COMMON APPLICATIONS AND MS OFFICE

Question 1 A computer cannot "boot" if it does not have the	1) compilier	2) loader
	3) operating system	4) Assembler
	Answer: 3	
Question 2 To transfer electronic mail from one machine to another, the following TCP/IP protocol is used	1) RPC 3)	2) FTP 4)
	SNMP Answer: 4	SMTP
	Answer. 4	
Question 3 Ctrl, Shift and Alt are called types	1) modifier	2) function
	3) alphanumeric	4) adjustment
	Answer: 1	
Question 4 which of the following is the special software to create to job queue:	1) intrepreter	2) linkage editor
	3) spooler	4) drive
	Answer: 3	
Question 5 the last DML statement processed during a commit transaction is?	1) INSERT	2) UPDATE
	3) DELETE	4) POST
	Answer: 1	
Question 6 which of the first computer was programmed using	1) Assembly language	2) Machine Language
	3) Spaghetti code	4) source code
	Answer: 2	
Question 7 what is the statement for MODEEM is drawn up by the following	1) Hayes	2) AT and T
organisation:	3) BELL	4) CCITT
	Answer: 4	
Question 8 error detection at data link level is achieved by the following	1) Equalization	2) Bit stuffing
	3) hamming code	4) cyclic redundancy codes

	Answer: 4	
Question 9 which of the following are the standard synchronous communication protocol expect?	1) SLP	2) SDLC
	3) PAS	4) SMTP
	Answer: 3	
Question 10 what is the garbage collector	1) The garbage collector	2) prevents fragmentation from occuring
	3) is mostly used with fixed partition	4) collects fragmented areas of memory
	Answer: 4	
Question 11 are attempts by individual to obtain confidential	1) phishing tips	2) computer viruses
information from you by falsifying their destiny	3) phishing scams	4) spyware scams
	Answer: 1	
Question 12 which of the following has highest access time:	1) magnetic disk	2) swapping devices
	3) floppy disk	4) cache
	Answer: 1	
Question 13 A commercial application program normally includes	1) Program disks	2) Tutorial
	3) Documentation	4) All of these
	Answer: 4	
Question 14 Which of the following is not a characteristic of the conventional process of developing application system?	1) Slow implementation of system change.	2) Very long time span development
	3) Minimized maintenance of application software	4) Increasing labour cost for programming and system analysis
	Answer: 1	
Question 15 Which of the following entity does not belong to word processing?	1) Paragraphs	2) Cells
	3) Words	4) Characters
	Answer: 2	
Question 16	1)	2)

In computer benefit of CAD may be summed up as	Accuracy	Repeatability
	3) speed and flexibility of production	4) all of these
	Answer: 4	
Question 17 which of these applications must be real time?	1) flood warning systems	2) calculating gas oils
	3) checking exam marks	4) none
	Answer: 1	
Question 18 which of the following is an example of application software?	1) Security software	2) Command system
	3) Operating system	4) CAD/CAM system
	Answer: 4	
Question 19 Business application programs include	1) Expert systems	2) Drill-and practice programs
	3) Tax planning and preparation programs	4) All of these
	Answer: 3	
Question 20 Windows are specially helpfull for	1) Moving text between files	2) Search and replace operation
	3) Cut and paste operation	4) Both B and C
	Answer: 3	
Question 21 What is the purpose of using reverse video feature in menu driven	1) To enchance contrast	2) To make it user friendly
programs?	3) To improve visibility	4) To highlight a menu prompt
	Answer: 4	
Question 22 Statistical analysis packages have much in common with	1) Presentation packages	2) Spreadsheet packages
	3) Design packages	4) Paint packages
	Answer: 2	
Question 23 A word processor can be used to	1) Write text	2) edit text
	3) print text	4) All of these

Question 24 An expert system	1) is an application of artificial intelligence research	2) Simulates the reasoning of a human expert in a particular subject
	3) both a an b	4) None
	Answer: 3	
Question 25 To centre the selected text, the shortcut key is:	1) CTRL+C	2) CTRL+E
	3) CTRL+U	4) CTRL+O
	Answer: 2	
Question 26 A word gets selected by clicking it	1) once	2) twice
	3) thrice	4) none
	Answer: 2	
Question 27 Special program which can detect and remove viruses from computer	1) virus	2) antivirus
is called	3) groupware	4) custom
	Answer: 2	
Question 28 A identifies a location or a selection of text that you name and	1) footer	2) bookmark
identify for future reference.	3) header	4) page number
	Answer: 2	
Question 29 Which option is not available in Microsoft office button?	1) bold	2) new
	3) save	4) open
	Answer: 1	
Question 30 Example of computer antivirus program include:	1) Norton	2) McAfee
	3) Dr solomon toolkit	4) all of these
	Answer: 4	

Question 31 Viruses which execute when computer starts is:	1) Macro	2) File infector
	3) boot sector	4) salami shaving
	Answer: 3	
Question 32 Computer virus is simply a	1) disease	2) set of computer instructions
	3) type of bacteria	4) hardware component
	Answer: 2	
Question 33 What program in MS word used to check the spelling?	1) Reasearch	2) Word count
	3) set language	4) spelling and grammar
	Answer: 4	
Question 34 Communication using a modulated carrier to apply a data signal to a	1) broad band networking	2) base band networking
transmission medium in analog form is	3) local are network	4) modem
	Answer: 1	
Question 35 is the change the way text wraps around the selected object	1) text wrapping	2) indent
	3) clipart	4) line spacing
	Answer: 1	
Question 36 To show the font dialog box, press	1) CTRL+P	2) CTRL+D
	3) CTRL+B	4) CTRL+Q
	Answer: 2	
Question 37 Computer is free from tiresome and boardroom. We call it	1) Accuracy	2) Reliability
	3) Diligence	4) Versatility
	Answer: 3	
Question 38 Which of the following is the smallest visual element on a video	1) Character	2) Pixel
monitor?	3) Byte	4) Bit
	Answer: 2	

Question 39 A hybrid computer	1) Resembles digital computer	2) Resembles analogue computer
	3) Resembles both a digital and analogue computer	4) None of the above
	Answer: 3	
Question 40 What is the full form of SCSI	1) Standard computer systems interface	2) Small computer systems interface
	3) Super computer systems interface	4) Small computer standard interface
	Answer: 2	
Question 41 Which of the following is a structured programming technique that graphically represents the detailed steps required to solve a program?	1)Object-oriented programming3)Flowchart	2) Psuedocode 4) Top-down design
	Answer: 3	
Question 42 What is the main difference between a mainframe and a super computer?	1) Super computer is much larger than the mainframe computers	2) Super computers are much smaller than mainframe computers
	3) Supercomputers are focused to execute few programs as fast as possible while mainframe uses its power to execute as many as programs concurrently	4) Supercomputers are focused to execute as many programs as possible while mainframe uses its power to execute few programs as fast as possible
	Answer: 3	
Question 43 BIOS is used?	1) By operating system	2) By compiler
	3) By interpreter Answer: 1	4) By application software
	, wiswer. T	
Question 44 A spreadsheet is the best application for	1) Writing an information	Handling simple accounts
	3) Producing a grid-referenced map	4) Keeping an inventory of equipment used
	Answer: 2	

Question 45 Which of the following is an output device?	1) Keyboard	2) Mouse
	3) Light pen	4) VDU
	Answer: 4	
Question 46 Which of the following command remove the paragraph formatting?	1) Ctrl + L	2) Copy
	3) Open	4) Ctrl + Q
	Answer: 4	
Question 47 Which of the following programs enables you to calculate numbers related to rows and columns?	1) WIndow program	2) Spreadsheet program
related to rows and columns.	3) Graphics program	4) Word program
	Answer: 2	
Question 48 Which of the following values is the correct value of this hexadecimal	1) 11259375	2) 11259379
code ABCDEF?	3) 11259312	4) 11257593
	Answer: 1	
Question 49 A is an organization that produces data to be made	1) client	2) data owner
available for controlled release, either within the organization or to external users.	3) user	4) server
	Answer: 2	
Question 50 Dirty bit is used to show the	1) Page with corrupted data	2) The wrong page in the memory
	3) Page that is modified after being loaded into cache memory	4) Page that is less frequently accessed
	Answer: 3	
Question 51 A hardware device that is capable of executing a sequence of	1) CU	2) Processor
instruction is called	3) CPU	4) ALU
	Answer: 2	
Question 52 A password is a password guessing program.	1) has	2) biometric
	3) cracker	4) key
	Answer: 3	

Question 53 is any data and instructions entered into the memory of a	1) Processing	2) Hovering
computer.	3) Input	4) Information
	Answer: 3	
Question 54 The lowest level of input output control consist of	1) Device drivers	2) Interrupt handlers
The lowest level of input output control consist of		
	3) both (a) and (b)	4) None of these
	Answer: 3	
Question 55	1)	2)
The following topology has highest reliability:	Ring	Mesh
	3)	4)
	Bus	Star
	Answer: 2	
Question 56	1)	2)
Recognition by fingerprint, retina, and face are the examples of	Physical authentication	token authentication
	3)	4)
	dynamic authentication	static biometrics
	Answer: 4	
Question 57	1)	2)
The basic input / output system that contains the computer's startup	RAM	CAM
nstructions is known as	3)	4)
	BIOS	FIOS
	Answer: 3	
Question 58	1)	2)
Storage is the primary material on which a computer keeps	media	device
data, instructions, and information	3)	4)
	command	function
	Answer: 2	
Question 59	1)	2)
High-resolution, bit-mapped displays are useful for displaying:	more characters	clearer characters
	3)	4)
	graphics	all of the above
	Answer: 4	
Question 60	1)	2)
Computers as is a form of crime that focuses on a	targets	storage devices
computer system to acquire information stored on that computer system.	3)	4)
- ,	media	communication tools

Question 61 Which among the following is NOT a version of MS Office?	1) 2003	2) 2008
	3) 2013	4) 2010
	Answer: 2	
Question 62 Under which category would you put MS Office?	1) Vertical market Software	2) Horizontal Market Software
	3) Open Source Software	4) Closed Source Software
	Answer: 2	
Question 63 Name the last DML statement processed during a commit transaction	1) UPDATE	2) INSERT
	3) DELETE	4) POST
	Answer: 2	
Question 64 Which one of the following TCP/IP protocol is used to transfer mail from one machine to another?	1) FTP	2) RPC
from one machine to another?	3) SMTP	4) SNMP
	Answer: 3	
Question 65 What are high resolution and bit-mapped displays used for?	1) Clever Characters	2) More Characters
	3) Graphics	4) All of the above
	Answer: 4	
Question 66 Which one of the following statements is false regarding Conditional Formatting?	1) Add more than one condition to check	2) Set condition to look for Bold and apply italics on them
	3) Apply Font, border and pattern formats that meets the specified conditions	4) Delete any condition from Conditional Formatting dialog box if it is not required
	Answer: 2	
Question 67 Name the hardware that is capable of handling sequences of	1) RAM	2) CPU
instructions	3) ALU	4) Processor
	Answer: 4	
Question 68 Select the one hardware you cannot use with MS office?	1) Scanner	2) Joystick
	3) Mouse	4) Keyboard

	Answer: 2	
Question 69 Through which of the following can error be detected at data link	1) Hamming code	2) Bit stuffing
evel?	3) Equalization	4) Cyclic redundancy codes
	Answer: 4	
Question 70 Name the shortcut key to check spelling mistake in MS World?	1) Func Key 2	2) Func Key 7
	3) Func Key 5	4) Func Key 9
	Answer: 2	
Question 71 What among the following will you apply to get all the numbers between 0 to 100 range displayed in red color?	1) Apply Conditional Formatting command on Format menu	2) Select the cells that contain number between 0 to 100 then click Red color on Text Color tool
	3) Use =if() function to format the required numbers red	4) All of the above
	Answer: 4	
Question 72 What does a web page consist of?	1) Text and HTML tags	2) Marked by an opening HTML tag <html></html>
	3) Marked by a closing tag	4) All of the above
	Answer: 4	
Question 73 The process of producing useful information for the user is called	1) Controlling	2) Outputting
	3) Inputting	4) Processing
	Answer: 2	
Question 74 Which unit is responsible for converting the data received from the	1) Memory Unit	2) Arithmetic & Logic Unit
user into a computer understandable format ?	3) Input Unit	4) Output Unit
	Answer: 3	
Question 75 crates a link between a user and the computer	1) Device Driver	2) Utilities
	3) Operating System	4) Image Viewer
	Answer: 3	

Question 76 Components that provide internal storage to the CPU are	1) Registers	2) Program COunters
	3) Controllers	4) Internal chips
	Answer: 1	
Question 77 The two basic types of memory in a computer are	1) Primary and major	2) Primary and Secondary
	3) Minor and Major	4) Main and virtual
	Answer: 2	
Question 78 Move the mouse over a	1) Mouse pad	2) Rubber pad
	3) Rubber pads	4) None
	Answer: 1	
Question 79 The smallest unit of data in computer is	1) Byte	2) Nibble
	3) Bit	4) KB
	Answer: 3	
Question 80 A system software that helps Operating System to communicate with	1) Operating system	2) Device Driver
a device is called	3) Utility	4) Graphics Software
	Answer: 2	
Question 81 VDU stands for	1) Virtual Display Unit	2) Visual Display Unit
	3) Virtual Detection Unit	4) Visual Detection Unit
	Answer: 2	
Question 82 Keep the index finger on the button	1) left	2) right
	3) middle	4) None
	Answer: 1	
Question 83 What is the shortcut for Bold text	1) ctrl+p	2) ctrl+bold
	3) ctrl+b	4)ctrl+shift+b
	Answer: 3	

Question 84 Which of the following commands is used to work on a file	1) ctrl+xy	2) ctrl+2
	3) ctrl+c	4) None of the above
	Answer: 3	
Question 85 Which enables us to send the same letter to different persons in MS-	1) macros	2) template
word?	3) mail merge	4) indent
	Answer: 3	
Question 86 By default, Word automatically formats each heading in a table of	1) bookmark	2) cross-references
contents as	3) hyperlinks	4) word-fields
	Answer: 3	
Question 87 When creating a computer program, the designs the structure of the program	1) End user	2) System Analyst
	3) Programmer	4) All of the above
	Answer: 2	
Question 88 Computers manipulate data in many ways, and this manipulation is	1) upgrading	2) processing
called	3) batching	4) utilizing
	Answer: 2	
Question 89 Which of the following is not of the merge process in MS-word?	1) Left	2) Right
	3) Center	4) Top
	Answer: 4	
Question 90 is the science that attempts to produce machines that display the same type of intelligence that humans do	1) Nanoscience	2) Nanotechnology
	3) Simulation	4) Artificial intelligence(Al)
	Answer: 4	
Question 91 Which of the following functions are available in consolidate	1) Max	2) Min
window?	3) Count	4) All of the above
	Answer: 4	

Question 92 Reusable optical storage will typically have the acronym-	1) CD	2) DVD
	3) ROM	4) RW
	Answer: 4	
Question 93 Codes consisting of lines of varying widths or lengths that are computer-readable are known as-	1) an ASCII code 3) an OCR scanner	2)a magnetic tape4)a bar code
	Answer: 4	
Question 94 Computers process data into information by working exclusively with:	1) multimedia	2) word
	3) numbers	4) characters
	Answer: 3	
Question 95 If you select then any values modified in the source range are automatically updated in the target range	1) Link to source data 3)	2) Link to sheet data 4)
	Link to original data Answer: 1	Link to source range
	4)	
Question 96 The data mining technique derives rules from real-world case examples	1) Rule discover	2) Signal processing
	3) Neural nets	4) Case-based reasoning
	Answer: 3	
Question 97 Which of the following processor has a fixed length of instructions?	1) Main processor	2) COM
	3) Dual core	4) RISC
	Answer: 4	
Question 98 Which one of the following commands can be used to work on a file?	1) Ctrl + XY	2) Ctrl + 2
	3) Ctrl + C	4) None of these
	Answer: 3	
Question 99 In which of the following computer-generation vacuum tubes were used?	1) First-generation	2) Second-generation
	3) Third-generation	4) Fourth-generation
	Answer: 1	

Question 100 The use of the IC in a computer has	1) Increased the amount of heating	2) Reduced the sixe and cost of computers
	3) Reduced the peripheral devices to be used	4) reduced the performance capacity of the computer
	Answer: 2	
Question 101 What is the use of the computer port?	1) Download the file via the internet	2) To connect with other devices
	3) To reduce the internet speed Answer: 2	4) None of these
	Allswei. Z	
Question 102 What is the full form of VDU?	1) Virtual Development User	2) Virtual Detection Unit
	3) Visual Detection Unit	4) Visual Display Unit
	Answer: 4	
Question 103 interprets and executes set of instructions	1) CPU	2) VDU
	3) Printer	4) Scanner
	Answer: 1	
Question 104 Which one of the following is an example of the browser software?	1) Microsoft Word	2) Notepad
	3) Internet navigator	4) Internet explorer
	Answer: 4	
Question 105 LSI, VLSI & ULSI chips were used in which generation?	1) Fifth	2) Second
	3) Third	4) Fourth
	Answer: 4	
Question 106 Keyboard Converts typed in character to code	1) EBCIDIC	2) ASCII
	3) Decimal	4) Binary
	Answer: 4	
Question 107 What is the decimal value for the octal value 1?	1) 1	2) 8
	3) 10	4) 100

	Answer: 1	
Question 108 Which one of the following is not input device?	1) Keyboard	2) Mouse
	3) Speaker	4) Scanner
	Answer: 3	