MEASI INSTITUTE OF MANAGEMENT
CHENNAI-14
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COMPUTER SKILLS QUESTION BANK

1. Define word processing.

2. How formatting is done in word?

3. What is paragraph style?

4. What is character style?

5. What is a template?

6. How wizards are used?

7. What is cross referencing?

8. Explain briefly about mail merge?

9. Explain about manipulating tables.

10. Explain about tables and columns.

11. Explain the role of labels and envelopes.

12. How to do spreadsheets in word.

13. Explain about spreadsheets and their functions.

14. How to modify spreadsheets.

15. Explain about navigating between spreadsheets.

16. How to autofill spreadsheets?

17. How to insert and delete contents in spreadsheets.

18. How to use formulas in spreadsheets.

19. Trouble shooting formulas.

20. Statistical functions.

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21. Mathematical functions in spreadsheets.

22. How to make database.

23. Explain about financial and logical functions.

24. Explain about sorting and filtering function in database.

25. Creating power point for presentation.

26. Editing slides in PowerPoint.

27. Inserting tables and charts in PowerPoint.

28. How to insert clipart's and special effects in PowerPoint.

29. Inserting multimedia content in presentation.

30. How to do animation in PowerPoint.

31. How to add video and audio in slides?

32. How to create database and project.

33. How to import and export database?

34. Types of queries?

35. How to create layouts for reports.

36. What is information management?

37. How to compose email.

38. How to add signature in email.

39. How to create tasks in system.

40. How to schedule in calendar?

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