



बिहार स्टेट इलेक्ट्रॉनिक्स डेवलपमेंट कॉर्पोरेशन लिमिटेड (बेल्ट्रॉन)
Bihar State Electronics Development Corporation Ltd. (BELTRON)

A Government of Bihar Undertaking | CIN-U31900BR1978SGC001317

Participant ID	DEH18167714
Participant Name	PURNIMA KUMARI
Test Center Name	iON Digital Zone iDZ Purnea
Test Date	17/10/2024
Test Time	2:00 PM - 4:00 PM
Subject	Data Entry Operator English and Hindi Typing
Marks Obtained	32

"This is not final score and actual marks/score may increase or decrease as per final decision on objections received"

Section : Data Entry Operator

Q.1 Identify whether the following statements are true or false about the elements of a Windows Operating System.

- (i) The 'Quick Access' area in File Explorer provides access to recently used files and frequently used folders.
(ii) The 'Start' menu does not provide the option to shut down or restart the computer.

Ans ☒ 1. (i) False, (ii) True

☒ 2. (i) False, (ii) False

☒ 3. (i) True, (ii) True

☒ 4. (i) True, (ii) False

Question Type : MCQ

Question ID : 6306801017859

Option 1 ID : 6306803994961

Option 2 ID : 6306803994962

Option 3 ID : 6306803994959

Option 4 ID : 6306803994960

Status : Answered

Chosen Option : 4

Marks : 1

Q.2 You want to make text in a cell bold, change its font to 'Arial Black', and set the text colour to red. Which sequence of steps would you use in the Formatting Toolbar?

- Ans**
- ☐ 1. Select the text → Click on the Bold button → Click on the Font Color button → Choose red → Click on the Font drop-down → Choose Arial Black
 - ☐ 2. Select the text → Click on the Font drop-down → Choose Arial Black → Click on the Font Color button → Choose red → Click on the Bold button
 - ☐ 3. Select the text → Click on the Font Color button → Choose red → Click on the Font drop-down → Choose Arial Black → Click on the Bold button
 - ☒ 4. Select the text → Click on the Font drop-down → Choose Arial Black → Click on the Bold button → Click on the Font Color button → Choose red

Question Type : **MCQ**

Question ID : **6306801013972**

Option 1 ID : **6306803979485**

Option 2 ID : **6306803979487**

Option 3 ID : **6306803979486**

Option 4 ID : **6306803979484**

Status : **Answered**

Chosen Option : **3**

Marks : **0**

Q.3 Which among the following is NOT an option in the write and insert group under the mailings tab?

- Ans**
- ☒ 1. Insert data field
 - ☐ 2. Highlight merge field
 - ☐ 3. Insert merge field
 - ☐ 4. Greeting Line

Question Type : **MCQ**

Question ID : **6306801066765**

Option 1 ID : **6306804189331**

Option 2 ID : **6306804189328**

Option 3 ID : **6306804189330**

Option 4 ID : **6306804189329**

Status : **Answered**

Chosen Option : **4**

Marks : **0**

Q.4 Which of the following MS Excel functions is used to calculate the average of a range of cells, ignoring any text or empty cells in that range?

- Ans**
- ☐ 1. MEDIAN()
 - ☐ 2. SUM()
 - ☐ 3. COUNTIF()
 - ☒ 4. AVERAGE()

Question Type : **MCQ**

Question ID : **6306801016398**

Option 1 ID : **6306803989147**

Option 2 ID : **6306803989144**

Option 3 ID : **6306803989146**

Option 4 ID : **6306803989145**

Status : **Answered**

Chosen Option : **4**

Marks : **1**

Q.5 Webpages are connected to each other by means of:

- Ans
- ☐ 1. Wi-Fi
 - ☐ 2. nodes
 - ☒ 3. hyperlinks
 - ☐ 4. edges

Question Type : MCQ

Question ID : 6306801066204

Option 1 ID : 6306804187080

Option 2 ID : 6306804187081

Option 3 ID : 6306804187083

Option 4 ID : 6306804187082

Status : Answered

Chosen Option : 3

Marks : 1

Q.6 Which of the following is the default name of the first newly added worksheet in an MS Excel file?

- Ans
- ☐ 1. Newsheet
 - ☒ 2. Sheet1
 - ☐ 3. SheetX
 - ☐ 4. Worksheet1

Question Type : MCQ

Question ID : 6306801020172

Option 1 ID : 6306804004180

Option 2 ID : 6306804004182

Option 3 ID : 6306804004183

Option 4 ID : 6306804004181

Status : Answered

Chosen Option : 2

Marks : 1

Q.7 You've applied a 'Title' style to a cell in MS Excel, but you want to modify the font size and colour of that style. Which of the following sequences correctly allows you to modify the 'Title' style?

- Ans
- ☐ 1. Click on the Home tab → Click on 'Conditional Formatting' → Choose 'Modify Style' → Change font size and color
 - ☐ 2. Right-click the cell → Select 'Modify Style' → Change font size and color
 - ☒ 3. Click on the Home tab → Click on 'Cell Styles' → Right-click the 'Title' style → Choose 'Modify' → Change font size and color
 - ☐ 4. Right-click the cell → Select 'Format Cells' → Change font size and color

Question Type : MCQ

Question ID : 6306801014009

Option 1 ID : 6306803979634

Option 2 ID : 6306803979632

Option 3 ID : 6306803979633

Option 4 ID : 6306803979635

Status : Answered

Chosen Option : 3

Marks : 1

Q.8 In MS PowerPoint, what type of presentation view displays thumbnail size slides, and also allows you to move or sort slides according to your requirement?

- Ans**
- ☒ 1. Page outline
 - ☒ 2. Picture sorter
 - ☒ 3. Slide sorter
 - ☒ 4. Slide merger

Question Type : **MCQ**
Question ID : **6306801066563**
Option 1 ID : **6306804188520**
Option 2 ID : **6306804188523**
Option 3 ID : **6306804188521**
Option 4 ID : **6306804188522**
Status : **Answered**
Chosen Option : **1**
Marks : **0**

Q.9 All of the following are various character formatting options available in MS Word 2010 EXCEPT:

- Ans**
- ☒ 1. Font Size
 - ☒ 2. Font Merge
 - ☒ 3. Font Styles
 - ☒ 4. Font

Question Type : **MCQ**
Question ID : **6306801066524**
Option 1 ID : **6306804188367**
Option 2 ID : **6306804188366**
Option 3 ID : **6306804188365**
Option 4 ID : **6306804188364**
Status : **Answered**
Chosen Option : **2**
Marks : **1**

Q.10 Which of the following keys is used to capitalise while typing a character in MS Word?

- Ans**
- ☒ 1. Enter
 - ☒ 2. Alt
 - ☒ 3. Shift
 - ☒ 4. Tab

Question Type : **MCQ**
Question ID : **6306801022464**
Option 1 ID : **6306804012877**
Option 2 ID : **6306804012876**
Option 3 ID : **6306804012878**
Option 4 ID : **6306804012879**
Status : **Answered**
Chosen Option : **3**
Marks : **1**

Q.11 What is the name of the system used to find and retrieve information on the Internet?

- Ans
- ☐ 1. Social media platform
 - ☒ 2. Search engine
 - ☐ 3. E-mail client
 - ☐ 4. Web browser

Question Type : MCQ

Question ID : 6306801066276

Option 1 ID : 6306804187377

Option 2 ID : 6306804187379

Option 3 ID : 6306804187376

Option 4 ID : 6306804187378

Status : Answered

Chosen Option : 2

Marks : 1

Q.12 Which feature in MS Excel allows you to create diagrams that represent processes or hierarchies?

- Ans
- ☐ 1. Basic Shapes
 - ☒ 2. SmartArt
 - ☐ 3. Stock Images
 - ☐ 4. PivotChart

Question Type : MCQ

Question ID : 6306801019699

Option 1 ID : 6306804002292

Option 2 ID : 6306804002295

Option 3 ID : 6306804002293

Option 4 ID : 6306804002294

Status : Answered

Chosen Option : 2

Marks : 1

Q.13 In MS Excel, which chart type is used to effectively show proportions of a total, such as departmental sales contributing to overall revenue?

- Ans
- ☐ 1. Surface chart
 - ☐ 2. XY (Scatter) chart
 - ☒ 3. Pie chart
 - ☐ 4. Line chart

Question Type : MCQ

Question ID : 6306801039849

Option 1 ID : 6306804081609

Option 2 ID : 6306804081607

Option 3 ID : 6306804081608

Option 4 ID : 6306804081610

Status : Answered

Chosen Option : 2

Marks : 0

Q.14 How do you change the layout of a slide in MS PowerPoint?

- Ans ☒ 1. By clicking on the 'Layout' button in the 'Home' tab and choosing a new layout
- ☒ 2. By selecting 'New Slide' and choosing a new layout
- ☒ 3. By double-clicking the slide thumbnail in the Slide Sorter view
- ☒ 4. By right-clicking on the slide and selecting 'Format Background'

Question Type : **MCQ**Question ID : **6306801026996**Option 1 ID : **6306804030656**Option 2 ID : **6306804030654**Option 3 ID : **6306804030657**Option 4 ID : **6306804030655**Status : **Answered**Chosen Option : **1**Marks : **1****Q.15 In the Windows OS, which of the following allows users to modify display settings, including screen resolution and colour depth?**

- Ans ☒ 1. Display properties
- ☒ 2. Taskbar properties
- ☒ 3. Folder options
- ☒ 4. Internet options

Question Type : **MCQ**Question ID : **6306801019344**Option 1 ID : **6306804000876**Option 2 ID : **6306804000877**Option 3 ID : **6306804000878**Option 4 ID : **6306804000879**Status : **Answered**Chosen Option : **1**Marks : **1****Q.16 What is the purpose of the 'Start Menu' in Windows OS (Operating System)?**

- Ans ☒ 1. To switch between open applications
- ☒ 2. To display notifications and system icons
- ☒ 3. To access programs, settings and files
- ☒ 4. To manage printer settings

Question Type : **MCQ**Question ID : **6306801016343**Option 1 ID : **6306803988929**Option 2 ID : **6306803988930**Option 3 ID : **6306803988928**Option 4 ID : **6306803988931**Status : **Answered**Chosen Option : **3**Marks : **1**

Q.17 Under the mailing tab, there is a group that allows you to see the merging result temporarily so that you can view and test:

- Ans**
- ☒ 1. Preview Results
 - ☐ 2. Insert Merge Field
 - ☐ 3. Merge to PDF
 - ☐ 4. Finish and Merge

Question Type : **MCQ**
Question ID : **6306801066691**
Option 1 ID : **6306804189035**
Option 2 ID : **6306804189034**
Option 3 ID : **6306804189032**
Option 4 ID : **6306804189033**
Status : **Answered**
Chosen Option : **1**
Marks : **1**

Q.18 Which of the following options in Mail Merge of MS-Word 2010 is used to create a data source of the available address list?

- Ans**
- ☐ 1. Select from Outlook Contacts
 - ☐ 2. Email messages
 - ☒ 3. Use Existing List
 - ☐ 4. Directory

Question Type : **MCQ**
Question ID : **6306801065892**
Option 1 ID : **6306804185833**
Option 2 ID : **6306804185834**
Option 3 ID : **6306804185832**
Option 4 ID : **6306804185835**
Status : **Answered**
Chosen Option : **1**
Marks : **0**

Q.19 Which of the following Internet connection types typically offers the highest data transfer speeds, making it ideal for activities such as online gaming and streaming high-definition video?

- Ans**
- ☒ 1. Fiber-optic
 - ☐ 2. DSL
 - ☐ 3. Dial-up
 - ☐ 4. Satellite

Question Type : **MCQ**
Question ID : **6306801027789**
Option 1 ID : **6306804033843**
Option 2 ID : **6306804033842**
Option 3 ID : **6306804033844**
Option 4 ID : **6306804033841**
Status : **Answered**
Chosen Option : **4**
Marks : **0**

Q.20 What is the primary function of a word processing software?

- Ans ☒ 1. To create, edit and format text documents
- ☐ 2. To create presentations
- ☐ 3. To create spreadsheets and charts
- ☐ 4. To design and publish web pages

Question Type : **MCQ**

Question ID : **6306801066222**

Option 1 ID : **6306804187160**

Option 2 ID : **6306804187162**

Option 3 ID : **6306804187161**

Option 4 ID : **6306804187163**

Status : **Answered**

Chosen Option : **1**

Marks : **1**

Q.21 Data is processed by computers under the direction of sets of instructions known as:

- Ans ☐ 1. computer instructions
- ☐ 2. computer buses
- ☐ 3. computer data
- ☒ 4. computer programs

Question Type : **MCQ**

Question ID : **6306801066295**

Option 1 ID : **6306804187455**

Option 2 ID : **6306804187454**

Option 3 ID : **6306804187453**

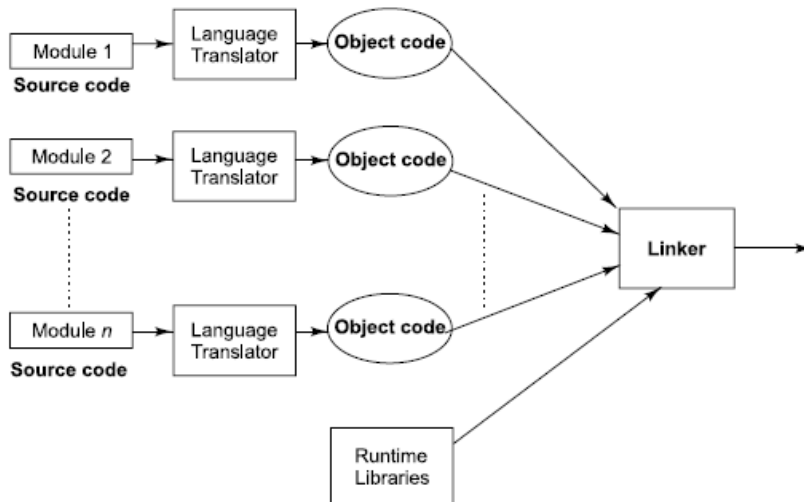
Option 4 ID : **6306804187452**

Status : **Answered**

Chosen Option : **1**

Marks : **0**

Q.22 What will be the output of the linker as shown in the given figure?



- Ans ☒ 1. Executable File
- ☒ 2. Byte Code
- ☒ 3. Intermediate Code
- ☒ 4. Source Code

Question Type : MCQ

Question ID : 6306801019570

Option 1 ID : 6306804001778

Option 2 ID : 6306804001777

Option 3 ID : 6306804001779

Option 4 ID : 6306804001776

Status : Answered

Chosen Option : 4

Marks : 0

Q.23 What is the function of the Tab button when entering text into a table?

- Ans ☒ 1. It deletes the current row
- ☒ 2. It merges cells
- ☒ 3. It creates a new table
- ☒ 4. It moves the cursor to the next cell

Question Type : MCQ

Question ID : 630680982813

Option 1 ID : 6306803855184

Option 2 ID : 6306803855186

Option 3 ID : 6306803855183

Option 4 ID : 6306803855185

Status : Answered

Chosen Option : 4

Marks : 1

Q.24 In MS Excel, which of the following methods can you use to copy a formula from one cell to adjacent cells quickly?

Ans ☒ 1. Using the Insert Function button

☒ 2. Dragging the fill handle (a small square at the bottom-right corner of the selected cell)

☒ 3. Pressing the Delete key

☒ 4. Pressing Ctrl + X and then Ctrl + V

Question Type : **MCQ**

Question ID : **6306801016399**

Option 1 ID : **6306803989150**

Option 2 ID : **6306803989149**

Option 3 ID : **6306803989151**

Option 4 ID : **6306803989148**

Status : **Answered**

Chosen Option : **4**

Marks : **0**

Q.25 Where can we find the recent unsaved browsed files of MS Word?

Ans ☒ 1. Manage Document

☒ 2. Protect Document

☒ 3. XPS Document

☒ 4. Inspect Document

Question Type : **MCQ**

Question ID : **6306801025268**

Option 1 ID : **6306804023760**

Option 2 ID : **6306804023758**

Option 3 ID : **6306804023761**

Option 4 ID : **6306804023759**

Status : **Answered**

Chosen Option : **1**

Marks : **1**

Q.26 What is GMass?

Ans ☒ 1. A mass email and mail merge system for Gmail

☒ 2. Anti-virus software

☒ 3. A malware

☒ 4. A worm

Question Type : **MCQ**

Question ID : **6306801026041**

Option 1 ID : **6306804026847**

Option 2 ID : **6306804026848**

Option 3 ID : **6306804026849**

Option 4 ID : **6306804026850**

Status : **Answered**

Chosen Option : **1**

Marks : **1**

Q.27 When an MS Excel workbook is opened for the very first time, the cursor pointer points to the first cell of the worksheet called:

- Ans**
- ☒ 1. cell reference
 - ☒ 2. cell number
 - ☒ 3. active cell
 - ☒ 4. passive cell

Question Type : **MCQ**

Question ID : **6306801066474**

Option 1 ID : **6306804188168**

Option 2 ID : **6306804188170**

Option 3 ID : **6306804188169**

Option 4 ID : **6306804188171**

Status : **Answered**

Chosen Option : **2**

Marks : **0**

Q.28 The range of column width for MS-Excel 2019 cell lies between _____ and _____ characters.

- Ans**
- ☒ 1. 0, 305
 - ☒ 2. 0, 255
 - ☒ 3. 0, 128
 - ☒ 4. 0, 275

Question Type : **MCQ**

Question ID : **6306801065873**

Option 1 ID : **6306804185759**

Option 2 ID : **6306804185757**

Option 3 ID : **6306804185756**

Option 4 ID : **6306804185758**

Status : **Answered**

Chosen Option : **4**

Marks : **0**

Q.29 Which of the following steps must be followed to run a Windows application?

- Ans**
- ☒ 1. Right-click the application icon and select New
 - ☒ 2. Left-click the application icon and select Open
 - ☒ 3. Right-click the application icon and select Execute
 - ☒ 4. Right-click the application icon and select Open

Question Type : **MCQ**

Question ID : **6306801066821**

Option 1 ID : **6306804189562**

Option 2 ID : **6306804189563**

Option 3 ID : **6306804189561**

Option 4 ID : **6306804189560**

Status : **Answered**

Chosen Option : **4**

Marks : **1**

Q.30 An MS-Excel worksheet is linked to a chart, when you change the values in the worksheet, the chart:

- Ans**
- ☐ 1. remains unchanged
 - ☐ 2. zooms all the values
 - ☐ 3. is deleted
 - ☒ 4. changes as well

Question Type : **MCQ**

Question ID : **6306801019299**

Option 1 ID : **6306804000695**

Option 2 ID : **6306804000698**

Option 3 ID : **6306804000697**

Option 4 ID : **6306804000696**

Status : **Answered**

Chosen Option : **4**

Marks : **1**

Q.31 The default alignment for texts in MS-Excel is:

- Ans**
- ☒ 1. left
 - ☐ 2. top
 - ☐ 3. centre
 - ☐ 4. bottom

Question Type : **MCQ**

Question ID : **6306801066704**

Option 1 ID : **6306804189084**

Option 2 ID : **6306804189085**

Option 3 ID : **6306804189087**

Option 4 ID : **6306804189086**

Status : **Answered**

Chosen Option : **1**

Marks : **1**

Q.32 For left alignment, click anywhere on the paragraph you want to align and press:

- Ans**
- ☐ 1. Ctrl + J
 - ☐ 2. Alt + R
 - ☒ 3. Ctrl + L
 - ☐ 4. Alt + L

Question Type : **MCQ**

Question ID : **6306801066678**

Option 1 ID : **6306804188982**

Option 2 ID : **6306804188983**

Option 3 ID : **6306804188980**

Option 4 ID : **6306804188981**

Status : **Answered**

Chosen Option : **4**

Marks : **0**

Q.33 In MS Excel, when using the Insert Function tool, what does the subsequent dialog box assist you with after selecting a function?

- Ans
- ☒ 1. Formatting the output of the function
 - ☒ 2. Specifying the function's arguments
 - ☒ 3. Creating a new worksheet
 - ☒ 4. Importing data from external sources

Question Type : **MCQ**
Question ID : **6306801039831**
Option 1 ID : **6306804081527**
Option 2 ID : **6306804081528**
Option 3 ID : **6306804081529**
Option 4 ID : **6306804081530**
Status : **Answered**
Chosen Option : **4**
Marks : **0**

Q.34 In MS Excel, in a custom number format, what does the semicolon (;) represent?

- Ans
- ☒ 1. Applies alignment to the cell contents.
 - ☒ 2. Defines the decimal place.
 - ☒ 3. Creates a conditional formatting rule.
 - ☒ 4. Separates conditions for positive, negative, and zero values.

Question Type : **MCQ**
Question ID : **6306801041124**
Option 1 ID : **6306804086708**
Option 2 ID : **6306804086706**
Option 3 ID : **6306804086707**
Option 4 ID : **6306804086705**
Status : **Answered**
Chosen Option : **4**
Marks : **1**

Q.35 By default, how many sheets are available to users in MS Excel 2010?

- Ans
- ☒ 1. 3
 - ☒ 2. 1
 - ☒ 3. 4
 - ☒ 4. 2

Question Type : **MCQ**
Question ID : **6306801066622**
Option 1 ID : **6306804188758**
Option 2 ID : **6306804188756**
Option 3 ID : **6306804188759**
Option 4 ID : **6306804188757**
Status : **Answered**
Chosen Option : **3**
Marks : **0**

Q.36 When performing a Mail Merge in Microsoft Word, what is the purpose of merging data into the main document?

- Ans**
- ☐ 1. To format the text in the main document
 - ☐ 2. To create a template for the final document
 - ☐ 3. To save the document as a different file format
 - ☒ 4. To insert fields that will be replaced with data from the data source

Question Type : **MCQ**

Question ID : **6306801022921**

Option 1 ID : **6306804014702**

Option 2 ID : **6306804014704**

Option 3 ID : **6306804014705**

Option 4 ID : **6306804014703**

Status : **Answered**

Chosen Option : **1**

Marks : **0**

Q.37 Which of the following steps would a user take to quickly align a paragraph to the centre of the page in MS Word?

- Ans**
- ☐ 1. Go to Home > Font > Center
 - ☐ 2. Go to Insert > Text > Center
 - ☒ 3. Go to Home > Paragraph > Center
 - ☐ 4. Go to Design > Page Setup > Center

Question Type : **MCQ**

Question ID : **6306801022801**

Option 1 ID : **6306804014223**

Option 2 ID : **6306804014225**

Option 3 ID : **6306804014224**

Option 4 ID : **6306804014226**

Status : **Answered**

Chosen Option : **3**

Marks : **1**

Q.38 Press _____ to view web browser history on a Windows computer.

- Ans**
- ☒ 1. Ctrl + H
 - ☐ 2. Ctrl + R
 - ☐ 3. Alt + Ctrl + H
 - ☐ 4. Alt + H

Question Type : **MCQ**

Question ID : **6306801066725**

Option 1 ID : **6306804189168**

Option 2 ID : **6306804189171**

Option 3 ID : **6306804189170**

Option 4 ID : **6306804189169**

Status : **Answered**

Chosen Option : **3**

Marks : **0**

Q.39 To replicate a selected slide in MS-PowerPoint, press _____.

- Ans
- ☐ 1. Ctrl + 2
 - ☐ 2. Alt + D
 - ☐ 3. Alt + Ctrl + D
 - ☒ 4. Ctrl + D

Question Type : MCQ

Question ID : 6306801066717

Option 1 ID : 6306804189137

Option 2 ID : 6306804189136

Option 3 ID : 6306804189139

Option 4 ID : 6306804189138

Status : Answered

Chosen Option : 2

Marks : 0

Q.40 In MS Excel, what is the correct formula to return "Pass" if the value in cell A1 is greater than or equal to 60, and "Fail" otherwise?

- Ans
- ☒ 1. IF(A1>=60, "Pass", "Fail")
 - ☐ 2. IF(A1>60, "Pass", "Fail")
 - ☐ 3. IF(A1=60, "Pass", "Fail")
 - ☐ 4. IF(A1<60, "Pass", "Fail")

Question Type : MCQ

Question ID : 6306801040069

Option 1 ID : 6306804082495

Option 2 ID : 6306804082496

Option 3 ID : 6306804082497

Option 4 ID : 6306804082498

Status : Answered

Chosen Option : 1

Marks : 1

Q.41 Which of the following statements are true for getting connected to the internet?

- (i) Ethernet cable is used for wired connections to the internet.
- (ii) Fibre-optic connections offer higher speeds and bandwidth.
- (iii) Infrared is used to connect a computer to a broadband internet service.

- Ans
- ☐ 1. Only (i) and (iii)
 - ☐ 2. (i), (ii) and (iii)
 - ☒ 3. Only (i) and (ii)
 - ☐ 4. Only (ii) and (iii)

Question Type : MCQ

Question ID : 6306801019790

Option 1 ID : 6306804002657

Option 2 ID : 6306804002659

Option 3 ID : 6306804002656

Option 4 ID : 6306804002658

Status : Answered

Chosen Option : 2

Marks : 0

Q.42 To magnify an MS-Word 2010 document, which of the following options is NOT available in the Zoom group of the View tab?

- Ans**
- ☒ 1. One Page
 - ☒ 2. 200%
 - ☐ 3. Two Page
 - ☐ 4. 100%

Question Type : **MCQ**

Question ID : **6306801066461**

Option 1 ID : **6306804188116**

Option 2 ID : **6306804188119**

Option 3 ID : **6306804188117**

Option 4 ID : **6306804188118**

Status : **Answered**

Chosen Option : **3**

Marks : **0**

Q.43 Which type of memory requires regular refreshing?

- Ans**
- ☒ 1. DRAM
 - ☐ 2. ROM
 - ☐ 3. EPROM
 - ☐ 4. SRAM

Question Type : **MCQ**

Question ID : **6306801066817**

Option 1 ID : **6306804189547**

Option 2 ID : **6306804189544**

Option 3 ID : **6306804189545**

Option 4 ID : **6306804189546**

Status : **Answered**

Chosen Option : **2**

Marks : **0**

Q.44 Which application software would you use for creating and managing a database?

- Ans**
- ☐ 1. Mozilla Firefox
 - ☐ 2. Microsoft Powerpoint
 - ☒ 3. Microsoft Access
 - ☐ 4. Adobe Photoshop

Question Type : **MCQ**

Question ID : **6306801034586**

Option 1 ID : **6306804061376**

Option 2 ID : **6306804061373**

Option 3 ID : **6306804061375**

Option 4 ID : **6306804061374**


Status : **Answered**

Chosen Option : **2**

Marks : **0**

Q.45 Match the following:

1. System Software that controls the overall working of the computer	a. Compiler
2. System Software that checks the grammar or syntax of a computer program	b. Operating system
3. Application software that acts as a client software in client-server applications	c. Device driver
4. System software that allows operating system to communicate with hardware	d. Web Browser

Ans  1. 1 - a, 2 - b, 3 - d, 4 - c

 2. 1 - c, 2 - a, 3 - b, 4 - d

 3. 1 - d, 2 - a, 3 - b, 4 - c

 4. 1 - b, 2 - a, 3 - d, 4 - c

Question Type : **MCQ**

Question ID : **6306801019019**

Option 1 ID : **6306803999577**

Option 2 ID : **6306803999574**

Option 3 ID : **6306803999576**

Option 4 ID : **6306803999575**

Status : **Answered**

Chosen Option : **2**

Marks : **0**

Q.46 Which protection level allows users to modify the contents of cells but not the structure of the worksheet in MS Excel?

Ans  1. Structure Protection

 2. No Protection

 3. Full Protection

 4. Content Protection

Question Type : **MCQ**

Question ID : **6306801039753**

Option 1 ID : **6306804081224**

Option 2 ID : **6306804081226**

Option 3 ID : **6306804081223**

Option 4 ID : **6306804081225**

Status : **Answered**

Chosen Option : **1**

Marks : **1**

Q.47 Which of the following best describes a key difference between a compiler and an interpreter in a computer system?

- Ans** ☒ 1. A compiler translates high-level language into machine code once, while an interpreter translates and executes codes line-by-line.
- ☐ 2. A compiler is used for scripting languages, while an interpreter is used for compiled languages.
- ☐ 3. A compiler translates and executes codes line-by-line, while an interpreter translates the entire program at once.
- ☐ 4. A compiler and an interpreter perform the same function but for different operating systems.

Question Type : **MCQ**

Question ID : **6306801013895**

Option 1 ID : **6306803979157**

Option 2 ID : **6306803979158**

Option 3 ID : **6306803979156**

Option 4 ID : **6306803979159**

Status : **Answered**

Chosen Option : **2**

Marks : **0**

Q.48 Identify the ODD element from among the following with respect to system software.

- Ans** ☐ 1. Device driver
- ☒ 2. USB port
- ☐ 3. Interpreter
- ☐ 4. Assembler

Question Type : **MCQ**

Question ID : **6306801016937**

Option 1 ID : **6306803991302**

Option 2 ID : **6306803991303**

Option 3 ID : **6306803991301**

Option 4 ID : **6306803991300**

Status : **Answered**

Chosen Option : **3**

Marks : **0**

Q.49 Which of the following sequences of steps is used to revert to the original slide layout in MS-PowerPoint 2010?

- Ans** ☐ 1. Home -> Revert
- ☐ 2. Home -> Reuse
- ☐ 3. Home -> Release
- ☒ 4. Home -> Reset

Question Type : **MCQ**

Question ID : **6306801066197**

Option 1 ID : **6306804187052**

Option 2 ID : **6306804187053**

Option 3 ID : **6306804187054**

Option 4 ID : **6306804187055**

Status : **Answered**

Chosen Option : **1**

Marks : **0**

Q.50 Which feature would you use to place objects evenly on a slide?

- Ans ☒ 1. Slide Transition
☒ 2. Slide Sorter
☒ 3. Align Tools
☒ 4. Animation Pane

Question Type : **MCQ**

Question ID : **6306801031876**

Option 1 ID : **6306804050173**

Option 2 ID : **6306804050171**

Option 3 ID : **6306804050172**

Option 4 ID : **6306804050174**

Status : **Answered**

Chosen Option : **4**

Marks : **0**

Q.51 What is the keyboard shortcut to switch between open presentations in Microsoft PowerPoint 2010?

- Ans ☒ 1. Alt + W
☒ 2. Shift + Tab
☒ 3. Ctrl + Spacebar
☒ 4. Alt + Tab

Question Type : **MCQ**

Question ID : **6306801065930**

Option 1 ID : **6306804185986**

Option 2 ID : **6306804185985**

Option 3 ID : **6306804185987**

Option 4 ID : **6306804185984**

Status : **Answered**

Chosen Option : **3**

Marks : **0**

Q.52 What will be the address of the cell at the intersection of the 28th row and 95th column of a worksheet?

- Ans ☒ 1. K28
☒ 2. CQ28
☒ 3. DQ02
☒ 4. AQ28

Question Type : **MCQ**

Question ID : **6306801066771**

Option 1 ID : **6306804189355**

Option 2 ID : **6306804189353**

Option 3 ID : **6306804189354**

Option 4 ID : **6306804189352**

Status : **Answered**

Chosen Option : **2**

Marks : **1**

Q.53 In MS Word, which part of the Word screen layout provides quick access to options such as 'Save', 'Undo' and 'Redo'?

- Ans**
- ☐ 1. Title bar
 - ☐ 2. Ribbon
 - ☐ 3. Status bar
 - ☒ 4. Quick Access Toolbar

Question Type : **MCQ**
Question ID : **6306801018075**
Option 1 ID : **6306803995826**
Option 2 ID : **6306803995824**
Option 3 ID : **6306803995823**
Option 4 ID : **6306803995825**
Status : **Answered**
Chosen Option : **4**
Marks : **1**

Q.54 Identify whether the following statements are true or false about MS Word.

Statement I: The Paragraph dialog box allows left and right alignment styles.

Statement II: The Paragraph dialog box allows centre alignment but does not allow justified alignment style.

- Ans**
- ☐ 1. I - True, II - True
 - ☐ 2. I - False, II - False
 - ☐ 3. I - False, II - True
 - ☒ 4. I - True, II - False

Question Type : **MCQ**
Question ID : **6306801017270**
Option 1 ID : **6306803992630**
Option 2 ID : **6306803992631**
Option 3 ID : **6306803992632**
Option 4 ID : **6306803992629**
Status : **Answered**
Chosen Option : **4**
Marks : **1**

Q.55 What does the 'Allow Users to Edit Ranges' feature in a protected MS Excel worksheet do?

- Ans**
- ☐ 1. Enables users to create new worksheets within the protected workbook
 - ☐ 2. Automatically removes protection from the entire worksheet
 - ☒ 3. Allows users to edit specific ranges of cells even when the worksheet is protected
 - ☐ 4. Restricts users from viewing certain ranges of cells

Question Type : **MCQ**
Question ID : **6306801028942**
Option 1 ID : **6306804038404**
Option 2 ID : **6306804038406**
Option 3 ID : **6306804038403**
Option 4 ID : **6306804038405**
Status : **Answered**
Chosen Option : **3**
Marks : **1**

Q.56 In MS Word, once you have a data source connected to your document, adding _____ is a way to personalise a document with information from the data source. These fields come from the column headings in the data source.

- Ans**
- ☒ 1. join fields
 - ☒ 2. merge fields
 - ☒ 3. group fields
 - ☒ 4. create fields

Question Type : **MCQ**

Question ID : **6306801066389**

Option 1 ID : **6306804187829**

Option 2 ID : **6306804187828**

Option 3 ID : **6306804187831**

Option 4 ID : **6306804187830**

Status : **Answered**

Chosen Option : **2**

Marks : **1**

Q.57 Which of the following is a method of accessing fixed internet for home or office?

- Ans**
- ☒ 1. ADSL
 - ☒ 2. Public Wi-Fi
 - ☒ 3. Private Wi-Fi
 - ☒ 4. Mobile broadband

Question Type : **MCQ**

Question ID : **6306801066126**

Option 1 ID : **6306804186769**

Option 2 ID : **6306804186770**

Option 3 ID : **6306804186771**

Option 4 ID : **6306804186768**

Status : **Answered**

Chosen Option : **3**

Marks : **0**

Q.58 What is the typical name of the root directory in a Windows file system?

- Ans**
- ☒ 1. Windows
 - ☒ 2. C:
 - ☒ 3. System32
 - ☒ 4. Program Files

Question Type : **MCQ**

Question ID : **6306801016425**

Option 1 ID : **6306803989255**

Option 2 ID : **6306803989252**

Option 3 ID : **6306803989253**

Option 4 ID : **6306803989254**





Status : **Answered**

Chosen Option : **2**

Marks : **1**

Q.59 Which of the following statements related to MS-Word 2016 is/are true?

- (i) Footnotes are notes that appear at the bottom of a page.
- (ii) An indent allows you to add the structure to your document by allowing you to separate information.

Ans  1. Both (i) and (ii)
 2. Only (i)
 3. only (ii)
 4. Neither (i) nor (ii)

Question Type : **MCQ**

Question ID : **6306801065879**

Option 1 ID : **6306804185782**

Option 2 ID : **6306804185780**

Option 3 ID : **6306804185781**





Option 4 ID : **6306804185783**

Status : **Answered**

Chosen Option : **1**

Marks : **1**

Q.60 In MS-Word, it is possible to preview the merged documents before performing the actual merge if:

Ans  1. neither the data source is specified nor the merge fields are entered in the main document
 2. the data source is specified and the merge fields are entered in the main document
 3. only the merge fields are entered in the main document
 4. only the data source is specified

Question Type : **MCQ**

Question ID : **6306801019238**

Option 1 ID : **6306804000453**

Option 2 ID : **6306804000452**

Option 3 ID : **6306804000451**

Option 4 ID : **6306804000450**

Status : **Answered**

Chosen Option : **2**

Marks : **1**