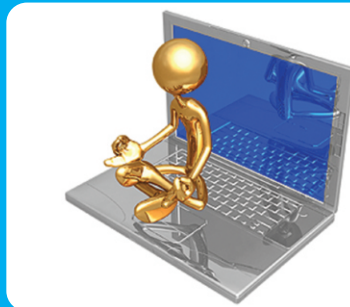


EtG

OLYMPIAD EXPLORER



Workbook for

International **CYBER** Olympiad
National/International Olympiads/Talent Search

Based on CBSE, ICSE, GCSE, State Board Syllabus & NCF (NCERT)

100's of Q's with answers

- Chapterwise Practice Q's
- Revision Q's
- Sample Paper



Class

7

EDUHEAL FOUNDATION

• LEARNING FOR LIFE

EduHeal Foundation conducts 5 Olympiads annually reaching
• 4 Lakh + Students • 50,000 Coordinating Teachers and having
in English / Maths / Science / Biotech / Computer & 300 R

PRIZES



WORKSHOP • TEACHER TRAINING PROG. • MAGAZINE/LAB GRANT • PRINCIPAL LEADERSHIP AWARD.

Contents

S.No.	Chapters	Page No.
1.	Computer Fundamentals & Computer Networking	1
2.	Spreadsheets	9
3.	MS-Word	13
4.	Multimedia	20
5.	Internet	23
6.	Window Explorer	27
7.	Revision Questions	32
8.	ICO Sample Paper	37



SYLLABUS GUIDELINES

A Walk Through Computers; Types of computer Languages; Computer Networking and its Usage; Windows Explorer; Microsoft Word; Understanding World of Internet; Microsoft Excel; Introduction of Power-point.



- Q.1.** The time units used to measure computer speed:
(a) seconds (b) micro seconds
(c) nano second (d) both (b) and (c)
- Q.2.** 1 Nanosecond is equal to:
(a) 10^{-6} seconds (b) 10^{-8} seconds
(c) 10^{-9} second (d) 10^{-5} seconds
- Q.3.** One micro second is equal to:
(a) 10^{-4} seconds (b) 10^{-8} seconds
(c) 10^{-6} seconds (d) 10^{-5} seconds
- Q.4.** Which is not a input device?
(a) optical scanner (b) touch screen
(c) monitor (d) key board
- Q.5.** Which is not a output device?
(a) optical scanner (b) plotter
(c) speakers (d) printer
- Q.6.** Which number system is used for coding in a computer?
(a) hexadecimal number system
(b) binary number system
(c) whole number (d) real number
- Q.7.** BASIC, COBOL and FORTRON are examples of which language in the computer?
(a) machine language (b) assembly language
(c) low-level language (d) high-level language
- Q.8.** Which language was used for scientific work?
(a) FORTRAN (b) COBOL
(c) PASCAL (d) LOGO
- Q.9.** Which language was specifically developed for business purpose?
(a) PASCAL (b) COBOL
(c) ALGOL (d) FORTRAN
- Q.10.** Which is not a popular language?
(a) C ++ (b) visual basic
(c) Java (d) basic
- Q.11.** In which computer language writing a program is very hard?
(a) machine language (b) assembly language
(c) low-level language (d) high-level language

- Q.12.** A set of programs designed to operate control and execute an application program is called?
 (a) system software (b) application software
 (c) peripheral (d) none of above
- Q.13.** Ms-office, Tally and micromedia flash etc are examples of:
 (a) system software
 (b) application software
 (c) all of these are not softwares
 (d) hardware
- Q.14.** Which is not a system software?
 (a) Windows (b) Linux
 (c) Unix (d) Ms-word
- Q.15.** One gigabyte (GB) is equals to:
 (a) 1024 Bytes (b) 1024 KB
 (c) 1000 MB (d) 1024 MB
- Q.16.** Which of the following is fastest speed of a microprocessor?
 (a) 200 Mhz (b) 800 Mhz
 (c) 1 Ghz (d) 10 Ghz
- Q.17.** The speed of a computer is measured in
 (a) Kms (b) MHz
 (c) mile (d) a light years
- Q.18.** CPU is made up of
 (a) control unit (b) arithmetic and logic unit
 (c) memory unit (d) all of above
- Q.19.** A software can not be permanently stored in the hardware?
 (a) hard disk (b) cd-rom
 (c) pen drive (d) speaker
- Q.20.** Which controls all mathematical calculations and logical functions in a computer?
 (a) control unit (b) ALU
 (c) memory unit (d) all of above
- Q.21.** A storage area in CPU is called?
 (a) buffer (b) mother board
 (c) RAM (d) CD- ROM
- Q.22.** Which one of following is not a secondary memory device?
 (a) hard disk (b) CD- ROM
 (c) pen drive (c) ROM
- Q.23.** In colour printers, which of three primary colours are used?
 (a) red, blue and green (b) black, white and red
 (c) red, black and yellow (d) red, green and yellow

- Q.24.** Which of the following statement is not true about impact printers?
 (a) it is earlier printer
 (b) it is high quality printers
 (c) it prints one character at a time
 (d) inked ribbon is used to print
- Q.25.** Which one of following is high quality printer?
 (a) dot Matrix (b) line printer
 (c) daisy wheel printer (d) laser printer
- Q.26.** Which is not an input device?
 (a) CRT (Cathode Ray Tube)
 (b) optical scanners
 (c) voice recognition devices
 (d) COM (Computer Output Micro film)
- Q.27.** The transistorized computer circuits were introduced in the:
 (a) first generation (b) second generation
 (c) third generation (d) fourth generation
- Q.28.** Magnetic tape can serve as:
 (a) input media
 (b) output media
 (c) secondary storage media
 (d) all of the these
- Q.29.** The first computer mouse is built by
 (a) Dvoughlas Engelbart (b) William English
 (c) Danial Cougher (d) none of these
- Q.30.** Which is considered a direct entry input device?
 (a) optical scanner (b) mouse
 (c) light pen (d) all of these
- Q.31.** What is required when more than one person uses a central computer at the same time?
 (a) light pen (b) mouse
 (c) digitizer (d) terminal
- Q.32.** The computer code for the interchange of information between terminals is:
 (a) ASCII (b) BCD
 (c) EBCDIC (d) all of the these
- Q.33.** The monitor of a computer is connected to it by a:
 (a) wire (b) cable
 (c) bus (d) line driver

- Q.34.** Which of the following terms applies to communication between separate computer systems?
 (a) Computer literacy (b) Power supply
 (c) Applications software (d) Connectivity
- Q.35.** A collection of wires that connects several devices is called:
 (a) link (b) bus
 (c) bidirectional wires (d) cables
- Q.36.** Memories in which any location can be reached in a fixed (and short) amount of time after specifying its address is called
 (a) sequential-access memory
 (b) random-access memory
 (c) secondary memory
 (d) mass storage
- Q.37.** A device or peripheral equipment which is not in direct communication with CPU of a computer is known as:
 (a) on-line device (b) off-line device
 (c) channel (d) intelligent terminal
- Q.38.** Which of the following is used for input and output both:
 (a) graph plotter (b) teletype terminal
 (c) line printer (d) all of these
- Q.39.** Which of the following require large computer memory?
 (a) imaging (b) graphics
 (c) voice (d) all of these
- Q.40.** A modern digital computer has:
 (a) extremely high speed
 (b) large memory
 (c) almost unlimited accuracy
 (d) all of the these
- Q.41.** A disadvantage of the laser printer is:
 (a) it is quieter than an impact printer
 (b) it is very slow
 (c) the output is of a lower quality
 (d) none of the above
- Q.42.** The advantages of magnetic tape include all of the following except:
 (a) low cost
 (b) direct-access storage medium
 (c) compact and portable
 (d) highly reliable

- Q.43.** Which of the following is not true of a magnetic disk?
 (a) It is expensive relative to magnetic tape
 (b) It provides only sequential access to stored data
 (c) Users can easily update records by writing over the old data
 (d) It does not provide an automatic audit trail
- Q.44.** Which of the following statements is false?
 (a) Secondary storage is nonvolatile
 (b) Primary storage is volatile
 (c) Secondary storage contains data for immediate processing
 (d) When the computer is turned off, data and instructions stored in primary storage are erased
- Q.45.** Which of the following can be output by a computer?
 (a) graphics
 (b) voice
 (c) text
 (d) all of these
- Q.46.** Output hardware is often categorized according to whether it:
 (a) is expensive
 (b) requires a large amount of electricity to work
 (c) produces hardcopy or softcopy
 (d) can fit on a desktop
- Q.47.** Which of the following printers cannot print graphics?
 (a) ink-jet (b) daisy wheel
 (c) laser (d) dot-matrix
- Q.48.** In analog computer:
 (a) input is first converted to digital form
 (b) input is never converted to digital form
 (c) output is displayed in digital form
 (d) all of the these
- Q.49.** In latest generation computers, the instructions are executed:
 (a) parallelly only
 (b) sequentially only
 (c) both sequentially and parallelly
 (d) all of the these
- Q.50.** Who is the creator of the PASCAL language?
 (a) Niklaus Writh (b) Dijkstra
 (c) Donald Knuth (d) Blaise Pascal

- Q.51.** From amongst the followings, pick out the item that does not belong to computer:
 (a) mouse (b) OCR
 (c) MICR (d) plotter
- Q.52.** Information retrieval is fastest from:
 (a) floppy disk (b) magnetic tape
 (c) hard disc (d) all of the these
- Q.53.** A half byte is known as:
 (a) data (b) bit
 (c) half byte (d) nibble
- Q.54.** A network topology in which the outer nodes connect to a single central node is:
 (a) LAN (b) broadband network
 (c) passive star (d) pass band
- Q.55.** A computer that is capable of parallel is _____ computer.
 (a) host (b) parallel
 (c) mainframe (d) micro
- Q.56.** A hard copy output device that uses ink pens to provide high resolution hard copies:
 (a) modem (b) monitor
 (c) printer (d) pen plotter
- Q.57.** A program used to detect overall system malfunction is:
 (a) system analysis (b) system software
 (c) utilities (d) system diagnostics
- Q.58.** The use of spooler programs and / or _____ hardware allows personal computer operators to do other processing work at the same time a printing operation is in progress:
 (a) register (b) buffer
 (b) memory (d) CPU
- Q.59.** Which of the following are not likely to be found on a PC main circuit board?
 (a) RAM chips (b) microprocessor chips
 (c) ROM chips (d) LCD clocks
- Q.60.** A main control computer in a network of distributed processors & terminals is:
 (a) PC (b) mini
 (c) host computer (d) micro computer
- Q.61.** 1 byte is equal to:
 (a) 16 bits (b) 4 bits
 (c) 8 bits (d) 32 bits

- Q.62.** A binary digit, which can have a value of 0 or 1 is:
 (a) byte (b) bit
 (c) decimal (d) octal
- Q.63.** A type of channel used to connect a central processor and peripherals which uses multiplying is known as:
 (a) modem (b) network
 (c) multiplexer (d) all of the these
- Q.64.** The speed of third generation computer is:
 (a) 10 sec (b) nano sec
 (c) 25 sec (d) 64 sec
- Q.65.** A means of connecting a number of devices to a controller is:
 (a) link (b) connective
 (c) daisy chain (d) path
- Q.66.** A memory space used for the temporary storage of data is
 (a) PROM (b) Scratchpad storage
 (c) SAM (d) none of these
- Q.67.** One million bytes of information is abbreviated as:
 (a) bit (b) MB
 (c) KB (d) GB
- Q.68.** Which of the following performs modulation and demodulation?
 (a) fiber optic (b) satellite
 (c) coaxial cable (d) modem
- Q.69.** The process of converting analog signals into digital signals so they can be processed by a receiving computer is referred to as:
 (a) modulation (b) demodulation
 (c) synchronizing (d) none of these
- Q.70.** Which of the following is considered a broadband communications channel?
 (a) coaxial cable (b) fiber optic cable
 (c) microwave circuits (d) all of these
- Q.71.** Who invented the modem?
 (a) Wang Laboratories Ltd.
 (b) AT & T Information Systems, USA
 (c) Apple Computers Inc.
 (d) Digital Equipment Corpn.

- Q.72.** A network which is used for sharing data, software and hardware among several users owning microcomputers is called:
- (a) WAN (b) MAN
(c) LAN (d) VAN
- Q.73.** Different computers are connected to a LAN by a cable and a-an:
- (a) modem (b) interface card
(c) special wires (d) telephone lines.
- Q.74.** When a group of computers is connected together in a small area without the help of telephone lines, it is called:
- (a) Remote Communication Network (RCN)
(b) Local Area Network (LAN)
(c) Wide Area Network (WAN)
(d) Value Added Network (VAN)
- Q.75.** A communication network which is used by large organizations over regional, national or global area is called:
- (a) LAN (b) WAN
(c) MAN (d) VAN
- Q.76.** Working of the WAN generally involves:
- (a) telephone lines (b) microwaves
(c) satellites (d) all of these
- Q.77.** The transfer of data from a CPU to peripheral devices of a computer is achieved through:
- (a) modems (b) computer ports
(c) interfaces (d) buffer memory



ANSWERS

1. (d) 2. (c) 3. (c) 4. (c) 5. (a) 6. (b) 7. (d) 8. (a)
9. (b) 10. (d) 11. (b) 12. (a) 13. (b) 14. (d) 15. (d) 16. (d)
17. (b) 18. (d) 19. (d) 20. (b) 21. (c) 22. (c) 23. (a) 24. (b)
25. (d) 26. (d) 27. (b) 28. (d) 29. (b) 30. (d) 31. (d) 32. (a)
33. (b) 34. (d) 35. (d) 36. (b) 37. (b) 38. (b) 39. (d) 40. (d)
41. (d) 42. (b) 43. (b) 44. (c) 45. (d) 46. (c) 47. (b) 48. (b)
49. (c) 50. (a) 51. (d) 52. (c) 53. (d) 54. (c) 55. (b) 56. (d)
57. (d) 58. (b) 59. (d) 60. (c) 61. (c) 62. (b) 63. (c) 64. (b)
65. (c) 66. (b) 67. (b) 68. (d) 69. (b) 70. (d) 71. (b) 72. (c)
73. (b) 74. (b) 75. (b) 76. (d) 77. (b)






- Q.1.** The Intersection of row and column is called.
(a) Box (b) Cell
(c) Sheet (d) none of these
- Q.2.** A, B, C, D are used on a spreadsheet to name a
(a) Cell (b) Row
(c) Column (d) none of these
- Q.3.** Individual pages in an MS Excel workbook is called
(a) Workpage (b) Worksheet
(c) Worklayout (d) none of these
- Q.4.** A formula in a cell must begin with a
(a) + sign (b) = sign
(c) any of these (d) none of these
- Q.5.** F23* A12 will _____ the content of cells F23 and A12.
(a) divide (b) multiply
(c) add (d) none of these
- Q.6.** The default worksheet in MS Excel worksheet is
(a) Sheet-1 (b) Sheet-2
(c) Sheet-3 (d) none of these
- Q.7.** Which of the following function is possible in MS Excel?
(a) Addition (b) Percentage
(c) Division (d) All of these
- Q.8.** Total rows in an MS Excel worksheet is
(a) 1000 (b) 5000
(c) 20000 (d) none of these
- Q.9.** When you insert a row in a worksheet, will the number of total rows increased in the worksheet?
(a) Yes (b) No
(c) Can't say (d) None of these
- Q.10.** The icons in which toolbar are used to format the spreadsheet cells.
(a) Standard (b) Formatting
(c) Picture (d) None of these

Look at the chart and answer the following questions.

STUDENT	MARKS						
NAME	HINDI	ENGLISH	MATHS	SST	SKT	SCIENCE	TOTAL
PRIYA	98	67	78	77	79	93	492
HUSSAIN	37	48	47	44	59	60	295
VISHAKHA	67	78	78	67	88	84	462
HARISH	67	79	48	47	55	67	363
KAVITA	48	59	78	74	71	67	397
FATIMA	78	88	79	86	81	72	484
PRIYANKA	88	56	78	89	76	65	452
MONA	56	65	77	88	45	67	398
SOMYA	87	98	98	91	99	99	572
GIRISH	33	38	43	42	47	49	252
AKHIL	56	57	51	47	37	55	303
PRITAM	71	87	67	87	66	69	447
POOJA	87	65	52	71	88	74	437
AJAY	52	68	76	73	81	64	414
GOVIND	72	67	63	61	78	71	412
KRISHAN	87	83	88	78	89	91	516
VIJAY	76	81	89	67	88	92	493
ABHAY	72	67	74	58	73	79	423

- Q.11.** How many student are there in the class?
 (a) 20 (b) 18
 (c) 24 (d) none of these
- Q.12.** On which sheet data is entered?
 (a) Sheet 1 (b) Sheet 2
 (c) Sheet 3 (d) none of these
- Q.13.** Does this window reflect the information that the caps lock is on in the keyboard?
 (a) No (b) Yes
 (c) Can't say (d) none of these
- Q.14.** If you want to sort the data which menu you need to click?
 (a) File (b) Format
 (c) Data (d) none of these
- Q.15.** Which cell is active in the figure?
 (a) E7 (b) F8
 (c) G10 (d) none of these
- Q.16.** If you arrange students in ascending order of their total marks. Who will come in the row three?

- (a) Somya (b) Hussain
 (c) Vijay (d) none of these
- Q.17.** What is the font size used in the table?
 (a) 13 (b) 9
 (c) 7 (d) none of these
- Q.18.** The alignment in the chart is
 (a) right (b) left
 (c) center (d) none of these
- Q.19.** The location of the save icon is
 (a) Third from right in Menu bar
 (b) Third from left in formatting tool bar
 (c) Third from left in standard tool bar
 (d) none of these
- Q.20.** Which formula will give you the value given in H3 cell?
 (a) Sum (B3 - G3) (b) = Sum (B3 : G3)
 (c) = (B3 : G3) (d) none of these
- Q.21.** The icon for merging the cell is
 (a)  (b) 
 (c)  (d) none of these
- Q.22.** Which cell shows the default length and height of a cell?
 (a) A1 (b) I 23
 (c) I 17 (d) none of these
- Q.23.** The visibility of the text in worksheet is
 (a) 90% (b) 100%
 (c) 20% (d) none of these
- Q.24.** Print preview icon is present on standard tool bar but in which menu does it fall?
 (a) File (b) Edit
 (c) Insert (d) Format
- Q.25.** Which cells range is merged in the chart?
 (a) B3 to B19 (b) B1 to BH
 (c) B2 to B4 (d) none of these
- Q.26.** Which icon will be used to give the print?
 (a) 9 (b) 7
 (c) 8 (d) 5

- Q.27.** When you click on a cell the name of that cell is displayed at
 (a) Position (1) (b) Position (2)
 (c) Position (11) (d) none of these
- Q.28.** When you click a cell the formula applied/entry of that cell is displayed at
 (a) Position (1) (b) Position (2)
 (c) Position (11) (d) none of these
- Q.29.** To colour a cell which option can be used?
 (a) 12 (b) 13
 (c) 14 (d) none of these
- Q.30.** To change the colour of the text which icon can be used?
 (a) 12 (b) 13
 (c) 14 (d) none of these



ANSWERS

1. (b) 2. (c) 3. (b) 4. (c) 5. (b) 6. (a) 7. (d) 8. (d)
 9. (b) 10. (b) 11. (b) 12. (a) 13. (b) 14. (c) 15. (b) 16. (b)
 17. (a) 18. (c) 19. (c) 20. (b) 21. (b) 22. (b) 23. (b) 24. (a)
 25. (c) 26. (b) 27. (a) 28. (b) 29. (a) 30. (b)



INTERNATIONAL CYBER OLYMPIAD (ICO) SAMPLE PAPER

Total duration : 60 Minutes

Total Marks : 50

SECTION - A

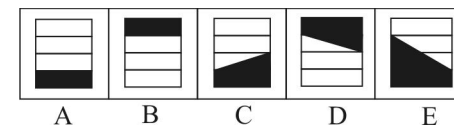
GENERAL IQ.

1. In the following question some words are given which are related in some way. The same relationship obtains among the words in one of the four alternatives given under it. Find the correct alternative.

Magazine : Story : Article

- (a) Tea : Milk : Sugar
 (b) Television : Newspaper : Entertainment
 (c) Bed : Quilt : Pillow
 (d) None of these
2. If *banana* is *apple*, *apple* is *grapes*, *grapes* is *nuts*, *nuts* is *guava*, which of the following is a yellow fruit?
 (a) Mango
 (b) Guava
 (c) Apple
 (d) None of these
3. Ashish is heavier than Govind. Mohit is lighter than Jack. Pawan is heavier than Jack but lighter than Govind. Who amongst them is the heaviest?
 (a) Govind (b) Ashish
 (c) Pawan (d) None of these
4. The following question consists of five figures marked A, B, C, D and E called the problem figures followed by the answer figures. Select a figure from amongst the Answer Figures which will continue the same series as established by the five problem Figures.

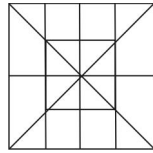
Problem Figure



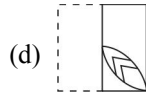
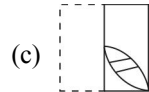
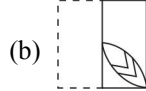
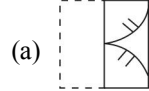
Answer Figure

- (a) (b)
- (c) (d) None of these

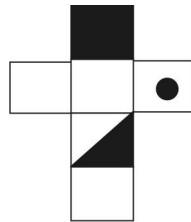
5. Count the number of squares in the following figure.



- (a) 13 (b) 16
(c) 19 (d) None of these
6. In the following problem, a square transparent sheet with a pattern is given. Figure out from amongst the four alternatives as to how the pattern would appear when the transparent sheet is folded at the dotted line.



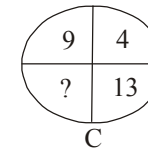
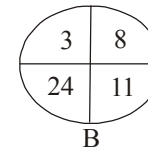
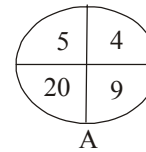
7. The figure (X) is folded to form a box. Choose from amongst the alternatives (a), (b), (c) and (d) the boxes that are similar to the box formed.



(X)



- (a) A and C only (b) B, C and D only
(c) B and D only (d) C and D only
8. In the following question, a set of figures carrying certain characters, is given. Assuming that the characters in each set follow a similar pattern, find the missing character in each case.



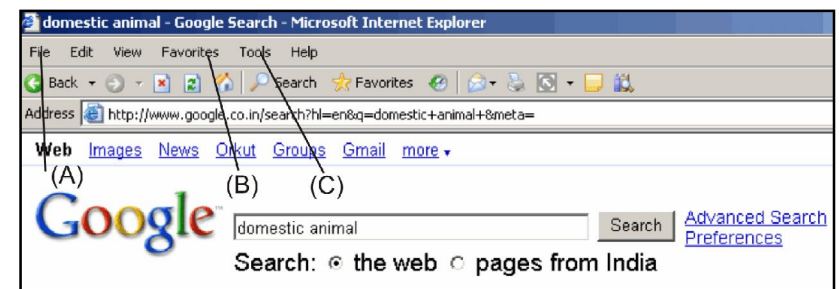
- (a) 117 (b) 36
(c) 32 (d) 26
9. When Anuj saw Manish, he recalled, "He is the son of the father of my daughter." Who is Manish?
(a) Brother-in-law (b) Brother
(c) Cousin (d) None of these
10. If $y = x^3$, what is equivalent to x^{12} ?
(a) y^{36} (b) y^{15}
(c) y^4 (d) None of these

SECTION - B COMPUTERS




11. Which one of the following is the High level language?
(a) C language (b) COBOL
(c) BASIC (d) All of these
12. If a computer is on but does not respond to a system reset, what is it said to be?
(a) Off (b) Hung
(c) Insensitive (d) None of these
13. By which you can connect two computers with each other?
(a) Networking (b) Hardware
(c) Terminal (d) None of these

Use the following information to answer questions 14 to 17.

Archita connects to internet for collecting information about domestic animals.

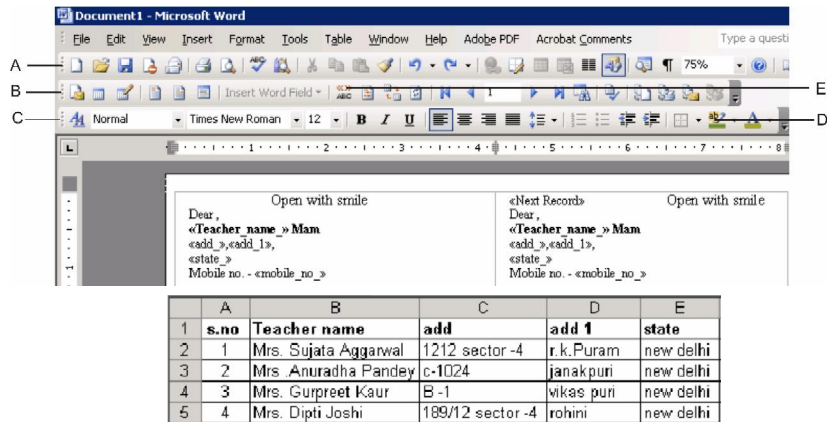


14. Which Web browser she used for collecting the above information?
 (a) Opera (b) Netscape Navigator
 (c) Internet Explorer (d) None of these
15. She clicks on pages from India. Now
 (a) It will search only pages from India
 (b) It will search on the whole web
 (c) It will search only the google website
 (d) None of these
16. Which Search Engine she used?
 (a) Yahoo (b) Google
 (c) MSN (d) None of these
17. She want to connect to Eduheal website daily. Where she should save it.
 (a) A (b) C
 (c) B (d) None of these
18. Communication between computers using standard telephone service.
 (a) Requires a change to an analog signal
 (b) Is most efficient
 (c) Produce little noise and few disturbances
 (d) All of these
19. Http stands for
 (a) Hyper Text Transfer Protocol
 (b) Hypermedia Text Transfer Protocol
 (c) Hyperlink Text Transfer Protocol
 (d) None of these
20. Which of the following device is used to read bar coded data?
 (a) Magnetic Ink Character Recognition
 (b) Card Reader
 (c) Bar-code Reader
 (d) Optical Mark Reader
21. A CD – ROM is
 (a) An optical ROM (b) A magnetic ROM
 (c) An erasable ROM (d) None of these

22. Which one of the following covers broad geographical areas?
 (a) LAN (b) WAN
 (c) MAN (d) None of these
23. Which of the following is essential when we are going to search using a search engine?
 (a) Word must be in capital letter
 (b) Use of 'and' word
 (c) Use of verbs
 (d) None of these
24. Multimedia includes
 (a) Video (b) Text
 (c) Animation (d) All of these
25. To view the received message in the mail box, one needs to click
 (a) Draft (b) Sent mail
 (c) Inbox (d) Spam
26. Which of the following is the pencil tool of Paint software?
 (a)  (b) 
 (c)  (d) None of these
27. Which is a unit of measurement used with computer systems?
 (a) Byte (b) Kilobyte
 (c) Megabyte (d) All of these
28. Which of the following is not possible in a word processor program?
 (a) View the document before printing
 (b) Move parts of the text to other location
 (c) Format the document
 (d) None of these

Use the following information to answer questions 29 to 34.

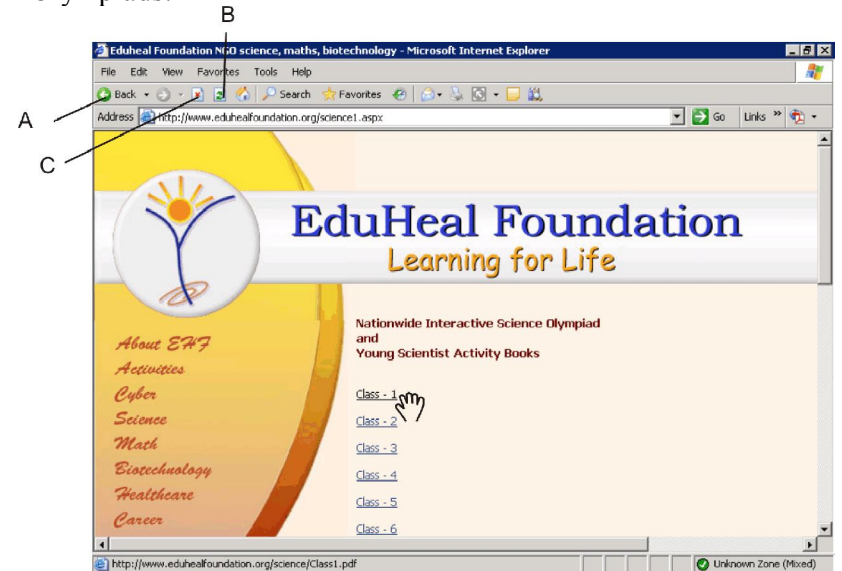
Riti wants to send greeting card to all her teachers on the occasion of Teacher's day. So she is making the labels of teacher's addresses.



29. Which of the following is the mail merge toolbar?
 (a) A (b) B (c) C (d) None of these
30. She sorted data with 'add 1' in ascending order. Which teacher's name label will come first?
 (a) Anuradha Pandey (b) Dipti Joshi
 (c) Sujata Aggarwal (d) Gurpreet Kaur
31. When she merged the data.....
 (a) All addresses gets automatically deleted from all the labels
 (b) There is no change in the addresses in the labels
 (c) Half of Riti's addresses remain and another half hide in all the labels
 (d) None of these
32. Which alignment is used in "Dear"?
 (a) Left (b) Right
 (c) Center (d) None of these
33. She can use the font size and style option through
 (a) A (b) B (c) C (d) None of these
34. Which one of these is the spelling check icon?
 (a) D (b) E (c) F (d) None of these
35. Which one of the following icons is used to underline?
 (a) **B** (b) **I**
 (c) **U** (d) None of these
36. What is the shortcut key used to "select all text" in MS Word?

- (a) Ctrl + A (b) Ctrl + B
 (c) Ctrl + C (d) None of these

Use the following information to answer the questions 37 to 40. Sanjana uses the search engine for having information about the Olympiads.



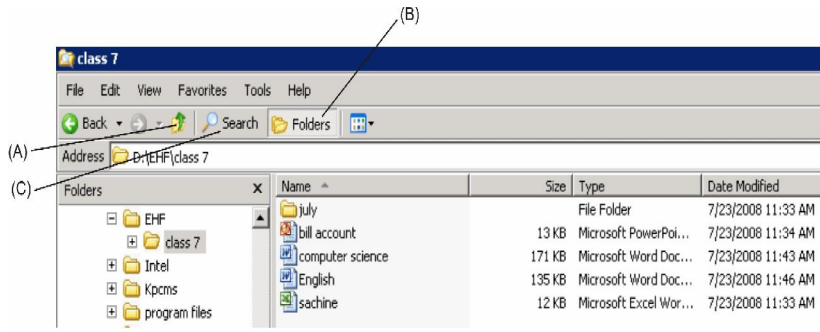
37. Which of the following hyperlink is **active**?
 (a) Eduheal Foundation (b) Young Scientist Activity Books
 (c) Class - 1 (d) None of these
38. Status bar displays
 (a) <http://www.eduhealfoundation.org/science1.aspx>
 (b) <http://www.eduhealfoundation.org/science/class1.pdf>
 (c) both A and B
 (d) none of these
39. If she clicks on Class -1 what will happen?
 (a) Class 1 related document will open
 (b) Whole website will be closed.
 (c) Nothing will be opened
 (d) None of these
40. She wants to go back to her search engine type box. What she has to do?
 (a) Click B (b) Click A
 (c) Click C (d) None of these

SECTION - C

INTERACTIVE SECTION

Use the following information to answer questions 41 to 45:

Riddhi organised her class 7 folder and opened that folder.



41. She clicks on “computer science”. Which path will be displayed in address bar?

- (a) D:\EHF\class 7
- (b) D:\EHF\class 7\computer science
- (c) D:\EHF
- (d) None of these

42. Which MS Word file has minimum data?

- (a) Computer science
- (b) Sachine
- (c) July
- (d) English

43. She wants to go back to her class 7 folder. On which icon she would click?

- (a) A
- (b) B
- (c) C
- (d) None of these

44. Which of the following files you made most recently?

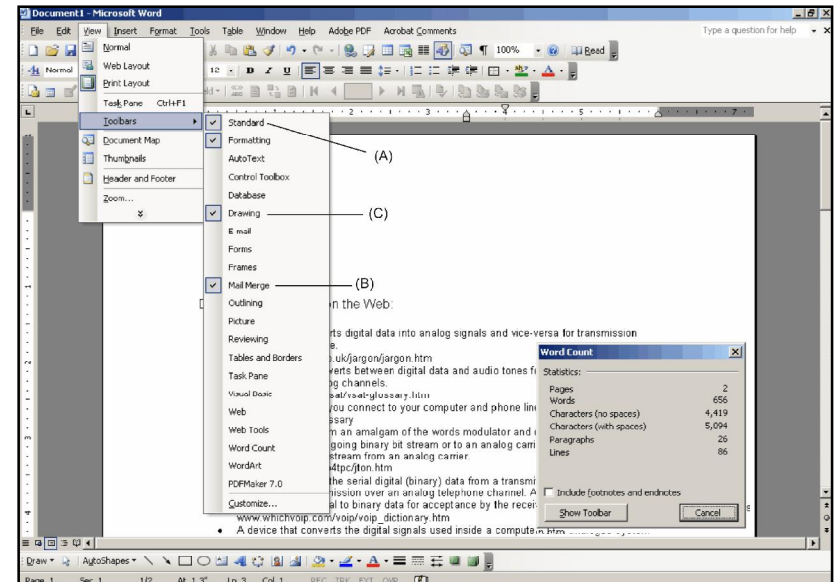
- (a) Computer science
- (b) English
- (c) Bill account
- (d) Sachine

45. Title bar shows the name

- (a) Class 7
- (b) EHF
- (c) July
- (d) None of these

Use the following information to answer questions 46 to 50:

David is working with MS Word.



46. Which dialog box he has opened?

- (a) Word count
- (b) Statistics
- (c) View menu
- (d) None of these

47. He can insert the clip art through:

- (a) A
- (b) B
- (c) C
- (d) None of these

48. How many pages are there in the above shown document?

- (a) 1
- (b) 2
- (c) 3
- (d) None of these

49. What is the percentile size of this document?

- (a) 80%
- (b) 100%
- (c) 120%
- (d) None of these

50. On which page is he working?

- (a) First page
- (b) Second page
- (c) Third page
- (d) Data not available



ANSWERS

1. (a) 2. (c) 3. (b) 4. (d) 5. (b) 6. (d) 7. (b) 8. (b)
 9. (d) 10. (c) 11. (d) 12. (b) 13. (a) 14. (c) 15. (a) 16. (b)
 17. (c) 18. (a) 19. (a) 20. (c) 21. (a) 22. (b) 23. (d) 24. (d)
 25. (c) 26. (c) 27. (d) 28. (d) 29. (b) 30. (a) 31. (b) 32. (a)
 33. (c) 34. (d) 35. (c) 36. (a) 37. (c) 38. (b) 39. (a) 40. (b)
 41. (a) 42. (d) 43. (a) 44. (b) 45. (a) 46. (a) 47. (c) 48. (b)
 49. (b) 50. (a)

