

प्रदेश लोक सेवा आयोग, कर्णाली प्रदेश  
विभागीय सेवा, सहायकस्तर चौथो तह, सहायक कम्प्युटर अपरेटर पदको खुला  
प्रतियोगितात्मक लिखित परीक्षा  
परीक्षा मिति: २०८१/०२/१२

**1. Which generation does the computer IBM 1401 belong to?**

- A) First generation computer
- B) Second generation computer
- C) Third generation computer
- D) Fourth generation computer

**2. Central Processing Unit consists of .....**

- A) Control and storage
- B) Control and output unit
- C) Arithmetic logic and input unit
- D) Arithmetic logic and control unit

**3. MODEM is a/an .....**

- A) I/O device
- B) Memory device
- C) Communication device
- D) Storage device

**4. Daisy wheel printer is a type of .....**

- A) Matrix printer
- B) Impact printer
- C) Laser printer
- D) Manual printer

**5. Which of the following is true for software in computer?**

- A) It enhances the capabilities of hardware machine
- B) It increase the speed of central processing unit
- C) It increase the size of hard disk drive
- D) It increase the size of RAM

**6. According to Electronic Transaction Act, who issues digital signature certificate?**

- A) Ministry of communication and IT
- B) Department of information technology
- C) Certifying authority
- D) Office of controller of certification

**7. A video consists of a sequence of .....**

- A) Frames
- B) Packets
- C) Signals
- D) Pulses

**8. Which of the following is NOT a valid Unicode character encodings?**

- A) UTF-4
- B) UTF-8
- C) UTF-16
- D) UTF-32

**9. Which of the following is the protocol that provides e-mail facility among different hosts?**

- A) FTP                      B) SMTP                      C) TELNET                      D) SNMP

**10. What is the primary function of cache memory in a computer?**

- A) Store frequently accessed data for quick retrieval  
B) Perform arithmetic calculations  
C) Control data flow between hardware components  
D) Provide long-term storage

**11. Which command is used in MS-DOS to go one directory back from the current directory?**

- A) Cd                      B) Dir                      C) Chdir                      D) Cd..

**12. What is an operating system?**

- A) Interface between hardware and application program  
B) Interface between human user and application program  
C) Interface between input device and output device  
D) Interface between memory and CPU

**13. In operating system term FAT stands for;**

- A) File Availability Table                      B) File Allocation Table  
C) File Activity Table                      D) File Access Table

**14. Use of indention in word processing is to .....**

- A) Make the text readable                      B) Apply border  
C) Change the paragraph spacing                      D) Change line spacing

**15. Which is the best suited definition about gutter margin?**

- A) Margin that is added to the left margin  
B) Margin that is added to right margin  
C) Margin that is added to the binding side of page  
D) Margin that is added to the outside of the page

**16. What is the process of removing unwanted part of an image is called?**

- A) Hiding                      B) Bordering                      C) Cropping                      D) Cutting

**17. Which of the following is NOT the section break option?**

- A) Previous page                      B) Next Page                      C) Even page                      D) Odd page

**18. What do you choose for monitoring all document changes?**

- A) Edit document                      B) Monitor change  
C) Track change                      D) Track all

**19. In word processing, search and replace is done by;**

- A) Ctrl + A                      B) Ctrl + E                      C) Ctrl + H                      D) Ctrl + J

**20. To move directly to specific location in a document, choose .....**

- A) Subdocuments                      B) Bookmarks                      C) Cross-reference                      D) Outlines

**21. Which function is used to convert row data into column or column data into row?**

- A) Convert                      B) Index                      C) Transpose                      D) Data

**22. An excel workbook consists of .....**

- A) Worksheets                      B) Charts                      C) Workspace                      D) Worksheets and charts

**23. > is an example of ..... operator.**

- A) Logical                      B) Arithmetic                      C) Conditional                      D) Graphical

**24. Syntax for if () function in excel is,**

- A) =if (condition, true-part, false-part)  
B) =if(true-part, false-part, condition)  
C) =if(condition, false, true-part)  
D) None of the above

**25. What does a title bar in excel displays?**

- A) Workbook name                      B) Worksheet name                      C) Formula                      D) File path

**26. What is the name for graphics representation of data?**

- A) Chart                      B) Graphics                      C) Picture                      D) Figure

**27. .... is a tool construct formulae.**

- A) Constructor                      B) Formula bar                      C) Auditing toolbar                      D) Format

**28. In MS excel the function begin with .....**

- A) =                      B) -                      C) \$                      D) #

**29. Which of the following query displays its own dialog box prompting to enter data before executing?**

- A) Crosstab query                      B) Select query  
C) Parameter query                      D) Dialog query

**30. A primary key field of a table included in another table is called .....**

- A) Primary key
- B) Compound key
- C) Foreign key
- D) Composite key

**31. Which database object holds data?**

- A) Reports
- B) Select query
- C) Foreign key
- D) Composite key

**32. To create a new table, which of the following method does NOT require to specify the field type and size?**

- A) Create table in design view
- B) Create table by entering data
- C) Create table by entering data
- D) All the above

**33. .... allows to create new presentation by selecting ready-made font and graphics effects.**

- A) Master slide
- B) Design template
- C) Animation scheme
- D) Presentation template

**34. The shortcut to start the presentation from the current slide;**

- A) F5
- B) ALT + F5
- C) SHIFT + F5
- D) CTRL + F5

**35. Which menu allows you to access picture, text box, charts etc.?**

- A) Edit
- B) File
- C) Insert
- D) View

1. (B)	2. (D)	3. (C)	4. (B)	5. (A)
6. (C)	7. (A)	8. (A)	9. (B)	10. (A)
11. (D)	12. (A)	13. (B)	14. (A)	15. (C)
16. (C)	17. (A)	18. (C)	19. (C)	20. (B)
21. (C)	22. (D)	23. (C)	24. (A)	25. (A)
26. (A)	27. (B)	28. (A)	29. (C)	30. (C)
31. (D)	32. (C)	33. (B)	34. (C)	35. (C)