1. The software tools that enable a user to interact with a computer for specific purposes are known as—
(A) Hardware
(B) Networked Software
(C) Shareware
(D) Applications
(E) None of these
Ans : (D)

2. A………shares hardware, software, and data among authorized users.
(A) network
(B) protocol
(C) hyperlink
(D) transmitter
(E) None of these
Ans : (A)

3.
Computer programs are written in a high-level programming language;
however, the humanreadable version of a program is called—
(A) cache
(B) instruction set
(C) source code
(D) word size
(E) None of these
Ans : (C)

4. In word processing, an efficient way to move the 3rd paragraph to place it after the 5th paragraph is—
(A) copy and paste
(B) copy, cut and paste
(C) cut, copy and paste
(D) cut and paste
(E) None of these
Ans : (D)

5. Which of the following is not a function of the control unit ?
(A) Read instructions
(B) Execute instructions
(C) Interpret instructions
(D) Direct operations
(E) None of these
Ans : (D)

6. Software for organizing storage and retrieval of information is a(n)—
(A) operating system
(B) database
(C) database program
(D) data warehouse
(E) None of these
Ans : (C)

7. A set of step-by-step procedures for accomplishing a task is known as a(n)—
(A) algorithm
(B) hardware program
(C) software bug
(D) firmware program
(E) None of these
Ans : (A)

8. Which of the following is not true about RAM ?
(A) RAM is a temporary storage area
(B) RAM is the same as hard disk storage
(C) RAM is volatile
(D) Information stored in RAM is gone when you turn the computer off
(E) None of these
Ans : (B)

9. The main directory of a disk is called the………directory.
(A) root
(B) sub
(C) folder
(D) network
(E) None of these
Ans : (A)

10. The physical arrangement of elements on a page is referred to as a document's……
(A) features
(B) format
(C) pagination
(D) grid
(E) None of these
Ans : (B)

11. =SUM (B1 : B8) is an example of a—
(A) function
(B) formula
(C) cell address
(D) value
(E) None of these
Ans : (B)

12. Which of the following storage media provides sequential access only ?
(A) Floppy disk
(B) Magnetic disk
(C) Magnetic tape
(D) Optical disk
(E) None of these
Ans : (B)

13. Compilers and translators are one form of—
(A) ROM
(B) RAM
(C) Hard disk
(D) Software
(E) None of these
Ans : (D)

14. Data representation is based on the………number system, which uses two numbers to represent all data.
(A) binary
(B) biometric
(C) bicentennial
(D) byte
(E) None of these
Ans : (A)

15. The most common input devices include—
(A) Monitor and keyboard
(B) Monitor and mouse

(C) Mouse and keyboard
(D) Printer and mouse
(E) None of these
Ans : (C)

16. www means—
(A) world wide wonder
(B) world wide wizard
(C) world wide web
(D) wide world web
(E) None of these
Ans : (C)

17. ………processing is used when a large mail-order company accumulates orders and processes them together in one large set.
(A) Batch
(B) Online
(C) Real-time
(D) Group
(E) None of these
Ans : (A)

18. What is the difference between a CD-ROM and a CD-RW ?
(A) They are the same—just two different terms used by different manufacturers
(B) A CD-ROM can be written to and a CD-RW cannot
(C) A CD-RW can be written to, but a CD-ROM can only be read from
(D) A CD-ROM holds more information than a CD-RW
(E) None of these
Ans : (C)

19. Holding the mouse button down while moving an object or text is known as—
(A) Moving
(B) Dragging
(C) Dropping
(D) Highlighting
(E) None of these
Ans : (B)

20. A………is a collection of data that is stored electronically as a series of records in a table.
(A) spreadsheet
(B) presentation
(C) database
(D) web page
(E) None of these
Ans : (C)

21. The………primarily take(s) care of the behind-the-scenes details and manage(s) the hardware.
(A) operating system
(B) application software
(C) peripheral devices
(D) hard disk
(E) None of these
Ans : (A)

22. A……is a professionally designed 'empty' document that can be adapted to the user's needs.
(A) file
(B) guide
(C) template
(D) user guide file

(E) None of these
Ans : (C)

23. A group of 8 bits is known as a—
(A) Byte
(B) Kilobyte
(C) Binary digit
(D) Megabit
(E) None of these
Ans : (A)

24. The hardware device commonly referred to as the 'brain' of the computer is the—
(A) RAM chip
(B) Data input
(C) CPU
(D) Secondary storage
(E) None of these
Ans : (C)

25. What is the intersection of a column and a row on a worksheet called ?
(A) Column
(B) Value
(C) Address
(D) Cell
(E) None of these
Ans : (D)

26. ………are often delivered to a PC through an e-mail attachment and are often designed to do harm.
(A) Viruses
(B) Spam
(C) Portals
(D) Email messages
(E) None of these
Ans : (A)

27. What is the storage area for e-mail messages called ?
(A) A folder
(B) A directory
(C) A mailbox
(D) The hard disk
(E) None of these
Ans : (C)

28. A desktop computer is also known as a—
(A) Palm Pilot
(B) PC
(C) Laptop
(D) Mainframe
(E) None of these
Ans : (B)

29. When a file contains instructions that can be carried out by the computer, it is often called a(n) ……file.
(A) data
(B) information
(C) executable
(D) application
(E) None of these
Ans : (C)

30. Documents converted to……can be published to the Web.
(A) a.doc file
(B) http
(C) machine language
(D) HTML
(E) None of these
Ans : (D)

31. If a user needs information instantly available to the CPU, it should be stored—
(A) on a CD
(B) in secondary storage
(C) in the CPU
(D) in RAM
(E) None of these
Ans : (B)

32. To what temporary area can you store text and other data, and later paste them to another location ?
(A) The clipboard
(B) ROM
(C) CD-ROM
(D) The hard disk
(E) None of these
Ans : (A)

33. In a spreadsheet, a………is a number you will use in a calculation.
(A) label
(B) cell
(C) field
(D) value
(E) None of these
Ans : (D)

34.
After slide-directed time, if you want to move ahead automatically,
click in……check box in transition of this slide group in tab of
animations—
(A) Transition timer
(B) Automatically opter
(C) Transition opter
(D) Automatic timer
(E) None of these
Ans : (B)

35. All are included in removable media except the following—
(A) CD-ROMs
(B) Diskette
(C) DVDs
(D) High disk drive
(E) None of these
Ans : (D)

36.
If you open some menu and then decide that you do not want to select
some option, then click the menu title again or press the…… key to
layout the menu.
(A) shift
(B) tab
(C) escape
(D) F1

(E) None of these
Ans : (C)

37. Using the……process, it is easy to change the name of the file.
(A) transforming
(B) crash
(C) renaming
(D) retagging
(E) None of these
Ans : (C)

38. ………view shows that how will content on printed page, alongwith footer and margin header, appear.
(A) Draft
(B) Full screen reading
(C) Outline
(D) Page layout
(E) None of these
Ans : (D)

39. Using………, the text can be entered and edited very efficiently.
(A) spreadsheet
(B) typewriter
(C) word processing programme
(D) desktop publishing programme
(E) None of these
Ans : (D)

40. Other folders, named subfolders, can remain in the folders while creating hierarchical structure—
(A) Mini folder
(B) Teard folder
(C) Subfolders
(D) Object
(E) None of these
Ans : (C)

41. By using slide………, the characteristics of the fonts of all the slides in presentation, can be changed.
(A) theme
(B) icon
(C) master
(D) style
(E) None of these
Ans : (B)

42. Though several programmers can be opened simultaneously yet only…………programmed can be active.
(A) four
(B) three
(C) two
(D) one
(E) None of these
Ans : (B)

43. Straight and Uniform margins on both the sides indicate that there is …………in the document.
(A) full justification
(B) full alignment
(C) left justification
(D) right justification
(E) None of these
Ans : (A)

44. Among the typical computer programming languages used today, the following is not included in—
(A) C++
(B) JAVA
(C)Visual Basic.NET
(D) Machine language
(E) None of these
Ans : (D)

45. In table in excel, there are typical labels alongwith……
(A) Letters
(B) Numbers
(C) Names
(D) Formulae
(E) None of these
Ans : (B)

46.
………….makes available the commands to righten the software. Instructions
are translated step-by-step and executed by the processor so that some
objective can be achieved or some problem can be solved.
(A) Software patch
(B) Al language
(C) Presentation language
(D) Programming language
(E) None of these
Ans : (C)

47. As you create documents, graphs and pictures your computer holds the data in—
(A) Restore file
(B) Backup drive
(C) Clip board
(D) Memory
(E) None of these
Ans : (D)

48. Which of the following terms is used for the form in which the word will appear on the page ?
(A) Text formatting
(B) Character formatting
(C) Point size
(D) Type face
(E) None of these
Ans : (A)

49. ……….helps to capture the raw data and enter into the computer system.
(A) CPU
(B) Integrated circuit
(C) Input device
(D) Motherboard
(E) None of these
Ans : (C)

50. The following are included in the world programme ………….Title Bar, Ribbon, Status Bar, Views, Document
workspace.
(A) Window
(B) Browser
(C) Explorer
(D) Website
(E) None of these
Ans : (A)