed to perform specific user tasks ✓
- D. D. Software used to boot the operating system

Q7 Computer

What is the difference between 'To' and 'CC' in an email?

- A. C. 'To' is for the main recipient, while 'CC' is for additional recipients. ✓
- B. A. 'To' is for attachments, while 'CC' is for the subject.
- C. B. 'To' is for blocking spam, while 'CC' is for sending emails.
- D. D. There is no difference.

Q8 Computer

Cell A followed by row 5 is called as ____.

- A. B. A6
- B. C. 6A
- C. D. A5 ✓
- D. A. 5A

Q9 Computer

What is the difference between "Save" and "Save As" in MS Word?

- A. A. Both do the same thing
- B. D. "Save As" is used only when printing
- C. B. "Save" updates the current file, while "Save As" creates a new file ✓
- D. C. "Save As" deletes the original file



Q10 Computer

How can you change/modify a template from a MS PowerPoint 2021 presentation?

- A. C. Go to the Design tab, click More, and select Remove Template
- B. D. Go to the View tab, click Slide Master, and delete the applied template ✓
- C. A. PowerPoint does not allow you to remove a template once applied
- D. B. Right-click on the template in the Design tab and choose Remove

Q11 Computer

What is the first slide you see when you create a new presentation using the Blank Presentation option?

- A. A. Content slide
- B. C. Summary slide
- C. B. Master Slide
- D. D. Title Slide ✓

Q12 Computer

Which of the following correctly represents the structure of an email address?

- A. D. <domain-name>@<username>
- B. A. <username>#<domain-name>
- C. B. <username>@<domain-name> ✓
- D. C. <domain-name>/<username>

Q13 Computer

Which of the following options is NOT listed under the 'Print All Pages' dropdown in MS Word 2021?

- A. D. Custom Print
- B. B. Print Selection
- C. C. Print All Pages
- D. A. Print Hidden Text ✓

Q14 Computer

Which of the following is NOT a way to start a new MS Excel workbook?

- A. C. Ctrl + N
- B. B. File > New > Blank Workbook
- C. A. Double-clicking on the MS Excel icon
- D. D. Ctrl + P ✓

Q15 Computer

In applying the template to all existing slides, which of the following shortcut key combinations is used to select all the slides in MS PowerPoint?

- A. A. Ctrl+A ✓
- B. B. Alt+C
- C. D. Ctrl+F
- D. C. Alt+A

Paper Set 4 · 23 May 2026 · 12:30 PM - 2:00 PM · Computer (English)



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Computer

Q1 Computer

What does the Del key do?

- A. Copies text
- B. Inserts new text
- C. Deletes the character to the left of the cursor
- D. Deletes the character to the right of the cursor ✓

Q2 Computer

Which statement correctly describes Microsoft Office 2021 in the historical evolution of Microsoft Office products?

- A. Office 2021 is the first web-only version of Office
- B. Office 2021 cannot open files created in earlier versions
- C. Office 2021 continues the desktop tradition with modern Windows 11 integration ✓
- D. Office 2021 removes all desktop features in favor of mobile apps

Q3 Computer

Which feature in Windows 11 allows users to quickly search for a file or app directly from the Taskbar?

- A. Start Menu Widgets
- B. Windows Search Box ✓
- C. File Explorer View Tab
- D. Run Dialog Box

Q4 Computer

Which key in MS Powerpoint 2021 allows you to edit text directly in a selected text box without deleting it?

- A. F2 ✓
- B. F3
- C. Shift + F2
- D. F5

Q5 Computer

Which key can you press to start editing the contents of a selected cell in MS Excel?

- A. F2 ✓
- B. F4
- C. Ctrl+E
- D. Esc

Q6 Computer

Regarding websites and the World Wide Web (WWW), which of the following statements is TRUE?

- A. The World Wide Web and the Internet are exactly the same.
- B. A website is a collection of related web pages stored on a local computer only.
- C. The World Wide Web is a service that runs on the Internet to access hyperlinked documents using web browsers. ✓
- D. Web browsers are used to create websites and upload them to web servers.

Q7 Computer

Which command in MS Word 2020 is used to open a previously saved document?

- A. Open ✓
- B. Save
- C. Print
- D. Close

Q8 Computer

Which statement is true about the Presenter View?

- A. Presenter View requires multiple monitors to show notes separately to the presenter. ✓
- B. Presenter View is available even on a single monitor with no extra settings.
- C. Presenter View automatically records slide timings.
- D. Presenter View removes all animations from slides.

Q9 Computer

Which of the following is TRUE about application software, but NOT TRUE about system software?

- A. It directly manages CPU and memory.
- B. It starts automatically when the computer is powered on.
- C. It is usually developed for a specific user requirement. ✓
- D. It acts as an interface between hardware and user.



Q10 Computer

In MS Excel, If you want to sort a column of numerical data in descending order, which sequence of actions should you perform?

- A. Select the column, go to the 'Home' tab, and click on 'Sort A to Z'.
- B. Select the column, go to the 'Data' tab, and click on 'Sort Largest to Smallest'. ✓
- C. Highlight the data, right-click, and select 'Sort by Value'.
- D. Go to the 'Insert' tab, select 'Sort Data', and select 'Descending'.

Q11 Computer

What is the main difference between the 'Save' and 'Save As' commands in Microsoft Word?

- A. Save always creates a new file, while Save As overwrites the existing file.
- B. Save updates the current file, Save As creates a new copy. ✓
- C. Save is used only for new documents, while Save As is used only for existing documents.
- D. Save changes the file format, while Save As only updates the content.

Q12 Computer

What is the full form of ISP?

- A. Internet Service Program
- B. Internal Server Protocol
- C. Internet Storage Protocol
- D. Internet Service Provider. ✓

Q13 Computer

In MS Word 2010, which of the following is a valid use case for 'Save As' in collaboration environments?

- A. Backing up an original document before editing. ✓
- B. Deleting unused content
- C. Merging two documents
- D. Auto-correcting text

Q14 Computer

A user types '1/2' into a cell expecting a fraction, but Excel converts it into a date. What step should the user take to ensure it is stored as a fraction?

- A. Press Enter twice.
- B. Type a space before the value.
- C. Format the cell as Fraction. ✓
- D. Use the currency symbol.

Q15 Computer

During a group assignment, students are asked to create a visually appealing presentation quickly. Instead of starting from a blank slide, which method should they select to speed up the design process using pre-defined slide layouts and formatting?

- A. Open Slide Sorter to rearrange slides.
- B. Create a new presentation by selecting a ready-made template. ✓
- C. Use the Review tab to check spelling.
- D. Insert a blank slide and format each element manually.

Paper Set 5 · 23 May 2026 · 4:00 PM - 5:30 PM · Computer (English)



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Computer

Q1 Computer

What is the function of the Tab key on the keyboard?

- ☒ A. Moves the cursor to the next tab stop
- ☐ B. Deletes the selected text
- ☐ C. Opens the file menu
- ☐ D. Saves a document

Q2 Computer

Which option in the Print Settings ensures that all columns fit on one page wide?

- ☐ A. Page Orientation
- ☐ B. Collate Pages
- ☐ C. Set Print Area
- ☒ D. Scale to Fit → Width = 1 page

Q3 Computer

Which tab in Microsoft PowerPoint allows you to apply transition effects between slides?

- ☐ A. Animations
- ☒ B. Transitions
- ☐ C. Slide Show
- ☐ D. Design

Q4 Computer

Which option in MS PowerPoint (Office 2021) prevents editing of a PowerPoint presentation?

- ☐ A. Save As
- ☐ B. Export
- ☐ C. Print
- ☒ D. Mark as Final

Q5 Computer

Which web browser released in 1993 became widely known for introducing images and a graphical interface to the internet?

- ☒ A. Mosaic
- ☐ B. Netscape Navigator
- ☐ C. Internet Explorer
- ☐ D. Opera

Q6 Computer

What is the function of the Recycle Bin on a Windows desktop?

- ☐ A. Permanently deletes files from the system
- ☐ B. Runs system updates
- ☒ C. Stores deleted files temporarily before permanent deletion
- ☐ D. Helps in managing network connections

Q7 Computer

Which key combination is used to insert a new line within the same text box in PowerPoint without starting a new bullet or paragraph?

- ☐ A. Alt + Enter
- ☒ B. Shift + Enter
- ☐ C. Enter
- ☐ D. Ctrl + Enter

Q8 Computer

What is the difference between line spacing and paragraph spacing?

- ☒ A. Line spacing is within paragraphs; paragraph spacing is between paragraphs.
- ☐ B. They are the same thing.
- ☐ C. Line spacing is for headers only.
- ☐ D. Paragraph spacing is for bullets only.

Q9 Computer

In networking, LAN is an abbreviation for:

- ☐ A. Local Access Network
- ☐ B. Large Area Network
- ☐ C. Limited Access Node
- ☒ D. Local Area Network

Q10 Computer

Which of the following is NOT an Internet service?

- ☒ A. Ethernet
- ☐ B. FTP
- ☐ C. World Wide Web
- ☐ D. EMAIL



Q11 Computer

In MS Word 2021, which type of section break starts a new section on the same page without moving content to a new page?

- A. Next Page
- B. Even Page
- C. Odd Page
- D. Continuous ✓

Q12 Computer

What does 'Wrap Text' do in Microsoft Excel?

- A. Allows you to concatenate the excess text within a cell
- B. Allows you to display text that exceeds the width of a cell on multiple lines within that same cell ✓
- C. Allows you to format the text such as change the font, colour and size of the text within a cell
- D. Allows you to modify the text within a cell

Q13 Computer

Which feature in MS Word is used to improve the readability of a document by adjusting the vertical space between lines of text within a paragraph?

- A. Page Borders
- B. Line and Paragraph Spacing ✓
- C. Find and Replace
- D. Page Layout

Q14 Computer

In MS Excel 2021, where can you access the settings to enable and configure the AutoRecovery feature?

- A. File → Options → Save ✓
- B. File → Export → Recovery Preferences
- C. Home → Recover Unsaved Workbooks
- D. Insert → Add-ins → AutoRecovery Tools

Q15 Computer

Which keyboard shortcut is commonly used to access Task Manager?

- A. Ctrl + Shift + Esc
- B. Ctrl + Alt + T ✓
- C. Alt + Tab
- D. Ctrl + P

Paper Set 6 · 23 May 2026 · 9:00 AM - 10:30 AM · Computer (English)

Computer

Q1 Computer

Which statement about the given abbreviations is correct?

- A. ASCII is primarily used for high-speed data transmission networks.
- B. LAN supports networking over large geographic areas.
- C. CD is a volatile storage medium.
- D. ASCII represents characters as numerical codes. ✓

Q2 Computer

What is one **advantage of using a template** while creating a presentation?

- A. It automatically creates a database for slides.
- B. It provides a ready-made design layout and consistent style. ✓
- C. It locks the presentation from editing.
- D. It converts slides into video format.

Q3 Computer

Which option in an email is used to send a received message to another person?

- A. Reply
- B. Draft
- C. Forward ✓
- D. Spam

Q4 Computer

Which kind of computer security guards against theft or physical harm to the hardware and software?

- A. Network Security
- B. Physical Security ✓
- C. Data Security
- D. Application Security



Q5 Computer

In MS PowerPoint 2021, if a student wants to see all the slides in the presentation displayed as a set of small thumbnails, which view is designed specifically for easily rearranging, deleting, or selecting multiple slides?

A. Slide Sorter View



B. Normal View

C. Reading View

D. Outline View

Q6 Computer

What is the short-cut to center-align a paragraph in Microsoft Word 2021?

A. Ctrl + A

B. Ctrl + C

C. Ctrl + E



D. Ctrl + X

Q7 Computer

What does a red, wavy underline beneath a word signify in Microsoft Word 2021?

A. A possible spelling error



B. A possible formatting error

C. A possible grammar error

D. A possible saving error

Q8 Computer

Which of the following file extensions represents an executable program in Windows?

A. .exe



B. .png

C. .docx

D. .csv

Q9 Computer

Which option helps you preview the transition effect on a slide in MS PowerPoint?

A. Play Slide

B. Rehearse Timings

C. Preview Button on Transitions Tab



D. Slide Sorter View

Q10 Computer

When composing an email, which of the following is mandatory to provide?

A. Recipient's e-mail address only

B. Subject only

C. Recipient's e-mail address and message body



D. Recipient's e-mail address, subject, and message body

Q11 Computer

Which of the following are valid page orientation values?

i. Landscape

ii. Portrait

iii. Top down

iv. Bottom up

A. Only i and ii



B. Only i, ii and iii

C. Only i, ii and iv

D. i, ii, iii and iv

Q12 Computer

What is the full form of CD, commonly used in storage devices?

A. Compact Data

B. Computer Disk

C. Compact Disc



D. Circuit Drive

Q13 Computer

How can you preview how your spreadsheet will look before printing?

A. Click on View → Normal

B. Use the Zoom slider

C. Go to File → Print (Print Preview)



D. Go to Page Break Preview



Q14 Computer

Which of the following commands is INVALID if you want to exit the Edit mode in MS Excel?

- A. Press any arrow key
- B. Press ENTER
- C. Press TAB
- D. Press F2



Q15 Computer

Which of the following commands using keyboard is used to undo edits in MS Excel spreadsheet?

- A. F2
- B. CTRL+Z
- C. ENTER
- D. TAB



Paper Set 7 · 24 May 2026 · 12:30 PM - 2:00 PM · Computer (English)

Computer

Q1 Computer

In MS PowerPoint 2021, while using the 'Create from File' option under Insert > Object, which combination of selections will insert a file that opens as a clickable icon and remains connected to the source file?

- A. Select 'Link to file' only
- B. Select 'Display as icon' only
- C. Select both 'Link to file' and 'Display as icon'
- D. Select only 'Create New under Object' tab



Q2 Computer

What does CD refer to in computer terminology?

- A. Computer Disk
- B. Central Data
- C. Compact Disk
- D. Compressed Directory



Q3 Computer

Which of the following correctly describes the use of the **Help feature** in MS Word?

- A. It automatically formats the entire document.
- B. It provides context-sensitive guidance.
- C. It opens the Page Layout tab directly.
- D. It deletes unused styles and templates.



Q4 Computer

Which shortcut key is used to start a PowerPoint presentation from the beginning?

- A. F2
- B. F7
- C. F5
- D. F10



Q5 Computer

While preparing a financial report in MS Excel, Rohan notices that several column headers are truncated because the cell contents exceed the current column width. Instead of manually adjusting each column, he decides to use a keyboard shortcut to instantly AutoFit all selected columns to match their longest entry. The correct shortcut he should use is:

- A. Alt + H + O + W
- B. Alt + H + O + I
- C. Alt + H + F + I
- D. Ctrl + Alt + F



Q6 Computer

After successfully creating a new, blank presentation, which specific placeholder elements are guaranteed to appear on the initial (first) slide by default, assuming no changes to the master template have been made?

- A. Title, Subtitle, and six content placeholders (e.g., text, chart, media).
- B. Only a single text box for the main heading and one date field.
- C. Title and Content placeholders for the slide body.
- D. Title and Subtitle (or Title and Text Body) placeholders, corresponding to the default Title Slide layout. ☒

Q7 Computer

Which folder temporarily stores emails before they are successfully sent?

- A. Inbox
- B. Drafts
- C. Outbox ☒
- D. Sent Items

Q8 Computer

What is the use of Alt + F4 keys in Windows 11?

- A. To Close the Current Window ☒
- B. To Minimize all windows
- C. To Open File Explorer
- D. To Open the taskbar

Q9 Computer

Which is the correct combination of keys for cutting the text from a paragraph in MS Word 2007?

- A. Ctrl + W
- B. Ctrl + X ☒
- C. Alt + X
- D. Alt + W

Q10 Computer

What does LAN stand for?

- A. Local Area Network ☒
- B. Lower Area Network
- C. Load Area Network
- D. Logical Area Network

Q11 Computer

What does a URL (Uniform Resource Locator) represent in the context of a website?

- A. The physical address of the server
- B. A web page's specific address on the internet ☒
- C. The name of the internet provider
- D. A file format for images

Q12 Computer

What is the full form of 'PAN' in the context of computer networks?.

- A. Private Area Network
- B. Personal Area Network ☒
- C. Public Area Network
- D. Preferred Area Network

Q13 Computer

In MS-Excel 2019, which type of cell reference locks the column but allows the row to change when a formula is copied?

- A. \$A\$1
- B. A\$1
- C. \$A1 ☒
- D. A1



Q14 Computer

In Microsoft Word, which paste option should you use to remove all formatting when pasting text copied from a web browser or another external program?

- A. Keep original fonts and styles
- B. Merge with document formatting
- C. Keep Text Only (remove all formatting) ✓
- D. Match the destination's default style

Q15 Computer

What symbol is used at the beginning of a formula in Excel?

- A. Plus sign (+)
- B. Equals sign (=) ✓
- C. Colon (:)
- D. Hash (#)

Paper Set 8 · 24 May 2026 · 4:00 PM - 5:30 PM · Computer (English)

Computer

Q1 Computer

Which of the following statements about the Inbox and Outbox in an email system is correct?

- A. The Inbox stores emails that have been sent.
- B. The Outbox permanently stores all the sent emails.
- C. The Inbox holds received emails, while the Outbox stores emails waiting to be sent. ✓
- D. The Outbox contains spam emails.

Q2 Computer

What is the short cut in Microsoft Word 2021 that opens 'Reveal Formatting pane' which allows you to see the formatting applied to a specific piece of text?

- A. Shift + F1 ✓
- B. Shift + F2
- C. Shift + F5
- D. Shift + F9

Q3 Computer

Which of the following is an application software?

- A. Macintosh
- B. Android
- C. Fedora
- D. iTunes ✓

Q4 Computer

In a multilevel list, which key is typically used to indent a sub-item under a main bullet point?

- A. Shift
- B. Ctrl
- C. Tab ✓
- D. Alt

Q5 Computer

Why is power saving mode used in Microsoft Windows 11?

- A. To play games faster
- B. To increase the system performance
- C. To increase the number of tasks running
- D. To reduce energy consumption ✓

Q6 Computer

What is slide transition in MS PowerPoint?

- A. A printing option for handouts
- B. A method of inserting images into slides
- C. A feature that animates text within a slide
- D. An effect applied when moving from one slide to another ✓



Q7 Computer

What happens when you use **"Save" (Ctrl+S)** for the first time in a new document?

- A. The document closes automatically
- B. The "Save As" dialog box opens to name and choose a location ✓
- C. The document prints immediately
- D. All formatting is removed

Q8 Computer

The speed at which a CPU operates is measured in _____.

- A. Hertz (Hz) ✓
- B. milliseconds (ms)
- C. nanoseconds (ns)
- D. picoseconds (ps)

Q9 Computer

What happens when you apply a template to an existing MS PowerPoint presentation?

- A. It completely replaces all slides and content.
- B. It only changes the background without affecting text formatting.
- C. It applies a new design while keeping existing slide content. ✓
- D. It converts the PowerPoint into a read-only format.

Q10 Computer

Which of the following is an input device used to enter text into a computer?

- A. Keyboard ✓
- B. Monitor
- C. Printer
- D. Speaker

Q11 Computer

Which of the following menu options can be used to start a slide show in PowerPoint?

- A. Insert → Start Show
- B. Slide Show → View Show ✓
- C. File → Start Presentation
- D. Tools → Begin Show

Q12 Computer

In MS Excel 2010, what happens if you sort only one column in a table without expanding the selection?

- A. Only the column is sorted, other data stays intact.
- B. All rows are deleted.
- C. Data becomes misaligned. ✓
- D. All rows are locked.

Q13 Computer

In MS Excel 2010, which of the following key combinations inserts a new row above the currently selected row?

- A. Ctrl + Shift + R
- B. Ctrl + "+"
- C. Alt + I + R ✓
- D. Shift + Enter

Q14 Computer

Which of the following is an example of an Internet service?

- A. MS Word
- B. Email ✓
- C. Notepad
- D. Calculator

Q15 Computer

When using a custom number format within the TEXT function in MS Excel, which elements should be excluded from the format code?

- A. Date formatting elements
- B. Semicolon (;) and the '@' character ✓
- C. Commas and spacing characters
- D. All numeric digits used in the format

Q1 Computer

Which of the following is NOT a typical pointing input device?

- A. Mouse
- B. Joystick
- C. Barcode reader ✓
- D. Trackball

Q2 Computer

When connecting LANs in a wide area network (WAN), which of the following devices is most frequently used?

- A. Modem
- B. Router ✓
- C. Switch
- D. Hub

Q3 Computer

In which range of years was the first generation of microprocessor founded?

- A. 1971-73 ✓
- B. 1954-57
- C. 1981-95
- D. 1958-64

Q4 Computer



Identify the highlighted list as shown in the above figure from the following options.

- A. Single List
- B. Bulleted List
- C. Numbered List
- D. Multilevel List ✓

Q5 Computer

In the context of real-time internet communication technologies, which term accurately describes the method used for transmitting audio content over IP networks, such as during online calls or video conferences?

- A. Virtual over Internet Protocol
- B. Voice on Internal Protocol
- C. Voice over Internet Protocol ✓
- D. Visual over Integrated Platform

Q6 Computer

Which Excel view allows you to adjust row height and column width using inches, centimeters, or millimeters?

- A. Page Layout view ✓
- B. Normal view
- C. Custom view
- D. Page Break Preview

Q7 Computer

Which PowerPoint view displays the slide, outline, and notes area together?

- A. Slide Sorter View
- B. Slide Show View
- C. Outline View
- D. Normal View ✓

Q8 Computer

What is the full form of 'LAN' in computer networking?

- A. Large Area Network
- B. Local Access Node
- C. Local Area Network ✓
- D. Logical Access Network

Q9 Computer

Which of the following archive formats is NOT supported in Windows 11?

- A. ZIP
- B. Z ✓
- C. 7z
- D. TAR



Q10 Computer

Which component of MS Word allows users to input and format text directly?

- A. Ribbon
- B. Document Window ☒
- C. Status Bar
- D. Quick Access Toolbar

Q13 Computer

Which feature in MS Word allows you to see how a document will look when printed, before actually printing it?

- A. Save As
- B. Layout View
- C. Print Preview ☒
- D. Outline View

Q11 Computer

In the function ADDRESS(row_num, column_num), what does 'row_num' represent?

- A. The name of the row
- B. The column number to reference
- C. The numeric value of the row in the worksheet ☒
- D. The worksheet name

Q14 Computer

Ananya is working on a slide where she needs to add a short paragraph and later update a few words. Which area on the slide allows her to type and modify the content directly?

- A. Slide Master title bar
- B. Animation pane
- C. Text placeholder in the slide layout ☒
- D. Slide Sorter view

Q12 Computer

How can you change the default ruler units in MS Excel?

- A. Home > Format > Units
- B. File > Save As > Settings
- C. File > Options > Advanced > Display ☒
- D. View > Zoom > Unit Settings

Q15 Computer

Which of the following commands is used to make a copy of the selected slide in MS PowerPoint?

- A. Ctrl + Shift + D
- B. Ctrl + Alt + O
- C. Ctrl + O
- D. Ctrl + D ☒

Paper Set 10 · 25 May 2026 · 12:30 PM - 2:00 PM · Computer (English)

Computer

Q1 Computer

Which of the following menu options is used to **open an existing presentation** in MS PowerPoint?

- A. B. File → Open ☒
- B. D. File → New
- C. C. File → Save
- D. A. File → Export

Q2 Computer

Which feature in an email application helps to automatically check and correct spelling errors before sending a message?

- A. C. Spell Check ☒
- B. B. Auto Reply
- C. A. Auto Archive
- D. D. Mail Merge

Q3 Computer

In Microsoft Word's Paragraph dialog box, a user aims to modify document layout so that extra white space appears only between distinct paragraphs while preserving the existing intra-paragraph line spacing. Which specific control should be adjusted to achieve this effect?

- A. A. Line Spacing configuration under Paragraph spacing options
- B. D. Spacing Before and After settings ☒
- C. c. Left and Right Indentation parameters
- D. B. Alignment dropdown under paragraph formatting



Q4 Computer

The shortcut key to open an MS Word document is ____.

- A. B. Ctrl + N
- B. C. Ctrl + O
- C. A. Ctrl + S
- D. D. Ctrl + P

Q5 Computer

What does the paper clip symbol signify while composing an email?

- A. A. sign for a new message
- B. B. an attachment in an email
- C. C. to insert a hyperlink
- D. D. to add an emoji to the message body

Q6 Computer

In the field of computer hardware and storage, what does the abbreviation CD stand for?

- A. A. Central Data
- B. D. Computer Drive
- C. B. Code Document
- D. C. Compact Disc

Q7 Computer

When the CPU wants to read or write data from a specific main memory location, it places the memory address on the:

- A. C. Data bus
- B. B. Control bus
- C. D. Address bus
- D. A. Expansion bus

Q8 Computer

In MS Excel, what will happen if a user sorts a column of numbers in ascending order?

- A. A. The numbers will be arranged from smallest to largest.
- B. D. The numbers will be arranged from largest to smallest.
- C. B. The numbers will be arranged randomly.
- D. C. The numbers will be deleted.

Q9 Computer

A user inserts a sound file into an MS PowerPoint presentation and wants it to play automatically when the slide appears. Which of the following steps should they follow?

- A. B. Click on the sound icon → Select Play on Click
- B. D. Go to Playback tab → Select Start: Automatically
- C. A. Right-click the sound icon → Select Loop Until Stopped
- D. C. Insert the sound and press Ctrl + P to start playback

Q10 Computer

What type of memory retains data even after the computer is turned off?

- A. B. Read-Only Memory (ROM)
- B. D. Random Access Memory (RAM)
- C. A. Cache memory
- D. C. Virtual memory

Q11 Computer

The _____ view is the most effective for modifying and rearranging the sequence of slides in a presentation.

- A. B. Normal View
- B. C. Reading View
- C. D. Slide Sorter View
- D. A. Slide Show View

Q12 Computer

What important consideration should you keep in mind when saving a macro-enabled workbook (.xlsm) as a standard Excel file (.xlsx)?

- A. A. The file may become too large to open quickly.
- B. C. Any macros in the workbook will be lost.
- C. D. All formulas will be removed from the worksheet.
- D. B. Embedded charts will be automatically deleted.

Q13 Computer

In MS Word 2019, which of the following actions allows you to quickly select an entire paragraph?

- A. D. Double-click anywhere in the paragraph
- B. C. Click and drag over the text manually
- C. A. Triple-click anywhere in the paragraph
- D. B. Press Ctrl + A



Q14 Computer

What happens when you press the Insert (Ins) key in a word processor like MS-Word?

- A. D. Deletes the current word
- B. B. Enables/disables overtype mode ✓
- C. C. Moves the cursor to the next line
- D. A. Opens the Find and Replace dialog box

Q15 Computer

Which of the following is a valid syntax for the SUM function?

- A. A. =ADD(A1:A5)
- B. B. =SUM(A1, A2, A3) ✓
- C. D. =TOTAL(A1:A5)
- D. C. =SUMMARIZE(A1:A5)

Paper Set 11 · 25 May 2026 · 4:00 PM - 5:30 PM · Computer (English)

Computer

Q1 Computer

Which of the following is an example of primary memory?

- A. Hard Disk
- B. RAM ✓
- C. Pen Drive
- D. Optical Disk

Q2 Computer

In which field are computers used for storing student records and online classes?

- A. Banking
- B. Medical
- C. Education ✓
- D. Defense

Q3 Computer

Which part of the Ribbon allows you to change the font style and size in the latest MS Word interface?

- A. File Menu
- B. Review Tab
- C. Font Group under the Home Tab ✓
- D. Layout Tab

Q4 Computer

What is the purpose of the given formula?

=A1*B1

- A. Adds the values in A1 and B1
- B. Multiplies the values in A1 and B1 ✓
- C. Divides the value in A1 by B1
- D. Subtracts B1 from A1

Q5 Computer

Which of the following steps correctly describes how to create a new MS PowerPoint presentation using a predefined template?

- A. File → New → Blank Presentation
- B. File → Open → Template
- C. File → New → Choose a Template ✓
- D. Design → Save as Template

Q6 Computer

Which of the following is a benefit of using a template in MS-PowerPoint?

- A. Templates reduce file size automatically.
- B. Templates provide predesigned layouts and themes ✓
- C. Templates remove all default slides.
- D. Templates can only be used once per presentation.



Q7 Computer

Which feature in email allows users to arrange messages alphabetically or by date?

- A. Filter
- B. Sort
- C. Move
- D. Label

Q8 Computer

Which PowerPoint feature enables recovery of an unsaved presentation if the application closes unexpectedly?

- A. AutoRecover
- B. Reuse Slides
- C. Slide Sorter View
- D. Presenter View

Q9 Computer

In context of Local Area Networking(LANs), match the following IP address with their corresponding address types or usage categories:

Column A (IP Address Range)

Column B (Type / Usage)

1. 192.168.0.0 – 192.168.255.255	a) Class A private IP range, designed for large-scale internal networks
2. 10.0.0.0 – 10.255.255.255	b) Class B private IP range, suitable for medium-sized private networks
3. 172.16.0.0 – 172.31.255.255	c) Class C private IP range, typically used in home and small office networks
4. 8.8.8.8	d) Public IP address, widely used as Google's DNS server

- A. 1–c, 2–a, 3–b, 4–d
- B. 1–b, 2–c, 3–a, 4–d
- C. 1–a, 2–b, 3–c, 4–d
- D. 1–c, 2–b, 3–a, 4–d

Q10 Computer

The technical term for the process of converting analog or physical information through scanner into a machine-readable format is _____.

- A. digitization
- B. encryption
- C. compression
- D. embeddings

Q11 Computer

Which of the following is NOT a part of the Page Setup in MS Word?

- A. Margins
- B. Orientation
- C. Font style
- D. Paper size

Q12 Computer

In MS Word, where can you find the option to add bullets to a list?

- A. Insert tab
- B. Home tab
- C. View tab
- D. Review tab

Q13 Computer

Which of the following will NOT cause the data in a cell to be replaced?

- A. Typing new data directly and pressing Enter
- B. Pressing Delete
- C. Using the 'Clear Contents' command
- D. Double-clicking the cell

Q14 Computer

Expand the abbreviation 'ASCII'.

- A. American Standard Code for Information Interchange
- B. American Standard Center for Information Interchange
- C. American Standard Control for Interchange of Information
- D. American State Control for Information Interchange

Q15 Computer

Which tab in Excel contains the 'Sort' command used to specify sorting criteria like column, cell color, and order?

- A. Home
- B. Insert
- C. Data
- D. View



Computer

Q1 Computer

Which of the following is the **correct way to run an application** in the **Windows Operating System**?

- A. C. Pressing the power button on the CPU
- B. A. Clicking the application icon on the desktop ✓
- C. B. Shutting down the computer
- D. D. Adding or Removing the application from the Control Panel

Q2 Computer

Which of the following **views** in MS PowerPoint allows users to **rearrange slides easily by dragging them**?

- A. D. Slide Sorter View ✓
- B. A. Slide Show View
- C. C. Outline View
- D. B. Reading View

Q3 Computer

Regarding a blank PowerPoint presentation, which of the following statements is accurate?

- A. C. It automatically applies a color theme and design
- B. D. It starts with a single empty slide where content can be added manually ✓
- C. B. It cannot have additional slides added
- D. A. It requires an internet connection to create

Q4 Computer

Which of the following statements correctly describes the **Inbox and Outbox** in an email application?

- A. D. **Inbox** stores the emails you send, and **Outbox** stores the emails you receive.
- B. B. **Inbox** temporarily holds unsent messages, and **Outbox** stores deleted emails.
- C. C. **Inbox** stores received emails, and **Outbox** stores messages waiting to be sent. ✓
- D. A. **Inbox** and **Outbox** both store spam messages.

Q5 Computer

Which protocol is primarily used for sending emails?

- A. A. POP3
- B. C. SMTP ✓
- C. B. IMAP
- D. D. HTTP

Q6 Computer

What is the best way to locate files on the computer?

- A. A. File Explorer ✓
- B. D. Control Panel
- C. C. Task Manager
- D. B. Microsoft Store

Q7 Computer

Which of the following options is NOT available in the Task Manager in Windows 10/11?

- A. A. Performance monitoring
- B. B. Network statistics
- C. D. Application installation ✓
- D. C. Startup management

Q8 Computer

Which of the following settings is NOT available in page margins of print layout in MS Word?

- A. C. Top margin
- B. D. Bottom margin
- C. B. Diagonal margin ✓
- D. A. Right margin

Q9 Computer

Which tab allows you to insert clip art in MS PowerPoint 2021?

- A. A. Home
- B. B. Insert ✓
- C. C. Design
- D. D. View

Q10 Computer

What are the unrecognised types of lists in Microsoft Word?

- A. B. Visual Element Lists ✓
- B. C. Bulleted Lists
- C. D. Numbered Lists
- D. A. Multilevel Lists



Q11 Computer

How can you find and replace text in Excel?

- A. C. Press Ctrl + F to find and Ctrl + H to replace ✓
- B. B. Use the View tab to click Search & Replace
- C. A. Right-click a cell and select Find and Replace
- D. D. Both A and B

Q12 Computer

Which of the following scenarios best highlights the role of a PCB in a functioning computer?

- A. C. A technician replaces a faulty storage drive without affecting the motherboard layout
- B. A. A software update reconfigures how data is arranged on the PCB
- C. B. An engineer designs a layout where the CPU, RAM, and connectors are integrated on a single platform with copper tracks ✓
- D. D. A user saves files into RAM that automatically get stored in ROM on system shutdown

Q13 Computer

In Excel, how do you refer to the cell in column B and row 5?

- A. A. 5B
- B. D. B5 ✓
- C. C. B:5
- D. B. 5:B

Q14 Computer

When you launch MS Excel 2010 without selecting a specific file, what is opened by default?

- A. A. Blank Presentation
- B. C. Workbook with one worksheet ✓
- C. D. New Document
- D. B. Workbook with multiple templates

Q15 Computer

In Microsoft Word, what does the 'Indentation' section control?

- A. B. Line spacing between rows
- B. D. Font size of paragraph text
- C. C. Position of the paragraph from left or right margin ✓
- D. A. Page borders

Paper Set 13 · 26 May 2026 · 12:30 PM - 2:00 PM · Computer (English)

Computer

Q1 Computer

In PowerPoint 2021, which of the following options is NOT available within the 'Stock Images' feature under the Insert tab?

- A. D. Cutout People
- B. C. Icons
- C. B. Stickers
- D. A. SmartArt ✓

Q2 Computer

What is the main function of the CPU in a computer system?

- A. D. Stores data
- B. B. Displays output
- C. C. Processes data and instructions ✓
- D. A. Provides internet

Q3 Computer

In Microsoft Word, which scenario best requires the use of 'Save As' instead of 'Save'?

- A. C. You want to update the current document with recent changes
- B. D. You want to create a copy of the document with a new name or in a different location ✓
- C. A. You want to print the document
- D. B. You want to close the document without saving changes



Q4 Computer

When opening an existing Excel workbook stored on a network drive, which of the following statements is **most accurate** regarding file access and data integrity?

- A. D. Multiple users can freely edit the same file simultaneously without any restriction.
- B. B. Excel automatically converts the workbook into a shared online document without user permission.
- C. A. Excel may open the workbook in read-only mode if another user has it open, to prevent data conflicts. ✓
- D. C. The workbook cannot be opened unless all users log out from the network.

Q5 Computer

Which condition causes MS PowerPoint 365 to open a presentation in **Read-Only** mode?

- A. A. File is stored on a local drive
- B. C. File is opened from OneDrive with full permissions
- C. D. File is marked as final or protected ✓
- D. B. File is opened from the Recent list

Q6 Computer

What does ALU and CU in computer basics stand for?

- A. C. Automatic Logic Unit & Central Unit
- B. B. Arithmetic Logic Unit & Control Unit ✓
- C. A. Analytical Logic Unit & Computer Utility
- D. D. Arithmetic Level Unit & Control Utility

Q7 Computer

Under which tab can users find the templates in MS PowerPoint 2007?

- A. B. Design Tab ✓
- B. D. Animations Tab
- C. A. Transitions Tab
- D. C. Review Tab

Q8 Computer

You can select all the text from MS Word document by using the command _____.

- A. A. Ctrl + A ✓
- B. D. Ctrl + O
- C. C. Ctrl + Y
- D. B. Ctrl + Z

Q9 Computer

Which of the following keyboard shortcut commands is used to switch between open apps?

- A. C. Alt + Ins
- B. B. Alt + Del
- C. A. Alt + Tab ✓
- D. D. Alt + F

Q10 Computer

In MS Word, if you want to replace text, which of the following options is true?

- A. B. To select a single word, left-click it.
- B. D. To select a single word, double-click it. ✓
- C. A. To select a line, click to the right of it.
- D. C. To select a single word, right-click it.

Q11 Computer

_____ is a platform primarily used for professional communication and networking.

- A. B. YouTube
- B. C. SnapChat
- C. D. TikTok
- D. A. LinkedIn ✓

Q12 Computer

Which of the following devices is primarily used to enter text and commands into a computer?

- A. A. Joystick
- B. B. Printer
- C. D. Keyboard ✓
- D. C. Speaker

Q13 Computer

What is a cell address in a spreadsheet?

- A. D. The memory location of the file
- B. C. The reference number of the sheet
- C. B. The IP address of a computer
- D. A. The combination of column letter and row number ✓



Q14 Computer

In internet communication, which server translates domain names into IP addresses?

- A. C. DNS (Domain Name System) ✓
- B. D. VoIP (Voice over Internet Protocol)
- C. A. SMTP (Simple Mail Transport Protocol)
- D. B. FTP (File Transfer Protocol)

Q15 Computer

In MS Excel 2010, which Excel function checks whether a condition is true or false?

- A. B. VLOOKUP
- B. D. IF ✓
- C. A. ISNUMBER
- D. C. TRUE

Paper Set 14 · 26 May 2026 · 4:00 PM - 5:30 PM · Computer (English)

Computer

Q1 Computer

An email client underlines a correctly spelled specialized term (e.g., a technical acronym). What should you do so spell check doesn't flag it again?

- A. Disable spell check forever
- B. Add the term to the dictionary ✓
- C. Delete the email draft
- D. Change the font to monospace

Q2 Computer

What best defines a Wide Area Network (WAN)?

- A. A network limited to a single building
- B. A network that spans large geographical areas, such as cities or countries ✓
- C. A network connecting devices within a home
- D. A network used exclusively for gaming

Q3 Computer

Which of the following statements is/are true or false regarding file types in the Windows 11 operating system?

- (i) A file with an extension .exe is the only type of file that can contain program code that the CPU can execute.
- (ii) Compressed files like .zip or .rar use an algorithm to reduce file size, and the file cannot be used until it is decompressed by a utility program.

- A. (i) True, (ii) True
- B. (i) True, (ii) False
- C. (i) False, (ii) True ✓
- D. (i) False, (ii) False

Q4 Computer

What is used for making presentations on computers?

- A. OpenOffice.org Impress ✓
- B. Spreadsheets
- C. Word Processors
- D. Picasa



Q5 Computer

A presenter wants to run a slide show but start it from a specific slide instead of the beginning in MS PowerPoint. Which of the following methods should they use?

- A. Press F5
- B. Press Shift + F5 ✓
- C. Click on Slide Sorter View and start the presentation
- D. Click on File → Start Show From Here

Q6 Computer

You are presenting an MS PowerPoint show, and you want to view the presentation without the speaker notes visible to the audience. Which view should you use to see the slides and notes privately on a second monitor?

- A. Presenter View ✓
- B. Slide Show View
- C. Normal View
- D. Reading View

Q7 Computer

Which keyboard shortcut opens the Print Preview and Print options in one step?

- A. Ctrl + P ✓
- B. Ctrl + F2
- C. Alt + P
- D. Shift + F12

Q8 Computer

How does Print Preview assist in header-footer verification in Microsoft Word 2021?

- A. It displays them in situ for every page ✓
- B. It hides them
- C. It converts them to plain text
- D. It disables page numbers

Q9 Computer

What is the full form of CPU in computers?

- A. Central Power Unit
- B. Central Processing Unit ✓
- C. Control Processing Unit
- D. Computer Program Unit

Q10 Computer

Which shortcut key allows you to switch between open applications in Windows?

- A. Alt + F4
- B. Alt + Tab ✓
- C. Ctrl + Alt + Del
- D. Shift + Tab

Q11 Computer

In Microsoft Excel, which file format is specifically designed for saving workbooks as templates without allowing the inclusion of VBA macros or embedded scripts?

- A. .xtsb
- B. .xltx ✓
- C. .csv
- D. .docx

Q12 Computer

Which shortcut key is used to copy selected text in most word processing software like MS Word?

- A. Ctrl + C ✓
- B. Ctrl + V
- C. Ctrl + Z
- D. Ctrl + X

Q13 Computer

What occurs when a formula with relative references is copied to another cell in Excel?

- A. Formula changes automatically to match the new location ✓
- B. Formula remains the same
- C. Only values change
- D. Excel shows an error



Q14 Computer

What is a theme in the context of creating a presentation from a template in MS PowerPoint?

A. A predefined set of colors, fonts, formatting, and graphics for a unified look ✓

B. A preset animation for the entire slideshow

C. A combination of fonts and sounds only

D. A collection of unrelated slide layouts

Q15 Computer

Which setting in a spreadsheet program plays the most critical role in ensuring that only the selected portion of a worksheet is printed?

A. Applying filters to data

B. Defining the print area ✓

C. Freezing panes

D. Formatting page

Paper Set 15 · 26 May 2026 · 9:00 AM - 10:30 AM · Computer (English)

Computer

Q1 Computer

A presenter is preparing for a lecture and analyzing MS PowerPoint 2021 views. Which statement is True or False?

(i) The Slide Sorter View allows applying a transition effect (like 'Fade') to all non-adjacent slides at once, making bulk editing easier.
(ii) Presenter View is automatically activated when a presentation starts and the computer is connected to a secondary display.

A. D. (i) True, (ii) True

B. A. (i) True, (ii) False

C. B. (i) False, (ii) True

D. C. (i) False, (ii) False ✓

Q2 Computer

Which MS PowerPoint feature allows you to ensure all slides in your custom template share consistent background styles, fonts, and placeholder positions?

A. A. Slide Sorter view

B. B. Slide Show tab

C. C. Slide Master view ✓

D. D. Transitions tab

Q3 Computer

While viewing a slide show, which key advances to the next slide?

A. C. H

B. A. Z

C. B. P

D. D. N ✓

Q4 Computer

Which option in MS Word 2020 lets users select specific pages, set copies, and configure printer settings?

A. A. Print Dialog Box ✓

B. D. Page Setup

C. C. Print Preview

D. B. Save As

Q5 Computer

Which of the following is **not** considered an Internet service?

A. B. Email

B. A. World Wide Web

C. C. File Transfer Protocol (FTP)

D. D. Spreadsheet Calculation ✓



Q6 Computer

Which common application of computers is used to send and receive digital messages instantly over the internet?

- A. D. Word Processing
- B. A. Computer Gaming
- C. C. Spreadsheet
- D. B. Email



Q7 Computer

Which of the following software works as an interface between the user and computer hardware?

- A. C. MS PowerPoint
- B. D. MS Excel
- C. A. Operating System
- D. B. MS Paint



Q8 Computer

What is a recommended approach when forwarding an email to ensure clarity and maintain a professional tone?

- A. c. Forward the message as-is without edits
- B. A. Delete irrelevant parts of the original email and include a brief explanation
- C. D. Reply only to the original sender
- D. B. Always use "Reply All" instead of forwarding



Q9 Computer

Which of the following correctly describes the difference between 'Save' and 'Save As' in MS Word?

- A. D. 'Save' creates a new copy of the document, while 'Save As' updates the existing file.
- B. B. 'Save' allows you to rename the file, while 'Save As' does not.
- C. C. 'Save' updates the current document, while 'Save As' allows saving with a new name, location or format.
- D. A. 'Save' can only be used once, but 'Save As' can be used multiple times.



Q10 Computer

What type of device is a printer?

- A. C. Input
- B. D. Output
- C. A. Storage
- D. B. Both Input and Output



Q11 Computer

In Excel, what kind of reference is \$A\$1?

- A. C. Relative reference
- B. A. Absolute reference
- C. B. Mixed reference
- D. D. Dynamic reference



Q12 Computer

What does the abbreviation MAC stand for?

- A. C. Media Access Control
- B. A. Medium Access Control
- C. D. Media Authentication Control
- D. B. Medium Authentication Control



Q13 Computer

What does paragraph formatting primarily affect in a document?

- A. B. Font size and color
- B. A. The layout and alignment of text blocks
- C. C. Page margins
- D. D. Text inside a table only



Q14 Computer

What is the default unit used for column width in MS Excel 2024?

- A. B. Pixels
- B. C. Characters ☒
- C. D. Inches
- D. A. Centimeteres

Q15 Computer

While working on a financial report in MS Excel, a user wants to save the file in a format that supports advanced features like formulas, charts and conditional formatting. Which file extension should be selected to ensure all workbook features are preserved?

- A. A. .csv
- B. C. .xlsx ☒
- C. B. .txt
- D. D. .xml

Paper Set 16 · 28 May 2026 · 12:30 PM - 2:00 PM · Computer (English)

Computer

Q1 Computer

Which of the following is an alternate way to launch an app?

- A. Right-click desktop
- B. Use Start + Tab
- C. Use Run command ☒
- D. Click wallpaper

Q2 Computer

A student is analyzing the flexibility of using templates in MS PowerPoint 2021. Which statement is True or False?

- (i) Templates provide slide structure and formatting, but the user must replace all placeholder text with their own content.
- (ii) A Template permanently restricts the user from applying a different color palette or font scheme later via the Design tab.

- A. (i) True, (ii) True
- B. (i) True, (ii) False ☒
- C. (i) False, (ii) True
- D. (i) False, (ii) False

Q3 Computer

What does enabling the **Collate** option do, when printing multiple copies of a multi-page document in MS Word 365?

- A. Prints all page 1s first, then all page 2s
- B. Prints each copy in sequential page order ☒
- C. Converts the document to PDF
- D. Applies duplex printing

Q4 Computer

Which OS manages multi-tasking?

- A. MS-DOS
- B. Windows ☒
- C. BIOS
- D. COMPILER

Q5 Computer

What does 'LAN' stand for?

- A. Large Area Network
- B. Local Access Node
- C. Local Area Network ☒
- D. Logical Access Network



Q6 Computer

To insert a column to the left of column B, you should :

- A. right-click column B → Insert ✓
- B. select column A → Insert
- C. right-click column C → Insert
- D. press Delete on column B

Q7 Computer

Which of the following tabs provides access to slide layouts, themes, and design options?

- A. File
- B. Design ✓
- C. Review
- D. Slide Show

Q8 Computer

What is a Wide Area Network (WAN)?

- A. A network limited to one room
- B. A Bluetooth connection
- C. A single-user operating system
- D. A network covering a large geographical area ✓

Q9 Computer

Which tab allows inserting shapes in MS PowerPoint?

- A. Home
- B. Insert ✓
- C. View
- D. Design

Q10 Computer

What is the purpose of the Menu Bar in older versions of MS Word (e.g., Word 2003)?

- A. To insert images only
- B. To display notifications
- C. To access file, edit, view, tools, etc. ✓
- D. To connect to the internet

Q11 Computer

Which file types are commonly blocked by Gmail providers for security reasons?

- A. .docx and .xlsx
- B. .jpg and .png
- C. .zip and .rar
- D. .exe and .bat ✓

Q12 Computer

The keyboard shortcut to toggle between UPPER CASE, lower case and Capitalize Each Word is _____?

- A. Shift+F3 ✓
- B. Shift+F1
- C. Shift+L
- D. None

Q13 Computer

Which file extension is used for opening macro-enabled spreadsheets in MS Excel 2010?

- A. .xls
- B. .xlsx
- C. .ltx
- D. .xlsm ✓

Q14 Computer

What does the function NOW() return in Microsoft Excel?

- A. Present Time
- B. Present Date
- C. Present Time & Date ✓
- D. Present Year only

Q15 Computer

On the other hand, _____ or ALM is a collection of instruments and procedures used to oversee an application's development, implementation and closure.

- A. App Lifecycle Management Software
- B. Application Lifecycle Management Software ✓
- C. Applications Lifecycle Monitoring Software
- D. Applications Lifecycle Management System



Computer

Q1 Computer

What option should you use if you want to keep both the original and edited versions of an MS-PowerPoint presentation?

- A. Save As ☒
- B. Save
- C. Print
- D. Open

Q2 Computer

Which of these is an audio file extension?

- A. .mp3 ☒
- B. .jpg
- C. .png
- D. .pdf

Q3 Computer

In the latest MS Word version, which keyboard shortcut is used to apply or remove bold formatting quickly?

- A. Ctrl + U
- B. Ctrl + Shift + B
- C. Ctrl + B ☒
- D. Ctrl + I

Q4 Computer

When starting a new presentation in Microsoft PowerPoint, which option allows you to choose a built-in theme to quickly design slides?

- A. File > Open
- B. File > New, then select a theme ☒
- C. Home > Insert > Theme
- D. View > Themes > Apply

Q5 Computer

What option in the Transitions tab lets you control how long a transition lasts between slides?

- A. Rehearse Timings
- B. Duration ☒
- C. Slide Advance
- D. Effect Options

Q6 Computer

When you want to send a copy of a received email to other people, which email option should you use?

- A. Reply
- B. Reply All
- C. Forward ☒
- D. Compose

Q7 Computer

What does RAM stand for?

- A. Read Access Module
- B. Random Access Memory ☒
- C. Remote Application Memory
- D. Rapid Access Machine

Q8 Computer

Which of the following options correctly represents the main purpose of System Software?

- A. To allow users to create and edit documents and spreadsheets
- B. To manage and control the computer's hardware components and resources ☒
- C. To provide entertainment through video games and streaming media
- D. To search for information and browse websites on the internet

Q9 Computer

What is the function of the Alt key?

- A. Modifier, altering the behaviour of the Shift Key
- B. Modifier, altering the behaviour of the subsequent key you press ☒
- C. Modifier key frequently used with Ctrl key
- D. Modifier key that alters the output of Window key

Q10 Computer

What is the scope of a WAN?

- A. Single building
- B. Small office
- C. Large geographical area ☒
- D. Single computer



Q11 Computer

How do you align text to the left in MS Word 2010?

- A. Use the Center button in the Home tab.
- B. Use the Align Right button in the Home tab.
- C. Use the Align Left button in the Home tab. ✓
- D. Press Ctrl + R.

Q12 Computer

How do you create a series with a custom increment (e.g., 2, 4, 6) in Excel?

- A. Enter the first two numbers, select them, and then drag the fill handle ✓
- B. Type a formula to specify the increment
- C. Right-click the cell and select Custom Series
- D. Use the Insert tab to define a custom increment

Q13 Computer

In MS-Word 2010, after copying or cutting text, which command is used to insert it in a new location?

- A. Save
- B. Delete
- C. Paste ✓
- D. Enter

Q14 Computer

What does sorting 'Z to A' mean when applied to a text column?

- A. Sorts text in reverse alphabetical order ✓
- B. Sorts text in random order
- C. Sorts text by colour
- D. Sorts text by length

Q15 Computer

Which of the following Order Values is used for text values in an MS Excel worksheet?

- A. Smallest to Largest
- B. A to Z ✓
- C. Newest to Oldest
- D. Cell Color

Paper Set 18 · 28 May 2026 · 9:00 AM - 10:30 AM · Computer (English)



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Q1 Computer

Before electronic computers were widely available, the Abacus was one of the earliest known devices used for performing fast arithmetic calculations. What key purpose did the Abacus primarily serve in ancient history?

A. To help people count and calculate sums. ✓

B. To print documents and images quickly.

C. To store large amounts of permanent data.

D. To automate logical decisions (like 'if-then').

Q2 Computer

Which of the following statements about opening documents in MS Word is correct?

A. Documents can only be opened from the desktop and not from other folders.

B. MS Word allows opening documents from local storage, cloud storage, or recent documents, and also supports recovering unsaved files. ✓

C. MS Word does not provide any feature to open multiple documents simultaneously.

D. Documents must be closed before opening any new document.

Q3 Computer

Which option is used to open an existing spreadsheet in MS Excel 2021?

A. File → New

B. File → Open ✓

C. Insert → Open

D. View → File

Q4 Computer

Which shortcut key inserts a new slide quickly in PowerPoint 2021?

A. Ctrl + N

B. Ctrl + M ✓

C. Ctrl + Shift + N

D. Ctrl + S

Q5 Computer

What is meant by E-Mail?

A. Easy Mail

B. Express Mail

C. Electronic Mail ✓

D. Electronic Message

Q6 Computer

What is the correct relationship between the Internet and the World Wide Web?

A. They are exactly the same.

B. The Web is a part of the Internet that uses browsers to access information. ✓

C. The Internet is a part of the Web.

D. The Web works without using Internet protocols.

Q7 Computer

Under which tab can we format the text in a paragraph in MS Excel 2007?

A. Page Layout Tab

B. View Tab

C. Insert Tab

D. Home Tab ✓

Q8 Computer

Which method allows you to quickly open an application that is pinned to the Taskbar in MS Windows 10?

A. Press the Windows key + number corresponding to the application's position on the Taskbar. ✓

B. Right-click on the Desktop and select the application from the context menu.

C. Open File Explorer and navigate to the application's executable file.

D. Use the Control Panel and choose 'Programs and Features'.



Q9 Computer

What is the primary function of the Alt + Tab keyboard shortcut in Windows?

- A. Open the Task Manager
- B. Switch between open applications ✓
- C. Delete a selected file
- D. Insert a new line in a document

Q10 Computer

MS Excel runs on which of the following operating systems?

- i. Windows
- ii. macOS
- iii. Android
- iv. iOS

- A. i, ii, iii and iv ✓
- B. Only i, iii and iv
- C. Only i, ii and iii
- D. Only ii, iii and iv

Q11 Computer

Which key allows you to exit a running slide show at any time in MS PowerPoint?

- A. Escape (Esc) ✓
- B. Enter
- C. Shift
- D. Ctrl + Q

Q12 Computer

What does inserting a copy of another file in PowerPoint slide mean?

- A. Copy
- B. Embed ✓
- C. Insert
- D. Comment

Q13 Computer

A user wants to apply a formula to a specific cell in Excel that refers to data in another part of the worksheet. Which of the following best describes how Excel identifies the correct location of that data?

- A. By using the worksheet name
- B. By using the cell address made of column and row reference ✓
- C. By matching the colour of the cell
- D. By the order in which the cells are entered

Q14 Computer

The command used to jump to a specific page number in MS-Word is _____.

- A. Ctrl+P
- B. Ctrl+R
- C. Ctrl+G ✓
- D. Ctrl+A

Q15 Computer

What is the function of the Control Unit in a CPU?

- A. Perform arithmetic operations ✓
- B. Store data
- C. Direct operation of processor
- D. Input data

Paper Set 19 · 29 May 2026 · 12:30 PM - 2:00 PM · Computer (English)



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Computer

Q1 Computer

Which of the following is the correct method to launch Microsoft Word in Windows 11?

- A. A. Open BIOS and start Word
- B. C. Press Ctrl + Alt + Delete
- C. B. Open Start Menu → Select Word
- D. D. Right-click the desktop and select Shut Down

Q2 Computer

To add a transition effect between slides, you go to:

- A. B. Animation → Transitions
- B. A. Design → Transitions
- C. C. Transitions tab → select effect
- D. D. Slide Show → Transitions

Q3 Computer

Which of the following search engines is developed and maintained by Microsoft and integrates with the Edge browser and Windows operating system?

- A. D. Google
- B. A. Bing
- C. C. Yahoo
- D. B. DuckDuckGo

Q4 Computer

What is the purpose of selecting a text in Word Document?

- A. A. Change or remove text
- B. C. Improve performance
- C. D. Quickly locate and modify text
- D. B. Prepare text for editing/formatting

Q5 Computer

If you want to use a custom template created by your organization, which option allows you to access it while changing templates in Power Point 365?

- A. C. Design tab > Themes > Custom
- B. D. File > Info > Check for Issues
- C. B. File > New > Personal
- D. A. Review tab > Language

Q6 Computer

Which type of file is used to store written text in Windows 11?

- A. D. Image file
- B. B. Text file
- C. A. Audio file
- D. C. Video file

Q7 Computer

Which of the following keyboard shortcuts is used to cut a text from an MS Word document?

- A. C. Ctrl + X
- B. A. Ctrl + C
- C. B. Ctrl + V
- D. D. Alt + C

Q8 Computer

In the Paragraph dialog box, which section controls the amount of space between lines in a paragraph?

- A. A. Indentation
- B. B. Line and Page Breaks
- C. C. Line spacing
- D. D. Tabs

Q9 Computer

What does the **SUM()** function do in Excel?

- A. C. Finds the average of values
- B. D. Adds a range of values
- C. A. Finds the maximum value
- D. B. Counts blank cells

Q10 Computer

What is the standard keyboard shortcut to **save** a presentation in MS PowerPoint?

- A. A. Ctrl + S
- B. D. Ctrl + N
- C. C. Ctrl + O
- D. B. Ctrl + P



Q11 Computer

Which internet service provides space on a server for websites to be accessible on the World Wide Web?

- A. C. Electronic mail
- B. A. Web Hosting ☒
- C. D. Streaming Video
- D. B. Instant Messaging

Q12 Computer

What is the primary function of the Tab key in a text editor?

- A. D. Move to the previous line
- B. B. Move the cursor one word forward
- C. C. Indent the text or move to the next field ☒
- D. A. Delete text

Q13 Computer

What does the function =ADDRESS(2,3) return in Microsoft Excel?

- A. D. C2
- B. C. \$C\$2 ☒
- C. B. 2C2
- D. A. 3B

Q14 Computer

Which of the following file types is typically used to store plain text without any formatting?

- A. B. .pptx
- B. C. .txt ☒
- C. D. .exe
- D. A. .mp3

Q15 Computer

What is the result of =IF(B4=10, 7, "") in the given MS Excel sheet?

- A. D. 2
- B. C. 9
- C. B. 5
- D. A. 7 ☒



Q1 Computer

In Microsoft Word, which keyboard shortcut will allow you to select an entire paragraph without using the mouse?

- A. Ctrl + Shift + Right Arrow
- B. Ctrl + Shift + Down Arrow ✓
- C. Ctrl + A
- D. Ctrl + Shift + Up Arrow

Q2 Computer

Which command is used to arrange data alphabetically or numerically in MS Excel 2021?

- A. Sort ✓
- B. Arrange
- C. Align
- D. Filter

Q3 Computer

To insert a video or audio in a slide, go to:

- A. Insert → Media ✓
- B. Design → Layout
- C. Review → Add Clip
- D. View → Multimedia

Q4 Computer

What is the difference between **Reply** and **Forward** in email communication?

- A. Reply sends a message to a new recipient; Forward replies to the sender.
- B. Reply responds to the original sender; Forward sends the message to another recipient. ✓
- C. Both send responses to everyone in the email thread.
- D. Forward deletes the original message automatically.

Q5 Computer

In context of using powerpoint (MS PowerPoint 2021), match the Basic Functions in Column A with their correct descriptions in Column B:

Column A

Column B

1. Slide Show Mode	a) Applies visual effects and transitions to slide elements
2. Design Tab	b) Displays the presentation in full-screen view for presentation purposes
3. Animations Tab	c) Offers slide themes, background formats, and color variations
4. Insert Tab	d) Enables adding content like images, charts, shapes, and text boxes

- A. 1-b, 2-c, 3-a, 4-d ✓
- B. 1-a, 2-d, 3-b, 4-c
- C. 1-c, 2-b, 3-d, 4-a
- D. 1-d, 2-a, 3-c, 4-b

Q6 Computer

Which of the following is correct about the power saving mode on a computer?

- A. Brightens the screen
- B. Clears the screen
- C. Sharpens the screen
- D. Dinges the screen ✓

Q7 Computer

Which of the following is considered **system software**, even though it is not directly visible during normal computer use?

- A. Text editor
- B. Bootloader ✓
- C. Spreadsheet
- D. Media player

Q8 Computer

Which built-in Windows 11 feature enables users to revert system files and settings to an earlier point in time?

- A. Disk Cleanup
- B. System Restore ✓
- C. Task Scheduler
- D. Event Viewer



Q9 Computer

In MS PowerPoint, which view allows a user to edit slide content, rearrange slides, and apply animations while providing a comprehensive overview of the entire presentation?

- A. Slide Sorter View
- B. Normal View** ✓
- C. Reading View
- D. Outline View

Q10 Computer

What is the purpose of using the 'General' format in MS Excel?

- A. To display text only
- B. To apply currency formatting
- C. To select the default number format that Excel applies when you type a number** ✓
- D. To display large numbers in scientific notation

Q11 Computer

An e-mail's body is separated from its headers by what character sequence?

- A. Single newline
- B. Double newline** ✓
- C. Semicolon
- D. Comma

Q12 Computer

What was the original storage capacity of a standard CD (Compact Disc)?

- A. 650-700 MB** ✓
- B. 1.44 MB
- C. 4.7 GB
- D. 100 MB

Q13 Computer

How do you create a new blank document in MS Word?

- A. Home tab > New
- B. File tab > New > Blank Document** ✓
- C. Insert tab > New
- D. View tab > New

Q14 Computer

What is the shortcut key to delete characters to the left in MS Word?

- A. Delete
- B. Backspace** ✓
- C. Ctrl+Del
- D. Ctrl + Shift + Del

Q15 Computer

What is the default name of a new Workbook before saving it in Excel?

- A. Sheet1
- B. Book1** ✓
- C. Workbook1
- D. Newdocument

Paper Set 21 · 29 May 2026 · 9:00 AM - 10:30 AM · Computer (English)



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Q1 Computer

What is the correct method to delete a sequence of slides in PowerPoint 2021 using the thumbnail pane?

- A. C. Hold down Ctrl, click the first and last slides, right-click the selection, and choose Delete Slide
- B. D. Hold down Shift, click the first and last slides, right-click the selection, and choose Delete Slide ✓
- C. A. Click each slide while holding Ctrl, then use the Cut command from the Home tab
- D. B. Press Ctrl + A to select all slides, then press Delete to remove only the desired sequence

Q2 Computer

Which choice enables you to choose the quantity of copies to print?

- A. B. Print Range
- B. D. Copies ✓
- C. C. Page Setup
- D. A. Orientation

Q3 Computer

Which of the following combinations correctly forms the CPU?

- A. B. ALU and Monitor
- B. C. ALU and CU ✓
- C. A. RAM and ROM
- D. D. Keyboard and Mouse

Q4 Computer

In the Windows 11 operating system, which utility program is used to view a list of all currently running applications and processes, and can be used to forcefully close a program that is frozen or unresponsive?

- A. B. File Explorer
- B. D. Control Panel
- C. C. Task Manager ✓
- D. A. Settings App

Q5 Computer

In which view can you see the outline, notes area, and the current slide at the same time?

- A. A. Normal View ✓
- B. D. Slide Show View
- C. C. Outline View
- D. B. Reading View

Q6 Computer

What is the purpose of the 'Undo' feature in MS Excel?

- A. B. To delete the entire worksheet
- B. C. To reverse the last action ✓
- C. D. To save the workbook
- D. A. To insert a new row

Q7 Computer

What is the main function of a Printed Circuit Board (PCB) in a computer?

- A. A. To increase the internet speed
- B. D. To store files and documents
- C. C. To connect and support electronic components using conductive pathways ✓
- D. B. To cool down the system when it overheats

Q8 Computer

What was the main component used in second generation computers instead of vacuum tubes?

- A. D. Microchips
- B. B. Transistors ✓
- C. A. Integrated Circuits
- D. C. Vacuum tubes

Q9 Computer

What are Internet telephony and web conferencing used for?

- A. A. Sending large files over the web
- B. D. Real-time audio-visual communication ✓
- C. B. Online gaming only
- D. C. Encrypting emails

Q10 Computer

Identify the keyboard shortcut used to insert a new row or column within a Microsoft Excel worksheet.

- A. B. Ctrl + I
- B. A. Ctrl + D
- C. D. Ctrl + Alt + '+'
- D. C. Ctrl + Shift + '+' ✓



Q11 Computer

How can you set the volume of a movie or sound in MS PowerPoint?

- ☒ A. D. Use the Volume slider in the Playback tab
- ☐ B. C. Right-click the audio or video and select Volume Control
- ☐ C. A. Use the Design tab to adjust sound volume
- ☐ D. B. Volume cannot be adjusted in PowerPoint

Q12 Computer

What is the primary function of the F4 key in Excel when editing a cell reference in a formula?

- ☐ A. B. Refreshes the worksheet
- ☐ B. A. Repeats the last action
- ☒ C. C. Toggles between absolute and relative references
- ☐ D. D. Opens the Find and Replace dialog

Q13 Computer

Which internet service allows users to remotely control another computer over the internet?

- ☐ A. C. HTTP
- ☐ B. A. FTP
- ☒ C. B. Remote Desktop Protocol (RDP)
- ☐ D. D. SMTP

Q14 Computer

In MS Word 2010, which font effect is used to make text appear raised above normal text level?

- ☒ A. C. Superscript
- ☐ B. B. Subscript
- ☐ C. A. Emboss
- ☐ D. D. Shadow

Q15 Computer

Which keyboard shortcut is used to open a document in MS-Word?

- ☐ A. B. Ctrl + N
- ☒ B. C. Ctrl + O
- ☐ C. A. Ctrl + S
- ☐ D. D. Ctrl + P

Paper Set 22 · 30 May 2026 · 12:30 PM - 2:00 PM · Computer (English)

Computer

Q1 Computer

Which dialog box in MS Word is used to set **page margins, orientation, and paper size**?

- ☐ A. Paragraph
- ☐ B. Font
- ☒ C. Page Setup
- ☐ D. Layout

Q2 Computer

Why is computer security essential for Office 2021 users on Windows 11?

- ☐ A. To enhance color quality of the display
- ☒ B. To prevent unauthorized access, data theft, or malware infection
- ☐ C. To add new fonts automatically
- ☐ D. To increase system speed

Q3 Computer

In MS PowerPoint 2021, if a student wants to remove a slide they no longer need from their presentation, what is the most direct action they should take on the selected slide in the left-hand thumbnail pane?

- ☐ A. Double-click the slide icon.
- ☐ B. Click the 'Print' command.
- ☒ C. Press the 'Delete' key on the keyboard.
- ☐ D. Select the 'New Slide' option.



Q4 Computer

You have created a 20-slide presentation and want to set it up for a continuous loop in a kiosk display (e.g., at a trade show) where no one will interact with it. Which combination of settings must be configured to achieve a seamless, automatic, and endless presentation cycle?

- A. Set up the show to be Presented in full screen AND check the option Loop continuously until 'Esc'.
- B. Set up the show to be Browsed by an individual AND change all slide advance settings to On Mouse Click.
- C. Set up the show to be Browsed in full screen AND ensure all slides have an appropriate Advance Slide After time configured under the Transitions tab. ✓
- D. Set the show to start from the Current Slide AND disable the Show media controls option.

Q5 Computer

ASCII is used for which of the following purposes?

- A. Storing audio files
- B. Representing characters ✓
- C. Increasing memory capacity
- D. Formatting hard disks

Q6 Computer

In the context of electronic hardware design, what does the abbreviation PCB represent?

- A. Printed Circuit Board ✓
- B. Power Control Board
- C. Peripheral Cable Board
- D. Processor Connection Board

Q7 Computer

How can a presenter exit a running slideshow in MS PowerPoint?

- A. Press Shift + F5
- B. Use the Slide Sorter View
- C. Click 'Save As'
- D. Press Esc ✓

Q8 Computer

What does BCD stand for in computer terminology?

- A. Binary Code Decimal
- B. Binary Coded Decimal ✓
- C. Bit Coded Data
- D. Byte Coded Decimal

Q9 Computer

What does selecting the 'Blank workbook' option on the Excel start screen allow you to do?

- A. Reopen a file that was edited earlier
- B. Begin with a workbook containing sample data
- C. Start a new Excel file with no existing content ✓
- D. View an introduction to Excel's tools and interface

Q10 Computer

In MS Word 2019, which shortcut key is used to launch the Spelling and Grammar checker?

- A. Ctrl + G
- B. Shift + F7
- C. F7 ✓
- D. Alt + F9

Q11 Computer

Which of the following can be altered in Microsoft Word using the Layout Tab?

- A. Page Setup ✓
- B. Page Draw
- C. Page Zoom
- D. Page Layout

Q12 Computer

In Excel, how do you add a new column?

- A. Use Ctrl + C.
- B. Use Ctrl + Shift + V.
- C. Click 'Page Layout' tab.
- D. Right-click a column header and select 'Insert'. ✓



Q13 Computer

In Microsoft Excel, a user types 15/08 directly into a cell without using any special formatting. What does Excel automatically interpret and display this input as?

- A. 7
- B. Treats as a formula
- C. Converts to date ✓
- D. 1.875

Q15 Computer

Which component of a URL indicates the website's location on a server?

- A. Protocol
- B. Domain Name
- C. Path ✓
- D. File extension

Q14 Computer

What does the acronym 'URL' represent?

- A. Uniform Resource Locator ✓
- B. Unreserved Resource Locator
- C. Universal Resource Locator
- D. Unidentified Resource Locator

Paper Set 23 · 30 May 2026 · 4:00 PM - 5:30 PM · Computer (English)**Computer****Q1 Computer**

Which option in MS PowerPoint 2021 displays the presentation in full screen with animation and transitions?

- A. Slide Show View ✓
- B. Design View
- C. View Pane
- D. Slide Sorter

Q3 Computer

What is the shortcut key to insert a new row above the selected row?

- A. Ctrl + R
- B. Shift + Delete
- C. Ctrl + Shift + "+" ✓
- D. Alt + Insert

Q2 Computer

A student is creating a presentation in PowerPoint 2021 and comparing starting with a blank file versus a template. Which statement is True or False?

(i) A Blank Presentation starts with a 'Title Slide' layout, and no other slide type can be inserted until the user changes the master slide settings.
(ii) A Template with a theme can be changed anytime via the Design tab, and custom effects (shapes, text boxes) added by the student remain unchanged.

- A. (i) True, (ii) True
- B. (i) True, (ii) False
- C. (i) False, (ii) True ✓
- D. (i) False, (ii) False

Q4 Computer

When you save your presentation in PowerPoint for the first time, which command is appropriate?

- A. File → Save As → choose format and location ✓
- B. File → Close → Save
- C. Home → Save
- D. View → Save As Template

Q5 Computer

Which function in MS Word 2020 lets you select text for editing, such as changing its font or color?

- A. Highlighting ✓
- B. Saving
- C. Printing
- D. Closing



Q6 Computer

What happens to attachments when you use the "Reply" or "Reply All" options?

A. Attachments are automatically included

B. Attachments are replaced with updated versions

C. Attachments are not included ✓

D. Only images are included

Q7 Computer

Which component is primarily responsible for executing instructions and performing calculations?

A. CPU ✓

B. Hard Disk

C. Monitor

D. Mouse

Q8 Computer

What does the Task Manager do in the computer?

A. It does the software implementation of the device.

B. It does the printing of the data in the device.

C. It does the hardware implementation of the device.

D. It optimizes the performance. ✓

Q9 Computer

Select the correct values for the alignment of text within the paragraph in MS Word.

i. Left

ii. Right

iii. Justified

iv. Top

v. Bottom

A. i, ii, iii, iv, and v

B. i, ii, and iii only ✓

C. i, iii, iv, and v only

D. ii, iii, iv and v only

Q10 Computer

Which of the following MS Excel functions is used to perform a vertical lookup in a table?

A. HLOOKUP

B. VLOOKUP ✓

C. INDEX

D. MATCH

Q11 Computer

A company needs to store large software installation files on a portable Medium for distribution. Which of the following is most likely to be used?

A. CD ✓

B. LAN

C. ASCII

D. RAM

Q12 Computer

The latest desktop processors are part of the ____ generation (Raptor Lake).

A. 14th ✓

B. 15th

C. 16th

D. 12th

Q13 Computer

In MS Word 2010, what happens when you click 'Save As'?

A. Closes the file

B. Deletes the file

C. Saves a copy under a new name or location ✓

D. Saves and prints the file

Q14 Computer

What essential character separates the username from the domain in an email address?

A. # sign

B. \$ sign

C. & sign

D. @ sign ✓

Q15 Computer

Which action would most likely be necessary before performing any calculations in a new spreadsheet document?

A. Closing all previous documents

B. Opening a new workbook ✓

C. Logging out of the system

D. Running antivirus software

Computer

Q1 Computer

Which feature in Microsoft Word 2021 allows changing the alignment and spacing of text in a paragraph?

- A. SmartArt
- B. Clipboard
- C. Paragraph dialog box ✓
- D. Font dialog box

Q2 Computer

A student is analyzing file-saving in MS Excel 2021. Which statement is True or False regarding the Save command and file formats?

(i) Saving an Excel 2021 workbook as an older .xls file format using Save As discards newer features (like modern charts), affecting file quality.
(ii) The AutoRecover feature in Excel 2021 automatically saves temporary copies to restore unsaved work after a crash.

- A. (i) True, (ii) True ✓
- B. (i) True, (ii) False
- C. (i) False, (ii) True
- D. (i) False, (ii) False

Q3 Computer

While running a presentation in Slide Show view, you realize you need to quickly jump back to a specific slide (Slide 10) without navigating through every slide in between. Which action allows you to jump directly to Slide 10?

- A. Click the right-arrow key twelve times quickly.
- B. Press the Escape key to exit, find Slide 10, and then restart the slideshow.
- C. Type the slide number 10 on the keyboard, and then press the Enter key. ✓
- D. Click the Previous Slide button until you reach the target slide.

Q4 Computer

While using the Search and Filter feature in MS Outlook, which of the following criteria can be used to refine your email search?

- A. From, Subject, Has Attachments ✓
- B. File Type, Font Size, Color Theme
- C. Storage Path, Folder Permissions, Owner
- D. Network ID, Device Name, Email Signature

Q5 Computer

Which of the following tools is primarily used to locate files and folders in Windows 11?

- A. Task Manager
- B. File Explorer ✓
- C. Control Panel
- D. Microsoft Edge

Q6 Computer

What do you mean by CPU in computers?

- A. Central Processing Unit ✓
- B. Central Processing Union
- C. Core Processing Unit
- D. Classical Processing Unit

Q7 Computer

Which system software acts as an intermediary between computer hardware and application programs?

- A. Compiler
- B. Operating System ✓
- C. MS Word
- D. Database Management System

Q8 Computer

Which of the following is NOT typically found on a PCB?

- A. Microprocessor
- B. RAM chip
- C. Operating system ✓
- D. Capacitor

Q9 Computer

When you open the new blank presentation, what is the temporary name given to it?

- A. Document1
- B. Presentation1 ✓
- C. NewPresentation
- D. NewDocument



Q10 Computer

Select the appropriate key that launches the Help window in Microsoft Word.

- A. F2
- B. F5
- C. F1
- D. F12

Q11 Computer

How do you insert a hyperlink into a slide in PowerPoint?

- A. Go to the Insert tab, click Link, and choose Insert Link
- B. Left-click the text or object and select Hyperlink
- C. Use the Design tab to add a hyperlink
- D. Both A and B

Q12 Computer

In MS Excel 2010, which function returns largest number of given cell range?

- A. Min()
- B. Max()
- C. Sum()
- D. AVERAGE()

Q13 Computer

What does the formula =C11*C12 do in MS Excel 2010?

- A. Adds cell C11 to C12
- B. Concatenates C11 and A12
- C. Multiplies C11 and C12
- D. Divides C11 and C12

Q14 Computer

Which core protocol powers the World Wide Web?

- A. HTTP
- B. SMTP
- C. UDP
- D. FTP

Q15 Computer

Which of the following keyboard shortcuts is used to quickly open the Help feature in MS Word 2013?

- A. Ctrl + H
- B. F1
- C. Alt + F4
- D. Shift + F7

Paper Set 25 · 31 May 2026 · 12:30 PM - 2:00 PM · Computer (English)

Computer

Q1 Computer

Which of the following keyboard shortcuts is used to turn on the pen tool while presenting a slide show in MS PowerPoint 2019?

- A. Ctrl+P
- B. P
- C. W
- D. B

Q2 Computer

Which of the following is an **application of computers in the field of banking**?

- A. Video conferencing
- B. ATM transactions
- C. Graphic designing
- D. Game development

Q3 Computer

In MS Word, which option allows printing **specific pages** of a document?

- A. Quick Print
- B. Page Range
- C. Save As
- D. Page Layout

Q4 Computer

How can a user **delete a slide** from a PowerPoint presentation?

- A. Right-click the slide thumbnail and select "Delete Slide"
- B. Press Ctrl + S
- C. Use File → Save As
- D. Click Home → New Slide



Q5 Computer

In online culture, using all capital letters is generally understood by the recipients as the equivalent of _____, which should be avoided in professional communication.

- A. sending an attachment
- B. whispering
- C. sharing a private joke
- D. shouting or yelling



Q6 Computer

What symbol is utilized to initiate a function in MS Excel?

- A. @
- B. =
- C. #
- D. \$



Q7 Computer

Which statement best describes the function of the ALU inside the CPU?

- A. It stores frequently used instructions.
- B. It performs all arithmetic and logical operations.
- C. It manages the flow of instructions in the CPU.
- D. It handles input and output operations.



Q8 Computer

A file on a computer has the extension .mp3 at the end of its name. What type of digital content does this file most likely contain?

- A. A text document
- B. An audio file
- C. A photograph
- D. An executable program



Q9 Computer

What is the full form of TELNET (a network protocol)?

- A. Telephone Network
- B. Television Network
- C. Terminal Network
- D. Telecommunications Network



Q10 Computer

Which of the following is considered the first electronic general-purpose computer?

- A. Mark I
- B. Difference Engine
- C. Abacus
- D. ENIAC



Q11 Computer

The keyboard shortcut Ctrl + X is used for:

- A. Copying Text
- B. Cutting Text
- C. Paste Text
- D. Select Text



Q12 Computer

What does the paintbrush icon next to newly inserted cells in Excel 2019 allow you to do?

- A. Delete the cells
- B. Enter data
- C. Format the inserted cells
- D. Move the cells



Q13 Computer

Which function in MS Excel converts text values to numeric values?

- A. VALUE()
- B. TURN()
- C. FORMAT()
- D. CHANGE()



Q14 Computer

Which of the following approaches in MS Word 2010 allows you to generate a new document from an existing template while preserving the original template's structure, formatting and placeholders without modifying the template?

- A. Press Ctrl + N to open a blank document, then apply a saved template using the Design tab manually
- B. Go to the File tab → Click New → Double-click a desired template from the list → Save the resulting document using Save As ✓
- C. Locate and open the required .dotx template file directly from File Explorer, and begin editing it
- D. Use Insert → Object → Text from File, and select a .docx file that contains template-style formatting

Q15 Computer

Which step is NOT part of saving a .potx template in MS PowerPoint 2021?

- A. Open the File menu and click Save As
- B. Select PowerPoint Template (*.potx) from the 'Save as type' dropdown
- C. Design and format slides using Slide Master under the View tab
- D. Insert video clips or background music into individual slides ✓

Paper Set 26 · 31 May 2026 · 4:00 PM - 5:30 PM · Computer (English)

Computer

Q1 Computer

Which action in MS Word 2021 allows checking document layout and margins before printing?

- A. Save As
- B. Print Preview ✓
- C. Mail Merge
- D. Page Setup

Q2 Computer

What is the default setting for slide transitions in a new PowerPoint presentation?

- A. By mouse click manually ✓
- B. With hyperlink click
- C. Only by timer
- D. Automatically with sound

Q3 Computer

Choose the device needed to connect to the internet through a telephone line.

- A. Router
- B. Modem ✓
- C. Switch
- D. Hub

Q4 Computer

What is the typical range of a Local Area Network (LAN)?

- A. Within a small geographical area such as a building or campus ✓
- B. Across multiple cities
- C. Across countries and continents
- D. Between mobile devices only



Q5 Computer

A CPU can be placed on one or more microchips. What is the another name for microchips?

A. Integrated Circuits



B. Registers

C. Conduite

D. Transmitters

Q6 Computer

In electronics, the abbreviation PCB refers to which of the following?

A. Primary Computer Board

B. Peripheral Circuit Base

C. Printed Circuit Board



D. Program Control Block

Q7 Computer

A local authority uses computer systems to manage citizen records like birth certificates, property details, and taxes. This application of computers is best categorized under:

A. Entertainment and Arts

B. Business and Commerce

C. Industrial Automation

D. Government and Public Service



Q8 Computer

What is the output of the formula =IF(A1>10, "Yes", "No") if cell A1 contains the value 15?

A. Yes



B. No

C. Error

D. 15

Q9 Computer

How do you undo the last action in MS Word?

A. Press **Ctrl + Z**



B. Press **Ctrl + Y**

C. Press **Ctrl + U**

D. Press **Ctrl + S**

Q10 Computer

Which MS Excel option helps you quickly locate and open recently used spreadsheets?

A. File → Open → Recent



B. Data → Get External Data → From Recent Files

C. Insert → Recent Files

D. View → Open Recent

Q11 Computer

What is the primary purpose of the 'Slide Master' in MS PowerPoint?

A. To create and apply consistent formatting to all slides



B. To duplicate slides automatically

C. To enable animations on specific slides

D. To insert new slides with different templates

Q12 Computer

What happens when you press 'Ctrl + P' in most operating systems?

A. Closes the Present window

B. Opens the File menu

C. Opens the Print dialog box



D. Saves the Previous document

Q13 Computer

What does the NOW() function return in Excel?

A. Only the current date

B. Only the current time

C. The serial number of the current date and time



D. The name of the current worksheet



Q14 Computer

Which of the following best describes the main difference between system software and application software?

- A. System software controls hardware; application software helps perform tasks. ✓
- B. Application software runs the OS; system software creates documents.
- C. System software is used only for games; application software runs the system.
- D. Application software handles booting; system software opens web pages.

Q15 Computer

While working on a school project in PowerPoint, Priya wants to ensure her work isn't lost due to a sudden shutdown. What should she do regularly to make sure the changes are retained?

- A. Press Ctrl + P to print the slides.
- B. Click on 'Design' to change the layout.
- C. Use the 'Save' option under the File tab or press Ctrl + S. ✓
- D. Close PowerPoint and reopen it later.

Paper Set 27 · 31 May 2026 · 9:00 AM - 10:30 AM · Computer (English)

Computer

Q1 Computer

Which of the following is a system software?

- A. MS Word
- B. Photoshop
- C. Paint
- D. Windows 10 ✓

Q2 Computer

Which of the following is the **main area displayed on the screen** after Windows starts, showing icons, the taskbar, and wallpaper?

- A. Window Pane
- B. Desktop ✓
- C. Recycle Bin
- D. File Explorer

Q3 Computer

In a spreadsheet, which of the following DOES NOT qualify as a valid sorting criterion?

- A. By values
- B. By cell color
- C. By font size
- D. By file name ✓

Q4 Computer

A professional typesetting project requires that every single line of a paragraph must visually stretch to fill the entire width between the left and right margins, including the very last line of text, even if that line only contains a few words. This effect is achieved by inserting additional, uniform spaces between all characters and words to fully distribute the text across the line. Which specific paragraph alignment option in MS 365 Word is used to achieve this unique distribution on all lines of a paragraph?

- A. Justify
- B. Distributed ✓
- C. Align Right
- D. Center



Q5 Computer

Application software is primarily used to:

- A. manage hardware functions
- B. control the operating system
- C. help users accomplish specific tasks ✓
- D. develop system software

Q6 Computer

_____ is the most popular operating system for desktop and laptop computers, accounting for 76% of all installations.

- A. Apple's macOS
- B. Apple's iPadOS
- C. Windows ✓
- D. Linux (desktop)

Q7 Computer

Which command is used to create a new blank document in MS Word?

- A. File → Save
- B. File → Open
- C. File → New ✓
- D. Insert → New Page

Q8 Computer

Which menu path should be followed to insert charts, tables, or SmartArt into an MS PowerPoint slide?

- A. Insert → Choose the object type (Chart, Table, SmartArt, etc.) ✓
- B. File → Options
- C. View → Slide Master
- D. Design → Format Background

Q9 Computer

The shortcut command used to print an MS Excel workbook is _____.

- A. Ctrl + C
- B. Alt + P
- C. Ctrl + P ✓
- D. File > print

Q10 Computer

What is the default file extension of a PowerPoint presentation in MS PowerPoint 2021?

- A. .pptx ✓
- B. .docx
- C. .xlsx
- D. .pdf

Q11 Computer

How do you create a blank presentation in MS PowerPoint?

- A. File → Save As → Blank Presentation
- B. File → New → Blank Presentation ✓
- C. Insert → New Slide → Blank Presentation
- D. Design → New Theme → Blank

Q12 Computer

What is FTP used for?

- A. File transfer ✓
- B. Email
- C. Web browsing
- D. Video streaming

Q13 Computer

What's the maximum size (in characters) that an Excel column can be set to?

- A. 128
- B. 255 ✓
- C. 712
- D. 1024



Q14 Computer

Which search engine was originally known as 'Backrub'?

- A. Yahoo
- B. Google ✓
- C. AltaVista
- D. Ask.com

Q15 Computer

Which group on the Home tab in MS Word provides tools for adjusting the appearance of text, such as changing how it looks and how large or small it appears?

- A. Font ✓
- B. Paragraph
- C. Layout
- D. Review

Paper Set 28 · 01 Jun 2026 · 12:30 PM - 2:00 PM · Computer (English)

Computer

Q1 Computer

Which shortcut key starts a PowerPoint slide show from the beginning?

- A. F5 ✓
- B. F7
- C. F9
- D. Ctrl + S

Q2 Computer

Which keyboard key confirms cell edits after typing in MS Excel 2021?

- A. Shift
- B. Esc
- C. Enter ✓
- D. Ctrl

Q3 Computer

In PowerPoint, which of the following is a correct step to open an existing presentation file saved on PC?

- A. File → New → Blank Presentation
- B. File → Open → Select the file → Click Open ✓
- C. Home tab → Insert → Slide Show
- D. View tab → Slide Sorter → Double click file

Q4 Computer

If you want your presentation to start automatically when the file is opened (without entering editing mode), you should save as:

- A. .pptx
- B. .ppsx ✓
- C. .potx
- D. .odp

Q5 Computer

While sending an email with an attachment, which of the following steps is **correct**?

- A. Type the message and click *Send* before attaching the file.
- B. Attach the file using the *paperclip icon* before sending the email. ✓
- C. Copy and paste the file into the subject line.
- D. Rename the file to "Attachment" and skip uploading it.

Q6 Computer

Which feature in an email program automatically checks spelling mistakes while writing an email?

- A. Email Signature
- B. Spell Check ✓
- C. Attachment
- D. Drafts



Q7 Computer

In the context of Formatting Documents in MS Word 2021, match the options in Column A with their corresponding functions in Column B.

Column A – Text Option

Column B – Function

1. Cut	a) Duplicates the selected text to the clipboard without deleting it
2. Copy	b) Deletes the selected text and places it on the clipboard
3. Paste	c) Adds the content from the clipboard to the current cursor location
4. Undo	d) Cancels or reverses the most recent editing or formatting action

A. 1–b, 2–a, 3–c, 4–d



B. 1–a, 2–b, 3–d, 4–c

C. 1–b, 2–c, 3–a, 4–d

D. 1–d, 2–b, 3–c, 4–a

Q8 Computer

Which is the brain of the computer?

A. Input Device

B. Output Device

C. Memory Device

D. Central Processing Unit



Q9 Computer

Who is known as the Father of Computers?

A. Charles Babbage



B. Vinton Cerf

C. Alan Turing

D. Ivan Misner

Q10 Computer

Which component of OS handles memory allocation?

A. Process Manager

B. Memory Manager



C. File Manager

D. I/O Manager

Q11 Computer

In Microsoft Office Professional 2021, where can we find the bullets tab?

A. Under Design tab, in the Document formatting group

B. Under Layout tab, in the Paragraph group

C. Under Home tab, in the Paragraph group



D. Under Insert tab, in the Pages group

Q12 Computer

Which of the following is NOT a valid data type in MS Excel?

A. Text

B. Number

C. Date

D. Image



Q13 Computer

What is the primary function of a PCB in electronic devices?

A. To store operating system data

B. To mechanically support and electrically connect components



C. To increase wireless signal strength

D. To cool down the CPU

Q14 Computer

When you search for help in MS Word using the search box, what type of results will you typically see first?

A. Video tutorials from YouTube

B. Help articles and step-by-step instructions



C. User comments and reviews

D. Software update notifications

Q15 Computer

In Microsoft Excel, which option allows you to start with a blank spreadsheet?

A. File > Open

B. File > Print

C. File > New > Blank Workbook



D. View > Gridlines



Computer

Q1 Computer

Which of the following describes the primary use of MS PowerPoint software?

- A. Writing documents
- B. Managing databases
- C. Creating and displaying slide presentations ✓
- D. Editing images

Q2 Computer

Which of the following settings in MS Word determines the amount of white space around the content on a page?

- A. Indentation
- B. Margins ✓
- C. Line Spacing
- D. Page Orientation

Q3 Computer

In MS Excel's Print Preview, gridlines appear but conditional formatting colors vanish. Which of the following is the correct reason?

- A. Draft quality is turned on ✓
- B. Print quality is set to low
- C. Scaling is disabled
- D. Orientation is set to portrait

Q4 Computer

In an email application, when a student finishes composing an email and clicks the 'Send' button, where is the email immediately stored while it waits to be delivered to the recipient's mail server?

- A. Sent Items folder
- B. Drafts folder
- C. Inbox
- D. Outbox ✓

Q5 Computer

After copying or cutting text, what keyboard shortcut pastes the content in the desired location?

- A. Ctrl + S
- B. Ctrl + D
- C. Ctrl + V ✓
- D. Ctrl + B

Q6 Computer

What is the default alignment for text in an MS Excel cell?

- A. Left ✓
- B. Right
- C. Center
- D. Justify

Q7 Computer

Which of the following types of disks is a disk in which data can be erased and rewritten again and again?

- A. RW-CD ✓
- B. CD-ROM
- C. CD-R
- D. VCD

Q8 Computer

To view speaker notes, which of the following options from MS PowerPoint is used?

- A. Normal Setting
- B. Notes Page ✓
- C. Slide Sorter
- D. Outline View

Q9 Computer

Which generation of computers first introduced high-level programming languages like FORTRAN and COBOL?

- A. First Generation
- B. Second Generation ✓
- C. Third Generation
- D. Fifth Generation

Q10 Computer

What keyboard shortcuts are used in Windows to close the active application?

- A. Alt + F4 ✓
- B. Alt + Esc
- C. Alt + Home
- D. Ctrl + P



Q11 Computer

Which of these is an example of a WAN?

- A. Home Wi-Fi
- B. Office LAN
- C. The Internet ☒
- D. School Computer Lab

Q12 Computer

Which method allows you to open an MS Excel file from the command line on Windows?

- A. excel /open <filename>
- B. excel <filename> ☒
- C. open excel <filename>
- D. start excel /file:<filename>

Q13 Computer

Which of the following is an example of application software used for creating text documents?

- A. Microsoft Word ☒
- B. Windows 10
- C. Device Driver
- D. BIOS

Q14 Computer

What is the main difference between the Save and Save As options in MS Word?

- A. 'Save' renames the file, while 'Save As' deletes the original.
- B. 'Save' updates the file, while 'Save As' creates a new copy. ☒
- C. 'Save As' hides the file, while 'Save' makes it visible.
- D. 'Save As' compresses the file, while 'Save' does not.

Q15 Computer

Just before presenting to the class, Kunal wants to play his entire presentation, starting from the first slide, in full-screen mode. Which action should he take?

- A. Click 'From Beginning' in the 'Slide Show' tab. ☒
- B. Use the 'Insert' tab to enter new content.
- C. Select 'Slide Sorter' to start slideshow.
- D. Open 'Design' tab and apply a theme.



Q1 Computer

Rohan has created a complex Excel workbook containing VBA macros to automate monthly sales reports. He wants to save the workbook so that the macros continue to function when reopening the file. Which file format should Rohan choose to ensure the macros are preserved?

A. .xlsm ☒

B. .xlsv

C. .xltx

D. .xlam

Q2 Computer

Which of the following options correctly describes how to save a presentation in Microsoft PowerPoint to a local drive?

A. Click Insert > Save > Worksheet

B. Click File > Save > Browse > Name the file and click Save ☒

C. Press Alt + F4 and close the window

D. Click View > Slide Sorter > Save As

Q3 Computer

Which action sends your response only to the original sender and not to all recipients?

A. Reply All

B. Reply ☒

C. Forward

D. Cc

Q4 Computer

Which hardware device is required to connect a computer to the internet?

A. Printer

B. Modem ☒

C. Switch

D. Hub

Q5 Computer

Which of the following options correctly identifies each abbreviation along with its full form and main function?

A. CPU – Central Processing Unit – Used for storing data permanently

B. ROM – Read Only Memory – Used for temporary storage of data and instructions

C. RAM – Random Access Memory – Used for temporary storage of data during program execution ☒

D. PCB – Peripheral Control Board – Used for permanent storage of system software

Q6 Computer

Which power-saving mode in Windows saves the current session to the hard disk and completely turns off the computer?

A. Sleep

B. Restart

C. Hibernate ☒

D. Log Off

Q7 Computer

Which of the following keyboard shortcuts is used to insert a new row in MS Excel?

A. Ctrl + D

B. Ctrl + Shift + "+" ☒

C. Ctrl + R

D. Shift + Delete

Q8 Computer

Which of the following commands can be used in the Windows Command Prompt to list the contents of a folder?

A. list

B. view

C. dir ☒

D. open

Q9 Computer

Where is the Slide Show View button typically located in Microsoft PowerPoint 2010?

A. Inside the Home tab

B. On the Quick Access Toolbar

C. At the bottom-right corner of the window ☒

D. Inside the Insert menu



Q10 Computer

What does the abbreviation CPU stand for?

- A. Central Peripheral Unit
- B. Computer Programming Unit
- C. Central Processing Unit ✓
- D. Core Processing Utility

Q11 Computer

In MS Word 2019, which feature allows you to apply a predefined combination of font style, color, and size to selected text with a single click?

- A. Format Painter
- B. WordArt
- C. Styles ✓
- D. Text Effects

Q12 Computer

Which of the following actions allows you to edit text inside a placeholder on an MS PowerPoint slide?

- A. Right-clicking the placeholder and choosing 'Duplicate Slide'
- B. Double-clicking inside the placeholder area ✓
- C. Pressing the Esc key while the placeholder is selected
- D. Clicking the Slide Sorter icon on the status bar

Q13 Computer

Which function key in Microsoft Word immediately opens the Help pane?

- A. F1 ✓
- B. F2
- C. F8
- D. F9

Q14 Computer

What is the correct way to apply predefined page margin settings in Microsoft Word 2021?

- A. Go to Insert → Page Number → Margins
- B. Go to Layout → Margins and select a preset like Narrow or Wide ✓
- C. Use the ruler to drag the margin lines and select Save as Default
- D. Right-click on the page and select Custom Margins

Q15 Computer

What is the output of the given formula?
=LET(x, 5, SUM(x, 1))

- A. 5
- B. 1
- C. Error
- D. 6 ✓

Paper Set 31 · 02 Jun 2026 · 12:30 PM - 2:00 PM · Computer (English)**Computer****Q1 Computer**

Which of the following defines template in MS PowerPoint 2021?

- A. A blank slide
- B. A pre-designed layout ✓
- C. A sound effect
- D. A video transition

Q2 Computer

Where in MS-PowerPoint is the "Save" option?

- A. On the Home tab
- B. On the File tab (Backstage view) ✓
- C. On the Insert tab
- D. On the View tab

Q3 Computer

In PowerPoint you want to change the default file format in which presentations are saved (e.g., to .odp or other). Which setting allows this?

- A. File → Export → Create Video
- B. File → Options → Save → "Save files in this format" ✓
- C. Insert → Media → Video
- D. Review → Protect → Format



Q4 Computer

In context of sorting data in MS Excel 2021, match commands in Column A with their descriptions in Column B :

Column A – Sorting Command	Column B – Description
1. Sort A – Z	a) Sorts text values in descending alphabetical order.
2. Sort Z – A	b) Sorts text values in ascending alphabetical order.
3. Sort Smallest to Largest	c) Sorts numeric data from the lowest value to the highest
4. Sort Largest to Smallest	d) Sorts numeric data from the highest value to the lowest

A. 1–a, 2–b, 3–d, 4–c

B. 1–b, 2–a, 3–c, 4–d

C. 1–a, 2–b, 3–c, 4–d

D. 1–c, 2–d, 3–a, 4–b

Q5 Computer

Cache memory is located between which two components?

A. CPU and Hard Disk

B. RAM and ROM

C. CPU and RAM

D. Keyboard and CPU

Q6 Computer

Which of the following is an example of an output device?

A. Keyboard

B. Scanner

C. Monitor

D. Barcode reader

Q7 Computer

Robotics, automated assembly lines, and computer-controlled machines are examples of computer applications in:

A. Medical Diagnosis

B. Manufacturing Industry

C. Schools and Colleges

D. Weather Forecasting

Q8 Computer

When you select text and press Ctrl+Shift+V in MS Word, which action is performed?

A. Paste the copied content from the clipboard

B. Paste the copied content and match the formatting of the destination

C. Paste the copied content and preserve its original formatting

D. Paste only plain text from the clipboard

Q9 Computer

What is the purpose of the Inbox in an email account?

A. To store emails that have been sent.

B. To store emails that are waiting to be sent.

C. To store received emails from others.

D. To store deleted emails.

Q10 Computer

If you sort one column in a big dataset without choosing every column, what would happen?

A. Excel will ask for a password

B. Only that column changes, and data gets mismatched

C. The difference between A1 and A5

D. The product of A1 to A5

Q11 Computer

Which device is primarily used to output data as hard copy documents?

A. Mouse

B. Printer

C. Scanner

D. Speaker

Q12 Computer

Which tool is commonly used for virtual meetings and screen sharing?

A. Instagram

B. WhatsApp

C. Blogger

D. Zoom



Q13 Computer

A financial analyst copies a column of calculated tax values and needs to paste only the final numeric results into a summary sheet to prevent accidental formula tampering. Which Excel shortcut should they use to paste only the values?

- A. Alt + V + S + V
- B. Alt + S + E + V
- C. Alt + E + S + V ☒
- D. Alt + E + S + R

Q15 Computer

Identify the extension used for MS-Word Template File.

- A. .dotx ☒
- B. .dotm
- C. .doc
- D. .docx

Q14 Computer

What keyboard shortcut is used to justify align text in a paragraph in MS Word?

- A. Ctrl + J ☒
- B. Ctrl + L
- C. Ctrl + E
- D. Ctrl + R

Paper Set 32 · 02 Jun 2026 · 4:00 PM - 5:30 PM · Computer (English)

Computer

Q1 Computer

Which of the following file extensions is used when saving a workbook in MS Excel by default?

- A. .docx
- B. .xlsx ☒
- C. .pptx
- D. .txt

Q3 Computer

What is the primary benefit to a student of using the Spell Check feature in an email application before sending a message to a teacher or potential employer?

- A. It prevents the email from being tracked by hackers.
- B. It guarantees the email will be delivered instantly.
- C. It makes the file size of the email smaller.
- D. It helps remove mistakes in spelling and grammar. ☒

Q2 Computer

Which of the following actions can be performed directly from Print Preview in the latest MS Word?

- A. Editing text
- B. Adjusting margins and scaling to fit page ☒
- C. Adding comments
- D. Changing font styles

Q4 Computer

Which of the following is a shortcut key to start an MS PowerPoint slide show from the beginning?

- A. F5 ☒
- B. Ctrl + S
- C. Alt + N
- D. Ctrl + N



Q5 Computer

In MS PowerPoint, which option should be selected from the Slide Show tab to begin presenting from the currently displayed slide rather than from the start?

- A. From Beginning
- B. From Current Slide ✓
- C. Rehearse Timings
- D. Custom Slide Show

Q6 Computer

Which CPU register is typically responsible for holding temporary computational results?

- A. Program Counter
- B. Accumulator ✓
- C. Memory Address Register
- D. Instruction Register

Q7 Computer

Which early calculating device used numbered rods to simplify multiplication and division operations?

- A. Pascaline
- B. Abacus
- C. Transistors
- D. Napier's Bones ✓

Q8 Computer

What is the function of the F2 key in Windows File Explorer?

- A. Open the Help menu
- B. Rename a selected file or folder ✓
- C. Refresh the current window
- D. Open the Search bar

Q9 Computer

How can you insert a table in MS Word?

- A. Design tab > Table
- B. Home tab > Table
- C. Insert tab > Table ✓
- D. View tab > Table

Q10 Computer

In Windows, Sleep mode:

- A. completely shuts down the computer
- B. saves current session to RAM and reduces power consumption ✓
- C. deletes all open files
- D. restarts the computer

Q11 Computer

Page Setup allows you to modify:

- A. text content only
- B. page margins, size and orientation ✓
- C. font styles only
- D. images only

Q12 Computer

How do you start a formula in MS Excel?

- A. Type the formula directly into the cell and press Enter
- B. Type an equals sign (=) to start the formula ✓
- C. Use the Formula tab to insert a formula
- D. Type the formula into the Formula Bar and press Ctrl + Enter

Q13 Computer

Which of the following search engines is a product of Microsoft?

- A. Google
- B. Bing ✓
- C. Baidu
- D. Yandex



Q14 Computer

To save the MS Excel file in a different format such as .xls or .txt, what should you do?

- A. Use the Home tab
- B. Change the file extension manually
- C. Choose the desired format from the 'Save as type' dropdown ✓
- D. Use Ctrl + Shift + S

Q15 Computer

During a class activity, a student is asked to prepare a digital slideshow with text, images and transitions. Which part of the PowerPoint interface enables the student to access these tools effectively?

- A. Slide Sorter View pane
- B. Tabs like Insert, Design and Transitions ✓
- C. Notes Section below the Slide
- D. Slide Show tab only

Paper Set 33 · 02 Jun 2026 · 9:00 AM - 10:30 AM · Computer (English)

Computer

Q1 Computer

After launching the full-screen slide show in MS PowerPoint 2021, what is the most common action to move to the next slide?

- A. Press the Esc key
- B. Click the left mouse button ✓
- C. Press the F5 key again
- D. Double-click the screen

Q2 Computer

How can you enter the current date quickly into a selected cell in MS Excel?

- A. Type 'DATE' and press ENTER
- B. Press Ctrl + ; (semi-colon) ✓
- C. Press Ctrl + D
- D. Double-click the cell

Q3 Computer

Why is Netiquette important?

- A. It helps users send messages faster
- B. It ensures proper online behavior and avoids misunderstandings ✓
- C. It helps improve computer speed
- D. It controls website traffic

Q4 Computer

In Windows File Explorer, which keyboard key/combination activates inline editing (renaming) for a highlighted file or folder immediately after selection?

- A. F2 ✓
- B. F5
- C. Ctrl + N
- D. Alt + Tab



Q5 Computer

What is the purpose of the Playback tab when working with multimedia in MS PowerPoint?

- A. To format the appearance of the slide
- B. To apply design themes
- C. To adjust audio and video settings ✓
- D. To add animations to text

Q6 Computer

What does the abbreviation ASCII stand for?

- A. American Standard Code for Information Interchange ✓
- B. Advanced System Code for Internet Communication
- C. Automated Standard Code for Interface Computing
- D. American System for Computer Information

Q7 Computer

In MS Word 2019, which tab and group should you use to insert a table into a document?

- A. Home tab > Paragraph group
- B. Insert tab > Tables group ✓
- C. Layout tab > Table Design group
- D. View tab > Tables group

Q8 Computer

Select ____ to set fixed line spacing, expressed in points in MS Word for formatting paragraphs.

- A. At least > At
- B. Exactly > At ✓
- C. Single
- D. 1.5 lines

Q9 Computer

Select the correct option to delete a file named abc.txt.

- A. rmdir abc.txt
- B. delete abc.txt
- C. cd abc.txt
- D. del abc.txt ✓

Q10 Computer

What device converts human-understandable data and programs into a format that computers can understand and process?

- A. Input ✓
- B. Output
- C. CPU
- D. ALU

Q11 Computer

Which keyboard shortcut selects text from the current position to the start of a line in MS Word?

- A. Ctrl + Shift + Home
- B. Shift + Home ✓
- C. Alt + Home
- D. Ctrl + Home

Q12 Computer

What is the purpose of the 'AutoFill' feature in MS Excel?

- A. To automatically sum a range of values
- B. To copy cell content or continue a pattern ✓
- C. To validate cell data
- D. To split text into multiple cells

Q13 Computer

You attempt to open a news website using your browser. Which protocol is responsible for sending the browser's request and receiving the webpage content from the web server?

- A. FTP (File Transfer Protocol)
- B. HTTP (HyperText Transfer Protocol) ✓
- C. POP3 (Post Office Protocol version 3)
- D. VoIP (Voice over Internet Protocol)



Q14 Computer

Which of the following is a correct formula to subtract cell B1 from A1?

A. =A1+B1

B. =B1-A1

C. =A1-B1



D. =A1/B1

Q15 Computer

What feature ensures all slides follow the same design scheme in PowerPoint (Microsoft Office 2021)?

A. Slide Show

B. Slide Master



C. Record

D. Transitions

Paper Set 34 · 04 Jun 2026 · 12:30 PM - 2:00 PM · Computer (English)

Computer

Q1 Computer

Which tab in MS Word 2021 contains the Bullets and Numbering options?

A. Insert

B. Layout

C. Home



D. References

Q2 Computer

Which of the following best defines **E-Commerce**?

A. Sharing messages and photos on social media

B. Buying and selling goods or services using the Internet



C. Playing online games with friends

D. Sending emails to friends and teachers

Q3 Computer

What is the right option to insert a video from your computer into a slide?

A. Insert → Audio → This Device

B. Insert → Video → This Device



C. Home → Insert Video

D. Slide Show → Media

Q4 Computer

If a user edits the Slide Master in a MS PowerPoint file that was created using a company template, what happens?

A. The original template is permanently changed.

B. Changes affect only the current presentation.



C. All PowerPoint templates update automatically.

D. Slide Master editing is not allowed.

Q5 Computer

Which feature of Excel allows you to automatically fill a series such as "January, February, March" across cells?

A. AutoCorrect

B. Fill Handle



C. Quick Analysis

D. Data Validation

Q6 Computer

Under which of the following categories does Mozilla web browser fall?

A. Application Software



B. System Software

C. Device Drivers

D. System Utilities



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Q7 Computer

_____ is considered as an example of System Software.

- A. Operating System** ✓
- B. Microsoft Word
- C. Google Chrome
- D. Adobe Photoshop

Q8 Computer

Which key is used for exiting the slideshow in MS PowerPoint 2007?

- A. ESC key** ✓
- B. F3 key
- C. F7 key
- D. F8 key

Q9 Computer

Which of the following is NOT a print option in MS Word?

- A. Print Custom Range
- B. Print Current Slide** ✓
- C. Print Selection
- D. Print All Pages

Q10 Computer

Consider the following statements about computer components.

- (1) RAM stores data temporarily and is erased when the computer is turned off.
- (2) ROM retains data even when power is lost and contains startup instructions.
- (3) CPU is responsible for performing calculations and decision-making.
- (4) PCB is software used to simulate electronic circuits.

Which of the following options is/are correct?

- A. Only 1, 2, and 3 are correct** ✓
- B. Only 1 and 4 are correct
- C. Only 2 and 3 are correct
- D. Only 1, 3, and 4 are correct

Q11 Computer

Which symbol is used for multiplication in Excel formulas?

- A. X
- B. *** ✓
- C. &
- D. #

Q12 Computer

In the abbreviation CPU, what does the letter 'P' stand for?

- A. Power
- B. Processing** ✓
- C. Program
- D. Protocol

Q13 Computer

Identify the command that must be entered into the Run dialog to launch Microsoft Excel.

- A. calc
- B. excel** ✓
- C. .xls
- D. spreadsheet

Q14 Computer

Which device connects computers in a LAN?

- A. Monitor
- B. Router** ✓
- C. Printer
- D. Keyboard

Q15 Computer

What happens when you click File → New in MS Word?

- A. It opens an existing document.
- B. It creates a blank document or opens a template.** ✓
- C. It closes the application.
- D. It saves the document.



Q1 Computer

What does CD stand for?

- A. Compact Disc ✓
- B. Common Disc
- C. Capture Disc
- D. Current Disc

Q2 Computer

When a student receives an email with an attached file, what is the most important security measure they should take before opening it?

- A. Reply to the sender immediately confirming receipt
- B. Change the file extension
- C. Forward the email to all their contacts first
- D. Scan the file with an antivirus program or check the sender's identity ✓

Q3 Computer

An editor wants to quickly remove all bold formatting, font color changes, and customized font sizing from a large, highlighted section of text, returning it only to the plain formatting of the default document style. Which specific keyboard shortcut is the most efficient way to achieve this rapid restoration of the default text appearance?

- A. Ctrl + A
- B. Ctrl + B
- C. Ctrl + E
- D. Ctrl + spacebar ✓

Q4 Computer

Which of the following is NOT a valid Internet access technique?

- A. Dial-up connection
- B. Broadband connection
- C. Bluetooth tethering
- D. DVD-ROM access ✓

Q5 Computer

Which Windows element gives access to system settings and installed apps?

- A. Start Menu ✓
- B. Taskbar
- C. Quick Launch
- D. Status Bar

Q6 Computer

Which page formatting option would you use to change a document from portrait to landscape orientation in MS Word?

- A. Font Size
- B. Page Margins
- C. Page Orientation ✓
- D. Line Spacing

Q7 Computer

What is the main difference between application software and system software?

- a. Application software controls hardware, system software is for users
- b. Application software and system software are same
- c. Application software is for users, system software controls system ✓
- d. Both are only for gaming

Q8 Computer

Which of the following is a common application of computers in education?

- A. Manufacturing computer hardware
- B. Repairing computer components
- C. Creating interactive learning software ✓
- D. Designing computer circuits

Q9 Computer

What is the shortcut key for a bulleted list in Google Docs?

- A. Ctrl + Shift + r
- B. Ctrl + Shift + j
- C. Ctrl + Shift + 7
- D. Ctrl + Shift + 8 ✓

Q10 Computer

In 'ADDRESS(1,2),' the function '1' refers to the _____ value.

- A. absolute_relative_mode
- B. use_a1_notation
- C. row ✓
- D. column



Q11 Computer

During a professional presentation using a dual-monitor setup, which Microsoft PowerPoint feature allows the presenter to access detailed notes, upcoming slides, and a timer, while the audience views only the current slide on the projector?

- A. Slide Show View
- B. Presenter View** ✓
- C. Notes Page View
- D. Outline View

Q12 Computer

What is the primary purpose of Kiosk Mode in MS PowerPoint's Slide Show Setup?

- A. To allow slides to advance automatically without user interaction** ✓
- B. To prevent the presenter from editing slides
- C. To force the presentation to close after a specific time
- D. To enable animations and transitions automatically

Q13 Computer

Which of the following actions starts Edit mode and places the cursor at the end of the cell content?

- A. Double-clicking the cell
- B. Clicking the cell and then clicking the formula bar
- C. Pressing F2 after selecting the cell** ✓
- D. Pressing Enter

Q14 Computer

Tanya wants to enhance her presentation with decorative images that match her topic. Which option should she select to insert such visual elements quickly without drawing them herself?

- A. Use the 'Transitions' tab to change slide effects.
- B. Use the 'Design' tab to apply a theme.
- C. Use the 'Insert' tab and select 'Online Pictures' or 'Clip Art'.** ✓
- D. Use the 'Animations' tab to insert media.

Q15 Computer

Which of the following steps correctly allows a user to change the default column width for all columns in an MS Excel 2021 worksheet?

- A. Go to Page Layout → Width → Set as Default
- B. Select entire worksheet → Home tab → Format → AutoFit Column Width
- C. Home tab → Format → Default Width → Enter value → click on OK** ✓
- D. Right-click on the worksheet → Column Width → Enter value → Set as Global



Q1 Computer

What kind of software application is Microsoft Excel?

- A. Word processor
- B. Spreadsheet ✓
- C. Presentation
- D. Database

Q2 Computer

When creating an MS PowerPoint presentation using a template, which statement correctly explains how design consistency is maintained across all slides?

- A. Templates apply a uniform background but not font styles.
- B. Templates use Slide Master settings that control the design. ✓
- C. Templates only affect the first slide of the presentation.
- D. Templates require manual formatting of each slide to maintain consistency.

Q3 Computer

Which tab do you use to insert a text box for entering text in a PowerPoint slide?

- A. Home tab
- B. Insert tab ✓
- C. Design tab
- D. Transitions tab

Q4 Computer

Which MS PowerPoint tab enables the addition of slide transitions?

- A. Insert
- B. Transitions ✓
- C. Animations
- D. Slide Show

Q5 Computer

Which of the following e-commerce models is best exemplified when an individual sells a used item, like a second-hand mobile phone, directly to another individual via an online marketplace platform?

- A. Business-to-Business (B2B)
- B. Consumer-to-Consumer (C2C) ✓
- C. Business-to-Consumer (B2C)
- D. Consumer-to-Business (C2B)

Q6 Computer

What is the name of the small square in the bottom-right corner of a selected cell that you drag to copy it in Microsoft Excel 2021?

- A. fill handle ✓
- B. filter
- C. lookup
- D. formula

Q7 Computer

Under which of the following categories does Ubuntu fall?

- A. General Purpose Software
- B. Customised Software
- C. Device Drivers
- D. Operating System ✓

Q8 Computer

Which unit stores instructions permanently?

- A. RAM
- B. ROM ✓
- C. Cache
- D. Registry

Q9 Computer

Which of the following options best defines a Local Area Network (LAN)?

- A. A network that connects computers over a large geographical area like countries
- B. A network that connects devices in a limited geographical area such as a room or a building ✓
- C. A network that connects devices using satellites over continents
- D. A network that connects devices through mobile towers in cities

Q10 Computer

To automatically resize the width of a column to fit its content in MS Excel, which of the following should you do?

- A. Right-click the column and select "Resize"
- B. Double-click the boundary line between the columns ✓
- C. Click "Home" and then "Resize" from the toolbar
- D. Press "Ctrl + R"



Q11 Computer

Where can you find the Print option in MS Word?

- A. Insert tab
- B. Home tab
- C. File tab ☒
- D. Design tab

Q12 Computer

Which of the following statements correctly describes the role of Random Access Memory (RAM) in a computer system?

- A. RAM permanently stores the boot-up instructions of the computer.
- B. RAM is used to store data and instructions temporarily during execution. ☒
- C. RAM forms the main processing unit of a computer system.
- D. RAM provides the physical platform connecting all other components.

Q13 Computer

Which of the following shortcut keys is used to cut a text from a document in MS Word?

- A. Ctrl + X ☒
- B. Ctrl + C
- C. Alt + C
- D. Shift + C

Q14 Computer

Which action is used to **change the height of a row** in Excel?

- A. Right-click the row header → Select "Row Height" ☒
- B. Right-click the column header → Select "Column Width"
- C. Press Delete
- D. Use the SUM function

Q15 Computer

Which feature in MS Word 2010 allows to add custom words to avoid them being marked as errors?

- A. Custom Style
- B. Synonyms
- C. Add to Dictionary ☒
- D. Language Settings

Paper Set 37 · 05 Jun 2026 · 12:30 PM - 2:00 PM · Computer (English)



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Computer

Q1 Computer

Where can you find recently opened presentations in MS-PowerPoint?

- A. In the View tab
- B. Under the File menu in the Recent section ✓
- C. In the Insert tab
- D. On the desktop

Q2 Computer

Which of the following statements best defines electronic mail (email) according to Microsoft and related communication standards?

- A. It is a printed letter delivered manually
- B. It is a storage device for offline data transfer
- C. It is a digital communication method that transmits messages electronically over networks ✓
- D. It is a voice call service over the Internet

Q3 Computer

What does CPU stand for in computer systems?

- A. Central Processing Unit ✓
- B. Control Program Unit
- C. Central Peripheral Unit
- D. Computer Processing Utility

Q4 Computer

A Device Driver is best classified as which type of software?

- A. Utility Software
- B. System Software ✓
- C. Application Software
- D. Entertainment Software

Q5 Computer

What does the shortcut key Alt + Tab do in a Windows computer?

- A. Deletes selected file.
- B. Opens a new folder.
- C. Switches between open applications. ✓
- D. Shuts down the system.

Q6 Computer

What is meant by the cell address J3?

- A. Column 3, Row J
- B. Column J, Row 3 ✓
- C. Column J
- D. Cell number 3

Q7 Computer

What is the main advantage of saving an MS PowerPoint presentation as a .pdf file?

- A. It reduces file size and prevents unwanted editing. ✓
- B. It allows full PowerPoint animations to run.
- C. It enables users to modify slides in any PDF viewer.
- D. It automatically translates text into different languages.

Q8 Computer

In which of the following situations would using a CD-RW be more appropriate than using a CD-R or CD-ROM?

- A. When permanent archival of company financial data is required with no possibility of alteration
- B. When distributing read-only software to multiple users with protection against overwriting
- C. When repeatedly updating backup files on the same disc without purchasing new media each time ✓
- D. When installing an operating system that must remain unchanged after installation

Q9 Computer

What is the first step when opening a document using the mouse in Word?

- A. Right-click and select New
- B. Click File > Open ✓
- C. Press Ctrl + P
- D. Insert > File

Q10 Computer

What are the correct steps for setting the landscape orientation in MS Excel?

- A. Page Layout → Orientation → Choose Landscape ✓
- B. Margins → Orientation → Choose Landscape
- C. Print Area → Set Print Area → Choose Landscape
- D. Page Layout → Sheet Options → Choose Landscape



Q11 Computer

Which of the following services enables two users to talk and see each other online?

- A. Email
- B. Podcast
- C. Video Call ☒
- D. File Sharing

Q12 Computer

Which of the following is a built-in function used in MS Excel to calculate the total of a range of cells?

- A. ADD
- B. TOTAL
- C. SUM ☒
- D. COUNT

Q13 Computer

Which file extension is used when saving an MS PowerPoint presentation?

- A. .docx
- B. .xlsx
- C. .pptx ☒
- D. .txt

Q14 Computer

Which tab in MS Word contains the Spelling & Grammar tool for checking language errors in a document?

- A. Home
- B. Review ☒
- C. Layout
- D. Insert

Q15 Computer

Use the keys _____ to enter the Save As menu after the creation of a new file.

- A. Ctrl+S ☒
- B. Ctrl+C
- C. Ctrl+V
- D. Alt+S

Paper Set 38 · 05 Jun 2026 · 4:00 PM - 5:30 PM · Computer (English)



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Q1 Computer

A student needs to type a letter to the principal, create a presentation for a class project, and design a simple flyer. Which general type of computer program is designed to help users perform these specific, everyday tasks?

- A. Operating System
- B. System Software
- C. Application Software ✓
- D. Utility Program

Q2 Computer

Which option in MS PowerPoint 2021 is used to change the design template of an existing PowerPoint presentation?

- A. Home Tab
- B. Insert Tab
- C. Design Tab ✓
- D. View Tab

Q3 Computer

In Windows File Explorer, which action provides a fast method to rename a selected file without right-clicking or navigating through menus?

- A. Select the file and press F2 ✓
- B. Select the file and press F5
- C. Select the file and press F1
- D. Select the file and press Esc

Q4 Computer

What is the main purpose of following **netiquettes** while using social networking sites?

- A. To send as many messages as possible
- B. To behave politely and respectfully ✓
- C. To increase the number of followers quickly
- D. To post personal information publicly

Q5 Computer

E-commerce means:

- A. Electronic Communication
- B. Buying and selling goods/services online ✓
- C. Sharing documents through email
- D. Writing code for websites

Q6 Computer

What is the function of the keyboard shortcut Ctrl + C in Word?

- A. Cuts the selected text
- B. Pastes text from the Clipboard
- C. Clears the Clipboard
- D. Copies the selected text to the Clipboard ✓

Q7 Computer

In the context of using formulas in MS Excel 2021, match the Formulas given in Column A with their corresponding Results/Descriptions in Column B and select the correct option.

Column A – Formula

Column B

1. =A1 + B1	a) Computes the total by adding th
2. =SUM(A1:A5)	b) Calculates the total of all numeri
3. =A1 * B1	c) Computes the product of the val
4. =AVERAGE(A1:A3)	d) Determines the mean value of th

- A. 1-a, 2-b, 3-c, 4-d ✓
- B. 1-b, 2-a, 3-d, 4-c
- C. 1-c, 2-b, 3-a, 4-d
- D. 1-d, 2-c, 3-b, 4-a

Q8 Computer

Which field uses computers mainly for diagnosis of diseases and maintaining patient records?

- A. Education
- B. Banking
- C. Healthcare ✓
- D. Entertainment



Q9 Computer

A presenter wants to deliver an MS PowerPoint presentation without manually advancing slides and ensures that it runs in a loop continuously at an event. Which of the following setup options should they choose?

- A. Browsed by an individual (Window)
- B. Presented by a speaker (Full Screen)
- C. Browsed at a kiosk (Full Screen) ✓
- D. Use rehearse timings

Q10 Computer

How can you quickly delete a row in Excel using the mouse?

- A. Double-click on the row number
- B. Right-click the row number and select Delete ✓
- C. Select the row and press Enter
- D. Go to File > Delete Row

Q11 Computer

Which Microsoft Word feature enables one to alter a page's vertical alignment?

- A. Home tab -> Paragraph group
- B. Layout tab -> Page Setup dialog box ✓
- C. View Tab
- D. Data Tab

Q12 Computer

What does USB stand for?

- A. Universal Serial Bus ✓
- B. Universal Storage Block
- C. Unified System Backup
- D. Unified Serial Buffer

Q13 Computer

When column width is set to zero then what does MS Excel 2010 do?

- A. Deletes the column
- B. Hides the column ✓
- C. Gives an error
- D. Merges the column

Q14 Computer

In MS PowerPoint 2010, which of the following is/are included in template?

- A. Only plain text
- B. Only background color
- C. Design, fonts and content suggestions ✓
- D. Only animations

Q15 Computer

Which of the following actions is performed when you select text and press the Delete key in MS Word?

- A. The text becomes bold.
- B. The text is copied.
- C. The selected text is removed. ✓
- D. The font style changes.

Computer

Q1 Computer

Why is computer security important in modern information systems?

- A. It helps organize files faster.
- B. It prevents loss, theft, or misuse of data. ✓
- C. It increases system speed.
- D. It reduces hardware cost.

Q2 Computer

Which Excel function calculates the arithmetic mean of a group of numbers?

- A. =SUM()
- B. =COUNT()
- C. =AVERAGE() ✓
- D. =MEAN()

Q3 Computer

Which tab in MS PowerPoint 2021 provides options for setting up a presentation before delivery?

- A. Home
- B. Insert
- C. Design
- D. Slide Show ✓

Q4 Computer

In the latest MS Word, what does a blue underline under a word or phrase typically indicate?

- A. A grammar or contextual error ✓
- B. A spelling mistake
- C. A hyperlink
- D. A formatting inconsistency

Q5 Computer

Which of the following is a correct method to **open an existing PowerPoint presentation**?

- A. Double-click the PPT file in File Explorer ✓
- B. Open PowerPoint and create a new blank presentation
- C. Press Ctrl + N in PowerPoint
- D. Close PowerPoint

Q6 Computer

Which of the following settings in **Set Up Slide Show** ensures that a presentation **advances automatically based on slide timings** and cannot be manually interrupted by the viewer?

- A. Presented by a speaker → Use timings → Show on primary monitor
- B. Browsed at a kiosk → Use timings → Loop continuously ✓
- C. Browsed by an individual → Manually advance → Show on all monitors
- D. Presented by a speaker → Manually advance → Show on secondary monitor

Q7 Computer

Which of the following is the most appropriate example of **good Internet etiquette** while chatting online?

- A. Typing in all capital letters to show excitement
- B. Respecting others' opinions and avoiding rude comments ✓
- C. Sharing personal passwords with friends
- D. Sending continuous messages without waiting for replies

Q8 Computer

How many total generations of computers are there?

- A. 1
- B. 2
- C. 5 ✓
- D. 10

Q9 Computer

Once you have created a new workbook, you will need to save it if you want to use it again. Which of the following options is used to save a workbook?

- i. OneDrive
- ii. SharePoint
- iii. This PC
- iv. Browse

- A. i and iii only
- B. ii and iv only
- C. i, ii, iii, and iv ✓
- D. i, ii, and iii only



Q10 Computer

What is the primary function of the Task Manager in Windows OS?

- A. Installing system updates
- B. Monitoring system performance and managing processes ✓
- C. Encrypting user data
- D. Scheduling automatic shutdowns

Q11 Computer

When using the 'Save As' option in MS Word, which of the following is NOT an available format in which you can save the document?

- A. .docx
- B. .pdf
- C. .txt
- D. .exe ✓

Q12 Computer

Which of the following options from Windows desktop elements displays all the installed computer programs (software)?

- A. Run
- B. Help
- C. Printer
- D. Control Panel ✓

Q13 Computer

What feature allows you to print only a specific portion of a worksheet in MS Excel?

- A. Zoom view
- B. Cell format
- C. Set Print Area ✓
- D. Merge Cells

Q14 Computer

Which option is used to change the font style of text in MS Word 2010?

- A. Insert tab
- B. Font dialog box ✓
- C. Layout tab
- D. Review tab

Q15 Computer

Which of the following file types is usually restricted in email attachments due to security concerns?

- A. .docx
- B. .jpg
- C. .exe ✓
- D. .pdf

Q1 Computer

Which of the following is an example of application software?

- A. Windows Operating System
- B. MS Word
- C. Device Drivers
- D. BIOS

Q2 Computer

A student is adjusting the Page Setup in MS Word 2021 to ensure correct document printing. Which statement is True or False regarding advanced page formatting features?

- (i) Changing the page orientation from Portrait to Landscape requires manually adjusting the page margins to preserve the original text layout.
- (ii) The Margins settings include a Gutter option, designed to add extra space for binding on one side of the printed document.

- A. (i) True, (ii) True
- B. (i) True, (ii) False
- C. (i) False, (ii) True
- D. (i) False, (ii) False

Q3 Computer

If A1 = 1 and A2 = 3, which sequence will AutoFill produce when dragged to A6 in MS Excel 2021?

- A. 1, 2, 3, 4, 5, 6
- B. 1, 3, 5, 7, 9, 11
- C. 1, 4, 7, 10, 13, 16
- D. 2, 4, 6, 8, 10, 12

Q4 Computer

In Outlook, which setting ensures that spelling is checked automatically before sending an email?

- A. Check grammar only
- B. Always check spelling before sending
- C. Disable spell check
- D. Auto delete drafts

Q5 Computer

Match the following **Email Attachment Actions (Column A)** with their correct **Descriptions (Column B)** as used in popular email platforms like Gmail and Outlook:

Column A – Email Attachment Action

Column B – Description

1. Attach File (Paperclip Icon)	a) Adds images, documents, or other files from cloud storage to the email.
2. Insert from Drive/OneDrive	b) Adds files directly from the computer's local storage.
3. Attachment Size Limit	c) Restricts the total file size that can be uploaded in a single email.
4. Remove Attachment	d) Deletes an attached file before sending the email.

- A. 1-b, 2-a, 3-c, 4-d
- B. 1-a, 2-b, 3-d, 4-c
- C. 1-d, 2-c, 3-b, 4-a
- D. 1-b, 2-d, 3-a, 4-c

Q6 Computer

Which of the following categories does a mouse fall under?

- A. Input Device
- B. Output Device
- C. Storage Device
- D. Calculator Device

Q7 Computer

Which of the following actions is performed when you change the system date and time settings from 'Internet Time' in Windows OS?

- A. The time is synchronised with a network time server.
- B. The time zone is changed.
- C. The system time is manually updated.
- D. The system clock is set to UTC.

Q8 Computer

In MS Word, which of the following actions would not be affected by the clipboard when performing a cut operation?

- A. Text formatting (bold, italics, etc.)
- B. Paragraph alignment
- C. Document margins
- D. Page Layout or Document Formatting



Q9 Computer

What does CD stand for in computing?

- A. Compact Device
- B. Computer Disk
- C. Compact Disc ☒
- D. Control Data

Q10 Computer

When you add a new row to Excel, what happens?

- A. A new worksheet is created.
- B. The row is added above the selected row. ☒
- C. The row is added below the selected row.
- D. The selected row is replaced.

Q11 Computer

What controls slide timing in PowerPoint?

- A. Slide Sorter
- B. Transitions tab ☒
- C. Design tab
- D. View tab

Q12 Computer

What underlining color is usually used to indicate a spelling error in MS Word?

- A. Blue
- B. Green
- C. Yellow
- D. Red ☒

Q13 Computer

What happens if it is trying to close a workbook with unsaved changes in Excel 2010?

- A. The workbook closes without saving.
- B. Excel automatically saves it.
- C. It prompted to save the changes. ☒
- D. It converts it to PDF.

Q14 Computer

Which is a significant use of Clip Art in MS Power Point 2010?

- A. Creating hyperlinks
- B. Enhancing visual presentation ☒
- C. Adding sound
- D. Running animations

Q15 Computer

Which of the following extensions is used as an MS PowerPoint Macro-Enabled Design Template?

- A. .potx
- B. .xps
- C. .potm ☒
- D. .pptm

Paper Set 41 · 08 Jun 2026 · 4:00 PM - 5:30 PM · Computer (English)



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Computer

Q1 Computer

What is the first step in creating a new document in MS Word?

- A. Select File → Open
- B. Select File → New ✓
- C. Press Ctrl + S
- D. Click Insert → New Page

Q2 Computer

Which option allows setting uniform margins for a document in MS Word 2021?

- A. Page Number
- B. Paragraph
- C. Margins ✓
- D. Header

Q3 Computer

Which tab in PowerPoint allows you to choose the setup for presenting slides?

- A. Home
- B. Insert
- C. Slide Show ✓
- D. View

Q4 Computer

While designing a detailed sales ledger, Neha increases the width of column B to accommodate lengthy customer remarks. Despite repeatedly dragging the column boundary, MS Excel stops resizing further. She encounters this because Excel imposes a maximum column width of:

- A. 255 characters ✓
- B. 512 characters
- C. 1024 pixels
- D. 300 points

Q5 Computer

Which type of computer memory is volatile, meaning it loses all its stored data as soon as the computer's power is turned off?

- A. Read-Only Memory (ROM)
- B. Random Access Memory (RAM) ✓
- C. Hard Disk Drive (HDD)
- D. Solid State Drive (SSD)

Q6 Computer

Which of the following is classified as a **pointing input device**?

- A. Plotter
- B. Trackball ✓
- C. Speaker
- D. Inkjet Printer

Q7 Computer

What will the formula =TODAY() return when entered in a blank worksheet?

- A. The word 'Today'
- B. The current time
- C. The total number of days in the month
- D. The current date according to the system clock ✓

Q8 Computer

Which of the following combinations correctly matches the devices with their respective categories?

- A. Mouse – Output, Printer – Input
- B. Monitor – Input, Microphone – Output
- C. Keyboard – Input, Speaker – Output ✓
- D. Scanner – Output, Braille Keyboard – Output

Q9 Computer

What does PCB stand for in a computer?

- A. Printed Circuit Board ✓
- B. Peripheral Component Board
- C. Primary Control Board
- D. Programmed Chip Base

Q10 Computer

Which of the following is a feature of LAN?

- A. Covers a city
- B. Covers the entire globe
- C. Covers a small geographical area ✓
- D. Requires satellite



Q11 Computer

Where can you enter text for a slide other than directly in the placeholder on the Slide Pane?

- A. In the Transition Pane
- B. In the Notes Pane
- C. In the Outline tab of the Overview Pane ✓
- D. In the Header and Footer Dialog

Q14 Computer

In order to print multiple MS Excel workbooks simultaneously, which of the following conditions must be satisfied?

- A. All files must first be saved as PDF documents.
- B. The workbooks should be saved in different folders.
- C. All workbooks must be stored in the same folder. ✓
- D. Each workbook must be opened in a separate Excel window.

Q12 Computer

What is the purpose of 'Slide Transition'?

- A. To add audio
- B. To animate text
- C. To change from one slide to another with effects ✓
- D. To format text

Q15 Computer

Which group under the Layout tab in MS Word provides options to adjust settings such as margins, page orientation and paper size?

- A. Paragraph
- B. Page Setup ✓
- C. Styles
- D. Font

Q13 Computer

If your file is greater than 25 MB, Gmail automatically adds a _____ in the email instead of including it as an attachment.

- A. Link
- B. Attachment Link
- C. Google drive link ✓
- D. Local drive link

Paper Set 42 · 08 Jun 2026 · 9:00 AM - 10:30 AM · Computer (English)

Computer

Q1 Computer

What category of application software does an Enterprise Resource Planning (ERP) system fall under?

- A. Utility Software
- B. Business Software ✓
- C. Open-source Software
- D. Embedded Software

Q3 Computer

A student preparing an MS PowerPoint 2021 presentation is exploring different view modes. Which statement(s) is/are True or False?

- (i) Pressing F5 starts the presentation from the first slide, while the 'From Current Slide' button is the only way to start from the current slide.
- (ii) The Normal View (for editing) and Slide Show View (full screen) are the only two ways to view a PowerPoint presentation's contents and structure.

- A. (i) True, (ii) True
- B. (i) True, (ii) False
- C. (i) False, (ii) True
- D. (i) False, (ii) False ✓

Q2 Computer

Which option is used to begin creating a new presentation in MS PowerPoint?

- A. File → Open
- B. File → New → Blank Presentation ✓
- C. File → Save As
- D. File → Export



Q4 Computer

When using a professional instant messaging platform like Microsoft Teams to communicate with a colleague, which action best follows proper internet etiquette?

- A. Sending your entire message in ALL CAPITAL LETTERS to make sure the text stands out as important.
- B. Sending a new message for every single sentence or thought
- C. Checking the colleague's availability status (like "Busy" or "Do Not Disturb") before sending a non-urgent message. ✓
- D. Forwarding a private one-on-one chat conversation to a group channel without asking permission from the original sender.

Q5 Computer

What are the three main internal components of the Central Processing Unit (CPU) that work together to execute instructions?

- A. Monitor, Keyboard, and Mouse
- B. Arithmetic Logic Unit (ALU), Control Unit (CU), and Registers ✓
- C. Power Supply Unit (PSU), Motherboard, and Fan
- D. Printer, Scanner, and Speaker

Q6 Computer

Which of the following is an example of word processing application software?

- A. MS Excel
- B. OpenOffice.org Writer ✓
- C. Windows 10
- D. Ubuntu Linux

Q7 Computer

Which feature in the latest version of MS Word allows users to quickly change the appearance of text, such as font, color, and size, using pre-set designs?

- A. Templates
- B. Styles ✓
- C. Macros
- D. Comments

Q8 Computer

Under which section can we format the page in MS Word 2007?

- A. File Tab
- B. Home Tab
- C. Insert Tab
- D. Page Layout Tab ✓

Q9 Computer

Which of the following tools is most commonly used for advanced system diagnostics and resource monitoring that is not fully featured in the Task Manager or Performance Monitor?

- A. Event Viewer
- B. Windows Defender Security Center
- C. Device Manager
- D. PowerShell ✓

Q10 Computer

Which of the following actions cannot be undone after pressing Ctrl + Z in MS Excel?

- A. Changing the font color of a cell.
- B. Deleting a row.
- C. Moving a worksheet.
- D. Saving a file. ✓

Q11 Computer

Which of the following print settings in Microsoft Word 2019 allows printing only pages that contain specific text marked using hidden bookmarks?

- A. Custom Print Range using manual page numbers.
- B. Print Current Page from the Print Settings.
- C. Use 'Go To' with Bookmarks and print selected text. ✓
- D. Use Find and Replace with wildcard and print document.

Q12 Computer

Which internet service allows users to access and manage their emails stored on a remote server?

- A. IMAP ✓
- B. FTP
- C. HTTP
- D. SMTP



Q13 Computer

Which of the following actions allows you to edit the content of a cell directly?

- A. Pressing Ctrl + E
- B. Double-clicking the cell ✓
- C. Pressing Shift + F3
- D. Right-clicking and selecting 'Format Cells'

Q15 Computer

Which option shows the correct filename to save your presentation as an MS-PowerPoint template?

- A. p1.ppt
- B. p1.pptx
- C. p1.potx ✓
- D. p1.potm

Q14 Computer

While sorting data by format in MS-Excel which of the following option is NOT available?

- A. Cell Size ✓
- B. Cell Color
- C. Font Color
- D. Cell Icon

Paper Set 43 · 09 Jun 2026 · 12:30 PM - 2:00 PM · Computer (English)

Computer

Q1 Computer

In MS Word, which key combination is used to **select all the text** in a document?

- A. Ctrl + S
- B. Ctrl + A ✓
- C. Ctrl + X
- D. Ctrl + T

Q4 Computer

Electronic Mail (E-mail) is used for:

- A. Voice communication
- B. Sending text, files, and images over the Internet ✓
- C. Printing documents
- D. Creating presentations

Q2 Computer

Which file extension is used by default when saving a PowerPoint presentation?

- A. .docx
- B. .xlsx
- C. .pptx ✓
- D. .txt

Q5 Computer

Which command is used to save the current PowerPoint presentation with a new file name?

- A. Save ✓
- B. Save As
- C. Close
- D. Export

Q3 Computer

Which file format should be selected in PowerPoint to **preserve all animations, transitions, and multimedia elements** when sharing the presentation with others?

- A. .pptx ✓
- B. .pdf
- C. .txt
- D. .jpg

Q6 Computer

Which Microsoft Excel 2021 function looks up a value vertically in a table's first column and returns a matching value from another column?

- A. COUNTIF
- B. VLOOKUP ✓
- C. MAX
- D. FILTER



Q7 Computer

Which keyboard shortcut is commonly used in Windows to search for a file or folder?

- A. Ctrl + S
- B. Windows Key + E
- C. Windows Key + S ☒
- D. Alt + Tab

Q8 Computer

Which option in Windows is mainly used to quickly locate a file when its exact location is unknown?

- A. Recycle Bin
- B. Task Manager
- C. Search Bar ☒
- D. Control Panel

Q9 Computer

In Windows 11, which icon on the taskbar is used to open File Explorer?

- A. Start button
- B. Search icon
- C. File Explorer (folder) icon ☒
- D. Widgets icon

Q10 Computer

Which of the following can be found on a PCB?

- A. Only the processor
- B. Only power connectors
- C. Various electronic components and circuits ☒
- D. Only memory modules

Q11 Computer

Which of these data types causes inconsistent or unpredictable results with sorting by Excel's standard sorting tools?

- A. Dates
- B. Mixed Data Types ☒
- C. Number
- D. Text

Q12 Computer

What does the 'Draw Table' feature allow you to do?

- A. Only insert data
- B. Draw custom-sized and shaped cells manually ☒
- C. Insert images
- D. Perform calculations

Q13 Computer

Which of the following options should you use to respond to an email received from your friend?

- A. Forward
- B. Compose
- C. Reply ☒
- D. Delete

Q14 Computer

When a number is too long for a cell, MS Excel 2010 will show:

- A. #ERROR
- B. ##### ☒
- C. ###VALUE
- D. ???????

Q15 Computer

Which tool in the Tools menu helps to correct grammar in a Microsoft Word document?

- A. Editor
- B. Grammar Check
- C. Proofing
- D. Spelling and Grammar ☒

Q1 Computer

Which of the following is an **example of application software**?

- A. Microsoft Word** ✓
- B. Windows Operating System
- C. CPU
- D. RAM

Q2 Computer

Which keyboard shortcut is used to undo the last editing action in MS Word 2021?

- A. Ctrl + A
- B. Ctrl + C
- C. Ctrl + Z** ✓
- D. Ctrl + S

Q3 Computer

While presenting a slideshow, you use the Black Screen shortcut to pause the audience's attention on you. If you then click the mouse button once, what is the immediate consequence in the presentation?

- A. The presentation will immediately jump to the next slide.
- B. The slide show will end entirely, returning you to Normal View.
- C. The Black Screen will disappear, and the presentation will resume on the slide you paused on.** ✓
- D. A hidden menu will appear, allowing you to select any slide number.

Q4 Computer

What is the primary function of the Outbox folder in Microsoft Outlook?

- A. It stores messages after they are permanently deleted
- B. It temporarily holds outgoing messages before they are sent to the email server** ✓
- C. It keeps all junk or spam messages received
- D. It stores email contacts and addresses

Q5 Computer

In Microsoft Excel 2020, what happens to formulas when a new row is inserted between referenced cells?

- A. Formulas update automatically to include the new row** ✓
- B. Formulas stay the same
- C. Formulas show errors
- D. Formulas shift to the right

Q6 Computer

Which combination of keys opens the task manager in the computer?

- A. Ctrl + Alt + Delete** ✓
- B. Ctrl + Alt + Task
- C. Ctrl + Task + Delete
- D. Task + Alt + Delete

Q7 Computer

Which of the following is correct about input devices?

- A. Input devices are those through which control signals are sent to a computer.** ✓
- B. Input devices are those that receive data from a computer system for display.
- C. Input devices are those that receive data from a computer system for demonstration.
- D. Input devices are those that receive data from a computer system for printing.

Q8 Computer

Which function counts only numeric cells in a range in MS Word 2021 ?

- A. COUNT** ✓
- B. COUNTA
- C. COUNTBLANK
- D. SUM

Q9 Computer

What does PCB stand for in operating systems?

- A. Process Control Block** ✓
- B. Program Code Block
- C. Process Command Base
- D. Primary Control Bus

Q10 Computer

Where can you access the Print and Print Preview window in Word?

- A. Home tab
- B. File > Print 
- C. Insert > Preview
- D. Layout > Print

Q11 Computer

What happens if you delete a row in Excel?

- A. All data in the row is removed, and the rows below shift up. 
- B. Only the data in the row is deleted, and the row remains.
- C. The entire worksheet is deleted.
- D. A blank row is inserted instead of the deleted one.

Q12 Computer

What is the keyboard shortcut in Microsoft Word to open an existing document and close a single document?

- A. Ctrl + O and Ctrl + W 
- B. Ctrl + O and Ctrl + X
- C. Alt + O and Ctrl + W
- D. Alt + O and Ctrl + X

Q13 Computer

What is 'Presenter View' used for in MS Power Point?

- A. To hide slides from the audience
- B. To preview the slideshow in print mode
- C. To view speaker notes and upcoming slides privately 
- D. To change themes

Q14 Computer

What is the shortcut method for adding a new slide in PowerPoint (Microsoft Office 2021)?

- A. Ctrl + A
- B. Ctrl + X
- C. Ctrl + M 
- D. Ctrl + Z

Q15 Computer

What distinguishes the 'Reply' and 'Reply All' email options?

- A. There is no difference between the two.
- B. Reply does not forward the attachment and reply all forwards the attachment.
- C. Reply sends to sender only and reply all sends to all copied email IDs in the email. 
- D. Reply sends to send only and reply all sends to email ID which is not originally in the email.



Q1 Computer

What is the primary purpose of the American Standard Code for Information Interchange (ASCII)?

- A. To enable secure encryption of data for internet transmission
- B. To define a standardised set of codes for representing text and control characters ✓
- C. To create a programming language for text-based applications
- D. To design a graphical user interface for operating systems

Q2 Computer

What is the function of the Format Painter tool in Microsoft Word?

- A. It copies and pastes text content
- B. It checks spelling and grammar
- C. It copies formatting from one part of the document to another ✓
- D. It inserts page numbers

Q3 Computer

In Microsoft Excel, using the formula =SORTBY(A2:A6,B2:B6,-1,C2:C6,1), which name appears first in the sorted result?

Consider the following Spreadsheet:

	A	B	C
	Name	Score	Age
1	Riya	16	24
2	Amit	91	25
3	Neha	91	22
4	Arjun	70	20
5	Diya	16	23

- A. Riya
- B. Amit
- C. Neha ✓
- D. Diya

Q4 Computer

What principle of netiquette is emphasized in GroupMe's community guidelines to ensure respectful and safe communication?

- A. Encouraging constructive conversation free from harassment and bullying ✓
- B. Allowing unrestricted posts regardless of tone or topic
- C. Favoring one participant's opinions over others
- D. Ignoring misuse of community features

Q5 Computer

When presenting a PowerPoint slide show, which of the following actions are possible?

- A. Edit slide layout
- B. Add animations
- C. Use a laser pointer or pen tool ✓
- D. Change the slide master

Q6 Computer

Under which of the following categories does the spreadsheet tool Calc of LibreOffice fall?

- A. General Purpose Software ✓
- B. Customised Software
- C. Operating System
- D. Device Drivers

Q7 Computer

Which of the following is an example of primary memory?

- A. Hard Disk
- B. RAM ✓
- C. Pen Drive
- D. CD-ROM

Q8 Computer

How many bits does 1 nibble contain in memory?

- A. 2 bits
- B. 4 bits ✓
- C. 6 bits
- D. 8 bits



Q9 Computer

How can a presenter enable looping slides in MS PowerPoint?

- A. Use Normal View.
- B. Reduce slide transition speed.
- C. Use the Print Layout option.
- D. Set up 'Loop Continuously Until Esc' in the Slide Show tab. ✓

Q10 Computer

Specify the predefined page orientation configuration automatically applied when initiating a new document in Microsoft Word.

- A. Landscape
- B. Horizontal
- C. Portrait ✓
- D. Vertical

Q11 Computer

Which tab on the Ribbon contains the Insert and Delete options in MS Excel?

- A. File
- B. Review
- C. Home ✓
- D. Data

Q12 Computer

Which of the following is required to use an email service?

- A. A television subscription
- B. A registered email account with a service provider ✓
- C. A landline telephone connection
- D. A social media profile

Q13 Computer

Which of the following represents a valid cell address in MS Excel 2010?

- A. E\$1
- B. 1E
- C. E1 ✓
- D. EF#1

Q14 Computer

In Microsoft PowerPoint, what should you do first to insert a picture?

- A. Start slideshow mode
- B. Select the place on the slide where you want to insert the picture ✓
- C. Click the Design tab
- D. Delete all text

Q15 Computer

If you want to continue working on a file that you have previously saved in MS Word, which option would you use to access it?

- A. Save
- B. Open ✓
- C. New
- D. Print

Q1 Computer

Which option in MS PowerPoint allows you to **customize how the slide show appears** during a presentation?

- A. C. View → Notes Page
- B. D. Insert → Options
- C. A. Design → Background
- D. B. Slide Show → Set Up Slide Show

Q2 Computer

A student is learning how to manage files in MS Word 2021. Which statement is True or False regarding file saving and version control?

- (i) The AutoSave feature automatically saves changes to the document every few seconds, but only if the document is stored in OneDrive or SharePoint.
- (ii) Using the Save As command creates a copy of the document, but the original file remains unaffected and retains its original name.

- A. D. (i) True, (ii) True
- B. A. (i) True, (ii) False
- C. B. (i) False, (ii) True
- D. C. (i) False, (ii) False

Q3 Computer

Match the following **Basic PowerPoint Actions (Column A)** with their corresponding **Descriptions (Column B)** as used in Microsoft PowerPoint 2021:

Column A – PowerPoint Action	Column B – Description
1. File → New	a) Saves the current presentation to the desired location.
2. Ctrl + S	b) Creates a new blank presentation or opens templates for selection.
3. Slide Sorter View	c) Displays miniature versions of all slides to rearrange their order.
4. F5 Key	d) Starts the slide show from the beginning in full-screen mode.

- A. A. 1-b, 2-a, 3-c, 4-d
- B. B. 1-a, 2-b, 3-d, 4-c
- C. D. 1-c, 2-b, 3-a, 4-d
- D. C. 1-d, 2-c, 3-b, 4-a

Q4 Computer

What does WWW stand for?

- A. D. World Wide Web
- B. C. Wide Web World
- C. A. Web World Wide
- D. B. World Web Wide

Q5 Computer

Which option correctly represents the full form of ROM?

- A. D. Random Operational Memory
- B. C. Read Only Memory
- C. A. Read Operating Module
- D. B. Remote Output Memory

Q6 Computer

Which example correctly pairs **system software** with **application software**?

- A. D. BIOS and Notepad
- B. B. Browser and Mobile App
- C. A. Compiler and Antivirus
- D. C. Firmware and Interpreter

Q7 Computer

Double-clicking the right border of a column header performs what action in MS Excel 2021?

- A. B. Sorts data
- B. C. Freezes column
- C. D. AutoFits width to longest entry
- D. A. Deletes column

Q8 Computer

The ____ is used to locate and manage hidden objects on a slide.

- A. B. Format Pane
- B. C. Selection Pane
- C. D. Layers Pane
- D. A. Object Pane



Q9 Computer

Which of the following commands is used normally to refresh a computer especially when the computer hangs?

- A. B. Shut down
- B. D. Hibernation
- C. A. Restart ✓
- D. C. Log off

Q13 Computer

In an email application, what happens when you click "Reply All"?

- A. A. Replies only to the sender
- B. D. Forwards the message to others
- C. B. Replies to the sender and everyone included in the original email ✓
- D. C. Sends a blank message

Q10 Computer

Which of the following is ROM primarily used for?

- A. C. Storing temporary data
- B. B. Storing permanent data such as the computer's startup instructions ✓
- C. A. Storing running programs
- D. D. Storing cached web pages

Q14 Computer

What is the purpose of Excel's DROP function?

- A. B. Excludes a specified number of rows or columns from the start or end of an array ✓
- B. C. Deletes a specified number of rows or columns of an array
- C. A. Rounds a number up to the nearest even integer
- D. D. Returns the logical value false

Q11 Computer

In Microsoft Word, what does the shortcut Ctrl + X do?

- A. D. Saves the document
- B. A. Cuts the selected text ✓
- C. C. Copies the selected text
- D. B. Pastes text from the clipboard

Q15 Computer

In MS Excel 2021, which method correctly uses the fill handle to generate a series of sequential dates across cells?

- A. C. Select the first cell with a date → Click and drag the fill handle across the desired range ✓
- B. A. Select the entire range → Press Ctrl + Enter to auto-fill sequential dates
- C. B. Type the first and last date in the range → Click AutoSum to fill in the rest
- D. D. Enter a date → Use the Insert tab to generate a timeline chart

Q12 Computer

What is the purpose of using bullets in MS Word?

- A. B. To sort data
- B. D. To highlight text
- C. A. To list unordered items ✓
- D. C. To align text

Paper Set 47 · 10 Jun 2026 · 4:00 PM - 5:30 PM · Computer (English)



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Q1 Computer

Which tool prevents unauthorized access to or from a private network?

- A. Router
- B. Firewall ✓
- C. Password Manager
- D. Clipboard

Q2 Computer

What is the function of the Inbox folder in an email account?

- A. It contains deleted emails.
- B. It stores all received emails. ✓
- C. It keeps outgoing or unsent emails.
- D. It saves only attachments.

Q3 Computer

While auditing a large financial workbook containing multiple MS Excel sheets, Meena wants to uniformly replace every instance of the term "Provisional" with "Finalized" across all cells and formulas in the active worksheet without manually scanning each sheet. The most efficient shortcut key combination to initiate this replacement dialog is:

- A. Ctrl + H ✓
- B. Ctrl + R
- C. Alt + F
- D. Alt + H + E

Q4 Computer

A student wants to create a visual presentation but prefers not to start with a completely blank canvas. Which feature should they choose when starting MS PowerPoint 2021 to select a pre-designed layout with formatted text and color schemes?

- A. Blank Document
- B. Template ✓
- C. Spreadsheet
- D. Word File

Q5 Computer

At a trade show booth, a presenter wants a slide presentation to play automatically without any user input, looping continuously until it is stopped. Which combination of settings ought to be used?

- A. Record Narration + Rehearse Timings
- B. Use Presenter View + Manual Slide Advance
- C. Save as Video + Embed Animations
- D. Set Up Slide Show → Browsed at a kiosk (full screen) + Loop continuously until 'Esc' ✓

Q6 Computer

What is the primary and most significant advantage for users connecting their devices (like computers and printers) to a Local Area Network (LAN) in an office or school environment?

- A. Allowing all connected devices to efficiently share resources like a single printer and shared files. ✓
- B. Connecting the entire office network to the worldwide internet through a massive satellite dish.
- C. Enabling long-distance communication and connections between cities and across continents.
- D. Converting all data from one physical network medium (like fiber optic) to another (like copper wire).

Q7 Computer

What do you mean by ALU in the computer?

- A. Arithmetic Logic Unit ✓
- B. Area Logic Unit
- C. All Logic Unit
- D. Atleast Large Unit

Q8 Computer

What does power saving mode do on a computer?

- A. Extends battery life. ✓
- B. Reduces battery life.
- C. Shrinks battery life.
- D. Narrows battery life.

Q9 Computer

What does the Control Unit in the CPU do?

- A. Executes only mathematical operations
- B. Stores all software
- C. Manages and directs the operations of the processor ✓
- D. Draws images



Q10 Computer

In MS Word 2019, where can you find the option to change the page margins?

- A. File tab > Options
- B. Layout tab > Page Setup group ✓
- C. View tab > Show group
- D. Home tab > Font group

Q11 Computer

Which tab in MS Word contains bullets and numbering options?

- A. File
- B. Home ✓
- C. Review
- D. Insert

Q12 Computer

Which key combination is used to select all text in a document?

- A. Ctrl + C
- B. Ctrl + S
- C. Ctrl + A ✓
- D. Ctrl + Z

Q13 Computer

Which shortcut key is used to edit the active cell in MS Excel 2010?

- A. F4
- B. F2 ✓
- C. Ctrl + E
- D. Ctrl + Enter

Q14 Computer

Which Excel function is used for calculating how many cells match the given requirements?

- A. AVERAGEIF
- B. COUNTIF ✓
- C. ROUND
- D. ABS

Q15 Computer

Which view in PowerPoint 2010 allows side-by-side comparison of two presentations while in slideshow mode?

- A. Reading View
- B. Slide Sorter
- C. Presenter Dual View ✓
- D. Compare View

Paper Set 48 · 10 Jun 2026 · 9:00 AM - 10:30 AM · Computer (English)

Computer

Q1 Computer

Which of the following is the most basic and common method used to control who can initially connect to and access a secure network?

- A. A. Using a firewall to block all external traffic.
- B. D. Requiring a username and password to join the network. ✓
- C. B. Installing antivirus software on every connected device.
- D. C. Encrypting all data packets sent across the network.

Q2 Computer

In Microsoft Word, which feature allows you to apply a predefined set of formatting options (such as font, color, and size) to selected text with a single click?

- A. C. Style ✓
- B. D. Review
- C. B. Editing
- D. A. Table Layout

Q3 Computer

Which of the following fields in an email contains the title or purpose of the message?

- A. B. Cc
- B. A. Bcc
- C. D. To
- D. C. Subject ✓

Q4 Computer

Which of the following methods allows you to view an MS PowerPoint presentation in Slide Show mode from the beginning?

- A. C. Press F5 ✓
- B. A. Press Ctrl + P
- C. D. Go to View → Normal
- D. B. Press Ctrl + N



Q5 Computer

Which tab in PowerPoint is used to **insert audio or video clips** into a slide?

- A. D. Home
- B. C. Insert ✓
- C. A. Design
- D. B. Review

Q6 Computer

When you open a CSV file in Excel, which of the following happens automatically?

- A. A. Excel applies all cell formatting from the source file.
- B. B. Excel prevents editing until converted to .xlsx.
- C. D. Excel separates values based on commas or delimiters. ✓
- D. C. Excel merges all data into a single cell.

Q7 Computer

Match the following **Presentation Creation Options (Column A)** with their correct **Descriptions (Column B)** as used for Creating a Blank Presentation in Microsoft PowerPoint 2016/2019:

Column A – Option / Command	Column B – Description
1. Ctrl + N	a) Opens a new blank presentation using the default slide layout.
2. File → New → Blank Presentation	b) Creates a new presentation manually without applying a template or theme.
3. Start Screen → Blank Presentation	c) Allows quick access to a blank presentation directly from the PowerPoint start screen.
4. File → Close	d) Closes the current presentation but keeps PowerPoint open.

- A. C. 1-a, 2-b, 3-c, 4-d ✓
- B. D. 1-b, 2-c, 3-a, 4-d
- C. A. 1-a, 2-d, 3-b, 4-c
- D. B. 1-d, 2-b, 3-a, 4-c

Q8 Computer

Pressing ALT with which function key is used to close the current application window in MS Windows 11?

- A. C. Alt + F4 ✓
- B. A. Alt + F2
- C. B. Alt + F1
- D. D. Alt + F7

Q9 Computer

Which shortcut key is used to directly open Task Manager in Windows 11?

- A. B. Ctrl + C
- B. C. Ctrl + Alt + Delete
- C. A. Ctrl + Shift + Esc ✓
- D. D. Alt + Tab

Q10 Computer

What does ASCII stand for?

- A. C. Advanced System Code for Internet Interface
- B. A. Automatic Standard Code for Internal Integration
- C. B. American Standard Code for Information Interchange ✓
- D. D. American Scientific Code for International Internet

Q11 Computer

Which of the following options are applicable to STOP a bulleted or numbered list?

- i. At the end of the bulleted or numbered list, press RETURN two times.
- ii. Select the line of text that you do not want in the list, and then, on the Home tab, in the Paragraph group, click Bulleted List or Numbered list.
- iii. On the Home tab, in the Paragraph group, click Increase Indent.
- iv. Ctrl + click or right-click the item, and then click Restart numbering.

- A. B. i and ii only ✓
- B. C. i, ii, iii, and iv
- C. D. i, ii, and iii only
- D. A. ii, iii, and iv only

Q12 Computer

What is the purpose of the IF function in MS Excel?

- A. A. To perform addition if a condition is true
- B. D. To calculate a sum based on a specific condition
- C. C. To apply a conditional test and return different values based on the result ✓
- D. B. To find the highest value in a range



Q13 Computer

What is the purpose of Excel's TEXT function?

- A. D. To convert a numerical value into a text string with custom formatting ✓
- B. C. To combine text from multiple cells or strings into a single cell
- C. B. To translate the text from one language to another
- D. A. To convert text to uppercase

Q14 Computer

Which of the following keyboard shortcuts in MS Word 2021 is accurately matched with its corresponding function for handling reusable content and advanced text movement?

- A. C. Ctrl + F3 – Sends the selected content to a new AutoText entry for later insertion
- B. A. Shift + F2 – Transfers the selected text to a different position by relocating the cursor and pressing Enter
- C. B. Alt + F3 – Defines the selected text as a reusable AutoText block ✓
- D. D. F2 – Copies the selected content to the Clipboard, then inserts it at the new location after pressing Enter

Q15 Computer

Which of the following best describes a Local Area Network (LAN)?

- A. D. A network that connects computers across the globe
- B. C. A network used for satellite communication
- C. A. A network that connects computers within a limited area like a home or school ✓
- D. B. A mobile app for file sharing

Paper Set 49 · 11 Jun 2026 · 12:30 PM - 2:00 PM · Computer (English)

Computer

Q1 Computer

Which of the following components performs **arithmetic and logical operations** inside the CPU?

- A. C. Memory Unit
- B. D. Control Unit
- C. A. Arithmetic Logic Unit (ALU) ✓
- D. B. Input Unit

Q2 Computer

Which command in Microsoft Word 2021 creates a new blank document ready for entering text?

- A. A. File → New → Blank document ✓
- B. C. File → Open
- C. B. Insert → Object
- D. D. View → New Window

Q3 Computer

Which is a good approach when sending a large file as an attachment?

- A. B. Send multiple copies of the same file
- B. D. Use cloud storage links or Compress (zip) the file ✓
- C. C. Attach each page as a separate file
- D. A. Ignore file size limits

Q4 Computer

In MS Word, choose the view that is most highly recommended for creating and managing headings and subheadings in structured documents.

- A. D. Draft View
- B. A. Print layout
- C. B. Outline View ✓
- D. C. Web Layout



Q5 Computer

Among the following, which is an output device?

- A. C. Trackball
- B. B. Joystick
- C. A. Digital Camera
- D. D. Plotter



Q6 Computer

Which of the following is NOT an option for configuring slide transitions in MS PowerPoint?

- A. B. Fade
- B. D. Push
- C. A. Wipe
- D. C. Fly In



Q7 Computer

A computer fails to boot because its firmware instructions are corrupted. Which component is most likely affected?

- A. A. RAM
- B. C. ROM
- C. D. CPU
- D. B. PCB



Q8 Computer

Which of the following is an example of application software?

- A. B. BIOS
- B. A. Windows Operating System
- C. D. Microsoft Word
- D. C. Device Driver



Q9 Computer

Which of the following is NOT part of text formatting?

- A. D. Font size
- B. A. Font color
- C. C. Font style (bold, italic)
- D. B. Page orientation



Q10 Computer

What does the cell address 'B2' refer to in a spreadsheet application such as Microsoft Excel?

- A. B. Column B, Row 2
- B. C. Row B, Column 2
- C. D. Sheet B, Cell 2
- D. A. Workbook 2, Cell B



Q11 Computer

A website is a/an _____.

- A. D. physical server
- B. A. email address
- C. C. collection of web pages
- D. B. programming language



Q12 Computer

What happens when you apply a template to an existing MS PowerPoint presentation?

- A. A. It completely replaces all slides and content.
- B. C. It only changes the background without affecting text formatting.
- C. B. It applies a new design while keeping existing slide content.
- D. D. It converts the PowerPoint into a read-only format.



Q13 Computer

What does the function =IF(A1>45, "Pass", "Fail") do?

- A. C. Always shows "Pass"
- B. D. Shows "Fail" if A1 is less than or equal to 45
- C. A. Adds A1 and 45
- D. B. Shows error



Q14 Computer

In MS-Excel 2010, if excel workbook is saved in .csv format, what is/are lost in the file?

- A. C. Cell values
- B. B. Basic formulas
- C. D. Formatting, charts and multiple sheets ✓
- D. A. Text

Q15 Computer

In MS-PowerPoint, what does setting a larger duration value do to a slide transition?

- A. B. Makes it faster
- B. A. Makes it slower ✓
- C. D. Disables the transition effect
- D. C. Changes it to fade only

Paper Set 50 · 11 Jun 2026 · 4:00 PM - 5:30 PM · Computer (English)

Computer

Q1 Computer

Which shortcut key combination is used to copy the selected text in MS Word 2021?

- A. Ctrl + X
- B. Ctrl + C ✓
- C. Ctrl + V
- D. Ctrl + A

Q2 Computer

In MS Excel, which of the following represents a **mixed cell reference**?

- A. A1
- B. \$A\$1
- C. A\$1 ✓
- D. Sheet1!A1

Q3 Computer

Which of the following is the correct set of steps to create a new blank presentation in MS PowerPoint?

- A. Click File > Save > Blank Presentation
- B. Click File > New > Blank Presentation ✓
- C. Click Insert > New Slide > Blank
- D. Click View > Layout > Create

Q4 Computer

In a LAN (Local Area Network), a switch uses which address type to forward frames to the correct port?

- A. IP address
- B. MAC address ✓
- C. Default mask
- D. Subnet mask

Q5 Computer

Which of the following best describes access control as an information protection method?

- A. The process of encrypting all files stored on the network
- B. The regular backup of data to an off-site location
- C. The physical locking of server room doors
- D. Controlling access so only authorized users can use data and systems ✓



Q6 Computer

Which command lets you create a new MS-PowerPoint presentation using a built-in template?

A. File → New → From Template ✓

B. Insert → Template

C. View → Template Manager

D. Design → Apply Template

Q7 Computer

In the Windows 11 operating system, which graphical element is used to represent the storage location (container) that can hold files, applications, and other similar storage locations?

A. Taskbar

B. Recycle Bin

C. Folder ✓

D. Notification Area

Q8 Computer

What type of file found in a computer has the .jpg file extension?

A. Picture ✓

B. Music

C. Movie

D. Flash

Q9 Computer

What is the purpose of the 'Clear Formatting' feature in MS Word?

A. To remove all formatting and restore text to the default style ✓

B. To delete the entire document

C. To change the font color

D. To insert a table

Q10 Computer

What is the default trigger to move to the next slide when no timing is set?

A. After 5 seconds

B. After transition ends

C. On mouse click ✓

D. On pressing ESC

Q11 Computer

Which of the following represents a common attachment size limit in free email services?

A. 2 MB

B. 10 MB

C. 25 MB ✓

D. 1 GB

Q12 Computer

In Excel, what happens when you type 15/08/2025 into a cell and press Enter?

A. It treats it as plain text.

B. It gives an error.

C. It converts it into a date format. ✓

D. It adds the numbers.

Q13 Computer

For selecting a line of text in MS Word, place your cursor at the start of the line and then press ____.

A. Shift + up arrow

B. Shift + down arrow ✓

C. Alt + Shift + down arrow

D. Alt + Shift + up arrow

Q14 Computer

What does the acronym 'ASCII' represent in the context of fundamental computer operations?

A. American Standard Code for International Information

B. American Standard Code for Information Interchange ✓

C. Advanced Standard Communication for Internet Interface

D. Automated System for Computer Input Interface

Q15 Computer

Which of the following is the correct method to enter a value in a cell in Excel?

A. Select the cell, type the data, and press CTRL

B. Click the cell, type the data, and press ALT

C. Right-click the cell and select Paste

D. Click the cell, type the data, and press ENTER or TAB ✓

Computer

Q1 Computer

When should you use 'Save As' instead of 'Save'?

- A. A. When saving for the first time
- B. C. When you want to create a copy with a different name or location ✓
- C. B. When the document is too large
- D. D. When you want to save faster

Q2 Computer

Which of the following steps correctly opens an **existing document** in MS Word?

- A. C. Click File → New → Document
- B. A. Click File → Open → Browse and select the file ✓
- C. D. Press Ctrl + N for a new file
- D. B. Click File → Save As → Select location

Q3 Computer

Which statement best describes a **Local Area Network (LAN)**?

- A. A. It connects computers across different countries.
- B. B. It connects satellites for space communication.
- C. C. It provides wireless internet to smartphones.
- D. D. It connects computers within a small area like an office or school. ✓

Q4 Computer

Which command MS PPT 2021 is used to save a new presentation for the first time?

- A. C. File → Save
- B. A. File → Save As ✓
- C. D. Home → Save
- D. B. View → Export

Q5 Computer

What is the main function of a search engine?

- A. C. To create websites
- B. D. To find information on the internet ✓
- C. B. To design webpages
- D. A. To send emails

Q6 Computer

Which tab in PowerPoint allows users to insert audio or video files into a presentation?

- A. A. Insert ✓
- B. B. Design
- C. D. Slide Show
- D. C. View

Q7 Computer

Which of the following devices is primarily used to provide input (data or instructions) to the computer system?

- A. D. Printer
- B. C. Monitor
- C. B. Speaker
- D. A. Keyboard ✓

Q8 Computer

Which multimedia component is crucial for visually demonstrating complex scientific concepts online?

- A. C. Static text only
- B. D. Animated video ✓
- C. A. Handwritten paper notes
- D. B. Printed charts

Q9 Computer

A user wants their MS PowerPoint slides to automatically advance after a specific duration without manual clicks, ensuring a smooth transition. Which of the following steps should they follow?

- A. C. Go to Transitions tab → Check After box → Set time duration → Click Apply to All ✓
- B. B. Go to Animations tab → Set Trigger to Start with Previous
- C. D. Go to Slide Show tab → Click Use Presenter View
- D. A. Go to File tab → Click Auto-Slide Mode

Q10 Computer

Which of the following memory types stands out as the fastest?

- A. B. Hard disk
- B. D. RAM
- C. A. ROM
- D. C. Cache ✓



Q11 Computer

Which of the following formulas will return the sum of cells A1 through A5 in MS Excel?

- A.** B. =SUM(A1:A5) ✓
- B. A. =SUM(A1:A4)
- C. C. =ADD(A1:A5)
- D. D. =SUM(A1:A4, A5)

Q12 Computer

Which alignment centers text in MS Word?

- A. C. Left
- B. B. Right
- C.** D. Center ✓
- D. A. Justify

Q13 Computer

Within the framework of fundamental computer operation context, the acronym 'PCB' is referred to as a:

- A. D. Programmed Chip Board
- B. C. Power Connection Block
- C. B. Primary Control Board
- D.** A. Printed Circuit Board ✓

Q14 Computer

What appears in the lower-left corner of the Excel window when Excel is in Edit mode?

- A.** D. Edit ✓
- B. C. Enter
- C. B. Typing
- D. A. Ready

Q15 Computer

Which option is used to print only a specific selection of sheet in MS Excel 2010?

- A. A. Print Entire Workbook
- B. C. Print Active Sheets
- C.** D. Print Selection ✓
- D. B. Print Comments

Paper Set 52 · 12 Jun 2026 · 12:30 PM - 2:00 PM · Computer (English)



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Q1 Computer

A student is mastering formatting tools in MS Word 2021. Which statement is True or False regarding the use and customization of Bullets and Numbering?

- (i) Numbering is used when the order of items matters, while Bullets are used for unordered lists.
- (ii) If the first item in a numbered list is deleted, the software will automatically stop the numbering and convert the remaining items into a bulleted list.

- A. (i) True, (ii) True
- B. (i) True, (ii) False
- C. (i) False, (ii) True
- D. (i) False, (ii) False

Q2 Computer

Which of the following is not an option for formatting paragraphs?

- A. Line spacing
- B. Alignment
- C. Indentation
- D. Font color

Q3 Computer

In MS Word, after copying or cutting text, where is the text held temporarily prior to being pasted?

- A. Clipboard
- B. Printer
- C. Document
- D. Hard drive

Q4 Computer

Which file types are most likely blocked for security reasons in email attachments?

- A. .docx files
- B. .exe files
- C. .jpeg files
- D. .pdf files

Q5 Computer

Which view in Microsoft PowerPoint displays the slide full-screen as it will appear to the audience during a presentation?

- A. Normal View
- B. Slide Sorter View
- C. Slide Show View
- D. Reading View

Q6 Computer

Computers are most commonly used in schools for which purpose?

- A. Driving vehicles
- B. Teaching and learning with digital content
- C. Cooking food
- D. Construction work

Q7 Computer

Among the following, which is categorized as system software?

- A. macOS
- B. Tally
- C. Adobe Photoshop
- D. MS Word

Q8 Computer

What is a function in MS Excel?

- A. A cell formatting option
- B. A special type of chart
- C. A worksheet tab
- D. A predefined keyword used to perform operations

Q9 Computer

Which of the following object types allows you to insert a grid of rows and columns to organise data in a tabular form?

- A. Chart
- B. Table
- C. Clip Art
- D. Diagram

Q10 Computer

Which symbol in many clients denotes an unread message?

- A. Open envelope
- B. Closed/bold envelope ☒
- C. Paper clip
- D. Trash can

Q11 Computer

Which part of the computer is responsible for executing instructions and performing calculations?

- A. RAM
- B. ROM
- C. CPU ☒
- D. USB Port

Q12 Computer

In MS Excel, which of the following actions will auto-fit the column width to content?

- A. Double-click boundary ☒
- B. Use Insert menu
- C. Right-click header
- D. Press Enter key

Q13 Computer

Which of the following is NOT a communication application?

- A. Google Pay (GPay) ☒
- B. Google Meet
- C. WhatsApp
- D. Facebook

Q14 Computer

While preparing a class presentation, a student realises he needs to add a new slide between two existing ones and also remove an unnecessary slide. Which feature(s) should he use to perform both the tasks?

- A. Use 'Slide Show' tab to hide slides.
- B. Use 'New Slide' and 'Delete Slide' options in the 'Home' tab. ☒
- C. Use 'Format' tab to change slide colour.
- D. Use 'Transitions' tab to add new slides.

Q15 Computer

Which COUNTIF formula correctly counts the number of cells in A2:A10 containing the word 'apple' followed by exactly one more character in MS Excel 2021?

- A. =COUNTIF(A2:A10,"apple*")
- B. =COUNTIF(A2:A10,"apple")
- C. =COUNTIF(A2:A10,"apple?") ☒
- D. =COUNTIF(A2:A10,"*apple?")

Q1 Computer

In Windows 11 File Explorer, which shortcut key combination is used to rename a selected file or folder?

- A. Ctrl + R
- B. Ctrl + N
- C. F2 ✓
- D. Alt + Enter

Q2 Computer

Which of the following is an example of **communication service on the Internet**?

- A. MS Paint
- B. Google Chrome
- C. Email ✓
- D. File Explorer

Q3 Computer

File management in Windows involves:

- A. Writing programs
- B. Copying, renaming, and deleting files ✓
- C. Editing text documents
- D. Managing device drivers

Q4 Computer

In MS PowerPoint, when Ravi saves his file as "Review.ppsx", recipients notice a different behavior. What happens when they open it?

- A. Opens in Normal Editing View for slide edits
- B. Launches directly in Slide Show View ✓
- C. Opens in Protected View with restricted edits
- D. Opens in Outline Text View showing only text

Q5 Computer

Which feature in MS Word is used when a user wants to print on both sides of the page?

- A. Paragraph Spacing
- B. Duplex Printing ✓
- C. Orientation Change
- D. Page Border

Q6 Computer

In context of WWW and websites, match terms in Column A with their correct Descriptions from Column B:

Column A - Term

Column B - Description

1. World Wide Web (WWW)	a) A group of related web pages accessible through a common domain name.
2. Web Browser	b) An application program that enables users to view and navigate web pages, e.g., Chrome or Firefox.
3. Website	c) A global system of interconnected documents and multimedia resources linked through URLs.
4. URL (Uniform Resource Locator)	d) The unique web address used to identify and access a specific resource on the Internet.

- A. 1-c, 2-b, 3-a, 4-d ✓
- B. 1-a, 2-b, 3-c, 4-d
- C. 1-d, 2-a, 3-b, 4-c
- D. 1-c, 2-d, 3-b, 4-a

Q7 Computer

Which extension indicates an image file?

- A. .txt
- B. .exe
- C. .jpg ✓
- D. .docx

Q8 Computer

Which software is necessary for a computer to function?

- A. System Software ✓
- B. Application Software
- C. Language Processor
- D. Utility Software



Q9 Computer

In MS Excel, what is the correct procedure to insert multiple rows at once?

- A.** Select the number of rows you want to insert, right-click, and select 'Insert' ✓
- B. Go to Home > Insert > Insert Rows
- C. Type the number of rows in the formula bar
- D. Use the Paste Special feature

Q10 Computer

While working in MS Word 2019, you have multiple instances of a repeated phrase across a large document. What is the most efficient way to copy that phrase from one location and replace all other instances with a different phrase using built-in Word features?

- A. Use the Clipboard to copy and manually replace each instance
- B. Use Ctrl + F and then paste manually for each match
- C.** Use Ctrl + H and perform a Find and Replace with copied content ✓
- D. Use Smart Lookup and insert content automatically

Q11 Computer

To delete a column in Excel, you should:

- A. press Backspace on the selected column
- B.** right-click the column header and choose Delete ✓
- C. go to File → Delete
- D. select the column and press Ctrl + X

Q12 Computer

Use the _____ command to close a workbook in MS Excel.

- A. Ctrl + S
- B.** Ctrl + W ✓
- C. Ctrl + Z
- D. Ctrl + O

Q13 Computer

What does a transition mean in PowerPoint?

- A. A slide title
- B. An animation applied to text
- C.** A visual effect between slides ✓
- D. A sound added to the presentation

Q14 Computer

What file extension does MS PowerPoint (Microsoft Office 2021) use by default?

- A. .ppt
- B.** .pptx ✓
- C. .docx
- D. .pdf

Q15 Computer

What does the shortcut 'Ctrl + I' do in Microsoft Word?

- A. Underlines text
- B.** Italicises text ✓
- C. Inserts a table
- D. Increases font size



Computer

Q1 Computer

What is the main advantage of using Print Preview before printing?

- A. It prints the document faster.
- B. It shows exactly how the document will look when printed. ✓
- C. It automatically corrects errors.
- D. It saves ink.

Q2 Computer

Which of the following is an example of a WAN?

- A. A bluetooth connection
- B. A local printer setup
- C. A home Wi-Fi network
- D. The internet ✓

Q3 Computer

You are editing a report in Microsoft Word and need to move an entire paragraph to a different position within the same document without retyping it manually. The most efficient way to do this is to:

- A. Select the paragraph → Press Ctrl + X → Then Ctrl + V at the new location ✓
- B. Select the paragraph → Press Ctrl + C → Then Ctrl + V at the new location
- C. Select the paragraph → Press Ctrl + M → Then Ctrl + V at the new location
- D. Select the paragraph → Press Ctrl + C → Then Ctrl + M at the new location

Q4 Computer

Which file format is the default file type when you save a new presentation in Microsoft PowerPoint (MS PowerPoint) in the most current versions like Microsoft 365?

- A. PowerPoint Presentation (.pptx) ✓
- B. PowerPoint Show (.ppsx)
- C. PowerPoint Template (.potx)
- D. PowerPoint 97-2003 Presentation (.ppt)

Q5 Computer

In Microsoft Word 2021, which feature allows applying different page formatting (such as margins or orientation) within the same document?

- A. Page break
- B. Section break ✓
- C. Line break
- D. Column break

Q6 Computer

In the context of addressing a cell in MS Excel 2021, match the Types of Cell References in Column A with their correct Descriptions in Column B.

Column A – Cell Reference Type

Column B – Description

1. Relative Reference	a) Keeps both the column and row fixed when copied to another cell
2. Absolute Reference	b) Automatically adjusts both the row and column when copied to a new location
3. Mixed Reference	c) Fixes either the row or the column while allowing the other to change
4. Cell Range	d) Represents a continuous group of cells, such as A1:A5

- A. 1-b, 2-a, 3-c, 4-d ✓
- B. 1-a, 2-b, 3-d, 4-c
- C. 1-c, 2-b, 3-a, 4-d
- D. 1-d, 2-a, 3-b, 4-c

Q7 Computer

Which of the following is NOT a part of the CPU?

- A. ALU
- B. CU
- C. Registers
- D. Hard Disk ✓

Q8 Computer

Which component of a computer system is primarily responsible for holding the data and instructions that the CPU is actively using for current processing?

- A. Read-Only Memory (ROM)
- B. Hard Disk Drive (HDD)
- C. Random Access Memory (RAM) ✓
- D. Arithmetic Logic Unit (ALU)



Q9 Computer

What happens when a user double-clicks the boundary between two column headers in MS Excel?

- A. The column is deleted.
- B. The column width automatically adjusts to fit the longest content in the column. ✓
- C. A new column is inserted.
- D. The text in the column is converted to bold format.

Q10 Computer

What is the correct way to change the height of a single row in MS Excel?

- A. Drag the right boundary of the row heading.
- B. Right-click the cell and select 'Resize'.
- C. Drag the bottom boundary of the row heading. ✓
- D. Use the Delete key on the keyboard.

Q11 Computer

How can you remove a slide from a custom show?

- A. Select the slide under Slides in custom show and click Remove. ✓
- B. Delete the slide from the presentation.
- C. Uncheck the slide in Slide Sorter view.
- D. Move the slide to another custom show.

Q12 Computer

Which statements regarding Compact Discs (CDs) are true or false?

- (i) A standard audio CD can store approximately 4.7 gigabytes of data.
- (ii) CDs read data using a laser, making them a type of optical storage.

- A. (i) True, (ii) True
- B. (i) True, (ii) False
- C. (i) False, (ii) True ✓
- D. (i) False, (ii) False

Q13 Computer

In MS PowerPoint, how can you add a video from your computer to a slide?

- A. Insert → Chart
- B. Insert → Picture
- C. Insert → Video ✓
- D. Insert → WordArt

Q14 Computer

In which of the following fields is computers NOT commonly used?

- A. Medicine
- B. Education
- C. Agriculture only for manual harvesting ✓
- D. Business

Q15 Computer

_____ convert(s) the signals from your Internet Service Provider (ISP) to a router usable.

- A. Router
- B. Modem ✓
- C. Switch
- D. Devices



Q1 Computer

In modern offices, computers are widely used for managing tasks like writing letters, preparing financial reports, and sending emails to clients. This use of computers primarily falls under which application category?

- A. Entertainment and Gaming
- B. Industrial Automation
- C. Scientific Research
- D. Business and Commerce ✓

Q2 Computer

A student is managing a large MS PowerPoint 2021 presentation. Which statement is True or False?

- (i) When a new slide is inserted using the 'New Slide' button, it is placed before the selected slide.
- (ii) To select and delete non-adjacent slides, hold the Ctrl key, click the slides, and press Delete.

- A. (i) True, (ii) True
- B. (i) True, (ii) False
- C. (i) False, (ii) True ✓
- D. (i) False, (ii) False

Q3 Computer

Which option in PowerPoint allows you to change the existing design template of a presentation?

- A. File → Save As
- B. Design → Themes ✓
- C. Insert → Template
- D. View → Slide Sorter

Q4 Computer

To set a slide to advance automatically after 5 seconds during a show (without clicking), you should:

- A. Transitions tab → Timing group → After: 00:05.00 ✓
- B. Slide Show → Use Timings checkbox only
- C. File → Options → Set Slide Time
- D. View → Slide Sorter → Delay

Q5 Computer

Which of the following best describes a **Wide Area Network (WAN)**?

- A. A network limited to a single building or campus.
- B. A network connecting computers and LANs over large geographical areas. ✓
- C. A network used only for wireless communication within a room.
- D. A private network used only for printers and scanners.

Q6 Computer

Which type of sort in MS Excel is best suitable for sorting multiple columns?

- A. Ascending Order
- B. Descending Order
- C. Custom Sort ✓
- D. Color Sort

Q7 Computer

The Abacus is considered the first mechanical device used for calculation. What was the primary mathematical operation the Abacus was originally designed to perform?

- A. Logarithmic calculations
- B. Complex square root calculations
- C. Simple addition and subtraction ✓
- D. Differential equations

Q8 Computer

Which of the following can seamlessly serve as both an input and output tool, enhancing your technology experience?

- A. Mouse
- B. Touchscreen ✓
- C. Microphone
- D. Scanner

Q9 Computer

Which of the following is NOT an output device?

- A. Monitor
- B. Touch screen
- C. Keyboard ✓
- D. Printer



Q10 Computer

In Microsoft Word, which command allows users to duplicate a selected block of text and place the copy at a different location within the same document or another document?

- A. Cut
- B. Paste Special
- C. Copy and Paste ✓
- D. Drag and Drop

Q11 Computer

Where can you find the dialog box launcher for Styles in Word?

- A. On the Insert tab
- B. In the Paragraph group
- C. In the Styles group on the Home tab ✓
- D. On the File tab

Q12 Computer

What formula is used to apply the custom date format 'mm/dd/yy' to the value in cell B2?

- A. =DATE(B2,"mm/dd/yy")
- B. =FORMAT(B2,"mm/dd/yy")
- C. =TEXT(B2,"mm/dd/yy") ✓
- D. =CONVERT(B2,"mm/dd/yy")

Q13 Computer

What is the primary purpose of the 'Formula Bar' in MS Excel?

- A. To display and edit the contents of a cell ✓
- B. To insert charts and images
- C. To change the background colour of cells
- D. To navigate between worksheets

Q14 Computer

What is the full form of 'WAN' in networking?

- A. Wide Area Network ✓
- B. Wireless Area Network
- C. World Area Network
- D. Working Area Network

Q15 Computer

What happens when you click 'File > Print' in Microsoft Word?

- A. The document prints immediately
- B. A print preview appears on the left
- C. You can configure settings and preview the document before printing ✓
- D. The document closes

Paper Set 56 · 13 Jun 2026 · 4:00 PM - 5:30 PM · Computer (English)

Computer

Q1 Computer

In MS-Power Point 2021, after completing a Rehearse Timings session, it prompts the user with which message?

- A. Convert to PDF?
- B. Export to video now?
- C. Save the slide timings? ✓
- D. Apply new theme?

Q2 Computer

Who designed the Analytical Engine, considered the first mechanical general-purpose computer?

- A. Blaise Pascal
- B. Charles Babbage ✓
- C. Ada Lovelace
- D. Herman Hollerith

Q3 Computer

Which of the following is NOT a correct netiquette?

- A. Using proper language and tone
- B. Giving credit to original authors
- C. Avoiding flame wars
- D. Posting misleading information ✓

Q4 Computer

Which shortcut allows you to select an entire sentence in MS Word 365 without dragging the mouse?

- A. Ctrl + Shift + →
- B. Ctrl + Click
- C. Ctrl + Shift + End
- D. Ctrl + Click anywhere in the sentence ✓



Q5 Computer

Which of the following options correctly matches each abbreviation with its full form and primary function?

- A. ASCII – Advanced System Code for Internet Interface – Used for establishing network connections
- B. LAN – Local Area Network – Used to connect computers within a limited geographical area** ✓
- C. CD – Computer Disk – Used as temporary storage in primary memory
- D. ASCII – American Standard Code for International Information – Used for image processing

Q6 Computer

What happens to the merged cell when deleting a row that contains a merged cell spanning two rows in MS Excel?

- A. It splits automatically
- B. The merged cell deletes completely** ✓
- C. Excel gives an error
- D. The merged cell expands upward

Q7 Computer

Which statement best defines electronic mail (e-mail)?

- A. A digital system for storing multimedia content
- B. A method of electronically transmitting messages over a network** ✓
- C. A type of online shopping website
- D. A tool for designing webpages

Q8 Computer

Which component supplies power to the whole computer system?

- A. Power Supply Unit** ✓
- B. Graphics Card
- C. Keyboard
- D. Mouse

Q9 Computer

What is the primary purpose of Windows Task Manager?

- A. To install new software applications
- B. To manage running processes and system performance** ✓
- C. To create and edit text documents
- D. To change desktop wallpaper settings

Q10 Computer

What does the term "editing text" in MS Word mean?

- A. Printing a document
- B. Changing text** ✓
- C. Drawing shapes
- D. Saving the file

Q11 Computer

In Microsoft Excel, if cell A1 contains 1.11 and cell A2 contains 1.91, what will be the result of the formula =FLOOR(A1,1)+FLOOR(A2,1)?

- A. 1
- B. 2** ✓
- C. 3
- D. 4

Q12 Computer

Which of the following is the required leading symbol that initiates all formulas in Microsoft Excel?

- A. +
- B. =** ✓
- C. \$
- D. #

Q13 Computer

Where is the 'Clip Art' feature located in PowerPoint (Microsoft Office 2021) for adding images?

- A. Home
- B. Insert** ✓
- C. Draw
- D. Design



Q14 Computer

In the Custom Shows dialog box in MS PowerPoint, what can you select to include in your custom show?

- A. Only slide titles
- B. Animations only
- C. Slides from the presentation ✓
- D. Themes and templates

Q15 Computer

An editor is revising multiple versions of a manuscript in MS Word. To maintain a record of each revision separately without altering the original file, which of the following sequences of actions is most appropriate?

- A. Use 'Save' repeatedly to overwrite each version with recent changes.
- B. Copy the file in File Explorer before editing it.
- C. Use 'Save As' to assign a new name or location to each version, ensuring the original stays unchanged. ✓
- D. Use 'Open' and then 'Print' to generate a physical copy for each revision.

Paper Set 57 · 13 Jun 2026 · 9:00 AM - 10:30 AM · Computer (English)

Computer

Q1 Computer

If you are setting up a presentation and only want the audience to see the slides, while you, the speaker, can secretly view your notes, timers, and the next slide, which display option should you use?

- A. Presenter View ✓
- B. Reading View
- C. Slide Sorter View
- D. Outline View

Q2 Computer

How can you delete a slide from a PowerPoint presentation?

- A. Press Ctrl + D on the keyboard
- B. Go to the Insert tab and select Delete Slide
- C. Right-click the slide thumbnail and choose Delete Slide ✓
- D. Click the File tab and select Remove Slide

Q3 Computer

Which of the following correctly represents the **basic structure of an email message**?

- A. Subject line → Greeting → Body → Closing → Signature ✓
- B. Body → Subject line → Greeting → Signature
- C. Greeting → Signature → Subject line → Body
- D. Closing → Subject line → Body → Greeting

Q4 Computer

Which MS PowerPoint option allows you to select between "Presented by a speaker" or "Browsed by an individual" modes?

- A. Slide Show → Set Up Slide Show ✓
- B. View → Slide Master
- C. Design → Page Setup
- D. Transitions → Timing



Q5 Computer

Application software is mainly designed to:

- A. Control hardware devices
- B. Manage system startup processes
- C. Convert programming code to machine language
- D. Perform specific tasks for users** ✓

Q6 Computer

Which of the following best defines application software?

- A. Software that manages hardware resources
- B. Programs designed to perform tasks for end users** ✓
- C. Software built into the motherboard firmware
- D. Utilities that control booting operations

Q7 Computer

How can we center the text in a paragraph in MS Word 2007?

- A. Ctrl + M
- B. Ctrl + E** ✓
- C. Ctrl + J
- D. Ctrl + C

Q8 Computer

Which category of memory in a computer is volatile and disappears when the computer is powered off?

- A. Flash Memory
- B. Read Only Memory
- C. Random Access Memory** ✓
- D. Secondary Memory

Q9 Computer

Which of the following is a function of the Windows Task Manager?

- A. To display system performance information to the user** ✓
- B. To protect the computer against viruses
- C. To receive email notifications and send emails
- D. To search for files in the system

Q10 Computer

What is the main purpose of the Print Preview feature in MS Word?

- A. To save the document automatically
- B. To preview how the document will appear when printed** ✓
- C. To check for grammar errors
- D. To share the document online

Q11 Computer

In MS Word 2019, which of the following steps correctly inserts a numbered list into a document?

- A. Go to Home tab > Font group > Numbering
- B. Go to Insert tab > Table group > Numbering
- C. Go to Home tab > Paragraph group > Numbering** ✓
- D. Go to Layout tab > Page Setup group > Numbering

Q12 Computer

F2 key is used in MS excel to:

- A. edit the content of a cell** ✓
- B. view and copy the content of a cell
- C. delete the content of a cell
- D. view and cut the content of a cell

Q13 Computer

What does the World Wide Web (WWW) primarily consist of?

- A. Email servers
- B. Trillions of interlinked web pages and web resources** ✓
- C. Software applications only
- D. Hardware devices used for networking



Q14 Computer

Which feature in Excel allows a user to generate a sequence like Monday, Tuesday, Wednesday automatically by dragging the fill handle?

- A. Flash Fill
- B. AutoFormat
- C. AutoFill ☒
- D. Sort & Filter

Q15 Computer

If you want to count logical values, text, or error values, use the _____ function.

- A. COUNT
- B. COUNTIF
- C. COUNTA ☒
- D. COUNTIFS

Paper Set 58 · 16 Jun 2026 · 12:30 PM - 2:00 PM · Computer (English)

Computer

Q1 Computer

Which category of security primarily focuses on protecting the actual hardware, such as preventing theft of a laptop or controlling physical access to a server room?

- A. B. Network Security
- B. C. Physical Security ☒
- C. D. Data Security
- D. A. Application Security

Q2 Computer

Why is computer security important?

- A. A. To make the computer faster
- B. D. To prevent unauthorized access ☒
- C. C. To increase the size of storage
- D. B. To improve screen resolution

Q3 Computer

Which option in MS PowerPoint 2021 allows looping background music until the presentation ends?

- A. A. Auto Replay
- B. B. Loop until Stopped ☒
- C. D. Repeat Sound
- D. C. Continuous Audio

Q4 Computer

In the latest version of Word, which option in the Print settings allows printing only specific sections of a document?

- A. B. Custom Range ☒
- B. D. Manual Duplex
- C. A. Collated Copies
- D. C. Print Entire Document

Q5 Computer

What does the term 'Netiquette' refer to?

- A. B. Network password rules
- B. C. Ethical behavior and manners online ☒
- C. A. File transfer methods
- D. D. Internet speed management

Q6 Computer

What is the main goal of E-commerce?

- A. A. Limit customers
- B. C. Increase online business efficiency ☒
- C. B. Close physical shops
- D. D. Reduce internet use



Q7 Computer

Which of the following describes application software?

- A. B. Software that manages hardware resources
- B. C. Software designed for user-specific tasks ✓
- C. D. Software that performs system-level operations
- D. A. Software used for booting the computer

Q8 Computer

Which of the following statements is true about a CD?

- A. B. It stores data using magnetic signals like a hard drive.
- B. C. It is a solid-state storage device used in modern smartphones.
- C. A. It uses optical technology to store and retrieve digital data. ✓
- D. D. It is primarily used for connecting computers in a network.

Q9 Computer

Which paragraph formatting option aligns text evenly between the left and right margins in MS Word?

- A. C. Left align
- B. A. Center align
- C. D. Right align
- D. B. Justify ✓

Q10 Computer

How can you quickly delete a row in Excel using the mouse?

- A. D. Double-click on the row number.
- B. A. Right-click the row number and select Delete. ✓
- C. C. Select the row and press Enter.
- D. B. Go to File > Delete Row.

Q11 Computer

In Microsoft Excel, if cell A1 contains 0, what is the outcome of the formula =100/A1?

- A. B. 100
- B. C. #NAME!
- C. D. #DIV/0! ✓
- D. A. #NULL!

Q12 Computer

What happens when you insert a slide from a different presentation using 'Reuse Slides' without selecting 'Keep source formatting'?

- A. C. The inserted slide takes the formatting of the destination presentation. ✓
- B. A. The inserted slide keeps its original formatting.
- C. B. The inserted slide loses all formatting.
- D. D. The inserted slide is converted to plain text.

Q13 Computer

In MS Word 2010, which is the default document name shown in the title bar?

- A. A. Untitled Document
- B. B. Document1 ✓
- C. D. Blank Page
- D. C. New File

Q14 Computer

In MS Excel 2010, what happens when you drag the fill handle with two selected cells 1 and 2?

- A. C. Only 1 gets copied
- B. B. A custom list is created
- C. A. The numbers continue in sequence ✓
- D. D. Error is shown

Q15 Computer

Which of the following options is present in the illustrations section in MS PowerPoint?

- A. D. Images
- B. B. Shapes ✓
- C. C. Fonts
- D. A. Bullets



Computer

Q1 Computer

Which of the following is an example of system software that directly manages computer hardware and provides a platform for application software?

- A. Microsoft Word
- B. Adobe Photoshop
- C. Operating System ☒
- D. Google Chrome

Q2 Computer

Which of the following is the primary function of the Central Processing Unit (CPU)?

- A. Processing data ☒
- B. Storing files
- C. Displaying graphics
- D. Playing audio

Q3 Computer

Which of the following steps will you use to save a new presentation in MS PowerPoint for the first time?

- A. Insert > Save
- B. View > Save As
- C. File > Save As ☒
- D. Design > Save

Q4 Computer

Which menu in MS Word allows you to add bullets or numbering to a list?

- A. Home tab ☒
- B. Insert tab
- C. Design tab
- D. Layout tab

Q5 Computer

Which group in the Home tab of MS Word 2021 allows changing the font type and size?

- A. Insert Group
- B. Font Group ☒
- C. Page Layout Group
- D. Styles Group

Q6 Computer

When you use the Cut (Ctrl + X) command in MS Word, where is the removed text temporarily stored?

- A. Clipboard ☒
- B. System Cache
- C. Draft Folder
- D. Memory File

Q7 Computer

To print just a specific section of a spreadsheet, you need to:

- A. Select the cells first, then choose Print → Print Selection ☒
- B. Print the entire worksheet
- C. Save and then print
- D. Use File → Save As

Q8 Computer

Which of the following is used for real-time text communication over the internet?

- A. Email
- B. Instant Messaging ☒
- C. File Transfer
- D. Mail Merge

Q9 Computer

Before attaching large files in an email, one should:

- A. Ignore file size limits
- B. Compress the file or use cloud links ☒
- C. Send it in multiple emails unnecessarily
- D. Attach without checking for viruses

Q10 Computer

What is the feature in Microsoft PowerPoint 2021 that automatically suggests slide designs?

- A. PowerPoint Designer ☒
- B. Themes
- C. Slide Master
- D. Transitions



Q11 Computer

What is the main purpose of choosing a Power Saving Mode in Windows 11?

- A. To control desktop elements
- B. To control battery usage and system performance preference ✓
- C. To uninstall unused applications
- D. To increase power of a system

Q12 Computer

Which software is used for creating presentations with graphics, audio and video?

- A. MS Word
- B. MS Excel
- C. MS PowerPoint ✓
- D. MS Access

Q13 Computer

What happens when you enter "25/12/2025" into a cell in MS Excel?

- A. It is treated as a string.
- B. It is automatically converted to a date format. ✓
- C. It will generate a syntax error.
- D. It will be displayed as a time value.

Q14 Computer

The first step to effectively open MS Excel on your Windows computer is:

- A. Start Menu → Search for Excel ✓
- B. Right-click on desktop → Open
- C. Use Task Manager → Run Excel
- D. Press Ctrl + Alt + Del → Open

Q15 Computer

Where do you find templates in MS PowerPoint?

- A. Home > Templates
- B. File > New > Templates ✓
- C. Insert > Templates
- D. View > Templates

Paper Set 60 · 16 Jun 2026 · 9:00 AM - 10:30 AM · Computer (English)

Computer

Q1 Computer

In MS PowerPoint 2021, which of the following options is NOT available in the 'Insert Placeholder' dropdown under the 'Slide Master' view?

- A. D. Picture
- B. A. Chart
- C. C. SmartArt
- D. B. Hyperlink ✓

Q2 Computer

What is the keyboard shortcut to select all text in a document?

- A. A. Ctrl + A ✓
- B. B. Ctrl + S
- C. C. Ctrl + B
- D. D. Ctrl + V

Q3 Computer

Which of the following is NOT a form of non-volatile memory?

- A. A. EEPROM
- B. C. PROM
- C. B. DRAM ✓
- D. D. Flash

Q4 Computer

Which device is used to display visual output from a computer?

- A. C. Keyboard
- B. A. Mouse
- C. D. Monitor ✓
- D. B. Scanner



Blackbook Vocabulary — Now in the App!

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Q5 Computer

When using the proofreading tools in MS Word 2021, which of the following statements about identifying errors are TRUE?

- (i) A wavy red line suggests a word is not found in the dictionary, indicating a likely spelling error.
- (ii) A wavy blue or green line highlights a phrase that may contain a potential issue with grammar, tense, or style.
- (iii) The proofing tool will only check for errors in text that is visible on the screen and ignores text that has scrolled out of view.

- A. D. (i) and (ii) only** ✓
- B. C. (ii) and (iii) only
- C. A. (i) and (iii) only
- D. B. All (i), (ii), and (iii)

Q6 Computer

Which alignment does Excel 2021 apply by default to text and numbers in cells?

- A. B. Text-left, numbers-right** ✓
- B. C. Text-right, numbers-left
- C. D. Both centered
- D. A. All justified

Q7 Computer

When making changes to text on a PowerPoint slide, which of the following is accurate?

- A. D. Text cannot be formatted once typed
- B. B. You can change font type, size, color, and alignment of the text** ✓
- C. C. Text can only be edited in the Notes section
- D. A. You must delete the entire text box to edit content

Q8 Computer

Which of the following actions follows good Internet etiquette?

- A. A. Using all capital letters in messages
- B. C. Forwarding chain mails frequently
- C. B. Respecting others' privacy online** ✓
- D. D. Sharing confidential information publicly

Q9 Computer

Which of the following Internet communication services allows users to see each other while talking in real time?

- A. D. E-mail
- B. B. Video conferencing** ✓
- C. A. Chat rooms
- D. C. Bulletin boards

Q10 Computer

Which of the following options describes the primary function of the Control Unit (CU) which is one of the components of the Central Processing Unit (CPU)?

- A. B. Performing all mathematical calculations and logical comparisons
- B. A. Fetching instructions, decoding them, and directing the flow of data within the CPU and to other components** ✓
- C. D. Managing the long-term storage of the operating system and user files
- D. C. Temporarily storing data and instructions that are currently being processed

Q11 Computer

The settings for bullets and numbering are located on which tab of the Microsoft Word Ribbon?

- A. B. Insert
- B. A. Layout
- C. C. Home** ✓
- D. D. View

Q12 Computer

What is the purpose of ASCII in computers?

- A. D. Storage of audio files
- B. B. Formatting a hard disk
- C. A. Text character encoding** ✓
- D. C. File system management

Q13 Computer

What is a formula in MS Excel?

- A. D. A text style
- B. B. A drawing
- C. A. A calculation rule** ✓
- D. C. A data range



Q14 Computer

What will the formula =SUM(A1:A6) do in an Excel worksheet?

- A. B. Combine text from A1 to A6
- B. C. Add all the numeric values from A1 to A6 ☒
- C. D. Count the number of cells in A1 to A6
- D. A. Display the value from cell A6 only

Q15 Computer

Which format is NOT natively supported during the inserting of media file in PowerPoint 2010?

- A. A. .mp4 ☒
- B. B. .avi
- C. D. .mov
- D. C. .flv

Paper Set 61 · 17 Jun 2026 · 12:30 PM - 2:00 PM · Computer (English)

Computer

Q1 Computer

How can you quickly access Word's Help feature to search for assistance on any topic?

- A. A. Press F1 ☒
- B. B. Press Ctrl + H
- C. D. Click on "View" menu
- D. C. Press Alt + H

Q2 Computer

Which of the following devices is primarily used to take data or instructions from a user and convert them into a format that the computer can process?

- A. A. Monitor
- B. B. Keyboard ☒
- C. D. Speaker
- D. C. Printer

Q3 Computer

In an email application like Microsoft Outlook, what is the main difference between the Inbox and the Outbox?

- A. D. The Inbox holds emails you have read, and the Outbox holds emails you haven't read.
- B. B. The Inbox stores emails that are permanently deleted, and the Outbox stores emails saved as drafts.
- C. A. The Inbox is where you receive new messages, and the Outbox temporarily holds messages waiting to be sent. ☒
- D. C. The Inbox is for private emails, and the Outbox is for emails sent to a large group.

Q4 Computer

In which view can you easily insert, delete, or rearrange multiple slides at once?

- A. A. Slide Sorter view ☒
- B. C. Reading view
- C. B. Notes page view
- D. D. Outline view



Q5 Computer

In context of Font and Size in MS Word 2021, match Options in Column A with their corresponding descriptions in Column B:

Column A	Column B
1. Ctrl + B	(A) Applies italic styling to the selected text
2. Ctrl + I	(B) Increases the font size by one point
3. Ctrl + Shift + >	(C) Applies bold formatting to the selected text
4. Ctrl + Shift + <	(D) Reduces the font size by one point

A. D. 1-C, 2-A, 3-B, 4-D



B. C. 1-C, 2-B, 3-D, 4-A

C. B. 1-D, 2-C, 3-B, 4-A

D. A. 1-A, 2-C, 3-B, 4-D

Q6 Computer

How many bytes does 1 Kilobyte contain?

A. D. 1024 bytes



B. C. 512 bytes

C. B. 32 bytes

D. A. 128 bytes

Q7 Computer

Which of the following statements regarding entering text, numbers and dates in an MS Excel cell is true?

A. C. Numbers in Excel are automatically aligned to the left of the cell by default.

B. B. Dates entered in Excel are treated as text and cannot be used in calculations.

C. D. Text in a cell is automatically aligned to the left, while numbers and dates are aligned to the right by default.



D. A. Users must manually format a cell before entering a number, otherwise MS Excel will not recognise it.

Q8 Computer

What is an operating system?

A. C. Application software

B. D. System software that manages computer resources



C. A. Hardware component

D. B. Programming language

Q9 Computer

What is the result of the formula =IF(A1>100, "High", "Low") when the value in cell A1 is 80?

A. A. TRUE

B. D. FALSE

C. B. High

D. C. Low



Q10 Computer

What occurs if, during a spelling and grammar check in Microsoft Word, you choose to 'Ignore Once' a proposed grammar correction?

A. D. The error's present instance is ignored, but others will be examined.



B. B. The error is corrected automatically.

C. C. Throughout the document, the same grammar rule will be disregarded.

D. A. The grammar check is disabled for the entire document.

Q11 Computer

Which function key is typically used to enter the BIOS/UEFI settings during system startup?

A. A. F1

B. D. F5

C. B. F8

D. C. F2



Q12 Computer

What device is used to connect multiple devices in a LAN, allowing them to communicate with each other?

A. A. Router

B. D. Switch



C. C. Modem

D. B. Repeater

Q13 Computer

Which of the following tools allows you to quickly fill adjacent cells with a series such as dates or months?

A. D. Format Painter

B. B. AutoCorrect

C. A. Flash Fill

D. C. Fill Handle



Q14 Computer

Which menu is used to save a PowerPoint file for MS power point 2010?

A. A. Insert

B. C. File ☒

C. B. Review

D. D. View

Q15 Computer

The shortcut key to start a presentation created in MS PowerPoint is _____.

A. D. F1

B. A. F5 ☒

C. C. F3

D. B. F7

Paper Set 62 · 17 Jun 2026 · 4:00 PM - 5:30 PM · Computer (English)

Computer

Q1 Computer

Which feature in Microsoft Word 2021 shows how a document will look when printed and allows you to preview pages before printing?

A. Read Mode

B. Draft view

C. File- > Print ☒

D. Outline view

Q2 Computer

Protecting your computer from viruses, malware, and spyware is called:

A. Physical security

B. Software security ☒

C. Network security

D. Hardware maintenance

Q3 Computer

In which format can you open a presentation created with a previous version of PowerPoint?

A. .ppt ☒

B. .pptx

C. .pptm

D. .pdf

Q4 Computer

Which of the following statements correctly defines a **Local Area Network (LAN)**?

A. A network that connects computers across different countries.

B. A network that connects computers within a limited area. ☒

C. A network that provides wireless access over large cities.

D. A network used only for mobile communication.

Q5 Computer

When saving a workbook to ensure compatibility with older MS Excel versions, which file format should be selected?

A. .xlsx

B. .xlsm

C. .xls ☒

D. .csv

Q6 Computer

To privately include a recipient without others seeing their address, which field should be used?

A. CC

B. BCC ☒

C. TO

D. FROM



Q7 Computer

Which of the following is NOT an example of application software?

- A. MS Word
- B. Windows 10
- C. MS Excel
- D. Tally ERP

Q8 Computer

The Windows 11 Operating System ensures that each application has its own memory space and cannot access another's. This process is called Memory _____.

- A. Fragmentation
- B. Protection
- C. Allocation
- D. Defragmentation

Q9 Computer

Which of the following is an example of both an input and output device?

- A. Monitor
- B. Keyboard
- C. Touchscreen
- D. Printer

Q10 Computer

Which of the following statements is NOT true about the 'Print Preview' feature in MS Word?

- A. It allows you to view how the document will appear when printed.
- B. It displays a real-time preview of changes made to the document's formatting.
- C. It helps in adjusting margins and page orientation before printing.
- D. It can be accessed from the 'File' tab under 'Print'.

Q11 Computer

Which view in MS PowerPoint allows you to see all slides in thumbnail format?

- A. Normal View
- B. Slide Sorter View
- C. Reading View
- D. Slide Show View

Q12 Computer

What is the main use of the "Save As" option in a computer application?

- A. To open a new document
- B. To rename or move a copy of the current document
- C. To delete the current document
- D. To close the application

Q13 Computer

In MS Excel, what is the simplest way to edit the contents of a cell?

- A. Double-click the cell
- B. Press Shift + Enter
- C. Click the Fill Handle
- D. Use the Format Cells dialog box

Q14 Computer

In MS PowerPoint, which of the following options should be selected to loop a slide show continuously?

- A. Loop after 5 minutes
- B. Repeat slides once
- C. Loop continuously until 'Esc'
- D. Auto-fit content

Q15 Computer

When organising a list of names alphabetically from A to Z in Excel, which sort order should be applied?

- A. Descending order
- B. Filter by name
- C. Ascending order
- D. Custom filter



Computer

Q1 Computer

Which of the following is considered application software in Windows 11?

- A. B. BIOS
- B. C. Microsoft Word ✓
- C. A. Windows 11
- D. D. Device Driver

Q2 Computer

A document editor wants to achieve an effect where the first line of every paragraph is indented further than the rest of the paragraph's lines, but also needs the entire paragraph to maintain a 1-inch distance from the left margin. Which two specific settings within the Paragraph Dialog Box must be configured to achieve this precise formatting?

- A. B. Alignment set to "Justified" and Spacing set to "Single"
- B. D. Indentation (Left) set to "1 inch" and Special set to "Hanging"
- C. C. Indentation (Left) set to "1 inch" and Special set to "First line" ✓
- D. A. Spacing (Before) set to "12 pt" and Special set to "First line"

Q3 Computer

To make an audio file play automatically when a slide appears in PowerPoint, which of the following should one choose under Audio Options?

- A. A. In Click Sequence
- B. C. When Clicked
- C. D. Automatically ✓
- D. B. Play in Background

Q4 Computer

Which menu lets users set up how the slideshow will run?

- A. B. Home → Setup
- B. A. Slide Show → Set Up Slide Show ✓
- C. C. Insert → Slide Show Setup
- D. D. View → Slide Show Setup

Q5 Computer

In MS-Excel, text is by default aligned:

- A. B. Left ✓
- B. A. Right
- C. D. Center
- D. C. Justify

Q6 Computer

Which of the following services allows real-time text-based communication between users?

- A. D. FTP
- B. B. Chatting or Instant Messaging ✓
- C. A. Telnet
- D. C. Newsgroup

Q7 Computer

Which Internet service protocol is primarily used for transferring files between computers over a network?

- A. B. SMTP
- B. C. FTP ✓
- C. A. IMAP
- D. D. POP3

Q8 Computer

ASCII is used in computers for which major purpose?

- A. B. To store audio files
- B. D. To represent characters using numeric codes ✓
- C. C. To increase network speed
- D. A. To format Compact Disks

Q9 Computer

Which of the following is the best example of Application Software?

- A. A. Windows 11 Operating System
- B. D. Microsoft Word 2021 ✓
- C. C. Device Driver for a printer
- D. B. BIOS (Basic Input/Output System)



Q10 Computer

What is the use of placing a dollar sign (\$) before column and/or row in a formula in MS Excel 2021 ?

- A.** D. To create absolute references that don't shift when copied ✓
- B. B. For currency format
- C. C. To color cells
- D. A. To enable macros

Q11 Computer

Bullets and numbering in MS Word documents are used to:

- A. D. change font size
- B.** A. create organized lists ✓
- C. B. insert images
- D. C. change page orientation

Q12 Computer

Page formatting DOES NOT include:

- A. B. Margins and page orientation
- B. A. Headers and footers
- C. C. Page numbers
- D.** D. Table of contents ✓

Q13 Computer

Which of the following CD/DVD has a capacity of 25 GB, and allows for higher quality video and audio with higher resolution?

- A. A. CD-ROM
- B. D. CD-R
- C. B. DVD
- D.** C. Blu-ray ✓

Q14 Computer

Which option must you select in order to fit the spreadsheet on one page?

- A.** C. Page Layout → Scale to Fit ✓
- B. D. Page Layout → Margins
- C. B. Page Layout → Orientation
- D. A. Page Layout → Print Area

Q15 Computer

Which keyboard shortcut starts the slideshow from the current slide in PowerPoint 2024?

- A. C. F5
- B.** A. Shift + F5 ✓
- C. D. Alt + F5
- D. B. Ctrl + Enter



Q1 Computer

In Microsoft Word, a user wants to design a standardized company report format that automatically includes the company logo, header, and footer text in every new report. The most effective way to achieve this is to:

A. A. Save a blank document as a .docx file for future use

B. c. Save the formatted document as a .dotx template file ☒

c. B. Use the Mail Merge feature for automatic logo insertion

d. D. Apply one of the built-in cover pages for customization

Q2 Computer

In PowerPoint, which combination of settings allows a slide to **advance automatically after a specified time, use a specific transition effect, and apply the same effect to all slides**?

A. A. Transitions → Advance Slide: On Mouse Click → Apply to All

B. C. Transitions → Advance Slide: After [time] → Apply to All ☒

C. D. Animations → Start: On Click → Apply to Selected Slide

D. B. Slide Show → Set Up Slide Show → Manual Advance

Q3 Computer

If you type an apostrophe (') before a number, Excel will:

A. C. Treat it as a date

B. B. Convert it into text ☒

C. A. Round it to nearest integer

D. D. Hide it

Q4 Computer

In MS PowerPoint, which tool, located on the Home ribbon, allows a user to replicate the exact visual styling (like font type, size, and color effects) from a piece of text or a graphic object and quickly apply it to another object in the presentation?

A. C. Style Duplicator

B. B. Format Painter ☒

C. A. Template Injector

D. D. Quick Format Tool

Q5 Computer

Which of the following is an example of a **popular search engine** used to find information on the Internet?

A. A. Facebook

B. C. Google ☒

C. D. WhatsApp

D. B. Instagram

Q6 Computer

Which of the following best describes the fundamental format of an email?

A. C. Header, Subject, Body, and Signature ☒

B. B. Inbox, Draft, and Spam

C. A. Sender, Receiver, and Attachment

D. D. Text, Image, and Video

Q7 Computer

Match the following **Slide Show Features (Column A)** with their corresponding **Descriptions (Column B)** related to Transitions and Slide Timings in Microsoft PowerPoint:

Column A – Slide Show Feature

Column B – Description

1. Slide Transition	a) Specifies how long each slide appears before automatically moving to the next one.
2. Transition Sound	b) Adds an audio effect that plays during the slide transition.
3. Advance Slide (After Time)	c) Controls the automatic progression of slides during a presentation.
4. Apply to All	d) Applies the selected transition and timing settings to all slides in the presentation.

A. B. 1–c, 2–b, 3–a, 4–d ☒

B. C. 1–a, 2–c, 3–d, 4–b

C. A. 1–b, 2–a, 3–c, 4–d

D. D. 1–c, 2–a, 3–b, 4–d

Q8 Computer

Which combination of keys switches the data between different applications of the computer?

A. B. Alt + Tab ☒

B. C. Ctrl + Tab

C. D. Shift + Tab

D. A. Ctrl + Esc



Q9 Computer

Microsoft Windows is an example of which type of operating system?

- A. C. Graphical operating system that uses windows, icons, and menus ✓
- B. D. Text-based operating system used only through typed commands
- C. B. Automated operating system that executes jobs without user interaction
- D. A. Operating system designed only for managing multiple connected computers on a network

Q10 Computer

Which device is considered the first mechanical computer used for calculations?

- A. B. ENIAC
- B. A. Abacus ✓
- C. C. UNIVAC
- D. D. Calculator

Q11 Computer

Which of the following correctly represents a formula in MS Excel?

- A. A. D1+E1/F1G1
- B. D. =D1+E1/F1*G1 ✓
- C. B. D1=E1+F1*G1
- D. C. D1+E1+F1+G1

Q12 Computer

Which of the following shortcut keys is used to show your password on the sign-in screen in Windows 11?

- A. D. Alt + F4
- B. B. Alt + F8 ✓
- C. A. Alt + A
- D. C. Alt + Tab

Q13 Computer

In MS-Word 2019, what is the main purpose of using bullets in a list?

- A. D. Number the paragraphs
- B. C. Highlight key points with symbols ✓
- C. B. Alphabetize the list
- D. A. Make text visually appealing

Q14 Computer

The 'Greater Than' symbol (>) represents what type of operator in Excel?

- A. A. Arithmetic Operator
- B. C. Concatenation Operator
- C. D. Comparison Operator ✓
- D. B. Reference Operator

Q15 Computer

What is the main purpose of the Page Setup dialog box in Microsoft Word?

- A. A. To change the font size of text
- B. C. To insert a page number
- C. B. To set layout and printing options for the document ✓
- D. D. To add a hyperlink



Q1 Computer

Which type of memory retains data even when the computer is powered off?

- A. SRAM
- B. DRAM
- C. ROM ✓
- D. Cache Memory

Q2 Computer

In **MS Word**, which of the following correctly describes the function of **Section Breaks** in page formatting?

- A. Section Breaks allow you to **split a document into parts**, enabling different headers, footers, or page orientations within the same document. ✓
- B. Section Breaks automatically **delete empty pages** in the document.
- C. Section Breaks are used to **insert page numbers only at the beginning** of a document.
- D. Section Breaks change the **font size** of the entire document automatically.

Q3 Computer

Which of the following settings is used to **fit all spreadsheet columns on one page while printing**?

- A. Set Orientation to Portrait
- B. Use "Fit Sheet on One Page" option in Page Setup ✓
- C. Reduce font size manually
- D. Increase zoom percentage

Q4 Computer

When creating a new blank presentation in MS PowerPoint, which of the following correctly describes the *default slide layout* and how it can be modified immediately after creation?

- A. Title Slide layout appears by default and can only be changed after saving the file.
- B. Content Slide layout appears by default and can only be modified from the Design tab.
- C. Blank layout appears by default and cannot be modified.
- D. Title Slide layout appears by default and can be changed using the Layout option under the Home tab. ✓

Q5 Computer

Which view in PowerPoint allows you to see thumbnails of all slides to reorder them easily?

- A. Normal View
- B. Notes Page View
- C. Reading View
- D. Slide Sorter View ✓

Q6 Computer

Which feature in email clients help users quickly locate messages by sender, subject, or keywords?

- A. Message Encryption
- B. Search or Filter Box ✓
- C. Compose Window
- D. Outbox

Q7 Computer

Which type of memory can be electronically erased and reprogrammed?

- A. PROM
- B. EPROM
- C. EEPROM ✓
- D. CD-ROM

Q8 Computer

Which of the following keyboard shortcuts is used to open the File menu options in most Windows applications?

- A. Alt + F ✓
- B. Alt + Tab
- C. Alt + Del
- D. Alt + Ins

Q9 Computer

What is the ASCII value of the uppercase letter 'A'?

- A. 65 ✓
- B. 97
- C. 48
- D. 32



Q10 Computer

What is the primary purpose of using bullets or numbering in a document?

A. To organize information in a list format ✓

B. To insert images into text

C. To justify the text

D. To change the font style

Q13 Computer

In MS Word 2010, which shortcut key is used to underline text in a document?

A. Press Ctrl + I

B. Press Ctrl + B

C. Press Ctrl + U ✓

D. Press Ctrl + T

Q11 Computer

Where are slide transitions set in PowerPoint?

A. Home tab

B. Insert tab

C. Transitions tab ✓

D. View tab

Q14 Computer

Which of the following is NOT a way to sort data in MS Excel?

A. By text (A to Z)

B. By font style ✓

C. By cell colour

D. By number (largest to smallest)

Q12 Computer

You are entering your credit card details on an e-commerce site. Which protocol should be in use to securely transmit this information over the internet?

A. HTTP

B. FTP

C. HTTPS ✓

D. SMTP

Q15 Computer

In Microsoft Excel, which symbol must be typed first to indicate the start of a formula?

A. +

B. = ✓

C. %

D. @

Paper Set 66 · 18 Jun 2026 · 9:00 AM - 10:30 AM · Computer (English)

Computer

Q1 Computer

Which feature in MS Word helps to **find a specific word or phrase** within a document?

A. C. Review

B. D. Find and Replace ✓

C. A. Word Count

D. B. Spell Check

Q3 Computer

Which shortcut key is used to **save a PowerPoint presentation quickly**?

A. D. Ctrl + N

B. A. Ctrl + S ✓

C. C. Ctrl + O

D. B. Ctrl + P

Q2 Computer

Software responsible for running and managing applications is known as

A. C. System Software ✓

B. B. Application Software

C. A. Programming Software

D. D. Embedded Software

Q4 Computer

In Normal view, to enter text into a slide you should:

A. D. View → Slide Master → Insert Text

B. B. Design → Text Entry

C. A. File → Edit Text

D. C. Insert → Text Box → draw box → type ✓



Q5 Computer

To have a background music audio clip play across all slides in your presentation, you would:

A. D. Insert → Audio → choose file, then Playback tab → Play across slides ✓

B. C. Design → Background Music

C. A. Slide Show → Loop Music

D. B. Insert → Text Box → Type music

Q6 Computer

In an e-mail, which part specifies the identity of the recipient?

A. A. Subject line

B. C. Header ✓

C. B. Body

D. D. Signature

Q7 Computer

What type of software is essential for the computer to start up, manage hardware, and run all other programs, acting as the bridge between the user and the machine's components?

A. D. Application Software

B. C. System Software ✓

C. B. Utility Software

D. A. Entertainment Software

Q8 Computer

You want to insert a new column between columns B and C without overwriting existing data. What should you do first?

A. B. Press Delete on Column C

B. A. Select Column C and click 'Insert' ✓

C. C. Select Column B and click 'Insert'

D. D. Select any cell in Column A and press Enter

Q9 Computer

Which of the following functions is used in MS Excel 2019 to show the current date?

A. B. today() ✓

B. D. now()

c. c. date()

D. A. time()

Q10 Computer

What does the body of an email typically contain?

A. D. Only the recipient address

B. A. Email attachments

C. C. The text message and the signature ✓

D. B. Only the subject line

Q11 Computer

Which feature in MS Word helps create a list with symbols or numbers?

A. D. Text Effects

B. A. Bullets and Numbering ✓

C. C. Mail Merge

D. B. Track Changes

Q12 Computer

In Microsoft Word 2019, what is the correct sequence to open an existing document?

A. D. File > Save

B. A. File > New

C. C. File > Open ✓

D. B. Home > Paste

Q13 Computer

Which of the following summaries best captures the distinctions between system and application software?

A. B. System software includes programs that manage the hardware resources of a computer, while application software refers to tools used for specific tasks. ✓

B. D. System software consists of applications designed for end-users, whereas application software handles the operating system operations.

C. C. System software is used for personal tasks such as word processing and spreadsheets, whereas application software manages the computer's operating system.

D. A. System software refers to software used on mainframes, while application software is exclusive to personal computers.



Q14 Computer

What does the abbreviation BIOS stand for?

- A. B. Basic Input/Output System ✓
- B. D. Basic In/Out System
- C. A. Basic Input/Output Services
- D. C. Basic In/Out Services

Q15 Computer

If you enter 3 in the Places box and then type 2834 in a cell of an MS Excel spreadsheet, what will be the result?

- A. B. 283400
- B. C. 002834
- C. A. 2834.00
- D. D. 2.834 ✓

Paper Set 67 · 19 Jun 2026 · 12:30 PM - 2:00 PM · Computer (English)

Computer

Q1 Computer

What is the primary purpose of using a strong password for an application?

- A. B. To make the login process faster.
- B. C. To permanently encrypt all user data.
- C. D. To prevent unauthorized access to the account. ✓
- D. A. To enable the application's premium features.

Q2 Computer

In the Windows 11 operating system, if a user wants to quickly find a document they saved but can't remember its exact location, which essential desktop element should they use to type in the name and search the entire computer?

- A. B. Taskbar
- B. C. Search Box ✓
- C. A. Recycle Bin
- D. D. Notification Area

Q3 Computer

The shortcut key F7 in Microsoft Word primarily performs which operation when applied to an active document?

- A. D. Opens the integrated Thesaurus pane for synonym suggestions
- B. B. Executes automatic document reformatting through predefined layout rules
- C. A. Activates the text-to-speech Read Aloud functionality
- D. c. Initiates a comprehensive spelling and grammar verification process ✓

Q4 Computer

When a user chooses the 'Save As' command in MS PowerPoint 2021, they are essentially creating a new file from the current presentation. This action is most typically used to save a copy with a new name, save to a new location, or change the presentation's _____.

- A. B. transition effect
- B. C. slide background
- C. A. file type ✓
- D. D. animation sequence



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Q5 Computer

Which set of components is essential and standard for a complete email message header and body, making it a well-structured professional communication?

- A. A. To, CC, Signature, and Greeting
- B. D. From, Attachment, Reply, and Forward
- C. B. BCC, Priority Flag, Background Theme, and Closing
- D. C. To, Subject, Body, and Signature

Q6 Computer

Which of the following is not a typical method of Internet access available to end-users?

- A. D. Dial-up via telephone modem
- B. A. Digital Subscriber Line (DSL) broadband.
- C. C. Cable modem service over coaxial television lines
- D. B. Sending physical floppy disks via postal mail to the ISP for data transfer

Q7 Computer

In context of alignment of text in MS Word 2021, match the Options in Column A with their correct descriptions in Column B:

Column A

Column B

1. Left Align (Ctrl + L)	a) Distributes text evenly across both the left and right margins
2. Right Align (Ctrl + R)	b) Positions text along the right-hand margin
3. Center Align (Ctrl + E)	c) Positions text evenly along the left margin
4. Justify (Ctrl + J)	d) Centers the text horizontally across the page

- A. D. 1-c, 2-b, 3-d, 4-a
- B. C. 1-b, 2-a, 3-c, 4-d
- C. B. 1-d, 2-c, 3-a, 4-b
- D. A. 1-a, 2-d, 3-b, 4-c

Q8 Computer

Which combination of keys is used to open File Explorer in a computer?

- A. D. Windows Key + E
- B. B. Windows Key + F
- C. C. Windows Key + Q
- D. A. Windows Key + W

Q9 Computer

Which keyboard shortcut allows you to quickly save an existing workbook in MS Excel?

- A. A. Ctrl + S
- B. C. Ctrl + P
- C. D. Ctrl + O
- D. B. Ctrl + A

Q10 Computer

What is the name of the first slide that appears after clicking on 'Blank Presentation'?

- A. C. Title Slide
- B. A. Main Slide
- C. D. Ending Slide
- D. B. Home Slide

Q11 Computer

In Excel, cell A1 refers to:

- A. C. Column A, Row 1
- B. A. Row A, Column 1
- C. B. First cell of worksheet
- D. D. Active cell only

Q12 Computer

In MS Word 2019, which shortcut key aligns selected text to the left?

- A. B. Ctrl + R
- B. C. Ctrl + L
- C. D. Ctrl + E
- D. A. Ctrl + J

Q13 Computer

Which of the following statements about Compact Discs (CDs) is true?

- A. C. CDs use magnetic storage to store data.
- B. A. CDs can typically hold more than 10 GB of data.
- C. B. CDs use optical technology for data storage.
- D. D. CDs are rewritable by default.



Q14 Computer

When you select a slide in the thumbnail window and hit the Delete key, what happens?

- A. C. Only the slide's text is deleted.
- B. A. Only the background is deleted.
- C. D. Only the selected slide is deleted. ✓
- D. B. Nothing happens.

Q15 Computer

Which of the following options is used to save a workbook in Microsoft Excel 2007?

- A. C. Click on File menu and select Save
- B. D. Click on Home tab and select Save
- C. A. Click on Office Button and choose Save ✓
- D. B. Click on View tab and select Save

Paper Set 68 · 19 Jun 2026 · 4:00 PM - 5:30 PM · Computer (English)

Computer

Q1 Computer

Where can you find recently opened presentations in MS-PowerPoint?

- A. Under the File menu in the Recent section ✓
- B. In the Insert tab
- C. On the desktop
- D. In the View tab

Q2 Computer

If you want to **insert multiple new rows** above row 5 in an Excel worksheet without overwriting existing data, which of the following steps is correct?

- A. Select row 5, press **Ctrl + Shift + +** after selecting multiple rows ✓
- B. Select row 5, press **Delete**.
- C. Select row 5, press **Ctrl + C**.
- D. Right-click row 5 and select **Clear Contents**.

Q3 Computer

What does it typically mean in an email system when a message stays in the Outbox rather than going to Sent Items?

- A. The message was deleted by the recipient
- B. The recipient's inbox is full
- C. The message has not yet been successfully sent ✓
- D. The message was recalled by the sender

Q4 Computer

Which keyboard shortcut is commonly used to open the File menu in most Windows applications?

- A. Alt + F ✓
- B. Alt + Tab
- C. Alt + Del
- D. Alt + Ins

Q5 Computer

What is the alternative way to edit a cell in MS Excel apart from the double-click option?

- A. Merge
- B. Press F2 ✓
- C. Find
- D. Replace



Q6 Computer

What is the primary purpose of a LAN?

- A. To connect devices over the internet.
- B. To share resources and data between devices. ✓
- C. To provide wireless connectivity.
- D. To block unauthorized access.

Q7 Computer

A Windows user double-clicks "setup.exe" and an installation wizard appears. Which broad type of file does "setup.exe" represent?

- A. Text file
- B. Graphics file
- C. Archive file
- D. Executable file ✓

Q8 Computer

Character formatting includes all, EXCEPT:

- A. Font type and size
- B. Bold, italic, underline
- C. Text color and highlighting
- D. Page margins ✓

Q9 Computer

Where is the table creation option in MS Word?

- A. Home tab
- B. Insert tab ✓
- C. View tab
- D. Review tab

Q10 Computer

What does the keyboard's PCB stand for?

- A. Process Control Block
- B. Physical Circuit Board
- C. Printed Control Board
- D. Printed Circuit Board ✓

Q11 Computer

How do you resize a Clip Art image after inserting it into PowerPoint?

- A. Click on the image and drag the corner handles to resize ✓
- B. Right-click the image and select Resize Image
- C. Use the Format tab to change the size
- D. Resize options are not available for Clip Art

Q12 Computer

What is a WAN and what is its functionality?

- A. Wide Area Network: A computer network that covers an extensive geographical area. ✓
- B. Wide Access Network: It provides internet service within a city.
- C. Wide Area Network: A television channel network that covers the entire city.
- D. Wide Access Network: A television channel network that covers the entire city.

Q13 Computer

Which tab in the MS Word menu bar includes options like Margins, Orientation and Size for page setup?

- A. File
- B. View
- C. Layout ✓
- D. Insert

Q14 Computer

In MS-Excel, to remove blank rows from a table, you need to select the blank rows in the table. What is the next step after this?

- A. Press CTRL+- (hyphen) ✓
- B. Press CTRL+ delete
- C. Press delete
- D. Press Alt + delete

Q15 Computer

Which of the following commands is used to save and close the presentation in PowerPoint?

- A. Ctrl+S
- B. Ctrl+Q ✓
- C. Ctrl+W
- D. Ctrl+Z

Computer

Q1 Computer

In Windows, which application allows you to quickly search for a file or folder by name?

- A. A. Control Panel
- B. B. Task Manager
- C. D. File Explorer ☒
- D. C. Device Manager

Q2 Computer

What happens if you try to open a corrupted MS PowerPoint file?

- A. B. The file opens without any issue.
- B. A. An error message appears. ☒
- C. D. The file is deleted.
- D. C. It automatically repairs the file.

Q3 Computer

Which of the following is an example of a cloud storage service?

- A. C. Google Drive ☒
- B. B. Mozilla Firefox
- C. A. WhatsApp
- D. D. Internet Explorer

Q4 Computer

What is the default file extension of a PowerPoint presentation in the MS PPT 2021?

- A. A. .ppt
- B. D. .pptx ☒
- C. C. .pptm
- D. B. .potx

Q5 Computer

A teacher is preparing to show a presentation to a class using a projector connected to a laptop. To ensure the presentation appears full screen on the projector while allowing the teacher to view their private notes and control buttons on the laptop screen, the MS PowerPoint 2021 presentation must be set up to use the _____.

- A. D. single monitor view
- B. A. presenter view ☒
- C. C. outline view
- D. B. reading view

Q6 Computer

When printing a large Excel worksheet that spans multiple pages, which of the following methods ensures that column headers appear on every printed page for better readability?

- A. A. Selecting the "Fit Sheet on One Page" option in the Page Layout tab
- B. B. Setting "Rows to Repeat at Top" in the Page Setup → Sheet tab ☒
- C. D. Adjusting the margins to include column titles manually
- D. C. Inserting a header with the column names on each page

Q7 Computer

Which of the following is an example of an e-commerce website?

- A. C. Facebook
- B. B. Amazon ☒
- C. D. Google Drive
- D. A. Zoom

Q8 Computer

What makes documents professional and readable in MS Word?

- A. D. Columns
- B. B. Page break
- C. C. File formatting ☒
- D. A. Page size

Q9 Computer

Which of the following is an example of system software?

- A. D. MS Word
- B. A. Windows Operating System ☒
- C. C. Google Chrome
- D. B. VLC Media Player

Q10 Computer

Which of the following correctly describes the main components of the CPU and their functions?

- A. B. ALU handles input/output operations; CU performs calculations
- B. C. CU stores data temporarily; ALU controls instruction flow
- C. A. ALU performs arithmetic/logic operations; CU directs the execution of instructions ☒
- D. D. ALU stores permanent data; CU handles file management



Q11 Computer

Which dialog box lets you choose a location like the Desktop to save your file?

A. B. Save As



B. D. Insert

C. A. Format

D. C. Print

Q12 Computer

Which option correctly represents the syntax for the SUM function in Excel to add values from cell A1 to A5?

A. A. =SUM(A1;A5)

B. D. SUM(A1:A5)

C. B. =SUM(A1:A5)



D. C. =ADD(A1:A5)

Q13 Computer

The decimal number 32 represents which ASCII character?

A. B. NULL

B. C. Space



C. A. Tab

D. D. New line

Q14 Computer

Which MS Excel formula should you use to display the date in cell B2 in the "mm/dd/yy" format?

A. A. =DATE(B2, "mm/dd/yy")

B. C. =FORMAT(B2, "mm/dd/yy")

C. B. =TEXT(B2, "mm/dd/yy")



D. D. =CONVERT(B2, "mm/dd/yy")

Q15 Computer

Which of the following steps is used to create a new blank document in MS Word?

A. C. Insert → Page → New

B. A. Home → New Document

C. D. Review → New File

D. B. File → New → Blank Document



Computer

Q1 Computer

Which of the following helps in protecting computer applications from **unauthorized access**?

- A. Antivirus software
- B. Facebook
- C. Password protection ✓
- D. Screen saver

Q2 Computer

A student is learning text manipulation in MS Word 2021. Which statement is True or False regarding Cut, Copy, and Paste?

(i) Both Cut (Ctrl + X) and Copy (Ctrl + C) place the selected text onto the Clipboard.
(ii) The standard Paste command (Ctrl + V) always forces the inserted text to match the destination document's formatting, overriding the original formatting.

- A. (i) True, (ii) True
- B. (i) True, (ii) False ✓
- C. (i) False, (ii) True
- D. (i) False, (ii) False

Q3 Computer

Which PowerPoint tab contains the options to apply transitions between slides?

- A. Home
- B. Insert
- C. Transitions ✓
- D. Design

Q4 Computer

If a student receives an important email and wants to send a copy of that entire message, including all its content and attachments, to a third party who was not an original recipient, they should select the _____ command.

- A. Reply All
- B. Reply
- C. Forward ✓
- D. Archive

Q5 Computer

To add text to a slide in a new, blank MS PowerPoint presentation, what is the first action you must usually take on the default title slide?

- A. Double-click anywhere on the slide and start typing.
- B. Click the Insert tab and choose the Text Box tool.
- C. Click inside one of the existing placeholder boxes labeled "Click to add title" or "Click to add subtitle". ✓
- D. Press the Spacebar key five times to activate the typing area.

Q6 Computer

When attaching a file from OneDrive or SharePoint in Outlook, what is the advantage of sending it as a link instead of a copy?

- A. It increases the size of your email
- B. It keeps your message size smaller and allows setting sharing permissions ✓
- C. It removes the need for an internet connection
- D. It automatically deletes files after sending

Q7 Computer

In context of using the Help menu in MS Word 2021, match Actions in Column A with their correct descriptions in Column B.

Column A

Column B

1. F1 Key	a) Offers a search field to type questions or commands in the Help pane
2. Tell Me Feature	b) Shows a collection of frequently used help topics and FAQs
3. Online Support	c) Launches the Microsoft Word Help window for detailed guidance
4. Help Tab in Ribbon	d) Provides access to Microsoft's official online help and support services

- A. 1-c, 2-a, 3-d, 4-b ✓
- B. 1-a, 2-d, 3-b, 4-c
- C. 1-d, 2-b, 3-a, 4-c
- D. 1-b, 2-c, 3-d, 4-a

Q8 Computer

Which of the following is an application of computers in the field of education?

- A. Online learning platforms ✓
- B. ATMs
- C. Robotics
- D. Weather satellites



Q9 Computer

What does the abbreviation MAN stand for in computer networking?

- A. Main Area Network
- B. Metropolitan Area Network ✓
- C. Multiple Access Network
- D. Managed Application Network

Q10 Computer

How can a slideshow be set to loop continuously in MS PowerPoint?

- A. Enable the 'Loop Continuously Until Esc' option in the Set Up Slide Show menu. ✓
- B. Use the Outline View.
- C. Manually restart the slideshow after it ends.
- D. Convert the PowerPoint to video format.

Q11 Computer

A user creates a formula in cell D5 =B5*C5 + A1 and copies it to cell D6. Assuming no absolute references are used, which part of the formula is most likely to produce an unintended result?

- A. B5 changes incorrectly to B6
- B. A1 shifts and may cause a logic error ✓
- C. Multiplication occurs before addition
- D. The formula will stop working after being copied

Q12 Computer

When evaluating memory bandwidth, which parameter is most likely to improve as a direct result of increasing the RAM's clock frequency?

- A. Screen resolution
- B. Latency of RAM
- C. Data throughput ✓
- D. Fan speed

Q13 Computer

What happens when you delete a row in an MS Excel spreadsheet?

- A. Existing rows shift up. ✓
- B. Existing rows shift down.
- C. Existing columns shift left.
- D. Nothing changes.

Q14 Computer

In Microsoft Word 2021, which is the correct method to define a custom bullet using a symbol or image?

- A. Go to Insert tab → Click Shapes → Insert a bullet shape for each item
- B. Go to References tab → Click Insert Footnote → Select Bullet from menu
- C. Go to Layout tab → Click List Options → Add Bullet Symbol
- D. Go to Home tab → Click the dropdown arrow next to Bullets → Select 'Define New Bullet' ✓

Q15 Computer

How can a user quickly delete chosen rows using a keyboard shortcut in MS Excel?

- A. Ctrl + D
- B. Ctrl + F1
- C. Ctrl + C
- D. Ctrl + - ✓

Paper Set 71 · 28 Jun 2026 · 4:00 PM - 5:30 PM · Computer (English)



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Computer

Q1 Computer

What is network security used for?

- A. To print documents
- B. To increase memory
- C. To protect data online ✓
- D. To upgrade system

Q2 Computer

What is the main advantage of creating a presentation using a template?

- A. It increases file size
- B. It adds only images
- C. It provides pre-designed layouts and colors ✓
- D. It removes all slide layouts

Q3 Computer

What is the best method to send multiple files in one email?

- A. Send them one at a time in separate emails
- B. Compress them into a single .zip file ✓
- C. Rename them all
- D. Copy and paste them into the text area

Q4 Computer

In Microsoft 365 Office, If text is evenly aligned on both left and right margins, the alignment type is:

- A. Center
- B. Right
- C. Left
- D. Justified ✓

Q5 Computer

Which search engine is known for implementing the "Knowledge Graph" to enhance search results with semantic-search information gathered from a wide variety of sources?

- A. Bing
- B. DuckDuckGo
- C. Google ✓
- D. Yahoo

Q6 Computer

Which of the following units controls all the activities of the computer system?

- A. ALU
- B. CU ✓
- C. RAM
- D. Monitor

Q7 Computer

What is the function of 'Set Numbering Value' for a numbered list in Microsoft office Professional 2021?

- A. To start the numbering ✓
- B. To change the order from ascending to descending order
- C. To change Arabic numerals to Roman numerals
- D. To insert bullets in the text

Q8 Computer

Which statement best distinguishes an INPUT from an OUTPUT device?

- A. Input devices transfer data to the CPU, output devices transfer data from the CPU ✓
- B. Input devices consume more power in comparison to output devices
- C. Output devices always include a screen
- D. Input devices cannot be wireless

Q9 Computer

Which shortcut key is used to cut the selected text in Microsoft Word?

- A. Ctrl + C
- B. Ctrl + V
- C. Ctrl + Z
- D. Ctrl + X ✓

Q10 Computer

Which of the following is used to calculate the total of a range in MS Excel?

- A. =TOTAL()
- B. =ADD()
- C. =SUM() ✓
- D. =COUNT()



Q11 Computer

Which of the following options from MS PowerPoint lists series of recently viewed or edited MS PowerPoint files?

A. Recent



B. New

C. Info

D. Open

Q12 Computer

Which of the following is true about ASCII?

A. It is used to encode images.

B. It is a way to encode text.



C. It is only used in computers that are made in America.

D. It stands for 'American Software for Computer Interchange'.

Q13 Computer

Which MS PowerPoint view is used to run the presentation in full-screen mode for audience viewing?

A. Slide Sorter View

B. Reading View

C. Normal View

D. Slide Show View



Q14 Computer

How do you enter a negative number in Excel?

A. Type the number with a minus sign in front of it (e.g., -5)



B. Right-click the cell and select Enter Negative Number

C. Use the Insert tab to add negative numbers

D. Excel automatically recognizes negative numbers without the minus sign

Q15 Computer

What is meant by the Print Area in Excel?

A. Area where charts are created

B. Part of the sheet selected for printing



C. Where the file is saved

D. Printer tray size

Paper Set 72 · 28 Jun 2026 · 9:00 AM - 10:30 AM · Computer (English)

Computer

Q1 Computer

Which of the following methods allows a user to **adjust the row height and column width** precisely in MS Excel?

A. Using the Format option in the Home tab



B. Clicking the File tab

C. Using the Insert tab

D. Dragging within the Formula Bar

Q3 Computer

Which of the following devices can function as both input and output?

A. Barcode Reader

B. Touchscreen



C. Plotter

D. Joystick

Q2 Computer

In Microsoft Office apps, what is a template?

A. A random file without formatting

B. A pre-designed document or presentation layout used to create new files



C. A file used only for printing

D. A type of font style

Q4 Computer

In a computer system, the BIOS firmware is generally stored in which memory?

A. Read-only memory



B. Input buffer memory

C. Virtual paging file

D. External flash module



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Q5 Computer

Which operation moves a file?

- A. Copy-Paste
- B. Cut-Paste ☒
- C. Rename
- D. Delete

Q6 Computer

Which of the following is the correct way to begin writing a formula in MS Excel?

- A. Start with = (equal sign) ☒
- B. Start with + (plus sign)
- C. Start with @ (at symbol)
- D. Start with # (hash symbol)

Q7 Computer

What is the essential role of system software in enhancing the functionality of your computer?

- A. To draw pictures
- B. To entertain the user while interacting with computer
- C. To manage the hardware and other software ☒
- D. To create documents

Q8 Computer

Why should files be scanned for viruses before attaching?

- A. It speeds up upload
- B. It reduces pixel count
- C. Required for HTML messages
- D. To prevent malware spread to recipients ☒

Q9 Computer

Which MS Word feature allows you to make text bold?

- A. Paragraph group in Home tab
- B. Insert tab
- C. View tab
- D. Font group in Home tab ☒

Q10 Computer

What is the shortcut for Print option?

- A. Ctrl + O
- B. Ctrl + P ☒
- C. Ctrl + Print
- D. Windows + P

Q11 Computer

In MS Word 2019, if a document is not available in the Recent Documents or Pinned Files list, which method allows the user to open it directly from within Word?

- A. Use File > Open > Browse, navigate to the location, and select the file ☒
- B. Click File > Open > Recent and manually type the file name in the search bar inside the Recent pane
- C. Go to File > Info > Manage Document and select the file from the autosave list
- D. Open a blank document, then use Insert > Object > Text from File to access the document

Q12 Computer

In PowerPoint, how can you resize an image without causing distortion?

- A. Drag from the centre.
- B. Use the zoom button.
- C. Drag from the side handles.
- D. Drag from the corner handles while holding the Shift key. ☒

Q13 Computer

Which keyboard shortcut is used in PowerPoint to start editing text inside a selected shape or text box?

- A. F2 ☒
- B. F5
- C. Ctrl + E
- D. Alt + Enter



Q14 Computer

Which of the following sequences correctly shows how to write and send an e-mail using Gmail?

A. Launch browser → Type message → Click Send → Compose e-mail → Sign in

B. Access internet → Log in to Gmail → Select 'Compose' → Enter details → Click Send ✓

C. Open Gmail → Click Compose → Sign in → Type message → Click Send

D. Type message → Write subject → Go to Gmail → Add recipients → Send

Q15 Computer

Which of the following allows to save a workbook to a different format like PDF or CSV?

A. Save

B. Save As ✓

C. Export

D. Format

