

**Computer literacy course (clc) online exam multiple choice questions**

1. SMPS stands for \_\_\_\_\_?
  - a. **Switch mode power supply.**
  - b. Switch main power service.
  - c. Both a & b.
  - d. None of these.
2. Second generation computers are made of \_\_\_\_\_?
  - a. **Transistor.**
  - b. Digital device.
  - c. Microprocessor.
  - d. Memory.
3. A computer consists of \_\_\_\_\_?
  - a. CPU.
  - b. Memory.
  - c. Motherboard.
  - d. **All of the above.**
4. Pointing device \_\_\_\_\_?
  - a. Joy stick.
  - b. Mouse.
  - c. Track ball.
  - d. **All the above.**
5. An optical input device that interprets pencil marks on paper media is \_\_\_\_\_?
  - a. **O.m.r.**
  - b. Punch card reader.
  - c. Printer.
  - d. Cable.
6. The bar which shows the programme name is \_\_\_\_\_?
  - a. **Title bar.**
  - b. Menu bar.
  - c. Status bar.
  - d. No bar.
7. Windows is a \_\_\_\_\_?
  - a. Single user operating system.
  - b. Multiuser operating system.
  - c. Both a & b.
  - d. **None of the above.**
8. Windows is a user friendly operating system?
  - a. **Yes.**
  - b. No.
  - c. Maybe.
  - d. Never.
9. Paint and WordPad belongs to which group?
  - a. System tools.
  - b. **Accessories.**
  - c. Os group.
  - d. None of these.
10. What is the step to send a file in email?
  - a. Send file.
  - b. Type the file content.
  - c. Write to a CD/DVD.
  - d. **Attach file.**
11. Internet is a \_\_\_\_\_?
  - a. Software programmer.
  - b. Operating system.
  - c. **Network of networks.**
  - d. None of those.

12. Which of the following is not an example of web browser?
- Internet explorer.
  - Google chrome.
  - Mozilla Firefox.
  - Windows explorer.**
13. Http stands for \_\_\_\_\_?
- Hypertext markup language.
  - Hypertext transfer Para.
  - Home text transfer protocol.
  - Hypertext transfer protocol.**
14. Switching between portrait and landscape modes involves the \_\_\_\_\_ in ms word?
- Header and footer toolbar.
  - Print layout view.
  - Page setup dialog box.**
  - None of the above.
15. Clip art, picture belongs to \_\_\_\_\_ tab in ms-word?
- Insert—illustration.**
  - Insert—links.
  - Insert—pages.
  - Insert—clips.
16. In ms words to activate the ruler click \_\_\_\_\_ tab \_\_\_\_\_ group?
- View, show/hide.**
  - View, zoom.
  - View, window.
  - View, macros.
17. \_\_\_\_\_ is used for paragraph alignment?
- Saved data.
  - Collection of folder.
  - Symbol.
  - None of these.**
18. In ms word you can detect spelling and grammar errors by \_\_\_\_\_?
- Shift+f7.
  - Ctrl+f7.
  - Alt+f7.
  - F7.**
19. "ctrl+ p" is \_\_\_\_\_ in ms word?
- Open paragraph dialog box.
  - Open page format dialog box.
  - Open save dialog box.
  - Open print dialog box.**
20. Ctrl+ v will \_\_\_\_\_?
- Cut.
  - Copy.
  - Paste.**
  - None of those.
21. Which of the following is not the section break option in ms-word?
- Next page.
  - Previous page.**
  - Odd page.
  - Even page.
22. In ms word \_\_\_\_\_ shortcut key is used for file menu?
- Ctrl+f.
  - Alt+ f.**
  - Alt+ i.
  - None of the above.
23. The auto fill feature \_\_\_\_\_ in excel?
- Extends a sequential series of data.

- b. **Automatically adds a range of cell values.**
  - c. Applies a boarder around selected cells.
  - d. None of above.
- 24. Page down key \_\_\_\_\_ in ms-word?
  - a. Moves the cursor one line down.
  - b. Move the cursor one page down.
  - c. **Moves the cursor one screen down.**
  - d. Moves the cursor one paragraph down.
- 25. If you press \_\_\_\_\_ the cell accepts your typing as its contents in excel?
  - a. **Enter.**
  - b. Ctrl + enter.
  - c. Esc.
  - d. Insert.
- 26. Which of the following option is appropriate to show the numbers 9779851089510 in a cell in excel?
  - a. Enclose the number is brackets.
  - b. Place the character before the number.
  - c. Place the character before the number.
  - d. **Apply the text format in the cell and type the numbers.**
- 27. You can automatically adjust the size of text in a cell if they do not fit in width by \_\_\_\_\_ in excel?
  - a. Double clicking on the right border of column head.
  - b. From format choose columns and then auto fit selection.
  - c. **From format cells dialog box marks shrink to fit.**
  - d. All of above.
- 28. Which of the following function will use to find the highest number in a series of number in excel?
  - a. **Max (b1:b3).**
  - b. Maximum (b1:b3).
  - c. High (b1:b3).
  - d. Highest (b1:b3).
- 29. What is the shortcut key to hide entire column in excel \_\_\_\_\_?
  - a. Ctrl+ -.
  - b. **Ctrl+ 0.**
  - c. Ctrl+ h.
  - d. Ctrl+ c.
- 30. How to restrict values of a cell so that only whole numbers between 9 and 99 can be entered in a cell in excel?
  - a. The settings tab under the menu format → cells.
  - b. **The settings tab under the menu data → validation.**
  - c. The settings tab under the menu data → advanced filter.
  - d. The settings tab under the menu format → conditional formatting.
- 31. Each excel file is called a workbook because \_\_\_\_\_?
  - a. It can contain text and data.
  - b. It can be modified.
  - c. **It contains many sheets including worksheets and chart sheets.**
  - d. You have to work hard to create it.
- 32. How to restrict to run a macro automatically when starting Microsoft excel?
  - a. **Hold down the shift key during startup.**
  - b. Hold down the ctrl key during startup.
  - c. Hold down the esc key during startup.
  - d. Hold down the alt key during startup.
- 33. If function button present in \_\_\_\_\_ wizard in excel?
  - a. Format painter.
  - b. **Function.**
  - c. Auto sum.
  - d. None of the above.
- 34. In power point to open a new slide \_\_\_\_\_ key is used?
  - a. **Ctrl+ m.**
  - b. Shift+ m.
  - c. Alt+ m.

- d. None of above.
35. Which of the following statement is true?
- You can insert text boxes from drawing toolbar in PowerPoint.**
  - You cannot insert text boxes from drawing toolbar in PowerPoint.
  - Text boxes are provides when you choose a layout and can't be inserted afterwards.
  - None of above.
36. Which of the following statements is not true?
- You can type text directly into a PowerPoint slide but typing in text box is more convenient.**
  - From insert menu choose picture and then file to insert your images into slides.
  - You can view a PowerPoint presentation in normal, slide sorter or slide show view.
  - You can show or hide task pane from view → toolbars.
37. Which of the following statement is false?
- If you choose to select from one of the pre-made slide layouts, you can change the positioning.
  - If you choose to select from the pre-made slide layouts, you cannot delete the objects in the layout.**
  - Blank slide is at the top of the 'content layouts' area in the slide layout panel.
  - All of above are false statements.
38. What is a motion path?
- A type of animation entrance effect.
  - A method of advancing slides.
  - A method of moving items on a slide.**
  - All of the above.
39. KSCLP stand for?
- Script code for language processing
  - Karnataka script code for language processing
  - Kannada script code for language processing**
  - None
40. Which option is choosed to type Kannada in ms word mailing in kannada?
- Ekabhase
  - Dwibhase
  - Scroll lock off
  - Unicode**
41. Starting Nudi 4.0 program
- Start button→all programs→choose nknudi 4.0**
  - Choose nude 4.0 in ms-office tab
  - Start button→all programs→choose ms-word
  - None
42. In “ nudi 01k” we can type\_\_\_\_\_?
- Kannada & English numbers
  - English & kannada with English numbers
  - Kannada & kannada numbers**
  - English & kannada with kannada numbers
43. Kannada Nudi developed by
- Hcl
  - Kannada ganaka parishat**
  - Ngo
  - None
44. Verification of a login name and password is known as:
- Configuration
  - Accessibility
  - Authentication**
  - Logging in
45. Man stands for\_\_\_\_\_?
- Metro area net
  - Metropolitan area network**
  - Both a & b
  - All the above
46. Internet explorer falls under?

- a. Operating system
  - b. Compiler
  - c. Browser**
  - d. Ip address
47. ISP stands for \_\_\_\_\_?
- a. Internet service provider**
  - b. Internet service publisher
  - c. Internet server provider
  - d. All the above
48. www.keonics.in where .in refers
- a. Domain name**
  - b. Organization
  - c. Both a & b
  - d. None of the above
49. Bios stand for \_\_\_\_\_?
- a. Basic input output system**
  - b. Broad input output system
  - c. Both a & b
  - d. None of the above
50. Dot-matrix, desk jet, inkjet and laser are all types of which computer peripherals?
- a. Software
  - b. Monitor
  - c. Printers**
  - d. Keyboard
51. Operating system is the most common type of \_\_\_\_\_ software.
- a. Application
  - b. Utility
  - c. System**
  - d. Word
52. Used to plot designs \_\_\_\_\_?
- a. Laser printer
  - b. Plotter**
  - c. Inkjet printer
  - d. None
53. Start button will appear in \_\_\_\_\_ ?
- a. Desktop
  - b. Document
  - c. Task bar**
  - d. My computer
54. Deleted files will go to \_\_\_\_\_?
- a. Document
  - b. Recycle bin**
  - c. My computer
  - d. Explorer
55. An example of an operating system is \_\_\_\_\_?
- a. Windows xp
  - b. Unix or Linux
  - c. Mac Os
  - d. All of the above**
56. Folder can be created in desktop?
- a. True**
  - b. False
  - c. None of the above
  - d. Both a and b
57. Benefits of email are \_\_\_\_\_?
- a. Speed
  - b. Cost

- c. Record keeping
  - d. **All of the above**
58. E-mail is a kind of facility related to \_\_\_\_\_?
- a. Education
  - b. Advertisement
  - c. Commerce
  - d. **Communication**
59. A word field may consist of an optional field instruction called a(n)\_\_\_\_\_?
- a. Subdocument
  - b. Symbol
  - c. Signal
  - d. **Switch**
60. The keyboard ctrl+ i is used to \_\_\_\_\_?
- a. Increase font size
  - b. Inserts a line break
  - c. Indicate the text should be bold
  - d. **Applied italic format to selected text**
61. In ms word ctrl+ x shortcut key is used for \_\_\_\_\_ ?
- a. Print
  - b. Copy
  - c. **Cut**
  - d. None of the above
62. Ctrl+ i will \_\_\_\_\_ in ms-word?
- a. **Italic**
  - b. Left indent
  - c. Save document
  - d. Close document
63. Which of the following is required before performing mail merge in ms-word?
- a. Create
  - b. Modify
  - c. Sort
  - d. **All of the above**
64. In ms word pressing f8 key for three times selects \_\_\_\_\_?
- a. Word
  - b. **A sentence**
  - c. A paragraph
  - d. Entire document
65. How many types of alignments are there?
- a. 2
  - b. 1
  - c. **4**
  - d. 3
66. Which feature helps you to insert the contents of the clipboard as text without any formatting in ws- word?
- a. **Paste special**
  - b. Format painter
  - c. Page setup
  - d. Styles
67. Mail merge facility is used when\_\_\_\_\_?
- a. **Multiple copies of same letter with different to be prepared**
  - b. Only one letter can take.
  - c. Cannot take address.
  - d. Not possible to take even one
68. In ms word, ctrl+s for
- a. Scenario
  - b. Size
  - c. **Save**
  - d. Spelling check

69. A function inside another is called \_\_\_\_\_ in excel ?
- Nested function**
  - Round function
  - Sum function
  - Text function
70. Which of the following is correct in excel?
- .=average(4,5,6,7)
  - .=average(a1,b1,c1)
  - .=average(a1,a9,b1:b9)
  - .=all of the above**
71. In order to perform a calculation in a spreadsheet, you need to use \_\_\_\_\_?
- Table
  - Formula**
  - Field
  - Variable
72. You can group noncontiguous worksheets with \_\_\_\_\_ in excel?
- The alt+ enter key
  - The ctrl key and mouse**
  - The shift key and the mouse
  - The group button on the standard toolbar
73. Which of the following is correct in excel?
- .=power(2^3)
  - .=power(2,3)**
  - .=power(2#3)
  - .=power(2\*3)
74. Which of the following methods will not enter data in a cell in excel?
- Pressing the esc key**
  - Pressing an arrow key
  - Pressing the tab key
  - Clicking the enter button to the formula bar
75. What does the now () function return?
- It return the serial number of the current data and time**
  - It returns the serial number of the current date
  - It returns the serial number of the current time
  - None of the above
76. What is the keyboard shortcut for creating a chart from the selected cells?
- F3
  - F5
  - F7
  - F11**
77. Which of the following is not an underline option in the format cells dialog box?
- Double
  - Single accounting
  - Double accounting
  - Single engineering**
78. There are \_\_\_\_\_ columns excel.
- 65536
  - 16384**
  - 286
  - 1200
79. Which of the following should you use if you want all slides in the presentation to have the same 'look'?
- The slide layout
  - Add a slide option
  - Outline view
  - A presentation design template**
80. Which of the following statement is true?
- You can insert text boxes from drawing toolbar in PowerPoint**

- b. You cannot insert text boxes from drawing toolbar in PowerPoint
  - c. Text boxes are provided when you choose a layout and can't be inserted afterwards
  - d. None of above
81. Which of the following method can insert a new slide in current presentation?
- a. Right click on the slide panel and choose new slide
  - b. From insert menu choose new slide
  - c. Click on new slide button on toolbar
  - d. **All of above**
82. Which tab is not available on left panel when you open a presentation
- a. Outline
  - b. Slide
  - c. **Notes**
  - d. All of above available
83. Shortcut key to slide show from beginning is \_\_\_\_\_?
- a. View, slide
  - b. View, slide sorter
  - c. View, master
  - d. **View, slide show**
84. We can type file name in Kannada using \_\_\_\_\_?
- a. Ekabhase
  - b. **Unicode**
  - c. Dwibhase
  - d. Nudi 01 e
85. While using Nudi 4.0 using scroll lock should be on
- a. False
  - b. **True**
  - c. Both a & b
  - d. None of the above
86. How to type Kannada in ms word table?
- a. Select table and change the font
  - b. Select the table box individually and change the font
  - c. **Scroll lock on to type the kannada**
  - d. None of these
87. Nudi supports most of the windows base database system like access, oracle,sql,db2,mysql
- a. False
  - b. **True**
  - c. Both a & b
  - d. None of the above
88. Unicode has \_\_\_\_\_font?
- a. Nudi b Akshara
  - b. **Nudiuni01e**
  - c. Nudi web 03
  - d. Nudi 11 e
89. Internet is an example for
- a. Man
  - b. Lan
  - c. Pan
  - d. **Wan**
90. Wi-Fi stands for
- a. **Wireless fidelity**
  - b. Wireless flicker
  - c. Both a & b
  - d. None of these
91. The process of transferring files from a computer on the internet to your computer is called \_\_\_\_\_?
- a. Uploading
  - b. Forwarding
  - c. Ftp



**d. Downloading**

92. Moving from one website to another is called \_\_\_\_\_?
- Downloading
  - Browsing**
  - Uploading
  - Attachment
93. USB stands for
- Universal serial bus.**
  - Universal series bus
  - Universal switch band
  - All the above
94. Ram stands for \_\_\_\_\_?
- Random access memory**
  - Read acceptable memory
  - Record access memory
  - Ready access memory
95. A computer consists of \_\_\_\_\_?
- Cpu
  - Memory
  - Motherboard
  - All the above**
96. Which of the following memory is non-volatile?
- Hard disk
  - Ram
  - Rom**
  - Ram & rom
97. Abacus is a \_\_\_\_\_?
- Computing device
  - Counting device**
  - Both a & b
  - None of the above
98. Which unit acts as the central nervous system of computer?
- Alu
  - Cu**
  - Memory
  - Registers
99. Note pad is used to create \_\_\_\_\_?
- Documents
  - Text files**
  - Picture files
  - All the above
100. Folders are the collection of \_\_\_\_\_?
- Computers
  - Networking
  - Files and sub-folder**
  - Users
101. Folder is a \_\_\_\_\_?
- Briefcase
  - Storage location of files
  - Storage area
  - All the above**
102. \_\_\_\_\_ is a component of window
- Title bar
  - Menu bar
  - Desktop
  - Control box**
103. Start button will appear in \_\_\_\_\_?

- a. Desktop
  - b. Document
  - c. **Task bar**
  - d. My computer
104. Url stands for?
- a. Universal record link
  - b. **Universal resource locator**
  - c. Universal resource learning
  - d. Universal register locator
105. Ip stands for?
- a. Internet provider
  - b. **Internet protocol**
  - c. Internet procedure
  - d. Internet policy
106. What are the uses of internet?
- a. Communication
  - b. Information retrieval
  - c. Presentation of information
  - d. **All of the above**
107. Uppercase on change case dialog box and all caps on fonts dialog box both converts selected text into capital letter.  
What the difference between the two?
- a. **Both are same. They are only two different way of capitalize text.**
  - b. It is faster to convert from change case that from font dialog box.
  - c. Change case makes conversion permanent but all caps on font can always be reverted
  - d. All caps on font dialog box makes the change permanent where change case can be always reverted
108. Which operating you will perform if you need to move a block of text?
- a. Copy and paste
  - b. **Cut and paste**
  - c. Paste and delete
  - d. Paste and cut
109. "ctrl+ page up " is used to \_\_\_\_\_ in ms-word
- a. **Moves the cursor one page up**
  - b. Moves the cursor one paragraph up
  - c. Moves the cursor one screen up
  - d. Moves the cursor one line up
110. Superscript, subscript, outlines, emboss, and engrave are known as \_\_\_\_\_?
- a. Font styles
  - b. **Font effects**
  - c. Word art
  - d. Text effects
111. What are inserted as cross – reference in word?
- a. Placeholders
  - b. Bookmarks
  - c. Objects
  - d. **Word fields**
112. In ms-word the spelling tool is placed on \_\_\_\_\_ button
- a. Standard
  - b. Formatting
  - c. Drawings
  - d. **Review**
113. "Ctrl+home" is used to \_\_\_\_\_ in ms – word?
- a. **Moves the cursor to the beginning of document**
  - b. Moves the cursor to the beginning of line
  - c. Moves the cursor to the beginning of paragraph
  - d. All of the above
114. Default font in ms word is \_\_\_\_\_?
- a. Times new roman

- b. **Arial**
  - c. Book man old style
  - d. Verdhan
115. Where can you find the horizontal split bar on?
- a. On the left of horizontal bar
  - b. On the right of horizontal scroll bar
  - c. **On the top of vertical scroll bar**
  - d. On the bottom of vertical scroll bar
116. "Ctrl + c" is \_\_\_\_\_?
- a. **Copy the selected text**
  - b. Cut the selected text
  - c. Print the selected text
  - d. Paste the selected text
117. How to fit long texts in a single cell with multiple lines in excel?
- a. Start typing in the cell and and press the enter key to start another line
  - b. **Use the warp text option in the format->alignment menu**
  - c. Use the shrink to fit option in the format ->cells->alignment menu
  - d. All of above
118. How to display text as vertically in a cell?
- a. Choose vertical on text alignment in format cells dialog box.
  - b. **Choose 90 degrees in orientation of format cell dialog box.**
  - c. Choose distributed from the vertical drop down list of format cells dialog box.
  - d. Choose center across selection from horizontal combo box in format cells dialog box.
119. What is the quickest way to select entire worksheet in excel?
- a. Choose edit->select all from the menu.
  - b. Click on the first column, press ctrlr, and then click on the last column.
  - c. Click on the first column, press shift, and then click on the last column.
  - d. **Click on the rectangle box on the upper left comer where column heading and row heading meet.**
120. What is the symbol for multiplying?
- a. >
  - b. /
  - c. !
  - d. \*
121. Which of the following is not an option of the spelling dialog box in excels?
- a. Ignore
  - b. Ignore all
  - c. **Edit**
  - d. Change
122. .... Step used to merge the cells in excel.
- a. File –merge cells
  - b. **Edit –merge**
  - c. Select the cells right click merge cells
  - d. Select the table right click merge cells
123. What value will display if the formula=" \$10.00"+10 is entered into a cell in excel?
- a. 10
  - b. **20**
  - c. "\$10.00"+10
  - d. 50
124. Which of the following format you can decide to apply or not in auto format dialog box in excel?
- a. Number format
  - b. Border format
  - c. Font format
  - d. **All of above**
125. "qtr1, qtr2, qtr3" is an example of ..... In excel
- a. Formula
  - b. Function
  - c. **Series**

- d. Syntax
126. How to specify cell range a1 to a99 in excel\_\_\_\_\_?
- a. A9to a99
  - b. A9-a99
  - c. A9,a99
  - d. **A9:a99**
127. \_\_\_\_\_ controls all the main slide control tasks for your presentation
- a. **Task pane**
  - b. Task bar
  - c. Control panel
  - d. None of above
128. Smart art present in \_\_\_\_\_ tool bar?
- a. Status
  - b. Drawing
  - c. Standard
  - d. **None of those**
129. To start Microsoft PowerPoint application
- a. Click on start→programs→all programs→ Microsoft PowerPoint
  - b. Hit ctrl+ r then type ppoint.exe and enter
  - c. **Click start→run then type PowerPoint then press enter**
  - d. All of above
130. List box and text box are\_\_\_\_\_?
- a. **Some other than that in a list box the bullets are enabled**
  - b. Different list boxes are used to present lists and can't be created with text boxes
  - c. Both of above
  - d. None of above
131. From which menu you can access picture, text box, chart etc.\_\_\_\_\_?
- a. File
  - b. Edit
  - c. **Insert**
  - d. View
132. Nudi is a \_\_\_\_\_?
- a. **Application software**
  - b. System software
  - c. Utility software
  - d. Driver
133. If you do not see Kannada after running Nudi, what will you change to make it visible?
- a. Application
  - b. Nudi
  - c. User
  - d. **Font**
134. In Nudi 01 k can we type both kannada and English language?
- a. **Only kannada**
  - b. Only English
  - c. Both English and kannada
  - d. By scroll lock on we can type Englishs
135. Nudi can be used for dynamic font embedding purposes
- a. False.
  - b. **True.**
  - c. A & b.
  - d. None.
136. Html is used to create\_\_\_\_\_?
- a. Machine language program.
  - b. High level program.
  - c. **Web page.**
  - d. Web server.
137. A web site's front page/main page is called\_\_\_\_\_?

- a. Browser page.
  - b. Search page.
  - c. **Home page.**
  - d. Bookmark.
138. LED stands for \_\_\_\_\_?
- a. **Light emitting diode.**
  - b. Light ethelon diode.
  - c. Liquid electronic display.
  - d. All the above.
139. KB stands for \_\_\_\_\_?
- a. kilogram bits
  - b. **kilo byte**
  - c. A & B
  - d. None.
140. \_\_\_\_\_ known as “father of computer”?
- a. **Charles Babbage**
  - b. Jon von Neumann
  - c. hardware aiken
  - d. Herman Hollerith
141. Secondary memories \_\_\_\_\_?
- a. Hard disk
  - b. Pen drive
  - c. **Both A & B**
  - d. Ram.
142. Shortcut key to shut down is \_\_\_\_\_?
- a. **Alt+f4**
  - b. Alt+f9
  - c. Ctrl+Shieft+f5
  - d. Ctrl+f4
143. To select multiple files hold \_\_\_\_\_ button?
- a. Shift
  - b. Alt + Shift
  - c. **Control**
  - d. Control + shift
144. Shortcut key to rename files & folders is \_\_\_\_\_?
- a. F5
  - b. F3
  - c. F1
  - d. **F2**
145. E-mail is a kind of facility related to \_\_\_\_\_?
- a. Education
  - b. Advertisement
  - c. Commerce
  - d. **Communication**
146. E mail stands for \_\_\_\_\_?
- a. **electronic mail**
  - b. communication mail
  - c. commerce mail
  - d. electrical mail
147. Expansion of www is \_\_\_\_\_?
- a. wide web word
  - b. **world wide web**
  - c. web wide web
  - d. web world wide
148. What is gutter margin?
- a. Margin that is added to the left margin when printing.
  - b. Margin that is added to right margin when printing

c. **Margin that is added to the binding side of page when printing.**

d. Margin that is added to the outside of the page when printing.

149. Why drop caps are used to document?

a. To drop all

b. To automatically begin each paragraph with capital letter

c. **To begin a paragraph with a large dropped with capital letter**

d. None of above

150. Intersection of row and columns\_\_\_\_\_?

a. Work book

b. **Cell**

c. Work sheet

d. Excel file