Government of Karnataka
Computer Literacy Examination for Ministerial staff of Karnataka Forest Department

Maximum Marks: 80	Date:	Duration: 1Hr 30Minute

Note: 1) Each question carry 1 Mark. 2) All Questions are compulsory.

1. What is a Computer?
2. Who is the father of Computer?
3. Which is the first electronic computer in the world?
4. What is the long form of CPU?
5. What is the long form of RAM?
6. What is the long form of CD?
7. Give an example for application software.
8. Give an example for Operating Software/OS.
9. With reference to computer memory I Byte=_____ Bits.
10. Give an example for secondary memory.
11. What is the long form of ASCII?
12. By deleting the file from the computer by the option delete where that file will be stored?
13. What is short cut keys used to copy a file?
14. Ctrl+V (Control key & V key) short cut keys used for what?
15. Give an example for hardware.
16. What is short cut keys used to cut a file?
17. For giving print option what is the short key?
18. For refreshing the desktop/Window which Function Key you will use?
19. Give an example for computer language.
20. Give an example for Input Devise.
21. Give an example for Output Devise.
22. If you want to open a page or application which of the following menu you will press?? Start/Date/Open Menu.
23. Give an example for software.
24. ROM long form=_____
25. In connection with Computer memory Long Form of GB=_____
26. In connection with Computer memory Long Form of KB=_____
27. If you want to remove software from the computer then which window setting page you will use??
28. In paint page if you want to cancel previous done work then which short cut keys you will use?
29. In paint page for resize & skew option which short cut keys you will use?
30. In the list of Desktop Icons which is the most important Icon?
31. Pen Drive is the example for which type of the Computer Memory?
32. In MS Word, MS stand for what?

33. Closing the below window on which option you will click? Option I/Option II/ Option-III

34. Which information you will get on status bar of a window/page/file?

35. If you want to select a text/file by mouse by pressing and dragging which button you will use? Right/Left button.

36. In MS Word for saving the page which short cut key you will use?

37. For adding the tables in Word Page which menu you will use? HOME/PAGE LAYOUT/INSERT/REFERENCES

38. In below table how many rows are there?

39. For Underlining for the selected word which Standard tool you use? Option-I/II/III

40. If you press the space bar key once in the word page how many column will the cursor move?

41. If you press the Enter key once in word page how many row will the cursor move?

42. In what type of page orientation this question paper is printed?

43. What is the Size type of this question paper?

44. **Karnataka** Forest <u>Academy</u>. In this which word has the more font size than other?

45. *Karnataka* Forest Academy. In this which word has the Italic font type?

46. Karnataka Forest Academy. In this for removing the **For** word by using Backspace key where you will keep the cursor before pressing the Backspace key?

47. Karnataka Forest Academy. In this for removing the **demy** word by using Delete Key where you will keep the cursor before pressing the Delete key?

48. What is the Header inserted for this Question Paper?

49. What is the Footer inserted for this Question Paper?

50. If want to remove the selected cells from the table which option you will use?

51. Karnataka Forest Academy.

Karnataka Forest Academy.
For removing the distance between above line which formatting tool you use?

52. Karnataka Forest Academy. For changing the color of this line to Green which Standard tool you use?

53. For checking Spelling & Grammar of draft in Word page which **Function Key** you will use?

54. For typing ವಿದ್ಯಾಭ್ಯಾಸ word using NUDI 4.0 software with EKABHASHE which are the keys you will type?

55. For typing ಆರಂಭೋತ್ಸವ word using NUDI 4.0 software with EKABHASHE which are the keys you will type?

56. For typing ಪ್ರಜ್ವಲ word using NUDI 4.0 software with EKABHASHE which are the keys you will type?

57. In which menu you will get the formula of totaling the sum of all columns in selected last column?

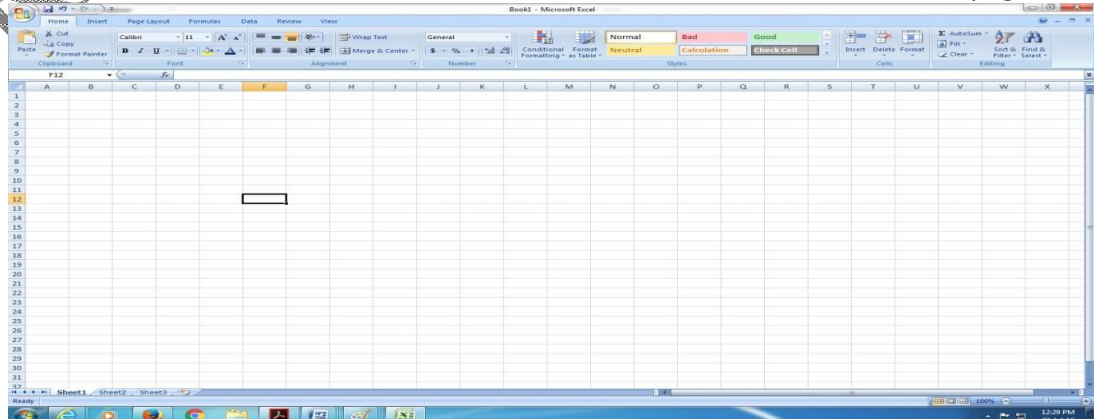| 6325	859	8956	8759	5897	8658	9854	6985	8457	

58. What is Watermark used in this question paper?

59. For this question paper Page Border is inserted or not?

60. For this question paper which page color is used?

61. Which word of the following has the Right Alignment format?

                                   Karnataka

Forest

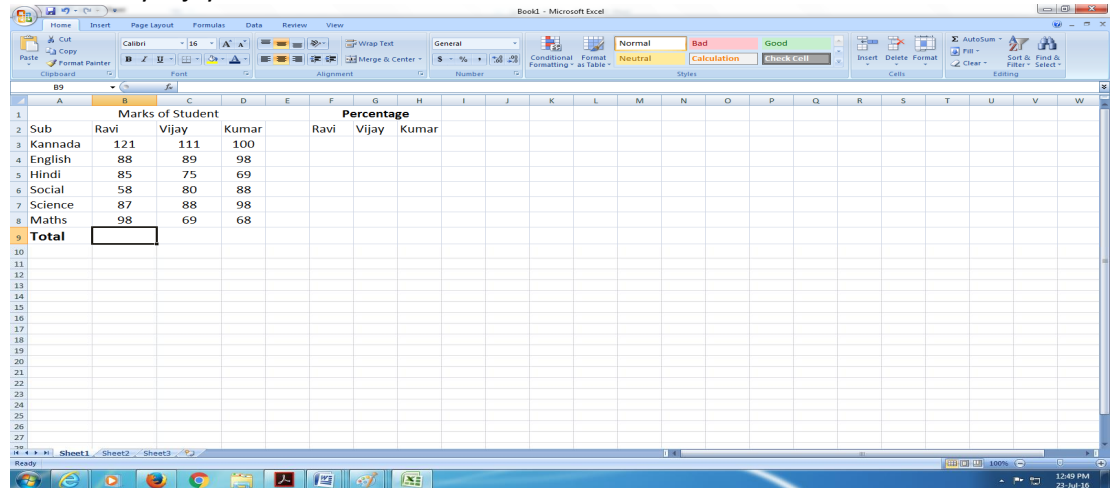   Academy

62. If you want to write Kannada Letters in Web page which option you select in NUDI? EKABHASHE/DWIBHASHE/UNICODE.

63. What is the address/Status/Cell Name/Number of the selected cell in MS Excel page?

64. In Excel page ***** is used in formulae for which calculation purpose?

65. In above Screen Shot which page is displaying? Page1/Page4/Page6
66. In the below excel sheet what is the formula you use to calculate the Sum of Marks obtained by Vijay?

67. In above Excel Sheet What is formula used to calculate percentage of Kumar if the maximum marks are 625?
68. If you want to add COMPUTER Subject above to Social Subject as in above screen shot what you will do?
69. MS Power Point is used to _____. WRITE LETTERS/USED TO MAKE CALCULATIONS/ USED TO PRESENTATION.
70. In www.karanatakaforesttraininginstitutedharwad.wordpress.com what is the long form of www?
71. Which is the following is correct E-Mail ID?
    a) lpkforestofficer…@gmail.com   b)   gmail.com@lpkforestofficer
       c) lpk   forestofficer@gmail.com   d) lpkforestofficer@gmail.com
72. laxman_p_k_brdl2002@yahoo.com   What is the domain name in this E-Mail ID?
73. What is the user name in above E-mail ID?
74. What is the expand of E-mail?
75. www.aranya.gov.in   in this website what is the hosting name?
76. Which is the free engine in Internet?
77. What is the long form of BSNL?
78. Give an example of free E-mail provider.
79. Long form of LAN=_____
80. From which option you will attach files to the E-Mail in the below screen shot?

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