

1. Which of the following is not one of the syntax rules?
  - (a) The order in which you list the function's arguments
  - (b) The precedence of the arguments
  - (c) Whether or not the function has arguments
  - (d) Properly spelling the function's name
2. The binary system is a number system to the base
  - (a) 2
  - (b) 4
  - (c) 8
  - (d) 10
3. Which of the following is not an example of hardware?
  - (a) Scanner
  - (b) Printer
  - (c) Monitor
  - (d) Interpreter
4. Which contents are lost when the computer turns off?
  - (a) Storage
  - (b) Input
  - (c) Output
  - (d) Memory
5. On a CD-RW, you can
  - (a) Read and write information
  - (b) Only read information
  - (c) Only write information
  - (d) Read, write and rewrite information
6. To be able to "boot", the computer must have a(n)
  - (a) Compiler
  - (b) Loader
  - (c) Operating System
  - (d) Assembler
7. This is not a function category in Excel
  - (a) Logical
  - (b) Data Series
  - (c) Financial
  - (d) Text
8. In Excel, this is a prerecorded formula that provides a shortcut for complex calculations
  - (a) Value
  - (b) Data Series
  - (c) Function
  - (d) Field
9. The copy command saves to
  - (a) The desktop
  - (b) The clipboard
  - (c) Microsoft word
  - (d) Paste
10. Which of the following displays programs that are currently running? A single click on

- one of the program icons will bring the window up?
- (a) Menu bar
  - (b) Task bar
  - (c) Title bar
  - (d) Status bar
11. \_\_\_\_\_ is a process of summarizing data from more than one source.
- (a) Data Validation
  - (b) Data Consolidation
  - (c) Data Form
  - (d) Data Filter
12. When we create a chart on a separate sheet in the same workbook, it is called a
- (a) View chart
  - (b) View sheet
  - (c) Embedded chart
  - (d) Chart sheet
13. In order to tell Excel that we are entering a formula in cell we must begin the with an operator such as
- (a) \$
  - (b) @
  - (c) =
  - (d) #
14. Using the chart wizard, we can quickly and easily turn out.
- (a) Data into charts and vice-versa
  - (b) Charts into charts
  - (c) Data into charts
  - (d) Charts into most advanced charts
15. Excel can display upto \_\_\_\_\_ fields of a data form.
- (a) 16
  - (b) 32
  - (c) 64
  - (d) 128
16. A numeric value can be treated as a label value of it proceeds with
- (a) Apostrophe (')
  - (b) Exclamation (!)
  - (c) Hash (#)
  - (d) Ampersand (&)
17. Which menu option can be used to split windows into two?
- (a) Format > Windows
  - (b) View > Windows > Split
  - (c) Windows > Split
  - (d) View > Split
18. Data can be arranged in a worksheet in an easy to understand manner using
- (a) Auto formatting
  - (b) Applying styles
  - (c) Changing fonts
  - (d) All of these

19. Which one is the example of spreadsheet package?
- (a) Visicalc
  - (b) Unity
  - (c) Ada
  - (d) Snowball
20. Legends are used in
- (a) Chart Wizard
  - (b) Function Wizard
  - (c) Auto Sum
  - (d) Validation
21. Which is comparison operator?
- (a) =
  - (b) /
  - (c) –
  - (d) None of these
22. From which tool bar we can change chart type?
- (a) Chart Tool Bar
  - (b) Formatting Tool Bar
  - (c) Formula Bar
  - (d) Clipboard Bar
23. In which tool bar will you find Auto Sum short button?
- (a) Formatting Bar
  - (b) Standard Bar
  - (c) Clipboard Bar
  - (d) Formula Bar
24. In which table, we find the pivot table command?
- (a) Tools
  - (b) Data
  - (c) Insert
  - (d) Window
25. By which option, we can show and print the gridlines?
- (a) Page Setup
  - (b) Format
  - (c) Auto Format
  - (d) Style
26. What are 'Laptops;'??
- (a) Computers used in clinical laboratories
  - (b) A computer manufactured by Compaq
  - (c) A computer having voice recognition system
  - (d) Lightweight computers, small enough to fit in a small suitcase
27. The basic architecture of computer was developed by
- (a) John Von Neumann
  - (b) Charles Babbage
  - (c) Blaise Pascal
  - (d) Garden Moore

28. What does CPU stand for?
- (a) Central Processing Unit
  - (b) Central Process Unit
  - (c) Central Printing Unit
  - (d) Central peripheral Unit
29. Ethernet, LAN, Token Ring and Token Bus are types of
- (a) WAN
  - (b) Communication channels
  - (c) LAN
  - (d) Physical medium
30. Which protocol provides e-mail facility among different hosts?
- (a) SMTP
  - (b) FTP
  - (c) TELNET
  - (d) SNMP
31. 192.9.200.153 is an
- (a) Ethernet Address
  - (b) IP Address
  - (c) Computer Address
  - (d) Any of these
32. The storage that supplements the primary internal storage of a computer is known as
- (a) Secondary storage
  - (b) Primary storage
  - (c) Back-end storage
  - (d) Background storage
33. A folder
- (a) Is an organizational tool used to store files.
  - (b) Is synonymous with directory, but folder is the newer preferred term
  - (c) Contains data
- (a) Only A
  - (b) Only B
  - (c) Only C
  - (d) A and C
34. The part of a computer system containing the circuitry that does the adding, subtracting multiplying, dividing and comparing, called as
- (a) Arithmetic Logic Unit
  - (b) Control
  - (c) Memory
  - (d) CPU
35. Computers use the \_\_\_\_\_ number system to store data and perform calculations.
- (a) Binary
  - (b) Octal
  - (c) Decimal
  - (d) Hexadecimal

36. The storage device used to compensate for the difference in rates of flow of data from one device to another is termed as
- (a) Chip
  - (b) Channel
  - (c) Floppy
  - (d) Buffer
37. ALU stands for
- (a) Arithmetic Long Unit
  - (b) Arithmetic Logic Unit
  - (c) All Longer Units
  - (d) Around Logical Units
38. Which of the following is not an input device?
- (a) Mouse
  - (b) Keyboard
  - (c) Light pen
  - (d) VDU
39. A light-sensitive device that converts drawing printed text or other images into digital form is
- (a) Keyboard
  - (b) Plotter
  - (c) Scanner
  - (d) OMR
40. What are the units used to count the speed of a printer?
- (a) CPM
  - (b) DPI
  - (c) PPM
  - (d) BIT
41. What do you understand by the term 'booting'?
- (a) The process of starting the computer from the power off position
  - (b) Connecting the computer to the electric switch
  - (c) Increasing the memory of the computer
  - (d) The process of shut down the computer
42. Outlook express is a
- (a) E-mail client
  - (b) Scheduler
  - (c) Address book
  - (d) All of these
43. Computers built before the first generation of computers were
- (a) Mechanical
  - (b) Electro-mechanical
  - (c) Electrical
  - (d) All of these
44. IBM stands for
- (a) Indian Business Machines
  - (b) International Business Machine
  - (c) International Banking Machines
  - (d) International Business Model

45. Which of the following options correctly expresses the meaning of the term PCs?
- (a) Independent computers for all the working staff
  - (b) Personal computers widely available to individual workers with which they can access information from layer systems and increase their personal productivity
  - (c) Packed computer system formed by joining together of various computer terminals
  - (d) Computer manufactured by the Pentium Company
46. Which of the following companies developed MS Office 2007?
- (a) Novel
  - (b) Corel
  - (c) Lotus
  - (d) Microsoft
47. An Excel workbook is a collection of
- (a) Charts
  - (b) Work books
  - (c) Worksheets
  - (d) Worksheets and charts
48. The maximum zoom percentage in MS Powerpoint is
- (a) 100%
  - (b) 200%
  - (c) 400%
  - (d) 500%
49. Which of the following is fastest communication channel?
- (a) Radiowave
  - (b) Microwave
  - (c) Optical fibre
  - (d) All are operating in the same propagation speed.
50. A cursor is
- (a) To make a selection from the document and duplicate it on the clipboard
  - (b) A symbol that designates the position on the screen where text or codes will be inserted or deleted
  - (c) Pressing and holding the main mouse button
  - (d) A button in a dialog box
51. To instruct word to fit the width of a column to the contents of a table automatically, click the ----button and then point to Auto Fit contents.
- (a) Fit to Form
  - (b) Formal
  - (c) Autosize
  - (d) Autofit
52. Which of the following can be used to select the entire document?
- (a) CTRL + A
  - (b) ALT + F5
  - (c) SHIFT + A

- (d) CTRL + K
53. The meaning of cut is to
- (a) Take a section from the document and move it to the clipboard
  - (b) Cut a document I two unequal parts
  - (c) Cut a document in two equal parts
  - (d) (b) and (c)
54. \_\_\_\_\_ means to enlarge a window to its maximum area so that it will full entire desktop.
- (a) Maximise
  - (b) Zoom
  - (c) Enlarge
  - (d) Extend
55. What is HTML?
- (a) It is developed for World Wide Web (WWW)
  - (b) Used for all formatted documents
  - (c) To make formatted web documents with links, those can be viewed in web browser
  - (d) All of the above
56. What is an icon?
- (a) It is some action performed when something like menu or button is clicked
- (b) It is small graphical image which is used to represent on application command or a tool
  - (c) Both (a) and (b)
  - (d) A folder
57. A software that converts a complete HLL Program to machine language in one go
- (a) Compiler
  - (b) Assembler
  - (c) Loader
  - (d) Interpreter
58. Gopher displays a set of resources on the Internet in the form of
- (a) Lists and menus
  - (b) Options
  - (c) icons
  - (d) (b) and (c)
59. When a language has the capability to produce new data types, it is said to be
- (a) Reprehensible
  - (b) Encapsulated
  - (c) Overloaded
  - (d) Extensible
60. A computer that combines the characteristic of analog and digital computer
- (a) Hybrid computer
  - (b) Digital computer
  - (c) Analog computer

- (d) Super computer
61. The simultaneous processing of two or more programs by multiple processors is
- (a) Multiprogramming
  - (b) Multitasking
  - (c) Time-sharing
  - (d) Multiprocessing
62. Windows 95 is a
- (a) Operating system
  - (b) Window environment
  - (c) Integration of OS and windows
  - (d) Software
63. A computer that deals with physical quantities
- (a) Analog computer
  - (b) Hybrid computer
  - (c) Digital computer
  - (d) Mainframe computer
64. The vast network of computers that connects people all over the world is called
- (a) LAN
  - (b) Web
  - (c) Hypertext
  - (d) Internet
65. Which area in an Excel window allows entering values and formulae?
- (a) Standard Tool Bar
  - (b) Menu Bar
  - (c) Title Bar
  - (d) Formula Bar
66. In Excel, each sheet in a work book is displayed as
- (a) Tab
  - (b) Down Pointing Arrow
  - (c) Floating Pont Arrow
  - (d) Marker
67. Codes consisting of lines of varying widths or length that are computer readable are known as
- (a) An ASCII Code
  - (b) A magnetic tape
  - (c) An OCR Scanner
  - (d) A bar code
68. Which of the following is not a valid data type in Excel?
- (a) Number
  - (b) Label
  - (c) Character
  - (d) Data/Time
69. Excel uses another name for database. It is called as
- (a) Listing
  - (b) Organizer
  - (c) Sequencer



- (d) List
70. Selecting landscape changes our page from  
a  
(a) Wide to tall Orientation  
(b) Tall to wide orientation  
(c) Normal font size to a condensed one  
(d) None of the above
71. Part number, part description and number of parts ordered are example of  
(a) Control  
(b) Output  
(c) Processing  
(d) Feedback
72. Active window means the  
(a) Active window is designated by a different colour tool bar than other open windows  
(b) Window that is currently open  
(c) Both (a) and (b)  
(d) Window that is last used
73. Which of the following memories below is often used in a typical computer operation?  
(a) RAM  
(b) ROM  
(c) FDD  
(d) HDD
74. Macro media is the name of a company related with  
(a) Hardware  
(b) Software  
(c) Services  
(d) peripherals
75. The comprehensive software system that builds, maintains and provides access to a database  
(a) CPU  
(b) DASC  
(c) CAI  
(d) DBMS
76. To detect, locate and remove errors in programmes and/or malfunctions in equipment is  
(a) Compile  
(b) Debug  
(c) Interpret  
(d) DSS
77. A Website's main page is called its  
(a) Home page  
(b) Browser page  
(c) Search page  
(d) Bookmark
78. In order to wave a word document as a web pages you need to

- (a) Put the appropriate graphics and links on the document
- (b) Save the document in simple text format
- (c) Use your web browser as an edit and save as URL
- (d) Save as HTML

79. You can use the tab key to

- (a) Move a cursor across the screen
- (b) Indent a paragraph
- (c) Move the cursor down the screen
- (d) (a) and (b)

80. The ability to find an individual item in a file immediately \_\_\_\_\_ is used.

- (a) File allocation table
- (b) Directory
- (c) Sequential
- (d) Direct access

### Answers

1.	B
2.	A
3.	D
4.	D
5.	D
6.	C
7.	B
8.	C
9.	B
10.	D
11.	B
12.	D
13.	C
14.	C

15.	B
16.	A
17.	C
18.	D
19.	B
20.	C
21.	D
22.	B
23.	D
24.	B
25.	D
26.	D
27.	A
28.	A
29.	B
30.	A
31.	A
32.	C
33.	D
34.	A
35.	A
36.	D
37.	B
38.	D
39.	C
40.	D
41.	A
42.	D
43.	B
44.	B
45.	B
46.	D
47.	D
48.	C
49.	D
50.	B
51.	D
52.	A
53.	A
54.	A
55.	A
56.	C
57.	A
58.	A
59.	A
60.	A

61.	A
62.	A
63.	A
64.	D
65.	D
66.	A
67.	D
68.	C
69.	D
70.	D
71.	C
72.	C
73.	A
74.	B
75.	D
76.	B
77.	A
78.	D
79.	D
80.	C