Computer Science Ics Part 1 Online Test

Sr	Questions	Answers Choice
1	Which of the following is a correct cell address	A. AA B. 25 C. 3B D. C5
2	Each cell in a spread sheet has a unique	A. Row B. Column C. Address D. Both a and b
3	The vertical dimension of spreadsheet is called	A. Field B. Record C. Row D. Column
4	The horizontal dimension of a spreadsheet is called	A. Field B. Record C. Row D. Column
5	Spread sheet is a grid of	A. Row B. Column C. Row and column D. None
6	Another name for an electronic spreadsheet is	A. Work book B. Work sheet C. Database D. سو
7	Which of the following is spread sheet software	A. LOTOUS 123 B. MS Excel C. Both a and b D. Neither a nor b
8	A set of buttons that involve commands in a word processing document is called	A. Menu B. Button list C. Dialog D. Toll bar
9	Pressing the Ins key will	A. Insert a character into the document B. Toggle between undo and redo C. Toggle between insertion and overtype mode D. To insert image in document
10	Deleting a character to the left of the cursor is accomplished by pressing the	A. Dell Key B. Back space key C. End Key D. Ctrl+del keys
11	Deleting a character to the right of the cursor is accomplished by pressing the	A. Dell Key B. Back space key C. End Key D. Ctrl+del keys
12	The process of moving up or down in a word processing document is called	A. Line-movement B. Word warp C. Pull-down D. Scrolling
13	The shape of the insertion point symbol is	A. Arrow B. Vertical line C. Horizontal line D. Large circle
14	The symbol that shows where the next character will be typed is called	A. Mouse symbol B. Character typing locator C. Insertion point D. Scroll
15	A tool that allows you to generate form letters is called	A. Mail merge B. Grammar ready C. Mail ready