

Multiple Choice Questions (MCQs)**(for 2nd Term)****CLASS: IV****SUBJECT: COMPUTER STUDIES****Chapter – 3 [Tools of Word Processor]**

- Question) Multiple choice questions:
- Which shortcut is used for Font?
(a) Ctrl + F (b) Shift + F (c) Ctrl + Shift + F
 - In MS Word 2010, the default font type is _____ font.
(a) Arno Pro (b) Cambria (c) Calibri
 - Which helps to make you work readable?
(a) Editing (b) Formatting (c) None
 - The normal text in the word document appears in _____ font size.
(a) 11 (b) 15 (c) 17
 - How many text alignment are there in MS. Word?
(a) four (b) five (c) one
 - Which we have to click from them to make the text bold?
(a) Ctrl + A (b) Ctrl + B (c) Ctrl + Z
 - Line space can be set by clicking on the _____ on the paragraph group of the home tab.
(a) Paragraph Spacing (b) Line (c) Both (a) and (b)
 - What is the shortcut keys of paste?
(a) Ctrl + Z (b) Ctrl + P (c) Ctrl + V
 - A print preview of the document will be displayed on the _____ side.
(a) upper (b) right (c) left
 - _____ is the default line spacing in MS. Word?
(a) 1.10 (b) 1.15 (c) 1.25
 - Which is a powerful graphical word processing program?
(a) MS PowerPoint (b) MS Excel (c) MS Word
 - MS Word can be used for _____.
(a) editing (b) printing (c) all of these
 - To make the selected text underline , we have to press -
(a) Ctrl + I (b) Ctrl + U (c) Ctrl + Z
 - Which shortcut key we have to click for increasing Font size?
(a) Ctrl + Shift ++ > (b) Ctrl + Shift + < (c) Ctrl + Shift + =
 - Text appears by default in _____ colour.
(a) Red (b) Green (c) Black
 - Font has features _____ for text in your document.
(a) Italic (b) Bold (c) Both
 - _____ command reverse the last action performed.
(a) redo (b) undo (c) paste
 - Which shortcut key is used for highlighting the word?
(a) Shift +F2 (b) Shift + F3 (c) Shift + F7
 - Press _____ function key from keyboard for spell checking.
(a) F2 (b) F5 (c) F7
 - Microsoft word is one of the powerful _____ application.
(a) graphic (b) multimedia (c) word processing
 - If we don't want to make a change on spell check. Click on _____.
(a) Close rule (b) Exit rule (c) Ignore rule
 - To make the selected text italic, we press?
(a) Shift+I (b) CTRL+I (c) none
 - CTRL+Z is short key of which text?
(a) undo (b) redo (c) copy
 - MS word has the features of _____.
(a) editing (b) formatting (c) both
 - What is the shortcut key for print?
(a) Ctrl + V (b) Ctrl + Z (c) Ctrl + P

Chapter – 5 [Presentation Software – An Introduction]

- Question) Multiple choice questions:
- By default, documents in MS PowerPoint are saved with _____ extension.
(a) .www (b) .pptx (c) .ppt
 - You can enter elements like _____ by using the placeholders.
(a) text (b) picture (c) tables
 - Which is a powerful tool to create presentations and slide shows?
(a) MS Word (b) MS Excel (c) MS PowerPoint
 - Press _____ for starting slide show.
(a) F2 (b) F7 (c) F5
 - In which area you can add slide elements such as text, pictures, animations?
(a) slide (b) title (c) menu
 - Which gives you the option to present the series of slides into the slide show?
(a) Word (b) Excel (c) PowerPoint
 - The area where you insert the elements is called a _____.
(a) slide holder (b) Place holder (c) None

8. Which shortcut key is used to view the slide show from current slide?
 (a) Shift + F5 (b) F5 (c) F2
9. Click on the file tab and choose _____ option for exiting a presentation.
 (a) save (b) save as (c) exit
10. Type name for your document in the _____ text box.
 (a) File Name (b) File Tab (c) Save
11. Which steps are correct for opening a presentation?
 (a) File – Navigation Pane – Open option – Open
 (b) File – Open option – Navigation pane – Open button
 (c) Only b.
12. Which command we can click to save a presentation?
 (a) open (b) close (c) save as
13. To add a new slide we press _____ shortcut key?
 (a) Ctrl + A (b) Ctrl + C (c) Ctrl + M
14. The area where you insert the _____ the called a place holder.
 (a) presentation (b) element (c) matter
15. Which bar will displays the name of the document?
 (a) ribbon (b) outline tab (c) title bar
16. For zoom we have to click on _____.
 (a) view buttons (b) zoom slider (c) Both
17. Which consist of commands like to open save and print.
 (a) slide area (b) place holder (c) file tab
18. Digital presentation are easy to _____.
 (a) create (b) use (c) both
19. The presentation software enables the user to present _____.
 (a) information (b) videos (c) both
20. Steps for starting MS PowerPoint –
 (a) Start – All apps – Microsoft Office
 (b) Start – Presentation
 (c) None
21. The _____ will also be according to the default setting.
 (a) slide layout (b) title bar (c) none
22. Where we can see our slides?
 (a) outline tab (b) slides tab (c) both
23. The file tab consists of commands like –
 (a) save (b) open (c) print
24. Press _____ shortcut key to view the slide show from beginning.
 (a) Shift – F5 (b) F2 (c) F3
25. You can view the slide show using slide show tab -
 (a) from beginning (b) from current slide (c) both (a) and (b)

