

# Georgian Technical University

## Master Degree Program Biomedical Engineering

### Quiz- Basic Knowledge Test IT

1. MS OFFICE Is Application Software

[A] True

[B] False

2. Thesaurus tool in MS Word is used for...

[A] Spelling suggestions

[B] Synonyms and Antonyms words

3. The minimum number of rows and columns in MS Word document is

[A] 1 and 1

[B] 2 and 1

[C] 1 and 2

[D] 2 and 2

4. How many columns can you insert in a word document in maximum?

[A] 40

[B] 45

[C] 50

[D] 55

[E] As you wish

5. What is the smallest and largest font size available in Font Size tool on formatting toolbar?

[A] 8 and 72

[B] 8 and 68

[C] 6 and 72

[D] 6 and 68

6. A character that is raised and smaller above the baseline is known as

[A] Raised

[B] Outlined

[C] Capscript

[D] Superscript

7. Selecting text means, selecting?

[A] a word

[B] an entire sentence

[C] whole document

[D] any of the above

8. MS-Word automatically moves the text to the next line when it reaches the right edge of the screen and is called?

[A] Carriage Return

[B] Enter

[C] Word Wrap

[D] None of the above

9. Using Find command in Word, we can search?

[A] Characters

[B] Formats

[C] Symbols

[D] All of the above

10. In MS-Word, for what does ruler help?

[A] to set tabs

[B] to set indents

[C] to change page margins

[D] All of the above

11. By default, on which page the header or the footer is printed?

[A] on first page

[B] on alternate page

[C] on every page

[D] none of the above

12. Which menu in MSWord can be used to change character size and typeface?

[A] View

[B] Tools

[C] Format

[D] Data

13. Which key should be pressed to start a new paragraph in MS-Word?

[A] Down Cursor Key

[B] Enter Key

[C] Shift + Enter

[D] Ctrl + Enter

14. Which of these toolbars allows changing of Fonts and their sizes?

[A] Standard

[B] Formatting

[C] Print Preview

[D] None of these

15. Which bar is usually located below that Title Bar that provides categorized options?

[A] Menu bar

[B] Status Bar

[C] Tool bar

[D] Scroll bar

16. Which option in File pull-down menu is used to close a file in MSWord?

[A] New

[B] Quit

[C] Close

[D] Exit

17. What is the function of Ctrl + B in Ms-Word

[A] It converts selected text into the next larger size of the same font

- [B] It adds a line break to the document
- [C] It makes the selected text bold
- [D] It applies Italic formatting to the selected text

18. Graphics for word processor

- [A] Peripheral
- [B] Clip art
- [C] Highlight
- [D] Execute

19. What is the function of CTRL+R in MS-Word

- [A] Open the Print dialog box
- [B] Update the current Web page
- [C] Close the current window
- [D] None of these

20. What is the extension of files created in Ms-Word 97- 2003

- [A] Dot
- [B] Doc
- [C] Dom
- [D] Txt

21. In Microsoft Word shortcut key CTRL+W is used for

- [A] open the Print dialog box
- [B] Update the current Web page

[C] close the current window

[D] None of these

22. Which shortcut key is used to spell check in MS-Word

[A] F1

[B] F2

[C] F7

[D] F9

23. Why headers and footers used in MS -Word

[A] To enhance the overall appearance of the document

[B] To mark the starting of a page

[C] To make large document more readable

[D] To allow page headers and footers to appear on document when it is printed

24. The minimum number of rows and columns a word table can have is

[A] Zero

[B] 2 rows and 1 column

[C] 2 rows and 2 column

[D] 1 row and 1 column

25. In MS-Word shortcut SHIFT+DELETE is used to

[A] Delete the selected item permanently without placing the item in the Recycle Bin

[B] Copy the selected item

[C] Rename the selected item

- [D] Create a shortcut to the selected item
26. In MS Word to move the insertion point to the beginning of the next word command used is
- [A] CTRL+RIGHTARROW
- [B] CTRL+LEFT ARROW
- [C] CTRL+DOWN ARROW
- [D] None of these
27. What is the default number of lines to drop for drop cap?
- [A] 3
- [B] 10
- [C] 15
- [D] 20
28. A bookmark is an item or location in document that you identify a name for future Reference. Which of the following task is accomplished by using bookmarks?
- [A] To mark the ending of a page of document
- [B] To quickly jump to a specific location in the document
- [C] To add hyperlinks in a web page
- [D] None of These
29. Why are headers and footers used in document?
- [A] To mark large document more readable
- [B] To mark the starting and ending of a page
- [C] To enhance the overall appearance of the document
- [D] To allow page headers and footers to appear on document when it is printed

30. What is the maximum number of lines you can set for a drop cap?

[A] 10

[B] 15

[C] 20

[D] Undefine

31. What feature helps you to insert the contents of the Clipboard as text without any formatting in MS Word?

[A] Paste Special

[B] Page setup

[C] Styles

[D] Format Painter

32. What is placed to the left of the horizontal scroll bar?

[A] Indicators

[B] View buttons

[C] Tab stop buttons

[D] Split buttons

33. Which file starts MS Word?

[A] Word.exe

[B] Msword.exe

[C] Word2003.exe

[D] Winword.exe

34. How many ways can you save a document?



[A] 3

[B] 4

[C] 2

[D] 1

35. If you want to keep track of different editions of a document which features will you use?

[A] Editions

[B] Versions

[C] Track Change

[D] All of above

36. Background color or effects applied on a document is not visible in

[A] Reading View

[B] Print Layout view

[C] Web layout view

[D] Print Preview

37. What is a portion of a document in which you set certain page formatting options?

[A] Page Setup

[B] Section

[C] Page

[D] Document

38. Borders can be applied to..

- [A] Cells
- [B] Text
- [C] Paragraph
- [D] All of above

39. Which of the following is not a type of page margin?

- [A] Right
- [B] Center
- [C] Left
- [D] Top

40. What is the default left margin in Word 2003 document?

- [A] 1"
- [B] 1.25"
- [C] 1.5"
- [D] 2"

41. In MS-Access to Refresh the contents of a Lookup field (Lookup field: A field, used on a form or report in an Access database, that either displays a list of values retrieved from a table or query, or stores a static set of values.) list box or combo box

- [A] F4 or ALT+DOWN ARROW
- [B] DOWN ARROW
- [C] PAGE DOWN

[D] F9

42. In MS-Access press CTRL+O to

[A] Open a new database

[B] Open an existing database

[C] Exit MS-Access

None of these

43. In MS-Access to open an existing database press

[A] CTRL+N

[B] CTRL+O

[C] ALT+F4

[D] None of these

44. In MS-Access to Open a combo box

[A] F4 or ALT+DOWN ARROW

[D] [B] DOWN ARROW

[C] PAGE DOWN

[D] F9

45. In MS-Access to open new database press

[A] CTRL+N

[B] CTRL+O

[C] ALT+F4

[D] None of these

46. Which symbol must all formula begin with:

[A] @

[B] =

[C] +

[D] %

47. In an excel sheet the active cell is indicated by:

[A] A blinking border

[B] A dotted border

[C] A dark wide boarder

[D] None of These

48. To add two cells (A1 and A2) together you use the following formula:

[A] A1 plus A2

[B] =A1 + A2

[C] =Add(A1+A2)

[D] =together(A1:A2)

49. You can create hyperlinks from the Excel workbook to

[A] A webpage on company internet

[B] A web page on the internet

[C] Other office 97 application documents

[D] All of the above

50. The advantage of using a spreadsheet is

[A] Calculations can be done automatically

[B] Changing data automatically updates calculations

[C] More flexibility

[D] All of the above

51. There are three types of data found in a spreadsheet:

[A] Numbers, formulas, labels

[B] Data, words, numbers

[C] Words, numbers, labels

[D] Equations, data, numbers

52. To merge the cells which tab do you use from the format, cells menu?

[A] Merge tab

[B] Number tab

[C] Alignment tab

[D] Font tab

53. How do you rearrange the data in ascending or descending order?

[A] Data, table

[B] Data, sort

[C] Data, form

[D] Data, subtotals

54. Which of the following is not a data base application?

[A] Access

[B] dBase

[C] edit

[D] FoxPro

55. How many save as option in MS Access 2007?

[A] 1

[B] 2

[C] 3

[D] 4

56. How we save database file in MS Access 2007 for Ms Access 2000?

[A] Save As MS Access 2000 Database

[B] Save Only

[C] Save Object As

57. Which of the following devices is a PC component that connects the computer to the network?

[A] Bridge

[B] NIC

[C] DNS Server

[D] Gateway

58. Which of the following devices modulates digital signals into analog signals that can be sent over traditional telephone lines?

[A] Router

[B] Gateway

[C] Switch

[D] Modem

59 Which of the following devices takes data sent from one network device and forwards it to all devices on the network regardless of the intended recipient?

[A] DNS Server

[B] Switch

[C] Hub

[D] Gateway

60. Which of the following devices takes data sent from one network device and forwards it to the destination node based on MAC address?

[A] Hub

[B] Switch

[C] Gateway

[D] Modem

61. Although they've fallen out of favor, which of the following devices is used to connect different network segments and manage the traffic between them?

[A] Bridge

[B] Hub

[C] Gateway

[D] Repeater

62. Which of the following devices direct network traffic based not by MAC addresses but by software-configured network addresses?

[A] Router

[B] Hub

[C] Bridge

[D] NIC

63. Which of the following network devices/systems translates data from one format to another?

[A] Hub

[B] DHCP Server

[C] Gateway

[D] NIC

64. Which of the following terms is used to describe a hardware- or software-based device that protects networks from outside threats?

[A] NIC

[B] Gateway

[C] Firewall

[D] Hub

65. Which of the following devices assigns IP address to devices connected to a network that uses TCP/IP?

[A] DHCP Server

[B] NIC

[C] Gateway

[D] Hub

66. Which of the following devices translates hostnames into IP addresses?

[A] DNS Server

[B] Hub



[C] DHCP Server

[D] Firewall

67. Switch is a Device of \_\_\_\_\_ Layer of OSI Model.

[A] Network Layer

[B] Data Link Layer

[C] Application Layer

[D] Session Layer

68. HUB is a \_\_\_\_\_ Device and Switch is a \_\_\_\_\_ Device.

[A] Unicast, Multicast

[B] Multicast, Unicast

[C] Broadcast, Unicast

[D] None of Above

69. Star Topology is Based On a Central Device that can be \_\_\_\_\_ ?

[A] HUB

[B] Switch

[C] Only A

[D] Both A and B

70. The data on a DVD is held in the form of ..... on the disc.

[A] small pits and bumps

[B] small bits

[C] small bytes

[D] None of These

71. What is the keyboard shortcut (button or buttons to be pressed) for creating a chart from the selected cells?

[A] F3

[B] F8

[C] F7

[D] F11

72. What is the short cut key to open Font dialog box?

[A] Ctrl + D

[B] Ctrl + Shift + D

[C] Ctrl + F

[D] Alt + Ctrl + F

73. How can you access the font size tool on formatting toolbar?

[A] Ctrl + Shift + S

[B] Ctrl + Shift + P

[C] Ctrl + P

[D] Ctrl + S

74. How can you make the selected character superscripted?

[A] Ctrl + Shift + =

[B] Ctrl + =

[C] Alt + Ctrl + Shift + =

[D] None of above

75. What does Ctrl + = key effect?

- [A] All Caps
- [B] Shadow
- [C] Superscript
- [D] Subscript

76. What happens if you mark on Hidden check box of Font dialog box after you select some text?

- [A] The text is hidden and you need to bring it by removing the check box if needed again
- [B] The text is deleted from document and you need to bring from Recycle Bin if required again.
- [C] The text is hidden and cannot be returned back
- [D] The text is deleted and cannot be returned back

77. How can you increase the font size of selected text by one point every time?

- [A] By pressing Ctrl + }
- [B] By pressing Ctrl + {
- [C] By pressing Ctrl + [
- [D] By pressing Ctrl + ]

78. How can you break the current column and start a new column immediately?

- [A] Press Alt + Enter
- [B] Press Ctrl + Enter
- [C] Press Alt + Shift + Enter
- [D] Press Ctrl + Shift + Enter

79. What is the smallest width of a column?

[A] 0"

[B] 0.5"

[C] 1"

[D] 2"

80. How much space in minimum must be provided between columns?

[A] 0"

[B] 0.5"

[C] 1"

[D] 1.5"

81. To move the cursor page to page of document

[A] Ctrl+PgUp

[B] Ctrl+PgDn

[C] Both of above

[D] None of above

82. You need to jump to the next column breaking current column right at the cursor position. How can you break column?

[A] Break command from Insert menu

[B] Pressing Ctrl+Enter

[C] Pressing Alt+Shift+Enter

[D] Both b and c

83. You can detect spelling and grammar errors by

[A] Press Shift + F7

[B] Press Ctrl + F7

[C] Press F7

Press Alt+ F7

84. How many rows are there on a worksheet in Microsoft Excel 2003?

[A] 4563

[B] 5655

[C] 36256

[D] 64356

85. Data can be arranged in ascending and descending order by using

[A] Sort command from the file menu

[B] Sort command from toolbar

[C] Sort command from the data menu

[D] Sort command from the table menu

86. A red triangle in the top right corner of a cell indicates

[A] An unprotected formula

[C] Number is stored as text

[C] The formula refers to an empty cell

[D] There is a comment attached to the cell

87. To select multiple cells that are non contiguous you would click them while holding down the

[A] CTRL key

[B] ALT key

[C] Shift key

[D] CTRL + Shift keys

88. Freezing panes in excel refers to

[A] Isolating cell so the can not be seen

[B] Hiding a range o f data permanently

[C] Locking a section of a worksheet so that it is always visible

[D] Hiding specific worksheets

89. A named range is

[A] A range of cells defined by given name

[B] A range of cells that contain the same text data

[C] A name for associated formulas

[D] A range of extracted names

90. If you required more then two conditions to be analysed in a list, you would use which filter

[A] Multi-Filter

[B] Auto filter

[C] Advanced filter

[D] Advantage filter

91. A formula in excel is

[A] A formula is a way for you to make calculations based upon data

[B] A recipe for associating information

[C] set of properties

[D] Numbers and symbols

92. Excel should be primarily used for

- [A] Data storage
- [B] Data and text storage
- [C] Data analysis
- [D] Data extraction

93. In excel a macro is

- [A] A large set of data
- [B] A data dump
- [C] Script that performs an action
- [D] A macromedia file

94. Which of the following is an example of a binary number

- [A] A1BCD2
- [B] 23456
- [C] 005
- [D] 1001001

95. Choose the smallest memory size

- [A] kilobyte
- [B] megabyte
- [C] gigabyte
- [D] terabyte

96. One byte is equal to

- [A] 8 bit
- [B] 16 bit
- [C] 32bit
- [D] 64 bit

