



1. Which of the following is not a characteristic of a computer ?
  - (A) Versatility
  - (B) Accuracy
  - (C) Diligence
  - (D) IQ
2. Which of the following is the smallest unit of data in a computer ?
  - (A) Bit
  - (B) KB
  - (C) Nibble
  - (D) Byte
3. Which of the following is used in EBCDIC ?
  - (A) Super computer
  - (B) Main frames
  - (C) Machine codes
  - (D) Programming
4. Which of the following is the device used for converting maps, pictures and drawing into digital form for storage in computers ?
  - (A) Image Scanner
  - (B) Digitizer
  - (C) MICR
  - (D) Scanner
5. Which of the following is not a type of computer on the basis of operation ?
  - (A) Digital
  - (B) Analog
  - (C) Hybrid
  - (D) Remote
6. Perform BCD addition of  $(23)_{BCD} + (20)_{BCD}$ 
  - (A) 00110100
  - (B) 01000011
  - (C) 10011
  - (D) 11100

7. The representation of the number 8 in binary in ASCII- 8 format.
- (A) 00111000
  - (B) 01001000
  - (C) 1000
  - (D) 00011000
8. Which of the following is not a data type ?
- (A) Symbolic data
  - (B) Alphanumeric data
  - (C) Numeric data
  - (D) Alphabetic data
9. Which of the following is the fastest means of memory access for CPU ?
- (A) Registers
  - (B) Cache
  - (C) Main memory
  - (D) Virtual memory
10. Which of the following is used for writing/reading of data to/ from a magnetic ribbon ?
- (A) Magnetic disk
  - (B) Magnetic tape
  - (C) Magnetic frames
  - (D) Magnetic ribbon
11. The input hexadecimal representation of 1110 is-
- (A) 0111
  - (B) E
  - (C) 15
  - (D) 14
12. Which of the following is not an example of system software ?
- (A) Language translator
  - (B) Utility software
  - (C) Communication software
  - (D) Word processors

13. The software designed to perform a specific task.
- (A) Synchronous software
  - (B) Package software
  - (C) Application software
  - (D) System software
14. What do you call a specific instruction designed to do a task ?
- (A) Command
  - (B) Process
  - (C) Task
  - (D) Instruction
15. Set of programs which consists of full documentation ?
- (A) Software package
  - (B) System software
  - (C) Utility software
  - (D) File package
16. Which one of the following is an extension of temporary files ?
- (A) .tmp
  - (B) .txt
  - (C) .tnt
  - (D) .tar
17. Which of the following is not an operating system ?
- (A) Windows
  - (B) Android
  - (C) Google
  - (D) Unix
18. From which generation operating systems were developed ?
- (A) I<sup>st</sup>
  - (B) II<sup>nd</sup>
  - (C) III<sup>rd</sup>
  - (D) IV<sup>th</sup>

19. Storage capacity of magnetic disk depends on
- (A) Tracks/ inch of surface
  - (B) Bits/ inch of tracks
  - (C) Disk pack in disk surface
  - (D) All of above
20. CD-ROM is a :
- (A) Semiconductor memory
  - (B) Memory register
  - (C) Magnetic memory
  - (D) None of above
21. Which type of computers uses the 8-bit code called EBCDIC ?
- (A) Minicomputers
  - (B) Microcomputers
  - (C) Main frame computers
  - (D) Super computer
22. A hybrid computer :
- (A) Resembles digital computer
  - (B) Resembles analog computer
  - (C) Both (A) and (B)
  - (D) None of the above
23. If in a computer, 16 bits are used to specify address in a RAM, the number of addresses will be :
- (A) 216
  - (B) 65,536
  - (C) 64K
  - (D) Any of the above
24. Which of the following operating systems does not support more than one program at a time ?
- (A) Linux
  - (B) Windows
  - (C) MAC
  - (D) DOS

25. What makes an operating system whole ?
- (A) Log files
  - (B) Input devices
  - (C) Output devices
  - (D) All of the above
26. Which of the following is not directly related to the operating system ?
- (A) BIOS
  - (B) Software Programs
  - (C) Hardware devices
  - (D) All of the above
27. Which of the following is not an operating system ?
- (A) LINUX
  - (B) DOS
  - (C) ORACLE
  - (D) WINDOWS
28. Which is not an edition of MS Word ?
- (A) MS Word 2003
  - (B) MS Word 2007
  - (C) MS Word 2010
  - (D) MS Word 1020
29. We press \_\_\_\_\_ to open the help window in the MS Word document.
- (A) F1
  - (B) F2
  - (C) F9
  - (D) F11
30. Which of the following is a system software :
- (A) Word
  - (B) DOS
  - (C) Excel
  - (D) VLC

31. Ctrl + N is used in MS-Word to :
- (A) Save the document
  - (B) Open the document
  - (C) Create a new document
  - (D) Close the document
32. Which of the following tools can be used in MS Word ?
- (A) Hyperlinks
  - (B) Bullets
  - (C) Highlight
  - (D) All of the above
33. Which function key is used to spell check ?
- (A) F6
  - (B) F7
  - (C) F8
  - (D) F5
34. What is the smallest and largest font size in MS Word ?
- (A) 5 and 72
  - (B) 8 and 68
  - (C) 8 and 72
  - (D) 6 and 72
35. What is the default file extension of all MS Word documents ?
- (A) .word
  - (B) .txt
  - (C) .docx
  - (D) .docs
36. When was Microsoft word released
- (A) 1991
  - (B) 1981
  - (C) 1983
  - (D) 1980

37. MS Excel provides the default value for step in fill series dialog box :
- (A) 0
  - (B) 1
  - (C) 5
  - (D) 10
38. How do you display current date only in MS Excel ?
- (A) Date ()
  - (B) Today ()
  - (C) Now ()
  - (D) Time ()
39. Excel displays the current cell address in the :
- (A) Formula bar
  - (B) Status bar
  - (C) Name Box
  - (D) Title bar
40. How many worksheets can a workbook have ?
- (A) 3
  - (B) 8
  - (C) 255
  - (D) None of above
41. Which function is used to calculate depreciation, rate of return, future values and loan payment amount ?
- (A) Logical
  - (B) Math and Trigonometry
  - (C) Statistical
  - (D) Financial
42. The cancel and Enter buttons appear in excel in the :
- (A) Title bar
  - (B) Formula bar
  - (C) Menu bar
  - (D) Sheet tabs

43. Which would you choose to create a bar diagram in excel ?
- (A) Edit, chart
  - (B) Insert, chart
  - (C) Tools, chart
  - (D) Format, chart
44. Which of these Power point features would allow any user to create a given simple presentation quicker ?
- (A) Animations
  - (B) Chart Wizard
  - (C) Transition Wizard
  - (D) Auto Content Wizard
45. What is the maximum zoom percentage in MS Power point ?
- (A) 400 %
  - (B) 300%
  - (C) 200%
  - (D) 100%
46. Extension of power point files is :
- (A) .xls
  - (B) .pdf
  - (C) .ppt
  - (D) .txt
47. Which toolbar provides various options in different master views in power point ?
- (A) Standard toolbar
  - (B) Formatting toolbar
  - (C) Drawing toolbar
  - (D) Common task toolbar

48. Which of the following is a component of MS- Office for DBMS ?

- (A) Excel
- (B) Access
- (C) Outlook
- (D) Power point

49. Which of the following is a CUI operating system ?

- (A) DOS
- (B) Windows
- (C) Android
- (D) All of the above

50. Which of the following comes under secondary memory ?

- (A) RAM
- (B) ROM
- (C) Cache
- (D) Hard Disk

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