

Fundamental of Computer Q&A
Jan-July 2022

1. A computer is often referred to as a ____ because it can store, process and revive data

- a) Data Maker b) Data Distributor
c) **Data Processor** d) Data Linker

2. Accuracy of a computer is consistently high and the degree of its accuracy depends upon its

- a) **Manufacturing** b) Design
c) Calibration d) None of these

3. The full form of SSI is

- a) Semi Scale Integration
b) **Small Scale Integration**
c) Size of Scale Integration
d) None of the above

4. In 4th Generation Computers, ____ contains all the circuit needed to perform arithmetic logic and control function

- a) Monitor b) **Microprocessor**
c) Printers d) Mouse

5. Full form of CPU is

- a) **Central Processing Units**
b) Common Processing Units
c) Combine Processing Units
d) None of the above

6. ____ is one of the example of Input device of a computer

- a) Printer b) Software
c) **Digitizer** d) None of the above

7. ____ storage of a computer is also called auxiliary storage

- a) Primary b) **Secondary**
c) Tertiary d) None of the above

8. The full form of ALU is

- a) All local unit b) Armed logic Unit
c) **Arithmetic logic unit**
d) None of the above

9. ____ is responsible for activating and controlling the operations of other units of the computer system

- a) **CPU** b) Keyboard c) Monitor
d) None of the above

10. Full form of MBR

- a) Main Buffer Register
b) **Memory Buffer Register**
c) Motherboard Buffer Register
d) None of the above

11. Full form of RAM is

- a) **Random Access Memory**
b) Rotation Access Memory
c) Random Actual Memory
d) None of the above

12. Data and instructions move to and from ____ as one or more words at a time

- a) Processor b) Monitor
c) **Memory** d) None of the above

13. In computer, 1 Kilobytes is equal to ____ bytes of storage

- a) 1014 b) **1024**
c) 1034 d) None of the above

14. The time required to position the read/write heads of the specified tracks/cylinder is call

- a) Peek Time b) **Seek Time**
c) Looking Time d) None of the above

15. the 5.25-inch optical disk typically has

- a) 128 Megabytes b) 320 Megabytes
c) 776 Megabytes d) None of the above

16. ____ is the process of creating a copy of some data from an online storage device to a secondary storage backup devices

- a) Erasing b) **Data Backup**
c) Data Recovery d) None of the above

17. A track ball is a ____ similar to mechanical mouse

- a) Output Device b) Typing Device
c) **Pointing Device** d) None of the above

18. ____ eliminates the need for manual entry of data by human being.

- a) **Data scanning devices** b) Printer
c) Keyboard d) None of the above

19. The full form of OCR is
a) Optical colour reader
b) **Optical character recognition**
c) Overall character reader
d) d) None of the above

22. An ___ is an electromechanical devices that accepts data from a computer and translates them into a form suitable for used by outside world
a) Input Devices b) **Output Devices**
c) Mouse d) d) None of the above

25. Screen image projector is an ___ devices
a) Input
b) **Output**
c) Both input and output
d) d) None of the above

28. ___ refers to a sequence of instruction (software) substitute for hardware
a) Hardware b) Firmware
c) **Software** d) d) None of the above

31. All computer used ___ for performing internal operation
a) **Binary Digit** b) Single Digit
c) Hexa Digit d) d) None of the above

34. Java is a language primarily used for
a) Basic Application
b) **Internet-base application**
c) Common application
d) d) None of the above

20. ___ is a scanner which can recognize a pre-specific type of mark made by pencil or pen
a) Epson scanner b) Live scanner
c) **OMR** d) d) None of the above

23. Printers are the most popular ___ output
a) Soft Copy
b) Easy Copy
c) Hard Copy
d) d) None of the above

26. A sequence of instructions written in a language understood by a computer is called ___
a) Computer instruction b) **Computer Program**
c) Computer device d) None

29. ___ is a set of computer programs, procedures and associates documents
a) Typing b) Editing
c) **Software** d) d) None of the above

32. A program that translate high level language program to its machine language is called
a) Composer b) Combiner c) **Compiler**
d) d) None of the above

35. A ___ card enables connecting a PC to a network
a) Graphic Interface
b) Printing Interface
c) Network interface d) d) None of the above

21. The most widely known bar coding system is known as
a) Universal product code
b) **Unique product code**
c) United product code
d) d) None of the above

24. The most common laser printers have resolution of ___ dpi
a) 500 b) **600**
c) 700 d) d) None of the above

27. ___ is an example of system software
a) Microsoft office
b) Printer Software
c) Operating System
d) d) None of the above

30. Language is a medium of ___
a) Writing
b) **Communication**
c) Talking
d) d) None of the above

33. A FORTRAN compiler can translate only one source of program written in
a) C Language b) **FORTRAN**
c) Any language d) d) None of the above

36. A workstation has a processor ___ than that of average PC
a) Lower
b) **Higher**
c) Same
d) d) None of the above

37. ___ are the most and expensive computers available at any given time

- a) Personal Computer
- b) Basic Computer
- c) **Super Computer**
- d) None of the above

38. ___ is a fully functional mobile phone with computing power

- a) Telephone
- b) Wireless Phone
- c) **Smart Phone**
- d) None of the above

39. ___ corresponds to the exclusive right granted to creators of original works

- a) Intellectual Property Right
- b) **Copyright**
- c) Trade Mark
- d) None of the above

40. There are ___ generation of computers

- a) 2
- b) 4
- c) **5**
- d) 6

41. The basic architecture of computer was developed by ____

- a) John Von Newmann
- b) Blaise Pascal
- c) Garden Moore
- d) None of the above

42. Which of the following is not a type of computer code

- a) **EDIC**
- b) ASCII
- c) BCD
- d) EBCDIC

43. A PC is ___ general purpose computer that fits on a normal size office table

- a) Dynamic Device
- b) Portable
- c) Non-portable
- d) None of the above

44. COBOL, FORTRAN are ___

- a) Low Level Language
- b) Medium Level Language
- c) High Level Language
- d) None of the above

45. The access time of optical disk are ___ than magnetic disk

- a) **Slower**
- b) Faster
- c) Same
- d) None of the above

46. Data and instructions are processed and directed by

- a) One computer to another
- b) **Processor**
- c) Memory
- d) None of the above

47. ___ accumulates results and data to be operated upon

- a) Accumulators
- b) Monitor
- c) **Harddisk**
- d) None of the above

48. ___ are used to hold information on a temporary basin

- a) Accumulator
- b) **Register**
- c) Integrator
- d) None of the above

49. The process of entering data and instructions into a computer system are

- a) Outputing
- b) **Inputing**
- c) Typing
- d) Entering

50. The ability of a computer doing different kinds of work at the same time is called ___

- a) Versatility
- b) Multitasking
- c) Capability
- d) None of the above

51. The smallest unit of information is ___

- a) **A bit**
- b) A Byte
- c) A block
- d) None of the above

52. How is the data stored on the diskette

- a) Ink
- b) **Optical**
- c) Magnetism
- d) None of the above

53. A/An __ machine works by itself without human intervention

- a) Automatic
- b) Manual
- c) Integrated
- d) None of the above

54. C++ is a/an ____

- a) Basic Oriented Programming
- b) C Oriented Programming
- c) **Object Oriented Programming**
- d) None of the above

55. Which of the following is an output devices

- a) Keyboard
- b) Mouse
- c) **Printer**
- d) None of the above

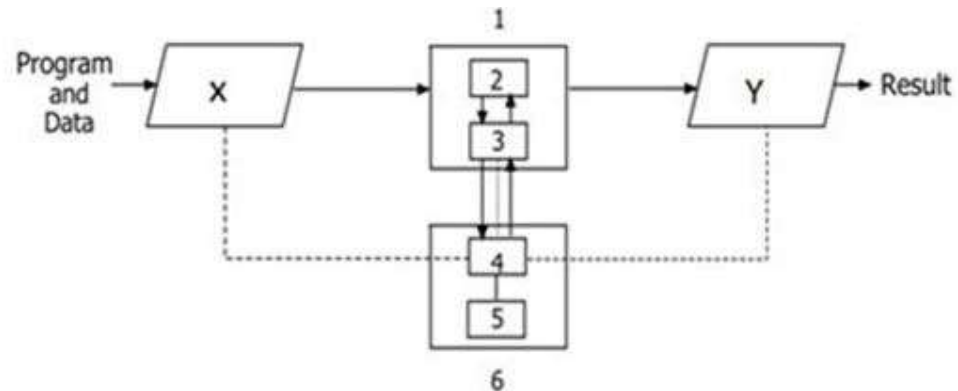


Fig: Basic Organisation of Computer System

Both 2 and 3 in the Diagram represent

- a) **Storage Unit**
- b) Control Unit
- c) CPU
- d) None of the

Which Unit is known as ALU

- a) 4
- b) 5
- c) **6**
- d) 1

Unit 6 in the Diagram represents

- a) ALU
- b) **Flow of Data**
- c) Storage Unit
- d) CPU

Unit 4 Represent

- a) CPU
- b) **Control Unit**
- c) Storage Unit
- d) Process Unit

Which Unit represents Primary Storage

- a) 4 and 5
- b) **3**
- c) 5
- d) 2

Operating System Q&A
Jan-July 2022

1. An OS in a computer System stands for

- a) Open System b) **Operating System**
- c) Onboard System d) Open Software

4. The amount of work the computer system able to do per unit time is known as

- a) Throughput b) Work per shift
- c) **Response Time** d) NOTA

7. Which of the following is not an operating system?

- a) **Play Store** b) **Unix**
- c) **MS-DOS** d) **Android**

10. Which type of operating system supports execution of more than one job at a time

- a) **Multi-tasking OS** b) **Multi-thread OS**
- c) **Universal OS** d) None of the above

13. Which of the hardware system is not supported in Windows 7 system by default?

- a) **USB Drive** b) **DVD Drive**
- c) **Hard Drive** d) **Voltage stabilizer**

16. Pick the correct statement

- a) We can update driver in windows 7 by Windows update utility
- b) Windows 7 will not automatically detect new hardware
- c) **Driver for Newly installed hardware in Windows 7 can be updated with CD/DVD only**
- d) None of the above

2. One of the most important objectives of an OS is

- a) **Makes a computer system easier to use**
- b) Control user decision
- c) Provide AI
- d) NOTA

5. In a computer system, a process is a_

- a) **Job perform by user**
- b) **Program in execution**
- c) **Program to identify error**
- d) None of the above

8. Which one of the following is the most widely used mobile operating System in the world

- a) **Android** b) **Symbian**
- c) **Windows XP** d) **Linux**

11. Which of the following is a component of a Microsoft Windows?

- a) **Desktop** b) **Start Menu**
- c) **Taskbar** d) **All of the above**

14. To view, configure and manage hardware devices in Windows 7 we have

- a) **Disk Manager** b) **Device Manager**
- c) **Program List** d) **My Hardware**

17. To create an exact replica of the entire hard drive where Windows 7 is installed, we can perform.

- a) **Save File and Folder**
- b) **System Backup**
- c) **Hard disk Defragment**
- d) None of the above

3. The function of OS includes

- a) File Management
- b) Memory Management
- c) Security Management
- d) **All of the above**

6. **RTOS Stands for**

- a) **Real Time Operating System**
- b) **Run Time Operating System**
- c) **Run Time Open System**
- d) **Real Time Operating System**

9. Which of the following OS comes with Graphical User Interface?

- a) **MS DOS** b) **Unix**
- c) **Windows 7** d) **All of the above**

12. To view list of all programs installed in the PC of Microsoft OS system we have to click

- a) **Desktop** b) **All Programs Menu**
- c) **C Drive** d) **Taskbar**

15. Full form of USB is

- a) **Universal Serial Bus**
- b) **Universal Serial Bandwidth**
- c) **Universal Series Bias**
- d) **Universal Series Bus**

18. To restore a backup file in Windows 7 System we need to open

- a) **Task Bar** b) **Backup and Restore**
- c) **Device Manager** d) **My Computer**

19. The free antivirus application offered by Microsoft in Windows 7 is

- a) Avast Antivirus
- b) Microsoft Security Essential
- c) Microsoft Anti-Virus
- d) Spyware Defender

22. Full form of IDS is

- a) Internet Defender System
- b) Internal Defense System
- c) Intruder Defense System
- d) Intrusion Detection System

25. Which of the following is Microsoft Windows 7 version

- a) Windows 7 Home Basic
- b) Windows 7 Home Premium
- c) Windows 7 Enterprise
- d) All of the above

28. The minimum RAM requirement for installing Windows 7 of 32-bit on a computer is

- a) 1000 MB
- b) 20 GB
- c) 2 GB
- d) 40 GB

31. To browse all the resources connected to PC in Windows 7 system we can go to

- a) Computer
- b) Taskbar
- c) Files
- d) My Picture

34. When we click a Start button in Windows 7, it will bring up

- a) Run Menu
- b) Task menu
- c) Start Menu
- d) My Computer

20. Which is not an antivirus application program

- a) PageMaker Antivirus
- b) Avast Antivirus
- c) Bit Defender Antivirus
- d) AVG Antivirus

23. An animated image or text activated on a PC display when no activity has been sensed for a certain time is known as

- a) Screen Saver
- b) Wall Paper
- c) Moving text
- d) None of the above

26. OEM stands for

- a) Original Equity Manufacturer
- b) Original Equipment Manager
- c) Original Equipment Manufacturer
- d) Open Equipment Manufacturer

29. The default web browser of Windows 7 is

- a) Windows Live Explorer
- b) Internet Explorer 8
- c) Firefox 12
- d) Safari

32. Which of the following provides easy access to some object such as a program, documents, printer or file in a computer system?

- a) Shortcut
- b) Linker
- c) My Files
- d) Mini Program

35. Which of the following is essential to identify the exact location of a file in a computer system

- a) Filename
- b) File size
- c) File Folder Name
- d) Pathname

21. Firewall is a security system to prevent unauthorized access to or from a

- a) Bank
- b) Virus
- c) Network
- d) OS

24. The world largest selling operating system for PC's is

- a) Android
- b) Java
- c) Microsoft Windows
- d) IOS

27. Main Features of Windows 7 does not include

- a) Windows Live Mail
- b) Libraries
- c) Internet Explorer
- d) Instagram

30. The main working area on Windows 7 system interface is

- a) Desktop
- b) Work pad
- c) Folder
- d) CPU

33. The files and folders we deleted in Windows 7 system are temporarily stored in

- a) Empty Folder
- b) Recycle Bin
- c) Documents Folder
- d) D: drive

36. The default library of pictures and images in Windows 7 is

- a) Desktop
- b) Backup Drive
- c) Pictures
- d) Downloads

37. In Windows 7 any file that we moved, copied or saved to the Documents library are stored in

- a) **My Documents** b) Removable Drive
- c) My Files d) Windows Drive

40. The correct step to create File/Folder in Windows 7 includes

- a) **Press Alt + F1**
- b) Right Click on empty area of a folder and choose new
- c) Select any file and press Ctrl + X
- d) None of the above

43. The Start menu item in Windows 7 to display games installed in the system is

- a) Games b) Right pane
- c) **Accessories**
- d) Devices and Accessories

46. A shortcut in Windows 7 can be created using Cut and Paste and

- a) **Create Short Cut wizard**
- b) From taskbar c) Pressing Ctrl +F9
- d) None of the above

49. A set of tools for managing a computer system in Windows 7 is

- a) **Command set** b) Drivers
- c) Filter d) **System Tools**

38. The fundamental tools for managing files in Windows 7 is

- a) **MS Access** b) Notepad
- c) Desktop d) **Folder**

41. Windows 7 start menu includes

- a) **Search Box** b) Program List
- c) Documents d) All of the above

44. To see information about the printer, mouse and other devices installed in Windows 7 system, we need to open

- a) C Drive b) Start Menu
- c) **Devices and Printers** d) Task manager

47. Which of the following statement is true in relation to Windows 7 shortcut?

- a) **Short cut linked to a program or file**
- b) We cannot delete shortcut
- c) Short cut will self delete
- d) We cannot move Short cut to external

50. Windows 7 utility software package includes

- a) Calculator b) Notepad
- c) **Paint** d) All of the above

39. To select all the files inside a folder we can

- a) Double click on the file and pres FI
- b) Type file name in a search bar
- c) **Select the file and press F8**
- d) **Press Ctrl + A**

42. To see the complete list of programs installed in Windows 7 system, we need to click

- a) **All Programs** b) System List
- c) Taskbar d) My Computer

45. Left pane of start menu in Windows 7 display

- a) **Installed Device** b) Empty Folder
- c) My Picture and Files
- d) **Recently Used programs**

48. The correct way of deleting any shortcut in Windows 7 is

- a) **Scan with Antivirus**
- b) **Select the icon and press Del key**
- c) Select the icon and press F5
- d) **Scan with Antivirus**

51. Pick the correct statements in relation to Calculator in Windows 7

- a) It can perform scientific calculation
- b) It is more powerful the Calculator in Windows XP
- c) We can keep track of calculation
- d) **All the statements are correct**

52. How is the data stored on the diskette

- a) **MS Word**
- b) Colour
- c) **Paint**
- d) **WordPad**

55. The correct way to open command prompt in Windows 7 include

- a) Type cmd in search box and press Enter
- b) Type cmd **in** task bar and press Alt
- c) Right click on Desktop d) **NOTA**

58. A primary unit of storage on a computer is called

- a) File
- b) **Disk**
- c) Drive
- d) Floppy Data

53. Which of the following Windows 7 accessories is used for editing and storing textual data

- a) Notepad
- b) Calculator
- c) **MS Office**
- d) Command Prompt

56. A program that emulates input field in text-based user interface screen to execute specific task in Windows 7 is called

- a) Word-text
- b) Command prompt
- c) **AI Command**
- d) Screen Dialog

59. DOS command to check a disk and display status report is

- a) **CHECKDISK**
- b) CHECKFILE
- c) CHKPENDRIVE
- d) **CHKDSK**

54. To rearrange fragmented data in Windows 7 we use

- a) **RAM Cleaner**
- b) **Disk Defragmenter**
- c) Windows re-install
- d) Disk Rearrange

57. DOS was developed in

- a) **2010**
- b) 1780
- c) **1980**
- d) 2020

60. DOS command to delete one or more files is

- a) **DEL**
- b) DELETEALL
- c) CLEARFILES
- d) **REMOVE**

Office Automation Software Q&A
Jan-July 2022

1. MS-Word automatically moves the text to the next line when it reaches the right edge of the screen, this is called?

- a) Carriage Return b) Enter
- c) Word Wrap d) None of the above

4. Which of the following can be used to navigate documents?

- a) Frames b) Hyperlinks
- c) Web toolbar d) All of the above

7. How many margins are there on a page?

- a) Two (header and footer)
- b) Four (top, bottom, right and left)
- c) Two (landscape and portrait)
- d) Four (center, top, left and bottom)

10. What is gutter margin?

- a) Margin that is added to the left margin when printing
- b) Margin that is added to right margin when printing
- c) Margin that is added to the binding side of page when printing
- d) Margin that is added to the outside of the page when printing

2. Superscript, subscript, outline, emboss, engrave are known as

- a) Font styles b) Font effects
- c) Word art d) Text effects

5. Where should you go to activate the ruler on your document?

- a) View » toolbars » ruler
- b) File » Ruler
- c) View » Ruler d) Insert » Ruler

8. In Word 2007, the mailing list is known as the ____

- a) Data sheet b) Source
- c) Data source d) Sheet

11. The ____ indents all the lines of a paragraph except first line

- a) First Line Indent Marker
- b) Hanging Indent Marker
- c) Left Indent Marker
- d) Right Indent Marker

13. Which language does MSWord use to create Macros?

- a) Visual C++ b) Visual Basic
- c) FoxPro d) Access

3. Which of the following symbol sets would be most likely to contain a mathematical symbol such as a degree sign, greater than or equal to, or a Greek letter?

- a) Wingdings b) Wingdings 3
- c) Webdings d) Symbol

6. The header and footer command are located on the ____ tab

- a) Home b) Insert
- c) View d) Header

9. The ability to combine name and addresses with a standard document is Called

- a) Document formatting
- b) Database management
- c) Mail merge d) Form letters

12. The feature of Word that automatically adjusts the amount of space between certain combinations of characters so that an entire word looks more evenly spaced. What is that feature called?

- a) Spacing b) Scaling
- c) Kerning d) Positioning

14. Where is the quick Access Toolbar and when should you use it?

- a) Upper-left corner and use it for your favorite commands
- b) Floats over your text and use it when you need to make formatting changes
- c) Home tab and use it when you need to quickly launch or start new document
- d) None of the above

17. "Ctrl + D" is used to

- a) Delete Font Dialog Box
- b) Display Font Dialog Box
- c) Delete All selected Items
- d) Do nothing

20. When you link data maintained in an excel workbook to a word document is

- a) The word document cannot be edit
- b) The word document contains a reference to the original source application
- c) The word document must contain a hyperlink
- d) The word document contains a copy of the actual data

23. You can use the format painter multiple times before you turn it off by

- a) You can use the format painter button on ly one time when you click it
- b) Double clicking the format painter button
- c) Pressing the Ctrl key and clicking the format painter button
- d) Pressing the Alt key and clicking the format painter button

15. "Ctrl + Backspace" is used to

- a) Delete the single letter just before the cursor
- b) Delete the single letter just after the cursor
- c) Delete the word just before the cursor
- d) Delete the word just after the cursor

18. Which key do you press to force a page break?

- a) CTRL+ALT b) CTRL+ break
- c) CTRL+ Enter d) None of the above

21. To hold row and column titles in place so that they do not scroll when you scroll a worksheet click the

- a) Unfreeze panes command on the window menu
- b) Freeze panes command on the window menu
- c) Hold titles command on the edit menu
- d) Split command on the window menu

24. A circular reference is

- a) Geometric modeling tool
- b) A cell that points to a drawing object
- c) A formula that either directly or indirectly depends on itself
- d) Always erroneous

25. Which of the following is not a valid data type in excel

- a) Number b) Character
- c) Label d) Date/time

16. "Ctrl + Delete" is used to

- a) Delete the word just after the cursor
- b) Delete the word just before the cursor
- c) Delete the single letter just after the cursor
- d) Delete the single letter just before the cursor

19. Which button do you click to add up a series of numbers?

- a) The Autosum button
- b) The Formula button
- c) The quicktotal button
- d) The total button

22. An excel workbook is a collection of

- a) Workbooks b) Worksheets
- c) Charts d) Worksheets and charts

26. Without using the mouse or the arrow keys, what is the fastest way of getting to cell A1 in a spreadsheet?

- a) Press Ctrl + Home b) Press Home
- c) Press Shift + Home d) Press Alt + Home

27. Which of the following is an absolute cell reference?

- a) !A!1 b) \$A\$1
- c) #a#1 d) A1

28. What symbol is used before a number to make it a label?

- a) " (quote) b) = (equal)
- c) _ (underscore) d) ' (apostrophe)

29. Which of the following formula will Excel Not be able to calculate?

- a) =SUM(Sales)-A3
- b) =SUM(A1:A5)*.5
- c) =SUM(A1:A5)/(1 01 0)
- d) =SUM(A1:A5)-10

32. Except for the function, a formula with a logical function shows the word either "TRUE" or "FALSE" as a result

- a) IF
- b) AND
- c) OR
- d) NOT

35. Which of the following is not a term of MSExcel?

- a) Cells
- b) Rows
- c) Columns
- d) Document

38. A set of tools for managing a computer system in Windows 7 is

- a) =add(A1:A2)
- b) =A1 +A2
- c) =SUM(A1:A2)
- d) AI +A2

41. What lets you to create new presentation by selecting ready-made font color and graphics effects?

- a) Presentation Template
- b) Master Slide
- c) Design Template
- d) Animation Scheme

30. Getting data from a cell located in a different sheet is called

- a) Accessing
- b) Referencing
- c) Updating
- d) Functioning

33. Which function will you use to enter current time in a worksheet cell?

- a) =today()
- b) =now()
- c) =time()
- d) =currentTime()

36. B7:B9 indicates:

- a) Cells B7 and cell B9 only
- b) Cells B7 through B9
- c) Cell B8 only
- d) None of the above drive

39. Which of the following is correct syntax of IF statement in Excel?

- a) =IF(LogicalTest, TrueResult, FalseResult)
- b) =IF(LogicalTest, (TrueResult, FalseResult))
- c) =IF(LogicalTest, TrueResult) (LogicalTest, FalseResult)
- d) =IF(LogicalTest, TrueResult), IF(LogicalTest, FalseResult)

42. What PowerPoint feature will you use to apply motion effects to different objects of a slide?

- a) Slide Transition
- b) Slide Design
- c) Animation Objects
- d) Animation Scheme

31. Concatenation of text can be done using

- a) Apostrophe (')
- b) Exclamation (!)
- c) Hash (#)
- d) Ampersand (&)

34. What is the correct way to refer the cell A10 on sheet 3 from sheet 1 ?

- a) Sheet3!A10
- b) Sheet1!A10
- c) Sheet3.A1 0
- d) A10

37. Operators like NOT, AND, OR and XOR are

- a) Logical Operators
- b) Arithmetic operators
- c) Relational operators
- d) None of the above

40. Which of the following is correct exponential function?

- a) =POWER(2A3)
- b) =POWER(2,3)
- c) =POWER(2#3)
- d) =POWER(2*3)

43. Which short cut key inserts a new slide in current presentation?

- a) Ctrl+N
- b) Ctrl+M
- c) Ctrl+S
- d) None of the above

44. Which of the following is not a part of Slide Design?

- a) Design Template
- b) Color Scheme
- c) Animation Scheme
- d) Slide Layout

45. In a PowerPoint presentation

- a) Sound clips can be inserted but not movie clips
- b) Movie clips can be inserted but not sound clips
- c) Both cannot be inserted
- d) Both can be inserted

48. Which of the following provides a means of printing out feature notes with a miniature slide on a printed page?

- a) Slide with animation b) Outline view
- c) Notes page d) Audience handout

51. How can you get your photo album slide show to play continuously?

- a) Use random slide transition
- b) Launch an online broadcast
- c) Loop continuously
- d) All of the above

54. Which key on the keyboard can be used to view slide show

- a) F1 b) F2
- c) F5 d) F10

46. Which of the following font effect is not available in PowerPoint Font dialog box?

- a) Underline b) Shadow
- c) Emboss d) Strikethrough

49. Which of the following will not advance the slides in a slide show view?

- a) Esc key b) The spacebar
- c) The Enter key d) The mouse button

52. Which of the following you must first complete in order to delete an object?

- a) Double click the image
- b) Select the image
- c) Resize the image
- d) Move the image to a new location

55. What feature will you use to apply motion effects in between a slide exits and another enters?

- a) Slide Transition b) Slide Design
- c) Animation object d) Animation Scheme

47. Which option allows you to select line, curve, freeform or scribble tools?

- a) Create effect b) Insert motion path
- c) Draw custom path d) All of the above

50. The slide that is used to introduce a topic and set the tone for the presentation is called the

- a) Table slide b) Graph slide
- c) Bullet slide d) Title slide

53. Which of the following should be used with the mouse when you want to draw a perfect shape

- a) Spacebar b) ALT Key
- c) CTRL Key d) SHIFT Key

19. The picture represents



- ☐ a. Select Database
- ☐ b. Select Client
- ☒ c. Select recipients
- ☐ d. Not of MS Office item

20. The picture represents



- ☐ a. DropArt
- ☒ b. Drop Cap
- ☐ c. SmartArt
- ☐ d. Smart Cap

43. Name this icon



- ☐ a) Functional formatting
- ☐ b) Validation formatting
- ☒ c) Conditional formatting
- ☐ d) None of the above

44. Name this icon.



- ☒ a) Sort & Filter
- ☐ b) Ascending & Descending
- ☐ c) Order & Arrange
- ☐ d) None of the above

57. Name this icon.



- ☒ a) Slide show from the beginning
- ☐ b) Slide show from current slide
- ☐ c) Slide shorter
- ☐ d) None of the above

Information Technology Q&A
Jan-July 2022

1. Servers are computers that provide resources to others computers connected to a

- a) Client
- b) Mainframe
- c) Supercomputer
- d) Network

4. Barcodes store information using

- a) Thick and thin lines
- b) Punched holes
- c) Dots
- d) All of the above

7. Changing the standard code into a different code means

- a) Phising
- b) Decoding
- c) Encryption
- d) Coding

10. Growing rate of internet is ___ per month

- a) 12%
- b) 20%
- c) 13%
- d) 24%

12. A URL is divided into ___ parts

- a) Five
- b) Three
- c) Two
- d) Four

2. A program that is used to view websites is called a

- a) Browser
- b) Web viewer
- c) Spreadsheet
- d) Word processor

5. To read in coming mail choose

- a) Spann
- b) Outbox
- c) Draft
- d) Inbox

8. Which one of the following is a set of rules for exchanging information on the internet?

- a) Modem
- b) Modulation
- c) Internet Protocol
- d) Internet rules

11. Which one of the following is not the part of URLs?

- a) Server Name
- b) Filename
- c) Client Name
- d) Transfer Protocol

13. There are three types of hyperlinks they are:

- a) Text Hyperlink, Multi hyperlink and Image Map
- b) Text Hyperlink, Image hyperlink and Image Map
- c) Text Hyperlink, Single hyperlink and Image Map
- d) Text Hyperlink, Image hyperlink and Address Map

3. Smart card is

- a) Processing **unit** for software handling
- b) Processing unit contains memory for storing data
- c) Microprocessor cards
- d) **Special purpose cards**

6. Which of the following protocol is used for WWW?

- a) FTP
- b) TCP/IP
- c) http
- d) ISP

9. The full form of ARPANET is

- a) Advanced Research Proper **Administration Network**
- b) Administration Research Project Advanced Network
- c) Advanced Report Project Administration Network
- d) **Advanced Research Project Administration Network**

14. The internet started as a U.S. government project in the year ___ called the ARPANET

- a) 1869
- b) 1967
- c) **1969**
- d) 1876

15. Which one of the following is NOT the characteristic of internet?

- a) ISP
- b) ARPANET
- c) W3C
- d) URL

18. Which is the error message reported by ICMP?

- a) Time exceeded
- b) Host unreachable
- c) Echo request
- d) All of the above

21. In HTTPS 'S' stand for

- a) Secured
- b) Simple
- c) Server
- d) Send

24. SMTP stands for

- a) Short Mail Transmission Protocol
- b) Small Mail Transmission Protocol
- c) Server Mail Transfer Protocol
- d) Simple Mail Transfer Protocol

27. HTML was developed by

- a) Bill Gates
- b) Aldus Manacius
- c) Seagate
- d) Sun Microsystems

30. Which one of the following generic term is used to describe a client, server, or a network?

- a) Networks
- b) Nodes
- c) Server
- d) IP

16. Which protocol is used to report error message?

- a) TCP
- b) IP
- c) ICMP
- d) SMTP

19. Email address is made up of

- a) Single part
- b) Four part
- c) Three part
- d) Two Parts

22. The internet standard is

- a) MIME (Multi Purpose Internet Mail Extensions)
- b) BIN HEX
- c) UNENCODING
- d) None of the above

25. The Internet was originally a project for

- a) ARPANET
- b) RARPANET
- c) ABACUS
- d) None of the above

28. A company selling or buying products from other companies is

- a) Business to customers
- b) Business to business
- c) Commerce to business
- d) Online shopping

31. What is Internet?

- a) a single network
- b) a vast collection of different networks
- c) interconnection of local area networks
- d) interconnection of wide area networks

17. TCP/IP is a

- a) Network Hardware
- b) Network Software
- c) Protocol
- d) None of the above

20. Which of the following topology is least affected by addition/removal of a node?

- a) Star
- b) Ring
- c) Bus
- d) MESH Topology

23. A small network making up the internet and also having a small numbers of computers within it is called

- a) Sub- Domain
- b) Address
- c) Host
- d) IP Address

26. EMAIL stands for

- a) Electro Mail
- b) Electronic Mail
- c) Ergonomic Mail
- d) Enthusiast Mail

29. A ___ program is used to archive and compress files

- a) Encrypt
- b) ZIP
- c) Nero
- d) ISO

28. What symbol is used before a number to make it a label?

- a) " (quote)
- b) = (equal)
- c) _ (underscore)
- d) ' (apostrophe)

32. Google Is basically

- a) Internet server
- b) Hypertext transfer protocol
- c) Internet service provider
- d) Search engine

35. Connections to the backbone are made by___ who then sell access bandwidth to individuals or commercial organizations

- a) Internet Server Providers
- b) Internet Service Providers
- c) Intranet Service Providers
- d) Internet Service Programs

38. ActiveX, a technology from

- a) Sun Microsystem
- b) IBM
- c) Microsoft
- d) Apple

41. Messenger allows you to store e-mail addresses in its

- a) Folder
- b) Storage
- c) Memory
- d) Address book

44. Part of a complete website is

- a) Website
- b) Web browser
- c) Web page
- d) Bookmark

33. What is a web browser?

- a) A program that can display a web page
- b) A program used to view html documents
- c) It enables user to access the resources of Internet
- d) All of the mentioned

36. Conversion of analog signal to its digital format the destination is called

- a) Demodulation
- b) Modulation
- c) Modem
- d) Conversion

39. ___ is the world's largest electronic discussion forum

- a) E-mail
- b) Public Domain Network
- c) Usenet
- d) Client/Server Network

42. Browser are sometimes referred to as

- a) Navigator
- b) Explorer
- c) Web Clients
- d) Server

45. The uppermost section of an e-mail is

- a) Header
- b) Margin
- c) Footer
- d) Top-level

47. Point out which one of the following is not the nature of poor Netiquette.

- a) Poor grammar and spelling errors
- b) Harsh language
- c) Junk mails
- d) Spam mails

34. Some older version of SMTP cannot handle message more than?

- a) 128kb
- b) 64kb
- c) 32kb
- d) 16Kb

37. Email is divided into two parts: Username and

- a) Domain Name
- b) Server Name
- c) Client Name
- d) Protocol Name

40. Full form of MODEM

- a) Modulation and Demodulation
- b) Modulator/Demodulator
- c) Modulator and Electronic Demodulator
- d) Modulator or Digital Electronic Demodulator

43. Which one of the following changes an arrow of a mouse to a pointing hand

- a) Hyperlink
- b) Web pages
- c) Hypertext
- d) Browser

46. E-mail address/ addresses of secondary recipient(s) to whom copy needs to be sent is

- a) Cc
- b) To
- c) Bcc
- d) Sender

48. If the search request fails in Yahoo, it is automatically routed to

- a) Google
- b) Yahoo itself
- c) Alta Vista
- d) HotBot

49. The equipment needed to allow home computers to connect to the Internet is called a

- a) **Modem**
- b) Gateway
- c) Monitor
- d) Peripheral

52. The network where all the nodes are around a central server is a

- a) Bus network
- b) **Star network**
- c) Ring network
- d) None of the above

55. Full form of FTP is

- a) File Telnet Protocol
- b) Free Transmission Protocol
- c) **File Transfer Protocol**
- d) File Transmission Protocol

58. Preventing the network communication system falling in the hands of unauthorized is called

- a) **Security**
- b) Controlling
- c) Prevention
- d) Hazard

50. While uploading a file from computer to the server, files move from the local to

- a) Desktop
- b) **Remote**
- c) Local
- d) All of the above

53. Name the software which comes with a basic telnet client package

- a) Excel
- b) Word for Windows
- c) Windows 98
- d) None of the above

56. Which of the following can be also a software

- a) **Firewall**
- b) Router
- c) **Modem**
- d) Gateway

59. When a digital signal is converted into analog form, it is called

- a) **Modulation**
- b) Conversion
- c) **Demodulation**
- d) Radio Signal

51. In MODEMS

- a) **Digital signal is amplified**
- b) Several digital signals are multiplexed
- c) A digital signal changes some characteristic of a carrier wave
- d) None of the above

54. A popular application of computer networking is the world wide web of newsgroup called

- a) News
- b) Gateway
- c) **Netnews**
- d) None of the above

57. Which of the following is not a cybercrime

- a) **Blocking attack**
- b) Hacking
- c) **Denial of service attack**
- d) **Worm attack**

60. Information in a book, magazine, newspaper etc is

- a) Linear
- b) Non-Liner
- c) **Both (a) and (b)**
- d) None of the above