

SAMPLE PAPER

1 Most news readers present newsgroup articles in:

- (A) threads
- (B) mail
- (C) column
- (D) None of the above

2 Fiber optics have the advantage of _____.

- (A) being cheaper to install
- (B) being easier to install than twisted wire
- (C) having no interference
- (D) using direct line-of-sight

3 We can set up the margin for

- (A) Headers
- (B) Footers
- (C) Both a and b above
- (D) None of the above

4 Windows distinguishes between the different drives by means of a naming convention. Each drive is designated by a letter followed by

- (A) a colon
- (B) an asterisk
- (C) an exclamation point
- (D) a semicolon

5 Which of the following characters is allowed in a Windows file name or folder?

- (A) (A):
- (B) ?
- (C) _
- (D) >

6 Which of the following is a presentation graphics software

- (A) MS-Windows
- (B) MS-PowerPoint
- (C) MS-Excel
- (D) MS-Word

7 "To be sure that your presentation will run on a different computer, you could bring _____."

- (A) your fonts
- (B) a copy of PowerPoint to install
- (C) a copy of Microsoft PowerPoint Viewer
- (D) None of the above

8 "If you import data and want to update the slide when the original data changes, you must _____."

- (A) embed the data
- (A) (B)link the data
- (B) insert the data as an object
- (C) break the link

9 In slide master footer area appears at

- (A) Left of the page
- (B) Center of the page
- (C) Top of the page
- (D) Bottom of the

page

10 Following is a type of Slide animation

- (A) Flash once
- (B) Typewriter
- (C) Fly From top
- (D) All of the above

11 The following is a slide transition effect

- (A) Wipe allover
- (B) Dissolve
- (C) Bit by bit
- (D) None of the above

12 The built-in default copying in Excel is programmed to

- (A) use relative position when copying formulas
- (B) use absolute position when copying formulas
- (C) use mixed position when copying formulas
- (D) None of the above

13 internet is governed by

- (A) W3C (World Wide Web Consortium)

- (B) IETF (Internet Engineering Task Force)
- (C) InterNIC (Internet Network Information Center)
- (D) None of these

14 Excel has a number of features that make it a very powerful spreadsheet program. What feature below is NOT a major advantage to using Excel?

- (A) "Database functions such as filtering, sorting, etc."
- (B) Automatic calculation of numbers and formulas
- (C) Charting capabilities
- (D) Desktop publishing capabilities

15 The E-mail component of Internet Explorer is called

- (A) Messenger Mailbox
- (B) Message Box
- (C) Outlook Express
- (D) None of the above

16 USENET is...

- (A) A set of tools reserved exclusively for Internet administrators
- (B) Short for United States Electronic Network
- (C) A bulletin board system that allows for posting and responding to messages on the Internet
- (D) A precursor to the Internet that is now obsolete

17 The CPU (central processing unit) consists of :

- (A) "Input, output and processing"
- (B) "Control unit, primary storage and secondary storage"
- (C) "Control unit, arithmetic-logic unit and primary storage"
- (D) "Input, processing and storage"

18 What is the control units function in the CPU?

- (A) To decode program instructions
- (B) To transfer data to primary storage
- (C) To perform logical operations
- (D) To store program instructions

19 The ascending order of a data hierarchy is :

- (A) Bit-byte-record-field-file-database
- (B) Byte-bit-field-record-file-database
- (C) Byte-bit-record-file-field-database
- (D) it-byte-field-record-file-database

20 The most common input device used today is the _____

- (A) Motherboard
- (B) Central processing unit
- (C) Keyboard
- (D) System unit

21 Which kind of storage device can be carried around?

- (A) Hard disk
- (B) System cabinet
- (C) Diskette
- (D) Main memory

22 "If a computer is on but does not respond to a system reset, what is it said to be?"

- (A) Dead
- (B) Off
- (C) Hung
- (D) Insensitive

23 GIGO stands for _____.

- (A) "Garbage Input, Garbage Output"
- (B) "Gigabytes in, Gigabytes out"
- (C) "Garbage In, Garbage Out"
- (D) None of the above

24 The difference between memory and storage is that memory is _____ and storage is _____.

- (A) "Temporary, permanent"
- (B) "Permanent, temporary"
- (C) "Slow, fast"
- (D) None of the above

25 To go to slide number press

- (A) slide number + [Enter]
- (B) [PgUp]
- (C) Both (a) and (b)
- (D) All of the above

26 "To delete the selected sentence, we can press the following key:"

- (A) [Del]
- (B) [Backspace]

- (C) Both (a) and (b)
- (D) None of the above

27 The language that the computer can understand and execute is called:

- (A) Machine language
- (B) Application software
- (C) System program
- (D) None of the above

28 The arithmetic/logic unit performs the following actions:

- (A) checks data for accuracy
- (B) "does calculations using addition, subtraction, multiplication, and division"
- (C) "does logical comparisons, such as equal to, greater than, less than"
- (D) both calculations and logical comparisons

29 The purpose of the MOVE command is to

- (A) move one or more files to the location you specify
- (B) rename directories
- (C) both (a) and (b) above
- (D) None of the above

30 GUI is used as an interface between

- (A) hardware and software
- (B) man and machine
- (C) software and user
- (D) None of the above

31 e-mail is

- (A) Mail concerning electronics devices
- (B) "Transaction of letters, messages and memos over a communications network"
- (C) Transaction of messages within a computer
- (D) None of these

32 E-mail

- (A) Cannot address many users
- (B) Does not provide protection given to first class mail
- (C) Always uses bridge to send messages in different networks
- (D) None of these

33 Which of the following admirable capability is provided in most of the workstations?

- (A) Numeric processing
- (B) Graphics
- (C) Text manipulation
- (D) None of these

34 Selection of text can be of

- (A) single word or a line
- (B) a paragraph
- (C) complete document
- (D) All of the above

35 Word wrap means

- (A) inserting spaces between words
- (B) aligning text with the right margin
- (C) moving text automatically to the next line
- (D) None of the above

36 What is the first step in MS-Word in changing line spacing?

- (A) To open the Format menu
- (B) To click the Line Spacing button
- (C) To select the paragraphs you want to change
- (D) To open the Paragraph menu

37 Cell address A\$4 in a formula means it is a

- (A) relative cell reference
- (B) absolute cell reference
- (C) mixed cell reference
- (D) All of the above

38 If you click on the Undo button

- (A) it will remove the new text and restore the original text back
- (B) it will include the new text and remove the original text
- (C) it will remove the old text and restore the new text back
- (D) None of the above

39 "A device that provides emergency power to your computer, conditions the voltage, and protects against powers surges is called a _____."

- (A) PSU = Power Supply Unit
- (B) USP = Universal Surge Protector
- (C) UPPS = Universal Power Protection and Supply

(D) UPS = Uninterruptible Power Supply

40 "If you've just formatted some text so that it stands out, how can you quickly copy that formatting to use on other text?"

- (A) use the Formatting toolbar
- (B) use the Reveal Formatting option
- (C) use the Format Painter button
- (D) None of the above

41 You can change the margins in Word by

- (A) using the ruler or
- (B) using the page setup
- (C) Both (a) and (b)
- (D) None of the above

42 You can create a template in Word

- (A) based on an existing document
- (B) based on an existing template
- (C) from scratch
- (D) All the above

43 "In which Word menu, Letter wizard command appears"

- (A) Format
- (B) Tools
- (C) Insert
- (D) Table

44 The sheet tab of the Letter wizard in Word are

- (A) Letter Format
- (B) Recipient Info
- (C) Both (a) and (b)
- (D) None of the above

45 One of the following statements is not true.

- (A) Word allows you to use the formula command to perform simple calculation in a table.
- (B) "The simple calculation in a table is that of addition, subtraction, multiplication, division etc."
- (C) =SUM(above) formula means that word would sum the values in all cells above the current cell.
- (D) Word cannot do simple calculation. For this purpose you would use Excel.

46 "While using the Mail Merge Helper, you click on the Active Window button. This selection creates"

- (A) a master document in the currently active document window
- (B) opens a new document window
- (C) your document gets active and automatically attaches to a data source
- (D) None of the above

47 Palettes that can be tear-off are

- (A) LineColour
- (B) FillColour
- (C) FontColour
- (D) All of the above

48 A worksheet can be opened by clicking on the

- (A) Start button
- (B) Open button
- (C) Both a and b
- (D) None of the above

49 To select a column the easiest method is to _____.

- (A) double-click any cell in the column
- (B) drag from the top cell in the column to the last cell in the column
- (C) click the column heading
- (D) [Ctrl]+{A}

50 Ms word offers certain ways by which you can move around in a document

- (A) by scrolling
- (B) by moving to a specific page
- (C) both a and b above
- (D) None of the above

51 "As long as you have your product key, you can reinstall Windows XP using any CD, even one you borrow from a friend or neighbor."

- (A) True
- (B) False

52 Hybrid computer is a mixture of both digital and analog computers.

- (A) True
- (B) False

53 Default number of decimal points can be changed with the Increase Decimal and Decrease Decimal buttons.

- (A) True
- (B) False

54 "To have Microsoft Excel always use a specific currency symbol, change the currency symbol selected in Regional Settings in Control Panel before you start Excel."

- (A) True
- (B) False

55 The name of a cell or range can be same as the cell/range reference.

- (A) True
- (B) False

56 =SUM(Sheet2:Sheet13!B5) adds all the values contained in cell B5 on all the worksheets between and including Sheet 2 and Sheet 13

- (A) True
- (B) False

57 "If one forgets to put the closing parenthesis in a formula and press [Enter] key, Excel gives an error message."

- (A) True
- (B) False

58 "To display the current time, the TIME() function can be used."

- (A) True
- (B) False

59 3-D charts have a category (x) axis a value (y) axis and a third (z) axis

- (A) True
- (B) False

60 Pie chart can represent multiple series of data.

- (A) True
- (C) False

61 Bubble chart can represent three variable on a two dimensional chart.

- (A) True
- (B) False

62 It is possible to undo the deletion of a sheet.

- (A) True
- (B) False

63 You can have a different header and footer on each sheet of a workbook.

- (A) True
- (B) False

64 It is possible to insert a sheet at the end of the work book.

- (A) True
- (B) False

65 The Slide Sorter View button automatically sorts the slides alphabetically.

- (A) True
- (B) False

66 "If your text exceeds the size of the placeholder, Microsoft PowerPoint reduces the font size and line spacing incrementally as you type, to make the text fit."

- (A) True
- (B) False

67 You can only split one cell of a table in a PowerPoint slide at a time.

- (A) True
- (B) False

68 Press F5 key to go to Slide Show view

- (A) True
- (B) False

69 Different elements in a chart cannot have different transition.

- (A) True
- (B) False

70 Lycos is an Internet search engine and web portal.

- (A) True
- (B) False

71 The act of exploring Web is known as surfing

- (A) True
- (B) False

72 The e-mail component of Internet Explorer is called MSN Messenger

- (A) True
- (B) False

73 Netscape Messenger is the e-mail client packaged with Netscape Communicator 4.0

- (A) True
- (B) False

74 Usenet and Internet are the same thing

- (A) True
- (B) False

75 The data to be drawn as a chart cannot be selected after the chart wizard is started.

- (A) True
- (B) False

76 Word Templates have .dot extension.

- (A) (A)True
- (B) False

77 Microcomputer is called micro because it consists of micro-processor.

- (A) True
- (B) False

78 BIOS stands for Basic Integrated Operating System

- (A) True
- (B) False

79 A smart terminal has in-built processing capability.

- (A) True
- (B) False

80 Fetching of an instruction for execution is done by the control unit.

- (A) True
- (B) False

81 At a time you can open as many Word documents as your Taskbar can display

- (A) True

(B) False

82 "When applying paragraph formatting, the entire paragraph must be selected, prior to applying the formatting."

(A) True

(B) False

83 By default the Normal view shows 100% to Word document screen.

(A) True

(B) False

84 You can create your own dictionaries in Word.

(A) True

(B) False

85 The spelling and grammar check can only be done once the text is selected.

(A) True

(B) False

86 You cannot use different page-numbering styles in different section of your document

(A) True

(B) False

87 In Excel you can indicate absolute references by a hash sign (#)

(A) True

(B) False

88 The View menu in Word is used to create header and footer.

(A) True

(B) False

89 All conversations on the IRC are in English

(A) True

(B) False

90 The Blank Web page template of Word contains pre-formatted or pre- designed options.

(A) True

(B) False

91 "In Word, a new column inserted in a table retains the format of the column next to which it is inserted."

- (A) True
- (B) False

92 It is always possible to shrink a document to one page.

- (A) True
- (B) False

93 Styles can be used to generate a table of contents quickly in Word.

- (A) True
- (B) False

94 "In Word, the easiest way to resize a picture is by dragging its edges to match the size and shape you want."

- (A) True
- (B) False

95 Graphics cannot be placed in headers and footers in MS-Word.

- (A) True
- (B) False

96 "From the Mail Merge Helper dialog box, you can only open an existing data source but cannot create a new one."

- (A) True
- (B) False

97 "By default, Word will skip blank fields, so the merge is not affected if blank entries are in the data form."

- (A) True
- (B) False

98 "In Excel, standard width of a column is 18.43."

- (A) True
- (B) False

99 "In Excel, pressing [Ctrl]+[Spacebar] select the entire row."

- (A) True
- (B) False

100 "In Word, using [Ctrl]+[U] shortcut key(s) can underline the selected text."

- (A) True
- (B) False