

20. Which one of the following is the main function of a driver file?

- a) Useful to open windows
- b) Enables a specific device to work
- c) To re-start the system
- d) To activate the system

21. A proxy server is used as the computer

- a) With external access
- b) Acting as a backup
- c) Performing file handling
- d) Access user permissions

22. --- Prevents external access to a system

- a) Gateway
- b) Firewall
- c) Router
- d) Switcher

23. A list of rules for transferring data over a network is called

- a) Protocol
- b) Program code
- c) Rules
- d) Flowchart

24. Which of the following is a valid e-mail address

- a) Authors.sakshi@gmail.com
- b) @Gmailsakshi.authors.com
- c) Both (a) and (b)
- d) None of the above

25. Which of the following is not a network topology

- a) Star
- b) Bus
- c) Linear
- d) Ring

26. --- Types of virus that stays permanently in the RAM memory

- a) Resident
- b) File infectors
- c) Boot virus
- d) Macro virus

27. Is the virus that overwrites the files of a few parts being replaced
- Resident
 - File infectors
 - Boot virus
 - Macro virus
28. In 1983, this person was the first to offer a definition of the term 'computer viruses'
- MC Fee
 - Smiths
 - Cohen
 - Norton
29. If you see a small red triangle in the top right corner of a cell, it means there is something attached to the cell. What is it
- A comment
 - An attachment
 - An error
 - None of the above
30. Which function would be the best to use to calculate the payout value of a term deposit?
- FV
 - NPV
 - IRR
 - PV
31. Sigma button is used for
- Totaling a Column or row
 - It is a mathematical function
 - Subtracting
 - None of the above
32. What is the correct syntax for typing a function into a cell?
- Equal sign, Function Name, Matching brackets
 - Function Name, Equal sign, Matching brackets
 - Equal sign, Matching brackets, Function Name
 - None of the above
33. What does 'ctrl +esc' do if I am at the desktop?
- Shows the start menu
 - Shows the format menu
 - Shows the tools menu
 - Shows the insert menu

34. In most Microsoft programs, what does 'alt+F4' do
- Ends the program
 - Opens the program
 - Run the program
 - Modify the program
35. In MS-Word 'alt+shift+d' does what
- Automatically inserts the date
 - Inserts the time
 - Inserts the day
 - None of the above
36. --- Deletes an item immediately without placing it in the recycle bin
- Shift +enter
 - Shift +delete
 - Shift +right arrow
 - Shift +left arrow
37. --- Function key refreshes the current window
- F5
 - F6
 - F7
 - F8
38. To minimize all open windows and display the desktop
- Windows logo +D
 - Windows logo + E
 - Windows logo + F
 - Windows logo + G
39. --- Toggles CAPSLOCK On and Off
- Windows logo + S
 - Windows logo + Q
 - Windows logo + R
 - Windows logo + T
40. ---- Opens mouse properties dialog box
- Windows logo + J
 - Windows logo + I
 - Windows logo + K
 - Windows logo + L

41. ---- To undo minimize all
 - a) Shift + Windows logo + N
 - b) Shift + Windows logo + O
 - c) Shift + Windows logo + M
 - d) Shift + Windows logo + P

42. Using find command in word, we can also search
 - a) Characters
 - b) Formats
 - c) Symbols
 - d) All of the above

43. Which menu in the MS-word can be used to change character size and typeface?
 - a) View
 - b) Tools
 - c) Format
 - d) Data

44. Which key should be pressed to start a new paragraph in MS-Word?
 - a) Down cursor key
 - b) Enter key
 - c) Shift+ enter
 - d) Ctrl+ enter

45. FTP is a ----
 - a) Used to send e-mails
 - b) Uses telephone lines
 - c) Is part of Netscape
 - d) Is a protocol for the transfer of files between computers

46. .BMP is a extension for
 - a) BIT Map image
 - b) Picture file
 - c) Java Script file
 - d) Plain text file

47. .PCT is the extension for
 - a) BIT Map image
 - b) Picture file
 - c) Java Script file
 - d) Plain text file

48. .JSP is the extension for

- a) BIT Map image
- b) Picture file
- c) Java Script file
- d) Plain text file

49. .TXT is the extension for

- a) BIT Map image
- b) Picture file
- c) Java Script file
- d) Plain text file

50. .PPS is the extension for

- a) BIT Map image
- b) Picture file
- c) Power point slide show
- d) Plain text file

Key

1	2	3	4	5	6	7	8	9	10
A	D	B	A	A	B	A	B	D	D
11	12	13	14	15	16	17	18	19	20
C	A	B	D	A	D	B	D	C	B
21	22	23	24	25	26	27	28	29	30
A	B	A	A	C	A	B	C	A	A
31	32	33	34	35	36	37	38	39	40
A	A	A	A	A	B	A	A	A	B
41	42	43	44	45	46	47	48	49	50
C	D	C	B	D	A	B	C	D	C

1. ---- Controls access to the resources on a network
 - a) Server
 - b) Client
 - c) Both (a) and (b)
 - d) None of the above

2. The wider the bus, the ---- the transfer of data
 - a) Greater the number of transfer steps required and the slower
 - b) Greater the number of transfer steps required and the faster
 - c) Fewer the number of transfer steps required and the slower
 - d) Fewer the number of transfer steps required and the faster

3. A micro second is --- of a second
 - a) One-trillionth
 - b) One-millionth
 - c) One-billionth
 - d) None of the above

4. The ---- format works best for images that have only a few distinct colors
 - a) GIF
 - b) MPEG
 - c) JPEG
 - d) Both (b) and (c)

5. Some large businesses use ---- to open communications among employees, customers, and/or vendors
 - a) Blog
 - b) Mails
 - c) LAN Network
 - d) None of the above

6. When the computers power is turned off ---- memory does not lose its contents
 - a) Volatile
 - b) Non-volatile
 - c) Cache memory
 - d) Flash memory

7. --- Is needed to access accounts, to pay the bills, to transfer money from one account to another account
- On-line Banking facility
 - Good relations with customers
 - Both (a) and (b)
 - None of the above
8. Which of the following is used as storage locations both the ALU and in the control sections of a computer?
- Accumulator
 - Register
 - Adder
 - Decoder
9. Accumulator is a
- Hardwired unit
 - Sequential circuit
 - Finite state machine
 - Register
10. Which memory is non-volatile and may be written only once
- RAM
 - EPROM
 - EEPROM
 - PROM
11. The communication mode that supports data in both directions
- Simplex
 - Half-duplex
 - Full-duplex
 - None of the above
12. To connect a computer with a device in the same room, you might be likely to use
- Coaxial cable
 - Optical fiber
 - Wireless
 - None of the above

13. A table consists of
 - a) Fields and columns
 - b) Rows and columns
 - c) Rows and cells
 - d) None of the above
14. Which of the following is an advantage of the database approach
 - a) Elimination of data redundancy
 - b) Ability to associate related data
 - c) Increase security
 - d) All of the above
15. When the same data field is stored more than once in a file, then it leads to
 - a) Data redundancy
 - b) Data inconsistency
 - c) Both (a) and (b)
 - d) None of the above
16. ----Means database updating
 - a) Changing the file structure
 - b) Re-organizing the database
 - c) Modifying or adding records
 - d) All of the above
17. Which of the following is the descending order of data hierarchy
 - a) File-Database-Field-Record-Byte-Bit
 - b) Database-File-Record-Field-Byte-Bit
 - c) Database-Record-File-Field-Byte-Bit
 - d) Database-Field-File-Record-Bit-Byte
18. Which of the following groups contains graphical file extensions
 - a) JPG, CPX, GCM
 - b) GIF, TCF, WMF
 - c) TCP, JPG, BMP
 - d) JPG, GIF, BMP
19. A package, which can be used for a short period before purchasing, it is termed as
 - a) Try and Buy
 - b) Freeware
 - c) Shareware
 - d) Borrow ware