sr	Question	Option1	Option2	Option3	Option4	QuestionAnswer
1	" -------------- " refers to a ready-to-use picture.	"WordArt"	"ClipArt"	"SmartArt"	"Autoshape"	"ClipArt"
2	" --------------" is the main editing view.	Slide Sorter View	Normal View	Slide Show View	Notes Page	Normal View
3	"------------" are individual designs that can be applied to different parts of the document.	"Graphics"	"Styles"	"Pictures"	"Themes"	"Styles"
4	"------------" contains commands for opening, saving, printing, and closing a file.	"View" tab	"Office Button"	"Insert" tab	"Review" tab	"Office Button"
5	----- are programs that provide access to Web resources.	Browsers	Search Engines	Programs	All of these	Browsers
6	-------------- are separate external files that are sent along with your e-mail message.	Attachments	Options	emails	Parcels	Attachments
7	-------------- is a basic text editing program and it is most commonly used to view or edit text files.	"Calculator"	"Notepad"	"Address book"	"Paint"	"Notepad"
8	------------------------- is designed to prevent and remove spyware.	User Account Control	Windows Firewall	Windows Defender	Parental controls.	Windows Defender
9	-------------- offers a wide variety of options to design documents.	Microsoft Excel	Microsoft PowerPoint	Microsoft Word	Microsoft Access	Microsoft Word
10	---------- utility identifies non essential files on the hard disk and erases them only when user allows their erasure.	Backup	File Compression	Uninstall Program	Disk Cleanup	Disk Cleanup
11	-------------- which displays icons that represent commonly used commands such as Save, Undo, and Redo.	Home Button	The Ribbon	The Quick Access toolbar	The Office Button	The Quick Access toolbar
12	" -------------- " are details about a file that help identify it.	Desktop Properties	Window Properties	Advanced Properties	Document Properties	Document Properties
13	"-------------" is a method which aids you in forecasting values.	"Find"	"Replace"	"Goal Seek"	"Go to"	"Goal Seek"
14	"Scale to fit paper": Check this box to print the slides with an outer frame.	TRUE	FALSE			FALSE
15	___ provides a fast, efficient alternative to traditional mail by sending and receiving electronic documents.	E-mail	G-Mail	e-Shopping	None of these	E-mail

16	_____ are used to create slide shows on the computer	Presentation graphics	Analytical development programs	Super slide packages	Slide maker tools	Presentation graphics
17	_____ are used to store data and programs.	Folder	File	Recycle Bin	None of these	File
18	_____ consists of step-by-step instructions that tells the computer how to complete the task	Program	Hardware	Data	Objects	Program
19	_____ include mailing lists, news groups and chat groups.	Discussion Groups	Internet Groups	IP Groups	All of these	Discussion Groups
20	_____ is the ability of the operating system to run more than one application at a time	Booting	Coping	Pasting	Multitasking	Multitasking
21	_____ provides the user interface, controls the computers resources, and runs programs	Drivers	Operating System	Desktop	None of these	Operating System
22	_____ is a collection of several separate troubleshooting utilities.	Backup	Uninstall	Norton Utilities	All of these	Norton Utilities
23	_____ is a utility program that locates and eliminates unnecessary fragments and rearranges files and unused disk space to optimize operations.	Disk Defragmenter	Backup	Uninstall	All of these	Disk Defragmenter
24	_____ is background software that helps the computer manage it's own internal resources	System software	Information	Objects	None of these	System software
25	_____are graphical objects used to represent and open commonly used applications.	GUI	Drivers	Windows NT	Icons	Icons
26	" -------------- " refers to a ready-to-use picture.	"WordArt"	"ClipArt"	"SmartArt"	"Autoshape"	"ClipArt"
27	" --------------" is the main editing view.	Slide Sorter View	Normal View	Slide Show View	Notes Page	Normal View
28	"-------------" contains commands for opening, saving, printing, and closing a file.	"View" tab	"Office Button"	"Insert" tab	"Review" tab	"Office Button"
29	A ------------- is a file that is provided by the application in a "ready to use" format.	sheet	template	book	report	template
30	A ----------------------- is a rectangular section on the screen that is used to display information and other programs.	Icon	Desk top	window	Panel	window
31	A ------------- is a reference from one part of a document to related information in some another part.	hyperlink	cross-reference	document	linkage	cross-reference

No.	Question	A	B	C	D	Answer
32	A " --------------" is a connection to a location in the current document, another document or to a Web site.	High link	hypolink	linkage	hyperlink	hyperlink
33	A "-------------" is used to mark a certain location in a document.	Index	Hyperlink	Bookmark	Table	Bookmark
34	A ____ is a descriptive keyword or phrase used in MS Outlook 2007 in which you can assign related items	Category	Mail	Notes	Points	Category
35	A "--------------" is a pre-designed document useful for creating common purpose documents such as a fax, invoice or business letter.	Template	file	form	database	Template
36	A "-------------" is a prewritten formula that performs calculations automatically.	"Function"	"Equation"	"Template"	"Reaction"	"Function"
37	A "-------------" is like an accountant's ledger, consisting of rows and columns.	table	MS Excel 2007	format	sheet	MS Excel 2007
38	A file created using Notepad is stored with the extension -------------.	".txt"	".docx"	".png"	".jpg"	".txt"
39	A protocol defines the rules for passing information between two or more computers	TRUE	FALSE			TRUE
40	A template file in MS excel 2010 has an extension "--------------".	".docx"	".yltx"	".xltx"	".zltx"	".xltx"
41	A(n) _____ is a thin strand of glass that transmits pulsating beams of light as speeds that approach 100 Gbps.	Twisted Cable	Coaxial Cable	Telephone Cable	Fiber-Optic Cable	Fiber-Optic Cable
42	A(n) _____ is a set of rules for how information and messages are sent over the Internet	protocol	ISP	HTML,hypertext markup language	applet	protocol
43	Applets are the special programs written in ------- language.	Java	HTML	HTTP	None of these	Java
44	ASCII, EBCDIC and Unicode are example of Application Software's.	TRUE	FALSE			FALSE
45	Cache memory is used to store most frequently accessed information from the RAM.	TRUE	FALSE			TRUE
46	CISC stand for ___	Computer Instruction Set Computer	Complex Instruction Set Computer	Complex Index Set Computer	None of these	Complex Instruction Set Computer

#	Question	A	B	C	D	Answer
47	Data stored in RAM is	Is non-volatile.	Is only there while the power is on.	Remains only a few minutes after the power is turned off.	Is permanent and only lost in power failure	Is only there while the power is on.
48	Discussion on the internet about specific topic is known as	News	News group	Veronica	Telnet	News group
49	Each track is divided into wedge-shaped sections called -----	Track	Sectors	Round	None of these	Sectors
50	Entry in MS Outlook 2007 , that lasts for more then 2Hours is called as	Event	Exhibition	Mail	Calendar	Event
51	Every computer on the Internet has a unique numeric address called an IP Address.	TRUE	FALSE			TRUE
52	File transfer protocol is an Internet standard for transferring files.	TRUE	FALSE			TRUE
53	Floppy disks are removable storage media.	TRUE	FALSE			TRUE
54	Following are the types of Modems except	External	Internal	Wireless	PDA	PDA
55	For Indentation you may use the "Decrease Indent" and "Increase Indent" icons in the "Paragraph" group on the " ------------ " tab for indenting your text.	Insert	Home	Page Layout	Data	Home
56	Full Form of URL	Universal Resource Locator	Uniform Resource Locator	Uni Resource Locator	None of these	Uniform Resource Locator
57	Headers and Footers are used to add information such as slide numbers, the time and date, a company logo or the presentation title to the top of a handout or notes page in your presentation, or to bottom of a slide, handout or notes page.	TRUE	FALSE			TRUE
58	Hyperlink identifies a location in the document or a selection of text that you name for future reference.	TRUE	FALSE			FALSE
59	If you connect computers together to communicate and exchange information, the result is called a(n) ____.	Network	Intranet	Internet	All of these	Network
60	If you want to make friends and discuss topics with each other: Which websites you may refer to	Facebook	Hdfcbank	Picasa	TimesofIndia	Facebook
61	If you want to make video chat with your friend to talk face-to-face, you can use	Skype	LinkedIn	Monster	Online Games	Skype

		1	2	3	4	
62	If you want to personalize your work environment & wish to use a tool that organizes your contacts, schedules etc.You will use	1 Microsoft Office Excel 2010	2 Microsoft Office Power Point 2010	3 Microsoft Office outlook 2010	4 Microsoft Office Word 2010	3 Microsoft Office outlook 2010
63	If you want to search job on the Internet: which website you may refer to	Monster	Bharatmatrimony	Yatra	Indian Rail	Monster
64	IM stands for ----	Instant Making	Internal Messaging	Instant Messaging	None of these	Instant Messaging
65	In a --- , a number of small computers or peripheral devices are linked to a central unit.	Star Network	Bus Network	Ring Network	None of these	Star Network
66	In a _____ network, all devices are connected to a device called a hub and communicate through it.	Bus	Star	Ring	Mesh	Star
67	In a windows operating system a screen saver is	helps in guarding your computer against many types of malicious software.	is a long, vertical bar that is displayed on the side of your desktop.	is a program that displays an image, animation, or just a blank screen on a computer after no input has been received for a certain length of time.	None of these	is a program that displays an image, animation, or just a blank screen on a computer after no input has been received for a certain length of time.
68	In Graphics Presentation Programs each presentation is divided into --------------.	charts	slides	tables	pictures	slides
69	In IRC, R stands for	Real	Relay	Record	Random	Relay
70	In Microsoft Excel 2010, a single file or a document is called a "-------------".	workbook	worksheet	sheet	notebook	workbook
71	In MS Word 2007 when text is selected, a " -------------- " is automatically displayed.	Taskbar	Main Toolbar	Mini Toolbar	Menu bar	Mini Toolbar
72	In Presentation Graphics" -------------- " are used to add information such as slide numbers, the time and date, a company logo or the presentation title to the top of a handout or notes page in your presentation, or to	hyperlinks	tables	Headers and Footers	charts	Headers and Footers

	bottom of a slide, handout or notes page.					
73	Input devices translate what people understand into a form that computers can process.	TRUE	FALSE			TRUE
74	keyboard, mouse, monitor, and system unit, collectively also known as	Solid ware.	Software.	Hardware.	Firmware.	Hardware.
75	LAN means	Line Area Network	Local Area Network	Linear Area Network	Library Area Network	Local Area Network
76	Language Translators convert the programming instructions written by programmers into a language that computers understand and process.	TRUE	FALSE			TRUE
77	Modulation is the name of the process of converting from analog to digital	TRUE	FALSE			FALSE
78	MS excel 2010 is used for different types of ------------- varying from very simple to complex.	calculations	manipulations	presentations	expressions	calculations
79	Node in a computer network which shares resources with other nodes is called as _____	Server	Client	Hub	None of these	Server
80	Operating Systems are programs that manage resources, provide user interface and run applications.	TRUE	FALSE			TRUE
81	Parallel ports are mostly used to connect printers to the system unit.	TRUE	FALSE			TRUE
82	Personal letters, form letters, brochures, faxes and professional manuals can be created using word processors.	TRUE	FALSE			TRUE
83	PowerPoint Presentation is a component of following application software	Leap office	Star office	Open Office	MS office	MS office
84	Printers can be connected to a computer for producing output on a paper.	TRUE	FALSE			TRUE
85	Random Access Memory (RAM) is _____ type of memory	Permanent.	Temporary.	Flash.	Smart.	Temporary.

86	Refer the given image. You want to take a print out of your document, but after selecting Print command you found that there is no printer installed on your computer. Referring to the above scenario, how do you install printer on your computer?	You can install printer by using 'Backup and Restore' option.	You can install printer by using 'System' option.	You can install printer by using 'Devices and Printers' option.	It is not possible to install a printer in Windows 7	You can install printer by using 'Devices and Printers' option.
87	Sending messages on the internet to another person's mailbox is	E-business	E-letters	E-mail	Cyber mail	E-mail
88	Systems software includes all of the following except	operating systems	device drivers	utilities	desktop publishing	desktop publishing
89	Telephone lines uses ------- cables	Coaxial	Fiber - Optic	Twisted	None of these	Twisted
90	The -------------- is an electronic book, which includes detailed information of all the people with whom you communicate.	Address Book	Calendar	Tasks	Notebook	Address Book
91	The -------------- is an electronic book, which includes detailed information of all the people with whom you communicate.	Address Book	Calendar	Tasks	Notebook	Address Book
92	The -------------- menu is used to enhance the appearance of the content presented in a document	"Insert"	"Edit"	"Format"	"File"	"Format"
93	The "text" tool is used to add text to a paint object.	TRUE	FALSE			TRUE
94	The .com indicates website of _____ type of organization.	Commercial	Complex	Company	Cargo	Commercial
95	The " -------------- " is a dictionary of synonyms which you can use to find words that are synonymous with a term.	Translate	Spelling	Thesaurus	Research	Thesaurus
96	The " --------------" tab contains tools that control how the slide show is presented.	"Design"	"Slide Show"	"Review"	"View"	"Slide Show"
97	The "Mailings" tab contains the items required for mail merge.	TRUE	FALSE			TRUE
98	The capability of an operating system to run multiple programs at the same time is called "Multitasking".	TRUE	FALSE			TRUE
99	The easiest way to access any part of the screen in the windows operating system is using the	Keyboard	Rat	Mouse	Joy Stick	Mouse

100	The extensions .gov, .edu, .mil, and .net are called	DNSs	e-mail targets	domain codes	mail to addresses	domain codes
101	The intersection of a row and a column is called a "-------------".	table	cell	data	sheet	cell
102	The keyboard keys that have arrows on them are called.	Function keys.	Navigation keys.	Typewriters keys.	Special purpose keys	Navigation keys.
103	The operating system's job is ------------------------.	to execute many useful commands easily.	to make request for services through a defined application program interface.	to control the computer at the most fundamental level.	None of these	to control the computer at the most fundamental level.
104	The process of changing the values in cells to see how those changes affect the outcome of formulas in the worksheet is known as …………analysis.	Absolute	Reference	What-If	Which-Is	What-If
105	The text that appears in the top margin of the page is called the -------------.	Footer	Column	Header	Paragraph	Header
106	The three parts of an e-mail message are	TCP/IP, domain, and ISP.	Destination, device, and sender	Header, message, and signature	TCP, IP, and message	Header, message, and signature
107	The three parts of an e-mail message are	TCP/IP, domain, and ISP.	Destination, device, and sender	Header, message, and signature	TCP, IP, and message	Header, message, and signature
108	The windows interface is based on -------------------------.	"Graphical User Interface" or GUI	application program interface (API).	"Clipboard"	None of these	"Graphical User Interface" or GUI
109	This is a type of personal Information Manager	MS Word 2007	MS Excel 2007	MS PowerPoint 2007	MS Outlook 2007	MS Outlook 2007
110	This type of software is designed to help you be more productive in performing tasks, and is widely used in nearly every discipline and occupation.	Communications Software	Utility Software	Basic Applications Software	System Software	Basic Applications Software
111	To add current web to the Favorites list	Click "Favorites-Add to Favorites"	Click "Add - Favorites"	Click "File – Favorites"	All of these.	Click "Favorites-Add to Favorites"
112	To automatically correct the document, we use	The AutoCorrect feature.	The AutoComplete feature.	Formatting	Building Blocks	The AutoCorrect feature.
113	To forward the mail that you have received, click on the mail from the Inbox and then click the "Forward" button.	TRUE	FALSE			TRUE

114	To remove individual character at the left you may press " --------------".	Delete	Backspace	Enter	Spacebar	Backspace
115	To send e-mail to someone you need --------	Resident Address	Internet Connectivity	Fax address	None of these	Internet Connectivity
116	Topology includes all of the following types except	Star	Bus	Ring	Circle	Circle
117	Uninstall programs helps us to remove unwanted programs installed in the computer.	TRUE	FALSE			TRUE
118	Using a PowerPoint presentation graphics is simple and it is used for effective presentation on a topic	TRUE	FALSE			TRUE
119	Using 'Paste Special' option, you can copy MS Excel data into MS Word application as a static picture.	TRUE	FALSE			TRUE
120	What is "Windows Aero" ?	It is the graphical user interface for Windows XP.	It is the graphical user interface for Windows 7.	Application Program	None of these	It is the graphical user interface for Windows 7.
121	What is a digital signature?	Encrypted stamp of authentication.	Signature of the macro creator.	Signature of the macro user.	Signature block created during the recording of a macro?	Encrypted stamp of authentication.
122	What is a URL?	A software package used to cruise the World Wide Web	The address of a resource on the World Wide Web	The term used to describe an Internet wizard	A live chat program (Unlimited Real-time Language).	The address of a resource on the World Wide Web
123	What is full form of "E-commerce"?	English Commerce	Electronic Commerce	Electric Commerce	Element Commerce	Electronic Commerce
124	What type of application would be best used in a hospital to maintain patient medical details?	Database Management Systems	Personal Information Manager	Word Processing	Presentation Graphics	Database Management Systems
125	When a formatted number does not fit within a Spreadsheet cell, it displays	@@@@	#####	#DIV/0	#DIV@	#####
126	When you click on "Format Painter" icon on the " Home" tab , you can see that your mouse pointer changes to a "-------------" icon.	paintbrush	I-beam	arrow	4-way arrow	paintbrush
127	When you move your mouse over a sizing handle the pointer becomes a " --------------" .	round arrow.	two-headed arrow.	plus sign.	four-headed arrow.	two-headed arrow.

No.	Question	A	B	C	D	Answer
128	When you type an address such as "http://www.mkcl.org", in this .org indicates	Original web site	Commercial web site	Organizational web site	Educational web site	Organizational web site
129	When you want to convey the information that you have received, to your friend or any other person, you may ------------ the mail that you have received.	"share"	"give"	"send"	"forward"	"forward"
130	Which device can you install on your computer in order to allow a friend to view your live image while you chat online?	Printer	Microphone	Web Cam	Scanner	Web Cam
131	Which is the basic program of a computer ?	Operating system	Software program	Application Program	None of these	Operating system
132	Which of the following data type is used to store logical values in Microsoft Access?	True / False	On / Off	Yes / No	All of these	Yes / No
133	Which of the following data type is used to store logical values in Microsoft Access?	True / False	On / Off	Yes / No	All of these	Yes / No
134	Which of the following examples of network operating systems?	NetWare	Windows NT Server	Windows XP Server	All of these	All of these
135	Which of the following is a good password policy for an organization?	Passwords are changed occasionally so they are not forgotten.	Passwords are based on user names so they are easy to remember.	Passwords are made up of only numbers.	All passwords are changed regularly.	All passwords are changed regularly.
136	Which of the following is a search engine?	Google	Alta Vista	Yahoo	All of these	All of these
137	Which of the following is a type of protocol?	ASCII.	RAM.	TCP/IP.	DBA.	TCP/IP.
138	Which of the following is the biggest unit of memory?	Gigabytes.	Bytes.	Megabytes.	Kilobytes.	Gigabytes.
139	Which of the following statements about macros is true?	Macros are saved in the Global template by default.	Macros can be edited using Visual Basic Editor.	Macros can be run even if macros have been disabled.	More than one macro can have the same name within a module.	Macros can be edited using Visual Basic Editor.
140	Which of the following web search engine is used world wide?	Domain	Google	Toggle	None of these	Google
141	Which of these operating system does not have a graphical user interface ?	Windows 95	Mac OS	Linux	Ms Dos	Ms Dos

142	Which printer print data or images by spraying small droplets of ink at high speed onto the surface of the paper?	Ink jet printer	Laser Printer	Dot matrix printer	Drum printer	Ink jet printer
143	With the ------------- option, you can freeze either, or both, rows and columns ie. regardless of where you are in the worksheet, you can see the information in those rows and/or columns at all times.	"Split"	"Arrange"	"Filter"	"Freeze Panes"	"Freeze Panes"
144	You can download your friend's photograph using the Internet.	TRUE	FALSE			TRUE
145	You can easily create your presentation by downloading a PowerPoint template on Internet.	TRUE	FALSE			TRUE
146	You can mark text for a TOC using:	Heading styles.	Custom styles.	Outline levels.	All of these	All of these
147	You can search the World Wide Web for a specific topic by using _____ and _____.	Gophers, Fidos.	Scanners, Search Engine.	Search Engines, Indexes.	Browsers, Lurkers.	Search Engines, Indexes.
148	You can send email in Hindi language to your friend.	TRUE	FALSE			TRUE
149	You can use a flag to quickly create a follow-up item that can be tracked in the To-Do Bar, in your Inbox, and even in the Calendar.	TRUE	FALSE			TRUE
150	You get confused with some of the toolbar button icons and would like to change them to something that you can easily remember. What do you do?	Nothing. You can't change toolbar button icons in Office programs.	Change the button icons using the Add or Remove Buttons command.	Change the button icons using the Taskbar properties	Customize the toolbar button icons you want to change.	Customize the toolbar button icons you want to change.
151	You have copied a set of cells and pasting it using "Transpose" option. In this scenario, what happens to the content?	The Top row and top column are not pasted	The order of both rows and columns are changed	The order of rows is changed.	Rows become Columns and vice versa	Rows become Columns and vice versa
152	You have created a birthday card for your friend. This greeting card has an image of a flower. You want to change the color of this flower image. Referring to this scenario, you can use "Color" feature from "Adjust" group available in MS Word 2010.	TRUE	FALSE			TRUE
153	You may create a new presentation using a template provided by PowerPoint.	TRUE	FALSE			TRUE

154	You want to copy formatting from your Word document to PowerPoint presentation. How will you do so?	Select the formatting you want and then double-click on 'Format Painter' icon.	Select the text from your document whose formatting you want to copy. Then click on 'Format Painter' and then select the text of PowerPoint slide to apply the formatting.	In Microsoft Word 2010, Format Painter option is not available.	You cannot copy formatting from one application to another application.	You cannot copy formatting from one application to another application.
155	You want to copy several sections of text from a Microsoft Word document into a Microsoft Excel worksheet. What Office tool can help you?	The Clipboard task pane	The Clip Organizer	The Insert Clip Art task pane	The Selection Pane	The Clipboard task pane
156	You want to download online passport application form but you don't know the web site address. In this scenario, how will you search web site address?	You can use "Google" search engine	You can use "AltaVista" search engine	You can use "Yahoo" search engine	All of these	All of these
157	You want to modify the presentation by changing slide layout, font effects, background, placeholder's size and changes at one place which will be applied universally to all the slides by using ……….position. You can make	Master Documents	Handout Master	Notes Master	Slide Master	Slide Master
158	You want to pay your electricity bill online. What is mandatory to make online electricity payment?	PAN Card	Online bank account	Gtalk	Yahoo Messenger	Online bank account
159	Your Excel 2010 file is stored with the extension "--- ----------".	".docx"	".xlsx"	".xltx"	".zltx"	".xlsx"