

DICA Q&A

1. Used to plot designs _____?
 - a. Laser printer
 - b. Plotter**
 - c. Inkjet printer
 - d. None
2. Which of the following memory is non-volatile?
 - a. Hard disk
 - b. Ram
 - c. Rom**
 - d. Ram & Rom
3. The _____ displays the name of the active document?
 - a. Status bar
 - b. Menu bar
 - c. Title bar**
 - d. None of the above
4. Recycle bin is a place where _____ files and folders are stored?
 - a. Saved
 - b. Deleted**
 - c. Stored
 - d. Backup
5. 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**
6. Email stands for _____?
 - a. Electronic Mail**
 - b. Communication Mail
 - c. Commerce mail
 - d. Electrical Mail
7. _____ is the extension of MS word.
 - a. .txt
 - b. .doc**
 - c. .htm
 - d. .exe
8. "Ctrl + p" is _____?
 - a. Open paragraph dialog box
 - b. Open page format dialog box
 - c. Open save dialog box
 - d. Open print dialog box**
9. Which of the following is not the section break option in MS-word?
 - a. Next page
 - b. Previous page**

- c. Odd page
 - d. Even page
10. Bold, Italic, Regular are known as _____?
- a. **Font styles**
 - b. Font effects
 - c. Word art
 - d. Text effects
11. To view headers and footers, you must switch to _____ in MS-word?
- a. Normal view
 - b. Print layout view
 - c. Print preview mode
 - d. **Both b and c**
12. Selecting the rows 5 & 6 then choose insert -> row what will happen in excel?
- a. **2 rows will be inserted after row 4**
 - b. 2 rows will be inserted after row 5
 - c. 2 rows will be inserted after row 6
 - d. 2 rows will be inserted after row 7
13. A table includes _____?
- a. Formulas
 - b. **Rows & columns**
 - c. Text
 - d. Lines
14. Selecting the column G & H then choose insert -> column what will happen in excel?
- a. **2 columns will be inserted after row F**
 - b. 2 columns will be inserted after row G
 - c. 2 columns will be inserted after row H
 - d. 2 columns will be inserted after row I
15. Which of the following is not an underline option in the format cells dialog box?
- a. Double
 - b. Single Accounting
 - c. Double Accounting
 - d. **Single Engineering**
16. _____ Number of columns and rows in excel?
- a. **16384 & 1048576**
 - b. 15389 & 1148576
 - c. 14384 & 1048576
 - d. 16300 & 10000
17. 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
18. Which of the following statement is false?

- a. If you choose to select from one of the pre-made slide layouts. you can change the positioning
 - b. If you choose to select from the pre-made slide layouts, you cannot delete the objects in the layout
 - c. Blank slide is at the top of the 'content layout' area in the slide layout panel.
 - d. All of above are false statements.**
19. To start slide show of a presentation _____?
- a. Hit f5 key
 - b. From slide show menu choose view show option
 - c. From slide show menu choose rehearse timing
 - d. Both a & b**
20. What lets you to create new presentation by selecting ready-made font color and graphics effects?
- a. Presentation templates
 - b. Master slide
 - c. Design template**
 - d. Animation scheme
21. KSCLP stand for?
- a. Script code for language processing
 - b. Karnataka script code for language processing
 - c. Kannada script code for language processing**
 - d. None
22. Web enabled font in Nudi is?
- a. Nudi 01-e**
 - b. Nudi b akshara(Unicode)
 - c. Nudi sarala
 - d. Nudi web
23. HTML is used to create _____?
- a. Machine language program
 - b. High level program
 - c. Web page**
 - d. Web server
24. ISP stands for _____?
- a. Internet service provider.**
 - b. Internet service publisher.
 - c. Internet server provider.
 - d. All of the above.
25. Which of the following is not valid version of MS office?
- a. Office XP
 - b. Office vista**
 - c. Office 2010
 - d. Office 2007
26. In MS-word, which bar is usually located below that title bar that provides categorized options?
- a. Menu bar**

- b. Status bar
 - c. Tool bar
 - d. Scroll bar
27. In MS-word, which operation you will perform if you need to move a block of text?
- a. Copy and paste.
 - b. Paste and cut.
 - c. **Cut and paste.**
 - d. Paste and delete.
28. In MS-word, on which toolbar can you find format painter tool?
- a. **Formatting toolbar**
 - b. Picture toolbar
 - c. Drawing toolbar
 - d. Standard toolbar
29. "Ctrl + page down" is used to _____ in MS-word?
- a. Moves the cursor one line down.
 - b. Moves the cursor one page down.
 - c. Moves the cursor one screen down.
 - d. **Moves the cursor one paragraph down.**
30. How to open recent publications in PageMaker?
- a. File > open
 - b. File > new
 - c. File > save
 - d. **File > recent publication**
31. Short cut key to grow font size in page maker is _____?
- a. **Ctrl + shift + >**
 - b. Alt + >
 - c. Shift + >
 - d. None
32. PageMaker publication has _____ default number of pages?
- a. One page
 - b. **2 pages**
 - c. 3 pages
 - d. 4 pages
33. We can create a booklet and books in _____?
- a. Photoshop
 - b. CorelDraw
 - c. MS excel
 - d. **PageMaker**
34. _____ Short cut key to apply bold effect for text in PageMaker?
- a. **Ctrl + shift + B**
 - b. Ctrl + shift + I
 - c. Ctrl + shift + U
 - d. Ctrl + shift + K
35. In CorelDraw, extract contents option is used to separate _____?

- a. Container
 - b. Contents
 - c. **Container & contents**
 - d. None
36. To get the zoom to fit key board shortcut is _____ in CorelDraw?
- a. F5
 - b. F8
 - c. **F4**
 - d. Shift + F4
37. CorelDraw will start the search for the text from the current page?
- a. **True**
 - b. False
 - c. A & B
 - d. None
38. In CorelDraw, texture fill option is used to give appearance of _____?
- a. Natural
 - b. Artificial
 - c. **Both**
 - d. Basic
39. To get the back of layer _____ key is used in CorelDraw?
- a. **Shift + pgdn**
 - b. Alt + pgdp
 - c. Ctrl + end
 - d. Shift + pgup
40. How to delete layer in Photoshop?
- a. File > delete
 - b. Edit > delete
 - c. **Layer > delete**
 - d. Select > delete
41. In Photoshop, shadow effect that falls behind the contents on the layer is _____?
- a. Outer glow
 - b. **Drop shadow**
 - c. Bevel and emboss
 - d. Inner shadow
42. Photoshop is _____ editing the software?
- a. **Image**
 - b. Software
 - c. Word
 - d. All of the above
43. _____ Tool makes customized shapes selected from a custom shape list in Photoshop?
- a. Pen tool
 - b. Eyedropper
 - c. Zoom tool
 - d. **Custom shape**

44. _____ Tool is used to make the photo black & white in Photoshop?
- a. **Dodge**
 - b. Sponge
 - c. Sharpen
 - d. Burn
45. Pdf creator as the best free software package for creating _____ files in windows?
- a. Documents
 - b. Statements
 - c. **PDF**
 - d. Database
46. Password can be assigned to pdf files?
- a. No
 - b. **Yes**
 - c. Never
 - d. May be
47. Pdf document can be edited using pdf reader?
- a. **Yes**
 - b. No
 - c. May be
 - d. Never
48. What must you do to use a computer to edit footage captured with a digital video camera?
- a. Install a video digitizer in the PC
 - b. **Import the video footage using a FireWire cable or the equivalent**
 - c. Digitize the video footage
 - d. Store the video clips on a DVD
49. If a photographic image looks fine when displayed on a computer screen but appears jagged and rough when printed, the problem has to do with the images?
- a. Bit depth
 - b. Dimensions
 - c. Vector
 - d. **Resolution**
50. Which technology is 3-D graphics software based largely on?
- a. **Object-oriented graphics**
 - b. Presentation graphics
 - c. Bitmapped graphics
 - d. Photographic image-editing software.