

EXAM



HKCL

Creating a Knowledge Lit World

ANSWER SHEET
PRACTICE
PAPER No. 31

HS-CIT PRACTICE PAPER

- Paper Number : 31
- Paper Duration : 20 Minutes
- Total Question : 15
- Total Marks : 15



General Instructions

- Please note this is practice for your final exam'. In the final exam the total number of questions that you will get will be 50 and the time to complete the final exam will be 60 Minutes.
- You may mark your answers in a note pad and check it with the correct answers that will be provided to you in evening.
- Explanation of every correct answer will be provided to you so that you are able to learn and understand the concept thoroughly.

ALL THE BEST

Time Remaining

49:26



User :hkond6

Number of questions : 50

0 Answered

25 Not Answered

25 Not Visited

Question

A⁻

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A⁺

Q1. What is the extension of files created in Ms-Word?

Q1. Ms-Word में बनाई गई फ़ाइलों का एक्सटेंसन क्या है?

- Options
- (A) .xlsx
 - (B) .doc
 - (C) .dom
 - (D) .txt

Save & Next

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User :hkond6

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Question

A⁻

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A⁺

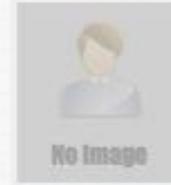
Q2. Which shortcut key is used to spell check in MS-Word?

Q2. MS-Word में वर्तनी जांचने के लिए किस शॉर्टकट की का उपयोग किया जाता है?

Options

- (A) F1
- (B) F2
- (C) F7
- (D) F9

Save & Next



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Question

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Q3. What is the default number of lines to drop for drop cap?
Q3. ड्रॉप कैप के लिए लाइनों की डिफ़ॉल्ट संख्या क्या है?

Options (A) 3
(B) 10
(C) 15
(D) 20

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25

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25

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Question

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Q4. How can you insert a sound file in your word document?

Q4. आप अपने वर्ड डॉक्यूमेंट में साउंड फाइल कैसे डाल सकते हैं?

Options

- (A) From insert -> sound menu option
- (B) From insert -> file menu option
- (C) From insert -> object menu option
- (D) None of These/ इनमें से कोई नहीं

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Question

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Q5. Which of the following is an absolute cell reference?
Q5. निम्नलिखित में से कौन सा एक पूर्ण सेल संदर्भ है?

- Options
- (A) A1
 - (B) \$A\$1
 - (C) !A!!
 - (D) #a#1

Save & Next

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Question

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Q6. Which file format can be added to a PowerPoint show ?

Q6. पाँवरपाँइंट शो में कौन सा फ़ाइल प्रारूप जोड़ा जा सकता है?

- Options
- (A) .gif
 - (B) .jpg
 - (C) .wav
 - (D) All of above/ ये सभी

Save & Next

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Question

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Q7. How to select one hyperlink after another during a slide presentation?
Q7. स्लाइड प्रस्तुति के दौरान एक के बाद एक हाइपरलिंक का चयन कैसे करें?

- Options
- (A) Ctrl + K
 - (B) Ctrl + D
 - (C) Tab
 - (D) Ctrl + H

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Question

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Q8. Special effects used to introduce slides in a presentation are known as:
Q8. एक प्रस्तुति में स्लाइड्स को पेश करने के लिए उपयोग किए जाने वाले विशेष प्रभावों को कहा जाता है:

Options

- (A) transitions/ ट्रांजीशन
- (B) effects/ प्रभाव
- (C) custom animations/ कस्टम एनिमेशन
- (D) annotations/ एनोटेशन

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Question

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Q9. You can edit an embedded organization chart object by _____.

Q9. आप _____ द्वारा एक एम्बेडेड संगठन चार्ट ऑब्जेक्ट को संपादित कर सकते हैं।

Options

- (A) Double clicking the organization chart object/
संगठन चार्ट ऑब्जेक्ट पर डबल क्लिक करें
- (B) Clicking edit object/ एडिट ऑब्जेक्ट पर क्लिक करना
- (C) Right clicking the chart object, then clicking edit MS-
Organization Chart object
चार्ट ऑब्जेक्ट पर राइट क्लिक करें, फिर MS-Organization
चार्ट ऑब्जेक्ट को संपादित करें पर क्लिक करें
- (D) A and C both/ ए और सी दोनों

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Question

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Q10. Which of the following is not one of PowerPoint view?

Q10. निम्नलिखित में से कौन-सा एक PowerPoint दृश्य नहीं है?

- Options
- (A) Slide show view/ स्लाइड शो दृश्य
 - (B) Slide view/ स्लाइड दृश्य
 - (C) Presentation view/ प्रस्तुति दृश्य
 - (D) Outline view/ रूपरेखा दृश्य

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Question

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Q11. Which PowerPoint view works best for adding slide transitions?

Q11. स्लाइड ट्रांजीशन जोड़ने के लिए कौन सा PowerPoint दृश्य सबसे अच्छा काम करता है?

Options

- (A) Slide show view/ स्लाइड शो दृश्य
- (B) Slide sorter view/ स्लाइड शॉर्टर दृश्य
- (C) Slide view/ स्लाइड दृश्य
- (D) Notes view/ नोट्स दृश्य

Save & Next

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Question

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Q12. Which PowerPoint feature allows the user to create a simple presentation quickly ?

Q12. PowerPoint की कौन सी सुविधा उपयोगकर्ता को एक सरल प्रस्तुति बनाने की अनुमति देती है?

- Options
- (A) AutoContent Wizard/ ऑटो कंटेंट विज़ार्ड
 - (B) Transition Wizard/ ट्रांजीशन विज़ार्ड
 - (C) Chart Wizard/ चार्ट विज़ार्ड
 - (D) Animations/ एनिमेशन

Save & Next

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Question

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Q13. Slide sorter can be accessed from which menu ?

Q13. स्लाइड शॉर्टर को किस मेनू से एक्सेस किया जा सकता है?

- Options
- (A) Insert/ इन्सर्ट
 - (B) File/ फ़ाइल
 - (C) Edit/ एडिट
 - (D) View/ व्यू

Save & Next

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Question

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A⁺

Q14. To print power point presentation, press :

Q14. पावरपॉइंट प्रस्तुति को प्रिंट करने के लिए, दबाएँ:

- Options
- (A) Ctrl + A
 - (B) Ctrl + Shift + P
 - (C) Ctrl + P
 - (D) CTRL + S

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Not Visited

Question

A⁻

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Q15. What would we choose to create a pre-formatted style?

Q15. हम पूर्व-स्वरूपित शैली बनाने के लिए क्या चुनूंगा?

Options

- (A) Slide sorter view/ स्लाइड शॉर्टर व्यू
(B) Slide layout/ स्लाइड लेआउट
(C) Format/ फॉर्मेट
(D) None of above/ उपरोक्त में से कोई नहीं

Save & Next

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All the
best

HS-CIT

अंतरराष्ट्रीय स्तर का परिपूर्ण कंप्यूटर कोर्स