

**Q1. Which among the following is not a mobile Operating System?**

- (a) Bada
- (b) Safari
- (c) Symbian
- (d) MeeGo
- (e) WebOS

**Q2. Which among the following key can be used as a shortcut to rename a folder in Microsoft Windows 8 and higher versions?**

- (a) F2
- (b) F4
- (c) F6
- (d) F9
- (e) F11

**Q3. AT&T designed its first commercial modem, specifically for converting digital computer data to analog signals for transmission across its long distance network. What is the name of the modem?**

- (a) Telex
- (b) Memex
- (c) CompuServe
- (d) Bell 103 dataset
- (e) Dataphone

**Q4. Integrated Chips or IC's were started to be in use from which generation of Computers?**

- (a) 1st Generation
- (b) 2nd Generation
- (c) 3rd Generation
- (d) 4th Generation
- (e) 5th Generation

**Q5. In Computer programming there is set of subroutine definitions, protocols, and tools for building software and applications. Which among the following is a term for sets of requirements that govern how one application can talk to another?**

- (a) UPS
- (b) API
- (c) CGI
- (d) J2EE
- (e) OLE



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**Q6. BSoDs can be caused by poorly written device drivers or malfunctioning hardware, such as faulty memory, power supply issues, overheating of components, or hardware running beyond its specification limits. Which color screen is displayed when encountered a BSOD Error?**

- (a) Red
- (b) Grey
- (c) Black
- (d) Blue
- (e) Green

**Q7. Which among the following is the smallest unit in an image in a computer screen?**

- (a) Unit
- (b) Pixel
- (c) Array
- (d) Resolution
- (e) Clip

**Q8. Microsoft Word is a word processor developed by Microsoft. In MS Word Spelling Check is a feature available in which tab?**

- (a) File
- (b) Home
- (c) Insert
- (d) Review
- (e) References



**Q9. There is a network that can connect networks ranging from small location or area to a bigger range including public packet network and large corporate networks. That network's enterprise allows users to share access to applications, services and other centrally located resources. Its ability for a huge geographical access has transformed networking. Which among the following is that network?**

- (a) SAN
- (b) CAN
- (c) LAN
- (d) WAN
- (e) MAN

**Q10. Which among the following is not an Object Oriented Programming Language?**

- (a) Python
- (b) PASCAL
- (c) Java
- (d) C++
- (e) Ruby

**Q11. Which cloud is a cloud computing environment that uses a mix of on-premises, private cloud and third-party, public cloud services with orchestration between the two platforms and it is particularly valuable for dynamic or highly changeable workloads?**

- (a) Dynamic Cloud
- (b) Advance Cloud
- (c) Hybrid Cloud
- (d) Sharing Cloud
- (e) Combined Cloud

**Q12. If you are allowing a person on the network based on the credentials to maintain the security of your network, then this act refers to the process of \_\_\_\_\_.**

- (a) Authentication
- (b) Automation
- (c) Firewall
- (d) Encryption
- (e) Decryption

**Q13. The use of combination of 1's and 0's is feature of which of the following type of Computer Language?**

- (a) High Level Language
- (b) PASCAL
- (c) Machine Language
- (d) C
- (e) COBOL



**Q14. Which among the following is a recently debated principle that Internet service providers and governments regulating the Internet should treat all data on the Internet the same, not discriminating or charging differentially by user, content, website, platform, application, type of attached equipment, or mode of communication?**

- (a) Comcast
- (b) Net Neutrality
- (c) Oblique-net
- (d) Net Fraternity
- (e) Fair Web

**Q15. Which among the following is an important circuitry in a computer system that directs the operation of the processor?**

- (a) Memory
- (b) Address Bus
- (c) Accumulator
- (d) ALU
- (e) Control Unit

**Q16. MS Word is a text or document editing application program that comes in the package of MS Office Suite. Which among the given options is not related with MS Word?**

- (a) Page Layout
- (b) Antivirus
- (c) Mailings
- (d) Format Painter
- (e) SmartArt

**Q17. Which among the following is another name for a group of 4 bits?**

- (a) Nibble
- (b) Byte
- (c) Kilo Byte
- (d) Mega Byte
- (e) Peta Byte

**Q18. Which among the given options is IBM's Supercomputer?**

- (a) Tihane-2
- (b) SunwayTaihu Light
- (c) Watson
- (d) Shasra-T
- (e) Brain

**Q19. Which is a feature included in Microsoft PowerPoint software that allows the user to see all the slides in a presentation at one time?**

- (a) Slide Sorter
- (b) Slide Master
- (c) Handout Master
- (d) Slide Header
- (e) Reading View

**Q20. Which among the given options does not have flash memory?**

- (a) Pen Drive
- (b) Hard Disk
- (c) Car Radio
- (d) Memory Cards
- (e) Memory Stick

**Q21. Which of the following is not valid version of MS Office?**

- (a) Office 2010
- (b) Office Vista
- (c) Office 2007
- (d) Office 2016
- (e) None of the above

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**Q22. Chief component of first generation computer was \_\_\_\_\_.**

- (a) Transistors
- (b) Vacuum Tubes and Valves
- (c) Integrated Circuits
- (d) VLSI
- (e) ULSI

**Q23. Which among the following is the largest space?**

- (a) Kilobyte
- (b) Petabyte
- (c) Terabyte
- (d) Gigabyte
- (e) Megabyte

**Q24. Communication between walkie-talkies involves which of the following types of transmission?**

- (a) Simplex
- (b) Full -Duplex
- (c) Half-Duplex
- (d) Online
- (e) None of these

**Q25. The process of replacing Windows 8 with Windows 8.1 is called \_\_\_\_\_.**

- (a) Upgrading
- (b) Updating
- (c) Installing
- (d) Downgrading
- (e) Replacement

**Q26. Example of telecommunication device is a \_\_\_\_\_ .**

- (a) modem
- (b) printer
- (c) keyboard
- (d) scanner
- (e) mouse

**Q27. Which among the following is the reboot where the power to the system is physically turned off and back on again, causing an initial boot of the machine?**

- (a) Toggle
- (b) Cold booting
- (c) Warm booting
- (d) Logging off
- (e) None of these

**Q28. Which of the following option may be used to change page-size and margins?**

- (a) Page Layout
- (b) View
- (c) Home
- (d) Data
- (e) Review

**Q29. What is a Firewall in Computer Network?**

- (a) The physical boundary of Network
- (b) An operating System of Computer Network
- (c) A system designed to prevent unauthorized access
- (d) A web browsing Software
- (e) None of these

**Q30. Which one of the following is an added set of one or more attributes taken collectively to uniquely identify a record?**

- (a) Alternate key
- (b) Sub key
- (c) Super key
- (d) Foreign key
- (e) None of these

**Q31. Bluetooth is an example of which of the following networks?**

- (a) Personal area network
- (b) Local area network
- (b) Virtual private network
- (d) None of the above
- (e) Wireless fidelity

**Q32. What is the new default font used in MS Word document?**

- (a) Times New Roman
- (b) Arial
- (c) Algerian
- (d) Preeti
- (e) Calibri

**Q33. Which is not an object oriented Programming language-?**

- (a) JAVA
- (c) C++
- (b) Python
- (d) FORTRAN
- (e) Ruby

**Q34. Who among the following sent the first electronic mail?**

- (a) Ray Tomlinson
- (b) Charles Babbage
- (e) J.Presper Eckert
- (d) John W Mauchly
- (e) Ana Lovelace

**Q35. What are programs such as Microsoft Edge that serve as navigable windows into the Web called as?**

- (a) Hypertext
- (b) Web browsers
- (c) Internet
- (d) Networks
- (e) Windows Navigator

**Q36. Which among the following is a self-contained step-by-step set of operations to be performed?**

- (a) System Software
- (b) Algorithm
- (c) Network topology
- (d) Application software
- (e) Utility software

**Q37. What is Remote Desktop Connection?**


- (a) It was known as Terminal Services in Windows Server 2008 and earlier, it is one of the components of Microsoft Windows.
- (b) a technology that allows you to carry your computer in remote areas.
- (c) a technology that allows you to sit at the client computer and connect to the host remote computer in a different location
- (d) both (a) and (c)
- (e) All of the above


**Q38. When you save a Microsoft Access project, what file format do you use?**

- (a) .adp
- (b) .Xml
- (c) .gif
- (d) .doc
- (e) .pptx

**Q39. What is the function of control unit?**

- (a) Providing resources to another node on a network
- (b) Performing complex task of logical and arithmetic functions
- (c) Memory usage
- (d) Directing the operation of the other units by providing timing and control signals.
- (e) Displaying output to the end-user

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**Q40. Which memory is non-volatile and may be written only once?**

- (a) RAM
- (b) EPROM
- (c) EEPROM
- (d) PROM
- (e) None of the above

**Q41. Microsoft Office is a \_\_\_\_\_.**

- (a) Shareware
- (b) Public-domain software
- (c) Open source software
- (d) An application suit
- (e) Firmware

**Q42. Which term is not related with font?**

- (a) Font face
- (b) Font size
- (c) Font color
- (d) Font grammar
- (e) None of these

**Q43. The valid format of MS Word is \_\_\_\_\_.**

- (a) .jpeg
- (b) .png
- (c) .doc
- (d) .exe
- (e) None of these

**Q44. Which of the following option may be used to change page-size and margins?**

- (a) Page Layout
- (b) View
- (c) Tools
- (d) Data
- (e) None of these

**Q45. To justify the selected text, the shortcut key is \_\_\_\_\_.**

- (a) Ctrl + 1
- (b) Ctrl + J
- (c) Ctrl + U
- (d) Ctrl + Alt + K
- (e) None of these



**Q46. Workbook is a collection of \_\_\_\_\_ in MS Excel?**

- (a) page set-up
- (b) buttons
- (c) diagrams
- (d) charts
- (e) worksheets

**Q47. In order to move from one worksheet to another in MS-Excel workbook. One should click \_\_\_\_\_.**

- (a) active cell
- (b) scroll bar
- (c) sheet tab
- (d) tab button
- (e) None of these

**Q48. 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

**Q49. In Power Point, which of the following will not advance the slides in a slide show view?**

- (a) Esc key
- (b) The spacebar
- (c) The Enter key
- (d) The mouse button
- (e) None of these

**Q50. In Microsoft PowerPoint, two kinds of sound effects files that can be added to the presentation are**

- (a) .wav files and .mid files
- (b) wav files and .gif files
- (c) wav files and .jpg files
- (d) jpg files and .gif files
- (e) None of these

**Q51. Which PowerPoint view displays each slide of the presentation as a thumbnail and is useful for rearranging slides?**

- (a) Slide Sorter
- (b) Slide Show
- (c) Slide Master
- (d) Notes Page
- (e) Slide Design

**Q52. If you want to insert a chart to your slide then go to \_\_\_\_\_.**

- (a) Insert – Chart
- (b) Home – Chart
- (c) Format – Chart
- (d) Table – Chart
- (e) None of these

**Q53. Which of the following is not a type of Microsoft access database object?**

- (a) Table
- (b) Worksheets
- (c) Modules
- (d) Macros
- (e) None of these

**Q54. Row in an Access table is also known as \_\_\_\_\_.**

- (a) field
- (b) record
- (c) data
- (d) type
- (e) None of these

**Q55. Queries in Access can be used as \_\_\_\_\_.**

- (a) View, change and analyse data in different ways
- (b) A source of records for forms and reports
- (c) to access internet
- (d) Both a and b
- (e) None of these

**Q56. Pressing F8 key for three times selects**

- (a) A word
- (b) A sentence
- (c) A paragraph
- (d) Entire document
- (e) None of these

**Q57. What happens if you press Ctrl + Shift + F8?**

- (a) It activates extended selection
- (b) It activates the rectangular selection
- (c) It selects the paragraph on which the insertion line is.
- (d) Both (a) and (c)
- (e) None of these



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**Q58. How can you disable extended selection mode?**

- (a) Press F8 again to disable
- (b) Press Del to disable
- (c) Press Esc to disable
- (d) Press Enter to disable
- (e) It cannot be disabled

**Q59. What does EXT indicator on status bar of MS Word indicate?**

- (a) It indicates whether the external text is pasted on document or not
- (b) It indicates whether extended add-ons are installed on MS Word or not
- (c) It indicates whether Extended Selection mode is turned on or off
- (d) Both (a) and (b)
- (e) None of these

**Q60. What is the maximum number of lines you can set for a drop cap?**

- (a) 3
- (b) 10
- (c) 15
- (d) 20
- (e) 50

**Q61. What is the default number of lines to drop for drop cap?**

- (a) 3
- (b) 10
- (c) 15
- (d) 20
- (e) 7

**Q62. What is the shortcut key you can press to create a copyright symbol?**

- (a) Alt+Ctrl+C
- (b) Alt + C
- (c) Ctrl + C
- (d) Ctrl + Shift + C
- (e) None of these

**Q63. How many columns can you insert in a word document in maximum?**

- (a) 35
- (b) 63
- (c) 55
- (d) 65
- (e) 60

**Q64. What is the smallest and largest font size available in Font Size tool on formatting toolbar?**

- (a) 8 and 72
- (b) 8 and 64
- (c) 12 and 72
- (d) 10 and 40
- (e) None of these

**Q65. Select all the text in MS Word document by:**

- (a) Ctrl + S
- (b) Ctrl + 1
- (c) Shift + A
- (d) Ctrl + A
- (e) None of these

**Q66. In Access, this operation copies a backup file from the storage medium back onto the computer :**

- (a) Restore
- (b) Recreate
- (c) Copy
- (d) Structure
- (e) None of these

**Q67. MS Word is \_\_\_\_\_ software.**

- (a) System
- (b) Application
- (c) Programming
- (d) Compiler
- (e) None of these

**Q68. The shortcut key for paste selected text/picture in MS Word is \_\_\_\_\_.**

- (a) Ctrl + X
- (b) Ctrl + C
- (c) Ctrl + V
- (d) Ctrl + Z
- (e) None of these

**Q69. Using Print Preview is useful. When you want to**

- (a) colour the document
- (b) save the document
- (c) delete the document
- (d) copy the document
- (e) view how the document will appear when printed

**Q70. To indent the first paragraph of your report, you should use this key.**

- (a) Space bar
- (b) Return key
- (c) Tab key
- (d) Shift key
- (e) None of these

**Q71. In Excel, the contents of the active cell are displayed in the \_\_\_\_\_.**

- (a) footer bar
- (b) tool bar
- (c) task bar
- (d) menu bar
- (e) formula bar

**Q72. \_\_\_\_\_ appear at the bottom of the Excel Window.**

- (a) Work sheet tabs
- (b) Name box
- (c) Formula bar
- (d) Title bar
- (e) None of these

**Q73. In MS excel \_\_\_\_\_ are numbered from 1 to onwards and \_\_\_\_\_ are numbered from A to onwards.**

- (a) Columns, rows
- (b) Rows, slides
- (c) Slides, rows
- (d) Rows, columns
- (e) None of these

**Q74. What is the default column width of MS Excel?**

- (a) 5.5
- (b) 2.98
- (c) 8.43
- (d) 6.49
- (e) None of these

**Q75. To insert a new slide go to \_\_\_\_\_ tab, in the Slides group, click New Slide.**

- (a) Home
- (b) View
- (c) Animations
- (d) Slide show
- (e) None of these

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**Q76. Times new Roman, Cambria, Arial are the example of \_\_\_\_\_.**

- (a) Font face
- (b) Themes
- (c) SmartArt
- (d) Clipart
- (e) None of these

**Q77. In the Form Wizard dialog box, the fields from the selected table are displayed in which list box?**

- (a) All fields
- (b) All Records
- (c) Available Records
- (d) Available Fields
- (e) None of these

**Q78. In Access a \_\_\_\_\_ is the collection of data items of all the fields pertaining to one entity.**

- (a) field
- (b) record
- (c) form
- (d) report
- (e) None of these

**Q79. A table of how many columns can you insert in a word document in maximum.**

- (a) 55
- (b) 42
- (c) 32
- (d) 63
- (e) As you wish

**Q80. In MS Access a \_\_\_\_\_ name must be unique within a database.**

- (a) Field
- (b) Record
- (c) Table
- (d) Character
- (e) None of these

**Q81. The minimum number of rows and columns in MS Word document is**

- (a) 1 and 1
- (b) 2 and 1
- (c) 2 and 2
- (d) 3 and 3
- (e) None of these

**Q82. Thesaurus tool in MS Word is used for**

- (a) Spelling suggestions
- (b) Grammar options
- (c) Synonyms and Antonyms words
- (d) All of the above
- (e) None of these

**Q83. Why Drop Caps are used in document?**

- (a) To drop all the capital letters
- (b) To automatically begin each paragraph with capital letter
- (c) To begin a paragraph with a large dropped initial capital letter
- (d) To drop the numbers
- (e) None of these

**Q84. A bookmark is an item or location in document that you identify as a name for future reference. Which of the following task is accomplished by using bookmarks?**

- (a) To add anchors in web page
- (b) To mark the ending of a paragraph of document
- (c) To quickly jump to specific location in document
- (d) To add hyperlinks in webpage
- (e) None of these

**Q85. A word processor would most likely be used to do**

- (a) Keep an account of money spent
- (b) Do a computer search in media center
- (c) Maintain an inventory
- (d) Type a biography
- (e) Maintain records of database

**Q86. Which of the following is not valid version of MS Office?**

- (a) Office XP
- (b) Office Vista
- (c) Office 2007
- (d) Office 2010
- (e) None of these

**Q87. You cannot close MS Word application by**

- (a) Choosing File menu then Exit submenu
- (b) Press Alt+F4
- (c) Click X button on title bar
- (d) From File menu choose Close submenu
- (e) None of these

**Q88. The key F12 in MS Word opens a**

- (a) Save As dialog box
- (b) Open dialog box
- (c) Save dialog box
- (d) Close dialog box
- (e) Opens help menu

**Q89. What is the short cut key to open the Open dialog box?**

- (a) F12
- (b) Shift F12
- (c) Alt + F1
- (d) Ctrl + F12
- (e) None of these

**Q90. Which of the following symbol sets would be most likely to contain a mathematical symbol such as a degree sign, greater than or equal to, or a Greek letter?**

- (a) Wingdings
- (b) Wingdings 3
- (c) Webdings
- (d) Symbol
- (e) Arial



**Q91. When assigning a shortcut key to a symbol, you should always try to select a key or key combination that is:**

- (a) Unassigned
- (b) Located on the ten-key pad section of your keyboard.
- (c) Assigned to another task.
- (d) From the same font family as the symbol.
- (e) None of these

**Q92. Suppose you wanted to create an AutoCorrect entry that would type the words 'We regret to inform you that your submission has been declined' of the following choices, which would be the best name you could assign to this entry?**

- (a) Regret
- (b) Subdual
- (c) We regret to inform you that your submission has been declined
- (d) 11
- (e) None of these

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**Q93. If you want to convert a symbol or several lines of text into an AutoCorrect entry, you should:**

- (a) Insert the symbol or type the text in a Word document first. Then, select the text or symbol and go to the AutoCorrect dialog box.
- (b) Click the Tools menu and choose AutoCorrect Options. Then, click the Insert menu and choose Symbol (or click the Format menu and choose Paragraph) to add the symbol or paragraph to AutoCorrect.
- (c) AutoCorrect can only accommodate one line of text. It is not possible to convert a symbol or multiple lines of text into an AutoCorrect entry.
- (d) Insert the symbol or type the text in a Word document first. Then, select the text or symbol and click the Edit menu followed by Paste Special. Select New AutoCorrect Entry and then click OK.
- (e) None of the above

**Q94. AutoCorrect was originally designed to replace \_\_\_\_\_ words as you type.**

- (a) Short, repetitive
- (b) Grammatically incorrect
- (c) Misspelled words
- (d) Incorrect Image
- (e) None of the above

**Q95. Which of the following is the second step in creating a macro?**

- (a) Start recording
- (b) Using your mouse or keyboard, perform the task you want to automate
- (c) Assign a keyboard shortcut to the macro
- (d) Give the macro a name
- (e) None of these

**Q96. If you will be displaying or printing your document on another computer, you'll want to make sure and select the \_\_\_\_\_ option under the 'Save' tab.**

- (a) Embed Fonts
- (b) Embed True Type Fonts
- (c) Save True Type Fonts
- (d) Save Fonts
- (e) Font Face

**Q97. In Word, the mailing list is known as the \_\_\_\_\_.**

- (a) Data sheet
- (b) Source
- (c) Data source
- (d) Sheet
- (e) Hyperlink

**Q98. In Microsoft Office Power-Point 2007, a \_\_\_\_\_ is a connection from one slide to another slide in the same presentation or to a slide in another presentation, an e-mail address, a Web page, or a file.**

- (a) Hyphenation
- (b) Header
- (c) Footer
- (d) Hyperlink
- (e) None of these

**Q99. In PowerPoint, which of the following is the default page setup orientation for notes pages, outlines and handouts?**

- (a) Vertical
- (b) Landscape
- (c) Portrait
- (d) All of these
- (e) None of these

**Q100. In slide layout panel, how many layouts are available for next layout by default?**

- (a) 4
- (b) 7
- (c) 12
- (d) 15
- (e) None of these



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