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Computer Awareness is an important knowledge that any person should have regardless of their profession since the world is getting increasingly digitised with every passing day. It is one subject that is commonly featured in many bank exams and competitive exams. Computer Awareness is one of the scoring subjects and with the right preparation, can grab you a decent score on this topic. We understand the importance of the right study material for learning Computer Awareness and hence, Testbook Learn's team has worked on several blog articles on this topic. These study notes on Computer Awareness cover the syllabus of bank exams and competitive exams and can be used for quick revision too. These Computer Awareness blogs are available in PDF format for the candidates to download from the given links in the table below. Students may also choose to print the articles for their ease and convenience.

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Computer Awareness Syllabus for Competitive Exams

We aim to cover all the relevant topics for our students' selection in bank exams and competitive examinations. With these articles, they will gain a better understanding of the basics of computer functioning and will be able to solve questions more easily. These notes will help the students keep computer information at their fingertips. Here is the list of general computer awareness topics most commonly featuring in the computer awareness section of various examinations:

1. [Computer Aptitude](#)
2. [History of the Computer & Inventions](#)
3. [Computer input & output Devices](#)
4. Computer component
5. [Computer storage Devices](#)
6. Computer Languages
7. Computer File extension
8. [Microsoft Windows](#)
9. [Microsoft Office](#)
10. [MS Word](#)
11. [MS PowerPoint](#)
12. [MS Excel](#)
13. [MS Access](#)
14. [MS Outlook](#)
15. [Keyboard shortcuts and their uses](#)
16. [Important computer Abbreviations](#)
17. [Computer Network & Internet](#)
18. E-commerce
19. Number system
20. [Computer virus & Cybersecurity](#)
21. Operating system basic(windows, disk, Linux)
22. Computer organization(Process, memory)
23. Computer system Architecture
24. Database & RDBMS basics
25. Electronics & logic gates
26. Web technology
27. Data communication & network
28. Software engineering
29. [ICT & Governance](#)

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Computer Awareness Topics

Here is the list of topics that our team has worked on so far. These are available for download for Computer Awareness students' convenience. These will be helpful for the candidates in understanding the basics of computer functioning better:

Sr. No	Topic	Explanation
1.	TCP UDP and Sockets Congestion Control	When a sender overflows the network with too many materials then it leads to network congestion. Congestion in the network can be easily spotted. Find out more about congestion control from the given link.
2.	Computer Aptitude	Computer aptitude consists of two parts- Computer Awareness and Computer aptitude . While the former deals with theoretical knowledge of computers, the latter includes the practical application.
3.	Computer Fundamentals	Through this article, learn about the fundamentals of computers, their application, advantages, disadvantages, generations, and types of computers.

4.	Generations of Computer	There exist five generations of computers to date based on their processing hardware. Get to know about them as well as their applications and more.
5.	Types of Computers	Through this article, we learn about the different types of computers, their uses with some sample questions for efficient exam preparation.
6.	Microsoft Windows	Read about Microsoft Windows, its introduction, various editions and versions such as Windows Home, Windows Professionals, etcetera.
7.	Different Versions of Windows	Get to know about all the different versions of Windows along with their release dates, features and facts, here in this article.
8.	Microsoft Office	Get to know all about Microsoft Office— its basics, applications and more from the given link.
9.	Microsoft Access	This article contains a to z about Microsoft Access for competitive exams— its introduction, components, advantages and limitations and more.
10.	Difference Between RAM and ROM	Computer memory is subdivided into three types— Cache Memory, Primary Memory and Secondary Memory. RAM and ROM are parts of the Primary Memory. Get to know all about RAM & ROM by clicking on the given link.
11.	Types of Computer Network Topology	A computer network is a collection of various computers connected with same protocol, and interact with each other by sharing resources, data and applications. Know more about computer networks here.
12.	Computer Shortcut Keys	Shortcut keys assist in simpler and faster navigation and execution of different computer commands. Here's a list of all the relevant shortcut keys on computers.
13.	Computer Abbreviations	Computer Abbreviations are the most asked questions in the Computer Awareness sections of government examinations. Here's a complete list of all the necessary Computer Abbreviations.

14.	Computer Virus	Here's everything you need to know about Computer Viruses. Click on the link to find out about types of computer viruses, antivirus, dangers and more.
15.	Computer Network	A group of computers connected by a set of common communication protocols to share resources and data is called a computer network. Get to know about types of computer networks, other types of networks, modes of communication in computer networking etc and more. Click on the given link.
16.	Types of Computer Network Devices	Get to know all about Networking devices, types of computer network devices, functions and more. Click on the given link.

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Computer Awareness Sample Questions

For our candidates to have a maximum idea about what the Computer Awareness section in the examinations may entail for them, we have included below a few sample problems. Take a shot at these questions and judge your level of preparation so far: **Q. What does “E” stand for in MPEG?**

1. **Experts**
 2. Exercise
 3. Electronic
 4. E-mail

Q. GSM is a standard developed by ____ to describe the protocols for second-generation networks used by mobile devices such as mobile phones and tablets

1. **ETSI**
 2. ESTI
 3. EITS
 4. TSEI

Q. _____ software tool enables user interaction with the computer for a specific purpose.

1. Hardware
2. **Application**
3. Monitor
4. MS Office

Q. Structured Query Language (SQL) is used in the following?

1. Create & Modify Databases
2. **Create, Modify & Query Databases**
3. Create Databases
4. All of the Above

Q. Which of the following device is used to convert the native data into a signal?

1. OCR
2. **Modem**
3. Scanner
4. CPU

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How to Prepare Computer Awareness for Competitive Exams?

Here are a few tips and strategies we suggest for effective preparation of the Computer Awareness section in bank exams and competitive exams:

1. Make sure your computer has all the required software and applications downloaded.
2. Practice everything that you study on your own computer to solidify the new knowledge.
3. Make sure you revise everything regularly. Start your studies every day by revising the topic you studied the day before.
4. Create a rough study plan in which allocate study date and revision dates to each topic.
5. Make time to study other subjects in the day as well and try to study computer awareness simultaneously with other subjects.

Download the [Testbook App](#) now to access more topics on Computer Awareness for banking, competitive and government exams. Get free mock tests, test series, exam pages and detailed study blogs on each topic

Exam-wise Weightage of Computer Awareness for Banking

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While you are preparing Computer Awareness for Bank Exams, it's essential that you check out the weightage of this section in specific exams of SBI, IBPS, RBI, etc. Candidates applying for [Bank SO Jobs](#) need not prepare equally. The below table will provide an analysis of the exam-wise weightage of Computer Knowledge for banking Mains section to give you a general understanding.

Bank Exam Name	Computer Awareness Weightage in Mains
SBI PO	10-15

IBPS PO	10-12
IBPS RRB PO*	20
SBI Clerk	12-15
IBPS Clerk	10-15
IBPS RRB Clerk*	20
RBI Assistant*	40

Note*: Weightage provided above may vary year-to-year in specific exam analysis. However, the weightage of Computer Awareness for IBPS RRB & RBI Assistant Banking exams are officially fixed as per their respective exam pattern.

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Topic-wise Weightage of Computer Awareness for Bank Exams

Now that you have an idea of the exam-wise weightage of the section, it's essential to go through each topic one by one to know which to prepare first and later. Check out the table below to know topic-wise weightage of Computer Awareness for banking exams -

Computer Awareness Topics for Bank Exams	Marks Allotted (Mains)
Computer Fundamentals	4-5
Input and Output Devices	2-3
Internet Application	5-6

Microsoft Applications	2-3
Storage & Database Management	1-2
Flowchart & Number System	2-3
Computer Shortcut Keys & Abbreviation	3-4
Operating System (Windows, Mac, Linux, etc)	2-3

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Key Terms of Computer Awareness for Banking

Now that you have an idea of the computer awareness syllabus for bank exams, you must go through the most important and commonly asked terms of Computer Awareness for Bank Exams like SBI, IBPS, RBI, and even insurance exam to an extent below.

Key Term	Definition
Computer Virus	It is a malicious program/code that can be transmitted into the user's computer system without his/her knowledge. It can affect other programs or existing data, hijack system memory or cause shut-down issues.
Malware	It is a virus variant or can be called a malicious software which can infect host system and its users' personal data commonly for some third-party benefit without user's authorization.
Trojan horse	It is a type of malware that masquerades as legitimate code or software. Once inside the network, attackers can perform any action that a legitimate user would, such as exporting files, modifying data, deleting files, or otherwise altering the device's contents.

Antivirus software	It is a program used to protect computer systems from malware, trojans and network viruses. Antivirus software is built by several well-known software companies. McAfee, Norton, Quickheal and Kaspersky Labs are some of the largest software vendors that develop and market antivirus software.
Authorization	The act of permitting security/access rights for information & data is called authorization. System admins are specific user groups or individual users who have authorization of any data.
Authentication	Authentication occurs when the credentials are compared to those of the original file's database. It aids the system in granting access to authorized users and protects system's database
Phishing	It is the practice of sending unauthentic/fake information like emails, popups or even flash messages to extract sensitive personal information like name, photo, passwords or money.

Once prepared with the syllabus and key terms of computer awareness for bank exams, check out the links below to start practicing

Bank Exam Study Materials		
SBI PO Previous Year Papers	SBI Clerk Previous Year Question Papers	IBPS PO Previous Year Papers
IBPS Clerk Previous Year Papers	IBPS RRB PO Practice Set	RBI Assistant Previous Year Papers
RBI Grade B Previous Year Papers	NABARD Grade A Previous Year Papers	SBI PO Practice Set Papers

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How to Prepare Computer Awareness for Bank Exams?

In the list below, our Computer Aptitude banking experts have simultaneously provided bank exam preparation tips for Computer Awareness section. Following these tips will help you benefit for this relatively easy scoring section -

- Do not waste your time by relying on degree-level or comprehensive Computer awareness books for bank exams as it covers highly advanced topics which won't be coming for bank exams. Refer to the booklist provided below.
- Ensure practicing for Computer Awareness practically. Your personal computer/laptop should have most required computer applications and softwares for revision.
- In a few exams, you can expect topics from Flowchart or Number System. Thus, don't forget to practice conversions from your Quant schedule too.
- Attempt previous question papers, mock tests, practice sets, quizzes and other study materials to strategize your preparation on Computer Awareness for banking.
- Balance your Computer Awareness preparation in such a way that it adds to your total cutoff scores along with scores obtained in Quant, Reasoning, English, GK section.

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Best Computer Awareness Books for Bank Exams

As mentioned already, you don't need to cram up any advanced level Computer Awareness book for bank exams as no in-depth topics will be covered. Follow the list of best Computer Awareness Books for bank exams like SBI, IBPS, IBPS RRB, RBI, NABARD, etc below -

Book Name	Author/Publication
Objective Computer Awareness for General Competitive Exams	Arihant
Computer Knowledge (SBI/IBPS Clerk/PO/RRB/RBI/SSC Railways Insurance Exams)	Shikha Agarwal
Kiran Objective Computer Knowledge & Literacy 2300+ Objective Question English	Pratiyogita Kiran & KICX Think Tank of Kiran Prakashan
Lucent's Computer	Rani Ahilya
NCERT (VI-X) std Computer textbooks	NCERT

Access latest **Computer Awareness MCQs** for Bank and Insurance exams in detail here.

We hope that this informative article on Computer Awareness for Bank Exams could help you with the in-depth preparation for this important Mains section. For more such in-depth preparation strategies, study materials, and practice resources, download the free **Testbook App** now to stay ahead of the competition.

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