

PAPER II : COMPUTER KNOWLEDGE (100 MARKS)

**FUNDAMENTALS OF COMPUTER
(20 MARKS)**

1. Fifth Generation computers are based on:
a) Transistor ()
b) Integrated Circuit ()
c) Microprocessor ()
d) Artificial Intelligence ()
2. The 'heart' of the processor which performs many different operations?
a) Arithmetic and Logic Unit ()
b) Motherboard ()
c) Control Unit ()
d) Memory ()
3. The electrical circuits/lines that you see on the motherboard that is used to transfer data is known as?
a) Bus ()
b) Registers ()
c) Heat sink ()
d) SMPS ()
4. 1GB is equal to?
a) 10MB ()
b) 100MB ()
c) 1000MB ()
d) 1024MB ()
5. A hard disk is divided into tracks which are further divided into?
a) Clusters ()
b) Sectors ()
c) Vectors ()
d) Heads ()
6. Mouse is?
a) pointing and drop device ()
b) cursor-control device ()
c) monitoring device ()
d) Both 'a' and 'b' ()

7. Which software is used to manage and control the hardware components and allows interaction between the hardware and the other different types of software?
a) Application software ()
b) System software ()
c) Utility software ()
d) Operating system ()
8. One or more defects occurring in the computer software that prevents the software from working is called?
a) bot ()
b) system error ()
c) bug ()
d) slug ()
9. Which of these statements are 'True' about a supercomputer?
a) It is used for scientific research ()
b) It has very high computation speed ()
c) It is very expensive ()
d) All of these ()
10. Which section of IT Act was invalidated by Supreme Court of India?
a) Section 66A ()
b) Section 66B ()
c) Section 66C ()
d) Section 66D ()

OPERATING SYSTEMS (16 MARKS)

11. Which of the following is an Operating System?
a) Android ()
b) WhatsApp ()
c) Facebook ()
d) Clock ()

12. Which of the following is the extension of Notepad?

- a) .txt ()
- b) .xls ()
- c) .ppt ()
- d) .bmp ()

13. Action which is usually used after pointing at an object to execute a command, such as launching an application or opening a file is?

- a) clicking ()
- b) double clicking ()
- c) triple clicking ()
- d) dragging ()

14. The part of the filename that indicates the file type is called?

- a) primary name ()
- b) extension ()
- c) domain code ()
- d) secondary name ()

15. A folder within (inside) a big folder is called?

- a) Deputy folder ()
- b) container folder ()
- c) internal folder ()
- d) Sub-folder ()

16. In Windows, start button is used to?

- a) Run application ()
- b) Device setting ()
- c) Turn off ()
- d) All of the above ()

17. Deleting a shortcut in Windows delete the software from the system?

- a) True ()
- b) False ()

18. Calculator is included in Windows?

- a) True ()
- b) False ()

OFFICE AUTOMATION SOFTWARE (64 MARKS)

WORD PROCESSING

19. A character that is raised above the baseline and becomes smaller is known as:

- a) Subscript ()
- b) Superscript ()
- c) Raised ()
- d) Outlined ()

20. A character that is lowered below the baseline and becomes smaller is known as:

- a) Subscript ()
- b) Superscript ()
- c) Lowered ()
- d) Outlined ()

21. The process of removing unwanted part of an image is called:

- a) Bordering ()
- b) Hiding ()
- c) Cutting ()
- d) Cropping ()

22. Which bar can be used for quick access to commonly used commands and tools?

- a) Status bar ()
- b) Tool bar ()
- c) Menu bar ()
- d) Title bar ()

23. Page number can be inserted at:

- a) Header only ()
- b) Footer only ()
- c) Both Header and Footer ()
- d) None ()

24. Which is not in Microsoft word?

- a) Italic ()
- b) Magic tool ()
- c) Font ()
- d) Bold ()

25. The ___ works with the standard Copy and Paste commands.

- a) View tab ()
- b) Paragraph dialog box ()
- c) Office Clipboard ()
- d) All of these ()

26. What is the blank space outside the printing area on a page?

- a) Clipart ()
- b) Margins ()
- c) Header ()
- d) Footer ()

27. Which of the following is an example of page orientation?

- a) Landscape ()
- b) Subscript ()
- c) Superscript ()
- d) A4 ()

28. a) Ctrl + S ()
- b) Ctrl + 1 ()
 - c) Ctrl + A ()
 - d) Ctrl + V ()

29. If you want to undo an action in a Word document, press

- a) Ctrl + R ()
- b) Ctrl + U ()
- c) Ctrl + X ()
- d) Ctrl + Z ()

30. Press ___ to open 'Replace' dialog box.

- a) Alt + H ()
- b) Ctrl + H ()
- c) Ctrl + N ()
- d) Tab + N ()

SPREADSHEET PACKAGE

31. Which of the following identifies a cell in Excel?

- a) Formula ()
- b) Name ()
- c) Label ()
- d) Address ()

32. Another name for a pre-programmed formula in Excel is:

- a) Cell ()
- b) Graph ()
- c) Function ()
- d) Range ()

33. A formula in Excel always begins with a(n) ___.

- a) Colon ()
- b) Equal sign ()
- c) Comma ()
- d) Space ()

34. Press ___ to bring up Find box.

- a) Shift + F3 ()
- b) Shift + F4 ()
- c) Shift + F5 ()
- d) Shift + F6 ()

35. To select the entire column, press:

- a) Tab + C ()
- b) Tab + E ()
- c) Alt + Space ()
- d) Ctrl + Space ()

36. Which of the following term is related with legends?

- a) Operator ()
- b) Chart ()
- c) WordArt ()
- d) ClipArt ()

37. ___ sign is used to create an absolute cell reference.

- a) \$ ()
- b) @ ()
- c) & ()
- d) % ()

38. Which sign indicate to multiplication?

- a) Asterisk ()
- b) Caret ()
- c) Percent sign ()
- d) Forward slash ()

PRESENTATION PACKAGE

39. Which command brings you to the first slide in your presentation?

- a) New slide button ()
- b) Page up ()
- c) Ctrl + Home ()
- d) Ctrt + End ()

40. In Microsoft PowerPoint the entry effect as one slide replaces another in a show is called?

- a) Animation ()
- b) Slide transition ()
- c) Custom animation ()
- d) Preset animation ()

41. Which type of file can be added to a PowerPoint slideshow?

- a) .jpg ()
- b) .gif ()
- c) .wav ()
- d) All of the above ()

42. In Microsoft PowerPoint the key on the keyboard can be used to view slide show

- a) F1 ()
- b) F2 ()
- c) F5 ()
- d) F10 ()

43. In Powerpoint, the slide that is used to introduce a topic and set the tone for the presentation is called?

- a) Title slide ()
- b) Bullet slide ()
- c) Table slide ()
- d) Graph slide ()

INTERNET TECHNOLOGY

44. To join the internet, the computer has to be connected to a

- a) Internet architecture board ()
- b) Internet society ()
- c) Internet service provider ()
- d) None of the mentioned ()

45. IPv4 addressed have a size of?

- a) 32 bits ()
- b) 16 bits ()
- c) 8 bits ()
- d) 4 bits ()

46. What is Wired Equivalent Privacy (WEP)?

- a) Security algorithm for ethernet ()
- b) Security algorithm for wireless networks ()
- c) Security algorithm for usb communication ()
- d) None of the above ()

47. Bluetooth is the wireless technology for

- a) Local area network ()
- b) Personal area network ()
- c) Both (a) and (b) ()
- d) None of the above ()

48. Which protocol assigns IP address (dynamic) to the client connected in the internet?

- a) DHCP ()
- b) IP ()
- c) RPC ()
- d) None of the above ()

49. Secure shell (SSH) network protocol is used for?

- a) Secure data communication ()
- b) Remote command-line login ()
- c) Remote command execution ()
- d) All of the above ()

50. Which of the following is called as domain name in this URL - <http://www.fcsca.mizoram.gov.in>?

- a) http ()
- b) www ()
- c) fcsca ()
- d) gov.in ()