



MAR 14 2018

10. Which one of the following can be used for quick access to commonly used commands and tools?  
 Status Bar  Tool Bar  
 Menu Bar  Title Bar
11. Which tab is not available on left panel when you open a presentation?  
 Outline  Slides  
 Notes  Text
12. Which of the following section does not exist in a slide layout?  
 Titles  Lists  
 Charts  Animations
13. The method of communication in which transmission takes place in both directions, but only one direction at a time is called.....  
 Simplex  Four wire circuit  
 Full Duplex  Half Duplex
14. Error detection at the data link level is achieved by.....  
 Bit Stuffing  Cycle Redundancy  
 Hamming Code  Equalization
15. The topology with highest reliability is:  
 Bus topology  Star topology  
 Ring topology  Mesh topology
16. Specialized program that allows user to utilize in specific application is classified as .....  
 relative programs  application programs  
 relative programs  replicate programs
17. Application program example includes.....  
 payroll program  desktop program  
 publishing program  editing program
18. Application program used with all documentation is considered .....  
 applications package  replicate programs  
 application programs  systems programs
19. Arrangement of elements such as title and subtitle text, pictures, tables etc is called .....  
 layout  presentation  
 design  scheme
20. Ctrl + T keys are used to.....  
 hanging indent  left indent  
 open tabs dialog box  terminate all opened dialog box