

[Answer the following Questions (76X1=76)]

1. Which one is used to group similar things together?
 - a) **Folder**
 - b) Files
 - c) Record
 - d) MS Word
2. Files are stored
 - a) Inside the processor
 - b) **On a disk in folders**
 - c) Inside sound card
 - d) In RAM
3. Which of the following can display a hierarchical representation of folders & files on a disk?
 - a) Popup Menu
 - b) **File Explorer**
 - c) Title bar
 - d) Internet Explorer
4. To resize a window in two directions at once drag the mouse pointer
 - a) Horizontally
 - b) Vertically
 - c) **Diagonally**
 - d) None
5. Theis the drive containing the files to be copied from
 - a) **Source drive**
 - b) Destination drive
 - c) USB drive
 - d) None of the above
6. The Basic Input Output System (BIOS) resides in
 - a) RAM
 - b) ROM
 - c) **The CPU**
 - d) Memory Cache
7. Recently deleted files are stored in
 - a) **Recycle bin**
 - b) Desktop
 - c) Taskbar
 - d) My computer
8. is most often done after fixing a problem, adding a new program or making configuration change
 - a) Shut Down
 - b) **Restart**
 - c) Sleep
 - d) Hibernate
9. The title bar always displays on
 - a) **Top of the open windows**
 - b) Left side of the open window
 - c) Right side of the open window
 - d) All of above
10. Running multiple programs at the same time is called:
 - a) **Multitasking**
 - b) Foreground tasking
 - c) Single tasking
 - d) Symmetric
11. When you open This PC on desktop you see the information of
 - a) Hard disk
 - b) CD
 - c) Removable disk
 - d) **All of the above**
12. Pressing which of the following keys would place a picture of what is currently displayed on your monitor onto the clipboard?
 - a) Ctrl+ C
 - b) F5
 - c) **Print Screen**
 - d) Ctrl + Insert
13. Save operation means
 - a) Put data into processor
 - b) Put data into internal memory
 - c) **Put data into secondary storage**
 - d) Put data into monitor
14. You should choose Sleep option when
 - a) The computer is tired after working for the whole day
 - b) **You are leaving for a very short time and want to resume you work shortly**
 - c) When computer gets hanged frequently. Let it sleep for some time
 - d) You finish working and going to bed
15. Identify false statement
 - a) You can find deleted files in recycle bin
 - b) You can restore any files in recycle bin if you ever need
 - c) **You can increase free space of disk by sending files in recycle bin**
 - d) You can right click and choose Empty Recycle Bin to clean it at once
16. To delete a file without allowing it to store in recycle bin
 - a) Press Delete key
 - b) **Press Shift + Delete key**
 - c) Press Ctrl + Delete key
 - d) Press Alt + Delete key
17. In Windows, start button is used to
 - a) Run applications
 - b) Device setting
 - c) Turn off the system
 - d) **All of above**
18. Start/restart the computer is called
 - a) Exit
 - b) Run
 - c) Option
 - d) **Boot**
19. When you cut or copy the text or picture, it stores temporarily in the
 - a) File
 - b) **Clipboard**
 - c) Icon
 - d) All of above
20. Tree structure displays the
 - a) File only

- b) **Directory only**
c) File and directory name
21. Which one of the does all the calculations, processing tasks within a computer when you run applications?
a) **CPU**
b) RAM
c) ROM-BIOS
d) Operating System
22. Which is not a storage media?
a) CDs
b) DVDs
c) Hard Disks
d) **Modem**
23. Which of the following holds true for ROM?
a) The operating system is loaded into this when the PC is switched on
b) The contents of this disappear when the PC is switched off.
c) The contents of this change constantly as the PC is used.
d) **You cannot write to this type of memory**
24. Which of the following performs a self-diagnostic check to see whether the computer is working or not during start up?
a) **ROM-BIOS**
b) RAM
c) Video Memory
d) CPU
25. Where does the computer keep all its working files while working?
a) In the processor
b) **In RAM**
c) In CD ROM
d) In Graphics Card
26. Taskbar is used for
a) Navigation program
b) switching between program
c) Start a program
d) **All of above**
27. To save your computer from viruses you will do
a) Install antivirus software and run it
b) Make physical safe for the removal disk
c) Scan the removable disk before using it
d) **All of the above**
28. Which of the following is used to display the content of a certain drive or folder?
a) Click the drive or folder while holding down the Alt key
b) Triple click the drive or folder
c) Right click the drive or folder
d) **Double click the drive or folder**
29. Directory is similar to
a) File
b) **Folder**
c) Item
d) None of above
30. In a folder, which of the following command is used to rename the file or folder?
a) F3
b) F4
c) **F2**
d) F7
- d) None of above
31. Netscape navigator is a
a) **Browser**
b) Compose
c) Editor
d) None of these
32. Any files deleted in Windows goes into
a) Trash can
b) **Recycle bin**
c) Deleted Files
d) None of above
33. Which of the following command is used to switch between the window programs?
a) **Alt+Tab**
b) Alt+F4
c) Ctrl+Tab
d) None of the above
34. Which of the following command is used to close the active window?
a) **Alt+F4**
b) Ctrl+F5
c) Alt+F6
d) None of above
35. In Client/Server system, which one requires more powerful PC?
a) The Server
b) A Client
c) Laptop Computer
d) Storage Media
36. Which one of the following is a method of publishing frequently updated content such as news headlines online?
a) A Blog.
b) **RSS**
c) A Podcast.
d) Instant messaging.
37. Which one of the following practices helps create a good ergonomic working environment?
a) Protecting computer monitors from reflections and glare by correct positioning.
b) Taking very few breaks away from the computer.
c) Keeping the office cold and using low overhead lighting.
d) Use of non-adjustable chairs when working with computers.
38. Which one of the following is an advantage of teleworking?
a) Long commuting times.
b) Flexible schedules.
c) Less emphasis on teamwork.
d) Lack of human contact.
39. Which one of the following is a characteristic of broadband?
a) Completely safe from intruders.
b) It has a dial up connection.
c) **High speed.**
d) Cost can vary from day to day.
40. Which one of the following is a text-based communication between two or more people over the Internet?

- a) Podcasting.
 - b) Really Simple Syndication.
 - c) Voice over Internet Protocol.
 - d) **Instant Messaging.**
41. Which one of the following is a term for an audio recording posted on a web site that can be downloaded and played later?
- a) **Podcast.**
 - b) Blog.
 - c) VoIP.
 - d) RSS Feed.
42. The computers in your office building are connected together so staff can share files and printers. What is this arrangement of computers called?
- a) The Internet.
 - b) **A Local Area Network.**
 - c) The World Wide Web.
 - d) A network port.
43. Which one of the following is a private network that allows specified external user's access?
- a) Intranet.
 - b) World Nets.
 - c) Internet.
 - d) **Extranet.**
44. The World Wide Web is –
- a) All the linked documents that are held on a global network of computer systems
 - b) The world-wide e-mail system
 - c) The cables and communications satellites that connect systems all over the world
 - d) **Is a system of interlinked hypertext documents accessed via the Internet?**
45. Which one of the following is NOT a feature of electronic commerce?
- a) Goods can be advertised and prices compared.
 - b) **There is physical contact between buyer and seller.**
 - c) Transactions can be processed quickly.
 - d) Services are available 24 hours a day.
46. Which one of the following statements about the use of e-commerce is true?
- a) An internet connection is optional for e-commerce
 - b) **Transactions can occur anywhere in the world where Internet & other e-commerce facilities are present**
 - c) Customers can only pay by e-mailing credit card details
 - d) Customers give up the right to return unsatisfactory goods
47. Online shopping site keep store.
- a) very few stocks range
 - b) large stock range
 - c) medium stock range
 - d) none of all
48. Which is following disadvantage of E-commerce?
- a) **Possible credit card fraud**
 - b) Detailed product information
 - c) get product easily
 - d) all of above
49. Which is the following example of E-banking?
- a) **pay bills online**
 - b) medium stock range
 - c) home service
 - d) none of all
50. Which is following advantage of E-learning?
- a) **Train many people at same time.**
 - b) Internet connection temporary fail.
 - c) slow internet
 - d) none of all
51. Which is following disadvantage of E-learning?
- a) **Internet connection temporary fail.**
 - b) e-learning provide cheaper rate.
 - c) Train many people at same time.
 - d) all of above
52. Which is the first program run on a computer when the computer boots up?
- a) System software
 - b) **Operating system**
 - c) System operations
 - d) None
53. When you run a software application from your hard disk, what MUST happen next?
- a) Software is copied from the disk into the computers RAM
 - b) Software is copied from the disk into the registers inside the CPU
 - c) Software is copied from the disk into the ROM installed on the motherboard
 - d) The CPU starts executing the instructions in the software immediately
54. Which one of these types of computer memory is permanent and unchanging?
- a) Random Access Memory
 - b) Working Memory
 - c) Virtual Memory
 - d) **Read-Only Memory**
55. DVD stands for
- a) Digital Virtual Disk
 - b) Digital Volatile Disk
 - c) **Digital Versatile Disk**
 - d) Double Volume Disk
56. Which one of the statements correctly completes the following sentence? A computer's operating system
- a) does not control devices such as printers that are connected to the PC
 - b) Is the hardware the computer uses to run software
 - c) is not necessary on some very powerful personal computers
 - d) **Enables ALL the other programs to run.**
57. Which type of printer is preferable for high quality printing at high speed?
- a) **Laser Printer**
 - b) Inkjet Printer
 - c) Dot Matrix Printer
 - d) None of the above
58. Data and programs stored in RAM are
- a) Permanent
 - b) **Volatile**
 - c) All of above
 - d) None of above
59. The CPU is normally installed on
- a) Mother Board
 - b) Monitor
 - c) **Casing**

- d) Keyboard
60. Elaboration of GUI
- Graphical User Interface
 - Graphical User Interchange
 - Group Under Internet
 - All of above
61. Computer performance depends on-
- CPU Speed
 - RAM size
 - Graphics Card
 - All of above
62. Use of icons and windows are characteristics of interface
- Command driven
 - Windows orientated
 - Graphical user
 - Menu driven
63. Which of the following phrase best relates to IT?
- All aspects of developing a software for an organization
 - All aspects managing and processing information in an organization
 - All aspects of managing and processing information using internet
 - All aspects of replacing human operated jobs with computer-controlled system
64. Which technology allows us to connect two more computers together?
- Internet
 - LAN
 - Networking
 - WWW
65. Which of the following operations moves text from clipboard?
- Copy
 - Paste
 - Drag and Drop
 - Cut
66. What is the default file extension for all MS Word documents?
- .txts
 - .word
 - .docs
 - .docx
67. How many different documents you can open at one time?
- No more than three
 - Only one
 - As many as your computer memory will hold
 - As many as your taskbar can display
68. Which would you choose to save a document with a new name?
- Press Ctrl+S
 - Click File, Save
 - Click Tools, Options, Save
 - Click File, Save As
69. Ctrl + X
- Close Document
 - Close Word Application
 - Cut the Selected Contents
 - Copy the Selected Contents
70. Where is the quick Access Toolbar and when should you use it?
- upper-left corner and use it for your favorite commands
 - floats over your text and use it when you need to make formatting changes
 - Home tab and use it when you need to quickly launch or start new document
 - None of above
71. When you save a file as a Web page, Word converts the contents of the document into.....
- Java
 - Perl
 - HTML
 - Unix
72. Home Key
- Moves the cursor beginning of the document
 - Moves the cursor beginning of the paragraph
 - Moves the cursor beginning of the screen
 - Moves the cursor beginning of the line
73. "Ctrl + Right Arrow" is used to
- Moves the cursor one word right
 - Moves the cursor end of the line\
 - Moves the cursor end of the document
 - Moves the cursor one Paragraph down
74. End Key
- Moves the cursor end of the line
 - Moves the cursor end of the document
 - Moves the cursor end of the paragraph
 - Moves the cursor end of the screen
75. With which view can you see how text and graphics will appear on the printed page?
- Normal
 - Print Layout
 - Outline
 - Web Layout
76. Which of the following is a special type of program which loads automatically when you start your computer?
- Internet Browser
 - Database
 - Operating System
 - Calculator