KEONICS CLT MODEL TEST PREPARED BY MG SAHU GJC RANGAMPET TQ SHORAPUR DIST YADGIR

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<u>VOLUME 2</u>

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<u>SYLLABUS OF COMPUTER LITERACY TEST</u>

01. INTRODUCTION TO COMPUTER (5 MARKS)
02. INTRODUCTION TO WINDOWS AND WINDOWS CONCEPTS.
03. WORD PROCESSING IN ENGLISH: MS WORD (MAXIMUM 20 MARKS)
04. SPREAD SHEET — MS EXCEL (MAXIMUM 20 MARKS)
05. COMPUTER COMMUNICATION AND INTERNET (MAXIMUM 10 MARKS)
06. E-MAIL (MAXIMUM 10 MARKS)
07. POWER POINT (MAXIMUM 5 MARKS)
08. KNOWLEDGE OF KANNADA NUDI SOFTWARE IN (MAXIMUM 10 MARKS)

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1. Which of the following statements is correct?
a. www.google.com is the web site address to a popular search engine.
b. www.google.com is a computer virus.
c. www.google.com is an email address to a computer company
d. www.google.com is the name of the person who invented the Internet.

ANS: a) www.google.com is the web site address to a popular search engine.

2. Which of the following statements is correct?
a. johndow@yahoo.com is a web site (url).
b. johndow@yahoo.com is an email address.
c. johndow@yahoo.com is a computer name.
d. johndow@yahoo.com is a robot.

ANS: b) johndow@yahoo.com is an email address.

3. You want to indent the first line of a paragraph in a document. How do you do it?
a. Type "tab" once at the beginning of the paragraph.
b. Type five spaces at the beginning of the paragraph.
c. Type "tab" 5 times at the beginning of the paragraph.
d. Copy and paste five spaces at the beginning of the paragraph.

ANS: a) Type "tab" once at the beginning of the paragraph.

4. What might be attached to a USB port on your computer?
a. A television set.
b. A monitor
c. A cable modem.
d. A Printer

ANS: d) A Printer

5. What kind of program is usually used to access the WWW?
a. A file manager.
b. An email client.
c. A command-line interpreter.
d. A browser.

ANS: d) A browser.

6. If you want to save a modified image, what is the best format?
a. .doc
b. .html
c. .pdf
d. .jpg

ANS: d) .jpg

7. A formula has been entered in cell A4 in Excel If

A4		fx	=SUM(A1:A3)	
◇	**A**	**B**	**C**	**D**
1	2			
2	2			
3	6			
4	10			
5				

If the value in cell A1 is changed to 5, the value in cell A4 becomes:
a. 5
b. 13
c. #REF
d. SUM (A1:A3)

ANS: b) 13

8. The properties of a Clip Art file are shown below

Preview/Properties

Name:	Tourist
Type:	Gif
Dimensions:	173 (w) x 264 (h) pixels
Size:	18 KB
Created:	25/4/2006 8:40 AM
Orientation:	Portrait

Which of the following properties indicates the disk space needed to store the file:
a. Name
b. Type
c. Dimensions
d. Size

ANS: d) Size

9. Files have been moved to the Trash Bin, and the trash bin has been emptied. Which of the following is true of the deleted files?
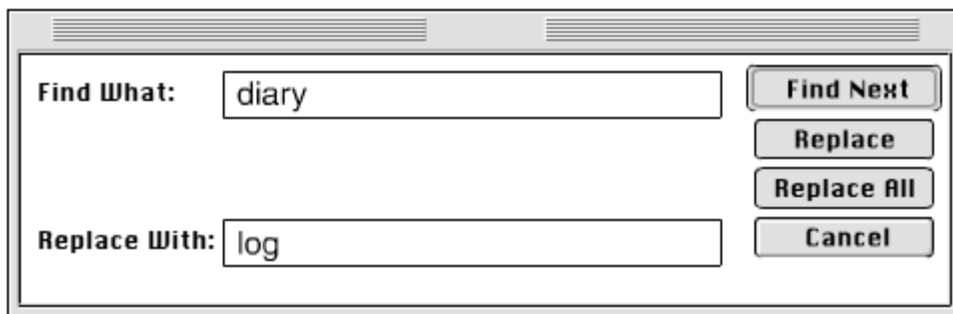
a. They are no longer accessible

b. They can be selected and changed
c. They appear in light grey shade
d. They can be retrieved, edited, and saved in a new location

ANS: d) They can be retrieved, edited, and saved in a new location

10. Someone typed the following passage in a word processing software

Probably one of the smartest and least troublesome habits you can get into is to enter data regularly in to your hardware and software mainenance **diary**. The more data you provide in your **diary** the better. Always keep a **diary** of what you check on each computer, when you run a backup, what you backup, and the content of the hard drive. A **diary** helps you to identify and isolate problems at an early stage.

Find What:	diary	Find Next
		Replace
		Replace All
Replace With:	log	Cancel

Which of the following buttons is used to replace the word *diary* with the word *log* every time it appears:
a. Find Next
b. Replace
c. Replace All
d. Cancel

ANS: b) Replace

11. You have a spreadsheet under the name "MathResults". You made changes to it and want to save it while maintaining a copy of the original spreadsheet, what do you do?

a. Click the [floppy disk] icon
b. Click "Save" in the file menu
c. Click "Save As" in the file menu
d. Used the shortcut CTRL/S

ANS: c) Click "Save As" in the file menu

12. You are looking at an online multimedia presentation, and some of the features do not load. What is the most likely reason?
a. Your digital camera is not plugged in
b. You have an outdated version of the software
c. Your screen is not big enough
d. You do not have a CD drive

ANS: b) You have an outdated version of the software

13. You want to use an image you found on a website in a word document, what's the first step?
a. click "Save Page As" from the browser menu and then use a photo editing software
to extract the image
b. Right-click on the image and select "save image as"
c. Right-click on the image and select "copy image location"
d. All of the above

ANS: d) All of the above

14. Who will receive the first copy of the following email?

a. Bob only
b. Bob, Barry, Roger, and Lisa
c. Bob, Roger, and Lisa
d. Roger, and Lisa

ANS: b) Bob, Barry, Roger, and Lisa

15. The screenshot shows an email with multiple attachments

Which attachment has the largest size?
a. composition.mp3
b. holiday.mov
c. worlds.pdf
d. application.doc

ANS: b) holiday.mov

16. Clip Art is

A.) text   B.) graphics

C.) Both '1' and '2'   D.) All of these

ANS: B.) graphics

17. Can text be mingled with graphics?

A.) Yes   B.) No

C.) Both '1' and '2'   D.) All of these

ANS: A.) Yes

18. Word Art is a

A.) text   B.) graphic

C.) independent program   D.) All of these

ANS: C.) independent program

19. You can set margins by using the dialog box

A.) font   B.) page setup

C.) margins   D.) All of these

ANS: B.) page setup

20. Two main orientations are portrait and

A.) landscape   B.) photo

C.) lying   D.) All of these

ANS: A.) landscape

21. Instruction's to computer are given through

A.) input unit   B.) ALU unit

C.) keyboard   D.) pen drive

ANS: A.) input unit

22. Calculations are made in computer with the help of its

A.) memory   B.) control unit

C.) ALU   D.) CPU

ANS: C.) ALU

23. A unit of measure equal to approximately 1 billion bytes is called a

A.) 1 MB   B.) 2 MB

C.) 2 GB   D.) 1 GB

ANS: C.) 2 GB

24. Which of the following is a unit of measurement used with computer system?

A.) Byte   B.) Megabyte

C.) Gigabyte   D.) All of these

ANS: D.) All of these

25. Which command used to copy files?

A.) Copy   B.) Diskcopy

C.) Type   D.) All of these

ANS: A.) Copy

26. To copy the hidden system files of DOS to another disk you can use the command

A.) copy   B.) Ren

C.) Sys   D.) Diskcopy

ANS: C.) Sys

27. Disk copy command in DOS is used to

A.) Copy a file   B.) Copy contents of one floppy disk to another

C.) Copy contents of CD-ROM to another   D.) All of the above

ANS: B.) Copy contents of one floppy disk to another

28. The command used to copy a file named temp.doc from drive C: to drive A: is

A.) copy temp.doc to a: B.) copy c: emp.doc a:

C.) copy c: a: D.) Copy temp a: c:

ANS: B.) copy c: emp.doc a:

29. External command in DOS are

A.) copy, edit, sys, format   B.) edit, sys, chkdsk

C.) chkdsk, prompt, date   D.) sys, ver, vol

ANS: B.) edit, sys, chkdsk

30. Can you shade your text?

A.) Yes   B.) No

C.) Both '1' and '2'   D.) None of these

ANS: A.) Yes

31. Is decimal a tab?

A.) Yes   B.) No

C.) Both '1' and '2'   D.) None of these

ANS: A.) Yes

32. In text you can find a word and replace it with another word using command

A.) find   B.) replace

C.) Both '1' and '2'   D.) None of these

ANS: B.) replace

33. You can save your document using which command?

A.) Save   B.) Save as

C.) Open   D.) Edit

ANS: A.) Save

34. Using this command you can find a word

A.) edit   B.) find

C.) file   D.) save

ANS: B.) find

35. What is the maximum length of a text field can be?

A.) 512 characters   B.) 50 characters

C.) No limit   D.) 255 characters

ANS: D.) 255 characters

36. What is the maximumm character field size you can set for a field that has a text data type?

A.) 64   B.) 255

C.) 512   D.) All of these

ANS: B.) 255

37. Which of the following field would not make a suitable primary key?

A.) A date field

B.) An invoice number

C.) An auto number field

D.) A customer's social security number

ANS: A.) A date field

38. Auto reports can contain each of the following elements except

A.) a detail section

B.) a page footer

C.) a group header

D.) All of these

ANS: C.) a group header

39. Need to see all the Information from two tables on one form, insert

A.) a page break

B.) a subform

C.) a linked command button

D.) All of the above

ANS: B.) a subform

40. Which is not an advantage of using computerised spreadsheets?

A.) Flexibility moving entries

B.) Speed of calculation

C.) Ability of generate tables

D.) Cost of initial setup

ANS: D.) Cost of initial setup

41. To select several cells or ranges that are not touching each other, what would you do while selecting?

A.) Hold down the Ctrl key

B.) Hold down the shift key

C.) Hold down the Alt key

D.) Hold down Ctrl + Shift key

ANS: A.) Hold down the Ctrl key

42. What is the Auto Summatize feature used for in Word 2000?

A.) It creates a 250 words, 500 words or 1000 words summary of the document

B.) It adds automatic headwise, bold and italic characters as well as automatic formatting of the document to give the look of a well summarized document

C.) It summarizes the statistics of the document into a report such as total words, total characters, total pages, total paragraphs, files size etc.

D.) None of the above

ANS: A.) It creates a 250 words, 500 words or 1000 words summary of the document

43. A certain spreadsheet shows in Page Break Preview that cells in Rows 1 - 25 have while background. The cells in row 26 that contain data have a dark grey background, when you click the Print button

A.) nothing will print because some cells with data have been omitted

B.) Only the cells with gray background will print

C.) the whole sheet will print

D.) only the cells with white background will print

ANS: D.) only the cells with white background will print

44. A constant is another name for this type of data

A.) number

B.) equation

C.) formula

D.) description

ANS: A.) number

45. What are lines, curve, freeform and scribble?

A.) Emphasis effects that can be applied to animations

B.) Types of custom motion paths

C.) Predefined entrance and exit effects

D.) All of the above

ANS: B.) Types of custom motion paths

46. Comments on presentation can record who wrote them and when they were added. What's the automatic way in PowerPoint 2002?

A.) Use online collaboration   B.) Use comments

C.) Use the notes page   D.) All of these

ANS: D.) All of these

47. When using PowerPoint, to play a PowerPoint show for previewing the show, select

A.) view, slide sorter   B.) view, slide

C.) view, slide show   D.) view outline

ANS: C.) view, slide show

48. In Microsoft PowerPoint in order to see all the slides on one screen use

A.) view, slide sorter   B.) view, slide

C.) view, master   D.) view, slide show

ANS: A.) view, slide sorter

49. What's the best place to find animated images for your PowerPoint 2002 presentation?

A.) Microsoft online   B.) Word clipart

C.) PowerPoint tools and ins   D.) All of the above

ANS: B.) Word clipart

50. The amount of Input tax that is permitted to be set off against output tax

A.) input tax   B.) output tax

C.) input credit   D.) outputcredit

ANS: C.) input credit

51. Hard disk drives are considered _____ storage.

A.) Flash   **B.) Nonvolatile**

C.) Temporary   **D.) Nonpermanent**

ANS: B.) Nonvolatile

52. _____ is when the more power hungry components, such as the monitor and drive, are put in idle.

A.) Hibernation   B.) Power down

C.) Standby mode   D.) The shutdown procedure

ANS: A.) Hibernation

53. The _____key and the ____key can be used in the combination with other keys to perform shortcuts and special tasks.

A.) Control, Alt   **B.) Function, toggle**

C.) Delete, insert   **D.) Caps Lock, Num Lock**

ANS: C.) Delete, insert

54. The most common input devices are the ____ and the ____.

A.) microphone, printer   **B.) scanner, monitor**

C.) digital camera, speakers   **D.) keyboard, mouse**

ANS: A.) microphone, printer

55. To save an exising file with a new name or to a new location, you should use the _____ command.

A.) Save   **B.) Save and replace**

C.) Save as   **D.) New file**

ANS: C.) Save as

56. Which type of software manages the computers process, functioning as an interface, connecting the user, the application software and the hardware?

   A.) System software   **B.) Utility program**

   C.) Operating system   **D.) Translator program**

   ANS: C.) Operating system

57. The portion of the CPU that co-ordinates the activities of all the other computer components is the

   A.) Motherboard   **B.) Coordination board**

   C.) Control unit   **D.) Arithmetic logic unit**

   ANS: C.) Control unit

58. Something which has easily understood instructions is said to be_____

   A.) User friendly   **B.) Information**

   C.) Word processing   **D.) Icon**

   ANS: A.) User friendly

59. In a database _____ fields store numbers used to perform calculation.

   A.) Next   **B.) Key**

   C.) Numeric   **D.) Alphanumeric**

   ANS: C.) Numeric

60. A(n) _____ is a combination of hardware and software that facilitates the sharing of information between computing devices.

   A.) Network   **B.) Peripheral**

C.) Expansion board   **D.) Digital device**

ANS: A.) Network

61. Which one of the following would not be considered as a form of secondary storage?

(a) Floppy Disk   (b) Optical Disk   (c) RAM
(d) Flash Drive   (e) Hard Disk

ANS: c) RAM

62. The Processor is an example of computer–

(a) Software   (b) Output Unit   (c) Storage
(d) Program   (e) Hardware

ANS: e) Hardware

63. A hexadecimal number is a number to the base–

(a) 2   (b) 20   (c) 16   (d) 4   (e) 8

ANS: c) 16

64. Java in computer programming is a–

(a) Compiler   (b) Hardware Device Driver
(c) Low-level Language   (d) High-level Language
(e) Programming Mid-level Language

ANS: d) High-level Language

65. Which of the following is not a binary number?

(a) 01010   (b) 11111   (c) 31121
(d) 00000   (e) 110110

ANS: c) 31121

66. What does the acronym WAN stand for?

(a) Widest Area Network   (b) Wild Area Network
(c) Wide Area Networking   (d) Wide Area. Network
(e) Wider Area Network

ANS: d) Wide Area. Network

67. FTP is an acronym for–

(a) File Transaction Protocol (b) File Truncation Protocol
(c) File Translation Protocol (d) File Transfer Protocol
(e) File Transmission Protocol

ANS: d) File Transfer Protocol

**68. Connections to the Internet using a phone line and a modem are called…..
connections.**

(a) Digital   (b) Dial-up   (c) Broadband
(d) Dish   (e) Both (b) and (c)

ANS: b) Dial-up

69. Documents converted to….. can be published to the web.

(a) A doc file   (b) HTTP   (c) machine language
(d) HTML   (e) None of these

ANS: b) HTTP

70. What is extension of Microsoft Word document?

(a) txt   (b) doc   (c) ppt   (d) xls   (e) psd

ANS: b) doc

71. Outlook Express is a(n)–

(a) protocol   (b) Search Engine   (c) Browser
(d) Network   (e) E-mail Client

ANS: e) E-mail Client

72. Printers and screens in computer system are common form of–

(a) Processing device   (b) Computation units   (c) Input units
(d) Storage units   (e) Output units

ANS: e)) Output units

73. LSI in chip technology stands for–

(a) Large-Scale Internet   (b) Low-Scale Integration
(c) Low-Scale Internet   (d) Local-Scale Integration
(e) Large-Scale Integration

ANS: e) Large-Scale Integration

74. Ctrl + n in MS word is used to–

(a) Save document　　　　　　　(b) Start Paragraph
(c) Open new document　　　　　 (d) Close document
(e) Open a saved document

ANS: c) Open new document

75. Connections to other documents or to other locations within a website is known as–

(a) Hyper connects　　　　　　　(b) Plug-ins
(c) Hyperlinks　　　　　　　　　(d) Filters　　　　　　　(e) Bots

ANS: c) Hyperlinks

76. Checking whether a program functions correctly and then correcting errors, it is known as–

(a) Error-proofing a program　　　(b) Default error-checking
(c) De-erroring　　　　　　　　　(d) Debugging　　　　　(e) Decoding

ANS: d) Debugging

77. Single-word reference to viruses, worms etc. is–

(a) harmware　　　　　　　　　　(b) virus　　　　　　　(c) phish
(d) malware　　　　　　　　　　　(e) killer war

ANS: d) malware

78. Converting the computer language of 1's and 0's to characters that can be understood is known as…...

(a) Selecting　　　　　　　　　　(b) Creating clip-art　　　(c) Decoding
(d) Generating　　　　　　　　　 (e) Highlighting

ANS: c) Decoding

79. Storage that returns its data after the power is turned off is referred' to as–

(a) Sequential storage　　　　　　(b) Direct storage
(c) Non-destructive storage　　　　(d) Non-volatile storage
(e) Volatile storage

ANS: d) Non-volatile storage

80. A compiler in computing means–

(a) A programmer.
(b) A person who compiles source program.
(c)Keypunch operator
(d) A gaming software
(e) A program whichtranslates source program into object program

ANS: e) A program whichtranslates source program into object program