1. The instructions that tell a computer how to carry out the processing tasks are referred to as computer ....

1) programs

2) processors

3) input devices

4) memory modules

5) None of these

2. An area of a computer that temporarily holds data waiting to be processed is ....

1) CPU

2) Memory

3) Storage

4) File

5) None of these

3. To select or unselect one word to the right

1) CTRL + SHIFT

2) CTRL + SHIFT + UP Arrow

3) CTRL + SHIFT + Down Arrow

4) CTRL + SHIFT + Right Arrow

5) None of these

4. To maximize or restore a selected window

1) CTRL + F7

2) CTRL + F10

3) CTRL + F8

4) CTRL + F9

5) None of these

5. To Copy a picture of the selected window to the clipboard

1) ALT + TAB

 2) Ctrl + TAB

3) ALT + Print Screen

4) Both (1) and (2)

5) None of these

6. .... is the key to close a selected drop - down list; cancel a comm-and and close a dialog box.

1) TAB

2) SHIFT

3) ESC

4) F10

5) None of these

7. .... is the key we use to run the selected command.

1) SHIFT

2) TAB

3) ENTER

4) CTRL

5) None of these

8. .... is the functional key to display save-as box.

1) F5

2) F6

3) F9

4) F12

5) None of these

9.   .... is the combination of keys to switch between the last four places that you have edited

1) ALT + CTRL + Z

2) ALT + CTRL + Y

3) ALT + TAB + Z

4) ALT + SHIFT + Z

5) None of these

10.   .... is the Keyboard shortcut key to insert auto sum

1) ALT

2) ALT=

3) ALT+

4) ALT–

5) ALT+CTRL

11.   Data becomes .... when it is presented in a format that people can understand and use

1) processed

2) graphs

3) information

4) presentation

5) None of these

12.   The term .... designates equipment that might be added to a computer system to enhance its functionality.

1) digital device

2) system add-on

3) disk pack

4) peripheral device

5) None of these

13. A .... is a microprocessor - based computing device.

1) personal computer

2) mainframe

3) workstation

4) server

5) None of these

14. RAM can be thought of as the .... for the computer's processor

1) factory

2) operating room

3) waiting room

4) planning room

5) None of these

15. Which of the following are the functions of a operating system

1) Allocates resources

 2) Monitors Activities

3) Manages disks and files

4) All of the above

5) Only 1 and 2

16. To move a copy of file from one computer to another over a communication channel is called ?

1) File transfer

2) File encryption

3) File modification

4) File copying

5) None of these

17.   The primary function of the .... is to set up the hardware and load and start an operating system

1) System Programs

2) BIOS

3) CP

4) Memory

5) None of these

18.   What kind of memory is both static and non - volatile ?

1) RAM

2) ROM

3) BIOS

4) CACHE

5) 5) None of these

19.   .... is computer software designed to operate the computer hardware and to provide platform for running application software

1) Application software

2) System software

3) Software

4) Operating system

5) None of these

20.   The .... is the amount of data that a storage device can move from the storage medium to the Computer per second

1) data migration rate

2) data digitizing rate

3) data transfer rate

4) data access rate

5) None of these

21.   A device, which is not connected to CPU, is called as ....

1) land-line device

2) On-line device

3) Off-line device

4) Device

5) None of the above

22.   What is the other name for programmed chip?

1) RAM

2) ROM

3) LSIC

4) PROM

5) None of these

23.   On-line real time systems become popular in .... generation

1) First Generation

2) Second Generation

3) Third Generation

4) FOurth Generation

5) None of thes

24.   You use a(n) ....., such as a keyboard or mouse, to input information

1) output device

2) input device

3) storage device

4) processing device

5) None of these

25.   .... is the ability of a device to "jump" directly to the requested data

1) Sequential access

2) Random access

3) Quick access

4) All of the above

5) None of these

26.   .... provides process and memory management services that allow two or more tasks, jobs, or programs to run simultaneously

1) Multitasking

2) Multithreading

3) Multiprocessing

4) Multicoputing

5) None of these

27.   The task of performing operations like arithmetic and logical operations is called ......

1) Processing

2) Storing

3) Editing

4) Sorting

5) None of these

28.   The ALU and Control Unit joinly known as

1) RAM

2) ROM

3) CPU

4) PC

5) None of these

29.   RAM is an example of

1) Secondary memory

2) Primary memory

3) Main memory

4) Both (1) and (2)

5) None of these

30.   Magnetic disk is an example of

1) Secondary memory

2) Primary meory

3) Main memory

4) Botha (1) and (2)

5) None of these

31.   Which one of the following is NOT a computer language /

1) MS-Excel

2) BASIC

3) COBOL

4) C++

5) None of these

32.   Each memory cell has a unique number, assigned to it is called as the .... of the cell

1) Address

2) Register

3) Number

4) Path

5) None of these

33.   RAm is also called as

1) Read / Write Memory

2) Long Memory

3) Permanent Memory

4) Primary Memory

5) None of these

34.   .... Store data or information temporarily and pass it on as directed by the control unit

1) Address

2) Register

3) Number

4) Memory

5) None of these

35.   Select the Odd one

1) Operating system

2) Interpreter

3) Compiler

4) Assembler

5) None of these

36.   A .... is an additional set of commands that the computer displays after you make a selection from the main menu

1) dialog box

2) submenu

3) menu selection

4) All of the above

5) None of these

37.   COBOL is an acronym for ………….

1) Common Business Oriented Language

2) Computer Business Oriented Language

3) Common Business Operated Language

4) Common Business Organized Language

5) None of these

38.   All of the following are examples of real security and privacy risks EXCEPT

1) hackers

2) Spam

3) viruses

4) identity theft

5) None of these

39.   Which of the following is NOT one of the four major data processing functions of a computer?

1) gathering data

2) processing data into information

3) analyzing the data or information

4) storing the data or information

5) None of these

40.   All of the following are examples of storage devices EXCEPT :

1) hard disk drives

2) printers

3) floppy disk drives

4) CD drives

5) Pen drives

41.   The CPU and memory are located on the :

1) expansion board

2) motherboard

3) storage device

4) output device

5) display board

42.   .... is the science that attempts to produce machines that display the same type of intelligence that humans do

1) Nanoscience

2) Nanotechnology

3) Simulation

4) Aritificial intelligence (Al)

5) None of these

43.   Servers are computers that provide resources to other computers connected to a :

1) networkd

2) mainframe

3) supercomputer

4) client

5) internet

44.   When creating a computer program, the .... designs the structure of the program

1) End user

2) System Analyst

3) Programmer

4) All of the above

5) None of these

45.   A computer program that converts an entire program into machine language at one time is called a/ an

1) interpreter

2) simulator

3) characters

4) numbers

5) None of these

46.   Computers process data into information by working exclusively with :

1) multimedia

2) words

3) characters

4) numbers

5) None of these

47.   The difference between people with access to computers and the Internet and those without this access is known as the :

1) digital divide

2) Internet divide

3) Web divide

4) broadband divide

5) None of these

48.   Computers manipulate data in many ways, and this manipulation is calld ......

1) upgrading

2) processing

3) batching

4) utilizing

5) None of these

49.   The ability to recover and read deleted or damaged files from a criminal's computer is an example of a law enforcement speciality called:

1) robotics

2) simulation

3) computer forensics

4) animation

5) None of these

50.   Where does most data go first with in a computer memory hierarchy ?

1) RAM

2) ROM

3) BIOS

4) CACHE

5) None of these

ANSWERS:

 1) 1   2) 2   3) 4   4) 2   5) 3   6) 3   7) 3   8) 4   9) 1   10) 2

11) 3   12) 4   13) 1   14) 3   15) 4   16) 1   17) 2   18) 2   19) 2

20) 3   21) 3   22) 2   23) 3   24) 2   25) 2   26) 1   27) 1   28) 3   29) 2   30) 1

31) 1   32) 1   33) 1   34) 2   35) 1   36) 1   37) 1   38) 2   39) 3   40) 2

41) 2   42) 4   43) 2   44) 2   45) 3   46) 4   47) 1   48) 2   49) 3   50) 1