

(A)

GOVERNMENT OF MIZORAM  
FOOD, CIVIL SUPPLIES & CONSUMER  
AFFAIRS DEPARTMENT

EXAMINATION FOR RECRUITMENT  
TO THE POST OF STORE KEEPER  
2022

**PAPER II**

**BASIC COMPUTER KNOWLEDGE**

FULL MARKS : 100  
TIME ALLOWED : 3 HOURS

Put a tick "✓" mark against the correct  
answer in the space given in each  
question

*All questions carry 2 marks*

Signature of Invigilator \_\_\_\_\_

CODE NO.

**MARKS TABULATION**

NO. OF CORRECT ANSWERS	MARKS CARRIED BY EACH QUESTION	MARKS OBTAINED
	2	

Signature of Examiner \_\_\_\_\_  
(Chbanna endiktu signature)

(A)

GOVERNMENT OF MIZORAM  
FOOD, CIVIL SUPPLIES & CONSUMER  
AFFAIRS DEPARTMENT

EXAMINATION FOR RECRUITMENT  
TO THE POST OF STORE KEEPER  
2022

**PAPER II**

**BASIC COMPUTER KNOWLEDGE**

FULL MARKS : 100  
TIME ALLOWED : 3 HOURS

Put a tick "✓" mark against the correct  
answer in the space given in each  
question

*All questions carry 2 marks*

Roll No. \_\_\_\_\_

Signature of Invigilator \_\_\_\_\_

CODE NO.

1. Junk e-mail is also called \_\_\_\_\_

- A) Spam ( )
- B) Spoof ( )
- C) Sniffer Script ( )
- D) Spool ( )

2. \_\_\_\_\_ is not a part of a MS Word document.

- A) Microsoft office button ( )
- B) View option ( )
- C) Home panel ( )
- D) Start Menu button ( )

3. The term used for changing the appearance of a document is called as-

- A) changing ( )
- B) editing ( )
- C) finding ( )
- D) page orientation ( )

4. In Microsoft PowerPoint, two kinds of sound effects files that can be added to the presentation are

- A) .wav files and .mid files ( )
- B) wav files and .gif files ( )
- C) wav files and .jpg files ( )
- D) jpg files and .gif files ( )

5. What PowerPoint feature will you use to apply motion effects to different objects of a slide?

- A) Animation scheme ( )
- B) Slide moving ( )
- C) Animation mover ( )
- D) Slide scheme ( )

6. What is a Firewall in Computer Network?

- A) The physical boundary of Network ( )
- B) An operating System of Computer Network ( )
- C) A system designed to prevent unauthorized access ( )
- D) A web browsing Software ( )

7. Which of the following is the fastest media of data transfer?

- A) Co-axial Cable ( )
- B) Untwisted Wire ( )
- C) Telephone Lines ( )
- D) Fiber Optic ( )

8. What is a Microsoft PowerPoint?

- A) Spreadsheet Program ( )
- B) Presentation Program ( )
- C) Database Program ( )
- D) All of the above ( )

9. Statistical calculations and preparation of tables and graphs can be done using-

- A) Adobe Photoshop ( )
- B) Excel ( )
- C) Notepad ( )
- D) Power Point ( )

10. Alternative to MS-Excel offered by Google is-

- A) Google Photos ( )
- B) Google Meets ( )
- C) Google Sheets ( )
- D) Google Maps ( )

11. In MS Excel Cells are labelled as-

- A) 1,2,3.... ( )
- B) A,B,C... ( )
- C) 1A, 2A, 3A... ( )
- D) A1, B1, C1... ( )

12. Which of the following can be inserted in PowerPoint?

- A) Music ( )
- B) Image ( )
- C) Video ( )
- D) All of the above ( )

13. What is the shortcut key to insert a hyperlink in the slide?

- A) Ctrl + Q ( )
- B) Ctrl + K ( )
- C) Ctrl + A ( )
- D) None of the above ( )

14. A web browser is-
- A) A spider ( )
  - B) A cobweb inside a computer ( )
  - C) A person looking at websites ( )
  - D) A software program that allows you to access websites on the world wide web ( )

15. Browser developed by Apple Inc.-
- A) Safari ( )
  - B) Opera ( )
  - C) Google Chrome ( )
  - D) Internet Explorer ( )

16. Domain ".com" represents-
- A) Commercial Domain ( )
  - B) Education Domain ( )
  - C) Office Domain ( )
  - D) Compact Domain ( )

17. If you run browser in Incognito Mode it will NOT-
- A) open websites ( )
  - B) download files ( )
  - C) record history ( )
  - D) open browser ( )

18. Speed of processor chip is measured in-
- A) km/s ( )
  - B) kbps ( )
  - C) MHz ( )
  - D) mps ( )

19. Which of the following is an output device-
- A) Monitor ( )
  - B) Keyboard ( )
  - C) Mouse ( )
  - D) All of the above ( )

20. ".jpeg" is an extension for-
- A) Word File ( )
  - B) PowerPoint File ( )
  - C) Movie File ( )
  - D) Image File ( )

21. CD-ROM is an example of-
- A) Optical disc ( )
  - B) Solid State Drive ( )
  - C) Magnetic disc ( )
  - D) RAM ( )

22. Which of the following monitor looks like a television and are normally used with non-portable computer systems?
- A) LED ( )
  - B) LCD ( )
  - C) CRT ( )
  - D) Flat Panel Monitors ( )

23. The latest version of Windows i.e. Windows 11 was launched in-
- A) 2015 ( )
  - B) 2019 ( )
  - C) 2021 ( )
  - D) 2010 ( )

24. What is full form of GUI in terms of computers?
- A) Graphical user Instrument ( )
  - B) Graphical unified Interface ( )
  - C) Graphical unified Instrument ( )
  - D) Graphical user Interface ( )

25. The basic components of a modern digital computer are
- A) Input device ( )
  - B) Output device ( )
  - C) Central processor ( )
  - D) All of the above ( )

26. Which key would you press to move to beginning of a page?
- A) Window Key ( )
  - B) Shift Key ( )
  - C) Home Key ( )
  - D) Tab Key ( )

27. Which is following is not an Operating System?

- A) Unix ( )
- B) Linux ( )
- C) Windows ( )
- D) Java ( )

28. Which among following is NOT a type of printer?

- A) Inkjet ( )
- B) Dot Matrix ( )
- C) Rubber Wheel ( )
- D) Laser ( )

29. Which among the following is the most important for a computer?

- A) MS Excel ( )
- B) Operating System ( )
- C) Antivirus ( )
- D) Internet ( )

30. Which one of the following is not a search engine?

- A) Bing ( )
- B) Google ( )
- C) Yahoo ( )
- D) Windows ( )

31. A wireless technology built in electronic gadgets used for exchanging data over short distances is?

- A) Bluetooth ( )
- B) WiFi ( )
- C) Modem ( )
- D) USB ( )

32. HDMI stand for-

- A) High Definition Multimedia Interface ( )
- B) Half Definition Multimedia Interface ( )
- C) High Digitization Multimedia Interface ( )
- D) Half Digitization Multimedia Interface ( )

33. The process of writing computer instructions in a programming language is known as-

- A) Coding ( )
- B) Processing ( )
- C) Writing ( )
- D) File ( )

34. VPN stands for-

- A) Viral Private Network ( )
- B) Viral Public Network ( )
- C) Virtual Public Network ( )
- D) Virtual Private Network ( )

35. Factor which would strongly influence a businessperson to adopt a computer is its-

- A) Accuracy ( )
- B) Reliability ( )
- C) Speed ( )
- D) All of the above ( )

36. Moving from one website to another is called-

- A) Downloading ( )
- B) Browsing ( )
- C) Uploading ( )
- D) Attachment ( )

37. Full form of IP-

- A) Interface Program ( )
- B) Internet Program ( )
- C) Internet Protocol ( )
- D) Interface Protocol ( )

38. Which among following is engine of computer?

- A) Processor ( )
- B) Scanner ( )
- C) Monitor ( )
- D) Mouse ( )

39. If a computer has more than one processor then it is known as ?

- A) Uniprocess ( )
- B) Multiprocessor ( )
- C) Multithreaded ( )
- D) Multiprogramming ( )

40. Place where accessories are connected to computer-

- A) Bus ( )
- B) Line ( )
- C) Port ( )
- D) Ring ( )

41. Which of the following is the latest web browser based on initial release year?

- A) Netscape ( )
- B) Google Chrome ( )
- C) Internet Explorer ( )
- D) Mozilla Firefox ( )

42. MS Excel file cannot be exported as-

- A) TXT ( )
- B) CSV ( )
- C) PDC ( )
- D) PPT ( )

43. Which of the following shortcut key is used to start the slideshow?

- A) F5 key ( )
- B) F3 key ( )
- C) F1 key ( )
- D) Using F6 key ( )

44. \_\_\_\_\_ is the exchange of computer-stored messages by telecommunication.

- A) Email ( )
- B) Download ( )
- C) Upload ( )
- D) None of the above ( )

45. What was the first network that planted the seeds of internet?

- A) RAPANET ( )
- B) PARANET ( )
- C) ARPANET ( )
- D) APARANET ( )

46. P2P stands for-

- A) Peer To Peer ( )
- B) Past to past ( )
- C) Peek to peek ( )
- D) Pair to pair ( )

47. Arial, Cambria, Verdana, Times New Roman are all examples of-

- A) Colors ( )
- B) Highlights ( )
- C) Alignment ( )
- D) Fonts ( )

48. \_\_\_\_\_ is a versatile word processing program that offers flexibility in correcting and revising your work, as well as a number of stylistic options to improve your documents.

- A) FoxPro ( )
- B) Microsoft Word ( )
- C) Tally ( )
- D) Mozilla Firefox ( )

49. Each excel file is a workbook that contains different sheets. Which of the following cannot be a sheet in workbook?

- A) Work sheet ( )
- B) Chart sheet ( )
- C) Macro sheet ( )
- D) Data sheet ( )

50. 1024 kilobyte is equal to-

- A) 1 gigabyte ( )
- B) 1 megabyte ( )
- C) 1 byte ( )
- D) 100 megabyte ( )