

- a) SHIFT
- b) TAB
- c) ENTER
- d) CTRL

8. --- Is the functional key to display save as box

- a) F5
- b) F6
- c) F9
- d) F12

9. ---- Is the combination of keys to switch between the last four places that you have edited

- a) ALT+CTRL+Z
- b) ALT+CTRL+Y
- c) ALT+TAB+Z
- d) ALT+SHIFT+Z

10. To delete one word to the right

- a) CTRL+SHIFT
- b) CTRL+TAB
- c) CTRL+DEL
- d) CTRL+Z

11. --- Is the combination of keys we use to hide rows

- a) CTRL+9
- b) CTRL+8
- c) CTRL+7
- d) CTRL+6

12. To hide the columns --- is the functional key

- a) CTRL+3
- b) CTRL+2
- c) CTRL+1
- d) CTRL+0

13. --- Is the shortcut key to delete cells, rows or columns

- a) CTRL+ Minus Sign
- b) CTRL+ Plus Sign
- c) CTRL+ Star Sign
- d) CTRL+ Greater than Sign

14. To insert cells, rows or columns --- the keyboard shortcut key

- a) CTRL+ Minus Sign
 - b) CTRL+SHIFT+ Plus Sign
 - c) CTRL+ Star Sign
 - d) CTRL+ Greater than Sign
15. ---- Is the keyboard shortcut key to insert auto sum
- a) ALT
 - b) ALT=
 - c) ALT+
 - d) ALT-
16. ---- Is the shortcut key to move to the next worksheet
- a) CTRL+Pagedown
 - b) CTRL+Pageup
 - c) CTRL+Right arrow
 - d) CTRL+Left arrow
17. ---- Is the shortcut key to move to the previous worksheet
- a) CTRL+Pagedown
 - b) CTRL+Pageup
 - c) CTRL+Right arrow
 - d) CTRL+Left arrow
18. --- Key we use to select row
- a) SHIFT+TAB
 - b) SHIFT+ Spacebar
 - c) CTRL+ Spacebar
 - d) SHIFT+ Enter
19. ---- Key we use to select column
- a) SHIFT+TAB
 - b) SHIFT+ Spacebar
 - c) CTRL+ Spacebar
 - d) SHIFT+ Enter
20. ---- Is the key to exit from excel
- a) ALT+F2
 - b) ALT+F3
 - c) ALT+F4
 - d) ALT+F5
21. A device, which is not connected to CPU, is called as ---

- a) On-line device
 - b) Off-line device
 - c) Device
 - d) None of the above
22. What is the other name for programmed chip?
- a) RAM
 - b) ROM
 - c) LSIC
 - d) None of the above
23. On-line real time systems become popular in ---- generation
- a) First Generation
 - b) Second Generation
 - c) Third Generation
 - d) Fourth Generation
24. EDVAC stands for
- a) Electronic Discrete Variable Automatic Computer
 - b) Electronic Discrete Value Automatic Computer
 - c) Electronic Device Variable Automatic Computer
 - d) Electronic Discrete Variable Advanced Computer
25. EDSAC stands for
- a) Electronic Delay Storage Advanced Computer
 - b) Electronic Data Storage Automatic Computer
 - c) Electronic Delay Strong Automatic Computer
 - d) Electronic Delay Storage Automatic Computer
26. LSIC stands for
- a) Large Scale Inner Circuits
 - b) Large Scale Integrated Computer
 - c) Large Scale Integrated Circuits
 - d) Large Storage Integrated Circuits
27. The task of performing operations like arithmetic and logical operations is called ----
- a) Processing
 - b) Storing
 - c) Editing
 - d) Sorting
28. The ALU and Control Unit jointly known as
- a) RAM

- b) ROM
 - c) CPU
 - d) None of the above
29. RAM is an example of
- a) Secondary memory
 - b) Primary memory
 - c) Both (a) and (b)
 - d) None of the above
30. Magnetic disk is an example of
- a) Secondary memory
 - b) Primary memory
 - c) Both (a) and (b)
 - d) None of the above
31. A bit is an acronym for
- a) Digit
 - b) Binary digit
 - c) Number
 - d) None of the above
32. Each memory cell has a unique number, assigned to it is called as the --
- of the cell
- a) Address
 - b) Register
 - c) Number
 - d) None of the above
33. RAM is also called as
- a) Read/Write Memory
 - b) Long Memory
 - c) Permanent Memory
 - d) None of the above
34. ---- Store data or information temporarily and pass it on as directed by
the control unit
- a) Address
 - b) Register
 - c) Number
 - d) None of the above
35. The secondary storage memory is also called as
- a) Auxiliary Memory

- b) Attractive Memory
- c) Chip Memory
- d) None of the above

Question No 36 to Question No 40 find TRUE or FALSE. If answer is True use letter A, if answer is False use letter B

- 36. There are two kinds of computer memory – primary and secondary.
- 37. The computer takes inputs in the form of 0 and 1.
- 38. The storage of program and data in the RAM is permanent.
- 39. PROM is a secondary memory.
- 40. The memories, which do not lose their content on failure of power supply, are known as non-volatile memory.

KEY

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

COMPUTER KNOWLEDGE

1. ----Key combination that lets you toggle between open windows
 - a) ALT+SHIFT+TAB
 - b) ALT+CTRL+TAB
 - c) ALT+CTRL
 - d) ALT+TAB

2. When more than one window is open, to switch to the next window --- is the key combination
 - a) CTRL+F5
 - b) CTRL+F6
 - c) CTRL+F7
 - d) CTRL+F8

3. To select or unselect one word to the right
 - a) CTRL+SHIFT
 - b) CTRL+SHIFT+Down Arrow
 - c) CTRL+SHIFT+Right Arrow
 - d) None of the above

4. To maximize or restore a selected window
 - a) CTRL+F7
 - b) CTRL+F10
 - c) CTRL+F8
 - d) CTRL+F9

5. To Copy a picture of the selected window to the clipboard
 - a) ALT+TAB
 - b) ALT+Print Screen
 - c) Both (a) and (b)
 - d) None of the above

6. ---- Is the key to close a selected drop-down list; cancel a command and close a dialog box
 - a) TAB
 - b) SHIFT
 - c) ESC
 - d) None of the above

7. --- Is the key we use to run the selected command