

Computer Science Ics Part 1 Online Test

Sr	Questions	Answers Choice
1	The function in MS-Excel is used to get the smallest value is called.	A. Max B. Min C. a and b both D. Smallest
2	The default number format assigned to a cell is.	A. Text B. Number C. Currency D. General
3	Which of the following function is used to get current date in MS-Excel	A. Year B. Today C. Month D. Exact
4	Common font size used in business document is.	A. 10-points B. 14 points C. 12 points D. 16- points
5	Which of the following is not a type of page margin.	A. Left B. Right C. Center D. Top
6	Which of the following can be used to launch the Word Art.	A. Status bar B. Ruler C. Standard toolbar D. Drawing toolbar
7	Header and footer option can be used from which menu.	A. Tools B. Insert C. Edit D. View
8	The distance between each line of paragraph and margins is called.	A. Indents B. Paragraph spacing C. Line spacing D. Alignment
9	Clipboard in MS-Word stores.	A. Entered text B. Repeated text C. Copied text D. Deleted text
10	White space around printed page is called.	A. Cover area B. Margin Area C. Blank Area D. White Area
11	Web pages are connected to one another using.	A. HTTP B. Interlink C. Multimedia D. Hyperlinks
12	Which function key is used for checking spelling and grammar in word.	A. F4 B. F7 C. F8 D. F9
13	Transferring information from computer to internet is called.	A. Downloading B. Uploading C. Pasting D. Downsizing
14	Default name of first sheet in any work book is.	A. One B. Sheet 1 C. Sheet D. First Sheet
15	Moving up or down in word processing document is called.	A. Word wrap B. Scrolling C. Line movement D. Pull down

