

लोक सेवा आयोग
नेपाल ओयल निगम, प्राविधिक पाचौँ तह कम्प्युटर अपरेटर को खुला
प्रतियोगितात्मक परीक्षा
मिति: २०७७-१०-२९

Multiple Choice

50*1=50 Marks

1.How do you select an entire column in MS-excel?

- A) Hold down the Tab key as you click anywhere in the column
- B) Hold down the Ctrl key as you click anywhere in the column
- C) Hold down the Shit key as you click anywhere in the column
- D) Click the column leading letter

2.Which of the following key is used to display the print preview widow in MS-excel?

- A) Ctrl + F2
- B) Ctrl + F3
- C) Shift + F2
- D) Shift + F3

3.Which of the following is not the 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

4.Which you use the fill effects in the format data series dialog box, you can not

- A) Rotate text on the chart

- B) Select a fore ground color
- C) Select a pattern
- D) Select a background color

5. Which of the following is concatenating operation?

- A) Apostrophe (')
- B) Exclamation(!)
- C) Ampersand (&)
- D) Hash (#)

6. Which of the following is not a database object in MS Access?

- A) Table
- B) Query
- C) Report
- D) Relationship

7. DBMS' is a ...system used to create, maintain and provide...access to a database.

- A) Hardware, controlled
- B) Software, uncontrolled
- C) Hardware, uncontrolled
- D) Software, controlled

8. When data changes in multiple lists and all lists are not updated, this causes

- A) Data redundancy
- B) Duplicate data
- C) Information overload
- D) Data inconsistency

9. In MS-Access query can be used to select data from....

- A) Single table
- B) Multiple tables
- C) Both A and B
- D) None of the above

10. The states that a foreign key must either match a primary key value in another relation or it must be null.

- A) Entity integrity rule
- B) Action assertion
- C) Referential integrity constraint
- D) Composite attribute

11. SQL stands for

- A) Standard Query Language
- B) Simplified Query Language
- C) Structured Query Language
- D) Static Query Language

12. In MS-PowerPoint a new presentation can be created from...

- A) Blank presentation
- B) Existing presentation
- C) Design template
- D) All of the above

13. Which command brings you to the first slide in your presentation?

- A) Next slide button
- B) Page Up
- C) Ctrl + Home

D) Ctrl + End

14. In PowerPoint Presentation, your logo is same position on every slide automatically insert it on the

A) Note Master

B) Handout Master

C) Slide Master

D) All of the above

15. To select one hyperlink after another during a slide presentation, what do you press?

A) Tab

B) Ctrl + K

C) Ctrl + H

D) All of the above

16. Which is the father of computers?

A) Allen Turing

B) Simur Cray

C) Augusta Adaming

D) None of the above

17. The Analytical Engine developed during the first generation of the computer used.....as memory unit.

A) Ram

B) Floppy

C) Counter wheels

D) Cards

18.Arithmetic Logic Unit

- I. Performs arithmetic operations
- II. Stores data
- III. Performs comparison
- IV. Communicates with input devices from above

The correct option is...

- A) I only
- B) II only
- C) I and II only
- D) I and III only

19. The number of bits that a computer can process at a time in parallel is called the...

- A) Word length
- B) Speed
- C) Accuracy
- D) Diligence

20.Which of the following is Utility software?

- A) Operating System
- B) Compiler
- C) Antivirus
- D) All of the above

21. Each time you turn the power switch control files the computer will check?

- A) command. Com, IO.sys
- B) command.com, dat.com, dir.com
- C) Command.com, 10.sys, MSDOS.sys
- D) chkdsk.exe

22.Computer Network is

- A) collection of hardware components and computers
- B) interconnected by communication channels
- C) sharing of resources and information
- D) All of the above

23. Granting an outside organization access to internet web pages is often implemented using a/n....

- A) extranet
- B) intranet
- C) internet
- D) hacker

24.Which of the following primarily use guided media?

- A) Cellular Telephone System
- B) Local Telephone System
- C) Satellite Communications
- D) Radio Broadcasting

25.FDDI is a... network.

- A) ring
- B) start
- C) mesh
- D) bus based

Fiber Distributed Data Interface (FDDI)

26. Which is the connector of coaxial cable?

- A) RJ 45
- B) DIX [Also known as AUI connector used for connecting Ethernet devices, specifically in order Ethernet networks]
- C) BNC
- D) None of the above

27. Which network protocol is used to send Email?

- A) FTP
- B) SSH [Secure Shell is a network protocol used for securely accessing network devices and servers over an unsecured network]
- C) POP3
- D) SMTP

28. Computer virus is...

- A) Malicious code
- B) Utility software
- C) Application software
- D) Operating system

29. Which is antivirus software?

- A) Scan Pro
- B) Windows
- C) Kaspersky
- D) PowerPoint

30. What is the name of an application program that gathers information and sends it to someone through the internet?

- A) A virus (priority wise)
- B) Spybot (Spyware is used to gather user information and to find spyware we used spybot)
- C) Logic bomb
- D) Security patch

31. Which of the following is not an area of physical security?

- A) How to protect against hackers
- B) How to secure a drive
- C) How to protect the computer
- D) How to protect equipment

32. Paragraph formatting options include all of the following except

- A) alignment
- B) line spacing
- C) Pagination
- D) front style

33. What is a portion of a document in which you set certain page formatting options?

- A) Page
- B) Document
- C) Section
- D) Page Setup

34. Small squares, called.... On the selection rectangle that surrounds a graphic can be used to change the dimensions of the graphic.

- A) scroll boxes
- B) sizing handles
- C) status indicators

D) move handles

35. Insert Date, Format page Number, and Insert AutoText are buttons on the.... toolbar.

- A) Formatting
- B) Edit
- C) Standard
- D) Header and Footer

36. Background color or effects applied on a document is not visible in

- A) Web layout view
- B) Print layout view
- C) Reading view
- D) Print Preview

37. Gutter margin is that margin which is added to

- A) the left margin when printing
- B) the right margin when printing
- C) The binding side of page when printing
- D) The outside of the page when printing

38. Which is not font style in MS-Word?

- A) Bold
- B) Superscript
- C) Italic
- D) Regular

39. In MS-Word, which of the following options is not available in insert menu?

- A) Table

- B) Picture
- C) Page Break
- D) Print Layout

40. Which of the following is not of the merge process?

- A) Preview the merge results
- B) Format a main document
- C) Edit a data source
- D) Identify the main document

41. Which of the following is not save type of word life?

- A) Rich Text Format
- B) Text File
- C) Merge File
- D) XML

42. You can detect spelling and grammar errors by

- A) Press Shift + F7
- B) Press Ctrl + F7
- C) Press Alt + F7
- D) Press F7

43. Which can be used for quick access to commonly used commands and tools?

- A) status bar
- B) tool bar

C) menu bar

D) title bar

44. To drag a selected range of data to another worksheet in the same workbook, use the

A) Tab key

B) Alt key

C) Shift key

D) Ctrl key

45. Except for the function, a formula with a logical function shows the word "TRUE" or "FALSE" as a result.

A) IF

B) AND

C) OR

D) NOT

46. Which of the following you can paste selectively using paste Special command?

A) Validation

B) Formats

C) Formulas

D) All of the above

47. The process of arranging the items of a column in some sequence or order is known as

A) Pivot

B) Auto fill

C) Sorting

D) Filtering

48. The Greater than sign (>) is an example of ...operator.

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

49. Which of the following is an absolute cell reference?

- A) \$A1
- B) A\$1
- C) \$A\$1
- D) All of the above

50. What is the intersection of a row and column on a worksheet called MS-Excel?

- A) cell
- B) column
- C) value
- D) address

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|------|------|------|------|------|------|------|------|------|------|
| 1.D | 2.A | 3.A | 4.A | 5.C | 6.D | 7.D | 8.D | 9.C | 10.B |
| 11.C | 12.D | 13.C | 14.C | 15.A | 16.D | 17.C | 18.D | 19.A | 20.C |
| 21.A | 22.D | 23.A | 24.B | 25.A | 26.C | 27.D | 28.A | 29.C | 30.A |

| | | | | | | | | | |
|------|------|------|------|------|------|------|------|------|------|
| 31.A | 32.D | 33.C | 34.B | 35.D | 36.D | 37.C | 38.B | 39.D | 40B |
| 41.C | 42.D | 43.B | 44.B | 45.A | 46.D | 47.C | 48.B | 49.C | 50.A |

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