

Answer Key – All Modules

Computer Skills (CT 101) Book Activities

MODULE	SESSION	ACTIVITY NO.	QUESTION NO.	CORRECT ANSWER
MODULE 1: ALL ABOUT COMPUTERS, INTERNET AND MICROSOFT EDGE	SESSION 1: General Concepts About Computers & Hardware	1	1	C
			2	D
			3	B
			4	B
		2	1	ROM
			2	CD-R
			3	CPU
			4	RAM
		3	1	FALSE
			2	FALSE
			3	TRUE
			4	FALSE
	SESSION 2: Computer Networks, Internet & Information Security	1	1	A
			2	B
			3	D
			4	A
		2	1	Password
			2	Trojans
			3	Worms
			4	Peer-to-Peer
3		1	TRUE	
		2	FALSE	
		3	FALSE	
		4	TRUE	

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Module	Session	Activity No.	Question No.	Correct Answer
MODULE 1: ALL ABOUT COMPUTERS, INTERNET AND MICROSOFT EDGE	SESSION 3: Microsoft Edge & Using Email	1	1	B
			2	A
			3	C
			4	A
		2	1	Home Page
			2	Microsoft Edge
			3	Web Note
			4	Reading View
		3	1	FALSE
			2	TRUE
			3	TRUE
			4	TRUE

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Module	Session	Activity No.	Question No.	Correct Answer
MODULE 2: WINDOWS 10	SESSION 4: Overview of Operating System, Get Started with Windows 10, and Exploring Windows 10	1	1	A
			2	B
			3	A
			4	B
		2	1	Icon
			2	CTRL + ESC
			3	Lock Screen
			4	Back Key
	SESSION 5: Personalizing Windows 10 and Managing Content & App Windows	1	1	B
			2	C
			3	D
			4	B
		2	1	Theme
			2	Lock Screen
			3	Active Window
			4	Window Borders
	SESSION 6: Managing Folders & Files and Computer Settings	1	1	A
			2	B
			3	A
			4	C
		2	1	Folder
			2	Navigation Pane
			3	Quick Access
			4	System Information

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MODULE	SESSION	ACTIVITY NO.	QUESTION NO.	CORRECT ANSWER
MODULE 3: WORD 2016	SESSION 7: OVERVIEW OF WORD PROCESSING.	1	1	D
			2	C
			3	A
			4	B
		2	1	Ctrl + Z
			2	Ctrl + A
			3	Ctrl + P
			4	Ctrl + N
	SESSION 8: THE HOME TAB.	1	1	B
			2	C
			3	D
			4	C
		2	1	Ctrl + U
			2	Strikethrough
			3	Ctrl + D
			4	Ctrl + E
	SESSION 9: THE HOME TAB & THE INSERT TAB	1	1	B
			2	D
			3	C
			4	A
		2	1	Style
			2	Table
			3	Merge Cells
			4	Borders

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MODULE	SESSION	ACTIVITY NO.	QUESTION NO.	CORRECT ANSWER
MODULE 3: WORD 2016	SESSION 10: THE INSERT TAB	1	1	B
			2	A
			3	B
			4	D
		2	1	Artistic Effect
			2	Wrap Text
			3	SmartArt
			4	Hyperlink
	SESSION 11: THE INSERT TAB & THE PAGE LAYOUT TAB	1	1	D
			2	C
			3	D
			4	B
		2	1	WordArt
			2	Symbol
			3	Page color
			4	Hyphenation
	SESSION 12: THE REFERENCES TAB AND THE REVIEW TAB	1	1	A
			2	B
			3	B
			4	A
2		1	Heading Styles	
		2	Proofing	
		3	Footnote	
		4	Red Wavy	

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MODULE	SESSION	ACTIVITY NO.	QUESTION NO.	CORRECT ANSWER
MODULE 3: WORD 2016	SESSION 13: The View Tab and Other Features of Word 2016	1	1	C
			2	B
			3	B
			4	A
		2	1	Print Layout
			2	Read Mode
			3	PDF
			4	Template

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Module	Session	Activity No.	Question No.	Correct Answer
MODULE 4: Excel 2016	SESSION 14: OVERVIEW OF SPREADSHEETS, GETTING STARTED WITH EXCEL 2016 AND THE HOME TAB	1	1	D
			2	B
			3	B
			4	C
		2	1	Quick Analysis
			2	Fill color
			3	Formula Bar
			4	Hide
	SESSION 15: THE ALIGNMENT GROUP, NUMBER GROUP AND STYLES GROUP OF THE HOME TAB	1	1	C
			2	A
			3	B
			4	C
		2	1	Orientation
			2	Text
			3	Currency
			4	Cell Styles
	SESSION 16: THE CELLS GROUP AND THE EDITING GROUP OF THE HOME TAB	1	1	C
			2	B
			3	C
			4	A
		2	1	Cells
			2	AutoSum
			3	AutoFill
			4	Filter

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Module	Session	Activity No.	Question No.	Correct Answer
MODULE 4: Excel 2016	SESSION 17: THE INSERT TAB AND THE PAGE LAYOUT TAB	1	1	C
			2	B
			3	D
			4	C
		2	1	Data Labels
			2	Legend
			3	Background
			4	Print Titles
	SESSION 18: THE FORMULAS TAB	1	1	D
			2	B
			3	A
			4	B
		2	1	Function
			2	MIN
			3	SUMIF
			4	COUNTIF
	SESSION 19: THE FORMULAS TAB, CELL REFERENCING, THE VIEW TAB & WORKBOOK SECURITY.	1	1	C
			2	D
			3	B
			4	B
2		1	#VALUE!	
		2	#NUM!	
		3	Freeze Panes	
		4	Password	

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Module	Session	Activity No.	Question No.	Correct Answer
MODULE 5: PowerPoint 2016	SESSION 20: OVERVIEW OF PRESENTATION GRAPHICS AND GETTING STARTED WITH POWERPOINT 2016.	1	1	B
			2	A
			3	D
			4	C
		2	1	Status bar
			2	Slide Area
			3	Duplicate slide
			4	Slide Thumbnails
	SESSION 21: THE HOME TAB.	1	1	B
			2	D
			3	C
			4	C
		2	1	New Slide
			2	Section
			3	Formatting
			4	Quick Styles
	SESSION 22: THE INSERT TAB & THE DESIGN TAB SESSION.	1	1	C
			2	C
			3	B
			4	C
2		1	Insert Table	
		2	Hyperlink	
		3	Theme	
		4	Screen Recording	

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MODULE 5: PowerPoint 2016	SESSION 23: THE TRANSITIONS TAB, THE ANIMATIONS TAB, THE SLIDE SHOW TAB AND OTHER FEATURES OF POWERPOINT 2016.	1	1	B
			2	D
			3	C
			4	D
		2	1	Duration
			2	Animations
			3	Outline
			4	Animation pane