

NAT II Physical Science

Sr	Questions	Answers Choice
1	Tables are used	A. To organize the rows B. To organize the columns C. To organize and present information D. All the above
2	In order to cancel the entry that is typed in a cell of Excel, which of the following key is pressed	A. Del B. Insert C. Esc D. Num
3	In Microsoft Word, Ctrl+l is used for which of the following	A. Single line spacing B. Double line spacing C. To set 1.5 line spacing D. To set 5 line spacing
4	The main function of computer is	A. Data processing B. Storing information C. To require results D. Logical operations
5	The most widely used word processing software in the PC is called	A. Sun word B. Microsoft word C. Oracle word D. AT & D. AT & Army; T word
6	In Excel a cross shaped white marker is called a	A. Pointer B. Cell C. Cell pointer D. Cell box
7	To switch from one application to another running under window, press	A. Ctrl+Alt B. Ctrl+Tab C. Alt+Tab D. Shift+Tab
8	How many inches is set by default as column spacing	A. 0.05 B. 0.15 C. 0.50 D. 0.75
9	To unhide rows in Excel, the short cut key used is	A. Ctrl+(B. Ctrl+) C. Ctrl+Shift+(D. Ctrl+Shift+)
10	WOL stands for	A. Web online B. Wide online C. World online D. Whole online
11	In order to add the highlighted word to word's built in dictionary, which of the following button is used in the spelling and grammar dialogue box	A. Change B. Ignore C. Add D. Auto correct
12	In order to rename the sheet name, which of the following maximum characters are allowed in the excel	A. 21 characters B. 26 characters C. 30 characters D. 31 characters
13	How many files you can attach with the outgoing message through email?	A. Only one B. Only two C. Only three D. One or two
14	The widely used code in data communication is	A. A bit ASCII B. 7 bit ASCII C. EBCDIC D. None of these
15	Which of the following tab is not present in the left section or pane of the windows help dialogue box?	A. Contents B. Web C. Index

		D. Search
16	When you see the cut and copy command, word places the selection in a temporary storage area called	A. Hard disk B. Virtual disk C. Clip board D. Reserve board
17	Which of the following is an addition operator	A. + B C. * D. /
18	Spreadsheet provides a convenient method for analyzing which of the following types of data	A. Financial B. Inventory C. Laboratory D. All of these
19	When you create a new workbook, in this context Excel is called	A. Document window B. Application window C. Interactive window D. Active window
20	Which of the following device is used to connect different types of networks	A. Repeater B. Bridge C. Router D. Gateway