

Question 1

All the options mentioned below are real security and privacy risks, except:

- A) Virus attack
- ~~B) Spam~~
- C) Worm attack
- D) Malware attack

Question 3

Match the following logical functions with their use.

- | | |
|--------|---|
| 1. IF | A – Return TRUE if all of its arguments are TRUE. |
| 2. NOT | B – Specifies a logical test to perform |
| 3. AND | C – Reverses the logic of its argument |

A) 1-A, 2-C, 3-B

B) 1-B, 2-A, 3-C

~~C) 1-B, 2-C, 3-A~~

D) 1-A, 2-B, 3-C

Question 4

Which of the following options will you use if you want a person to be informed of the mail but not exactly the intended receipt and you want everyone to explicitly see all the recipients?

- A) Bcc
- ~~B) Cc~~
- C) Post
- D) Mail merge

Question 5

While sending e-mails, which option should be chosen if you want to put another person in a copy secretly?

- ☒ A) Bcc
- ☐ B) To
- ☐ C) Subject
- ☐ D) Cc

Question 6

Which of the following should be used to store the files securely and open or edit them from any device having an internet connection?

- A) Google edit
- B) Adobe acrobat
- C) All of the mentioned options
- ~~D)~~ Google drive

Question 7

Classify the following as Input or Output devices.

1. Keyboard 2. Mouse 3. Printer 4. Monitor

- ~~A)~~ 1->Input device, 2->Input device, 3->Output device, 4->Output device
- B) 1->Input device, 2->Input device, 3->Output device, 4->Input device
- C) 1->Input device, 2->Output device, 3->Output device, 4->Input device
- D) 1->Input device, 2->Output device, 3->Input device, 4->Output device

Question 8

What could be the possible reason of getting the given error in a worksheet?

#NUM!

- A) Text not recognized in a formula
- B) A value is not available to a function
- ~~C) Function contains invalid numeric values~~
- D) A number is divided by zero

Question 9

Which of the following tasks can be done with the Internet?

1. Media download
2. File transfer
3. Financial Transaction

Choose the correct answer from the options given below.

- A) Only 1 and 2
- B) Only 1 and 3
- C) Only 2 and 3
- ~~D) All 1, 2 and 3~~

Question 10

Match the following file types in List 1 with their respective extensions in List 2.

LIST-1

LIST-2

- | | |
|--------------------|---------|
| 1. Word file | A. .mp4 |
| 2. Image file | B. .exe |
| 3. Video file | C. .doc |
| 4. Executable file | D. jpeg |

A) 1-C, 2-D, 3-B, 4-A

B) 1-D, 2-B, 3-A, 4-C

C) 1-D, 2-A, 3-C, 4-B

~~D)~~ 1-C, 2-D, 3-A, 4-B

Question 11

Find the odd one out

- A) Windows
- ~~B) Internet~~
- C) Unix
- D) Android

Question 13

Overheating of a microprocessor can be caused due to:

1. Improper connection of the processor fan
2. To overclock the CPU, jumpers may be configured
3. Incompatible voltage supply

Choose the correct answer from the options given below.

- A) Only 1 and 2
- B) Only 1 and 3
- ~~C) All 1, 2 and 3~~
- D) Only 2 and 3

Question 14

If you are using some special fonts in your word document and want to embed them which of the following action you should take?

- A) Protect the document
- B) Change the cache settings
- C) Change the auto recover time
- ~~D) Preserve fidelity when sharing the document~~

Question 16

Someone tells you that he is receiving a lot of mail from sources he does not know about products & services that he is not interested. What is he likely to be getting?

- ~~A)~~ Spam
- B) Mails from partners of shops he has purchased products from
- C) Viruses embedded in emails
- D) Personalized marketing emails from product suppliers

Question 17

Which of the following options checks all your hardware connections and locates all your devices, even before the OS loading?

- ~~A)~~ BIOS
- B) None of the mentioned options
- C) Microprocessor
- D) Device driver

Question 18

Which of the following devices is a storage device?

- A) Optical devices
- B) Magnetic devices
- C) Solid-state storage devices
- ~~D)~~ All of the mentioned options

Question 19

Which of the following are the components of the Central Processing Unit (CPU)?

- A) Arithmetic Logic Unit and Mouse
- B) Only Arithmetic logic unit and Integrated Circuits
- ~~C)~~ Arithmetic Logic Unit and Control Unit
- D) Control Unit and Monitor

Question 20

Which of the following can be used to send the same mail to different persons?

- A) Template
- ~~B) Mail merge~~
- C) Directives
- D) Macros

Question 21

The tile of a document can be placed in the center of a page in MS word using:

- A) Spacing
- ~~B)~~ Alignment feature
- C) Tab key
- D) Font style

Question 22

Which of the following are the possible disadvantages of e-mail?

1. Forgery 2. Misdirection

Choose the correct answer from the options given below.

- A) Only 2
- B) Neither 1 nor 2
- C) Only 1
- ~~D)~~ Both 1 and 2

Question 24

Which of the following is a web browser?

- ~~A)~~ Opera
- B) NetBeans
- C) Eclipse
- D) Norton

Question 27

Which of the following applications can be used for creating a formal presentation?

- ☒ A) MS-PowerPoint
- ☐ B) MS-Excel
- ☐ C) MS-Access
- ☐ D) MS-Word

Question 28

Which of the following cables will you prefer for transmitting high-quality and high-bandwidth streams of audio and video between devices?

- A) USB
- B) PS/2
- ~~C) HDMI~~
- D) Ethernet cable

Question 29

If you are recording a presentation by using PowerPoint and Camtasia then which of the following options are correct?

1. You can toggle camera recording
2. You can toggle microphone recording
3. You can add/delete slides to media timeline

- A) 1 and 3
- ~~B) 1, 2 and 3~~
- C) 2 and 3
- D) 1 and 2

Question 30

Which of the following options should a person choose if he has to mail every person present?

- A) Forward
- ~~B) Reply all~~
- C) Reply
- D) New mail

Question 31

Which of the following is used for Computer Games?

- A) Mouse
- B) Track pad
- ~~C) Joystick~~
- D) Touch pad

Question 32

Which of the following can be attached with an email?

1. Word document
2. Images
3. PowerPoint Presentation
4. Audio/Video files

Choose the correct answer from the options given below

- A)** Only 1
- B)** All 1, 2 and 3
- C)** Only 1, 2 and 3
- D)** Only 1 and 2

Question 33

1 megabyte(MB) = _____ kilobytes(KB)

- A) 256
- B) 100
- C) 1024
- D) 1048

Question 34

In networking, which of the following is defined as a firewall?

- A) The physical boundary of a computer network
- B) A system designed to prevent unauthorized access
- C) A web browsing software
- D) An operating system of a computer network

Question 35

Operating system is an example of which of the following types of software?

- A) Application software
- B) System software
- C) Utility software
- D) None of the mentioned options

Question 36

Which of the following text function in MS Excel is case sensitive?

1. FIND

2. EXACT

3. LEN

A) 2 and 3

B) 1 and 3

C) 1 and 2

D) 1, 2 and 3

Question 37

Outlook express is a/an:

- A) Search engine
- B) Website
- C) Browser
- ~~D) E-mail client~~

Question 39

Which of the following options is the largest unit of storage in the computer system?

- A) Kilobyte
- ~~B) Terabyte~~
- C) Gigabyte
- D) Megabyte

Question 40

Which of the following options should a person choose if he has to mail every person present in on ongoing mail thread?

- A) Reply
- B) New mail
- C) Forward
- D) Reply all

Question 41

A block of text added to a mail automatically at its end is called a/an:

- A) Attachment
- B) Footer
- ~~C) Signature~~
- D) Copyright text

Question 42

Find the odd one out:

- A) External hard drive
- B) Pen drive
- C) Memory card
- ~~D) RAM~~

Question 43

Which of the following can be added in the signature of the email?

1. Text

2. Link

3. Image

A) All 1, 2 and 3

B) Only 2 and 3

C) Only 1 and 3

D) Only 1

Question 44

Which of the following is a correct format of email address?

- A) name@website@info
- B) name.website.com
- C) www.nameofebsite.com
- ~~D) name@website.info~~

Question 45

Which of the following statement is correct for Incognito mode of browser?

1. It won't save your browsing history
2. It won't keep the bookmarks you create
3. It won't hide your activities from websites you visit

A) 2 and 3

~~B)~~ 1, 2 and 3

C) 1 and 2

D) 1 and 3


Question 46

Which of the following can be done if the application we are working on gets frozen?

- A) Wait till it gets over
- ~~B)~~ Open windows task manager and force closing the application
- C) None of the mentioned options
- D) Shut down the computer

Question 47

Someone tells you that he is receiving a lot of mail from sources he does not know about products & services that he is not interested in. What is he likely to be getting?

-  A) Spam
- B) Viruses embedded in emails
- C) Mails from partners of shops he has purchased products from
- D) Personalized marketing emails from product suppliers

Question 48

Magnetic tape is an example of which of the following storage devices?

- ~~A)~~ Secondary storage devices
- B) Tertiary storage devices
- C) Primary storage devices
- D) None of the mentioned options

Question 49

Which of the following technologies enables us to make voice calls over the network?

- A) Internet voice protocol
- B) Digital telephony subscriber service
- C) Internet protocol
- ~~D)~~ Voice over internet protocol (VoIP)

Question 50

In which of the following cases can we use “Forward” feature in email?

1. To send the email to a colleague who is not on the To or Cc lines.
2. To reply to the original sender and all other recipients on the To and Cc.

Choose the correct answer from the options given below.

- A) Both 1 and 2
- B) Only 2
- C) Neither 1 nor 2
- ~~D)~~ Only 1

Question 51

After inserting an image in a Word document, which of the following key should be used to resize the image by dragging while maintaining the image's proportions?

- A) Tab
- B) Alt
- C) Ctrl
- D) Shift

Question 52

Which of the following is a file on a computer that links to another program or file somewhere else on the same computer?

- A) Shortcut
- B) File link
- C) Attachment
- D) URL

Question 53

In DBMS, there are two tables, Teacher (containing information about all the teachers in a school) and Class (containing information about classes taught by the teachers). Which of the following relationships will link them?

- A) One-to-one
- B) None of the mentioned options
- C) Many-to-many
- D) One-to-many

Question 54

The ALU of a computer normally contains which of the following high-speed storage elements?

- A) Hard disks
- B) Magnetic disks
- C) Semiconductor memory
- D) Registers

Question 55

Which of the following cannot be the part of an email address?

- A) Characters
- B) Dot
- C) Space
- D) Number

Question 56

Which of the following programs automatically connects to websites and download documents and save them to the local drive?

- A) Offline browsers
- B) Web servers
- C) Web downloading utilities
- D) None of the mentioned options

Question 57

In the railway reservation system, the entities are date, PNR number, place of departure, destination, type of birth and seats available. Which of the following is the primary key?

- A) PNR number and place of departure
- B) PNR number
- C) PNR number and date
- D) PNR number and destination

Question 58

Two statements have been given below on MS Outlook. Which of following statements are correct?

1. Quick flagging is used for prioritization
2. Clean up button removes inappropriate language from your email

Choose the correct answer from the options given below.

- A) Only 2
- B) Both 1 and 2
- C) None of the mentioned options
- D) Only 1

Question 59

Which of the following function in MS Excel is used for error handling?

1. IF

2. IFS

3. IFNA

A) Only 3

B) Only 1

C) 1, 2 and 3

D) Only 2

Question 60

If message is in Inbox and person has to decide alone on the message, then what should be next course of action for him?

- A) Send memo and get appropriate people together
- B) Deal with it immediately and reschedule appointments
- C) Reschedule task for later
- D) Reschedule appointments and get the appropriate people together.

Question 61

What is the minimum number of decisions via which a person can come to a decision for the incoming message?

- A) 3
- B) 1
- C) 4
- D) 2

Question 62

How many decisions (maximum) for the incoming message are taken by a person?

- A) 6
- B) 7
- C) 5
- D) 4

Question 63

From a given sales data if you select the bottom of the horizontal scroll bar?

1. Total order value
2. Average order value
3. Number of orders

- A)** 1 and 3
- B)** 1, 2 and 3

Question 64

Tom notices that when he runs several programs simultaneously on his down considerably. What is the reason for this?

- A) Poorly written programs
- B) Low monitor speed
- C) Not enough space on the hard drive
- D) Insufficient RAM

Question 65

1 megabyte(MB) = _____Kilobyte(kb)

- A) 100
- B) 256
- C) 1048
- D) 1024

Question 66

Which of the following keyboard shortcuts can be used to insert a new slide?

- A) Ctrl + W
- B) Ctrl + N
- C) Ctrl + T
- D) Ctrl + M

Question 67

In terms of computer storage ,which of the following represents the smallest unit of measurement?

- A) Gigabyte
- B) Byte
- C) Megabyte
- D) Bit

Question 68

If you have accidentally deleted a file by pressing Shift +Delete keys, then from where you can retrieve the file?

- A) Recycle bin
- B) Draft
- C) Rash folder
- D) The file cannot be retrieved

Question 74

In MS Word, you can use which of the following type of page orientation?

1. Landscape
 2. Portrait
-
- A) Neither 1 nor 2
 - B) Only 2
 - C) Only 1
 - D) Both 1 and 2

Question 70

What does URL refer to?

- A) An address
- B) A tool
- C) A component
- D) A network

Question 71

Which of the following is shortcut key to open a Task manager?

- A) Ctrl + Alt + Delete
- B) Ctrl + Delete
- C) Shift + Alt + Delete
- D) Ctrl + Shift + Delete

Question 72

The table given below represents the sales of different laptop companies during the financial year 2016-2017 ?

	A	B	C	D
1	Product Name	Sales Quantity	MRP	Annual Sales Growth
2	MacPRO	100	\$812	5%
3	Dell Inspiron	150	\$520	2%
4	Asus	120	\$420	3%
5	Dell Infinity	140	\$510	5%
6	HP Laser	120	\$512	2%
7	Lenovo Pro	140	\$510	1%
8	Acer Pro	102	\$420	2%
9	Lenovo 12Pro	120	\$320	1%

Question 72

What will be the output of the following function when applied to the given table?

=SUBTOTAL(4,B2:B9)

- A) 992
- B) 150
- C) #ERROR
- D) 8

Question 73

What will happen if you haven't been given permission to view the calendar yet?

- A) A black screen will appear
- B) You will see an error message
- C) You will see a message asking whether you'd like to request permission from its owner to view the calendar
- D) You will be redirected to your custom calendar

Question 74

Which of the following statement is/are correct regarding styles in MS word?

[1] You can add a style separator to the end of a paragraph using the ctrl+alt+space keyboard shortcut

[2] The style pan can also be accessed in MS word using the keyboard shortcut ctrl+alt+shift+s.

[3] Clear all is not a style but a command and it will always appear at the top of the pane no matter how you decide to display your styles.

Choose the correct answer from the options given below:

Question 74

- A) Only statement 2 and 3 are correct and statement 1 is wrong.
- B) Only statement 1 and 3 are correct and statement 2 is wrong.
- C) Only statement 1 and 2 are correct and statement 3 is wrong.
- D) All statement are true

Question 75

Match the following options with respect to the given statement.

[1] _____items are placed at the end of the document

[2] _____is the space between the margin and the start of a paragraph.

- A) Footer and gutter
- B) Footer and spacing
- C) Footer and indentation
- D) Endnote and indentation

Question 76

Which of the following shortcut keys is used to highlight the entire column?

- A) Ctrl + enter
- B) Ctrl + pageup
- C) Ctrl + spacebar
- D) Ctrl + C

Question 77

Which shortcut key is used for sending composed messages in MS Outlook?

- A) Alt + F4
- B) Shift + end
- C) Ctrl + Enter
- B) Ctrl + end

Question 78

Your sister wants to become an expert in animation and seeks your advice on what software would be appropriate for her. Which of the following would you not suggest for animation?

- A) 3DS max
- B) MS paint
- C) Flash
- D) Maya

Question 79

The print titles feature under page layout tab of MS excel is used to:

- A) Apply specific paper size to all sections in the document
- B) Print a specific area of the sheet
- C) Select Which header and footer to print
- D) Specify the rows and columns to be repeated in each printed page.

Question 80

If you want to minimize all the application windows on your screen by just one click, then at which of the following functions should be click?

- A) Right most corner of the taskbar
- B) Start button
- C) Left most corner of the taskbar
- D) Right click anywhere on the taskbar

Question 81

Which of the following type of malware sends information about your web surfing habits to an attacker?

- A) Ransomware
- B) Worms
- C) Trojan horses
- D) Spyware program

Question 82

Find the odd one out

- A) Gmail
- B) Skype
- C) Google classroom
- D) Zoom

Question 83

In which extension can we save the template of out-of-office replies in MS Outlook?

- A) .otp
- B) .oft
- C) .olk
- D) .ouk

Question 84

Suppose you are keeping track of the interns performance, Some of hem have missed the deadline because the work requirement was sent at How can you check who has read the mail?

- A) wait to see if you get a response
- B) Ask everyone to reply back to your email
- C) None of the mentioned options
- D) Call the recipients to ask f he/she got the email
- E) Check the read receipt box when sending the mail

Question 85

Drop command is used in which of the following type of DBMS language?

- A) Transaction control language
- B) Data control language
- C) Data Definition language
- D) Data manipulation language

Question 86

Which of the following is true for the entity integrity constraint in DBMS?

- A) None of the mentioned options
- B) Primary key can hold any value
- C) Primary key can be null
- D) Primary key cannot be null

Question 87

Which of the following unit is used to measure the speed of internet?

- A) Dpi
- B) Gb
- C) Gbps
- D) GHz

Question 88

Cartesian product in relational algebra is :

- A) A binary operator
- B) Not defined
- C) A ternary operator
- D) A unary operator

Question 89

If by accident a mail is deleted, then which of the following folders can be used to retrieve the mail?

- A) Inbox
- B) Spam
- C) Trash
- D) Drafts

Question 90

Which of the following applications is a Database management system?

- A) MS-Access
- B) MS-Excel
- C) MS-Word
- D) MS-PowerPoint

Question 91

Which of the following can be shared across a Network?

- A) PowerBank
- B) Headphones
- C) Printer
- D) Stylus

Question 92

Internet explorer is:

- A) A compiler
- B) An operating system
- C) A browser
- D) An anti virus software

Question 93

If you are surfing on the internet and you do not want your browsing history to be saved, then which of the following should you use?

- A) New window
- B) Browsing history is never saved
- C) Incognito mode
- D) It is not possible

Question 94

Which of the following programs automatically connects to websites and download documents and save them to the local drive?

- A) Offline browsers
- B) Web browsers
- C) Web downloading utilities
- D) None of the mentioned options

Question 95

You have already selected all the text in a word document using Ctrl + A.
what shortcut keys could you use to remove all hyperlinks in the document?

- A) Ctrl + Shift + F5
- B) Ctrl + Shift + F4
- C) Ctrl + Shift + F7
- D) Ctrl + Shift + F9

Question 96

You want to import contacts from an excel spreadsheet. In which of the following formats should your excel workbook be saved before you can do so?

- A) .xlsx
- B) .pdf
- C) .ods
- D) .csv

Question 97

What does error 500 indicates?

- A) Bad gateway
- B) Service unavailable
- C) Internal server error
- D) Network timeout

Question 98

In MS Excel, which of the following signs is used to provide a relative cell reference?

- A) \$
- B) #
- C) @
- D) &

Question 99

Which of the following part of the laser printer is used to make the ink permanent on the paper with the help of heat and pressure?

- A) Corona wire
- B) Photoreceptor
- C) Fuser
- D) Rotating drum

Question 100

For printing on both the sides of a paper which of the following function should be used in a laser printer?

- A) Duplexing
- B) Auto flipping mode
- C) Automatic printing
- D) Page turnover