लोक सेवा आयोग

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२०८१-०५-२१

समय: १ घण्टा

पूर्णाङ्क: ७५

Multiple Choice   **75*1 = 75 Marks**

1. **What are the home keys alphabets on keyboard for the right hand?**
   A. FDSA   B. JKL;   C. UIOP   D. REWQ

2. **Which program runs first after booting the computer and loading the GUI?**
   A) Desktop Manager   B) Authentication
   C) File Manager   D) Window Explorer

3. **From which Menu can you insert Header and Footer in MS-Word?**
   A) Tools Menu   B) Format Menu   C) View Menu   D) Insert Menu

4. **Which bar provides a quick access to the commonly used command and tools?**
   A) Tool Bar   B) Status Bar   C) Menu Bar   D) Title Bar

5. **Which key should be pressed to start a new paragraph?**
   A) Down Cursor key   B) Enter key
   C) Shift + Enter   D) Control + Enter

6. **What is a Gutter margin?**
   A) Margin added to the left margin when printing
   B) Margin added to the right margin of page when printing
   C) Margin added to the opposite side of binding side when printing
   D) Margin added to the binding side of page when printing

7. **What is Ctrl + Right Arrow command used for in MS-Word?**
   A) To move the cursor one word right
   B) To move the cursor to the end of line
   C) To move the cursor to the end of document
   D) To move the cursor one paragraph down

8. **What is the maximum number of columns that can be inserted in MS-Word table?**
   A) 15   B) 35   C) 63   D) 65

9. Which operation allows to send same letter to multiple persons?
A) Letter Merge   B) Letter Repeater   C) Mail Merge   D) Mail Repeater

10. Which of the following allows to move directly to specific location of a document?
A) Sub-line   B) Bookmark   C) Index   D) Pointer

11. Which bar in MS-Word shows the current position as far as the text goes?
A) Title Bar   B) Menu Bar   C) Scroll Bar   D) Status Bar

12. Which of the following open when you press the key F12.
A) Save As dialog box   B) Save dialog box
C) Close dialog box   D) Open dialog box

13. What can you specify while formatting a cell in currency?
A) Currency symbol   B) Decimal place
C) Both A and B   D) None of the above

14. In Excel, how are rows labeled as?
A) A, B, C etc   B) A1, A2, A3   C) 1, 2, 3 etc   D) A1, B1, C1 etc

15. Absolute reference for the range F1:F6 is……………..
A) =$F%1:$F%6   B) =$F1:$F6
C) +$F1%:$F6%   D) =$F$1:$F$6

16. How do you change the chart type of an existing chart?
A) Click the chart, then go to the 'Design' tab and click 'Change Chart Type'
B) Right-click the chart and select 'Change Chart Type'
C) Double-click the chart to select a new type
D) Go to the 'Insert' tab and choose 'Change Chart Type'

17. Which of the MS-Excel function returns TRUE or FALSE based on two or more conditions?
A) AVERAGE   B) CONCAT   C) COUNTA   D) AND

18. Except for the ……… function, formula with a logical function shows the word "TRUE" or "FALSE" as a result.
A) OR   B) AND   C) IF   D) NOT

19. The cell B5 in Excel worksheet contains formula = A4+C3. This is copied to cell D8. What will be the formula in cell D8?
A) =C7 + E6   B) =C6 + E7   C) =E7 + C5   D) =A4 + C3

20. Which of the following will lock the first column or the top row in place while you scroll?

   A) Lock Pane   B) Lock Scroll   C) Freeze Pane   D) Freeze Scroll

21. How can you apply conditional formatting to highlight duplicate value in range?

   A) Use 'Highlight Cells Rules' and select 'Duplicate Value'
   B) Use 'Data Bars' and adjust the duplicate value
   C) Use 'Color Scales' and adjust the colors to select duplicate value
   D) Use 'Icon Sets' and set the icons to indicate duplicate value

22. Which menu option in MS Excel is used to split windows into two?

   A) Review > Window   B) View > Window > Split
   C) Window > Split   D) View > Split

23. The Handout Master contains placeholders for all the following except …………..

   A) Title   B) Slide Number   C) Header   D) Footer

24. Is it possible to move a placeholder on a slide?

   A) No, it's fixed   B) Yes, only after 'Layout' change
   C) No, we have to delete it first and recreate it   D) Yes, by dragging it

25. What is the shortcut key to insert a new slide in the current presentation of MS PowerPoint?

   A) Ctrl + F   B) Ctrl + O   C) Ctrl + M   D) Ctrl + N

26. Which type of slide provides the most control over content and allows you to customize it by adding your own text boxes, pictures, charts and more?

   A) Blank slide   B) Title and context slide
   C) Title slide   D) Title only

27. Which of the following items does not exist in a slide layout?

   A) List   B) Animations   C) Tiles   D) Chart

28. What is Microsoft PowerPoint?

   A) Database program   B) Document processor
   C) Spreadsheet Program   D) Presentation program

29. What is the purpose of the 'Speaker Notes' in PowerPoint?

   A) Add comment to slide   B) Insert audio file
   C) Customize slide transition   D) Change slide background

30. Ctrl + D is used in MS PowerPoint to

   A) duplicate all slides   B) delete all slides

C) duplicate selected slides   D) delete selected slides

31. What is a shortcut key to switch to Presentation View?
A) F5   B) Ctrl + F5   C) Alt + F5   D) Shift + F5

32. Which of the following will not advance the slides in a slideshow view?
A) The Esc key   B) The Spacebar
C) The Mouse button   D) The Enter key

33. Which of the following is Microsoft Access?
A) Network Database Model   B) OODBMS   C) ORDBMS   D) RDBMS

34. Which of the following is user friendly interface for data entry?
A) Datasheet view   B) Form view
C) Design view   D) Layout view

35. Another name for columns in a MS-Access table is …….
A) Records   B) Fields   C) Rows   D)
Tuple

36. Which key is used to link two tables together?
A) Composite key   B) Primary key
C) Unique key   D) Foreign key

37. Which key declares that an index in one table is related to that in another?
A) Primary key   B) Secondary key
C) Foreign key   D) Super key

38. Which option allows you to build a new table by entering data directly into the datasheet?
A) Datasheet view   B) Design view
C) Link table   D) Worksheet view

39. In database management system ………….., combines rows from two or more tables, based on a related column.
A) REFER   B) CASCADE   C) COMBINE   D) JOIN

40. Which query prompts users for input data by displaying dialog boxes?
A) Update   B) Parameter   C) Delete   D) Append

41. What property determines how data is displayed in text box control?
A) Format   B) Default value   C) Input   D) Control source

42. What does an RDBMS consist of?

A) Collection of Records   B) Collection of Tables

C) Collection of key   D) Collection of Fields

43. Which of the following refers to a set of rules that govern data communication?

A) Servers   B) Standards   C) RFCS   D) Protocol

44. In a peer-to-peer network, how is control and decision making distributed?

A) Centralized on a single server   B) Equally among all connected devices

C) Through designated peer devices   D) Randomly assigned to devices

45. What kind of transmission medium is most appropriate to carry data in a computer network that is exposed to electrical interference?

A) Microwave   B) Coaxial cable

C) Optical fiber   D) Unshielded twisted pair

46. What does TCP stand for?

A) Transaction Control Protocol   B) Trans Control Protocol

C) Transmission Control Protocol   D) Terabyte Control Protocol

47. Which type of topology is best suited for large business which must carefully control and coordinate operation of distributed branch outlets?

A) Ring   B) Hierarchical   C) Local Loop   D) Star

48. Which of the following is the control device in a star topology network?

A) STP Server   B) DNS Server

C) Router   D) Hub/Switch

49. A company wants to communicate internally with its employees and share information securely then it should use

A) Internet   B) Intranet   C) Extranet   D) Safenet

50. What of the following is a network layer protocol for internet?

A) Internet protocol   B) Ethernet protocol

C) File transfer protocol   D) Hypertext transfer protocol

51. Which of the following is correct IPv4 address?

A) 124.201.3.1:52   B) 01.200.128.123

C) 300. 142.210.64   D) 128.64.10.15

52. Which of the following is a valid email address?

A) example@example.com   B) gmail.com

C) example@.com   D) example@com

53. Which HTML tag is used to include an image in a webpage?
A) <jpeg>　　　　　B) <image>　　　　　C) <img>　　　　　D) <include>

54. What does CSS stand for?
A) Computer Style Sheet　　　　　B) Creative Style Sheet
C) Cascading Style Sheet　　　　　D) Centralized Style Sheet

55. Which HTML tag adds a row in a table?
A) <tr>　　　　　B) <td>　　　　　C) <th>　　　　　D) <tt>

56. Which of the following elements are all <table> elements?
A) <table> <head> <tc>　　　　　B) <head> <body> <tr>
C) <table> <tr> <tt>　　　　　D) < table> <tr> <td>

57. How can you make a numbered list?
A) <list>　　　　　B) 　　　　　C) 　　　　　D) <dl>

58. Which of the following is the chief component of First Generation of computer?
A) Vacuum tube　　　　　B) Transistor
C) Integrated circuit　　　　　D) Microprocessor

59. Which of the following devices is used to connect to internet using traditional telephone line?
A) Printer　　　　　B) Modem　　　　　C) Auxiliary　　　　　D) Trojan

60. One nibble is equivalent to ………. Bits.
A) 1　　　　　B) 2　　　　　C) 4　　　　　D) 8

61. …………… computer is one that processes both analog and digital.
A) Analog　　　　　B) Digital　　　　　C) Super　　　　　D) Hybrid

62. ……….. is a circuitry that responds and processes the basic instructions in computer.
A) Processor　　　　　B) Memory　　　　　C) ALU　　　　　D) CU

63. What is the common name for a board in personal computer that mounts a number of chips?
A) Breadboard　　　　　B) Main circuit board
C) Motherboard　　　　　D) Auxiliary board

64. Unsolicited or undesired electronic message are also known as ………..
A) Trojan　　　　　B) Worm　　　　　C) Virus　　　　　D) Spam

65. Viruses are

A) micro-program   B) application software   C) Utility Software   D) OS

66. Which of the following is an example of hexadecimal number?

A) $(35)_8$ B) $(54)_{10}$ C) $(81)_{16}$ D) $(24)_{24}$

67. What are the decimal value for the octal value?

A) 1   B) 8   C) 10   D) 100

68. What is the primary job of operating system?

A) Manage users   B) Manage program

C) Manage commands   D) Manage resources

69. Best way to have correct and same system data and time in multiple computer is to

A) set date and time in all computer at once

B) refer same clock to set date and time

C) sync date and time with a time server

D) set date and time exactly at 12:00

70. Desktop shortcuts are ………..

A) Executable files   B) link to a file or folder

C) Applications   D) folder

71. What combination of key is used to switch user on a Windows computer?

A) Ctrl + Shift + Esc   B) Ctrl + Alt + Del

C) Alt + Tab   D) Ctrl + Shift + Del

72. What is the full form of BISO?

A) Basic Inter Operating System

B) Basic Input Operating System

C) Basic input of System

D) Basic Input Output System

73. In what sense are COPY and XCOPY commands same?

A) Both are DOS internal commands

B) Both are DOS external commands

C) Both are used to copy file or group of files

D) Both commands are exactly the same.

74. Which of the following is not the primary function of operating system?

A) Networking   B) File management

C) Processor management   D) Resource management

75. GUI in an operating system stands for ………..

A) General User Interface
B) Generic User Interface
C) Graphical User Interface
D) Geo-User Interface

1. (B)	2. (B)	3. (D)	4. (A)	5. (B)	6. (D)	7. (A)	8. (C)	9. (C)	10. (B)
11. (D)	12. (A)	13. (C)	14. (C)	15. (D)	16. (	17. (D)	18. (C)	19. (A)	20. (C)
21. (A)	22. (B)	23. (A)	24. (D)	25. (C)	26. (A)	27. (B)	28. (D)	29. (A)	30. (C)
31. (A)	32. (A)	33. (D)	34. (B)	35. (B)	36. (D)	37. (C)	38. (A)	39. (D)	40. (B)
41. (A)	42. (B)	43. (D)	44. (C)	45. (C)	46. (C)	47. (B)	48. (D)	49. (B)	50. (A)
51. (D)	52. (A)	53. (C)	54. (C)	55. (A)	56. (D)	57. (C)	58. (A)	59. (B)	60. (C)
61. (D)	62. (A)	63. (C)	64. (D)	65. (A)	66. (C)	67. (A)	68. (D)	69. (C)	70. (B)
71. (B)	72. (D)	73. (C)	74. (A)	75. (C)					