PRACTICE SET 1

1. Which of the following is an example of non-volatile memory?
(1) ROM　(2) RAM　(3) LSI　(4) VLSI

2. Which of the following is a unit of measurement used in computer system?
(1) Byte　　　　　(2) Megabyte
(3) Gigabyte　　　(4) All of these

3. Which command is used to copy files?
(1) Copy　　　　　(2) Disk copy
(3) Type　　　　　(4) All of these

4. Which of the following is/are fundamental component(s) of IoT?
(1) Sensors　　　　(2) Connectivity
(3) Data processing　(4) All of these

5. Which is not an advantage of using computerised spreadsheets?
(1) Flexibility moving entries
(2) Speed of calculation
(3) Ability to generate tables
(4) Cost of initial setup

6. To select several cells or ranges that are not touching each other, what would you do while selecting?
(1) Hold down the Ctrl key
(2) Hold down the Shift key
(3) Hold down the Alt key
(4) Hold down Ctrl + Shift key

7. Which of the following are selected in PowerPoint to play a PowerPoint slide show for previewing?
(1) View, Slide Sorter　(2) View, Slide
(3) View, Slide Show　(4) View, Outline

8. Which of the following are used in MS-PowerPoint, in order to see all the slides on one screen?
(1) View, Slide Sorter
(2) View, Slide
(3) View, Master
(4) View, Slide Show

9. Which of the following is not a property of fibre optic cabling?
(1) Transmits at faster speed than copper cabling
(2) Easier to capture a signal from than copper cabling
(3) Very resistant to interference
(4) Carries signals as light waves

10. What does fibre use to transmit data?
(1) Vibrations　　　(2) Sound
(3) Electrical current　(4) Light

11. To cut the selected text, these keys should be pressed.
(1) Ctrl + C　　　(2) Ctrl + D
(3) Ctrl + V　　　(4) Ctrl + X

12. It is the abuse of messaging systems to send unsolicited bulk messages in the form of e-mails.
(1) Spam　　　　(2) Adware
(3) Hacking　　　(4) Cracking

13. .... is a software that is designed to prevent, detect and remove viruses.
(1) Firewall　　　　(2) Digital certificate
(3) Anti-virus software　(4) Password

14. The secondary storage devices can only store data, but they cannot perform
(1) arithmetic operations
(2) fetch operations
(3) logic operations
(4) All of the above

15. Which of the following is/are the type(s) of QR Code?
(1) Static QR Code　(2) Dynamic QR Code
(3) Both (1) and (2)　(4) None of these

16. In computer science, by information we mean
(1) any output coming out from computer
(2) processed data put in an intelligent form
(3) a report printed by the computer
(4) plural of data

17. DEL command is used to
(1) delete files
(2) delete directory
(3) delete labels
(4) delete contents of file

18. C++ language was developed by
(1) Dennis Ritchie
(2) Charles Babbage
(3) Niklaus Wirth
(4) Bjarne Stroustroup

19. The bar which shows your current status in the document is called
(1) status   (2) standard
(3) format   (4) title

20. You can delete one character to the left of cursor using ...... key.
(1) backspace   (2) delete
(3) edit   (4) format

21. You can use .... alignment to centralise your text.
(1) right   (2) centre
(3) left   (4) All of these

22. In MS-Word, Spell Check is under which menu?
(1) Edit   (2) Review
(3) Tool   (4) Format

23. Grammatical errors are shown in which colour?
(1) Red   (2) Green
(3) Blue   (4) Black

24. This part of operating system manages the essential peripherals, such as the keyboard, screen, disk drives and parallel and serial ports.
(1) Basic input/output system
(2) Secondary input/output system
(3) Peripheral input/output system
(4) Marginal input/output system

25. The following are all computing devices, except
(1) notebook computers
(2) cellular telephones
(3) digital scanners
(4) personal digital assistants

26. It performs basic tasks such as controlling input and output devides, processing of instructions, controlling and allocating memory, managing files.
(1) The platform
(2) Application software
(3) Operating system
(4) The motherboard

27. Servers are computers that provide resources to other computers connected to a
(1) mainframe   (2) network
(3) supercomputer   (4) client

28. A Database Management System (DBMS) is a
(1) hardware system used to create, maintain and provide controlled access to a database
(2) hardware system used to create, maintain and provide uncontrolled access to a database
(3) software system used to create, maintain and provide uncontrolled access to a database
(4) software system used to create, maintain and provide controlled access to a database

29. When data changes in multiple lists and all lists are not updated, this causes
(1) data redundancy
(2) information overload
(3) duplicate data
(4) data inconsistency

30. Words that a programming language has set aside for its own use.
(1) Control words   (2) Reserved words
(3) Control structures (4) Reserved keys

31. A .... is a software program used to view web pages.
(1) Site   (2) Host   (3) Link   (4) Browser

32. Mobile Wallet Buddy app had launched by
(1) SBI   (2) HDFC
(3) RBI   (4) NPCI

33. Which term identifies a specific computer on the Web and the main page of the entire site?
(1) URL   (2) Website Address
(3) Hyperlink   (4) Domain Name

34. Which one of the following is a valid binary number?
(1) 120   (2) 459   (3) 10101   (4) 10108

35. Process to verify the username and password is known as
(1) logic　　　　　(2) checkin
(3) authentication　(4) authorisation

36. The unit of speed used for super computer is
(1) KB　(2) FLOPS　(3) GB　(4) EB

37. HTTP stands for
(1) HyperText Transfer Protocol
(2) HighText Transfer Protocol
(3) HyperTechnical Transfer Protocol
(4) HyperText Test Protocol

38. 23 will be written in binary as
(1) 10111　　(2) 11111
(3) 10011　　(4) 11011

39. Which one of the following is a good password?
(1) My date of birth　(2) My school name
(3) My name　　　　(4) Timepass_09

40. It is also known as temporary memory.
(1) ROM　　(2) RAM
(3) DVD　　(4) CD

41. Which of the following is a correct syntax of URL?
(1) udinra.com　　(2) .udinra.com
(3) udinra.html.com　(4) @udinra.

42. Which of the following is the communication protocol that sets the standard used by every computer that accesses Web based information?
(1) XML　　(2) DML
(3) HTTP　(4) HTML

43. Which software will you use to write a business letter?
(1) MS-Word　　　(2) MS-Excel
(3) MS-PowerPoint　(4) MS-Access

44. An operating system is said to be multitasking if
(1) more than one programs can run simultaneously
(2) more than one users can work simultaneously
(3) Either (1) or (2)
(4) None of the above

45. What is E-commerce?
(1) Buying and selling takes place over Internet
(2) Buying and selling takes place over phone call
(3) Buying and selling takes place over both Internet and phone call
(4) Buying and selling takes place over either Internet or phone call

46. The default extensions of Microsoft Word 2007 and Microsoft Excel 2007 files are
(1) .doc,.xsl　　(2) .doc,.xml
(3) .docx,.xlsx　(4) .docx,.xml

47. 30,000 bytes is nearly equal to
(1) 30 KB　　(2) 3MB
(3) 3GB　　　(4) 3TB

48. EDI stands for
(1) Electronic Data Internet
(2) Electronic Data Interchange
(3) Electric Device Internet
(4) Electric Data Interchange

49. Which command is used to permanently delete files or folders?
(1) Shift + Delete　(2) Ctrl + Delete
(3) Alt + Delete　　(4) Delete

50. While working with MS-DOS, which command transfers a specific file from one disk to another?
(1) Copy　　(2) Diskcopy
(3) Time　　(4) Rename

ANSWERS

1. *(1)*	2. *(4)*	3. *(1)*	4. *(4)*	5. *(4)*	6. *(1)*	7. *(3)*	8. *(1)*	9. *(2)*	10. *(4)*
11. *(4)*	12. *(1)*	13. *(3)*	14. *(4)*	15. *(3)*	16. *(2)*	17. *(1)*	18. *(4)*	19. *(1)*	20. *(1)*
21. *(2)*	22. *(2)*	23. *(2)*	24. *(1)*	25. *(2)*	26. *(3)*	27. *(2)*	28. *(4)*	29. *(4)*	30. *(2)*
31. *(4)*	32. *(1)*	33. *(1)*	34. *(3)*	35. *(3)*	36. *(2)*	37. *(1)*	38. *(1)*	39. *(4)*	40. *(2)*
41. *(1)*	42. *(3)*	43. *(1)*	44. *(1)*	45. *(1)*	46. *(3)*	47. *(1)*	48. *(2)*	49. *(1)*	50. *(1)*

PRACTICE SET 2

1. First Supercomputer developed in India was
   (1) PARAM
   (2) Aryabhatta
   (3) Buddha
   (4) CRAY-1

2. Which of the following is an example of computer software?
   (1) Impact printer
   (2) Console
   (3) Device driver
   (4) OCR

3. Programmers use a variety of .... to communicate instructions to the computer.
   (1) programming languages
   (2) system languages
   (3) high level languages
   (4) low level languages

4. Which of the following displays the contents of the active cell?
   (1) Active cell
   (2) Formula bar
   (3) Menu bar
   (4) Name box

5. A software used to convert source program instructions to object instructions is known as
   (1) compiler
   (2) assembler
   (3) interpreter
   (4) language processor

6. In computers, IC chip is used which is made of
   (1) chromium
   (2) iron oxide
   (3) silica
   (4) silicon

7. PhonePe Wallet launched by
   (1) Sameer Nigam
   (2) Airtel
   (3) HDFC
   (4) None of these

8. Which of the following is a part of central processing unit?
   (1) Printer
   (2) Keyboard
   (3) Mouse
   (4) ALU

9. Which of the following statements is wrong?
   (1) Windows XP is an operating system
   (2) Linux is owned and sold by Microsoft
   (3) Photoshop is a graphical design tool by Adobe
   (4) Linux is a free and open source software

10. Pointing device includes the following except
    (1) maouse
    (2) light pen
    (3) trackball
    (4) keyboard

11. The term 'operating system' means
    (1) a set of programs which controls computer working
    (2) the way a user operates the computer system
    (3) conversion of high level language to machine language
    (4) the way computer operator works

12. The physical arrangement of elements on a page is referred to as the document's
    (1) feature
    (2) format
    (3) pagination
    (4) grid

13. Most Websites have a main page, the......which acts as a doorway to the rest of the Website pages.
    (1) search engine
    (2) home page
    (3) browser
    (4) URL

14. Input, output and processing devices grouped together represent a(n)
    (1) mobile device
    (2) information processing cycle
    (3) circuit board
    (4) computer system

15. Which type of computer could be found in a digital watch?
    (1) Mainframe computer
    (2) Supercomputer
    (3) Embedded computer
    (4) Notebook computer

16. Which of the following is not true about computer files?
    (1) They are collection of data saved to a storage medium
    (2) Every file has a file name
    (3) A file extension is established by the user to indicate the file's contents
    (4) Files usually contain data

17. All of the following are examples of real security and privacy risks except
(1) hackers
(2) spam
(3) viruses
(4) identity theft

18. What type of technology allows you to use your finger, eye or voice print to secure your information resources?
(1) Haptics
(2) Caves
(3) Biometrics
(4) RFID

19. Main memory is
(1) Random Access Memory
(2) Random Only Memory
(3) Serial Access Memory
(4) Storage Memory

20. The smallest and fastest computer, imitating brain working is
(1) Supercomputer
(2) Quantum computer
(3) Param-1000
(4) IBM chips

21. A Compact Disc (CD) is which type of data storage?
(1) Magnetic
(2) Optical
(3) Electrical
(4) Electro-mechanical

22. Which of the following is not a language for computer programming?
(1) Windows
(2) Pascal
(3) Basic
(4) Cobol

23. First computer mouse was built by
(1) Douglas Engelbart
(2) William English
(3) Oaniel Coogher
(4) Robert Zawacki

24. Java Language was developed by
(1) Ada Byron
(2) Bill Gates
(3) Blaise Pascal
(4) James Gosling

25. Which of the following is not one of the four major data processing functions of a computer?
(1) Gathering data
(2) Processing data into information
(3) Analysing the data or information
(4) Storing the data or information

26. When you connect to this service your computer is communicating with a server at your Internet Service Provider (ISP). What does this refer?
(1) Modem
(2) Internet
(3) Intranet
(4) Server

27. A collection of related files is called a
(1) character
(2) field
(3) database
(4) record

28. Hard disk drives and CD drives are examples of
(1) backup
(2) storing
(3) storage
(4) All of these

29. You would use ...... software to create spreadsheets, type documents and edit photos.
(1) application
(2) utility
(3) system
(4) operating

30. Which of the following is a computer that support hundreds or thousands of users simultaneously?
(1) Super
(2) Macro
(3) Mini
(4) Mainframe

31. Which device is a microprocessor-based computing device?
(1) Personal computing
(2) Mainframe
(3) Workstation
(4) Server

32. An E-mail account includes a storage area, often called a/an
(1) attachment
(2) hyperlink
(3) mailbox
(4) IP address

33. Data becomes......when it is presented in a format that people can understand and use it.
(1) processed
(2) graphs
(3) information
(4) presentation

34. A set of computer programs that helps a computer monitor itself and function more efficiently is a/an
(1) windows
(2) system software
(3) DBMS
(4) application software

35. A ...... converts all the statements in a program in a single batch and the resulting collection of instructions is placed in a new file.
(1) converter   (2) compiler
(3) interpreter   (4) instruction

36. The advantages(s) of IoT is/are
(1) Technical optimisation
(2) Improved data collection
(3) Reduce waste
(4) All of the above

37. Which one of the following is not a broadband communication medium?
(1) Microwave   (2) Fibre optic cable
(3) Twisted pair   (4) Co-axial cable

38. Which of the following performs modulation and de-modulation?
(1) Co-axial cable   (2) Satellite
(3) Modem   (4) Optical fibre

39. The earliest calculating device is
(1) Abacus   (2) Difference Engine
(3) Clock   (4) Pascaline

40. The function of Esc key is
(1) to end the action
(2) to go to last action
(3) to repeat the last action
(4) to begin the action

41. This device is usually used for protection, safety and even investigation.
(1) Drone camera   (2) Spy pen
(3) Tablet   (4) All of these

42. The memory sizes in mainframe computers and advanced technology micro computers are expressed as
(1) bytes   (2) kilobytes
(3) bits   (4) megabytes

43. Computer virus is a
(1) hardware
(2) windows tool
(3) a computer program
(4) a system software

44. Each model of a computer has a unique
(1) assembly language
(2) machine language
(3) high level language
(4) All of the above

45. A website is a collection of
(1) graphics   (2) programs
(3) algorithms   (4) web pages

46. To move the cursor to the end of the document, press
(1) Ctrl + Esc
(2) Ctrl + End
(3) Ctrl + B
(4) Ctrl + C

47. The shortcut method to print documents is
(1) Ctrl + A   (2) Ctrl + B
(3) Ctrl + P   (4) Ctrl + C

48. Viruses, Trojan horses and worms are
(1) able to harm computer system
(2) unable to detect if affected on computer
(3) user-friendly applications
(4) harmless applications resident on computer

49. Which of the following is used to browse Internet?
(1) Skype   (2) Facebook
(3) Google   (4) Firefox

50. Internet banking is done over
(1) Internet   (2) mobile
(3) laptop   (4) computer

ANSWERS

1. *(1)*	**2.** *(3)*	**3.** *(1)*	**4.** *(2)*	**5.** *(4)*	**6.** *(4)*	**7.** *(1)*	**8.** *(4)*	**9.** *(2)*	**10.** *(4)*
11. *(1)*	**12.** *(2)*	**13.** *(2)*	**14.** *(4)*	**15.** *(3)*	**16.** *(3)*	**17.** *(2)*	**18.** *(3)*	**19.** *(1)*	**20.** *(2)*
21. *(2)*	**22.** *(1)*	**23.** *(1)*	**24.** *(4)*	**25.** *(3)*	**26.** *(2)*	**27.** *(4)*	**28.** *(4)*	**29.** *(1)*	**30.** *(4)*
31. *(1)*	**32.** *(3)*	**33.** *(3)*	**34.** *(2)*	**35.** *(2)*	**36.** *(4)*	**37.** *(1)*	**38.** *(3)*	**39.** *(1)*	**40.** *(1)*
41. *(2)*	**42.** *(4)*	**43.** *(3)*	**44.** *(2)*	**45.** *(4)*	**46.** *(2)*	**47.** *(3)*	**48.** *(1)*	**49.** *(4)*	**50.** *(1)*

PRACTICE SET 3

1. What are the contents that are lost on turning OFF the computer?
   - (1) Storage
   - (2) Input
   - (3) Output
   - (4) Memory

2. Assembly language is a
   - (1) machine language
   - (2) high level programming language
   - (3) low level programming language
   - (4) language for assembling computers

3. The binary system is a number system to the base
   - (1) 2
   - (2) 4
   - (3) 8
   - (4) 10

4. Which of the following is not an example of hardware?
   - (1) Scanner
   - (2) Printer
   - (3) Monitor
   - (4) Interpreter

5. What happens when we try to delete the files on the floppy?
   - (1) The files get moved to the recycle bin
   - (2) Files on a floppy cannot be deleted
   - (3) The files get deleted and can be restored again from Recycle Bin
   - (4) The files get deleted and cannot be restored again

6. Paytm wallet was launched by
   - (1) Sameer Nigam
   - (2) Rahul Chari
   - (3) Vijay Shekhar Sharma
   - (4) Vijay Bhatkar

7. Computer system is comprised of
   - (1) hardware, programs, information, people and network
   - (2) hardware, software, procedures, networks and people
   - (3) hardware, programs, information, people and procedures
   - (4) hardware, programs, processors, procedures, networks and people

8. Press .... to move the insertion point to the address box or to highlight the URL in the address.
   - (1) Alt + D
   - (2) Alt + A
   - (3) Shift + Tab
   - (4) Tab + Ctrl

9. In analog computer,
   - (1) input is first converted to digital form
   - (2) input is never converted to digital form
   - (3) output is displayed in digital form
   - (4) All of the above

10. VGA stands for
    - (1) Video Graphics Array
    - (2) Visual Graphics Adapter
    - (3) Virtual Graphics Access
    - (4) Volatile Graphics Adapter

11. Which of the following memory chips is faster?
    - (1) There is no certainty
    - (2) DRAM
    - (3) SRAM
    - (4) DRAM is faster for larger chips

12. An improvement on the ENIAC was made possible with the help of the mathematician
    - (1) John Von Neumann
    - (2) Albert Federer
    - (3) Lord Smith
    - (4) Tim Shown

13. A person who used his or her expertise to gain access to other people's computers to get information illegally or to do damage is a
    - (1) spammer
    - (2) hacker
    - (3) instant messenger
    - (4) programmer

14. Which of the following is an example of storage devices?
    - (1) Magnetic disks
    - (2) Tapes
    - (3) DVDs
    - (4) All of these

15. The basic computer processing cycle consists of
    - (1) input, processing and output
    - (2) systems and application
    - (3) data, information and applications
    - (4) hardware, software and storage

16. Video processor consists of ...... and ......, which store and process images.
(1) CPU and VGA   (2) CPU and memory
(3) VGA and memory   (4) VGI and DVI

17. .... are specially designed computers that perform complex calculations extremely rapidly.
(1) Servers   (2) Supercomputers
(3) Laptops   (4) Mainframes

18. Which of the following domains is used by profit business?
(1) .com   (2) .edu   (3) .mil   (4) .net

19. To reload a Web page, press the ...... button.
(1) redo   (2) reload
(3) restore   (4) refresh

20. Where are you likely to find an embedded operating system?
(1) On a desktop operating system
(2) On a networked PC
(3) On a network server
(4) On a PDA

21. A popular way to learn about computers without ever, going to a classroom is called
(1) I-learning   (2) isolated learning
(3) E-learning   (4) E-commerce

22. It ensures that data is not accessed by any unauthorised person.
(1) Integrity   (2) Authentication
(3) Confidentiality   (4) Access control

23. In 5G, speed of transmission can approx
(1) 5 or 7 Gbps   (2) 7 or 10 Gbps
(3) 10 or 15 Gbps   (4) 15 or 20 Gbps

24. Mobile commerce is best described as
(1) the use of kiosks in marketing
(2) transporting products
(3) buying and selling goods/services through wireless handheld devices
(4) using notebook PC's in marketing

25. A(n) .... is composed of several computers connected together to share resources and data.
(1) Internet   (2) network
(3) backbone   (4) hyperlink

26. Which of the following is a storage device that uses rigid, permanently installed magnetic disks to store data/information?
(1) Floppy disk   (2) Hard disk
(3) Permanent disk   (4) Optical disc

27. Which of the following contains chips connected to the system board and is also a holding area for data instructions and information?
(1) Program   (2) Mouse
(3) Internet   (4) Memory

28. The smallest unit of information about a record in a database is called a
(1) cell   (2) field
(3) record   (4) query

29. A(n) .... is a special visual and audio effect applied in PowerPoint to text or content.
(1) animation   (2) flash
(3) wipe   (4) dissolve

30. Which of the following is a programming language for creating special programs like Applets?
(1) Java   (2) Cable
(3) Domain name   (4) Net

31. The piece of hardware that converts your computer's digital signal to an analog signal that can travel over telephone lines is called a
(1) red wire   (2) blue cord
(3) tower   (4) modem

32. Personal computers can be connected together to form a
(1) server   (2) supercomputer
(3) network   (4) enterprise

33. You can keep your personal files/folders in
(1) My folder   (2) My doucments
(3) My files   (4) My text

34. Which of the following is a graphic package?
(1) CorelDraw   (2) MS-Word
(3) MS-Excel   (4) All of these

35. Default paper size of Word documents is
(1) letter
(2) A4
(3) A3
(4) Both (1) and (3)

36. Which PowerPoint view displays each slide of the presentation as a thumbnail and is useful for rearranging slides?
(1) Slide Sorter
(2) Slide Show
(3) Slide Master
(4) Notes Page

37. Example of impact printer is
(1) jet printer
(2) thermal printer
(3) laser printer
(4) daisy wheel printer

38. Notification area is found on which side of the desktop?
(1) Left
(2) Right
(3) Centre
(4) Both (1) and (2)

39. Which shortcut key is used to search for a file or a folder?
(1) F1
(2) F2
(3) F3
(4) F5

40. Which of the following is not a layer of OSI model?
(1) Host to network
(2) Application
(3) Network
(4) Transport

41. Who invented Linux?
(1) J Presper Eckert and John W Mauchly
(2) Dennis M Ritchie
(3) Seymour Papert
(4) Linus Torvalds

42. Which command is used to search all the text files in any drive?
(1) File1.txt
(2) *.txt
(3) _*.txt
(4) File2.txt

43. Motherboard is also known as
(1) electronic board
(2) Printed Circuit Board (PCB)
(3) combined device board
(4) Both (1) and (3)

44. The collection of links throughout the Internet creates an interconnected/network called
(1) WWW
(2) Web
(3) World Wide Web
(4) All of these

45. Every computer has a(n) .... many ....
(1) operating system, client system
(2) operating system, instruction sets
(3) application programs, operating system
(4) operating system, application programs

46. .... are basically questions based on the data available in a database.
(1) Forms
(2) Queries
(3) Tables
(4) Reports

47. Which number system is used by computer to store data and perfom calculations?
(1) binary
(2) octal
(3) decimal
(4) hexadecimal

48. Cache is a
(1) permanent memory
(2) temporary memory
(3) storage device
(4) Both (2) and (3)

49. Zoom app is compatible with
(1) Windows
(2) MacOS
(3) iOS
(4) All of these

50. What is 'Quick Heal'?
(1) Antivirus
(2) Vaccine
(3) Program
(4) Software

ANSWERS

1. *(4)*	**2.** *(3)*	**3.** *(1)*	**4.** *(4)*	**5.** *(4)*	**6.** *(3)*	**7.** *(3)*	**8.** *(1)*	**9.** *(2)*	**10.** *(1)*
11. *(3)*	**12.** *(1)*	**13.** *(2)*	**14.** *(4)*	**15.** *(1)*	**16.** *(2)*	**17.** *(2)*	**18.** *(1)*	**19.** *(4)*	**20.** *(4)*
21. *(3)*	**22.** *(2)*	**23.** *(4)*	**24.** *(3)*	**25.** *(2)*	**26.** *(2)*	**27.** *(4)*	**28.** *(2)*	**29.** *(1)*	**30.** *(1)*
31. *(4)*	**32.** *(3)*	**33.** *(2)*	**34.** *(1)*	**35.** *(2)*	**36.** *(1)*	**37.** *(4)*	**38.** *(2)*	**39.** *(3)*	**40.** *(1)*
41. *(4)*	**42.** *(2)*	**43.** *(2)*	**44.** *(4)*	**45.** *(4)*	**46.** *(2)*	**47.** *(1)*	**48.** *(2)*	**49.** *(4)*	**50.** *(1)*

PRACTICE SET 4

1. Devices that enter information and let you communicate with the computer are called
   - (1) software
   - (2) output devices
   - (3) hardware
   - (4) input devices

2. Which among the following was the first graphical Web browser?
   - (1) Mosaic
   - (2) WAIS
   - (3) CERN
   - (4) Gopher

3. The free available known repair of software bug on Internet is called
   - (1) version
   - (2) add on
   - (3) tutorial
   - (4) patch

4. The first computer virus is
   - (1) Creeper
   - (2) PARAM
   - (3) The Famous
   - (4) HARLIE

5. What is the function of the central processing unit of a computer?
   - (1) Creates invoices
   - (2) Performs calculations and processing
   - (3) Deletes data
   - (4) Corrupts the data

6. The feature that keeps track of the right margin is
   - (1) find and replace
   - (2) wordwrap
   - (3) right justified
   - (4) left justified

7. When a real-time telephone call between people is made over the Internet using computers, it is called
   - (1) a chat session
   - (2) an e-mail
   - (3) an instant message
   - (4) internet telephony

8. An electronic device, operating under the control of information, that can accept data, process the data, produce output and store the results for future use, is called
   - (1) input
   - (2) computer
   - (3) software
   - (4) hardware

9. In ER diagram, relationship type is represented by
   - (1) ellipse
   - (2) dashed ellipse
   - (3) rectangle
   - (4) diamond

10. Which of the following will be used if a sender of E-mail wants to bold, italic, etc., the text message?
    - (1) Rich signature
    - (2) Rich text
    - (3) Rich format
    - (4) Both (2) and (3)

11. It is a set of one or more attributes that can uniquely identify tuples within the relation.
    - (1) Primary key
    - (2) Candidate key
    - (3) Foreign key
    - (4) Alternate key

12. All of the logic and mathematical calculations done by the computer happen in/on the
    - (1) system board
    - (2) central control unit
    - (3) motherboard
    - (4) central processing unit

13. The operating system called UNIX is typically used for
    - (1) desktop computers
    - (2) laptop computers
    - (3) supercomputers
    - (4) web servers

14. The ...... file format is a method of encoding pictures on a computer.
    - (1) HTML
    - (2) JPEG
    - (3) FTP
    - (4) URL

15. Which of the following is a program that uses a variety of different approaches to identify and eliminate spam?
    - (1) Directory search
    - (2) Anti-spam program
    - (3) Web server
    - (4) Web storefront creation package

16. To access properties of an object, the mouse technique to use is
    - (1) dragging
    - (2) dropping
    - (3) right-clicking
    - (4) shift-clicking

17. Computers use the ...... number system to store data and perform calculations.
(1) binary　　　　　　(2) octal
(3) decimal　　　　　(4) hexa-decimal

18. ...... are attempts by individuals to obtain confidential information from you by falsifying their identity.
(1) Phishing trips　　　(2) Computer viruses
(3) Spyware scams　　(4) Viruses

19. Why is it unethical to share copyrighted files with your friends?
(1) It is not unethical, because it is legal
(2) It is unethical because the files are being given for free
(3) Sharing copyrighted files without permission breaks copyright laws
(4) It is not unethical because the files are being given for free

20. Google Meet can have upto 100 free participants for a time limit of
(1) 20 minutes　　　(2) 30 minutes
(3) 40 minutes　　　(4) 60 minutes

21. The processor is a ...... chip plugged onto the motherboard in a computer system.
(1) LSI　　　　　　(2) VLSI
(3) ULSI　　　　　(4) XLSI

22. To change selected text to all capital letters, click the Change Case button, then click
(1) Sentence Case
(2) Lower case
(3) Upper case
(4) Capitalise each word

23. An online discussion group that allows direct 'live' communication is known as
(1) web crawler
(2) chat group
(3) regional service provider
(4) hyperlink

24. The cost of a given amount of computing power has......dramatically with the progress of computer technology.
(1) stayed the same
(2) changed proportionally with the economy
(3) increased
(4) decreased

25. Another name for a pre-programmed formula in Excel is
(1) range　　(2) graph　　(3) function　　(4) cell

26. If your computer keeps re-booting itself, then it is likely that
(1) it has a virus
(2) it does not have enough memory
(3) there is no printer
(4) there has been a power surge

27. A program for viewing web pages is called
(1) word processor　　(2) spreadsheet
(3) protocol　　　　　(4) a browser

28. The term used to describe the instructions that tell the computer what to do is ....
(1) hardware　　　　(2) software
(3) storage　　　　　(4) input/output

29. Codes consisting of lines of varying widths or lengths that are computer-readable are known as
(1) an ASCII code　　(2) a magnetic tape
(3) an OCR scanner　(4) a bar code

30. What type of keys are 'Ctrl' and 'Shift'?
(1) Adjustment　　　(2) Function
(3) Modifier　　　　(4) Alpha-numeric

31. In Word, you can change page margins by
(1) dragging the scroll box on the scroll bars
(2) deleting the margin boundaries on the ruler
(3) dragging the margin boundaries on the ruler
(4) clicking the right mouse button on the ruler

32. Assembly instructions are in the form of
(1) binary digits　　(2) mnemonics
(3) general english　(4) All of these

33. The speed of clock frequency or microprocessor is measured in
(1) hertz　　　　　(2) baud rate
(3) cps　　　　　　(4) bits

34. UPI (Unified Payment Interface) has been launched by
(1) RBI　　　　　　(2) HDFC
(3) NPCI　　　　　(4) SBI

35. What type of device is a $3\frac{1}{2}$ inch floppy drive?
(1) Input　　　　　(2) Output
(3) Software　　　　(4) Storage

36. What utility do you use to transfer files and exchange messages?
(1) Web browsers   (2) WWW
(3) E-mail   (4) Hypertext

37. Which unit controls the movement of signals between CPU and I/O?
(1) ALU   (2) Control unit
(3) Memory unit   (4) Secondary storage

38. What are different views to display a table in MS-Access?
(1) Pivot table   (2) Design view
(3) Datasheet view   (4) All of these

39. The three main parts of the processor are
(1) ALU, Control Unit and Registers
(2) ALU, Control Unit and RAM
(3) Cache, Control Unit and Registers
(4) Control Unit, Registers and RAM

40. Portable computer, also known as laptop computer, weighing between 4 and 10 pounds is called
(1) PDA
(2) Supercomputer
(3) Mainframe computer
(4) Notebook computer

41. All the characters, that a device can use are called its
(1) skill set
(2) character alphabet
(3) characters codes
(4) character set

42. .... is a technique that is used to send more than one call over a single line.
(1) Digital transmission
(2) Infrared transmission
(3) Digitising
(4) Multi-plexing

43. Supercomputers
(1) are smaller in size than mainframe computers
(2) are common in majority of households
(3) contain thousands of microprocessors
(4) are rarely used by researchers due to their lack of computing capacity

44. Which of the following is the second largest measurement of RAM?
(1) Terabyte   (2) Megabyte
(3) Byte   (4) Gigabyte

45. The systems BIOS and ROM chips are called
(1) software   (2) firmware
(3) hardware   (4) bootware

46. Today, the common form of RAM is built with
(1) transistors
(2) vacuum tubes
(3) semi-conductors ICs
(4) super conductors ICs

47. A modern electronic computer is a machine that is meant for
(1) doing quick mathematical calculations
(2) input, storage, manipulation and outputting of data
(3) electronic data processing
(4) performing repetitive tasks accurately

48. Speakers and headphones are .... devices.
(1) Input   (2) Input/Output
(3) Software   (4) Output

49. Which type of memory holds the program to start up the computer?
(1) ROM   (2) RAM
(3) Cache   (4) Static

50. The PC (Personal Computer) and the Apple Macintosh are examples of two different
(1) platforms   (2) applications
(3) programs   (4) storage devices

ANSWERS

1. (4)	**2.** (1)	**3.** (4)	**4.** (1)	**5.** (2)	**6.** (3)	**7.** (4)	**8.** (2)	**9.** (4)	**10.** (4)
11. (1)	**12.** (4)	**13.** (4)	**14.** (2)	**15.** (2)	**16.** (3)	**17.** (1)	**18.** (1)	**19.** (3)	**20.** (4)
21. (2)	**22.** (3)	**23.** (2)	**24.** (4)	**25.** (3)	**26.** (1)	**27.** (4)	**28.** (2)	**29.** (4)	**30.** (3)
31. (3)	**32.** (2)	**33.** (1)	**34.** (3)	**35.** (4)	**36.** (3)	**37.** (2)	**38.** (4)	**39.** (1)	**40.** (4)
41. (4)	**42.** (4)	**43.** (3)	**44.** (4)	**45.** (2)	**46.** (3)	**47.** (2)	**48.** (2)	**49.** (1)	**50.** (1)

PRACTICE SET 5

1. What is Telnet?
 (1) Network or telephone
 (2) Television network
 (3) Remote login
 (4) All of the above

2. In Word, when you indent a paragraph, you
 (1) push the text in with respect to the margin
 (2) change the margins on the page
 (3) move the text up by one line
 (4) move the text down by one line

3. How do you measure character size?
 (1) Text   (2) Data
 (3) Font   (4) File

4. A key that will erase information from the computer's memory and characters on the screen is
 (1) edit key   (2) delete key
 (3) backspace key   (4) shift key

5. Logic chip is also known as
 (1) Program
 (2) Memory
 (3) Microprocessor
 (4) ROM

6. A removable magnetic disk that holds information is
 (1) floppy disk   (2) hard drive
 (3) monitor   (4) portable

7. Which keys enable the input of number quickly?
 (1) Ctrl, Shift and Alt
 (2) Function keys
 (3) The numeric keypad
 (4) Arrow keys

8. To exit the program without leaving the application, what is to be done?
 (1) File   (2) Edit
 (3) Copy   (4) Close

9. .... provides process and memory management services that allow two or more tasks, jobs or programs to run simultaneously.
 (1) Multi-tasking   (2) Multi-threading
 (3) Multi-processing   (4) Multi-computing

10. Which ports connect special types of music instruments to sound cards?
 (1) BUS   (2) CPU
 (3) USB   (4) MIDI

11. To insert a copy of the clipboard contents, whatever was last cutted or copied at the insertion point, what is to be done?
 (1) Paste   (2) Stick in
 (3) Fit in   (4) Push in

12. The contents of .... are lost when the computer turns OFF.
 (1) storage   (2) input
 (3) output   (4) memory

13. Tangible, physical computer equipment that can be seen and touched, is called
 (1) hardware   (2) software
 (3) storage   (4) input/output

14. The.........enables you to simultaneously keep multiple Web pages open in one browser window.
 (1) tab box   (2) pop-up helper
 (3) tab row   (4) address bar

15. The main memory of a computer can also be called
 (1) primary storage
 (2) internal memory
 (3) primary memory
 (4) All of the above

16. Junk e-mail is also called
 (1) spam   (2) spoof
 (3) sniffer script (4) spool

17. Internet requires
  (1) an international agreement to connect computers
  (2) a local area network
  (3) a commonly agreed set of rules to communicate between computers
  (4) a world wide web

18. When speaking of computer input and output, input refers to
  (1) any data processing that occurs from new data input into the computer
  (2) data or information that has been entered into the computer
  (3) the transmission of data that has been input into the computer
  (4) Both (2) and (3)

19. What resides on the motherboard and connects the CPU to other components on the motherboard?
  (1) Input unit   (2) System bus
  (3) ALU   (4) Primary memory

20. PayZapp offered by .... is an ideal mobile payment wallet.
  (1) HDFC Bank   (2) SBI Bank
  (3) ICICI Bank   (4) PNB Bank

21. In an ER diagram, attributes are represented by
  (1) rectangle   (2) square
  (3) ellipse   (4) triangle

22. The .... performs simple mathematics for the CPU.
  (1) ALU   (2) DIMM   (3) Bus   (4) Register

23. Connection or link to other documents or Web pages that contain related information is called
  (1) dial-up   (2) electronic commerce
  (3) hyperlink   (4) E-cash

24. A DVD is an example of a/an
  (1) hard disk
  (2) optical disc
  (3) output device
  (4) solid-state storage device

25. Use this when you want to make all letters capital without having to use the Shift key for each character. What does this refer here?
  (1) Shifter   (2) Upper case
  (3) Caps lock key   (4) Icon

26. A device that reads the information contained on a disk and transfers it to the computer's memory. What is it?
  (1) Monitor   (2) Screen
  (3) Keyboard   (4) Disk drive

27. Which of the following is not the major function of a computer?
  (1) Processing data into information
  (2) Storing data or information
  (3) Accepting data
  (4) Analysing data or information

28. The main job of a CPU is to
  (1) carry out program instructions
  (2) store data/information for future use
  (3) process data and information
  (4) Both (1) and (3)

29. Which of the following is an example of optical disc?
  (1) Digital versatile discs
  (2) Magnetic disks
  (3) Memory disks
  (4) Data bus disks

30. The .... folder retains copies of message that you have started but are not yet ready to send.
  (1) inbox   (2) outbox
  (3) drafts   (4) sent items

31. ...... moves the cursor one space to the right or puts spaces in between words.
  (1) Control key   (2) Space bar
  (3) Printer   (4) Mouse

32. In Excel, which one is a pre-recorded formula that provides a shortcut for complex calculations?
  (1) Value   (2) Data Series
  (3) Function   (4) Field

33. Which of the following computer's memories is characterised by low cost per bit stored?
  (1) Primary   (2) Secondary
  (3) Magnetic tape   (4) All of these

34. To change written work already done, what is to be used?
  (1) File   (2) Edit
  (3) Cut   (4) Close

35. ...... is the process of dividing the disk into tracks and sectors.
(1) Tracking   (2) Formatting
(3) Crashing   (4) Allotting

36. All of the following terms are related to spreadsheet software except
(1) worksheet   (2) cell
(3) formula   (4) virus detection

37. The term used for set of instructions which allow computer to perform more than one task, is
(1) hardware   (2) software
(3) humanware   (4) firmware

38. Which is a shortcut method to insert a new worksheet in MS-Excel?
(1) Ctrl+W   (2) Ctrl+N
(3) Ctrl+IW   (4) Shift+F11

39. How many bits are there in ASCII codes?
(1) 8   (2) 10   (3) 12   (4) 16

40. The basic unit of a worksheet into which you enter data in Excel is called a
(1) tab   (2) cell
(3) box   (4) range

41. You can use ...... to copy selected text and ...... to paste it in a document.
(1) Ctrl+C, Ctrl+V   (2) Ctrl+C, Ctrl+P
(3) Ctrl+S, Ctrl+S   (4) Shift+C, Alt+P

42. Computer software can be defined as
(1) the computer and its associated equipment
(2) the instructions that tell the computer what to do
(3) computer components that act to accomplish a goal
(4) an interface between the computer and the network

43. Which of the following is not a function category in Excel?
(1) Logical   (2) Data series
(3) Financial   (4) Text

44. A search engine is a program to search
(1) for information
(2) Web pages
(3) Web pages for specified index terms
(4) Web pages for information using specified search terms

45. A ...... is a set of rules.
(1) resource locator   (2) domain
(3) hypertext   (4) protocol

46. Data or information used to run the computer is called
(1) software   (2) hardware
(3) peripheral   (4) CPU

47. The device which helps you to communicate with computer is called
(1) input device   (2) output device
(3) software device   (4) Both (1) and (2)

48. In order to avoid memorising E-mail address you should use
(1) browser
(2) search engine
(3) list of birth date
(4) address book

49. Computers gather data, which means they allow users to ...... data.
(1) present   (2) store
(3) output   (4) input

50. To be able to boot, the computer must have a/an
(1) compiler   (2) loader
(3) operating system   (4) assembler

ANSWERS

1. *(3)*	2. *(2)*	3. *(3)*	4. *(2)*	5. *(3)*	6. *(1)*	7. *(3)*	8. *(4)*	9. *(1)*	10. *(4)*
11. *(1)*	12. *(4)*	13. *(1)*	14. *(3)*	15. *(4)*	16. *(1)*	17. *(3)*	18. *(4)*	19. *(2)*	20. *(1)*
21. *(3)*	22. *(1)*	23. *(3)*	24. *(2)*	25. *(3)*	26. *(4)*	27. *(4)*	28. *(4)*	29. *(1)*	30. *(3)*
31. *(2)*	32. *(3)*	33. *(2)*	34. *(2)*	35. *(2)*	36. *(4)*	37. *(2)*	38. *(4)*	39. *(1)*	40. *(2)*
41. *(1)*	42. *(2)*	43. *(2)*	44. *(4)*	45. *(4)*	46. *(1)*	47. *(4)*	48. *(4)*	49. *(4)*	50. *(3)*

ABBREVIATION

A

ADC	Analog to Digital Convertor
ARP	Address Resolution Protocol
AH	Active Hub
AI	Artificial Intelligence
ALGOL	Algorithmic Language
ALU	Arithmetic Logic Unit
APCI	Application layer Protocol Control Information
API	Application Program Interface
ARPANET	Advanced Research Projects Agency Network
ASCII	American Standard Code for Information Interchange
ATM	Automated Teller Machine
ADF	Automatic Document Feeder

B

BINAC	Binary Automatic Computer
Bcc	Blind Carbon Copy
BMP	Bitmap
BASIC	Beginner's All purpose Symbolic Instruction Code
BCD	Binary Coded Decimal
BCR	Bar Code Reader
BD	Blu-ray Disc
Bin	Binary
BIOS	Basic Input/Output System
B2B	Business-to-Business
Bit	Binary Digit
BLOG	Web Log
BPI	Bytes/Bits Per Inch
BPL	Broadband over Power Line
BPS	Bits Per Second
BHIM	Bharat Interface for Money

C

Cc	Carbon Copy
CMOS	Complementary Metal Oxide Semi-conductor
CAD	Computer Aided Design
COBOL	Common Business Oriented Language
CD	Compact Disc
C-DAC	Centre for Development of Advanced Computing
CPU	Central Processing Unit
CRT	Cathod Ray Tube
CSS	Cascading Style Sheet
CU	Control Unit
CTCP	Client-To-Client Protocol
CD-R	Compact Disc Recordable
CD-ROM	Compact Disc Read Only Memory
CD-RW	Compact Disc ReWritable
CD-R/W	Compact Disc-Read/Write
CG	Computer Graphics
CGI	Common Gateway Interface
CLI	Command Line Interface
CLR	Common Language Runtime
CDMA	Code Division Multiple Access

D

DAC	Digital to Analog Convertor
DB	Database
DBA	Database Administrator
DBMS	Database Management System
DCL	Data Control Language
DFS	Distributed File System
DFD	Data Flow Diagram
DHTML	Dynamic HyperText Markup Language
DMA	Direct Memory Access
DNS	Domain Name System
DPI	Dots Per Inch

DRAM	Dynamic Random Access Memory
DSL	Digital Subscriber Line
DTP	Desktop Publishing
DVD	Digital Video Disc/Digital Versatile Disc
DVD-R	Digital Video Disc-Recordable
DVD-ROM	DVD-Read Only Memory
DVD-RW	DVD-Rewritable
DVR	Digital Video Recorder
DOS	Disk Operating System

E

EBCDIC	Extended Binary Coded Decimal Interchange Code
E-Commerce	Electronic Commerce
EDP	Electronic Data Processing
EDSAC	Electronic Delay Storage Automatic Calculator
EEPROM	Electrically Erasable Programmable Read Only Memory
E-Mail	Electronic Mail
ENIAC	Electronic Numerical Integrator And Computer
EOF	End Of File
EPROM	Erasable Programmable Read Only Memory
EXE	Executable
EDI	Electronic Data Interchange

F

FAT	File Allocation Table
FAX	Facsimile
FDC	Floppy Disk Controller
FDD	Floppy Disk Drive
FIFO	First In First Out
FORTRAN	Formula Translation
FPU	Floating Point Unit
FTP	File Transfer Protocol
FXP	File Exchange Protocol
FLOPS	Floating Point Operations Per Second

G

Gb	Gigabit
GB	Gigabyte
GIF	Graphics Interchange Format
GIGO	Garbage In Garbage Out

GPU	Graphics Processing Unit
GSM	Global System for Mobile communication
GUI	Graphical User Interface

H

HLL	High Level Language
HPFS	High Performance File System
HDD	Hard Disk Drive
HSM	Hierarchical Storage Management
HTML	HyperText Markup Language
HTTP	HyperText Transfer Protocol

I

IM	Instant Message
IMAP	Internet Message Access Protocol
iOS	iPhone Operating System
IP	Internet Protocol
ISDN	Integrated Services Digital Network
ISOC	Internet Society
ISP	Internet Service Provider
ISR	Interrupt Service Routine
IT	Information Technology
IMEI	International Mobile Equipment Identity
IoT	Internet of Things

J

JPEG	Joint Photographic Experts Group
JRE	Java Runtime Environment
JS	Java Script

K

Kb	Kilobit
KB	Kilobyte
KHz	Kilohertz
Kbps	Kilobit Per Second

L

LAN	Local Area Network
LCD	Liquid Crystal Display
LDU	Liquid Display Unit
LED	Light Emitting Diode
LPI	Lines Per Inch
LISP	List Processing

M

MAN	Metropolitan Area Network
Mb	Megabit
MB	Megabyte
MBR	Master Boot Record
MAC	Media Access Control
MPEG	Moving Picture Experts Group
MMS	Multimedia Messaging Service
MIME	Multipurpose Internet Mail Extensions
MSN	Microsoft Network
MDI	Multiple Document Interface
MICR	Magnetic Ink Character Recognition
MIPS	Million Instructions Per Second
MIDI	Musical Instrument Digital Interface

N

NFS	Network File System
NIC	Network Interface Card
NOS	Network Operating System

O

OCR	Optical Character Recognition
OMR	Optical Mark Reader
OOP	Object Oriented Programming
OS	Operating System
OSS	Open Source Software
OLE	Object Linking and Embedding
OTP	One Time Password

P

P2P	Peer-to-Peer
PAN	Personal Area Network
PAP	Password Authentication Protocol
PC	Personal Computer
PD	Pen Drive
PCL	Printed Command Language
PDF	Portable Document Format
PDL	Program Design Language
PIO	Programmed Input/Output
PLA	Programmable Logic Array
PnP	Plug and Play
POS	Point Of Sales
PPM	Pages Per Minute
PPP	Point-to-Point Protocol
PPTP	Point-to-Point Tunneling Protocol

PROM	Programmable Read Only Memory
PSTN	Public Switched Telephone Network
PSU	Power Supply Unit
POST	Power On Self Test

Q

QoS	Quality of Service
QBE	Query By Example
QR	Quick Response

R

RPA	Robotics Process Automation
RAID	Redundant Array of Independent Disks
RAM	Random Access Memory
RDBMS	Relational Database Management System
RIP	Routing Information Protocol
ROM	Read Only Memory
RPG	Report Program Generator
RTOS	Real Time Operating System
RTF	Rich Text Format

S

SaaS	Software as a Service
SAN	Storage Area Network
SCSI	Small Computer System Interface
SDL	Simple DirectMedia Layer
SMTP	Simple Mail Transfer Protocol
SNOBOL	String Oriented and Symbolic Language
SP	Service Pack
SQL	Structured Query Language
SRAM	Static Random Access Memory
SNMP	Simple Network Management Protocol
SIM	Subscriber Identification Module

T

TCP	Transmission Control Protocol
TDMA	Time Division Multiple Access
TTA	True Tap Audio
TTF	True Type Font
TTS	Text-To-Speech
TTY	Tele Type
TFT	Thin-Film Transistor
TB	Terabytes

U

UI	User Interface
UPS	Uninterruptible Power Supply
URI	Uniform Resource Identifier
URL	Uniform Resource Locator
URN	Uniform Resource Name
USB	Universal Serial Bus
ULSI	Ultra Large Scale Integration
UNIVAC	Universal Automatic Computer
UAS	Unmanned Aircraft System

V

VB	Visual Basic
VDD	Virtual Device Driver
VGA	Video Graphics Array
VLAN	Virtual Local Area Network
VM	Virtual Memory
VMS	Video Memory System
VPN	Virtual Private Network
VT	Video Terminal
VR	Virtual Reality
VSNL	Videsh Sanchar Nigam Limited
VDU	Visual Display Unit
VoIP	Voice over Internet Protocol
VLSI	Very Large Scale Integration
VRAM	Video Random Access Memory

W

WAN	Wide Area Network
WAP	Wireless Application Protocol

Wi-Fi	Wireless Fidelity
WiMAX	Worldwide Interoperability for Microwave Access
WINS	Windows Internet Naming Service
WLAN	Wireless Local Area Network
WMA	Wireless Media Audio
WMV	Wireless Media Video
WPA	Wi-Fi Protected Access
WWAN	Wireless Wide Area Network
WWW	World Wide Web
WLL	Wireless Local Loop
WORM	Write Once Read Many

X

XHTML	eXtensible HyperText Markup Language
XML	eXtensible Markup Language
XNS	Xerox Network Services
XUL	XML User interface Language

Y

YB	Yottabyte

Z

ZIFS	Zero Insertion Force Socket
ZIP	Zone Information Protocol
ZISC	Zone Instruction Set Computer
ZMA	Zone Multicast Address
ZNA	Zone Network Administration
ZB	Zettabyte

GLOSSARY

Access Time The time interval between the instance at which data is called from a storage device and the instance when delivery begins.

Accumulator A local storage area called a register, in which the result of an arithmetic and the logic operations is formed.

Active Cell It refers to the currently selected cell in a spreadsheet. It can be identified by a bold outline that surrounds the cells.

Active Window It is the currently focused window in the current window manager.

Algorithm In computing, an algorithm is a procedure for accomplishing some tasks which given an initial state, will terminate in a defined end-state.

Alphanumeric A character set that contains letters, digits and other special characters such as @, $, +, *, %, etc.

Analog Computer A computer that operates on data which is in the form of continuous variable physical quantities.

Animation It is the process of making the illusion of motion and change by means of the rapid display of a sequence of static image that minimally differ from each other.

Antivirus It consists of computer programs that attempt to identify threat and eliminate computer viruses and other malicious software (malware).

Application Software It is a sub-class of computer software that employs the capabilities of a computer directly to a task that the user wishes to perform.

Archive It provides backup storage.

Arithmetic Logic Unit (ALU) It is a part of the execution unit, a core component of all CPUs. ALUs are capable of calculating the results of a wide variety of basic arithmetical and logical computations.

Artificial Intelligence (AI) Fifth generation computing devices, based on artificial intelligence, are still in development, though there are some applications, such as voice recognition, that are being used today.

ASCII (American Standard Code for Information Interchange) It is a character set and a character encoding based on the Roman alphabet as used in Modern English and other Western European languages.

Assembler A program that translates mnemonic statement into executable instructions.

Attribute The characteristics of an entity are called its attributes.

Authentication Any process by which a system verifies the identity of the user who wants to access it.

Auxiliary Memory It is also known as secondary memory that is not directly addressable by the CPU.

Backspace Key This key is used to delete the text. Backspace will delete the text to the left of the cursor.

Backup A copy of a file or other item of data made in case the original is lost and damaged.

Bandwidth The maximum amount of data that can travel in a communication path in a given time, measured in bits per second (bps).

Bar Code It is a machine-readable representation of information in a visual format on a surface.

Big Data Analytics It is the process of collecting, organising and analysing large sets of data to discover patterns and other useful information.

Blockchain It is an encrypted distributed database that records data.

Binary Coded Decimal (BCD) A coding system in which a 4 digit binary number represents each decimal digit from 0 to 9.

Bit It is the most basic information unit used in computing and information theory.

Blog It is a discussion or informational site published on the world wide web.

Bomb A type of virus designed to activate at a specific date and time on your computer.

Bluetooth It permits a wireless exchange of information between computers, cell phones and other electronic devices.

Booting It is a boot strapping process which starts the operating system when a computer is switched ON.

Browser A special software that enables users to read/view Web pages and jump from one Web page to another.

Buffering The process of storing data in a memory device, allowing the devices to change the data rates, perform error checking and error re-transmission.

Bug It is an error, flaw, failure, or fault in a computer program or system that produces an incorrect or unexpected result.

Bus A circuit that provides a communication path between two or more devices of a digital computer system.

Byte It is commonly used as a unit of storage measurement in computers, regardless of the type of data being stored.

Cell A box in a spreadsheet, in which you can enter a single piece of data.

Central Processing Unit (CPU) It performs the actual processing of data. The CPU is generally called by its generic name 'Processor'. It is also known as the brain of computer.

Channel A communication channel can be a physical link, such as a cable that connects two stations in a network or it can consist of some electromagnetic transmission.

Chatting Typing text into a message box on a screen to engage in dialog with one or more people via the Internet or other network.

Chip A tiny wafer of silicon containing miniature electric circuits that can store millions of bits of information.

Client-Server It is a network architecture which separates the client from the server. Each instance of the client software can send requests to a server or application server.

Command It is a directive to a computer program acting as an interpreter of some kind, in order to perform a specific task.

Compile It is the process of converting high level language to machine language.

Compiler It is a computer program that translates a series of instructions from high level language to machine language.

Cookie A packet of information that travels between a browser and the web server.

Communication Protocol It is a system of rules that allow two or more entities of a communication system to transmit information.

Computer Network It is a system for communication among two or more computers.

Computer Graphics These are visual presentations on a computer screen. Examples are photographs, drawings, line arts, graphs or other images.

Control Panel It is the part of Windows menu, accessible from the Start menu, which allows users to view and manipulate basic system settings and controls.

Computer Worm It is a self-replicating computer program, similar to a computer virus.

Control Unit It is the part of a CPU that directs its operation. The output of this unit control the activity of the rest of the device.

Crawler It is an Internet bot that systematically browse the world wide web, typically for the purpose of Web indexing. It is also called a Web spider.

Cryptography The conversion of data into a secret code for transmission over a public network.

Cut To remove an object from a document.

Data It is a collection of facts and figures which are not in directly usable form.

Database It is a collection of logically related information in an organised way so that it can be easily accessed, managed and updated.

Data Entry Direct input of data in the appropriate data fields of a database known as data entry.

Database Management System (DBMS) It is a collection of various programs. It provides a systematic way to create, retrieve, update and manage data.

Data Processing Converting data into information, is called data processing.

Data Redundancy It is a condition created within a database or data storage technology in which the same piece of data is held in two separate places.

Debugging A methodical process of finding and reducing the number of bugs, or defects are known as debugging.

Degree The number of fields associated with the database table or relation.

Desktop Publishing (DTP) It combines a personal computer, page layout software and a printer to create publications on small economic scale.

Display Unit A device with a screen that displays characters or graphics representing data in a computer memory.

Device Driver It is a computer program that enables another program, typically, an operating system to interact with a hardware device.

Dial-up Line A line through which communication established.

Digital Computer A computer that operates with numbers expressed directly as digits.

Direct Access It is the capability of the computer equipment to obtain data from a storage device.

Directory In computing, a directory is an entity in a file system which contains a group of files and other directories.

Domain Name A unique name that identifies a particular Website and represents the name of the server where the Web pages reside.

Dots Per lnch (DPI) It is defined as the measure of the resolution of a printer, scanner or monitor. It refers to the number of dots in one inch line.

Download It refers to the act of transmitting data from a remote computer on the Internet or other network to one's own computer.

Drag and Drop In computer graphical user interface, drag and drop is the action of clicking on a virtual object and dragging it to a different location or onto another virtual object.

DVD It is an optical disc storage media format that can be used for data storage including movies with high quality video and sound.

Dynamic RAM (DRAM) It is a type of random access memory which stores each bit of data in a separate capacitor.

EBCDIC (Extended Binary Coded Decimal Interchange Code) It is an 8-bit character encoding used on IBM mainframe operating systems, like Z/OS, S/390, AS/400 and i5/OS.

E-Commerce (Electronic Commerce) It is a type of industry where buying and selling of products or services is conducted over electronic systems such as the Intranet and other computer network.

Editing The process of changing information by inserting, deleting, replacing, rearranging and reformation.

Electronic Data Processing (EDP) A data processing through equipment that is predominantly electronic such as digital computer.

Electronic Mail (E-Mail) It is a method of composing, sending, storing and receiving messages over electronic communication systems.

Encryption In cryptography, encryption is the process of encoding messages (or information) in such a way that hackers cannot read it, but the authorised users can access it.

End User Any individual who uses the information generated by a computer based system.

Entity It is something that has certain attributes or properties which may be assigned values.

Error Message It is information displayed when an unexpected condition occurs usually on a computer or other device.

Excel It allows users to create spreadsheets much like paper ledgers that can perform automatic calculations.

Exe (.exe) It is a common filename extension denoting an executable file (a program) in the DOS, MS-Windows.

Execution Time The total time required to execute a program on a particular system.

Expansion Slot It is a socket on the motherboard that is used to insert an expansion card which provides additional features to a computer.

Extranet A technology that permits the users of one organisation's Intranet to enter portions of another organisation's Intranet in order to conduct business transactions or collaborate on joint projects.

Fax It stands for 'Facsimile'. It is used to transmit a copy of a document electronically.

Field The attributes of an entity are written as fields in the table representation.

File A collection of information stored electronically and treated as a unit by a computer. Every file must have its own distinctive name.

File Allocation Table (FAT) It is the name of a computer file system architecture. The FAT file system is a legacy file system which is simple and robust.

File Manager It is an operating system utility that provides a user interface to work with file systems.

Firewall A security system usually consisting of hardware and software that prevents unauthorised persons from accessing certain parts of a program database or network.

Flowcharts These are the means of visually representing the flow of data through an information processing system, the operations performed within the system and the sequence in which they are performed.

Foreign Key A field in a database table, which links it to another related table.

Format To set margins, tabs, font or line spacing in layout of a document.

FORTRAN It stands for Formula Translation. The language was designed at IBM for scientific computing.

Freeware A form of software distribution where the author retains copyright of the software but makes the program available to others at no cost.

File Transfer Protocol (FTP) This protocol is used to transfer files from one place to another on Internet.

Function Key A special key on a computer keyboard or a terminal devices keyboard that is used to perform specific functions. Many keyboards have function keys labelled from F1 to F12.

Gadget It is a device that has a specific function in addition usually has small dimensions.

Garbage In Garbage Out (GIGO) It pertains to the fact that most computer errors are not machine errors, they are data errors caused by incorrect input data.

Gateway A device that is used to join together two networks having different base protocols.

Gigabyte (GB) It is a unit of information or computer storage equal to approximately one billion bytes.

Gigahertz (GHz) A measurement unit used to identify the speed of the central processing unit. One gigahertz is equal to 1 billion cycles per second.

Graphics Interchange Format (GIF) A simple file format for pictures and photographs, that are compressed so they can be sent quickly.

Graphic Tablet It is an input device which is used to create images, etc.

Graphical User Interface (GUI) It is a method of interacting with a computer through a metaphor of direct manipulating of graphical images and widgets in addition to text.

Hacker A computer criminal who penetrates and tempers with computer programs or systems.

Hang To crash in such a way that the computer does not respond to input from the keyboard or mouse.

Hard Copy It is a printed copy of information from a computer.

Hard Disk It is a non-volatile data storage device that stores data on a magnetic surface layered onto disk platters.

Hardware The mechanical, magnetic, electronic and electrical components that comprises a computer system such as CPU, monitor, keyboard, mouse, etc.

High-Level Programming Language It is a programming language that is more user-friendly, to some extent platform-independent and abstract from low-level computer processor operations such as memory accesses.

Home Page A starting point or a doorway to the Website. It refers to the Web page that identifies a Website and contains the hyperlink to other Web pages in the Website.

Host Computer A computer that provides information or a service to other computers on the Internet. Every host computer has its own unique host name.

Hub A network device that connects multiple computers on a LAN, so that they can communicate with one another.

Hybrid Computer These computers are made by taking the best features of the analog computer and digital computer.

Hyperlink An image or portion of text on a Web page that is linked to another Web page.

HyperText Markup Language (HTML) It is mainly used for designing Websites.

HyperText Transfer Protocol (HTTP) It is an important protocol used on the world wide web for moving hypertext files across the Internet.

Icon A symbol (such as picture or a folder) that represents a certain function on your computer. When the user clicks on the icon, the appropriate function is executed.

Information It is the summarisation of data according to a certain pre-defined purpose.

Input In order to give instructions to a computer, the information has to be supplied to it.

Instant Messaging (IM) A chat program that lets people communicate over the Internet in real time.

Instruction A command or order given to a computer to perform a task.

Interface A device or program that helps a user to communicate with a computer.

Interpreter A program that converts and executes the source code into machine code line by line.

Internet A vast computer network linking smaller computer networks worldwide.

Internet of Things (IoT) It is a network in which all physical objects are connected to the Internet through network devices and exchange data.

Internet Surfing To search something on Internet is called Internet surfing.

Internet Service Provider (ISP) It is a business organisation that offers users to access the Internet and related services.

Integrated Circuits Multiple electronic components combined on a silicon chip.

Java A programming language, used to create mobile applications, softwares, etc.

Javascript It is an object oriented programming language used to create interactive effects in a Web browser.

JPEG (Joint Photographic Experts Group) It is a commonly used method of lossy compression for digital photography.

Joystick It is a computer peripheral or general control device consisting of a handheld stick that pivots about one end and transmits its angle in two or three dimensions to a computer.

Kernel It is the fundamental part of a program, such as an operating system, that resides in memory at all times.

Keyboard This is the standard input device attached to all computers. The layout of keyboard is just like the traditional typewriter of the type QWERTY.

Key Stroke It is the process of pressing button in keyboard.

Kilobyte (KB) It is a unit of information or computer storage equal to 1024 bytes.

LAN (Local Area Network) In LAN, the connected computers are geographically close together. They are either in the same building or within a smaller area.

Laptop It is a small, lightweight and portable battery-powered computer that can fit onto your lap. They each have a thin, flat and liquid crystal display screen.

Light Pen A light sensitive style for forming graphics by touching coordinates on a display screen, thereby seeming to draw directly on the screen.

Link A communication path between two nodes or channels.

LINUX It is an open source operating system, meaning that the source code of the operating system is freely available to the public.

List Processing (LISP) A high level programming language suitable for handling logical operations and non-numeric applications.

Log In It is the process by which an individual gains access to a computer system by identifying and authenticating themselves.

Log Off It is a process of withdrawal from function after performing program.

Low Level Language It is a assembly language which is used in computer. It was mostly used in first generation computers.

Machine Language The language of computer also called binary language. Instructions in this language are written as a sequence of 0's and 1's.

Main Memory A volatile and speedy memory. It is divided into two parts RAM and ROM.

Malware It is a software that disrupts normal computers functions or sends a user's personal data without the user authorisation.

Mass Storage It is referred to storage where large volume of backup/data is stored.

Megabyte (MB) 1 Megabyte is equal to 1048576 bytes, usually rounded off to one million bytes. It is also called a 'meg'.

Memory Temporary storage for information, including applications and documents.

Menu Bar The horizontal strip across the top of an application's window. Each word on the strip has a context sensitive drop-down menu containing features and actions that are available for the application in use.

Merge Combining two or more files into a single file.

Microcomputer A microprocessor-based computer, consisting of CPU, internal semi-conductor memory, input and output sections and a system bus, all on one, or several monolithic IC chips inserted into one or several PC boards.

Microprocessor A complete Central Processing Unit (CPU) contained on a single silicon chip.

MIDI (Music Instrument Digital Interface) It allows a computer to store and replay a musical instrument's output.

Minicomputer Considered to be more capable than a microcomputer but less powerful than a mainframe.

Mnemonic A symbolic label or code remainder that assists the user in remembering a specific operation or command in assembly language.

Modem (Modulator/Demodulator) It refers to specific equipment that provides a means of communication between two computer systems over conventional telephone lines.

Monitor The visual readout device of a computer system. A monitor can be in several forms; a Cathode Ray Tube (CRT), a Liquid Crystal Display (LCD), or a flat-panel, full-color display.

Multitasking It can work with several programs or interrelated tasks simultaneously that share memories, codes, buffers and files.

Multithreading It is a facility available in an operating system that allows multiple functions from the same application packages.

Multimedia Software programs that combine text and graphics with sound, video and animation. A multimedia PC contains the hardware to support these capabilities.

Network It is an inter-connection of two or more than two computers.

Network Interface Card (NIC) This is a part of the computer that allows it to talk to other computers via a network protocol like TCP/IP.

Nibble A sequence of four adjacent bits, or a half-byte. A hexa-decimal or BCD coded digit can be represented by a nibble.

Node The end point of a network branch or the junction of two or more branches.

Non-Volatile Memory A memory where stored data remain undisturbed by the removal of electrical power.

Notebook A portable computer, that can fit into a briefcase. It is used as personal computer. It is also called laptop.

Object Something that contains both the data and the application that operate on that data.

Offline It refers to the state in which a computer is temporarily or permanently unable to communicate with another computer.

Online It refers to the state of being connected to the networked computer system or the Internet.

Operating System A set of instructions that tells a computer how to operate when it is turned ON. It sets up a filing system to store files and tells the computer how to display information on a video display.

Output Data that come out of a computer device.

Patch A small program that improves an existing piece of software or corrects an error in it.

Personal Computer (PC) A single-user computer containing a Central Processing Unit (CPU) and one or more memory circuits.

Piracy The illegal copying of software or other creative works.

Pixels An acronym derived from picture element. The smallest element (a dot) on a display screen.

Plug-In This is a program that your browser uses to manipulate a downloaded file.

Portrait A term that designates the position of conventional printing across the width of a page.

Post Office Protocol (POP) A protocol that specifies how a personal computer can connect to a mail server on the Internet and download E-mail.

Primary Key It is a key that uniquely identifies each tuple or row in a table.

Process A collection of code, data and other system resources including atleast one thread of execution that performs a data processing task.

Program A set of instructions to perform a specific task.

Programming Language A vocabulary and set of grammatical rules for instructing a computer to perform specific tasks.

Printer A mechanical device for printing a computer's output on paper.

Protocol A set of rules that defines exactly how information is to be exchanged between two systems over Internet.

Pseudocode It is a short hand way of describing a computer program.

Query A request for information from a database.

Random Access Memory (RAM) A volatile, semi-conductor storage structure that accesses temporary data with a random or direct accessing method. Data in this memory can be read by the CPU directly.

Read Only Memory (ROM) A semi-conductor memory whose data cannot be erased, or overwritten; it can only be accessed (read) for use by the CPU.

Record A collection of all the information pertaining to a particular entity instance.

Register A temporary storage unit for quick, direct accessibility of a small amount of data for processing.

Remote Server A network computer that allows a user on the network from a distant location to access information.

Robotics Process Automation (RPA) It is the use of specialised computer programs, known as software robots, to automate and standardise repeatable business processes.

Router A network device that enables the network to re-route messages it receives that are intended for other networks. The network with the router receives the message and sends it on its way exactly as received.

Routing The process of choosing the best path throughout the LAN.

Scanner An electronic device that uses light-sensing equipment to scan paper images such as text, photos, illustrations and translate the images into signals that the computer can then store, modify, or distribute.

Search Engine Software that makes it possible to look for and retrieve information on the Internet, particularly the Web. Some popular search engines are AltaVista, Google, HotBot, Yahoo!, Web Crawler and Lycos.

Sector A section of a recording track on a magnetic disk.

Sequential Access It is a class of data storage device that reads stored data in a sequence.

Server A computer that shares its resources and information with other computers on a network.

Shareware A software that is not free but is available for a free trial period.

Simplex Transmission of data in one direction only.

Software The set of computer programs, procedures and associated documentation related to the effective operation.

Source Code (Source Program) A set of computer instructions in hard-copy or stored form.

Spam Irrelevant or unsolicited messages sent over Internet, typically to large number of users, for the purpose of advertising, phishing, spreading malwares, etc.

Spreadsheet Software that allows one to calculate numbers in a format that is similar to pages in a conventional ledger.

Static RAM It is a type of RAM, that contains its contents only whenever current supply is ON.

Sub-Program A particular part of a program that complete the special work.

Supercomputer The largest mainframe computer featuring exceptionally high speed operation while manipulating huge amount of information.

TCP/IP (Transmission Control Protocol/Internet Protocol) This is a large grouping of programs and standards that govern how information moves around the Internet.

Terabyte (TB) It is about a trillion bytes. Actually, it's 2^{40} or 10095111627776 bytes.

Terminal This is what you look at when you are on the Internet. It's your computer screen.

Time Sharing It refers to the allocation of computer resources in a time dependent fashion to run several programs simultaneously.

Topology The structure of the network including physical connection such as wiring schemes and logical interactions between network devices.

Trackball Input device that controls the position of the cursor on the screen.

Uniform Resource Locator (URL) The specific Internet address for a resource such as an individual or an organisation.

Unix This is an operating system developed by AT & T. It is a big push that it allows one server to serve many different end users at one time.

Upgrade The process of improve hardware and software functionality.

Upload The process of transferring information from a computer to a Website (or other remote location on a network).

UPS (Universal Power Supply or Uninterruptible Power Supply) An electrical power supply that includes a battery to provide enough power to a computer during an outage to back-up data and properly shut down.

User A person who uses or operates something.

User-Friendly A software program that has been designed to easily direct the user through the operation or application of a program.

Validation The process of making sure that the forms and documents from a particular transaction are correct.

Video Tele-conferencing A remote 'face-to-face chat,' when two or more people using a webcam and an Internet telephone connection chat online. The webcam enables both live voice and video.

Virus A piece of computer code designed as a prank or malicious act to spread from one computer to another by attaching itself to other programs.

Virtual Reality (VR) It is the use of computer technology to create a simulated environment.

Volatile Memory A memory whose contents are irretrievably lost when power is removed. If data in RAM must be saved after power shutdown, back-up in non-volatile memory (magnetic disk, tape, or CD-R) is essential.

Website A collection of web pages or hyperlinked webpages which onwned by an individual, company or an organisation.

Window A portion of a computer display used in a graphical interface that enables users to select commands by pointing to illustrations or symbols with a mouse.

Wide Area Network (WAN) It is a tele-communication network or computer network that extends over a large geographical distance.

Word Processor A computer system or program for setting, editing, revising, correcting, storing and printing text.

World Wide Web ('WWW' or 'Web') A network of servers on the Internet that uses hypertext-linked databases and files. It was developed in 1989 by Tim Berners-Lee, a British computer scientist and is now the primary platform of the Internet.

Workgroup Persons sharing files and data between themselves.

Workstation The work area and/or equipment used for computer operations, including Computer-Aided Design (CAD). The equipment generally consists of a monitor, keyboard, printer and/or plotter and other output devices.

X-Y Plotter A computer-driven printing mechanism that draws coordinate points in graph form.

ZOOM The enlarging or reducing an image displayed on a computer process of proportionately monitor.

ZIP (Zone Information Protocol) This is an application that allows for the compression of application files.