Question Bank
Computer Skills
2022-2023

Theoretical Q. Bank:

From 1 to 29, select the best answer:

1. The brain of any computer system is _____.
   a) ALU   b) Memory   c) CPU   d) Control Unit

2. RAM is a _____ memory, while a hard disk is a _____memory.
   a) primary, secondary   b) secondary, primary   c) primary, primary   d) secondary,secondary

3. Which of the following is not a binary number?
   a) 1111   b) 101   c) 11E   d) 000

4. One kilobyte is equal to _____ bits.

   a) 1024   b) 8   c) 8192   d) 2^{10}

5. The extension of Power Point presentation of file is _____.

   a) .pps   b) .docx   c) .ppt   d) .xlsx

6. Left, Right, Center and Justify are options for which tool on the ribbon?

   a) Text Alignment   b) Line Spacing   c) Bulleted list   d) Text direction

7. Which command allows you to change the document file type?

   a) Print   b) Save as   c) Copy   d) New

8. In Ms Excel, the functions are written in _____.

   a) View tab   b) Name box   c) Formula bar   d) Conditional formatting

9. Functions in Ms Excel must begin with _____.

   a) an () sign   b) an equal sign   c) a plus sign   d) a > sign

10. What is the intersection of a row and a column on a worksheet called?

   a) Column   b) Value   c) Address   d) Cell

11. To apply center alignment to a paragraph we can press _____.

   a) Ctrl+ S   b) Ctrl+ C   c) Ctrl+ A   d) Ctrl+ E

12. Which items are placed at the end of a document?

   a) Footer   b) Foot note   c) Endnote   d) Header

13. Which item appears dimly behind the content on the page?

    a) Water color   b) Watermark   c) Background   d) Back color

14. Which of the following Excel formula is wrong?

    a) **=Sum(D5 . D11)**   b) **= 4 *A9**   c) **= H2 / 8**   d) **=C6 + R7**

15. The 'heart' of the processor which performs many different operations _____

    A) Arithmetic and logic unit   B) Motherboard   C) Control Unit   D) Memory

16. The speed of the CPU, or Central processing unit, is measured in _____.
    A) Byte   B) GHz   C) GB   D) Motherboard

17. From _____ tab you can add header and footer to your document.
    A) Home   B) Insert   C) Design   D) Layout

18. Which memory is permanent and non-volatile primary memory?

    A) RAM   B) ROM   C) Hard disk   D) DVD

19. One byte contains _____ bits.

    A) 1024   B) 1000   C) 8   D) 64

20. Which of the following is not an output device?

    A) Keyboard   B) Monitor   C) Printer   D) Speaker

21. Picture file has an extension of _____.

    A) .mp3   B) .docx   C) .jpg   D) .pdf

22. The space left between the margin and the start of a paragraph is called

    A) Spacing   B) Gutter   C) Indentation   D) Alignment

23. Which command is used to select a portrait or landscape?

    A) Save   B) Save as   C) Print Preview   D) Page setup

24. Which of the following is true to select a paragraph?

    A) double click on it   B) Triple click on it   C) Underline the paragraph   D) Click on it.

25. Which one is not a Function in Ms Excel

    A) SUM   B) AVG   C) MAX   D) MIN

26. "Ctrl + Shift + +" is used for _____.

  A) Change Alignment   B) Change font to Bold   C) Subscript   D) Superscript

27. Windows, macOS, and Linux are examples of _____.

    A) Operating System   B) Web browser   C) Mobile devices   D) internet service

28. Text-Styling feature of MS word is

    A) WordArt   B) wordFont   C) Wordcolor   D) WordFill
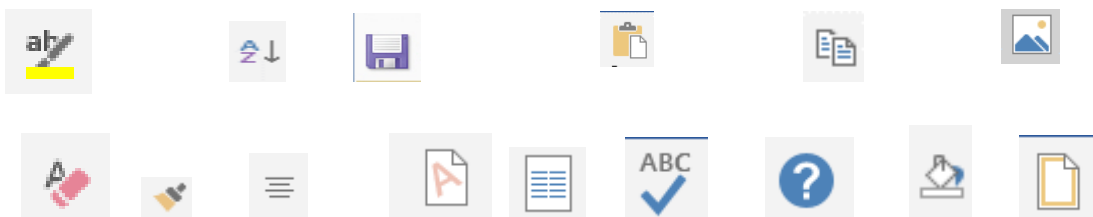
29. In Excel which one denoted a range from B1 through E5?

    A) **B1 – E5**   B) **B1 : E5**   C) **B1 to E5**   D) **B1 $ E5**

30. Perform following task in MS Excel.

ID	Name	English	computer skills	academic skill	Average	Evaluation
1	Ali	56	67	78		
2	Sara	61	87	65		
3	Ahmed	45	58	70		
4	rayan	20	43	50		
5	Lana	69	71	77		
6	hemin	20	38	40		

1. Find the **total sum** and **average** of marks for each student.
2. Use the formula to show that the students are **pass** or **fail**.
3. Find the number of passed students based on the average.
4. Find the maximum average between all students.

31. Identify the function of the following tools:

32. Write the function of the following keys on the keyboard:

    1) Caps Lock   **2)** Ctrl+Z   **3)** Ctrl+P

    4) Ctrl+ Home   **5)** Ctrl+ =   **6)** Ctrl+Delete

    7)Ctrl+ Home   8) Shift+Delete   9) Tab

33. What is the difference between **Merge cells** and **Split cells**

34. What is the difference between **Delete** and **Shift+ Delete**

35. What is the difference between **Footnote** and **Endnote**

36. What is the difference between **Save** and **save as**

37. What is the difference between **File** and **Folder.**

38. What is the difference between **Backspace** and **Delete**

39. What is the difference between **Find** and **Replace.**

Practical Q. Bank

40. Load Microsoft Word.

41. Type the following text:

The Fairy Tales we deserve

The Disney Stories that enchant us today are drawn from ancient, worldwide folk tradition. Some folklorists believe that "Cinderella" in its most basic form--neglected youngest child is tested, found worthy, rewarded with mate--dates back to the Old StoneAge.

Cinderella

Folk versions of "Cinderella" were related in hundreds of societies. In these stories, the "test" for the unfortunate child is different. Our familiar Cinderella is beautiful and has tiny feet. By contrast, the Japanese Cinderella gets her Prince by writing a prize-winningpoem.

Other fairytales include:

- Little Red Riding Hood
- Three Little Pigs
- Beauty and the Beast

42. Save your work as "Fairytales" on my Desktop.

43. Run the spell checker.

44. Embolden and underline "The Fairy Tales we deserve"

45. Change the line spacing of the paragraphs to 1.5.

46. Apply a hanging indentation to the second paragraph starting "Folkversions…"

47. Replace the word "beautiful" with magnificent.

48. Insert a soft carriage return after the first sentence.

49. Apply the style Heading 1 to "Cinderella"

50. Apply a 6pt width page border to the document.

51. Add a header to the document and write your Name and Surname.

52. Change the bullets points to a numbered list.

53. Write the steps for the following questions:

    i)   Change the windows taskbar position to the top of the screen.
    ii)   How to enable / disable the windows full-screen start menu.
    iii)   How to view basic information about your PC in windows 10.
    iv)   Make a bubble screen saver.

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