

IMPORTANT QUESTIONS AND ANSWERS:-

1. Name the default browser in Windows 10.

Ans : Microsoft Edge is the default browser in Windows 10.

1. Define the term theme.

Ans: A combination of desktop background pictures, colours, and sound on a computer.

2. What are live tiles?

Ans: The blocks of category Create, play, and Explore that open by clicking on the start button and display information by opening app at a glance.

3. What is desktop?

Ans: The first screen that we see after a computer is switched on is called desktop.

4. What is storyboarding?

Ans: Creating a sequence of drawings or pictures that shows the main plot of a story is storyboarding.

5. What is cell?

Ans: A unit where a row and column intersect is a cell.

6. What is column?

Ans: A vertical series of cell is called as column.

7. What is icon?

Ans: Representation of small graphical images of a program on a desktop is icon.

8. What is data source?

Ans: Data source is a document that contains a list of recipients.

9. What is the this PC icon used for?

Ans: It provides you with available drives and their different contents on Exploring.

10. Expand UWP?

Ans: Universal Windows Platform.

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11. What is table?

Ans: An arrangement of information in rows and columns.

12. Name the biometric based Security system of windows?

Ans: Windows Hello is the biometric security system.

13. Which command is used to divide a cell into more cells?

Ans: Split command is used to divide a cell into more cells.

14. What is Mail- merge?

Ans: The mail-merge feature in word lets you create multiple letters, envelopes, name tags, and directories.

15. What is the advantage of mail-merge?

Ans: It saves the efforts and time of retying the same letter over again.

16. What is merge field ?

Ans: A placeholder in the main document where a record from the data source is to be inserted.

17. What is cortana?

Ans: Cortana is a personal virtual assistant.

18. Which tab allows us to insert formulas in table?

Ans: Layout tab is used to insert formula in a table.

19. Which is the shortcut key to go back to desktop?

Ans: Windows+D is the shortcut key to go back to desktop.