

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 tho selected text bold
 - [D] It applies Italic formatting t 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. What is the maximum number of lines you can set for a drop cap?
- [A] 10
 - [B] 15
 - [C] 20
 - [D] Undefine
22. What feature helps you to inserts the contents of the Clipboard as text without any formatting in MS Word?
- [A] Paste Special
 - [B] Page setup
 - [C] Styles
 - [D] Format Painter
23. What is place to the left of horizontal scroll bar?
- [A] Indicators
 - [B] View buttons
 - [C] Tab stop buttons
 - [D] Split buttons
24. Which file starts MS Word?
- [A] Word.exe
 - [B] Msword.exe
 - [C] Word2003.exe
 - [D] Winword.exe
25. How many ways you can save a document?
- [A] 3
 - [B] 4
 - [C] 2
 - [D] 1
26. 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
27. 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
28. What is a portion of a document in which you set certain page formatting options?
- [A] Page Setup
 - [B] Section
 - [C] Page
 - [D] Document
29. Borders can be applied to..
- [A] Cells
 - [B] Text
 - [C] Paragraph
 - [D] All of above
30. Which of the following is not a type of page margin?
- [A] Right
 - [B] Center
 - [C] Left
 - [D] Top
31. What is the default left margin in Word 2003 document?
- [A] 1"
 - [B] 1.25"
 - [C] 1.5"
 - [D] 2"
32. 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
33. Which of the following network devices/systems translates data from one format to another?
- [A] Hub
 - [B] DHCP Server
 - [C] Gateway
 - [D] NIC
34. 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
35. 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
36. Which of the following devices translates hostnames into IP addresses?
[A] DNS Server
[B] Hub
[C] DHCP Server
[D] Firewall
37. Switch is a Device of _____ Layer of OSI Model.
[A] Network Layer
[B] Data Link Layer
[C] Application Layer
[D] Session Layer
38. HUB is a _____ Device and Switch is a _____ Device.
[A] Unicast, Multicast
[B] Multicast, Unicast
[C] Broadcast, Unicast
[D] None of Above
39. Star Topology is Based On a Central Device that can be _____ ?
[A] HUB
[B] Switch
[C] Only A
[D] Both A and B
40. 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
41. 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
42. How much space in minimum must be provided between columns?
[A] 0"
[B] 0.5"
[C] 1"
[D] 1.5"
43. To move the cursor page to page of document
[A] Ctrl+PgUp
[B] Ctrl+PgDn
[C] Both of above
[D] None of above
44. 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
- 45 You can detect spelling and grammar errors by
- [A] Press Shift + F7
 - [B] Press Ctrl + F7
 - [C] Press F7
 - [D] Press Alt+ F7
46. How many rows are there on a worksheet in Microsoft Excel 2003?
- [A] 4563
 - [B] 5655
 - [C] 36256
 - [D] 64356
47. ata can be arranged in ascending and descending order by using
- [A] Sort command from the file menu
 - [B] ort command from toolbar
 - [C] Sort command from the data menu
 - [D] Sort command from the table menu
48. red triangle in the top right corner of a cell indicates
- [A] An unprotected formula
 - [B] Number is stored as text
 - [C] The formula refers to an empty cell
 - [D] There is a comment attached to the cell
- 49 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
50. 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

Master Program

Quiz's Literature

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