



# Bank Job Lecture Sheet

## Lecture



### Lecture Contents

- ☑ Computer Software
- ☑ Operating System
- ☑ Microsoft Windows
- ☑ Computer security

### Teachers Discussion

Computer Software, Operating System & MS Windows-এর উপর সরকারি ও প্রাইভেট ব্যাংকের পরীক্ষার ভীষণ গুরুত্বপূর্ণ একটি অধ্যায়। প্রায় সকল ব্যাংকে এই অধ্যায় থেকে MCQ-তে ২ বা ৩টি প্রশ্ন এসে থাকে। ক্লাসে MCQ ফরম্যাটে পড়ানোর সুবিধার্থে টপিকগুলো ক্লাসিফাইড করা হলো।

#### Discussed Topics:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>❖ Definition of Software</li> <li>❖ Types of Software</li> <li>❖ Definition of Operating System</li> <li>❖ Functions of Operating System</li> <li>❖ Types of Operating System</li> <li>❖ User Interface</li> <li>❖ Some Important Operating System</li> </ul> | <ul style="list-style-type: none"> <li>❖ Mobile Operating System</li> <li>❖ MS-DOS</li> <li>❖ Versions of MS-Windows</li> <li>❖ Desktop</li> <li>❖ MS-Windows Shortcut Keys</li> <li>❖ Definition of Computer security</li> <li>❖ Methods to provide protection</li> <li>❖ Components of Computer Security</li> <li>❖ Sources of Cyber Attack</li> <li>❖ Malware: Threats to Computer Security</li> <li>❖ Some Other Threats to Computer Security</li> <li>❖ Solutions to Computer Security Threats</li> <li>❖ Terms Related to Security</li> </ul> |
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### Computer Software

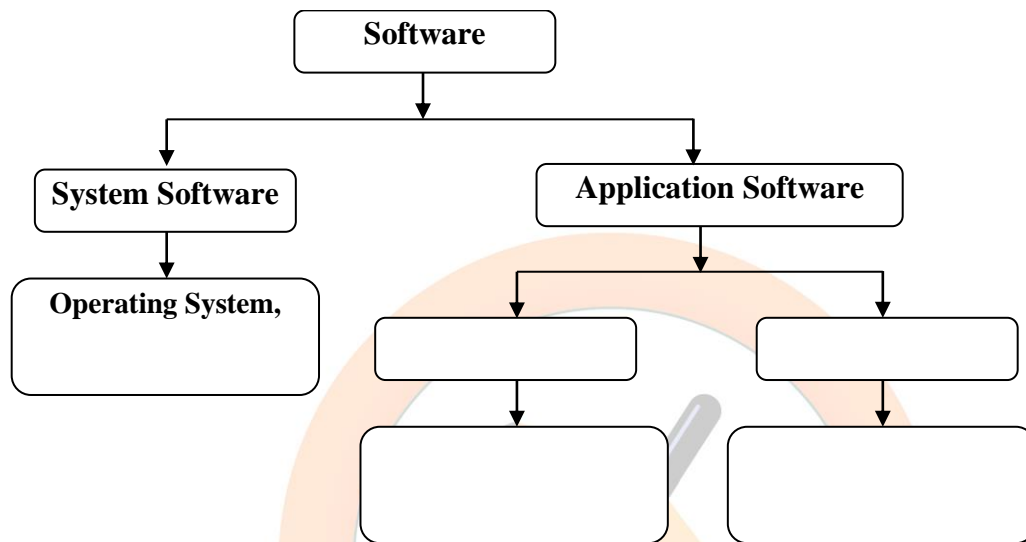
#### Definition of Computer Software:

Computer software is a collection computer programs and related data that provide the instructions for telling a computer what to do and how to do. A software is an interface between the user and the computer. It is a set of instructions, programs that are used to give command to the hardware. It is



responsible for controlling, integrating, and managing the hardware components of a computer system and for accomplishing specific tasks.

### Types of Software:



### System Software:

It consists of several programs, which are directly responsible for controlling, integrating and managing the hardware components of a computer system. The purpose of system software is to insulate the applications programmer as much as possible from the detail of the particular complex computer being used.

- **Operating System:** It consist of programs, which control, coordinate and supervise the activities of the various components of a computer system. Operating system performs all internal management functions and ensures systematic functioning of a computer system.
- **Translator:** Translator is a computer program or set of instruction that converts instructions written in programming languages or source code to machine language or object code.
  1. Assembler
  2. Compiler
  3. Interpreter
- **Database management system:** DBMS is a computer software system which constructs, expands, sorts and maintains the database. It also provides the interface between the user and the data in the database.
- **Utilities:** It is also called service program. It is a small system which provides a useful service to the user and enhance the capabilities of operating system. It makes it easier to use computer. It performs a very specific task, usually related to managing system resources and tells the computer how to use its components. The operating system contains a number of utilities for managing disk drives, printers and other devices.

#### Some utilities are:

- |                    |                 |                         |                   |
|--------------------|-----------------|-------------------------|-------------------|
| 1. Disk formatting | 2. Disk cleaner | 3. Disk compression     | 4. Backup program |
| 5. Virus scanner   | 6. Debugger     | 7. Disk defragmentation |                   |

- **Device driver:** A device driver or software driver is a computer program that allows high-level computer programs to interact with a hardware device. A driver interacts with the device through the bus or communications subs system to which the hardware connects. Device drivers are hardware dependent.

### Application Software:

Applications software perform the specific jobs for the user such as producing a payroll, or stock control program or solving problem etc. It is on top of systems software because it is unable to run without the operating system utilities. It includes programs that do real work for users. It is also called end-user programs and it includes word processors, spreadsheets and database management systems etc. There are two types of application software

1. **Special purpose application software:** Special Purpose Software is a type of software that can only be used for only one specific thing. For example, weather forecasting, aero plane control etc.
2. **General purpose application software:** General purpose application software is generally tools that provide specific capabilities, but not in support of a specific purpose. For example, a spreadsheet program is a general-purpose application.

There are some general application packages: Application packages a program available in market for use in computer.

- |                           |                          |                      |
|---------------------------|--------------------------|----------------------|
| 1. Electronic Spreadsheet | 2. Word Processor        | 3. computer Graphics |
| 4. Desktop Publishing     | 5. Database Package      | 6. Report generator  |
| 7. Accounting Package     | 8. Presentation Software | 9. Turnkey system    |
| 10. Free ware             |                          |                      |

### আলোচ্য টপিক থেকে → Previous & Important Questions

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. <b>A chatbot or chatterbot is-</b> [Combined 9 Bank Senior Officer (General)-2023]<br/>a. Hardware      b. Firmware<br/>c. Human ware      d. Software      <b>Ans: D</b></li> <li>2. <b>Windows media player is an example of-</b> [Karmasangsthan Bank Ltd. DEO-2022]<br/>a) Operating system      b) Application software<br/>c) System software      d) Browser      <b>Ans: b</b></li> <li>3. <b>Which one is the part of software vulnerability?</b> [Sonali &amp; Janata Bank Officer-IT-2020]<br/>a) Passing internal information by employees<br/>b) Hidden bugs<br/>c) Radiation of Transmission line<br/>d) Lack of user's knowledge      <b>Ans: b</b></li> <li>4. <b>Programmers begin roughly cut the logic they will use in the-stage of software SDLC.</b> [Sonali &amp; Janata Bank Officer-IT-2020]<br/>a) Design      b) Development<br/>c) Implementation      d) Testing      <b>Ans: d</b></li> </ol> | <ol style="list-style-type: none"> <li>5. <b>The set of instructions that tells the computer what to do is-</b> [Sonali Bank Ltd. Officer FF-2019]<br/>a) Softcopy      b) Software<br/>c) Hardware      d) Hardcopy      <b>Ans: b</b></li> <li>6. <b>Operating system is the most common type of — software.</b> [Sonali Bank Ltd. Officer FF-2019]<br/>a) Application      b) System<br/>c) Communication      d) None      <b>Ans: b</b></li> <li>7. <b>Which of the following is system software?</b> [Janata Bank Ltd. AEO-2019]<br/>a) Operating system      b) Compiler<br/>c) Utilities      d) All of these      <b>Ans: a</b></li> <li>8. <b>Which is not application software?</b> [Janata Bank Ltd. AEO-2019]<br/>a) Page Maker      b) Windows NT<br/>c) Win Word XP      d) Photoshop      <b>Ans: b</b></li> <li>9. <b>Which of the following is word processing software?</b> [Combined 5 Bank Officer Cash-2019]<br/>a) WordPerfect      b) WordPad<br/>c) MS Word      d) All of these      <b>Ans: d</b></li> </ol> |
|---|---|

**10. Which of the following is word processing software?** [Sonali Bank Officer Cash-2019]

- a) WordPerfect      b) WordPad  
c) MS Word          d) All of these      **Ans: d**

**11. Which software is not a file compression utility?** [Sonali Bank FF-2019]

- a) Compress          b) 7 zip  
c) Wikipedia          d) WinZip              **Ans: c**

**12. Commercial software এর অন্য নাম কী?** [Combined 8 Bank SO -2018]

- a) Secondary Software  
b) Packaged Software  
c) Systems Software  
d) Peripheral Software      **Ans: b**

**13. Which of the following is spreadsheet analysis software?** [Bangladesh Development Bank Ltd. -2017]

- a) Latex                  b) Illustrator  
c) Access                d) Excel                  **Ans: d**

**14. Which of the following is word processing software?** [3 Govt. Banks & FI (SO' 18)]

- a. Word Perfect      b. WordPad  
c. MS Word          d. All of these      **Ans. d**

**15. The set of instructions that tells the computer what to do is-** [Sonali Bank (OC' 18)]

- a. Softcopy            b. Hardware  
c. Software           d. Hardcopy      **Ans. c**

**16. Operating System is the most common type of—software.** [Probashi Kallyan Bank (SO' 18)]

- a. System              b. Application  
c. Communication   d. None                  **Ans. a**

## Operating System

The operating system works as a mediator between hardware, application software and user. Operating system are programs that coordinate computer resources, provide an interface between users and the computer and run applications. It controls different components of a computer and allows users to interact with computer. For large systems, the operating system has even greater responsibilities and powers. It makes sure that different programs running at the same time of not interfere with each other. Memory management is also a function of an operating system in which rearranging and allocating memory for multiple computing task. The operating system is also responsible for security, ensuring that unauthorized user do not access the system. It makes computer work properly.

### Functions of Operating System:

- Process Management      ▪ Memory Management
- File Management          ▪ Input/output Management

### Types of Operating System:

- Batch Processing Operating System: Example: Unix
- Single User Operating System: Example: MS-DOS
- Multi User Operating System: Example: VMS
- Multi-Tasking Operating System: Example: Linux
  - a) Preemptive Multi-Tasking Operating System: Example: Windows 95/NT
  - b) Cooperative Multi-Tasking Operating System: Example: MS-Windows 3-X
- Time Sharing Operating System: Example: Mac OS
- Real Time Operating System: Example: Lynx OS



**User Interface:** An operating system provides an interface between the computer user and the hardware. The user interface is one of the most important parts of any operating system because it allows users to easily access and communicate with the applications and the hardware.

The user can interact with the computer by using mainly two kinds interface.

- Graphical User Interface (GUI) ▪ Character User Interface (CUI)

### Some Important Operating System:

1. **MS-DOS:** It was the main operating system of Microsoft installed in personal computers. It's most popular version is 7.0. It is simple, non-graphical and command line operating system but remembering all commands are very difficult task. So it was gradually replaced on desktop computers by operating system offering a graphical user interface (GUI).
2. **MS Windows:** Microsoft Windows is a series of operating systems and graphical user interface produced by Microsoft. It has other versions like Windows 95, Windows 98, Windows XP and Windows Vista. The most recent client version of Windows is Windows 7; the most recent server version is Windows Server 2008 R2.
3. **UNIX:** UNIX is a computer operating system originally developed in 1969 by a group of AT & T employees at Bell Labs including Ken Thompson, Ken Thompson, Denis Ritchie, Brian Kernighan, Douglas Mallory and Joe Oksana. Today the term UNIX is used to describe any operating system that conforms to UNIX standards, meaning the core operating system operates the same as the original UNIX operating system. UNIX operating system are widely used in both servers and workstation. First time it was written in assembly language but in 1973 it was rewritten in C programming language. UNIX was designed to be portable, multi-tasking and multi-user in a time sharing configuration.
4. **Linux:** It is a Unix like operating system based on the Linux kernel. The name "Linux" comes from the Linux kernel, originally written in 1991 by Linux Thorvald. Linux is predominantly known for its use in servers and it is also an example of open source software.
5. **Apple Macintosh (Mac OS):** It was introduced in January, 1984 by Steve Jobs and was initially named as system software, which was later renamed as Mac OS. Most recent version of OS is based on UNIX because it has a good graphical interface.
6. **SOLARIS:** It is a free UNIX based OS developed by Sun Microsystems. The first version of Sun Microsystems was published in 1992 and coined as SunOS.

**MS-DOS (Microsoft Disk Operating System):** The DOS OS was developed by Microsoft in 1980 for microcomputer. MS-DOS was the first operating system that run on PC developed by IBM Corporation in 1981. DOS is a single user operating system. It is only operating system, which can be loaded in the main memory of the computer using a single disk.

**Structure of DOS:** There are four essential programs associated with the control of computer and the way it interacts with them.

- The Boot record
- The Basic Input/output system (BIOS.sys)
- The MSDOS.sys Program
- The command.com Program

### Configuration of DOS:

- CONFIG.sys:** It adjusts the system according to commands.
- Auto Exec.bat:** When the system is powered on, this file executes in automatically command line.

### Important Extensions and their Meaning:

| Extensions | Meaning          | Extensions | Meaning       |
|------------|------------------|------------|---------------|
| .exe       | Executable files | .txt       | Text files    |
| .com       | Commands files   | .prg       | Program files |
| .bat       | Batch files      | .ovr       | Over lays     |
| .doc       | Documents files  | .sys       | System files  |

### Types of DOS Commands:

- Internal commands: e.g. DATE, TIME, VER, VOI, DIR, COPY etc.
- External Command: e.g. checking disk, comparing disk, formatting etc.

### Important Commands and their Uses

| Commands | Description  |
|----------|--|
| CALL     | Call one batch program from another                    |
| CD       | Change Directory move to a specific folder             |
| CLS      | Clear the screen                                       |
| CHKDSK   | Check the hard drive running position                  |
| COPY     | Copy one or more files                                 |
| DATE     | Display or set the date                                |
| DEL      | Delete one or more files                               |
| DIR      | Display a list of files and folders                    |
| ERASE    | Delete one or more files                               |
| EDIT     | View and edit files                                    |
| EXIT     | Quit the current script/routine and set an error level |
| FORMAT   | To erase and prepare and disk drive                    |
| IF       | Conditionally perform a command                        |
| MD       | Create new folders                                     |
| MOVE     | Move files from one folder to another                  |
| PATH     | Display or set a search path for executable files      |
| PRINT    | Prints data to a printer port                          |
| PROMPT   | Change the command prompt                              |
| REN      | Rename a file or directory                             |
| RD       | Remove an empty directory                              |
| SORT     | Sort the input and displays the output to the screen   |
| START    | Start a program, command or batch file                 |
| TIME     | Display or set the system time                         |
| TYPE     | Display the contents of a text file                    |
| VER      | Display version information                            |

**XCOPY**

Copy multiple files, directories, or drives from one location to another.

**Mobile Operating System:** This OS operates on Smartphone, Tablets and Digital Mobile Devices. It controls mobile devices and its design supports wireless communication and different types of mobile applications. It has built-in support for mobile multimedia formats. Some popular mobile operating systems are as follows:

- Android    ▪ Symbian    ▪ iOS    ▪ Blackberry

**আলোচ্য টপিক থেকে → Previous & Important Questions**

1. **The Android operating system is the embedded version of-----.** [Combined 5 Banks (Officer)- 2021]  
 a) UNIX                      b) Linux  
 c) macOS                    d) Windows                      **Ans: B**
2. **Which of the following operating system is an open source software?** [Probashi Kallayan Bank (Officer)- 2021]  
 a) Windows XP              b) Windows 10  
 c) Mac OS X                  d) Fedora 20                      **উ: D**
3. **Which one is the first 64-bit operating system?** [Sonali & Janata Bank Officer-IT-2020]  
 a) Windiws vista              b) Mac  
 c) Linux                        d) Windows XP                      **Ans: c**
4. **In a computer, folder operating is denied by which of the following name's?** [Sonali & Janata Bank Officer-IT-2020]  
 a) can                          b) com  
 c) mak                          d) make                              **Ans: c**
5. **The operating system creates — from the physical computer?** [Janata Bank Ltd. AEO-2019]  
 a) Virtual computers          b) Virtual space  
 c) Virtual device              d) None                              **Ans: a**
6. **What is LINUX?** [IFIC Bank Ltd. TSO-2019]  
 a) Malware                    b) Operating System
- c) Application program      d) Firmware                      **Ans: b**
7. **Which of the following is not an operating system?** [Combined 5 Bank Officer Cash-2019]  
 a) DOS                          b) Linux  
 c) Oracle                        d) Window                          **Ans: c**
8. **পারসোনাল কম্পিউটারে অপারেটিং সিস্টেম লোডিং করার কাজকে কী বলে?** [Combined 8 Bank SO -2018]  
 a) Paging                        b) Interrupting  
 c) Booting                        d) Prompting                      **Ans: c**
9. **নিচের কোন অপারেটিং সিস্টেমটি IBM তৈরি করেছে?** [Combined 8 Bank SO -2018]  
 a) OS-2                          b) Windows  
 c) DOS                          d) UNIX                              **Ans: a**
10. **— controls the way in which the computer system functions and provides a means by which users can interact with the computer.** [Sonali Bank (OC' 18)]  
 a. The operating system  
 b. The motherboard  
 c. The platform  
 d. Application software                      **Ans. a**

**Microsoft Windows**

Microsoft Windows stands for 'Microsoft-Wide Interactive Network Development for Office Work Solution'. Microsoft Windows is a series of graphical interface operating system developed, marked and sold by Microsoft. It enables you to work with a wide variety of programs on your computer, often simultaneously.

**Versions of MS-Windows:** Some important versions of MS Windows are as follows:

**Windows NT (New Technology):** A version of Windows introduced in July, 1993 and made especially for business offering better control over workstation capabilities to help network administrators.

**Features:**

- It is based on high level language.
- It is able to run on DOS, Windows 3 and 32 applications.
- It has 32-bit Windows applications.
- It uses preemptive multitasking.
- It provides higher stability and security.

**Windows 95:** It is a graphical user interface based operating system. It was released on 24<sup>th</sup> August, 1995 by Microsoft.

**Features:**

- It is a mixed of 16-bit/32-bit Windows Operating System.
- It is consumer-oriented.
- It supports graphical user interface operating system.
- It supports FAT32 file system, multi display, Web TV and the internet explorer.

**Windows 98:** It was developed in 1998. This was produced two main versions. The first Windows 98 version was plagued with programming errors but the Windows 98 second edition came out later was much better with many errors resolved.

**Features:**

- It supports Internet Explorer 4.0.1.
- It was Intel 80486DX2/66 MHz or a compatible CPU with a Math coprocessor (Pentium processor recommended)
- Windows 98 was the first operating system to use the Windows Driver Model (WDM).
- It includes a FAT32 convertor utility for converting FAT16 drives FAT32 without formatting the partition.
- It also supports many peripherals devices (MX, USB, DVD).

**Windows ME:** An upgraded version from Windows 98 launched in June 2000, but it has been historically plagued with programming errors which may be frustrating for home users.

**Features:**

- It is designed for single CPU or SMP 32-bit Intel X 86 computers.
- It supports 8 or more CPU (the maximum 32 CPU).
- The minimum internal storage is 64 MB and maximum 4 GB.
- It introduced Multilingual User Interface (MUI).

**Windows XP:** It is an OS produced by Microsoft for use on personal computers. Microsoft released Windows XP on 25<sup>th</sup> October, 2001. Some versions of Windows XP are as follows:

- Windows XP Home edition is a version made for home users.



- Windows XP Professional is made for business users.

**Features:**

- It has various users with independent profiles.
- It has 3.75 GB free space on the disk and that the total size of the disk is 19.5 GB.
- At least 64 MB of RAM internal storage.
- It provides 1.5 GB of available space on the hard disk.
- It includes video adapter and monitor with Super VGA (800\*600) or higher resolution.
- It supports sound card, CD-ROM, DVD-ROM drive, speakers or headphones.

**Windows VISTA:** It is an OS by Microsoft for use on personal computers, including home and business desktops, laptops, tablet PCs and media center PCs. It was released worldwide on 30<sup>th</sup> January, 2007.

**Features:**

- It can be installed Pentium 4, higher, 512 MB RAM, 32 MB Video card and 40 GB hard disk.
- It enhances the features of visual style.

**Windows 7:** It is an OS released by Microsoft on 22<sup>nd</sup> July, 2009. It is an upgrade of Windows XP and Vista. It does not include some standard applications like Windows Movie Maker, Windows Mail etc.

**Features:**

- It supports 64-bit processor.
- It provides touch, speech, handwriting recognition.
- It supports a playback of media in MP4, MOV.
- It includes Windows Bio-metric framework.
- It provides multiple firewall.

**Windows 8:** It is a part of Windows NT family as personal OS developed by Microsoft and released on 1<sup>st</sup> August, 2012.

**Features:**

- It is a 64-bit logical CPU.
- It supports 64 TB Dynamic Virtual Disk.
- It provides 3D Graphical supports and Internet Explorer-10.
- It enhances feature of NTML-5 is assumed.
- It is based on Microsoft's 'Metro design language'.
- It supports new emerging technology like USB 3.0, cloud computing.

**Windows 10:** It is a personal computer OS developed and released by Microsoft as part of the Windows NT family of OS. The First version of the OS entered a public beta testing process in October, 2014, leading up to its consumer released on 29 July, 2015.

**Features:**

- It is easy to used social media sites like Facebook, Twitter.

- Windows 10 also include a “game DVR” mode to allow recordings of the last 30 seconds of play, all better for social gaming.
- Windows 10 interface to adapt based on the hardware it is running on.

**Desktop:** When we turn on the computer then the first screen, which will be display on the computer is known as desktop. Some important components of desktop are organized as follows:

|            |   |
|------------|---|
| Icons      | ▪ Computer ▪ Recycle Bin ▪ Network ▪ Documents                            |
| Task Bar   | ▪ Meddle Section ▪ Notification   |
| Start Menu | ▪ Program ▪ Favorites ▪ Document ▪ Setting<br>▪ Find ▪ Log Off ▪ Turn Off |

**Windows:** The some parts of the Windows are as follows:

- Title Bar
- Menu Bar
- Scroll Bar
- Dialog Box

**Main Programs Inside the Windows:**

- Notepad
- Calculator
- WordPad
- Media Player
- Paint
- Game

**Files:** These are the collection of data stored on auxiliary storage media. In Windows, files are the basic unit to store data. The name given to a file or document by the user is called file name. File name is used to identify the type of file format. Each file has a specific filename and has a file extension that identifies the file type. Some common file name extensions are as follows:

|       |                   |            |                            |
|-------|-------------------|------------|----------------------------|
| .docx | MS-Word document  | .exe       | Executable file            |
| .rtf  | WordPad document  | .xlsx      | MS-Excel file              |
| .txt  | Notepad text file | .htm/.html | HTML file (web page)       |
| .eml  | E-mail file       | .pptx      | MS-PowerPoint presentation |

- ZIP File
- Executable File

**Folders:** These are containers that you can use to store files. Folders can also store other folders, i.e. sub-folders. You can create any number of sub-folders and each can hold any number of files additional sub-folders. Different types of library are as follows:

- Documents Library
- Music Library
- Picture Library
- Videos Library

### MS-Windows Shortcut Keys

| Keys     | Description |
|----------|-------------|
| Ctrl + C | Copy        |
| Ctrl + X | Cut         |
| Ctrl + V | Paste       |
| Ctrl + Z | Undo        |

|                    |  |
|--------------------|--|
| Ctrl + A           | Select All   |
| F3                 | Search for a file or folder                                      |
| Alt + Enter        | View properties for the selected item                            |
| Alt + F4           | Close the active item, or quit the active program                |
| Alt + Enter        | Displays the properties of the selected object                   |
| Alt + Spacebar     | Opens the shortcut menu for the active window                    |
| F2                 | Rename select item   |
| Ctrl + Right Arrow | Move the insertion point to the beginning of the next word       |
| Ctrl + Left Arrow  | Move the insertion point to be beginning of the next word        |
| Ctrl + Down Arrow  | Move the insertion point to the beginning of the next paragraph  |
| Ctrl + Up Arrow    | Move the insertion point the beginning of the previous paragraph |
| Ctrl + Alt + Del   | Restart the computer   |
| Ctrl + Esc         | Display the start menu   |
| F5                 | Refresh the active window  |
| Esc                | Cancel the current task  |
| Window             | To display or hide the start menu                                |
| Window + D         | To display the desktop   |
| Window + M         | To minimize all open window                                      |
| Window + L         | To Lock the keyboard   |

## আলোচ্য টপিক থেকে → Previous & Important Questions

- 'INI' extension refers usually to what kind of file?** [Bangladesh Bank AD- 2021]  
a) Image file      b) Word file  
c) System file      d) Audio file      **Ans: C**
- Which one of the following is an extension of the Video file format in computer?** [Bangladesh Bank AD- 2021]  
a) .mpg      b) .jpg  
c) .exe      d) .bmp      **Ans: A**
- Which of the following contains configuration information of a Windows?** [Sonali & Janata Bank Officer-IT-2020]  
a) .exe      b) .inl  
c) .dill      d) .chm      **Ans: b**
- Flat file database are most useful for —.** [Sonali & Janata Bank Officer-IT-2020]  
a) Large scale users  
b) Chain stores  
c) Small-groups situation  
d) Banking      **Ans: c**
- Microsoft Windows is a(n)-**[Janata & Rupali Bank Ltd. Officer General-2019]  
a) Operating system      b) Graphic program
- PNG refers to —.** [IFIC Bank Ltd. TSO-2019]  
a) Image file  
b) Movie/animation file  
c) MS Office document  
d) Audio file      **Ans: a**
- What is a default file extension for all word documents?** [Combined 4 Bank Officer General-2019]  
a) DOC      b) FIL  
c) WRD      d) TXT      **Ans: a**
- A Microsoft Windows is a(n)-** [Combined 5 Bank Officer Cash-2019]  
a) Graphic program      b) Operating system  
c) Word processing      d) Database program      **Ans: b**
- Which one of the following is not a search engine?** [Sonali Bank Officer Cash-2019]  
a) Bing      b) Google  
c) Windows      d) Yahoo      **Ans: c**
- The portions that shows all the choices you can while working in a window is called?** [Sonali Bank FF-2019]  
a) menu bar      b) options  
c) table      d) item bar      **Ans: a**

11. Which among following is an image name extension? [3 Govt. Banks & FI (Other Cash' 18)]

a. gif  
c. ppt

b. docx  
d. lib

**Ans. b**

## Computer Security

Computer Security, cyber security or information technology security (IT Security) is the protection of computer systems from the theft of or damage to their hardware, software, or electronic data, as well as from the disruption or misdirection of the services they provide.

### Methods to provide protection:

- System Access Control
- Data Access Control
- System and Security Administration
- System Design

### Components of Computer Security:

- |                   |                   |                  |
|-------------------|-------------------|------------------|
| • Confidentiality | • Integrity       | • Authentication |
| • Access Control  | • Non Repudiation | • Availability   |
| • Privacy         | • Stenography     | • Cryptography   |

### Sources of Cyber Attack:

- Downloadable Programs
- Cracked Software
- E-mail Attachment
- Internet
- Booting from Unknown CD

**Malware:** Malware stands for malicious software. It is a broad term that refers to a variety of malicious programs that are used to damage computer system, gather sensitive information, or gain access to private computer systems. It includes computer viruses, worms, Trojan horses, rootkits, spyware, adware. Some of them are described as follows:

### Virus:

- Resident Virus: e.g. Randex, Meve
- Direct Action Virus: e.g. Vienna virus
- Overwrite Virus: e.g. Trj. Reboot
- Boot Sector Virus: e.g. Polyboot. B
- Macros Virus: e.g. Melissa. A
- File System Virus: e.g. Dir-2 virus
- Polymorphic Virus: e.g. Elkern
- FAT Virus: e.g. Link virus]
- Multipartite virus: e.g. Flip
- Web Scripting Virus: e.g. JS Fortnight
- Worms: e.g. bagle. I love you.



- Trojan Horse: Beast, Sub7, Zeus.
- Spyware: e.g. Cool Web Search.

### Some Other Threats to Computer Security:

- Spoofing
- Phishing
- Adware
- Salami Technique
- Spam
- Rootkit
- Hacking
- Cracking

### Solution to Computer Threats:

- Antivirus Software
- Firewall
- Password
- Digital Certificate
- File Access Permission
- Digital Signature

### Terms Related to Security:

- Eavesdropping
- Login Bomb
- Proxy Server
- masquerading
- Time Bomb
- Patches
- Application Gateway

## আলোচ্য টপিক থেকে → Previous & Important Questions

- কম্পিউটার ভাইরাস কী? [Karmasangsthan Bank (Assistant Officer)- 2021]  
a) একটি ক্ষতিকারক জীবাণু  
b) একটি ক্ষতিকারক সার্কিট  
c) একটি ক্ষতিকারক চৌম্বক ফ্লাক্স  
d) একটি ক্ষতিকারক প্রোগ্রাম  
Ans: D
- In computer system, what is Trojan horse? [Sonali & Janata Bank Officer-IT-2020]  
a) Virus  
b) Malware  
c) Worm  
d) Spyware  
Ans: b
- Viruses that take up residence in the computer's memory and making hard to detect is called: [Sonali & Janata Bank Officer-IT-2020]  
a) Cluster Virus  
b) Self-Encrypting virus  
c) Stealth Virus  
d) Macro Virus  
Ans: c
- Which virus causes Swine Flue? [Combined 4 Bank AP-2020]  
a) H1N5  
b) H5NI  
c) H5N5  
d) HINI  
Ans: d
- Computer Virus is a —. [Combined 5 Bank Officer Cash-2019]  
a) Hardware  
b) Bacteria
- c) Freeware  
d) Software  
Ans: d
- Which of the following is not antivirus software? [IFIC Bank Ltd. TSO -2019]  
a) Avira  
b) Kaspersky  
c) Oracle  
d) e-scan  
Ans: c
- Software, such as viruses, worms and Trojan horses, that has a malicious intent is known as- [Bangladesh Bank Officer General -2018]  
a) spy ware  
b) ad ware  
c) spam  
d) malware  
Ans: d
- Trojan horse is a kind of- [Bangladesh Development Bank Ltd. -2017]  
a) virus  
b) malware  
c) spyware  
d) worm  
Ans: b
- Computer Virus is a- [3 Govt. Banks & FI (SO' 18)]  
a. Hardware  
b. Software  
c. Bacteria  
d. Freeware  
Ans. b
- Antivirus software is an example of.....  
a. business software  
b. an operating system  
c. security utility  
d. an office suite  
Ans. c



## Teacher's Task

1. **A chatbot or chatterbot is-** [Combined 9 Bank Senior Officer (General)-2023]  
 a. Hardware                      b. Firmware  
 c. Human ware                  d. Software                      **Ans: d**
2. **Windows media player is an example of-** [Karmasangsthan Bank Ltd. DEO-2022]  
 a) Operating system  
 b) Application software  
 c) System software  
 d) Browser                      **Ans: b**
3. **Spyware is a type of-** [Combined 9 Bank Officer General-2022]  
 a) Highlighter                      b) Navigator  
 c) Accounts software              d) Malware                      **Ans: d**
4. **The saved BIOS configuration data is stored at-** [Combined 7 Banks Senior Officer- 2021]  
 a) CMOS                              b) HDD  
 c) Cache                              d) RAM                              **Ans: A**
5. **নিচের কোনটি বাংলা টাইপ ও কম্পোজ সফটওয়্যার?** [Karmasangsthan Bank Ltd. DEO-2022]  
 a) হিরো                              b) বিজয়  
 c) রাখি                                d) আনন্দ                              **Ans: b**
6. **কম্পিউটার ভাইরাস কী?** [Karmasangsthan Bank (Assistant Officer)- 2021]  
 a) একটি ক্ষতিকারক জীবাণু  
 b) একটি ক্ষতিকারক সার্কিট  
 c) একটি ক্ষতিকারক চৌম্বক ফ্লাক্স  
 d) একটি ক্ষতিকারক প্রোগ্রাম                      **Ans: D**
7. **'INI' extension refers usually to what kind of file?** [Bangladesh Bank AD- 2021]  
 a) Image file                              b) Word file  
 c) System file                              d) Audio file                              **Ans: C**
8. **Which one of the following is an extension of the Video file format in computer?** [Bangladesh Bank AD- 2021]  
 a) .mpg                                      b) .jpg  
 c) .exe                                        d) .bmp                                      **Ans: A**
9. **The Android operating system is the embedded version of-----.** [Combined 5 Banks (Officer)- 2021]  
 a) UNIX                                      b) Linux  
 c) macOS                                      d) Windows                              **Ans: B**
10. **Which of the following operating system is an open source software?** [Probashi Kallayan Bank (Officer)- 2021]  
 a) Windows XP                              b) Windows 10  
 c) Mac OS X                                      d) Fedora 20                              **উ: D**
11. **Which one is the part of software vulnerability?** [Sonali & Janata Bank Officer-IT-2020]  
 a) Passing internal information by employees  
 b) Hidden bugs  
 c) Radiation of Transmission line  
 d) Lack of user's knowledge                      **Ans: b**
12. **Which operation does F1 key perform for all types of applications?** [Sonali & Janata Bank Officer-IT-2020]  
 a) Windows shut down              b) File open  
 c) Help    d) Save                                      **Ans: c**
13. **Which one is the first 64-bit operating system?** [Sonali & Janata Bank Officer-IT-2020]  
 a) Windiws vista                              b) Mac  
 c) Linux    d) Windows XP                              **Ans: c**
14. **In computer system, what is Trojan horse?** [Sonali & Janata Bank Officer-IT-2020]  
 a) Virus    b) Malware  
 c) Worm    d) Spyware                                      **Ans: b**
15. **In a computer, folder operating is denied by which of the following name's?** [Sonali & Janata Bank Officer-IT-2020]  
 a) can    b) com  
 c) mak    d) make                                      **Ans: c**
16. **Programmers begin roughly cut the logic they will use in the-stage of software SDLC.** [Sonali & Janata Bank Officer-IT-2020]  
 a) Design    b) Development  
 c) Implementation                              d) Testing                                      **Ans: d**
17. **World processing, Spreadsheet and Photo-editing are examples of-** [United Commercial Bank Ltd. PO-2020]  
 a) Application software  
 b) Operating system  
 c) System software  
 d) Platform software                              **Ans: a**
18. **Viruses that take up residence in the computer's memory and making hard to detect is called:** [Sonali & Janata Bank Officer-IT-2020]  
 a) Cluster Virus                                      b) Self-Encrypting virus  
 c) Stealth Virus                                      d) Macro Virus                                      **Ans: c**
19. **Which of the following contains configuration information of a Windows?** [Sonali & Janata Bank Officer-IT-2020]  
 a) .exe    b) .inl



- c) .dill                      d) .chm                      **Ans: b**
- 20. Flat file database are most useful for —.** [Sonali & Janata Bank Officer-IT-2020]  
a) Large scale users  
b) Chain stores  
c) Small-groups situation  
d) Banking                      **Ans: c**
- 21. Which virus causes Swine Flue?** [Combined 4 Bank AP-2020]  
a) H1N5                      b) H5NI  
c) H5N5                      d) HINI                      **Ans: d**
- 22. Use of icons and windows are characteristic of a — interface.** [Janata Bank AE-2019]  
a) graphical-user              b) window-oriented  
c) menu-driven              d) none                      **Ans: a**
- 23. Microsoft Windows is a(n)-** [Janata & Rupali Bank Ltd. Officer General-2019]  
a) Operating system      b) Graphic program  
c) Word processing      d) Database program **Ans: a**
- 24. The set of instructions that tells the computer what to do is-** [Sonali Bank Ltd. Officer FF-2019]  
a) Softcopy                      b) Software  
c) Hardware                      d) Hardcopy                      **Ans: b**
- 25. Operating system is the most common type of — software.** [Sonali Bank Ltd. Officer FF-2019]  
a) Application                      b) System  
c) Communication              d) None                      **Ans: b**
- 26. Which of the following is system software?** [Janata Bank Ltd. AEO-2019]  
a) Operating system      b) Compiler  
c) Utilities                      d) All of these                      **Ans: a**
- 27. The operating system creates — from the physical computer?** [Janata Bank Ltd. AEO-2019]  
a) Virtual computers      b) Virtual space  
c) Virtual device              d) None                      **Ans: a**
- 28. Which is not application software?** [Janata Bank Ltd. AEO-2019]  
a) Page Maker                      b) Windows NT  
c) Win Word XP                      d) Photoshop                      **Ans: b**
- 29. Help Menu is available at which button?** [Probashi Kallyan Bank Ltd. EO Cash-2019]  
a) Start                      b) End  
c) Turnoff                      d) Restart                      **Ans: a**
- 30. What is LINUX?** [IFIC Bank Ltd. TSO-2019]  
a) Malware                      b) Operating System  
c) Application program      d) Firmware                      **Ans: b**
- 31. PNG refers to —.** [IFIC Bank Ltd. TSO-2019]  
a) Image file  
b) Movie/animation file  
c) MS Office document  
d) Audio file                      **Ans: a**
- 32. The rectangular area of the screen that displays a program, data and/or information is a-** [Combined 4 Bank Officer General-2019]  
a) Title bar                      b) Button  
c) Dialog box                      d) Window                      **Ans: d**
- 33. What is a default file extension for all word documents?** [Combined 4 Bank Officer General-2019]  
a) DOC                      b) FIL  
c) WRD                      d) TXT                      **Ans: a**
- 34. Which of the following is word processing software?** [Combined 5 Bank Officer Cash-2019]  
a) WordPerfect                      b) WordPad  
c) MS Word                      d) All of these                      **Ans: d**
- 35. Computer Virus is a —.** [Combined 5 Bank Officer Cash-2019]  
a) Hardware                      b) Bacteria  
c) Freeware                      d) Software                      **Ans: d**
- 36. A Microsoft Windows is a(n)-** [Combined 5 Bank Officer Cash-2019]  
a) Graphic program      b) Operating system  
c) Word processing      d) Database program **Ans: b**
- 37. Which of the following is not an operating system?** [Combined 5 Bank Officer Cash-2019]  
a) DOS                      b) Linux  
c) Oracle                      d) Window                      **Ans: c**
- 38. From where we can change the name of a User Account?** [Sonali Bank Officer Cash-2019]  
a) Control Panel                      b) Computer Name  
c) Code Panel                      d) Settings                      **Ans: a**
- 39. Which one of the following is not a search engine?** [Sonali Bank Officer Cash-2019]  
a) Bing                      b) Google  
c) Windows                      d) Yahoo                      **Ans: c**
- 40. The rectangular area of the screen that displays a program, data and/or information is a-** [Sonali Bank Officer Cash-2019]  
a) Title bar                      b) Button  
c) Dialog box                      d) Window                      **Ans: d**
- 41. Which of the following is word processing software?** [Sonali Bank Officer Cash-2019]  
a) WordPerfect                      b) WordPad  
c) MS Word                      d) All of these                      **Ans: d**
- 42. All of the following are examples of real security and privacy risks EXCEPT:** [Sonali Bank Officer Cash-2019]  
a) Viruses                      b) Spam  
c) Hackers                      d) None                      **Ans: b**



- 43. Which software is not a file compression utility?** [Sonali Bank FF-2019]  
 a) Compress                      b) 7 zip  
 c) Wikipedia                      d) WinZip                      **Ans: c**
- 44. The portions that shows all the choices you can while working in a window is called?** [Sonali Bank FF-2019]  
 a) menu bar                      b) options  
 c) table                      d) item bar                      **Ans: a**
- 45. Which of the following is not antivirus software?** [IFIC Bank Ltd. TSO -2019]  
 a) Avira                      b) Kaspersky  
 c) Oracle                      d) e-scan                      **Ans: c**
- 46. Different icons of applications software can be found in which bar in latest version of Microsoft Windows?** [Rupali Bank Ltd. SO-2019]  
 a) Start Menu                      b) Control Panel  
 c) Status                      d) Bowser                      **Ans: a**
- 47. In Unix, process that have finished execution but have not yet had their status collected are known as-** [Combined 2 Bank Officer (IT/ICT) -2019]  
 a) Sleeping processes                      b) Stopped processes  
 c) Zombie processes                      d) Orphan processes                      **Ans: c**
- 48. In UNIX, the login prompt can be changed by changing the contents of the file-** [Combined 2 Bank Officer (IT/ICT) -2019]  
 a) gettydefs                      b) contrab  
 c) init                      d) inittab                      **Ans: a**
- 49. Which of the following UNIX command allows scheduling a program to be executed at the specifies time?** [Combined 2 Bank Officer (IT/ICT)-2019]  
 a) nice                      b) cron  
 c) date and time                      d) schedule                      **Ans: b**
- 50. পারসোনাল কম্পিউটারে অপারেটিং সিস্টেম লোডিং করার কাজকে কী বলে?** [Combined 8 Bank SO -2018]  
 a) Paging                      b) Interrupting  
 c) Booting                      d) Prompting                      **Ans: c**
- 51. Commercial software এর অন্য নাম কী?** [Combined 8 Bank SO -2018]  
 a) Secondary Software  
 b) Packaged Software  
 c) Systems Software  
 d) Peripheral Software                      **Ans: b**
- 52. নিচের কোন অপারেটিং সিস্টেমটি IBM তৈরি করেছে?** [Combined 8 Bank SO -2018]  
 a) OS-2                      b) Windows  
 c) DOS                      d) UNIX                      **Ans: a**
- 53. Which disk is used to cold boot a PC?** [Sonali Bank Ltd. Senior Officer -2018]  
 a) Setup disk                      b) System disk  
 c) Diagnostic disk                      d) Program disk                      **Ans: b**
- 54. Software, such as viruses, worms and Trojan horses, that has a malicious intent is known as-** [Bangladesh Bank Officer General -2018]  
 a) spy ware                      b) ad ware  
 c) spam                      d) malware                      **Ans: d**
- 55. Which disk is used to 'cold boot' a PC?** [Rupali Bank Ltd. Officer Cash -2018]  
 a) Setup disk                      b) System disk  
 c) Diagnostic disk                      d) Program disk                      **Ans: b**
- 56. Which of the following is spreadsheet analysis software?** [Bangladesh Development Bank Ltd. -2017]  
 a) Latex                      b) Illustrator  
 c) Access                      d) Excel                      **Ans: d**
- 57. Trojan horse is a kind of-** [Bangladesh Development Bank Ltd. -2017]  
 a) virus                      b) malware  
 c) spyware                      d) worm                      **Ans: b**
- 58. Software, such as virus, worms and Trojan horses, that has a malicious intent is known as-** [BB, (Ad-18)]  
 a. spyware                      b. adware  
 c. spam                      d. malware                      **Ans. d**
- 59. The blinking point which shows your positioned in the text is called-**  
 [3 Govt. Banks & FI (Other Cash' 18)]  
 a. Blinker                      b. Causer  
 c. Cursor                      d. Pointer                      **Ans. c**
- 60. Which among following is an image name extension?**  
 [3 Govt. Banks & FI (Other Cash' 18)]  
 a. gif                      b. docx  
 c. ppt                      d. lib                      **Ans. b**
- 61. Programs design to perform specific tasks is known as-**  
 [3 Govt. Banks & FI (Other Cash' 18)]  
 a. system software                      b. application software  
 c. utility programs                      d. operating system                      **Ans. c**
- 62. A collection of related information sorted and dealt with as a unit is a**  
 [8 Govt. Banks & FI (SO' 18)]  
 a. Disk                      b. Data  
 c. File                      d. None                      **Ans. c**
- 63. A collection of related information sorted and dealt with as a unit is a**  
 [8 Govt. Banks & FI (SO' 18)]  
 a. Disk                      b. Data



- c. File d. None Ans. c
64. Graphical pictures that represent an object like file, folders etc. are:  
[3 Govt. Banks & FI (SO' 18)]  
a. Icons b. Desktop  
c. Task bar d. Widows Ans. a
65. Computer Virus is a-  
[3 Govt. Banks & FI (SO' 18)]  
a. Hardware b. Software  
c. Bacteria d. Freeware Ans. b
66. Which of the following is word processing software? [3 Govt. Banks & FI (SO' 18)]  
a. Word Perfect b. WordPad  
c. MS Word d. All of these Ans. d
67. — controls the way in which the computer system functions and provides a means by which users can interact with the computer.  
[Sonal Bank (OC' 18)]  
a. The operating system  
b. The motherboard  
c. The platform  
d. Application software Ans. a
68. The set of instructions that tells the computer what to do is- [Sonal Bank (OC' 18)]  
a. Softcopy b. Hardware  
c. Software d. Hardcopy Ans. c
69. The process of identifying and correcting mistakes in a computer program is referred to as: [Sonal Bank Officer (GL'18)]  
a. Debugging b. Desk Checking  
c. Validation d. Verification Ans. a
70. Which disk is used to 'cold boot' a PC?  
[Rupali Bank (OC'18)]  
a. status bar b. Tool bar  
c. Menu bar d. Title bar Ans. b
71. Which can be used for quick access to commonly used commands and tools?  
[Probashi Kallyan Bank (SO' 18)]  
a. status bar b. tool bar  
c. menu bar d. title bar Ans. b
72. — are software which is used to do particular task.  
a. Operating system b. Data  
c. Software d. Program Ans. d
73. The—program compresses large files into a smaller file. [Probashi Kallyan Bank (SO' 18)]  
a. WinZip b. Winshrink  
c. Winsylte d. None Ans. a
74. Which can be used for quick access to commonly used commands and tools?  
[Probashi Kallyan Bank (SO' 18)]  
a. Status bar b. Tool bar  
c. Menu bar d. Title bar Ans. b
75. Operating System is the most common type of—software. [Probashi Kallyan Bank (SO' 18)]  
a. System b. Application  
c. Communication d. None Ans. a
76. Graphical pictures that represent an object like file, folder etc, are:  
[Combined 8 Bank (SO'19)]  
a. Task bar b. Icons  
c. Windows d. Desktop Ans. b
77. Which components appear in the initial windows start up display?  
[Combined 8 Bank (SO'19)]  
a. Dialog box b. Task bar  
c. Start menu d. All of these Ans. b
78. Which of the following is an example of utility?  
[Combined 8 Bank (SO'19)]  
a. Word b. Operating system  
c. Data recovery d. Antivirus Ans. d
79. The—contains commands associated with My computer window  
[Joint Recruitment Test 5 Bank Officer (Cash'19)]  
a. System menu b. Start menu  
c. Standard menu d. None Ans. a
80. Which of the following is word processing software?  
[Joint Recruitment Test 5 Bank Officer (Cash'19)]  
a. WordPerfect b. WordPad  
c. MS Word d. All of these Ans. d
81. Which of the following section does not exists in a slide layout? [Joint Recruitment Test 5 Bank Officer (Cash'19)]  
a. Animations b. Titles  
c. Lists d. Charts Ans. a
82. In which menu can you find features like Slides, Slide Layout etc? [Joint Recruitment Test 5 Bank Officer (Cash'19)]  
a. Insert Menu b. Tools Menu  
c. Forma Menu d. Slide Show Menu Ans. c
83. Computer Virus is a—  
a. Hardware b. Bacteria c.  
Freeware d. Software Ans. d
84. A Microsoft Windows is an—  
[Joint Recruitment Test 5 Bank Officer (Cash'19)]  
a. Graphic program b. Operating system

- c. Word processing d. Database program **Ans. b**
- 85. Which of the following is not an operating system?** [Joint Recruitment Test 5 Bank Officer (Cash'19)]  
 a. DOS b. Linux **Ans. c**  
 c. Oracle d. Windows
- 86. Graphical picture that represent an object like file, folders etc, are:** [Sonali Bank FF. (Office'19)]  
 a. Icons b. Desktop **Ans. a**  
 c. Task bar d. Windows
- 87. Computer Virus is a —** [Sonali Bank FF. (Office'19)]  
 a. Hardware b. Freeware **Ans. d**  
 c. Bacteria d. Software
- 88. When cutting and pasting, cutting sections is temporarily stored in—** [Sonali Bank FF. (Office'19)]  
 a. Dashboard b. Hard drive **Ans. d**  
 c. Diskette d. Clipboard
- 89. The set of instructions that tells the computer what to do is-** [Sonali Bank FF. (Office'19)]  
 a. Softcopy b. Software **Ans. b**  
 c. Hardware d. Hardcopy
- 90. Operating system is the most common type of — software.** [Sonali Bank FF. (Office'19)]  
 a. Application b. System **Ans. b**  
 c. Communication d. None
- 91. What is a portion of a document in which you set certain page formatting options?**  
 a. Section b. Page **Ans. a**  
 c. Document d. Page Setup
- 92. From where we can change the name of a User account?** [Sonali Bank FF. (Office'19)]  
 a. Setting b. Computer Name **Ans. d**  
 c. Code panel d. Control Panel
- 93. Graphical pictures that represent an object like file, folders etc, are:** [Sonali Bank Ltd. Officer FF-2019]  
 a) Icons b) Desktop **Ans: a**  
 c) Task bar d) Windows
- 94. Computer Virus is a —.** [Sonali Bank Ltd. Officer FF-2019]  
 a) Hardware b) Freeware **Ans: d**  
 c) Bacteria d) Software
- 95. Verification of a login name and password is known as:** [Sonali Bank Ltd. Officer FF-2019]  
 a) authentication b) configuration **Ans: a**  
 c) accessibility d) logging in
- 96. The rectangular area of the screen that displays a program, data and/or information is a-** [S.B (O.Cash'19)]  
 a. Title bar b. Button **Ans. a**  
 c. Dialog box d. Window
- 97. Which of these tools bar allows changing of font & their size?** [Sonali Bank F.F(SO'19)]  
 a. formatting b. standard **Ans. a**  
 c. print preview d. none
- 98. The basic unit of a worksheet into which you enter excel is called a-** [Sonali Bank F.F(SO'19)]  
 a. column b. face **Ans. d**  
 c. table d. cell
- 99. The process of transferring file from a computer at the internet in your computer is called?** [S.B (SO'19)]  
 a. forwarding b. downloading **Ans. b**  
 c. FTP d. uploading
- 100. The procedure for starting or re-starting a computer is called-** [Pubali Bank JO-2019]  
 a) Warm Boot b) Loading of Windows **Ans: c**  
 c) Booting d) Cold Boot
- 101. Antivirus software is a type of-** [Pubali Bank JO-2019]  
 a) System software **Ans: b**  
 b) Utility software  
 c) Application software  
 d) Publishing software
- 102. The portions that shows all the choices you can while working in a window is called?** [Sonali Bank F.F(SO'19)]  
 a. menu bar b. options **Ans. a**  
 c. table d. item bar
- 103. Word processing, spreadsheet, and photo-editing are examples of:**  
 a. application software  
 b. System software  
 c. operating system software  
 d. platform software  
 e. None
- 104. ----- is a set of computer programs used on a computer to help perform tasks.**  
 a. An instruction b. Software  
 c. Memory d. Processor  
 e. None
- 105. System software is the set of programs that enables your computer's hardware devices and ----- software to work together.**

- a. management
- b. processing
- c. utility
- d. application
- e. None

**106. A computer program that converts an entire program into machine language is called a/an-**

- a. Interpreter
- b. Simulator
- c. compiler
- d. Commander
- e. None

**107. A computer program that translates one program instructions at a time into machine language is called a/an-**

- a. Interpreter
- b. CPU
- c. Compiler
- d. Simulator
- e. None

**108. The steps and tasks needed to process data, such as response to questions or clicking an icon, are called:**

- a. Instructions
- b. the operating system
- c. application software
- d. the system unit
- e. None

**109. Software in computer:**

- a. Enhances the capabilities of hardware machine
- b. Increase the speed of central processing unit
- c. Both of above
- d. None of above
- e. None of these

**110. ----- software allows users to perform calculation on rows and columns of data.**

- a. Word processing
- b. Presentation graphics
- c. Database Management System
- d. Electronic spreadsheet
- e. None

**111. Application software-**

- a. is used to control the operating system
- b. is designed to help programmers
- c. performs specific task for computer users
- d. is used for making design only
- e. All of the above

**112. A program embedded in a semi-conductor chip during their manufacture is called-**

- a. human ware
- b. firmware
- c. liveware
- d. hardware
- e. software

**113. The PC (personal computer) and the Apple Macintosh are examples of two different**

- a. platforms
- b. applications

- c. programs
- d. storage devices
- e. None

**114. ----- controls the way in which the computer system functions and provides a means by which users can interact with the computer.**

- a. The platform
- b. The operating system
- c. Application software
- d. The motherboard
- e. None

**115. File extensions are used in order to.**

- a. Name the file
- b. Ensure the filename is not lost
- c. Identify the file
- d. Identify the file type
- e. None

**116. A name or number used to identify a storage location device?**

- a. A byte
- b. A record
- c. An address
- d. All of above
- e. None

**117. Which of the following is NOT a famous operating system?**

- a. Windows Vista
- b. Mac OSX
- c. Linux
- d. Sun OS
- e. Virtual Box

**118. The operating system is the most common type of ----- software.**

- a. communication
- b. application
- c. system
- d. word-processing
- e. None

**119. In DOS, which of the following command is used to delete all the files as well as sub-directories of a directory?**

- a. Delete
- b. Del
- c. Deltree
- d. Move
- e. None

**120. The ----- tells the computer how to use its components.**

- a. utility
- b. network
- c. operating system
- d. application program
- e. None

**121. In Dos, the "Label" command is used to-**

- a. create the label of disk
- b. change the label of disk
- c. remove the label of disk
- d. Both (a) and (b)

e. All of the above

**122. A (n) ----- is a program that makes the computer easier to use.**

- a. Operating system    b. Application  
c. Utility    d. Network    e. None

**123. Windows stores all systems setting in this file-**

- a. MAIN.ini    b. SYSTEM.ini  
c. SETTING.ini    d. COMMAND.ini  
e. WIN.ini

**124. To restart the computer, following combination of keys is used.**

- a. Del + Ctrl    b. Backspace + Ctrl  
c. Esc + Ctrl    d. Insert + Esc  
e. Ctrl + Alt + Del

**125. The 'desktop' of a computer refers to-**

- a. the visible screen  
b. the area around the monitor  
c. the top of the mouse pad  
d. the inside of a folder  
e. None

**126. A ----- is a collection of information saved as a unit.**

- a. folder    b. file  
c. path    d. file extension  
e. None

**127. Which of the following is not a feature of Windows 98?**

a. It supports Internet Explorer 4.0.1

b. Is also supports many peripheral devices USB, DBD

c. It was the first operating system to use the WDM.

d. It provides multiple firewall

e. None

**128. A ----- is an additional set of commands that computer displays after you make a selection-**

- a. dialog box    b. sub menu  
c. menu selecting    d. all of these    e. None

**129. You organize files by storing them in-**

- a. archives    b. lists  
c. indexes    d. folders    e. None

**130. Menus are part of the-**

- a. Hardware    b. user interface  
c. statics bar    d. monitor    e. None

**131. What are .bas, .doc, .htm examples of in computing?**

- a. Extensions    b. Protocols  
c. Database    d. Domains  
e. Other than those given as options

**132. Which among the following key can be used as a shortcut to rename a folder in Microsoft Windows 8 and higher versions?**

- a. F2    b. F4  
c. F6    d. F9    e. F11



## Student's Work

**1. ----- is a program which make easy to use a computer.**

- a. Operating system    b. Application  
c. Utility    d. Network  
e. None of these

**2. An error in a program which causes wrong result is called a----**

- a. bug    b. byte  
c. attributes    d. init problem  
e. None of these

**3. Each component of computer is either-----**

- a. hardware or software  
b. software or CPU/RAM  
c. application software  
d. input devices or output devices

e. None of these

**4. The main purpose of software is to convert data into----**

- a. web sit e    b. information  
c. program    d. object  
e. None of these

**5. ----- is a process of searching bugs in software.**

- a. Compiling    b. Testing  
c. Running    d. Debugging  
e. None of these

**6. What is virtual memory?**

- a. Memory of hard disk which is used by CPU as extended RAM  
b. Located in RAM  
c. It needs when there is not any RAM in computer





- d. Backup device for floppy discs  
e. None of these
7. The ----- tells the computer how to use its components.  
a. utility                      b. application  
c. operating system      d. network  
e. None of these
8. The transfer of data from a CPU to peripheral devices of computer is achieved through-  
a. Modems                      b. Computer ports  
c. interfaces                  d. Buffer memory
9. Repair for known software bug, which is generally available free of cost no internet is called-----  
a. Version                      b. Patch  
c. Tutorials                      d. FAQ  
e. None of these
10. What is backup?  
a. Connect his network to more component  
b. Copy to save a data from original source to other destination  
c. Filter an old data from new data  
d. Access data from tape  
e. None of these
11. The ----- manual tells you how to use a software program.  
a. Documentation              b. Programming  
c. User                              d. Technical  
e. Designer
12. A (n) ----- is a set of programs designed to manage the resources of computer, including starting the computer, managing programs managing memory and coordinating tasks between input and output devices.  
a. Application suite  
b. Compiler  
c. Input/output system  
d. Interface  
e. Operating system (OS)
13. The set of instructions which tells a computer what to do is called----  
a. matter                      b. instructor  
c. compiler                      d. program  
e. debugger
14. Linux is an example of-----  
a. Freeware                      b. software  
c. keyboard                      d. memory
- e. None of these
15. The physical structure of a computer is called a-----  
a. hardware                      b. software  
c. keyboard                      d. memory  
e. None these
16. Generally which software uses to keep record of data?  
a. Database software  
b. Word processing software  
c. Operating system  
d. Utility software      e. None of these
17. Which database package uses on MS-DOS based personal computers.  
a. D base 3                      b. Coral  
c. Word star                      d. Auto CAD  
e. None of these
18. DOS stands for-----  
a. Disc of system  
b. Disc operating system  
c. Device operating system  
d. Door operating system  
e. None of these
19. To work on a computer mainly we need-----  
a. hardware                      b. software  
c. scanner                      d. a and b both  
e. None of these
20. Tangible, physical computer equipment that can be seen and touched is called-----  
a. Hardware                      b. Software  
c. Storage                      d. Input/output  
e. None of these
21. A collection of programs that controls how the computer system runs and processes information is called----  
a. Compiler                      b. Linker  
c. Operating system      d. Assembler
22. When was Unix developed?  
a. 1950                              b. 1955  
c. 1960                              d. 1969  
e. None of these
23. Basic language of Unix is---  
a. Cobol                              b. Basic  
c. Assembly                      d. Java  
e. None of these
24. What is Linux?  
a. An Operating system      b. A software

- c. A site  
d. A graphics  
e. None of these

**25. Which software for work at is uses a computer?**

- a. System  
b. Application  
c. Program  
d. Package  
e. None of these

**26. A software which controls the hardware of a computer is----**

- a. application  
b. system  
c. program  
d. memory  
e. None of these

**27. A computer converts a high-level program into a low-level program with the help of-**

- a. compiler  
b. interpreter  
c. a and b both  
d. package  
e. None of these

**28. In a computer which is the main part of system software?**

- a. compiler  
b. interpreter  
c. operating system  
d. package  
e. None of these

**29. What is turnkey system?**

- a. software program  
b. software package  
c. software system  
d. software language  
e. None of these

**30. What is turnkey system?**

- a. Complete hardware and software  
b. complete software  
c. complete language  
d. complete hardware  
e. None of these

**31. Who developed Unix?**

- a. Rod Fenson  
b. Ken Thompson  
c. Ramavart Cathrin  
d. Jahnson  
e. None of these

**32. Characteristics of Unix are-----**

- a. At a time more than one work  
b. At a time more than one people can work  
c. More safe  
d. Kernal manages data  
e. None of these

**33. The set of instruction which tells a computer how to perform any special work is called----**

- a. data calculation  
b. program  
c. file  
d. information  
e. None of these

**34. Which of the following works as an agent between hardware and user?**

- a. compiler  
b. Operating system  
c. Translator  
d. All of these  
e. None of these

**35. Programs written in an assembly language are converted into machine language in a computer by----**

- a. assembler  
b. compiler  
c. interpreter  
d. processor  
e. None of these

**36. Any program translated into machine language is called-----**

- a. analog program  
b. object code  
c. personal program  
d. official program  
e. None of these

**37. The original program written in programming language is called--**

- a. youth program  
b. Source program  
c. Farm program  
d. Loop program  
e. None of these

**38. The word CAD is related to-----**

- a. account  
b. design  
c. media  
d. science  
e. arts

**39. What is the use of backup in a database?**

- a. To check the working of the system  
b. For safety  
c. To provide record of transaction  
d. To find the lost data  
e. None of these

**40. Page maker software is related to which operating system?**

- a. MS-DOS  
b. Unix  
c. Windows  
d. All of these  
e. None of these

**41. A software which converts a high-level language program into machine language is called-**

- a. Compiler  
b. Assembler  
c. Loader  
d. Interpreter  
e. None of these

**42. Oracle is .....**

- a. An operating system  
b. Word processor  
c. Database software  
d. All of these



- e. None of these
- 43. Which software is used in word processing?**  
 a. Page maker      b. Word star  
 c. MS-Word      d. All  
 e. None of these
- 44. CAD stands for-**  
 a. Computer algorithm for design  
 b. Computer application in design  
 c. All of these  
 d. None of these
- 45. The function of an assembler is.....**  
 a. To convert basic language into machine language  
 b. To convert high level language into machine language  
 c. To convert assembler language into machine language  
 d. To convert assembler into high level language  
 e. None of these
- 46. The legal right to use software based on specific retractions is granted via a.....**  
 a. Software privacy policy  
 b. Software license  
 c. Software password manager  
 d. Software log      e. None of these
- 47. Which software us used for creating resume?**  
 a. MS-Word      b. Page maker  
 c. a and b both      d. Java  
 e. None of these
- 48. MS-Word is an example of-**  
 a. operating system  
 b. application software  
 c. processing device  
 d. input device      e. None of these
- 49. People who write and test the programs called-**  
 a. Programmer      b. Computer scientists  
 c. Software engineer      d. Project developer  
 e. None of these
- 50. When you turn on the computer, the boot routine will perform this fest-**  
 a. RAM test      b. Disk drive test  
 c. Memory test      d. Power-on-self-teste  
 e. None of these
- 51. A detailed written description of the programming cycle and the program, along with the test results and a printout of the program is called .....**
- a. Documentation      b. Output  
 c. Reporting      d. Spec sheets  
 e. None of these
- 52. After turns of computer light the process of start is called.....**  
 a. application      b. system  
 c. boot strap      d. strip  
 e. None of these
- 53. The type of software that controls the internal operations in the computer and controls how the computer works with all its parts is which of the following?**  
 a. Shareware  
 b. Public domain software  
 c. Application software  
 d. Operating system software  
 e. None of these
- 54. Physical components that make up your computer are known as.....**  
 a. Operating system      b. Software  
 c. Hardware      d. Web browsers  
 e. None of these
- 55. What is correcting errors in a program called?**  
 a. Compiling      b. Debugging  
 c. Grinding      d. Interpreting  
 e. None of these
- 56. A compiler translates a program written in a high level language into .....**  
 a. Programmer      b. Computer scientist  
 c. Software engineer      d. Project developer  
 e. None of these
- 57. The ..... of a system includes the programs or instructions.**  
 a. hardware      b. icon  
 c. information      d. software  
 e. None of these
- 58. This can be another word for program-**  
 a. Software      b. Disk  
 c. Floppy      d. Hardware  
 e. None of these
- 59. The person who writers and tests computer program is called a.....**  
 a. Programmer      b. Computer scientist  
 c. Software engineer      d. Project developer  
 e. None of these
- 60. Hardware includes-**  
 a. All device used in input data into a computer

- b. Set of instructions that a computer runs or executes  
 c. The computer and all the device connected to it that are used to memory and storage  
 d. None of these

**61. The role of a ..... generally is to determine buyers, needs and mate it to the correct hardware and software.**

- a. computer scientist  
 b. computer sales representative  
 c. computer consultant  
 d. corporate trainer e. None of these

**62. Which is the part of a computer that one can touch and feel?**

- a. Hardware b. Software  
 c. Programs d. Output  
 e. None of these

**63. A series of instructions that tells a computer what to do and how to do it is called a.....**

- a. program b. command  
 c. user response d. processor  
 e. None of these

**64. What happens when you boot up a PC?**

- a. Portions of the operating system are copied from disk into memory  
 b. Portions of the operating system are copied from memory onto disk  
 c. Portions of the operating system are compiled  
 d. Portions of the operating system are emulated  
 e. The PC gets switched off

**65. Which of the following statements is true concerning?**

- a. Virtual memory is the space on the hard drive where to the O---begins to store data when it because memory bound  
 b. Accessing data from RAM is slower than accessing data from virtual memory  
 c. Both of these  
 d. If a computer is memory bound, adding more RAM will not Solution the problem  
 e. None of these

**66. Copying computer program or software without permission of it author is called-**

- a. Highway robbery b. Larceny  
 c. Software piracy d. Embezzlement  
 e. None of these

**67. Peripheral devices such as printers and monitors are considered to be-**

- a. Hardware b. Software  
 c. Data d. Information  
 e. None of these

**68. Another word for software is.....**

- a. input b. output  
 c. program d. system  
 e. None of these

**69. Antivirus software is an example of.....**

- a. business software b. an operating system  
 c. security utility d. an office suite  
 e. None of these

**70. A.....backup contains a copy of every program, data and system file on a computer-**

- a. restoration b. bootstrap  
 c. differential d. full  
 e. None of these

**71. Restarting a computer that is already on is referred to as-**

- a. Shut down b. Cold booting  
 c. Warm booting d. Logging off  
 e. None of these

**72. Which snot an item of hardware?**

- a. An MP3 file b. A keyboard  
 c. A monitor d. A mouse  
 e. None of these

**73. Compatibility in regard to computers refers to.....**

- a. The software doing the right job for the user  
 b. It being versatile enough to handle the job  
 c. The software being able to run on the computer  
 d. Software running with other previously installed software e. None of these

**74. A device the is connected to the motherboard is.....**

- a. called an external device  
 b. called an adjunct device  
 c. called a peripheral device  
 d. must connect using ribbon called  
 e. None of these

**75. Documentation of computer programs is important so that.....**

- a. users can learn how to use the program  
 b. other programmers can know how to maintain the program



- c. the programmer can see why the code is written that way while hunting for sources of errors  
d. All of above  
e. None of these
76. The process of preparing a floppy diskette for use is called.....  
a. assembling                      b. translating  
c. parsing                         d. formatting  
e. None of these
77. The physical components of a computer system.....  
a. software                        b. hardware  
c. ALU                              d. control unit  
e. None of these
78. The ability of an OS to run more than one application at a time is called.....  
a. multitasking  
b. object-oriented programming  
c. multi-user computing  
d. time-sharing                  e. None of these
79. Developing sets of instructions sets of instructions for the computer to follow and to do the task the same way as many times as needed is called.....  
a. listing                         b. sequencing  
c. programming                d. directing  
e. None of these
80. The term used to define all input and output devices in a computer system is.....  
a. monitor                        b. software  
c. shared resources            d. hardware  
e. None of these
81. Which is not an item of hardware?  
a. An MP3 file                  b. A keyboard  
c. A Disk drive                 d. A monitor  
e. None of these
82. Which of the following is not an example of hardware?  
a. Mouse                         b. Printer  
c. Monitor                        d. Excel  
e. None of these
83. Hardware devices that are not part of the main computer system and are often added later to the system are——  
a. clip art                         b. highlight  
c. execute                        d. peripherals  
e. None of these
84. A computer cannot “boot” if it does not have the .....  
a. compiler                        b. loader  
c. operating system            d. assembler  
e. None of these
85. Programs designed specifically to address general-purpose application and special-purpose applications are called.....  
a. operating system  
b. system software  
c. application software  
d. management information systems  
e. None of these
86. What is the name for the process that is used to convert a series instruction or programs, written in a high-level language in instructions (or a program) that can be run on a computer?  
a. Assembling                    b. Compiling  
c. Translating                    d. Uploading  
e. None of these
87. Which of the following peripheral device displays information to user?  
a. Monitor                        b. Keyboard  
c. Secondary storage devices  
d. Secondary storage media  
e. None of these
88. An assembler is used to translation a program written in.....  
a. A low level language  
b. Machine language  
c. A high level language  
d. Assembly language  
e. None of these
89. The capability of the operating system to enable two or more than to programs to excite simultaneously in s single computer system using a single processor is.....  
a. multiprocessing  
b. multitasking  
c. multiprogramming  
d. multi execution  
e. None of these
90. A program which helps create written documents and lets you go back and make corrections as necessary.....  
a. Spreadsheet                  b. Personal writer  
c. Word printer                  d. Word processor

e. None of these

91. **Start of restart of the computer.....**

- a. Exit                      b. Kick
- c. Boot                    d. Kick-start
- e. None of these

92. **.....is when the computer is turned on and the operating system is loading.**

- a. Booting                b. Fishing
- c. Tracking              d. Taping
- e. None of these

93. **A compiler is used to translate a program written in .....**

- a. a low level language
- b. a high level language
- c. assembly language
- d. machine language
- e. None of these

94. **Computer programs are also known is.....**

- a. operating systems    b. documents
- c. peripherals            d. applications
- e. None of these

95. **The operating system is the most common type of.....software.**

- a. communication      b. application
- c. system                d. word-processing
- e. None of these

96. **In Windows 95 as a word processing is.....**

- a. Unix                    b. Write pro
- c. Word                   d. Animation
- e. None of these

97. **A computer system included.....**

- a. hardware              b. software
- c. peripheral devices    d. All of these
- e. None of these

98. **On who design, writers tests and maintains computer programs is called a.....**

- a. User                    b. Programmer
- c. Designer              d. Operator
- e. None of these

99. **The human-readable version of a pragmas is called.....**

- a. source code            b. program code
- c. human code            d. system code
- e. None of these

100. **A(n) ..... converts and executed one statement at a time.**

- a. Compiler              b. Interpreter

c. Converter

d. Instructions

e. None of these

101. **The term.....designates equipment that might be added to a computer system to enhance its functionality.**

- a. digital device        b. system add-on
- c. disk pack            d. peripheral device
- e. None of these

102. **Which is the best definition of a software package?**

- a. An add-on for your computer such as additional memory
- b. A set of computer programs used for a certain function such as word processing
- c. A protection you can buy for a computer
- d. The box, manual and license agreement that accompany commercial software
- e. None of these

103. **If a new device is attached to a computer, such as printer or scanner, its.....must be installed before the device can be used.**

- a. buffer                b. driver
- c. pager                d. server
- e. None of these

104. **Compiling creates a (n) .....**

- a. program specification
- b. algorithm
- c. excitable program
- d. subroutine
- e. None of these

105. **What disk is used to cold boot a PC?**

- a. Setup disk            b. System disk
- c. Diagnostic disk      d. Program disk
- e. None of these

106. **The process of writing out computer instructions is known's as.....**

- a. assembling            b. compiling
- c. executing              d. coding
- e. None of these

107. **The general term "peripheral equipment" is used for.....**

- a. any device that is attached to a computer system
- b. large-scale computer systems
- c. a program collection
- d. other office equipment not associated with a desktop computer

**108. Which process checks to ensure the components of the computer are operating and connected properly?**

- a. Booting
- b. Processing
- c. Saving
- d. Editing
- e. None of these

**109. What happens when you boot up a PC?**

- a. Portions of the operating system are copied from disk into memory
- b. Portions of the operating system are copied from memory onto disk
- c. Portions of the operating system are compiled
- d. Portions of the operating system are emulated
- e. None of these

**110. Hardware includes—**

- a. all devices used to input data into a computer
- b. sets of instructions that a computer runs or executes
- c. the computer and all the devices connected to it that are used to input and output data
- d. all devices involved in processing information including the central processing unit, memory, and storage
- e. None of these

**111. A(n).....is a program that makes the computer easier to use.**

- a. application
- b. utility
- c. network
- d. operating system
- e. None of these

**112. The.....manual tells you how to use a software program.**

- a. documentation
- b. programming
- c. technical
- d. user
- e. None of these

**113. A computer cannot “boot” if it does not have the.....**

- a. Compiler
- b. Loader
- c. Operating system
- d. Assembler
- e. None of these

**114. The combination of operating system and processor in a computer is referred to as a computer.....**

- a. firmware
- b. specifications
- c. minimum requirements
- d. platform

**115. What is software?**

- a. A type of computer code
- b. A computer language

- c. A set of instructions for your computer
- d. A cover for the computer
- e. None of these

**116. What are two examples of freeware?**

- a. WinZip and Linux
- b. Shareware and sharing
- c. Microsoft Word and the Google toolbar
- d. Instant messaging and the Google toolbar
- e. Microsoft PowerPoint and Microsoft Excel

**117. Vendor-created program modifications are called.....**

- a. patches
- b. hantaviruses
- c. holes
- d. fixes
- e. overlaps

**118. Every computer has a(n).....; many also have.....**

- a. Operating system; client systems
- b. Operating system; instructions sets
- c. Application programs; an operating system
- d. Application programs; a client system
- e. Operating system; application programs

**119. Which of the following is not a type of computer software which can be bought?**

- a. Off-the-shelf
- b. Tailor-made
- c. Custom-developed
- d. Off-the-shelf with alternations
- e. All of these can be purchased

**120. Computer software can be defined as.....**

- a. the computer and its associated equipment
- b. the instructions that tell the computer what to do
- c. computer components that act to accomplish a goal
- d. an interface between the computer and the network
- e. the interaction between the computer and its database

**121. Computer equipment itself is called.....**

- a. hardware
- b. byte
- c. mouse
- d. software
- e. default

**122. A.....is the general term for hardware not necessary to the basic function of the computer, connected externally.**

- a. icon
- b. bit
- c. keyboard
- d. printer
- e. peripheral

**123. The.....of a system includes the programs or instructions.**

- a. peripheral
- b. software

- c. information      d. icon  
e. hardware

**124. An.....backup contains a copy of every program, data, and system file on a computer.**

- a. restoration      b. bootstrap  
c. differential      d. full  
e. None of these

**125. Every component of your computer is either.....**

- a. application software or system software  
b. software or CPU/RAM  
c. hardware or software  
d. input devices or output devices  
e. None of these

**126. All the character that a device can use is called is?**

- a. skill set      b. character alphabet  
c. character codes      d. keyboard characters  
e. character set

**127. "Booting the system" means-**

- a. Loading the operating system  
b. Dismissing the computer  
c. Running an application program called 'Booting'  
d. Physically kicking the computer

**128. A compiler is-**

- a. A program which translators an assembly language program into machine language  
b. Any program whiten in machine language  
c. A program which translates a program written in a high level language into machine language  
d. A program which translates a program written in a high level language to another high level language

**129. In MS-DOS, the command that is used to clear the screen is:**

- a. CIS      b. Clear  
c. Clear screen      d. Wipe

**130. Pick the odd man out.**

- a. UNIX      b. MS-DOS  
c. Windows 98      d. Access

**131. Related to computers, what is meant by 'software'?**

- a. Computer programs      b. Computer circuitry  
c. Human brain      d. Floppy discs

**132. The.....of software contains lists of commands and option:**

- a. Menu bar      b. Tool bar  
c. Title bar      d. Formula bar  
e. None of these

**133. MS. Officer 200 was developed by——.**

- a. Novel      b. Coral  
c. Lotus      d. Microsoft  
e. None of these

**134. Founder of Microsoft company is-**

- a. Paul Allen      b. Bill Gates  
c. Both      d. All of these  
e. None of these

**135. Microsoft is an——**

- a. Organization to manufacture a microchip  
b. Organization to develop a software  
c. Organization for micro engineering  
d. Organization to manufacture hardware  
e. None of these

**136. A small arrow or blinking symbol on desktop is called——**

- a. Mouse      b. Logo  
c. Cursor      d. Cusor  
e. Palm

**137. Which of the following refers to the rectangular area for displaying information and running program-**

- a. Desktop      b. Dialog box  
c. Menu      d. Window  
e. Icon

**138. A popular window environment Windows-3 launched by Microsoft in——**

- a. 1985      b. 2000  
c. 1995      d. 1990  
e. None of these

**139. Technique to link two computers is called——**

- a. Internet      b. E-mail  
c. E-prom      d. Interface  
e. None of these

**140. While on the desktop in Windows, what happens pressing F5 do?**

- a. Refreshes the screen      b. Opens help menu  
c. Does Nothing      d. Opens Search

**141. To increase or decrease a speed of mouse cursor, which option is need?**

- a. Settings      b. Control  
c. Control panel      d. Drive  
e. None of these

**142. Windows software was developed by——**





- a. IBM
- b. Apple corporation
- c. Wipro
- d. All of these
- e. None of these

**143. Which of the following type of software is MS-Windows?**

- a. GUI
- b. MUI
- c. LUI
- d. GUI
- e. None of these

**144. Which of the following tells us about used and free space available in a computer?**

- a. My computer
- b. My document
- c. My briefcase
- d. My search
- e. None of these

**145. Drive software does not need——**

- a. Windows-95
- b. DOS
- c. 3D
- d. Photos Tyler
- e. None of these

**146. Windows 98 was developed in——**

- a. 1994
- b. 1998
- c. 2001
- d. 2004
- e. None of these

**147. What is close button?**

- a. Window which is present at the end of title bar
- b. Like small button
- c. To click it opened dialogue box and document is closed?
- d. All of these
- e. None of these

**148. Background of screen is known as——**

- a. Application
- b. Window
- c. Desktop
- d. Frame
- e. None of these

**149. ——and——keys are used with the combination of other key for shortcut and other special functions.**

- a. Ctrl, Alt
- b. Function, Toggle
- c. Delete, Insert
- d. Caps lock, Num lock
- e. None of these

**150. If text was highlighted and 'Edit' 'Copy' was clicked, what would happen?**

- a. Text would be copied from the document and placed in the clipboard
- b. Text would be removed from the document and placed in the clipboard
- c. Text would be removed from the document and placed in the document at the place where the cursor is blinking
- d. Only b and c
- e. None of these

**151. At which button is Help Menu available?**

- a. End
- b. Start
- c. Turn off
- d. Restart
- e. None of these

**152. You can keep your personal files/folders in——**

- a. My folder
- b. My documents
- c. My files
- d. My text
- e. None of these

**153. Data that is copied from an application is stored in the——**

- a. Driver
- b. Terminal
- c. Prompt
- d. Clipboard
- e. None of these

**154. Various applications and documents are represented on the windows desktop by——**

- a. Symbols
- b. Labels
- c. Graphs
- d. Icons
- e. None of these

**155. All the deleted files go to——**

- a. Recycle Bin
- b. Task bar
- c. Tool bar
- d. My computer
- e. None of these

**156. The rectangular area of the screen that displays a program, data and/or information is a——**

- a. Title bar
- b. Button
- c. Dialog box
- d. Window
- e. None of these

**157. A——contains commands that can be selected.**

- a. Pointer
- b. Menu
- c. Icon
- d. Button
- e. None of these

**158. Text and graphics that have been cut or copied are stored in an area called the——**

- a. Paste board
- b. Copy board
- c. Clip board
- d. Cutting board
- e. None of these

**159. What is the significance of a faded (dimmed) command in a pull-down menu?**

- a. The command is not currently accessible
- b. A dialog box appears if the command is selected
- c. A help window appears if the command is selected
- d. There are no equivalent keystrokes for the particular command
- e. None of these

**160. Generally, you access the recycle bin through an icon located—**

- a. On the desktop
- b. On the hard drive
- c. On the short cut menu
- d. In the properties dialog box
- e. None of these

**161. What menu is selected to cut, copy, and paste?**

- a. File
- b. Edit
- c. Tools
- d. Table
- e. None of these

**162. What is a file?**

- a. A file is a section of main storage used to store data
- b. A file is a collection of information that has been given a name and is stored in secondary memory
- c. A file is the part of a program that is used to describe what the program should do
- d. Floppy disks can only store data, not programs
- e. None of these

**163. When you cut or copy information it gets place in the—**

- a. Clipart
- b. Clipboard
- c. Internet
- d. Mother board
- e. None of these

**164. Deleted data remains on a disk until—**

- a. The data is overwritten
- b. The recycle bin is emptied
- c. A file compression utility is used
- d. The disk scanned
- e. None of these

**165. Which is a graphical representation of an application?**

- a. Windows 95
- b. Windows Explorer
- c. Icon
- d. Taskbar
- e. None of these

**166. The side bar in a window or word processor that has an arrow on both ends and a box in the middle that you use your mouse to move the pages up or down—**

- a. Scroll bar
- b. Roll bar
- c. Page bar
- d. Box bar
- e. None of these

**167. To shrink a window to an icon—**

- a. Open a group window
- b. Minimize a window
- c. Maximize a window

d. Restore a window

e. None of these

**168. Something which has easily-understood instructions is said to be—**

- a. Analog data
- b. Digital data
- c. Modem data
- d. Watts data
- e. None of these

**169. The portion that shows all the choices you can make while working in a window is called the—**

- a. Options
- b. Table
- c. Menu bar
- d. Item bar
- e. None of these

**170. A(n)— is contains commands that can be selected.**

- a. Pointer
- b. Menu
- c. Icon
- d. Button
- e. None of these

**171. A(n)—is a small image that represents a program, an instruction, a file, or some other object.**

- a. Keyword
- b. Interface
- c. Menu
- d. Icon
- e. None of these

**172. A—is an icon on the desktop that provides a user with immediate access to a program or file.**

- a. Kernel
- b. Buffer
- c. Shortcut
- d. Spooler
- e. None of these

**173. Data and Time are available on the desktop that provides a user with immediate access to a program or file.**

- a. Keyboard
- b. Recycle bin
- c. My computer
- d. Task bar
- e. None of these

**174. A symbol on the screen that represents a disk, documents or program that you can select—**

- a. Keys
- b. Caps
- c. Icon
- d. Monitor
- e. None of these

**175. To “maximize” a window means to—**

- a. Fill it to capacity
- b. Expand it to fit the desktop
- c. Put only like files inside
- d. Drag it to the Recycle bin
- e. None of these



**176. Easy to use—**

- a. User friendly      b. Select
- c. Helpful              d. Ever-ready
- e. None of these

**177. Choices are referred to store files—**

- a. Options              b. Exit
- c. Boot                  d. Folder
- e. None of these

**178. A place that a user can create to store files—**

- a. Cursor              b. Boot
- c. Folder               d. Text
- e. None of these

**179. Commands at the top of a screen such as FILE-FONT-TOOLS to operate and change things within programs—**

- a. Menu bar            b. Tool bar
- c. User friendly      d. Word processor
- e. None of these

**180. TO insert a copy of the clipboard contents, whatever was last cut or copied at the insertion point—**

- a. Paste                b. Stick in
- c. Fit in                d. Push in
- e. None of these

**181. The command used to remove text or graphics from a document. The information is then stored on a clipboard so you can paste it.**

- a. Chop                b. Cut
- c. Clip                 d. Cart away
- e. None of these

**182. To move down a page in a document—**

- a. Jump                b. Fly
- c. Wriggle             d. Scroll
- e. None of these

**183. Screen that comes on when you turn on your computer that shows all the icon—**

- a. Desktop            b. Face to face
- c. View                d. View space
- e. None of these

**184. Each—on menu performs a specific action.**

- a. Client               b. Server
- c. Node                d. Command
- e. None of these

**185. A menu contains a list of—**

- a. Commands        b. Data
- c. Objects            d. Reports
- e. None of these

**186. Files are organized by storing them in—**

- a. Tables              b. Database
- c. Folders             d. Graphs
- e. None of these

**187. —is when the more power-hungry components, such as the monitor and the hared derive are put in idle.**

- a. Hibernation        b. Power down
- c. Stand by mode     d. The shutdown procedure
- e. None of these

**188. When you install a new program on your computer, it is typically added to the — menu.**

- a. all programs        b. select programs
- c. start program      d. desktop program
- e. None of these

**189. A—contains buttons and menus that provide quick access to commonly used commands.**

- a. menu bar            b. tool bar
- c. window             d. action bar
- e. None of these

**190. Which of the following menu types is also called a drop-down menu?**

- a. fly-out              b. cascading
- c. pop-up             d. pull-down
- e. None of these

**191. Most application software today comes with an interface called a(n)—**

- a. graphical user interface
- b. character user interface
- c. icon user interface
- d. button user interface
- e. None of these

**192. —shows the files, folders, and drives on your computer, making it easy to navigate from one location to another within the file hierarchy.**

- a. Microsoft Internet Explorer
- b. Windows Explorer
- c. My computer
- d. Folders Manger    e. None of these

**193. —are lists of commands that appear on the screen.**

- a. GUIs                b. Icon
- c. Menus              d. Windows
- e. None of these

**194. Each—on a menu performs a specific action.**

- a. client               b. server
- c. node                d. command

e. None of these

**195. A(n)—uses pictures (called icons) and menus displayed on the screen to send commands to the computer system.**

- a. command-based user interface
- b. GUI
- c. system utility
- d. APIe
- e. None of these

**196. The—allows you to access objects and start programs.**

- a. Default menu
- b. XP menu
- c. Start menu
- d. Stop menu
- e. None of these

**197. “GUI” stands for—**

- a. Gnutella Universal Interface
- b. Graphical User Interface
- c. Graphic Uninstall/Install
- d. General Utility Interface
- e. None of these

**198. What is Windows Explorer?**

- a. A drive
- b. APC
- c. A Web browser
- d. A network
- e. None of these

**199. The—is the term used to describe the window that is currently being used.**

- a. Web window
- b. Display are
- c. WordPad Window
- d. Active Window
- e. None of these

**200. Files deleted from the hard disk are sent to the—**

- a. Recycle Bin
- b. Floppy disk
- c. Clipboard
- d. Motherboard
- e. None of these

**201. The copy commands saves to—**

- a. The desktop
- b. The clipboard
- c. Printer
- d. Microsoft word
- e. paste

**202. Windows 95, Windows 98, and Windows NT are known as what?**

- a. processors
- b. domain names
- c. modems
- d. operating systems
- e. None of these

**203. The taskbar is located—**

- a. on the start menu
- b. at the bottom of the screen
- c. on the Quick Launch toolbar
- d. at the top of the screen
- e. None of these

**204. Generally, you access the Recycle Bin through an icon located—**

- a. on the desktop
- b. on the hard drive
- c. on the shortcut menu
- d. in the properties dialog box
- e. None of these

**205. The Recycle Bin stores discarded items until—**

- a. another user logs on
- b. the computer is shut down
- c. the end of the day
- d. you empty it
- e. None of these

**206. A blinking indicator that shows you where your next action will happen—**

- a. CPU
- b. Cursor
- c. Tool bar
- d. Boot
- e. None of these

**207. Which of the following is the first step in sizing a windows?**

- a. Point to the title bar
- b. Pull down the view menu t display the toolbar
- c. Point to any corner or borderd. Pull down the view menu and change to large icon
- e. None of these

**208. In Windows, Icons such as Add/Remove program Add New Hardware, Modems etc, are found in—**

- a. Control Panel
- b. Network Neighborhood
- c. My computer
- d. Task bar

### Answer Key (Computer & Information Technology)

|    |   |    |   |    |   |    |   |    |   |    |   |    |   |    |   |    |   |    |   |
|----|---|----|---|----|---|----|---|----|---|----|---|----|---|----|---|----|---|----|---|
| 1  | c | 2  | a | 3  | a | 4  | b | 5  | d | 6  | a | 7  | a | 8  | c | 9  | b | 10 | b |
| 11 | c | 12 | e | 13 | d | 14 | b | 15 | a | 16 | a | 17 | a | 18 | b | 19 | d | 20 | a |
| 21 | b | 22 | d | 23 | c | 24 | a | 25 | b | 26 | b | 27 | c | 28 | c | 29 | b | 30 | a |
| 31 | b | 32 | c | 33 | b | 34 | b | 35 | a | 36 | b | 37 | b | 38 | b | 39 | d | 40 | c |
| 41 | a | 42 | c | 43 | d | 44 | b | 45 | c | 46 | b | 47 | c | 48 | b | 49 | a | 50 | d |
| 51 | a | 52 | c | 53 | d | 54 | c | 55 | b | 56 | a | 57 | d | 58 | a | 59 | a | 60 | c |



|     |   |     |   |     |   |     |   |     |   |     |   |     |   |     |   |     |   |     |   |
|-----|---|-----|---|-----|---|-----|---|-----|---|-----|---|-----|---|-----|---|-----|---|-----|---|
| 61  | b | 62  | a | 63  | a | 64  | a | 65  | a | 66  | c | 67  | a | 68  | c | 69  | c | 70  | d |
| 71  | c | 72  | a | 73  | d | 74  | c | 75  | d | 76  | d | 77  | b | 78  | a | 79  | c | 80  | d |
| 81  | a | 82  | d | 83  | d | 84  | c | 85  | c | 86  | b | 87  | a | 88  | b | 89  | d | 90  | b |
| 91  | c | 92  | a | 93  | b | 94  | d | 95  | c | 96  | c | 97  | d | 98  | b | 99  | a | 100 | b |
| 101 | d | 102 | b | 103 | b | 104 | c | 105 | b | 106 | d | 107 | a | 108 | a | 109 | a | 110 | c |
| 111 | b | 112 | d | 113 | c | 114 | d | 115 | c | 116 | d | 117 | a | 118 | e | 119 | e | 120 | b |
| 121 | a | 122 | e | 123 | b | 124 | d | 125 | c | 126 | e | 127 | a | 128 | c | 129 | a | 130 | d |
| 131 | a | 132 | a | 133 | d | 134 | c | 135 | b | 136 | d | 137 | d | 138 | d | 139 | d | 140 | a |
| 141 | e | 142 | a | 143 | d | 144 | a | 145 | a | 146 | b | 147 | b | 148 | c | 149 | a | 150 | a |
| 151 | b | 152 | b | 153 | d | 154 | d | 155 | a | 156 | d | 157 | b | 158 | c | 159 | a | 160 | a |
| 161 | b | 162 | b | 163 | b | 164 | b | 165 | c | 166 | a | 167 | b | 168 | a | 169 | c | 170 | b |
| 171 | d | 172 | c | 173 | d | 174 | c | 175 | b | 176 | a | 177 | a | 178 | c | 179 | a | 180 | a |
| 181 | b | 182 | d | 183 | a | 184 | d | 185 | a | 186 | c | 187 | c | 188 | a | 189 | b | 190 | d |
| 191 | a | 192 | c | 193 | c | 194 | d | 195 | a | 196 | c | 197 | b | 198 | e | 199 | d | 200 | a |
| 201 | b | 202 | d | 203 | b | 204 | a | 205 | d | 206 | b | 207 | a | 208 | c |     |   |     |   |

Class

Exam

- Windows media player is an example of-  
a) Operating system b) Application software  
c) System software d) Browser
- Which of the following is system software?  
a) Operating system b) Compiler  
c) Utilities d) All of these
- Which one is the first 64-bit operating system?  
a) Windows vista b) Mac  
c) Linux d) Windows XP
- Which of the following is not an operating system?  
a) DOS b) Linux  
c) Oracle d) Window
- Which one of the following is an extension of the Video file format in computer?  
a) .mpg b) .jpg  
c) .exe d) .bmp
- A Microsoft Windows is a(n)-  
a) Graphic program b) Operating system  
c) Word processing d) Database program
- In computer system, what is Trojan horse?  
a) Virus b) Malware  
c) Worm d) Spyware
- Antivirus software is an example of.....  
a. business software b. an operating system  
c. security utility d. an office suite
- Which of the following is not an operating system?  
a. DOS b. Linux  
c. Oracle d. Windows
- The portions that shows all the choices you can while working in a window is called?  
a. menu bar b. options  
c. table d. item bar

### Answer Sheet

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |    |   |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|---|
| 1 | B | 2 | A | 3 | C | 4 | C | 5 | A | 6 | B | 7 | B | 8 | C | 9 | C | 10 | A |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|----|---|