

## Computer Questions

- In Excel you can use a function to combine text from two cells into one cell. But you can use an operator to do the same thing. Which operator is that?
  - & (ampersan)
  - = (equal sign)
  - (space)
  - All of the above
  - All of the above
- Screen that at shows all the icons when you turn on your computer th \_\_\_\_
  - Desktop
  - Face to face
  - Viewer
  - View space
  - None of these
- Retrieval of information from a computer is called:
  - Output
  - Input
  - Data
  - Information
  - Processing
- If in a computer, 16 bits are used to specify address in a RAM, the number of addresses will be \_\_\_\_
  - 216
  - 65,536
  - 64K
  - 128K
  - 35K
- A dot-matrix printer-
  - is an input-output device
  - is an output device only
  - is an input device only
  - only 2 & 3
  - None of these
- Excel is a collection of
  - Workbook
  - Worksheets
  - Graphs
  - Charts
  - None of the above
- A credit card-sized expansion board that is inserted into portable computers that connects the modem to the telephone wall jack is:
  - Internal modem
  - External modem
  - PC Card modem
  - Wireless modem
  - Wired modem
- Which file format can be added to a PowerPoint show?
  - .jpg
  - .giv
  - .wav
  - All of the above
  - All of the above
- Where is the disk put in a computer ?
  - in the modem
  - in the hard drive
  - into the CPU
  - in the disk drive
  - None of these
- In Windows operating system to minimize all of the windows
  - Windows Logo
  - Windows Logo + BREAK
  - Windows Logo + D
  - Windows Logo + M
  - All of the above
- ASCII-8 is
  - An extended version of ASCII-7
  - Is a 8-bit code
  - Both A & B are true
  - Both A & B are false
  - All of the above
- In Microsoft PowerPoint the following will not advance the slides in a slide show view
  - Esc key
  - The spacebar
  - The Enter key
  - The mouse button
  - All of the above
- In Windows operating system when you delete a file or folder, it doesn't actually get deleted right away, it goes to the \_\_\_\_\_.
  - Recycle Bin
  - Dust Bin
  - Cycle Bin
  - None of these
  - All of the above
- Process of finding/ correcting program errors is
  - Bugs
  - Debugging
  - Hacking
  - Cracking
  - All of the above
- The first layer in OSI reference model is
  - Network
  - Physical
  - Application
  - Data link
  - None of these
- Fax machines and imaging systems are examples of
  - bar-code readers
  - imaging systems
  - scanning devices
  - pen-based systems
  - None of these
- The smallest storage unit in a computer is...

- (a) Nibble  
(b) Byte  
(c) Bit  
(d) Word  
(e) None of these
18. Excel uses the .... Function when creating a data table  
(a) Average  
(b) Count  
(c) Sum  
(d) Table  
(e) All of the above
19. To avoid the wastage of memory, the instruction length should be  
(a) Multiple of character size only  
(b) Of word size only  
(c) Of file size only  
(d) Of word size which is multiple of character size  
(e) None of these
20. In a slide presentation, a typical slide does not have  
(a) Photo images, charts, graphs  
(b) Clip arts  
(c) Audio Clips  
(d) Content  
(e) Full motion video
21. Which process checks to ensure the components of the computer are operating and connected properly?  
(a) Booting  
(b) Processing  
(c) Saving  
(d) Editing  
(e) None of these
22. In addition to keying data directly into a database, data entry can be done from a(n)  
(a) input form  
(b) table  
(c) field  
(d) data dictionary  
(e) None of these
23. Computer output which is displayed on the screen of a terminal without a permanent copy is called  
(a) Soft copy  
(b) Hardcopy  
(c) Hardware  
(d) None of these  
(e) All of the above
24. What term is used for the occurrence of values for data elements more than once?  
(a) Concurrency  
(b) Redundancy  
(c) Enumeration  
(d) Iteration  
(e) None of these
25. Which of the following is specially designed computer chips that reside inside other devices, such as your car or your electronic thermostat etc.?  
(a) Robotic computers  
(b) Mainframe computers  
(c) Embedded computers  
(d) Peripheral computers  
(e) None of these
26. In \_\_\_\_\_, a file is transferred from another computer to your computer.  
(a) Copy  
(b) Upload  
(c) Download  
(d) Upgrade  
(e) RSS
27. You can protect a floppy disk.  
(a) Read  
(b) Read and Write  
(c) Write  
(d) All of the above  
(e) None of these
28. \_\_\_\_\_ is responsible for overall control and co-ordination of instruction execution.  
(a) CPU  
(b) ALU  
(c) RAM  
(d) Control UNIT  
(e) None of these
29. Which of the following memory can be erased using Ultra Violet Rays?  
(a) RAM  
(b) ROM  
(c) PROM  
(d) EPROM  
(e) EEPROM
30. In Excel this function converts miles to kilometers, kilograms to pounds, and so on  
(a) Convert  
(b) Product  
(c) Change  
(d) All of above  
(e) All of the above
31. Which of the following terms is associated with the computers processing speed?  
(a) MIPS(Million Instruction PerSecond)  
(b) FCFS  
(c) MPEG  
(d) TIFF  
(e) None of these
32. Following is true for Bandwidth  
(a) The wider the bandwidth of a communications system the more data it can transmit in a given period of time.

- (b) The narrower the bandwidth of a communications system the more data it can transmit in a given period of time.  
(c) The wider the bandwidth of a communications system the less data it can transmit in a given period of time.  
(d) None is true  
(e) All of the above
33. In Excel comments can be added to cells using  
(a) Edit > Comments  
(b) Insert > Comments  
(c) File > Comments  
(d) View > Comments  
(e) All of the above
34. A file which has not been alerted, compressed, or manipulated in any way by the computer is called?  
(a) temp file  
(b) raw file  
(c) permanent file  
(d) distort file  
(e) None of these
35. In Excel you can quickly change the appearance of your work by choosing Auto Format from the ..... Menu  
(a) Edit  
(b) View  
(c) Format  
(d) Tools  
(e) All of the above
36. Hardware that adds two numbers is:  
(a) the control unit  
(b) an internal CPU register  
(c) arithmetic Logic Unit  
(d) Browser  
(e) None of these
37. In Excel to copy cell contents using drag and drop press the  
(a) End key  
(b) Shift key  
(c) Ctrl key  
(d) Esc key  
(e) All of the above
38. Software instructions intended to satisfy a user specific processing needs are called  
(a) systems software  
(b) microcomputer  
(c) documentation  
(d) applications software  
(e) All of the above
39. In Excel two common wildcard characters that Excel recognizes are  
(a) \* and ?  
(b) < and >  
(c) ^ and /  
(d) + and -
- (e) All of the above
40. Microsoft Office is  
(a) Desktop applications  
(b) Operating system  
(c) Command window  
(d) None of these  
(e) All of the above
41. In Excel which of the following options is not located in the Page Setup dialog box?  
(a) Page Break Preview.  
(b) Page Orientation  
(c) Margins  
(d) Headers and Footers  
(e) All of the above
42. What do you need for an ink jet printer?  
(a) A drum  
(b) A cartridge  
(c) A ribbon  
(d) All of the above  
(e) None of these
43. A dot-matrix printer  
(a) is an input-output device  
(b) is an output device only  
(c) is an input device only  
(d) both 2 and 3  
(e) None of these
44. www stands for \_\_\_\_\_  
(a) World Word Web  
(b) World Wide Web  
(c) World White Web  
(d) World Work Web  
(e) None of these
45. What is correcting errors in a program called ?  
(a) Interpreting  
(b) Translating  
(c) Debugging  
(d) Compiling  
(e) None of these
46. In Excel which of the following formulas is not entered correctly?  
(a) =10+50  
(b) =B7\*B1  
(c) =B7+14  
(d) 10+50  
(e) All of the above
47. Magnetic tape can serve as  
(a) input media  
(b) output media  
(c) secondary-storage media  
(d) all the above  
(e) All of the above
48. In Excel you can zoom a worksheet  
(a) With the mouse pointer in Print Preview  
(b) With the zoom button on the Print Preview toolbar

- (c) With the Zoom command on the view menu  
 (d) All of the above  
 (e) All of the above
49. An impact printer creates characters by using...?  
 (a) An inked ribbon and print head  
 (b) Electrically charged ink  
 (c) An ink pen  
 (d) All of the above  
 (e) None of these
50. What are bas, doc, and html examples of?  
 (a) extensions  
 (b) domains  
 (c) protocols  
 (d) databases  
 (e) None of these
51. All the deleted files go to  
 (a) Recycle Bin  
 (b) Task Bar  
 (c) Tool Bar  
 (d) My Computer  
 (e) None of these
52. Where should floppy disks be stored?  
 (a) By a sunny window  
 (b) In a drawer  
 (c) All of the above  
 (d) By magnet objects  
 (e) None of these
53. SCSI is related to  
 (a) Network  
 (b) Storage  
 (c) Data transfer  
 (d) Images  
 (e) Resolution
54. The lowest form of Computer language is called \_\_\_\_\_.  
 (a) BASIC  
 (b) FORTRAN  
 (c) Machine Language  
 (d) COBOL  
 (e) None of these
55. How many options does a BINARY choice offer?  
 (a) None  
 (b) One  
 (c) Two  
 (d) it depends on the amount of memory on the computer  
 (e) It depends on the speed of the computer's processor
56. In Excel cell reference for a range of cells that starts in cell B1 and goes over to column G and down to row 10 is  
 (a) B1-G10  
 (b) B1.G10  
 (c) B1;G10  
 (d) B1:G10\*
- (e) All of the above
57. In Excel the Paste Special command lets you copy and paste  
 (a) Multiply the selection by a copied value  
 (b) Cell comments  
 (c) Formatting options  
 (d) The resulting values of a formula instead of the actual formula  
 (e) All of the above
58. What is the permanent memory built into your computer called ?  
 (a) RAM  
 (b) Floppy  
 (c) CPU  
 (d) CO-ROM  
 (e) ROM
59. An error in a computer program is referred as  
 (a) Bug  
 (b) Bit  
 (c) Virus  
 (d) None of these  
 (e) All of the above
60. The four main functions of a computer are:  
 (a) Input, processing, output and storage  
 (b) Learning, thinking, intelligence and virtuosity  
 (c) Data, information, bits and bytes  
 (d) Hardware, software, modeling and operations  
 (e) None of these
61. The set of computer programs, procedures, and associated documentation related to the effective operation of a computer system is referred as  
 (a) Software  
 (b) Hardware  
 (c) Hardcopy  
 (d) Softcopy  
 (e) All of the above
62. Which of the following is also known as brain of computer?  
 (a) Control unit  
 (b) Central Processing unit  
 (c) Arithmetic and language unit  
 (d) Monitor  
 (e) None of these
63. What type of computer chips are said to be volatile?  
 (a) ROM chips  
 (b) RAM chips  
 (c) DRAM  
 (d) All of the above  
 (e) None of these -
64. A set of flip flops integrated together is called \_\_\_\_  
 (a) Counter  
 (b) Adder  
 (c) Register  
 (d) Flip flop  
 (e) All of the above

65. In Excel Text formulas  
 (a) Replace cell references  
 (b) Return ASCII values of characters  
 (c) Concatenate and manipulate text  
 (d) Show formula error value  
 (e) All of the above
66. \_\_\_\_\_ is a high speed memory ,that can be used in between CPU and main memory  
 (a) CPU  
 (b) buffer  
 (c) Spooling  
 (d) Cache  
 (e) None of these
67. What are responsible for storing permanent data and instructions?  
 (a) RAM chips  
 (b) All of the above  
 (c) DRAM chips  
 (d) ROM chips  
 (e) None of these
68. In Excel you can use the drag and drop method to  
 (a) Copy cell contents  
 (b) Delete cells contents  
 (c) Add cell contents  
 (d) All of above  
 (e) All of the above
69. For seeing the output, you use  
 (a) Monitor  
 (b) Keyboard  
 (c) Mouse  
 (d) Scanner  
 (e) None of these
70. \_\_\_\_\_ Bar is located at top of WordPad / Notepad /MS Word window.  
 (a) Title  
 (b) Menu  
 (c) Tool  
 (d) Format  
 (e) None of these
71. Zipping a file means  
 (a) Encrypting the message  
 (b) Compressing the message  
 (c) Transfer the message  
 (d) All of these  
 (e) None of these
72. In Microsoft PowerPoint the following options changes the fill color of an object back to the default color  
 (a) Template  
 (b) Automatic  
 (c) Patterns  
 (d) Fill colors  
 (e) All of the above
73. In Excel to protect a worksheet, you can choose Protection and the Protect Sheet from the ..... menu  
 (a) Edit  
 (b) Format  
 (c) Tools  
 (d) Data  
 (e) All of the above
74. The steps and tasks needed to process data, such as responses to questions or clicking an icon, are called\_\_\_\_\_.  
 (a) The O/S  
 (b) Instructions  
 (c) Data flow  
 (d) Application software  
 (e) None of these
75. In a worksheet you canselect  
 (a) Entire worksheet  
 (b) Rows  
 (c) Columns  
 (d) All of the above  
 (e) All of the above
76. The Pentium processor contains-  
 (a) tens thousands of transistors  
 (b) hundred thousands of transistors  
 (c) thousands of transistors  
 (d) several millions of transistors  
 (e) hundred transistors
77. Microsoft Word is a word processor that saves in its proprietary-----format.  
 (a) .doc  
 (b) .pdf  
 (c) .txt  
 (d) None of these  
 (e) All of the above
78. For checking spelling one uses  
 (a) Dictionary Disk  
 (b) Index disk  
 (c) Directory  
 (d) None of these  
 (e) All of the above
79. Microsoft Windows provides a graphics application named  
 (a) Paint  
 (b) Adobe Photoshop  
 (c) Jasc Paint Shop  
 (d) None of these  
 (e) All of the above
80. Which storage device has the largest capacity in Mb?  
 (a) A floppy disk  
 (b) A CD-ROM  
 (c) Magnetic tape storage  
 (d) All of the above  
 (e) None of these

81. What does Ctrl + B shortcut accomplish in Ms-Word?
- It converts selected text into the next larger size of the same font
  - It adds a line break to the document
  - It makes the selected text bold
  - It applies Italic formatting to the selected text.
  - All of the above
82. When we open an Internet site we see www. What is the full form of www?
- worldwide wakeup
  - world wide web
  - word wading works
  - words wide Spiderman web
  - wet works spider web
83. Cache memory
- Is a Static RAM
  - Increases the speed of processing by making current programs and data available to the CPU at a rapid rate
  - Both A & B are true
  - Both A & B are false
  - All of the above
84. The hexadecimal number system has a base of
- 2
  - 4
  - 8
  - 16
  - All of the above
85. The programs and data processed by the CPU are stored in \_\_\_\_\_
- Internal Memory
  - External Memory
  - Mass Memory
  - Non-volatile memory
  - None of these
86. You cannot link Excel worksheet data to a Word document
- With the right drag method
  - With a hyperlink
  - With the copy and paste special commands
  - With the copy and paste buttons on the standard toolbar
  - All of the above
87. Document reader is
- An optical input device used to read documents
  - A device that arrange the documents
  - A device that is used to edit document
  - None of these
  - All of the above
88. A device used for transmission of images scanned at a transmitting point and duplicated at a receiving point is
- Facsimile (FAX)
  - Telephone
  - Photocopier
  - None of these
  - All of the above
89. Software that manages data in more than one file at a time and these files are treated as tables with rows and columns rather than as lists of records is
- Relational Data Base Management Package
  - Data Base Management Package
  - Documentation Package
  - None of these
  - All of the above
90. An image on a computer screen is made up of a matrix of what?
- Byte
  - Pixels
  - Bit
  - Palette
  - None of these
91. What is the other name for LAN Card ?
- Network Connector
  - NIC
  - Internet Card
  - MODEM
  - None of these
92. Bit stands for
- binary digit
  - one binary piece of information
  - Both A and B are true
  - None is true
  - All of the above
93. The following are all computing devices , except &
- notebook computers
  - cellular telephones
  - digital scanners
  - personal digital assistants
  - None of these
94. Following is false for BASIC
- Beginners All-Purpose Symbolic Instruction Code
  - High-level interactive programming language
  - Works in timesharing environment
  - Low level object oriented language
  - All of the above
95. Which of the following features make UNIX Operating System popular?
- Multi-tasking
  - Multi-user
  - Reliable
  - All
  - Multi-Threading
96. Microsoft Office is
- Shareware
  - Public domain software
  - Open-source software
  - A vertical market application

- (e) An application suite
97. An error is also known as  
 (a) bug  
 (b) debug  
 (c) cursor  
 (d) icon  
 (e) None of these
98. Which of the following is different from other ?  
 (a) Internet  
 (b) Windows  
 (c) Unix  
 (d) Linux  
 (e) None of these
99. Which among the following is not a security/private risk?  
 (a) Spam  
 (b) Hacking  
 (c) Virus  
 (d) Phishing  
 (e) None of these
100. Memory unit is one part of \_\_\_\_\_.  
 (a) Control unit  
 (b) Central Processing Unit  
 (c) Input device  
 (d) Output device  
 (e) None of these
101. In Excel the cell labeled F5 refers to  
 (a) row F column 5  
 (b) column F row 5  
 (c) function available in cells  
 (d) function key F4  
 (e) All of the above
102. Structured query language (SQL) is used in the following?  
 (a) Create database  
 (b) Create & Modify Databases  
 (c) Create, Modify & Query Databases  
 (d) Modify Database  
 (e) None of these
103. In Windows operating system the shortcut key Windows Logo+F  
 (a) Restore the minimized windows  
 (b) Open My Computer  
 (c) Search for a file or a folder  
 (d) Search for computers  
 (e) All of the above
104. In Windows operating system move the insertion point to the beginning of the previous paragraph  
 (a) CTRL+RIGHT ARROW  
 (b) CTRL+LEFT ARROW  
 (c) CTRL+DOWN ARROW  
 (d) None of these  
 (e) All of the above
105. A received E-mail may be :  
 (a) Read  
 (b) Unread  
 (c) Stored  
 (d) All the above  
 (e) None of these
106. The brains of the computer which executes the instructions, is called the:  
 (a) CPU  
 (b) RAM  
 (c) Motherboard  
 (d) System Unit  
 (e) None of these
107. Which of the following is the key function of a firewall?  
 (a) Monitoring  
 (b) Deleting  
 (c) Record  
 (d) Copying  
 (e) Moving
108. A digitizing tablet can be used for?  
 (a) Tracing diagrams  
 (b) Printing letters  
 (c) Reading barcodes  
 (d) Playing  
 (e) None of these
109. On which button does help menu exist?  
 (a) End  
 (b) Start  
 (c) Turn off  
 (d) Restart  
 (e) None of these
110. In Excel \_\_\_\_ contains one or more worksheets.  
 (a) Template  
 (b) Workbook  
 (c) Active cell  
 (d) Label  
 (e) None of these
111. In Microsoft PowerPoint special effects used to introduce slides in a presentation are called  
 (a) Effects  
 (b) Custom animations  
 (c) Transitions  
 (d) Present animations  
 (e) All of the above
112. Following is not true for Backup files  
 (a) These are the files which are generated automatically in when one saves a document.  
 (b) These files help in protecting the document due to out of order of the computer or power failure.  
 (c) These files delete as soon as computer is turned off  
 (d) None of these  
 (e) All of the above
113. In Excel the keyboard shortcut (button or buttons to be pressed for creating a chart from the selected cells)  
 (a) F3

- (b) F5  
(c) F7  
(d) F11  
(e) All of the above
- 114.** In Excel Hyperlinks can be  
(a) Text  
(b) Drawing objects  
(c) Pictures  
(d) All of above  
(e) All of the above
- 115.** In Excel divide symbol is  
(a) /  
(b) D  
(c) \  
(d) )  
(e) All of the above
- 116.** A(n)\_\_\_\_\_ camera is a peripheral device used to capture still images in a digital format  
(a) digital  
(b) analog  
(c) classic  
(d) film  
(e) None of these
- 117.** Speed of line printer is limited by the speed of  
(a) paper movements  
(b) cartridge used  
(c) length of paper  
(d) All of these  
(e) None of these
- 118.** A device that can convert digital signal to analog signal is-  
(a) a packet  
(b) Modem  
(c) Switch  
(d) Router  
(e) None of these
- 119.** Like a virus, it is also a self-replicating program. The difference between a virus and it is that a worm does not create copies of itself on one system: it propagates through computer networks.  
(a) Keylogger  
(b) Worm  
(c) Cracker  
(d) None of these  
(e) All of the above
- 120.** What digits are representative of all binary numbers?  
(a) 0  
(b) 1  
(c) both 0 and 1  
(d) 3  
(e) None of these
- 121.** Output hardware is often categorized according to whether it:  
(a) is expensive  
(b) requires a large amount of electricity to work  
(c) produces hardcopy or softcopy  
(d) can fit on a desktop  
(e) None of the above
- 122.** In Excel how many characters can be typed in a single cell?  
(a) 256  
(b) 1024  
(c) 32,000  
(d) 65,535  
(e) All of the above
- 123.** An affordable technology that uses existing telephone lines to provide high-speed connections is called\_\_\_\_\_.  
(a) ISDN  
(b) microwave  
(c) cable modem  
(d) DSL  
(e) ALU
- 124.** The two broad categories of software are generally  
(a) Word processing and spreadsheet  
(b) Transaction and application  
(c) Windows and Mac OS  
(d) System and application  
(e) None of these
- 125.** The telephone is an example of a(n)\_\_\_signal.  
(a) analog  
(b) digital  
(c) modulated  
(d) demodulated  
(e) compiler
- 126.** A data transmission medium made of tiny threads of glass or plastic that can transmit huge amount of information at the speed of light is  
(a) Fiber optic cable  
(b) Copper cable  
(c) Twisted wire cable  
(d) None of these  
(e) All of the above
- 127.** A program that remains in the memory while other programs are executing  
(a) Resident Program  
(b) Non-Resident Program  
(c) Permanent Program  
(d) None of these  
(e) All of the above
- 128.** Which of the following storage medium stores instructions or data temporarily during processing?  
(a) Cache  
(b) ROM  
(c) EPROM  
(d) RAM  
(e) None of these
- 129.** In Excel which of the following is not a valid data type in excel



- (a) Number  
(b) Character  
(c) Label  
(d) Date/time  
(e) All of the above
- 130.** A byte can hold one \_\_\_\_\_ of data.  
(a) bit  
(b) binary digit  
(c) character  
(d) kilobyte  
(e) None of these
- 131.** Which of the following used in programming the first computers?  
(a) Object code  
(b) Source code  
(c) Machine language  
(d) Assembly language  
(e) None of these
- 132.** BLOB is  
(a) Binary Large Object  
(b) A long bit string representing complex data  
(c) Object oriented language  
(d) Only A & B are true  
(e) All of the above
- 133.** DSL is an example of a(n) \_\_\_\_\_ connection.  
(a) network  
(b) wireless  
(c) slow  
(d) broadband  
(e) None of these
- 134.** Who is accredited with developing the architecture of the modern computer?  
(a) Sir Clive Sinclair  
(b) Bill Gates  
(c) All of the above  
(d) None of these  
(e) John Von Neumann
- 135.** \_\_\_\_\_ are the parallel electrical conducting lines that link different components on the mother board.  
(a) Buses  
(b) Conductors  
(c) Assemblies  
(d) Connectors  
(e) None of these
- 136.** Anonymous FTP is the  
(a) Internet file transfer protocol  
(b) Protocol that requires password  
(c) Non access files  
(d) None of these  
(e) All of the above
- 137.** Unwanted repetitious messages, such as unsolicited bulk e-mail is known as \_\_\_\_\_.  
(a) Spam  
(b) Trash  
(c) Calibri  
(d) Courier  
(e) None
- 138.** The combination of the operating system and the processor is referred to as the computer:  
(a) CPU  
(b) Platform  
(c) BIOS  
(d) CMOS  
(e) None of these
- 139.** A memory in CPU that holds program instructions, input data, intermediate results and the output information produced during processing is  
(a) Secondary memory  
(b) Primary memory  
(c) Auxiliary memory  
(d) None of these  
(e) All of the above
- 140.** Aligns the selected text or line to justify the screen press-----  
(a) Ctrl + c  
(b) Ctrl + I  
(c) Ctrl + J  
(d) Ctrl + k  
(e) None of these
- 141.** The ability to recover and read deleted or damaged files from a criminal computer is an example of a law enforcement specialty called  
(a) Robotics  
(b) Simulation  
(c) Computer forensic  
(d) Animation  
(e) None
- 142.** In Microsoft Word move the insertion point to the beginning of the previous paragraph  
(a) CTRL+RIGHT ARROW  
(b) CTRL+LEFT ARROW  
(c) CTRL+DOWN ARROW  
(d) None of these  
(e) All of the above
- 143.** In Windows operating system shortcut key CTRL+Windows Logo+F  
(a) Restore the minimized windows  
(b) Open My Computer  
(c) Search for a file or a folder  
(d) Search for computers  
(e) All of the above
- 144.** Which part is the brain&of the Computer?  
(a) CPU  
(b) Monitor  
(c) RAM  
(d) ROM  
(e) None of these

145. In Windows operating system after you double-click a character on the grid of characters, keyboard shortcut CTRL+HOME is used for
- Move to the first character
  - Move to the last character
  - Switch between Enlarged and Normal mode when a character is selected
  - None of these
  - All of the above
146. In Microsoft PowerPoint slide show options available to the presenter include all of the following except
- Transitions command
  - Speaker notes command
  - Meeting reminder command
  - Navigation commands
  - All of the above
147. In Excel when you copy a formula
- Excel erases the original copy of the formula
  - Excel edits cell references in the newly copied formula
  - Excel adjusts absolute cell references
  - Excel doesn't adjust relative cell references
  - All of the above
148. Which of the following is not a factor affecting the processing capability or performance of a PC system?
- The clock speed of the microprocessor
  - The revolutions per minute of the printer disk
  - The primary storage capacity of the processor
  - The built-in instruction set available to the microprocessor
  - None of the above
149. EDP is referred to
- Electronic Data Processing
  - Data processing through equipment that is predominantly electronic such as digital computer
  - Both A & B
  - None of these
  - All of the above
150. Which area in an excel window allows entering values and formulas?
- Title bar
  - Menu bar
  - Formula bar
  - Standard toolbar
  - All of the above
151. What menu is selected to cut, copy, and paste?
- File
  - Tools
  - Special
  - Edit
  - None of these
152. A hyperlink can be .....
- Text
  - Image
  - Paragraph
  - All the above
  - None of these
153. In Excel which symbol must all formula begin with?
- =
  - +
  - (
  - @
  - All of the above
154. A binary numbers are represented by
- Digits 0 and 1
  - Digits 0,1,....,8
  - Digits A,B, C,...
  - None of these
  - All of the above
155. Which of the following is not a language of DBMS?
- PASCAL
  - PLI
  - DML
  - DDL
  - All of the above
156. Microsoft Office Groove is
- A proprietary peer-to-peer software package aimed at businesses
  - An application that supports editing scanned documents
  - A scanning and OCR application
  - Diagram and flowcharting software
  - All of the above
157. IC chips used in computers are usually made of:
- Lead
  - Silicon
  - Chromium
  - Gold
  - None of these
158. One megabyte equals approximately
- 1,000 bits
  - 1,000 bytes
  - 1 million bytes
  - 1 million bits
  - 1,000 bytes
159. BSNL Reliance, Shaw cable, AOL, Tata Indicom all can be kept in which one of the following groups?
- ISDN
  - IRC
  - ISP
  - ICONS
  - None of these
160. In Excel worksheet can have a maximum of .... Number of rows
- 256
  - 1024
  - 32,000
  - 65,535

- (e) All of the above
- 161.** What does the Ctrl + I shortcut key accomplish in Ms-Word?  
 (a) It converts selected text into the next larger size of the same font  
 (b) It adds a line break to the document  
 (c) It makes the selected text bold  
 (d) It applies Italic formatting to the selected text.  
 (e) All of the above
- 162.** An excel workbook is a collection of  
 (a) Workbooks  
 (b) Worksheets  
 (c) Charts  
 (d) Worksheets and charts  
 (e) All of the above
- 163.** When a key is pressed on the keyboard, which standard is used for converting the keystroke into the corresponding bits?  
 (a) ANSI  
 (b) ASCII  
 (c) EBCDIC  
 (d) ISO  
 (e) None of these
- 164.** References to each file on a disk are stored in a  
 (a) file allocation table  
 (b) root allocation table  
 (c) linking directory  
 (d) root directory  
 (e) directory allocation table
- 165.** In Windows operating system the shortcut key Windows Logo+SHIFT+M is used for  
 (a) Restore the minimized windows  
 (b) Open My Computer  
 (c) Search for a file or a folder  
 (d) Search for computers  
 (e) All of the above
- 166.** \_\_\_\_\_ refers to a set of characters of a particular design.  
 (a) Calligraph  
 (b) Typeface  
 (c) Keyface  
 (d) Formation  
 (e) None of these
- 167.** Data entry can be performed with all of the following except  
 (a) OCR/ OMR  
 (b) COM  
 (c) Voice-recognition systems  
 (d) MICR  
 (e) All of the above
- 168.** In Excel accounting style shows negative numbers in  
 (a) Bold  
 (b) Brackets  
 (c) Parentheses  
 (d) Quotes  
 (e) All of the above
- 169.** For creating a document, you use..... Command at File Menu.  
 (a) Open  
 (b) Close  
 (c) New  
 (d) Save  
 (e) None of these
- 170.** BISYNC is  
 (a) Binary synchronous  
 (b) A process of transmitting data  
 (c) A half-duplex, character-oriented, synchronous data communications transmission method  
 (d) All the above  
 (e) All of the above
- 171.** Which of the following terms is the most closely related to main memory?  
 (a) nonvolatile  
 (b) permanent  
 (c) control unit  
 (d) temporary  
 (e) None of the above.
- 172.** \_\_\_\_\_ displays each slide of the PPT as a thumbnail and is used to re-arrange them.  
 (a) Slide Show  
 (b) Slide Display  
 (c) Slide Design  
 (d) Slide Layout  
 (e) Slide Sorter
- 173.** Microsoft Office InterConnect is  
 (a) Business-relationship database  
 (b) An application that supports editing scanned documents  
 (c) A scanning and OCR application  
 (d) None of these  
 (e) All of the above
- 174.** \_\_\_\_\_ provides a common address space and routes the packets of data across the entire internet?  
 (a) IP  
 (b) TCP  
 (c) UDP  
 (d) ALU  
 (e) None of these
- 175.** Unsolicited commercial email is commonly known as  
 (a) spam  
 (b) junk  
 (c) hoaxes  
 (d) hypertext  
 (e) None of these
- 176.** In Excel to name a constant, you use the ..... dialog box

- (a) Create names  
 (b) Define name  
 (c) Paste name  
 (d) Format cells  
 (e) All of the above
- 177.** \_\_\_\_\_ are specially designed computer chips which reside inside other devices, such as your car or your electronic thermostat.  
 (a) Servers  
 (b) Embedded computers  
 (c) Robotic computers  
 (d) Mainframes  
 (e) None of these
- 178.** In Excel to cancel the marquee, press  
 (a) Ctrl + End  
 (b) End  
 (c) Esc  
 (d) Shift + Esc  
 (e) All of the above
- 179.** CPU performs read/write operations at any point in time in  
 (a) ROM  
 (b) PROM  
 (c) EPROM  
 (d) RAM  
 (e) All of the above
- 180.** SMTP, FTP and DNS are applications of the \_\_\_\_\_ layer.  
 (a) data link  
 (b) network  
 (c) transport  
 (d) application  
 (e) None of these
- 181.** What is a backup?  
 (a) Restoring the information backup  
 (b) An exact copy of a system&request information  
 (c) The ability to get a system up and running in the event of a system crash or failure  
 (d) All of these  
 (e) None of these
- 182.** Which of the following commands is used to select the whole document?  
 (a) Ctrl + A  
 (b) Alt + F5  
 (c) Shift + S  
 (d) Can&rsquot be done  
 (e) None of these
- 183.** In Windows operating system after you double-click a character on the grid of characters, keyboard shortcut PAGE UP is used for  
 (a) Move up one screen at a time  
 (b) Move down one screen at a time  
 (c) Move to the beginning of the line  
 (d) Move to the end of the line  
 (e) All of the above
- 184.** An assembler is a  
 (a) Translator  
 (b) Hardware  
 (c) Assembly language  
 (d) None of these  
 (e) All of the above
- 185.** Which of the following would most likely NOT be a symptom of a virus?  
 (a) Existing program files and icons disappear.  
 (b) The CD-ROM stops functioning.  
 (c) The Web browser opens to an unusual home page.  
 (d) Odd messages or images are displayed on the screen.  
 (e) None of these
- 186.** In Excel In a worksheet you can select  
 (a) The entire worksheet  
 (b) Rows  
 (c) Columns  
 (d) All of the above  
 (e) All of the above
- 187.** In Excel which of the following special function keys allow the content in cell  
 (a) Esc  
 (b) Shift  
 (c) Return  
 (d) Tab  
 (e) All of the above
- 188.** BUG is -  
 (a) To find error in any software testing  
 (b) To find error in any software code  
 (c) logical error of any program  
 (d) both 1 & 2  
 (e) None of these
- 189.** A collection of interrelated files in a computer is a \_\_\_\_\_.  
 (a) file manager  
 (b) field  
 (c) record  
 (d) database  
 (e) None of these
- 190.** In Excel to activate the previous cell in a preselected range, press  
 (a) The Alt key  
 (b) The Tab key  
 (c) The Enter key  
 (d) None of above  
 (e) All of the above
- 191.** In Excel to add two cells (A1 and A2) together you use the following formula  
 (a) =A1 + A2  
 (b) =Add(A1+A2)  
 (c) =together(A1:A2)  
 (d) A1 plus A2  
 (e) All of the above

- 192.** A storage devices where the access time is effectively independent of the location of the data is referred as  
 (a) Direct access  
 (b) Secondary storage  
 (c) Primary storage  
 (d) None of these  
 (e) All of the above
- 193.** ..... is a type of memory organization or image file format used to store digital images  
 (a) Pixmap  
 (b) GUI  
 (c) Pixel  
 (d) Resolution  
 (e) Vector graphics
- 194.** What is an e-mail attachment?  
 (a) A receipt sent by the recipient  
 (b) A separate document from another program sent along with an e-mail message  
 (c) A malicious parasite that feeds off your messages and destroys the contents  
 (d) A list of CC or BCC recipients  
 (e) None of these
- 195.** A sizeable geographical area with communication based on the telephone system is though as  
 (a) Local area network  
 (b) Wide area network  
 (c) Modulator-Demodulator  
 (d) All of the above  
 (e) None of the above
- 196.** One kilobyte is equal to:  
 (a) 1000 bytes  
 (b) 100 bytes  
 (c) 1024 bytes  
 (d) 1023 bytes  
 (e) None of these
- 197.** In Excel each excel file is called a workbook because  
 (a) It can contain text and data  
 (b) It can be modified  
 (c) It can contain many sheets including worksheets and chart sheets  
 (d) You have to work hard to create it  
 (e) All of the above
- 198.** In Excel the following is not an example of a value  
 (a) 350  
 (b) May 10, 2001  
 (c) 57&per cent;  
 (d) Serial Number 50771  
 (e) All of the above
- 199.** An advantage of the laser printer respect to impact printer is  
 (a) it is quieter/ faster  
 (b) output is of a high quality  
 (c) support wide range of type fonts  
 (d) all the above  
 (e) All of the above
- 200.** In Excel which functions will calculate the number of workdays between 6/9/2004 and 8/12/2004  
 (a) Workday  
 (b) Date  
 (c) Networkdays  
 (d) All of the above  
 (e) All of the above
- 201.** The design of the network is called the network  
 (a) Architecture  
 (b) server  
 (c) transmission  
 (d) type  
 (e) None of these
- 202.** The name a user assigns to a document is called a  
 (n)  
 (a) filename  
 (b) program  
 (c) record  
 (d) data  
 (e) None of these
- 203.** The following is an nonvolatile memory  
 (a) ROM  
 (b) RAM  
 (c) LSI  
 (d) VLSI  
 (e) All of the above
- 204.** In Excel following term describes explanatory text attached to a cell  
 (a) Callout  
 (b) Comment  
 (c) Dialog  
 (d) Extension  
 (e) All of the above
- 205.** In Windows operating system the shortcut key CTRL+L is used for  
 (a) Open the Favorites bar  
 (b) Open the Open dialog box  
 (c) Start another instance of the browser with the same Web address  
 (d) Open the Open dialog box, the same as CTRL+L  
 (e) All of the above
- 206.** \_\_\_\_\_ are viruses that are triggered by the passage of time or on a certain date.  
 (a) Boot-sector viruses  
 (b) Macro viruses  
 (c) Time bombs  
 (d) Worms  
 (e) None of these
- 207.** Ctrl + H keyboard short cut in MS word is used to ....  
 (a) Open Font dialog box  
 (b) Align Center  
 (c) Open Replace Box  
 (d) Insert Link  
 (e) None of these

208. Which of the following is an input device which is used with interactive graphics to locate a place on the screen?
- Bus
  - Modem
  - Magnetic Tape
  - Mouse
  - Scanner
209. \_\_\_\_\_ is processed by the computer into information.
- numbers
  - processor
  - input
  - data
  - None of these
210. Which is not a functions of firewall ?
- To block websites from being able to access your computer.
  - To regulate some of the flow of traffic between computers networks of different trust level.
  - It stops anyone on the outside from establishing a connection with a computer in your private network.
  - Only 2 and 3
  - None of these
211. A fixed number of adjacent bits that represent a particular character or symbol are referred as
- Byte
  - Octal
  - Bubble
  - None of these
  - All of the above
212. How did the computer mouse get its name?
- Its cable looks like a tail
  - Because it squeaks when moved
  - It has ears
  - Teeth outside mouth
  - None of these
213. A technique used to reduce the speed mismatch between slow speed I/O devices and fast CPU is called
- Spooling
  - Paging
  - Segmentation
  - None of these
  - All of the above
214. To insert a new slide in a presentation press which shortcut key will used.
- CTRL + N
  - CTRL + M
  - CTRL + O
  - CTRL + S
  - CTRL + F
215. Which key is used to indent a paragraph in MS word?
- Shift
  - tab
  - Ctrl
  - Esc
  - None of these
216. What is the shortcut key to Undo the last action in a document?
- Ctrl + X
  - Ctrl + Y
  - Ctrl + Z
  - Ctrl + U
  - None of these
217. The primary memory of a personal computer consists
- ROM only
  - RAM only
  - Both ROM and RAM
  - Memory module
  - All of the above
218. There are three types of data found in a spreadsheet
- data, words, numbers
  - equations, data, numbers
  - words, numbers, labels
  - numbers formulas, labels
  - All of the above
219. A special high-speed line used by large corporations to support digital communications is known as:
- satellite/air connection service lines
  - cable modems
  - digital subscriber lines
  - T1, T2, T3 and T4 lines
  - None of the above
220. Which of the following commands is used to select the whole document?
- Ctrl + A
  - Alt + F5
  - Shift + S
  - Can't be done
  - None of these
221. A processor that collects the transmissions from several communications media and sends them over a single line that operates at a higher capacity is called\_\_\_\_\_.
- multiplexor
  - bridge
  - hub
  - router
  - None of these
222. Full form of TCP is:
- Transmission Control Protocol
  - Total Control Protocol
  - Transmission Control Program
  - Totaling Control Program
  - None of these
223. In Excel autofill feature

- (a) Extends a sequential series of data  
 (b) Automatically adds range of cell values  
 (c) Applies a border around the selected cells  
 (d) None of the above  
 (e) All of the above
- 224.** The most frequently used instructions of a computer program are likely to be fetched from  
 (a) the hard disk  
 (b) cache memory  
 (c) RAM  
 (d) registers  
 (e) None of these
- 225.** CPU is a/an .....
- (a) Expansion card  
 (b) Mother board  
 (c) Microprocessor  
 (d) Memory  
 (e) Graphic Card
- 226.** What is the primary goal of a computer system ?  
 (a) To utilize the stored data  
 (b) To start the application  
 (c) To turn data into information  
 (d) All of the above  
 (e) None of these
- 227.** Which of the following statements is FALSE concerning file names?  
 (a) Files may share the same name or the same extension but not both  
 (b) Every file in the same folder must have a unique name  
 (c) File extension is another name for file type  
 (d) The file extension come safter the dot (.)  
 (e) None of these
- 228.** Bandwidth refers to \_\_\_\_\_.  
 (a) the cost of the cable required to implement a WAN  
 (b) the cost of the cable required to implement a LAN  
 (c) the amount of information a peer-to-peer network can store  
 (d) the amount of information a communications medium can transfer in a given amount of time  
 (e) None of these
- 229.** In Excel which of the following formulas will Excel not be able to calculate?  
 (a) =SUM(Sales)-A3  
 (b) =SUM(A1:A5)\*.5  
 (c) =SUM(A1:A5)/(10-10)  
 (d) =SUM(A1:A5)-10  
 (e) All of the above
- 230.** A flat, circular plate coated with a magnetic material on which data can be stored by magnetization of portions of the flat surface is  
 (a) Disk  
 (b) Tape  
 (c) Pen drive  
 (d) None of these  
 (e) All of the above
- 231.** What happens when you boot up a PC?  
 (a) Portions of the operating system are copied from disk into memory  
 (b) Portions of the operating system are copied from memory onto disk  
 (c) Portions of the operating system are compiled  
 (d) Portions of the operating system are emulated  
 (e) None of these
- 232.** The total time elapsed between submission of command and data to a computer and getting the result of computation is the  
 (a) Access time  
 (b) Response time  
 (c) Entrance time  
 (d) None of these  
 (e) All of the above
- 233.** Following is not true for magnetic tape  
 (a) low cost  
 (b) direct-access storage medium  
 (c) compact and portable  
 (d) highly reliable  
 (e) All of the above
- 234.** The binary equivalent of decimal number 98 is  
 (a) 1110001  
 (b) 1110100  
 (c) 1100010  
 (d) 1111001  
 (e) None of these
- 235.** A characteristic of the ASCII code is  
 (a) its limitation to a maximum of 96 character configuration  
 (b) its use of the zone codes 1010, 1011 and 1100  
 (c) its independence from Hollerith code  
 (d) All of these  
 (e) None of these
- 236.** Programming language built into user programs such as Word and Excel are known as\_\_\_?  
 (a) 4GLs  
 (b) macro languages  
 (c) object-oriented languages  
 (d) visual programming languages  
 (e) None of these
- 237.** Which of the following is part of the system unit?  
 (a) Keyboard  
 (b) Floppy disks  
 (c) Monitor  
 (d) Memory  
 (e) CD
- 238.** In Excel when you group worksheets  
 (a) You can enter variable data on multiple worksheets at one time

- (b) You can print more than one worksheet at a time  
(c) You can enter common data, formats, and formulas on multiple worksheets at one time  
(d) (B) and (C)  
(e) All of the above
- 239.** \_\_\_\_\_ was the precursor to internet as we know it today?  
(a) ARPANET  
(b) USENET  
(c) TELNET  
(d) DBMS  
(e) None of these
- 240.** ..... is a combination of software and hardware  
(a) Firmware  
(b) Shareware  
(c) Freeware  
(d) Netware  
(e) Software
- 241.** In computer file systems which among the following are top or first in hierarchy?  
(a) root directory  
(b) parent directory  
(c) home directory  
(d) working directory  
(e) None of these
- 242.** Circuits that provide a communication path between two or more devices of a digital computer system is  
(a) Car  
(b) Bus  
(c) Truck  
(d) None of these  
(e) All of the above
- 243.** In Windows operating system the shortcut key CTRL+E is used for  
(a) Open the Organize Favorites dialog box  
(b) Open the Search bar  
(c) Start the Find utility  
(d) Open the History bar  
(e) All of the above
- 244.** CPU speed can be measured in  
(a) BPS  
(b) MIPS  
(c) GHz  
(d) MPI  
(e) KHz
- 245.** In Windows operating system the shortcut key CTRL+N is used for  
(a) Open the Favorites bar  
(b) Open the Open dialog box  
(c) Start another instance of the browser with the same Web address  
(d) Open the Open dialog box, the same as CTRL+L  
(e) All of the above
- 246.** A network that requires human interventions to route signals is  
(a) bus network  
(b) ring network  
(c) star network  
(d) T-switched network  
(e) None of these
- 247.** In a disk, each block of data is written into ?  
(a) one sector  
(b) three sector  
(c) Two sectors  
(d) Two or more sectors  
(e) either two or three sectors
- 248.** Default header of a worksheet  
(a) Username  
(b) Date and time  
(c) Sheet name  
(d) Workspace name  
(e) None of these
- 249.** Information on a hard disk is usually backed-up using a..?  
(a) CD-ROM  
(b) Magnetic tape  
(c) Floppy disk  
(d) All of the above  
(e) None of these
- 250.** .jpeg stands for  
(a) Joint Photographic Experts Group  
(b) JPEG image file  
(c) Power point presentation  
(d) Multiple network graphic  
(e) None of these
- 251.** In Windows operating system it is a very important part of Windows, clicking on it opens up what is called the start menu  
(a) Start button  
(b) Sidebar  
(c) Icons  
(d) None of these  
(e) All of the above
- 252.** In Excel which do you press to enter the current date in a cell?  
(a) Ctrl + Shift +:  
(b) Ctrl + ;  
(c) Ctrl + F10  
(d) All of above  
(e) All of the above
- 253.** What is the full form of SDRAM?  
(a) Shift Dynamic random access memory  
(b) Synchronous Dynamic random access memory  
(c) System Dynamic random access memory  
(d) Serial Dynamic random access memory  
(e) None of these
- 254.** In Windows operating system shortcut for paste is  
(a) CTRL+C



- (b) CTRL+X  
(c) CTRL+V  
(d) None of these  
(e) All of the above
- 255.** Computer connected to a LAN (Local Area Network) can\_\_\_\_.  
(a) run faster  
(b) go on line  
(c) share information and /or share peripheral equipment  
(d) E-mail  
(e) None
- 256.** Which type of file is created by word processing programs?  
(a) database file  
(b) storage file  
(c) worksheet file  
(d) document file  
(e) graphical file
- 257.** In MS Word Key F12 opens\_\_\_\_?  
(a) Save dialog box  
(b) print dialog box  
(c) New dialog box  
(d) Save as dialog  
(e) None of these
- 258.** Which of the following commands is given to reboot the computer?  
(a) Ctrl + Alt + Del  
(b) Ctrl + Shift + Tab  
(c) Ctrl + Shift + Del  
(d) Ctrl + Alt + shift  
(e) Ctrl + Alt + Tab
- 259.** \_\_\_\_\_ is the ability of an operating system to control the activities of multiple programs at the same time.  
(a) Multitasking  
(b) Streamlining  
(c) Multiuser  
(d) Simulation  
(e) None of these
- 260.** A term means that the application software is priced separately from the computer hardware is called  
(a) Unbundled  
(b) Bundled  
(c) Utility  
(d) None of these  
(e) All of the above
- 261.** A modem that is contained within the system unit is called:  
(a) External  
(b) Internal  
(c) Wireless  
(d) Wi-Fi  
(e) Bluetooth
- 262.** The word size of a microprocessor refers to:  
(a) the number of machine operations performed/ second  
(b) the amount of information that can be stored/ cycle  
(c) the amount of information that can be stored in bytes  
(d) none of these  
(e) All of the above
- 263.** A modem that does not need to be connected to a telephone line is the \_\_\_modem.  
(a) external  
(b) internal  
(c) wireless  
(d) DSL  
(e) NSL
- 264.** What menu is selected to change the font and style?  
(a) Tools  
(b) File  
(c) Format  
(d) Edit  
(e) None of these
- 265.** Which of the following statements is FALSE concerning file names?  
(a) Files may share the same name or the same extension but not both  
(b) Every file in the same folder must have a unique name  
(c) File extension is another name for file type  
(d) The file extension comes before the dot (.) followed by the file name  
(e) None of these
- 266.** In Excel when the formula bar is activated, you can see  
(a) The Edit Formula button  
(b) The Cancel button  
(c) The Enter button  
(d) All of above  
(e) All of the above
- 267.** Which part of the computer helps to store information?  
(a) Disk drive  
(b) Keyboard  
(c) Monitor  
(d) Printer  
(e) None of these
- 268.** A protocol that specifies how a personal computer can connect to a mail server on the Internet and download E-mail is known as  
(a) Post office protocol  
(b) System protocol  
(c) Network protocol  
(d) None of these  
(e) All of the above

- 269.** In Excel getting data from a cell located in a different sheet is called  
 (a) Accessing  
 (b) Referencing  
 (c) Updating  
 (d) Functioning  
 (e) All of the above
- 270.** C, BASIC, COBOL, and Java are examples of \_\_\_\_\_ languages  
 (a) low-level  
 (b) high-level  
 (c) system programming  
 (d) computer  
 (e) None of these
- 271.** The 16 bit Microprocessor means that it has?  
 (a) 16 address lines  
 (b) 16 Buses  
 (c) 16 Data lines  
 (d) 16 routes  
 (e) None of these
- 272.** It is a self-replicating program that infects computer and spreads by inserting copies of itself into other executable code or documents.  
 (a) Keylogger  
 (b) Worm  
 (c) Virus  
 (d) Cracker  
 (e) All of the above
- 273.** Maximum character EBCDIC can code  
 (a) 8  
 (b) 16  
 (c) 64  
 (d) 256  
 (e) All of the above
- 274.** The vast network of computers that connects millions of people all over the world is called.  
 (a) LAN  
 (b) web  
 (c) hypertext  
 (d) internet  
 (e) None of these
- 275.** What is the minimum number of rows and columns that a word table can have?  
 (a) Zero  
 (b) 2 rows and 1 column  
 (c) 2 rows and 2 column  
 (d) 1 row and 1 column  
 (e) All of the above
- 276.** Which of the following systems mimics human thinking?  
 (a) Artificial intelligence  
 (b) Intelligent agent  
 (c) Bot  
 (d) Database management system  
 (e) None of these
- 277.** Which kind of storage device can be carried around?  
 (a) Floppy disk  
 (b) Hard disk  
 (c) System cabinet  
 (d) Hard disk drive  
 (e) Floppy disk drive
- 278.** The time required to complete a single, continuous execution of an object program is called  
 (a) Run time  
 (b) Access time  
 (c) Random time  
 (d) Response time  
 (e) All of the above
- 279.** A network geometric arrangement in which a single connecting line is shared by a number of nodes is called  
 (a) Car Topology  
 (b) Bus Topology  
 (c) Truck Topology  
 (d) None of these  
 (e) All of the above
- 280.** In Microsoft Word shortcut key CTRL+E is used for  
 (a) Open the Organize Favorites dialog box  
 (b) Open the Search bar  
 (c) Start the Find utility  
 (d) Open the History bar  
 (e) All of the above
- 281.** A device operating at the physical layer is called a  
 (a) Bridge  
 (b) Router  
 (c) Repeater  
 (d) All of the above  
 (e) None of these
- 282.** In Windows operating system the shortcut key CTRL+F is used for  
 (a) Open the Organize Favorites dialog box  
 (b) Open the Search bar  
 (c) Start the Find utility  
 (d) Open the History bar  
 (e) All of the above
- 283.** In Excel you can use drag and drop to embed excel worksheet data in a word document  
 (a) By dragging a range of excel data to the word button on the taskbar while pressing the Ctrl key  
 (b) By dragging a range of excel data to the Word button on the taskbar while pressing Shift key  
 (c) By displaying both applications side-byside and dragging a selected range of Excel data into the word application window while pressing the Ctrl key  
 (d) None  
 (e) All of the above
- 284.** Approximately how many bytes make one Megabyte?

- (a) One Thousand  
 (b) Ten Thousand  
 (c) One Hundred  
 (d) One Million  
 (e) None of these
- 285.** The primary purpose of software is to turn data into:  
 (a) Websites  
 (b) graphs  
 (c) programs  
 (d) objects  
 (e) information
- 286.** \_\_\_\_\_ refers to the letter and number of the intersecting column and row.  
 (a) Cell address  
 (b) Cell location  
 (c) Cell position  
 (d) Cell column  
 (e) Cell row
- 287.** It is a software program designed to record ('log') every keystroke on the machine on which it runs  
 (a) Keylogger  
 (b) Worm  
 (c) Virus  
 (d) Cracker  
 (e) All of the above
- 288.** A device that is used to transmit data from one location to another is referred as  
 (a) Storage  
 (b) Memory  
 (c) Carrier  
 (d) None of these  
 (e) All of the above
- 289.** In Windows operating system to cut something the following shortcut is used-  
 (a) CTRL+C  
 (b) CTRL+X  
 (c) CTRL+V  
 (d) None of these  
 (e) All of the above
- 290.** In Windows operating system move the insertion point to the beginning of the previous word  
 (a) Shortcut CTRL+RIGHT ARROW  
 (b) Shortcut CTRL+LEFT ARROW  
 (c) Shortcut CTRL+DOWN ARROW  
 (d) None of these  
 (e) All of the above
- 291.** In Windows operating system Shortcut for copy is  
 (a) CTRL+C  
 (b) CTRL+X  
 (c) CTRL+V  
 (d) None of these  
 (e) All of the above
- 292.** A computer connected to a Local Area Network can:  
 (a) Run faster  
 (b) Be accessed online  
 (c) Share information and/or share peripheral equipment  
 (d) Be used to send Email  
 (e) None of these
- 293.** In Windows operating system shortcut CTRL+SHIFT while dragging an item  
 (a) Delete the selected item permanently without placing the item in the Recycle Bin  
 (b) Copy the selected item  
 (c) Rename the selected item  
 (d) Create a shortcut to the selected item  
 (e) All of the above
- 294.** In Excel the following is not a basic step in creating a worksheet  
 (a) Save the workbook  
 (b) Modify the worksheet  
 (c) Enter text and data  
 (d) Copy the worksheet  
 (e) All of the above
- 295.** Which of the following commands is given to reboot the computer?  
 (a) Ctrl + Alt + Del  
 (b) Ctrl + Shift + Tab  
 (c) Ctrl + Shift + Del  
 (d) Ctrl + Alt + shift  
 (e) Ctrl + Alt + Tab
- 296.** The ability of an OS to run more than one application at a time is called  
 (a) multitasking  
 (b) object-oriented programming  
 (c) multi-user computing  
 (d) time-sharing  
 (e) None of these
- 297.** In Windows operating system Shortcut CTRL+Z is for  
 (a) Undo something  
 (b) Delete something  
 (c) Paste something  
 (d) None of these  
 (e) All of the above
- 298.** In Microsoft PowerPoint following should be used when you want to add a slide to an existing presentation  
 (a) File, add a new slide  
 (b) Insert, new slide  
 (c) File, open  
 (d) File, new  
 (e) All of the above
- 299.** The real business and competitive value of information technology lies in  
 (a) The software applications that are used by many companies  
 (b) The capabilities of the software and value of the information, a business acquires and uses

- (c) The infrastructure of hardware, networks, and other IT facilities that are commonly used by many companies
- (d) The capabilities of the hardware and the speed at which it processes information
- (e) None of these
- 300.** Which of the following shortcut key is used to check spelling?
- (a) F1
- (b) F2
- (c) F7
- (d) F9
- (e) All of the above
- 301.** The first generation of computers was based upon?
- (a) Transistors
- (b) ICs
- (c) Valves
- (d) Conductor
- (e) Diodes
- 302.** CRYSX-MP belongs to \_\_\_ generation.
- (a) First
- (b) Second
- (c) Third
- (d) Fourth
- (e) Fifth
- 303.** When you print preview a worksheet
- (a) the entire worksheet is displayed
- (b) the selected range is displayed
- (c) the active portion of the worksheet is displayed
- (d) All of the above
- (e) All of the above
- 304.** Bluetooth is a type of radio wave information transmission system that is good for about:
- (a) 30 feet
- (b) 30 yards
- (c) 30 miles
- (d) 300 miles
- (e) 3000 miles
- 305.** DOS stands for \_\_\_\_\_.
- (a) Disk Operating System
- (b) Disk operating session
- (c) Digital Operating System
- (d) Digital Open system
- (e) None of these
- 306.** Electronic Mail /Message System (EMMS) best suits to
- (a) Postal service
- (b) Telephone service
- (c) Telegraph service
- (d) None of these
- (e) All of the above
- 307.** In Excel the following displays the contents of the active cell
- (a) Active cell
- (b) Formula bar
- (c) Menu bar
- (d) Name box
- (e) All of the above
- 308.** Factory production lines can be automated using...?
- (a) Machine tools
- (b) VDUs
- (c) Plotters
- (d) All of the above
- (e) None of these
- 309.** What is the base of hexadecimal number system?
- (a) 2
- (b) 8
- (c) 16
- (d) 10
- (e) None of these
- 310.** When you are typing the text in a document, you would need to hit the enter key at the end of every \_\_\_\_\_.
- (a) Line
- (b) Sentence
- (c) Paragraph
- (d) Word
- (e) File
- 311.** What is the decimal form of  $3b_4$ ?
- (a) 846
- (b) 848
- (c) 946
- (d) 948
- (e) None of these
- 312.** The vast network of computers that connects millions of people all over the world is called \_\_\_\_\_.
- (a) LAN
- (b) Web
- (c) Hypertext
- (d) Internet
- (e) None of these
- 313.**  $1024 \text{ MB} = ?$
- (a) 1 YB
- (b) 1 KB
- (c) 1 PB
- (d) 1 ZB
- (e) None of these
- 314.** The computer code for interchange of information between terminals is-
- (a) ASCII
- (b) BCD
- (c) BCDIC
- (d) Hollerith
- (e) None of these
- 315.** A pictorial representation that uses predefined symbols to describe either the logic of a computer program or the data flow and processing steps of a system is referred as
- (a) Flowchart
- (b) Algorithm

- (c) Program  
(d) None of these  
(e) All of the above
- 316.** To save an existing file with a new name or to a new location, you should use the \_\_\_\_\_ command.  
(a) Save  
(b) Save and Replace  
(c) Save As  
(d) New File  
(e) None of these
- 317.** In Excel value used in a formula that does not change is called a  
(a) Cell address  
(b) Constant  
(c) Function  
(d) Range  
(e) All of the above
- 318.** In Windows operating system the shortcut key CTRL+R is used for  
(a) Open the Print dialog box  
(b) Update the current Web page  
(c) Close the current window  
(d) None of these  
(e) All of the above
- 319.** Which of the following is used for manufacturing chips?  
(a) Bus  
(b) Control unit  
(c) Semiconductors  
(d) a and b only  
(e) None of the above
- 320.** In Microsoft Word shortcut key CTRL+F is used for  
(a) Open the Organize Favorites dialog box  
(b) Open the Search bar  
(c) Start the Find utility  
(d) Open the History bar  
(e) All of the above
- 321.** Which one of the following is not a DOS prompt ?  
(a) C & gt  
(b) B & gt  
(c) A & gt  
(d) ENTER  
(e) None of these.
- 322.** In Windows operating system the shortcut key CTRL+O is used for  
(a) Open the Favorites bar  
(b) Open the Open dialog box  
(c) Start another instance of the browser with the same Web address  
(d) Open the Open dialog box, the same as CTRL+L  
(e) All of the above
- 323.** ..... is not available on the Ruler of MS Word screen  
(a) Centre Indent  
(b) Right Indent  
(c) Left Indent  
(d) Tab stop box  
(e) None of these
- 324.** In Excel you can enter which types of data into worksheet cells?  
(a) Labels, values, and formulas  
(b) Labels and values but not formulas  
(c) Values and formulas but not labels  
(d) Formulas only  
(e) All of the above
- 325.** \_\_\_\_\_ is an invalid type of database key.  
(a) Structured primary key  
(b) Atomic primary key  
(c) Primary key  
(d) Composite primary key  
(e) None of these
- 326.** In Microsoft Word to cut something the following shortcut is used  
(a) CTRL+C  
(b) CTRL+X  
(c) CTRL+V  
(d) None of these  
(e) All of the above
- 327.** In Microsoft Word move the insertion point to the beginning of the previous word  
(a) Shortcut CTRL+RIGHT ARROW  
(b) Shortcut CTRL+LEFT ARROW  
(c) Shortcut CTRL+DOWN ARROW  
(d) None of these  
(e) All of the above
- 328.** In Windows operating system to paste something after cutting the following shortcut is used  
(a) CTRL+C  
(b) CTRL+X  
(c) CTRL+V  
(d) None of these  
(e) All of the above
- 329.** Formatting a disk results in all the data being...?  
(a) Saved to the disk  
(b) Copied from the disk  
(c) Deleted from the disk  
(d) All of the above  
(e) None of these
- 330.** In Microsoft Word shortcut CTRL+SHIFT while dragging an item  
(a) Delete the selected item permanently without placing the item in the Recycle Bin  
(b) Copy the selected item  
(c) Rename the selected item  
(d) Create a shortcut to the selected item  
(e) All of the above
- 331.** In Excel the following is not a basic step in creating a worksheet  
(a) Save workbook  
(b) Modify the worksheet

- (c) Enter text and data  
 (d) Copy the worksheet  
 (e) All of the above
- 332.** In Excel to access the Go To Special feature, you can press  
 (a) Ctrl + G  
 (b) Ctrl + O  
 (c) Ctrl + Shift + G  
 (d) Ctrl + 1  
 (e) All of the above
- 333.** A(n) \_\_\_\_\_ is a combination of hardware and software that facilitates the sharing of information between computing devices.  
 (a) network  
 (b) peripheral  
 (c) expansion board  
 (d) digital device  
 (e) None of these
- 334.** In Microsoft Word shortcut CTRL+Z is for  
 (a) Undo something  
 (b) Delete something  
 (c) Paste something  
 (d) None of these  
 (e) All of the above
- 335.** Microsoft Excel is  
 (a) financial planning package  
 (b) electronic spreadsheet  
 (c) graphics package  
 (d) data-base management package  
 (e) All of the above
- 336.** What type of virus use computer hosts to reproduces it?  
 (a) Time bomb  
 (b) worm  
 (c) Melissa virus  
 (d) Macro virus  
 (e) None of these
- 337.** \_\_\_\_\_ is the process of carrying out commands.  
 (a) Fetching  
 (b) Storing  
 (c) Executing  
 (d) Decoding  
 (e) None of these
- 338.** The purpose of the primary key in a database is to  
 (a) unlock the database  
 (b) provide a map of the data  
 (c) uniquely identify a record  
 (d) establish constraints on database operations  
 (e) None of the above
- 339.** Information travels between components on the mother board through \_\_\_\_\_.  
 (a) Flash memory  
 (b) CMOS  
 (c) Bays  
 (d) Buses  
 (e) Peripherals
- 340.** In Excel when you are typing an equation into a cell the first thing that must be entered is  
 (a) the first cell referenced  
 (b) parenthesis  
 (c) quotation marks  
 (d) an equal sign  
 (e) All of the above
- 341.** One nibble is equal to  
 (a) 4 bits  
 (b) 8 bits  
 (c) 6 bits  
 (d) 16 bits  
 (e) None of the above
- 342.** A Winchester disk is a  
 (a) Disk Stack  
 (b) Removable disk  
 (c) Flexible disk  
 (d) All of the above  
 (e) None of the above
- 343.** In Excel 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  
 (e) All of the above
- 344.** Ctrl, shift and alt are called ..... keys.  
 (a) adjustment  
 (b) function  
 (c) modifier  
 (d) alphanumeric  
 (e) None of these
- 345.** ROM is composed of-  
 (a) Magnetic cores  
 (b) Micro-processors  
 (c) Photoelectric cells  
 (d) Floppy disks  
 (e) None of these
- 346.** EBCDIC is  
 (a) 6-bit coding system  
 (b) 7-bit coding system  
 (c) 8-bit coding system  
 (d) 9-bit coding system  
 (e) All of the above
- 347.** Personal logs or journal entries posted on the Web are known as  
 (a) list serves  
 (b) Webcasts  
 (c) blogs  
 (d) subject directories  
 (e) None of these
- 348.** Which among the following is correct about 4GL?  
 (a) A computer brand

- (b) A software brand  
(c) A software program  
(d) A programming language  
(e) None of these
- 349.** The higher the resolution of a monitor, the  
(a) larger the pixels  
(b) less clear the screen is  
(c) further apart the pixels  
(d) closer together are the pixels  
(e) None of these
- 350.** A byte represents a group of:  
(a) 10 bits  
(b) 40 bits  
(c) 16 bits  
(d) 18 bits  
(e) 8 bits
- 351.** A program written in machine language is called?  
(a) Assembler  
(b) Object  
(c) Computer  
(d) Machine  
(e) None
- 352.** Automatic execution of high-priority computer programs that have been designed to preempt the use of computer resources is referred as  
(a) Foreground processing  
(b) background processing  
(c) black processing  
(d) white processing  
(e) All of the above
- 353.** Auxiliary storage is  
(a) Secondary storage  
(b) Primary storage  
(c) Processing device  
(d) None of these  
(e) All of the above
- 354.** A temporary storage area, attached to the CPU, for I/O operations, is a-  
(a) Channel  
(b) Buffer  
(c) Register  
(d) Core  
(e) None of these
- 355.** In Microsoft Word shortcut key CTRL+R is used for  
(a) Open the Print dialog box  
(b) Update the current Web page  
(c) Close the current window  
(d) None of these  
(e) All of the above
- 356.** Internal Memory in a Central Processing Unit Comprises of which of the following?  
(a) Bus  
(b) A set of ALUs  
(c) A set of registers  
(d) Ward disk memory  
(e) All of these
- 357.** In Windows operating system the shortcut key CTRL+W is used for  
(a) Open the Print dialog box  
(b) Update the current Web page  
(c) Close the current window  
(d) None of these  
(e) All of the above
- 358.** Condensing output data to exhibit specific information is  
(a) Calculating  
(b) Recording  
(c) Merging  
(d) Summarising  
(e) None of the above
- 359.** In Windows operating system the shortcut key CTRL+H is used for  
(a) Open the Organize Favorites dialog box  
(b) Open the Search bar  
(c) Start the Find utility  
(d) Open the History bar  
(e) All of the above
- 360.** ..... is not available on the Ruler of MS Word screen  
(a) Centre Indent  
(b) Right Indent  
(c) Left Indent  
(d) Tab stop box  
(e) None of these
- 361.** Which of the following refers to a small, single-site network?  
(a) LAN  
(b) DSL  
(c) RAM  
(d) USB  
(e) CPU
- 362.** Information is?  
(a) Summarization process of data  
(b) Data Information  
(c) Textual form of data  
(d) Facts and figures  
(e) None of these
- 363.** To insert a new slide in a presentation, press  
(a) CTRL+N  
(b) CTRL+M  
(c) CTRL+O  
(d) CTRL+S  
(e) CTRL+F
- 364.** In Excel when a label is too long to fit within a worksheet cell, you typically must  
(a) Shorten the label  
(b) Increase the column width  
(c) Decrease the column width  
(d) Adjust the row height  
(e) All of the above

365. In Microsoft Word shortcut for paste is  
 (a) CTRL+C  
 (b) CTRL+X  
 (c) CTRL+V  
 (d) None of these  
 (e) All of the above
366. \_\_\_\_\_ is a point and draw device.  
 (a) Scanner  
 (b) Printer  
 (c) Mouse  
 (d) Keyboard  
 (e) CD- ROM
367. In Excel Documentation should include  
 (a) Destination and users of the output data  
 (b) Source of input data  
 (c) Information on the purpose of the workbook  
 (d) All of the above  
 (e) All of the above
368. Which of the following groups consist of only output devices?  
 (a) Scanner, Printer, Monitor  
 (b) Keyboard, Printer, Monitor  
 (c) Mouse, Printer, Monitor  
 (d) Plotter, Printer, Monitor  
 (e) None of these
369. In Windows operating system to copy something the following shortcut is used  
 (a) CTRL+C  
 (b) CTRL+X  
 (c) CTRL+V  
 (d) None of these  
 (e) All of the above
370. Servers are computers that provide resources to other computers connected to a \_\_\_\_\_  
 (a) network  
 (b) mainframe  
 (c) supercomputer  
 (d) client  
 (e) None of these
371. URL stands for \_\_\_\_.  
 (a) Uniform Resource Locator  
 (b) Universal resource locator  
 (c) Address bar  
 (d) All 1, 2 & 3 are correct  
 (e) None of these
372. A \_\_\_\_\_ is not a form of Biometrics.  
 (a) fingerprint  
 (b) password  
 (c) retina scan  
 (d) breath scan  
 (e) None of these
373. \_\_\_\_\_ is the process of dividing the disk into tracks and sectors.  
 (a) Tracking  
 (b) Formatting  
 (c) Crashing  
 (d) Allotting  
 (e) None of these
374. \_\_\_\_\_ is the process of carrying out commands.  
 (a) Fetching  
 (b) Storing  
 (c) Executing  
 (d) Decoding  
 (e) None of these
375. Primary memory is used by the ?  
 (a) user  
 (b) input device  
 (c) CPU  
 (d) all of these  
 (e) None of these
376. Information travels between components on the mother board through-  
 (a) Flash memory  
 (b) CMOS  
 (c) Bays  
 (d) Buses  
 (e) Peripherals
377. \_\_\_\_\_ is a form of permanent memory that holds all the instructions the computer needs to start up and does not get erased when the power is turned off.  
 (a) The Network Interface Card  
 (b) The CPU  
 (c) RAM  
 (d) ROM  
 (e) None of these
378. What is the smallest and largest font size available in Font Size tool on formatting toolbar?  
 (a) 8 and 72  
 (b) 8 and 64  
 (c) 12 and 72  
 (d) None of above  
 (e) None of the Above
379. In Windows operating system one press F1 key to  
 (a) Display help  
 (b) Cut  
 (c) Paste  
 (d) None of these  
 (e) All of the above
380. Which of the following methods cannot be used to edit the contents of a cell In Excel?  
 (a) Press the Alt key  
 (b) Clicking the formula bar  
 (c) Pressing the F2 key  
 (d) Double clicking the cell  
 (e) All of the above
381. What are small high speed memory units used for storing temporary results?  
 (a) All of the above  
 (b) Registers



- (c) Control unit  
(d) CPUs  
(e) None of these
- 382.** In laser printers, printing is achieved by deflecting \_\_\_\_\_ laser beam on to surface of a drum  
(a) magnetized  
(b) photosensitive  
(c) magnetic  
(d) Either 1 or 2  
(e) None of these
- 383.** IP address contains..... Bits.  
(a) 8 bits  
(b) 16 bits  
(c) 32 bits  
(d) 40 bits  
(e) None of these
- 384.** A spooler is a(n):  
(a) location in memory that maintains the contents of a document until it prints out  
(b) Print job  
(c) Program that coordinates the print jobs that are waiting to print  
(d) Message sent from the printer to the operating system when a print job is completed  
(e) None of these
- 385.** Computer network is a  
(a) A distributed data processing system  
(b) Multiple computers are linked together for the purpose of data communication and resource sharing  
(c) Both A & B are false  
(d) Both A & B are true  
(e) All of the above
- 386.** How are data organized in a spreadsheet?  
(a) Lines & spaces  
(b) Layers & Planes  
(c) Height & Width  
(d) Rows & Columns  
(e) None of these
- 387.** Which storage device cannot be erased?  
(a) A CD-ROM  
(b) None of these  
(c) Magnetic tape storage  
(d) All of the above-  
(e) A floppy disk
- 388.** In second generation, ..... language were introduced after binary language  
(a) Assembly level language  
(b) High level language  
(c) Low level language  
(d) Data definition language  
(e) Structured query language
- 389.** A program that generally has more user-friendly interface than a DBMS is called a\_\_\_\_?  
(a) front end  
(b) repository  
(c) back end  
(d) form  
(e) None of these
- 390.** A method of providing virtual memory  
(a) Segmentation  
(b) De-fragmentation  
(c) Paging  
(d) None of these  
(e) All of the above
- 391.** Instructions and memory address are represented by \_\_\_\_  
(a) Character code  
(b) Binary code  
(c) Binary word  
(d) Parity bit  
(e) Bite code
- 392.** \_\_\_\_\_ is the detailed written description of the programming cycle and the program accompanied by the test results and a printout of the program.  
(a) Output  
(b) Spec Sheets  
(c) Documentation  
(d) Report  
(e) Detail sheet
- 393.** Which of the following is true?  
(a) Byte is a single digit in a binary number  
(b) Bit represents a grouping of digital numbers  
(c) Eight-digit binary number is called a byte  
(d) Eight-digit binary number is called a bit  
(e) None of these
- 394.** In Microsoft Word shortcut key CTRL+W is used for  
(a) Open the Print dialog box  
(b) Update the current Web page  
(c) Close the current window  
(d) None of these  
(e) All of the above
- 395.** In Excel advantage of using a spreadsheet is  
(a) calculations can be done automatically.  
(b) changing data automatically updates calculations  
(c) more flexibility  
(d) all of the above  
(e) All of the above
- 396.** In Microsoft Word shortcut key CTRL+H is used for  
(a) Open the Organize Favorites dialog box  
(b) Open the Search bar  
(c) Start the Find utility  
(d) Open the History bar  
(e) All of the above
- 397.** CUI stands for  
(a) Character User Interface  
(b) Central User Intercom  
(c) Common User Interface  
(d) Control User Interface

- (e) None of these
- 398.** A \_\_\_\_\_ typically connects personal computers within a very limited geographical area, usually within a single building.
- (a) LAN  
(b) BAN  
(c) TAN  
(d) NAN  
(e) None of these
- 399.** Which computers are used in the weather forecasting industry?
- (a) Super computers  
(b) Notebook computers  
(c) Jon Von Neumann computers  
(d) All of the above  
(e) None of these
- 400.** In Windows operating system to move backward through the tabs
- (a) CTRL+TAB  
(b) CTRL+SHIFT+TAB  
(c) SHIFT+TAB  
(d) None of these  
(e) All of the above
- 401.** In Windows operating system these are small pictures that represent files, folders, programs, and other items. Each one is used to make the computer do something.
- (a) Sidebar  
(b) Icons  
(c) Taskbar  
(d) None of these  
(e) All of the above
- 402.** In Microsoft Word shortcut for copy is
- (a) CTRL+C  
(b) CTRL+X  
(c) CTRL+V  
(d) None of these  
(e) All of the above
- 403.** Disk access time is-
- (a) seek time  
(b) Latency time  
(c) Seek time + Latency time  
(d) Disk time  
(e) None of these
- 404.** When writing a document, you can use the \_\_\_\_\_ feature to find an appropriate word or an alternative word if you find yourself stuck for the right word.
- (a) dictionary  
(b) word finder  
(c) encyclopedia  
(d) thesaurus  
(e) None of these
- 405.** File ..... shrinks the size of a file so it requires less storage space.
- (a) scanning  
(b) synthesizing  
(c) defragmenting  
(d) compression  
(e) None of these
- 406.** In Microsoft Word system to copy something the following shortcut is used
- (a) CTRL+C  
(b) CTRL+X  
(c) CTRL+V  
(d) None of these  
(e) All of the above
- 407.** A ..... shares hardware, software, and data among authorized users.
- (a) network  
(b) protocol  
(c) hyperlink  
(d) transmitter  
(e) None of these
- 408.** Digitizer is an input device
- (a) Used to convert graphic and pictorial data into binary inputs for a digital computer  
(b) Used to convert graphic and pictorial data into analog inputs for a digital computer.  
(c) Used for debugging  
(d) None of these  
(e) All of the above
- 409.** Hard disk drives are considered \_\_\_\_\_ storage.
- (a) flash  
(b) non-volatile  
(c) temporary  
(d) nonpermanent  
(e) None of these
- 410.** How many margins are on a page?
- (a) Two (header and footer)  
(b) Four (top, bottom, right, left)  
(c) Two (landscape and portrait)  
(d) Two (top and bottom)  
(e) None of these
- 411.** The Word FTP stands for?
- (a) File Translate Protocol  
(b) File Transit Protocol  
(c) File Transfer protocol  
(d) file typing protocol  
(e) None of these
- 412.** The \_\_\_\_\_ tells the computer how to use its components.
- (a) utility  
(b) network  
(c) operating system  
(d) application program  
(e) None of these
- 413.** In Excel which is not an advantage of using computerized spreadsheets?
- (a) Flexibility of moving entries

- (b) Speed of calculation  
(c) Ability of generate tables  
(d) Cost of initial setup  
(e) All of the above
- 414.** In Microsoft PowerPoint the following should be used with the mouse when you want to draw a perfect shape  
(a) The spacebar  
(b) The alt key  
(c) The ctrl key  
(d) The shift key  
(e) All of the above
- 415.** How many bits of information can each memory cell in a computer chip hold?  
(a) 8 bits  
(b) 1 bit  
(c) 0 bits  
(d) All of the above  
(e) None of these
- 416.** In Windows operating system shortcut key Windows Logo+F1  
(a) Display Windows Help  
(b) Lock the keyboard  
(c) Open the Run dialog box  
(d) Open Utility Manager  
(e) All of the above
- 417.** In Excel the following will not cut information  
(a) Pressing Ctrl + C  
(b) Selecting Edit>Cut from the menu  
(c) Clicking the Cut button on the standard  
(d) Pressing Ctrl+X  
(e) All of the above
- 418.** In Excel to open the Format Cells dialog box, press  
(a) Alt + 1  
(b) Ctrl + 1  
(c) Ctrl + Shift + 1  
(d) F1  
(e) All of the above
- 419.** Who was the inventor of world wide web ?  
(a) Marks Zuckerberg  
(b) Tim Berners Lee  
(c) Thomas Reardon  
(d) Ray Tomlinson  
(e) Henery A Rowland
- 420.** An example of an embedded system is ..... ?  
(a) A CD-ROM  
(b) A machine tool  
(c) A calculator  
(d) All of the above  
(e) None of these
- 421.** In Excel all worksheet formula  
(a) Manipulate values  
(b) Manipulate labels  
(c) Return a formula result  
(d) Use the addition operator  
(e) All of the above
- 422.** APL is  
(a) A high level language for specifying complex algorithms.  
(b) A real-time language primarily for scientific applications.  
(c) Only A is true  
(d) Both A & B are true  
(e) All of the above
- 423.** How are data organised in a spreadsheet?  
(a) Lines and spaces  
(b) Layers and planes  
(c) Height and width  
(d) Rows and columns  
(e) None of these
- 424.** Magnetic tape is not practical for applications where data must be quickly recalled because tape is:  
(a) A random-access medium  
(b) A sequential access medium  
(c) A read only medium  
(d) Fragile and easily damaged  
(e) An expensive storage medium
- 425.** Which one of the following is not an internal DOS command?  
(a) BACKUP  
(b) COPY  
(c) CLS  
(d) BREAK  
(e) None of these
- 426.** A method of using a communication channel in which signals can be transmitted between a source and a destination in both directions simultaneously is called  
(a) Full duplex  
(b) Half duplex  
(c) Quarter duplex  
(d) None of these  
(e) All of the above
- 427.** In Windows operating system shortcut CTRL+A is to  
(a) Select all  
(b) Highlight a block of text  
(c) Delete something  
(d) Paste something  
(e) All of the above
- 428.** The father of Modern Computer is\_\_\_\_\_.  
(a) Charles Babbage  
(b) Von-neumann  
(c) Danies Ritchel  
(d) Blaise Pascal  
(e) None
- 429.** Before data can be transmitted, they must be transformed to\_\_\_\_\_.  
(a) periodic signals

- (b) electromagnetic signals  
(c) aperiodic signals  
(d) low-frequency sine waves  
(e) None of these
- 430.** Which of the following is NOT a type of broadband Internet connection?  
(a) cable  
(b) DSL  
(c) Dial-up  
(d) Satellite  
(e) None of these
- 431.** Specialized programs that allow particular input or output devices to communicate with the rest of the computer system are called \_\_\_\_.  
(a) operating systems  
(b) utilities  
(c) device drivers  
(d) language translators  
(e) Connectors
- 432.** In Microsoft PowerPoint you can edit an embedded organization chart object by  
(a) Clicking edit object  
(b) Double clicking the organization chart object  
(c) Right clicking the chart object, then clicking edit MS-Organization Chart object  
(d) (B) and (C)  
(e) All of the above
- 433.** Which of the following transforms input data into output data?  
(a) Peripherals  
(b) RAM  
(c) ROM  
(d) CPU  
(e) None of these
- 434.** In Excel to save a workbook, you  
(a) Click the save button on the standard toolbar from the menu  
(b) Press Ctrl+F5  
(c) Click Save on the Windows Start button  
(d) Select Edit>Save  
(e) All of the above
- 435.** End means?  
(a) Logical end of a program  
(b) Physical end of a program  
(c) Both 1 and 2  
(d) all of the above  
(e) None of these
- 436.** A scientific institution performing intensive mathematical operations for a complex model that required extremely powerful computing capabilities will most likely use a(n):  
(a) Supercomputer  
(b) PC  
(c) mainframe  
(d) ISP  
(e) None of these
- 437.** The following typically happens in the output phase of a computer based information system  
(a) Data is put into the computer for processing  
(b) Information is produced in hardcopy/ softcopy form  
(c) Mathematical calculations are performed  
(d) All of the above.  
(e) All of the above
- 438.** Advantage of a multiprogramming system is  
(a) simultaneous execution of program instructions from two applications  
(b) concurrent processing of two or more programs  
(c) single processing at a time  
(d) none of these  
(e) All of the above
- 439.** In Microsoft Word to paste something after cutting the following shortcut is used  
(a) CTRL+C  
(b) CTRL+X  
(c) CTRL+V  
(d) None of these  
(e) All of the above
- 440.** A computer-intensive problem runs on a \_\_\_\_\_.  
(a) server  
(b) mainframe  
(c) supercomputer  
(d) super PC  
(e) None of these
- 441.** The term \_\_\_\_\_ designates equipment that might be added to a computer system to enhance its functionality.  
(a) digital device  
(b) system add-on  
(c) disk pack  
(d) peripheral device  
(e) None of these
- 442.** Which button on the quick access toolbar allow you to cancel your recent commands or action.  
(a) Search  
(b) Cut  
(c) Document  
(d) Undo  
(e) None of these
- 443.** In Windows operating system to move forward through the tabs  
(a) CTRL+TAB  
(b) CTRL+SHIFT+TAB  
(c) SHIFT+TAB  
(d) None of these  
(e) All of the above
- 444.** The linking of computers with a communication system is called  
(a) Networking

- (b) Pairing  
(c) Interlocking  
(d) Assembling  
(e) Sharing
- 445.** The checking operation performed on input is called  
(a) validation of data  
(b) verification of data  
(c) Verification of data  
(d) control of data  
(e) All of the above
- 446.** Most mail program automatically complete the following two parts in an e-mail  
(a) From : and Body :  
(b) From : and Date :  
(c) From : And To :  
(d) From : and Subject :  
(e) None of these
- 447.** A selection, choice, or condition involving two possibilities is referred as  
(a) Unary  
(b) Binary  
(c) Octal  
(d) None of these  
(e) All of the above
- 448.** The basic goal of computer process is to convert data into \_\_\_\_\_  
(a) Files  
(b) tables  
(c) information  
(d) graphs  
(e) None of these
- 449.** The mirror image of the whole hard disk including the OS, applications, files and data is created by a \_\_\_\_\_.  
(a) Utility program  
(b) Driver  
(c) Backup software  
(d) OS  
(e) None of these.
- 450.** Which key is used in combination with another key to perform a specific task?  
(a) function  
(b) arrow  
(c) space bar  
(d) control  
(e) None of these
- 451.** What are connector symbol?  
(a) They are used in a flowchart  
(b) It represents a junction in a flow line  
(c) Often used to transfer flow between different pages of a lengthy chart  
(d) All the above  
(e) None of these
- 452.** Extended ASCII uses  
(a) 8 bits for coding  
(b) 9 bits for coding  
(c) 10 bits for coding  
(d) 11 bits for coding  
(e) All of the above
- 453.** Portability is program ability to run on  
(a) dissimilar machines with minimum modification  
(b) similar machines with maximum modification  
(c) dissimilar machines with maximum modification  
(d) similar machines with maximum modification  
(e) All of the above
- 454.** Hard copy is a term used to describe...?  
(a) Printed output  
(b) Writing on a hard board  
(c) Storing information on the hard disk  
(d) All of the above  
(e) None of these
- 455.** Which cannot be used to close the Word application  
(a) ALT+ F4  
(b) File-> Close  
(c) File-> Exit  
(d) X button in the word window  
(e) None of these
- 456.** Which of the following deals with data organised in rows and columns?  
(a) Matrix  
(b) Spreadsheet  
(c) Word document  
(d) PPT  
(e) MS Paint
- 457.** In Excel worksheet range is a  
(a) A command used for data modeling  
(b) A range of values such as from 23 to 234  
(c) A group of cells  
(d) A group of worksheets  
(e) All of the above
- 458.** 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  
(e) None of these
- 459.** In Excel you can print  
(a) A range of cells by range name  
(b) An entire worksheet  
(c) A single worksheet  
(d) All of the above  
(e) All of the above
- 460.** A \_\_\_\_\_ is a computer connected to two networks.

- (a) link  
 (b) server  
 (c) gateway  
 (d) bridge way  
 (e) None of these
- 461.** A firewall is .....
- (a) A software program  
 (b) A virus program  
 (c) A Hardware  
 (d) All the above  
 (e) Only and 3
- 462.** Archive is
- (a) Backup storage  
 (b) Forward operation  
 (c) Primary storage  
 (d) None of these  
 (e) All of the above
- 463.** A language that refers to the way people think mathematically is called as \_\_\_\_\_
- (a) Functional language  
 (b) Cross-platform language  
 (c) Event driven programming language  
 (d) all of the above  
 (e) None of these
- 464.** In Microsoft Word shortcut CTRL+A is to
- (a) Select all  
 (b) Highlight a block of text  
 (c) Delete something  
 (d) Paste something  
 (e) All of the above
- 465.** Who is the chief of Microsoft?
- (a) Charles Babbage  
 (b) Bill Gates  
 (c) Bill Clinton  
 (d) Bush  
 (e) None of these
- 466.** Graphics for word processor
- (a) Peripheral  
 (b) Clip art  
 (c) Highlight  
 (d) Execute  
 (e) All of the above
- 467.** In Excel..... is a group of cells that form a rectangle on the screen.
- (a) Calculation  
 (b) Formula  
 (c) Range  
 (d) Range address  
 (e) All of the above
- 468.** Excel worksheet cells work very similarly to what common element of the windows graphical user interface
- (a) Option buttons  
 (b) List boxes  
 (c) Text boxes  
 (d) Combo boxes  
 (e) All of the above
- 469.** Control Unit of a digital computer is often called the
- (a) Clock  
 (b) Nerve center  
 (c) ICs  
 (d) All of the above  
 (e) None of these
- 470.** What do you use to create a chart?
- (a) Pie Wizard  
 (b) Excel Wizard  
 (c) Data Wizard  
 (d) Chart Wizard  
 (e) None of these
- 471.** Which of the following is a popular programming language for developing multimedia web pages, websites, and web-based applications?
- (a) COBOL  
 (b) Java  
 (c) BASIC  
 (d) Assembler  
 (e) None of these
- 472.** Where are programs and data kept while the processor is using them?
- (a) Main memory  
 (b) Secondary memory  
 (c) Disk memory  
 (d) Program memory  
 (e) None of these
- 473.** SMPS stands for \_\_\_\_\_.
- (a) Switched mode power supply  
 (b) Start mode power supply  
 (c) Store mode power supply  
 (d) Single mode power supply  
 (e) None
- 474.** PU can transmit at a time to main memory and to input and output devices
- (a) Data width  
 (b) Bus width  
 (c) Memory width  
 (d) Capacity  
 (e) None of these
- 475.** In Microsoft PowerPoint the following is not an option when printing handouts
- (a) Six slides per page  
 (b) Five slides per page  
 (c) Three slides per page  
 (d) Two slides per page  
 (e) All of the above
- 476.** In Windows operating system to move backward through the options
- (a) CTRL+TAB  
 (b) CTRL+SHIFT+TAB  
 (c) SHIFT+TAB  
 (d) None of these

- (e) All of the above
- 477.** Personal computers can be connected together to form a \_\_\_\_\_.  
 (a) server  
 (b) super computer  
 (c) network  
 (d) enterprise  
 (e) None of these
- 478.** The term --- designate equipment that might be added to a computer system to enhance. Its functionality.  
 (a) Digital device  
 (b) system add  
 (c) Disk pack  
 (d) Peripheral device  
 (e) None of these
- 479.** The software that allows users to surf the Internet is called a/an  
 (a) Search engine  
 (b) Internet Service Provider (ISP)  
 (c) Multimedia application  
 (d) Browser  
 (e) None of these
- 480.** In Windows operating system shortcut CTRL+C is used for  
 (a) Cut  
 (b) Paste  
 (c) Copy  
 (d) None of these  
 (e) All of the above
- 481.** For creating a document, you use \_\_\_\_\_ command at File Menu.  
 (a) New  
 (b) Open  
 (c) Document  
 (d) Type  
 (e) None of these
- 482.** In Microsoft PowerPoint in order to see all the slides on one screen use  
 (a) View, slide sorter  
 (b) View, slide  
 (c) View, master  
 (d) View, slide show  
 (e) All of the above
- 483.** Which key is used in combination with another key to perform a specific task?  
 (a) Function  
 (b) Control  
 (c) Arrow  
 (d) Space bar  
 (e) None of these
- 484.** A number system with a base of two is referred as  
 (a) Unary number system  
 (b) Binary number system  
 (c) Octal number system  
 (d) None of these  
 (e) All of the above
- 485.** In Excel which menu option can be sued to split windows into two  
 (a) Format > window  
 (b) View > window > split  
 (c) Window > split  
 (d) View > split  
 (e) All of the above
- 486.** Which of the following was (were) not used in first-generation computers?  
 (a) vacuum tubes  
 (b) punch cards  
 (c) magnetic core  
 (d) all of the above  
 (e) All of the above
- 487.** Which key is used in combination with another key to perform a specific task?  
 (a) function  
 (b) arrow  
 (c) space bar  
 (d) control  
 (e) None of these
- 488.** Which of the following is true concerning personal computers?  
 (a) They have been most successful in the home.  
 (b) They are user friendly  
 (c) No specific programming technique required  
 (d) All the above.  
 (e) All of the above
- 489.** In Excel on an excel sheet the active cell in indicated by  
 (a) A dark wide boarder  
 (b) A dotted border  
 (c) A blinking border  
 (d) None of above  
 (e) All of the above
- 490.** ASCII File is  
 (a) document file in the universally recognized text format  
 (b) Word processor  
 (c) System file  
 (d) None of these  
 (e) All of the above
- 491.** In Excel the following setup options cannot be set in the page setup dialog box?  
 (a) Printer selection  
 (b) Vertical or horizontal placement  
 (c) Orientation  
 (d) Row and column titles  
 (e) All of the above
- 492.** Information on a computer is stored as  
 (a) analog data  
 (b) digital data  
 (c) modem data

- (d) watts data  
(e) None of these
- 493.** In Microsoft PowerPoint toolbars that are displayed by default in the PowerPoint window includes  
(a) Menu bar, standard toolbar, formatting toolbar, drawing toolbar, status bar  
(b) Menu bar, standard toolbar, formatting toolbar, drawing toolbar, status bar  
(c) Standard toolbar, formatting toolbar, drawing toolbar, status bar  
(d) Menu bar, standard toolbar, status bar, drawing toolbar  
(e) All of the above
- 494.** All of the following statements concerning files are true EXCEPT:  
(a) A file is a collection of related pieces of information stored together for easy reference.  
(b) Files can be generated from an application  
(c) Files are stored in RAM  
(d) Files should be organized in folders.  
(e) None of these
- 495.** The term bit is short for \_\_\_\_\_  
(a) megabyte  
(b) binary language  
(c) binary digit  
(d) binary number  
(e) None of these
- 496.** In Excel you can create only a horizontal page break by first selecting  
(a) A row below the row where you want the page break to occur  
(b) A cell in row 1  
(c) A cell in column A  
(d)  
(a) and (C)  
(e) All of the above
- 497.** Following is not the form of secondary storage  
(a) Magnetic tape  
(b) CD's  
(c) Disk  
(d) Hard disk  
(e) All of the above
- 498.** Which of the following is not a type of key?  
(a) Alphabetic Keys  
(b) Numeric keys  
(c) Function keys  
(d) Toggle keys  
(e) None of these
- 499.** The capacity of a communication channel is measured in \_\_\_\_  
(a) Bandwidth  
(b) Bit capacity  
(c) Baud rate  
(d) Data flow  
(e) Store data
- 500.** The first spam email was sent by  
(a) Gary Thuerk  
(b) Adi Shamir  
(c) Alan Kay  
(d) Charles Thomas  
(e) Henry Phillips
- 501.** The following are basic types of record access methods  
(a) sequential and random  
(b) direct and immediate  
(c) sequential and indexed  
(d) on-line and real-time  
(e) All of the above
- 502.** Cyberspace is being governed by a system of law and regulation called?  
(a) Civil Law  
(b) Criminal Law  
(c) Electronic Law  
(d) Cyber Law  
(e) Cyber Authority
- 503.** Which application is used to prepare a presentation/ slide show?  
(a) Photoshop  
(b) Power Point  
(c) Outlook Express  
(d) Internet explorer  
(e) All of the above
- 504.** In Excel the drag and drop method of copying or moving  
(a) Can be used between worksheets but not workbooks  
(b) Can be used between workbooks but not worksheets  
(c) Can be used between workbooks but not worksheets  
(d) None  
(e) All of the above
- 505.** In Microsoft PowerPoint the following provides a printed copy of your presentation  
(a) Outline  
(b) Speaker notes  
(c) Audience handouts  
(d) All of the above  
(e) All of the above
- 506.** In MICR, C stands for  
(a) Code  
(b) Colour  
(c) Computer  
(d) Character  
(e) None of these
- 507.** What do you use to create a chart?  
(a) Pie Wizard  
(b) Excel Wizard  
(c) Data Wizard  
(d) Chart Wizard



- (e) None of these
- 508.** A tuple is a  
 (a) column of a table  
 (b) two-dimensional table  
 (c) row of a table  
 (d) key of a table  
 (e) None of these
- 509.** Four of the following five are alike in a certain way and so form a group. Which is the one that does not belong to the group?  
 (a) MESH  
 (b) SAFARI  
 (c) AVANT  
 (d) GOOGLE CHROME  
 (e) MOZILLA FIREFOX
- 510.** The errors that can be pointed out by the compiler are:  
 (a) Syntax error  
 (b) Symantic error  
 (c) Logical error  
 (d) Internal error  
 (e) None of these
- 511.** In Excel it is acceptable to let long text flow into adjacent cells on a worksheet when  
 (a) Data will be entered in the adjacent cells  
 (b) No data will be entered in the adjacent cells  
 (c) There is not suitable abbreviation of the text  
 (d) There is not time to format the Text  
 (e) All of the above
- 512.** In Microsoft PowerPoint the following presentation elements can you modify using the slide master  
 (a) Slide comments  
 (b) Slide transitions  
 (c) Speaker note font and color  
 (d) All of above  
 (e) All of the above
- 513.** What is the standard code the computer industry created to represent characters?  
 (a) DASI  
 (b) ASSH  
 (c) ASCII  
 (d) BASCII  
 (e) EPROM
- 514.** In Windows operating system it sits at the bottom of windows desktop screen. It shows you which programs are running and allows you to switch between them. It also contains the Start button which one can use to access programs, folders, and computer settings.  
 (a) Sidebar  
 (b) Icons  
 (c) Taskbar  
 (d) None of these  
 (e) All of the above
- 515.** The term\_\_\_\_\_designates equipment that might be added to a computer system to enhance its functionality.  
 (a) digital device  
 (b) system add-on  
 (c) disk pack  
 (d) peripheral device  
 (e) None of these
- 516.** The software that allows users to surf the Internet is called a/an  
 (a) Search engine  
 (b) Internet Service Provider (ISP)  
 (c) Multimedia application  
 (d) Browser  
 (e) None of these
- 517.** In Microsoft Word shortcut CTRL+C is used for  
 (a) Cut  
 (b) Paste  
 (c) Copy  
 (d) None of these  
 (e) All of the above
- 518.** Bubble Memory is  
 (a) nonvolatile  
 (b) volatile  
 (c) permanent  
 (d) None of these  
 (e) All of the above
- 519.** Technique of using disk space to make programs believe that the system contains more random access memory (RAM) than is actually available is called  
 (a) Virtual memory  
 (b) Secondary memory  
 (c) Primary memory  
 (d) None of these  
 (e) All of the above
- 520.** When the pointer is positioned on a\_\_\_\_\_it is shaped like a hand.  
 (a) Grammar error  
 (b) Hyperlink  
 (c) Screen tip  
 (d) Spelling error  
 (e) Formatting error
- 521.** In Windows operating system shortcut DELETE is for  
 (a) Undo something  
 (b) Delete something  
 (c) Paste something  
 (d) None of these  
 (e) All of the above
- 522.** FORTRAN is  
 (a) Formula Translation  
 (b) A high-level mathematically oriented programming language  
 (c) Both A & B

- (d) None of these  
(e) All of the above
- 523.** In Microsoft PowerPoint the following is the default page setup orientation for notes pages, outlines and handouts  
(a) Vertical  
(b) Landscape  
(c) Portrait  
(d) None of above  
(e) All of the above
- 524.** GUI is the acronym for:  
(a) Generation User Interface  
(b) General User Interface  
(c) Graphical User Instruction  
(d) Graphical User Interface  
(e) None of these
- 525.** The rectangular area of the screen that displays a program, data, and/or information is a  
(a) title bar  
(b) button  
(c) dialog box  
(d) window  
(e) None of these
- 526.** In Excel on an Excel sheet the active cell is indicated by  
(a) A dark wide border  
(b) A dotted border  
(c) A blinking border  
(d) None of above  
(e) All of the above
- 527.** An optical input device that is used to read documents printed in a special type font is known as  
(a) Document reader  
(b) Documentation  
(c) Printer  
(d) None of these  
(e) All of the above
- 528.** Which type of resource does have greater probability to become shared resource in a computer network?  
(a) Printers  
(b) Speakers  
(c) Floppy Disc Drivers  
(d) Keyboards  
(e) None of these
- 529.** \_\_\_\_\_ applications refers to those applications in which text, sound, graphics, motion video and animation are all combined.  
(a) Animation  
(b) Multimedia  
(c) Maxmedia  
(d) Flash  
(e) None of these
- 530.** In Microsoft PowerPoint the best place to find animated images for your presentation  
(a) Microsoft online  
(b) Word clipart  
(c) PowerPoint tools and ins  
(d) All of the above  
(e) All of the above
- 531.** Primary advantage of key-to-tape data-entry systems  
(a) A large percentage of editing can be performed at the time of data entry  
(b) Key verification is easily performed  
(c) The tape is reusable  
(d) Keying errors can be detected as they occur  
(e) All of the above
- 532.** The central processing unit contains which of the following as a component?  
(a) Memory Regulation Unit  
(b) Flow Control Unit  
(c) Arithmetic Logic Unit  
(d) Instruction Manipulation Unit  
(e) None of these
- 533.** In Excel you can create hyperlinks from the Excel workbook to  
(a) A webpage on company internet  
(b) A web page on the internet  
(c) Other Office application documents  
(d) All  
(e) All of the above
- 534.** System software is the set of programs that enables the computer hardware devices and ..... software to work together.  
(a) Management  
(b) Processing  
(c) Utility  
(d) Application  
(e) None of these
- 535.** In word, what combination of keys do you press to delete an entire word?  
(a) Ctrl + del  
(b) Alt + del  
(c) Shift + Backspace  
(d) Shift + Alt + del  
(e) None of these
- 536.** A coding structure in which characters are represented by means of a series of parallel bars is  
(a) Bar Code  
(b) Menu bar  
(c) Numeric bar  
(d) None of these  
(e) All of the above
- 537.** BIOS is responsible for  
(a) handling the particulars of input/output operations  
(b) output operations

- (c) input operations  
 (d) None of these  
 (e) All of the above
- 538.** A storage device or medium where the access time is dependent upon the location of the data is called  
 (a) Serial access  
 (b) Parallel access  
 (c) Null access  
 (d) None of these  
 (e) All of the above
- 539.** In Excel you can edit a cell by  
 (a) Clicking the formula button  
 (b) Double clicking the cell to edit it in-place  
 (c) Selecting Edit>Edit Cell from the menu  
 (d) None of above  
 (e) All of the above
- 540.** In a database, information should be organized and accessed according to which of the following?  
 (a) Physical position  
 (b) Logical structure  
 (c) Data dictionary  
 (d) Physical structure  
 (e) None of these
- 541.** Which among the following is a diskette?  
 (a) Cartridge  
 (b) Toner  
 (c) Floppy  
 (d) CD  
 (e) Hard Disk
- 542.** Data going into the computer is called?  
 (a) Output  
 (b) Algorithm  
 (c) Input  
 (d) Calculations  
 (e) Flowchart
- 543.** What does C represent in MICR?  
 (a) Code  
 (b) Column  
 (c) Computer  
 (d) Character  
 (e) None of these
- 544.** What do you use to create a chart?  
 (a) Pie Wizard  
 (b) Excel Wizard  
 (c) Data Wizard  
 (d) Chart Wizard  
 (e) None of these
- 545.** A menu contains a list of  
 (a) commands  
 (b) data  
 (c) objects  
 (d) reports  
 (e) None of these
- 546.** Microsoft Office Suite spreadsheet program is  
 (a) Microsoft Excel  
 (b) Microsoft Word  
 (c) Microsoft Powerpoint  
 (d) None of these  
 (e) All of the above
- 547.** The case that holds all the physical parts of the computer is called  
 (a) System unit  
 (b) Platform  
 (c) Integrated platform  
 (d) Mainframe  
 (e) None of these
- 548.** The function of Key F4 is  
 (a) Delete  
 (b) Repeat last function  
 (c) Refresh  
 (d) Copy  
 (e) None of these
- 549.** In Excel Comments put in cells are called  
 (a) Smart tip  
 (b) Cell tip  
 (c) Web tip  
 (d) Soft tip  
 (e) All of the above
- 550.** The term DBMS is referred to  
 (a) Data Base Management system  
 (b) The software used for the management, maintenance and retrieval of the data stored in a data base  
 (c) Both A & B are true  
 (d) None of these  
 (e) All of the above
- 551.** In Windows operating system it is the long horizontal bar at the bottom of a screen. Unlike the desktop, which can get obscured by the windows on top of it, it is visible almost all the time.  
 (a) Sidebar  
 (b) Icons  
 (c) Taskbar  
 (d) None of these  
 (e) All of the above
- 552.** The method of file organization in which data records in a file are arranged in a specified order according to a key field is known as the  
 (a) Direct access method  
 (b) Queuing method  
 (c) Predetermined method  
 (d) Sequential access method  
 (e) None of these
- 553.** Format command is used to create.....  
 (a) Sector  
 (b) memory  
 (c) Tracks  
 (d) Tracks and sector  
 (e) None of these
- 554.** In Nonvolatile memory device

- (a) Data contained in them is not lost when the power turned off  
 (b) Data contained in them is lost when the power turned off.  
 (c) data contained in them is permanent and not be rewrite  
 (d) None of these  
 (e) All of the above
- 555.** In Excel constant is another name for this type of data  
 (a) number  
 (b) equation  
 (c) formula  
 (d) description  
 (e) All of the above
- 556.** Buffer is device/ storage area  
 (a) Where data are temporarily stored  
 (b) Where data is permanently stored  
 (c) Where data error occurs  
 (d) None of these  
 (e) All of the above
- 557.** Programs stored in ROM are called \_\_\_\_  
 (a) Hardware  
 (b) Firmware  
 (c) Software  
 (d) all of above  
 (e) None of these
- 558.** In Microsoft Word shortcut DELETE is for  
 (a) Undo something  
 (b) Delete something  
 (c) Paste something  
 (d) None of these  
 (e) All of the above
- 559.** Which language is most suited for commercial applications?  
 (a) Fortran  
 (b) Cobol  
 (c) Basic  
 (d) Prolog  
 (e) None of these
- 560.** In Excel Status indicators are located on the  
 (a) Vertical scroll bar  
 (b) Horizontal scroll bar  
 (c) Formula bar  
 (d) Standard toolbar  
 (e) All of the above
- 561.** The first graphical web browser are?  
 (a) Gopher  
 (b) WAIS  
 (c) CERN  
 (d) Mosaic  
 (e) None of these
- 562.** Why are headers and footers used in document?  
 (a) To enhance the overall appearance of the document  
 (b) To mark the starting and ending of a page  
 (c) To make large document more readable  
 (d) To allow page headers and footers to appear on document when it is printed  
 (e) All of the above
- 563.** Console is  
 (a) A device that enables human operators to communicate with the computer  
 (b) A device that enables human operators not to communicate with the computer  
 (c) Communication between computers  
 (d) None of these  
 (e) All of the above
- 564.** A process of collecting, organizing, storing and otherwise maintaining a complete historical record of programs and other documents used or prepared during the different phases of the system is called  
 (a) Documentation  
 (b) Document reader  
 (c) Data process  
 (d) None of these  
 (e) All of the above
- 565.** A unit of a computer system that interprets instructions and executes them is known as  
 (a) Processor  
 (b) Storage  
 (c) Peripherals  
 (d) None of these  
 (e) All of the above
- 566.** \_\_\_\_\_ are usually downloaded into the folder carrying Temporary Internet Files and are written into the computer by the websites you visit.  
 (a) Anonymous Files  
 (b) Cookies  
 (c) Banner Ads  
 (d) Images  
 (e) History
- 567.** A popular presentation program for Windows and Mac in Microsoft Office is  
 (a) Microsoft Word  
 (b) Microsoft PowerPoint  
 (c) Microsoft Access  
 (d) None of these  
 (e) All of the above
- 568.** What is MP3?  
 (a) A mouse  
 (b) A printer  
 (c) A sound format  
 (d) A scanner  
 (e) None of these
- 569.** Microsoft Office is an office suite, for the  
 (a) Microsoft Windows operating systems  
 (b) Mac OS X operating systems  
 (c) Both A and B are true  
 (d) None is true

- (e) All of the above
- 570.** In a disk system time required for a read/ write head to move to the track where the record to be read or written is stored is
- Access time
  - Random time
  - Response time
  - Seek time
  - All of the above
- 571.** The most common input devices are the \_\_\_\_\_ and the \_\_\_\_\_.
- microphone, printer
  - scanner, monitor
  - digital camera, speakers
  - keyboard, mouse
  - None of these
- 572.** In windows XP, which shortcut is used you lock the computer?
- Ctrl + L
  - Windows Key + k
  - Ctrl + K
  - Scroll Lock key
  - Windows Key + L
- 573.** This part of operating system manages the essential peripherals, such as the keyboard, screen , disk drives, and parallel and serial ports\_\_\_\_\_
- basic input/output system
  - secondary input/output system
  - peripheral input/output system
  - marginal input/output system
  - None of these
- 574.** \_\_\_\_\_ is the example of magnetic disk.
- Hard-disk
  - DVD
  - RAM
  - Pen drive
  - None of these
- 575.** In Batch processing
- Several computer programs runs one after another without human interaction to run each program individually.
  - Several computer programs runs one after another with human interaction to run each program individually
  - Selected computer programs runs one after another with human interaction to run each program individually
  - None is true
  - All of the above
- 576.** In Microsoft PowerPoint you can show the shortcut menu during the slide show by
- Clicking the shortcut button on the formatting toolbar
  - Right clicking the current slide
  - Clicking an icon on the current slide
  - (B) and (A)
  - All of the above
- 577.** What is the responsibility of the logical unit in the CPU of a computer?
- Producing result
  - Comparing numbers
  - Controlling flow of information
  - Performing mathematical operations
  - Controlling flow of data
- 578.** In Excel intersection of a row and column is called:
- Cata
  - A field.
  - A cell
  - An equation.
  - All of the above
- 579.** Audio response is
- output medium
  - produces verbal responses from the computer system
  - Both A & B true
  - None is true
  - All of the above
- 580.** In MICR, C stands for \_\_\_\_\_
- Code
  - Colour
  - Computer
  - Character
  - Country
- 581.** In Excel which of the following is not a way to complete a cell entry?
- Pressing enter
  - Pressing any arrow key on the keyboard
  - Clicking the Enter button on the Formula bar
  - Pressing spacebar
  - All of the above
- 582.** COBOL is widely used in \_\_\_\_\_ applications.
- Commercial
  - Scientific
  - Space
  - Mathematical
  - None of these
- 583.** A competitor to the dominant Lotus 1-2-3 is
- Microsoft Excel
  - Microsoft Word
  - Microsoft PowerPoint
  - None of these
  - All of the above
- 584.** Which of the following best describes a computer-based information system?
- system where computer is used to turn data into information
  - inputting data
  - processing data
  - data is put into the computer for processing
  - All of the above

585. In Windows operating system shortcut CTRL while dragging an item  
 (a) Delete the selected item permanently without placing the item in the Recycle Bin  
 (b) Copy the selected item  
 (c) Rename the selected item  
 (d) Create a shortcut to the selected item  
 (e) All of the above
586. A program that translates mnemonic statements into executable instructions is referred as  
 (a) Software  
 (b) Assembler  
 (c) Translator  
 (d) None of these  
 (e) All of the above
587. Which of the following is the standard interactive and programming language for getting information from a database?  
 (a) DCOM  
 (b) Java  
 (c) SQL  
 (d) Cova  
 (e) Mercury
588. Data communications involving telegraph lines uses  
 (a) simplex lines  
 (b) wideband channels  
 (c) narrowband channels  
 (d) dialed service  
 (e) All of the above
589. A device that connects to a network without the use of cables is said to be  
 (a) distributed  
 (b) centralized  
 (c) open source  
 (d) wireless  
 (e) None of these
590. The Internet allows you to  
 (a) send electronic mail  
 (b) view web pages  
 (c) connect to servers all around the world  
 (d) All of these  
 (e) None of these
591. It contains data descriptions and defines the name, data type, and length of each field in the database  
 (a) data dictionary  
 (b) data table  
 (c) data record  
 (d) data field  
 (e) None of these
592. Which of the following controls the way in which the computer system functions and provides a means by which users can interact with the computer?  
 (a) O/S  
 (b) Motherboard  
 (c) Platform  
 (d) I/O gateway  
 (e) None of these
593. These hacker breaks security for altruistic or at least non-malicious reasons.  
 (a) White hat  
 (b) Grey hat  
 (c) Blue hat  
 (d) None of these  
 (e) All of the above
594. One or more identifying lines printed at the bottom of a page are referred as  
 (a) Header  
 (b) Footer  
 (c) Index  
 (d) None of these  
 (e) All of the above
595. The Internet began with the development of  
 (a) USENET  
 (b) ARPANET  
 (c) Ethernet  
 (d) Intranet  
 (e) None of these
596. Which of the following device is used only in LAN (Local Area Network)?  
 (a) Gateway  
 (b) Modem  
 (c) NIC  
 (d) Router  
 (e) None of these
597. Mahesh and Pavan are employees of company X working in different countries, on the same project. Which of the following Computer technologies would be useful for them to have Review monthly meets?  
 (a) Video-display software  
 (b) Video digitizing  
 (c) Video Conferencing  
 (d) Video Scanning  
 (e) None of these
598. MS-DOS is usually supplied on a  
 (a) hard disk  
 (b) cartridge tape  
 (c) CD ROM  
 (d) floppy disk or diskettes  
 (e) None of these
599. What are you most likely to use when playing  
 (a) Touch screen a computer game?  
 (b) Light pen  
 (c) notepad  
 (d) Joystick  
 (e) None of these
600. Diskette is a  
 (a) A low-cost, thin flexible magnetic disk storage device

- (b) High volume storage device  
(c) Primary storage device  
(d) None of these  
(e) All of the above
- 601.** This manual tells you how to use a software program  
(a) documentation  
(b) programming  
(c) technical  
(d) user  
(e) None of these
- 602.** The unit KIPS is used to measure the speed of \_\_\_\_  
(a) Processor  
(b) Disk drive  
(c) Printer  
(d) Tape drive  
(e) None of these
- 603.** This type of hardware consists of devices that translate data into a form the computer can process  
(a) application  
(b) input  
(c) system  
(d) All of these  
(e) None of these
- 604.** To create slideshows, composed of text, graphics, movies and other objects, which can be displayed on-screen and navigated through by the presenter or printed out on transparencies or slides one uses  
(a) Microsoft Word  
(b) Microsoft PowerPoint  
(c) Microsoft Access  
(d) None of these  
(e) All of the above
- 605.** What would you NOT use with a flatbed plotter?  
(a) A pen  
(b) Eraser  
(c) Paper  
(d) All of the above  
(e) None of these
- 606.** What is a popular program for creating documents that can be read on both a PC and a Macintosh computer?  
(a) Microsoft Word  
(b) Adobe In Design  
(c) Adobe Acrobat  
(d) QuarkXPress  
(e) None of these
- 607.** The\_\_\_\_\_becomes different shapes depending on the task you are performing?  
(a) Active tab  
(b) Insertion point  
(c) Mouse pointer  
(d) Ribbon  
(e) None of these
- 608.** Which function calculates the average of a given set of numbers in Excel?  
(a) Min  
(b) Max  
(c) Count  
(d) Avg  
(e) Sum
- 609.** Which of the following is the largest unit of storage?  
(a) GB  
(b) KB  
(c) MB  
(d) TB  
(e) YB
- 610.** Microsoft Office Picture Manager is  
(a) Basic photo management software  
(b) An application that supports editing scanned documents  
(c) A scanning and OCR application  
(d) None of these  
(e) All of the above
- 611.** In Windows operating system CTRL+SHIFT with any of the arrow keys  
(a) Highlight a block of text  
(b) Delete something  
(c) Paste something  
(d) None of these  
(e) All of the above
- 612.** In Windows operating system move the insertion point to the beginning of the next word.  
(a) Shortcut CTRL+RIGHT ARROW  
(b) Shortcut CTRL+LEFT ARROW  
(c) Shortcut CTRL+DOWN ARROW  
(d) None of these  
(e) All of the above
- 613.** Press the\_\_\_button to have the window fill the entire screen.  
(a) close  
(b) Maximize  
(c) Minimize  
(d) All of the above  
(e) None of these
- 614.** Technology no longer protected by copyright, available to everyone, is considered to be:  
(a) Proprietary  
(b) open.  
(c) Experimental.  
(d) in the public domain.  
(e) None of these
- 615.** Which disk contains permanent magnetic disk?  
(a) CD  
(b) DVD  
(c) HDD  
(d) BRD  
(e) None of these
- 616.** Which of the following is true?

- (a) Plotters are not available for microcomputer systems  
 (b) Micro-computer are not programmed like conventional computers  
 (c) Mini-computers are task-oriented  
 (d) The contents of ROM are easily changed  
 (e) None of these
- 617.** In MICR, C stands for?  
 (a) Code  
 (b) Color  
 (c) Computer  
 (d) Character  
 (e) None of these
- 618.** In Excel you can activate a cell by  
 (a) Pressing the Tab key  
 (b) Clicking the cell  
 (c) Pressing an arrow key  
 (d) All of the above  
 (e) All of the above
- 619.** In Microsoft PowerPoint the following toolbars provides different options in various master views  
 (a) Common tasks toolbar  
 (b) Drawing toolbar  
 (c) Formatting toolbar  
 (d) Standard toolbar  
 (e) All of the above
- 620.** For Database management one uses  
 (a) Microsoft EXCEL  
 (b) Microsoft PowerPoint  
 (c) Microsoft Access  
 (d) None of these  
 (e) All of the above
- 621.** Which of the following is not a database object?  
 (a) Table  
 (b) Queries  
 (c) Reports  
 (d) Relationship  
 (e) All of the above
- 622.** In Microsoft Word shortcut CTRL while dragging an item  
 (a) Delete the selected item permanently without placing the item in the Recycle Bin  
 (b) Copy the selected item  
 (c) Rename the selected item  
 (d) Create a shortcut to the selected item  
 (e) All of the above
- 623.** What is used in most programs that is a part of a program and guides the user through certain steps?  
 (a) Software  
 (b) Wizard  
 (c) Wiki  
 (d) operating  
 (e) None of these
- 624.** Right clicking something in Excel  
 (a) Deletes the object  
 (b) Nothing the right mouse button is there for left handed people  
 (c) Opens a shortcut menu listing everything you can do to the object  
 (d) Selects the object  
 (e) All of the above
- 625.** In Microsoft PowerPoint the following is not one of PowerPoint's views  
 (a) Slide show view  
 (b) Slide view  
 (c) Presentation view  
 (d) Outline view  
 (e) All of the above
- 626.** In Excel to select an individual data marker or data label, you must  
 (a) Double click the data series  
 (b) Right click selected marker  
 (c) Click once to select the series markers or labels and click the desired marker or label again  
 (d) Double click the marker or label  
 (e) All of the above
- 627.** In Excel when integrating word and excel, word is usually the  
 (a) Server  
 (b) Destination  
 (c) Client  
 (d)  
 (a) and (C)  
 (e) All of the above
- 628.** Elementary data item are  
 (a) data item which is not broken down into smaller units  
 (b) data item that can be broken down into smaller units  
 (c) data item which is not decomposed into smaller units  
 (d) none of these  
 (e) All of the above
- 629.** In Windows operating system the shortcut key CTRL+I is used for  
 (a) Open the Favorites bar  
 (b) Open the Open dialog box  
 (c) Start another instance of the browser with the same Web address  
 (d) Open the Open dialog box, the same as CTRL+L  
 (e) All of the above
- 630.** In Windows operating system to display or hide the Start menu  
 (a) Windows Logo  
 (b) Windows Logo + BREAK  
 (c) Windows Logo + D  
 (d) Windows Logo + M  
 (e) All of the above
- 631.** .....is collection of web pages and .....is the very first page that we see on opening of a web-site



- (a) Home-page, Web-page  
 (b) Web-site, Home-page  
 (c) Web-page, Home-page  
 (d) Web-page, Web-site  
 (e) None of these
- 632.** Which of the following is not true of a magnetic disk?  
 (a) Users can update records by writing over the old data  
 (b) It provides sequential access to stored data  
 (c) It is slow relative to magnetic tape  
 (d) All of the above are true  
 (e) All of the above
- 633.** Which of the following is NOT one of the four major data processing functions of a computer?  
 (a) gathering data  
 (b) processing data into information  
 (c) analyzing the data or information  
 (d) storing the data or information  
 (e) None of these
- 634.** When using PowerPoint, to play a PowerPoint show for previewing the show, select  
 (a) View, slide sorter  
 (b) View, slide  
 (c) View, slide show  
 (d) View outline  
 (e) All of the above
- 635.** Which of the following is a file in computer?  
 (a) Hard disk  
 (b) Magnetic Drum  
 (c) Floppy disk  
 (d) Portable Document Format  
 (e) None of these
- 636.** A compiler \_\_\_\_\_  
 (a) translates machine language into a high level language  
 (b) translates one statement at a time as the program executes  
 (c) translates two statements at a time as the program executes  
 (d) produces object code  
 (e) is less sophisticated than an assembler
- 637.** A laser printer does NOT use?  
 (a) A photoconductive drum  
 (b) A print head  
 (c) A laser beam  
 (d) All of the above  
 (e) None of these
- 638.** The time period during which a computer is malfunctioning or not operating correctly due to machine failures is referred as  
 (a) Downtime  
 (b) Uptime  
 (c) Runtime  
 (d) None of these  
 (e) All of the above
- 639.** A register in CPU used to store the address of the next instruction to be executed is known as  
 (a) Program counter  
 (b) Program library  
 (c) Programmer  
 (d) None of these  
 (e) All of the above
- 640.** Timing and Control unit is a part of a(n) ....  
 (a) Arithmetic Logic Unit  
 (b) Processor  
 (c) Memory  
 (d) CMOS  
 (e) BIOS
- 641.** Which computers are connected to many terminals and can multitask?  
 (a) Minicomputers  
 (b) LEO 1 computers  
 (c) Personal computers running MS-DOS  
 (d) All of the above  
 (e) None of these
- 642.** Ctrl, shift and alt are called \_\_\_\_\_ keys.  
 (a) adjustment  
 (b) function  
 (c) modifier  
 (d) alphanumeric  
 (e) None of these
- 643.** The computer is made of which of the following hardware equipment's?  
 (a) Monitor, CPU (Central Processing Unit), Keyboard, Mouse, Software and Network  
 (b) Monitor, CPU (Central Processing Unit), Keyboard, Mouse, Programme and Network  
 (c) Monitor, CPU (Central Processing Unit), Keyboard, Mouse, Printer and Modem  
 (d) Monitor, CPU (Central Processing Unit), Keyboard, Mouse, Applications and Network  
 (e) None of these
- 644.** Which computers use single chip processors?  
 (a) All of the above  
 (b) Parallel computers  
 (c) Cray computers  
 (d) Personal computers  
 (e) None of these
- 645.** A directory within a directory is called a \_\_\_\_\_.  
 (a) Mini Directory  
 (b) Junior Directory  
 (c) Part Directory  
 (d) Sub Directory  
 (e) None of these
- 646.** What kind of scheme is the HTTP protocol?  
 (a) get/put  
 (b) store/forward  
 (c) queuing  
 (d) search/return

- (e) request/response
- 647.** The daily processing of corrections to customer accounts best exemplifies the processing mode of
- batch processing
  - real-time processing
  - time-sharing
  - off-line processing
  - None of these
- 648.** In Microsoft Word using CTRL+SHIFT with any of the arrow keys
- Highlight a block of text
  - Delete something
  - Paste something
  - None of these
  - All of the above
- 649.** In Windows operating system move the insertion point to the beginning of the next paragraph
- Shortcut CTRL+RIGHT ARROW
  - Shortcut CTRL+LEFT ARROW
  - Shortcut CTRL+DOWN ARROW
  - None of these
  - All of the above
- 650.** Which of the following is a popular programming language for developing multimedia web pages, websites, and web-based applications?
- COBOL
  - Java
  - BASIC
  - Assembler
  - None of these
- 651.** In Excel term refers to a specific set of values saved with the workbook
- Range
  - Scenario
  - Trend line
  - What-if analysis
  - All of the above
- 652.** Which of the following places the common data elements in order from smallest to largest
- character, file, record, field, database
  - character, record, field, database, file
  - character, field, record, file, database
  - Bit, byte, character, record, field, file, database,
  - None of these
- 653.** In Excel the view that puts a blue line around each page that would be printed is the
- Print Preview
  - Normal View
  - Page Break Preview
  - Split View
  - All of the above
- 654.** What are the individual dots which make up a picture on the monitor screen called?
- Coloured spots
  - All of the above
  - Pixies
  - Pixels
  - None of these
- 655.** In Excel you can activate a cell by
- Pressing the Tab key
  - Clicking the cell
  - Pressing an arrow key
  - All of above
  - All of the above
- 656.** Asynchronous communication is
- Communication between independently operating units
  - Communication between dependent operating units
  - Communication between independent and dependent operating units
  - None of these
  - All of the above
- 657.** The first version of MS Office to be released for the Microsoft Windows operating system is
- Microsoft Office 0
  - Microsoft Office 2003
  - Microsoft Office 2007
  - Microsoft Office XP
  - All of the above
- 658.** In Windows operating system the clock in windows xp sits on the ----- and displays the system time.
- Taskbar
  - Start menu
  - Desktop
  - None of these
  - All of the above
- 659.** Total memory of system can be known using?
- DIR commands
  - MEM commands
  - Warm boot
  - TOT MEM commands
  - None of these
- 660.** A branch of computer science that deals with computers that possess reasoning, learning and thinking capabilities that resemble those of human beings is recognized as?
- Software engineering
  - Artificial intelligence
  - Hardware engineering
  - None of these
  - All of the above
- 661.** Which of the following will translate images of text, drawings, and photos into digital form?
- digitizer
  - modem
  - scanner
  - keyboard
  - None of these

- 662.** Comparing with secondary storage, primary storage is  
 (a) slow and inexpensive  
 (b) fast and inexpensive  
 (c) fast and expensive  
 (d) slow and expensive  
 (e) All of the above
- 663.** In Excel to delete an embedded objects, first  
 (a) Double click the object  
 (b) Select the object by clicking it  
 (c) Press the Shift + Delete keys  
 (d) Select it and then press the delete key  
 (e) All of the above
- 664.** In Microsoft PowerPoint view that displays only text (title and bullets) is  
 (a) Slide show  
 (b) Slide sorter view  
 (c) Notes page view  
 (d) Outline view  
 (e) All of the above
- 665.** A process known as \_\_\_\_\_ is used by large retailers to study trends.  
 (a) data mining  
 (b) data selection  
 (c) POS  
 (d) data conversion  
 (e) None of these
- 666.** In Windows operating system the shortcut key CTRL+B is used for  
 (a) Open the Organize Favorites dialog box  
 (b) Open the Search bar  
 (c) Start the Find utility  
 (d) Open the History bar  
 (e) All of the above
- 667.** Word Processors that is the part of Windows operating system  
 (a) Wordpad  
 (b) Notepad  
 (c) Adobe Photoshop  
 (d) Jasc Paint Shop  
 (e) All of the above
- 668.** Which of the following is not a protocol in the application layer of TCP/IP suit:  
 (a) HTTP  
 (b) TCP  
 (c) HTTPS  
 (d) Telnet  
 (e) None of these
- 669.** While recording a macro, the third step will be  
 (a) Using your mouse or key-board, perform the task you want to automate  
 (b) Assign a keyboard shortcut to the macro  
 (c) Give the macro a name  
 (d) Start recording  
 (e) Select the location of macro on toolbar
- 670.** Which of the following is a pointing device?  
 (a) Hard disk  
 (b) CD-ROM drive  
 (c) Touch screen used for computer input.  
 (d) RAM  
 (e) None of these
- 671.** What do the abbreviations VAB stand for?  
 (a) Voice activated broadcasting  
 (b) Visual audio board  
 (c) Voice answer back  
 (d) All of the above  
 (e) None of these
- 672.** The \_\_\_\_\_ of a system includes the programs or instructions.  
 (a) Hardware  
 (b) Icon  
 (c) Information  
 (d) Software  
 (e) None of these
- 673.** What is the full form of USB as used in computer related activities?  
 (a) Universal Security Block  
 (b) Ultra Serial Block  
 (c) United Service Block  
 (d) Universal Serial Bus  
 (e) None of these
- 674.** A telephone number, a birth date, and a customer name are all examples of  
 (a) a record  
 (b) data  
 (c) a file  
 (d) a database  
 (e) None of these
- 675.** Resolution of laser printer is specified in terms of  
 (a) DPI  
 (b) LPM  
 (c) CPM  
 (d) PPM  
 (e) None of these
- 676.** One who designs, writes, tests and maintenance computer programs is called  
 (a) Programmer  
 (b) Operator  
 (c) User  
 (d) None of these  
 (e) All of the above
- 677.** When using characters in Windows, what code does a window use?  
 (a) ASCII  
 (b) UNICODE  
 (c) MORSE  
 (d) IDBC  
 (e) WESTRN
- 678.** All processing of computers is done in  
 (a) Monitor

- (b) CPU  
(c) Keyboard  
(d) RAM  
(e) Rom
- 679.** In Microsoft PowerPoint the following allow you to select more than one slide in a presentation  
(a) Alt + Click each slide  
(b) Shift + drag each slide  
(c) Shift + Click each slide  
(d) Ctrl + Click each slide  
(e) All of the above
- 680.** Who invented world wide web?  
(a) Mosaic corporation  
(b) Opera corporation  
(c) Tim berner lee  
(d) Vint cert  
(e) None of these
- 681.** In Excel you can insert labels for  
(a) All the data markers on a chart  
(b) A data series  
(c) A selected data marker  
(d) All of the above  
(e) All of the above
- 682.** A directory within a directory is called \_\_\_\_  
(a) Mini Directory  
(b) Junior Directory  
(c) Part Directory  
(d) Sub Directory  
(e) Web Directory
- 683.** What is the default font in MS Word?  
(a) Gothic Bold  
(b) MV Biol  
(c) Times new roman  
(d) Arial  
(e) None of these
- 684.** A unit for measuring data transmission speed that describes the capacity of a carrier is referred as  
(a) Baud  
(b) Bit  
(c) Bond  
(d) Batch  
(e) All of the above
- 685.** To move to the beginning of a line of text, press \_\_\_\_key?  
(a) Home  
(b) Ctrl  
(c) Space  
(d) Enter  
(e) None of these
- 686.** In Microsoft Word move the insertion point to the beginning of the next word  
(a) Shortcut CTRL+RIGHT ARROW  
(b) Shortcut CTRL+LEFT ARROW  
(c) Shortcut CTRL+DOWN ARROW  
(d) None of these  
(e) All of the above
- 687.** It uses pictures(called icons) and menus displayed on the screen to send commands to the computer system  
(a) command-based user interface  
(b) GUI  
(c) system utility  
(d) API  
(e) None of the above
- 688.** What does a light pen contain?  
(a) Refillable ink  
(b) Light sensitive elements  
(c) Pencil lead  
(d) Blue Ink  
(e) None of these
- 689.** Alerts are mostly appears in\_\_\_\_?  
(a) Check box  
(b) Combo box  
(c) Dialog box  
(d) Window box  
(e) None of these
- 690.** Compiling creates a(n) \_\_\_\_  
(a) program specification  
(b) algorithm  
(c) executable program  
(d) subroutine  
(e) None of these
- 691.** Which of the following terms applies to communication between two computer systems?  
(a) computer literacy  
(b) power supply  
(c) applications software  
(d) connectivity  
(e) All of the above
- 692.** The following piece of hardware is used as input phase of a computer-based information system  
(a) Printer  
(b) Diskette  
(c) Monitor  
(d) Keyboard  
(e) All of the above
- 693.** Which of the following converts all the statements in a program in a single batch and the resulting collection of instructions is placed in a new file?  
(a) Compiler  
(b) Interpreter  
(c) Converter  
(d) Instruction  
(e) None of these
- 694.** Microsoft Word, Microsoft Excel, and Microsoft PowerPoint are the part of  
(a) Microsoft Office Suite  
(b) Microsoft Windows  
(c) Mac OS X  
(d) None of these

- (e) All of the above
- 695.** In Excel, \_\_\_ contains one or more worksheets.
- (a) Template
  - (b) Workbook
  - (c) Active cell
  - (d) Label
  - (e) None of these
- 696.** Which of the following statements in regard to directories is false?
- (a) Directories with files can be deleted
  - (b) Directories cannot be renamed
  - (c) The root directory is always at the highest level
  - (d) Directories can exist inside directories
  - (e) None of the above
- 697.** The feature of Word that automatically adjusts the amount of space between certain combination of characters so that an entire word looks more evenly spaced is termed as
- (a) Spacing
  - (b) Kerning
  - (c) Positioning
  - (d) Scaling
  - (e) Justifying
- 698.** A term used for diskette is
- (a) disk cartridge
  - (b) disk pack
  - (c) floppy disk
  - (d) none of these
  - (e) All of the above
- 699.** Thesaurus tool in MS Word is used for-
- (a) Spelling suggestions
  - (b) Grammar options
  - (c) Synonyms and Antonyms words
  - (d) All of above
  - (e) None of the Above
- 700.** In Excel to delete an embedded object, first
- (a) Double click the object
  - (b) Select the object by clicking it
  - (c) Press the Shift + Delete keys
  - (d) Select it and then press Delete key
  - (e) All of the above
- 701.** A characteristic of card system is:
- (a) slowness in processing data
  - (b) using cards as records of transactions
  - (c) needing a larger data staff
  - (d) all of these
  - (e) None of these
- 702.** The Process of analyzing the data stored with the back office staff is known as
- (a) Data mining
  - (b) Data migration
  - (c) Data entry
  - (d) Data interpretation
  - (e) Data warehousing
- 703.** In Microsoft Word shortcut key CTRL+B is used for
- (a) Open the Organize Favorites dialog box
  - (b) Open the Search bar
  - (c) Start the Find utility
  - (d) Open the History bar
  - (e) All of the above
- 704.** Sending an e-mail is same as
- (a) writing a letter
  - (b) drawing a picture
  - (c) talking on phone
  - (d) sending a package
  - (e) None of these
- 705.** \_\_\_ Storage capacity are frequently measured in
- (a) Hz
  - (b) Byte
  - (c) MIPS
  - (d) bps
  - (e) None of these
- 706.** In Microsoft PowerPoint the following is the default page setup orientation for slides in PowerPoint
- (a) Vertical
  - (b) Landscape
  - (c) Portrait
  - (d) None of above
  - (e) All of the above
- 707.** \_\_\_ is when the more power-hungry components, such as the monitor and the hard drive, are put in idle.
- (a) Hibernation
  - (b) Power down
  - (c) Standby mode
  - (d) The shutdown procedure
  - (e) None of these
- 708.** \_\_\_ is a talk that can be automatically downloaded over the Internet and is available in Digital Format.
- (a) Wiki
  - (b) Show
  - (c) Podcast
  - (d) Blog
  - (e) Movie
- 709.** A CD-RW disk
- (a) has a faster access than an internal disk
  - (b) is a form of optical disk, so it can only be written once
  - (c) holds less data than a floppy disk
  - (d) can be erased and rewritten
  - (e) None of these
- 710.** Following is not the operating system
- (a) UNIX
  - (b) DOS
  - (c) WINDOWS
  - (d) BASIC
  - (e) All of the above
- 711.** ASCII is
- (a) A standard coding system for computers

- (b) Hardware device  
(c) Software  
(d) None of these  
(e) All of the above
- 712.** A data communication facility on which data can be transmitted in two directions is referred as  
(a) Duplex  
(b) Simplex  
(c) Triplex  
(d) None of these  
(e) All of the above
- 713.** Which of the following refers to the memory in your computer?  
(a) RAM  
(b) DSL  
(c) USB  
(d) LAN  
(e) CPU
- 714.** Which bus carries information between processors and peripherals?  
(a) Autobus  
(b) Data bus  
(c) Address bus  
(d) All of the above  
(e) None of these
- 715.** You can use the tab key to  
(a) Move a cursor across the screen  
(b) Indent a paragraph  
(c) Move the cursor down the screen  
(d) Only  
(e) and
- 716.** In Excel you can add a hyperlink to your worksheet by pressing  
(a) Alt + K  
(b) Ctrl + H  
(c) Ctrl + K  
(d) Ctrl + Shift + K  
(e) All of the above
- 717.** Instead of buying new computer, productivity of old one can be economically enhanced with the help of?  
(a) Motherboard  
(b) Breadboard  
(c) Daughter board  
(d) Grandmother board.  
(e) All of the above
- 718.** In Excel Tab scrolling button  
(a) Allow you to view a different worksheet  
(b) Allow you to view additional worksheet rows down  
(c) Allow you to view additional worksheet columns to the right  
(d) Allow you to view additional sheets tabs  
(e) All of the above
- 719.** Which of the following is input/output device?  
(a) monitors  
(b) punched cards  
(c) optical scanners  
(d) all the above  
(e) All of the above
- 720.** The process of starting the computer and loading of operating system programs for execution is known as  
(a) initialization  
(b) retrieving  
(c) loading  
(d) searching  
(e) booting
- 721.** BIOS is an abbreviation for  
(a) Binary Input/Binary Output  
(b) Binary synchronous  
(c) Binary digit  
(d) None of these  
(e) All of the above
- 722.** The first page of a Web site is called the  
(a) Home page  
(b) Index  
(c) Java Script  
(d) Book mark  
(e) None of these:
- 723.** In Microsoft Word move the insertion point to the beginning of the next paragraph  
(a) Shortcut CTRL+RIGHT ARROW  
(b) Shortcut CTRL+LEFT ARROW  
(c) Shortcut CTRL+DOWN ARROW  
(d) None of these  
(e) All of the above
- 724.** The operating system is the most common type of \_\_\_\_\_ software.  
(a) Communication  
(b) System software  
(c) Word-processing software  
(d) Spreadsheet software  
(e) None of these
- 725.** A small amount of memory included in the processor for high speed access is called-  
(a) Register  
(b) Cache  
(c) RAM  
(d) ROM  
(e) None of these
- 726.** Which of these language uses both interpreter and compiler  
(a) COBOL  
(b) CASIC  
(c) JAVA  
(d) C++  
(e) All of these
- 727.** It contains specific rules and words that express the logical steps of an algorithm  
(a) programming language

- (b) syntax  
(c) programming structure  
(d) logic chart  
(e) None of these
- 728.** Which of the following terms applies to communication between separate computer systems?  
(a) Computer literacy  
(b) Power supply  
(c) Applications software  
(d) Connectivity  
(e) None of the above
- 729.** Which of the following is a part of the Central Processing Unit  
(a) Printer  
(b) Keyboard  
(c) Mouse  
(d) Arithmetic Logic Unit  
(e) None of these
- 730.** CAD stands for\_\_\_\_\_  
(a) Computer aided design  
(b) Computer algorithm for design  
(c) Computer application in design  
(d) All of the above  
(e) None of these
- 731.** It is a Note-taking software for use with tablet PCs or regular PCs.  
(a) Microsoft OneNote  
(b) Microsoft PowerPoint  
(c) Microsoft Access  
(d) None of these  
(e) All of the above
- 732.** Constant is a value written into a program instruction  
(a) that does not change during the execution of the program  
(b) that can change during the execution of the program  
(c) that can vary during the execution of the program  
(d) none of these  
(e) All of the above
- 733.** An organized collection of data about a single entity is called  
(a) Directory  
(b) File  
(c) Subdirectory  
(d) Database  
(e) None of these
- 734.** Where would you find a magnetic strip?  
(a) Speakers  
(b) Credit card  
(c) Smart card  
(d) All of the above  
(e) None of these
- 735.** A term used interchangeably with diskette is-  
(a) Disk cartridge  
(b) Disk pack  
(c) Floppy disk  
(d) Packette disk  
(e) None of these
- 736.** CDs are of which shape?  
(a) Square  
(b) Rectangular  
(c) Round  
(d) Hexagonal  
(e) None of these
- 737.** In Excel to open an existing workbook, you can click the Open button on the ..... toolbar.  
(a) Drawing  
(b) Formatting  
(c) Forms  
(d) Standard  
(e) All of the above
- 738.** Software such as viruses, worms and Trojan horses, that has a malicious intent, is known as  
(a) spyware  
(b) adware  
(c) spam  
(d) malware  
(e) None of these
- 739.** The speed at which data is transferred from the main memory to another medium on which data are recorded is referred as  
(a) Data transfer rate  
(b) Byte  
(c) Buds  
(d) None of these  
(e) All of the above
- 740.** In Windows operating system the shortcut key CTRL+P is used for  
(a) Open the Print dialog box  
(b) Update the current Web page  
(c) Close the current window  
(d) None of these  
(e) All of the above
- 741.** Excel files have a default extension of  
(a) Xls  
(b) Xlw  
(c) Wk1  
(d) 123  
(e) All of the above
- 742.** Which of the following printer cannot print graphics?  
(a) Ink-jet  
(b) Daisy Wheel  
(c) Laser  
(d) Dot-matrix  
(e) None

743. Which of the following terms is just the connection of networks that can be joined together?
- virtual private network
  - internet
  - intranet
  - extranet
  - None of these
744. In Microsoft PowerPoint are symbols used to identify items in a list
- Icons
  - Markers
  - Bullets
  - Graphics
  - All of the above
745. In Windows operating system to Display the desktop
- Windows Logo
  - Windows Logo + BREAK
  - Windows Logo + D
  - Windows Logo + M
  - All of the above
746. Who is known as father of computers?
- Herman Hollerith
  - Grace Hoppers
  - Newton
  - Charles Babbage
  - Larry Page
747. To see first row and first column in an excel sheet at all times even if you scroll till the end of sheet
- Use workbook views feature
  - Use switch windows feature
  - Use freeze panes feature
  - Use freeze row and freeze column option
  - Use headings
748. Speech recognition is
- Ability to input data directly into a computer system by speaking to it
  - Ability to output data directly from a computer system by speaking.
  - Processing of voice in computer systems
  - None of these
  - All of the above
749. In Excel which of the following is not an option in the spelling dialog box
- Edit
  - Ignore
  - Ignore all
  - Change
  - All of the above
750. When you are working on a document on PC, where is the document temporarily stored?
- RAM
  - ROM
  - The CPU
  - Flash memory
  - The CD-Rom
751. POS data-entry system is used extensively by
- banking industry
  - grocery industry
  - railroad industry
  - word-processing industry
  - All of the above
752. In Windows operating system after you double-click a character on the grid of characters, keyboard shortcut CTRL+END is used for
- Move to the first character
  - Move to the last character
  - Switch between Enlarged and Normal mode when a character is selected
  - None of these
  - All of the above
753. What is a shortcut key to print the current page or document ?
- Alt + P
  - Ctrl + V
  - Ctrl + P
  - Shift + P
  - None of these
754. In Windows operating system after you double-click a character on the grid of characters, keyboard shortcut SPACEBAR is used for
- Move to the first character
  - Move to the last character
  - Switch between Enlarged and Normal mode when a character is selected\*
  - None of these
  - All of the above
755. In Microsoft PowerPoint the following command select all object at one time when selecting multiple objects to be deleted
- Alt + A
  - Ctrl + A
  - Shift + Enter
  - Edit, Select All
  - All of the above
756. Where would you find the letters QUERTY?
- Mouse
  - Screen
  - Numeric Keypad
  - Keyboard
  - None of these
757. If a previously saved file is edited?
- it cannot be saved again
  - the changes will automatically be saved in the file
  - the file will only have to be saved again if it is more than one page in length
  - its name must be changed
  - the file must be saved again to store the changes



- 758.** BISYNC is an abbreviation for  
 (a) Binary Input/Binary Output  
 (b) Binary synchronous  
 (c) Binary digit  
 (d) None of these  
 (e) All of the above
- 759.** Which one of the following is the first second-generation computer?  
 (a) IBM 7090  
 (b) IBM 801  
 (c) IBM 7070  
 (d) IBM 650  
 (e) None of the above
- 760.** In Windows operating system to delete the selected item permanently without placing the item in the Recycle Bin  
 (a) Shortcut SHIFT+DELETE  
 (b) Shortcut CTRL while dragging an item  
 (c) Shortcut CTRL+SHIFT while dragging an item  
 (d) None of these  
 (e) All of the above
- 761.** The advantages of COM are its\_\_\_and\_.  
 (a) compact size; readability  
 (b) compact size; speed  
 (c) readability; speed  
 (d) compact size; low cost  
 (e) All of the above
- 762.** Which parts of the computer perform arithmetic calculations?  
 (a) Registers  
 (b) ALU  
 (c) Logic bus  
 (d) All of the above  
 (e) None of these
- 763.** The use of parity bit is for  
 (a) coding  
 (b) indexing  
 (c) error-detection  
 (d) none of these  
 (e) All of the above
- 764.** Diagnostic routines is a  
 (a) Programs used to print error messages  
 (b) Indicates system problems and improper program instructions.  
 (c) Both A & B are true  
 (d) None of these  
 (e) All of the above
- 765.** Which of the following is used for manufacturing chips?  
 (a) control bus  
 (b) control unit  
 (c) parity unit  
 (d) semiconductor  
 (e) None of the above
- 766.** Which of the following is a part of Central Processing Unit?  
 (a) Printer  
 (b) Keyboard  
 (c) Mouse  
 (d) Arithmetic and Logic unit  
 (e) None of these
- 767.** The overall design, construction, organization and interconnecting of the various components of a computer system is referred as  
 (a) Computer Architecture  
 (b) Computer Flow chart  
 (c) Computer Algorithm  
 (d) None of these  
 (e) All of the above
- 768.** A personal information manager and e-mail communication software in MS Office is  
 (a) Microsoft Outlook  
 (b) Microsoft Word  
 (c) Microsoft PowerPoint  
 (d) None of these  
 (e) All of the above
- 769.** Digital Computer is a computer  
 (a) that works with discrete quantities  
 (b) that works with analog quantities  
 (c) Both A & B  
 (d) None of these  
 (e) All of the above
- 770.** In Windows operating system shortcut key Windows Logo+ L  
 (a) Display Windows Help  
 (b) Lock the keyboard  
 (c) Open the Run dialog box  
 (d) Open Utility Manager  
 (e) All of the above
- 771.** In Excel you can use the horizontal and vertical scroll bars to  
 (a) Split a worksheet into two panes  
 (b) View different rows and columns edit the contents of a cell  
 (c) Edit the contents of a cell  
 (d) View different worksheets  
 (e) All of the above
- 772.** In Windows operating system shortcut key Windows Logo+R  
 (a) Display Windows Help  
 (b) Lock the keyboard  
 (c) Open the Run dialog box  
 (d) Open Utility Manager  
 (e) All of the above
- 773.** The following device allows the user to add external components to a computer system  
 (a) Storage devices  
 (b) Keyboards  
 (c) Ports/ system boards

- (d) Diskettes  
(e) All of the above
- 774.** In Microsoft PowerPoint any and every command can be found on the  
(a) Drawing toolbar  
(b) Formatting toolbar  
(c) Standard toolbar  
(d) Menu bar  
(e) All of the above
- 775.** For large network which topology is used?  
(a) Star  
(b) Ring  
(c) Bus  
(d) Mesh  
(e) None of these
- 776.** \_\_\_\_\_ is the process of finding and removing errors in software code.  
(a) Debugging  
(b) Compiling  
(c) Testing  
(d) Running  
(e) None of these
- 777.** In Microsoft Word shortcut key CTRL+P is used for  
(a) Open the Print dialog box  
(b) Update the current Web page  
(c) Close the current window  
(d) None of these  
(e) All of the above
- 778.** In Excel which of the following is an absolute cell reference?  
(a) !A!1  
(b) \$A\$1  
(c) #a#1  
(d) A1  
(e) All of the above
- 779.** A VDU is used as  
(a) Input device only  
(b) Output device only  
(c) Both 1 and 2  
(d) all of the above  
(e) None of these
- 780.** This hacker is a hacker of ambiguous ethics and/or borderline legality, often frankly admitted.  
(a) White hat  
(b) Grey hat  
(c) Blue hat  
(d) None of these  
(e) All of the above
- 781.** While buying a PC system, one should first  
(a) identify hardware components  
(b) define computing needs  
(c) both A and B  
(d) None of these  
(e) All of the above
- 782.** In Excel this type of software is similar to an accountant's worksheet  
(a) Word processing  
(b) Database  
(c) Spreadsheets  
(d) Graphics  
(e) All of the above
- 783.** In Windows operating system SHIFT with any of the arrow keys  
(a) Highlight a block of text  
(b) Delete something  
(c) Paste something  
(d) Select more than one item in a window or on the desktop, or select text in a document  
(e) All of the above
- 784.** Computers manipulate data in many ways, and this manipulation is called\_\_\_\_\_.  
(a) utilizing  
(b) batching  
(c) upgrading  
(d) processing  
(e) None of these
- 785.** When you install new programs on your computer, it is typically added to the\_?  
(a) All programs  
(b) Select programs  
(c) Start programs  
(d) Desktop programs  
(e) None of these
- 786.** In Excel which of the following is not an option in the spelling dialog box  
(a) Edit  
(b) Ignore  
(c) Ignore all  
(d) Change  
(e) All of the above
- 787.** The contents of these chips are lost when the computer is switched off?  
(a) RAM chips  
(b) ROM chips  
(c) DRAM chips  
(d) All of the above  
(e) None of these
- 788.** The blinking point which shows your position in the text is called  
(a) Blinker  
(b) Cursor  
(c) Cursor  
(d) Pointer  
(e) None of these
- 789.** In Windows operating system after you double-click a character on the grid of characters, keyboard shortcut PAGE DOWN is used for  
(a) Move up one screen at a time  
(b) Move down one screen at a time

- (c) Move to the beginning of the line  
 (d) Move to the end of the line  
 (e) All of the above
- 790.** ANSI is  
 (a) American National Standards Institute  
 (b) A USA based national organization that establishes uniform standards in several fields of computers.  
 (c) Both A & B are true  
 (d) None is true  
 (e) All of the above
- 791.** In Windows operating system after you double-click a character on the grid of characters, keyboard shortcut HOME is used for  
 (a) Move up one screen at a time  
 (b) Move down one screen at a time  
 (c) Move to the beginning of the line  
 (d) Move to the end of the line  
 (e) All of the above
- 792.** In Excel to move to the previous worksheet, press  
 (a) Alt + PgUp  
 (b) Ctrl + PgUp  
 (c) Ctrl + PgDn  
 (d) Shift + Tab  
 (e) All of the above
- 793.** Which of the following groups consist of only input devices ?  
 (a) Mouse, Keyboard, Monitor  
 (b) Mouse, Keyboard, Monitor  
 (c) Mouse, Keyboard, Plotter  
 (d) Mouse, Keyboard, Scanner  
 (e) None of these
- 794.** Which of the following is a high level language?  
 (a) Java script  
 (b) Php  
 (c) C#  
 (d) C  
 (e) All of the above
- 795.** A group of related items/ section of program coding treated as a unit is referred as  
 (a) Block  
 (b) Duplex  
 (c) Street  
 (d) None of these  
 (e) All of the above
- 796.** A personal computer is designed to meet the computing needs of a(n)  
 (a) individual  
 (b) department  
 (c) company  
 (d) city  
 (e) None of these
- 797.** In Microsoft Word to delete the selected item permanently without placing the item in the Recycle Bin  
 (a) Shortcut SHIFT+DELETE  
 (b) Shortcut CTRL while dragging an item  
 (c) Shortcut CTRL+SHIFT while dragging an item  
 (d) None of these  
 (e) All of the above
- 798.** A(n)\_\_\_\_\_converts and executes one statement at a time.  
 (a) compiler  
 (b) interpreter  
 (c) converter  
 (d) instructions  
 (e) None of these
- 799.** The Principle advantage of adding memory to a printer is to increase:  
 (a) resolution  
 (b) Print Speed  
 (c) Number of colors in output  
 (d) DPI  
 (e) None of these
- 800.** A tuple is a  
 (a) column of a table  
 (b) two-dimensional table  
 (c) row of a table  
 (d) key of a table  
 (e) None of these
- 801.** Technique of placing software/programs in a ROM semiconductor chip is called  
 (a) PROM  
 (b) EPROM  
 (c) firm ware  
 (d) microprocessor  
 (e) All of the above
- 802.** In Windows operating system it is a window that is used to display text or to receive text from you. The type of text it displays or the type of text you are asked to provide depends on the application or the situation.  
 (a) Control's Focus  
 (b) Dialog Boxes  
 (c) Command Buttons  
 (d) Text Boxes  
 (e) All of the above
- 803.** A sender must not be able to deny that he sent a specific message when he in fact did. This is an aspect of security called\_\_\_\_\_.  
 (a) privacy  
 (b) authentication  
 (c) integrity  
 (d) non-repudiation  
 (e) None of these
- 804.** The overall design, construction, organization and interconnecting of the various components of a computer system is referred as  
 (a) Computer Architecture  
 (b) Computer Flow chart

- (c) Computer Algorithm  
(d) None of these  
(e) All of the above
- 805.** It is software for creating newsletters, business cards, flyers, greeting cards or postcards.  
(a) Microsoft Publisher  
(b) Microsoft PowerPoint  
(c) Microsoft Access  
(d) None of these  
(e) All of the above
- 806.** Broadband channel is the  
(a) The fastest carriers where data transfer rates is of 1 million baud (bits/second or more).  
(b) The slower carriers where data transfer rates is of 56k baud  
(c) Musical channel  
(d) None of these  
(e) All of the above
- 807.** Which of the following is not an operating system?  
(a) DOS  
(b) Oracle  
(c) Linux  
(d) Windows  
(e) None of these
- 808.** A hacker contacts you my phone or email and attempts to acquire your password  
(a) spoofing  
(b) phishing  
(c) spamming  
(d) bugging  
(e) None of these
- 809.** Files created with Lotus 1-2-3 have an extension  
(a) DOC  
(b) XLS  
(c) 123  
(d) WK1  
(e) All of the above
- 810.** SNOBOL is  
(a) string oriented symbolic language  
(b) high-level language  
(c) both A & B  
(d) None of these  
(e) All of the above
- 811.** User-friendly means  
(a) Easy to use, operate and understand etc.  
(b) Understood by means of straight forward guide.  
(c) Process that makes it easier for novice to use a computer.  
(d) All of the above  
(e) None of these
- 812.** Which of the following is the process of transferring software programme from a secondary storage media into the hard disc?  
(a) Storage  
(b) Updating  
(c) Upload  
(d) installation  
(e) None of these
- 813.** In Windows operating system shortcut SHIFT+DELETE is used for  
(a) Delete the selected item permanently without placing the item in the Recycle Bin  
(b) Copy the selected item  
(c) Rename the selected item  
(d) Create a shortcut to the selected item  
(e) All of the above
- 814.** Linux is a (n)\_\_\_\_\_operating system.  
(a) open-source  
(b) Microsoft  
(c) Windows  
(d) Mac  
(e) None of these
- 815.** Extension name of flash file is.  
(a) .pdf  
(b) .swf  
(c) .pmd  
(d) .prd  
(e) None of these
- 816.** A sequence of instruction (software) that is substituted for hardware and stored in read only memory (ROM) is called  
(a) Integrated circuit  
(b) Firmware  
(c) Flip-flop  
(d) None of these  
(e) All of the above
- 817.** The word bandwidth is also used to mean\_\_\_\_?  
(a) width of the data cable  
(b) amount of data transferred  
(c) number of the computers on a particular network  
(d) Both 1 & 2  
(e) None of these
- 818.** Something which has easily-understood instructions is said to be  
(a) information  
(b) word processing  
(c) user friendly  
(d) icon  
(e) None of these
- 819.** Excel workbook contains  
(a) Workbooks  
(b) Worksheets  
(c) Worksheets and charts  
(d) Work areas  
(e) All of these
- 820.** In Microsoft Word using SHIFT with any of the arrow keys  
(a) Highlight a block of text

- (b) Delete something
  - (c) Paste something
  - (d) Select more than one item in a window or on the desktop, or select text in a document
  - (e) All of the above
- 821.** To produce a high - quality graphics (hardcopy) in color, you would want to use a
- (a) Virtual Printer
  - (b) Laser Printer
  - (c) Ink - jet Printer
  - (d) Plotter
  - (e) RGB Monitor
- 822.** In Excel All macro keyboard shortcuts include the ..... key
- (a) Alt
  - (b) Ctrl
  - (c) F11
  - (d) Shift
  - (e) All of the above
- 823.** Internet banking is an example of
- (a) Electronic funds transfer (EFT)
  - (b) EDP (Electronic Data Processing)
  - (c) EBCDIC
  - (d) ASCII
  - (e) All of the above
- 824.** By CD you can
- (a) Read
  - (b) Write
  - (c) Read and Write
  - (d) Either Read or Write
  - (e) None of these
- 825.** A fault in a computer program which prevents it from working correctly is known as \_\_\_\_\_.
- (a) Boot
  - (b) Bug
  - (c) Biff
  - (d) Strap
  - (e) None
- 826.** Which is the example of spread sheet?
- (a) MS word
  - (b) MS excel
  - (c) Power point
  - (d) MS Access
  - (e) None of these
- 827.** Terminals is
- (a) An input device which allows a user to communicate directly with a computer system.
  - (b) An output device which allows a user to communicate directly with a computer system.
  - (c) Both A & B
  - (d) None of these
  - (e) All of the above
- 828.** Allocation of a resources in a time dependent fashion to several program simultaneously called
- (a) multi user
  - (b) multi-tasking
  - (c) time sharing
  - (d) Multiprogramming
  - (e) None of these
- 829.** The attributes and methods for each object are stored in.
- (a) an object instance
  - (b) an object connection
  - (c) an assembly structure
  - (d) an object repository
  - (e) None of these
- 830.** In Windows operating system after you double-click a character on the grid of characters, keyboard shortcut DOWN ARROW is used for
- (a) Move to the right or to the beginning of the next line
  - (b) Move to the left or to the end of the previous line
  - (c) Move up one row
  - (d) Move down one row
  - (e) All of the above
- 831.** A device designed to read information encoded onto a small plastic card is.
- (a) light pen
  - (b) Punch card
  - (c) magnetic tape
  - (d) magnetic
  - (e) badge reader
- 832.** An operation in which data is moved to a different location is referred as
- (a) Block move
  - (b) Street move
  - (c) Delete
  - (d) None of these
  - (e) All of the above
- 833.** Following is true for the digital computer
- (a) Information is in form of a string of binary digits
  - (b) It can be used as analog processor
  - (c) It is less accurate than the analog computer
  - (d) None of these.
  - (e) All of the above
- 834.** Transmission of data in one direction is called
- (a) Simplex
  - (b) Duplex
  - (c) Triplex
  - (d) None of these
  - (e) All of the above
- 835.** \_\_\_\_\_ is the process of finding errors in software code?
- (a) Compiling
  - (b) Testing
  - (c) Running
  - (d) Debugging
  - (e) None of these

- 836.** The performance of a hard drive or other storage device, meaning how long it takes to locate a file is called?  
 (a) Response time  
 (b) Access Time  
 (c) Quick time  
 (d) Processing time  
 (e) None of these
- 837.** Communications device, combines transmissions from several devices into on line is  
 (a) concentrator  
 (b) modifier  
 (c) multiplexer  
 (d) full-duplex line  
 (e) All of the above
- 838.** The\_\_\_\_\_can be programmed one time by either the manufacturer or the computer user. Once programmed, it cannot be modified.  
 (a) RAM  
 (b) ROM  
 (c) PROM  
 (d) EPROM  
 (e) All of the above
- 839.** In Excel you can use the drag and drop method to  
 (a) Copy cell contents  
 (b) Move cell contents  
 (c) Add cell contents  
 (d) A and B  
 (e) All of the above
- 840.** \_\_\_\_\_ is a set of rules that tell the computer what to do.  
 (a) Procedural language  
 (b) Natural language  
 (c) Command language  
 (d) Programming language  
 (e) Instructions
- 841.** Which bus controls the sequencing of read/write operations?  
 (a) Control bus  
 (b) Address bus  
 (c) Data bus  
 (d) All of the above  
 (e) None of these
- 842.** Which of the following products/software is not associated with Microsoft?  
 (a) Microsoft Silverlight  
 (b) Windows CE  
 (c) Surface Tablet  
 (d) Windows Live  
 (e) None of these
- 843.** In Microsoft PowerPoint cell is defined as  
 (a) The intersection of a column and a row  
 (b) An input box  
 (c) A rectangular marker  
 (d) All of the above  
 (e) All of the above
- 844.** What is the file extension of Ms-Word97- 2003 document?  
 (a) Dot  
 (b) Doc  
 (c) Dom  
 (d) Txt  
 (e) All of the above
- 845.** In Excel Multiple calculations can be made in a single formula using  
 (a) standard formulas  
 (b) array formula  
 (c) complex formulas  
 (d) smart formula  
 (e) All of the above
- 846.** Disk operating system is referred for  
 (a) DOS  
 (b) Operating system which contains the disk-oriented commands and uses disk devices for permanent storage  
 (c) Both A & B  
 (d) None of these  
 (e) All of the above
- 847.** Travel agents use this computer system when reserving flights.  
 (a) Supercomputer  
 (b) Mainframe computer  
 (c) Personal computer  
 (d) All of the above  
 (e) None of these
- 848.** The OCR is used for the preparation of  
 (a) electricity bills  
 (b) insurance premium  
 (c) telephone bills  
 (d) All of these  
 (e) None of these
- 849.** A set of corresponding track in the all surface of a disk pack is known as-  
 (a) Surface  
 (b) Cylinder  
 (c) Track  
 (d) platter  
 (e) None of these
- 850.** In Microsoft Word shortcut SHIFT+DELETE is used for  
 (a) Delete the selected item permanently without placing the item in the Recycle Bin  
 (b) Copy the selected item  
 (c) Rename the selected item  
 (d) Create a shortcut to the selected item  
 (e) All of the above
- 851.** A collection of program that controls how your computer system runs and processes information is called\_\_\_\_\_.  
 (a) Operating System

- (b) Computer  
(c) Office  
(d) Compiler  
(e) Interpreter
- 852.** In Excel what symbol is used before a number to make it a label?  
(a) “ (quote)  
(b) = (equal)  
(c) \_ (underscore)  
(d) ‘ (apostrophe)  
(e) All of the above
- 853.** Pick the odd one out:  
(a) Interpreter  
(b) Operating System  
(c) Compiler  
(d) Assembler  
(e) None of these
- 854.** In Windows operating system to Display the System Properties dialog box  
(a) Windows Logo  
(b) Windows Logo + BREAK  
(c) Windows Logo + D  
(d) Windows Logo + M  
(e) All of the above
- 855.** What maintains the status of the last operation carried out by the ALU?  
(a) Instruction pointer .  
(b) Status register  
(c) Accumulator  
(d) All of the above  
(e) None of these
- 856.** In Excel default header for a worksheet is  
(a) Your name  
(b) The date and time  
(c) None  
(d) The sheet tab name  
(e) All of the above
- 857.** If you want to find the Paste Special option, you would use the Clipboard group on the tab of PowerPoint\_\_\_\_\_.  
(a) Home  
(b) Slideshow  
(c) Page Layout  
(d) Design  
(e) Insert
- 858.** PROM is a\_\_\_\_\_memory i.e. the stored information remain even if power is switched off.  
(a) Volatile memory  
(b) Buffer memory  
(c) Spooling  
(d) Non-volatile  
(e) None of these
- 859.** \_\_\_\_\_in a computer is used for calculation and comparison.  
(a) ALU  
(b) ROM  
(c) CPU  
(d) Control Unit  
(e) None of these
- 860.** In Excel if you press ....., the cell accepts your typing as its contents.  
(a) Enter  
(b) Ctrl + Enter  
(c) TAB  
(d) Insert  
(e) All of the above
- 861.** A disk content that is recorded at the time of manufacture and that cannot be changed or erased by the user.  
(a) READ ONLY  
(b) Memory only  
(c) Run only  
(d) WRITES ONLY  
(e) None of these
- 862.** If a new device is attached to a computer, such as a printer or scanner, its\_\_\_\_\_must be installed before the device can be used.  
(a) buffer  
(b) driver  
(c) pager  
(d) server  
(e) None of these
- 863.** The technique that extends storage capacities of main memory beyond the actual size of the main memory is called\_\_\_\_\_.  
(a) multitasking  
(b) virtual storage  
(c) multiprocessing  
(d) multiprogramming  
(e) switching
- 864.** What excel feature can you use if you want to work with one record at a time?  
(a) Auto Complete  
(b) Auto Filter  
(c) Data Form  
(d) Sub Totals  
(e) All of the above
- 865.** ..... is an icon that opens a folder of icons for all the resources on the computer like hard drive and printer?  
(a) My documents  
(b) Recycle bin  
(c) My computer  
(d) Accessories  
(e) None of these
- 866.** Which layer of the OSI model performs segmentation of a data stream  
(a) Application layer  
(b) Network layer  
(c) Physical layer

- (d) Transport layer  
(e) Presentation layer
- 867.** In Windows operating system after you double-click a character on the grid of characters, keyboard shortcut END is used for  
(a) Move up one screen at a time  
(b) Move down one screen at a time  
(c) Move to the beginning of the line  
(d) Move to the end of the line  
(e) All of the above
- 868.** A daisy wheel is a type of...?  
(a) None of these  
(b) Storage device  
(c) Pointing device  
(d) All of the above  
(e) Printer
- 869.** A relatively new technology that allows wireless connectivity:  
(a) Bluetooth  
(b) Black tooth  
(c) Blue band  
(d) Broadband  
(e) Wi- fi
- 870.** Computer\_\_\_\_\_is whatever is typed, submitted, or transmitted to a computer system.  
(a) input  
(b) output  
(c) data  
(d) circuitry  
(e) None of these
- 871.** Cache memory is a  
(a) Small buffer storage  
(b) Permanent storage  
(c) Main memory  
(d) None of these  
(e) All of the above
- 872.** An automatic machine that is made to perform routine human tasks is  
(a) Computer  
(b) Robot  
(c) Tanker  
(d) None of these  
(e) All of the above
- 873.** In Windows operating system the shortcut key Windows Logo+E is used for  
(a) Restore the minimized windows  
(b) Open My Computer  
(c) Search for a file or a folder  
(d) Search for computers  
(e) All of the above
- 874.** Verification of a login name and password is known as:  
(a) configuration  
(b) accessibility  
(c) authentication  
(d) logging in  
(e) None of these
- 875.** Magnetic tape is a..?  
(a) Random access medium  
(b) A parallel access medium  
(c) Serial access medium  
(d) All of the above  
(e) None of these
- 876.** Memory which forgets everything when you switch off the power is known as  
(a) Corrupted  
(b) Volatile  
(c) Non-Volatile  
(d) Non-Corrupted  
(e) None
- 877.** The type of input includes  
(a) Programme  
(b) Data  
(c) Commands  
(d) User response  
(e) All of the above
- 878.** The\_\_\_\_\_key and the\_\_\_\_\_key can be used in combination with other keys to perform shortcuts and special tasks.  
(a) Control, Alt  
(b) Function, toggle  
(c) Delete, Insert  
(d) Caps Lock, Num Lock  
(e) None of these
- 879.** The word processor in MS office suite is  
(a) Microsoft Word  
(b) Microsoft Excel  
(c) Microsoft PowerPoint  
(d) None of these  
(e) All of the above
- 880.** In Microsoft PowerPoint you can tell when an object is active because  
(a) The object is highlighted  
(b) Eight small sizing handles appear surrounding the text  
(c) A box frame appears surrounding the text  
(d) (B) and (C)  
(e) All of the above
- 881.** This type of software contains rows and columns.  
(a) Drawing  
(b) Spreadsheet  
(c) Database  
(d) Word processing  
(e) All of the above
- 882.** The\_\_\_\_\_allows you to choose where to go and is located below the standards buttons toolbar.  
(a) system menu  
(b) Address bar  
(c) Menu bar  
(d) Task bar



- (e) None of these
- 883.** In Excel to select a column the easiest method is to
- Double click any cell in the column
  - Drag from the top cell in the column to the last cell in the column
  - Click the column heading
  - Click the column label
  - All of the above
- 884.** The \_\_\_\_\_ enables you to simultaneously keep multiple web pages open in one browser window.
- Tab bar
  - pop-up helper
  - Tab row
  - Address bar
  - None of these
- 885.** Abacus was the first \_\_\_\_
- Electronic computer
  - Mechanical computer
  - Electronic calculator
  - Mechanical calculator
  - Electronic chip
- 886.** This power protection device includes a battery that provides a few minutes of power.
- surge suppressor
  - line conditioner
  - generator
  - UPS
  - None of these
- 887.** The personal computers are also referred as
- desk top micros
  - advanced computers
  - palmtop computers
  - all the above
  - All of the above
- 888.** OCR stands for \_\_\_\_
- Optical Character Recognition
  - Optical CPU Recognition
  - Optimal Character Rendering
  - Other Character Restoration
  - None of these
- 889.** In Excel typical worksheet has .... Number of columns
- 128
  - 256
  - 512
  - 1024
  - All of the above
- 890.** Traffic in a VPN is not \_\_\_\_.
- invisible from public networks
  - logically separated from other traffic
  - accessible from unauthorised public networks
  - restricted to a single protocol in IP Sec
  - None of these
- 891.** The very first version of Microsoft Office was released for
- Windows operating system
  - Apple Macintosh OS
  - Unix
  - None of these
  - All of the above
- 892.** A sequential electronic circuit which can be placed in one out of two stable states where each state may be used to represent a binary digit is stated as
- Integrated circuit
  - Firmware
  - Flip-flop
  - None of these
  - All of the above
- 893.** In Excel default header for a worksheet is
- Your name
  - The date and time
  - None
  - The sheet tab name
  - All of the above
- 894.** ..... Shows all the websites and pages that are visited over a period of time.
- Home page
  - Toolbar
  - Task bar
  - History
  - Cookies
- 895.** The amount of data that a disk may contain is known as the disk
- Volume
  - Size
  - All of the above
  - Storage capacity
  - None of these
- 896.** Microsoft Office Document Imaging is
- An application that supports editing scanned documents
  - A scanning and OCR application
  - Diagram and flowcharting software
  - None of these
  - All of the above
- 897.** A semiconductor memory which allows the eraser of the information stored in it so that new information can be stored in it is referred as
- EPROM
  - ROM
  - RAM
  - None of these
  - All of the above
- 898.** Content that is recorded at the time of manufacture and that cannot be changed or erased by the user is
- read-only
  - memory-only
  - run-only
  - write-only
  - None of these

- 899.** If a new device is attached to a computer, such as a printer or scanner, its \_\_\_\_\_ must be installed before the device can be used.
- buffer
  - driver
  - pager
  - server
  - None of these
- 900.** A \_\_\_\_\_ is a bi-stable electronic circuit that has two stable states.
- Multivibrator
  - Flip-flop
  - Logic gates
  - laten
  - None of these
- 901.** In Excel you can copy cell formats from one cell to another by using the
- Backspace key
  - Default font
  - Format painter
  - Formatting toolbar
  - All of the above
- 902.** \_\_\_\_\_ is the act of copying or downloading a program from a network and making multiple copies of it.
- Network piracy
  - Plagiarism
  - Software piracy
  - Site-license piracy
  - None of these
- 903.** In Microsoft PowerPoint auto clipart is a feature that
- Automatically places clipart in your presentation
  - Scans your presentation for incorrect spelling in your words on each slide
  - Scans your presentation for incorrect spelling in Word Arts objects
  - All of above
  - All of the above
- 904.** Name of the executable file of MS word is-
- MS Word
  - MS Word .exe
  - Win Word
  - Win Word.exe
  - None of these
- 905.** Transformation of input into output is performed by?
- Peripherals
  - Memory
  - Storage
  - The Input-Output unit
  - The CPU
- 906.** An algebra that deals with logical propositions which are either true or false is referred as
- Boolean algebra
  - Modern Algebra
  - Abstract Algebra
  - None of these
  - All of the above
- 907.** Track Ball and Light pen are examples of
- Input devices
  - Output Devices
  - Input/output
  - Name of Video game
  - None of these
- 908.** Cache memory is
- Smaller and faster than main storage
  - Bigger and slower than main storage
  - Smaller but slower than main memory
  - Bigger and faster than main memory
  - All of the above
- 909.** First microprocessor was used in which of the following?
- Computer
  - Calculator
  - Telephones
  - Printers
  - None of these
- 910.** Distributed data processing configuration where all activities pass through a centrally located computer is
- ring network
  - spider network
  - hierarchical network
  - data control network
  - All of the above
- 911.** People often call \_\_\_\_\_ as the brain of computer system.
- Control Unit
  - Arithmetic Logic Unit
  - Central Processing Unit
  - Storage Unit
  - Store data
- 912.** RAM stands for?
- Random Allowed Memory
  - Ready Access Memory
  - Random Access Memory
  - Random Added Memory
  - Random Ambiguity Memory
- 913.** What are the units used to count the speed of a printer?
- CPM
  - DPI
  - PPM
  - BIT
  - None of these
- 914.** When installing \_\_\_\_\_, the user must copy and usually decompress program files from a CD-ROM or other medium to the hard disk.

- (a) programming software  
 (b) system hardware  
 (c) applications hardware  
 (d) applications software  
 (e) None of these
- 915.** It is a visual aspect that indicates that a control is ready to receive input from you in Windows operating system  
 (a) Control's Focus  
 (b) Dialog Boxes  
 (c) Command Buttons  
 (d) Text Boxes  
 (e) All of the above
- 916.** Which of the following statements is true?  
 (a) Minicomputer works faster than Microcomputer  
 (b) Microcomputer works faster than Minicomputer  
 (c) Speed of both the computers is the same  
 (d) The speeds of both these computers cannot be compared with the speed of advanced computer  
 (e) None of these
- 917.** Bandwidth is  
 (a) The range of frequencies available for data transmission  
 (b) Data transmission rate  
 (c) Alternate for rubber band  
 (d) None is true  
 (e) All of the above
- 918.** Data that is copied from an application is stored in the \_\_\_\_\_.  
 (a) driver  
 (b) clipboard  
 (c) terminal  
 (d) prompt  
 (e) None of these
- 919.** A removable direct-access storage medium containing multiple magnetic disks mounted vertically on a single-shaft is referred as  
 (a) Tape pack  
 (b) Disk pack  
 (c) Cylinder  
 (d) None of these  
 (e) All of the above
- 920.** In Excel to select a column the easiest method is to  
 (a) Double click any cell in the column  
 (b) Drag from the top cell in the column to the last cell in the column  
 (c) Click the column heading  
 (d) Click the column label  
 (e) All of the above
- 921.** In Excel when creating a vertical page break  
 (a) The active cell must be A1  
 (b) The active cell can be anywhere in the worksheet  
 (c) The active cell must be in row 1  
 (d) The active cell must be in column A  
 (e) All of the above
- 922.** In Excel to copy cell contents using drag and drop, press the  
 (a) End key  
 (b) Shift key  
 (c) Esc key  
 (d) None of above  
 (e) All of the above
- 923.** ..... is a device or a software in computer, that determines the next network point to which a packet is forwarded towards its destination.  
 (a) Switch  
 (b) Network  
 (c) Bridge  
 (d) Router  
 (e) None of these
- 924.** In Windows operating system the ----- is the main screen area that one sees after he turn on a computer and log on to Windows.  
 (a) Desktop  
 (b) Icons  
 (c) Taskbar  
 (d) None of these  
 (e) All of the above
- 925.** What input device can be used for marking  
 (a) Optical mark reader  
 (b) Bar code reader  
 (c) Mouse a multiple choice test?  
 (d) All of the above  
 (e) None of these
- 926.** When was the first Windows operating system launched?  
 (a) 1984  
 (b) 1985  
 (c) 1988  
 (d) 1989  
 (e) 1990
- 927.** The background of any Word document\_\_\_\_  
 (a) is always white colour  
 (b) is the colour you present under the Options menu  
 (c) is always the same for the entire document  
 (d) can have any colour you choose  
 (e) None of these
- 928.** Text Editor that is the part of Windows operating system  
 (a) Wordpad  
 (b) Notepad  
 (c) Adobe Photoshop  
 (d) Jasc Paint Shop  
 (e) All of the above
- 929.** IBM stands for \_\_\_\_\_.  
 (a) Internal Business Management

- (b) International Business Management  
 (c) International Business Machines  
 (d) Internal Business Machines  
 (e) None of these
- 930.** ..... file format used for data compression and archiving  
 (a) .EXE  
 (b) .INI  
 (c) .COM  
 (d) .ZIP  
 (e) .WIN
- 931.** A program which helps to create written document and lets you go back and make corrections as necessary  
 (a) Home row keys  
 (b) Tool bar  
 (c) Spreadsheet  
 (d) word processor  
 (e) All of the above
- 932.** What is output ?  
 (a) What the processor takes from the user  
 (b) What the user gives to the processor  
 (c) what the processor gets from the user  
 (d) What the processor gives to the user  
 (e) None of these

- |      |   |      |   |      |   |
|------|---|------|---|------|---|
| 64.  | c | 65.  | c | 66.  | d |
| 67.  | d | 68.  | a | 69.  | a |
| 70.  | a | 71.  | b | 72.  | b |
| 73.  | c | 74.  | c | 75.  | d |
| 76.  | d | 77.  | a | 78.  | a |
| 79.  | a | 80.  | b | 81.  | b |
| 82.  | b | 83.  | c | 84.  | d |
| 85.  | d | 86.  | d | 87.  | a |
| 88.  | a | 89.  | a | 90.  | b |
| 91.  | b | 92.  | c | 93.  | c |
| 94.  | a | 95.  | a | 96.  | e |
| 97.  | a | 98.  | a | 99.  | a |
| 100. | b | 101. | b | 102. | c |
| 103. | c | 104. | d | 105. | d |
| 106. | a | 107. | a | 108. | a |
| 109. | b | 110. | b | 111. | c |
| 112. | c | 113. | d | 114. | d |
| 115. | a | 116. | a | 117. | a |
| 118. | b | 119. | b | 120. | c |
| 121. | c | 122. | d | 123. | d |
| 124. | d | 125. | a | 126. | a |
| 127. | a | 128. | b | 129. | b |
| 130. | c | 131. | c | 132. | d |
| 133. | d | 134. | e | 135. | a |
| 136. | a | 137. | a | 138. | b |
| 139. | b | 140. | c | 141. | c |
| 142. | d | 143. | d | 144. | a |
| 145. | a | 146. | a | 147. | b |
| 148. | b | 149. | c | 150. | c |
| 151. | d | 152. | d | 153. | a |
| 154. | a | 155. | a | 156. | b |
| 157. | b | 158. | c | 159. | c |
| 160. | d | 161. | d | 162. | d |
| 163. | a | 164. | a | 165. | a |
| 166. | b | 167. | b | 168. | c |
| 169. | c | 170. | d | 171. | d |
| 172. | e | 173. | a | 174. | a |
| 175. | a | 176. | b | 177. | b |
| 178. | c | 179. | c | 180. | d |
| 181. | d | 182. | a | 183. | a |
| 184. | a | 185. | b | 186. | b |
| 187. | c | 188. | c | 189. | d |
| 190. | d | 191. | a | 192. | a |
| 193. | a | 194. | b | 195. | b |

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

196.	c	197.	c	198.	d	328.	c	329.	c	330.	d
199.	d	200.	d	201.	a	331.	d	332.	a	333.	a
202.	a	203.	a	204.	b	334.	a	335.	b	336.	b
205.	b	206.	c	207.	c	337.	c	338.	c	339.	d
208.	d	209.	d	210.	e	340.	d	341.	a	342.	a
211.	a	212.	a	213.	a	343.	a	344.	b	345.	b
214.	b	215.	b	216.	c	346.	c	347.	c	348.	d
217.	c	218.	d	219.	d	349.	d	350.	e	351.	a
220.	a	221.	a	222.	a	352.	a	353.	a	354.	b
223.	b	224.	b	225.	c	355.	b	356.	c	357.	c
226.	c	227.	d	228.	d	358.	d	359.	d	360.	a
229.	a	230.	a	231.	a	361.	a	362.	a	363.	b
232.	b	233.	b	234.	c	364.	b	365.	c	366.	c
235.	c	236.	d	237.	d	367.	d	368.	d	369.	a
238.	d	239.	a	240.	a	370.	a	371.	a	372.	b
241.	a	242.	b	243.	b	373.	b	374.	c	375.	c
244.	c	245.	c	246.	d	376.	d	377.	d	378.	a
247.	d	248.	e	249.	a	379.	a	380.	a	381.	b
250.	a	251.	a	252.	b	382.	b	383.	c	384.	c
253.	b	254.	c	255.	c	385.	d	386.	d	387.	e
256.	d	257.	d	258.	a	388.	a	389.	a	390.	a
259.	a	260.	a	261.	b	391.	b	392.	b	393.	c
262.	b	263.	c	264.	c	394.	c	395.	d	396.	d
265.	d	266.	d	267.	a	397.	a	398.	a	399.	a
268.	a	269.	b	270.	b	400.	b	401.	b	402.	c
271.	c	272.	c	273.	d	403.	c	404.	d	405.	d
274.	d	275.	d	276.	a	406.	a	407.	a	408.	a
277.	a	278.	a	279.	b	409.	b	410.	b	411.	c
280.	b	281.	c	282.	c	412.	c	413.	d	414.	d
283.	d	284.	d	285.	e	415.	a	416.	a	417.	a
286.	a	287.	a	288.	a	418.	b	419.	b	420.	c
289.	b	290.	b	291.	c	421.	c	422.	d	423.	d
292.	c	293.	d	294.	d	424.	e	425.	a	426.	a
295.	a	296.	a	297.	a	427.	a	428.	b	429.	b
298.	b	299.	b	300.	c	430.	c	431.	c	432.	d
301.	c	302.	d	303.	d	433.	d	434.	a	435.	a
304.	a	305.	a	306.	a	436.	a	437.	b	438.	b
307.	b	308.	b	309.	c	439.	c	440.	c	441.	d
310.	c	311.	d	312.	d	442.	d	443.	a	444.	a
313.	e	314.	a	315.	a	445.	a	446.	b	447.	b
316.	a	317.	b	318.	b	448.	c	449.	c	450.	d
319.	c	320.	c	321.	d	451.	d	452.	a	453.	a
322.	d	323.	a	324.	a	454.	a	455.	b	456.	b
325.	a	326.	b	327.	b	457.	c	458.	c	459.	d

460.	d	461.	e	462.	a	592.	a	593.	a	594.	b
463.	a	464.	a	465.	b	595.	b	596.	c	597.	c
466.	b	467.	c	468.	c	598.	d	599.	d	600.	a
469.	d	470.	d	471.	a	601.	a	602.	a	603.	b
472.	a	473.	a	474.	b	604.	b	605.	c	606.	c
475.	b	476.	c	477.	c	607.	d	608.	d	609.	e
478.	d	479.	d	480.	a	610.	a	611.	a	612.	a
481.	a	482.	a	483.	b	613.	b	614.	b	615.	c
484.	b	485.	c	486.	c	616.	c	617.	d	618.	d
487.	d	488.	d	489.	a	619.	a	620.	a	621.	a
490.	a	491.	a	492.	b	622.	b	623.	b	624.	c
493.	b	494.	c	495.	c	625.	c	626.	d	627.	d
496.	d	497.	d	498.	e	628.	a	629.	a	630.	a
499.	a	500.	a	501.	a	631.	b	632.	b	633.	c
502.	b	503.	b	504.	c	634.	c	635.	d	636.	d
505.	c	506.	d	507.	d	637.	a	638.	a	639.	a
508.	a	509.	a	510.	a	640.	b	641.	b	642.	c
511.	b	512.	b	513.	c	643.	c	644.	d	645.	d
514.	c	515.	d	516.	d	646.	e	647.	a	648.	a
517.	a	518.	a	519.	a	649.	a	650.	b	651.	b
520.	b	521.	b	522.	c	652.	c	653.	c	654.	d
523.	c	524.	d	525.	d	655.	d	656.	a	657.	a
526.	a	527.	a	528.	a	658.	a	659.	b	660.	b
529.	b	530.	b	531.	c	661.	c	662.	c	663.	d
532.	c	533.	d	534.	d	664.	d	665.	a	666.	a
535.	e	536.	a	537.	a	667.	a	668.	b	669.	b
538.	a	539.	b	540.	b	670.	c	671.	c	672.	d
541.	c	542.	c	543.	d	673.	d	674.	a	675.	a
544.	d	545.	a	546.	a	676.	a	677.	b	678.	b
547.	a	548.	b	549.	b	679.	c	680.	c	681.	d
550.	c	551.	c	552.	d	682.	d	683.	e	684.	a
553.	d	554.	a	555.	a	685.	a	686.	a	687.	b
556.	a	557.	b	558.	b	688.	b	689.	c	690.	c
559.	c	560.	c	561.	d	691.	d	692.	d	693.	a
562.	d	563.	a	564.	a	694.	a	695.	a	696.	b
565.	a	566.	b	567.	b	697.	b	698.	c	699.	c
568.	c	569.	c	570.	d	700.	d	701.	d	702.	a
571.	d	572.	e	573.	a	703.	a	704.	a	705.	b
574.	a	575.	a	576.	b	706.	b	707.	c	708.	c
577.	b	578.	c	579.	c	709.	d	710.	d	711.	a
580.	d	581.	d	582.	a	712.	a	713.	a	714.	b
583.	a	584.	a	585.	b	715.	b	716.	c	717.	c
586.	b	587.	c	588.	c	718.	d	719.	d	720.	e
589.	d	590.	d	591.	a	721.	a	722.	a	723.	a

724.	b	725.	b	726.	c	856.	c	857.	d	858.	d
727.	c	728.	d	729.	d	859.	a	860.	a	861.	a
730.	a	731.	a	732.	a	862.	b	863.	b	864.	c
733.	b	734.	b	735.	c	865.	c	866.	d	867.	d
736.	c	737.	d	738.	d	868.	e	869.	a	870.	a
739.	a	740.	a	741.	a	871.	a	872.	b	873.	b
742.	b	743.	b	744.	c	874.	c	875.	c	876.	d
745.	c	746.	d	747.	d	877.	d	878.	a	879.	a
748.	a	749.	a	750.	a	880.	a	881.	b	882.	b
751.	b	752.	b	753.	c	883.	c	884.	c	885.	d
754.	c	755.	d	756.	d	886.	d	887.	a	888.	a
757.	e	758.	a	759.	a	889.	b	890.	b	891.	b
760.	a	761.	b	762.	b	892.	c	893.	c	894.	d
763.	c	764.	c	765.	d	895.	d	896.	a	897.	a
766.	d	767.	a	768.	a	898.	a	899.	b	900.	b
769.	a	770.	b	771.	b	901.	c	902.	c	903.	d
772.	c	773.	c	774.	d	904.	d	905.	e	906.	a
775.	d	776.	a	777.	a	907.	a	908.	a	909.	b
778.	b	779.	b	780.	b	910.	b	911.	c	912.	c
781.	c	782.	c	783.	d	913.	d	914.	d	915.	a
784.	d	785.	a	786.	a	916.	a	917.	a	918.	b
787.	a	788.	b	789.	b	919.	b	920.	c	921.	c
790.	c	791.	c	792.	d	922.	d	923.	d	924.	a
793.	d	794.	e	795.	a	925.	a	926.	b	927.	b
796.	a	797.	a	798.	b	928.	b	929.	c	930.	d
799.	b	800.	c	801.	c	931.	d	932.	d		
802.	d	803.	d	804.	a						
805.	a	806.	a	807.	b						
808.	b	809.	c	810.	c						
811.	d	812.	d	813.	a						
814.	a	815.	b	816.	b						
817.	b	818.	c	819.	c						
820.	d	821.	d	822.	a						
823.	a	824.	a	825.	b						
826.	b	827.	c	828.	c						
829.	d	830.	d	831.	e						
832.	a	833.	a	834.	a						
835.	b	836.	b	837.	c						
838.	c	839.	d	840.	d						
841.	a	842.	a	843.	a						
844.	b	845.	b	846.	c						
847.	c	848.	d	849.	d						
850.	a	851.	a	852.	b						
853.	b	854.	b	855.	c						