समय: ४५ मिनेट   **KEY [D]**

विषय: सेवा सम्बन्धी तथा सामान्य ज्ञान

उत्तरपुस्तिकामा प्रश्नपत्रको KEY अनिवार्य उल्लेख गर्नुपर्नेछ। उल्लेख नगरेमा उत्तरपुस्तिका रद्द हुनेछ । परीक्षामा calculator, mobile प्रयोग गर्न पाइनेछैन।

Multiple Choice   50*2=100 Marks

1. 'Hashtag' is used in social media to ……………

   a) Increase email subscribers   b) categorize post and facilitate search

   c) Message others privately   d) change settings

2. **What does CMS stand for?**

   a) Content Management System   b) Content Management System

   c) Context Management System   d) Character Management System

3. **Which of the following social media platforms is best suited for professional networking and job hunting?**

   a) Instagram   b) Facebook   c) Linkedin   d) Snapchat

4. **Which of the following database objects allows to add, remove or display the data stored in the database?**

   a) Form   b) Report   c) Macros   d) Tables

5. **How many members constitute the Board of Directors of KUKL?**

   a) 5   b) 7   c) 9   d) 11

6. **गुगलले ड्रोनमार्फत डेलिभरीको सुरूवात कुन देशबाट गर्यो?**

   A) अमेरिका   B) अष्ट्रेलिया   C) दक्षिण कोरिया   D) जापान

7. **What is a challenge associated with social media?**

   a) Lack of internet connection globally   b) Increased privacy protection

   c) Reduced usage of Smartphone   d) Cyber bullying and misinformation

8. **विधुतीय (इलेक्ट्रोनिक) कारोबार ऐन, २०६३ अनुसार प्रमाणीकरण गर्ने निकायले कति वर्षमा इजाजतपत्र नवीकरण गर्नु पर्दछ?**

   A) १   B) २   C) ३   D) ४

9. **सूचना तथा सञ्चार प्रविधि नीति, २०७२ मा सन् २०२० सम्ममा कति प्रतिशत नेपालीहरुलाई डिजिटल साक्षर बनाउने लक्ष्य राखिएको छ?**

   A) ७०   B) ७५   C) ९०   D) १००

10. **Which of the following is not the members of information Technology Tribunal as per Electronic Transactions Acts, 2063?**

    a) Information Technology member   b) Banking member

    c) Legal member   d) Commerce member

11. **When is Nepal declared Federal Democratic Republic?**

    a)   Jestha 15, 2064 BS   b) Jestha 19, 2064 BS

    c)   Jestha 15, 2065 BS   d) Jestha 19, 2065 BS

12. **How many local level governments are there in Nepal?**

    a) 276   b) 460   c) 750   d) 753

13. **सरकारी कार्यालयको वेबसाइटमा एकरुपता कायम गर्नको लागि के नमूना(Template) निर्माण गर्ने व्यवस्था गरिएको छ?**

    A) सञ्चार तथा सूचना प्रविधि मन्त्रालय   B) सूचना प्रविधि

    C) राष्ट्रिय सूचना प्रविधि केन्द्र   D) प्रधानमन्त्री तथा मन्त्रिपरिषद्को कार्यालय

14. **Which was the first computer introduced in Nepal?**

    a)   IBM 1400   b) IBM 1401   c) IBM 1402   d) CDC 1604

15. **A program, which is written to a hardware's ROM at the time of manufacturing which provides instructions on how that devices should operate is referred to as …………**

   a) Firmware   b) Liveware   c) System Software   d) Utility Software

16. **Which of the following facilitates the communication between a computer and the outer world?**

   a) Drivers   b) Storage   c) I/O   d) RAM

17. **ASCII stands for ……………….**

   a) American Standard Code for international Information

   b) American Standard Code for Instructions Interchange

   c) American Standard Code for Information Integration

   d) American Standard Code for Information Interchange

18. **How many function keys are present on a standard PC keyboard?**

   a) 9   b) 10   c) 12   d) 15

19. **Which of the following memories has the shortest access time?**

   a) Cache memory   b) Magnetic bubble memory
   c) Magnetic core memory   d) RAM

20. **Which of the following refers to the way in which the nodes of a network are linked together?**

   a) Topology   b) Connectivity   c) Bus   d) Star

21. **Which of the following is not the function of Operating System?**

   a) Start the computer   b) Interpret the commands
   c) Manage data files and programs   d) Store data

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

   a) A collection of software that manages computer hardware

   b) A type of hardware

   c) A programming language

   d) A web based system

23. While using windows command promt, ……… command displays all the files having .jpg extension.

a) dir all.jpg   b) dir jpg.all   c) dir jpg   d) dir* .jpg

24. Which of the following is not a part of Operating System?

a) Electronic Spreadsheet   b) Devices Drivers   c) System Utilities   d) Kernel

25. What is the full form of BIOS?

a) Basic Input Output System   b) Binary Input Output System

c) Basic Integrated Operating System   d) Binary Integrated Operating System

26. While working with MS-DOS which command transfers a specific file from one disk to another?

a) DISKCOPY   b) COPY   c) CHKDSK   d) RENAAME

27. In MS-Word, which key or key combination is used to return from a sub bullet to the main bullet?

a) Tab   b) Alt + Tab   c) Ctrl + Tab   d) Shift + Tab

28. What is the blank space outside the printing area on a page?

a) Clipart   b) Header   c) Margin   d) Footer

29. What does Ctrl +B shortcut accomplish in MS-Word?

a) It converts selected text into the next larger size of the same font

b) It adds a line break to the document

c) It makes the selected text bold

d) It applies Italic formatting to the selected text

30. What is the shortcut key to print a document in Word Processing?

a) Shift + P   b) Ctrl + P   c) Alt + P   d) ESC + P

31. Which of the following key combinations are used to generate registered symbol in word processing?

a) Alt +Shift + r   b) Ctrl + Shift + r   c) Alt + Ctrl + r   d) Alt +Shift + Ctrl +r

32. Page formatting options in a document can be applied in ………..

a) Page   b) Section   c) Document   d) Page Setup

33. Which of the following refers to the address of each cell in a spreadsheet document?

a) Cell's column label

b) Cell's column label and worksheet tab name

c) Cell's row label

d) Cell's row and column labels

34. In mail merge in word processing, ………. is the list of information like names, addresses and phone numbers which is inserted in the main document.

a) Data Source   b) Merge Document   c) Merge Field   d) Data Field

35. Which of the following is not a correct method of editing the cell content?

a) Press the Alt key

b) Press the F2 key

c) Click the formula bar

d) Double click the cell

36. Which of the following symbols is used to start all formulas in Excel?

a) %   b) +   c) =   d) -

37. Which button do you click to add up a series of numbers?

a) The Auto Sum button

b) The Formula button

c) The Quick Total button

d) The Total button

38. While making cell reference in excel sheet, which of the following is true in case of $C4?

a) Relative Row, Relative Column

b) Absolute Row, Relative Column

c) Absolute Row, Absolute Column

d) Relative Row, Absolute Column

39. What would you choose to create a bar diagram?

a) Edit, Chart   b) Tools, Chart   c) Data, Chart   d) Insert, Chart

40. Which application is commonly used to prepare a presentation slide show?

a) Photoshop   b) PowerPoint   c) Outlook Express   d) Microsoft Edge

41. Which key on the keyboard can be used to view slide show?

a) F1   b) F2   c) F5   d) F10

42. Which of the following shortcut key is used to open the existing presentation in the PowerPoint?

a) Ctrl + O   b) Ctrl + N   c) Ctrl + M   d) Ctrl + K

43. **The operation of checking input data against specified criteria is known as ………**

    a) Data Control   b) Cross Check   c) Data Verification   d) Data Validation

44. **What does a telephone number, a birth date and a customer name represent?**

    a) Record   b) Data   c) File   d) Database

45. **Which key is used to connect two tables in database?**

    a) Foreign   b) Candidate key   c) Attribute key   d) Super key

46. **Select the database object that holds data.**

    a) Form   b) Report   c) Query   d) Table

47. **Inside which of the following tag is <title> </title> tag include?**

    a) <body> ……… </ body>   b) <head> ……. </ head >

    c) <div> …… </div>   d) <p> ……… </p>

48. **Which of the following is not a database object?**

    a) Tables   b) Queries   c) Relationship   d) Reports

49. **Which software program is used to view web page?**

    a) Site   b) Host   c) Link   d) Browser

50. **A group of fields in the database management system that provides information about a particular person or object is referred to as**

    a) Table   b) Report   c) Record   d) Candidate key

1. (b)	2. (a)	3. (c)	4. (a)	5. (c)	6. (B)	7. (d)	8.(A)	9.(B)	10.(b)
11. (c)	12. (d)	13. (B)	14. (b)	15.(a)	16.(c)	17. (d)	18. (c)	19. (a)	20. (a)
21. (b)	22. (a)	23. (d)	24. (a)	25. (a)	26. (b)	27. (d)	28. (c)	29. (c)	30. (b)
31. (c)	32. (d)	33. (d)	34. (a)	35. (a)	36. (c)	37. (a)	38. (d)	39. (d)	40. (b)
41. (c)	42. (a)	43. (d)	44. (b)	45. (a)	46. (d)	47. (b)	48. (c)	49. (d)	50. (c)