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GROUP OF INSTITUTIONS
ISO 9001: 2015 Certified

O Level M1-R5 Viva Questions

1. What is a computer? → Data processing machine
2. How do you attach a file in an email? → Click attachment icon
3. What is RAM? → Temporary memory
4. How do you insert a chart in Excel? → Insert tab → Chart
5. What is Cyber Law? → Internet usage rules
6. How do you create a new document? → File → New
7. What is the full name ofthe Internet's web system? → World Wide Web
8. How do you apply a design theme in a presentation? → Design tab
9. What is Hardware? → Physical computer parts
10. How do you sort data in a spreadsheet? → Data → Sort
11. What is Mail Merge? → Merging letters with data
12. How do you create an email account? → Sign up online
13. What is a Computer Virus? → Harmful program
14. How do you insert a picture in a document? → Insert → Picture
15. What is a Search Engine? → Info search tool
16. How do you add numbers in Excel? → SUM function
17. What is an Operating System? → Manages computer hardware
18. How do you start a slide show? → Press F5
19. What is e–Governance? → Online govt services
20. How do you make text bold? → Select → Bold button
21. What is a Digital Signature? → Online document signature
22. How do you add a new worksheet? → Click plus icon
23. What is a Formula in Excel? → Calculation expression
24. How do you bookmark a webpage? → Click star icon
25. What is ROM? → Permanent memory
26. How do you insert a new slide? → Home → New Slide
27. What is Phishing? → Online info theft

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28. How do you set page margins? → Layout → Margins
29. What is a URL? → Website address
30. How do you add bullet points? → Home → Bullets
31. What is Absolute Cell Reference? → Fixed cell address
32. How do you add animation to text? → Animations tab
33. What is e-Commerce? → Online buying/selling
34. How do you check spelling errors? → Review → Spelling
35. What is an Input device? → Keyboard, mouse
36. How do you freeze a row in Excel? → View → Freeze Panes
37. What is a Firewall? → Network security tool
38. How do you download a file? → Click download button
39. What is Slide Master? → Controls slide design
40. How do you print a document? → File → Print
41. What is a Template? → Ready-made format
42. How do you filter data in Excel? → Data → Filter
43. What is UMANG? → Government service app
44. How do you clear browsing history? → Settings → Clear data
45. What is an Output device? → Monitor, printer
46. How do you merge cells in Excel? → Merge & Center
47. What is Data Backup? → Extra data copy
48. How do you rearrange slides? → Drag and drop
49. What does the AVERAGE function do? → Finds mean value
50. How do you add speaker notes? → Type in Notes pane
51. What is Cyber Crime? → Online illegal activity
52. How do you save a document? → File → Save
53. What is a Web Browser? → Website viewing software
54. How do you change cell color in Excel? → Format Cells
55. What is DigiLocker? → Digital document storage
56. How do you insert a table in a document? → Insert → Table
57. What does the IF function do? → Checks a condition
58. How do you reply to an email? → Click Reply
59. What is System Software? → Runs the computer
60. How do you add a slide transition? → Transitions tab

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61. What is Email? → Online messaging
62. How do you insert an image in a slide? → Insert → Picture
63. What is a Chart? → Visual data display
64. How do you change the font style? → Home → Font box
65. What is one advantage of Email? → Fast communication
66. How do you enter a formula in Excel? → Type equal sign
67. What is Relative Cell Reference? → Changing cell address
68. How do you save a file as PDF? → Save As → PDF
69. What is a Slide Transition? → Effect between slides
70. How do you open a new browser tab? → Click plus icon
71. What is an ISP? → Internet provider company
72. How do you protect an Excel sheet? → Review → Protect Sheet
73. What is the difference between Save and Save As? → New copy vs update
74. How do you set a browser homepage? → Settings → Homepage
75. What is Uploading? → Sending data online
76. How do you highlight data conditionally? → Conditional Formatting
77. What is Animation in a presentation? → Object movement effect
78. How do you check for new emails? → Open Inbox
79. What is a Bookmark? → Saved webpage link
80. How do you search using Google? → Type keyword → Enter
81. What is a Header in a document? → Top page text
82. How do you change slide layout? → Home → Layout
83. How can you protect a computer from viruses? → Install antivirus
84. How do you replace text in a document? → Find & Replace
85. What is Page Orientation? → Portrait or Landscape
86. How do you check the word count? → Review → Word Count
87. What is a Cell in Excel? → Row–column box
88. How do you align text in a document? → Home → Alignment
89. What is Sorting in a spreadsheet? → Arranging data
90. How do you insert a hyperlink? → Insert → Hyperlink
91. What is Filtering in a spreadsheet? → Showing selected data
92. How do you change the slide size? → Design → Slide Size
93. What is Freeze Panes used for? → Locking rows/columns

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94. How do you insert a page number? → Insert → Page Number
95. What is a Slide Layout? → Slide content arrangement
96. How do you resize an image? → Drag corner handle
97. What is Spell Check? → Auto spelling correction
98. How do you duplicate a slide? → Right–click → Duplicate
99. What is a Bulleted list? → List with symbols
100. How do you insert a header in Excel? → Insert → Header

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