



10. In order to tell Excel that we are entering a formula in cell, we must begin with an operator such as –
- |       |      |
|-------|------|
| a) \$ | b) = |
| c) @  | d) + |
11. Microsoft Word is an example of –
- |                         |                      |
|-------------------------|----------------------|
| a) An operating system  | b) Processing device |
| c) Application software | d) System software   |
12. The \_\_\_\_\_ program compresses large files into a smaller file.
- |             |                  |
|-------------|------------------|
| a) WinZip   | b) WinShrink     |
| c) WinStyle | d) None of these |
13. Ctrl + C is used to –
- |                            |                            |
|----------------------------|----------------------------|
| a) Copy the selected text  | b) Cut the selected text   |
| c) Paste the selected text | d) Print the selected text |
14. Which of the following is not the correct method of editing the cell content?
- |                          |                          |
|--------------------------|--------------------------|
| a) Press the Alt key     | b) Press the F2 key      |
| c) Click the formula bar | d) Double click the cell |
15. LAN stands for –
- |                       |                      |
|-----------------------|----------------------|
| a) Local Area Net     | b) Long Area Network |
| c) Local Area Network | d) Long Area Net     |
16. Which of the following should be used when you want to add a slide to an existing presentation?
- |                          |                      |
|--------------------------|----------------------|
| a) File, add a new slide | b) Insert, New slide |
| c) File open             | d) File, new         |
17. Communication is a non-stop \_\_\_\_\_.
- |              |            |
|--------------|------------|
| a) Paper     | b) Process |
| c) Programme | d) Plan    |
18. Environmental barriers are same as \_\_\_\_\_ noise.
- |                  |                  |
|------------------|------------------|
| a) Physiological | b) Psychological |
| c) Physical      | d) Cultural      |
19. Personification of strength and violence are considered as \_\_\_\_\_ gender.
- |              |             |
|--------------|-------------|
| a) Masculine | b) Feminine |
| c) Common    | d) Neuter   |
20. The \_\_\_\_\_ are used to present using overhead projectors.
- |                       |                 |
|-----------------------|-----------------|
| a) Acetate film sheet | b) Paper sheet  |
| c) Polythene sheet    | d) Butter paper |

21. In \_\_\_\_\_ listening the main intension is to seek certain information which will be appreciated.  
a) Empathetic  
b) Appreciative  
c) Evaluative  
d) Dialogic
22. \_\_\_\_\_ context refers to the similarity of backgrounds between the sender and the receiver.  
a) Physical  
b) Social  
c) Cultural  
d) Chronological
23. Understanding \_\_\_\_\_ different parts of speech forms the base of leaning grammar.  
a) Five  
b) Eight  
c) Seven  
d) Six
24. When you should plan to arrive for your interview –  
a) 2 hours early  
b) 1 hours early  
c) 30 minutes early  
d) Right on time
25. The experience of feeling competent to cope with the basic challenges in life and of being worthy of happiness is –  
a) Arrogance  
b) Self-esteem  
c) Wishful thinking  
d) Self efficacy

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