Modular Employable Skills scheme
DGE&T, Ministry of Labour, Government of India

THEORY ASSESSMENT

Sector : Information & Communication Technology
Module : Computer Fundamental, MS-Office & Internet (ICT101)

Marks : 50   Time : 30 Minutes

Name : _____ Date of Birth : _____

Father's Name : _____ Date of Assessment : _____

Testing Center : _____

❖ *Attempt all of the following questions.*
❖ *Each question provides four options and there is one and only one correct answer.*

Q.1. In Ms-word, the largest formatting unit is _____
a) Paragraph   b) Line   c) Character   d) Page

Q.2. Which type of websites end with .edu extension?
a) Commercial sites   b) Education sites   c) Military sites   d) Organization sites

Q.3. Which of the following is a high speed printer device?
a) Line Printer   b) Dot Printer   c) Page Printer   d) Character Printer

Q.4. What is the use of floppy disk?
a) Select   b) Store data   c) Open data   d) Read Data

Q.5. One Byte is equal to_____ bits.
a) 4 bits   b) 5 bits   c) 8 bits   d) 100 bits

Q.6. Which of the following device is essential to connect your computer to a LAN network?
a) Server   b) Network Interface Card   c) Monitor   d) Modem

Q.7. What is the expansion of WWW?
a) World Whole Web   b) World Wide Web   c) World With Web   d) World Web

Q.8. What is the expansion of DOS?
a) Disk Output Service   b) Disk Operating System c) Disk Operating Service   d) Disk storing Device

Q.9. The paint application is used for _____
a) Drawing images   b) Creating videos   c) Creating Notes   d) Creating Networks

Q.10. What is the short cut key for saving the file in MS-Word?
a) Ctrl + G   b) Ctrl + S   c) Ctrl + A   d) Ctrl + F5

Q.11. In MS-Word, which option is used to define page margin and paper size?
a) Print   b) Margin   c) Page Setup   d) Size

Q.12. In Excel, Which menu contains Sort option?
a) Insert   b) Format   c) Tools   d) Data

Q.13.The smallest range in Excel in ____
a) Sheet   b) Book   c) Page   d) Cell

Q.14. The information in ROM can only be
a)Written   b) Executed   c) Viewed   d) Read

Q.15. What is the shortcut key for opening a document in MS-Word?
a) Ctrl + G   b) Ctrl + S   c) Alt + A   d) Ctrl + O

Q.16. What is the short cut key to insert a new slide in MS-PowerPoint?
a) Ctrl + 1   b) Ctrl + M   c) Ctrl + S   d) Ctrl + O

Q.17. What is the short cut key to activate "format cells" dialog box in MS-Excel?
a) Ctrl + 1   b) Alt + A   c) Ctrl + S   d) Ctrl+O

Q.18. In DOS, the command used to displays the list of files and sub directories in a directory is ___
a) MKDIR   b) CHDIR   c) DIR   d) CD

Q.19. In DOS, the command used to create directory is _____
a) MKDIR   b) CHDIR   c) DIR   d) CD

Q.20. In MS PowerPoint the change in display when use moves from one slides to another is known as __
a) Transition   b) Build   c) Format   d) Display

Q.21. How to the insert today date?
a) Ctrl + :   b) Ctrl + ;   c) Shift + ctrl + :   d) Shift + ctrl + ;

Q.22. What is the default number of lines to drop for drop cap?
a) 3   b) 10   c) 15   d) 20

Q.23. What is the shortcut key you can press to create a copyright symbol?
a) Alt+Ctrl+C   b) Alt + C   c) Ctrl + C   d) Ctrl + Shift + C

Q.24. What symbol is used to enter number as text?
a) '   b) "   c) =   d) +

Q.25. How many sheets are there in Excel Workbook by default?
a) 2   b) 3   c) 4   d) 5