

S_No	Question	Choice A	Choice B	Choice C	Choice D	Answer
1	_____ are used in the second generation of computers.	Transistor technology	IC	VLSI	Vacuum tubes	A
2	_____ is the display area can be seen when log onto the computer	Downloads	Documents	Recycle bin	Desktop	D
3	_____ action on mouse is to view the properties of a selected item	Left click	Right click	Ctrl	Enter	B
4	_____ are used in the creation of mathematical function	Upper case	Lower Case	Alt +	Superscript, sub script	D
5	_____ Arrow button to move through a document left or right, up or down	Backspace	Page Up	SCROLL BAR	Page down	C
6	_____ Control all the activities of the computer	Hard Disk	Monitor	OS	Keyboard	C
7	_____ Convert AC power from an electrical outlet to the DC power need by system	Converter	SMPS	Power analyzer	Forward Converter	B
8	_____ font, font size, style and script can be changed for whole document only not a part of text in the file	MS-WORD	NOTEPAD	MS-EXCEL	MS-PowerPoint	B
9	_____ in show/hide group you can navigate to different areas by clicking on the heading in the documents map	Browse	Document Map	Download	Header and Footer	B
10	_____ is a device used to enhance the clarity of the display	Monitor	GRAPHICS CARD	Hard Disk	CPU	B
11	_____ is a device which connect the Audio component for multimedia application	Sound card	Speaker	Sound systems	Receiver	A
12	_____ is a program that is defined to find and neutralize malware	OS	Anti-virus	Browser	Search Engine	B
13	_____ Is also Called as the working memory of the CPU.	RAM	ROM	Brain	EROM	A
14	_____ is small electronic or mechanical devices	Modem	Computer	Printer	electronic gadgets	D
15	_____ is the best quality photo printer	Laser	LED	Inkjet	DMP	C
16	_____ Memory is a Nonvolatile Memory	RAM	ROM	EPROM	EEPROM	B
17	_____ Storage device with the larger capacity	RAM	Hard disk	ROM	Volatile memory	B
18	_____ to provide an interface between the user and hardware.	MS Office	Open office	FoxPro	Operating System(OS)	D
19	_____ Unit is present in the CPU	Input Device	Output device	Control unit	Auxiliary memory unit	C
20	"Arithmetic Engine" was invented by Blaise Pascal.	TRUE	FALSE	-	-	A
21	1 Byte(B) = _____	8 Bits	10 bits	4 bits	9 bits	A
22	1 GB (Giga byte)	1024 MB	1045 MB	1200 Byte	1024 Byte	A
23	1 Kilobyte (KB)= _____	1,024 Bytes	-	-	-	A
24	1 Megabyte (MB) = _____	1,024 Kilobytes	-	-	-	A
25	1 Megabyte is equal to	1024 bytes	1024 Kbytes	1024 Gbytes	1024 bits	B
26	1 PB (Peta Byte)	1045 Byte	1045 TB	1024 TB	1024 Byte	C
27	1 Petabyte (PB) =	1,024 Terabyte	-	-	-	A
28	1 TB(Terabyte)	1024 byte	1060 GB	1045 byte	1024 GB	D
29	1 Terabyte (TB) = 1204 Giga Byte (GB)	TRUE	FALSE	-	-	A
30	3.5" floppy disk	1.44 MB	1.22 MB	1.5 MB	2.0 MB	A
31	4 Bye (B)= _____	1 Nibble	-	-	-	A
32	8 bits form a byte	TRUE	FALSE	-	-	A

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33	A _____ in programming terms is a line by line set of instructions for a computer program	Script	-	-	-	A
34	A CD has more storage capacity than a Floppy disk	TRUE	FALSE	-	-	A
35	A computer can perform every calculation with the same accuracy.	TRUE	FALSE	-	-	A
36	A computer can understand what we dictate and write its own.	TRUE	FALSE	-	-	B
37	A computer free from tiresome and boredom is called _____.	Diligence	-	-	-	A
38	A computer must be connected to a phone and a device called Modem to work with Internet.	TRUE	FALSE	-	-	A
39	A digital computer is a device that operates by directly computing numbers.	TRUE	FALSE	-	-	A
40	A directory can be otherwise called as a folder.	TRUE	FALSE	-	-	A
41	A dual-layer Blu-ray disk is able to store up to _____	50 GB	-	-	-	A
42	A DVD disk differs from a CD	TRUE	FALSE	-	-	A
43	A DVD is an example of an optical disc.	FALSE	TRUE	-	-	A
44	A floppy disk that contains the files MS DOS.SYS, COMMAND.COM and IO.SYS is referred to as system floppy disk	TRUE	FALSE	-	-	A
45	A Floppy is separated into tracks and sectors.	TRUE	FALSE	-	-	A
46	A hybrid is a combination of _____	digital and analog computers	-	-	-	A
47	A Joystick is an _____	input device	-	-	-	A
48	A keyboard and mouse are _____	input devices	-	-	-	A
49	A laser printer is faster than an Inkjet printer.	TRUE	FALSE	-	-	A
50	A list of instructions used by a computer is called	CPU	Text	Program	Output	C
51	A pixel is a tiny dot on the screen	TRUE	FALSE	-	-	A
52	A printer is an _____	output device.	-	-	-	A
53	A printer may be called as an output device.	TRUE	FALSE	-	-	A
54	A processor's speed is measured in _____ or millions of instructions per second; and _____ or billions of instructions per second.	Megahertz (MHz), Gigahertz (GHz),	-	-	-	A
55	A single Blu-ray disk is able to store up to _____	25 GB	-	-	-	A
56	Abacus invented about 3000 years ago	TRUE	FALSE	-	-	A
57	AI-	Artificial intelligence	-	-	-	A
58	ALU -	Arithmetic Logic Unit.	-	-	-	A
59	ALU is a supervisor in a computer.	TRUE	FALSE	-	-	B
60	ALU is an input device.	TRUE	FALSE	-	-	B
61	An application user _____ to prompt the user for additional information	CPU	Hard disk	Dialog box	Monitor	C
62	An AT Keyboard has 104 keys.	TRUE	FALSE	-	-	A
63	An ink jet printer's ink cartridge cannot be refilled.	TRUE	FALSE	-	-	B
64	An octal number system has eight symbols.	TRUE	FALSE	-	-	A
65	Analog computers do not computer directly with numbers	FALSE	TRUE	-	-	B
66	Analytical Engine	Blaise Pascal	Charles Babbage	First generation	Secondary Memory	B

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67	API -	Application Programming Interface-	-	-	-	A
68	Arithmetic and language unit is also known as brain of computer.	FALSE	TRUE	-	-	A
69	Arithmetic Engine	Fourth Generation	Blaise Pascal	Second Generation	Charles Babbage	B
70	Artificial intelligence	Configuration file	0 and 1	VLSI	Search Engine	C
71	Artificial intelligence is fourth generation computer.	TRUE	FALSE	-	-	B
72	ASCII Means _____	All-purpose scientific code for information interchange	American security code for information interchange	American Scientific code for information interchange	American standard code for information interchange	D
73	Assembly languages are machine oriented.	TRUE	FALSE	-	-	B
74	AT -	Advanced-Technology	-	-	-	A
75	Binary Digit	1 and 0	0 and 2	2 and 1	0 and 3	A
76	Binary number system is used in the computers.	TRUE	FALSE	-	-	A
77	BIOS-	Basic Input/Output System	-	-	-	A
78	Bit	0 and 1	2 and 1	2 and 0	3 and 0	A
79	Bit -	Binary Digit	-	-	-	A
80	Blaise Pascal	Arithmetic engine	Charles Babbage	Secondary Memory	Search Engine	A
81	Blaise Pascal is called as Father of Computer Science.	TRUE	FALSE	-	-	B
82	Blu-Ray use the _____	violet laser	-	-	-	A
83	Blu-Ray wavelength _____	405nm,	-	-	-	A
84	By printing you create a _____	hard copy of data.	-	-	-	A
85	Byte	Message	Collection of records	System file	Word length	D
86	CD -	Compact Disc	-	-	-	A
87	CD can store data up to _____	700 MB or 80 minutes of audio-	-	-	-	A
88	CD & DVD diameter is _____	4.75 inch	-	-	-	A
89	CD or DVD made _____	Polycarbonate	-	-	-	A
90	CD- RW -	(Rewritable Or Writable)	-	-	-	A
91	CD_ROM	1 GB	Read-only Memory	Hard disk	Capacity of Hard disk	B
92	CD_ROM is a magnetic disk.	TRUE	FALSE	-	-	B

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93	CD_ROM is made us of polycarbonate.	TRUE	FALSE	-	-	A
94	CD-R -	Compact Disc (Rewritable)	-	-	-	A
95	CDs and DVDs use the _____	Red laser,	-	-	-	A
96	CDs and DVDs wavelength _____	(650 nm)	-	-	-	A
97	Charles Babbage invented the Different Engine Computer.	TRUE	FALSE	-	-	A
98	Charles Babbage's brain is still being safeguarded in the hunterian museum of England	TRUE	FALSE	-	-	A
99	Combination of Zeros and Ones is said to be machine language.	TRUE	FALSE	-	-	A
100	Computer is a single purpose machine.	TRUE	FALSE	-	-	B
101	Computer is an electronic data processing machine	TRUE	FALSE	-	-	A
102	Computer Language similar to human languages is called as high-level languages.	TRUE	FALSE	-	-	A
103	Computers are fast, accurate, reliable and provide huge capacity of storing data	TRUE	FALSE	-	-	A
104	Computers can be built into other products.	TRUE	FALSE	-	-	A
105	Computers can process _____ of instructions per second.	millions (1,000,000)	-	-	-	A
106	Computers operate by counting is called digital computer.	TRUE	FALSE	-	-	A
107	Computers play a major part in the manufacture of mobile phones.	TRUE	FALSE	-	-	A
108	Configuration System	System File	Collection of records	Word length	DOS Command	A
109	CPU -	Central Processing Unit.	-	-	-	A
110	CPU consists of only memory units.	TRUE	FALSE	-	-	B
111	CPU is sometimes called the _____ of the computer	brain	-	-	-	A
112	CPU made by _____	Silicon	-	-	-	A
113	CPU Stands for Control Processing Unit.	TRUE	FALSE	-	-	B
114	CRT -	Cathode Ray Tube	-	-	-	A
115	CU -	Control Unit.	-	-	-	A
116	DDR	Double Date Rate	Local Area Network	Universal Serial Bus	First generation	A
117	DEFRAG command is used to arrange the fragmented files.	TRUE	FALSE	-	-	A
118	Digital	One of characteristics of computer	Double Data Rate	First generation	1 and 0	D
119	Digital Camera is an Output Unit	TRUE	FALSE	-	-	B
120	Digital camera records and its stores photos in _____ form	Analog	Super computer	DIGITAL	recorder	C
121	DMA -	Direct Memory Access	-	-	-	A
122	Double-sided dual-layer DVD, which is commonly used and able to store _____	17 GB of data	-	-	-	A

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123	DVD -	Digital Versatile Disc Or Digital Video Disc	-	-	-	A
124	DVD can store data up to _____	4.7 GB	-	-	-	A
125	DVD can provide a definition of _____	720x480 pixels	-	-	-	A
126	DVD was co-developed by _____, and _____	Sony, Panasonic, Philips, and Toshiba in 1995	-	-	-	A
127	DVD-R -	Digital Versatile Disc (Writable)	-	-	-	A
128	DVD-ROM -	Digital Versatile Disc (Read-Only)-	-	-	-	A
129	DVD-RW -	Digital Versatile Disc (Rewritable Or Erasable)	-	-	-	A
130	Early Computers were very expensive.	TRUE	FALSE	-	-	A
131	EEPROM -	Electrically Erasable Programmable Read-Only Memory	-	-	-	A
132	EPROM -	Erasable Programmable Read-Only Memory.	-	-	-	A
133	Expansion of CRT	Computer Resource Teacher	Combined Login and Telnet	CATHODE RAY TUBE	Computer Readout Time	C
134	Explain ALU_____	Arithmetic logical unit	Applied Laser Unit	Average Labor Unit	Associative Location Unit	A
135	Explain EEPROM_____	Easily Erasable Programmable Read Only Memory	Electrically erasable programmable read-only memory	Electrically erasable programmable rom only memory	None of the above	B

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136	Fifth generation popular advanced technologies of the fifth generation include _____	Artificial intelligence, Quantum computation, Nanotechnology, Parallel processing, etc.	-	-	-	A
137	Fifth Generation the period _____	2010 to till	-	-	-	A
138	First generation	Output device	Vacuum tubes	VLSI	Input device	B
139	First Generation period	1940 to 1956	-	-	-	A
140	Flash memory	Video games	-	-	-	A
141	Floppy disks are made up of nonmagnetic materials.	FALSE	TRUE	-	-	A
142	floppy drive store data _____	1.44 MB	-	-	-	A
143	FORTRAN is a computer language	TRUE	FALSE	-	-	A
144	Fourth generation	Vacuum tubes	VLSI	Laser	Personal account	B
145	Fourth Generation period _____	1972 to 2010	-	-	-	A
146	Functional keys _____	F1 to F12	-	-	-	A
147	Graphics tablet input device that enables a user to	hand-draw images	-	-	-	A
148	GUI Stands For _____	Graphics User Interface	Get Updated Information	Guide User Line	None of the above	A
149	Hard disk, DVD belongs to primary memory	TRUE	FALSE	-	-	B
150	HDD -	Hard Disk Drives.	-	-	-	A
151	High Speed Printer	Dot Matrix Printer	Ink Printer	Plotter	Laser printer	D
152	High-level language _____	C++	-	-	-	A
153	I/O -	Input/ Output Devices	-	-	-	A
154	IC is used in second generation computer.	TRUE	FALSE	-	-	B
155	IC means	Integrated Circuit	Industrial Circuit	Integrated Components	Institute Circle	A
156	IDE -	Integrated Development Environment	-	-	-	A
157	IEEE 802.16 is popularly known as	WiMax	WiMi	WiFi	WiMa	A
158	If the NUMLOCK key is turned off the keyboard will not work.	TRUE	FALSE	-	-	B
159	In comparison to the computers of the second generation, the size of the computers of the third generation was smaller _____	TRUE	FALSE	-	-	A
160	In comparison to the first generation, the size of second generation was smaller _____	TRUE	FALSE	-	-	A
161	In computers, SMPS converse AC to DC	TRUE	FALSE	-	-	A
162	In earlier days human used their fingers for counting and calculating.	FALSE	TRUE	-	-	B

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163	In earlier days Screen savers are used to save the monitors.	TRUE	FALSE	-	-	A
164	In Inkjet printers characters and images are formed from dots.	TRUE	FALSE	-	-	A
165	In laser printers, printing is achieved by deflecting laser beam on to _____ surface of a drum.	Photosensitive	-	-	-	A
166	In PC_AT systems 8088 processor is used.	TRUE	FALSE	-	-	B
167	Input and Output devices are classified as peripheral devices	TRUE	FALSE	-	-	A
168	Input unit	Hard disk	Capacity of hard disk	Volatile memory	Joystick	D
169	Intel is a leading manufacturer of printers.	TRUE	FALSE	-	-	B
170	IRQ -	Interrupt Request	-	-	-	A
171	ISA -	Industry Standard Architecture	-	-	-	A
172	It is advisable to draw a flowchart in such a way that direction of flow is normally from bottom to top or from right to left.	TRUE	FALSE	-	-	B
173	It is possible that computers can do mistake by its own	TRUE	FALSE	-	-	B
174	Joystick can be used to play games and as well as drawing.	TRUE	FALSE	-	-	B
175	Joystick is mainly used in _____	playing computer games.	-	-	-	A
176	Keyboard	Output device	Liquid Crystal Display	Input device	Joystick	C
177	Lady Ada lava lace is the first ever programmer who developed computer programs.	TRUE	FALSE	-	-	A
178	Language translators' convent an object program into source program.	TRUE	FALSE	-	-	B
179	Laser beam is used in _____ memory device	Pen drive	CD-ROM	Hard disk	RAM	D
180	Laser Printer	Output device	Liquid Crystal Display	Input Device	Joystick	A
181	Laser printer in low cost device when compared with dot matrix printer	TRUE	FALSE	-	-	A
182	Laser printers are high speed impact printer.	TRUE	FALSE	-	-	B
183	LCD -	Liquid Crystal Display	-	-	-	A
184	LED -	Light Emitting Diode	-	-	-	A
185	LED is the abbreviation of Liquid Emitting Display	TRUE	FALSE	-	-	B
186	LPT 1	Web browser	Port name	Data type	No limit	B
187	Machine language is the only language understood by the computer	TRUE	FALSE	-	-	A
188	Magnetic tape is a storage device.	TRUE	FALSE	-	-	A
189	Magnetic Tape medium is _____	flexible polyester	-	-	-	A
190	Main frame computers are used in homes.	TRUE	FALSE	-	-	B
191	Main memory is an internal memory.	TRUE	FALSE	-	-	A
192	Mainframe computers are powerful than supercomputers.	TRUE	FALSE	-	-	B
193	MCA -	Micro Channel Architecture	-	-	-	A

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194	Memory	Second generation	One of characteristics of computer	1 and 0	First generation	B
195	MICR	Output Device	Input Device	Web Browser	No limit	B
196	MICR -	Magnetic Ink Character Recognition	-	-	-	A
197	MICR is an output device.	TRUE	FALSE	-	-	B
198	Microprocessors are the CPUs of personal computers.	TRUE	FALSE	-	-	A
199	Modem	Internet	-	-	-	A
200	Monitor is commonly used output device sometimes called as _____	display screen/VDU.	-	-	-	A
201	Monitors are connected with the computer are similar in appears to a	television set.	-	-	-	A
202	Mother board is the _____ circuit board	Single Layer printed	Multiple layer printed	Integrate circuit	CPU	B
203	Mouse is an input device.	TRUE	FALSE	-	-	A
204	Mouse is an _____	Input Device	Output device	Control panel	Tools	A
205	NIC -	Network Interface Controller	-	-	-	A
206	Nowadays, the Monitor can also be used as a TV in homes.	TRUE	FALSE	-	-	A
207	Numbers in one system cannot be represented in another system.	TRUE	FALSE	-	-	B
208	OCR	Output device	Printer	Input Device	Capacity of Hard disk	C
209	OCR -	Optical Character Recognition	-	-	-	A
210	OCR recognizes is characters formed using special ink.	TRUE	FALSE	-	-	A
211	OMR -	Optical Mark Recognition	-	-	-	A
212	OMR stands for Optical Message Reader	TRUE	FALSE	-	-	B
213	One byte is equal to 8 bits	TRUE	FALSE	-	-	A
214	One can watch movies in a computer.	TRUE	FALSE	-	-	A
215	One KB is equal to 1024 bytes.	TRUE	FALSE	-	-	A
216	Output Unit	Search Engine	Volatile	Printer	Double Entry System	C
217	Pascal has been honoured with a language name for his inventions.	TRUE	FALSE	-	-	A
218	PC/XT is superior to PC/AT	TRUE	FALSE	-	-	B
219	PC_XT Processors no _____	5600	9844	3877	8088	D
220	PCs -	Personal Computers	-	-	-	A

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221	Pen drive storage capacity of the pen drive generally ranges from ____	2 GB to 128 GB	-	-	-	A
222	Pen drive also called _____	USB flash drive, thumb drive or a jump drive	-	-	-	A
223	physical parts of a computer such as monitor, mouse, CPU are known as software.	TRUE	FALSE	-	-	B
224	Plotter differs from printers in that they draw lines using	a pen	-	-	-	A
225	Plotter is a graphical input Device	FALSE	TRUE	-	-	A
226	Plotter is a _____ that draws shapes on paper based on commands from a computer.	output device	-	-	-	A
227	Plotter is having pens to draw figures.	TRUE	FALSE	-	-	A
228	Plotter is used in CAD application	TRUE	FALSE	-	-	A
229	Plotters are more expensive than printers	TRUE	FALSE	-	-	A
230	Plotters They used in engineering applications - CAD.	TRUE	FALSE	-	-	A
231	Polycarbonate is used to make CD_ROM	TRUE	FALSE	-	-	A
232	POST (Power on Self-Test) indicates System Booting.	TRUE	FALSE	-	-	A
233	Press and release of the primary mouse button is called _____	CLICK	SCROLL	SELECT	ENTER	A
234	Primary memory also called _____	temporary memory or the main memory	-	-	-	A
235	Primary Memory is a volatile memory	TRUE	FALSE	-	-	A
236	Primary memory is a _____	Non-Volatile memory	Permanent memory	Volatile memory	Auxiliary memory	C
237	Primary storage is located on the _____	motherboard	-	-	-	A
238	Printer	Input Device	Hard Disk	Control Unit	Output Device	D
239	Printer is an _____	output device	-	-	-	A
240	Programs are a set of instructions prepared by humans to run a computer.	TRUE	FALSE	-	-	A
241	PROM -	Programmable Read-Only Memory	-	-	-	A
242	RAM	Primary memory	Volatile	Printer	Second Generation	B
243	RAM -	Random Access Memory	-	-	-	A
244	RAM is a secondary memory	TRUE	FALSE	-	-	B
245	RAM is a volatile memory.	TRUE	FALSE	-	-	A
246	RAM Memory Called _____	Volatile OR Temporarily Memory	-	-	-	A

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247	RDMS Means_____	Regulatory Document Management Solution	Remote Desktop Management Services	Registered Diagnostic Medical Stenography	Relational data base management system	D
248	ROM -	Local Area Network	Read Only Memory	Double Data Rate	Red Ray Disc	B
249	ROM is a volatile memory.	TRUE	FALSE	-	-	B
250	ROM, Memory Called _____	Non-Volatile	-	-	-	A
251	Second generation computers used vacuum tubes.	FALSE	TRUE	-	-	A
252	Second generation of computers uses _____ as the components	Transistors	Printers	Modem	Fax	A
253	Second Generation period _____	1956 to 1963	-	-	-	A
254	Secondary Memory	Hard disk	RAM	1 and 0	Read-only Memory	A
255	Secondary memory also called the _____	permanent memory or the auxiliary memory	-	-	-	A
256	Similar to the Chinese, Japanese also used Abacus for mathematical calculations.	TRUE	FALSE	-	-	A
257	SMPS-	Switched Mode Power Supply	-	-	-	A
258	SMPS provides DC input.	FALSE	TRUE	-	-	A
259	SMPS stands for Simple Mode Power Supply	TRUE	FALSE	-	-	B
260	SSD -	Solid-State Drives	-	-	-	A
261	SSD are available with storage capacities ranging from _____	32 gigabytes up to 8 terabytes	-	-	-	A
262	SSD is made up of _____	several memory chips or silicon	-	-	-	A
263	Standard keyboard: The standard keyboards have their basic layout. The average number of keys on a regular keyboard is _____	105/108	-	-	-	A
264	Storing capacity of mini floppy 5 1/4 "DSHD is	1.2 MB	1.5 MB	1.7 MB	1.3 MB	A
265	TFT -	Thin Film Transistors	-	-	-	A
266	The _____ is the _____ of the computer	CPU , brain	-	-	-	A
267	The _____ is the computer's main circuit board	motherboard	-	-	-	A
268	The Blu-ray high definition contains _____	1920X1080 pixel resolution	-	-	-	A
269	The copy cost of a Dot Matrix Printer is effectively less when compared to a Laser printer.	TRUE	FALSE	-	-	A
270	The CPU speed of a mainframe computer ranges from one and ten million interactions per second	TRUE	FALSE	-	-	A
271	The data entered into computer is directly stored in the hard disk	TRUE	FALSE	-	-	B
272	The expansion of IBM is Integrated Business Machines.	TRUE	FALSE	-	-	B
273	The first CD was created at a Philips factory on _____	30180	-	-	-	A

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274	The first electronic computer was named as ABC.	TRUE	FALSE	-	-	B
275	The first generation computers were developed by _____	using vacuum tube or thermionic valve machine	-	-	-	A
276	The first generation computers worked on _____	binary-coded concept-	-	-	-	A
277	The fourth generation computers were developed by using _____	microprocessor technology	-	-	-	A
278	The functions attached to the keys F1 to F12 are universal.	TRUE	FALSE	-	-	B
279	The function of output is to present processed data to the user.	TRUE	FALSE	-	-	A
280	The hard drive is _____	long-term storage	-	-	-	A
281	The Indian made super computer is popularly known as PARAM.	TRUE	FALSE	-	-	A
282	The Japanese Abacus slightly differed from the Chinese Abacus in its appearance.	TRUE	FALSE	-	-	A
283	The keyboards contain _____	101 keys or 104 keys.	-	-	-	A
284	The mixture of analog and digital computers are called as Hybrid Computers.	TRUE	FALSE	-	-	A
285	The monitor of a computer can be called as input device as well as an output device.	TRUE	FALSE	-	-	B
286	The Mouse is used as a _____	pointing device	-	-	-	A
287	The output displayed on the monitor is called _____	soft copy output.	-	-	-	A
288	The output produced on a computer is called _____	hard copy output.	-	-	-	A
289	The Output shown on the computer monitor is called	VDU	Hardcopy	Screen Copy	Softcopy	D
290	The plotter is used in the _____ application	CAD	Excel	MS Word	Writer	A
291	The printing quality of Dot Matrix Printer looks better when compared to a laser printer.	TRUE	FALSE	-	-	B
292	The scanner is a _____ which works more like a photocopy machine.	input device	-	-	-	A
293	The second generation computers were developed by using _____	transistor technology	-	-	-	A
294	The Secondary storage media can be _____	fixed or removable.	-	-	-	A
295	The smallest dot that can be displayed is called _____	a pixel.	-	-	-	A
296	The smallest portion that can be assessed by a computer on its screen is called pixel.	TRUE	FALSE	-	-	A
297	The Speed of a computer is measured in the units of Hertz (Hz).	TRUE	FALSE	-	-	A
298	The speed of the dot matrix printer is expressed as	CPS	PPM	GB	HZ	A
299	The storage capacity of Compact Disc (CD) is	1.44 mb	700 mb	600 mb	4.7 GB	B
300	The term GIGO is related to _____	Speed	Accuracy	Reliability	Automatic	B
301	The third generation computer consumed less power and also generated less heat. _____	TRUE	FALSE	-	-	A
302	The third generation computers were developed by using the _____	Integrated Circuit (IC) technology	-	-	-	A
303	Third generation computers produced great heat.	FALSE	TRUE	-	-	A
304	Third Generation period _____	1963 to 1971	-	-	-	A

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305	Today, we are using super computers in homes	TRUE	FALSE	-	-	B
306	Track is divided into sectors	TRUE	FALSE	-	-	A
307	Transistor	First Generation	Second Generation	Search Engine	Primary memory	B
308	USB -	Universal Serial Bus	-	-	-	A
309	USB enables parallel communication	TRUE	FALSE	-	-	A
310	USB hubs can be connected up to _____ peripherals to a single usb port	127	220	150	200	A
311	USB is expanded as	Universal Side Bus	Universal Serial Bus	Updated System Bus	Universal System Bus	B
312	Using Internet we can send letters, greetings etc to our friends.	TRUE	FALSE	-	-	A
313	Vacuum Tube	Double Data Rate	First generation	One of characteristics of computer	1 and 0	B
314	VDU -	Video Display Unit	-	-	-	A
315	VDU is the computer monitor	TRUE	FALSE	-	-	A
316	Versatility	Accuracy and efficiency	-	-	-	A
317	VLSI	Local Area Network	Universal Serial Bus	Fourth Generation	Second Generation	C
318	Volatile	Search engine	Primary memory	Second Generation	Collection of records	B
319	What type of computers are client computers (most of the time) in a client server system?	Mainframe	Mini-computer	Microcomputer	PDA	C
320	What type of device is a camera	Input	Output	Memory	Both(a) & (b)	A
321	Whenever a Floppy or Hard drive is formatted the existing contents will get erased.	TRUE	FALSE	-	-	A
322	Whenever the system is shut down, all data in RAM and clipboard gets saved in hard disk.	TRUE	FALSE	-	-	B
323	Where are saved files stored in the computer	RAM	Cache	Hard disk	ROM	C
324	Where is RAM located	Expansion board	External drive	Motherboard	All the above	C
325	Which computer system supporting up to 250 users simultaneously	Super Computer	MINI COMPUTER	Macro computer	Digital	B
326	Which is an odd one	Inkjet printer	CRT Monitor	Dot Matrix printer	Laser printer	B
327	Which of the following groups consist of only Input devices?	Mouse, Keyboard, Monitor	Mouse, Scanner, Projector	Mouse, Keyboard, Plotter	Mouse, Keyboard, Scanner	D
328	Which of the following is a digital device?	Thermometer	Slide Rule	Dial gauge	PC	D
329	Which of the following is a storage device with the larger capacity	DVD	CD-ROM	Hard disk	Floppy disk	C
330	Which of the following is not a type of Computer on the basis of operation?	Remote	Hybrid	Analog d.	Digital	A
331	Which of the following is not an output unit?	Joystick	Monitor	Laser printer	Ink-jet printer	A
332	Which of the following is Read and Write memory?	ROM	EPROM	EEPROM	RAM	D
333	Which of the following represents the primary memory?	Hard disk	Pen drive	CD-ROM	RAM chips	D
334	Which of the following the best quality photo printer	Inkjet	Laser	Line	Dot Matrix	A

S_No	Question	Choice A	Choice B	Choice C	Choice D	Answer
335	Which one stores more data than a DVD?	CD ROM	Floppy Disc	Blue Ray Disc	Red Ray Disc	C
336	Who is the inventor of "Difference Engine"?	Allen Turing	Charles Babbage	Simmer Cray	Augusta Adaming	B
337	X_Y plotter is an output device.	TRUE	FALSE	-	-	A
338	XT _____	Extended PC	-	-	-	A
339	Zip drive unique is having capability to hold up to _____	100 MB of data or 250 MB	-	-	-	A
340	SSD is made up of _____	NAND flash memory	-	-	-	A
341	Which of the following is not a type of Computer on the basis of operation?	Remote	Hybrid	Analog	Digital	A
342	SMPS provides DC input	TRUE	FALSE	-	-	B
343	Versatility	Accuracy and efficiency	-	-	-	A
344	Transformation of input to output is performed by _____	CPU.	-	-	-	A
345	Joy stick	Input device	-	-	-	A
346	The _____ are not performed by the Computer.	storage and retrieval operations	logic operations	arithmetic operations	printing documents	D
347	Auxiliary memory is popularly known as primary memory.	TRUE	FALSE	-	-	B
348	he second-generation computers were developed by using _____	Transistors	-	-	-	A
349	A _____ is a computer hardware component that connects a computer to a computer network.	Network interface card (NIC)	-	-	-	A
350	Supercomputer	Oil and gas exploration	-	-	-	A
351	Input device	Graphics tablet	-	-	-	A
352	Which memory device or storage medium that stores information temporarily?	RAM	ROM	PROM	EPROM	A
353	1024 Bytes is equal to	1 GB	1 MB	1 KB	1 TB	C
354	Versatility refers to the capability of a computer to perform different kinds of works with same accuracy and efficiency	TRUE	FALSE	-	-	A
355	EEPROM stands for Electrically erasable programmable read only memory.	TRUE	FALSE	-	-	A
356	_____ is the Linux command used to change the directory.	CD	-	-	-	A
357	_____ command compares files and shows where it differs.	Diff	-	-	-	A
358	_____ is computer software designed to operate the computer hardware and to provide platform for running applications software.	System software	-	-	-	A
359	_____ Command is used to list the currently running job	DS	BS	PS	PC	C
360	_____ is a startup sequence.	Dialog Box	Laser	Booting	Task Bar	C
361	_____ key is Used as Shortcut for renaming the Selected Folder	F2	F5	Ctrl+S	Ctrl+C	A
362	_____ appears at the top of the page and displays the report title	Report Left	Report Header	Report Footer	Report Right	B
363	_____ Command allows you to search for information in a document and replace it with text	FIND	REPLACE	GO TO	FIND & REPLACE	B
364	_____ Command is used to copy the files and the directories form sources to destination	Copy	Merge	CP	Cut	C

S_No	Question	Choice A	Choice B	Choice C	Choice D	Answer
365	_____ is a set of application designed to work together	Microsoft Office XP	Vista	Microsoft Office 2007	Linux	C
366	_____ is a type of Application Software	Android	Windows	Linux	MS Office	D
367	_____ is easy access to user shortcut.	Task bar	Menu bar	Quick launch toolbar	Mouse	C
368	_____ is the found at the left corner of the taskbar	Start Menu	Calendar	Date and time	Speaker	A
369	_____ is the main user interface area in Microsoft windows	Task Bar	Start Menu	Tool bar	Menu bar	B
370	_____ is the moving an item across the screen with the mouse	Scroll bar	Backspace	Drag	Tab	C
371	_____ is the process which saves the documents into some other file format like pdf, xps etc	Copy	Mailing	Importing	Exporting	D
372	_____ is the starting points to the windows os	Task bar	Menu bar	Tool bar	Start Menu	A
373	_____ Key is used to close the active windows	Alt+F4	Alt+F5	Alt+F2	Alt+F9	A
374	_____ option helps us to maximize or minimize the view size of the document content it never changes the font size of the content	Navigators	ZOOM	Large	View	B
375	_____ command shows the first part of a file, just as much as will fit on one screen.	Pipes	news	more	wall	C
376	A _____ always contain two or more components separated by periods	Primary	Domain Name	Secondary Name	None of these	B
377	Actually booting of the system refers to loading of the operating system.	TRUE	FALSE	-	-	A
378	All the deleted files are temporarily stored in _____.	Control panel	Documents	Downloads	Recycle bin	D
379	Alt+F4	Excel file	Close the window	Configuration file	Absolute value	B
380	Alt+tab key is used to switch between	TRUE	FALSE	-	-	A
381	An application window can be moved to any part of the screen when it is maximized	TRUE	FALSE	-	-	B
382	An icon is an image, representing an application	TRUE	FALSE	-	-	A
383	An operating system acts as an intermediate between user and computer.	TRUE	FALSE	-	-	A
384	An Operating system is a piece of software.	TRUE	FALSE	-	-	A
385	An operating system is the one program running at all times on the computer.	TRUE	FALSE	-	-	A
386	Autoexec.bat	Commercial organization	Arithmetic engine	VLSI	Configuration file	D
387	Bill Gates is the chief executive director of Microsoft.	TRUE	FALSE	-	-	A
388	BMP stands for Bitmap	TRUE	FALSE	-	-	A
389	By running whoami command the user can gather information about themselves in Linux OS	TRUE	FALSE	-	-	A
390	cd displays the current working directory	FALSE	TRUE	-	-	A
391	Compilers produce an object program during compilation.	TRUE	FALSE	-	-	A
392	Control panel is used to change the settings of both hardware and software.	TRUE	FALSE	-	-	A
393	Cp command in Linux is used to	Change page.	Change directory	Change mode	Copy	D
394	Ctrl+Z means	Undo last action	Redo the last action	Add the new page	Paste the contents from clipboard	A
395	Desktop	Collection of record	Close the window	GUI Screen	Social Network	C
396	DIR stands for DISK INFORMATION REPORT.	TRUE	FALSE	-	-	A
397	DOS is a single user operating system.	TRUE	FALSE	-	-	A

S_No	Question	Choice A	Choice B	Choice C	Choice D	Answer
398	Drawing and Painting can be done by using the utility NOTEPAD.	TRUE	FALSE	-	-	B
399	Expansion of GUI	Graphics Unit Interface	Get Updated Information	Good User Interface	Graphical User Interface	D
400	File name _____ specifies the type of file	Extension	Expansion	External	Large	A
401	Files	Cancel an cell entry	Word length	Collection of records	MS-Excel	C
402	From which menu you can insert Header and Footer in Linux?	In sert Menu	View Menu	Format Menu	Tools Menu	A
403	In Linux everything is stored as a file	TRUE	FALSE	-	-	A
404	In Windows creating files, deleting, printing etc are referred to as common tasks.	TRUE	FALSE	-	-	A
405	In Windows the system clock will be displayed permanently at the System Tray.	TRUE	FALSE	-	-	A
406	In Windows the Taskbar can be closed.	TRUE	FALSE	-	-	B
407	It is possible to work in Windows without use of the Mouse.	TRUE	FALSE	-	-	A
408	Linux	Operating System	-	-	-	A
409	Linux is an	Malware	Operating system	Application program	firmware	B
410	Linux is written in _____ language.	C	-	-	-	A
411	Microsoft Office is a type of	System Software	Application Software	Utility Software	Firmware	B
412	MKDIR command is used to create a new directory.	TRUE	FALSE	-	-	A
413	Note pad	Txt	-	-	-	A
414	Notepad is a basic text editor that can be used to create simple	TRUE	FALSE	-	-	A
415	Operating systems	Interface between user and computer	-	-	-	A
416	Password command is used to change the password of your Linux system	FALSE	TRUE	-	-	B
417	pwd command is used to change the password.	TRUE	FALSE	-	-	A
418	Quick Launch toolbar is used to add _____	Taskbar	-	-	-	A
419	Refreshing Content	F5	-	-	-	A
420	RMDIR command is used to remove the directory.	TRUE	FALSE	-	-	A
421	Root is the name of normal user account in Linux	TRUE	FALSE	-	--	A
422	Safe mode	Double Date Rate	Primary memory	Volatile	Troubleshooting mode	D
423	Safe mode is a graphic mode.	TRUE	FALSE	-	-	B
424	Screen savers are executed on certain time delays.	TRUE	FALSE	-	-	A
425	Tail	Print last n lines	-	-	-	A
426	The Currency data Type adapts to the region and language settings of the Operating System	FALSE	TRUE	-	-	B
427	The Desktop is the primary workspace of Windows.	TRUE	FALSE	-	-	A
428	The last option under the view tab is _____ option	Macros	Window	Zoom	Document views	A
429	The Linux OS is not affected by malware.	FALSE	TRUE	-	-	A
430	The maximum length of a filename in Linux is _____ Characters.	255	-	-	-	A

S_No	Question	Choice A	Choice B	Choice C	Choice D	Answer
431	The menu bar contains list of commands and options.	TRUE	FALSE	-	-	A
432	The operating system manages only one resource.	FALSE	TRUE	-	-	A
433	The process of removing unwanted part of an image in MS Paint is known as bordering	TRUE	FALSE	-	-	B
434	The Shortcut Keys Ctrl + X, Ctrl + C and Ctrl + V are used to Cut, Copy, Paste respectively.	TRUE	FALSE	-	-	A
435	The term "Software" refers to the programs that execute the hardware.	TRUE	FALSE	-	-	A
436	The topmost bar in the application window is status bar	FALSE	TRUE	-	-	A
437	To copy a file _____ command is used in Linux	PR	CT	PT	CP	D
438	To view the properties of selected item _____	LEFT CLICK	START BUTTON	RIGHT CLICK	DOCUMENTS	C
439	Trace out the wrong statement?	A folder can be otherwise called as a directory	*and ? Are known as wild card characters	You cannot hear music in your computer	Windows was Developed By Microsoft	C
440	Ubuntu OS is not based on Linux OS	TRUE	FALSE	-	-	B
441	Unix is an example for _____	Operating System	-	-	-	A
442	We can play 3D games such as road rash, Spiderman in DOS only.	TRUE	FALSE	-	-	B
443	What command is used to create directory in Linux?	Mkdir	mkdir	rmdir	cd	B
444	What does "chmod 755 file" accomplish?	Makes the file read/write/execute by the owner, read/execute by group and other	Makes the file execute by the owner, execute/read by group and other	Makes the file write/execute by the owner, execute by group and other	Makes the file read by the owner, execute by group and other.	A
445	What is the function of 'ls' command in Linux	List files in the specified directory	List all files in the current directory	List all files including hidden files	List files in long format	B
446	What is the maximum length of a filename of Linux?	32 bytes	64 bytes	512 bytes	255 bytes	D
447	What is the purpose of the Run option on the Start Menu?	It is used to launch the Internet browser	It is used to open the Internet Explorer	It can be used to open any program.	It is used to edit text files	C
448	When Windows is shut down the message "It's now safe to turn off computer" appears.	TRUE	FALSE	-	-	A
449	Which command is used to change password in Linux	Pwd	password	passwd	chpwd	C
450	Which of the following command is used to create file in Linux	Tail	cat	cmp	cp	B
451	Which of the following function will use to find the highest number in a series of number in Linux	MAX(B1:B3)	MAXIMUM	HIGH (B1:B3)	HIGHEST(B1:83)	A
452	Which of the following was the first operating system developed by Microsoft	MS-DOS	Windows	Unix	Linux	A
453	Which of these terms is used to represent an error in a computer program	Mistake	Error	Bugs	Fault	C
454	Which symbol is used with cat command creating files?	<	>	/	*	B
455	Which type of software is an Operating System	Utility Software	System Software	Application Software	Firmware Software	B
456	While drawing flowcharts, the parallelogram symbol indicates the input operations	TRUE	FALSE	-	-	A
457	While naming files and directories in windows empty spaces can be used.	TRUE	FALSE	-	-	A
458	Windows & Linux	Accounts Software	Two parts	Operating System	Application Software	C

S_No	Question	Choice A	Choice B	Choice C	Choice D	Answer
459	Windows and MS_DOS were developed by the popular by the software company NOVEL.	TRUE	FALSE	-	-	B
460	Windows is a Graphical User Interface.	TRUE	FALSE	-	-	A
461	Windows is a single task operating system.	TRUE	FALSE	-	-	B
462	Windows is an example for GUI	TRUE	FALSE	-	-	A
463	Windows Provides the Standard Shortcut Key to Quit From Any Application?	Alt +F	Alt+F4	Ctrl +W	Both B & C	B
464	Windows, we can run several programs at the same time each in its own window.	TRUE	FALSE	-	-	A
465	Word is the computer consists of _____	16 kilo bytes	32 Mega bytes	16 bits	1 Kilo byte	C
466	Write allows a user to move a file to another folder or directory	FALSE	TRUE	-	-	B
467	Unix is an example for _____	Operating system	-	-	-	A
468	Quick Launch toolbar is used to add _____	Quick shortcuts	-	-	-	A
469	_____ is the Linux command used to change the directory.	MV	CD	RD	CP	B
470	Linux	Operating System	-	-	-	A
471	Cp command in Linux is used to	Change page.	Change directory	Change mode	Copy	D
472	The menu bar contains list of commands and options	TRUE	FALSE	-	-	A
473	_____ is a named location on a disk where files are stored.	Folder	-	-	-	A
474	_____ command in Linux system is used to write a message to all users	Wall	-	-	-	A
475	Cd	change directory	-	-	-	A
476	File ___ shrinks the size of a file so it requires less storage space.	compression	defragmenting	synthesizing	Scanning	A
477	Which of the following command is used to count the total number of lines, words, and characters contained in a file?	WC	wcount	countw	Cw	A
478	When a file is moved to recycle bin, it will be immediately deleted from the computer.	TRUE	FALSE	-	-	B
479	Directory is a type of file in Linux.	TRUE	FALSE	-	-	A
480	Pressing the Printscreen key on your keyboard takes a 'picture' of what is displayed on the screen.	TRUE	FALSE	-	-	A
481	Android	operating system	-	-	-	A
482	A _____ is a temporary window that an application creates to retrieve user input.	dialog box	-	-	-	A
483	_____ is a program that acts as an interface between the user and the hardware.	Operating System (OS)	-	-	-	A
484	A _____ is a temporary window that an application creates to retrieve user input.	Dialog Box	-	-	-	A
485	RTOS	Robot	-	-	-	A
486	Rmdir	Remove directory	-	-	-	A
487	Which of the following is an area at the bottom of a primary window that displays information about the current window's state?	status bar	scroll bar	menu bar	title bar	A
488	Which command is used to move a file or a directory from one location to another in Linux?	Move	mv	CP	Wc	B
489	cp command is used to change the current directory.	TRUE	FALSE	-	-	B
490	Booting is the process of starting a computer	TRUE	FALSE	-	-	A
491	_____ Is the open office word processor.	Writer	-	-	-	A
492	"Autocorrect" is a feature of Microsoft Excel 2007 that makes entering a series of heading easier by logically repeating and extending the series.	FALSE	TRUE	-	-	A
493	"Ctrl +Down Arrow" is used to move the cursor one paragraph down. documents.	TRUE	FALSE	-	-	A
494	^B is used to "Undo" work.	TRUE	FALSE	-	-	B

S_No	Question	Choice A	Choice B	Choice C	Choice D	Answer
495	_____ formatting attribute causes a table to automatically resize whenever the content is added or removed.	Auto Fit	-	-	-	A
496	_____ Copies format from one place to another	Format Painter	Paint Format	Font Set	Group	A
497	_____ is the default name of the blank document opened in word	Workbook 1	Worksheet 1	Sheet 1	Untitled 1	D
498	_____ does not have any tabs or groups but instead it has menus in the place of tabs	Writer	Base	Impress	Calc	C
499	_____ is the list of chapters at the beginning of the book.	Acknowledgment	Title Page	Table of content	Half Title	C
500	_____ is the small area to the upper left of the ribbon it contains the things that you use over and over every day	Application toolbar	Search toolbar	Quick Access bar	Bookmarks toolbar	C
501	_____ is the tool that is used to add a predefined text or custom text or an image from the gallery at the background of a document	Page colour	Watermark	Page Border	Fonts	B
502	_____ is used erase the last changes done to the document reverting it to an older state	Undo	Redo	Backspace	Delete	A
503	_____ is used to describe additional information found at the bottom of a page	Endnote	Footer	Header	Footnote	D
504	_____ is used to link any file, website, pages in the same document and so on	Image Links	Rel Links	Hyperlink	JavaScript Links	C
505	_____ is used whenever we need to have texts or sentences in listed form	Sort	Line spacing	Align Text	Bullets and Numbering	D
506	_____ Operator is used to describe range	; semicolon	: colon	.dot	, comma	B
507	_____ Pastes the copied content	CTRL+C	CTRL+A	CTRL+V	CTRL+X	C
508	_____ Rotate the text diagonally or vertically	Landscape	Orientation	Left	Right	B
509	_____ short cut key used to open already saved word pad file	CTRL+S	CTRL+C	CTRL+O	CTRL+V	C
510	_____ tab to reduce confusion shown only when needed	HOME TAB	PICTURE TOOLS TAB	INSERT TAB	VIEW TAB	B
511	_____ is the word processor component of OpenOffice.org.	Impress	Calc	Base	Writer	D
512	_____ shortcut key will display Print Preview.	Ctrl+P	-	-	-	A
513	A new blank document appears in the _____	MS Word	MS Excel	PowerPoint	Access	A
514	A _____ is an electronic document that stores various types of data	MS-WORD	PowerPoint	Spreadsheet	Access	C
515	Alignment tools are available in standard toolbar.	TRUE	FALSE	-	-	B
516	Almost all application the printing orientation can be set to either landscape or portrait.	TRUE	FALSE	-	-	A
517	Backspace key is used to delete a word.	TRUE	FALSE	-	-	A
518	Calibri is the default font of a MS Word 2007 document	TRUE	FALSE	-	-	A
519	Clipboard is a tiny area of the memory where any object can be placed.	TRUE	FALSE	-	-	A
520	Combination of text box with up and down arrow is called _____	Shift key	Control key	Spin control box	Function key	C
521	Comments	Note Pane	-	-	-	A
522	Ctrl+B will	Print the text	Paste the selected text file	Begin new selected text	Bold the text	D
523	Ctrl+I is used to bold text or remove bold formatting	FALSE	TRUE	-	-	A
524	Ctrl+I is used to change the text to italic	TRUE	FALSE	-	-	A
525	Ctrl+X is used to change the text to bold.	TRUE	FALSE	-	-	B
526	Delete key deletes on character to left.	TRUE	FALSE	-	-	B
527	Display the spelling dialog box keyboard shortcut _____	F7	F5	F3	F2	A
528	Dot or other symbol positioned at the beginning of a paragraph is called	Bullet	Logo	Cell	Target	A

S_No	Question	Choice A	Choice B	Choice C	Choice D	Answer
529	Envelope	Mail merge	-	-	-	A
530	Font type is available in _____ toolbar	Data Type	Memo	Title Bar	Formatting	D
531	Footer	Slide number	-	-	-	A
532	Format painter while selection and to stop the formatting press _____	Undo	Back	Esc	Redo	C
533	Formatting bar is context-sensitive.	TRUE	FALSE	-	-	A
534	Formatting Toolbar	Underlining	-	-	-	A
535	Header and footer option is available in insert menu.	TRUE	FALSE	-	-	A
536	Header and Footers are used in printed documents.	TRUE	FALSE	-	-	A
537	Image and Text can be used as water mark in Word document	TRUE	FALSE	-	-	A
538	In a Word document you are not allowed to insert objects from other software's such as Excel.	TRUE	FALSE	-	-	B
539	In Ms_Word pressing Ctrl+ Enter creates a manual page break.	TRUE	FALSE	-	-	A
540	Inner Margin	Mirrored Margin	-	-	-	A
541	Insert Footnote	Alt+Ctrl+F	-	-	-	A
542	Insert Merge Fields is found in Tools Menu.	TRUE	FALSE	-	-	A
543	It is possible to export drawings as macro media flash files in Open Office draw.	FALSE	TRUE	-	-	B
544	Landscape	Personal account	Page orientation	File Transfer	Laser	B
545	Landscape & Portrait	Page orientation	Search Engine	Commercial organization	Web Browser	A
546	Macro is a set of sequence of operations.	TRUE	FALSE	-	-	A
547	Mail merge is to link list of addresses with a common letter.	TRUE	FALSE	-	-	A
548	Mail merge is used to merge to files.	TRUE	FALSE	-	-	A
549	Mail merge option is available in _____ menu	Data type	Desktop	Tools	Title Bar.	C
550	Maximum zooming in word is _____	600	250	500	100	C
551	Microsoft Word	Word predecessor	-	-	-	A
552	Microsoft Word is _____ Software.	Application	-	-	-	A
553	MS Word is used to prepare slide shows.	TRUE	FALSE	-	-	B
554	Ms_Word 97 is a multiple document interface.	TRUE	FALSE	-	-	A
555	Ms_Word allows you to perform spell checking on the documents.	TRUE	FALSE	-	-	A
556	My documents contains only MS Word documents	TRUE	FALSE	-	-	B
557	Open office Maximum zooming in word is _____ .	600	500	800	200	B
558	Open office software applies default paragraph style short cut key _____.	Ctrl + A	Ctrl + P	Ctrl + S	Ctrl +O	D
559	Open office –writer	Odt	-	-	-	A
560	Open Office Writer is a word processing tool	TRUE	FALSE	-	-	A
561	Open office writer software is developed by _____ .	Sun Macro system	Linux	Sun micro system	Operating System	C
562	Open Office.org does not have a grammar checker.	FALSE	TRUE	-	-	A
563	Opening an existing document is a _____ .	Normal	Indirect	Template	Straight forward process	D
564	Page down key is used to move up one screen.	TRUE	FALSE	-	-	B

S_No	Question	Choice A	Choice B	Choice C	Choice D	Answer
565	Page layout	Orientation	-	-	-	A
566	Page number can be inserted only at the bottom of the page.	TRUE	FALSE	-	-	B
567	Page preview option is available in MS_Word.	TRUE	FALSE	-	-	A
568	Portrait in open office is _____	Orientation	Portrait	Small	Large	A
569	Press the keys that you have programmed to run the _____	Mini	Enter	Macro	Backspace	C
570	Print command is available in _____ menu	Tools	Data type	File	Book	C
571	Quick access Toolbar	Redo and Undo	-	-	-	A
572	Replace	Ctrl+H	-	-	-	A
573	Short cut key for subscript if	Ctrl+minus sign(-)	Ctrl+equal sign(=)	Ctrl+Plus sign(+)	Ctrl+Multiple sign(*)	B
574	Strike through	Line through the middle of the Text	-	-	-	A
575	Superscript, subscript and strikethrough in MS Word are known as	Font face	Font Style	Font effects	Font format	C
576	Symbol font short cut key _____	Ctrl+shift+P	Ctrl+shift+C	Ctrl + shift + Q	Ctrl+shift+O	A
577	Table of contents and indexes can be automatically generated using Ms_Word.	TRUE	FALSE	-	-	A
578	The clip board group is found in the _____	Panel	Home tab	Status Bar	Title bar	B
579	The documents are saved extension	.doc	.odw	.docx	.xlmf	C
580	The function key F5 is used to check spelling	TRUE	FALSE	-	-	B
581	The functions of column and change case in open office are similar to that found in	MS-Power point	MS - Access	MS-EXCEL	MS Word	D
582	The Mail merge feature of Word allows printing a body of letter with different addresses.	TRUE	FALSE	-	-	A
583	The Normal view of the Word Screen shows the documents end marker.	TRUE	FALSE	-	-	A
584	The Normal view of the Word Screen shows the documents end marker.	TRUE	FALSE	-	-	A
585	The redo command can be used only after the _____	Undo	Redo	Back	Forward	A
586	The space left between the margin and the start of a paragraph is Indentation.	TRUE	FALSE	-	-	A
587	The Spelling and Grammar Checker Can Be Activated By Pressing the Key?	F5	F2	Ctrl+Z	F7	D
588	The _____ is usually marked with a little key symbol	Secondary key	F7	Primary key	F9	C
589	The _____ is designed to help the user to find the command that need to complete a task	Ribbon	Window	Menu	None of these	A
590	To apply center alignment to a paragraph the shortcut key is Ctrl+N	TRUE	FALSE	-	-	B
591	To get the Symbol dialog box, Click on the _____ menu and choose symbol.	Tools	Table	Insert	Format	C
592	To Prevent two words from being separated at the end of a line in open Office Writer, Press _____ after the first word	Control+Shift+spacebar	Ctrl+D	Ctrl+S	Ctrl+C	A
593	Two types of page orientation are portrait and _____	Landscape	Vertical	Horizontal	Legal	A
594	Types of ruler are _____ and horizontal	Straight	Vertical	Bend	Long	B
595	User can get any details about the tools found in the open office writer using the _____ menu	Help	Tools	Window	Format	A
596	User can add _____ to the text mostly these are used in the creation of mathematical functions	Formula	Redo	Superscripts and Subscripts	Undo	C
597	What is the keyboard shortcut for creating a new document in Open Office Writer?	Ctrl+V	Ctrl+N	Ctrl+Z	Ctrl+X	B
598	Which is not a font style?	Bold	Superscript	Regular	Italic	B
599	Which one of the following is not a type of page margin in MS Word?	Left	Right	Center	Top	C

S_No	Question	Choice A	Choice B	Choice C	Choice D	Answer
600	Winword.exe is responsible to start MS Word	FALSE	TRUE	-	-	B
601	Word includes a series of predefined graphics called _____ that can be inserted Into a Word document.	Clip art	-	-	-	A
602	Word is a word processing application which is a part of the package?	Star-Office	Lotus Smart Suite	Ms-Office	Easy Office	C
603	Writer is a full featured word processor in MS Office	TRUE	FALSE	-	-	B
604	You can add new words to the Ms_Word's custom dictionary.	TRUE	FALSE	-	-	A
605	You Can See the Name of the Current File on?	Menu Bar	Status Bar	Task Bar	Title Bar.	D
606	Microsoft Word is _____ Software.	Word processing	Impress	Writer	Base	A
607	_____ Is the openoffice word processor.	Base	Writer	Winword	Impress	B
608	Microsoft Word	Word predecessor	-	-	-	A
609	Comments	Note Pane	-	-	-	A
610	Dot or other symbol positioned at the beginning of a paragraph is called	bullet. d.	Logo	Cell	Target	A
611	Ctrl+Z means	Undo last action	Redo the last action	Add the new page	Paste the contents from clipboard	A
612	The space left between the margin and the start of a paragraph is Indentation.	TRUE	FALSE	-	-	A
613	Nested tables cannot be created in OpenOffice writer.	TRUE	FALSE	-	-	B
614	Which one is not a tab in Microsoft Word 2010?	File	Insert	Home	Design	D
615	Which of the following file extension is not compatible with OpenOffice Writer?	Txt	doc	Sxw	Csv	D
616	Copy & Paste	Clipboard	-	-	-	A
617	Word	mail merge	-	-	-	A
618	_____ tab is used to add a table to a document.	Insert	-	-	-	A
619	Long text can be broken into many lines within cell by _____ option in formatting.	Wrap text	-	-	-	A
620	OpenOffice keeps a list of recently opened files under the _____ menu.	File / Recent Documents	-	-	-	A
621	A _____ is the distance between two lines in MS Word.	line spacing	-	-	-	A
622	_____ is a feature used mainly to make automatic corrections during document typing in Writer.	AutoCorrect	-	-	-	A
623	Ctrl+Y	Redo	-	-	-	A
624	Where the ruler is located in MS-Word?	View	Review	Design	Insert	A
625	Which of the following means the page is oriented horizontally in OpenOffice Writer?	Landscape	. Portrait	Margin	Indent	A
626	Regular is not a font style in MS Word.	TRUE	FALSE	-	-	B
627	_____ Program lets to use an electronic ledger sheet for financial analysis.	Excel and Calc	-	-	-	A
628	*.xlsx is a	Commercial organization	Excel File	Configuration file	Close then window	B
629	*.xlsx is a spreadsheet	TRUE	FALSE	-	-	A
630	_____ allows you to display only data that meets certain criteria	Sorting	Formatting	Filtering	Insert	C
631	_____ is can be used to defined restrictions on what data should be entered in a cell	Remove Duplicates	Text to columns	Consolidate	Data Validation	D
632	_____ is used to show arrows that indicate which cell depend on a selected cell	Trace dependents	Precedent cells	Dependent cells	Trace Precedents	A

S_No	Question	Choice A	Choice B	Choice C	Choice D	Answer
633	_____ all formula begins with an equal sign	MS-WORD	MS - Access	Microsoft Excel	MS-PowerPoint	C
634	_____ allows you to manipulate data in a worksheet based on given set of criteria	Format	Insert	Delete	Sorting & Filtering	D
635	_____ are the graphic component of excel	Charts	Table	Picture	Shapes	A
636	_____ are the small rectangular boxes that make up the spread sheet	Column	row	box	Cell	D
637	_____ Are widely used in simple and advanced computing	Formula	Formatting	Edit	View	A
638	_____ automatically generates a data series based on defined pattern	Auto sum	Auto fill	Sort & Filter	Insert	B
639	_____ can also be used where only the row or column fixed	External referencing	Mixed referencing	Internal referencing	Referencing	B
640	_____ finds the number of cells that contain numerical values within a range of the argument	Sum	Count	Average	Max	B
641	_____ Function display row data in a column	Un hide	Show	transpose	Hidden	C
642	_____ function displays row data in a column (or) Column data in a row	Transpose	Index	Hyperlink	Rows	A
643	_____ in excel can be useful when needed to combine data form different table even form different work book	File	Home	Formulas	Data consolidation	D
644	_____ is a feature in office 2007 that allows you to choose from a variety of graphics, including flow chart, lists, cycle, and processes	Smart Art	Picture	Clip Art	Shapes	A
645	_____ is used to ensure correct data is entered in a cell	Spell check	Data validation	Edit cell	Short	B
646	_____ Last Cell in a worksheet in Ms Office Excel	XFD1048570	XFD1048576	XFD65536	XY655536	B
647	_____ Last Columns in a worksheet in Ms Office Excel	XFD	XZ	ZA	XY	A
648	_____ many default worksheet can a workbook have.	2	4	3	5	C
649	_____ offer different major chart types each of which has at least on variations	MS-Word	MS-Excel	MS-Access	MS-PowerPoint	B
650	_____ rows in a worksheet in Ms Office Excel	65536	1048576	65540	65545	B
651	_____ rows in a worksheet in open office calc	1048576	65530	65540	65545	A
652	_____ Sort is Used to Arrange the list of items in ascending and descending order	Ascending	Descending	Sort	Filter	C
653	_____ splits the cell that has been merged	Unmerged Cells	Merge Cells	Merge Across	Merge & Center	B
654	_____ Types of basic chart in open office calc	12	20	50	10	D
655	'=' or + sign is used in spreadsheet to start a formula.	TRUE	FALSE	-	-	A
656	>, <, <>, >=, <=, = are called as relational operators	TRUE	FALSE	-	-	A
657	A File is a collection of cells	TRUE	FALSE	-	-	B
658	A function is a built in formula in _____	Word	Access	Excel	PowerPoint	C
659	A workbook is a file to work and store data	TRUE	FALSE	-	-	A
660	ABS()	Arithmetic engine	Absolute Value	Search Engine	Excel file	B
661	Auto fill feature in open office Calc is used to fill a series of numbers such as 2,4,6,8 and so on.	TRUE	FALSE	-	-	A
662	Average () finds the average of some continuous cells values.	TRUE	FALSE	-	-	A
663	By Default all the cells in excel are _____	Hidden	Protection	Unlocked	Locked	D
664	Calc is a full featured word processor in Open Office	TRUE	FALSE	-	-	B
665	Cell	Cancel an cell entry	Ms-Word	Ms-Excel	Message	C
666	Color graph or charts can be created in Excel	TRUE	FALSE	-	-	A
667	Complete a cell entry and move down in the selection is _____	Backspace	Tab	Enter	F5	C
668	Create name form row and column key board shortcut _____.	ctrl+shift+F2	ctrl+shift+F6	ctrl+shift+F3	ctrl+shift+F5	C

S_No	Question	Choice A	Choice B	Choice C	Choice D	Answer
669	Doughnut is a type of_____ chart in Excel	Bar	Column	Line	Pie	D
670	ESC key	Cancel an cell entry	Collection of records	Word length	System File	A
671	Excel displays the current cell address in_____	Status Bar	Name box	Title Bar	Formula bar	B
672	Excel the area formed by the intersection of a row and column is called as a range.	TRUE	FALSE	-	-	B
673	Extension of excel workbook is_____	.XLSX	XML	.xlsm	.XLS	A
674	F5 is used to display the GO TO dialog box.	TRUE	FALSE	-	-	A
675	F7 is used for Spell check In open office –Calc.	TRUE	FALSE	-	-	A
676	Filter	Workspace	-	-	-	A
677	Formula cannot be used in Excel.	TRUE	FALSE	-	-	B
678	Formula in a spreadsheet always starts with “=” sign.	TRUE	FALSE	-	-	A
679	How to insert a function in Calc?	Ctrl + F2	Ctrl + F4	Ctrl + F6	Ctrl + F10	A
680	If user ignore the input message and enter a number that is not valid the_____ is shown	Settings	input message	error alert	data	C
681	In Excel collection of worksheets is called as a file or workbook.	TRUE	FALSE	-	-	A
682	In Excel dragging the fill, handle copies data to successive cells.	TRUE	FALSE	-	-	A
683	In Excel holding the Shift key and pressing any arrow key will select a range of cells.	TRUE	FALSE	-	-	A
684	In Excel pressing the keys Ctrl + End takes you the cell of the Worksheet.	TRUE	FALSE	-	-	B
685	In Excel the address of the last cell of the worksheet is XFD1048576	TRUE	FALSE	-	-	A
686	In Excel the cell located at the 28th column and 7th row will have an address as AC7.	TRUE	FALSE	-	-	B
687	In Excel the Date values may be added or subtracted from one another.	TRUE	FALSE	-	-	A
688	In Excel, when a formula is copied to any other location, the results are updated.	TRUE	FALSE	-	-	A
689	In MS Excel, every cell in a worksheet is identified using _____	Cell Name	-	-	-	A
690	In open office calc, spelling and grammar tools is in_____ menu	View	Insert	Tools	Format	C
691	Intersection of rows and columns is called as	Data	table	cell	chemo	C
692	Merge cells is used to divide the cells into two	FALSE	TRUE	-	-	A
693	Microsoft Excel is widely used for handling accounts.	TRUE	FALSE	-	-	A
694	Ms excel offers_____ different major chart type	24	30	50	14	D
695	MS_Excel is used to prepare spreadsheets.	TRUE	FALSE	-	-	A
696	MS_Excel offers 14 different major chart types.	TRUE	FALSE	-	-	A
697	MS Excel Worksheet has_____ rows and_____ Colum’s.	1048576,XFD	2980765,XGH	7654368,FPG	6547893,KMP	A
698	On selecting this option the recalculation of the complete work sheet is done only on Press_____ key	F12	F9	F2	F5	B
699	Open office spread sheet extension_____ .	.ods	.doc	.docx	.mdp	A
700	Pie charts are used for comparing a given category with the total	TRUE	FALSE	-	-	B
701	Shortcut to edit the Active cell in Excel is _____	F12	F2	F10	F3	B
702	Sort for the correct statement?	A spreadsheet program is used to calculate and analyze set of numbers.	Cells can contain values, labels or formulas.	Simple Data base management can be performed in excel.	All the three are correct.	D

S_No	Question	Choice A	Choice B	Choice C	Choice D	Answer
703	Switch between open workbooks	Ctrl + F6	-	-	-	A
704	Text operator in openoffice Calc is	+	%	&	A	C
705	The _____ button is used to add up a series of numbers in MS Excel.	AutoSum	Sum	quickly sum	Add	A
706	The default extension of calc file is	.odf	.odw	.ods	.odcalc	C
707	The default extension of MS Excel file is	.xls	.xlsx	.exlx	.xlmf	B
708	The entry 345X will be treated as a text entry in Excel	FALSE	TRUE	-	-	A
709	The First cell in excel worksheet is labeled as _____	D1	A1	C1	E1	B
710	The formula toolbar contain the name box dropdown menu and a long white box called the	Input Line	Output Line	transpose	Macro	A
711	The last column in a worksheet is _____	ZFD	ZXD	XFD	XZF	C
712	The next group in the view tab that will look at _____ group	Document Views	Window	Show/Hide	Macros	C
713	The process of identifying specific rows and columns so that certain columns and rows are always visible on the screen is called _____	freezing	-	-	-	A
714	The protect sheet option can be found in the review tab of the ribbon	TRUE	FALSE	-	-	A
715	The shortcut key for Find & Replace dialog box in MS Excel	Ctrl+H	Ctrl+F	Ctrl+R	Ctrl+Shift+F	A
716	There are 1048576 rows and 16384 columns in one worksheet.	TRUE	FALSE	-	-	A
717	To enter current date, press Ctrl+; in the cell.	TRUE	FALSE	-	-	A
718	To merge cells select the cell you want to merge and click the merge and center button on the _____	Split	Ungroup	Merge	Alignment group	D
719	Update formula	F9	-	-	-	A
720	Updates the templates shortcut key in open office calc _____	Shift+Ctrl+F12	Shift+Ctrl+F10	Shift+Ctrl+F9	Shift+Ctrl+F11	D
721	VisiCalc is the oldest spreadsheet package	TRUE	FALSE	-	-	A
722	VLOOKUP function	Finds related records	-	-	-	A
723	Which function in Excel is used to get how many numeric entries are there?	NUM	COUNT	SUM	CHKSUM	B
724	Which function in Excel tells how many numeric entries are there?	NUM	COUNT	SUM	CHKNUM	B
725	Which function will you use to enter current time in a worksheet cell?	45271	45271.69791	=time()	=current Time()	B
726	Which of the openoffice suite program is used to create Worksheet?	Calc	Writer	Impress	Draw	A
727	Work sheet can be added or deleted in _____	Ms Word	Open office calc	PowerPoint	Access	B
728	X Merge cell is used to divide a cell into two	FALSE	TRUE	-	-	A
729	_____ Program lets to use an electronic ledger sheet for financial analysis.	Microsoft Excel	Power Point	Base	Impress	A
730	Cell	Spreadsheet	-	-	-	A
731	Which function in Excel is used to get how many numeric entries are there?	NUM	COUNT	SUM	CHKSUM	B
732	Text operator in openoffice Calc is	+	%	&	A	C
733	Which of the openoffice suite program is used to create Worksheet?	Calc	Writer	Impress	Draw	A
734	Auto fill feature in openoffice Calc is used to fill a series of numbers such as 2,4,6,8 and so on	FALSE	TRUE	-	-	B
735	Calc	Calculation	-	-	-	A
736	Page border in Excel; can be set	from border tab in format cells dialog box	from border tool in formatting toolbar	from line style in drawing toolbar	from Insert tab.	A

S_No	Question	Choice A	Choice B	Choice C	Choice D	Answer
737	If a formula consisting of relative references is copied from one cell to another, it will still be the same.	FALSE	TRUE	-	-	A
738	In Excel, you can view the worksheet page wise with page break.	FALSE	TRUE	-	-	B
739	In Excel, logical values are represented by numbers.	FALSE	TRUE	-	-	B
740	Ctrl+H is a keyboard shortcut key to center cell contents in Excel.	FALSE	TRUE	-	-	A
741	Formula should begin with an = sign in Calc.	FALSE	TRUE	-	-	B
742	Which shortcut key is used to go to the formula tab in MS Excel?	Alt+M	Alt+F	Ctrl+F	Ctrl+M	A
743	In OpenOffice Calc, colon represents which of the following. operator.	Arithmetic operator	Range reference operator	Text operator	Relational operator	B
744	Absolute cell reference	\$A\$1	-	-	-	A
745	_____ is a collection of cells organized in rows and columns in Calc.	Spreadsheet	-	-	-	A
746	*.Accdb is a database.	TRUE	FALSE	-	-	A
747	_____ data type is used to store text that is too long to be stored in a text field.	Memo	-	-	-	A
748	_____ report contains the data in the selected fields at the time the report was created in open office - Base.	Static	-	-	-	A
749	_____ as same as text but allows 2GB of data	Text	Number	Memo	Currency	C
750	_____ displays all the selected records	Labels	Blank Report	Report	Report Wizard	C
751	_____ is the final paper statement of the data present in the database	report	result	data	design	A
752	_____ is used to remove unwanted records permanently from the table	Query Wizard	Query Design	Insert Query	Delete Query	D
753	A _____ field can store alphanumeric characters, very long strings up to 65,538 characters	Memo	Text	Number	Primary Key	A
754	A form is a front end for data entry and editing.	TRUE	FALSE	-	-	A
755	A _____ enable you to view data from a table based on a specific criterion in MS Access	Form	Query	Macro	Report	B
756	A _____ is a collection of declaration, statement, and procedures that are stored together as a unit	Table	Module	Form	Split Form	B
757	A _____ is a field or combination of fields that uniquely identify each record in a table	Secondary key	View	Primary key	Property Sheets	C
758	A _____ is organized in horizontal and vertical termed as rows and column respectively	Table	Chart	Form	Labels	A
759	Alt+Y is used to open the external data tab in MS Access	FALSE	TRUE	-	-	A
760	Data are collection of observation, facts and concepts	TRUE	FALSE	-	-	A
761	Data from any record can be placed in a report Header	FALSE	TRUE	-	-	B
762	Dbase is part of open office Suite.	FALSE	TRUE	-	-	A
763	Delete with No Action in base will delete the record you want but will not delete the records associated with it.	FALSE	TRUE	-	-	B
764	Each field in a table is assigned by a _____	Data Type	Field name	Description	General	A
765	Each table has an option which allows you to display all the fields in a table it can be done by selecting _____	Asterisk *	Plus +	Equal =	Minus -	A
766	Field length does not appear when you open the table in the table design view in MS Access	TRUE	FALSE	-	-	B
767	First Field of first record	Ctrl+Home	-	-	-	A
768	Hyperlink is a data type in MS Access used to link a location on the	Web	picture	File	record	C
769	In base macros is found in _____ menu	Insert	Home	Tools Menu	Create	C
770	In Base, a table can be saved by Pressing _____ on the keyboard.	Ctrl+S	Ctrl+P	Ctrl +O	Ctrl+ Shift+S	A

S_No	Question	Choice A	Choice B	Choice C	Choice D	Answer
771	In memo data type 225 characters can be stored.	TRUE	FALSE	-	-	B
772	In MS Access, Yes/No field can have three states.	TRUE	FALSE	-	-	A
773	Macros are run form _____	Title	Status	Menu	tools	D
774	Memo	Non-Volatile memory	Vacuum tubes	Begin new selected text	No limit	D
775	Microsoft access database provides an empty table named _____ in datasheet view	Table 5	Table 2	Table 10	Table 1	D
776	Microsoft access is a _____ that allows a user store retrieve and organize data in graphical from	RDBMS	RTBMS	RMS	RBDMS	A
777	Number	Input Device	Data Type	Port name	Output Device	B
778	Open Office Base uses, _____ fields as the field format for text.	VCHAR	-	-	-	A
779	Open Source DBMS	Open office Base	-	-	-	A
780	Open office Base will not operate with other databases.	FALSE	TRUE	-	-	A
781	Primary Key	No Duplicates	-	-	-	A
782	Primary key cannot contain null values	FALSE	TRUE	-	-	B
783	Primary key is set to avoid duplicate entries.	TRUE	FALSE	-	-	A
784	Primary key is used to allow the duplicate values	FALSE	TRUE	-	-	A
785	Queries can be created in two different ways they are _____	Report Wizard & Query Design	Query Wizard & Report Wizard	Blank Report & Report Wizard	Query Design & Query Wizard	D
786	Table	Double Entry System	Collection of records	Primary memory	Search engine	B
787	Table structure can be modified using _____	Pivot Chart view	Design View	Datasheet View	Pivot table view	B
788	The basic unit of any PowerPoint presentation is _____	Slide	-	-	-	A
789	The expression builder is an access tool that controls an expression for entering an expression	Table	Box	Cell	Palette	B
790	The result of query is called a _____	result-table	result-set	record set	record table	B
791	The table is the fundamental structure of a _____	Paradox file	Outlook folder	HTML	Database	D
792	To open an existing database, press _____ in the keyboard	Ctrl+N	Ctrl+O	Ctrl+X	Ctrl+S	B
793	Update query in Open Office Base is available in MS Access	TRUE	FALSE	-	-	A
794	Using text data type _____ characters can be stored	265	355	255	365	C
795	VARCHAR ignore case is a valid datatype in BASE.	TRUE	FALSE	-	-	A
796	What is the correct path to start MS Access	Start Programs Microsoft Office MS Access	Start Programs Accessories MS Access	Start Run MS Access	Start Accessories Microsoft Office MS Access	A
797	Which of the following data type is used to store logical value	True/False	On/Off	Yes/No	All the above	C
798	Which of the following expresses correct order?	Characters, Fields, Records, Tables, Files, Databases.	Characters, Fields, Records, Tables, Databases, Files.	Databases, Tables, Files, Records, Fields, Characters.	Files, Databases, Tables, Records, Fields, Characters.	A
799	Which of the following is not a type of MS Access database object?	Table	Form	Word sheet	Modules	C
800	Which program in MS Access is used to automate a repetitive task	Reports	Forms	Macros	Pages	C
801	Open Source DBMS	Openoffice Base	-	-	-	A
802	Which of the following is not a type of MS Access database object?	Table	Form	Word sheet	Modules	C

S_No	Question	Choice A	Choice B	Choice C	Choice D	Answer
803	Dbase is part of openoffice Suite.	TRUE	FALSE	-	-	B
804	Openoffice Base will not operate with other databases	TRUE	FALSE	-	-	A
805	A form is a front end for data entry and editing.	TRUE	FALSE	-	-	A
806	the size of yes/no field is always ____ in OpenOffice base.	1 bit	1 byte	1 character	1 kB	A
807	Which tool do you use to create a query object?	Table query wizard	Simple query wizard	Simple filter wizard	Database wizard	B
808	Base	ODBC	-	-	-	A
809	Record	collection of field	-	-	-	A
810	In Access _____ are used to store the data.	Tables	-	-	-	A
811	_____ reports contain the data in the selected fields at the time the report was created, in OpenOffice base.	Static	-	-	-	A
812	In Base, a field is an attribute of a record in a database table.	TRUE	FALSE	-	-	A
813	Base	Database	-	-	-	A
814	The default extension of OpenOffice Base file is. _____	.odb	-	-	-	A
815	_____ menu provides options like animation scheme, custom animation and slide transition.	Slide Show	-	-	-	A
816	_____ can be very helpful to align several objects such as graphics or tables	Grid align	Align Graphics	Object align	Snap to grid	D
817	_____ is a presentation of the prepared slide	Animation	Animations	Insert	Slide Show	D
818	_____ is an application that is used to design computer based presentation consisting of multiple slide with images	MS-Power point	MS-Word	MS-Access	MS-Excel	A
819	_____ Lists out all the slides present in the presentation	Slide Master	New Slide	Slide Pane	Slide Show	C
820	_____ produces presentation and slide show through graphical approach in a simple way	Calc	Base	Impress	Writer	C
821	_____ Store the information about the theme and slide layouts of a presentation including background, color, fonts, effects etc...	Slide Orientation	New Slide	Slide master	Slide Show	C
822	_____ tools is helpful whenever notes to be added for a slide	Macros	Control	Document panel	Notespage	D
823	A "Clip" may be a single media file, including art, sound, animation or movies.	TRUE	FALSE	-	-	A
824	A file created in power point is called as?	Document File	Text File	Presentation File	Bitmap File	C
825	All the slides added in the presentation are listed in the slides tab in ____ side	Right Side	Left Side	Center	Bottom	B
826	Any slide can duplicated by using the short cut is _____	CTRL+V	CTRL+D	CTRL+S	CTRL+C	B
827	Clipart in power point can be included by using the following menu.	File	Animation	Insert	View	C
828	Displaying all objects contained in document in Impress	Navigator	-	-	-	A
829	Ellipse motion	Pipeline	-	-	-	A
830	feature used to apply motion effects to different objects of a slide in open office - Impress.	Slide transition	-	-	-	A
831	If you have a large number of slides in your presentation, you may find it more convenient to use the _____ to view all your slides and change their positions.	Sorter view	-	-	-	A
832	In impress, F5 key used to view slide show.	TRUE	FALSE	-	-	A
833	In Impress, Which view shows thumbnail versions of all your slides arranged in horizontal rows	Notes	Slide Sorter	Outline	Handout	B
834	In PowerPoint every slide appears in _____ mode	Portrait Mode	Direct Mode	Indirect Mode	Landscape Mode	D
835	In which application, you can create presentation in MS Office	Excel	Impress	PowerPoint	Word	C
836	In which area, you can create photo album in Open Office	Base	Calc	Impress	Writer	C
837	Media files cannot be added in presentation	TRUE	FALSE	-	-	B

S_No	Question	Choice A	Choice B	Choice C	Choice D	Answer
838	Once a clip art image is added to a slide, it cannot be removed.	FALSE	TRUE	-	-	A
839	Open office –Impress	Design template	-	-	-	A
840	Open Office.org Presentation program has features like	Spelling Checker	Thesaurus	Text and Background Style	All the above	D
841	Open Office.Org Presentation program in called as _____	Impress	PowerPoint	Presentation	Writer	A
842	Open office Impress is not a free presentation software.	FALSE	TRUE	-	-	A
843	Power point is familiarly known as a?	3D Graphics Software	Multimedia Software	Presentation Software	Animation Software	C
844	Power Point limits the user to six colors for fill and line color changes	FALSE	TRUE	-	-	A
845	PowerPoint provides a _____ slide by default	Two	Three	Single	Four	C
846	Shortcut key is used to insert new slide is _____	CTRL+M	CTRL+N	CTRL+W	CTRL+O	A
847	Sideshow	Impress	-	-	-	A
848	Slide Master in Open Office Impress	Task Pane	-	-	-	A
849	Slide show can also be created with the help of _____	PowerPoint	Access	MS Office	MS-Excel	A
850	Slide sorter can accessed from which menu _____	Designs	Animations	Review	View Menu	D
851	Slide Sorter view enables you to easily move, copy or delete slide in Power Point	FALSE	TRUE	-	-	B
852	Sound files cannot be added to a slide	TRUE	FALSE	-	-	B
853	Special effects used to introduce slides in a presentation are called _____	transitions	effects	custom animations.	annotations	A
854	The extension of power point is _____	PTX	PPTX	PPX	POTX	B
855	The keyboard shortcut to run the presentation is _____	F2	F4	F5	F9	C
856	The presentation can run automatically or can be controlled by _____	Slide Master	Slide Show	Slide Orientation	Presenter	D
857	Themes to the presentation can be changed from the _____ tab	Slide Show	Animations	Review	Design	D
858	To insert a new slide in PowerPoint, press _____ in the keyboard	Ctrl+M	Ctrl+D	Ctrl+T	Ctrl+i	A
859	To make a PowerPoint show file save the presentation file as _____	PowerPoint Show	Slide Show	Slide Orientation	Slide Master	A
860	To print PowerPoint presentation slide, press	Ctrl+T	Ctrl+E	Ctrl+K	Ctrl+P	D
861	Transition	Animation	-	-	-	A
862	Videos cannot be played using MS Power Point	TRUE	FALSE	-	-	B
863	When entering field name, how many characters you can type In maximum?	16	64	128	Any number of character	B
864	Which of the following is not a transition effect	Blinds Diagonal	Dissolve	Fade through Black	Blinds Vertical	A
865	Which of the following is not an option when printing handouts?	Six slides per page	Five slides per page	Three slides per page	Two slides per page	B

S_No	Question	Choice A	Choice B	Choice C	Choice D	Answer
866	You can embed an organization chart in a slide by	Clicking the object command on the edit menu	Clicking the insert new slide button on the standard toolbar, then double clicking the organization chart auto layout	Clicking the MS organization chart button on the formatting toolbar	Clicking the MS organization chart button on the standard toolbar	C
867	The basic unit of any PowerPoint presentation is _____	slide	-	-	-	A
868	Sideshow	Impress	-	-	-	A
869	Transition	Animation	-	-	-	A
870	Clipart in power point can be included by using the following menu.	File	Animation	Insert	View	C
871	Openoffice Impress is not a free presentation software	TRUE	FALSE	-	-	B
872	In MS Power Point _____ key is used to run the slide show from the beginning.	F5	-	-	-	A
873	Impress	slide transition	-	-	-	A
874	In Impress, placeholders are areas on the slide that are enclosed by dotted borders.	TRUE	FALSE	-	-	A
875	In PowerPoint, the object on the slide used to hold the text are called as _____	text boxes.	-	-	-	A
876	OpenOffice Impress	Presentation software	-	-	-	A
877	In a presentation of PowerPoint, the special effects used to introduce slides are known as?	Animations	Effects	Transition	Annotations	C
878	Blank slide is the default standard layout in PowerPoint.	TRUE	FALSE	-	-	B
879	"COM" is a part of domain name used to identify commercial organization.	TRUE	FALSE	-	-	A
880	.com	Input Device	Vacuum tubes	Commercial organization	Operating System(OS)	C
881	_____ is a part of domain name to represent India	.com	.net	.in	.id	C
882	_____ is one of the hottest broadband wireless technologies around today	Dial-up	WI-Max	Bluetooth	WIFI	B
883	_____ is a popular online social network	Google	Twitter	FB	Browser	C
884	_____ is one of the familiar telecommunication Software	Skype	IMO	Instagram	Yahoo	A
885	_____ is one of the hottest broadband wireless technologies around today	WIFI	Modem	WIMAX	Hotspot	C
886	_____ is the generic terms for all types of names and addresses that refers to object on the World Wide Web	Google	URI	URL	Protocol	C
887	360 internet security is a _____ software	ANTIVIRUS	ANTI-MALWARE	PRIVACY SOFTWARE	HARDWARE	A
888	A blog is a website where entries are made in journal style and displayed in a reverse chronological order	FALSE	TRUE	-	-	B
889	A collection of interconnected networks is called _____.	Internetnetwork	-	-	-	A
890	A Virus is a computer program	TRUE	FALSE	-	-	A
891	A website's front page main page is called as _____	Browser page	Home page	Search Page	Bookmark	B
892	A wireless technology built in electronic gadgets used for exchanging data over a short distance is	Bluetooth	WIFI	Modem	USB	A
893	A _____ is a frequently updated online personal journal ordinary	Browser	Gmail	Blog	Facebook	C
894	A _____ is the identification of computer connected in the internet	IP Address	Mobile number	Domain name	Local ID	A

S_No	Question	Choice A	Choice B	Choice C	Choice D	Answer
895	AltaVista	Arithmetic engine	Search Engine	Configuration file	Absolute value	B
896	An _____ address is an identifier for a particular machine on a particular network	Wi-Fi	Modem	Hotspot	Internet Protocol	D
897	An _____ is an identifier for a particular machine on a particular network	IP Address	Website	Protocol	Hosting	A
898	Any information on any subject can be obtained easily on the internet	TRUE	FALSE	-	-	A
899	BCC	Cancel an cell entry	Carbon Copy	Blind Carbon Copy	DOS Command	C
900	Bcc is used to _____ in email.	Hide Recipients	-	-	-	A
901	Bing is an example of search engine	TRUE	FALSE	-	-	A
902	Bridges are network layer devices.	TRUE	FALSE	-	-	A
903	CC	Cancel an cell entry	Carbon Copy	Blind Carbon Copy	DOS Command	B
904	CC in e-mail is used to forward another e-mail.	TRUE	FALSE	-	-	A
905	Connection Oriented Protocol	TCP	-	-	-	A
906	Deleting a message sends it to the folder Trash.	TRUE	FALSE	-	-	A
907	Domain code	gov.org	-	-	-	A
908	E-mail	Search Engine	Message	System file	Collection of records	B
909	E-mail address is made up of	Single part	Two parts	Three parts	Four parts	C
910	Expansion of WWW is World Wide Web	FALSE	TRUE	-	-	B
911	FTP means _____	File Transfer Position	File Transfer Point	File Transfer Protocol	File Transfer POP	C
912	FTP refers to _____	Protocol	Joystick	Volatile	Printer	A
913	FTP uses port _____ for the control connection, and port _____ is used for the data connection.	20,21	21,20	20,20	21,21	B
914	Full form of URL	Uniform Resource Locator	Uniform Resource Link	Uniform Registered Link	Unified Resource Locator	A
915	Google & Yahoo	Search Engine	Mobile App	Application program	Web Browser	A
916	Google App	Google Sheet	-	-	-	A
917	Google Slides can be used offline.	TRUE	FALSE	-	-	A
918	HTML Stands for _____	Hypertext Meta-Language	How To Marinate Lox	Hypertext markup language	Hit The Mother Load	C
919	HTTP is used to transfer files	FALSE	TRUE	-	-	A
920	If you add a recipient's name using "CC" the name is not visible to other recipients of the message.	FALSE	TRUE	-	-	A
921	Internet explorer is a search engine.	TRUE	FALSE	-	-	B
922	Internet is a single network.	TRUE	FALSE	-	-	B
923	Internet is a worldwide network.	TRUE	FALSE	-	-	A
924	Internet protocol addresses are unique, global and standardized.	TRUE	FALSE	-	-	A
925	IP address	Page orientation	Laser	Unique	Personal account	C
926	ISDN	56,000 bps	45,000 bps	68,00 kbs	40,000 kbs	A

S_No	Question	Choice A	Choice B	Choice C	Choice D	Answer
927	ISDN	Broadband	-	-	-	A
928	ISDN is a dedicated internet line.	TRUE	FALSE	-	-	A
929	It is not possible to attach sound files in E-Mail.	TRUE	FALSE	-	-	B
930	LAN	Wide Area Network	Local Area Network	Universal Serial Bus	Fourth Generation	B
931	Mobile phones know their locations because they are equipped with _____ receivers.	GPS (Global Positioning System)	-	-	-	A
932	Netscape Navigator	Mobile App	Application Software	Web Browser	Operating System(OS)	C
933	Netscape navigator is a web browser.	TRUE	FALSE	-	-	A
934	Online process	Collection of record	Ticket reservation	Primary memory	Second Generation	B
935	POP3 and SMPT servers are used for E-mail purpose.	TRUE	FALSE	-	-	A
936	Scanner is used to create an electronic form of the images	TRUE	FALSE	-	-	A
937	Skype is a type of weather forecasting mobile App.	TRUE	FALSE	-	-	B
938	Skype is an application to chat in Video	TRUE	FALSE	-	-	A
939	Skype is telecommunication application software that specialize voice calls between computers	TRUE	FALSE	-	-	B
940	TCP Means_____	Transmission control point	Transmission control position	Transmission control protocol	Transmission control pocket	C
941	TCP/IP is a protocol.	TRUE	FALSE	-	-	A
942	The first internet browser was named as World Wide Web	TRUE	FALSE	-	-	A
943	The Internet facility hit India in the late 1980's	TRUE	FALSE	-	-	A
944	The Internet was launched by the United States Defiance Department in 1960's.	TRUE	FALSE	-	-	A
945	The terms DNS Stands for	Domain Name System	-	-	-	A
946	The user computer is connected to the telephone line via _____	Modem	Printer	Scanner	Dialup	A
947	Trash option helps you to save unfinished email without sending it.	FALSE	TRUE	-	-	A
948	Twitter is a _____	Browser	Mobile App	Application Soft	Social Network	D
949	Virus is a Program	TRUE	FALSE	-	-	A
950	WAN	Wide Area Network	Universal Serial Bus	Double Data Rate	Local Area Network	A
951	Web spiders and crawlers are examples of	Browsers	Search Engines	HTML Programs	Flames	B
952	What type of resource is most likely to be a shared common resource in a computer network	Printers	Speakers	Floppy Disk	Keyboards	A
953	Which of the following Icon is used to add an attachment to an email?	Stationery icon	Paper clip icon	GIF icon	Emoji icon	B
954	Yahoo	Search Engine	Primary memory	Web browser	Printer	A
955	Bcc is used to _____ in email.	Hide Recipients	-	-	-	A
956	ISDN	Broadband	-	-	-	A
957	Google App	Google Sheet	-	-	-	A
958	Which of the following Icon is used to add an attachment to an email?	Stationery icon	Paper clip icon	GIF icon	Emoji icon	B

S_No	Question	Choice A	Choice B	Choice C	Choice D	Answer
959	Trash option helps you to save unfinished email without sending it	TRUE	FALSE	-	-	B
960	A network location of a web page is a URL.	TRUE	FALSE	-	-	A
961	The place where accessories are connected in Computer is	Port	Ring	Bus	Zip	A
962	Hub	Network Device	-	-	-	A
963	Cc in email is _____	Carbon Copy	-	-	-	A
964	A tablet is a portable computing device with a larger screen than a smartphone.	TRUE	FALSE	-	-	A
965	Which of the following is not a social networking site?	Youtube	Whatsapp	Linkedin	AOL	D
966	Search Engine	Bing	-	-	-	A
967	URL	Website address	-	-	-	A
968	BCC in email stands for	Blind Carbon Copy.	-	-	-	A

உங்கள் கம்ப்யூட்டர் அறிவுத்திறனை வளர்த்துக் கொள்ள ஓர் அரிய வாய்ப்பு. இந்த COA Quiz App மூலம் COA அரசுத் தேர்வுகளில் கேட்கப்படும் வினாக்களின் அடிப்படையில் வடிவமைக்கப்பட்டுள்ளது. இந்த App -பினை முடிந்த அளவிற்கு பகிரவும்.

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