

**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 abov
  
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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