National Institute for Empowerment of Persons with Multiple Disabilities (Divyangjan)
(DEPwDs (Divyangjan) Ministry of Social Justice & Empowerment, GOI.)
Department of Adult Independent Living
****

Name: **Date:**

Model Question Paper

Total Time: 45 minutes   **Marks: 30**

Answer all questions, all carry equal marks, No Negative marks for wrong answers:

I.   Multiple Choice Questions:-

1) All formula in Excel start with ___
   a) =
   b) *
   c) $

2. How are data organized in a spreadsheet?
   a) Lines and Spaces
   b) Rows and Columns
   c) Layers and planes

3. The term gigabyte shortly refer as
   a) MB
   b) GB
   c) TB

4. The _____ of a system includes programs or instructions
   a) Software
   b) Icon
   c) Hardware

5. Properly arranged data is called
   a) Information
   b) Field
   c) Words

6. In power point Themes could found under which tab
   a) Home Tab
   b) Design tab
   c) File tab

7. Which of the following rows in keyboard has more number of alphabets?
   a) 1st row
   b) 4th Row
   c) 3rd Row

8. Choose the correct answer:
   a) $4 + 3 + 8 = 19$
   b) $3 + 2 + 7 = 11$
   c) $2 + 6 + 6 = 14$

9. If add Consecutive odd numbers of $1 + 3 + 5 + 7 =$?
   a) 13
   b) 15
   c) 16

10. How many edges in square?
   a) 2
   b) 4
   c) 3

11. which has two opposite sides are equal?
   a) Rectangle
   b) Triangle
   c) Circle

12. Teachers day was celebrated on?
   a) September 15th
   b) September 21th
   c) September 5th

13. Choose the capital of India?
   a) Chennai
   b) New Delhi
   c) Mumbai

14. Typing speed of 45 WPM is referring as

   a) Words per Minute
   b) Words Part Minute
   c) Words Per Master

15. Which of the following key is used to move cursor?
    a) Esc key
    b) Caps Lock key
    c) Arrow key

16. How many 1 rupee coins make 8 rupees?
    a) 2
    b) 4
    c) 8

17. How may Shift keys are presented in keyboard?
    a) 1

    b) 4

    c) 2

18. Fill a correct number series:
    a) 1,3,4,5,6
    b) 1,2,3,4,5
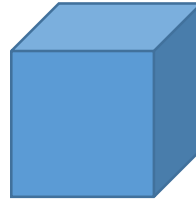   C)1,2,3,5,4

19. Ctrl + C is a shortcut key for?
    a) Print a document
    b) Save a document
    c) Copy a document

20. How many function key is in keyboard?
    a) 7
    b) 9
    c) 12

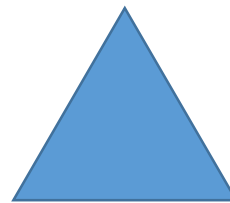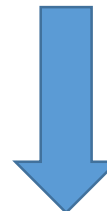## II. Match the following:

1) Rectangle –

2) Down arrow –

3) Cube –

4) Right arrow –

5) Triangle -

III. State True or False:

1. Ctrl + P is used to Print a document = True / False
2. By using an e-mail we can send a document = True / False
3. We should not keep our computer lab clean = True / False
4. To run a Computer need a power = True / False
5. By mobile we can't able to download a image = True / False