QUESTION PAPER

PAKISTAN IT CONTEST
JUNIORS (GRADE 5 & 6)

TIME ALLOWED: 90 MINUTES
MAXIMUM MARKS: 90
TOTAL QUESTIONS: 30 MCQS

INSTRUCTIONS

1. DON'T OPEN THIS BOOKLET UNTIL INSTRUCTED.
2. WRITE YOUR NAME, FATHER NAME, SCHOOL ETC AT THE BUBBLE SHEET ONLY.
3. RECORD ALL ANSWERS ON THE BUBBLE SHEET ONLY.
4. SELECT BEST ANSWER FROM THE FOUR GIVEN OPTIONS AND MARK ONLY ONE OPTION IN EACH QUESTION.
5. USE BLUE / BLACK INK TO FILL UP THE CIRCLES FOR YOUR ANSWERS ON THE BUBBLE SHEET.
6. USE OF ANY HELPING MATERIAL INCLUDING CELL PHONES AND ELECTRONIC DEVICES IS STRICTLY PROHIBITED.
7. EVERY CORRECT ANSWER EARNS THREE POINTS.
8. ONE POINT WOULD BE DEDUCTED FOR EVERY INCORRECT ANSWER.

www.catscontests.org
Ali works in a company which sells computer parts. He wants to make above table in MS Word. Help him to make above table.

Q1. How would Ali add table to the MS Word document?

a. Click on the Insert tab. Click the Table button and click Insert Table
b. Click on the Table tab. Click the Insert button and click Insert Table
c. Click on the Design tab. Click the Insert Table button and click Insert button
d. None of above

Q2. How many rows and tables are there in the table?

a. 10 columns and 3 rows
b. 3 columns and 10 rows
c. 1 column and 10 rows
d. 1 row and 10 columns

Q3. How would he change background colour to blue?

a. Select the cell, click the Design tab and change background colour
b. Select the cell, click the View tab and change background colour
c. Select the cell, click the Table tab and change background colour
d. None of above
Q4. How would he change colour of the font to white?
   a. Select the Text, click the Design tab and change font colour
   b. Select the Text, click the View tab and change font colour
   c. Select the Text, click the Table tab, click Font tab and change colour
   d. None of the above

Q5. Which button would he use to centre align the table?
   a. 
   b. 
   c. 
   d. 

Q6. How would he divide the page into two columns?
   a. Select the Text, click the Design tab and click Columns button
   b. Select the Text, click the Page Layout and click Columns button
   c. Select the Text, click the Table tab, Insert Two Columns
   d. None of the
Q7. Left column text alignment is

   a. Left
   b. Right
   c. Centre
   d. Justified

Q8. Ali will align column in the right column using

   a. Ctrl + L
   b. Ctrl + R
   c. Ctrl + J
   d. Ctrl + E

Q9. How would he give numbers to the paragraphs?

   a. Select the Text, click the Design tab and click Numbers button
   b. Select the Text, click the Home Tab and click Numbers button
   c. Select the Text, click the Insert Tab, click Number button
   d. None of the

Q10. What feature should be used before a document is printed?

   a. Alignment
   b. Spell Check
   c. Type Size
   d. Changing the Font

Q11. What is the standard font size in word processing documents?

   a. 12
   b. 15
   c. 14
   d. 18

Q12. Changing the existing document is known as what?

   a. Entering
   b. Editing
   c. Re-typing
   d. Selecting
Q13. Which of the following IS NOT an example of a font feature?
   a. Bold
   b. Italic
   c. Underline
   d. Paste

Q14. The process of starting a Computer is called Booting. What is cold Booting??
   a. Start the computer first time by main switch
   b. Restart the computer by Ctrl + Alt + Del keys
   c. Switch on the button on the monitor
   d. Switch on the power switch on CPU

Q15. What feature would best be used to find words with similar meanings?
   a. Dictionary
   b. Google
   c. Yahoo
   d. Thesaurus

Q16. What does highlight mean?
   a. To click something on a page with your mouse.
   b. To click on a picture.
   c. To select a shape.
   d. Selecting information on a page

Q17. What is an application?
   a. Hardware
   b. Software program
   c. Music
   d. Picture

Q18. What is an image?
   a. Hardware
   b. Software program
   c. Music
   d. Picture
Q19. After typing a letter or a report, you would like to have a paper output or hard copy for future use. Which of the following options is/are correct to print in MS Word?
   a. From File menu (print).
   b. From Standard menu (print icon).
   c. Press Ctrl + P.
   d. All of the above.

Q20. What does download mean?
   a. To install a program.
   b. To get a picture file.
   c. To add extra memory.
   d. To get a file from someone else’s computer and save it onto your computer.

Q21. Second Generation computers were developed during
   a. 1949 to 1955
   b. 1956 to 1965
   c. 1965 to 1970
   d. 1970 to 1990

Q22. BASIC, COBOL, LOGO, FORTRAN, etc. are some examples of ________.
   a. Low level languages
   b. High level languages
   c. Machine language
   d. Assembly language

Q23. Which of the following lets a computer program interact with a hardware device?
   a. Hardware
   b. Freeware
   c. Compiler
   d. Driver
Q24. Which one of the following is a quick way to copy formatting from a selected cell to two other cells on the same worksheet?

   a. Use Ctrl to select all three cells and then click the paste button in the standard toolbar
   b. (B) Copy the selected cell and then select the other two cells, click style on the Format menu, then click Modify
   c. Click format painter on the Formatting toolbar twice and then click in each cell you want to copy the formatting to
   d. All of these

Q25. Which key is used to modify the content of a cell in MS Excel?

   a. F12
   b. F10
   c. F5
   d. F2

Q26. Where do you find Auto Fit Row height and Auto Fit Column Width in MS Excel?

   a. Clipboard group on the home tab
   b. Format button in the cells group
   c. Excel Options dialogue box
   d. Quick Access toolbar

Q27. What are the tabs that appear at the bottom of each workbook called?

   a. Sheet tabs
   b. Position tabs
   c. Reference tabs
   d. Location tabs

Q28. A __________ is a grid with labelled columns and rows.

   a. Dialog box
   b. Clipboard
   c. Toolbar
   d. Worksheet
Q29. In Excel, the Fill Color button on the Formatting toolbar is used for what?

a. To select a distribution of figures.
b. To add shading or color to a cell range.
c. To insert a background.
d. To add borders.

Q30. The first cell in EXCEL worksheet is labelled as

a. A1
b. AA
c. Aa
d. A0