

S. No.	Questions	A	B	C	D	ans
1	The processor uses this workspace as a scratch pad during processing.	Monitor	Processor	Keyboard	Memory	D
2	1024 Megabyte is equivalent to:	1 KB	1 MB	1 GB	100 MB	C
3	The software used for layout of newsletters and magazines along with text and images is called.....	Application software	Desktop publishing	Application development	Data modelling	B
4	The model used to describe the relationship between data and information is called	System model	Data model	Information model	Logical model	A
5	A super computer uses a bus width of.....	16 bits	256 bits	64 bits	8 bits	C
6	When a processor executes one billion floating-point arithmetic operations per second, is called.....	Nanoflops	Tetraflops	Megaflops	Gigaflops	D
7	The processor responsible for communication to and from all the remote terminals connected is termed as	Front-end processor	Host processor	Backend processor	Terminal processor	A
8	The processors used for speed-critical graphics applications are.....	CISC	RISC	CAD	CCSIC	B
9	The plastic cards with embedded microprocessor and memory are called.....	Credit card	Computer card	Memory card	Smart card	D
10	VLSI stands for.....	Very large scale Integration	Very limited silicon integration	Value limited scale ic	Very large silicon integration	A
11	The data width of a Pentium 4 computer is	16 bits	8 bits	32 bits	1 k bits	C
12	The unit which executes addition, subtraction, multiplication and division operations is	CPU	ALU	MU	CU	B

13	The instructions to be executed by the processor are loaded from memory into the	Instruction unit	Process register	Program counter	Instruction register	D
14	The results of a process are stored into	Accumulator	General-purpose Register	Process register	Instruction register	A
15	The memory that stores data as a series of memory cells that can be accessed sequentially is.....	DRAM	SAM	SRAM	ROM	B
16	The technology used to accelerate the processing of a computer is	Processor bus	Cache memory	BIOS memory	ROM memeory	B
17	The memory used in a computer's BIOS chip is.....	Cache memory	SRAM	Optical memory	Flash memory	D
18	The process of swapping information between the RAM and hard disk can cause	Fragmentation	Disk full	Thrashing	Paging	C
19	The standard system bus was replaced by frontside and backside bus called.....	Dual independent bus	Dynamic memory bus	Cache memory bus	Dual interface bus	A
20	The DSP,DAC,ADC,and ROM are parts of the	Graphics card	Memory card	Sound card	Media card	C
21	The bus whose widths are 32 or 64 bits is called.....	ISA	PCI	AGP	MCA	B
22	The maximum resolution of a standard SVGA adapter is	1024*640	780*1024	1280*1024	1280*680	C
23 synthesis method uses recordings of actual instruments.	Amplitude	Frequency	Pulse	Wavetable	D
24	The instrument that can produce continuous lines is.....	Printer	Plotter	Scanner	Pen	B
25	PPM , CPS are units used to measure the printer's	Speed	Quality	Resolution	Lines	A

26	The PCL and postscript are defacto standards for.....	Page definition limit	Page description languages	Pixel definition languages	Page definition lines	B
27	A laser printer has RAM for downloading fonts called the.....	Font catridges	Dynamic catridges	Soft fonts	Soft settings	C
28	The characteristic which refers to how sharply a pixel appears on the monitor is called.....	Convergence	Resolution	Dot-pitch	Size	A
29	The faster the refresh rate, the lesser the monitor.....	Sharpness	Resolution	Flickers	Size	C
30	The number of bits used to represent a pixel in a monitor decides the	Size of image	Colors and shades of gray that can be displayed	Resolution and sharpness	Signal and refresh rate	B
31	The input device that utilizes a light-sensitive detector to select objects on a display screen is called.....	Touch screen	Touch pad	Light scan	Light pen	D
32	The most commonly used scanner technology is....	Charge-coupled device	Optical character recognition	Photo-multiplier tube	Optical sensitive tube	A
33	Identify the type of mice that uses optical sensors to detect motion of the ball.	Mechanical	Optomechanical	Optical	Joystick	B
34	Identify the input device that consists the puck and the stylus.	Trackball	Joystick	Tablet	Pen	C
35	Identify the disk which has an access time of 30ms.	Zip disk	Floppy disk	Winchester disk	Jaz disk	C
36	A set of tracks across a set of platters in a hard disk is called a.....	Disk	Cylinder	Spiral	Block	B
37	The bus used to connect a CD-ROM to your computer is.....	SCSI	PCI	MCA	DAT	A
38	The digital audio tape with the capacity of 24GB of data uses the technology called	Hyper circles	Ferro magnetic	Linear velocity	Helical scan	D

39	The floppy disks that support 400k-1.2 MB belong to.....	IBM	Macintosh	Lomega	Imation	B
40	The backward compatible disk that has high density-120MB is called....	SuperDisk	Jaz disk	Zip disk	Hard disk	A
41	The maximum capacity of an optical disk is	700 MB	6 GB	630 MB	2GB	B
42	Which of the auxiliary storage devices uses the constant angular velocity access technology?	Super disk	DAT-ROM	CD-ROM	MO drives	C
43	The.....is an auxiliary sequential access non-volatile storage device.	Winchester disk	Zip disk	Magnetic tape	Magneto-optical drive	C
44	The portable device that optimizes the features of the floppy and the CD-ROM is....	Hard disk	Jaz disk	DAT drives	MO drives	D
45	The important central module of an operating system is the.....	Memory module	Data module	Kernel module	I/O module	C
46	Identify the function of the operating system that manages the tasks waiting to be processed.	Job management	I/O management	Batch management	Data management	A
47	This function of the OS manages allocation of a minimum main memory to tasks.	Disk storage	Memory storage	Virtual memory storage	Extended storage	C
48	Identify the multitasking type that slices CPU time to each program.	Paralleling	Cooperative	Dividing	Preemptive	D
49	The OS which allows different parts of a single program to run concurrently is.....	Multithreading	Multiprocessing	Multitasking	Multiprogramming	A

50	The OS that monitors external activities with timing constraints is....	Multi-user	Real-time	Multitasking	Multithreading	B
51	The 32bit operating system for desktop version that replaces Win 9x is.....	Win 2000 server	Win 2000 datacenter	Win 2000 professional	Win 2000 advanced server	C
52	The high-level logical disk structure which defines the way the entire disk is organised is	Frame allocation table	File allotted table	Format allocation type	File allocation table	D
53	A collection of sectors on a hard disk is a	Block sector	Cluster	Block	Table	B
54	The FAT system that provides long filename support and was written using protected-mode code .	FAT16	VFAT	NTFS	FAT32	B
55	Identify the file system that provides networking,security,compression, large file support....	FAT16	VFAT	NTFS	FAT32	C
56	The logical directory structure has a base of the tree called the.....	Root directory	Main directory	Start directory	Tree directory	A
57	The process used to optimize the disk space by arranging files contiguously is	Formatting	Defragmentation	Allocation	Partition	B
58	Choose the level of RAID that offers disk mirroring for fault tolerance.	Level 0	Level 2	Level 1	Level 3	C
59	Identify the archive formats found on Unix-based Internet sites.	Zip, LZH, ARJ	Exe, zp, tz	Doc, xls, wzp	Tar, gz, taz	D
60	Identify the window screen part that indicates the name of the window, application or document.	Title bar	Menu bar	Vertical bar	Control bar	A
61	The button on the title bar of a window that displays the menu to control the size of the window is.....	Scroll box	Control box	Minimize box	Maximize box	B
62	The mouse operation that is used to move windows and icons to different locations is	Click	Double click	Dragging	Scrolling	C

63	The start button, tray and shortcuts are important features of the	Control panel	Title bar	Task bar	Command menu	C
64	The start menu option that keeps track of your important websites is	Documents	Programs	Accessories	Favorites	D
65	If you want the recycle bin capacity to be distributed across partitions, you must use the option	Configure drives independently	Configure capacity independently	Configure drive partitions independently	Confirm partition capacity	A
66	The feature to retrieve deleted files from the recycle bin is	Re-paste	De-link	Restore	Re-copy	C
67	The feature which enables to synchronize files between a floppy and disk is	My Documents	My Briefcase	My Folder	My Directory	B
68	A file with the pdf extension can be viewed with the application.....	Adobe Acrobat Reader	Adobe Viewer	Notepad	Wordpad	A
69	The remote administration access to view shared resources on the network is.....	Net Neighbourhood	Net Tracer	Net Drive	Net Watcher	D
70	The utility used to access the directory structure, create files and folders etc is....	Windows Tools	Windows Explorer	Windows Accessories	Internet Explorer	B
71	The font, color, background settings are saved in the	Control panel	My computer	Desktop themes	Desktop icons	C
72	The Notepad utility saves files in the	Binary	Unicode	Hybrid	ASCII	D
73	Identify the windows feature that allows more than one person to use a single PC with his own desktop.	Log off	Run	Find	Restart	A
74	You can quickly access the recently worked on files from this start menu option.	Favorites	Accessories	Document s	Settings	C

75	The Internet is a network similar to	Peer-to-Peer connectivity	Point-to-Point link	Port-to-Port connection	Peer-to-Peer talking	A
76	When a computer is connected to the internet through a LAN	Dial-up access	Dedicated access	Deployed access	Service access	B
77	PPP stands for:	Protocol to Protocol Points	Point to Point Protocol	Pin to Pin communication	Port to Port Protocol	B
78	SLIP stands for:	Serial Limited Internet Protocol	Serial Lock Inter-Protocol	Serial Line Internet Protocol	Setting Link Inter Protocol	C
79	When a user connects to Internet with a shell account it is called	Direct access	Dedicated access	Indirect access	Dial-up access	D
80	The launch of DARPA's Internet Protocol (IP) facilitated the term.....	Network	Consortium	Internet	Topograp hy	C

81	The costs of Internet implementation are.....	Connection cost, cost of telephone line	Computer cost, network card cost	IC board cost, cable cost	Connection company cost, connection data cost	A
82	This software enables a host to work as a terminal on the network.	Terminal embedded	Terminal emulator	Indirect software	Terminal communicator	B
83	The Windows Internet application functions were developed based on the UNIX programs called.....	Sockets	Package	Protocol	Simulators	A
84	Each computer on the Internet is identified with a....	24-bit address	16-bit address	30-bit address	32-bit address	D
85	A mail server robot can automatically....	Check mails	Read mails	Respond to mails	Delete mails	C
86	This protocol is used to check reliability, sequencing and flow control.	Transmit Communication Protocol	Transmission Control Protocol	Telnet Control Port	Communication Control Protocol	B
87	To check that data reaches the destination in a proper order, the data packets are assigned....	Order numbers	Packet numbers	Sequence numbers	Data numbers	C

88	The computer which provides FTP, WWW, Mail services on a network is called....	Client	Server	Host	PC	B
89	The method of accessing files through publicly accessible server that gives free access to the files is called	Public FTP	Server FTP	Available FTP	Anonymous FTP	D
90	This file is transferred verbatim with FTP service.	ASCII file	BIT file	Binary File	TEXT file	C
91	We can access the Archie server by.....	Tunnel	WWW	Telnet	Message	C
92	The types of Archie servers are	Straight Archie	Windows Archie	Both A and B	Neither A nor B	C
93	% telnet archie.ans.net is the command used by the Archie client to....	Login to Archie server	Program the Archie Server	Request the Archie server	Protocol the Archie server	A
94	This tool helps us to locate a file anywhere on the Internet.	FTP	Remote	Archie	Archives	C
95	The computer that maps the Internet domain name to the Internet numeric address is the	Network translator server	Address Naming server	Domain name server	Domain relation server	C
96is the format of Internet Address.	Aaa-bbb-ccc-ddd	Aaa.bbb.ccc.cddd	Aaa/bbb/cc/ddd	Aaa*bbb*ccc*ddd	B
97	The email address has two parts one is the username while the other is the	Domain	Net	Web	Mail	A

98	The resources on the World Wide Web are linked with the naming format	Universal Resource Location	Universal Resource Locator	Uniform Resource Locator	Uniform Reserved Link	C
99	This Net tool provides a stimulating on-line discussion environment.	Internet Relay Chat	Relay packet transmissio n	Chat messaging	Informati on chatting	A
100	The IRC II client program command begins with a	Percent	Slash	Line	Dot	B
101	The IRC conversations are organized into....	Chats	Packets	Lines	Channels	D
102	Identify the output of the IRC command " /list -min 10" .	Display channels with at least four users	Display chats with the maximum 10 users	Display channels with at least ten users	Display line with 10 removed channels	C
103	Lynx text browser is a web client in which users can login with	Self accounts	Terminal ping	Shell accounts	Shell programs	C
104	A web browser provides this hotlist for a user.	Book-keeping	Bookmarki ng	Menu	Bookmar ks	D
105	The tool to obtain information on the web by menus and more flexible than Archie is....	Lynx	Juggler	Gopher	Gateway	C
106	These servers help in searching for words from a list of databases or documents.	WINWAIS and WAISMAN	WIIS and NETWAIS	WINNET and WAISLINK	WINSRC and FTPWAIS	A

107	This scripting language is an object based language and is developed by Netscape.	SGMLScript	VbScript	SunScript	JavaScript	D
108	The one-way broadcast of live events is called....	Netcast	Cybercast	Eventcast	Livemess aging	B
109	This is a system of thousands of distributed bulletin boards and read by a newsreader.	Bulletinread er	Newsgroup	Newsletter	Networkb oard	B
110	Unix shell provides mailing programs called	Pine and Elm	Pile and Elem	Pine and Embedd	Port and Elm	A
111	The Unix to Unix copy mail system separates parts of the mail address with the symbol.....	@	!	#	()	B
112	The Netlauncher (TCP/IP) software consists of these programs that can run under Windows.	Spy Mosaic	Image View	Both A and B	Neither A nor B	C
113	The parts of the WSIRC server (net tool) window are.....	Server message, command line and channels	Server message,co mmand line and channels	Server message,c ommand line and channels	Server message, command line and channels	C
114	These are small java programs that create games, multimedia etc. These are downloaded over the Net and executed by a web browser.	Java scripts	Java exe	Java applets	Java objects	C
115	The World Wide Web is a collection of.....	Web windows	Net pages	Net addresses	Web pages	D
116	It is a link which helps in retrieving information from the WWW easily.	Netlink	Sitelink	Hyperlink	Hypernet	C

117directories deliver information on all the topics on the Internet.	Web maps	Net ports	Wide maps	Web infos	A
118	This browser does not display links in color.	Netshark	Cello	Lynx	Mosaic	B
119	The Mosaic browser stores information about the configuration in a/an	Ini file	Exe file	Web file	Txt file	A
120	This is an indexer that crawls around the web cataloging.	Webcrawler	Web sites	Web creators	Web ports	A
121	The option by which the browser window in Navigator Gold 2.0 can be shifted to editor window is	Edit/New file	Edit/Save Window	New/Edit page	New/Edit Document	D
122	This toolbar button displays information about web creation.	Printer	Web page starter	Pager	Document	B
123	This window in Navigator Gold does not support frame display.	Script window	Browser window	Editor window	Form window	C
124	The different ways of communication on the Web are.....	Interpersonal Download	Group	Both A and B	Neither A nor B	C
125	This download tool provides multi-server connection, can search for mirror sites and provides a file leecher.	Accelerator Plus	Fresh Download	WinZip Plus	Webcow	A
126	The.....button provides HTML tags for font style, alignments, and colour options.	Edit Format	Character Format	File Format	Window Format	B
127	Identify the search engine that helps in concept based searching.	Lycos	Yahoo	Excite	Infoseek	C
128	This is a text only browser.	Lycos	Lynx	Links	Netshark	B
129	The multithreading feature of Netscape is facilitated with a storage space named.....	Archive	Cache	Thread	Retriever	B

130	The distributed uploading of web pages through Navigator Gold is called.....	Web loading	Web updation	Web publish	Page publish	C
131	The method of presenting information on the web through highlighted items is called.....	Hypertext	Webtext	Nettext	Hyperlimit	A
132	The a2z directory is an alphabetical list of pages used by the search engine.....	Netleecher	Webindexer	Lynx	Lycos	D
133	Netscape browser can display context links on an image called.....	Image webs	Image maps	Image graphs	Image texts	B
134	Name the download tool which highlights an area of a page and gets all the links that are within the highlighted area.	Webcrawler	Webcow	Weblinker	Webcaster	B
135helps in business transactions, generating revenue and demand on the information highway.	E-commerce	E-Marketplace	Both A and B	Neither A nor B	C
136	The transfer of structured data for processing from computer to computer using agreed formats and protocols is called.....	Electronic Document Intercahnge	Electronic Data Interchange	Electronic Data Internetwo rking	Efficient Data Interchan ge	B
137	This system involves electronic transfer of funds between financial institutions.	Electronic Financial Transmission	Efficient Format Transaction s	Electronic Format Transfer	Electronic Fund Transfer	D
138	A electronic mailbox stores EDI transactions for later retrieval.	Value Added Networks	Very Advanced Networks	Value Aided Networks	Value Enhanced Networks	A
139	The mutual satisfaction of price, terms and conditions, delivery and evaluation criteria in a marketplace is....	Negotiation and Bargaining	Networking and Buying	Negotiatio n and servicing	Critical buying	A
140	The type of advertising, the Broadcast and Junk Mail models are of.....	Passive	Push	Portal	Smart	B

141	Identify the models of passive advertising.	Billboard	Portal	Both A and B	Neither A nor B	C
142	This layer is responsible for transmitting data as frames.	Network Layer	Data Link Layer	Presentation Layer	Transport Layer	B
143	This layer is responsible for encoding of data.	Link Layer	Network Layer	Presentation Layer	Physical Layer	C
144	This layer of the TCP/IP suite includes the device driver and network interface card.	Application Layer	Link Layer	Transport Layer	Network Layer	B
145	This protocol is used for flow control, echo and flow redirection.	Simple Mail Transfer Protocol	Internet Control Message Protocol	Internet Control Data Protocol	Single Control Message Protocol	B
146	The software components that integrates different hardware devices with the operating system.....	Device drivers	Device modules	Device programs	Software devices	A
147	This is the basic component that connects the computer to the network.	Cable Interface Card	Netlink Interface Card	Device Interface Card	Network Interface Card	D
148	The dumb terminal/node in a network depends on this computer for their basic functioning.	Personal computer	Client computer	Server computer	Data computer	C
149	This has an embedded microchip which can both manipulate data and execute applications.	Data card	Security card	Combi card	Meta card	C

150	To ensure a reliable communication between the buyer and seller, the protocol used is....	Session Socket Layer Protocol	Secure Sockets Layer Protocol	Electronic Socket Layer Protocol	Cyber Socket Layer Protocol	B
151	The financial transactions are to be leading to different steps in Accounts Compilation.	Collected and computed	Sampled and stratified	Grouped and summarized	Assets and liability	C
152	The basic document where transactions are entered chronologically is....	Ledger	Journal	Voucher	Trial Balance	B
153	These are the basis for analysis by potential investors, banks etc.	Journal and Ledger	P & L Account and Journal	P & L Account and Balance Sheet	Voucher Account and Balance Sheet	C
154	The accounts that the business owns is called	Liability	Income	Sales	Asset	D
155	The expenditure for running the business for a period is	Expense	Example	Taxes	Income	A
156	Identify the account type by the rule: "Debit the receiver and credit the giver".	Real accounts	Personal accounts	Nominal accounts	Expense accounts	B
157	The first document where the transaction is entered is called a	Ledger	Liability	Voucher	Expense	C
158	The document used for posting of accounting transactions is	Voucher and journal	Ledger and trial balance	Balance sheet and trial balance	Journal and ledger	D

159	When the debit total is greater than credit total, the amount appears in the column.	Income	Debit	Credit	Expense	B
160	The methods LIFO, FIFO, Moving Average are used to	Value closing stock	Value clearing stock	Value expense stock	Value income stock	A
161	The report prepared taking the asset and liability type accounts from the Trial Balance is called....	P & L statement	Income statement	Balance sheet	Asset sheet	C
162	The report that depicts operating profit/loss for a period is	Trial balance	Trading account	P & L statement	Suspense accounts	C
163	The day book contains transactions relating to	Income or expenditure	Sales or purchase	Asset or liability	Profit or loss	B
164	The Bills Receivable details are maintained in a	Journal sheet	Voucher debtors	Sundry debtors	Original entry	C
165	Creditors ledger has details of your dues to	Customers	Assets	Liabilities	Suppliers	D
166	The sundry debtors are placed in the Balance sheet on the	Income side	Assets side	Expense side	Payable side	B
167	The first step in Tally before any transaction is entered or saved is creating a	File	Company	Project	Application	B
168	To configure country specific details use the function key.....	F10	F2	F12	F11	C
169	Identify the security mechanism used in Tally.	Tally Secure	Tally Pack	Tally Group	Tally Vault	D
170	After selecting a company in Tally, you will be in the.....	Accounts of Tally	Gateway of Tally	Entry of Tally	Groups of Tally	B

171	Tally software is based on accounting system.	Sales	Production	Mercantile	Manufacture	C
172	Identify the primary group of capital nature that uses bank account and cash in hand as sub groups.	Fixed assets	Current assets	Loan assets	Capital assets	B
173	All financial entries in Tally are done using.....	Vouchers	Groups	Journal	Ledgers	D
174	The Direct expenses, Purchase account, Direct income are primary groups of	Capital nature	Expense nature	Revenue nature	Income nature	C
175	The option to delete a sub-group is admissible through the menu.....	Alter	Delete	Display	Shift	A
176	The behavioural attributes of this group cannot be changed.	Sub-group	Ledger-group	Primary-group	Alter-group	C
177	Credit limits for personal accounts and branches can be done in the ledger mode.....	Single	Multiple	Sub-group	Alter-group	B
178	We are not allowed to delete a ledger from this mode.	Single	Sub-group	Alter-group	Multiple	D
179	All account heads except Cash and Bank are placed in the.....	Sub Ledger master	Group Ledger master	General Ledger master	Journal Ledger master	C
180	Identify the primary group of capital nature that has the sub-groups: Bank OD Account, Bank OCC Account.	Expenses	Income	Assets	Loans	D
181	The primary document for recording all financial transactions in Tally is the.....	Journal	Trial sheet	Voucher	File	C
182	You can customize the voucher entry screen using the function key.....	F13	F12	F10	F11	B
183	Identify the voucher type that records fund transfers between cash and bank accounts.	Credit Note	Payment	Receipt	Contra	D
184	This voucher type records adjustments between ledgers.	Sales	Receipt	Payment	Journals	D

185	The use of classes for payment, receipt and contra vouchers enables data input in	Double entry mode	List entry mode	Choice entry mode	File entry mode	B
186	The details of a voucher entry can be given in the	Comment	Memo	File	Narration	D
187	The credit note voucher can hold account types:	Sales account, Sales tax account	Ledger account, Bank account	Suppliers account, Purchases account	Buyer's account, Cash account	A
188	The suffix and prefix details for the voucher type can be made applicable only from the	End of a month	First of a year	First of a month	End of a month	C
189	The voucher used to record all bank and cash payments is	Credit Note	Contra	Sales Note	Payment	D
190	Tally's age-wise analysis considers the voucher's	Previous date	Effective date	Current year	Configured date	B
191	Arrange the steps in generating the books of accounts. 1. Create Trial balance 2. Create new ledgers 3. Generate Day Books 4. Update journals for financial transactions	1, 2, 3, 4	1, 3, 4, 2	2, 4, 3, 1	3, 4, 2, 1	C
192	For day-to-day transactions the voucher types used are	Credit purchase	Cash purchase	Both A and B	Contra purchase	C
193	Say for example a payment is made to a creditor ABC - Rs.10000 by cash, it can be entered into the voucher type.....	Loan	Payment	Receipt	Sales	B

194	Identify the purchase voucher type, the transaction for purchase of 10 CPUs,10 monitors by credit.	Credit Purchases	Cash Purchases	Expense Purchases	Debit Purchases	A
195	Identify the voucher type to be chosen for the sale of computers to Anand by cash @ Rs.210000 per unit.	Cash Ledger	Sale Sheet	Stock Journal	Purchase Voucher	C
196	A bank overdraft repaid by cheque at Rs.25000 can be made in the voucher.....	Payment	Receipt	Debit	Contra	D
197	The financial statement that consolidates ledger balances is	Balance sheet	Profit & Loss statement	Trial balance	Journal	C
198	The F9 function key in the left side of the Gateway of Tally screen displays the.....	Accounting reports	Inventory reports	P & L reports	Expense reports	B
199	The option on the Gateway of Tally that will generate the P&L account statement is.....	Net Loss	Net Income	Net Profit	Net Account	C
200	This displays the balance daywise for a selected voucher type.	Record book	Ledger book	Journal book	Day book	D
201	The feature in Tally to analyze accounts of a company is.....	Ratio analysis	Account analysis	Data analysis	Transaction analysis	A
202	The age-wise statement is displayed based on.....	Income	Payables	Expenses	Loans	B
203	The ratio analysis of receivables can be done based on.....	Bill date	Effective date	Voucher date	Previous date	A
204	Name the statement that helps the management in the decision making process.	Data flow	Funds flow	Stock flow	Cheque flow	B

205	Identify the budget type which is chosen where transaction amounts are to be monitored.	On closing balance	On net credit flow	On net transactions	On net cash flow	C
206	Choose the budget type to be used where bank accounts balances are to be monitored.	On closing balance	On net credit flow	On net transactions	On net cash flow	A
207	The management that needs to consolidate the accounts of its various enterprises uses in Tally.	Consolidate company	Group company	Set company	Alter company	B
208	Identify the user who can access audit trails in Tally.	Owner	Data Entry operator	Accountant	Administrator	D
209	Identify the accounting feature in tally that facilitates splitting financial years for a company data.	Month-less accounting	Yearly-entry accounting	Period-less accounting	Transaction-number accounting	C
210	The tracking of changes in vouchers and ledger masters is done by.....	Tally Vault	Tally Audit	Tally Report	Tally Group	B
211	Tally can import data from other programs and creates a log about the activity in the file.....	Tally.imp	Tally.cfg	Tally.exp	Tally.ole	A
212	Import and export of data between Tally and other programs is possible with the help of.....	OLE	DBMS	ODBC	MS-XLS	C
213	The manual option of voucher numbering leads to.....	Auto numbers	Duplicate number	Sequence number	Range number	B
214	The Tally audit trail tracks changes made to vouchers that are	more than 30 Days old	less than 30 Days old	more than a day old	more than a week old	A

215	The ratio analysis of Bills Receivables or Bills Payables can be displayed with the function key.....	F5	F8	F12	F6	D
216	Collection of instruction is called a _____	procedure	batch	command	program	D
217	Combination of alphabetic and numeric data is called _____ data	alpha numeric	alpha beta	numerous alpha	number and alpha	A
218	Computers can be classified based on _____, _____ and _____	space occupied, price, no. of users allowed	cost, performance their ratio	size, performance, cost	input, output, performance ratios	C
219	_____ is the Worlds largest computer network .	Ethernet	Internet	ARPANET	None of the above.	B
220	_____ are used in large organizations for large scale jobs	mini computers	microprocessors	PCs	mainframes	D
221	_____ devices are responsible for feeding data into the computer	input	output	feed	write	A
222	_____ is the capability of the o/s to run numerous applications simultaneously	multiprocessing	multithreading	multiplexing	multitasking	D
223	_____ involves conversion of raw data into some meaningful information	interpreter	compiler	converter	process	D
224	_____ device is responsible for obtaining the processed data from the computer	input	processor	ram	output	D
225	_____ printers use light to produce the dots needed to form pages of characters	impact printers	drum printers	non-impact desktop printers	thermal printers	C

226	Hardware components in a computer are _____, _____, _____, _____	operating system, bootstrap, kernel, shell	control program, interpreter, assembler, compiler	monitor, program, keyboard, bus	CPU, memory, input device, output device	D
227	_____ software helps to do a specific task for the user	operating system	application software	windows 95	interpreter	B
228	_____ converts a high level language into machine language	processor	compiler	assembler	coder	B
229	_____ is/are a popular front end tool	visual basic	power builder	SQL * plus	all of the above	D
230	_____ translates assembly language program into machine language instructions	compiler	interpreter	assembler	processor	C
231	The model through which the relationship is displayed between data and information is called _____	processing model	model	system model	none of the above	C
232	_____ looks like a ordinary credit card but incorporate a microprocessor and memory chip _____	smart card	RAM	ROM	Firmware	A
233	_____ computers are used in large organizations for large scale jobs which have large storage capacities	mainframes	super computers	micro computers	none of the above	A
234	_____ is responsible for all calculations and logical operations that have to be performed on the data	control unit	arithmetic and logic unit	central processing unit	none of the above	B
235	_____ printer use laser light	band printer	drum printer	non impact printer	none of the above	C

236	_____ software enhances the user to enter ,store, manipulate and print any text	data management	word processing	electronic spreadsheet	none of the above
237	_____ is the temporary storage place for deleted files	my computer	recycle bin	Microsoft exchange	none of the above
238	Processed data is called _____	data	datum	information	none of the above
239	_____ language consists of strings of binary numbers	assembly language	machine language	high level language	none of the above
240	_____ capability supports concurrent users doing different tasks	multiprocessing	multithreading	multiplexing	none of the above
241	BBS stands for _____	bulletin board system	business broadcasting system	bulletin broadcasting system	none of the above
242	USENET is a BBS on _____ scale	small	large	very small	none of the above
243	Internet can be defined as _____	internal network	network of network	intermediate network	none of the above
244	_____ is a program that displays information about a host connected to the net	finger service	ping service	ftp service	none of the above
245	_____ is a program or a tool that helps in locating a file anywhere on the net	FTP	TELNET	ARCHIE	none of the above
246	URL stands for _____	uniform research locator	uniform resource locator	unlimited restore locator	none of the above

247	A _____ always begins with a slash	message	scheme	command line	none of the above	C
248	The World Wide Web is referred to shortly as the _____	net	web	browser	editor	B
249	_____ is a program that helps us to log on to other networks	Usenet	finger service	ftp	telnet	D
250	HTTP is the acronym for _____	Higher text transfer protocol	Hyper text transmission port	Hyper text transfer protocol	Hyper text transfer port	C
251	_____ is used to transfer and copy files over the internet	iccp	ftp	uucp	none of the above	C
252	_____ is a program that helps us to log on to other networks	yahoo	ftp	telnet	none of the above	C
253	TCP/IP stands for _____	transfer control protocol/internet	transmission control protocol/internet	communication protocol/internet	none of the above	B
254	HTTP stands for _____	hotlink text transfer protocol	hyper text transfer protocol	higher type transfer protocol	none of the above	B
255	Two of the important browsers are _____ and _____	lynx,minx	netscape,ie	mosaic,gopher	none of the above	B
256	_____ are defined as ways of communication amongst networks	protocols	IP address	dns	none of the above	A

257	HTML stands for _____	higher text medium language	hyper transfer markup language	hyper text markup language	none of the above	C
258	The system of interlinked documents is known as _____	hot links	hyperlink	books marks	none of the above	B
259	The small programmes that create animation,multimedia,real-time games and multi user games are called _____	images	applets	animation	none of the above	B
260	The information displayed on the web page includes _____,_____ and _____	graphics,video, audio	programms ,images, text	animation, scripts,executable	none of the above	A
261	The web pages that represent online home of their author are called _____	first page	home page	welcome page	none of the above	B
262	_____ is the most popular internet service	yahoo service	electronic mail	search engines	none of the above	B
263	_____ is a program or a tool that helps us find a file anywhere on the net	newsgroup	telnet	ftp	archive	D
264	Yahoo,lycos,excite and webcrawlers are _____	search engines	web directories	database	channel	B
265	GIF is the acronym for _____	Graphical interpreter formatting	Graphical interchange Format	Graphical interface format	Graphical Interface format	B

266	JPEG is the acronym for _____	Joint Pictures Expert Group	Jumbled pictures expert graph	Joint pictures expert graph	Joint pictures experimental group	A
267	The World Wide Web consists of _____	information	web pages	network connections	mails	B
268	A hyperlink can be on _____	text only	image only	text or image	neither text nor image	C
269	Web is a collection of _____	web sites	images	applets	documents	A
270	The two major browsers used to surf the Internet are _____, _____	MS Internet Explorer and Mosaic	Netscape Navigator and Mosaic	MS Internet Explorer and Netscape Navigator	None of the above	C
271	The internet is also called as _____	arpanet	the net	intranet	none of the above	B
272	The internet is similar to _____	LAN	peer-to-peer connectivity	wan	none of the above	B
273	The net transfers _____ from one place to another	data	parcel	packets	none of the above	A

274	The net provides interesting services like _____, _____ and _____	scripting, parsing and compiling	news, cooking and fine arts	email, file retrieval, internet tools	none of the above	C
275	_____ is the ancestors of the internet	dnet	arpanet	ARPANET	none of the above	B
276	DARPA stands for _____	defensive administrative rank administration network	dedicated and registered projects administration	defensive advanced research projects administration net	none of the above	C
277	DARPA is broken into _____ and _____	milnet, smaller arpanet	mailnet, internet	intranet, extranet	none of the above	A
278	NSFNET is the united states provides service to _____ and _____	education, research	music and dance	cooking and dining	none of the above	A
279	HTML stands for _____	Higher text manipulation language	Hotlink text markup language	Hyper transfer meta language	Hyper text markup Language	D
280	The first international IP network connections were established in 1973 with _____ and _____	united states and UK	england, norway	united states & Russia	none of the above	B
281	A _____ is a set of computers interconnected by transmission paths to exchange information in internet	server	client	network	none of the above	C
282	A computer that provides a service usable by other computers is called _____	client	stand-alone	servers	none of the above	C

283	_____ can be owned by multiple organisation	LAN	MAN	WAN	none of the above	C
284	Data is transmitted in the form of _____ signals	analog	digital	non-digital	none of the above	B
285	Modem stands for _____	Moralize/demoralize	Modulation/demodulation	Manipulate/demaniplate	none of the above	B
286	_____ is the process of the digital signals being converted into a form suitable for analog transmission	Mapping	Modulation	Manipulation	none of the above	B
287	_____ and _____ are two basic ways of getting connected to the internet	Satellite link and digital signals	Dedicated access and dial up access	Cable and wires	none of the above	B
288	SLIP stands for _____	Standard long internet protocol	Stream line internet protocol	Serial line protocol	none of the above	C
289	PPP stands for _____	Prime prolonged protocol	Point to point protocol	Pillar to pillar protocol	none of the above	B
290	Identify the need for controls and auditing in a computerised environment.	Absence of input documents	Lack of visible transaction trail	Accessibility of data and computer programs	All of the above	D
291	The organisational, management, maintenance and access controls are categories of	Application controls	General controls	Check controls	Input controls	B
292	The application controls are	Input controls	Processing controls	Both A and B	Neither A nor B	C

293	Identify the field check - "If a set of values is defined, is the input data one of these defined values?"	List	Range	Slab	Digit	C
294	The field check that conforms if data input for a field is in a particular format.	Format mask	Data mask	Field mask	Input mask	A
295	The field check on a processed data that fails if a field is not initialized to zero or errors occur during calculation is.....	Range	Sign	Overflow	Serial	C
296	The validation checks applied to a field depending on its logical interrelationships with the other fields in the record are called	Field checks	Record checks	Batch checks	File checks	B
297	A group of records or transactions that are contiguous constitute	Physical batches	Logical batches	Block batches	Transact batches	A
298is the type of batch check (group of records) for all input records of a particular type is done.	Control totals	Serial number	Transaction type	Sequence check	C
299	Grand totals calculated for any code on a document in the batch are called.....	Financial totals	Record totals	Document totals	Hash totals	D
300	Control that checks if correct sequence of commands and update parameters are passed from the application software to the database.	Table level	Data Integrity	Batch check	System test	B
301	With respect to data integrity control, when monetary transactions are processed against master files without a match, we should maintain a	Sequence account	Data account	Suspense account	Update account	C
302	The system test that tests the top-level modules first and then the lower modules are simulated with dummy modules to check the interfaces is called	Bottom up test	Hybrid test	Stub test	Top down test	D
303	Identify the audit technique that examines each transaction as it passes through the system.	Embedded code	Program code	Database Analyzers	Database code	A

304	The Core Image Comparison audit technique compares the....	Database with master table	Executable program with master copy	Transaction data with master transaction snapshots	Module programs with snapshots	B
305	The technique used by an auditor to list unused program instructions is.....	Modelling	Analyzing	Mapping	Tracing	C
306	The sample data created and used for the purpose of testing the application system is called....	Test data	Table data	Item data	Record data	A
307	The test data (dummy unit) implemented in the normal processing of the system over a period of time is known as....	Integrated Test Facility	Black box Test Facility	Graph testing	Whitebox testing	A
308	The test data generated with correctness proof, data flow analysis and control flow analysis tools is called....	Test item block	Test data pack	Test program pack	Test record pack	B
309	When a real-time system is simulated to generate the same output as the real-time system, the technique is called....	Parallel trailing	Tracing parallel	Parallel coding	Parallel simulation	D
310	When an auditor expands the extent of substantive tests to determine the impact of defects on the attainment of program objectives, the methodology is....	Cross reference lister	Formulate flaw hypotheses	Correct lister	Formulate correct hypotheses	B
311	This is an important control in systems that use digital signatures for authentication purposes.	Public audit trails	Random audit trails	Sample audit trails	Data audit trails	A

312	Selecting transactions based on a sampling rate is called method.	Transaction sampling	Systematic sampling	Simple sampling	Demographic sampling	B
313	The capability of the generalized audit software to read different data coding schemes, different record formats and different file structures is....	File size	File data	File access	File reorganization	C
314	The audit software capability of frequency analysis is to....	Sort and merge files	Sampling nth item	Formatting output	Classify data on a criteria	D
315	The audit functions of attributes sampling, variables sampling, stratified sampling are included in functions.	Stratification	Selection	Statistical	Reporting	C
316	Identify the functional limitation of a generalized audit software that enables evidence collection only on the state of an application system after the fact.	Ex Post Auditing Only	Analytical review only	Limited ability to determine Propensity for Error	Limited ability to Verify Processing logic	A

317	The purpose-written audit programs are used for.....	Sorting, creating, and printing files	Data retrieval, code comparison	Reading data, selecting and analyzing information	Specific tasks with original or modified programs	D
318	Picture of a transaction as it flows through the computer systems is called.....	Program	Track	Snapshot	Picture	C
319	Identify the type of audit when auditors are members of the systems development team.	General audit	Post audit	System audit	Concurrent audit	D
320	DB2 is an example of _____	ODBMS	RDBMS	DBMS	None	C
321	DDL Stands for -.	Data Design Language	Define Data Language	Data Definition Language	None	C
322	Which one is the Second Level of Data Abstraction?	Physical level	Logical Level	View Level	None	B
323	The _____ key does not accept Duplicate and Null values in Field.	key field	Primary key	Reference Key	None	B
324	E-R Diagram is _____ Model.	Conceptual Model	Structural Model	Object Model	Interface	A
325	_____ is used to insert values in Table directly.	Query	Report	Form	None	A
326	In SQL, having clause is used for _____	For ordering records	specifying conditions with group by clause	updating records	None	B
327	After processing is done on the raw data, data becomes _____.	Meaningful	Useful	Both A & B	None of the above	C

328	The key to the computer's versatility is_____.	Memory	CPU	I/O	All of the above	A
329	Approximately One million bytes is equal to,	1 KB	1 MB	1 GB	1 TB	B
330	People who are trained in the use of a programming language and also write programs are called_____.	Programmers	Designers	Database administrators	Analysts	A
331	_____ integrates the computer's hardware components and provides tools for day-to-day maintenance tasks.	Application software	MS Office	System software	None of the above	C
332	Data must be _____ but doesn't need to be relevant, timely or concise, unlike information.	Useful	Accurate	Processed	Meaningful	B
333	Supercomputers are not extensively used in the _____industry.	Aerospace	Automotive	Health	Chemical	C
334	Supercomputers are rarely used for _____.	Seismic Analysis	Input/output-intensive processing	Weather Forecasting	Intensive mathematical calculations	B
335	_____are also frequently used as servers for local area networks.	Workstations	Super computers	Mainframes	Embedded Computers	A
336	The computing needs of engineers, architects and other professionals who need detailed graphics display is met by _____.	Mini computers	Micro computers	Workstations	Super computers	C
337	_____processors are useful in special-purpose applications such as graphics wherein speed is critical.	RISC	CISC	Intel	None of the above	A

338	Smart cards that we popularly use nowadays, incorporate_____ and _____.	Microprocess or & Memory chips	Memory chips & RAM	ROM & RAM	Hard Disk & RAM	A
339	Integrated circuits are also called _____.	Chips	Semicondu ctors	Both A & B	None of the above	C
340	In the fourth generation of computers, the _____concept encouraged programmers to reuse code by maintaining libraries of code segments.	Networks	Object Oriented Programmi ng	High-Level Languages	VLSI	B
341	Handheld PCs, iPad, Biomatrix Devices,Generation Future Processing, AI and Ultra book are features of _____generation of computers.	First	Second	Fifth	Third	C
342	Performing comparisons, sorting,combining data etc are the fuctions of which part of the CPU?	CU	ALU	IR	ACC	B
343	The control unit uses the instruction contained in the _____ to decide which circuits need to be activated.	Instruction Register(IR)	Accumulat or(ACC)	RAM	None of the above	A
344	The answers from many operations are stored temporarily in the _____before being put out to RAM.	ALU	IR	ACC	CU	C
345	When we load software from a fl oppy disk, hard disk or CD-ROM, it is stored in the_____.	Main Memory	Hard disk	IR	ALU	A
346	SAM stands for,	Simple Area Memory	Serial Access Memory	Sequentiall y accessed Memory	None of the above	B
347	SAM works very well for _____.	Memory buffers	Reading a CD	Writing to an USB drive	All of the above	A
348	Data in the _____memory can be accessed in any order.	SAM	RAM	ROM	Hard Disk	B
349	_____is the use of a faster but smaller memory type to accelerate a slower but larger memory type.	Virtual Memory	Flash memory	Cache Memory	RAM	C
350	_____is used for storing special sets of instructions which the computer needs when it starts up.	ROM	Hard Disk	SAM	RAM	A

351	Compact Flash, BIOS chip, Smart Media etc. are examples of _____ memory.	Cache	Flash	RAM	ROM	B
352	The area of the hard disk that stores the RAM image is called a _____ file.	Virtual	Swap	Page	None of the above	C
353	Input devices other than the keyboard are sometimes called _____.	Secondary devices	Alternate devices	Backup devices	All of the above	B
354	Microsoft's natural keyboard is an example of an _____ keyboard.	Ergonomic	Multimedia	Standard	Internet	A
355	The _____ mouse is also useful for graphics programs that allows to draw pictures by using the mouse like a pen, pencil or paintbrush.	Optical	Mechanical	T17	Wireless	C
356	_____ is the most quick and precisely pointing mouse.	Optomechanical	Optical	Wireless	Mechanical	B
357	The static nature of digitizing tablets makes them effective for _____.	CAM	Tracing drawings	CAD	All of the above	B
358	_____ scanners do not distinguish text from illustrations.	Optical	Text	Sheet Fed	Flat Bed	A
359	To edit text read by an optical scanner, we need an _____ system to translate the image into ASCII characters.	Bar Code Reader	Optical Mark Reader	Optical Character Recognition	None of the above	B
360	_____ scanner is much more expensive than the common CCD based scanners.	Drum	Hand held	Sheet Fed	Flat Bed	A
361	_____ scanners are excellent for loose sheets of paper, but they are unable to handle bound documents.	Hand held	Sheet Fed	Flat Bed	Drum	B
362	_____ readers allow ATMs to read account information and facilitate monetary transactions.	OCR	OMR	MICR	BCR	C
363	Which of the following input device senses the presence or absence of a pencil mark.	MICR	BCR	OCR	OMR	C
364	_____ scanners are more secure biometric authentication schemes than other types of scanners.	Face	Iris	Hand	Voice	B

365	_____ is the identification of a person by the measurement of their biological features.	Biometrics	Scanning	Punching	None of the above	A
366	Color monitors are also called as _____.	Dynamic monitors	Workstations	RGB monitors	Digital monitors	C
367	VGA and SVGA video standards require _____ monitors to display variable colors continuously.	Analog	Digital	Color	Gray scale	A
368	Monitors that are 16 or more inches diagonally are often called _____	Large monitors	Full-page monitors	Simple monitors	None of the above	B
369	Another term for dot pitch is _____.	Sulphur pitch	Phosphor pitch	Nitrogen pitch	Potassium pitch	B
370	For _____ devices the bandwidth is expressed in cycles per second or Hertz (Hz).	Neutral	Digital	Analog	Gray scale	C
371	The _____ printers can print to multi-page forms	Dot matrix	Ink Jet	Laser	Thermal	A
372	_____ kind of optical disks cannot be modified.	WORM	CD ROM	Erasable	All of the above	B
373	Copy machines work in a way similar to the _____ printers.	Ink Jet	Laser	Thermal	Dot matrix	B
374	The wavelength used by standard DVD lasers is _____ nm.	850	600	650	750	C
375	_____ printers can achieve higher resolutions with special techniques known generally as resolution enhancement.	Daisy wheel	Thermal	Laser	Thermal	C
376	The term helical scan usually refers to _____ mm tapes.	4	8	10	6	B
377	Which is not the state of the process ?	Blocked	Ready	Suspended	Privileged	D
378	The number of processes completed per unit time is known as _____ ?	Output	Throughput	Efficiency	Capacity	B

379	Process is _____.	Program in High level language kept on disk	Contents of main memory	A program in execution	A job in secondary memory	C
380	PCB stands for _____.	Program Control Block	Process Control Block	Process Communication Block	Program Communication Block	B
381	A computer system that permits multiple users to run programs at same time.	Multitasking	Multiprogramming	Multithreading	Multiprocessing	B
382	A Microsoft Windows is a(n)_____.	Operating System	Word Software	Graphics Software	All of above	A
383	Which of the following is program group?	Accessories	MS Word	MS Paint	None of the above	A
384	Which of the following is not an operating system?	DOS	Excel	Windows XP	UNIX	B
385	A Linux Beowulf cluster is an example of a _____ system.	Loosely-coupled	Tightly-coupled	Multi-tasking	None of the above	A
386	____ Processor is responsible for handling communications to and from all the remote terminals connected to computer system.	BACK END	FRONT END	HOST	None of the above	B
387	Single-user computers have two categories ____ & ____.	Workstation	Microcomputer	Mainframe	Both A & B	D
388	The speed of Supercomputers measured in _____.	Gigaflop	Megaflop	Picaflop	All of above	A

389	_____ is also called parallel processing.	Multiprogramming	Multiprocessing	Multitasking	Multithreading	B
390	Enabling the user to switch between the task is known as_____.	Multitasking	Multithreading	MultiProcessing	None of the above	A
391	Which of the following facility is not provided by OS layers to use hardware?	Convenient	Efficient	Safe	None of the above	D
392	Efficient and fair sharing of resources among programs is a key goal of Operating System.	TRUE	FALSE			A
393	Major activities of an Operating System with respect to process management _____.	Deadlock Handling	Process Communication	Process synchronization	All of above	D
394	A_____ is a collection of related information defined by its creator.	File	Document	Program	None of the above	A
395	_____ is measured as the number of processes that are completed by the system per unit time.	Turnaround time	Throughput	Response time	All of above	B
396	Which of the following is not a components of a process?	Object	Data	Status	None of the above	D
397	During the lifespan of a process, its execution status may be in one of_____ states.	Five	Four	Three	Two	B
398	In multiprogramming ,most of the time perform I/O operations and CPU utilization is very low ,this kind of jobs is called as _____.	CPU bound jobs	I/O bound jobs	I/O Status Information	None of the above	B
399	Threads are often referred as_____.	Mini processes	Lightweight processes	Both A and B	None of the above	C
400	Operating system is a system software.	TRUE	FALSE			A
401	Each thread of process has_____.	Own program counter	Own register states	Own stack	All of the above	D

402	In case of _____ operating system, the user views the system as a 'Virtual Uniprocessor'.	Distributed	Centralized	Network	Real-time	A
403	In Operating System, threads in multithreading refer to _____.	Different parts of a single process	Different programs of a single process	Different processes of a single program	Different users of single processes	A
404	Which of the operating system was recorded in C programming language ?	UNIX	Linux	DOS	Windows	A
405	The two commonly used models for kernel design in operating systems are _____ and _____.	Monolithic kernel	Microkernel	Both A and B	None of the above	C
406	Under _____ option proper mix of I/O-bound and CPU-bound jobs are required to effectively overlap the operations of the CPU and I/O devices.	Proper job mix	CPU scheduling	Memory protection	All of the above	A
407	The attribute of a file contains other information about the file such as _____.	Date & Time	Last Updated	File Size	All of the above	D
408	_____ operation is used with random access files to first position the read/write pointer to a specific place in the file.	Read	Write	Seek	Open	C
409	_____ is used to change the name of an existing file.	Read	Rename	Write	Open	B
410	_____ is a prominent example of a layered operating system.	MULTICS	UNIX	DOS	MAC	A
411	_____ is a bridge between applications and the actual data processing done at the hardware level.	Operating System	Kernel	CPU	ALU	B
412	The design of Linux is an example of _____ architecture .	Monolithic	Micro	Both A and B	None of the above	A
413	In context with multiprocessing ,SMP stands for _____.	Server Multiprocessing	Shared Multiprocessing	Symmetric Multiprocessing	None of the above	C

414	Which state of process records the status of I/O devices _____.	Blocked	Suspended	Running	None of the above	A
415	Which of the following measure is used in case of interactive system _____.	Throughput	Turnaround time	Response time	None of the above	C
416	When the process is waiting for an I/O device that state is known as _____.	Suspended	Blocked	Terminating state	None of the above	B
417	Requirements of multiprogramming are _____.	Large memory	Memory protection	Job status preservation	All of the above	D
418	The part of the CPU which decides which of the ready jobs must be allocated to the CPU when it is free is known as _____.	CPU Scheduler	Instruction Register	Control Unit	Arithmetic Logic Unit	A
419	Sharing of computing resources among many users by the operating system is known as _____.	Resource sharing	Time Sharing	Computer Sharing	Process Sharing	B
420	Which of the following is not an activity of Operating system with respect to process management?	Creation and deletion of user and system processes	Suspension and resumption of processes	Improve CPU utilization	A mechanism for deadlock handling	C
421	The memory management module of an operating system takes care of the _____ of memory space to the various programs in need of this resource.	Synchronization	Allocation	Suspension and resumption	None of the above	B

422	The _____ module of operating system ensure that data should be protected from unauthorized users.	Security managemnt	Process manageme nt	Memory manageme nt	Device managem ent	A
423	The Operating system maintains a _____ for each loaded process before taking away the CPU from a running process.	Process Control Block	Process Circuit Board	Program Control Block	None of the above	A
424	In UNIX terminology commannd interpreter is referred as _____.	Kernel	Shell	Program	None of the above	B
425	A process control block(PCB) doesn't contain_____.	Process State	Process Identifier	I/O Status Informatio n	Memory Informati on	D
426	In _____ the jobs were then automatically loaded from the input device and executed by the system one by one without any operator intervention.	Batch Processing	Manual Loading	Batch Working	All of the above	A
427	The Navigation Pane provides ____ number of views of our document	1	2	3	4	C
428	In Navigation Pane, _____ view provides hierachy of headings in our document	Headings	Thumbnail	search results	None	A
429	Screenshot feature will not be available in word2010 if we are working on a document in _____ mode	compatibility	normal	Page layout	None	A
430	By default _____ will appear on the quick access toolbar	Save	Undo	Redo	All	D
431	The shortcut for opening the search area of the navigation pane	ctrl+F	ctrl+A	ctrl+C	None	A
432	_____ feature of word2010 which allows us to recover unsaved documents which were closed due to some reasons	Manage versions	Accesibility checker	check compatibility	None	A
433	Word2010 uses ____ file extension to save documents	.doc	.docx	.dotx	None	B
434	To delete the entire word to left of the cursor position the cursor to the left of the text we want to delete and for that we press _____	Ctrl+delete	Ctrl+backsp ace	cut	none	A
435	we cannot delete the page break that word inserts automatically	True	False			A

436	_____ determines the distance of the paragraph from either the left or the right margin.	Indentation	Paragraph	Spacing	Line	A
437	Negative indent is also known as _____.	Indentation	Outdent	Negative Spacing	None	B
438	In Indentation, _____ controls the left boundary of every line in a paragraph except the first one.	Hanging	First Line	Left	Right	A
439	Ctrl + Shift+S is used for _____	Save As	Solver	Styles box	Only Save	C
440	Insert tab includes _____.	Pages	Illustrations	Text	All of above	D
441	According to Table in Ms word, _____ combine two or more cells in the same row or column into a single cell.	Combine Cell	Merging Cells	Select Cell	Delete Cell	B
442	Tables of citations is known as	Bibliography	Table of content	Table of figure	Table of Authority	A
443	_____ and _____ are used for provide references for text of document	footnote and endnotes	HEADER AND FOOTER	CITATION AND CAPTIONS	THESAURAS AND RESEARCH	A
444	Cross reference depends on _____	CITATIONS	captions	FOOTER	FOOTNOTE	B
445	Shortcut key for Web layout is	ALT+W+P	ALT+W+U	ALT+W+L	ALT+W+O	C
446	_____ is a helpful tool for setting margins and tabs	ruler	GRIDLINES	NAVIGATION PANE	HEADING S	A
447	_____ defines the colors, fonts and graphics effects for a document	Theme	STYLE	WORD ART	WATERMARK	A
448	if a word too long to fit at the end of a line then to adjust word we can use	hyphenation	ALIGN	WREPPING TEXT	LINE BREAK	

449	_____ is often used to hide or trim a part of a picture either for emphasis or to remove unwanted portions.	Cropping	Removing	Deleting	Moving	A
450	_____ is the ratio between picture width and picture height which can be maintained even when resizing a picture.	Quick Ratio	Equity Ratio	Aspect Ratio	General Size Ratio	C
451	In SmartArt, What is the Purpose of Cycle?	Show a continual process	Shows steps in a process or timeline	Show non-sequential information	Show how parts relate to a whole	A
452	Which of them is a part of Charts?	Column charts	Surface charts	doughnut charts	All of above	D
453	_____ identifies a location or a selection of text that we name and identify for future reference.	Hyperlink	Bookmark	Cross-reference	None	B
454	_____ are areas in the top, bottom and side margins of each page in a document.	Header	Footer	Both A and B	Nither A Nor B	C
455	_____ are those giant letters that begin the first paragraph of a chapter or document.	Drop Cap	All Cap	Upper Case	Font Size	A
456	In Word, User create a table of contents by applying _____.	Index	Heading styles	Table Designing	Table Creation	B
457	Shortcut key of footnote and end note are _____	CTRL+ALT+ F	CTRL+ALT+ D	Both A and B	Nither A Nor B	C
458	_____ is a list of sources, usually placed at the end of a document that we consulted or cited in creating the document.	Bibliography	Acknowledgement	Last Slide Source	None	A
459	In word, Insert caption is a numbered label, such as _____	Table 1	Figure 1	Equation 1	All of above	D

460	In Figures, _____ is defined as a list of the captions that appear in the document and the associated page numbers.	Table of Content	Table of Figures	Table of Tables & Send>Versions>Manage Versions>Recover Unsaved Document	Table of Equations	B
461	In Word2010,What is the path of Recover Unsave Files?	File>Info>Versions>Manage Versions>Recover Unsaved Documents	s>Versions>Manage Versions>Recover Unsaved Documents	s	None	A
462	In Word2010,Which of them is not included in a show tab under View tab?	Ruler	Formula Bar	Gridlines	Navigation Pane	B
463	Switch Windows button contains up to nine open documents in Word2010.	True	FALSE			A
464	In word2010, _____ is a series of commands that we can use to automate a repeated task and can be run when we have to perform the task.	Macro	Tabs	Formulas	Data	A
465	_____ format preserves document formatting and enables file sharing	XML	XLS	PDF	DOC	C
466	_____ is an Excel feature that we can use to define restrictions on what data can or should be entered in a cell.	Consolidation	What if Analysis	Data validation	None	C
467	To Validate a List, List option is choose from _____ drop down box.	Source	Allow	Data	Criteria	B
468	In Excel and according to Data validation Error alert Style includes _____.	Stop	Warning	Information	All of These	D
469	_____ option is the only Style choice that completely prevents the person using the workbook from entering invalid data.	Stop	Warning	Information	None	A
470	In Excel and according to Data validation clicking OK enters the new data in the cell; Cancel leaves the cell unchanged that option is available through _____.	Stop	Warning	Information	None	C

		Review>Chan	Review>Sh	Review>To	Review>P	
		ges>Protect	heet> Protec	ols> Protec	rotect>Pr	
		Workbook	t Workbook	t Workbook	otect Workboo	
478	To protect the workbook user select _____.	Workbook	Workbook	Workbook	k	A
479	Excel 2010 offers up to _____ sort levels.	28	64	255	None	B
480	Sort Includes _____.	Column	Sort on	Order	All of These	D
481	_____ tool create groups and subtotals all in one click a feature that can save us lots of time.	Consolidation	Subtotal	Solver	Scenario manager	B
482	Is Count Function Work other than Number like Text Etc.?	Yes	No	Not say any thing	None	B
483	_____ is used to creat a summarised results into one worksheet.	Consolidation	Subtotal	Solver	Scenario manager	A
484	Consolidation is used for _____.	Budgets	Inventory requireme nts	Business forecasts	All of These	D
485	3-D Formulas in Consolidate means _____.	Refer to multiple worksheets and can be used to combine data	Refer to Single worksheets and can be used to combine data	Only a 3-D effect	None	A
486	What-if analysis includes _____.	Solver	Scenario manager	Consolidati on	All of These	B

487	_____take sets of input values and determine possible results.	Scenarios	Data Tables	Paste	Both A and B	D
488	Goal Seek requires _____information.	Set cell	To value	By changing cell	All of These	D
489	According to Financial Functions, FV means_____.	Foreign Value	Fix Value	Future Value	Financial Value	C
490	According to Financial Functions, Type 0 means _____.	Beginning of the period	End of the period	Exact value	None	B
491	_____solves the problem by adjusting a number of input cells according to a set of criteria or constraints which are defined by the user.	Solver	Scenario manager	Consolidation	Data Table	A
492	Solver in Excel 2010, was developed by _____	Microsoft	Frontline Systems Inc.	Sun	None	B
493	The Format as Table style helps in creating tables with _____.	Banded rows	Border colors	Patterns	All of These	C
494	How many built in formats are available in a Excel?	255	16384	96885	1048576	C
495	In Excel, According to Home Tab A^ means _____.	Increases the font size	Decreases the font size	Both A and B	Nither A Nor B	A
496	_____command freezes portions of a worksheet, typically column and row headings, so that we can view distant parts of the worksheet while the headings remain in place.	Freeze Data	Freeze Panes	Split Data	None	B
497	_____are graphical representations of worksheet data.	Charts	Diagram	Figures	Tables	A
498	A macro is a program that uses_____code to automate a sequence of actions or instructions.	Spread Sheet	VBA	Excel	Recording	B
499	Excel creates a hidden personal macro workbook with name _____.	Anyname.xls m	Anyname.xl sb	Personal.xl sm	Personal.xlsb	D

500	In Excel, Formula always begins with an _____ sign.	<	>	=	<>	C
501	_____ error is shown in a excel if the formula tries to divide by zero or the divisor is a reference to a blank cell, which Excel considers to be zero value.	#NULL!	#DIV/0!	#N/A	REF!	B
502	_____ is always highlighted in the sheet tab.	Current sheet	Excel Spreadsheet	Workstation	WorldPlace	A
503	_____ function returns the k-th largest value in a data set.	Max	Maximum	Large	MaxA	C
504	PowerPoint 2010 presentations have the extension _____	.ppt	.ppnt	.pptx	None	C
505	.PPTX is an extension of power point, where X at the end denotes that the new file format is based on an open _____	HTML	XBRL	XML	None	C
506	In Power point, how the information is arranged on the slide is controlled by _____.	Themes	Slide layouts	Slide Masters	All	B
507	_____ are combinations of design elements such as color schemes and fonts that make it easy to create attractive slides.	Themes	Slide layouts	Slide Masters	All	A
508	_____ use to change the appearance of all the slides in our presentation at once.	Themes	Slide layouts	Slide Masters	All	C
509	PowerPoint includes a slick diagramming feature called _____	SmartArt	Shapes	Media clips	None	A
510	The dialog box launcher button available is in the group at _____ corner.	bottom-right	bottom-left	Top-right	Top-left	A
511	_____ is a customize toolbar that contains commands frequently in use.	Home Tab	Control Tab	Quick Access Toolbar	None	C
512	The _____ shows thumbnail icons of slides.	Slides tab	Outline tab	Both A & B	None	A
513	_____ keyboard shortcut use to save the document in PowerPoint.	CTRL+S	SHIFT +F12	SHIFT+F10	Both A & B	D
514	The arrangement of placeholders on a slide is called a _____.	Layout	Themes	Slide Masters	None	A
515	To create a perfect square or circle or Line (In Power Point), press and hold _____ while user drag it.	SHIFT	CTRL	ALT	All	A
516	To view presentation in Slide Show view from the first slide, shortcut key use from keyboard is _____	F4	F5	F6	F7	B

517	To view presentation in Slide Show view from the current slide, shortcut key use from keyboard is _____	shift+f5	ctrl + f5	alt + f5	None	A
518	In Power point, slide master option exist in _____ tab.	Animation	Slide Show	Transition	View	D
519	PowerPoint template is a pattern or blueprint of a slide or group of slides that has an extension _____.	.ppt	.pptx	.potx	.pptt	C
520	_____ is use to apply formatting from text, shapes, and pictures to another text selection, shape, or picture.	Format Painter	Clipboard	Paste Special	None	A
521	In Powerpoint 2010, chart utility exist in _____ tab.	Design	Transitions	Animations	Insert	D
522	When we insert a chart in Powerpoint 2010, Only the data enclosed by the _____ lines will appear in the chart.	Blue	Red	Yellow	None	A
523	_____ is a technology that allows linking to documents and other objects.	Hypertext	Object Linking	Illustrations	None	B
524	Paste link exist in _____ dialog box.	Clipboard	Save	Paste Special	None	C
525	Transpose option exist in _____ dialog box.	Clipboard	Save	Paste Special	None	C
526	In PowerPoint, you can use _____ button to launch any other Presentation, Application or Website from your presentation.	Push	Action	Pull	None	B
527	A _____ is the top slide in a hierarchy of slides.	Slide Master	Notes Master	Handout Master	None	A
528	_____ controls the appearance of all speaker notes pages.	Slide Master	Notes Master	Handout Master	None	B
529	The PowerPoint presentation contains _____ masters.	One	Two	Three	Four	C
530	In PowerPoint, Master view exist in _____ Tab.	Slide Show	Design	View	Review	C
531	Screenshots image is _____	Static Images	Dynamic Image	Logical Image	None	A
532	A _____ is a visual representation of information that can quickly and easily create, for effectively communicate messages or ideas.	SmartArt graphic	Shapes	Slide Show	None	A
533	All options to insert a video are located on the Insert tab, in the _____ group.	Image	Link	Symbols	Media	D
534	There are _____ different kinds of animation effects in PowerPoint 2010	Four	Five	Six	Seven	A

535	_____ Animation effects exist in PowerPoint 2010	Emphasis	Motion Paths	Entrance	All	D
536	_____ are motion effects that occur in Slide Show view when we move from one slide to the next during a presentation.	Animation	Slide transitions	Slide Show	None	B
537	Default page orientation in Power point is _____	Portrait	Landscape	Custom	None	B
538	Default number of handouts exist in one page, in PowerPoint are _____	6	8	10	12	A
539	In PowerPoint, Rehearse time option exist in _____ group of slide show Tab.	Start Slide Show	Monitor	Set Up	None	C
540	_____ slide show option use for, to choose the slides to use in the show and the order shown.	From Beginning	From Current slide	Custom Show	None	C
541	_____ key is use to exist from slide show.	Delete	Enter	Esc	Break	C
542	The _____ view provides a thumbnail view of the slides in a presentation.	Slide Sorter	Normal view	Reading view	Master view	A
543	view is to view a presentation not in full-screen Slide Show view, but in a window with simple controls that make the presentation easy to review.	Slide Sorter	Normal view	Reading view	Master view	C
544	_____view occupies the full computer screen, exactly the way presentation will look on a big screen.	Slide Show	Normal view	Reading view	Master view	A
545	_____ View is used in viewing presentation with speaker notes on one computer.	Slide Show	Normal view	Reading view	Presenter	D
546	_____ is the main editing view where we can write and design the slides of a presentation.	Slide Show	Normal view	Reading view	Presenter	B
547	_____ Number of tabs exist in PowerPoint	6	9	12	13	B
548	Number of master views exist in PowerPoint	2	3	4	6	B
549	To insert a new slide in power point using keyboard _____ key used	CTRL+K	CTRL+N	CTRL+M	None	C
550	First group in view tab in powerpoint is _____	Master View	Presentation View	Zoom	Macro	B
551	which tab contain macro tool in PowerPoint _____	Home Tab	Insert	Design	View	D
552	Default paper size in power point _____	A4	Letter	Legal	Executive	B
553	To define time for a particular slide _____	Rehearse Time	Use Timings	Play Narration	None	A

554	An Access database stores its tables in a single file, along with other objects, such as _____.	Forms	Reports	Macros	All of These	D
555	A part of an Access database are _____.	Spreadsheet	Document	Tables	None	C
556	_____ are sometimes referred to as "Data Entry Screens".	Tables	Forms	Reports	Queries	B
557	_____ are what we use to summarize and present data in the tables.	Tables	Forms	Reports	Queries	C
558	Reports are generally formatted to be printed out, but they can also be _____	Viewed on the screen	Exported to another program	Sent as e-mail message	All of These	D
559	_____ is used to retrieve specific data from the tables.	Tables	Forms	Reports	Queries	D
560	Macro is attached through _____ on a form so that the macro runs whenever Macro is required.	Command button	VB Application	Both A and B	Nither A Nor B	A
561	A module is a collection of _____ that are stored together as a unit.	Declarations	Statements	Procedures	All of These	D
562	A record is also commonly called a _____ and a field is referred as a _____.	Row,Column	Column,Row	Data,Records	Raw Facts,Data	A
563	The Size of Memo Data Type is _____	255	63000	63999	16384	C
564	_____ data type is a combinations of text and numbers, as well as numbers that don't require calculations, such as phone numbers.	Text	Number	AlphaNumeric	None	A
565	The Size of Date/Time Data Type is _____	4 bytes	6 bytes	8 bytes	10 bytes	C
566	What is the size of AutoNumber Data Type if FieldSize property is set to Replication?	4 bytes	6 bytes	8 bytes	16 bytes	D
567	Yes and No values and fields that contain only one of two values that includes _____.	Yes/No	True/False	On/Off	All of These	D
568	_____ is used to creates a field that allows the user to choose.	Text	Field	Lookup Wizard	None	C
569	Fields that are part of a table relationship are called _____.	Text	Keys	Values	None	B

570	A table can have only one _____ which consists of one or more fields that uniquely identify each record that is stored in the table.	Primary key	Foreign key	Super key	Candidate key	A
571	_____ contains values that correspond to values in the primary key of another table.	Primary key	Foreign key	Super key	Candidate key	B
572	The design process consists of _____.	Determine the purpose of the database.	Find and organize the information required.	Specify primary keys.	All of These	D
573	We can create a table by creating a new database, by inserting a _____.	Table into an existing database	By linking to a table from another data source - such as a Microsoft Office Excel 2007 Workbook, a Microsoft Office Word 2007 document or another database.	By importing a table from another data source - such as a Microsoft Office Excel 2007 Workbook, a Microsoft Office Word 2007 document or another database.	All of These	D

574	To import or link a table in a Access 2010 user use _____	Excel worksheet	XML file	Another Access Database	All of These	D
575	SharePoint is a web site that can be displayed in a browser such as _____ and includes an interface for displaying lists and libraries in a secure database.	IE	Access	Both A and B	None	A
576	The predefined templates in Office Access 2010 include _____.	Contacts	Issues	Both A and B	Nither A Nor B	C
577	Every field has a name that uniquely identifies the field within a table.	True	False	Not Say's	None	A
578	Every field has an associated group of settings called _____.	Records	Data	Properties	None	C
579	_____ is never empty or null.	Fields	Primary key	Records	Tables	B
580	Access automatically creates an _____ for the primary key	Charts	Index	Data	None	B
581	_____ properties affect how our information appears in table and query datasheets.	Format	InputMask	Caption	All of These	D
582	_____ is used to enter text that appears when a record violates the Validation Rule expression.	Records	Fields	Validation Text	Validation Critaria	C
583	In Ms Access types of controls includes _____.	Bound Controls	Unbound Controls	Calculated Controls	All of These	D
584	In Access, Properties are display in a property sheet also called _____.	Property window	Field Discription	Property Control	None	A
585	_____ can be defined as an operation that extracts record(s) from a database based on a given condition.	Table	Query	Form	Report	B
586	A query consists of search criteria expressed in a database language called _____.	BASIC	COBOL	SQL	FOTRAN	C

		Choose the Query Wizard provided by Microsoft Access for the ease of user to build a query.	Create own queries from scratch using query design.	Both A and B	Nither A Nor B	C
587	User can create a query in MS-Access using _____.					
588	_____ querie are useful for summarizing information, calculating statistics, spotting bad data and looking for trends.	Select	Update	Crosstab	Make Table	C
589	Action query is used to _____.	Create new table	Delete rows from existing table	Update records or creating entirely new ones in a table	All of These	D
590	Delete query not deletes all records in an underlying table from the set results of a query.	True	False	Not Say's	None	B
591	_____ query is used to create a new table and populate it with data from one or more existing tables.	Select	Update	Crosstab	Make Table	D
592	_____query allows the user to make global changes to data in one or more tables.	Select	Update	Crosstab	Make Table	B
593	A _____ query is used to pass a parameter to a different query such as an action or a select query.	Sub	Parameter	Data	Make Table	B
594	The SQL aggregate query includes _____functions.	Sum	Last	Var	All of These	D
595	_____ may be used by a user to automatically create a simple query.	Query wizard	Simple query	Sub	None	A
596	Using Simple Query Wizard, Summary Option functions are word on _____only.	Text	Number	Date	Time	B
597	<> means _____.	Equal to	Not equal to	Not In	Is Null	B

598	The _____ property in IDEA provides statistical information about all Numeric, Date, and Time fields within the active database.	Field Statistics	Sorting	Filters	None of the above	A
599	How can we come to know about the transactions performed on Sundays?	By checking the date statistics	By applying the dow() function on the sample	Both A & B	Can't be known at all	C
600	The probability-based sampling techniques of IDEA are_____.	Systematic	Random	Stratified Random	All of the above	D
601	_____ is a method to extract a number of records from a database at equal intervals to a separate database.	Systematic Record Sampling	Random	Stratified Random	Monetary Unit sampling	A
602	Random Sampling in IDEA is done based on_____	Functions	Without any technique	Random Number Seed	None of the above	C
603	To divide the data from the file into bands and gaining the profile of the data is known as _____	Sampling	Stratification	Sorting	Filtering	B
604	_____functions assist the user to sift through large volumes of data and help pin-point specific duplicate entries or specific missing entries.	Gap Detection	Duplicate Detection	Both A & B	Sorting	C
605	Missing cheque numbers can be traced using the _____function.	Sampling	Filtering	Gap Detection	Duplicate Detection	C
606	The file extension of an IDEA file is_____.	.IMD	.IDE	.IDEA	.IDF	A

		To test for completeness	To test for gaps in the invoice number sequence	To know any missing unique number	All of the above	D
607	Gap Detection is done to check for_____.					
608	In order to map the outstanding debts at the year end so as to to determine provisions required against bad debts,_____technique is used.	Sampling	Gap Detection	Ageing Analysis	Filtering	C
609	Intervals for ageing analysis in IDEA can be in_____.	Days	Months	Years	All of the above	D
610	The most common use of the Ageing analysis is with_____.	Accounts Receivable or Debtor Ledgers	Accounts Payable	Loans & Advances	None of the above	A
611	_____technique can be used in IDEA to extract records where the credit limit of customers is exceeding Rs.50,000.	Ageing	Direct Extraction	Stratification	Summarisation	B
612	The _____ generates a database and optionally a results output, that we can analyze to identify possible errors, potential fraud, or other irregularities.	Gap Detection	Benford's Law	Summarisation	Direct Extraction	B
613	Fields and their properties can be changed using _____ in IDEA.	Field Statistics	Field Properties	Field Manipulation	Virtual Field	C
614	In Financial audit,compliance with tax rates _____ can be found using _____functions of IDEA.	Join	Filter	Extract & Compare files	All of the above	D
615	We can know about the ghost employees of an organisation using which techniques of IDEA?	Join	Summarisation	Summarisation	All of the above	D

616	Details of Dormant accounts can be known by _____ techniques in IDEA.	Identify Gaps, date difference	Aging, MIS, date difference	Join, Relation, Filter, Statistics	Date difference, Aging, Filter	A
617	The Information Technology (IT) Act 2000 Amended in year _____.	2005	2006	2007	2008	D
618	CAATs provide a mechanism to gain access and to _____ as per audit objective.	data technique	analyze data	sorting data	organize data	B
619	CAATs can be used to perform routine functions or activities which can be done using _____.	Calculator	PDA	Smart Pones	computer s	D
620	CAATs Improving the efficiency and effectiveness of the _____.	Computer process	System process	Audit process	None of the above	C
621	CAATs support the features of _____.	Sampling	Stratification	Frequency analysis	All of the above	D
622	What is the shortcut key for finding word with similar meaning	Ctrl+F7	F7	Alt+F7	Shift+F7	D
623	_____ is not an option of the Page setup group.	Margins	Size	Drop Cap	Columns	C
624	A _____ setting adds extra space to the side or top margin of a document for binding	Left margin	Gutter margin	Mirror margin	Right margin	B
625	_____ option of the Mailings tab is used to correlate fields from a data source to fields in a main document having different field names	Select Recipient	Match Fields	FindFields	None of the above	B
626	_____ can help to separate sections of a document and make them look interesting to read	Orientation	Watermark	Columns	Theme	C
627	Watermark option is in _____ group of Pagelayout tab	Page Background	Theme	Pagesetup	None of the above	A

628	To combines a document with a list of names and addresses to produce individualized documents name as _____.	Main document	Data source	Mail merge	Merge field	C
629	We use _____ when we want to create a set of documents, such as a form letter that is sent to multiple recipients.	Mail merge	macros	Smart art	End notes	A
630	Shortcut key for Printlayout is	ALT+W+P	ALT+W+U	ALT+W+L	ALT+W+O	A
631	PDF stands for _____.	Printable Document Format	Portable Documents Form	Portable Document ed Format	Portable Documen t Format	D
632	Which button on the Mailings tab is used to correlate fields from a data source to fields in a main document that have different field names?	Find Recipient	Match Fields	Compare Fields	Auto Check for Errors	B
633	Which of the following is not a default document type for a mail merge?	Letters	Envelopes	Memos	Directory	C
634	How is the information in a data source organized?	Chart	Matrix	Table	Paragrap hs	C
635	What is the name of the column heading for each category in a data source?	Data field	Field	Field name	Record	C
636	By Default,When a field name has a space in its title, such as Last Name, how is the merge field displayed in the mail merge document?	LastName	Last-Name	Last_Name	Last\Name	C
637	Which key should be pressed to start a new paragraph in MS Word 2010?	Down Cursor Key	Enter Key	Shift + Enter	Ctrl +Shift+ Enter	
638) In MS Word 2010, the extension "rtf" stands for _____.	Reversible Text Format	Rich Text Format	Return Text File	Return Text format	B

639	_____ option in Ms-Word 2010 shows paragraph marks and other hidden formatting symbols?	Show/Hide	Enable/Disable	Clipboard	Styles	A
640	In H2O the figure 2 is appeared lowered. Which effect has been applied?	Superscript	Lowered	Subscript	Laid down	C
641	Which of the following shortcut key is used to check spelling?	Ctrl+F7	F7	Alt+F7	Shift+F7	B
642	In Word 2010, _____ is a preset document layout with a collection of styles which are saved to a file and can be applied to other documents	Template	Screenshot	Style	Agenda	A
643	In Word 2010, ____ option automatically resizes the table to fit in a Web browser window when window size is changed.	Fixed column Width	AutoFit to contents	AutoFit to window	None of the above	C
644	To adjust a list in single page we use	section break	continous break	column break	next page break	C
645	The extension file name for the list of mail merge is	.mdb	.rtf	.accdb	.swp	A
646	Orientation modes in Word2010 are	top and bottom	horizontal and vetical	wide and narrow	none	B
647	Monarch is an example of	printing option	envelop option	both a and b	none	B
648	Behind text is an option of	wrap text	word art	format text	text box	A
649	We would use a ____break if we wanted different kinds of formatting on the same page	next page section break	continous break	even or odd section	previos page section break	B
650	A utility of word2010 is used when we need to refer to specfic lines in a document such as script or legal contract	count numbers	line numbers	both	none	B
651	An _____ has an installed functionality that adds custom commands and new features in office 2010 programs	add ins	plug-ins	meta-ins	none	A
652	Add-ins run without notification	true	false			A

653	A _____ is a visual display of the most important information needed to achieve one or more objectives; consolidated and arranged on a single screen so the information can be monitored at a glance."	Dashboard	Spreadsheet	DBMS	None of These	A
654	Dashboards can be categorized based on _____.	Strategic Dashboards	Analytical Dashboards	Operational Dashboards	All of These	D
655	_____ comes handy for the top-level management in decision making and to determining and aligning with strategic targets within the organization.	Strategic Dashboards	Analytical Dashboards	Operational Dashboards	Informational Dashboards	A
656	Strategic dashboards require to have periodic and static snapshots of data that includes _____.	Daily	Weekly	Annually	All of These	D
657	Examples of analytical dashboards include _____.	Finance Management dashboard	Sales Management dashboard	Both A and B	Nither A Nor B	C
658	_____ are mini charts. It can be prepared either Row wise or Column-wise and can be placed in a single cell.	Pie	Sparklines	Column	Diagrams	B
659	_____ is an excellent feature which is used for summarising large data sets and help in quick analysis of data.	Table	Charts	PivotTable	None of These	C
660	Excel has several built-in chart that includes _____.	Column	Scatter	Bar	All of These	D
661	Line chart is used for _____.	Compare data values	Trends over time	Distribution	All of These	D
662	Which feature is added In Excel 2013 and Excel 2016 related to Charts?	Recommended Charts	Reconnected Charts	Reinstalled Charts	None of These	A
663	_____ option is selected, then the changes will be reflected only if we manually click on Update button on Right hand bottom side of PivotTable Field list.	Row	Filters	Defer Layout Update	Both A and B	C

664	Dashboard is ready to share, we can _____.	E-mail the Excel dashboard workbook.	Save the Excel dashboard workbook on a shared network drive.	Share the dashboard online.	All of These	D
665	What is the shortcut key to Put Your Data in an Excel Table?	Ctrl+T	Ctrl+L	Ctrl+D	Both A and B	D
666	_____ work like a filter without going to dropdown.	Table	Slicers	Filters	Sorting	B
667	Slicers is used for _____.	Pivot Tables	Multiple PivotTables	Both A and B	Nither A Nor B	C
668	How to Add a Simple Calculated Field in PivotTable ?	Options>Calculations>Fields,Items & Sets>Calculated Fields	Options>Tools>Formulas>Calculate Fields	Options>Tools>Fields,Items & Sets>Calculated Fields	None of These	A
669	In Excel if we have rows more than 5 lacs rows then system start working slow and get hanged or “Not Responding to handle this situation Microsoft introduced _____ feature.	Pivot Tables	PowerPivot	Both A and B	This type of problem not arised	B
670	Text files delimiters includes _____.	Tab	Comma	Both A and B	Nither A Nor B	C

671	According to Text import Wizard Text qualifier includes _____.	"	'	Both A and B	Nither A Nor B	C
672	Single File Web Page format includes _____.	.mht	.mhl	Both A and B	Nither A Nor B	C
673	_____ allow us to query data from a specific World Wide Web, Internet, or intranet site and retrieve the information directly into a Microsoft Excel worksheet	Web queries	Web Browser	Web Engine	Web Casting	A
674	PivotTable report is an interactive way to quickly summarize _____ amounts of data.	Small	Large	New	Quick	B
675	PivotTable Field List pane includes _____.	Report Filter	Column Labels	Values	All of These	D
676	Choose where you want the pivot table report to be placed includes _____.	New Worksheet	Existing Worksheet	Current Worksheet	Both A and B	D
677	Pivot gives us the facility to _____ fields upto any Level by adding to Rows or Columns.	Group & subgroup	Summary	Conclusion	None	A
678	To Expand all our categories: Select PivotTable tools from Ribbon go to _____.	Options>Tools>Expand entire Field	Options>Tools>Active>Expand entire Field	Options>Active>field>Expand entire Field	None	C
679	Slicer can be accessed from _____	PivotTable Tools > Options>Acti vity>Insert Slicer	PivotTable Tools > Options>So rt & Filter>Inser t Slicer	PivotTable Tools > Options>In sert Slicer	None	B
680	_____group that enables us to add subtotals and grand totals to the pivot table and modifyits basic layout.	Layout	Design	Options	Pivot Table	A
681	Apart from sum PivotTable gives us the several other options for summarisation that includes _____.	Design	Sum	StdDat	Product	D

682	Sorting could be from_____.	Smallest to Largest	Left to Right	Both A and B	Nither A Nor B	C
683	_____are also used to indicate progress or decline or to indicate good or poor results.	Icons	Colors	Shapes	None	A
684	Filtering filter condition includes _____.	Equal to	Top 10	Both A and B	Nither A Nor B	C
685	IS PivotTable also gives us the possibility of presenting data with conditional formatting?	True	False	Not Say's	None	A
686	Instead of a table full of numbers, a PivotChart can use _____illustrate the numbers.	Columns	Bars	Pie	All of These	D
687	Normal Charts not includes but Pivot Charts Includes _____fields.	Sort data	Collapse or Expand	Summary	Both A and B	D
688	After we insert a pivot chart_____new tabs are available.	1	2	3	4	D
689	Is Tool Tab is a part of Pivot Charts Tabs?	True	False	Not Say's	None	B
690	_____operator is used if value is not missing from the field.	Between	Not Between	Is Null	Is Not Null	D
691	In like operater * means_____.	Single character	Any series of characters	Both A and B	Nither A Nor B	B
692	Reports provide the most flexible way of viewing and printing _____.	General information	Deep informatio n	Summarize d informatio n	All of These	C

				For information that needs to be communicated only once to the user of the report.	All of These	D
693	Report Header section is as a _____.	Cover page	Cover letter			
694	_____ controls in the Page Header section normally print at the top of every page.	Text or text box	Number or number box	Character or character box	Date or date box	A
695	In Access, Page Footer section usually contains _____.	Page numbers	Control totals.	Both A and B	Nither A Nor B	C
696	MUS stands for _____.	Monetary Unit Sampling	Money Unit Sample	Most Unique Sample	All of the above	A
697	_____ are tools for drawing inferences and gathering relevant and reliable evidence as per requirements of the assignment.	Data Warehouse	CAATs	Business Re-engineering	None of the above	B
698	CAATs can be applied even by using commonly used software such as _____.	MS Excel	MS Access	MS PowerPoint	MS Word	A
699	Different types of files such as _____ can be accessed in a CAAT software.	Database	Text formats	Excel files.	All of the above	D
700	_____ functions of CAAT enable intelligent analysis of data.	Arithmetic	Statistical	Data Selection	File Reorganization	B

701	Which functions of CAATs enable performing re-computations and re-performance of results?	Data Selection	File Reorganization	Arithmetic	Statistical	C
702	CAATS can be used effectively to detect_____.	Frauds	Errors	Exceptions	All of the above	D
703	Which is not a factor to be considered while using CAATs?	Computer knowledge, expertise, and experience of the IS auditor	Fees to be given to the auditor	Time constraints	Level of audit risk	B
704	Audit is primarily said to be the process of collecting and evaluating _____ as per audit objectives.	Information	Audit evidence	Data	All of the above	B
705	Auditor can gather the audit evidence based on_____.	Inspection	Observation	Inquiry and confirmation	All of the above	D
706	The CAAT documentation must necessarily include _____.	Planning documentation	Execution documentation	Both A & B	Auditor Information	C
707	Audit findings & Audit conclusions are a part of the _____ documentation.	Execution documentation	Audit Evidence documentation	Planning documentation	None of the above	B
708	Audit Sampling can be _____.	Statistical	Non-statistical	Both A & B	Only A	C
709	Which kind of Statistical sampling ensures that each sampling unit in a population has an equal chance?	Random Sampling	Systematic Sampling	Judgemental Sampling	Haphazard Sampling	A

710	In _____ sampling, the IS auditor places a bias on the sample.	Judgemental Sampling	Haphazard Sampling	Random Sampling	Systematic Sampling	B
711	IDEA facilitates user to import external files in different formats like _____ formats into IDEA database.	MS Access	MS Excel	DBase	All of the above	D
712	In order to find the total sales of transactions by Cust-no. so as to produce a list of outstanding Sales customer-wise _____ technique can be used.	Sampling	Sorting	Summarization	Stratification	C
713	In IDEA, Quick Summarisation can be used if,	Unique Keys are upto 1000	Unique Keys are upto 4000	Unique Keys are more than 4000	Unique Keys are only 100	B
714	CAATs can be used for compliance or _____.	Substantive tests	Black box test	White box test	Gray box test	A
715	CAATs may be used in performing various audit procedures.	Analytical review	Compliance tests of general controls	Compliance tests of application controls	All of the above	D
716	_____ is primarily said to be the process of collecting and evaluating audit evidence as per audit objectives.	Recalculation	Audit	Observation	None of the above	B
717	Auditor can obtain the audit evidence by _____.	Recalculation	Inspection	Observation	All of the above	D
718	_____ sampling, Involves selecting sampling units using a fixed interval between selections, the first interval having a random start.	Systematic	Random	Haphazard	Judgmental	A

719	_____ sampling, Ensures that all combinations of sampling units in the population have an equal chance of selection.	Systematic	Random	Haphazard	Judgmental	B
720	The probability-based sampling techniques are _____.	Random	Systematic	Stratified Random	All of the above	D
721	The statistical sampling techniques are _____.	Attribute	Classical Variable	Monetary Unit sampling	All of the above	D
722	Systematic Record Samplings a method to extract a number of records from a database at equal intervals to a separate database.	TRUE	FALSE			A
723	_____ ar the some examples of tests which can be performed using CAATs.	Identify exceptions	Identify errors	Statistical sampling	All of the above	D
724	SA stands for _____ in CAATs.	Standard on Auditing	Section on Auditing	Standard on Account	Schedule on Auditing	A
725	_____ enable auditors to use computers as a tool to audit electronic data.	CAATs	Audit	eSecretary software	Contact Management software	A
726	CAATs Documentation required the following steps_____.	Work papers	Planning	Execution	All of the above	D
727	There are _____ commonly used sampling methods in CAATs.	2	4	5	3	B
728	Non-statistical sampling methods are _____ & _____.	Haphazard	Judgmental	Both A & B	None of the above	C

		Interactive Data Extraction and Analysis	Interactive Database Extraction and Analysis	Internet Data Extraction and Analysis	Interactive Data Example and Analysis	
729	IDEA stands for _____.					A
730	Data should be in row and column format to import in IDEA.	TRUE	FALSE			B
731	_____ file format was not supported by IDEA.	Excel	XML	ODBC	JPEG	D
732	_____ ensures that all combinations of sampling units in the population have an equal chance of selection in CAATs.	Random sampling	Haphazard sampling	Judgmental sampling	None of the above	A
733	Which of the following option is not available under options under Extract Group of IDEA?	Direct	Indexed	Duplicate Key Detection	Sorting	D
734	_____ function is used to extract records by writing one more criteria's and allows to save result in new database.	Direct	Indexed	Duplicate Key Detection	Key Value	A
735	_____ to extract specified number of top or bottom records for each value of key in a separate database.	Direct	Indexed	Top Records	Key Value	C
736	The _____ task is used to identify duplicate items in a database.	Key Value	Duplicate Key Detection	Indexed	All of the above	B
737	Duplicate Key Detection can also be used to identify non-duplicate keys.	TRUE	FALSE			A
738	_____ task identifies "missing" information in a database.	Gap Detection	Duplicate Key Detection	Indexed	Key Value	A
739	Which of the following search option is provided by IDEA?	Date	Numeric Field	Character	All of the above	D
740	Benford's Law, also called the _____.	First-digit law	IT LAW	Last-digit law	All of the above	A

741	_____ has been used to detect unusual patterns that are often the result of errors or, worse, fraud.	Gap Detection	Benford's law	Duplicate Key Detection	None of the above	B
742	IDEA only tests positive numbers 10 and over in the data file	TRUE	FALSE			A
743	_____ Function returns the absolute value of a numeric expression.	@age	@abs	@value	All of the above	B
744	_____ function Returns the day of the week.	@date	@week	@dow	None of the above	C
745	_____ Function Returns the integer portion of a numeric value.	@num	@int	@itr	@fr	B
746	_____ function Returns a string with all the numeric characters removed.	@justnumber	@justletter	@justchar	@letter	B
747	Which software has been designed to meet the needs of the banking industry?	CBS	ERP	Accounting	Graphics	A
748	The CBS Software resides in the _____ server.	Database	Proxy	Central Application	Antivirus	C
749	CBS is a combination of,	Application software	Network devices	Both A & B	None of the above	C
750	In CBS, the networking devices, firewalls and other related equipments are all housed in the _____	Data Repository	Data Centre	Database	Server Room	B
751	The servers in the data centre are segregated using the concept of _____	VLAN	WAN	LAN	MAN	A
752	Data of all the branches of a bank are stored in the _____ server.	Central Database	Application	Proxy	Web	A
753	The core banking applications like Finacle, Flexcube, Iflex etc. reside on the _____ server.	Application	Proxy	Mail	Antivirus	A
754	The bank has the _____ version of the banking software.	Beta	Alpha	Client	Final	C
755	In CBS, the database server can be accessed by the other servers,	Directly	Only through VLAN	Can't be accessed at all	Accessed via WAN	B

756	The IBDS server is located in the _____	Firewall Zone	Demilitarized Zone	LAN	None of the above	B
757	Which of the following is not a component of the Internet banking system?	IBAS	IBDS	ATM Server	Middleware	C
758	Each branch performs the branch operations in totality at the respective branch itself in _____	TBA	ALPMS	CBS	All of the above	A
759	How many servers are hosted in the data centre?	8	9	7	6	B
760	_____ server provides network security by preventing malicious data from entering the network.	ATM	Proxy	Antivirus	Firewall	B
761	In CBS, the role of the Domain Controller is to,	Prevent entry of malicious code	Control access to websites	Control access to a set of servers	Manage websites	C
762	Deciding the access rules to data and other IT resources is the sole responsibility of _____	Security administrator	System administrator	Network administrator	Database administrator	A
763	In the CBS system, who has the power to create, modify and delete the users in accessing the system.	Network administrator	Database administrator	Security administrator	System administrator	D
764	In the CBS system, who ensures the recoverability of data in case of system failure?	System administrator	Librarian	Database administrator	Network administrator	C

765	Ensuring the strategic placement of IPS and IDS in the network is the pivotal job of _____	Librarian	Network administrator	Security administrator	Database administrator	B
766	In the CBS system _____arranges for vulnerability assessment and penetration tests.	Network administrator	Librarian	Database administrator	Security administrator	A
767	All the versions of the CBS application program are maintained by the _____	Security administrator	System administrator	Librarian	Database administrator	C
768	In the _____version of testing, the overall aspects of a program are tested.	Alpha	Gamma	Beta	Test	C
769	Which of the following tests are conducted in the development environment?	Unit Test	System Test	Integration Test	All of the above	D
770	User Acceptance Test is,	When the librarian after necessary documentation transfers the program into production environment	When the users accept the software	When users start using the software	When the software is in the production environment	A

771	In the core banking environment, the reports are stored in the _____ server.	Database	Report Generation	Central Application	Antivirus	B
772	In CBS, to ensure security and to ensure there is no unauthorised usage, a session is allowed to be active for not more than _____ minutes.	10	15	20	5	A
773	An ATM switch is,	A normal networking switch	A switch with a server attached	An ATM Machine	None of the above	B
774	The value of the Natural PIN is always _____ from the pin value.	Added	Deducted	Multiplied	Divided	B
775	ATM doesn't perform the following function,	Withdrawal of Cash	Balance Enquiry	Changing of PIN number	Deposit in g Cash	D
776	The encryption of the PIN in the ATM machine is done by the ,	HSM	SSM	Either A or B	None of the above	C
777	Cash dispensing at the ATM is recorded in,	Cash Journal	ATM log	Both A & B	Cash Book	C
778	Which of the following is not a control used in Card and PIN generation?	Card and PIN generation should be handled by separate staff	PIN mailer must have card and account number	There should be reconciliation in the number of cards and PIN mailers produced	The PIN mailer and the card should be delivered together	D

779	While evaluating controls in the dispatch of ATM cards,	ATM card should be dispatched from the Branch	PIN mailer must be dispatched from the Central Office	There should be proper records of the delivered cards	Both A & B	D
780	While evaluating controls over ATMs, the bank staff should duly reconcile,	Cash inserted	Cash dispensed	Cash remaining	All of the above	D
781	The soft copy of the ATM journal is known as	Electronic journal	Cash journal	ATM journal	None of the above	A
782	Who forwards the customer details to the internet banking applications server?	Database server	Web server	Central Application server	Antivirus server	B
783	_____ converts the data to suit the requirements of the IBDS.	IBAS	Web server	Middleware	Database server	C
784	Which of the following is not a security concern in Internet Banking?	Lack of segregation of duties	Inadequate network security	Unauthorized access to PIN	Routers improperly positioned	C
785	The Internet Banking Security Policy must include,	Firewall policy	Access policy	Both A & B	Network policy	C
786	The various access points to the Internet Banking System are,	User System	Web server	Front end application	All of the above	D

787	In CBS, any attempt that is made to penetrate the network must be proactively detected by ,	Intrusion Prevention Systems	Intrusion Detection Systems	Routers	Both A & B	D
788	In _____kind of funds transfer, the money transfer takes place in the books of the Reserve Bank of India	IMPS	RTGS	NEFT	None of the above	B
789	Which of the following is not needed to initiate the funds transfer?	Name of the beneficiary bank	PAN of the beneficiary customer	Name of the beneficiary customer	Account number of the beneficiary customer	B
790	The member institutions software system and RTGS software talk to each other through defined interfaces in_____	Straight through processing	Cash Management System	Internet Banking	ATM transactions	A
791	Every Straight Through Processing(STP) generates a unique number known as,	SN	PIN	UTR	None of the above	C
792	To monitor collections and payments across the country, the banks have developed the,	IMPS	CMS	CBS	Internet Banking	B
793	The various parameters in the CMS include,	Clearing Cycle	Credit Limit	Interest	All of the above	D
794	The various controls to be adhered to in CBS are,	Management controls	Organizational controls	Operational controls	All of the above	D

795	Organisation structure of the IT department and IT strategies are handled by,	Organization al controls	Manageme nt controls	Operationa l controls	None of the above	A
796	Banks collect demand deposits and term deposits, out of this they maintain	SLR	CRR	Both A & B	None of the above	C
797	How can the adequacy of controls be checked in the CBS environment?	By validations	By performing audit	By doing bank visits	All of the above	B
798	Policy dealing with the proper maintenence of the organizational assets is a part of _____	Security Policy	Business Continuity Planning	Review of Systems Developm ent Procedures	Review of system logs	A
799	_____ is not a part of the Communications and Operations management under the Security Policy	E-mail policy	Internet policy	Media Handling	Firewall security policy	C
800	A bank ensures the maintenance and recovery of operations through the process of _____	Disaster Management	Business Continuity Planning	Systems audit	None of the above	B
801	A plan made to recover from the impact of any disaster, so as to restore normalcy is known as the _____	Business Continuity Planning	Systems audit	Disaster Recovery Planning	Internet Banking	C
802	_____ refers to the process of developing software which produce the required output from the input provided.	Systems Development	Audit Review	Media Handling	None of the above	A
803	If the programs tested result in inadequacies and deficiencies, then they are sent back to the _____ team for correction.	Audit	Programmi ng	Testing	Design	B
804	Who is responsible of moving a completely tested program from the development department to the production department?	Programmer	Librarian	Designer	Analyst	B

805	In CBS, vulnerability assessment is a kind of a _____ process.	Discrete	Continuous	Slow	On-going	B
806	_____ are solutions for dealing with the vulnerabilities discovered during vulnerability assessment.	Packs	Traps	Patches	All of the above	C
807	_____ is responsible for continuously applying patches in the network.	System administrator	Librarian	Database administrator	Network administrator	D
808	The authorisation done with another user ID and password in a dual control system is known as the,	Checker concept	Maker checker concept	Maker concept	None of the above	B
809	Reports generated by the system automatically are known as _____	Reviews	Messages	Logs	Alerts	C
810	Which of the following is not a log generated by the system in cbs?	Operating system	Network	Application	Data Base	B
811	In banks, application logs are generated for,	Loan authorisation	Limit creation	Pre-closure of deposits	All of the above	D
812	In the ATMs, cash disposal is facilitated by the _____.	ATM switch	ATM log	ATM Server	None of the above	A

				ATM card of one bank can be processed at the ATM kiosk of another bank only because of the agreement between the two banks to allow this.	ATM card of one bank cannot be processed at the ATM kiosk of another bank.	B
813	Which of the following statement is true?					
814	Natural PIN represents the _____ digits of the decimalised encrypted value of the card number.	First two	Last four	First four	Middle four	C
815	There should be strict security procedures for,	Stock of blank cards	Access to the building	Stock of live cards and PIN mailers	All of the above	D
816	To place controls over cash,the bank staff should duly reconcile_____	Miffed noted	Cash inserted	Cash dispensed	All of the above	D
817	Which of the following is not stored at the ATM switch?	Details of hot listed cards	ATM PIN of the customers	Account balance of customers	Details of surrendered cards	B

818	The information received from the web server is verified with the data of the customer held in the _____.	IBAS	IBDS	Middlewar e	Central database server	A
819	_____ is not a security concern in Internet Banking.	Inadequacy of security of web server.	User authenticat ion	Stock of blank cards	Inadequat e network security	C
820	MIS Reports generated during RTGS are in the _____ formats.	Excel	PDF	XML	All of the above	D
821	To overcome the problems arising out of high volume of disbursements, _____ was developed.	RTGS	CMS	NEFT	None of the above	B
822	Bbasic documents used in the Financial Accounting System where transactions are entered first is _____	Voucher	Journal	Ledger	All	A
823	_____ report gives the consolidated list of various Accounts and their balances.	Trial Balance	Profit & Loss Report	Balance Sheet	None	A
824	Balance Sheet shows the financial status of the business as at a particular date.	Trial Balance	Profit & Loss Report	Balance Sheet	None	C
825	The Trial Balance has ____ number of columns.	2	3	4	6	B
826	In Accounting system, the closing stock can be valued by any method _____.	LIFO	FIFO	Weighted Average	All	D
827	Accounts Receivable, also known as _____	Bills Receivable	Bills Payable	Bills Remain	None	A
828	_____ gives the details of the dues from the Customers.	Bills Receivable	Bills Payable	Bills Remain	None	A

829	_____ gives details of your dues to suppliers.	Bills Receivable	Bills Payable	Bills Remain	None	B
830	In Accounting system, When we maintain a bank account, we prepare _____	bank book	Pass book	Both A and B	None	A
831	_____ are the major advantages of accounting software over manual accounting.	Arithmetical accuracy	Time saving	Multiple reports on timely basis	All	D
832	As per any accounting software, there are only _____ types of ledger accounts.	debit balance	credit balances	Both A and B	None	C
833	All _____ ledger balances are taken to Profit & Loss Account.	income and expense	Asset	Liability	All	A
834	difference between income and expenses is also taken to _____ report.	Balance sheet	Profit & Loss Account	Ratio Analysis	None	A
835	_____ is the end point in accounting a mirror showing true and fair position of a concern.	Profit & Loss Account	bank book	Balance sheet	None	C
836	_____ is that data which is not expected to change frequently, which remain relatively permanent.	Master data	Transaction data	Relative data	All	A
837	Voucher Type is _____ type of data.	Master	Transaction	Relative	All	A
838	By default there are _____ voucher types in Tally.ERP 9.	24	28	32	22	A
839	CRM stand for _____	Cash Relation Management	Customer Relationship Management	Customer Relationship Management	None	C
840	Tally.ERP 9 is a Multilanguage software offering a choice of _____ languages.	15	24	40	60	A
841	The name of the auto backup file shall be _____.	TBK.900	ABK.900	TallyBackup.900	None	B
842	In Tally, _____ is a system of encrypting data.	Security Control	Set Password	Tally Vault	All	C

843	default, security levels exist in tally.ERP9 _____	Data Entry	Tally.Net User	Tally.Net Auditor	All	D
844	Language use for Tally Programming _____	C	C++	TDL	None	C
845	TDL stand for _____	Tally Define Language	Tally Detection Language	Tally Definition Language	None	C
846	_____ Key Board shortcut use to select Purchase Voucher	Alt +f9	Ctrl + F9	F9	None	C
847	_____ Key Board shortcut use to select Contra Voucher	F4	F5	F6	F9	A
848	In Tally.ERP 9, we can create _____ Vouchers for adjustments with respect to debit and credit amounts without involving the cash or bank accounts.	Receipt	Payment	Contra	Journal	D
849	_____ Key Board shortcut use to select Stock Journal Voucher	F5	F7	ALT+F7	None	C
850	To view the Trial Balance _____ is path.	Gateway of Tally > Display > Trial Balance.	Gateway of Tally > day book > Trial Balance.	Gateway of Tally > Trial Balance.	None	A
851	To view Stock Summary _____ is path	Gateway of Tally>Display > Stock Summary	Gateway of Tally > Stock Summary	Gateway of Tally >Vouchers > Stock Summary	None	B
852	Tally.ERP 9 facilitates generation of _____ reports for Outstandings.	Outstanding Report	Ratio Analysis	Ageing Analysis	None	C
853	_____ is analytical reports in Tally.ERP 9	Profit & Balance sheet	Ratio Analysis	Ageing Analysis	None	C
854	Tally.ERP 9 facilitates generation of _____, which displays the sources of the Funds and their applications.	Cash Flow Statement	Fund Flow Statement	Daily Cash Flow Statement	None	B
855	_____ is an indicator of the operating performance of a business.	Profit & Balance sheet	Ratio Analysis	Ageing Analysis	None	C
856	In Tally.ERP 9, we can view _____ Report which provides information on the difference between the actual vs the budgeted figures.	Variance Analysis	Ratio Analysis	Budget Analysis	None	A

857	Default Ledgr exist in tally _____	Profit & Loss Account	Purchase	Sales	None	A
858	For filing of income tax return of a practicing chartered accountant, the appropriate return form is _____ .	ITR-I	ITR-II	ITR-III	ITR-IV	D
859	To file Incometax return online, site is _____	www.income taxindia.gov.i n,	www.taxre turnIndia.c o.in	www.Inco metax.co.i n	None	A
860	ITR-1 Filled by person having income from _____	Income from Salary/Pensio n	Income/Los s from Other Sources	Income/Lo ss from House Property	None	A
861	_____ ITR form filled by person if Income from Proprietary Business/Profession	ITR-I	ITR-II	ITR-III	ITR-IV	D
862	ITR-5 Filled by _____	AOP	Companies	Trusts	None	A
863	_____ ITR will not be available for e-Filing	ITR-4	ITR-5	ITR-6	ITR-7	D
864	Return Form can be used by a person being a BOI	ITR-2	ITR-3	ITR-4	ITR-5	D
865	To register for the first time on Income Tax Return site, does not required information like _____	PAN	NAME	BIRTH PLACE	MAIL ID	C
866	Services offered by e-filing website _____	View Form 26AS	Check ITR- V status	Check CPC Refund Status	All	D
867	Digital signatures are commonly used for _____.	software distribution	financial transaction s	ON-Line Income Tax Return	All	D
868	Technically, a digital signature is a _____ scheme for demonstrating the authenticity of a digital message or document.	Physical	Logical	Mathmatic al	All	C
869	Digital Signature Certificates (DSC) are the digital equivalent (that is electronic format) of _____ certificates.	physical	Logical	Mathmatic al	All	A
870	digital signature issues by the _____ licensed Certifying Authority (CA)	Department of Electronics	Director of Digital Signature	licensed Certifying Authority	Both A & B	C

871	CA stand for(in reference of digital signature) _____	Chartered Accountant	Contact Authority	Certifying Authority	None	C
872	RA stand for(in reference of digital signature) _____	Rule Authority	Registration Authority	Regulation Authority	None	B
873	Digital Signature issue by the _____	TCS	NIC	e-Mudhra	All	D
874	Digital Signature is mandatory for _____ as per Income Tax Act 1961	Companies	Tax Payers audited u/s 44AB	Both A and B	None	C
875	ITR-V Filled by _____	e-File without Digital Signature	Individual	AOP	BOI	A
876	Download the Income Tax Return (ITR) form in _____ software	MS-Word 6.0	MS-Excel 6.0	MS-Excel 2010	Power Point 2010	C
877	In which format Income Tax Return(ITR) file upload return on the web site _____	XBRL	XML	XLS	None	B
878	ITR-V should be send to Central Processing Centre within _____ days of uploading the return.	30	60	90	120	D
879	There is no need of sending ITR-V acknowledgement to CPC, Bengaluru as the return is signed by the _____.	Director	Chartered Accountant	Third Party	Digital Signature	D
880	TAN stand for _____	Transaction Account Number	Tax Deduction Account Number	Tax Authority Number	None	B
881	Service tax e-filing is taken care by _____	www.aces.gov.in	www.incometaxindia.gov.in,	www.Service tax.gov.in	None	A

		Automation of Central Excise and Service Tax	Automatic of Central Excise and Service Tax	Autofilling of Central Excise and Service Tax	None	A
882	ACES stands for _____.	Income Tax	Excise	Service Tax	None	D
883	www.mca.gov.in, Site is use for _____ of return filling	XML	XBRL	PDF	DOC	C
884	In company law filling, necessary documents as attachments in _____	Verification Front Office	Virtual Front Office	Value Front Office	None	B
885	VFO stand for (In reference of return filling) _____	Service Request Number	Serial Request Number	Sequential Request Number	None	A
886	SRN stand for _____	Balance- Sheet	Profit & Loss Account	Complianc e Certificate	Annual Return	A
887	Form 23AC to be filed by all Companies for _____	Balance- Sheet	Profit & Loss Account	Complianc e Certificate	Annual Return	C
888	Form 66 to be filed by Companies having paid up capital of Rs.10 lakh to Rs. 5 crore for _____	Balance- Sheet	Profit & Loss Account	Complianc e Certificate	Annual Return	B
889	Form 23ACA to be filed by all Companies for _____	Xtensible Markup Language	Extensible Markup Language	Extensible Mark Language	None	B
890	XML stand for _____	Tag	Dictionary	taxonomie s	None	C
891	XBRL tags are defined and organized using categorization schemes called _____.	23ACA- XBRL	23ACB- XBRL		None	A
892	_____ Form for filing XBRL document in respect of balance sheet and other documents with the Registrar					