

INFORMATION TECHNOLOGY (402)
CLASS – X UNIT 3: BASIC ICT SKILLS – II

1. The outcome of word processing is/are _____.
 - a. Spreadsheets
 - b. Presentations
 - c. Newsletters
 - d. Database reports
2. Which of the following is not a feature of a word processor?
 - a. Document linking
 - b. Inserting images, shapes and diagrams
 - c. Creating charts
 - d. Autocorrect and spellcheck
3. Ravi wants to create a list of items with item numbers, item details and price. Which of the following features is most suited for this?
 - a. Bullets and numbering
 - b. Inserting header
 - c. Using a table
 - d. All of these
4. Find the odd one out.
 - a. OO Writer
 - b. Google Sheets
 - c. MS Word
 - d. Google Docs
5. Find the odd one out.
 - a. Ctrl + O
 - b. Ctrl + V
 - c. Ctrl + N
 - d. Ctrl + S
6. To insert a shape, which of the following keyboard shortcuts is needed?
 - a. Ctrl + S
 - b. Ctrl + I
 - c. Shift + S
 - d. None of these
7. On pressing Ctrl + S, which of the following dialog box is displayed?
 - a. Save dialog box
 - b. Save as dialog box
 - c. Share file dialog box
 - d. Spell check dialog box
8. Which of the following keyboard shortcuts increases font size?
 - a. Ctrl + B
 - b. Ctrl + U
 - c. Ctrl + I

- d. None of these
9. Find the odd one out.
- Ctrl + B
 - Ctrl + I
 - Ctrl + U
 - Ctrl + V
10. To set the font size 13 point, which of the following steps is correct?
- Home tab > Font group > Grow font or Shrink font button.
 - Home tab > Font group > Select font size from the Font size drop-down.
 - Home tab > Font group > Type 13 in the box of Font size drop-down.
 - All of these
11. Find the odd one out.
- Ctrl + J
 - Ctrl + R
 - Ctrl + E
 - Ctrl + X
12. Which of the following keyboard shortcut helps in moving the content from one place to other in a document?
- Ctrl + C
 - Ctrl + X
 - Ctrl + V
 - Delete key
13. Ravi wants to insert page numbers in footer except for the first page. Which header/footer option is best for this?
- Different first page
 - Different cover page
 - No page number on first page
 - Insert cover page
14. Which tab allows inserting Header and footer?
- Insert
 - Header-Footer
 - Home
 - Review
15. Select the correct sequence of steps for to setup autocorrect entry.
- File > Options > Proofing
 - Options > File > Proofing
 - Proofing > Options > File
 - None of these
16. Science teacher wants to list the steps of preparing a chemical. Which of the following feature is most useful?
- Table
 - Autocorrect
 - Numbered steps
 - Bulleted steps

17. Ravi wants his friends to read a document but not make changes in it. Which of the following is the best suited approach for this?
- Setting up password for opening a document
 - Setting up password for modifying a document
 - Both a) and b)
 - Giving a printout of document to everyone
18. A photocopy of a document can be taken out from its.
- Soft copy
 - Hard copy
 - Both a) and b)
 - None of these
19. Find the odd one out.
- Google Sheets
 - Gnumeric
 - OO Writer
 - Apple Numbers
20. Which of the following is not a salient feature of an electronic spreadsheet?
- Create a well drafted cover letter of a financial report
 - Automatic calculations through formulae
 - Performing calculations using functions
 - None of the above
21. Find the odd one out.
- =A5 * B5
 - =B5 / A5
 - =A1 / A1
 - None of these
22. In a spreadsheet, you can enter data only in which of the following?
- Protected cell
 - Formula Bar
 - Address bar
 - Active cell
23. In a spreadsheet, a cell can contain which of the following?
- Text keyed in by the user
 - Formula
 - Result of the formula
 - All of these
24. Statement 1: *A cell stores a formula in a spreadsheet.*
Statement 2: *A cell shows the output of a calculation done by the formula.*
- Both the statements are true and Statement 2 is the correct explanation of Statement 1
 - Both the statements are true but Statement 2 is not the correct explanation of Statement 1
 - Both the statements are false.
 - Only Statement 2 is true.
25. Formula bar shows data stored in the cell.

- a. True
 - b. False
26. Ravi entered some numbers in a spreadsheet. He wants to right align the numbers. What should he do after selecting the cells?
- a. Press Ctrl + R
 - b. Click right align button under home tab
 - c. Apply formula
 - d. By default, numbers are right aligned in a spreadsheet.
27. A collection of workbooks is called worksheet.
- a. True
 - b. False
28. Which of the following is not a way to edit data in an active cell in a spreadsheet?
- a. Press F2
 - b. Change the data in the Address bar for the active cell
 - c. Double click on the active cell
 - d. Change the data in the Formula bar for the active cell
29. Arranging the data values in a particular order is called _____.
- a. Sorting and filtering
 - b. Filtering
 - c. Sorting
 - d. Formatting
30. Sameer wants to see on the records in a spreadsheet with top 10 marks. What should he do?
- a. Sort in descending order of marks
 - b. Use Top 10 Filter
 - c. Hide unwanted rows.
 - d. Use formula
31. A formula in spreadsheet is composed of _____.
- a. Operator
 - b. Data value
 - c. Both a) and b)
 - d. None of these
32. Find the odd one out.
- a. /
 - b. ^
 - c. >=
 - d. %
33. Find the odd one out.
- a. >=
 - b. <>
 - c. >
 - d. ^
34. A relational operator helps in _____.
- a. Calculations
 - b. Comparisons

- c. Both a) and b)
 d. None of these
35. A cell contains 5/0, what will be the result?
 a. Error – division by zero
 b. 5/0
 c. 0
 d. 5
36. Cell A5 contains 196 and Cell A5 contains 73. To calculate the average of these two values, which of the following approach will work?
 a. =Average(A1, A5)
 b. =(A1 + A5) / 2
 c. =Average(A1:A5)
 d. All of these
37. In this set of values, what will the formula =MAX(MIN(A1:A6),MIN(B1:B6)) return?
- | A | B |
|---|---|
| 2 | 6 |
| 8 | 3 |
| 4 | 5 |
| 9 | 4 |
| 2 | 3 |
| 5 | 7 |
- a. Error
 b. 3
 c. 7
 d. 9
38. Ravi wants to print only first 10 records of a 3 columns worksheet. Which printing option should he use?
 a. Print Side
 b. Print Range
 c. Print selection
 d. Print top 10
39. Raj wants to create a file that must contain all the values in each record separated by comma. Which format is best suited?
 a. CSV
 b. XML
 c. XLS
 d. OOD
40. Anu needs to show the marks of students to the top management of the school in annual meeting. Which is the best suited application for this?
 a. Spreadsheet
 b. PDF
 c. Digital Presentation
 d. Printout
41. We can type on a slide just like we do in a document.
 a. True
 b. False
42. As we type in a presentation software, the new slides keep adding automatically.
 a. True
 b. False
43. A slide layout is useful in saving our time in _____.

- a. Laying out the content
 - b. Formatting the content
 - c. Understanding the content
 - d. Presenting the content
44. Slide transition allows slide objects to _____.
- a. Move into the slide with some special effect.
 - b. Move out of the slide with some special effect.
 - c. Both a) and b)
 - d. Do nothing
45. Animation allows slide objects to _____.
- a. Move into the slide with some special effect.
 - b. Move out of the slide with some special effect.
 - c. Both a) and b)
 - d. Do nothing
46. To apply transition, you first need to _____.
- a. Select the desired object on the slide
 - b. Select the desired slide
 - c. Both a) and b)
 - d. None of these
47. i. Animation contains sound effects also. ii. Transition contains sound effects also.
- a. Both these statements are true.
 - b. Both these statements are false.
 - c. Only first statement is true.
 - d. Only first statement is false.
48. An object can have more than one animation effects also.
- a. True
 - b. False
49. We can apply more than one transition effect on a slide.
- c. True
 - d. False
50. Raj wants to create a slide with his own desired layout and all the content as he has planned. Which side layout is most suited for him?
- a. Title
 - b. Blank
 - c. Both a) and b)
 - d. None of these
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