

□ Multiple Choice Questions (MCQs) with Answers

Part A: Advanced Word Processing (MS Word) - 15 Questions

1. Which is the first step when teaching MS Word interface?

- a) Formatting text
- b) Opening Word and identifying UI
- c) Printing a document
- d) Inserting images

Answer: b) Opening Word and identifying UI

2. Which feature allows undoing recent changes in MS Word?

- a) Redo
- b) Cut
- c) Undo
- d) Copy

Answer: c) Undo

3. Which function is used to save a Word file in a portable format?

- a) Save As Template
- b) Export as PDF
- c) Save Draft
- d) Save Copy

Answer: b) Export as PDF

4. Which proofing tool is used to check for spelling errors?

- a) Word Count
- b) Spell Check
- c) Find and Replace
- d) Language Settings

Answer: b) Spell Check

5. What can be inserted in a Word document under “Inserting Elements”?

- a) Only text
- b) Images and tables
- c) Only charts
- d) Only links

Answer: b) Images and tables

6. In schools without computer labs, what method can teachers use?

- a) Practical typing only

- b) Showing screenshots or diagrams
- c) Online practice only
- d) Video tutorials only

Answer: b) Showing screenshots or diagrams

7. Which technique simulates MS Word interface on a chalkboard?

- a) Storytelling
- b) Board Simulation
- c) Project-Based Learning
- d) Demonstrations

Answer: b) Board Simulation

8. What is the main focus of paper-based editing exercises?

- a) Printing tasks
- b) Formatting rules
- c) Online collaboration
- d) File sharing

Answer: b) Formatting rules

9. Which method uses smartphones for teaching word processing?

- a) Paper-based exercises
- b) Teacher-led demonstration
- c) Use of Mobile Phones or Shared Devices
- d) Board simulation

Answer: c) Use of Mobile Phones or Shared Devices

10. Which learning method emphasizes real-life problem-solving with word processors?

- a) Posters and projects
- b) Storytelling and Scenarios
- c) Board Simulation
- d) Worksheets

Answer: b) Storytelling and Scenarios

11. In a direct demonstration method, which tools are needed?

- a) Flipcharts
- b) Computer and projector
- c) Markers and papers
- d) Mobile phones

Answer: b) Computer and projector

12. Which approach integrates word processing into other school subjects?

- a) Scenarios
- b) Subject Integration
- c) Peer Collaboration

d) Practice tasks

Answer: b) Subject Integration

13. Which feature is assessed using rubrics and real files?

a) Formatting only

b) Assessment of word processing tasks

c) Storytelling exercises

d) Oral discussions

Answer: b) Assessment of word processing tasks

14. Which project type requires students to create newsletters or documents?

a) Peer collaboration

b) Project learning

c) Subject integration

d) Storytelling

Answer: b) Project learning

15. Which teaching strategy helps simulate typing using paper worksheets?

a) Board demonstration

b) Paper-based typing exercises

c) Shared device learning

d) Poster-based projects

Answer: b) Paper-based typing exercises

Part B: Advanced Spreadsheet Processing (Excel) - 15 Questions

16. How can Excel be taught without a computer lab?

a) Using simulations only

b) By drawing tables on board and using paper

c) Through online video lectures

d) Using only real computers

Answer: b) By drawing tables on board and using paper

17. Which Excel element is identified using row and column reference?

a) Chart

b) Cell address

c) Formula

d) Workbook

Answer: b) Cell address

18. Which method helps explain formulas when computers are not available?

- a) Showing PowerPoint slides
- b) Writing syntax on board
- c) Reading books only
- d) Giving oral lectures

Answer: b) Writing syntax on board

19. What is the first step in printing the top 10 ranked students?

- a) Creating charts
- b) Calculating average/total
- c) Formatting table
- d) Inserting pictures

Answer: b) Calculating average/total

20. To sort student results in Excel, which menu is used?

- a) Insert
- b) Review
- c) Data
- d) Layout

Answer: c) Data

21. Which sorting order arranges values from smallest to largest?

- a) Descending
- b) Alphabetical
- c) Ascending
- d) Random

Answer: c) Ascending

22. What is the correct order of sorting steps?

- a) Select column → Select order → Click OK
- b) Open Excel → Print → Format
- c) Insert table → Select chart → Save
- d) Save → Close → Open

Answer: a) Select column → Select order → Click OK

23. Which chart type is used for showing sales data over months?

- a) Pie chart
- b) Line chart
- c) Column chart
- d) Bar chart

Answer: b) Line chart

24. What is the first step in creating a chart?

- a) Select chart style
- b) Format axis

- c) Select the data range
- d) Add labels

Answer: c) Select the data range

25. Which feature allows formatting the chart title?

- a) Page layout
- b) Insert menu
- c) Chart formatting options
- d) File tab

Answer: c) Chart formatting options

26. What is the purpose of a mini-project in Excel teaching?

- a) To assess teamwork and skills
- b) To teach programming
- c) To create posters only
- d) To replace assignments

Answer: a) To assess teamwork and skills

27. Which survey question in the project requires a Yes/No response?

- a) Age
- b) Marital status
- c) Educational status
- d) National ID

Answer: d) National ID

28. In Excel survey projects, which data type is 'Age'?

- a) String
- b) Integer
- c) Boolean
- d) Text

Answer: b) Integer

29. Which activity helps students learn visualization and interpretation?

- a) Project-based poster making
- b) Data survey and chart presentation
- c) Typing practice
- d) Worksheet solving

Answer: b) Data survey and chart presentation

30. Which collaborative learning method is encouraged in Excel projects?

- a) Individual reading
- b) Group discussion and presentation
- c) Teacher-only explanation

d) Online assessment only

Answer: b) Group discussion and presentation