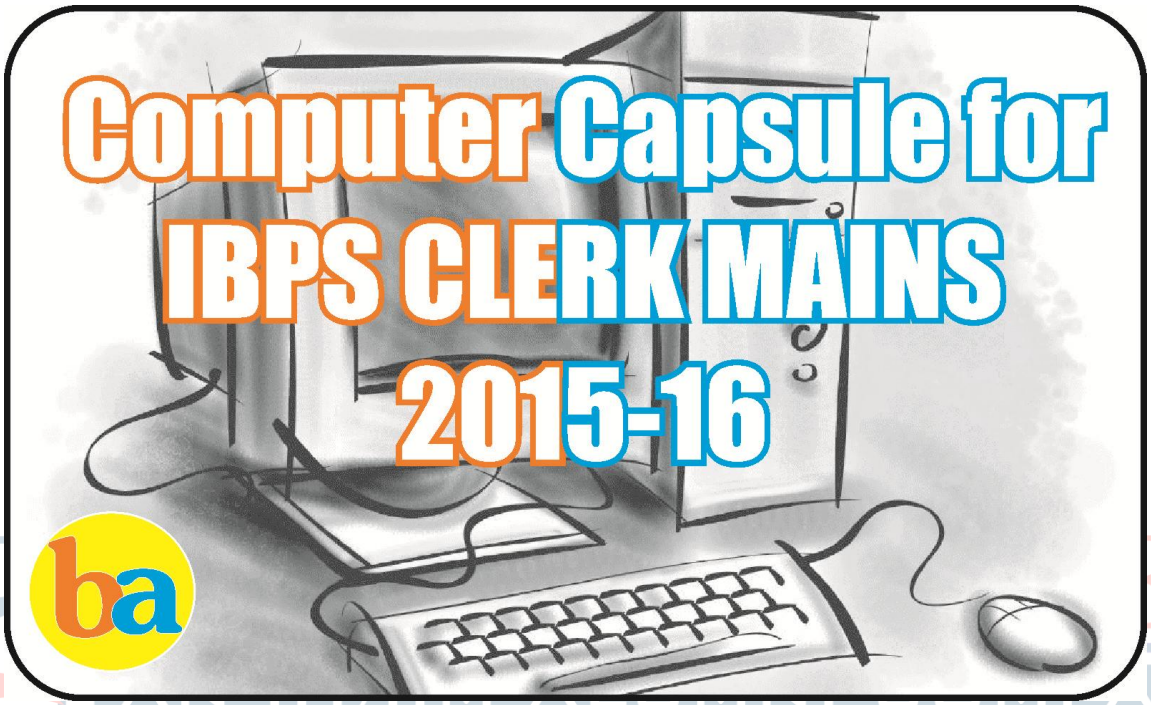
Presents



Dear Readers,

This is a Compendium on the most important questions of Computers for the upcoming IBPS PO MAINS 2015.
This has been compiled by one of renowned faculty of Career Power Institute Delhi, **Akshaya Sir.**
Read it as we are expecting many questions from this set of 100 questions.

1. A peer-to-peer LAN is an appropriate network architecture for___
(1) The Internet **(2) Home network**
(3) Network requiring a server with shared resources.
(4) wide area network (5) None of these

2. ASCII is a(n)_____
(1) Numbering system for representing numbers with decimals.
(2) Character representation standard common in older mainframe computers.
(3) Encoding standard used to represent letters and characters.
(4) Symbolic programming language that directly represents machine instructions.
(5) None of these

3. The Internet began with the development of
1) USENET **2) ARPANET** 3) Ethernet
4) Intranet 5) None of these

4. Who designed the first electronic computer - ENIAC?
1) Van Neuman 2) Joseph M Jacquard
3) J presper Eckert 4) Both 1 and 2
5) None of these

5. Which of the following is not a network?
1) Local Area Network 2) Wide Area Network
3) Optical Fiber 4) All are networks
5) None of these

6. In MICR, C stands for?
1) Code 2) Colour 3) Computer
4) Character 5) None of these

7. Which of the following is the largest unit of storage?
1) GB 2) KB 3) MB
4) TB 5) None of these

8. What is the shortcut key to "Undo" the last action in a document?
1) Ctrl + X 2) Ctrl + Y **3) Ctrl + Z**
4) Ctrl + U 5) None of these

9. Computer uses the_____number system to store data and perform calculations.
1) Binary 2) octal 3) Decimal
4) Hexadecimal 5) None of these

10. ASCII stands for .....
1) American Special Computer for Information Interaction
2) American Standard Computer for Information Interchange
3) American Special Code for Information Interchange
4) American Special Computer for Information Interchange
5) American Standard Code for Information Interchange

11. Which of the following is used by the browser to connect to the location of the Internet resources ?
1) Linkers 2) Protocol 3) Cable
4) URL 5) None of these

12. An image on a computer screen is made up of a matrix of what?
(1) Byte **(2) Pixels** (3) Bit
(4) Palette (5) None of these

13. What does dots per inch (DPI) measure?
(1) number of bits it takes to represent each color
(2) density of the pixels on a computer screen
(3) the density of bits on a disk
(4) density of graphic files stored on a hard disk
(5) None of these

14. The type of printer that prints by selectively unchanging static electricity from spots on a metal drum is a(n):
(1) Plotter (2) Dot-matrix printer
(3) Laser printer (4) Ink-jet printer
(5) None of these

15. _____software allows the user to speak into the computer rather than type in text.
(1) Speech recognition (2) CHAT
(3) Message (4) All of the above
(5) None of these

16. What does the XP stand for in Windows XP?
(1) Exponential **(2) Experience**
(3) Expertise (4) Exchange
(5) None of these

17. What type of software must to be used to translate scanned text into a format that can be manipulated?
(1) OCR (2) CRT (3) RGB
(4) MIDI (5) None of these

18. Word processing, spreadsheet, and photo-editing are examples of_____
(1) application software (2) system software
(3) operating system software
(4) platform software (5) none of these

19. The primary purpose of a computer is to process _____ and convert it into information.
(1) electricity **(2) data**
(3) raw material
(4) a bit (5) None of these

20. Help Menu is available at which button?
(1) End **(2) Start** (3) Turnoff
(4) Restart (5) Reboot

21. What is a serial port that adds a direct connection to a network?
(1) FireWire **(2) NIC** (3) USB
(4) Internal modem (5) None of these

22. Linux is a_____
(1) Utility program for peer-to-peer file sharing
(2) Real-time operating system
(3) Network operating system
(4) PDA platform (5) None of these

23. ___ NORTON' is an ____
(1) Software **(2) Anti-Virus Program**
(3) Network (4) Program
(5) None of these

24. Zip is a -----file.
(1) Executable File **(2) Compressed File**
(3) System File (4) Combo
(5) None of these

25. Answer Sheets in bank PO's/Clerk's examinations are checked by using –
(1) Optical Character Reader
(2) Optical Mark Reader
(3) Magnetic ink Character Reader
(4) All of the above (5) None of these

26. What is —Oracle?
(1) A Co-ordination System (2) Word Software
(3) Database Software (4) All of the above
(5) None of these

27. IC Chip is made of -----.
(1) Silicon (2) Nickel (3) Iron
(4) Copper (5) None of these

28. At which place is India's Silicon Valley situated?
(1) Bangalore (2) Hyderabad (3) Chennai
(4) Kolkata (5) None of these

29. A connection from one HTML document to another HTML document is called _____
(1) Hyper Link (2) Connecting Link
(3) Icon (4) All of these
(5) None of these

30. The screen background is known as the_____
(1) Application (2) Window **(3) Desktop**
(4) Frames (5) None of these

31. What are the units used to count the speed of a printer ?
(1) CPM (2) DPI **(3) PPM**
(4) BIT (5) None of these

32. WORM stands for?
(1) Write Once Read Memory
(2) Wanted Once Read Memory
(3) Wanted Original Read Memory
(4) Write Original Read Memory
(5) None of these

33. Memory unit is a part of _____
(1) Input Device (2) Control Unit
(3) Output Device **(4) Central Processing Unit**
(5) None of these

34. Which of the following companies developed MS Office-2000?
(1) Novell (2) Corel (3) Lotus
(4) Microsoft (5) None of these

35. What is the meaning of ‗MICR'?
(1) Magnetic Ink Character Recognition
(2) Magnetic Intelligence Character Recognition
(3) Magnetic Information Cable Recognition
(4) Magnetic Insurance Cases Recognition
(5) None of these

36. VIRUS stands for_____
(1) Very Important Record User Searched
(2) Verify Interchanged Result Until Source
(3) Vital Information Resource Under Seize
(4) Very Important Resource Under Search
(5) None of these

37. PNG stands for_____
(1) Potable Name Generator
(2) Portable Network Generator
(3) Printed Name Graphics
(4) Portable Network Graphics
(5) None of these

38. The maximum Zoom percentage in MS PowerPoint is_____
(1) 100% (2) 200% **(3) 400%**
(4) 500% (5) None of these

39. The word FTP' stands for_____
(1) File Translate Protocol
(2) File Transit Protocol
(3) File Typing Protocol
(4) File Transfer Protocol
(5) None of these

40. Compiler in computer system is a_____
(1) Package (2) System Software
(3) Process **(4) Application Software**
(5) None of these

41. What is an intersection of a row and column in a spreadsheet?
(1) Formula (2) Worksheet
(3) Address **(4) Cell**
(5) None of these

42. _____ is a set of rules computers use to talk to each other.
(1) Protocol (2) Syntax
(3) DOS command (4) HTML
(5) None of these

43. If you want to connect to your own computer through the Internet from another location, you can use–

(1) e-mail (2) FTP
(3) instant message
(4) Telnet (5) None of these

44. Select the Odd one____
(1) Operating system (2) Interpreter
(3) Compiler (4) Assembler
(5) None of these

45. To access properties of an object, the mouse technique to use is _____
(1) dragging (2) dropping
(3) right-clicking (4) shift-clicking
(5) None of these

46. COBOL stands for _____
(1) Common Business Oriented Language
(2) Computer Business Oriented Language
(3) Common Business Operated Language
(4) Common Business Organized Language
(5) None of these

47. Select the smallest memory size among the following:-
(1) Terabyte (2) Gigabyte **(3) Kilobyte**
(4) Megabyte (5) None of these

48. A concentric circle on a disk is called a_____
(1) cylinder **(2) track** (3) head
(4) sector (5) none of these

49. DSL is an example of a(n) _____ connection.
(1) network (2) wireless (3) slow
(4) broadband (5) none of these

50. One megabyte equals approximately _____
1) 1,000 bits 2) 1,000 bytes
3) 1 million bytes 4) 1 million bits
5) 2,000 bytes

51. What's considered the 'backbone' of the World Wide Web?
(1) URL (2) HTML **(3) HTTP**
(4) FTP (5) None of these

52. SMTP stands for _____
(1) Simple Mail Transfer Protocol
(2) Serve Message Text Process
(3) Short Messaging Text Process
(4) Short Messaging Transfer Protocol
(5) None of these

53. Which term identifies main page of the entire site?
(1) URL (2) Web site address
(3) Hyperlink (4) Domain name
(5) None of these

54. Which is the part of a computer that one can touch and feel?
(1) Programs (2) Software **(3) Hardware**
(4) Output (5) None of these

55. CPU stands for _____
(1) CD-run on memory
(2) central processing unit
(3) call powers up
(4) create programs user
(5) None of these

56. An educational institution would generally have the following in its domain name .....
(1) .org **(2) .edu** (3) .inst
(4) .com (5) .sch

57. POST stands for .....
(1) Power on Self Test
(2) Program on Self Test
(3) Power on System Test
(4) Program on System Test
(5) Power Off System Test

58. Which of the following can input graphical images and pictures for a computer?
(1) Plotter **(2) Scanner** (3) Mouse
(4) Printer (5) Keyboard

59. Which of the following categories would include a keyboard ?
(1) Printing Device (2) Output Device
(3) Pointing Device (4) Storage Device
(5) Input Device

60. Which of the following printers generates character from a grid?
(1) Inkjet (2) Laser (3) Daisy wheel
(4) Dot matrix (5) None of these

61. A list of rules for transferring data over a network is called?
(1) Protocol (2) Program code
(3) Rules (4) Flowchart
(5) None of these

62. A table consists of_____
(1) Fields and columns **(2) Rows and columns**
(3) Rows and cells (4) All of the above
(5) None of these

63. To see the document before the printout is taken, use.....
(1) Insert Table (2) Paste
(3) Format Painter (4) Cut
(5) Print Preview

64. The main system board of a computer is called the .....
(1) integrated circuit **(2) motherboard**
(3) processor (4) microchip

(5) None of these

65. How many megabytes make a gigabyte ?
(1) 1024 (2) 128 (3) 256
(4) 512 (5) 64

66. The piece of hardware that converts your computer's digital signal to an analog signal that can travel overtelephone lines is called a–
(1) red wire (2) blue cord (3) tower
(4) modem (5) None of these

67. When the pointer is positioned on a…….it is shaped like a hand.
(1) Grammar error (2) Formatting error
(3) Screen Tip (4) Spelling error
(5) hyperlink

68. TCP stands for _____
(1) Transfer control protocol
(2) Transfer control process
(3) Transmission control protocol
(4) Transmission control process
(5)None of these

69. The first graphical web browser are?
(1) Gopher (2) WAIS (3) CERN
(4) Mosaic (5)None of these

70. Which memory is non-volatile and may be written only once?
(1) RAM (2) EPROM (3) EEPROM
(4) PROM (5) None of these

71. Which of the following is the fastest type of computer?
(1) Laptop (2) Notebook
(3) Personal computer (4) Workstation
(5) Supercomputer

72. The CPU and memory are located on the :
(1) expansion board **(2) motherboard**
(3) storage device (4) output device
(5) display board

73. A letter, memo, proposal or other file that is created using Microsoft Word is called as?
(1) Master (2) Slide **(3) Document**
(4) Worksheet (5) None of these

74. Which of the following are parts of the CPU?
(1) Secondary Memory **(2) Control unit**
(3) Input device (4) Printer
(5) None of these

75. A terabyte comprises
(1) 1024 gigabyte (2) 1024 kilobyte
(3) 1024 megabyte (4) 1024 byte
(5) None of these

76. Which file starts MS Word?
(1) Winword.exe (2) Word.exe
(3) Msword.exe (4) Word2003.exe
(5) None of these

77. The process of analyzing large data sets in search of new, previously undiscovered relationships is known as:
(1) data mining (2) data marting
(3) data maintenance (4) data warehousing
(5) none of these

78. Which of the following is a network in which computers are located physically close together, often in the samebuilding?
(1) WAN (2) PAN (3) MAN
(4) LAN (5) None of these

79. What kind of server converts IP addresses to domain names?
(1) File **(2) DNS** (3) Email
(4) P2P (5) None of these

80. In the OSI model, the actual transmission of data is handled in the _____ layer.
(1) data link **(2) physical** (3) network
(4) transport (5) none of these

81. A network of geographically distant computers and terminals is called a-
(1) Integrated Services Digital Network (ISDN)
(2) Metropolitan area network (MAN).
(3) Wide area network (WAN)
(4) Local area network (LAN)
(5) None of these

82. One byte represents:
(1) Eight characters **(2) Eight bits**
(3) A single digit with two possible states
(4) A word (5) None of these

83. The basic unit of a worksheet into which you enter data in Excel is called a–
(1) tab (2) box (3) range
(4) cell (5) None of these

84. All of the following are examples of real security and privacy risks EXCEPT
(1) hackers (2) viruses **(3) Spam**
(4) identity theft (5) None of these

85. The 0 and 1 in the binary numbering system are called binary digits or ....
(1) bytes (2) kilobytes
(3) decimal bytes **(4) bits**
(5) nibbles

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86. ..... is the key we use to run the selected command.
(1) SHIFT (2) TAB **(3) ENTER**

(4) CTRL (5) None of these

87. CPU capacity can be measured in
(1) BPS (2) MIPS **(3) MHz**
(4) MPI (5) KHz

88. What is MP3?
(1) A mouse (2) A Printer
(3) A Sound format (4) A Scanner
(5) None of these

89. Data representation is based on the……number system, which uses two numbers to represent all data.
(1) binary (2) biometric
(3) bicentennial (4) byte
(5) None of these

90. CD-ROM stands for……
(1) central processing unit
(2) CD-remote open mouse
(3) CD-resize or minimize
(4) CD-read only memory
(5) None of these

91. A number system with a base of two is referred as–
(1) Unary number system
(2) Binary number system
(3) Octal number system
(4) All of the above (5) None of these

92. VPN stands for-------
(1) Virtual Personal Network
(2) Very Private Network
(3) Virtual Private Network
(4) Vicious Personal Network
(5) None of these

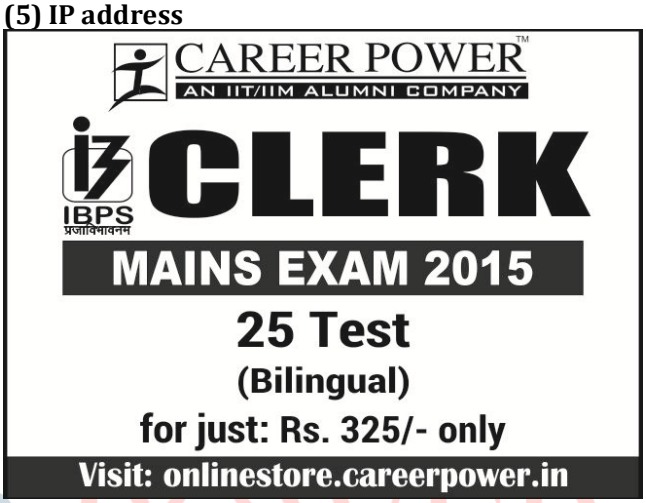
93. What is the initial page of the Web site?
(1) The start page (2) The hyperlink page
(3) The link page **(4) The homepage**
(5) None of these

94. When a computer prints a report, this output is called_____.
(1) Hard copy (2) soft copy (3) COM
(4) All of the above (5) None of these

95. Digital Camera is an?
(1) Input Device (2) Output Device
(3) Storage Device (4) Controller Device
(5) None of these

96. Which of the following is fastest?
(1) Cache Memory (2) Main Memory
(3) Secondary Memory (4) Compact Disk
(5) Digital Versatile Disk

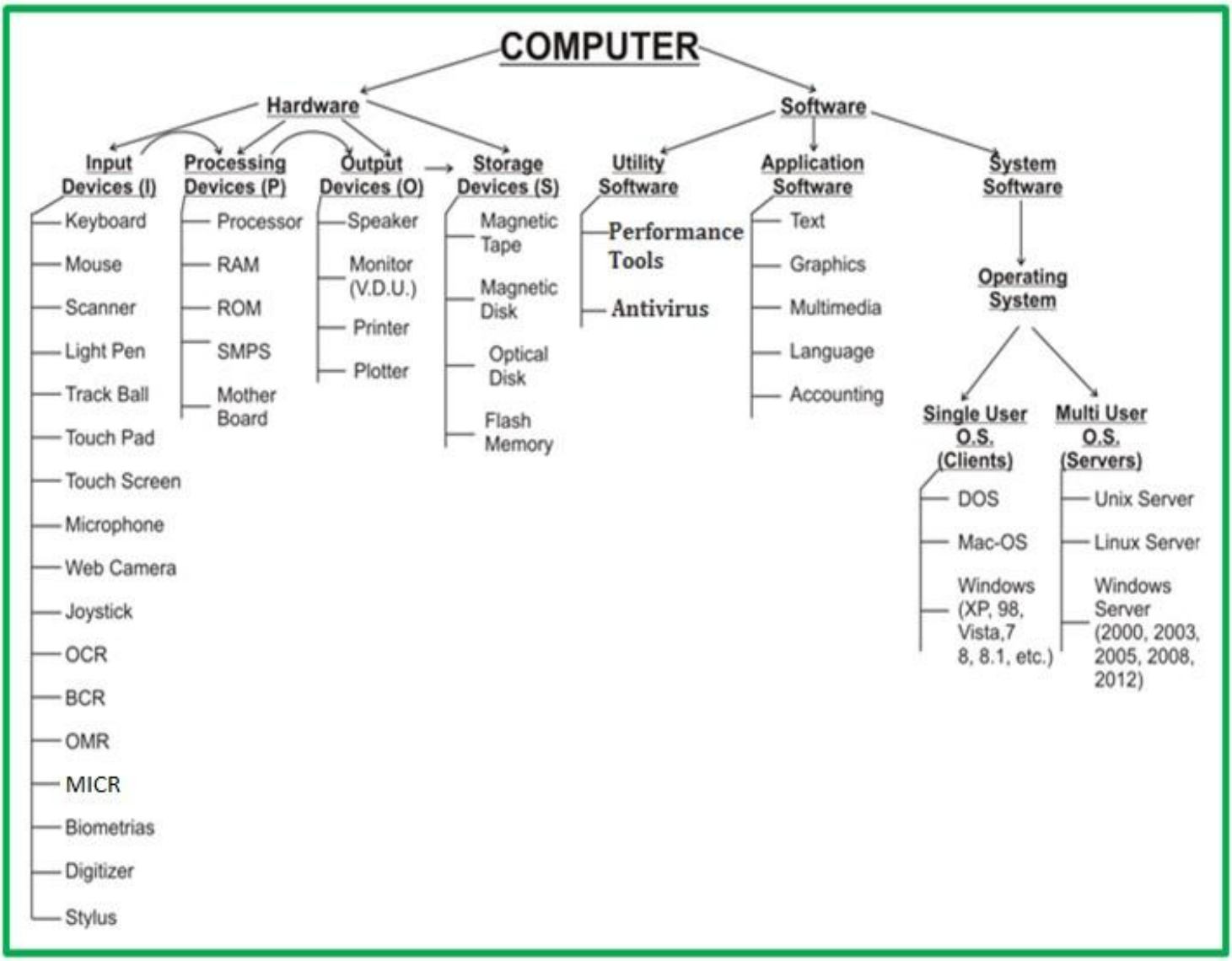
97. Each Web address is actually a series of numbers, which is usually called as----------
(1) Domain Name (2) URL
(3) http (4) HTML
(5) IP address



98. The world's first truly cross-platform programming language is called:
(1) C++. **(2) Java**
(3) Visual Basic.NET.
(4) Smalltalk. (5) None of these

99. The simultaneous processing of two or more programs by multiple processors is _____
(1) multiprogramming (2) multitasking
(3) time-sharing **(4) multiprocessing**
(5) None of these

100. FOXPRO is a ---------
(1) RDMBS (2) DBMS **(3) Language**
(4) All of the above (5) None of these

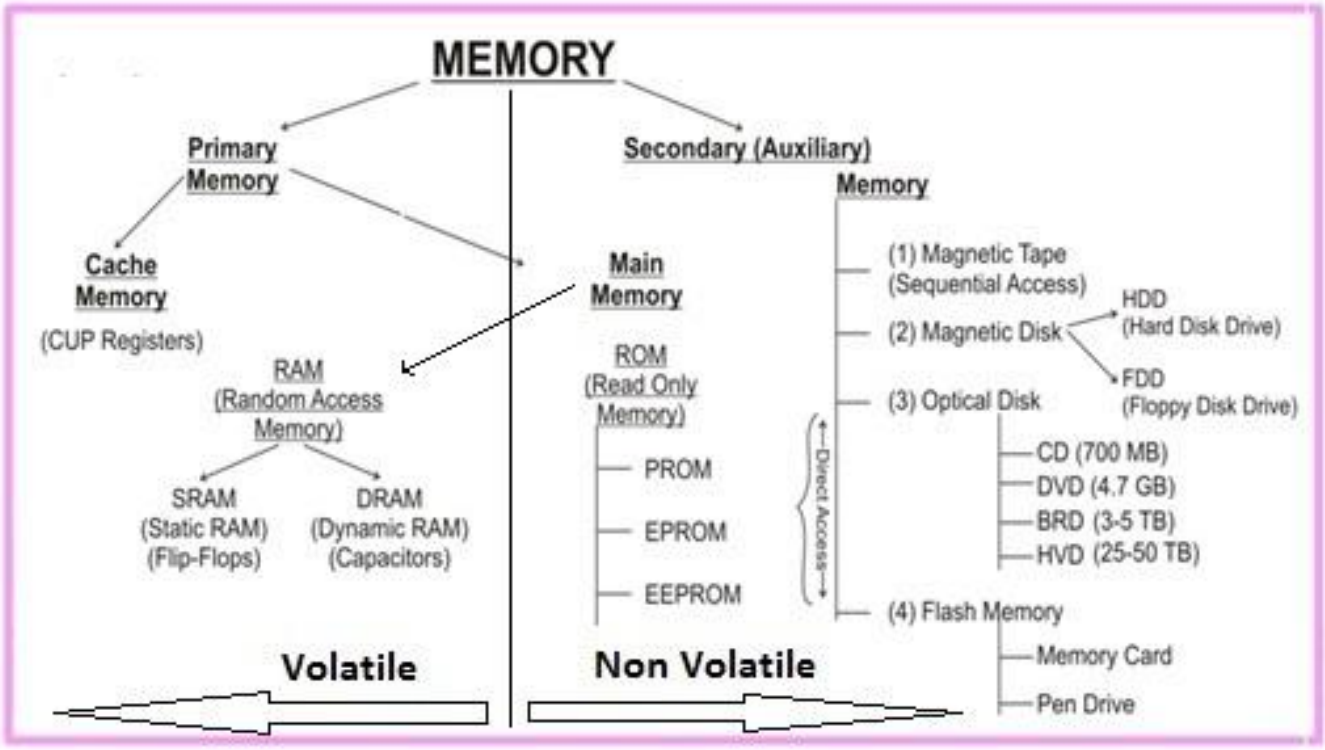


Memory Units:

4 bit	**1 nibble**
8 bit	1 byte
1024 B	1 KB (Kilo Byte)
1024 KB	1 MB (Mega Byte)
1024 MB	1 GB (Giga Byte)
1024 GB	1 TB (Tera Byte)
1024 TB	1 PB (Peta Byte)
1024 PB	1 XB (Exa Byte)
1024 XB	1 ZB (Zeta Byte)
1024 ZB	1 YB (Yota Byte)

Basic Keys (Common Tasks)	
Ctrl + Shift + Spacebar	**Create a non breaking space**

Ctrl + B	**Make letters bold**
Ctrl + I	**Make letters italic**
Ctrl + U	**Make letters underline**
Ctrl + Shift+ <	**Decrease font size one value**
Ctrl + Shift + >	**Increase the font size one value**
Ctrl + [	**Increase the font size by 1 point**
Ctrl +]	**Decrease the font size by 1 point**
Ctrl + Spacebar	**Remove paragraph or character formatting.**
Ctrl + C	**Copy the selected text or object**
Ctrl + X	**Cut the selected text or object**
Ctrl + V	**Paste text or an object**
Ctrl + Alt + V	**Paste special**
Ctrl + Shift + V	**Paste formatting only**
Ctrl + Z	**Undo the last action**
Ctrl + Y	**Redo the last action**



Control Keys + Function keys	
Ctrl+F2	Choose the print preview command (Microsoft office Button)
Ctrl+F3	Cut on the spike
Ctrl+F4	Close the window
Ctrl+F6	Go to the next window
Ctrl+F9	Insert an empty field
Ctrl+F10	Maximise the document window
Ctrl+F11	Lock a field
Ctrl+F12	Choose the Open command (Microsoft Office Button)

Function Keys	
F1	Get help or visit Microsoft office Online.
F2	Move text or graphic.
F4	Repeat the last action
F5	Choose the Go To command (Home tab).
F6	Go to the nest pane or frame.
F7	Choose the spelling command (Review tab)
F8	Extend a selection
F9	Update the selected fields
F10	Show key tips
F11	Go to the nest field
F12	Choose the Save As command

	(Microsoft Office Button).

Shortcut Keys of MS-Excel	
Key	Description
F2	*Edit the selected cell*
F5	*Go to a specific cell*
F7	*Spell check selected text and/or document*
F11	*Create chart*
Ctrl + Shift + ;	*Enter the current time*
Ctrl + ;	*Enter the current date*
Shift + F3	*Open the Excel formula window*
Shift + F5	*Bring up search box.*
Ctrl + A	*Select all contents of the worksheet*
Ctrl + B	*Bold highlighted selection*
Ctrl + I	*Italic highlighted selection*
Ctrl + U	*Underline highlighted selection*
Ctrl + P	*Bring up the print dialog box to begin printing*
Ctrl + Z	*Undo last action*
Ctrl + F9	*Minimise current workbook*
Ctrl + F10	*Maximise currently selected workbook*
Ctrl + F6	*Switch between open workbooks/window*
Ctrl + page up	*Move between Excel worksheet in the same Excel document.*
Ctrl + Page Down	*Move between Excel worksheets in the same Excel document*
Ctrl + Tab	*Move between two or more open Excel files*

Alt + =	***Create a formula to sum all of the above cells***
Ctrl + '	***Insert the value of the above cell into cell currently selected.***
Ctrl + Arrow key	***Move to next section to text***
Ctrl + Space	***Select entire column***
Shift + Space	***Select entire row***

FULL FORMS & ABBREVIATIONS

TCP	Transmission Control Protocol
FTP	File Transfer Protocol
TFTP	Trivial File Transfer Protocol
SFTP	Secure File Transfer Protocol
SMTP	Simple Mail Transfer Protocol
HTTP	Hyper Text Transfer Protocol
HTTPS	Hyper Text Transfer Protocol Secure
UDP	User Datagram Protocol
ARP	Address Resolution Protocol
Tel Net	Telecommunication Networking
POP3	Post Office Protocol Version3
BGP	Border Gateway Protocol
P2P	Point to Point Protocol
PPP	Peer to Peer Protocol
IP	Internet Protocol
SNMP	Simple Network Management Protocol
NTP	Network Time Protocol
SIP	Session Initiation Protocol
DHCP	Dynamic Host Configuration Protocol
VOIP	Voice Are Internet Protocol
IMAP4	Internet Message Access Protocol Version 4
RARP	Reverse Address Resolution Protocol
SSH	Secure Shell
MIME	Multipurpose Internet Mail Extension
SMIME	Secure Mime
ALGOL	Algorithmic Language
ANSI	American National Standard Institute
ATM	Asynchronous Transfer Mode
AS	Autonomous System
BASIC	Beginners All Purpose Symbolic Instruction Code
BIOS	Basic input Output System
BPS	Bit Per Second
DNS	Domain Name Server
EDI	Electronic Data Interchange
URL	Uniform Resource Locator
GIF	Graphics Interchange Format
ASCII	American Standard Code for Information Interchange
ASP	Active Sever Pages
BCC	Blind Carbon Copy
CAD	Computer Aided Design
CDMA	Code Durian Multiple Access
GSM	Global System for Mobile Communication
CMOS	Complementary Metal Oxide Semi Conductor
CMYK	Cyan Magenta Yellow Block
GPS	Global Positioning System
GUI	Graphical User Interface
HDMI	High Definition Multimedia Interface
GIGO	Garbage in Garbage Out
LIFO	Last In First Out
FIFO	First In First Out
PING	Pocket Internet Gopher
HDD	Hard Disc Drive
NIC	Network Interface Controller/Cord
HDTV	High Definition Television
ISP	Internet Service Provider
JPEG	Joint Picture Expert Group
LCD	Liquid Crystal Display
LED	Light Emitting Diode
TFT	Thin Film Transistor
CRT	Cathode Ray Tube
MIDI	Musical Instrument Digital Interface
MPEG	Moving Picture Expert Group
PDA	Personal Digital Assistants
PDF	Portable Document Format
SQL	Structured Query Language
USB	Universal Serial Bus
VIRUS	Vital Information Resource UnderSieze
VOIP	Voice Over Internet Protocol
IVR	Interactive Voice Response
WIFI	Wireless fidelity
WIMAX	Worldwide Interoperability for Microwave Access
ADSL	Asymmetric Digital Subscriber Line
API	Application Program Interface
ARP	Address Resolution Protocol
RARP	Reverse ARP
ICANN	Internet Corporation of Assign Names& Numbers
DPI	Data Per Inch
DSL	Digital Subscriber Line

FAT	File Allocation Table
MANET	Mobile Ad-Hoc Network
MIPS	Million Instruction Per Second
BIPS	Billion Instruction Per Second
TIPS	Trillion Instruction Per Second
NAT	Network Address Translation
IEEE	Institute of Electrical and Electronic Engineer
IMAP	Internet Message Access Protocol
ISDN	Integrated Servers Digital Network
ISO	International Standard Organization/International Org for Standardization
DHTML	Dynamic Hyper Text Markup Language
MAC	Media Access Control
CAN	Campus Area Network
PAN	Personal Area Network
SAN	Storage Area Network
CNM	Calculatory Network Mode
IPV4	Internet Protocol Version 4
IPV6	Internet Protocol Version 6
DBMS	Data Base Management System
MODEN	Modulator Demodulator
RAM	Random Access Memory
ROM	Read Only Memory
SMPS	Switch Mode Power Supply
OMR	Optical Mark Reader / Recognition
OCR	Optical Character Reader / Recognition
BCR	Bar Code Reader
MICR	Magnetic Ink Character Reader / Recognition
PCB	Printer Circuit Board
SRAM	Static Ram
DRAM	Dynamic Ram
PROM	Programmable Rom
EPROM	Electrically Prom
EEPROM	Electrically Erasable Prom
HDD	Hard Disc Drive
FDD	Floppy Disc Drive
CD	Compact Disc
DVD	Digital Video/Versatile Disc
BRD	Blue Ray Disc
HVD	Holographic Versatile Disc