

QUESTION BANK

BASIC COMPUTER COURSE



UP POLICE RADIO TRAINING CENTRE, MAHANAGAR, LUCKNOW

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UP POLICE RADIO TRAINING CENTRE MAHANAGAR, LUCKNOW

पर्यवेक्षण, डिज़ाइन एवं सम्पादन

सत्य प्रकाश सिंह

उपमहानिरीक्षक (पुलिस दूरसंचार), एम०सी०आर० / प्रशिक्षण

सहयोग

अजय कुमार सोनकर

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OBJECTIVE TYPE QUESTIONS

1. Which one is a Super computer.
 - a) Param & Anurag
 - b) Lotus
 - c) Word star
 - d) None of these
2. Information is-
 - a) Meaningful data
 - b) Group of data
 - c) Data
 - d) None of these
3. MS-Word is
 - a) Typing related software
 - b) Programming software
 - c) Computer disk
 - d) None of these
4. MODEM is
 - a) Multi computer operating unit
 - b) Modular-de-modeler
 - c) Mega storage device
 - d) None of these
5. The smallest unit of memory is-
 - a) MB
 - b) KB
 - c) BYTE
 - d) BIT
6. Who is known as father of modern computer
 - a) John Newton
 - b) Charles Babbage
 - c) Melton
 - d) None
7. Following is not a hardware
 - a) Printer
 - b) Monitor
 - c) Magnetic Tape
 - d) MS Word
8. Click first of all to make a folder in MS Word
 - a) Right click of mouse
 - b) Left click of mouse
 - c) Both at a time
 - d) Enter key
9. Back ground of computer screen is known as
 - a) Application
 - b) Window
 - c) Desktop
 - d) Laptop

10. Command for copying in MS-Word is
 - a) CTRL + P
 - b) CTRL + S
 - c) CTRL + C
 - d) CTRL + A
11. Data /information is stored in computer as
 - a) Directories
 - b) Files
 - c) Floppies
 - d) None of these
12. A user can get files from another computer on the internet by using
 - a) utp
 - b) http
 - c) ftp
 - d) None of these
13. DVD stands for
 - a) Digital Video Display
 - b) Digital Versatile Disc
 - c) Digital Visual Document
 - d) Diode Video Display
14. Mouse have generally
 - a) Two buttons
 - b) Three buttons
 - c) Several button
 - d) None of these
15. Scanner is a
 - a) Output device
 - b) Input device
 - c) Input software
 - d) None of these
16. MS power point is used for
 - a) Slide presentation
 - b) Picture display
 - c) Video display
 - d) None of these
17. CRT(cathode ray tube) is a
 - a) Hollow tube
 - b) Vacuum tube
 - c) Long tube
 - d) Round tube
18. Web site is a collection of
 - a) html documents
 - b) html protocol
 - c) html format
 - d) Web pages
19. Microprocessor was developed by
 - a) M.E. Hauf
 - b) Tack Kilby
 - c) Charles Babbage
 - d) None of these

20. Which is the third generation microprocessor?
 - a) Intel 8080
 - b) Intel 8084
 - c) Intel 8086
 - d) None of these
21. CPU stands for-
 - a) Common Processing Unit
 - b) Central Programming Unit
 - c) Central Processing Unit
 - d) None of these
22. ALU stands for
 - a) Arithmetic Local Unit
 - b) Arithmetic Logical Unit
 - c) Arithmetic Logic Uniform
 - d) None of these
23. Which is the second generation microprocessor?
 - a) Intel 8040
 - b) Intel 8080
 - c) Intel 8000
 - d) None of these
24. Which numbers are used in binary system?
 - a) 0, 0
 - b) 0, 1
 - c) 1, 2
 - d) None of these
25. Computer icons are based on technology
 - a) GUI
 - b) FTP
 - c) ANSI
 - d) None of these
26. Manual computer known as
 - a) Abacus
 - b) Lotus
 - c) Word star
 - d) None of these
27. Memory unit is a part of
 - a) Input device
 - b) Control unit
 - c) Output device
 - d) Central processing unit
28. Full form of Computer is
 - a) Common Operating Motor Particularly Used for Trade, Education and Research
 - b) Common Operating Mobile Particularly Used for Trade, Education and Research
 - c) Common Operating Machine Particularly Used for Trade, Education and Research
 - d) None of these
29. Which is the third generation microprocessor?
 - a) Intel 8084
 - b) Intel 8088
 - c) Intel 8086
 - d) None of these

30. Which is first 4 bit microprocessor?
 a) Intel 8008
 b) Intel 8004
 c) Intel 8003
 d) None of these
31. File extension of any software for windows is
 a) .psd
 b) .exe
 c) .apk
 d) None of these
32. First 4 bit microprocessor was designed by
 a) Intel
 b) IBM
 c) Asus
 d) None of these
33. Memory unit is a part of -
 a) Input Device
 b) Control Unit
 c) Output Device
 d) Central Processing Unit
34. SLSI stands for
 a) Super Large Scale Integration
 b) Super Large Space Integration
 c) Simple Large Scale Integration
 d) None of these
35. Rom is
 a) Temporary Memory
 b) Different Memory
 c) Permanent Memory
 d) None of these
36. Scroll ball is used for
 a) Select the file
 b) Up and down
 c) Change the file
 d) None of these
37. VLSI stands for
 a) Vast Large Scale Integration
 b) Very Large Scale Integration
 c) Vary Large Scale Integration
 d) None of these
38. Printer is a
 a) Application Software
 b) Output Device
 c) Input Device
 d) None of these
39. is a Storage device
 a) CD
 b) DVD
 c) Hard disk
 d) All of these

40. Hardware is
- MS-Word
 - MS-Excel
 - MS-Power point
 - None of these
41. LSI stands for
- Last Scale Integration
 - Large Scale Integration
 - Long Scale Integration
 - None of these
42. MSI stands for
- Most Scale Integration
 - Metal Scale Integration
 - Medium Scale Integration
 - None of these
43. Which one of the following is not a network device
- Modem
 - Switch
 - Hub
 - CPU
44. E-Mail is
- Speed Post
 - Sending and Receiving Information Electronically
 - Operating System
 - None of these
45. Which of the following is not hardware?
- Monitor
 - Mouse
 - Operating system
 - CPU
46. SSI stands for
- Small Scale Integration
 - Stereo Scale Integration
 - Star Scale Integration
 - None of these
47. Exchange of documents on Internet can be possible with the help of
- Access
 - Quick time
 - Ppt.
 - E-mail
48. UPS Stands for.
- Under power supply
 - Universal power supply
 - Uninterrupted power supply
 - Universal power system
49. Microsoft Word is generally used for
- Accountancy
 - Letter Typing
 - Slides Show
 - None of these

50. Computer remains connected with the Internet through
- CPU
 - UNIX
 - MODEM
 - None of these
51. IC stands for
- Integrated Circuits
 - Internal Circuits
 - Implementery Circuits
 - None of these
52. Read/Write signal is sent by.....
- CPU
 - ALU
 - Computer
 - None of these
53. Which memory cell requires external circuitry?
- Static
 - Dynamic
 - Ram
 - ROM
54. Which is used to design Web Page
- English
 - HTML
 - Pascal
 - None of these
55. HTML stands for
- Hyper Text Markup Language
 - Hyper Text Manipulation Language
 - Hyper Text Managing Links
 - Hyper Text Manipulating Links
56. LAN stands for
- Line Area Network
 - Land Area Network
 - Local Area Network
 - None of these
57. Page of Power point is known as
- Work sheet
 - Slide
 - Word doc.
 - Microsoft power point
58. Piracy is similar to
- Trade Mark
 - Hacking
 - Patent
 - Copy Right
59. What is an excel sheet.
- Combination of Rows & Columns
 - Combination of Rows
 - Combination of Columns
 - None of these

60. Dynamic Memory cell uses
- TTL gate
 - Charged Capacitor
 - Register
 - None of these
61. The Hexadecimal Number system has base.....
- 2
 - 10
 - 16
 - 8
62. The Decimal Number system has base
- 10
 - 8
 - 16
 - 2
63. The Octal Number system has base
- 2
 - 10
 - 8
 - 10
64. DOS stands for
- Disc Operating System
 - Digital Operating System
 - Digit Operating System
 - None of these
65. Which is known as Status Bar
- Upper row of file
 - Bottom row of file
 - Middle row of file
 - None of these
66. Justify command (Ctrl+J) means
- To set the text in mid of the page
 - To set the text in uniformly in the page
 - To set the text in Right side of the page
 - To set the text in left side of the page
67. Highest Font Size in MS-Word Toolbar is
- 70
 - 72
 - 75
 - 77
68. Which was the first computer network in the world?
- ARPANET
 - NSFNET
 - V.NET
 - I.NET
69. Full form of OMR is
- Optical mark recognition
 - Optical mark reader
 - Objective mark reader
 - Optical mouse reader

70. Which formula used for A1+B1-C1 in MS-Excel
- Sum A1+B1-C1
 - Subtract A1+B1-C1
 - Sum A1+[B1-C1]
 - =(A1+B1)-C1
71. Which generation represents super computer
- Third generation
 - Fourth generation
 - Fifth generation
 - Second generation
72. We use drag option
- To copy
 - To copy the content
 - To select the formula
 - To select/shift the desired content
73. Which is the greatest unit among the following
- MB
 - GB
 - Bit
 - Bytes
74. A common topology to any network istopology
- Bus
 - Star
 - Tree
 - Ring
75. Windows 98 is
- Graphics System
 - Operating System
 - Drawing system
 - Processing system
76. Spam is related to
- Art
 - Game
 - Computer
 - Music
77. Microsoft Company is launched by
- Bill Gates
 - Pal Alan
 - Both of them
 - None of these
78. Graphic card is relate to
- Audio
 - Video
 - Web designing
 - None of these
79. Bit stands for
- Binary Information Term
 - Binary Digit
 - Binary Tree
 - Bivariate Theory

80. Which is known as Title bar?
- Upper Row of a file
 - Lower Row of a file
 - Middle Row of a file
 - None of these
81. The Internet facility started in India on
- 15 AUG 1995
 - 09 AUG 1990
 - 26 JAN 1988
 - None of these
82. What is the difference between Memory and Storage?
- Memory is temporary and storage is permanent
 - Memory is permanent and storage is temporary
 - Memory is slow and storage is fast
 - None of the above
83. Memory which can be read only is called
- RAM
 - ROM
 - EERAM
 - Dynamic Memories
84. Which are the hexadecimal Numbers?
- 0 to 9 then A to E
 - 0 to 9 then A to F
 - 0 to 10 then A to F
 - None of these
85. 1 GB is equal to
- 2^{30} bits
 - 2^{30} bytes
 - 2^{20} bits
 - 210 bits
86. The set of computer programs that manage the hardware/software of a computer is called
- Compiler system
 - Operation system
 - Operating system
 - None of these
87. Which one of the following is an example of Operating System
- Microsoft Word
 - Microsoft Excel
 - Microsoft Access
 - Microsoft Windows
88. Computer is a/an
- Electrical device
 - Electronic device
 - Magnetic device
 - All of these
89. The Language that the computer can understand is called
- High Level Language
 - Machine Language
 - System Program
 - Assembly Language

90. What is the radix of Binary Number System
- 3
 - 1
 - 2
 - 4
91. In internet technology, DNS stands for
- Dynamic Name System
 - Domain Name System
 - Distributed Name System
 - None
92. Laptop PCs are also known as
- Mainframe
 - Super
 - Notebook
 - Personal
93. Computers connected to internet can be identified by
- E-mail address
 - Street address
 - IP address
 - Logical address
94. What is blog?
- Online Music
 - Personal or corporate website in the form of an online journal
 - A personal or corporate Google Search
 - Intranet
95. is used to create Large program on internet
- C++
 - HTML
 - C language
 - Java script
96. Which one of the following is a computer component
- Router
 - Switch
 - Hub
 - CPU
97. Command for saving a file in MS-Word is
- CTRL + V
 - CTRL + X
 - SHIFT + V
 - CTRL + S
98. Warm booting command is
- ALT + SHIFT
 - CTRL + DEL
 - SHIFT + DEL
 - CTRL + ALT + DEL
99. Formula for A1 – B1 in MS-Excel is
- A1-B1
 - SUBTRACT A1-B1
 - = SUM (A1-B1)
 - = A1-B1

100. What option do we use for spelling check in MS-Word
- Spell check
 - Spelling and grammar
 - Outlook express
 - All the above
101. MS-Office is a example of
- System software and application software
 - System software
 - Application software
 - Utility software
102. Command for selection the text in MS-Word is
- ALT + F5
 - SHIFT + A
 - CTRL + S
 - CTRL + A
103. Command used for transfer a text in MS-Word is
- Clip art
 - Cut and paste
 - Block operation
 - Ctrl + selected portion
104. Formula used to multiply A1 & B1 in MS-Excel is
- SUM A1-B1
 - MULTIPLY A1XB1
 - = A1*B1
 - A1*B1
105. Formula used for A1+B1+C1+D1 in MS-Excel
- SUM A1+B1+C1+D1
 - =SUM(A1+B1+C1+D1)
 - =SUM (A1:D1)
 - =A1+B1+C1+D1
106. The fourth Generation began in
- 1974
 - 1935
 - 1965
 - 1975
107. Data is a collection of
- Facts and entities relevant to uses
 - Raw material
 - Numbers and alphabets
 - Input material for a computer
108. The Second Generation of computers used
- IC-Chip
 - Transistors
 - Vacuum tubes
 - Microprocessor chip
109. Storage of 1 KB means the following number of bytes
- 1000
 - 32
 - 1024
 - 8000

110. The First generation of computer appeared during the period.....
- 1945 to 1954
 - 1964 to 1974
 - 1934 to 1944
 - 1937 to 1949
111. Which of the following shortcut is used to open a new file in word?
- CTRL + N
 - CTRL + O
 - SHIFT + A
 - SHIFT + O
112. Which of the following is not valid version of MS Office?
- MS-Office 2003
 - MS-Office 2007
 - MS-Office 2010
 - MS-Office XP
113. You cannot close MS-Word application by
- Choosing File menu then Exit submenu
 - Press Alt + F4
 - Click X button on title bar
 - From File menu choose Close submenu
114. The key F12 opens a
- Save As dialog box
 - Open dialog box
 - Save dialog box
 - Close dialog box
115. The First electronic computer was launched in
- 1946
 - 1938
 - 1941
 - 1950
116. A feature of MS Word that saves the document automatically after certain interval is available on
- Save tab on options dialog box
 - Save As dialog box
 - Both of above
 - None of above
117. Portrait and Landscape are
- Page Orientation
 - Paper Size
 - Margin
 - None of these
118. The address / data bus in 8085 is
- Multiplexed
 - DE multiplexed
 - Decoded
 - Loaded
119. To select one hyperlink after another during a slide presentation, what do you press?
- Tab
 - Ctrl + K
 - Ctrl + H
 - All of above

120. How many function keys are there on keyboard?
 a) 11
 b) 12
 c) 28
 d) 10
121. Where does spread sheet use?
 a) Word
 b) Excel
 c) ppt
 d) Access
122. Utility software are loaded in
 a) C DRIVE
 b) D DRIVE
 c) F DRIVE
 d) E DRIVE
123. Most important part of a computer is
 a) KEYBOARD
 b) MOUSE
 c) PRINTER
 d) HARD DISK
124. Which of the following is not a printer
 a) Dot matrix
 b) Laser
 c) Inkjet
 d) Scanner
125. GUI is used as interface between
 a) Hardware & software
 b) Man & machine
 c) Software and user
 d) None of the above
126. A file deleted from desktop goes to
 a) Recycle bin
 b) My computer
 c) Window explorer
 d) None of these
127. An application can be opened through shortcut on desktop by
 a) Double clicking
 b) Right clicking and choosing open option
 c) Selecting the icon and pressing enter
 d) All of the above
128. The paint application is a part of
 a) MS office
 b) Entertainment
 c) Accessories
 d) Windows
129. Which protocol is used on most URL addresses?
 a) html
 b) htp
 c) http
 d) hlink

130. The company that provides the facility of internet is called.....
- Google
 - Microsoft
 - Internet explorer
 - ISP
131. Which one below indicates an e-mail address?
- www.gte.com./email
 - Http://jsmart.edu
 - Jsmart@fast.com
 - jsmart\email
132. Which software is an e-mail client?
- Windows
 - MS office
 - Internet explorer
 - Outlook
133. Unauthorized duplication of software is known as
- Hacking
 - Phishing
 - Piracy
 - Soft copy
134. General terms refer for viruses, worms & spyware etc. is
- Hardware
 - Malware
 - Un-aware
 - Adware
135. The 8085 Microprocessor uses power supply
- + 5V
 - 5V
 - + 12V
 - 12V
136. Bar charts are most effectively used to
- Present scientific data
 - Compare groups of data
 - Show parts of a whole
 - Show activity of an item over a period
137. Which type of chart displays bars by side?
- Bar
 - Line
 - Pie
 - Scatter gram
138. Movement from one slide to another is called
- Transition
 - Timing
 - Movement
 - Page move
139. Moving images and text on your presentation is called
- Transition
 - Timing
 - Movement
 - Animation

140. You may want to give audience a paper copy of a presentation, these are called
- Printouts
 - Copies
 - Layouts
 - Handouts
141. What identifies the contents of a field?
- Data
 - Field value
 - Field name
 - Table name
142. Which of the following is the product of data processing?
- Information
 - Data
 - Software program
 - System
143. The process of putting data into a storage location is called
- Reading
 - Writing
 - Controlling
 - Hand shaking
144. The process of copying data from a memory location is called
- Reading
 - Writing
 - Controlling
 - Booting
145. A list of instructions used by a computer is called
- Program
 - CPU
 - Text
 - Output
146. The CPU consists of
- Input, output and processing
 - Control unit, primary storage and secondary storage
 - Control unit; arithmetic logic unit and primary storage
 - Input, processing and storage
147. Which of the following is true about primary storage
- It is a part of the CPU
 - It allows very fast access to data
 - It is relatively more expensive
 - All of the above
148. Which of the following is the most powerful type of the computer
- Main frame
 - Super conductor
 - Micro computer
 - Super computer
149. Software instruction intended to satisfy a user's specific processing needs are called
- System software
 - Process software
 - Documentation
 - Application software

150. The computer device primarily used to provide hardcopy is the
- CRT
 - Line printer
 - Computer console
 - Card reader
151. Which one of the following can produce the final product of machine processing in a form usable by humans?
- Storage
 - Control
 - Input device
 - Output device
152. The term 'memory' applies to which one of the following
- Logic
 - Storage
 - Input device
 - Output device
153. A program written in machine language is called..... Program.
- Object
 - Computer
 - Assembler
 - High level
154. A source program is the program written in language.
- English
 - Symbolic
 - High level
 - Object
155. A typical modern computer uses
- Magnetic cores for secondary storage
 - LSI chips
 - Magnetic tape for primary memory
 - SLSI chips
156. A collection of 8 bits is called
- Byte
 - Record
 - Word
 - Nibble
157. General purpose computers are those that can be adopted to countless uses simply by changing its
- Output device
 - Input device
 - Processor
 - Program
158. The current generation of computers are
- Second
 - Fifth
 - Fourth
 - Third

159. The 8085 is based in a pin DIP
- 40
 - 45
 - 20
 - 35
160. To implement all functions of the basic logic functions, it needs
- OR gate
 - NOT gate
 - AND & NOT gates
 - None of these
161. In the binary number 110.101, the fractional part has the value
- 0.625
 - 0.125
 - 0.875
 - 0.5
162. The value of binary 1111 is
- 23
 - 24
 - 15
 - None of these
163. The value of 25 in octal system is
- 20
 - 31
 - 400
 - None of these
164. A hexadecimal number 'A0' has the decimal value
- 80
 - 256
 - 100
 - 160
165. The binary representation of hexadecimal 'C3' is
- 1111
 - 110011
 - 110001
 - 11000011
166. The ASCII code is for information interchange by a binary code for
- Numbers only
 - Alphabets only
 - Alphanumeric and other common symbols
 - None of these
167. A four bit number is given as 1001. Its 1's complement is
- 1001
 - 11001
 - 0110
 - 0101
168. 2's complement representation of a decimal number -4 is
- 0100
 - 1100
 - 1011
 - 1010

169. BCD numbers are obtained
- By converting decimal number to binary
 - By converting decimal to octal
 - When each decimal digit is represented by four bit binary
 - By converting binary to decimal.
170. A gate in which all inputs must be low to get a high output is called
- An inverter
 - A nor gate
 - An and gate
 - A nand gate
171. For a logical circuit there are 'n' binary inputs. Then the number of different input combinations in the truth table is
- $2n$
 - $2/n$
 - 2^n
 - $2(n+1)$
172. Which of the following performs modulation and demodulation
- Satellite
 - Modem
 - Fiber optic
 - Amplifier
173. A characteristic of multiprogramming system is
- Simultaneous execution of program instructions from two applications
 - Concurrent processing of two or more programs
 - Multiple CPU's
 - All of the above
174. Communication circuits that transmit data in both directions but not at the same time are operating in
- Simplex mode
 - Half-duplex mode
 - Full-duplex mode
 - Asynchronous mode
175. Operating system functions may include
- Input/output control
 - Virtual storage
 - Multiprogramming
 - All of the above
176. Transmission of computerized data from one location to another is called
- Data transfer
 - Data flow
 - Data communication
 - Data management
177. Which of the following items is not used in LAN
- Computers
 - Modem
 - Printer
 - Cable

178. Which is the device that converts computer output into a form that can be transmitted over a telephone line?
- Teleport
 - Multiplexer
 - Concentrator
 - Modem
179. What is the commonly used unit for measuring the speed of data transmission
- Bytes per second
 - Bits per second
 - Baud
 - Either b or c
180. A kilobyte also referred to as KB, is equal to
- 1000 bytes
 - 1024 bytes
 - 2048 bytes
 - 512 bytes
181. Inputs to your computer is accomplished using the
- Screen
 - Keyboard
 - Printer
 - Plotter
182. Which of the following is not used as secondary storage
- Semiconductor memory
 - Magnetic disks
 - Magnetic drums
 - Magnetic tapes
183. A collection of wires that connects several device is called
- Link
 - Bus
 - LAN
 - Port
184. An offline device is
- A device which is not connected to CPU
 - A device which is connected to CPU
 - A device which is in breakdown stage
 - None of these
185. Which of the following is the fastest
- CPU
 - Magnetic tapes and disks
 - Video terminal
 - Sensors, mechanical controllers
186. Memories in which any location can be reached in a fixed and short amount of time after specifying its address is called
- Sequential access memory
 - Random access memory
 - Secondary memory
 - Mass storage

187. The register which contains the data to be written into or read out of the addressed location is known as
- Index register
 - Memory address register
 - Memory data register
 - Program counter
188. The register which keeps track of the execution of a program and which contains the memory address of the next instruction to be executed is known as
- Index register
 - Instruction register
 - Memory address register
 - Program counter
189. Which of the following is used as storage locations both in the ALU and in the control section of a computer
- Accumulator
 - Register
 - Adder
 - Decoder
190. Accumulator is a
- Hardwired unit
 - Sequential circuit
 - Finite state machine
 - Register
191. Non volatility is an important advantage of
- CCDs
 - Magnetic tapes and disks
 - Magnetic bubbles
 - Both b and c
192. Which of the following memory is volatile?
- RAM
 - ROM
 - EPROM
 - PROM
193. The memory which is programmed at the time it is manufactured is
- ROM
 - RAM
 - PROM
 - EPROM
194. Which memory is nonvolatile and may be written only once.
- RAM
 - EE-PROM
 - EPROM
 - PROM
195. Which of the following statements is wrong?
- Magnetic core memory, rams and roms have constant access time
 - Magnetic tape is non-volatile
 - Semiconductor memories are used as mass memory medium
 - An EPROM can be programmed, erased and reprogrammed by the user

196. The fastest type of memory is
- Tape
 - Semiconductor memory
 - Disk
 - Bubble memory
197. In magnetic disks data is organized on the platter in a concentric sets or rings called
- Sector
 - Track
 - Head
 - Block
198. When we move from the outer most track to the innermost track in a magnetic disk, the density
- Increases
 - Decreases
 - Remains the same
 - Either remains constant or decreases
199. Which of the following device can be used to directly input printed text
- OCR
 - Mouse
 - MIC
 - Joystick
200. Which device can print continuous lines?
- Daisy wheel
 - Plotter
 - Chain printer
 - Impact printer
201. In which storage device, recording is done by burning tiny pits on a circular disk
- Punched cards
 - Floppy disk
 - Magnetic tape
 - Optical disk
202. Which of the following printers uses light beam and electrostatically sensitive black powder
- Dot matrix printer
 - Daisy wheel printer
 - Chain printer
 - Laser printer
203. The primary purpose of an operating system is
- To make the most efficient use of then computer hardware
 - To allow people to use the computer
 - To keep system programmers employed
 - To make computers fast.
204. The operating system manages
- Memory
 - Processor
 - Disk and i/o devices
 - All of the above
205. Scheduling is
- Allowing job to use the processor
 - Unrelated performance considerations
 - Quiet simple to implement, even on large main frames
 - The same regardless of the purpose of the system

206. Which of the following translators converts assembly language program to object program
- Assembler
 - Compiler
 - Microprocessor
 - Linker
207. Multiprogramming systems
- Are easier to develop than single programming systems
 - Execute each job faster
 - Execute more jobs in the same time period
 - Use only one large mainframe computer
208. Which device is used for entering x – y coordinates
- Card reader
 - Joystick
 - Keyboard
 - All of the above
209. Impact printers
- Strike a ribbon against the paper to produce character images.
 - Include ink-jet and thermal devices
 - Are more expensive than laser printers
 - Use optical technology
210. Bar codes stores information using
- Punched holes
 - Dots
 - Thick and thin lines
 - All of the above
211. How many types of storage loops exist in magnetic bubble memory
- 8
 - 4
 - 3
 - 2
212. In comparison to the internal (main) memory, tape or disk memory is
- Slower and more expensive
 - Slower and less expensive
 - Faster and more expensive
 - Faster and less expensive
213. One of the main features that distinguish microprocessor from microcomputers is
- Words are usually larger in microprocessors
 - Words are shorter in microprocessors
 - Microprocessor does not contain i/o devices
 - Computers are not fully integrated
214. Microprocessor with 'n' address lines is capable of addressing
- $2n$ locations
 - $2(n + 1)$ locations
 - 2^n locations
 - n^2 locations
215. Which technique is preferable for transferring a large amount of data to and from a memory in a short time?
- DMA
 - Interrupt driven i/o
 - Programmed i/o
 - None of these

216. How can you quickly reinstate a deleted footer placeholder in master view?
- Create a new slide master
 - Re-apply the footer placeholder
 - Re-apply the slide layout
 - All of the above
217. The binary representation 100110 is numerically equivalent to
- The decimal representation 46
 - The octal representation 46
 - The hexadecimal representation 46
 - The binary representation 26
218. A Computer programmer
- Does all the thinking for a computer
 - Can enter input data quickly
 - Can operate all type of computer equipment
 - Can draw only flow chart
219. The greatest negative number which can be stored in a computer that has 8-bit word length and uses 2's complement arithmetic is
- 256
 - 255
 - 128
 - 127
220. By taking 2's complement again of the 2's complement of a binary, one gets
- The 1's complement
 - The 2's complement
 - The original number
 - The sign magnitude form of the numbers
221. To open Task Manager in windows OS, command is
- Ctrl+Shift
 - Ctrl+Shift+Alt
 - Ctrl+Shift+Esc
 - None of these
222. In the sign magnitude representation, the leading bit
- Is a part of the number itself
 - Is unit for positive numbers
 - Is always unit
 - Stands for the sign
223. Show Formulas is organized under tab?
- Formula Auditing
 - Function Library
 - Calculation
 - None of these
224. The OSI reference model defines the function for seven layers of protocols
- Including the user and communication medium.
 - Not including the user or communication medium
 - Including the communication medium but not the user
 - Including the user but not the communication medium
225. The OSI reference model is
- Worthless
 - A protocol
 - Not a protocol
 - None of these

226. A data packet is a packet header together with
- A network layer
 - An administrative layer
 - User data
 - A packet switch
227. The application layer of the OSI model is the
- Seventh layer
 - Sixth layer
 - Fifth layer
 - Fourth layer
228. Working of the WAN generally involves
- Satellite
 - Frame delay
 - ATM
 - User agent
229. technique provides dedicated communication channel between two stations.
- Switch network
 - Circuit switching
 - Packet switching
 - None of these
230. End-to-end connectivity is provided from host-to-host in
- Network layer
 - Session layer
 - Data link layer
 - Transport layer
231. Base band is
- Transmission of signals without modulation
 - A signal all of whose energy is contained within a finite frequency range.
 - The simultaneous transmission of data to a number of stations
 - All of the above
232. The simultaneous transmission of data to a number of stations is known as
- Broad cast
 - Bandwidth
 - Aloha
 - Analog transmission
233. The communication mode that supports data in both directions
- Simplex
 - Half duplex
 - Dataplex
 - Multiplex
234. Modulation is the process of
- Sending a file from one computer to another computer
 - Changing carriers according to information signals
 - Converting analog signals to digital signals
 - Echoing every character that is received
235. A distributed network configuration in which all data/information pass through a central computer is
- Bus network
 - Star network
 - Duplex
 - Multiplex

236. To connect a computer with a device in the same room, you might be likely to use
- A coaxial cable
 - A dedicated line
 - A ground station
 - All of the above
237. Administrative supervision of database activities is the responsibility of the
- Data base administrator
 - Dp manager
 - Db manager
 - Vp-dp administrator
238. is the most important to a data base management system.
- Mouse
 - High resolution video display
 - Printer
 - High speed, large capacity disk
239. What is the serious problem(s) of file management systems
- Data redundancy
 - Difficult to update
 - Program dependence
 - All of the above
240. Which of the following contains complete record of all activity that affected the contents of a database during a certain period of time?
- Master file
 - Transaction file
 - Report
 - Query file
241. In a database, related fields are grouped to form
- Record
 - File
 - Bank
 - Field group
242. A table consists of
- Fields and columns
 - Rows and columns
 - Rows and cells
 - None of these
243. The purpose of an index is to provide..... to the file it is indexing
- Storage area
 - Access path
 - Name
 - Number
244. The database environment has all of the following components except
- Users
 - Separate files
 - Database
 - Database administrator
245. Which of the following is an advantage of the database approach
- Elimination of data redundancy
 - Ability to associate related data
 - Increased security
 - All of the above

246. When changes occur in a data item, if every file which contains that field should not be updated then, it leads to
- Data redundancy
 - Data inconsistency
 - Data security
 - Data loss
247. When the same data field is stored more than once in a file, then it leads to
- Data redundancy
 - Data inconsistency
 - Data dependency
 - Data independency
248. Data security threats include
- Privacy invasion
 - Hardware failure
 - Fraudulent manipulation of data
 - All of the above
249. Updating a database means
- Revising a file structure
 - Reorganizing the database
 - Modifying or adding records
 - All of the above
250. Firmware means
- Software
 - Hardware
 - Software available on hardware
 - None of these
251. For each instructions of program in memory the CPU goes through a
- Decode - fetch - execute sequence
 - Execute - store - decode sequence
 - Fetch - decode - execute sequence
 - Fetch - execute - decode sequence
252. Which of the following is the ascending order of data hierarchy
- Bit - byte - record - field - data base - file
 - Bit - byte - field - record - file - database
 - Bit - byte - file - field - record - database
 - Bit - record - byte - field - file - database
253. A microcomputer consists of at least an input unit, an output unit, microprocessor unit and a
- Stabilizer
 - Memory unit
 - Printer
 - Network
254. Magnetic tape can serve as
- Input media
 - Output media
 - Secondary storage media
 - All of the above
255. Super computers are mainly useful for
- Mathematical intensive scientific applications
 - Data-retrieval operations
 - Input-output intensive processing
 - All of the above

256. Which of the following storage is volatile?
- Semiconductor memory
 - Floppy disk
 - CD-ROM
 - Core memory
257. RAM chips
- Allow the computer to store data electronically
 - Store data indefinitely unless you delete it
 - Are secondary memory
 - All of the above
258. EEPROM is
- Easily erasable
 - Non-erasable
 - Effectively erasable
 - Electrically erasable
259. Multiprocessing
- Makes the operating system simpler
 - Allows multiple processes to run simultaneously
 - Is completely understood by all major computer vendors
 - Allows the same computer to have multiple processors
260. How many units in a single bus structure will communicate at a time
- 1
 - 2
 - 3
 - 14
261. Arithmetic logic unit
- Perform arithmetic operations
 - Store data
 - Perform comparison
 - Communicate with input devices of the
- Above the correct one is
- i only
 - ii only
 - i and ii only
 - i and iii only
262. The access method used for magnetic tape is
- Direct
 - Random
 - Sequential
 - None of these
263. By processing we understand
- Processing string of only words
 - String manipulation only
 - Processing string of numbers and special symbols
 - None of these
264. The difference between memory and storage is that the memory is.....and storage is.....
- Temporary, permanent
 - Permanent, temporary
 - Slow, fast
 - None of these

265. Which of the Following holds the ROM, CPU, RAM and expansion cards
- Hard disk
 - Floppy disk
 - Mother board
 - None of these
266. The language that the computer can understand and execute is called
- Machine language
 - Application software
 - System program
 - None of these
267. Which of the following devices can be used to directly input printed text
- OCR
 - OMR
 - MICR
 - None of the above
268. A floppy disk contains
- Circular tracks only
 - Sectors only
 - Both circular tracks and sectors
 - None of these
269. CD-ROM is a
- Semiconductor memory
 - Memory registers
 - Magnetic memory
 - None of these
270. Actual execution of instructions in a computer takes place in
- ALU
 - Control Unit
 - Storage unit
 - None of of these
271. Which of the following is used as a primary storage device
- Magnetic tape
 - PROM
 - Floppy disk
 - None of these
272. Information retrieval is faster from
- Floppy disk
 - Magnetic tape
 - Hard disk
 - None of these
273. Operating system is
- A collection of hardware components
 - A collection of input-output devices
 - A collection of software routines
 - None of these
274. Operating system
- Link a program with the subroutines it references
 - Provides a layered, user-friendly interface
 - Enables a programmer to draw a flowchart
 - None of these

275. Execution of two or more programs by a single CPU is known as
- Multiprocessing
 - Time sharing
 - Multiprogramming
 - None of these
276. Typical data transfer rate in LAN are of the order of
- Bits per sec
 - Kilobits per sec
 - Megabits per sec
 - None of the above
277. Ethernet uses
- Bus topology
 - Ring topology
 - Mesh topology
 - None of the above
278. Wide area networks (WANs) always require
- High bandwidth communication source link
 - High speed processors
 - Same type
 - None of the above
279. Typical bandwidth of optical fibers is
- Order of GHz
 - Order of KHz
 - Order of Hz
 - None of the above
280. A large number of computers in a wide geographical area can be efficiently connected by
- Twisted pair lines
 - Coaxial cables
 - Communications satellites
 - None of the above
281. Which of the following topologies is not of broadcast type?
- Star
 - Bus
 - Ring
 - None of the above
282. Bug means
- A logical error in a program
 - Documenting programs using an efficient Documentation too
 - A difficult syntax error in a program
 - None of the above
283. The part of machine level instruction, which tells the central processor what was to be done
- Operation code
 - Address
 - Operand
 - None of the above
284. Indicate which, of the following is not true about 4GL.
- 4GL does not support a high level of screen interaction
 - Many database management system packages support 4GLs
 - A 4GL is a software tool which is written, possibly, in some third generation language
 - None of the above

285. Indicate which of the following, best describes the term “software”
- Systems programs only
 - Application programs only
 - Both (a) and (b)
 - None of the above
286. A translator is best described as
- An application software
 - A system software
 - A hardware component
 - None of the above
287. Indicate which of the following is not true about an interpreter
- Interpreter generates an object program from the source program
 - Interpreter is a kind of translator
 - Interpreter analyses each source statement every time it is to be executed
 - None of the above
288. The errors that can be pointed out by the compiler are
- Syntax errors
 - Semantic errors
 - Logical errors
 - None of the above
289. C is
- An assembly language
 - A third generation high level language
 - A machine language
 - None of the above
290. A graph prepared by a computer
- Is its output
 - Is the piece of information to use
 - Is a hard copy
 - All of the above
291. Which of the following does not represent an I/O device
- Speaker which beeps
 - Joystick
 - Plotter
 - ALU
292. The communication line between the CPU, memory and peripherals is called a
- Bus
 - Line
 - Media
 - None of these
293. Memories which can be read only are called..... memories
- RAM
 - ROM(read only memory)
 - PROM
 - EPROM
294. Example of non-numerical data is
- Employee address
 - Examination score
 - Bank balance
 - None of the above

295. One thousand bytes represent a
- Megabyte
 - Gigabyte
 - Kilobyte
 - None of the above
296. A step by step procedure used to solve a problem is called
- Operating system
 - Algorithm
 - Application Program
 - None of the above
297. A computer cannot “boot” if it does not have the
- Compiler
 - Loader
 - Operating system
 - Assembler
298. WAN hardware includes
- Multiplexors and routers
 - EDF
 - Bridger and modems
 - None of the above
299. Third generation computers
- Were the first to use built-in error detecting device
 - Used transistors instead of vacuum tubes
 - Were the first to use neural network
 - None of the above
300. A Winchester disk is a
- Disk stack
 - Removable disk
 - Flexible disk
 - None of the above
301. A computer can be defined as an electronic device that can be
- Carry out arithmetical operation
 - Carry out logical function
 - Accept and process data using a set of stored instructions
 - Present information on a VDU
302. The Central Processing Unit
- Is operated from the control panel
 - Is controlled by the input data entering the system
 - Controls the auxiliary storage unit
 - Controls all input, output and processing
303. Computer follows a simple principle called GIGO which means
- Garbage input good output
 - Garbage in garbage out
 - Great instructions great output
 - Good input good output
304. The term ‘baud’ is a measure of the
- Speed at which data travels over the communication line
 - Memory capacity
 - Instruction execution time
 - All of the above

305. A bootstrap is
- A memory device
 - A device to support the computer
 - A small initialization program to start up a computer
 - An error correction technique
306. Which of the following is not hardware
- Magnetic tape
 - Printer
 - VDU terminal
 - Assembler
307. Pick out the wrong definition :
- Access time – time needed to access the output
 - EDP- acronym for Electronic Data Processing
 - COBOL – a language used for business data processing
 - Control unit – heart of a computer.
308. Terminal is a
- Device to give power supply to computer
 - Point at which data enters or leaves the computer
 - The last instruction in a program
 - Any input /output device.
309. Multiple choice examination answer sheets can be evaluated automatically by
- Optical Mark Recognition
 - Optical Character Reader
 - Magnetic tape reader
 - Magnetic ink character reader.
310. An operating system
- Is not required on large computers
 - Is always supplied with the computer
 - Is always supplied with the BASIC
 - Consists of programs that help in the operation of computer
311. Which of the following would cause quickest access
- Direct access from a magnetic tape
 - Direct access from a hard disk
 - Direct access from a floppy disk
 - Direct access from a cassette tape
312. The process of retaining data for future use is called
- Reading
 - Writing
 - Storing
 - Coding
313. A file is corrected immediately after the input of a transaction. This is an example of
- Sorting
 - Batching
 - On-line updating
 - Off-line updating
314. External Harddisks are good storage media for
- Backup and low volume data
 - Backup and high volume data
 - Storing original but low volume data
 - Storing original but high volume data

315. Which of the following is a computer code
- EPROM
 - JAVA
 - EBCDIC
 - None of these
316. Data is generally coded in 8-bit units, such a unit is also called
- K
 - Word
 - Field
 - Byte
317. ASCII code is a bit code
- 1
 - 2
 - 7
 - 8
318. 8421 codes is also called as.
- Gray code
 - ASCII code
 - Excess 3-code
 - BCD code
319. The decimal number is converted in to excess 3 codes by adding to each decimal digit
- 4
 - 8
 - 2
 - 3
320. The binary system, $1+1=$
- 2
 - 0
 - 1
 - None of these
321. The digital system usually operated onsystem
- Binary
 - Decimal
 - Octal
 - Hexadecimal
322. The binary system use powers of.....for positional values
- 2
 - 10
 - 8
 - 16
323. After counting 0, 1, 10, 11, the next binary number is
- 12
 - 100
 - 101
 - 110
324. The 2's complement of 1000 is
- 0111
 - 0101
 - 1000
 - 0001

325. The chief reason why digital computers use complementally subtraction is that
- Simplifies their circuitry
 - Is a very simple process
 - Can handle negative numbers easily
 - Avoids direct subtraction
326. The First Microprocessor was
- Intel 4004
 - Intel 8080
 - Intel 8085
 - Intel 4008
327. 8085 was introduced in
- 1971
 - 1976
 - 1972
 - 1978
328. In 1978 Intel introduced the 16 bit Microprocessor 8086 now called as
- M6 800
 - APX 80
 - Zylog 8000
 - Intel 8086
329. Which is a 8 bit Microprocessor
- Intel 4040
 - Pentium
 - 8088
 - Motorola MC-6801
330. Microprocessor Pentium-I, Pentium-II, Pentium-III and Pentium-IV are introduced by
- Motorola
 - Intel
 - Stephen Mors
 - None of these
331. The address bus flow in
- Bidirectional
 - Unidirectional
 - Multidirectional
 - Circular
332. Status register is also called as
- Accumulator
 - Stack
 - Counter
 - Flags
333. The use of computer work stations to send and receive messages is known as
- Electronic funds transfer
 - Electronic message switching
 - Electronic mail
 - Electronic publishing
334. Protecting the data from unauthorized access is called
- Data inaccessibility
 - Data encryption
 - Data security
 - Data validity

335. What is true about supercomputers
- They can fit on a single small chip
 - They are found at thousands of places around the world
 - They cost only few thousand rupees
 - They can process billions of operations in a second
336. In a distributed computer system
- There are many computers and terminals
 - The task is executed by a number of processors
 - The task is distributed throughout the system
 - All of the above.
337. A computer programming language often used by children is
- LOGO
 - PILOT
 - BASIC
 - PASCAL
338. The linking of computers with a communication system is called
- Networking
 - Pairing
 - Interfacing
 - Assembling
339. The software generally used for what-if analysis is related to
- Word-processing
 - Graphics
 - Database management
 - None of the above
340. Distributed data entry means that data can be
- Entered at different locations where it originates
 - Sent to different locations from a central place
 - Accessed from different places known as distribution points
 - Distributed through a network
341. Software documentation refers to
- Anything written about how the software is designed or functions
 - The documents which, the user has to sign before using the software legally
 - The compatibility of the software with IBM-PC
 - None of the above
342. If a home computer user wants access to national database networks he/she at least requires
- A computer, a modem, a telephone line
 - A computer, a tele-printer, a telephone line
 - A computer, communications soft-ware, a telephone line
 - A computer, a modem, communications software, a telephone line
343. Which of the following functions of a computer is wrong?
- It obtains data from an input device
 - It processes the data and delivers the final results to an output device
 - It takes processing steps from the list of instructions called program
 - It generates the program on its own.
344. The heart of a computer is
- CPU
 - Memory
 - I/O Unit
 - Disks

345. Computer consists of
- A central processing unit
 - A memory
 - Input and output units
 - All the above
346. Which of the following is not used as secondary storage?
- Semiconductor memory
 - Magnetic disks
 - Magnetic drums
 - Magnetic tapes
347. Which of the following is responsible for coordinating various operations using timing signals?
- Arithmetic-logic unit
 - Control unit
 - Memory unit
 - I/O unit
348. The ALU of a computer normally contains a number of high speed storage elements called
- Semiconductor memory
 - Registers
 - Hard disk
 - Magnetic disk
349. Memories in which any location can be reached in a fixed (and short) amount of time after specifying its address is called
- Sequential-access memory
 - Random-access memory
 - Secondary memory
 - Mass storage
350. Which of the following is the fastest?
- CPU
 - Magnetic tapes and disks
 - Video terminal
 - Sensors, mechanical controllers
351. A computer can be defined as an electronic device that can (choose the most precise definition)
- Carry out arithmetical operations
 - Carry out logical functions
 - Do complicated calculations
 - Accept and process data by implementing sequentially a set of stored instructions.
352. Stored instructions and data in digital computers consists of
- Alphabets
 - Numerals
 - Characters
 - Bits
353. A digital computer performs its computations by
- Mechanical means
 - Analogy
 - Guessing
 - Counting

354. Binary coded decimal (BCD) numbers express each decimal digit as
- Binary digits
 - Digits and strings
 - Nibble
 - Word
355. The basic operation performed by a computer is
- Arithmetic operations
 - Logic operations
 - Storage and retrieval operations
 - None of the above.
356. The analog computer deals directly with
- Number or codes
 - Measured values of continuous physical magnitude
 - Signals in the form of 0 or 1
 - Signals in discrete values from 0 to 9
357. Transistor was invented in
- 1945
 - 1946
 - 1947
 - 1948
358. Integrated circuits are classified according to the
- No. of chips
 - No. of vacuum tube
 - No. of gates
 - No. of transistor
359. The biggest manufacturer of workstations is
- Sun Microsystems
 - IBM
 - DEC
 - HP
360. Networking is a connection of two or more
- Computer System
 - Man
 - Place
 - Business
361. If you want to improve the performance of your PC, you need to upgrade the
- CPU
 - Monitor
 - Keyboard
 - Printer
362. Which file format can be added to a PowerPoint show?
- .jpg
 - .giv
 - .wav
 - All of the above
363. In PowerPoint two kind of sound effects files that can be added to the presentation are
- .wav files and .mid files
 - .wav files and .gif files
 - .wav files and .jpg files
 - .jpg files and .gif files

364. Material consisting of text and numbers is best presented as
- A table slide
 - A bullet slide
 - A title slide
 - All of the above
365. What is a motion path?
- A type of animation entrance effect
 - A method of advancing slides
 - A method of moving items on a slide
 - All of the above
366. What is a slide-title master pair?
- The title area and text area of a specific slide
 - A slide master and title master merged into a single slide
 - A slide master and title master for a specific design template
 - All of above
367. Which of the following should you use if you want the entire slide in the presentation to have the same “look”?
- The slide layout option
 - Add a slide option
 - Outline view
 - A presentation design template
368. In the context of animations, what is a trigger?
- An action button that advances to the next slide
 - An item on the slide that performs an action when clicked
 - The name of a motion path
 - All of above
369. If you have a PowerPoint show you created and want to send using email to another person you can add the show to your email message as a (an)
- Inclusion
 - Attachment
 - Reply
 - Forward
370. In order to edit a chart, you can
- Triple click the chart object
 - Click and drag the chart object
 - Double click the chart object
 - Click the chart object
371. To exit the PowerPoint
- Click the application minimize button
 - Click the document close button
 - Double click the applications control menu icon
 - Double click the document control menu icon
372. To preview a motion path effect using the custom animation task pane, you should
- Click the play button
 - Click the show effect button
 - Double click the motion path
 - All of above

373. You can create a new presentation by completing all of the following except
- Clicking the new button on the standard toolbar
 - Clicking file, new
 - Clicking file open
 - Pressing ctrl + N
374. You can embed a MS-Organization Chart in a slide by
- Clicking the object command on the file menu
 - Clicking the object command on the edit menu
 - Clicking the insert new slide button the standard toolbar, then double click the organization chart button on the formatting toolbar
 - Clicking the MS-Organization Chart button on the standard toolbar
375. To select one hyperlink after another during a slide presentation, what do you press?
- Tab
 - Ctrl + K
 - Ctrl + H
 - All of above
376. Special effects used to introduce slides in a presentation are called
- Effects
 - Custom animations
 - Transitions
 - Present animations
377. You can edit an embedded organization chart object by
- Clicking edit object
 - Double clicking the organization chart object
 - Right clicking the chart object, then clicking edit MS-Organization Chart object
 - Both b and c
378. What is the term used when you press and hold the left mouse key and move the mouse around the slide?
- Highlighting
 - Dragging
 - Selecting
 - Moving
379. Which of the following toolbars provide different options in various master views?
- Common tasks toolbar
 - Drawing toolbar
 - Formatting toolbar
 - Standard toolbar
380. How can you create a uniform appearance by adding a background image to all slides?
- Create a template
 - Edit the slide master
 - Use the autocorrect wizard
 - All of the above
381. How do you create speaker note pages that show the slides, related notes, and your company logo on each page?
- Edit the notes master and add your company log
 - Edit the slide master and insert your company logo and notes pane
 - Edit the handout master to include your company logo and one slide per page with additional note space
 - All of the above

382. Which option on the custom animation task pane allows you to apply a preset or custom motion path?
- Add effect
 - Emphasis
 - Animate now
 - All of the above
383. What is the term used when a clip art image changes the direction of faces?
- Group
 - Flip
 - Rotate
 - All of the above
384. The slide that is used to introduce a topic and set the tone for the presentation is called the
- Table slide
 - Graph slide
 - Bullet slide
 - Title slide
385. Which of the following features should you use when typing in the notes text box?
- Slide show
 - Insert
 - Slide maser
 - Zoom
386. Which option allows you to select line, curve, freeform or scribble tools?
- Create effect
 - Insert motion path
 - Draw custom path
 - All of the above
387. Which of the following should be used when you want to add a slide to an existing presentation?
- File, add a new slide
 - Insert, new slide
 - File Open
 - File, New
388. The size of the organization chart object
- Is determined by the presentation design and cannot be changed
 - Is determined by the presentation design but can be changed in PowerPoint
 - Is dependent on the amount of text within the organization chart
 - Both b and c
389. Which of the following is the default page setup orientation of slide in PowerPoint?
- Vertical
 - Landscape
 - Portrait
 - None of above
390. Want a PowerPoint photo album slide show to play continuously?
- Use random slide transitions
 - Launch an online broadcast
 - Loop continuously
 - All of the above

391. What is defined by the handout master?
- Slide formatting
 - Layout of audience handout notes
 - Handout content formatting for Microsoft word export
 - All of above
392. Which of the following tool enables you to add text to a slide without using the standard placeholders?
- Text tool box
 - Line tool
 - Drawing tool
 - Auto shapes tool
393. In notes master view, how do you modify the font size of text for all notes of a presentation?
- Modify the slide design
 - Modify the notes master layout
 - Modify the text within the body placeholder
 - All of the above
394. Want your logo in the same position on every slide, automatically? Insert it on the
- Handout master
 - Notes master
 - Slide master
 - All of the above
395. Which of the following views is the best view to use when setting transition effects for all slides in a presentation?
- Slide sorter view
 - Notes pages view
 - Slide view
 - Outline view
396. Objects on the slide that hold
- Placeholders
 - Object holders
 - Auto layouts
 - Text holders
397. Which of the following provides a means of printing out feature notes with a miniature slide on a printed page?
- Slide with animation
 - Outline view
 - Notes page
 - Audience handout
398. Which command brings you to the first slide in your presentation?
- Next slide button
 - Page up
 - Ctrl + Home
 - Ctrl + End
399. In normal view, how can you quickly change to handout master view?
- Click the outline tab and select handout master view
 - Press the shift key and click the handout master view button
 - On the view menu, click slide sorter, and click handouts.
 - All of above

400. Margins option is associated with which menu item?
- Review
 - Page Layout
 - Insert
 - View
401. Which of the following is not a Font Effect?
- Font Color
 - Superscript
 - Engrave
 - Strike Through
402. CTRL +Return (Enter key) is short cut key to insert?
- Table
 - Picture
 - Clip Art
 - Page Break
403. Which of the following is Page Border option?
- 3-D
 - Shadow
 - Box
 - All of These
404. F7 key is short cut to launch which feature in MS-Word?
- Word Count
 - Spelling & Grammar
 - Mail Merge
 - Translate
405. is created to assign a name to a specific point in a document?
- Book mark
 - Table
 - Cover page
 - Margin
406. Protect Document option is helpful to restrict how people can access the document. This option is undermenu?
- Insert
 - References
 - Review
 - View
407. The Extension name of the document file created with Ms-Word is?
- .wrd
 - .doc
 - .wri
 - .txt
408. How many book folds can be created in a document?
- Four
 - Any Number
 - One
 - Two
409. Gutter margin insertion is helpful for?
- E-mailing document
 - Creating labels on the margin
 - Hyphenation
 - Binding a book

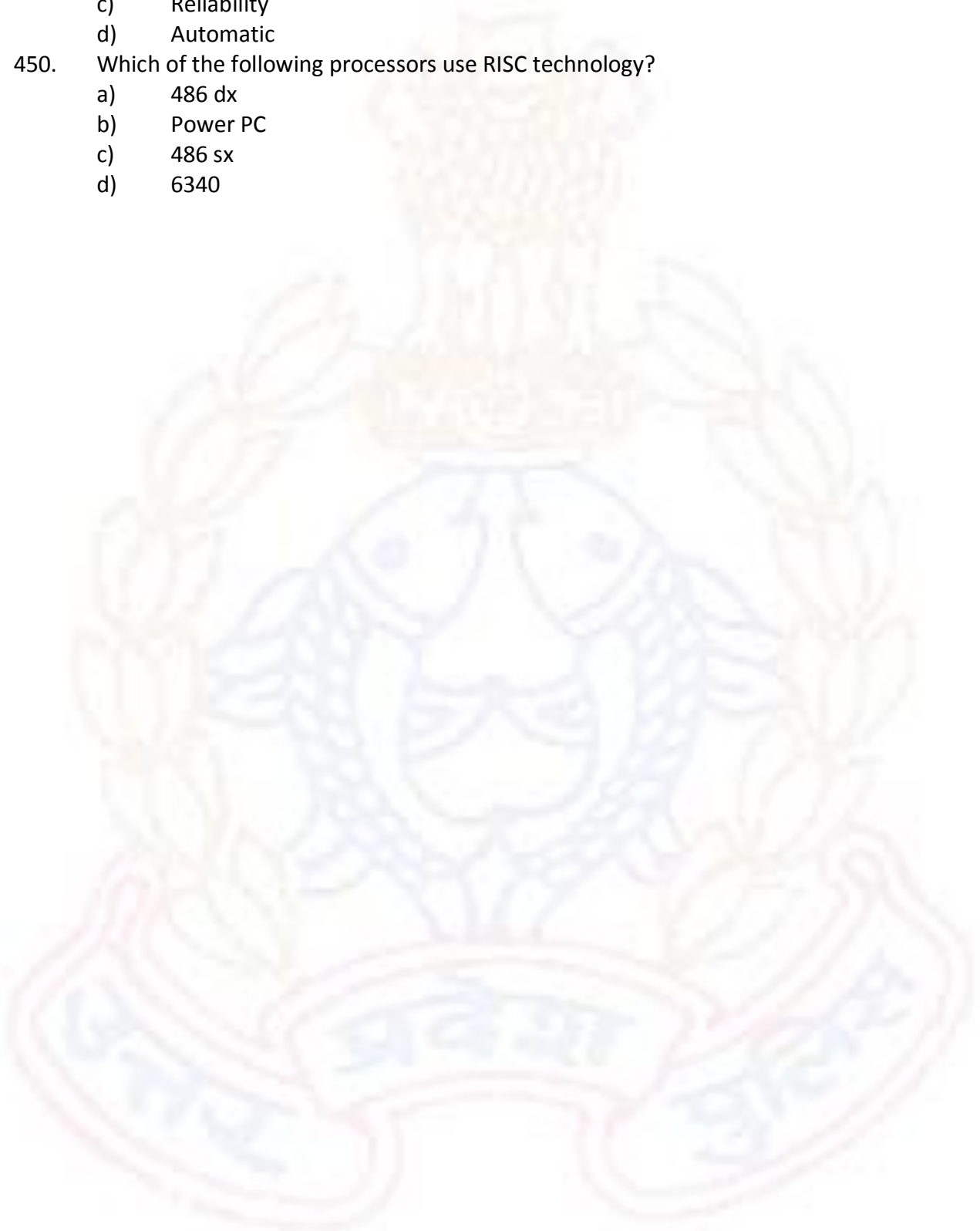
410. For mailing..... Feature is useful in MS-Word?
- Mail merge
 - Encrypt Document
 - Mailings
 - None of these
411. Ctrl + K is short cut key combination to insert a?
- Book Mark
 - Cross reference
 - Hyperlink
 - Word Art
412. In a Table how many number of Cells can be merged?
- 1
 - 2
 - None
 - Any Number
413.Short Cut Key combination is used to cut the selected content.
- CTRL + C
 - CTRL+ X
 - CTRL+ S
 - CTRL+ P
414. Clipboard group is organized under which tab?
- References
 - Review
 - Home
 - View
415. Go to command moves Cursor to?
- Section
 - Book mark
 - Comment
 - All of these
416. To align Objects in the document which of the following is useful?
- Gridlines
 - Document Map
 - Thumbnails
 - None of these
417. On which of the following Tab Word Art is organized?
- Pages
 - Illustrations
 - Text
 - Symbols
418. Cross Reference is organized in which tab?
- Header & Footer
 - Links
 - Text
 - Pages
419. CTRL + O is short cut key combination to?
- Print a Document
 - Convert Document to PDF
 - Open a document
 - Insert bookmark

420. Watermark exists in which tab?
- Paragraph
 - Page Background
 - Page setup
 - Themes
421. A Formula always begins with in excel?
- @
 - =
 - %
 - !
422. Which of the following Short cut key combination enters current time in MS Excel?
- CTRL+SHIFT+;
 - CTRL+SHIFT+%
 - CTRL+SHIFT+:
 - CTRL+;
423. Excel Workbook Extension name is?
- .XLW
 - .XLB
 - .XSL
 - .XLWB
424. Excel Tool bar extension name is?
- .XLB
 - .XLT
 - .XLTB
 - None of these
425. Excel Macro extension name is?
- .XLMC
 - .XLC
 - .XLM
 - .XLA
426. Terms Letter, Tabloid, legal in Page setup dialog box is associated with?
- Print Quality
 - Excel Commands
 - Paper size
 - Margin Settings
427. Page Orientation option is organized in which tab?
- Scale to fit
 - Sheet Options
 - Arrange
 - Page setup
428. In MS Excel, SHIFT +F 11 is the short cut key combination for?
- Inserting a Chart
 - Inserting a picture
 - Formula evaluation
 - Inserting a new sheet in Work space
429. Which of the following computer implemented binary numbers, perform calculations using electronics and implemented separate computation and memory for the first time?
- Mark I
 - ABC
 - Z 3
 - None of these

430. FORTRAN is a programming language. What does FORTRAN stand for?
 a) File Translation
 b) Format Translation
 c) Formula Translation
 d) Floppy Translation
431. Which of the following memories needs refreshing?
 a) SRAM
 b) DRAM
 c) ROM
 d) All of above
432. passes into and out from the computer via its ports?
 a) Data
 b) Bytes
 c) Graphics
 d) Pictures
433. An output device that uses words/messages recorded on a magnetic medium to produce audio response is
 a) Magnetic tape
 b) Voice response unit
 c) Voice recognition unit
 d) Voice band
434. Which of the items below are considered removable storage media?
 a) Removable hard disk cartridges
 b) Magneto optical disk
 c) Flexible disks cartridges
 d) All of the above
435. Which of the following is not purely output device?
 a) Screen
 b) Printer
 c) Speaker
 d) Plotter
436. Who developed a mechanical device in the 17 century that could add, subtract, multiple, divide and find square roots?
 a) Napier
 b) Babbage
 c) Pascal
 d) Leibniz
437. The first Macintosh computer was from
 a) First generation
 b) Second generation
 c) Third generation
 d) Fourth generation
438. Which of the following is not a form of data?
 a) numbers and characters
 b) images
 c) sound
 d) none of above

439. Which is not a computer classification?
- mainframe
 - max frame
 - mini computer
 - notebook
440. The control unit of a microprocessor
- Stores data in the memory
 - Accepts input data from keyboard
 - Performs arithmetic/logic function
 - None of above
441. Which of the following is internal memory?
- Disks
 - Pen Drives
 - RAM
 - CDs
442. Which operation is not performed by computer
- Inputting
 - Processing
 - Controlling
 - Understanding
443. Floppy disks which are made from flexible plastic material are also called?
- Hard disks
 - High density
 - disks
 - Diskettes
444. The magnetic storage chip used to provide nonvolatile direct access storage of data and that have no moving parts are known as
- Magnetic core memory
 - Magnetic tape memory
 - Magnetic disk memory
 - Magnetic bubble memory
445. A collection of related instructions organized for a common purpose is referred to as
- File
 - Database
 - Program
 - None of above
446. Plotter accuracy is measured in terms of repeatability and
- Buffer size
 - Resolution
 - Vertical dimensions
 - Intelligence
447. Computer instructions written in English words instead of binary machine code is called
- Mnemonics
 - Symbolic code
 - Gray codes
 - Oscoda
448. Which language is directly understood by the computer without translation program?
- Machine language
 - Assembly language
 - High level language
 - None of above

449. On which aspect the analog computers are better than digital?
- a) Speed
 - b) Accuracy
 - c) Reliability
 - d) Automatic
450. Which of the following processors use RISC technology?
- a) 486 dx
 - b) Power PC
 - c) 486 sx
 - d) 6340



TRUE OR FALSE

451. The cut command moves text to another place & delete it from its original place.
452. In MS Access, forms are used for input the data.
453. Paint option found under Accessories.
454. The file extension of a template file in MS Word is .doc.
455. We can work more than one document at the same time.
456. The current date cannot be inserted in the header/footer.
457. Formulas are copied from one sheet to another using copy paste option.
458. Multiple programs can be executed simultaneously in windows.
459. Double click on a word in a sentence will select the entire sentence.
460. When a word icon file is opened, it will display document window.
461. Calculation in MS Word's table is done by using formula.
462. A word file is saved with .dot extension.
463. In MS Word, minimum font size is 72.
464. Print of a excel file becomes set by default with grid lines.
465. By pressing "Alt+F3" buttons, window can be directly close.
466. In excel, maximum number of work sheet in a book is 156.
467. In word sort option is in under "Home" tab.
468. To find a particular word, we use "Ctrl+F".
469. Header & Footer option is under "Home" tab.
470. Background option is in table menu.
471. To open a word file, we can press "F".
472. The line below the tool bar is called ruler.
473. The ruler helps to set and clear tab stop position.
474. A file can be saved by pressing "Ctrl+A".
475. Whole part of a file can be select by pressing "Ctrl+S".
476. The page up key moves the cursor to the beginning of the document.
477. "Del" and "backspace keys" have the same function.
478. To select a line, click the mouse anywhere in the page.
479. To delete the word at the cursor position, selection of that word not needed.
480. To close a file, click on close icon "X".
481. To print a file, we press "Ctrl+P".
482. A macro can be assigned to a button.
483. The file extension of an access is .Xls.
484. An object such as paint brush picture and word document can be inserted into a worksheet.
485. Word prints header in the top margin.
486. Without mouse, we cannot work.
487. Bold, Italic and underline option is available in Home tab.
488. Notepad is a text editor.
489. A worksheet contains 200 columns.
490. "Save" option is available in File tab.
491. Paint is used for video editing.
492. We can make a presentation on word.

493. Audio files can be inserted into a word file.
494. Full form of PDF is Portable Document Format.
495. Full form of PPT is Power Point Presentation.
496. Word file can be saved as "pdf".
497. Screenshot can be taken in windows.
498. Bar chart can be drawn in word file.
499. A word file can be saved as "jpg".
500. Photoshop is used for video editing.



FILL IN THE BLANKS

501. Mouse was invented by In 1977.
502. Icons is based on technology.
503. Scanner is a device.
504. Computer keyboard is a Device.
505. Computer Literacy Day is celebrated on
506. Optical scanner is adevice.
507. Microphone is andevice.
508. ROM means
509. CTRL +for undo.
510. CTRL+ for select all.
511. CTRL+ for cut.
512. CTRL+ for redo.
513. www stands for world web.
514. Third generation computer is based on
515. Hardware represents and tangible components of computer.
516. A is a rectangular portion on the screen in which an application displays information.
517. A can contain files as well as folders.
518. Choose Button from the start menu to shut down window.
519. We Click the button to reduces the application window from the title bar.
520. We Click the button to enlarge the application window from the title bar.
521. Clicking the to restore the application window to a button on the taskbar.
522. The find utilities can be used to search for files and folders. Find can be started by choosing from start menu.
523. A computer that is not connected to network is known as computer.
524. A computer connected to network is known as
525. A is device that connects two or more dissimilar networks.
526. The central structure that connects elements of a network is known as the
527. Total height of a line of text including extra spacing is known as
528. In MS excel formula start with
529. The cell having bold boundary is the..... cell.
530. To create an absolute cell reference sign is used before parts of formula.
531. Address of the cell at 20th column and 30th row is
532. In chart, only one data series can be plotted.
533. A chart placed in a worksheet is called chart.
534. Space key is the key in keyboard.
535. Booting means to the computer for working.
536. ATM facility is an example of
537. Speaker is a device.
538. Full form of WLL is
539.is the brain of a computer.
540. Spam is related with

541. Animation is used in
542. In computer recycle bin again deleted files and folders.
543. Microsoft office is an example of software.
544. http meansprotocol.
545. For paste we use Ctrl+.....
546. The extension .png is related to a
547. The printed copy of a document is called acopy.
548. Linux is a/an system.
549. For left alignment we use Ctrl+.....
550. DVD can also be used for
551. Pen drive is a/an storage device.
552. OMR is a/an device.
553. Internet explorer is called a web
554. RAM is memory.
555. ROM is memory.
556. Full form of DVD is
557. Workbook is a collection of
558. EDP stands for
559. TFT stands for thin
560. Bit is thememory unit.
561. Password is used to maintain
562. Pen drive is device.
563. CPU is the part of computer.
564. Least font size is in MS word toolbar.
565. Font means theof writing.
566. is used for maintain privacy.
567. Wi-Fi means
568. Joystick used in
569. Mail merge option is found in
570. Hyperlink is used to open directly a File/folder/URL.
571. MS-word is a package.
572. The pattern that can be used to identify a virus is known as virus
573. A motion in power point is a method of moving items on a slide.
574. Trash is related with
575. CD is also a device.
576. Computer is an Machine.
577. LCD means
578. The size of default cell is pixels.
579. Window is based on
580. Formula for 90% of A1 is written in MS excel as
581. Program is a set of
582. In permanent storage you can data again.
583. MS-word is used for
584. In VOIP technology voice calls gets convert fromto
585. Internet's initial development was supported by

586. Ctrl + is used to open new file in MS word.
587. Tool bar is located under bar.
588. Ctrl + J means align to
589. Deleted objects can be recovered from bin.
590. technology is used in Compact disks.
591. is the first electronic digital computer.
592. A computer program that converts an entire program into machine language is called a/an.....
593. Intel corporation produces chips for Computers.
594. The first microprocessor built by the Intel corporation was called.....
595. computers is not a class of computers based on size.
596. invented EDSAC.
597. Access time is
598. Central Processing Unit is combination of
599. Time during which a job is processed by the computer is.....
600. is known as nerve center of computer.
601. A page in word file can be set from in bar.
602. and are the two orientations of a page in a word file.
603. Spelling mistakes can be checked by using option.
604. Spacing between two horizontal lines in word can be adjusted by using.....option.
605. Like newspaper formatting can be done by using option from page layout.
606. First letter of a word in paragraph can be separately formatted by option.
607. To take a duplicate of an existing file use option from file menu.
608. Mail merge option is used for sending a letter to addresses.
609. Inside an existing table, a new row/column can be added from menu.
610. sheets can be inserted by the user in excel.

ABBREVIATION

611.	AA	Auto Answer
612.	AAL	Asynchronous Transfer Mode Adaption Layer
613.	AAT	Average Access Time
614.	ABC	Atanasoff-Berry Computer
615.	ABLE	Adaptive Battery Life Extender
616.	ABR	Available Bit Rate
617.	ACK	Acknowledgment
618.	ACMS	Application Control Management System
619.	A/D	Analog to Digital
620.	ADA	Automatic Data Acquisitions + Programming
621.	ADC	Add with Carry + Analog to Digital Converter
622.	ADL	Address Data Latch
623.	ADMD	Administrative Management Domain
624.	ADP	Automatic Data Processing
625.	ADR	Address
626.	ADSL	Asymmetrical Digital Subscriber Line
627.	ADSR	Attack, Decay, Sustain, Release
628.	ADU	Automatic Dialing Unit
629.	AGC	Automatic Gain Control
630.	ALC	Arithmetic and Logic Circuits
631.	ALE	Address Latch Enable
632.	ALGOL	Algorithmic Oriented Language (see IAL)
633.	ALT	Alternate (mode)
634.	ALU	Arithmetic Logic Unit
635.	AMPS	Advanced Mobile Phone Service
636.	ANI	Automatic Number Identification
637.	API	Application Program Interface
638.	APIC	Advanced Programmable Interrupt Controller (bus) [Intel]
639.	APIS	Advanced Passenger Information System
640.	APL	A Programming Language (Mathematics)
641.	APM	Advanced Power Management [IBM OS2]
642.	APPN	Advanced Peer-to-Peer Networking [IBM]
643.	APPS	Applications

644.	APRP	Adaptive Pattern Recognition Processing
645.	ARC	Archive (file name extension)
646.	ARCA	Advanced RISC Computing Architecture
647.	ARCnet	Attached Resource Computer Network
648.	ARJ	Compressed File (file name extension) [Jung]
649.	ARP	Address Resolution Protocol [Novell]
650.	ARPANET	Advanced Research Projects Agency Network
651.	ARQ	Automatic Repeat Request
652.	.ASC	ASCII text (file name extension)
653.	ASCII	American Standard Code for Information Interchange
654.	ASYNC	Asynchronous
655.	ATM	Adobe Typeface Manager
656.	ATM	Asynchronous Transfer Mode
657.	ATM	Automated Teller Machine
658.	AV	Audio/Video + Audiovisual + Authenticity Verification
659.	AWG	American Wire Gauge
660.	BAL	Basic Assembly Language
661.	BALUN	Balanced Unbalanced (device)
662.	BASIC	Beginner's All-purpose Symbolic Instruction Code
663.	BCC	Block Check Character
664.	BIOS	Basic Input/Output System
665.	BIT	Binary Digit
666.	BNC	Bayonet Neill-Concelman
667.	BPI	Bits Per Inch
668.	BRI	Basic Rate Interface/Brain Response Interface
669.	BYTE	Binary Element String
670.	CAD	Computer Aided Design
671.	CC:	Carbon Copy
672.	CCD	Charged-Coupled Device
673.	CCFT	Cold Cathode Fluorescent Tube
674.	CD	Change Directory/Color Display/Compact Disk
675.	CDMA	Code Division Multiple Access
676.	CDOS	Concurrent Disk Operating System
677.	CDR	Call Detail Record
678.	CD-R	Compact Disk - Recordable

679.	CD-RDx	Compact Disk - Read Only Memory Data Exchange Standard
680.	CD-ROM	Compact Disk - Read Only Memory
681.	CD-RTOS	Compact Disk - Real Time Operating System
682.	CD-V	Compact Disk - Video
683.	CD-WO	Compact Disk - Write Once
684.	CERN	The European Particle Physics Laboratory
685.	CFS	Common File System/Call for Service
686.	CGA	Color Graphics Adapter
687.	CIDR	Classless Inter-Domain Routing
688.	CMOS	Complementary Metal-Oxide Semiconductor
689.	CODE	Client-Server Open Development Environment
690.	CODEC	Coder/Decoder + Compression/Decompression
691.	COM1	First serial Port (asynchronous port)
692.	CPL	Current Privilege Level
693.	CRC	Cyclic Redundancy Check
694.	CRT	Cathode Ray Tube
695.	C/S	Client/Server
696.	CSMA/CA	Carrier Sense Multiple Access/with Collision Avoidance
697.	CSMA/CD	Carrier Sense Multiple Access/with Collision Detection
698.	D/A	Digital to Analog
699.	DAC	Digital to Analog Converter
700.	DBMS	Data Base Management System
701.	DCE	Data Circuit-Terminating Equipment
702.	D-CHANNEL	Data Channel
703.	DEL	Delete
704.	DIR	Directory (file)
705.	DL	Download (also D/L)
706.	DMP	Dot Matrix Printer
707.	DNS	Domain Naming System
708.	DPI	Dots Per Inch
709.	DPSK	Differential Phase Shift Keying
710.	DRAM	Dynamic Random Access Memory
711.	DSL	Digital Subscriber Line
712.	DSP	Digital Signal Processing/Processor
713.	EATA	Enhanced AT Bus Attachment

714.	EBCDIC	Extended Binary Coded Decimal Interchange Code [IBM]
715.	EBI	Equivalent Background Input
716.	EBI	Extended Background Investigation
717.	EBT	Electronic Benefits Transfer
718.	EC	Electronic Commerce/Error Control
719.	ECAL	Enjoy Computing And Learn
720.	ECAT	Electronic Card Assembly and Test [IBM]
721.	EIA	Electronic Industries Association
722.	EIDE	Enhanced Integrated Drive Electronics
723.	EIS	Executive Information System
724.	E-MAIL	Electronic Mail
725.	EPROM	Electrically Programmable Read Only Memory
726.	ETB	End of Transmission Block
727.	ETC	Electronic Toll Collection
728.	FD	Floppy Disk/Floppy Drive/Full Duplex
729.	FDM	Frequency-Division Multiplexing
730.	FET	Field Effect Transistor
731.	FF	Flip-Flop/Form Feed
732.	FIFO	First-In, First-Out
733.	FILO	First-In, Last-Out
734.	FIPS	Federal Information Processing Standard
735.	FTP	File Transfer Protocol [Internet]
736.	GAPI	Gateway Application Programming Interface
737.	GEO	Geostationary Earth Orbit
738.	GIGO	Garbage In, Garbage Out
739.	GIS	Geographic Information System
740.	GND	Ground (signal/system)
741.	GNN	Global Network Navigator
742.	GNU	Gnu's Not Unix (operating system)
743.	GOSIP	Government Open Systems Interconnection Profile
744.	GOV	Government(organization Domain name)
745.	GP	Gas Plasma/General Purpose
746.	GSM	Global System for Mobile
747.	GUI	Graphical User Interface
748.	HD	Hard Disk/High Density

749.	HDTV	High Definition Television
750.	HIFD	High-Density Floppy Disk
751.	HPLJ	Hewlett-Packard Laser Jet
752.	HTML	Hypertext Markup Language
753.	HTTP	Hypertext Transport Protocol
754.	IBM	International Business Machines (Corporation)
755.	IETF	Internet Engineering Task Force
756.	IGMP	Internet Group Multicast Protocol
757.	IMG	Image
758.	I/O	Input/output
759.	IP	Instruction Pointer/Internet Protocol
760.	IS	Internet Servicer
761.	ISBN	International Standard Book Number
762.	ISI	Internally Specified Index
763.	ISC	Instruction Set Computer/Inter-Systems Communication
764.	ISD	Image Section Descriptor
765.	ISD	Instructional Systems Design
766.	ISDN	Integrated Services Digital Network
767.	ISO	International Standards Organization
768.	OSI	Open Systems Interconnection
769.	ISP	Internet Service Provider
770.	ITV	Interactive Television
771.	IVR	Interactive Voice Response
772.	JFET	Junction Field Effect Transistor
773.	JPEG	Joint Photographic Experts Group
774.	LAN	Local Area Network
775.	LASER	Light Amplification by Stimulated Emission of Radiation
776.	LCD	Liquid Crystal Display
777.	LCR	Line Control Register
778.	LED	Light Emitting Diode
779.	LIPS	Logical Inferences Per Second
780.	LLC	Logical Link Control
781.	LPD	Line Printer Daemon
782.	Mac	Macintosh
783.	MAC	Media/Medium Access Control

784.	MAh	Mili ampere hour
785.	MD	Make Directory + Monochrome Display
786.	MIPS	Million Instructions Per Second
787.	MODEM	Modulator Demodulator
788.	MOS	Metal Oxide Semiconductor/Magneto-Optic Storage
789.	MOSFET	Metal Oxide Semiconductor Field Effect Transistor
790.	MPEG	Moving Picture Experts Group
791.	MSB	Most Significant Bit
792.	MS-DOS	Microsoft - Disk Operating System
793.	MUX	Multiplexer
794.	NAK	Negative Acknowledgment
795.	NASA	National Aeronautics and Space Administration
796.	NASDAQ	National Association of Securities Dealers
797.	AQ	Automatic Quotation
798.	NCC	Network Control Center
799.	NIC	National Information Center
800.	NIC	Network Interface Card
801.	NMOS	Negative Channel Metal-Oxide Semiconductor
802.	NRZ	Not Return to Zero
803.	NRZI	Non Return to Zero Inverted
804.	NTFS	New Technology File System
805.	NTSC	National Television Standards Committee
806.	NVRAM	Non-Volatile Random Access Memory
807.	OCR	Optical Character Recognition
808.	OMR	Optical Mark Recognition
809.	ORACLE	On-Line Inquiry and Report Generator
810.	OS	Operating System
811.	OSI	Open Systems Interconnection
812.	PABX	Private Automatic Branch Exchange
813.	PAD	Packet Assembler/Disassembler
814.	PAL	Programming Assembly Language/Phase Alternating Line
815.	PAM	Pulse Amplitude Modulation
816.	PBX	Private Branch Exchange
817.	PC	Personal Computer/Printed Circuit/Program Counter
818.	PCB	Printed Circuit Board/Program Control Block

819.	PCM	Pulse Code Modulation
820.	PDA	Personal Digital Assistant
821.	PDF	Package Definition File/Portable Document Format
822.	PGA	Pin Grid Array/Professional Graphics Adapter
823.	PII	Program Integrated Information
824.	PIPO	Parallel In, Parallel Out
825.	PIXEL	Picture Element
826.	PNG	Portable Network Graphics
827.	PPP	Point-to-Point Protocol
828.	PRISM	Photo-Refractive Information Storage Material
829.	PROM	Programmable Read Only Memory
830.	PSTN	Public Switched Telephone Network
831.	PSU	Power Supply Unit
832.	QAM	Quadrature Amplitude Modulation
833.	RAM	Random Access Memory
834.	RAMDAC	Random Access Memory Digital-to-Analog Converter
835.	RFI	Radio Frequency Interference
836.	RPPROM	Reprogrammable PROM
837.	RPT	Repeat
838.	RSAC	Recreational Software Advisory Council
839.	R/T	Receive/Transmit
840.	R/W	Read/Write
841.	RWM	Read-Write Memory
842.	SCR	Silicon Controlled Rectifier
843.	SD	Super Density
844.	SIPP	Single In-line Pin Package
845.	SMD	Surface Mounted Device
846.	S/N	Signal-to-Noise Ratio
847.	SONET	Synchronous Optical Network
848.	SST	Spread-Spectrum Technology
849.	TCP/IP	Transmission Control Protocol/Internet Protocol
850.	TDMA	Time Division Multiple Access
851.	TFT	Thin-Film Transistor (screens)
852.	UA	User Agent/User Area
853.	UART	Universal Asynchronous Receiver/Transmitter

- 854. UDP User Datagram Protocol
- 855. UNIX (AT&T Bell Laboratories Operating System)
- 856. UPS Uninterruptible Power Supply
- 857. URL Uniform Resource Locator
- 858. USART Universal Synchronous-Asynchronous Receiver/Transmitter
- 859. USB Universal Serial Bus
- 860. USRT Universal Synchronous Receiver/Transmitter



SHORT TYPE QUESTION & ANSWER**861. Write about computer?**

Computers have

- Parts to receive input
- Parts to give output
- Parts to do work
- Parts to remember things while the power is on (RAM- random access memory)
- Parts to remember things when the power is off (ROM- read only memory,)

862. What do we mean by Files?

Files are clumps of computer data stored somewhere in your computer. Each file has a name, a location, and a length, and usually a date of when it was last changed. Files are stored in several places.

- On floppy disks
- On hard drives
- On CD's
- Pen drive
- In the computer's memory (RAM)
- In the computers special read only memory (ROM)

863. What Do Files Do?

Files hold and store information that can be read by the computer. That's all they do.

864. What Kinds of Files Are There?

All files are basically the same, they all have a name, a location, a date and they all hold information. However, they can hold lots of different kinds of information, so we often think of this as different kinds of files for example they can store pictures like a Paint program file or text like a MS Word file. Actually it is just the type of information that is different.

865. What do you mean by Computer hardware?

Computer Hardware is the physical component of computer system. The screen, mouse, keyboard, cabinet as well as the printer and modem are computer hardwares.

866. What are input & output devices?

The computer mouse and the keyboard are both hardware devices that allow you to communicate with the computer. It is through these devices that the computer can learn what you want the computer to do. These two devices are called input devices. The computer screen, or the monitor, is the way that the computer displays. The computer monitor is also called an output device. The printer is another output device.

867. What do you mean by Computer storage?

Computer Storage One distinguishing feature of personal computers as they have evolved during the past decade is their capacity to store large quantities of information in a small space. Computers store information in units called bytes, or multiples of bytes such as kilobytes, megabytes and gigabytes. The more bytes your computer has, the more storage area it has. Computer storage is also called memory. The storage device stays in your computer all the time. Your computer can store information on portable floppy disks and on CD-ROMs similar to your music CD's, pen drives.

868. What do you mean by Windows?

- A window for a computer program provides both communication areas that will allow you to talk to your computer when you click on them with your mouse and a blank work area where you create something (a text document, a drawing, etc.) or a presentation area where the computer will show you something (data, a web site, etc.).
- In Windows, more than one window or program can be open at a time.

- The name of each program will appear on the top line of the window for that program.
 - When you click on the top line of a program window, that program becomes active; no matter how many windows you have open.
869. **What is a data bus?**
It carries a word to or from memory.
870. **What is an address bus?**
It carries memory address. The width of address bus equals the number of bits in the MAR.
871. **What is the function of control bus?**
It carries signals between the units of the computer.
872. **Write the name of different I/O ports?**
Port is a socket available in computer hardware. Different types of ports are serial ports, parallel ports and USB ports.
873. **What is meant by plug and play cards?**
It enables the user to add devices to computer.
874. **Expand SD RAM?**
Synchronous Dynamic Random Access Memory
875. **Expand DDR RAM?**
Double Data Rate Random Access Memory.
876. **Explain USB Port (Universal Serial Bus).**
- It is a high speed serial bus.
 - It is a plug and play interface between computers and add on devices.
877. **Give the specifications of Laser printer?**
- Resolution varies from 600 to 1200 dots per inch.
 - Speed varies from 4 PPM to 24 PPM.
 - Buffer size varies from 4 MB to 32 MB
 - Can print color images.
878. **Give the specifications of dot matrix printer?**
- Print head normally has 9 pins to 24 pins.
 - Speed varies from 30 to 300 characters per second.
 - Buffer size varies from 1 K to 64 K.
879. **Give the specifications of inkjet printer?**
- Resolution is around 300 dots per inch.
 - Speed varies from 1 PPM to 12 PPM
 - Buffer size varies from 1 MB to 4 MB.
880. **Write a note on computer maintenance?**
- Avoid heat dust and noise
 - Periodic updates and enhancements
 - Installing fire walls and antivirus.
 - In house software maintenance
 - Computer periodic checkup.
881. **What are the possible threats to a computer system and how to provide security?**
- **Threats**
 - Privacy
 - Integrity
 - Environmental damage
 - Human threats
 - Software threats
 - Unauthorized access
 - Computer viruses

- **Security**
 - Physical protection of machine and media.
 - Giving passwords and users ID
 - Using Licensed software
 - Use of Cryptography
 - Use of Spike busters and UPS
882. **Explain the typical causes of computer failures?**
- Break down of components.
 - Excessive dust or humidity
 - Virus
 - Voltage fluctuation
 - Corrosion
883. **Write a note on Computer virus?**
- Viruses are collection of coded instructions which are self-replicating. When a virus attaches itself to another file it infects it. They are normally inactive until infected program is run. They are broadly classified into three categories.
- Boot infectors
 - System infectors
 - Executable program infectors
884. **Explain the cache memory in detail?**
- Cache memory is a small and fast memory between CPU and main memory. It is extremely fast compared to normal memory. Transferring data between main memory and CPU, it causes delay because RAM is slower than CPU. Cache memory stores copies of data from most frequently used main memory locations. When processor needs to read from or write to a location in main memory, it first checks whether a copy of data is in the cache. Computers use multi levels of cache such as Level 1(smallest) and Level 2 caches. CPU resident cache is known as L 1 or primary cache (16 to 32 KB) to 512 KB. Cache is also added to mother board also known as L 2 cache (512 KB to 1024 KB). Higher end systems can have as much as 2 MB of L 2 cache on mother board.
885. **Write a note on components of motherboard?**
- Buses(Address, Data and Control Bus)
 - Expansion slots(ISA, PCI and AGP Slot)
 - CACHE Memory
 - CMOS (Complementary Metal Oxide Semiconductor Battery)
 - I/O Ports (Serial, Parallel and USB Port etc.)
886. **Explain the different factors affecting the processing speed of CPU.**
- CPU cache
 - RAM
 - Bridge
 - I/O units
 - Drivers
 - Keyboard
887. **Define about Sorting?**
- Sorting is a method of arranging data items in any order.
888. **What is searching?**
- It is a process of locating an element stored in a file.
889. **Mention the different structured programming constructs.**
- Sequence
 - Selection
 - Iteration

890. **What are storage classes?**

A storage class refers to the scope and life time of a variable i.e., the portion of program where the variable is valid and how long a variable can retain its value is defined in the storage class.

891. **What are the different types of storage classes?**

- Automatic storage class
- External storage class
- Static storage class
- Register storage class

892. **What is a File?**

A file is a collection of data that is available in permanent storage.

893. **What is Data?**

Data is the basic element in any computer processing. Data is a raw (unprocessed) fact or collection of facts and figures or an observation. It may be number, an alphabet, or a sequence of characters.

894. **What is Information?**

Information is a processed data and has an implicit meaning. Information is a structure data. It is useful for decision making. Explain types of Information.

○ **Strategic Information:**

- It is needed for long-term business goals and objectives.
- This directs the prospects of the business.
- Organizations aim for expanding their business, increasing the sales and profits, enhancing their customer base, building their brand, and grabbing the market capital.
- The marketing team observes the trends of the business and collects the sampling data and arrives at strategic information.

○ **Tactical Information:**

- This type of information is needed for short term business goals and objectives.
- This information helps managers to make valid decisions to run the business efficiently and effectively.
- In a small business organization, information on fast moving goods may be used to make tactical decisions. Tactical information is obtained from the day-to-day transactions.

○ **Operational information:**

- It is required for daily business operations. Such as list of items which is out of stock.
This information can be used to trigger the purchase department to purchase those items and fill in the inventory.

- Operational information is obtained from the data processing group in the organization.

○ **Statutory information:**

- This information is provided by the Government as the regulation to be followed by the organizations.
- Organizations must communicate to the government authorities about the results of their revenue, profit and stock holder benefits such as dividend and bonus.
- The data processing system would provide the required information.

895. **What is data processing?**

- It can be defined as the process of collecting, storing, organizing and manipulating huge amount of data in a specific transaction.
- The result of data processing is structured information that enables the managers to make valid decisions.
- It helps the organizations in managing the resources effectively and efficiently.

896. **What is data Processing System?**

A system which includes the resources such as people, procedure and devices that are used to accomplish the processing of data for producing desirable output Explain Data Processing Stages /cycle: Different Stages of data processing cycle has 3 important stages in producing useful information.

897. **What is DBMS?**

DATABASE MANAGEMENT SYSTEM is a software used for management, maintenance and retrieval of data stored in a database. e.g. : Oracle, MS-Access, SQL server etc.

898. **Specify any one type of charts available in spreadsheet of excel?**

Bar graph, Column graph, Pie chart, Line graph, etc.

899. **Give any one built-in function of spread sheet of excel?**

This function returns the sum of all the numbers in the list of arguments. Example: =SUM(A2:E2)

900. **What is a computer network?**

It can be defined as interconnection of autonomous computers and terminals together using communication systems to facilitate exchange of information.

- Local area network(LAN),
- Wide area network(WAN),
- Metropolitan area network(MAN)

901. **What is a file server?**

It is the main component of the network. It is a very fast computer with a large amount of RAM and storage space. File server stores all the files and application software and operating system.

902. **What is a work station?**

It is also referred to as nodes, clients are the computers connected to the file server.

903. **What are routers?**

A router translates information from one network to another. Routers select the best path to route a message based on the destination address and origin.

904. **What are switches?**

it is a device that provides a central connection point to cables from server's workstations and peripherals.

905. **What are the functions of the bridges in the network?**

It provides link between the older network and the new network. Different network services are following as

- file service,
- Print and fax services,
- Message services,
- Application services,
- Database services

906. **Mention the different switching techniques?**

- Circuit switching
- Message switching
- Packet switching

907. **Explain advantages of Computer Network?**

- Speed: The files can be transferred from one Computer to another instantly.
- Cost: Application software (Network version) can be installed on one Computer and accessed by other Computers on the Network. This makes maintenance and upgrading of software easy.
- Security: The information on the computer can be made available only through password. Further some information can be made available only for reading and not copying.

- Resource sharing: Expensive peripheral devices can be shared by many users in a network.
- Easy access: Users can access information from any computer that is available on the network. They need not go to a specific Computer which may be located in a different building or different location to retrieve information from their account.

908. **Explain features of Windows operating system?**

- Windows operating system is GUI (graphical user interface) based
- Built in support for multiple users on a single PC
- Plug and play support for hardware
- User friendly interface
- Uses device driver software for easier installation of new hardware and software

909. **Explain the General Structure of CPU?**

- Program counter: This register stores address of next instruction to be executed.
- Memory address register (MAR): This register specifies address in memory where information can be found. This register is also used to point to memory locations where information can be stored.
- Memory buffer register: This register acts as an interface between CPU and memory. When CPU issues a Read Memory command, instruction is fetched and placed in MB register.
- Instruction register: This stores a copy of current instruction.
- Instruction decoder (ID): ID is an electronic hardware, which decodes instructions. The instructions are further broken down into a set of micro operations, so that they can be executed directly.
- General purpose registers: They are used to store data. There are 6 GP registers. These are used for storage of data as needed by the program. Arithmetic logic unit: The basic arithmetic operations such as addition, subtraction, multiplication and division are carried out here. These operations need at least two operands, one which is stored in accumulator and the other in the MBR. After the manipulation of data in ALU, the result is transferred to accumulator.
- Accumulator: During processing the intermediate data needed for future processing is stored in accumulator. The contents of ACC are used by ALU for operations and later by MBR holds the final result for further action.

910. **Explain different types of Network topologies?**

There are the following topologies-

- **STAR:** In star network, each node is connected directly to the central computer. All communications between the nodes have to pass through the central computer. Star networks allow the administrator to give selected nodes higher priority and also allow centralized running of diagnostic programs.
- **RING:** In a ring network, all nodes are connected to a common cable, and the cable starts and ends at the network server. In this type of network, communications are always in one direction, and the data being transmitted is passed through each node in the ring. A major disadvantage of this network is that when a node fails, it can completely halt all communications on the network.
- **TREE:** A tree topology combines characteristics of linear bus and star topologies. It consists of groups of star configured workstations connected to a linear bus backbone cable. Tree topologies allow for the expansion of an existing network, and enable schools to configure a network to meet their needs.
- **MESH:** A pure mesh network has point- to- point connections between every node in the network. Pure mesh architectures are not usually considered practical. One problem is that each device requires an interface for every other device on the network

ANSWER KEY

1	A	51	A	101	C	151	D	201	D	251	C	301	C	351	D	401	C	451	T
2	A	52	A	102	D	152	B	202	D	252	B	302	D	352	D	402	D	452	T
3	A	53	B	103	B	153	A	203	A	253	B	303	B	353	D	403	D	453	T
4	B	54	B	104	C	154	C	204	D	254	D	304	A	354	C	404	B	454	F
5	D	55	A	105	D	155	D	205	A	255	A	305	C	355	D	405	A	455	F
6	B	56	C	106	C	156	A	206	B	256	A	306	D	356	B	406	C	456	F
7	D	57	B	107	A	157	D	207	C	257	A	307	A	357	D	407	B	457	T
8	A	58	B	108	B	158	B	208	B	258	D	308	B	358	C	408	C	458	F
9	C	59	A	109	C	159	A	209	A	259	D	309	A	359	A	409	D	459	T
10	C	60	B	110	A	160	C	210	C	260	B	310	D	360	A	410	A	460	T
11	B	61	C	111	A	161	A	211	D	261	D	311	B	361	A	411	C	461	F
12	C	62	A	112	D	162	C	212	B	262	C	312	C	362	D	412	D	462	F
13	B	63	C	113	A	163	B	213	C	263	D	313	C	363	A	413	B	463	F
14	A	64	A	114	A	164	D	214	C	264	A	314	B	364	A	414	C	464	F
15	B	65	B	115	A	165	D	215	A	265	C	315	C	365	C	415	D	465	F
16	A	66	B	116	A	166	C	216	B	266	A	316	D	366	C	416	A	466	F
17	B	67	B	117	A	167	C	217	B	267	A	317	C	367	D	417	C	467	T
18	D	68	A	118	A	168	B	218	A	268	C	318	D	368	B	418	B	468	T
19	A	69	A	119	A	169	C	219	C	269	D	319	D	369	B	419	C	469	F
20	C	70	D	120	B	170	B	220	C	270	A	320	C	370	C	420	B	470	F
21	C	71	C	121	B	171	C	221	C	271	B	321	A	371	C	421	B	471	F
22	B	72	D	122	A	172	B	222	D	272	C	322	A	372	A	422	C	472	T
23	B	73	B	123	D	173	B	223	B	273	C	323	B	373	C	423	A	473	T
24	B	74	B	124	D	174	B	224	B	274	B	324	C	374	B	424	A	474	F
25	A	75	B	125	A	175	D	225	C	275	C	325	A	375	A	425	C	475	F
26	A	76	C	126	A	176	C	226	C	276	C	326	A	376	C	426	C	476	F
27	B	77	A	127	D	177	B	227	A	277	A	327	B	377	D	427	D	477	F
28	C	78	B	128	D	178	D	228	A	278	D	328	B	378	B	428	D	478	F
29	C	79	B	129	C	179	D	229	B	279	A	329	D	379	A	429	B	479	T
30	A	80	A	130	D	180	B	230	D	280	C	330	B	380	B	430	C	480	T
31	B	81	A	131	C	181	B	231	A	281	C	331	B	381	A	431	B	481	T
32	A	82	A	132	D	182	A	232	A	282	A	332	D	382	A	432	B	482	T
33	B	83	B	133	C	183	B	233	B	283	A	333	C	383	C	433	C	483	F
34	A	84	B	134	B	184	A	234	B	284	A	334	C	384	D	434	B	484	T
35	C	85	B	135	A	185	A	235	B	285	C	335	D	385	D	435	D	485	T
36	B	86	C	136	B	186	B	236	A	286	B	336	C	386	C	436	A	486	F
37	B	87	D	137	A	187	C	237	A	287	B	337	A	387	B	437	A	487	T
38	B	88	B	138	A	188	D	238	D	288	A	338	A	388	D	438	D	488	T
39	D	89	B	139	D	189	B	239	D	289	B	339	D	389	B	439	B	489	F
40	D	90	C	140	D	190	D	240	B	290	D	340	A	390	A	440	D	490	T
41	B	91	B	141	A	191	D	241	A	291	D	341	A	391	B	441	C	491	F
42	C	92	C	142	A	192	A	242	B	292	A	342	D	392	A	442	D	492	F
43	D	93	C	143	B	193	A	243	B	293	B	343	D	393	C	443	D	493	T
44	B	94	B	144	A	194	D	244	B	294	A	344	A	394	C	444	A	494	T
45	C	95	D	145	A	195	C	245	D	295	C	345	D	395	A	445	C	495	T
46	A	96	D	146	C	196	B	246	B	296	B	346	A	396	A	446	C	496	F
47	D	97	D	147	D	197	B	247	A	297	C	347	B	397	D	447	A	497	T
48	C	98	D	148	D	198	A	248	D	298	A	348	B	398	C	448	A	498	F
49	B	99	D	149	D	199	A	249	D	299	D	349	B	399	B	449	B	499	F
50	C	100	B	150	B	200	B	250	C	300	A	350	A	400	B	450	C	500	F

BASIC COMPUTER COURSE QUESTION BANK

501	Douglus Engelbart	556	Digital Versatile Disc
502	GUI	557	Worksheets
503	Input	558	Electronic Data Processing
504	Input	559	Thin Film Transistor
505	2nd December	560	Smallest
506	Input	561	Privacy
507	Input	562	Storage
508	Read Only Memory	563	Main
509	Z	564	8
510	A	565	Way
511	X	566	Authorization
512	Y	567	Wireless Fidelity
513	Wide	568	CCTV
514	Integrated Circuits	569	MS-Excel/Word
515	Logical	570	Particular
516	Windows	571	Software
517	Menu	572	Signature
518	Power	573	Path
519	Minimize	574	E-mail
520	Maximize	575	Storage
521	Minimized Icon	576	Electronic
522	Search Box	577	Liquid Crystal Diode
523	Stand-alone	578	64*24
524	Node	579	GUI
525	Router	580	=A1*90/100
526	Server	581	Instructions
527	Line Spacing	582	Access
528	Sign of =	583	Typing work
529	Active	584	Analog, Digital
530	= sign	585	Arpanet
531	R30C20	586	N
532	Pie Chart	587	Title
533	Embedded	588	Justify
534	Biggest	589	Recycle
535	Prepare	590	Laser
536	WAN	591	ABC
537	Output	592	Compiler
538	Wireless Local Loop	593	IBM PCs
539	CPU	594	4004
540	E-mail	595	Super
541	Power Point Presentation	596	Maurice Wilkes
542	Restores	597	Seek time+Latency time
543	Application	598	Arithmetic Logic & Control unit
544	Hyper Text Transfer	599	Real time
545	V	600	Control unit
546	Image/Photo	601	Page layout, Menu
547	Hard Copy	602	Portrait, Landscape
548	Operating	603	Spelling & Grammar
549	L	604	Line & Paragraph Spacing
550	Storage	605	Columns
551	Flash/Secondary	606	Drop Cap
552	Input	607	Save as
553	Browser	608	Multiple
554	Volatile	609	Insert option by right click
555	Non-Volatile	610	255

THE END