



# 700+ MCQ

## ***Computer Fundamental MCQs***

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## Input Devices

1. A keyboard is this kind of device—
  - 1) Black
  - 2) Input
  - 3) Output
  - 4) word Processing
2. Which part of the computer helps to store information?
  - 1) Disk drive
  - 2) Keyboard
  - 3) Monitor
  - 4) Printer
3. Which of the following is not an output device?
  - 1) Scanner
  - 2) Printer
  - 3) FlatScreen
  - 4) Touch Screen
4. The standard input device for a PDA is a:
  - 1) stylus.
  - 2) touchpad.
  - 3) keyboard.
  - 4) trackball mouse.
5. The traditional mouse requires a mouse pad to provide friction for its:
  - 1) touchpad.
  - 2) tracker.
  - 3) optical sensor.
  - 4) rollerball.
6. What is the correct association between a hardware component and a computer function?
  - 1) Monitor ? input
  - 2) CPU ? storage
  - 3) Mouse ? input
  - 4) Hard disk ? processing
7. An example of an input device is:
  - 1) a speaker
  - 2) a mouse
  - 3) a monitor
  - 4) a printer
8. 'MICR' technology used for clearance of cheques by banks refers to—
  - 1) Magnetic Ink Character Recognition
  - 2) Magnetic Intelligence Character Recognition
  - 3) Magnetic Information Cable Recognition
  - 4) Magnetic Insurance Cases Recognition
9. Which device is used as the standard pointing device in a Graphical User Environment
  - 1) Keyboard
  - 2) Mouse
  - 3) Joystick
  - 4) Track ball
10. Data going into the computer is called
  - 1) Output
  - 2) Algorithm
  - 3) Input
  - 4) flow chart
11. When you quickly press and release the left mouse button twice, you are
  - 1) Primary-clicking
  - 2) Pointing
  - 3) Double-clicking
  - 4) Secondary-clicking
12. To delete an incorrect character in a document, \_\_\_\_\_ to erase to the right of the insertion point.
  - 1) press the left mouse key
  - 2) double-click the right mouse key
  - 3) press the BACKSPACE key
  - 4) press the delete key
13. The banks use \_\_\_\_\_ device to minimize conversion process.
  - 1) Keyboard
  - 2) MICR
  - 3) OCR
  - 4) Scanner
14. A camera is an
  - 1) Input device
  - 2) Can be either input or output
  - 3) Processing machine
  - 4) Output device
15. One of the output devices your computer uses is the
  - 1) Mouse
  - 2) Keyboard
  - 3) Monitor
  - 4) Cord
16. All of the following are examples of input devices EXCEPT a:
  - 1) Scanner.
  - 2) Mouse.
  - 3) Keyboard.
  - 4) Printer.
17. The copy, cut, and paste features use keyboard shortcuts with the \_\_\_\_\_ key and a keyboard letter.
  - 1) Shift
  - 2) Windows
  - 3) Alt
  - 4) Ctrl
18. With the help of proper software, the mouse can also be used to;
  - 1) Draw pictures
  - 2) Make ideal graphics
  - 3) Type text
  - 4) Both a and b
19. The mouse generally does have
  - 1) Two buttons
  - 2) Three Buttons
  - 3) Several Buttons
  - 4) Either 1 or 2
20. A cursor is
  - 1) To make a selection from the document and duplicate it on the clipboard
  - 2) A symbol that designates the position on the screen where text or codes will be inserted or deleted.

- 3) Pressing and holding the main mouse button 4) A button in a dialog box.
21. Computers gather data, which means that they allow users to data.  
1) Present 2) Input 3) Output 4) Store
22. Which of the following detects the presence or absence of a mark in a predetermined place?  
1) Pointing Stick 2) Bar Code Reader 3) Optical Mark Reader 4) None of the above
23. To create a capital letter, you must use which special key simultaneously with the letter key?  
1) Enter 2) Tab 3) Esc 4) Shift
24. Which dialog box will create a new document?  
1) Open 2) New 3) Save 4) None
25. We can get \_\_\_\_\_ menu by Alt + F  
1) Edit menu 2) Window Menu 3) File Menu 4) Insert Menu
26. Undo is similar to  
1) Ctrl + Z 2) Ctrl + X 3) Ctrl + C 4) None of the above
27. The key that is generally use to cancel an action is :  
1) Enter 2) Esc 3) Shift 4) Alt
28. Cut removes the selected text from your document and puts it on the  
1) Clipboard 2) Screen 3) Another document 4) None of the above.
29. Undo is present in  
1) View Menu 2) File Menu 3) Edit Menu 4) All of the above
30. Which of the following is a pointing device?  
1) Keyboard 2) Modem 3) Monitor 4) Mouse
31. Which of the following displays a list of command?  
1) Menu 2) Desktop 3) Icon 4) Folder
32. The menu bar consists of  
1) File 2) Edit 3) Views 4) All of the above
33. Which of the following is NOT a mouse technique commonly used in windows  
1) Lifting 2) Dragging 3) Double clicking 4) Clicking
34. Multiple choice examination answer sheets can be evaluated automatically by  
1) OMR 2) OCR 3) MICR 4) Scanner
35. One of the following is Input/ Output device  
1) Printer 2) Keyboard 3) VDU 4) Hard Disk
36. The input device that is most appropriate for a Kiosk Operations is  
1) Keyboard 2) Trackball 3) Bar Code reader 4) Touch Panel
37. A scanner scans \_\_\_\_\_  
1) Pictures 3) Both Picture and Text  
2) Text 4) Neither Pictures nor Text
38. Ctrl, Shift and Alt are called \_\_\_\_\_ keys  
1) Modifier 2) Function 3) Alphanumeric 4) Adjustment
39. The pattern of printed lines on most products are called \_\_\_\_\_.  
1) Prices 2) OCR 3) Scanners 4) Barcodes
40. A \_\_\_\_\_, pre designed document that already has coordinating fonts, a layout and a back-ground.  
1) Guide 2) Model 3) Ruler
41. A \_\_\_\_\_ can make it easier to play games  
1) Mouse 2) Joystick 3) Keyboard
42. The blinking symbol on the computer screen is called the



- 1) Function                      2) Control                      3) Arrow                      4) Pacebare

43. Which of the following consist of only input devices?

- 1) Mouse, keyboard, Monitor 3) Mouse, Keyboard, Plotter 2) Mouse, Keyboard, Printer 4) Mouse, Keyboard, Scanner

44. What type of device is a computer mouse?

- 1) Input 2) Output 3) Software 4) Storage

45. Holding the mouse button down while moving an object or text is known as---

- 1) Moving 2) Dragging 3) Dropping 4) Highlighting

46. If you do not want to select any option after opening a menu then click menu title again or press key \_\_\_\_\_ to close the menu.

- 1) Shift 2) Tab 3) Escape 4) F1

47. A button that makes character either upper or lower case and numbers to symbols

- 1) Monitor 2) Shift key 3) Icon 4) Mouse

48. A \_\_\_\_\_ is an example of an input device

- 1) Keyboard 2) Monitor 3) Mouse 4) CPU

49. letters, numbers, and symbols found on a keyboard are

- 1) icon 2) screen 3) keys 4) menu

50. SMPS stands for

- 1) Switched mode power supply 3) Store mode power supply 2) Start mode power supply 4) Single mode power supply

51. Which part of the computer helps to store information?

- 1) Disk drive 3) Monitor  
2) Keyboard 4) Printer

52. To move the beginning of a line of text, press the key.

- 1) Page up 2) Enter 3) Home 4) None of these

53. To select a sentence, click anywhere on the sentence while holding the following key.

- 1) Shift 2) Alt 3) Ctrl 4) ESC

54. To start a new line press

- 1) Enter 2) Ctrl+Enter 3) Shift+Enter 4) None of these

55. Powerful key that lets you exit a program when pushed

- 1) Arrow keys 2) Spacebar 3) Escape key 4) Return key

### Answer Key

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

## 1. Arithmetic Operations—

### Central Processing Unit

- 1) involve matching one data item to another to determine if the first item is greater than, equal to, or less than the other item
  - 2) sort data items according to standard, predefined criteria in ascending order or descending order
  - 3) use conditions with operators such as AND, OR and NOT
  - 4) include addition, subtraction, multiplication and division
  - 5) None of these
2. Processing involves—
- 1) inputting data into a computer system
  - 2) transforming input into output
  - 3) displaying output in a useful manner
  - 4) providing relevant answers
3. Data going into the computer is called
- 1) Output
  - 2) Algorithm
  - 3) Input
  - 4) flowchart
4. Which of the following is also known as brain of computer
- 1) Control unit
  - 2) Central Processing unit
  - 3) Arithmetic and language unit
  - 4) Monitor
5. Transformation of input into output is performed by—
- 1) Peripherals
  - 2) Memory
  - 3) Storage
  - 4) The Input-Output unit
  - 5) The CPU
6. Which of the following is a part of the Central Processing Unit?
- 1) Printer
  - 2) Keyboard
  - 3) Mouse
  - 4) Arithmetic & Logic unit
7. SMPS stands for
- 1) Switched mode power supply
  - 2) Start mode power supply
  - 3) Store mode power supply
  - 4) Single mode power supply
8. Which of the following is a part of the Central Processing Unit?
- 1) Printer
  - 2) Key board
  - 3) Mouse
  - 4) Arithmetic & Logic unit
9. The components that process data are located in the:
- 1) input devices.
  - 2) output devices.
  - 3) system unit.
  - 4) storage component
10. A temporary storage area, attached to the CPU, for I/O operations, is a
- 1) Channel
  - 2) Buffer
  - 3) Register
  - 4) Core
11. Conversion of computer generated result into human acceptable form is a function of
- 1) CPU
  - 2) Input interface
  - 3) Output interface
  - 4) RAM
12. The ALU of a computer normally contains a number of higher speed storage elements called
- 1) Semiconductor memory
  - 2) Register
  - 1) Mouse
  - 2) Hard Disk
14. The term PC means
- 1) Private Computer
13. The term "Pentium" is related to what?

2) Personal Computer

3) Hard disk

4) Magnetic Disk

3) Microprocessor

4) DVD

3) Professional Computer

4) Personal Calculator

15. The main function of the ALU is to

- 1) Perform arithmetic and logical operations
- 2) Store data and information for future use
- 3) Control computer output, such as printing
- 4) Monitor all computer activities

16. Instructions and data that are about to be processed by the CPU are located in:

- 1) a CD-ROM.
- 2) RAM.
- 3) the hard disk.
- 4) the motherboard

17. Which of the following is the correct order of the four major functions of a computer?

- 1) Process a Output a Input a Storage
- 2) Input a Output Process a Storage
- 3) Process a Storage a Input a Output
- 4) Input a Process a Output a Storage

18. The name for the way that computers manipulate data into information is called:

- 1) Programming.
- 2) Processing.
- 3) Storing.
- 4) Organizing

19. The primary purpose of a computer is to process \_\_\_\_\_ and convert it into information.

- 1) Electricity
- 2) Data
- 3) raw material
- 4) a bit

20. The program that is responsible for loading the operating system into RAM is the:

- 1) BIOS.
- 2) bootstrap program.
- 3) device driver.
- 4) supervisor program

21. The operating system controls access to the processor by assigning a(n) \_\_\_\_\_ to each task requiring the processor's attention.

- 1) CPU
- 2) slice of time
- 3) stack
- 4) event

22. The time it takes a device to locate data and instructions and make them available to CPU is known as

- 1) clock speed
- 2) a processing cycle
- 3) CPU speed
- 4) access time

23. Which of the following is NOT a goal of transaction processing system? 1) Capture, process and store transactions

- 2) Produce a variety of documents related to routine business activities
- 3) Reduce manual effort associated with processing business transactions
- 4) Produce standard reports used for management decision making

24. \_\_\_\_\_ represents raw facts, whereas \_\_\_\_\_ is data made meaningful

- 1) Information, reporting
- 2) Data, information
- 3) Information, bits
- 4) Records, bytes

25. The function of CPU is----

- 1) To provide external storage of text
- 2) To communicate with the operator
- 3) To read, interpret and process the information and instruction
- 4) To provide a hard copy

26. Computations and logical operations are performed by the \_\_\_\_\_

- 1) RAM
- 2) ALU
- 3) Register
- 4) Control Unit

27. Start or restart the computer

- 1) exit
- 2) kick
- 3) boot
- 4) kick-start

Answer Key

Q	Ans	Q	Ans	Q	Ans	Q	Ans	Q	Ans	Q	Ans	Q	Ans	Q	Ans	Q	Ans	Q	Ans
1	4	2	2	3	3	4	2	5	5	6	4	7	1	8	4	9	3	10	3
11	1	12	2	13	3	14	2	15	1	16	2	17	4	18	2	19	2	20	2
21	2	22	4	23	2	24	2	25	3	26	2	27	3	28		29			



## Output Devices

1. Best Quality graphics is produced by
  - 1) Dot Matix
  - 2) Laser Printer
  - 3) Inkjet Printer
  - 4) Plotter
2. VDU is also called
  - 1) Screen
  - 2) Monitor
  - 3) Both 1 & 2
  - 4) Printer
3. The output devices make it possible to
  - 1) View or print data
  - 2) Store data
  - 3) Scan data
  - 4) Input data
4. Which of the following groups consist of only output devices?
  - 1) Scanner, Printer, Monitor
  - 2) Keyboard, Printer, Monitor
  - 3) Mouse, Printer, Monitor
  - 4) Plotter, Printer, Monitor
5. What are the units used to count the speed of a printer?
  - 1) CPM
  - 2) DPI
  - 3) PPM
  - 4) BIT
6. Which of the following is not an output device?
  - 1) Scanner
  - 2) Printer
  - 3) Flat Screen
  - 4) Touch Screen
7. Which part of the computer displays the work done?
  - 1) RAM
  - 2) Printer
  - 3) Monitor
  - 4) ROM
8. CRT is a
  - 1) Hollow tube
  - 2) Vacuum Tube
  - 3) Long Tube
  - 4) Round tube
9. Resolution of laser printer is specified in term of
  - 1) DPI
  - 2) LPM
  - 3) CPM
  - 4) PPM
10. Which of the following is not an output device?
  - 1) LCD
  - 2) Printer
  - 3) CRT
  - 4) Touch Screen
11. Line printer speed is specified in terms of
  - 1) LPM
  - 2) CPM
  - 3) DPM
  - 4) None
12. A dot matrix printer
  - 1) Is an input-output device
  - 2) Is an output device only
  - 3) Is an input device only
  - 4) None of these
13. A monitor's ..... is the distance between the holes in the mask behind the screen. This helps determine how sharp the dots appear.
  - 1) refresh rate
  - 2) dot pitch
  - 3) resolution
  - 4) color depth
14. A type of line printer that uses an embossed steel band to form the letters printed on the paper is
  - 1) Golf ball printer
  - 2) Dot-matrix printer
  - 3) Laser printer
  - 4) Band printer
15. The resolution of a printer is measured in terms of:
  - 1) pixel density.
  - 2) dot pitch.
  - 3) hertz.
  - 4) dpi.
16. The standard input device for a PDA is a:

- 1) stylus. 2) touchpad. 3) keyboard. 4) trackball mouse
17. The flicker effect of a cathode ray tube is controlled by its:  
1) resolution. 2) refresh rate. 3) dot pitch. 4) transfer rate.
18. A monitor with high dot pitch will have:  
1) a relatively large number of pixels. 4) relatively fast recharging of the pixels' 2) a high number of possible colors in its display. illumination. 3) wide gaps between pixels.
19. The larger the number of pixels of a computer monitor, the higher its:  
1) resolution. 2) refresh rate. 3) dot pitch. 4) data transfer rate
20. Electron beam scanning is a characteristic of:  
1) laser printers. 2) flat panel monitors. 3) cathode ray tubes. 4) liquid crystal display.
21. The type of output device that utilizes a fluorescent panel for generating light waves is a(n):  
1) CRT monitor. 2) inkjet printer. 3) laser printer. 4) LCD monitor
22. Which of the following printers is characterized by melting wax-based ink onto ordinary paper?  
1) Dot-matrix 2) Inkjet 3) Laser 4) Thermal
23. The following are all advantages of LCD over CRT monitors EXCEPT:  
1) Wider viewing area relative to size of the monitor. 3) more friendly to the environment. 4) wider viewing angle.  
2) less likely to cause eyestrain.
24. The fastest and quietest type of printer is a(n):  
dot-matrix printer. inkjet printer. laser printer. Plotter.
25. The type of large printer that can most accurately produce images requiring precise, continuous lines is a(n):  
1) plotter. 2) inkjet printer. 3) laser printer. 4) dot-matrix printer.
26. A laser printer works by:  
1) Removing static electrical charge from a metal drum. 3) Striking the paper with hammer-like keys. 2) Utilizing drop-on-demand technology. 4) A process called direct-thermal printing.
27. The principle advantage of adding memory to a printer is to increase:  
1) resolution. 2) print speed. 3) number of colors. 4) dpi.
28. What is the correct association between a hardware component and a computer function?  
1) Monitor ? input 3) CPU ? storage 4) Hard disk ?  
2) Mouse ? input processing
29. The computer screen is also called the:  
1) Viewer 2) TV 3) Monitor 4) video output device
30. The number of pixels displayed on a screen is known as the screen—  
1) Resolution 2) colour depth 3) refresh rate 4) viewing size
31. Data going into the computer is called  
1) Output 2) Algorithm 3) Input 4) Calculations 5) flowchart
32. A Pixel is—  
1) A computer program that draws picture 3) The smallest resolvable part of a picture  
2) A picture stored in secondary memory 4) None of these
33. A camera is an  
1) Input device 3) Processing machine  
2) Can be either input or output 4) Output device
34. One of the output devices your computer uses is the  
1) Mouse 2) Keyboard 3) Monitor 4) Cord
35. CRT is a  
1) Hollow tube 2) Vacuum Tube 3) Long Tube 4) Round tube
36. A spooler is a(n):

3) 4)

- 1) location in memory that maintains the contents of a document until it prints out.
  - 2) print job.
  - 3) program that coordinates the print jobs that are waiting to print.
  - 4) message sent from the printer to the operating system when a print job is completed.
37. After a picture has been taken with a digital camera and processed appropriately, the actual print of the picture is considered:
- 1) data.
  - 2) output.
  - 3) input.
  - 4) the process
38. One of the following is not an output device.
- 1) Plotter
  - 2) Speech synthesizer
  - 3) MICR
  - 4) Smart and intelligent terminal
39. A laser printer uses
- 1) Raster scan
  - 2) Camera scan
  - 3) Heatsensitive paper
  - 4) None of the above
40. One of the following is not an impact printer
- 1) Daisy-Wheel
  - 2) Dot – matrix
  - 3) Chain Printer
  - 4) Laser
41. A dot matrix printer works by
- 1) Pushing pins against an inked ribbon
  - 2) Using hammers to strike a spinning band of characters
  - 3) Spraying ink on the page
  - 4) Using head to stick toner onto the page
42. Which one of the following is not an impact printer
- 1) Daisy Wheel
  - 2) Dot- Matrix printer
  - 3) Chain Printer
  - 4) Laser Printer
43. Which one of the following is not an output device?
- 1) Monitor
  - 2) Plotter
  - 3) Printer
  - 4) Digitizer
44. What type of device is a computer printer?
- 1) Input 2) Output
  - 3) Software
  - 4) Storage
45. What is output
- 1) What the processor takes from the user
  - 2) What the user gives to the processor
  - 3) What the processor gets from the user
  - 4) What the processor give the user
46. An output device that lets you see what the computer is doing
- A disk drive
  - Monitor
  - Shift key
  - Printer
47. Laser printer resolution is specified in terms of
- 1) CPI 2) API DPI LSI
48. The number of pixels displayed on a screen is known as the screen—
- 1) Resolution 2) color depth 3) refresh rate 4) viewing size
49. Which of the following groups consist of only output devices?
- 1) Scanner, Printer, Monitor
  - 2) Keyboard, Printer, Monitor
  - 3) Mouse, Printer, Monitor
  - 4) Plotter, Printer, Monitor

### Answer Keys

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

## Memory (Primary and Secondary)

1. Memory which forgets everything when you switch off the power is known as  
1) Corrupted 2) Volatile 3) Non-Volatile 4) Non-Corrupted
2. RAM stands for  
1) Random origin money 2) Read only memory 3) Random only memory 4) Random access memory
3. 1 Byte =?  
1) 8 bits 2) 4 bits 3) 2 bits 4) 9 bits
4. Which of the following refers to the memory in your computer?  
1) RAM 2) USB 3) LAN 4) CPU
5. One megabyte equals approximately—  
1) 1,000 bits 2) 1,000 bytes 3) 1 million bytes 4) 1 million bits
6. When you are working on a document on a PC, where is the document temporarily stored?  
1) RAM 2) ROM 3) The CPU 4) Flash memory
7. Magnetic tape is not practical for applications where data must be quickly recalled because tape is—  
1) A random-access medium 4) Fragile and easily damaged  
2) A sequential-access medium 5) An expensive storage medium  
3) A read-only medium
8. When cutting and pasting, the item cut is temporarily stored in—  
1) ROM 3) Diskette 5) Clipboard  
2) Hard drive 4) Dashboard
9. Any data or instruction entered into the memory of a computer is considered as—  
1) Storage 2) Output 3) Input 4) Information
10. Which of the following devices have a limitation that we can only information to it but cannot erase or modify it  
1) Floppy Disk 2) Hard Disk 3) Tape Drive 4) CDROM
11. Which technology is used in Compact disks?  
1) Mechanical 2) Electrical 3) Electro Magnetic 4) Laser
12. Which of the following storage devices can store maximum amount of data?  
1) Floppy Disk 2) Hard Disk 3) Compact Disk 4) Magneto Optic Disk
13. Memory is made up of  
1) Set of wires 2) Set of circuits 3) Large number of cells 4) All of these
14. Primary memory stores  
1) Data alone 2) Programs alone 3) Results alone 4) All of these
15. EPROM can be used for  
1) Erasing the contents of ROM 3) Erasing and reconstructing the contents of ROM  
2) Reconstructing the contents of ROM 4) Duplicating ROM
16. Any data or instruction entered into the memory of a computer is considered as—  
1) Storage 2) Output 3) Input 4) Information
17. Hard disk drives are considered \_\_\_\_\_ storage.  
Flash Nonvolatile Temporary Nonpermanent

18. Smallest storage unit of a computer is \_\_\_\_\_  
 1) Bit      2) Byte      Nibble      Pixel
19. Magnetic disk a medium known as  
 1) Serial access      3) Sequential access  
 2) Direct access      4) Sequential and rotational access
20. One kilobyte = \_\_\_\_\_ byte.  
 1) 1250                      2) 2088                      3) 1024                      4) 1000
21. The size of commonly used Floppy disk is  
 1) 4.5"                      2) 3.5"                      3) 3.25"                      4) 5.5"
22. A compact disc (CD) is a data storage of the type  
 1) Magnetic                      2) Optical                      3) Electrical                      4) Electromechanical
23. What are the two basic types of memory that your computer uses?  
 1) RAM                      2) RW/RAM                      3) ROM/RAM                      4) ERAM
24. The term gigabyte refers to  
 1) 1024 bytes                      2) 1024 kilobytes                      3) 1024 megabytes                      4) 1024 gigabytes
25. Main memory is  
 1) Random Access Memory                      3) Serial Access Memory  
 2) Read only Memory                      4) None of these
26. Memory which forgets everything when you switch off the power is known as  
 1) Corrupted                      2) Volatile                      3) Non-Volatile                      4) Non-Corrupted
27. All of the following are considered to be storage devices EXCEPT  
 1) Floppy disk.                      2) CPU.                      3) CD.                      4) hard disk drive
28. A byte can hold one of data.  
 1) Bit                      2) binary digit                      3) character                      4) kilobyte
29. The term bit is short for:  
 1) Megabyte.                      2) Binary language.                      3) Binary digit.                      4) binary number
30. Virtual memory is typically located:  
 1) On a floppy disk.                      2) In the CPU.                      3) In a flash card.                      4) On the hard drive.
31. A \_\_\_\_\_ represent approximately one billion memory locations.  
 1) Kilobyte                      2) Megabyte                      3) Gigabyte                      4) Terabyte
32. Memory unit is one part of  
 1) Input device                      2) Control unit                      3) Output device                      4) CPU
33. Maximum storage space is available on  
 1) CDs                      2) ROM                      3) Hard disks                      4) Floppies
34. All of the following are examples of storage devices EXCEPT:  
 1) hard disk drives.                      2) printers.                      3) floppy disk drives.                      4) CD drives
35. The Basic Input/ Output system resides in:  
 1) RAM.                      2) ROM.                      3) the CPU.                      4) memory cache.
36. Which of the following is the correct sequence of smallest to largest unit of storage size?  
 1) megabyte ? terabyte ? gigabyte ? kilobyte ? petabyte  
 2) kilobyte ? megabyte ? gigabyte ? terabyte ? petabyte  
 3) kilobyte ? megabyte ? gigabyte ? petabyte ? terabyte  
 4) kilobyte ? megabyte ? petabyte ? terabyte ? gigabyte
37. Which of the following floppy sizes exists  
 1) 5.25 inches                      2) 4.75 inches                      3) 6 inches                      4) 8 inches
38. The computer device primarily used to provide hard copy is the

- 1) CRT                                      2) Line Printer                                      3) Computer Console                                      4) Card Reader
39. Which of the following is not a valid capacity of a floppy disk?  
 1) 360KB                                      2) 720KB                                      3) 1.24 MB                                      4) 1.44 MB
40. Which of the following is true?  
 1) Byte is a single digit in a binary number                                      3) Eight-digit binary number is called a byte.  
 2) Bit represents a grouping of digital numbers                                      4) Eight-digit binary number is called a bit
41. Which of the following is the correct sequence of smallest to largest unit of storage size?  
 1) megabyte ? terabyte ? gigabyte ? kilobyte ? petabyte                                      3) kilobyte ? megabyte ? gigabyte ? petabyte ? terabyte  
 2) kilobyte ? megabyte ? gigabyte ? terabyte ? petabyte                                      4) kilobyte ? megabyte ? petabyte ? terabyte ? gigabyte
42. The memory can be divided into  
 1) Primary memory                                      2) Secondary memory                                      3) Both (a) and (b)                                      4) None of the above
43. Which one of the following is a primary memory  
 1) RAM                                      2) Hard Disk                                      3) CDROM                                      4) Floppy Disk
44. One of the following is sequential Access memory  
 1) Magnetic Tape                                      2) Magnetic Disk                                      3) Magnetic Drum                                      4) Optical Disk
45. ROM means  
 1) Read Once Memory                                      2) Read Only Memory                                      3) Read On Memory                                      4) Read other Memory
46. RAM is \_\_\_\_\_ in nature.  
 1) Readable                                      2) Volatile                                      3) Fixed                                      4) Non Volatile
47. The amount of data a disk can hold is called  
 1) Disk Capacity                                      2) Storage                                      3) Bytes                                      4) Gigabytes
48. A Floppy disk is organized as  
 1) Tracks                                      2) Sectors                                      3) Tracks and Sectors                                      4) Heads and Sectors
49. Optical Storage technique is used in  
 1) Floppy disk Drive                                      2) Hard Disk Drive                                      3) Magnetic Disk Drive                                      4) CD-ROM Drive
50. Which one of the following is a secondary storage device.  
 1) CD-ROM                                      2) RAM                                      3) ROM                                      4) OMR
51. Which of the following storage is volatile?  
 1) Hard Disk                                      2) Floppy Disk                                      3) Magnetic Tape                                      4) Random Access Memory
52. CD –ROM drive uses  
 1) Magnetic Storage Technique                                      3) Solid State Storage Technique  
 2) Optical Storage Technique                                      4) Electronic Storage Technique
53. One MB is equal to  
 1) The amount of RAM in every computer                                      3) 1024 KB  
 2) 1 billion bytes                                      4) 1 thousand bytes
54. The \_\_\_\_\_ is a section of RAM where your computer stores copied data.  
 1) Clipboard                                      2) Copy Area                                      3) Binary number                                      4) None of the above
55. CDs are of which shape?  
 1) Square                                      2) Rectangular                                      3) Round                                      4) Hexagonal
56. An area of a computer that temporarily holds data waiting to be processed is \_\_\_\_\_.  
 1) CPU                                      2) Memory                                      3) Storage                                      4) File
57. Where is data saved permanently?

- 1) Memory                      2) Storage                      3) CPU                      4) Printer
58. With a CD you can \_\_\_\_\_  
 1) Read                      2) Write                      3) Read and Write                      4) Either Read or Write
59. CD-ROM Stands for  
 1) Central Processing Unit 3) CD-resize or minimize 2) CD-remote open mouse 4) CD- Read Only memory
60. Which of the following is not true about RAM?  
 1) RAM is the temporary storage area  
 2) RAM is the same as hard disk storage  
 3) RAM is volatile  
 4) Information stored in RAM is gone when you turn the computer off
61. What is the difference between a CD-ROM and a CD-RW?  
 1) They are the same- just two different terms used by different manufactures  
 2) A CD-ROM can be written to and a CD-RW cannot  
 3) A CD-RW can be written to but a CD-ROM can only be read from  
 4) A CD-Rom holds more in formation than a CD RW
62. All of the following are included in removable media Except---  
 1) CD-ROMs                      2) Diskette                      3) DVDs                      4) Hard Disk Drive
63. What menu is selected to print?  
 1) File                      2) Tools                      3) Special                      4) Edit
64. Which of the following menu would use to find and replace a word  
 1) Edit                      2) View                      3) Tools                      4) Format
65. \_\_\_\_\_ is a form of permanent memory that holds all the instructions the computer needs for start up does not get erased when the power is turned off.  
 1) The network Interface Card/(NIC)                      3) RAM  
 2) The CPU                      4) ROM
66. The amount of data a disk can hold is called  
 1) Disk Capacity                      2) Storage                      3) Bytes                      4) Gigabytes
67. The \_\_\_\_\_ is a section of RAM where your computer stores copied data.  
 1) Clipboard                      2) Copy Area                      3) Binary number                      4) None of the above
68. The best reason that a computer needs to have a hard disk because  
 1) It can then use the same programs as other computers  
 2) It would not work without one  
 3) It can store information when it is switched off  
 4) It can store information while it is working
69. Memory which forgets everything when you switch off the power is known as  
 1) Corrupted                      2) Volatile                      3) Non-Volatile                      4) Non-Corrupted
70. Which of the following is the largest unit of storage?  
 1) GB                      2) KB                      3) MB                      4) TB
71. Storage that retains its data after the power is turned off is referred to as  
 1) Volatile storage                      2) Non-volatile storage                      3) Sequential storage                      4) Direct storage
72. Virtual memory is  
 1) Memory on the hard disk that the CPU uses as an extended RAM  
 2) In RAM  
 3) Only necessary if you do not have any RAM in your computer  
 4) A back up device for floppy disks  
 5) None of these

Q	Ans	Q	Ans	Q	Ans	Q	Ans	Q	Ans	Q	Ans	Q	Ans	Q	Ans	Q	Ans	Q	Ans
1	2	2	4	3	1	4	1	5	3	6	1	7	2	8	5	9	3	10	4
11	4	12	2	13	4	14	4	15	3	16	3	17	2	18	1	19	3	20	3
21	2	22	2	23	3	24	3	25	1	26	2	27	2	28	3	29	3	30	4
31	3	32	4	33	3	34	2	35	2	36	2	37	1	38	2	39	4	40	3
41	2	42	3	43	1	44	1	45	2	46	2	47	1	48	3	49	4	50	1
51	4	52	2	53	3	54	1	55	3	56	2	57	2	58	3	59	4	60	2
61	3	62	4	63	1	64	1	65	4	66	1	67	1	68	3	69	2	70	4
71	2	72	1																

## Microsoft Word

- Microsoft Office is
  - Public domain software
  - Open-source software
  - A vertical market application
  - An application suite
- Microsoft Word is an example of—
  - an operating system
  - a processing device
  - application software
  - an input device
  - None of these
- Which keyboard shortcut centers selected text?
  - Ctrl+C
  - Alt+C
  - no shortcut
  - Ctrl+E
- What is the default file extension for all Word documents?
  - TXT
  - WRD
  - FIL
  - DOC
- Which key moves your cursor from one cell to the next in a table?
  - Tab
  - Shift
  - Enter
  - Ctrl+Enter
- How many different documents can you have opened at one time?
  - No more than three
  - Only one
  - As many as your computer memory will hold
  - No more than your Taskbar can display
- In order to email a Word document from within Word:
  - Go to File/Send To/Mail Recipient
  - Save the file as an email attachment
  - Start Outlook and attach the file while open in Word.
  - This is an impossible operation
- Which keystroke will take you at the beginning or the end of a long document?
  - Ctrl+PageUp
  - Ctrl+PageDown Shift+Home
  - Ctrl+End & Ctrl+Home
  - Ctrl+End
- How many margins are on a page?
  - Two (header and footer)
  - Four (top, bottom, right, left)
  - Two (landscape and Portrait)
  - Two (top and bottom)
- In order to save a Word document as a web page you need to:
  - Put the appropriate graphics and links on the document
  - Save the document in simple text format



- 3) Use your web browser as an editor and save as URL Save as HTML
- 4) None of these

11. A document in portrait prints:

- 1) The same characters per line with the same document in landscape
- 2) More characters per line than the same document in landscape
- 3) Less characters per line than the same document in landscape
- 4) Smaller fonts in order to fit the same amount of characters per line with landscape

12. Word processing , spreadsheet , and photo-editing are example of –

- 1) application software      3) operating system software
- 2) system software      4) platform software

13. Which keystroke will take you at the beginning or the end of a long document?

- 1) Ctrl+PageUp and Ctrl+PageDown      3) Ctrl+Home and Ctrl+End
- 2) Shift+Home and Shift+End      4) The only way is by using the right scroll bar

14. Which grouping do you work with when formatting text in word?

- 1) Tables, paragraphs and indexes.      3) Characters, sections and paragraphs.
- 2) Paragraphs, indexes and sections,      4) Indexes, characters and tables

15. If a word is typed that is not in Word's dictionary, a \_\_\_\_\_ wavy underline appears below the word.

- 1) Red    2) Green      3) Blue      4) Black

16. In word you can force a page break-

- 1) By positioning your cursor at the appropriate place and pressing the F1 key
- 2) By positing your cursor at the appropriate place and pressing Ctrl + Enter
- 3) By changing the fond size your document
- 4) None of the above

17. By default, your documents print in – mode,

- 1) Landscape      2) Portrait      3) Page Setup      4) Print view

18. Which key should be pressed to start a new paragraph in MSWord?

- 1) Down cursor key      2) Enter key      3) Shift+Enter      4) Control +Enter

19. Which of the following are valid Min. and Max. Zoom sizes of MS Word

- 1) 10,100      2) 20, 250      3) 10, 500      4) 10, 1000

20. A letter, memo, proposal or other file that is created using Microsoft Word is called as.

- 1) Master      2) Slide      3) Document      4) Worksheet

21. Which amount them is not an application software

- 1) MS word      2) MS Excel      3) Adobe Acrobat      4) Turbo C compiler

22. To center a paragraph using shortcut keys, press \_\_\_\_\_

- 1) CTRL+E      2) CTRL+R      3) CTRL+L      4) CTRL + R

23. To print a document, press \_\_\_\_\_ then press ENTER.

- 1) Shift + p      2) Ctrl + p      3) Alt + p      4) Esc + p

24. The blinking symbol on the computer screen is called the

- 1) Mouse      2) Hand      3) Light      4) Cursor

25. A word processor would most likely be used to do which of the following?

- 1) Keep an account of money spent      4) Do a computer search in the media centre
- 2) Maintain an inventory      5) None of these
- 3) Type of biography

26. The quickest and easiest way in word, to locate a particular word or phrase in a document is use the

- \_\_\_\_\_command
- 1) Replace      2) Find      3) Lookup      4) Search
  27. Editing a document consists of reading through the document you've created, then-----
    - 1) Correcting your errors      2) Printing it      3) Saving it      4) Deleting it
    - 5) None of these
  28. A(n) \_\_\_\_\_ contains commands that can be selected.
    - 1) Pointer      2) Menu      3) Icon      4) Button
  29. Microsoft word is an example
    - 1) An operations system      2) A processing device      3) Application software      4) An input device
  30. In any window, the maximum, minimum and close button appear on
    - 1) Title bar      3) Statusbar      5) Tool bar
    - 2) Menu bar      4) Ruler bar
  31. To indent the first paragraph of your report, you should use this key.
    - 1) Spacebar      2) Returnkey      3) Tabkey      4) Shift key
  32. You can start Microsoft word by using \_\_\_\_\_ button.
    - 1) New      2) Start      3) Program      4) Control panel
  33. You click at B to make the text
    - 1) Italic      2) Underlined      3) Italics and underlined      4) bold
  34. Which of the following could do to remove a paragraph from a report you had written?
    - 1) Delete and edit      2) Highlight and delete      3) Cut and paste      4) Undo typing
  35. Which key should be pressed to start a new page in MS-word?
    - 1) Down cursor key      3) Shift + Enter      5) Shift + Ctrl + Enter
    - 2) Enter key      4) Ctrl + New
  36. For creating a document, you use \_\_\_\_\_ command at file menu.
    - 1) New      3) Document      5) None of these
    - 2) Open      4) Type
  37. Which of the following commands is used to select the whole document?
    - 1) Ctrl + A      3) Shift + S      5) None of these
    - 2) Alt + F5      4) Can't be done
  38. The background of any word document \_\_\_\_\_.
    - 1) Is always white color
    - 2) Is the color you preset under the option menu
    - 3) Is always the same for the entire document
    - 4) Can have any color you choose
  39. In page preview mode
    - 1) You can see all pages of your document
    - 2) You can only see the page you currently working
    - 3) You can only see pages that do not contain graphics
    - 4) You can only see the title page of your document
  40. If text was highlighted and "Edit" "copy" was clicked what would happen?
    - 1) Text would be copied from the document and placed in the clipboard
    - 2) Text would be removed from the document and placed in the clipboard
    - 3) Text from the clipboard would be placed in the document at the place where the cursor is blinking.
    - 4) Only (2) and (3)
    - 5) None of these
  41. Changing an existing document is called \_\_\_\_\_ the document.
    - 1) Creating      2) Deleting      3) Editing      4) Adjusting
  42. A \_\_\_\_\_ is a named set of character that have the same characteristics.

- 1) Typeface                      2) Type style                      3) Font                      4) Pico
43. A \_\_\_\_\_ pre-designed document that already has coordinating font, a layout, and a background.  
1) Guide 2) Model 3) Ruler 4) Template
44. Which elements of a word document can be displayed in color?  
1) Only graphics 2) Only text 3) Only elements  
4) All elements, but only if you have a color printer
45. In word processing, an efficient way to move the 3rd paragraph to place it after the 5th paragraph is ....  
1) Copy and paste 2) Copy, cut and paste 3) Cut, copy and paste 4) Cut and paste
46. The physical arrangement of elements on a page is referred to as a document's---  
1) Features 2) Format 3) Pagination 4) Grid
47. To what temporary area can you store text and other data, and later paste them to an other location?  
1) The clipboard 2) ROM 3) CD-ROM 4) The hard disk
48. We can enter and edit the text efficiently using:-  
1) Spreadsheet 3) Word processing program  
2) Typewriter 4) Desktop publishing program
49. If you do not want to select any option after opening a menu then click menu title again or press key \_\_\_\_\_ to close the menu.  
1) Shift 2) Tab 3) Escape 4) F1
50. How will words appear on the page? We call it as  
1) Text formatting 2) Character formatting 3) Point size 4) Typeface
51. What happens when you press Ctrl + V key?  
1) A capital V letter is typed into your document at the cursor point  
2) The selected item is pasted from the clipboard  
3) The Selected item is pasted to the clipboard  
4) The selected drawing objects are distributed vertically on the page
52. To exit the program without leaving the application \_\_\_\_\_  
1) File 2) Edit 3) Copy 4) Close
53. When cutting and pasting, the item cut is temporarily stored in—  
1) ROM 2) Hard drive 3) Diskette 4) Clipboard
54. A(n) \_\_\_\_\_ is text that you want to be printed at the bottom of the pages.  
1) Header 2) Endnote 3) Footnote 4) Footer
55. To save document is referred to as a \_\_\_\_\_  
1) File 2) Word 3) Folder 4) Project
56. What program is used in MS Word to check the spelling?  
1) Spellpro 2) Spellcheck 3) Outlook Express 4) All of these
57. Word processing, spreadsheet, and photo-editing are examples of:  
1) Application software. 3) Operating system software. 2) System software. 4) Platform software.
58. When the pointer is positioned on a \_\_\_\_\_, it is shaped like a hand.  
1) Grammar error 3) Screen tip 5) Formatting error  
2) Hyperlink 4) Spelling error
59. You can use the tab key to  
1) Move a cursor across the screen 3) Move the cursor down the screen  
2) Indent a paragraph 4) Only (1) and (2)
60. To delete an incorrect character in a document, \_\_\_\_\_ to erase to the right of the insertion point.  
1) press the left mouse key 3) press the BACKSPACE key  
2) double-click the right mouse key 4) press the delete key

61. When you store your work so you can come back to it later, you:

- 1) click it
- 2) save it
- 3) type it
- 4) print it

62. There are total

- 1) Most recently files can be located
- 2) 2 most recently files can be located
- 3) 3 most recently files can be located
- 4) 4 most recently files can be located

63. To select whole pages of the file

- 1) Ctrl+S                      2) Ctrl+A                      3) Ctrl+E                      4) Ctrl+P
64. Selection of text can be of
- 1) Single word or a line                      3) Complete document  
2) A paragraph                      4) All of the above
65. The paper orientation for printing is
- 1) Portrait                      2) Landscape                      3) Either (a) and (b)                      4) None of the above
66. In WordPad, paint, notepad, print preview command is found under which menu?
- 1) File                      2) Insert                      3) View                      4) Edit
67. Replace command is available on
- 1) File Menu                      2) View Menu                      3) EditMenu                      4) Format Menu
68. Text in a column is generally aligned
- 1) Justified                      2) Right                      3) Centre                      4) Left
69. The following is the shortcut key for spelling check
- 1) F1                      2) F3                      3) F5                      4) F7
70. To move down a page in a document
- 1) Jump                      2) Fly                      3) Wriggle                      4) Scroll
71. You can set left, right and                      alignment in word processing.
- 1) Center                      2) Justify                      3) Both 'a' and 'b'                      4) None of these
72. This case converts first character of first word of selected sentence to capital
- 1) Sentence                      2) Upper                      3) Toggle                      4) Title
73. Which of the following is not an option of edit menu?
- 1) Cut                      2) Copy                      3) Paste                      4) Page setup
74. When you start MS-word, the opening document has the name as
- 1) DOC1                      2) Document 1                      3) Document                      4) None of these
75. Header is
- 1) Any text printed at the top of every page.  
2) Any graphics printed at the top of every page.  
3) Any text or graphic printed at the top of a particular page  
4) Any text or graphics printed at the top of every page
76. Web page preview option appears in
- 1) file menu                      3) save as web page dialog box  
2) print preview window                      4) None of these
77. How will words appear on the page? We call it as
- 1) Text formatting                      2) Character formatting                      3) Pointsize                      4) Type face
78. What will you write in run command, to start MS Word?
- 1) Window                      2) WinWord                      3) Word                      4) MS word
79. To change written work already done
- 1) File                      2) Edit                      3) Cut                      4) Close
80. You can add words not available in the dictionary to a separate dictionary known as the dictionary.
- 1) Custom                      2) Standard                      3) Special                      4) None of these
81. By default word format you text as
- 1) 14 point Times New Roman                      3) 11 Point Times New Roman  
2) 12 Point Times New Roman                      4) None of these
82. In which menu, letter wizard command appears
- 1) Format                      2) Tools                      3) Insert                      4) Table
83. Shortcut for hyperlink is

- 1) shift + k                      2) Control + k                      3) Alt + k                      4) None
84. Shortcut for superscript  
1) Ctrl + shift                      2) Ctrl + =                      3) Ctrl + shift + =                      4) Ctrl + ss
85. Undo is similar to  
1) Ctrl + Z                      2) Ctrl + X                      3) Ctrl + C                      4) None
86. Cut removes the selected text from your document and puts it on the  
1) Clipboard                      2) Screen                      3) Another document                      4) None of the above
87. An \_\_\_\_\_ window is the one which has a darker title bar.  
1) Active                      2) Standard                      3) Status bar                      4) Start
88. The contents of the clipboard remain the same until  
1) You cut other text                      3) You copy other text  
2) You shut down your computer                      4) All of the above
89. When you select the Replace.... option on the Edit menu, the dialog box which appears is called:  
1) Find dialog box                      3) Replace dialog box  
2) Find and replace dialog box                      4) Edit dialog box
90. Word Wrap means  
1) Inserting spaces between words                      2) Aligning text with the right margin  
3) Moving text automatically to the next line                      4) None of these
91. You specify the save details of your file in the  
1) Save As... dialog box                      3) File Save dialog box  
2) Save the file As... dialog box                      4) None of the above
92. The save As ... dialog box can be used  
1) For saving the file for the first time                      3) To save file in a format other than word  
2) To save file by some alternative name                      4) All of the above
93. The document can be zoom maximum up to :  
1) 100%                      2) 150%                      3) 200%                      4) 500%
94. To delete the selected sentence, we can press the following key:  
1) Del                      2) Backspace                      3) Both (a) and (b)                      4) None of these
95. \_\_\_\_\_ is the first document that gets displayed when MS- Word is loaded  
1) File                      2) White background                      3) Document1                      4) None of these

### Answer Key

Q	An	Q	An	Q	An	Q	An	Q	An	Q	An	Q	An	Q	An	Q	An	Q	An
1	5	2	3	3	4	4	4	5	1	6	3	7	2	8	3	9	2	10	4
11	3	12	1	13	3	14	3	15	1	16	2	17	2	18	2	19	3	20	3
21	4	22	1	23	2	24	4	25	3	26	2	27	3	28	2	29	3	30	1
31	3	32	2	33	4	34	2	35	5	36	1	37	1	38	4	39	2	40	1
41	3	42	2	43	4	44	4	45	4	46	2	47	1	48	3	49	3	50	1
51	2	52	4	53	5	54	4	55	1	56	2	57	1	58	2	59	4	60	4
61	2	62	4	63	2	64	4	65	3	66	2	67	3	68	4	69	4	70	4
71	3	72	4	73	4	74	2	75	4	76	1	77	2	78	2	79	2	80	3
81	1	82	2	83	2	84	2	85	1	86	1	87	1	88	4	89	2	90	3
91	1	92	4	93	4	94	3	95	3										

## Microsoft Excel

1. How are data organized in a spreadsheet?  
1) Lines & spaces 2) Layers & Planes 3) Height & Width 4) Rows & Columns
2. In Excel, any set of characters containing a letter, hyphen, or space is considered—  
1) a formula 2) text 3) a name 4) a title
3. \_\_\_\_\_ Software allows users to perform calculations on rows and columns of data.  
1) Word processing 3) Database Management Systems  
2) Presentation graphics 4) Electronic Spreadsheet
4. \_\_\_\_\_ cells involves creating a single cell by combining two or more selected cells.  
1) Formatting 2) Merging 3) Embedding 4) Splitting
5. The horizontal and vertical lines on a worksheet are called—  
1) Cells 2) Sheets 3) blocklines 4) gridlines
6. Which function calculates the largest value in a set of numbers in Excel?  
1) Average 2) Count 3) Max 4) Maximum
7. What do you press to enter the current date in a cell?  
1) Ctrl + ; (semicolon) 2) Ctrl + Shift + : (colon) 3) Ctrl + F10 4) Ctrl + F11
8. Which of the following are valid Min. and Max. Zoom sizes of MS Excel?  
1) 10,400 2) 20,250 3) 10,500 4) 10,1000
9. An Excel workbook is a collection of  
1) Charts 3) Worksheets  
2) Workbooks 4) Worksheets and charts
10. The formulas in Excel are made up of  
1) Arithmetical Operators and functions 3) Only arithmetic operators  
2) Only functions 4) Only symbols
11. By default the cell content alignment is  
1) Left aligned 3) Text left aligned and numbers right  
2) Centrally aligned 4) Text right aligned and number left
12. Each cell in a Microsoft Office Excel document is referred to by its cell address, which is the \_\_\_\_\_.  
1) Cell's column label 3) Cell's row label  
2) Cell's column label and worksheet tab name. 4) Cell's column and row labels
13. You click at B to make the text  
1) Italic 2) Underlined 3) Italics and underlined 4) bold
14. \_\_\_\_\_ software allows users to perform calculation on rows and columns of data  
1) Word processing 4) Electronic spreadsheet  
2) Presentation graphics 5) None of these  
3) Database Management System
15. All of the following terms are associated with spreadsheet software except:  
1) Worksheet 2) Cell 3) Formula 4) Virus detection
16. The most common subtotal used subtotals command is the \_\_\_\_\_ function, which causes Excel to display a sum each time the control field change.  
1) ADD 2) SUM 3) TOTAL 4) LIST
17. Which type of software is similar to an accountant's work sheet?  
1) Word processing 3) Spreadsheets 5) File manager  
2) Database 4) Graphic
18. Text in a column is generally aligned  
1) Justified 2) Right 3) Centre 4) Left

19. A program that works like a calculator for keeping track of money and making budgets
- 1) Calculator
  - 2) Spreadsheet
  - 3) Budgeter
  - 4) Financier
20. The entire worksheet in Excel can be selected by
- 1) Ctrl+ spacebar
  - 2) Ctrl + shift + spacebar
  - 3) Shift + Spacebar All
  - 4) of the above
21. number divide by zero
- 1) #DIV/0!
  - 2) #div/0!
  - 3) #Div/0!
  - 4) None
22. to enter the current date press
- 1) ctrl + :
  - 2) ctrl + ;
  - 3) ctrl + “
  - 4) ctrl + ]
23. shortcut to display the find and replace window
- 1) shift + f5
  - 2) shift + f6
  - 3) shift + f4
  - 4) shift + f9
24. Cell address A\$4 in a formula means it is a
- 1) Relative cell reference
  - 2) Absolute cell reference
  - 3) Mixed cell reference All
  - 4) of the above
25. To change the cell reference B2:B9 to an absolute row and column reference, you would enter it as
- 1) B2:B9
  - 2) \$B\$2:\$B\$9
  - 3) B2:B9
  - 4) None of these
26. A function in Excel
- 1) Is a ready made formula
  - 2) Is a shortcut formula
  - 3) Can be built using function wizard
  - 4) All of the above
27. The usage of =round(Average(G2:G12),0) will yield
- 1) average of range G2: G12
  - 2) Rounding of range G2:G12
  - 3) Error conditions
  - 4) First averaging of range G2:G12 followed by rounding to the nearest decimal place
28. =round(2.15,1) entered in a cell displays
- 1) 2
  - 2) 2.2
  - 3) 2.1
  - 4) None
29. =mod(-3,2) entered in a cell displays
- 1) -1
  - 2) 1
  - 3) -1.5
  - 4) 0
30. When you create a chart on a separate sheet in the same workbook it is called
- 1) Chartsheet
  - 2) Embedded chart
  - 3) View sheet
  - 4) View chart
31. To combine two or more cells into a single cell is called.
- 1) Merging
  - 2) Joining
  - 3) Sharing
  - 4) Splitting
32. .xls, .doc and .htm are examples of
- 1) Database
  - 2) Extension
  - 3) Domain
  - 4) Protocol
33. Saving is the process
- 1) To copy document from memory to storage medium
  - 2) To change the content of any document keyboard
  - 3) To change the display or entire document
  - 4) To develop document by entering text using
34. In a spreadsheet, a cell is defined as the \_\_\_\_\_.
- 1) Intersection of a table and a tuple
  - 2) Intersection of a row and column
  - 3) Intersection of a file and a database
  - 4) Intersection of a file and a record.
35. Which of the following display the contents of active cell?
- 1) Toolbar
  - 2) Menubar
  - 3) Namebox
  - 4) FormulaBar
  - 5)
36. By default, Excel positions number in a cell \_\_\_\_\_.



- 1) Leftaligned                      2) Right aligned                      3) Centered                      4) Justified
37. Each box in a spreadsheet is called
- 1) Cell                      2) Empty space                      3) Record                      4) Field
38. Which key moves your cursor from one cell to the next in a table?
- 1) Tab                      2) Shift                      3) Enter                      4) Ctrl+Enter
39. By default, Excel positions text in a cell \_\_\_\_\_
- 1) Left-aligned                      2) Right-aligned                      3) Centered                      4) Justified
40. Which area in an excel window allow entering values and formulas
- 1) Title bar                      2) Menu bar                      3) Formula Bar                      4) Standard Tool Bar
41. Which of the following is the latest version of Excel?
- 1) Excel2000                      2) Excel2002                      3) Excel ME                      4) Excel XP
42. What kind of software would you most likely use to keep track of a billing account?
- 1) WordProcessing                      4) Webauthoring  
2) ElectronicPublishing                      5) None of these  
3) Spreadsheet
43. A program that works like a calculator for keeping track of money and making budgets.
- 1) Calculator                      2) Scholastic                      3) Keyboard                      4)Spreadsheet
44. Gridlines are
- 1) May be turned off for display                      3) The be turned for display and printing  
2) May be turned on or off for printing                      4) (1), (2) and(3)
45. Excel stores its document in form of files which is called form of files which is called.
- 1) Worksheet                      2) Workbooks                      3) Notebooks                      4)Excel Sheets
46. To combine two or more cells into a single cell is called.
- 1) Merging                      2) Joining                      3) Sharing                      4)Splitting
47. In order to move from one worksheet to another in excel workbook, one should click.
- 1) Active cell                      2) Scroll bar                      3) Sheet Tab                      4) Tab button
48. For opening and closing of the file in Excel, you can use which bar?
- 1) Formatting                      3) Title  
2) Standard.                      4) Formatting or Title
49. In a spreadsheet program the \_\_\_\_\_ contains related worksheet and documents.
- 1) Workbook                      2) Column                      3) Cell                      4) Formula
50. =SUM(B1:B8) is an example of a
- 1) Function                      2) Formula                      3) Celladdress                      4) Value
51. In s Spreadsheet, a \_\_\_\_\_ is a number you will use in a calculation.
- 1) Label 2) Cell                      3) Field                      4) Value
52. Which of the following is not an example of hardware?
- 1) Mouse                      2) Printer                      3) Monitor                      4) EXCEL
53. All formula in excel start with
- 1) %                      2) +                      3) =                      4) –
54. Ms Excel allows creation of \_\_\_\_\_ type of documents by default?
- 1) DOC                      2) .WPF                      3) .TXT                      4) .XLS
55. The divide symbolis
- 1) /                      2) \                      3) D                      4) )
56. To add two cells(A1 and A2) together you use the following formula
- 1) =A1 + A2                      3) =concatenate(a1,a2)  
2) =Add(A1+A2)                      4) A1 plus A2

57. To make a number in cell C1 10% smaller than the number in C3 you enter.

- 1) =C3\*1.10                      2) =C3\*110                      3) =C3%10                      4) =C3\*.90

58. On an excel sheet the active cell is indicated by

- 1) A dark wideborder                      3) A Blinking border  
2) A dotted border                      4) All of the above

59. The worksheet contains \_\_\_\_\_ rows

- 1) 65536                      2) 256                      3) 400                      4) 17

60. The worksheet contains \_\_\_\_\_ columns

- 1) 65536                      2) 256                      3) 400                      4) 17

61. The cell reference from a range of cells that starts in cell B1 and goes over to column G and down to row 10 is

- 1) B1-G10                      2) B1.G10                      3) B1;G10                      4) B1:G10

62. You can create hyperlinks from the Excel workbook to

- 1) A webpage on company internet                      3) Other office 97 application documents  
2) A web page on the internet                      4) All

63. The advantages of using a spreadsheet is

- 1) Calculation can be done automatically                      3) Changing data automatically updates calculations  
2) More flexibility                      4) All of the above

64. You can open the sort dialog box by choosing sort from the .... Menu

- 1) View    2) Format    3) Tools    4) Data

65. Except for the..... function, a formula with a logical function shows the word "True" or "false" as a result

- 1) If    2) AND    3) OR    4) NOT

Q	Ans	Q	Ans	Q	Ans	Q	Ans	Q	Ans	Q	Ans	Q	Ans	Q	Ans	Q	Ans	Q	Ans
1	4	2	2	3	4	4	2	5	4	6	3	7	1	8	1	9	4	10	1
11	3	12	4	13	4	14	4	15	4	16	2	17	3	18	4	19	2	20	2
21	1	22	2	23	1	24	3	25	2	26	4	27	4	28	2	29	1	30	1
31	1	32	2	33	1	34	3	35	4	36	2	37	1	38	1	39	1	40	3
41	4	42	3	43	4	44	2	45	2	46	1	47	3	48	3	49	1	50	1
51	4	52	4	53	3	54	4	55	1	56	1	57	4	58	1	59	1	60	2
61	4	62	4	63	4	64	4	65	1	66	2								

### Microsoft PowerPoint

1. The maximum Zoom percentage in Ms- PowerPoint is

- 1) 100%    2) 200 %    3) 400 %    4) 500 %

2. To prepare a presentation slide show which application is commonly used?

- 1) Photoshop    3) Outlook Express    5) All correct  
2) PowerPoint    4) Internet Explorer

3. Short cut of creating a slide

- 1) F5                      2) F6                      3) Ctrl + n                      4) Ctr + m

4. By default file name is

- 1) Present                      2) Presentation 1    3) PowerPoint                      4) Internet

5. Extension name for Power Point file

- 1) .ppm                      2) .ppt                      3) .ppx                      4) .doc

Q	Ans	Q	Ans	Q	Ans	Q	Ans	Q	Ans	Q	Ans	Ans	Ans	Ans	Q	Ans
1	3	2	2	3	4	4	2	5	2	6					10	
												Q	Q	Q		
												7	8	9		

## Software and OperatingSystem

1. DOS stands for

- 1) Disk Operating System    3) Digital Operating System  
2) Disk operating session    4) Digital Open system

2. Who is the chief of Microsoft?

- 1) Babbage                      2) Bill Gates                      3) Bill Clinton                      4) Bush

3. translates and executes program at run time line by line

- 1) Compiler                      2) Interpreter                      3) Linker                      4) Loader

4. BIOS stands for

- 1) Basic Input Output system                      3) Basic Input Offsystem  
2) Binary Input output system                      4) all the above

5. Father of 'C' programming language

- 1) Dennis Ritchie                      3) Thomas Kurtz  
2) Prof Jhon Kemeny                      4) Bill Gates

6. Device drivers are—

- 1) Tiny power cords for external storage devices  
2) Experts who know how to maximize the performance of devices  
3) Small, special-purpose programs  
4) The innermost part of the operating system    5) Substitutes for operating system

7. A collection of programs that controls how your computer system runs and processes information is called—

- 1) Operating system                      3) Office                      5) Interpreter  
2) Computer                      4) Compiler

8. A set of instructions telling the computer what to do is called—

- 1) Instructor                      2) Compiler                      3) Program                      4) Debugger

9. The primary purpose of software is to turn data into\_\_\_\_\_.

- 1) Web sites                      2) Information                      3) Programs Objects

10. A compiler translates a program written in a high level language into .

- 1) Machine language                      2) An algorithm                      3) A debugged program  
4) java

11. Which of the following is not a common feature of software application?

- 1) Menus                      2) Windows                      3) Help                      4) search

12. The secret code that restricts entry to some programs is

- 1) Password    2) Passpost                      3) Entry code    4) Access Code

13. The two major categories of software include

- 1) Operating system and utility                      3) System and application  
2) Personal productivity and system                      4) System and utility

14. The primary purpose of software is to turn data into
- 1) Websites
  - 2) Information
  - 3) Programs
  - 4) Objects
15. \_\_\_\_\_ is the process of finding errors in software code.
- 1) Compiling
  - 2) Testing
  - 3) Running
  - 4) Debugging
16. The \_\_\_\_\_ tells the computer how to use its components.
- 1) Utility
  - 2) Network
  - 3) Operating system
  - 4) Application program
17. Which type of software manages the computer processes, functioning as an interface, connecting the user, the application software and the hardware?
- 1) System Software
  - 2) Utility program
  - 3) Translator program
  - 4) Operating system
18. A repair for a known software bug, usually available at no charge on the internet is called a(n)
- 1) Version
  - 2) Patch
  - 3) Tutorial
  - 4) FAQ
19. A(n) \_\_\_\_\_ is a program that make the computer easier to use
- 1) Operating system
  - 2) Application
  - 3) Utility
  - 4) Network
20. The operating system is the most common type of \_\_\_\_\_ software.
- 1) Communication
  - 2) Application
  - 3) Systems
  - 4) Word-processing
21. What is correcting errors in a program called?
- 1) Interpreting
  - 2) Translating
  - 3) Debugging
  - 4) Compiling
22. Which of the following is NOT a famous operating system
- 1) Windows vista
  - 2) MACOSX
  - 3) Linux
  - 4) Sun OS
  - 5) Virtual Box
23. This can be another word for program
- 1) Software
  - 2) Disk
  - 3) Floppy
  - 4) Hardware
24. Device drivers are
- 1) Tiny power cards for external storage devices
  - 2) Experts who know to maximize the performance of devices
  - 3) Small, Special-purpose programs
  - 4) The innermost part of the operating system
  - 5) Substitutes for operating system
25. Application software
- 1) Is used to control the operating system
  - 2) Is designed to help programmers
  - 3) Performs specific task for computer users.
  - 4) Is used for making design only
  - 5) All of the above
26. Something which has easily understood instructions is said to be
- 1) Userfriendly
  - 2) Information
  - 3) Wordprocessing
  - 4) Icon
27. An image editing software in which we can draw and edit images, is
- 1) PageMaker
  - 2) Ms-Paint
  - 3) Photoimage
  - 4) Front page
28. Which is the best definition of a software package?
- 1) An add-on for your computer such as additional memory
  - 2) A set of computer programs used to a certain function such as word processing
  - 3) A protection you can by for a computer
  - 4) The box, manual and license agreement that accompany commercial software
29. The first computers were programmed using

- 1) Assembly language      2) Machine language      3) Source code      4) Object code
30. Which process checks to ensure the components of the computer are operating and connected properly?  
 1) Booting 2) Processing      3) Saving 4) Editing
31. In any window, the maximum, minimum and close button appear on  
 1) Title bar 3) Statusbar      5) Tool bar  
 2) Menu bar      4) Ruler bar
32. You click at B to make the text  
 1) Italic      2) Underlined      3) Italics and underlined      4) bold
33. The \_\_\_\_\_ directory is mandatory for every disk  
 1) Root      2) Base      3) Sub      4) Case
34. What type of program controls the various computer parts and allows the user to interact with the computer?  
 1) Utility Software 3) Word Processing Software  
 2) Operating System      4) Database program
35. The following software can be used to browse the Internet  
 1) Netscape Navigator      3) NCSA Mosaic  
 2) Microsoft Internet Explorer      4) All of the above
36. Which is the most important part of an operating system.  
 1) Shell      2) Kernel      3) Device drivers      4) Extra Services
37. A collection of program that controls how your computer system runs and processes information is called  
 1) Operating System      3) Office      5) Interpreter  
 2) Computer      4) Compiler
38. A fault in a computer program which prevents it from working correctly is known as  
 1) Boot      2) Bug      3) Biff      4) Strap
39. Which of the following can handle most system functions that aren't handled directly by the operating system?  
 1) Vertical-market applications      3) Algorithms      5) Compilers  
 2) Utilities      4) Integrated software
40. The primary purpose of software is to turn data into  
 1) Websites      2) Information      3) Programs      4) Objects
- 41 ..... is the process of carrying out commands.

- 1) Fetching                      2) Storing                      3)                      4) word-processing  
     Executing                      4) Decoding
42. The rectangular area of the screen that displays a program, data, and/or information is a—  
 1) title bar 2) button 3) dialog box 4) window
43. Arithmetic Operations—  
 1) involve matching one data item to another to determine if the first item is greater than, equal to, or less than the other item  
 2) sort data items according to standard, predefined criteria in ascending order or descending order  
 3) use conditions with operators such as AND, OR and NOT  
 4) include addition, subtraction, multiplication and division 5) None of these
44. Any data or instruction entered into the memory of a computer is considered as—  
 1) Storage 2) Output 3) Input 4) Information
45. A series of instructions that tells a computer what to do and how to do it is called a—  
 1) Program 2) Command 3) user response 4) processor
46. Programs from the same developer, sold bundled together, that provide better integration and share common features, toolbars and menus are known as ....  
 1) Software suites 3) software processing packages  
 2) integrated software packages 4) personal information managers
47. A Compiler is \_\_\_\_\_  
 1) A combination of computer hardware  
 2) A program which translates from one high-level language to another  
 3) A program which translates from one high-level to a machine level  
 4) None of these
48. The operating system is the most common type of \_\_\_\_\_ software.  
 1) Communication 2) Application 3) System
49. The operating system does all of the following EXCEPT:  
 1) Provide a way for the user to interact with the computer.  
 2) Manage the central processing unit (CPU).  
 3) Manage memory and storage.  
 4) Enable users to perform a specific task such as document editing.
50. During the boot process, the \_\_\_\_\_ looks for the system files.  
 1) CD 2) BIOS 3) CPU 4) DVD
51. \_\_\_\_\_ is the ability of an operating system to control the activities of multiple programs at the same time.  
 1) Multitasking 2) Streamlining 3) Multiuser 4) Simulcasting
52. MS-DOS is a/an \_\_\_\_\_ operating system.  
 1) point-and-click 2) user-friendly 3) command-driven 4) Mac
53. All of the following are steps involved in the boot process EXCEPT:  
 1) Load the operating system into RAM. 3) Activate the basic input/output system (BIOS).  
 2) The power-on self-test. 4) Load application programs.
54. The basic input/output system (BIOS) is stored in:  
 1) RAM. 2) ROM. 3) the CPU. 4) the hard drive

55. The memory resident portion of the operating system is called the—  
 1) registry. 2) API. 3) CMOS. 4) kernel
56. The operating system allows users to organize the computer's contents in a hierarchical structure of directories that include all of the following EXCEPT:  
 1) files. 2) folders. 3) drives. 4) systems.
57. Using Windows Explorer, a plus (+) sign in front of a folder indicates—\n  
 1) an open folder. 3) a text file.  
 2) the folder contains subfolders. 4) a graphics file.
58. In Windows XP, if you want to see the file size and modified dates of all files in a folder, the best viewing option is the \_\_\_\_\_ view.  
 1) List 2) Thumbnails 3) Details 4) Icon
59. 'DOS' floppy disk does not have—  
 1) A Boot Record 3) A Root Directory 5) BIOS  
 2) A File Allocation Table 4) Virtual Memory
60. A program coded in programming language is.  
 1) Target code 2) Source code 3) Block 4) None of these
61. Using anti-virus software is  
 1) Preventive measure 2) Detective measure 3) Corrective measure 4) All the above
62. Ensuring that the essential peripheral devices are attached and operational is the \_\_\_\_\_ process.  
 1) Configuration 2) CMOS 3) POST 4) ROM
63. To close a program, you would:  
 1) shut down the compute 3) click the middle box in the top right hand corner  
 2) click the \_ in the top right hand corner 4) click the X in the top right hand corner
64. The instructions that tell the computer what to do and how to do it.  
 1) Hardware 2) Software 3) Processor 4) data flow
65. \_\_\_\_\_ is a set of computer programs used on a computer to help perform tasks.  
 1) An instruction 2) Software 3) Memory 4) A processor
66. The two broad categories of software are:  
 4)  
 1) Word processing and spreadsheet. 3) Windows and Mac  
 2) Transaction and application. OS. 4) system and application.
67. The MS-DOS operating system is a:  
 1) graphical user interface, single-tasking operating system.  
 2) graphical user interface, multi-tasking operating system.  
 3) command-driven interface, single-tasking operating system. 4) command-driven interface, multi-tasking operating system.
68. The \_\_\_\_\_ operating system was initially created in the early 1970s at AT&T's Bell Labs.  
 1) Linux 2) DOS 3) Unix 4) GNU
69. Which of the following is a correct association between a vendor and an operating system?  
 1) Redhat ? Linux 2) AT&T ? MSDOS 3) Microsoft ? Unix 3) Novell ? Linux
70. Use of icons and windows are characteristic of a \_\_\_\_\_ interface.  
 1) command-driven 2) windows-oriented 3) graphical-user 4) menu-driven
71. Using Windows Explorer, a plus (+) sign in front of a folder indicates—  
 1) An open folder. 3) A text file.  
 2) The folder contains subfolders. 4) A graphics file.
72. The category of operating system that you most likely have running on your desktop or laptop computer at home is

operating system.

- 1) real-time                      3) single-user, multi-task
- 2) single-user, single-task   4) multi-user, multi-task

**73.** Communication between the operating system and a peripheral device such as a CD-ROM drive or a printer is facilitated by a(n):

- 1) spooler.                      3) device driver.
- 2) network card.   4) application program interface

**74.** Computers work in:

- 1) machine linguistics.   2) binary language.   3) HTML code.   4) bit language

**75.** A document created in a word processing program or a budget created in a spreadsheet are both examples of documents created in:

- 1) application software.   3) an operating system.
- 2) system software.   4) a Windows platform

**76.** Which of the following is an example of system software?

- 1) Word processor   3) Management information system
- 2) Operating system   4) Spreadsheet

**77.** On computers using Microsoft Windows XP, holding the Windows key down and pressing the letter E will:

- 1) start Windows Explorer.   2) display the Start menu.   3) execute Microsoft Windows.   4) run Windows Help.

**78.** What is the main folder on a storage device called?

- 1) Platform   2) Interface   3) Root Directory   4) Device driver

**79.** The ability of an OS to run more than one application at a time is called.

- 1) Multitasking   2) Object-oriented   3) Multi-user computing programming   4) Time sharing



80. Linux is a(n) \_\_\_\_\_ operating system.  
 1) open-source    2) Microsoft    3) Windows    4) Mac
81. Compiler is the  
 1) name given to the computer operator  
 2) part of the digital machine to store the information  
 3) translator of source program to object  
 4) part of arithmetic logic unit
82. A software used to convert source program instructions to object instruction is known as  
 1) Compiler    2) Assembler    3) Interpreter    4) Language processor
83. Which of the following statement is wrong  
 1) Windows XP is an operating system    3) Photoshop is a graphical design tool by Adobe  
 2) Linux is owned and sold by Microsoft    4) Linux is free and open source software
84. Operating system of a computer  
 1) Enables the programmer to draw a flowchart    3) Provides a layer, user friendly interface  
 2) Links a program with subroutine with references    4) None of the above
85. The term 'Operating System' means  
 1) A set of programs which control 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
86. Which one of the following is not an application software package  
 1) Redhat Linux    2) Microsoft Office    3) Adobe PageMaker    4) Open Office
87. Graphical pictures that represent an object like file, folder etc. are  
 1) Taskbar    2) Windows    3) Desktop    4) Icons
88. Ms-DOS is the name of a/an  
 1) Application Software    2) Hardware    3) System Software    4) None of the above
89. Which of the following is not an example of Operating System?  
 1) Windows 98    2) BSD Unix    3) Microsoft Office XP    4) Red Hat Linux
90. The errors that can be pointed out by the compiler are  
 1) Syntax error    2) Semantic error    3) Logical error    4) Internal Error
91. What is a compiler?  
 1) An Application Software    3) A System Software  
 2) A Process    4) A Document
92. What is Windows XP?  
 1) Operating System    2) Storage Device    3) Processor    4) Output Device
93. Windows is a  
 1) Operating System    3) Integration of OS and Windows  
 2) Windows environment    4) None of above
94. Which file in Ms-Dos contains internal commands that are loaded during booting process?  
 1) CONFIG.SYS    2) MSDOS.SYS    3) IO.SYS    4) COMMAND.COM
95. When you delete files in windows operating system, they are  
 1) Deleted permanently    2) Put in recycle bin  
 3) Wiped thoroughly so that no body is able to recover the file back  
 4) Deleted permanently and also wiped clean.
96. In Windows, by default the files when deleted are sent to  
 1) Dust bin    3) Waste Bin    5) Outside the computer  
 2) Recycle bin    4) Recycle Waste Bin

- 97.** Text editor is a/an
- 1) Application software      3) Utility software
  - 2) System software          4) All purpose software
- 98.** Windows is \_\_\_\_ and windows 95, Windows 98, Windows XP are \_\_\_\_
- 1) Graphical User Interface, Operating System
  - 2) Graphical Useful Interface, Operating System
  - 3) Graph User Interface, Operating System
  - 4) Graphical User Interphase, Operating System
- 99.** Which of the following is an objective of multiprogramming operating system?
- 1) To maximize CPU utilization      3) To minimize response time
  - 2) To minimize turnaround time      4) Both (1) and (2)
- 100.** Active Window means
- 1) The active window is designated by a different color toolbar      3) Both a and b above mentioned
  - 2) The window that is currently open.      4) The window that is last used
- 101.** A software to convert a complete HLL. Program to machine language in one go
- 1) Compiler      2) Assembler      3) Loader      4) None
- 102.** \_\_\_\_ is data that has been organized or presented in a meaningful fashion.
- 1) A process      2) Software      3) Storage      4) Information
- 103.** The program that is responsible for loading the operating system into RAM is the:
- 1) BIOS.      3) device driver.
  - 2) bootstrap program.      4) supervisor program
- 104.** Common functions and routines that need to be executed by many computer programs can be made available via a(n), which prevents the necessity for programmers to duplicate the effort of writing the same type of code.
- 1) utility program      3) BIOS directory      2) system kernel      4) application program interface
- 105.** All of the following are tasks performed by the operating system EXCEPT:
- 1) managing hardware on the computer.
  - 2) controlling the access that application programs have to the CPU.
  - 3) performing housekeeping tasks like file compression and disk defragmentation.
  - 4) providing an interface for users to interact with the computer.
- 106.** The category of software most appropriate for controlling the design and layout of complex documents like newsletters and brochures is:
- 1) Word processing.      3) Web page authoring.
  - 2) Computer-aided design.      4) Desktop publishing
- 107.** Ensuring that the essential peripheral devices are attached and operational is the \_\_\_\_ process.
- 1) Configuration      2) CMOS      3) POST      4) ROM
- 108.** The unique signal, generated by a device, that tells the operating system that it is in need of immediate attention is called an:
- 1) Action.      2) Event.      3) Interrupt.      4) Activity
- 109.** A collection of program that controls how your computer system runs and processes information is called
- 1) Operating System      3) Office      5) Interpreter
  - 2) Computer      4) Compiler
- 110.** Favourites are accessible from the \_\_\_\_ menu
- 1) Start      2) Title      3) Stop      4) Menu
- 111.** System software is the set of programs that enables your computer's hardware devices and \_\_\_\_ software to work together.
- 1) management      2) processing      3) utility      4) application
- 112.** 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      3) peripheral input/output system  
2) secondary input/output system      4) marginal input/output system
- 113.** \_\_\_\_\_ controls the way in which the computer system functions and provides a means by which users can interact with the computer
- 1) The platform    2) Application software    3) Operating system    4) The motherboard
- 114.** The \_\_\_\_, stored on a ROM chip, is responsible for loading the operating system from its permanent location on the hard drive into RAM.
- 1) BIOS    2) API    3) device driver    4) supervisor program
- 115.** \_\_\_\_\_ controls the way in which the computer system functions and provides a means by which users can interact with the computer
- 1) The platform    2) Application software    3) Operating system    4) The motherboard
- 116.** Something which has easily understood instructions to said to be \_\_\_\_,
- 1) User friendly    2) Information    3) Word processing    4) Icon
- 117.** Compilers and translator are one form of-----
- 1) RAM    2) ROM    3) Hard disk    4) Software
- 118.** Antivirus software is an example of .
- 1) Business software    2) An operating system    3) A security utility    4) An office suite
- 119.** A desktop computer is also known as a
- 1) Palm top    2) PC    3) Laptop    4) Mainframe
- 120.** A computer cannot “boot” if it does not have the
- 1) Compiler    2) Loader    3) Operating system    4) Assembler
- 121.** A place that a user can create to store files \_\_\_\_\_
- 1) Cursor    2) Text    3) Folder    4) Boot
- 122.** GUI stands for
- 1) Graphical User Interface    3) Game user interface  
2) Graphical User Input    4) Graphic and user interaction
- 123.** Which of the following is not a part of desktop?
- 1) Wallpaper    2) Start button    3) Icon    4) Screensaver    5) Taskbar
- 124.** A(n) \_\_\_\_\_ is a program that makes the computer easier to use.
- 1) Utility    2) Application    3) Operation System    4) Network
- 125.** The “maximize” a window means to
- 1) Fill it to capacity    3) Put only like files inside Expand it to fit the desktop  
2)    4) Drag it to the Recycle Bin
- 126.** The “desktop” of a computer refers to -----
- 1) The visible screen    3) The top of the mouse and The area around the monitor  
2)    4) The inside of a folder
- 127.** Screen that comes on when you turn on your computer that show all the icons
- 1) Desktop    2) Face to face    3) Viewer    4) View space
- 128.** Which process checks the ensure the components of the computer are operating and connected properly?
- 1) Booting    2) Processing    3) Saving    4) Editing
- 129.** Programs or a set of electronic instructions that tell a computer what to do-

- 1) Menu                      2) Monitor                      3) Hardware                      4) Software
130. One who designs, writes, tests and maintains computer programs is called a

- 1) User                      2) Programmer                      3) Designer                      4) Operator
- Answer Keys

Q	An	Q	An	Q	An	Q	An	Q	An	Q	An	Q	An	Q	An	Q	An	Q	An
1	1	2	2	3	2	4	1	5	1	6	3	7	1	8	4	9	2	10	1
11	2	12	1	13	3	14	2	15	4	16	3	17	4	18	2	19	3	20	3
21	3	22	5	23	1	24	3	25	3	26	1	27	2	28	2	29	1	30	1
31	1	32	4	33	1	34	2	35	4	36	2	37	1	38	2	39	1	40	2
41	3	42	1	43	4	44	3	45	1	46	1	47	3	48	3	49	2	50	2
51	1	52	3	53	4	54	2	55	4	56	2	57	2	58	3	59	4	60	2
61	4	62	3	63	4	64	2	65	2	66	4	67	3	68	3	69	1	70	3
71	1	72	3	73	3	74	2	75	1	76	2	77	1	78	3	79	1	80	1
81	3	82	4	83	2	84	2	85	1	86	1	87	4	88	3	89	3	90	1
91	3	92	1	93	1	94	4	95	2	96	2	97	3	98	1	99	1	100	3
101	1	102	4	103	2	104	4	105	1	106	1	107	3	108	3	109	1	110	1
111	4	112	1	113	3	114	1	115	3	116	1	117	4	118	3	119	2	120	3
121	3	122	1	123	4	124	1	125	2	126	1	127	1	128	1	129	4	130	2
131	2																		

### Networking and Internet

- Network components are connected to the same cable in the \_\_\_\_\_ topology.
  - Star
  - Ring
  - Bus
  - Mesh
- Two or more computers connected to each other for sharing information form a :-
  - network
  - router
  - server
  - tunnel
  - pipeline
- A computer check the \_\_\_\_\_ of user names and passwords for a match before granting access.
  - Website
  - Network
  - Backupfile
  - Database
- What is the term for unsolicited e-mail?
  - Newsgroup
  - Usenet
  - Backbone
  - Flaming
  - Spam
- The code for web page is written using
  - A fifth generation language
  - Win zip
  - Perl
  - Hypertext markup language
  - URL
- Small application programs that run on a web page and may ensure a form is completed properly or provide animation are known as –
  - Flash
  - Spiders
  - Cookies
  - Applets
  - Sparks
- \_\_\_\_\_ a collection of webpages and \_\_\_\_\_ is the very first page that we see on opening of a web site.
  - Home page, Webpage
  - Web-site, Home page
  - Web-page, Home-page
  - Web-page, Web Site
- When we run a program in HTML coding, \_\_\_\_\_ is used as backend and \_\_\_\_\_ works as frontend.
  - Notepad-Internet=Explorer
  - Notepad-Msn-massager
  - Ms-Word-“Internet Explorer”
  - Both (1) and (2)
- Which is the following refers to a small, single site network?
  - LAN
  - DSL
  - RAM
  - USB
  - CPU
- If you receive an e-mail from someone you don't know, what should you do?
  - Forward it to the police immediately

- 2) Delete it without opening it
- 3) Open it and respond to them saying you don't know them
- 4) Reply and ask them for their personal information
- 5) Reply and tell them, you want to keep in touch with them
11. Computer connected to a LAN (Local Area Network) can
  - 1) run faster      3) share information and /or share peripheral equipment
  - 2) go on line      4) E-mail
12. The total set of interlinked hypertext documents worldwide
  - 1) HTTP    2) Browser    3) WWW    4) B2B
13. Every computer connected to an intranet or extranet must have a distinct\_\_\_\_\_
  - 1) Firewall    2) proxyserver    3) IP address    4) domain name
14. Firewalls are used to protect against\_\_\_\_.
  - 1) Unauthorized Attacks    3) Data Driven Attacks    5) All of these
  - 2) Virus Attacks    4) Fire Attacks
15. in a ring topology, the computer in possession of the can\_ transmit data
  - 1) packet    2) data    3) access method    4) token
16. URL stands for .....
  - 1) Universal Research List    3) Uniform Resource Locator
  - 2) Universal Resource List    4) Uniform Research Locator
17. What is the other name for a LAN Card?
  - 1) NIC                              2) Network Connector              3) MODEM                              4) Internet Card
18. Which of the following cables can transmit data at high speeds
  - 1) Coaxial Cable                      2) Optic Fiber Cable              3) Twisted pair Cable              4) UTP Cable
19. What is the name of the latest Server Operating System developed by Microsoft?
  - 1) Windows NT                      2) Windows 2000                      3) Windows XP                      4) Windows 2003
20. What is the address given to a computer connected to a network called?
  - 1) System Address                      2) SYSID                              3) Process ID                              4) IP Address
21. A(n)\_\_\_\_\_ is a private corporate network, used exclusively by company employees.
  - 1) Internet    2) local area network    3) peer-to-peer    intranet
22. The Word FTP stands for
  - 1) File Translate Protocol    3) File Transfer protocol
  - 2) File Transit Protocol    4) file typing protocol
23. The linking of computers with a communication system is called
  - 1) Networking    2) Pairing    3) Interlocking    4) Assembling    5) Sharing
24. The 1st network that initiated the internet was
  - 1) ARPANET    2) NSFnet    3) Vnet    4) Inet
25. The network interface card of LAN is related to following layer of OSI Model-
  - 1) Transport    3) Data Link    5) All of these
  - 2) Network    4) Physical
26. The process of a computer receiving information from a server on the Internet is known as—
  - 1) Pulling    2) Pushing    3) Downloading    4) Transferring
27. \_\_\_\_\_ servers store and manages files for network users.
  - 1) Authentication    2) Main    3) Web    4) File
28. A communication processor that connects dissimilar networks by providing the translation from one set of protocol to another is—
  - 1) Bridge    2) Gateway    3) Router    4) Modem    5) All of these
29. are used to identify a user who returns to a Website.

- 1) Cookies                      2) Plug-ins                      3) Scripts                      4) ASPs
30. A modem performs  
1) Modulation                      2) Demodulation                      3) Data compression                      4) All of these
31. Which of the following is NOT done by modem?  
1) Transmission Speed                      3) Error detection and Correction  
2) Data Accuracy                      4) Data Compression
32. What is NOT a feature of networking?  
1) Reliability                      3) Connectivity  
2) Greater storage space                      4) All are features of networking
33. The internet is.....  
1) a large network of networks  
2) an internal communication system for a business  
3) a communication system for the Indian government 4) All of these
34. All of the following are examples of real security and privacy risks EXCEPT:  
1) hackers.                      2) spam.                      3) viruses.                      4) identity theft
35. Servers are computers that provide resources to other computers connected to a:  
1) network.                      2) mainframe.                      3) supercomputer.                      4) client.
36. DSL is an example of a(n) \_\_\_\_\_ connection.  
1) network                      2) Wireless                      3) Slow                      4) Broadband
37. The term that refers to computers that provide resources to other computers in a network is:  
1) Server 2) mainframe. 3) platform. 4) resource provider.
38. The linking of computers with a communication system is called  
1) Networking 3) Interlocking 5) Sharing  
2) Pairing 4) Assembling
39. \_\_\_\_\_ in a ring topology, the computer in possession of the can transmit data  
1) Packet 2) Data 3) access method 4) token
40. Web site is a collection of  
1) HTML documents 3) Audio and Videofiles  
2) Graphic files 4) All of the above
41. You must install a(n) \_\_\_\_\_ on a network if you want to share a broadband Internet connection.  
1) Router 2) Modem 3) Node 4) Cable
42. Which term identifies a specific computer on the web and the main page of the entire site  
1) URL 2) Web site address 3) Hyperlink 4) Domain name
43. Which of the following performs modulation and demodulation  
1) Coaxial cable 2) Satellite 3) Modem 4) Optical fiber
44. Which one of the following is not a broadband communication medium  
1) Microwave 2) Fibre optic cable 3) Twisted pair 4) Coaxial cable
45. When we opens an internet site we see www. What is the full form of WWW?

- 1) World wide word      3) Word widening works
  - 2) World wide web      4) Words wide spiderman web
46. MAN is a
- 1) Cost      2) Company      3) Network      4) Country
47. Terminal is a
- 1) Device used to give supply to a computer      3) Point where wires are interconnected
  - 2) Point at which data may leave or enter the computer..      4) An input/output device
48. Which of these is a correct format of Email address?
- 1) Contact.website.info      3) contact@website.info      2) Contactwebsite.info      4) contact@website@info.
49. What does HTTP stands for?
- 1) Hypertext Transfer Protocol      3) Head Tail Transfer Plot 2) Hypertext Transfer Plotter
  - 4) Head Tail Transfer Protocol
50. What does BCC means in Email?
- 1) Black Carbon Copy      3) Business Computer Center
  - 2) Blind Carbon Copy      4) Business Computer Card
51. Which protocol provides E-mail facility among different hosts?
- 1) SMTP      2) FTP      3) TELNET      4) SNMP
52. A browser is a:
- 1) Line that delineates the edge of a program windows
  - 2) Software program especially designed for viewing web pages on the internet.
  - 3) Tool for resizing the window
  - 4) Device used for modifying the window
  - 5) All of these
53. The server on the internet is also known as a
- 1) Repeater      2) Host      3) Gateway      4) ISP
54. 'WWW' stands for \_\_\_\_\_
- 1) World word web      2) World wide web      3) World white web      4) World work web
55. The code for a web page is written using-----
- 1) Win Zip      2) Perl      3) HTML      4) URL
56. The server on the internet is also known as
- 1) Repeater      2) Host      3) Gateway      4) AND Gate
57. Typical data transfer rate in LAN are of the order of
- 1) Kilobits per second      3) Bit per second 2) Meg bits per second
  - 4) None of the above
58. Which of the following is suitable for networking with in a building?
- 1) WAN      2) VAN      3) LAN      4) MAN
59. The following software can be used to browse the Internet
- 1) Netscape Navigator      3) NCSA Mosaic
  - 2) Microsoft Internet Explorer      4) All of the above
60. The communication protocol used by internet is
- 1) HTTP      2) WWW      3) TCP/IP      4) All of the above
61. The first page that you normally view at a Web Site is its
- 1) Homepage      2) Master page      3) Firstpage      4) Banner Page
62. Which of the following is not a Web Browser

- 1) Opera                      2) Netscape                      3) Microsoft Outlook                      4) Internet Explorer
63. VIRUS stands for
- 1) Very Important Record user Searched      3) Virtual Information Resource Under Seize  
2) Verify Interchanged result until source      4) Very Important Resource Under Search
64. What is the name of the list that stores the URLs of web pages and links visited in the past few days?
- 1) Link List      2) Page List      3) History List      4) List
65. A connections from one HTML document to another HTML document is called
- 1) HyperLink      2) Connecting Link      3) ICON      4) All of these
66. \_\_\_\_\_ is an area of memory assigned to store any e-mail message for the user
- 1) Outlook Express      2) Yahoo.com      3) Post-Box      4) Mailbox
67. Viruses, Trojan horses and Worms are
- 1) able to harm computer system      3) user-friendly applications  
2) unable to detect if affected on computer      4) harmless applications resident on computer
68. The OSI model is divided into \_\_\_\_\_ processes called layers.
- 1) five      2) six      3) seven      4) eight
69. Servers are computers that provide resources to other computers connected to a \_\_\_\_\_
- 1) mainframe      2) network      3) supercomputer      4) client
70. A \_\_\_\_\_ is a computer attached to the internet that runs special web server software and can send web pages out to other computers over the Internet.
- 1) Web client                      2) Web system                      3) Webpage                      4) Web Server
71. Documents converted to \_\_\_\_\_ can be published to the web.
- 1) A .doc file                      2) http                      3) machine language                      4) HTML
72. \_\_\_\_\_ are lists of commands that appear on the screen.
- 1) GUIs                      2) Icons                      3) Menus                      4) Windows
73. Verification of a login name and password is known as:
- 1) Configuration                      2) Accessibility                      3) Authentication                      4) logging in
74. Direct X is a \_\_\_\_\_
- 1) Computer Part      3) A User Interface  
2) Software that drives Graphic hardware      4) None of these
75. In the URL <http://www.upscportal.com/>, the portion labeled http is the
- 1) Host                      2) domain name                      3) protocol                      4) top-level domain
76. Unwanted repetitious messages, such as unsolicited bulk e-mail is known as
- 1) Spam                      2) Trash                      3) Calibri                      4) Courier
77. Small application programs that run on a web page and may ensure a form is completed properly or provide animation are known as
- 1) Flash      3) Cookies      5) Sparks  
2) Spiders      4) Applets
78. Which of the following is the communication protocol that set the standard used by every computer that accesses web based information
- 1) XML      2) DML      3) HTTP      4) HTML
79. The standard protocol of the Internet is \_\_\_\_\_
- 1) TCP/IP      2) JAVA      3) HTML      4) Flash
80. E-mail (electronic Mail) is
- 1) An internet standard that allows users to upload and download files  
2) A real-time typed conversation that take place on a computer  
3) An online area in which users conduct written discussion about a particular subject      4) The Transmission of messages and files via a computer network
81. A chat is



- 1) An internet standard that allows users to upload and download files
  - 2) A typed conversation that takes place on a computer
  - 3) An online area in which user conduct written discussions about a particular subject
  - 4) The transmission of message and file via a computer network
82. The process of a computer receiving information from a server on the internet is known as
- 1) Pulling 2) Pushing 3) Downloading 4) Transferring
83. Digital Banking Can be resorted through
- 1) Mobile Phones 2) Internet 3) Telephones 4) All of these
84. Which of the slowest internet connection service?
- 1) DSL 3) Cable modem 5) Dial up service
  - 2) T1 4) Leased Line
85. are used to identify a user who returns to a WebsSite.
- 1) Cookies 2) Plug-ins 3) Scripts 4) ASPs
86. Bandwidth refers to \_\_\_\_\_
- 1) The cost of the cable required to implement a WAN
  - 2) The cost of the cable required to implement a LAN
  - 3) The amount of information a peer to peer network can store
  - 4) The amount of information a communications medium can transfer in a given amount of time 5) None of these
87. The term, "hypertext", means—
- 1) Non-sequential writing
  - 2) Hypermedia
  - 3) Blinking text
  - 4) Text with heavy formatting
88. The code for a web page is written using-----
- 1) Win Zip 2) Perl 3) HTML 4) URL
89. A(n)\_\_\_\_\_ is a private corporate network, used exclusively by company employees.
- 1) Internet 2) local area network 3) peer-to-peer 4) intranet
90. What is the name of the list that stores the URLs of web pages and links visited in the past few days?
- 1) Link List 2) Page List 3) History List 4) List
91. One advantage of dial-up internet access is
- 1) It utilizes broadband technology 3) It uses a router for security
  - 2) It utilizes existing telephone service 4) Modem speeds are very fast
92. If you wish to extend the length of the network without having the signal degrade, you would use a
- 1) Repeater 2) Router 3) Gateway 4) Switch
93. The ability to easily add additional users means that a network is –
- 1) Scalable 2) Dedicated 3) Decentralized 4) Secure
94. What is the most common way to get a virus in your computer's hard disk?
- 1) By installing games from their CDROMS
  - 2) By uploading pictures from mobile phones to the computer
  - 3) By opening e-mails 4) By sending e-mails
95. Codes consisting of bars or 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
96. E-commerce allows companies to
- 1) Issue important 2) Conduct business 3) Support decision business reports over the 4) Keep track of paper internet making processes base transactions
97. The device used to carry digital data on analog lines is called as
- 1) Modem 2) Multiplexer 3) Modulator 4) Demodulator
98. A result of a computer virus can not lead to \_\_\_\_.
- 1) Disk Crash 3) Corruption of program

- 2) Mother Board Crash    4)    Deletion of files
99. This is a standard way for a Web server to pass a Web user's request to an application program and to receive data back to forward to the user-
- 1) Interrupt request    4)    File Transfer Protocol  
2) Forward DNSlookup    5)    Common gateway interface  
3) Data-Link layer
100. The OSI model is divided into \_\_\_\_\_ processes called layers.
- 1) five    2)    six    3)    seven    4)    eight
101. Servers are computers that provide resources to other computers connected to a \_\_\_\_\_
- 1) mainframe    2)    network    3)    supercomputer    4)    client
102. Which of the following organizations looks at standards for representation of data on the Internet?
- 1) ISOC    2)    W3C    3)    IEEE    4)    IETE
103. The steps and tasks needed to process data, such as responses to questions or clicking an icon, are called:
- 1) Instructions.    3)    Application software.  
2) The operating system.    4)    The system unit.
104. Which of the following controls the manner of interaction between the user and the operating system?
- 1) User interface    2)    Language translator    3)    Platform    4)    Screen saver
105. \_\_\_\_\_ Servers are computers that provide resources to other computers connected to a
- 1) Mainframe    2)    Network    3)    Supercomputer    4)    Client
106. Which term identifies a specific computer on the web and the main page of the entire site
- 1) URL    2)    Web site address    3)    Hyperlink    4)    Domain name
107. Which of the following would most likely NOT be a symptom of a virus?
- 1) Existing program files and icons disappear.  
2) The CD-ROM stops functioning.  
3) The Web browser opens to an unusual home page.  
4) Odd messages or images are displayed on the screen.
108. The HTML stands for
- 1) High transfer machine language    3)    Hypertext Markup Language    2) High Transmission Markup Language  
4)    Hypermedia markup language
109. A ..... is a software program used to view web pages.
- 1) Site    2)    Host    3)    Link    4)    Browser
110. Two or more computers connected to each other for sharing information form a :-
- 1) Network    2)    Router    3)    Server    4)    Tunnel
111. Sending an E-mail is similar to
- 1) Writing a letter    3)    Talking on the phone  
2) Drawing a picture    4)    Sending a package
112. A hard copy of a file created on a computer refer to data
- 1) Saved on a floppy disk    3)    Backed up on a tape drive  
2) Printed on a printer    4)    Sent as an e-mail
113. Which of the following is a web browser?
- 1) Paint    2)    Power point    3)    Fire fox    4)    Word  
5) All are web browsers
114. A program designed to destroy data on your computer which can travel to "infect" other computer is called a
- 1) Disease    2)    Torpedo    3)    Hurricane    4)    Virus
115. The Internet allows you to :-
- 1) Send electronic mail    3)    Connect to servers all around the world  
2) View web pages.    4)    All of the above
116. A device that connects to a network without the use of cable is said to be:

- 1) Distributed    2) Wireless    3) Centralized    4) Open source
117. Junk e-mail is also called
- 1) Spam    2) Spoof    3) Sniffer Script    4) Spool
118. The speed at which the Network accepts the data is called.
- 1) Bandwidth    3) Response Time    5) Maximum Speed
- 2) Interlacing    4) Scanning
119. The HTML code written in a text editor to make web pages is
- 1) HTML coding tags    3) Source Element
- 2) Source Code    4) Tags
120. A set of rules that computer on a network use to communicate with each other are called.
- 1) Rules    2) Regulations    3) Protocol    4) Netiquettes
121. The process of connecting in the internet account is
- 1) LOGIN    2) LOG OUT    3) SIGN IN    4) SIGNOUT
122. Arranging of data in a logical sequence is known as
- 1) Classifying    2) Searching    3) Sorting    4) Reproducing
123. Firewalls are used to protect against
- 1) Unauthorized Attacks Virus    3) Data Driven Attacks
- 2) Attacks    4) Fire Attacks
124. A MODEM is connected in between a telephone line and a \_\_\_\_\_
- 1) Network    3) Communication Adapter    5) All of These
- 2) Computer    4) Serial Port
125. The most important or powerful computer in a typical network is
- 1) Desktop    2) Network Client    3) Network Server    4) Network Station
126. Which of the following is an example of connectivity?
- 1) Internet    2) Floppy disk    3) Power card    4) Data
127. A(n) \_\_\_\_\_ is a combination of hardware and software that facilitates the sharing of information between computer devices.
- 1) Network    2) Peripheral    3) Expansion board    4) Digital device
128. Servers are computer that provide resources to the other computer connected to a \_\_\_\_\_
- 1) Network    2) Mainframe    3) Super computer    4) Client
129. Connections to the Internet using a phone line and a modem are called \_\_\_\_\_ connections
- 1) Digital    3) Broadband    5) Both 2 and 3
- 2) Dial-up    4) Dish
130. To access a mainframe or super computer, user often use
- 1) Terminal    2) Node    3) Desktop    4) Handheld
131. The \_\_\_\_\_ shows all the web sites and pages that you have visited over a period of time
- 1) Statusbar    2) Task bar    3) History bar    4) Toolbar
132. Personal computer can be connected together to form a \_\_\_\_\_
- 1) Server    2) Super Computer    3) Enterprise    4) Network
133. A word in a web page that when clicked opens another document is called
- 1) Anchor    2) Hyperlink    3) Reference    4) URL
134. A proxy server is used for which of the following
- 1) To provide security against unauthorized users    3) To process client requests for database access
- 2) To process client requests for web pages    4) To provide TCP/IP

135. A \_\_\_\_\_ is collection of computers and device connected together.

- 1) Protocol      2) MemoryCard      3) Network      4) Central ProcessingUnit

136. The \_\_\_\_\_, also called the web, Contains billions of documents

- 1) WorldWideWeb      2) HTTP      3) Web Portal      4) Domain

137. What is an e-mail attachment?

- 1) A receipt sent by the recipient  
 2) A separate document from another program sent along with an E-mail message  
 3) A malicious parasite that feed off of your message and destroys the contents  
 4) A list of CC : or BCC recipients  
 5) None of these

138. A Characteristic of a file server is which of the following ?

- 1) Manages file operations and is shared on a network  
 2) Manages file operations and is limited to one PC  
 3) Acts as a fat client and is shared on a network  
 4) Acts as a fat Client and is limited to one PC

Q	An	Q	An	Q	An	Q	An	Q	An	Q	An	Q	An	Q	An	Q	An	Q	An
1	2	2	1	3	4	4	5	5	4	6	1	7	2	8	3	9	1	10	2
11	3	12	3	13	3	14	1	15	4	16	3	17	1	18	2	19	1	20	4
21	2	22	3	23	1	24	1	25	5	26	3	27	3	28	1	29	1	30	4
31	3	32	4	33	1	34	2	35	1	36	4	37	1	38	1	39	4	40	4
41	2	42	1	43	3	44	1	45	2	46	3	47	2	48	3	49	1	50	2
51	1	52	2	53	2	54	2	55	3	56	2	57	3	58	3	59	4	60	3
61	1	62	3	63	3	64	3	65	1	66	4	67	1	68	3	69	2	70	4
71	2	72	3	73	3	74	2	75	3	76	1	77	3	78	1	79	2	80	4
81	2	82	3	83	4	84	5	85	1	86	4	87	2	88	3	89	4	90	3
91	2	92	3	93	1	94	3	95	3	96	4	97	2	98	2	99	5	100	3
101	2	102	2	103	1	104	1	105	2	106	1	107	2	108	3	109	4	110	1
111	1	112	2	113	5	114	4	115	4	116	2	117	1	118	1	119	4	120	3
121	1	122	3	123	1	124	2	125	3	126	1	127	1	128	1	129	2	130	1
131	3	132	4	133	2	134	2	135	3	136	1	137	2	138	1	139	3	140	1
141	2																		

## Fundamental

1. SMPS stands for

- 1) Switched mode power supply      3) Store mode power supply  
 2) Start mode power supply      4) Single mode power supply

2. BIOS stands for

- 1) Basic Input Output system      3) Basic Input Offsystem  
 2) Binary Input output system      4) all the above

3. The father of Modern Computer is

- 1) Charles Babbage      2) Von-neumann      3) Danies Ritchel      4) Blaise Pascal

4. How many options does a BINARY choice offer

- 1) None      2) One      3) Two

4) it depends on the amount of memory on the computer

5. How many values can be represented by a single byte?

- 1) 4                      2) 16                      3) 64                      4) 256                      5) 512
6. IT stands for—  
 1) information Technology                      3) intelligent Technology  
 2) integrated Technology                      4) interesting Technology
7. CAD stands for  
 1) Computer aided design                      3) Computer application in design  
 2) Computer algorithm for design                      4) All of the above
8. IBM stands for  
 1) Internal BusinessManagement                      3) International BusinessMachines  
 2) International BusinessManagement                      4) Internal BusinessMachines
9. Which of the following refers to the fastest, biggest and most expensive computers ?  
 1) PersonalComputers    3) Laptops  
 2) Supercomputers    4) Notebooks
10. An error is also known as—  
 1) Bug                      2) Debug                      3) Cursor                      4) Icon
11. Which is the part of a computer that one can touch and feel?  
 1) Hardware                      2) Software                      3) Programs                      4) Output
12. \_\_\_\_\_are specially designed computer chips reside inside other devices, such as your car or your electronic thermostat.  
 1) Servers 3) Robotic computers  
 2) Embedded computers 4) Mainframes
13. The following are all computing devices , except.....  
 1) notebook computers    3) digital scanners  
 2) cellular telephones    4) personal digital assistants
14. \_\_\_\_\_controls the way in which the computer system functions and provides a means by which users can interact with the computer  
 1) The platform    3) Operating system  
 2) Application software    4) The motherboard
15. 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.
16. \_\_\_\_\_are words that a programming language has set aside for its own use.  
 1) Control worlds 2) Reserved words    3) Control structures    4) Reserved keys
17. Granting an outside organization access to internet web pages is often implemented using a(n) \_\_\_\_  
 1) extranet    2) intranet    3) internet    4) hacker
18. Chip is a common nickname for a (n):  
 1) transistor    2) resistor 3) integrated circuit    4) semiconductor
19. A contains specific rules and words that express the logical steps of an algorithm.  
 1) programming language 3) programming structure  
 2) syntax 4) logic chart

- 4)
20. The most frequently used instructions of a computer program are likely to be fetched from:
    - 1) the hard disk
    - 2) cache memory
    - 3) RAM
    - 4) registers
  21. The \_\_\_\_\_ contains data descriptions and defines the name, data type, and length of each field in the database.
    - 1) data dictionary
    - 2) data table
    - 3) data record
    - 4) data field
  22. The \_\_\_\_\_ manual tells you how to use a software program.
    - 1) documentation
    - 2) programming
    - 3) technical
    - 4) user
  23. \_\_\_\_\_ is the process of finding errors in software code.
    - 1) Debugging
    - 2) Compiling
    - 3) Testing
    - 4) Running
  24. Linux is a (n) \_\_\_\_\_ operating system.
    - 1) open-source
    - 2) Microsoft
    - 3) Windows
    - 4) Mac
  25. What is a backup?
    - 1) Restoring the information backup
    - 2) An exact copy of a system's information
    - 3) The ability to get a system up and running in the event of a system crash or failure
    - 4) All of these
  26. Which of the following places the common data elements in order from smallest to largest
    - 1) character, file, record, field, database
    - 2) character, record, field, database, file
    - 3) character, field, record, file, database
    - 4) Bit, byte, character, record, field, file, database,
  27. When you purchase a product over a Mobile Phone, the transaction is called
    - 1) Web Commerce
    - 2) e-Commerce
    - 3) m-Commerce
    - 4) Mobile Purchases
  28. A Pixel is –
    - 1) A computer program that draws picture
    - 2) A picture stored in secondary memory
    - 3) The smallest resolvable part of a picture
    - 4) None of these
  29. Algorithm and Flow chart help us to
    - 1) Know the memory capacity
    - 2) Identify the base of a number system
    - 3) Direct the output to a printer
    - 4) Specify the problem completely and clearly
  30. Modern computers represent characters and numbers internally using one of the following number systems. \_\_\_\_\_
    - 1) Penta
    - 2) Octal
    - 3) Hexa
    - 4) Septa
    - 5) Binary
  31. Minimize window, what it will do?
    - 1) Close the window
    - 2) Make it an icon and store on task bar
    - 3) Close window after saving its contents
    - 4) Shut down the computer
  32. It is a smallest dot that can be uniquely drawn on a computer screen. This is called
    - 1) Boxel
    - 2) Computer Dot
    - 3) Cursor
    - 4) Pixel
  33. A computer that combines the characteristic of analog and digital computer
    - 1) Hybrid Computer
    - 2) Digital Computer
    - 3) Analog Computer
    - 4) Super Computer
  34. Capability of computer to perform more than one tasks at the same time is
    - 1) Batch Processing
    - 2) Real Time processing
    - 3) Multitasking
    - 4) Scheduled Processing
  35. The screen background is known as the
    - 1) Application
    - 2) Window
    - 3) Desktop
    - 4) Frames
  36. A(n) \_\_\_\_\_ uses pictures (called icons) and menus displayed on the screen to send commands to the computer system.
    - 1) command - based user interface
    - 2) GUI
    - 3) system utility
    - 4) API
  37. Which amount them is not an application software

- 1) Ms word                      2) MsExcel                      3) Adobe Acrobat                      4) Turbo Ccompiler
38. Display bar that list all the open folders and active application is  
 1) Menu bar                      2) ToolBar                      3) Task Bar                      4) Window List
39. VIRUS stands for  
 1) Very Important Record user Searched                      3) Virtual Information Resource Under Seize  
 2) Verify Interchanged result until source                      4) Very Important Resource Under Search
40. Active Window means  
 1) The active windows is designated by a different color toolbar 2) The window that is currently open.  
 3) Both a and b above mentioned                      4) The windows that is last used
41. A bitmap is  
 1) Is a format which windows use for desktop wall paper 2) A graphic file format made up of small dots.  
 3) A specific kind of bitmap file with the .BMP extension  
 4) All of the above
42. Java is a  
 1) Compiler                      2) Operating System                      3) Input Device                      4) Programming Language
43. What is JVM?  
 1) Jumber Verbose Mechanics                      3) Java Virtual Machine  
 2) A part of IIS                      4) .Net Framework
44. A computer programmer  
 1) Enters data into computer                      3) Changes flow chart into instructions 2) Writes programs                      4) Does total planning and thinking for a computer
45. Who invented the super-computer?  
 1) P.T Farnsworth 2) J.R Whinfield                      3) J.H. Van Tassell 4) Charles Ginsberg
46. Which supercomputer is developed by the Indian Scientists?  
 1) Param 2) Super 301                      3) Compaq Presario                      4) CRAY YMP
47. IC chips used in computer are usually made of  
 1) Lead 2) Silicon... 3) Chromium                      4) Gold
48. Time during which a job is processed by the computer is  
 1) Delay time                      2) Real time                      3) Execution time 4) Down time
49. A collection of related fields in data organization is called.  
 1) Group 2) File                      3) Information                      4) Register 5) Record
50. \_\_\_\_\_ are lists of commands that appear on the screen.  
 1) GUIs                      2) Icons                      3) Menus                      4) Windows
51. "Buy Now- Pay Now" is commonly use for \_\_\_\_\_  
 1) Visa Cards                      2) Credit Cards                      3) E-purse 4) Debit Cards
52. \_\_\_\_\_ Granting an outside organization access to internet web pages is often implemented using a(n)  
 1) Extranet                      2) Intranet                      3) Internet                      4) Hacker
53. \_\_\_\_\_ means that the data contained in a database is accurate and reliable.  
 1) Data redundancy                      2) Data integrity                      3) Data reliability                      4) Data consistency
54. CAD software is most likely to be used by:  
 1) Web designers.                      2) engineers.                      3) project managers.                      4) magazine editors.
55. The smallest unit of information in a database is called a:  
 1) Byte.                      2) record.                      3) field.                      4) cell.
56. In a database of employees, all the information about a particular person would constitute a:  
 1) file.                      2) record.                      3) field.                      4) table.

- 4)
57. A table is a collection of:
- 1) Files.
  - 2) Worksheets.
  - 3) Fields.
  - 4) Records
58. Computers process data into information by working exclusively with:
- 1) multimedia.
  - 2) words.
  - 3) characters.
  - 4) numbers
59. In the binary language each letter of the alphabet, each number and each special character is made up of a unique combination of:
- 1) eight bytes.
  - 2) eight kilobytes.
  - 3) eight characters.
  - 4) eight bits
60. Computers use the language to process data.
- 1) Processing
  - 2) Kilobyte
  - 3) Binary
  - 4) Representational
61. 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
62. A computer with CPU speed around 100 million instructions per second & with the word length of around 64 bits is known as
- 1) Super computer
  - 2) Mini computer
  - 3) Micro computer
  - 4) Micro computer
63. In a database \_\_\_\_\_ fields store numbers use to perform calculation
- 1) Next
  - 2) Key
  - 3) Alphanumeric
  - 4) Numeric
64. In a database a file is \_\_\_\_\_
- 1) Label
  - 2) Group of related records
  - 3) Table of information
  - 4) Category of information
65. The four main functions of a computer are:
- 1) Input, processing, output, and storage.
  - 2) Learning, thinking, intelligence, and virtuosity.
  - 3) Data, information, bits, and bytes.
  - 4) Hardware, software, modeling, and operations.
66. User actions such as keystrokes or mouse clicks are referred to as:
- 1) Interrupts.
  - 2) Tasks.
  - 3) Events.
  - 4) Processes
67. 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) analyzing the data or information
  - 4) storing the data or information
68. The ability to recover and read deleted or damaged files from a criminal's computer is an example of a law enforcement specialty called:
- 1) robotics.
  - 2) simulation.
  - 3) computer forensics.
  - 4) Animation
69. Which of the following statements is FALSE concerning file names?
- 1) Files may share the same name or the same extension but not both
  - 2) Every file in the same folder must have a unique name
  - 3) File extension is another name for file type
  - 4) The file extension comes before the dot (.) followed by the file name
70. To locate a data items for storage is
- 1) Field
  - 2) Feed
  - 3) Database
  - 4) Fetch
71. Off-line operation is the operation of devices without the control of
- 1) Memory
  - 2) CPU
  - 3) ALU
  - 4) Control unit
72. Wild card operators specifies
- 1) can be used when writing into multiple files
  - 2) allows several files to be read simultaneously
  - 3) Provide an easy way of groups of related files
  - 4) Are only used when printing the contents of a file
73. Accessing records from a file directly without searching from the beginning of the file is
- 1) Time sharing
  - 2) Random
  - 3) Direct access
  - 4) Access time
74. Which of the following is not a usual file extension in DOS?



- 1) .EXE                      2) .BAT                      3) .o                      4) .class
75. Which of the following is not a part of a standard office suit?  
 1) File Manager.                      2) Image Editor                      3) Database                      4) Word Processor
76. A \_\_\_\_\_ is a bi-stable electronic circuit that has two stable states.  
 1) Multivibrator                      2) Flip-flop                      3) Logic gates                      4) Laten
77. The power-saving mode that allows the computer to be restarted by simply pressing a key on the keyboard is called:  
 1) standby.                      2) warm boot.                      3) power management.                      4) coldboot.
78. \_\_\_\_\_ 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 (AI)
79. A spooler is a(n):  
 1) location in memory that maintains the contents of a document until it prints out.  
 2) print job.  
 3) program that coordinates the print jobs that are waiting to print.  
 4) message sent from the printer to the operating system when a print job is completed.
80. The \_\_\_\_ button on the quick access Toolbar allows you to cancel your recent commands or actions.  
 1) Search 2) Cut 3) Document 4) Undo
81. Many times we read a term CBS used in banking operation. What is the full form of the letter 'C' in the term 'CBS'?  
 1) Core 2) Credit 3) Continuous 4) Complete
82. Which device can understand difference between data & programs?  
 1) Input device 2) Output device 3) Memory                      Microprocessor
83. When a key is pressed on the keyboard, which standard is used for converting the keystroke into the corresponding bits  
 1) ANSI 2) ASCII 3) EBCDIC 4) ISO
84. Direct X is a \_\_\_\_\_  
 1) Computer Part 2) A User Interface  
 2) Software that drives Graphics hardware 4) None of these
85. The portion of the CPU that coordinates the activities of all the other computer components is the  
 1) Motherboard 2) Control unit 3) Arithmetic and logical  
 2) Coordination board                      unit
86. \_\_\_\_\_ are lists of commands that appear on the screen.  
 1) GUIs 2) Icons 3) Menus 4) Windows
87. Verification of a login name and password is known as:  
 1) Configuration 2) Accessibility 3) Authentication 4) logging in
88. A (n)..... contains commands that can be selected.  
 1) Pointer 2) Menu 3) Icon 4) Button
89. 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
90. Taking back-up of a file against crash is a  
 1) Preventive measure                      2) Curative measure  
 3) Decisive measure                      4) None of these
91. Most dangerous risk in leaking of information is :  
 1) Ready access to online terminals 2) Online processing of data  
 3) Ignorance about the existence of risk                      4) All of these
92. An online transaction is

4)

- 1) One that is done in real time    3) One that is done via telephone  
2) Transaction done via internet    4) None of these
93. A clerk in a bank has to access data n customer account. Logical access control for these users would be.  
1) Use of individual passwords  
2) Use of an Accounts Receivable Section password  
3) Use of individual passwords plus separate access passwords for customer data and product data 4)  
Can't say
94. To stop unauthorized access to the computer system we should  
1) Have a trustworthy system administrator    3) Have a sound encryption policy  
2) Have a good passwords policy    4) All of the above
95. Which of the following is single user computer with many features and good processing power?  
1) Minicomputer    2) Workstation    3) Macintosh    4) None of these
96. The circuitry that includes the CPU and memory chips is located on the:  
1) System unit.    2) Operating system.    3) Motherboard.    4) Computer platform.
97. Which number system is usually followed in a typical 32-bit computer?  
1) 2    2) 10    3) 16    4) 32
98. A collection of related information sorted and dealt with as a unit is a—  
1) Disk    2) Data    3) File    4) Floppy
99. How is power supplied to a low-power USB device?  
1) Through a power cable    3) Directly from the computer's power supply  
2) From an external power supply    4) Through the USB cable
100. The time it takes a device to locate data and instruction and make them available to the CPU is known as  
1) Clock speed    2) A processing cycle    3) CPU Speed    4) Access time
101. Which menu is present in WordPad but not present in notepad?  
1) Edit    2) File    3) Insert    4) View
102. ASCII stands for  
1) American Standard Code for information interchange 3) Alphabetic series code for information interchange  
2) American Statistical code for information interchange 4) Alphabetic Standard code for information interchange
103. What is the hex value of decimal number 15?  
1) F    2) 1    3) 0    4) E
104. If you want to copy a selection of text, which of button do you click?  
1) Move    2) Copy    3) Duplicate    4) Cut
105. Computer use \_\_\_\_\_ number system  
1) Binary    2) Octal    3) Hexadecimal    4) Decimals
106. A computer system includes .....  
1) Hardware    2) Software    3) Peripheral devices    4) All of the above
107. Which one of the following is not hardware?  
1) Magnetic Tape    2) VDU terminal    3) Printer    4) Assembler
108. The number system that is the basis for computer operation as  
1) Hexadecimal System    2) Octal System    3) ASCII    4) Binary System
109. On which button does help menu exist?  
1) End    2) Start    3) Turn Off    4) Restart

4)

110. File extension are used in order to

- |                                    |                          |
|------------------------------------|--------------------------|
| 1) Name of file                    | 3) Identify the file     |
| 2) Ensure the filename is not lost | 4) Identify the filetype |

111. The simultaneous processing of two or more programs by multiple processors is \_\_\_\_\_

- |                     |                 |                 |                     |
|---------------------|-----------------|-----------------|---------------------|
| 1) Multiprogramming | 2) Multitasking | 3) Time sharing | 4) Multi-processing |
|---------------------|-----------------|-----------------|---------------------|

112. Which is not a basic function of a computer?

- |              |                 |                 |               |
|--------------|-----------------|-----------------|---------------|
| 1) Copy text | 2) Accept input | 3) Process data | 4) Store data |
|--------------|-----------------|-----------------|---------------|

113. Which of the following is part of the system Unit?

- |            |        |           |                |
|------------|--------|-----------|----------------|
| 1) Monitor | 2) CPU | 3) CD-ROM | 4) Floppy Disk |
|------------|--------|-----------|----------------|

114. A UPS \_\_\_\_\_

- |   |  |
|---|--|
| 1) Limits damage caused by fluctuating level of electricity<br>Provides battery backup for a limited time | 3) Delivers electronic messages via a bus<br>4) Conducts a power on self test, or POST |
| 2)  |  |

115. The information you put into computer is called

- |          |          |              |         |
|----------|----------|--------------|---------|
| 1) Facts | 2) Files | 3) Directory | 4) Data |
|----------|----------|--------------|---------|

116. The name of the computer's brains

- |        |        |        |        |
|--------|--------|--------|--------|
| 1) ROM | 2) RAM | 3) ALU | 4) CPU |
|--------|--------|--------|--------|

117. All the deleted files go to \_\_\_\_\_

- |                |             |             |                |
|----------------|-------------|-------------|----------------|
| 1) Recycle Bin | 2) Task Bar | 3) Tool bar | 4) My Computer |
|----------------|-------------|-------------|----------------|

118. A directory within a directory is called

- |                   |                      |                   |                  |
|-------------------|----------------------|-------------------|------------------|
| 1) Mini Directory | 2) Janitor Directory | 3) Part Directory | 4) Sub Directory |
|-------------------|----------------------|-------------------|------------------|

119. The main directory of a disk is called the \_\_\_\_\_ directory

- |         |        |           |            |
|---------|--------|-----------|------------|
| 1) Root | 2) Sub | 3) Folder | 4) Network |
|---------|--------|-----------|------------|

120. The name given to a document by user is called

- |             |            |         |           |
|-------------|------------|---------|-----------|
| 1) Filename | 2) Program | 3) Data | 4) Record |
|-------------|------------|---------|-----------|

121. Date and Time are available on the desktop at \_\_\_\_\_

- |             |                |                |            |
|-------------|----------------|----------------|------------|
| 1) Keyboard | 2) Recycle Bin | 3) My computer | 4) Taskbar |
|-------------|----------------|----------------|------------|

122. A personal computer is designed to meet the computer need of a(n)

- |               |               |            |         |
|---------------|---------------|------------|---------|
| 1) Individual | 2) Department | 3) Company | 4) City |
|---------------|---------------|------------|---------|

123. Printed information, called \_\_\_\_\_ exists physically and is a more permanent form of output than that presented on a display device.

- |              |                |              |              |
|--------------|----------------|--------------|--------------|
| 1) Soft Copy | 2) Carbon Copy | 3) Hard Copy | 4) Desk Copy |
|--------------|----------------|--------------|--------------|

124. A \_\_\_\_\_ is an icon on the desktop that provides a user with immediate access to a program or file

- |           |           |             |            |
|-----------|-----------|-------------|------------|
| 1) Kernel | 2) Buffer | 3) Shortcut | 4) Spooler |
|-----------|-----------|-------------|------------|

125. A place that a user can create to store files \_\_\_\_\_

- |           |         |           |         |
|-----------|---------|-----------|---------|
| 1) Cursor | 2) Text | 3) Folder | 4) Boot |
|-----------|---------|-----------|---------|

126. What is the full form of USB as used in computer related activities?

- |                             |                         |
|-----------------------------|-------------------------|
| 1) Universal Security Block | 3) United Service Block |
| 2) Ultra Serial Block       | 4) Universal Serial Bus |

127. You organize files by storing them in .....

4)

- 1) Archives 2) Folders 3) Indexes 4) Lists
128. Where is the disk put in a computer?
- 1) In the modem 2) In the hard drive 3) Into the CPU 4) In the disk drive
129. \_\_\_\_\_ is the process of carrying out commands.
- 1) Fetching 2) Storing 3) Decoding 4) Executing
130. The basic goal of computer process is to convert data into
- 1) Information 2) Tables 3) Files 4) Graphs
131. Choices are referred to as \_\_\_\_\_
- 1) Options 2) Exit 3) Boot 4) Folder
132. A fault in a computer program which prevents it from working correctly is known as
- 1) Boot 2) Bug 3) Biff 4) Strap
133. Which one of the following allows users to continue to operate computers while printing is in progress?
- 1) Spooler 2) Os Supervisor 3) Job Control Program 4) None of these
134. When you are working on a document on a PC, where is the document temporarily stored?
- 1) RAM 2) ROM 3) The CPU 4) Flash memory
135. Saving is the process
- 1) To copy document from memory to storage 2) To change the content of any document keyboard 3) To change the display or entire document 4) To develop document by entering text using
136. Processing involves:
- 1) Inputting data into a computer system 2) Transforming input into output 3) Displaying output in a useful manner 4) Providing relevant answers
137. A \_\_\_\_\_ is a unique name that you give to a file of information
- 1) Device letter 2) Folder 3) Filename 4) Filename extension
138. Every component of your computer is either \_\_\_\_\_ or \_\_\_\_\_
- 1) Hardware or software 2) Application software 3) Software or CPU/RAM 4) Input devices or output devices.
139. INMs-Access, a table can have \_\_\_\_\_ primary key/keys
- 1) One 2) Two 3) Three 4) Four
140. The ability to find an individual item in a file immediately \_\_\_\_\_ is used.
- 1) File allocation table 2) Directory 3) Sequential access 4) Direct access
141. Which of the following is NOT a hardware of a computer
- 1) Monitor 2) Windows 3) Key board 4) CPU
142. A commonly use graphic format for the web is
- 1) GIF 2) BMP 3) TEXT 4) IMP 5) TIF

1.

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

														4)					
51	4	52	2	53	2	54	2	55	3	56	2	57	4	58	4	59	4	60	3
61	4	62	1	63	4	64	1	65	1	66	3	67	3	68	3	69	4	70	4
71	2	72	3	73	3	74	3	75	3	76	2	77	1	78	4	79	1	80	4
81	1	82	4	83	2	84	2	85	3	86	3	87	3	88	2	89	4	90	1
91	4	92	1	93	1	94	2	95	2	96	3	97	1	98	3	99	3	100	4
101	3	102	1	103	1	104	2	105	1	106	4	107	4	108	4	109	2	110	4
111	4	112	1	113	2	114	2	115	4	116	4	117	1	118	4	119	1	120	1
121	4	122	1	123	3	124	3	125	3	126	4	127	2	128	4	129	4	130	1
131	1	132	2	133	1	134	1	135	1	136	2	137	3	138	1	139	1	140	4
141	2	142	1	143	5	144	4	145	4	146	1	147	3	148	4				