**प्रदेश लोक सेवा आयोग**

कोशी प्रदेश, विराटनगर, नेपाल

स्थानीय सरकारी सेवा अन्तर्गत विविध सेवा,

सहायकस्तर पाचौँ तह, कम्प्युटर अपरेटर पदको खुला प्रतियोगितात्मक लिखित परीक्षा

**KEY [D] मिति:- २०८०/०१/१२**

**समय: ४५ मिनेट विषय: सेवा सम्बन्धी पूर्णाङ्क: १००**

**Multiple Chocice**

1. **Which function allows user to repeat certain rows and columns on each page while printing…**
2. Print Repeat B. Print Header C. Print Title D. Print Cells
3. **The shortcut to shift active cell to one screen right**
4. Alt + Page up B. Alt + Page down C. Ctrl + Page up D. Ctrl + Page down
5. **Which of the following is conditional function?**
6. Round B. And C. If D. Sum
7. **The shortcut to insert function is……**
8. F3 B. Alt + F3 C. Ctrl + F3 D. Shift + F3
9. **Which divides windows into two different panes that cache scroll separately?**
10. Mirror B. Split C. Slide D. Pane Manager
11. **Function in Excel allows you to adjust an input value in a formula to determine a desired outcome**
12. Pivot Table B. Audit C. Scenario D. Goal seek
13. **Which of the following is the correct order of keywords for SQL SELECT statements?**
14. SELECT, WHERE, FROM B.FROM, WHERE, SELECT

C. WHERE, FROM, SELECT D. SELECT, FROM, WHERE

**8. The technique which defines a set of values acceptable for the field is knows as…**

A. Authentication B. Acceptance C. Verification D. Validation

**9. DML stands for…**

A. Data Manipulation Language B. Data Multiplication Language

C. Data Matching Language D. Data Masking Language

**10. What are the main building blocks of a database?**

A. Lists B. Queries C. Tables D. Forms

**11. Which of the following is the property of primary key?**

A. Unique B. Image C. Repeated D. Single Bit

**12. Which keyword is used to find the number of values in a column?**

A. Value B. Total C. Find D. Count

**13. Which is not a slide transition type?**

A. Blinds B. Swivel C. Wind D. Flash

**14. Master Slide is used for………**

A. Header and Footer B. Table slides Design

C. Auto Layout D. Text Holders

**15. <IMG SRC=File name> …….. is used to**

A. Insert image file B. Source file C. Hyper link D. None of the above

**16. <A HREF=File Name> ……… is used for**

A. Hyperlink B. Insert image file C. Alignment D. Paragraph formatting

**17. Which of the following is not true about video conferencing tools-Zoom or Team?**

A. Participant’s open window can be shared

B. Host can restrict participant from sharing screen

C. Entering a meeting can be password protected

**D. Host can access participant’s computer via Zoom or Team**

18. The electronic Transaction Act was passed as law in B.S. …….

A. 2060 B. 2063 C. 2068 D. 2072

**19. Which is not the E-Governance Pillar?**

A. E-Administration B.E-Democracy C. E-Services D. Virtual Reality

**20. The Disaster Recovery(DR) site of the Government Integrated Data Center(GIDC) is established in ………**

A. Biratnagar B. Butwal C. Hetauda D. Nepalgunj

**21. Which of the following is soft output device?**

A. Printer B. Monitor C. Plotter D. Keyboard

**22. Fifth generation computer use……**

A. Vacuum Tube B. ULSI C. VLSI D. Transistor

**23. VGA stands for ………..**

A. Visual Graphics Array B. Visual Graphics Adaptor

C. Video Graphics Array D. Video Graphics Adaptor

**24. SSD stands for ……………**

A. Semiconductor Specified Devices B. Solid State Device

C. Secure State Device D. Silicon State Device

**25. A computer program that converts entire program into machine language is called.**

A. Interpreter B. Compiler C. Simulator D. None of the above

**26. A step-by-step procedure to solve a problem is called …………**

A. Algorithm B. Syntax C. Program D. Error

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

A. Cache Memory B. Magnetic Bubble Memory C. Magnetic core memory D. RAM

**28. Which protocol is used to address the webpage in Internet?**

A. HTTP B. TELNET C. SMTP D.FTP

**29. CMOS stands for……….**

A. Complements Main-Oxidation Semiconductor

B. Complementary Main-Oxide Semiconductor

C. Complementary Metal-Oxide Semiconductor

D. Configuration Management and Option Semiconductor

**30. Faster data communication is possible when using**

A. Twisted pair B. Coaxial Cable C. Optic fiber D. Normal wire

**31. SMTP stand for…**

A. Simple Mail Transfer Protocol B. Simple Machine Transfer Protocol

C. Simple Mean Transistor Protocol D. Simple Mail Transmission Protocol

**32. LPT port in computer is used for…….**

A. Serial Communication B. Parallel Communication

C. Power Supply D. Video Out

**33. The primary job of the operating system is to ………..**

A. Manage Commands B. Manage Users C. Manage Programs D. Manage Resources

**34. When there is enough memory to fit a process in memory, but the space is not contiguous we need …………..**

A. Internal Fragmentation B. Virtual Fragmentation

C. External Fragmentation D. none of the above

**35. Each time you turn on your computer, which of the following control files are checked on?**

A. Command.com, io.sys B. Command.com, date.com, dir.com

C. Command.com, io.sys, msdos.sys D. Chkdsk.exe

**36.The operating system keeps the information of files in a table is called**

A. File Folder Table(FFT) B. File Index Table(FIT)

C .File Allocation Table(FAT) D. Directory Index Table(DIT)

**37. Which menu in MS-Word can be used to change page size and typeface?**

A. View B. Tools C. Data D. Format

**38. Maximum font size in word is……….**

A. 48 B. 54 C. 72 D. 78

**39. Shortcut to insert the page break in word is ………..**

A. Alt+ Enter B. Shift + F3 C. Shift + F7 D. Shift +F9

**40. Key combination used for thesaurus is………**

A. Shift + T B. Shift + F3 C. Shift + F7 D. Shift + F9

**41. This list of addresses in the mail merge is also known as……….**

A. Invitee B. Recipient C. Addresses D. Meta Tag

**42. What is portion of a document in which you set certain page formatting options as a default?**

A. Page B. Document C. Section D. Page Setup

**43. ………… is a tool to apply same format to different character/paragraph.**

A. Format painter B. Format generator C. Format applier D. Format manager

**44. What is the short cut to align text to center?**

A. Ctrl + S B. Ctrl + L C. Ctrl + C D. Ctrl + E

**45. The ghost text that appears behind the text is known as ………..**

A. Ghost Mark B. Water Mark C. Paper Mark D. Background Mark

**46. ……….. is note at the bottom of the page providing more info something in the document.**

A. Citation B. Table of Content C. Footnote D. Footnote

**47. Which of the following is an absolute cell reference?**

A. $C$1 B. $D1$ C. $$1D d. $B#1

**48. Comments can be added to cell using …….**

A. Review->Comments B. Insert-> Comments C. File->Comments D. View ->Comments

**49. What is the maximum number of columns in a worksheet?**

A. 256 B. 255 C. 65,536 D. 131072

**50. Getting data from cell located in different sheet is called ……….**

A. Referencing B. Updating C. Functioning D. Validating

**ANSWERSHEET**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 01. C | 02. B | 03. C | 04. D | 05. B | 06. D | 07. D | 08. D | 09. A | 10. C |
| 11. A | 12. D | 13. B | 14. C | 15. A | 16. A | 17. D | 18. B | 19. D | 20. C |
| 21. B | 22. B | 23. C | 24. B | 25. B | 26. A | 27. A | 28. A | 29. C | 30. C |
| 31. A | 32. B | 33. D | 34. C | 35. C | 36. C | 37. D | 38. C | 39. C | 40. C |
| 41. B | 42. D | 43. A | 44. D | 45. B | 46. C | 47. A | 48. A | 49. A | 50. A |