

लोक सेवा आयोग
स्थानीय तह अन्तर्गत प्राविधिकतर्फ विविध सेवा, चौथो तह, सहायक
कम्प्युटर अपरेटर पदको प्रतियोगितात्मक लिखित परीक्षा

KEY[B]

समय: ४५ मिनेट

पूर्णाङ्क: ५०

बस्तुगत बहुउत्तर : (५०*१= ५० अङ्क)

उत्तरपुस्तिकामा प्रश्नपत्रको KEY अनिवार्य रूपले उल्लेख गर्नुपर्नेछ । उल्लेख नगरेमा उत्तरपुस्तिका रद्द हुनेछ । साथै परीक्षामा Calculator, Mobile प्रयोग गर्न पाइने छैन ।

1. Which of the following areas in the Microsoft Excel 2010 Pivot. Table field list calculates the aggregates of columns?
a) Report filter b) Row labels c) Values d) None of all the above
2. Excel keeps the changed history of a workbook for days by default.
a) 10 days b) 20 days c) 25 days d) 30 days
3. What is the filename extension of excel workbooks which are saved as excel templates?
a) xlst b) xsit c) xltx d) slk
4. How would you locate the last cell on a worksheet?
a) Click anywhere in the worksheet, and then press Ctrl + Home
b) Click anywhere in the worksheet, and then press Ctrl + Insert
c) Click anywhere in the worksheet, and then press Ctrl + End
d) None of the above
5. Which chart displays axes but cannot display axis titles?
a) Radar chart b) Doughnut chart c) Pie chart d) All of the above
6. How can you update the values of formula cells if auto calculate mode of excel is disabled?
a) FB b) F9 c) F10 d) F11
7. Which of the following option is not available in paste special dialog box?
a) Add b) subtract c) divide d) SQRT

8. A characteristic of an entity

- a) Relation b) attribute c) parameter d) constraint

9. It is an association established between two tables with common field is

- a) line b) relationship c) primary key d) records

10. To Insert new slide in PowerPoint

- a) Ctrl + M b) Ctrl + N c) Alt + M d) Alt + N

11. Which feature of PowerPoint allows you to add background color, colors for text and lines on slide?

- a) Animation scheme b) Background color
c) Design template d) Color scheme

12. A digital signature needs a

- a) Private-key system b) shared-key system
c) public-key system d) all of the above

13. According to the Constitution of Nepal, which from given option below does not belong the duty of citizens?

- a) To safeguard the nationality, sovereignty and integrity of Nepal, while being loyal to the nation
b) To contravention of the Constitution and law
c) To protect and preserve public property
d) To abide by the constitution and law

14. The term gigabyte refers to

- a) 1024 bytes b) 1024 kilobyte c) 1024 megabytes d) 1024 gigabyte

15. The instructions for starting the computer are housed on

- a) Random access memory b) CD-Rom
c) Read only memory chip d) All of the above

16. Which of the following memories has the fastest access times?

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

17. As compared to the secondary memory, the primary memory of a computer is

- a) Large b) cheap c) fast d) slow

18. Which of the below IP address would be used for a private network?

- a) 74.125.127.100 b) 69.72.169.241
c) 192. 168.1.100 d) 209.131.36.100

19. Distortion in a signal is called

- a) Phase b) IP switch c) noise d) amplitude

20. The short cut for print preview in MS-Word is

- a) Ctrl + A b) Alt +Ctrl + I c) Ctrl + J d) Ctrl + Shift + K

21. What is the short cut key to open font dialog box?

- a) Ctrl + F b) Alt + Ctrl + F c) Ctrl +D d) Ctrl + Shift + D

22. Which of the following line spacing is invalid?

- a) Single b) Double c) Triple d) Multiple

23. What is the shortcut to copy the format from a text?

- a) Ctrl+Shift +C b) Ctrl+Alt +C c) Shift+Alt +C d) Alt+Ctrl +F

24. To auto fit the width of column

- a) Double click the right border of column
b) Double click the left border of column
c) Double click the column header
d) All of the above

25. Where can you change the vertical alignment?

- a) Formatting toolbar b) Paragraph dialog box
c) Page setup dialog box d) Standard toolbar

26. In word, the mailing list is known as the

- a) Data sheet b) source c) data source d) sheet

27. The key F12 opens a

- a) save as dialog box b) open dialog box

- c) save dialog box d) close dialog box
- 28. Which of the paper size is the largest?**
- a) A4 b) A3 c) Legal d) Letter
- 29. The shortcut to collapse and expand the ribbon in MS-Word is.**
- a) Shift+ F1 b) Ctrl+ F1 c) Alt+ F1 d) Alt+Ctrl+ F1
- 30. Which of the following is graphics solution for word processors?**
- a) Clipart b) WordArt c) Drop Cap d) All of the above
- 31. The keystrokes Ctrl + I is used to**
- a) Increase font size b) Inserts a line break
c) Indicate the text should be bold d) Applies italic format to selected to selected text
- 32. A character that is raised and smaller above the baseline is known as**
- a) Outlined b) raised c) superscript d) subscript
- 33. What is a legend?**
- a) Explains the purpose of entire chart
b) Provides text to explain what each visual part of a chart means
c) Explains the title of the chart
d) Explains the axes of the chart
- 34. To insert new comment in excel sheet press**
- a) F2 b) F3 c) Shift+ F2 d) Shift+ F3
- 35. In MS Excel, getting data from a cell located in a different sheet is called**
- a) accessing b) referencing c) updating d) functioning
- 36. In MS Excel to select multiple non-adjacent cells in a worksheet you will click them holding**
- a) CTRL key b) ALT key c) Shift key d) Ctrl+Shift key
- 37. Which of the following is an absolute cell reference?**
- a) \$A\$1 b) &A1\$ c) #A\$1 d) #A1#
- 38. How do you delete the selected rows, columns or cells**

- a) Ctrl + - b) Ctrl + + c) Alt + - d) Alt + +

39. Red triangle at the top right corner of a cell indicates

- a) there is an error in the cell b) the font color of the text in cell is red
c) there is a comment associated with the cell d) the cell can't accept formula

40. To insert function in excel sheet press

- a) F2 b) F3 c) Shift + F2 d) Shift + F3

41. Tool in MS Excel to combine values from multiple ranges into a new range is

- a) What-IF analysis b) combination c) ranging d) consolidate

42. Conditional count can be performed using

- a) Countiff () b) countif () c) ifcount () d) ifcount ()

43. Invalid formula category in Excel is

- a) Cube b) graphical c) date and time d) financial

44. When a formatted number does not fit within a cell, it displays?

- a) ##### b) #DIV/O c) #DIV@ d) None of these

45. Which of the following is the property of primary key?

- a) Duplicate b) Unique c) Pictorials d) Limited

46. In MS Access, technique to speed up data retrieval

- a) Indexing b) Referencing c) Speeding d) Listing

47. Data Definition Language (DDL) includes

- a) Creating table b) select query c) data insert d) all of the above

48. Which of the following is the default page setup orientation of slides in power point?

- a) Vertical b) Landscape c) Portrait d) None of the above

49. Which of the following presentation elements can you modify using the slide master?

- a) Slide comments b) Slide transitions
c) Speaker note d) All of the above

50. 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

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