

**INTERNATIONAL TALENT SEARCH EXAMINATION
2024 - 2025 PRACTICE PAPER**

**CLASS – VII
SUBJECT – COMPUTER**

1. In MS-Word, what is the use of mail merge option?
 - A) For sending E-mail
 - B) For merging two or more documents
 - C) For generating same documents to multiple addresses
 - D) All of the above

2. In MS-Word, which combinational key is used to remove underlined from the text?
 - A) Ctrl + Space bar
 - B) Ctrl + U
 - C) Both (a) and (b)
 - D) Ctrl + X

3. Which is the best option for creating "Mailing Label"?
 - A) Macro
 - B) Mail Merge
 - C) Multiple Documents
 - D) MS-Excel

4. What is the shortcut key for converting selected text to all caps in MS-Word?
 - A) Ctrl + Shift + C
 - B) Ctrl + Shift + A
 - C) Ctrl + Shift + S
 - D) Ctrl + Shift + W

5. Determine the sequence of events in mail merge in MS-Word.
 1. Create main document 2. Perform merging 3. Relate it to data source 3. Select the desired? elds
 - A) 1, 3, 2, 4
 - B) 1, 2, 4, 3
 - C) 4, 3, 1, 2
 - D) 1, 3, 4, 2

6. What is the shortcut key to indent a paragraph from left?
 - A) Ctrl + M
 - B) Ctrl + N
 - C) Ctrl + O
 - D) Ctrl + P

7. What happens when the combinational keys Ctrl+2 is pressed?
 - A) It selects all the contents of the document.
 - B) It aligns the selected text to the centre of the screen.
 - C) It opens "save as' dialog box.
 - D) It gives double-spacing between the lines.

8. What are the steps to format a page in MS-Word?
 - A) File → page setup
 - B) View → page setup
 - C) Format → page setup

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D) Insert → page setup

9. While working with MS-Word, which command is used to find the number of paragraphs in the currently opened document?

- A) Tools→Track changes**
- B) Tools→ Compare and merge document**
- C) Tools → Word count**
- D) Tools →Auto summarized**

10. In MS-Word, which menu has word count option?

- A) Edit menu**
- B) Tools menu**
- C) Insert menu**
- D) View menu**

11. What is the shortcut key for checking spelling in MS-Word?

- A) F5**
- B) F6**
- C) F7**
- D) F8**

12. Which tool in MS-Word shows margins and tab settings for the selected text?

- A) Align text**
- B) Format painter**
- C) Ruler**
- D) Paragraph**

13. Which of the following options is NOT available in the print dialog box of MS-Word?

- A) Print preview**
- B) Print selected text**
- C) Collate copies**
- D) Print more than a file at once**

14. Which of the following is NOT a paragraph formatting?

- A) Line spacing**
- B) Tab stops**
- C) Margins**
- D) Boldface**

15. While working with Microsoft-Word, how do you print using shortcut key?

- A) By pressing Ctrl + O**
- B) By pressing Ctrl + P**
- C) By pressing Ctrl + S**
- D) By pressing Ctrl + C**

16. Which word processing tool is used to find spelling errors?

- A) Thesaurus**
- B) Spell check**
- C) Find and Replace**
- D) Language**

17. While working in MS-Word, what is the use of Shift + F7 keys?

- A) To popup Spelling and Grammar check window**

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- B) To popup Format dialog box**
- C) To popup Thesaurus dialog box**
- D) To popup Find and Replace dialog box**

18. Which of the following helps to reduce spelling errors in the document?

- A) Auto Format**
- B) Auto Correct**
- C) Smart Tags**
- D) Auto Text**

19. Which of the following gives the status of your document like page numbers, number of page etc.,?

- A) Status bar**
- B) Title bar**
- C) Tool bar**
- D) Task bar**

20. Neha has typed the word 'are' instead of 'or' in the document. What should she do to change all the words that are typed incorrectly?

- A) Use arrow key to find every incorrect word and correct it.**
- B) Use find and replace function to find every incorrect word and replace it.**
- C) Re-type the whole document carefully.**
- D) Highlight all the incorrect words.**

21. What is the shortcut key to add or remove space before a paragraph?

- A) Ctrl + P**
- B) Ctrl + 8**
- C) Ctrl + 0**
- D) Ctrl + G**

22. Which of the following menus has symbol option?

- A) View**
- B) File**
- C) Tools**
- D) Insert**

23. What displays the spelling mistake in a document?

- A) green line**
- B) blue line**
- C) black line**
- D) red line**

24. What is the shortcut key to increase the font size of selected text in MS-Word?

- A) Ctrl + Shift + G**
- B) Ctrl + Shift + >**
- C) Ctrl + Shift + <**
- D) Ctrl + Shift + X**

25. In MS-Word, what does the green line under a sentence in a document indicate?

- A) Spelling mistake**
- B) Grammatical error**
- C) Synonym**
- D) Thesaurus**

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26. Vimal was given an assignment by his teacher to write the list of states in India with a number. What are the steps he needs to follow to insert numbers to the list?

- A) Format → Bullets and Numbering**
- B) Insert → Bullets and Numbering**
- C) Edit → Bullets and Numbering**
- D) Tools → Bullets and Numbering**

27. What steps are needed for inserting a table?

- A) Insert → Table**
- B) Format → insert → Table**
- C) View → Insert → Table**
- D) Tools → Table**

28. Which of these combines two or more selected cells into a single cell?

- A) Wrap text**
- B) Merge cells**
- C) Shrink to fit**
- D) Orientation**

29. What is the process of improving the appearance of text in MS-Word called?

- A) Setting the text**
- B) Editing the text**
- C) Formatting the text**
- D) Operating the text**

30. In MS-Word, what is the purpose of drawing tool box?

- A) To place clip art into the document.**
- B) To draw tables.**
- C) To draw shapes like square, circle etc.**
- D) To write text.**

31. Which option can be used for setting custom timings for slides in a presentation?

- A) Slider timings**
- B) Slider timer**
- C) Rehearsal timings**
- D) Slide show**

32. What does 'Design' tab do in MS-PowerPoint?

- A) It changes the content of the slide.**
- B) It adds functionality to the slide.**
- C) It changes the look of the slide without changing the content.**
- D) It changes the alignment of the content in the slide.**

33. In MS-PowerPoint, the entry effect as one slide replaces another in a show is called a/an ___.

- A) animation**
- B) slide transition**
- C) custom animation**
- D) preset animation**

34. In which menu would you find 'TRANSITIONS', while working in MS-PowerPoint?

- A) Edit menu**
- B) View menu**
- C) Slide show menu**

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D) File menu

35. In which menu would you find 'Custom Animation' in MS-PowerPoint?

- A) Edit menu**
- B) View menu**
- C) Slide Show menu**
- D) File menu**

36. In PowerPoint, a file which contains ready-made styles that can be used for a presentation is called _.

- A) auto style**
- B) template**
- C) wizard**
- D) pre formatting**

37. You've got a bunch of digital holiday photos you want to put into a slide show. In PowerPoint 2007, what's the quickest method?

- A) Apply a multiple picture layout to several slides and use Clip Art icon on the slides to import your pictures.**
- B) On the Insert menu, point to picture, click from file and select your pictures in a group for each slide.**
- C) On the Insert menu, point to picture and click new photo album.**
- D) Use clip art option on the slides and insert your album.**

38. Reena is in the process of changing background in her presentation. Identify the steps she uses to change the background colour.

- A) Format → Background → Select colour → Apply**
- B) Insert → Select colour → Background → Apply**
- C) Tools → Apply → Background → Select colour**
- D) View → Background → Apply → Select colour**

39. Kiran wants to give sound effects to his presentation. Where will he find sound options?

- A) Insert → Comment**
- B) Insert → Movies and sound → Movie from file**
- C) Insert → Movies and sounds → Sound from file**
- D) Insert → Picture → Picture from file**

40. Which of the following files is non-editable presentation, created in MS-PowerPoint?

- A) Computers, ppt**
- B) Computers, pps**
- C) Computers, ppp**
- D) Computers, ppl**

41. Which of these options allows you to select line, curve, freeform or scribble tools?

- A) Create effect**
- B) Entrance effect**
- C) Exit effect**
- D) Draw custom path**

42. Which of the following allows you to add text to a slide without using the standard placeholders?

- A) Text tool box**
- B) Line tool**
- C) Shapes tool**
- D) Drawing tool**

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43. What holds text in a Power point slide?

- A) Auto layouts**
- B) Place holders**
- C) Text holders**
- D) Object holders**

44. Which command will bring you to the first slide to a presentation?

- A) Ctrl + N**
- B) Ctrl + J**
- C) Ctrl + Home**
- D) Ctrl + Insert**

45. Which of the following will not advance the slides in a slide Show view?

- A) Esc key**
- B) Enter key**
- C) Mouse button**
- D) Spacebar key**

