FINALTERM EXAMINATION
Spring 2010
CS001- VU-Computer Proficiency License

Ref No: 1540848
Time: 90 min
Marks: 58

Student Info	
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Exam Date:	9th august 2010

For Teacher's Use Only

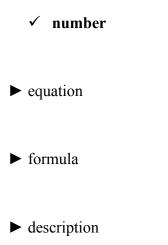| Q No.	1	2	3	4	5	6	7	8	Total
Marks									
Q No.	9	10	11	12	13	14	15	16	
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Q No.	17	18	19	20	21	22	23	24	
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Q No.	25	26	27	28	29	30	31	32	
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Q No.	33	34	35	36					
Marks									

Question No: 1 (Marks: 1) - Please choose one

There are three types of data found in a spreadsheet.

► data, words, numbers

► equations, data, numbers

► words, numbers, labels

✓ **numbers, formulas, labels**

Question No: 2 (Marks: 1) - Please choose one

A constant is another name for this type of data:

✓ **number**

► equation

► formula

► description

Question No: 3   (Marks: 1) - Please choose one

Which is an absolute address?

    ✓ **C4**

► 10700 - 105 Ave.

► C4

► None of these

Question No: 4   (Marks: 1) - Please choose one

```
What program do you use to create a spreadsheet?
```
► Word

    ✓ **Excel**

► Access

► PowerPoint

Question No: 5   (Marks: 1) - Please choose one

```
Which button on the standard toolbar gives you quick access
to the Sum, Average, Count, Min, and Max functions?
```

✓ **AutoSum**

► Insert Function

► AutoFill

► Paste

Question No: 6   (Marks: 1) - Please choose one

What do you use to create a chart?

✓ **Chart Wizard**

► Pie Wizard

► Excel Wizard

► Data Wizard

Question No: 7   (Marks: 1) - Please choose one

Which type of chart shows the pattern or relationships
between sets of data points?

► Line

✓ **Pie**

► Area

► XY (Scatter)

Question No: 8   (Marks: 1) - Please choose one

On an Excel sheet the active cell is indicated by _____.

► a dark wide border

► a dotted border

► a blinking border
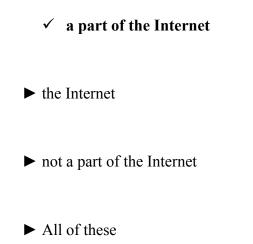
✓ **All of these**

Question No: 9   (Marks: 1) - Please choose one

A user wishes to remove a spreadsheet from a workbook. Which is the correct sequence of events that will do this ?

► Go to FILE - SAVE AS - SAVE AS TYPE - Excel 4.0 Work Sheet

✓ **Right click on the spreadsheet tab and select DELETE**

► Right click on the spreadsheet and select INSERT - ENTIRE COLUMN

► None of these

Question No: 10   (Marks: 1) - Please choose one

The World Wide Web (WWW) is...

✓ **a part of the Internet**

► the Internet

► not a part of the Internet

► All of these

Question No: 11   (Marks: 1) - Please choose one

Uniform Resource Locator (URL) are...

► the same as Search Engines

✓ **the addresses of specific documents and resources on the WWW**

► never more than 11 characters long

► All of these.

Question No: 12   (Marks: 1) - Please choose one

The _____ standard defines how data transmits across telephone lines or other means.

► TCP/IP

► EDI (Electronic Data Interchange)

► Electronic funds transfer (EFT)

✓ **Ethernet**

Question No: 13   (Marks: 1) - Please choose one

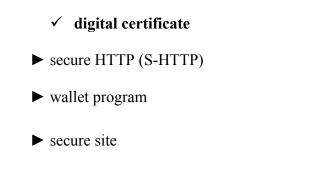A(n) _____ line typically costs $1,000 or more per month.

► ISDN

► T3

► ATM

✓ **T1**

Question No: 14   (Marks: 1) - Please choose one

A _____ is a Web site that uses encryption techniques to secure its data.

✓ **digital certificate**

► secure HTTP (S-HTTP)

► wallet program

► secure site

Question No: 15   (Marks: 1) - Please choose one

The process of converting readable data into unreadable characters to prevent unauthorized use is called _____

► normalization

► decryption

► validation

✓ **encryption**

Question No: 16   (Marks: 1) - Please choose one

_____Repeats the last command or action, if possible in excel.

► F1

► F2

► F3

✓ **F4**

Question No: 17   (Marks: 1) - Please choose one

Which of the following is primary storage?

- ► Hard disk

- ► Floppy disk

- ✓ **RAM**

- ► Optical disk

Question No: 18   (Marks: 1) - Please choose one

The device used to store data is called

- ► Input device

- ► Out put device

- ► None of these

- ✓ **Storage device**

Question No: 19   (Marks: 1) - Please choose one

Which of the following is intangible?

- ✓ **Software**

- ► Hard disk

- ► Optical disk

- ► Computer Mouse

Question No: 20   (Marks: 1) - Please choose one

Tab key is a

    ► Non-typing key

     ✓ **Typing key**
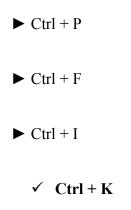
    ► Toggle key

    ► Application key

Question No: 21   (Marks: 1) - Please choose one

What is the keyboard shortcut (button or buttons to be
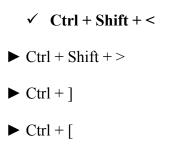pressed) for creating a Chart from the selected cells ?

    ► F3

    ► F4

     ✓ **F5**

    ► F6

Question No: 22   (Marks: 1) - Please choose one

In Word which of the following shortcut key combination, **Inserts** link

► Ctrl + P

► Ctrl + F

► Ctrl + I

  ✓ **Ctrl + K**

Question No: 23   (Marks: 1) - Please choose one

In Word which of the following shortcut key combination, decreases selected font -1pts if 12pt or lower, if above 12 decreases font by +2pt.

  ✓ **Ctrl + Shift + <**

► Ctrl + Shift + >

► Ctrl +]

► Ctrl + [

Question No: 24   (Marks: 1) - Please choose one

Which will select all the cells in a document ?

► Clicking three times with the right mouse button in the spreadsheet

► Using the Edit - Select All menu item

✓ **Pressing CTRL + A on the keyboard**

► None of these

Question No: 25   (Marks: 1) - Please choose one

_____ will insert a new worksheet.

✓ **ALT+SHIFT+F1**

► ALT+SHIFT+F2

► ALT+SHIFT+F3

► None of these.

Question No: 26   (Marks: 1) - Please choose one

E-mail stands for

✓ **electronic mail**

► the print out from a fax machine

► a letter printed from a computer

► All of these

Question No: 27   (Marks: 2)

What is the difference between closing and exiting?

Solution:
Closing removes the particular part of the program if it is used on the main screen or window.
Whereas, exit means to close the file and also to exit the application.

Question No: 28   (Marks: 2)

How we can print more than one slide per page in PowerPoint

Question No: 29   (Marks: 2)

How we can Bookmark a Web page

Solution:
To Bookmark a Web page in internet explorer select the "Bookmarks" options and clicking "Save" in the drop down menu. Save, edit or add a bookmark to a web browser to find a site quickly on the Internet. It is located in the location bar of the internet explorer.

Question No: 30   (Marks: 2)

Define standard and status bars.

Solution:
Standard Bar:
A standard bar contains icons for functions such as file management, printing, editing, formatting and calculating. It is located just below the menu bar in an application window.

Status Bar:
A horizontal line of information displayed at the bottom of an application window. It reports information about the current status of the program or the data contents in the window.

Question No: 31   (Marks: 3)

Here is the data for the sales of Apples for year 2007, using excel apply the formula to calculate the Harmonic Mean of sales using HARMEAN function (Statistics Category) and give the result in the answer area,

Peaches	
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	

Question No: 32   (Marks: 3)

Describe the function of the following short cut keys in PowerPoint,

Description	Column B
To redo an action that has just been	CTRL+Y

undone	
It creates a new presentation window	CTRL+N
This is to opens a search browser to open a saved file in the computer	CTRL+O

Question No: 33   (Marks: 3)

How we can change the Web browser Home Page/Start page

Question No: 34   (Marks: 5)

a. **What is electronic mailing? Give its basic concept and usage.**

Electronic mail, also written as E-mail, is an electronic transmission of messages, letters and documents. It includes point to point services in which text file, that is, sent or received can be edited. The basic concept of E-mail is to send and receive messages as quickly as possible with the addition of sounds, graphics, links and etc, which can never be possible through the old postage system as that took long and also has to go through countries borders.

E-mail typically is used for conversations that are not urgent and for dialogues that are expected to continue over a period of time. The structure of e-mail eliminates interruptions associated with telephone conversations or electronic pagers. It also permits asynchronous communication, which can benefit both the sender and the recipient in our busy society.

b. **What are Computer Viruses?**

Solution:
A computer virus is a computer program that can copy itself and infect a computer. The term "virus" is also commonly but mistakenly used to refer to other types of malware, including but not limited to adware and spyware programs that do not have the reproductive ability. Viruses can increase their chances of spreading to other computers by infecting files on a network file system or a file system that is accessed by another computer.
Example: Trojan horses.

Question No: 35   (Marks: 5)

What is slide layout? Is there any way to change the default layout of the slide? If

yes, than explain in your own words.

Solution:
The slide layout in PowerPoint is the arrangement of all the items that make up your slide, such as title, graphics or text boxes. Yes we can change the default layout.
To modify the layout, first you will need to go into the view tab and then click on the slide master button. Then click on the first slide, and changes that you make to this slide will be used by the other layout slides shown below the slide master. Use all of the tools on the tab to set the dimensions, theme and background styles for your slides.
When you have finished this, click in the title text box and use the tools in the drawing tools format tab and the home tab in order to modify the style of your text. Next click on the contents text box and change the styles for the different levels of text.

Question No: 36   (Marks: 5)

How we can modify column widths and row heights?

Solution:
By placing the mouse on the edge of the grid of the column or row. The pointer will change its shape and drag the pointer then to adjust its width.