1. First calculating device is :
a. Clock
b. Difference Engine
c. Abacus
d. Calculator
e. All

2. Analog computer is:
a. A machine which work an data which is always
b. Arithmetic high level language
c. Communicate at low level
d. All those
e. None of these

3. Super computer:
a. Process data of more than one user at one time
b. It is fast and costly computer system
c. It is used in large organization
d. These all
e. None of these

4. Characteristics of fifth generation computer:
a. Used in home
b. Artificial intelligence
c. Very low cast
d. All
e. None of these

5. In production of I.C chip of computer what is needed in the following:
a. Chromium
b. Silicon
c. Platinum
d. Gold
e. None of these

6. Father of computer is called:
a. Marconi
b. Addison
c. Charles Babbage
d. Herman Hellenist
e. None to these

7. First super computer developed in India is :
a. Param

b. Aryabhatt

c. Buddha

d. Ram

e. None of these

8. Who developed integrated chip:

a. CV Raman

b. Robet Nayak

c. JS Kilbi

d. C Babbage

e. None of these

9. Which material is layered at magnetic disk:

a. Iron Oxide

b. Phosphorus bent oxide

c. Magnesium oxide

d. Sodium per oxide

e. None of these

10. Main characteristics of 4th generation was:

a. Transistor

b. VLSI

c. IC

d. Vacuum Tube

e. None of these

11. By which printer a character prints is only one stroke:

a. Laser printer

b. Dot matrix printer

c. Line printer

d. Both a and b

e. Thermal printer

f. None of these

12. Which of following in not an input device:

a. keyboard

b. monitor

c. joy sticks

d. microphone

e. none of these

13. how many arrow keys are there in a computer keyboard:

a. One

b. Two

c. Three

d. Four

e. None of these

14. Which is following is an output device:

a. Printer

b. Monitor

c. Mouse

d. A & B Both

e. None of these

15. Hardcopy of document is:

a. Printer on printer

b. Stored on floppy

c. Stored in CD

d. Stored in Hard disk

e. None of these

16. A scanner scans:

a. Pictures

b. Text

c. Both Picture & Text

d. Neither Picture & text

e. None of these

17. A printer is this kind of device:

a. Input

b. world processing

c. Processing

d. Output

e. None of these

18. pick the odd one:

a. Mouse

b. Scanner

c. Printer

d. Keyboard

e. None of these

19. Capital letters on a keyboard are referred to as:

a. Caps Lock

b. Grownup

c. Big guys

d. Uppercase Letters

e. None of these

20. You can use Tab key to…….

a. Move a cursor across the screen.

b. Intend a paragraph

c. Move the cursor down the screen

d. Only a and b

e. None of these.

21. Memory visible in computer is:

a. Ram

b. DSL

c. USB

d. LAN

e. CPU

22. When we work an any document on Pc, it stored temporarily on:

a. RAM

b. ROM

c. CPU

d. Flash memory

e. CD-ROM

23. Part of computer in which data and programs are stored is called:

a. Processor

b. Memory

c. Software

d. Hardware

e. None of these

24. Any data or instructions natural into memory of a computer is considered as

a. Storage
b. Output
c. Input
d. Information
e. None of these

25. Where is data saved permentely

a. Memory
b. Storage
c. CPU
d. Printer
e. None of these

26. The primary device that computer uses to store information:

a. TV
b. Storehouse
c. Desk
d. Hard drive
e. None of these

27. What is the shortcut key to print:

a. Ctrl + O
b. Ctrl + P
c. Ctrl + K
d. Ctrl + R
e. None of these

28. Spelling and Grammar tool is used to:

a. Check Spelling
b. Check Grammar
c. Correct Spelling
d. Correct Grammar
e. All of these

29. Book mark is used to:

a. Store the location of document
b. Store the document in Hard disk
c. Check document
d. All of these
e. None of these

30. Hyperlink creates link from:

a. Same document

b.   Other document

c.   Any internet website

d.   All of these

e.   None of these

31. Which is the view of MS Word:

a.   Normal

b.   Web Layout

c.   Print Layout

d.   All of these

e.   None of these

32. Shortcut key of cut:

a.   Ctrl + C

b.   Ctrl + X

c.   Ctrl + K

d.   Ctrl + R

e.   None of these

33. PC stands for:

a.   Personal Computer

b.   Private Computer

c.   Public Computer

d.   Both a and b

e.   None of thes

34. Main circuit board of computer is called:

a.   Father Board

b.   Mother Board

c.   Keyboard

d.   All of these

e.   None of these

35. To run CD in computer we need:

a.   FD Drive

b.   CD Drive

c.   Zip Drive

d.   Pen Drive

e.   None of these

36. Which is not the part of system unit:

a.   Monitor

b.   CPU

c.   CD-ROM

d.   Floppy Disk

e. None of these

37. A disk in which you store information
a. Floppy Disk
b. Hard Disk
c. Compact Disk
d. None of these
e. All of these

38. A computer Hard Disk is:
a. Arithmetic and Logic Unit
b. System Unit
c. Computer Software
d. Computer Hardware
e. None of these

39. MS Word is used to prepare:
a. Presentation
b. Spreadsheet
c. Documents
d. All of these
e. None of these

40. H_2O is the example of:
a. Drop cap
b. Sub Script
c. Super Script
d. All of these
e. None of these

41. The extension of excel file is:
a. exl
b. xls
c. doc
d. ppt
e. None of these

42. MS Excel is the part of:
a. MS Office
b. Open Office
c. Windows
d. All of these
e. None of thes

43. Short cut key to check spelling and grammar:
a. F5

b.   F6

c.   F7

d.   F8

e.   None of these

44. Header and Footer is in _____ menu

a.   File

b.   Edit

c.   View

d.   Insert

e.   Format

45. In MS Word Table the formula to add list of numbers is

a.   Add

b.   Addition

c.   Sum

d.   Total

e.   None of these

46. What is computer?

a.   Electronic machine

b.   Power machine

c.   Electric machine

d.   These all

e.   None of these

47. A_____ is an electronic device that process data and convert it in to information?

a.   Computer

b.   Processor

c.   Case

d.   Style

e.   None of these

48. ………………. Is processed in information by computer processor?

a.   Number

b.   Processor

c.   Input

d.   Data

e.   None of these

49. What is ATM?

a.   branch of bank

b.   staff counter of bank

c.   withdrawal of cash with out staff

d.   all of these

e. none of these

50. Meaning of data processing is____

a. Collection of data

b. Working of computer

c. To do calculation

d. Prepare information for business use

e.   none of these

51. part of CPU which coordinates all function of computer and other component_____

a. mother board

b. coordination board

c. control unit

d. ALU

e. none of these

52. data going to computer is called_____

a. operate

b. algorithm

c. input

d. calculation

e. flowchart

53. input is modified unto output by____

a. peripherals

b. memory

c. storage

d. input out unit

e. data copy

54. which one of these is not a characteristic or function of computer_____

a. data collection

b. data storage

c. data processing

d. data output

e. data copy

55. which is called data in computer

a. number

b. symbol

c. information provided

d. information containing number and symbol

e. none of these

56. information in computer is called_____

a. data

b. number

c. symbol

d. stored data

e. none of these

57. Which is part of CPU?

a. Keyboard

b. Printer

c. Tape

d. ALU

e. none of these

58. What is E.D.P?

a. electronic data part

b. electronic data power

c. electronic data processing

d. electronic data personal

e. none of thes

59. CPU stands for_____

a. Cover processing unit

b. control processing unit

c. central processing unit

d. all

e. none of these

60. ALU stands for___

a. Arithmetic logic unit

b. Arithmetic large unit

c. Arithmetic long unit

d. All of these

e. None of these

f.

61. _____ is not the special key on keyboard.

a. Ctrl

b. Alt

c. LCD

d. Space bar

62. Which is not a output device:

a. Monitor

b. Mouse

c. Printer

d. Speaker

63. Shortcut key to Cut selected text in MS-Word:

a. Ctrl + v

b. Ctrl + z

c. Ctrl + t

d. Ctrl +x

64. There are _____ types of alignment in MS-Word.

a. One

b. Two

c. Three

d. Four

65. Shortcut key to open a file:

a. Ctrl + v

b. Ctrl + O

c. Ctrl + t

d. Ctrl +x

66. Task Pane is in _____ menu.

a. File

b. Table

c. View

d. Help

67. There are _____ rows in Excel.

a. 256

b. 65536

c. 1024

d. 254

68. Hand mouse cursor shown on _____.

a. Hyperlink

b. Footnote

c. Page note

d. Wrong word

69. CPU is acronym of

a. Central processing unit

b. Central performance unit

c. Central preparation Unit

d. None of the above

70. Pivot Table is in:

a. File

b. Edit

c. Data

d. Tools

e. None of these

71. MS Access is used for creating:

a. Document

b. Database

c. Presentation

d. Spreadsheet

e. None of these

72. Which is the primary memory

a. RAM

b. HDD

c. Flash

d. All of these

e. None of these

73. Which is not the type of printer:

a. Dot matrix

b. Laser

c. Desk-jet

d. Bubble jet

e. None of these

74. What is the shortcut key of redo:

a. Ctrl + Z

b. Ctrl + Y

c. Ctrl + R

d. Ctrl + H

e. None of these

75. Saved document is referred as:

a. File

b. Word

c. Folder

d. Project

e. None of these