

MCQ based Test – IT – Grade 5

1. What is a table?

- A. A collection of pictures
- B. An arrangement of data in rows and columns
- C. A drawing
- D. A paragraph

2. The intersection of a row and a column is called a:

- A. Box
- B. Table
- C. Cell
- D. Grid

3. In MS Word, which tab is used to insert a table?

- A. Home
- B. Design
- C. Insert
- D. Layout

4. Which option allows us to create a table by drawing it manually?

- A. Insert Table
- B. Draw Table
- C. Table Grid
- D. Quick Table

5. Which key moves the cursor to the next cell in a table?

- A. Enter

B. Shift

C. Tab

D. Ctrl

6. Which keys move the cursor to the previous cell?

- A. Ctrl + Tab
- B. Shift + Tab
- C. Alt + Tab
- D. Shift + Enter

7. Which keys can be used to move through cells in a table?

- A. Arrow keys
- B. Function keys
- C. Number keys
- D. Spacebar

8. What is a horizontal series of cells in a table called?

- (a) Column
- (b) Row
- (c) Cell
- (d) Box

9. What is a vertical series of cells called?

...

9. What is a vertical series of cells called?

- (a) Row
- (b) Column

(c) Table

(d) Field

10. Which option combines two or more cells into one?

- (a) Splitting
- (b) Merging
- (c) Sorting
- (d) Filtering

11. What does splitting cells do?

- (a) Combines cells
- (b) Deletes cells
- (c) Divides one cell into multiple cells
- (d) Changes the font

12. Mail Merge is used to create:

- (a) One blank document
- (b) Multiple personalized copies of a document
- (c) Tables only
- (d) Pictures

13. Which tab is commonly used to work with Mail Merge in MS Word?

- (a) Home
- (b) Insert
- (c) Mailings
- (d) Design

14. Which of the following is required to store varying information in Mail Merge?

- (a) Data source

(b) Drawing

(c) Shape

(d) Header

15. What contains the common text and merge fields in Mail Merge?

- (a) Data source
- (b) Main document
- (c) Table
- (d) Spreadsheet only

