

HARDWARE PARTS	
	MONITOR (LCD)
	CPU
	MOUSE
	KEYBOARD
	SCANNER
	LASER PRINTER
	CD DRIVE
	CD
	DVD
	DIGITAL PEN
	INKJET PRINTER
	DOT MATRIX PRINTER
	SPEAKER
	PEN DRIVE
	WEB CAMERA
	MOTHER BOARD
	PROCESSOR
	RAM
	SMPS

AICIS
COMPUTER EDUCATION



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COMPUTER EDUCATION

ALL INDIA COMPUTER INFORMATION SOCIETY



**TOTALLY MATERIAL OF EXAMINATION OF
“CCC” & “CCC+” CONDUCTED BY
GOV. OF GUJARAT & GOV. OF INDIA**

**National Capital Territory (Govt. of India)
Ministry of Corporate Affairs (Govt. of India)**

CHAPTER - 1 : OPERATING SYSTEM WINDOWS

1. If the displayed system time and date is wrong, you can reset it using
(A) Write (B) Calendar
(C) Write file (D) Control panel
2. You should save your computer from ?
(A) Viruses (B) Time bombs
(C) Worms (D) All of the above
3. A Microsoft Windows is a(n)
(A) Operating system (B) Graphic program
(C) Word Processing (D) Database program
4. Which of the following is program group?
(A) Accessories (B) Paint
(C) Word (D) All of these
5. You should choose Sleep option when
The computer is tired after working for the whole day
(A) You are leaving for a very short time and want to resume you work shortly
(B) When computer gets hanged frequently. Let it sleep for
(C) some time
(D) You finish working and going to bed
6. Which one is not system tool?
(A) Backup (B) Disk defragment
(C) Virus scanning (D) All of the these
7. The memory which allocates space for DOC and application is called
(A) Expanded memory (B) Cache memory
(C) Virtual memory (D) Conventional memory
8. Which menu bar selection would you access to open file?
(A) Option (B) Help

- (C) View (D) None of these
9. Which of the following are loaded in safe mode?
(A) Keyboard driver (B) Mouse driver
(C) VGA drive (D) All of these
10. A..... is a named location on a disk where files are stored
(A) Folder (B) Pod
(C) Version (D) None of these
11. Which one of the following is not a multitasking operating system?
(A) DOS (B) Windows
(C) Unix (D) Linux
12. In Windows, start button is used to
(A) Run applications (B) Device setting
(C) Turn off the system (D) All of these
13. Once text has been cut to the clipboard, you can that text into another document
(A) Paste (B) Copy
(C) Transfer (D) None of these
14. The Basic Input Output System (BIOS) resides in
(A) RAM (B) ROM
(C) The CPU (D) Memory Cache
15. Which of the following is drop down list?
(A) List (B) Combo box
(C) Text area (D) None
16. Recently deleted files are stored in
(A) Recycle bin (B) Desktop
(C) Taskbar (D) My computer
17. Which components appear in the initial Windows start up display?

- (A) Dialog boxes (B) Start menu
(C) Taskbar (D) All of these
18. The date and time displays on
(A) Taskbar (B) Status bar
(C) System tray (D) Launch pad
19. Which is the layer of a computer system between the hardware and the user program
(A) Operating environment (B) Operating system
(C) System environment (D) None
20. Which of the following is not essential to shut down your computer?
(A) Save all opened files
(B) Close all running applications
(C) Switch off monitor
(D) Cut off the power supply
21. Taskbar is used for
(A) Navigation program
(B) Switching between program
(C) Start a program
(D) All of these
22. Which of the following is suitable after you install new drivers?
(A) Shut Down (B) Restart
(C) Sleep (D) Hibernate
23. Which is not a system tool?
(A) Folder (B) Backup
(C) Scandisk (D) Format
24. The title bar always displays on
(A) Top of the open windows
(B) Left side of the open window

- (C) Right side of the open window
(D) All of these
25. Which of the following file menu option save document to disk?
(A) Save (B) Create
(C) Rename (D) All of these
- CHAPTER - 2 : MICROSOFT WORD**
26. The ability to combine name and addresses with a standard document is called -----
(A) Document formatting (B) Database management
(C) Mail merge (D) Form letters
27. "Ctrl + Right Arrow" is used to
(A) Moves the cursor one word right
(B) Moves the cursor end of the line
(C) Moves the cursor end of the document
(D) Moves the cursor one Paragraph down
28. Which of the following are word processing software?
(A) WordPerfect (B) Wordpad
(C) MS Word (D) All of these
29. Which file starts MS Word?
(A) Winword.exe (B) Word.exe
(C) Msword.exe (D) Word2003.exe
30. Ctrl+ N is used to
(A) Save Document (B) Open Document
(C) New Document (D) Close Document
31. By default, on which page the header or the footer is printed?
(A) On first page (B) On alternate page
(C) On every page (D) None of the above
32. Short cut Ctrl+ P used to

- (A) Open Paragraph Dialog Box
(B) Open Page Format Dialog Box
(C) Open Save Dialog Box
(D) Open Print Dialog Box
33. Portrait and Landscape are
(A) Page Orientation (B) Paper Size
(C) Page Layout (D) All of these
34. Switching between portrait and landscape modes involves the
(A) Header and footer toolbar (B) Print layout view
(C) Page setup dialog box (D) None of the above
35. Ctrl+ V is used to
(A) Paste Texts in the beginning of Document
(B) Paste Images in the beginning of Document
(C) Paste Tables at the middle of Document
(D) None of these
36. The -----, or typeface, defines the appearance and shape of letters, numbers, and special characters.
(A) Font (B) Font size
(C) Point (D) Paragraph formatting
37. Which of these toolbars allows changing of Fonts and their sizes?
(A) Standard (B) Formatting
(C) Print Preview (D) None of these
38. Which of the following is not a font style?
(A) Bold (B) Italic
(C) Regular (D) Superscript
39. From where you can access Save command?
(A) Home tab (B) Insert tab
(C) Review tab (D) None of these

40. In MS Word, Ctrl + S is for -----
(A) Scenarios (B) Size
(C) Save (D) Spelling Check
41. Ctrl + I
(A) Italic (B) Left Indent
(C) Save Document (D) Close Document
42. Which of the following help to reduce spelling error in the document?
(A) Auto Format (B) Auto Correct
(C) Smart Tags (D) Auto text
43. A screen elements of MS Word that is usually located below the title bar that provides categorized option is
(A) Menu Bar (B) Tool Bar
(C) Status Bar (D) All of these
44. The following tool bars display in the word application window by default
(A) Forms tool bar (B) Formatting tool bar
(C) Drawing tool bar (D) All of these
45. What is the smallest and largest font size available in Font Size tool on formatting toolbar?
(A) 8 and 72 (B) 8 and 68
(C) 6 and 72 (D) 6 and 68
46. Selecting text means, selecting?
(A) a word (B) an entire sentence
(C) whole document (D) any of the these
47. What is the default number of lines to drop for drop cap?
(A) 3 (B) 10
(C) 15 (D) 20
48. To get to the 'Symbol' dialog box, click on the ----- menu and choose 'Symbol'

- (A) Tools (B) Table
(C) Insert (D) Format
49. AutoCorrect was originally designed to replace ----- words as you type.
(A) Grammatically incorrect (B) Short, repetitive
(C) Misspelled (D) None of these
50. Which of the following option is not available in Insert>>Picture?
(A) Chart (B) Graph
(C) Clip Art (D) Word Art
51. Where can you find the Draw Table tool button?
(A) Formatting toolbar (B) Drawing toolbar
(C) Standard toolbar
(D) Tables and Formatting toolbar
52. Superscript, subscript, outline, emboss, engrave are known as
(A) font effects (B) text effects
(C) font style (D) word art
53. A feature of MS Word that save the document automatically after certain interval is available on
(A) Save tab on Option dialog box
(B) Save As dialog Box
(C) Both of these
(D) None of these
54. How can you make the selected character superscripted?
(A) Ctrl + = (B) Ctrl + Shift + =
(C) Alt + Ctrl + Shift + = (D) None of these
55. Which key is used to select all the text in the document?
(A) Ctrl + T (B) Ctrl + A
(C) Ctrl + F (D) Ctrl + N

56. To undo the last work, press -----
(A) Ctrl + U (B) Ctrl + Y
(C) Ctrl + Z (D) Ctrl + W
57. To Redo the last work, press-----
(A) Ctrl + U (B) Ctrl + Y
(C) Ctrl + Z (D) Ctrl + W
58. When Word gets loaded, the opening screen display a document named:
(A) Document1 (B) Document
(C) Doc1
(D) No document name is displayed
59. You specify the save details of your file in the
(A) Save As...dialog box
(B) Save the File As...dialog box
(C) File Save dialog box (D) None of these
60. 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
(D) None of these
61. In Word you can align the selected paragraph to its right by pressing
(A) Ctrl + E (B) Ctrl + L
(C) Ctrl + R (D) None of these
62. After a table has been created, which of the following operations cannot be performed?
(A) Insert rows in a table
(B) Delete and insert columns
(C) Split the table into two tables

- (D) None of these
63. How many scroll bars can be visible on the text area if your document is over 200%?
(A) Four (B) Two
(C) One (D) Three
64. What Ribbon will you find where you can add a chart?
(A) View (B) Reference
(C) Insert (D) Page Layout
65. We can set up the margin for
(A) Header (B) Footer
(C) Both (a) and (b) (D) None of these
66. To delete the selected sentence, we can press the following key:
(A) Del (B) Backspace
(C) Both (a) and (b) (D) None of these
67. How many ways you can save a document?
(A) 3 (B) 4
(C) 5 (D) 6
68. Border can be applied to
(A) Cells (B) Paragraph
(C) Text (D) All of these
69. Which of the following is not a type of page margin?
(A) Left (B) Right
(C) Centre (D) Top
70. Which extension is given to MS Word document by default?
(A) .ext (B) .docx
(C) .com (D) None
71. Which of the following provides information regarding the status of your document like page number, formatted page number.

- (A) Status bar (B) Home tab
(C) View tab (D) None of these
72. -----case convert first character of first word of selected sentence to capital.
(A) Sentence (B) Toggle
(C) Upper (D) Title
73. Number a file is saved for the first time
(A) Right-aligned (B) Justified
(C) Left-aligned (D) None of these
74. Which of the following options in file pull down menu is used to close a MS Word document?
(A) Quit (B) Close
(C) Exit (D) New
75. If you need to change the typeface of a document, which tab will you choose?
(A) Home (B) View
(C) Insert (D) Format

CHAPTER - 3 : MICROSOFT EXCEL

76. Which of the following format you can decide to apply or not in AutoFormat dialog box?
(A) Number format (B) Border format
(C) Font format (D) All of these
77. You can check the conditions against -----when applying conditional formatting
(A) Cell value (B) Formula
(C) Both of these (D) None of these
78. When a range is selected, how can you activate the previous cell?
(A) Press the Alt key (B) Press Tab

- (C) Press Enter (D) None of these
79. 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) Module sheet (D) Data sheet
80. How can you update the values of formula cells if Auto Calculate mode of Excel is disabled?
- (A) F8 (B) F9
(C) F10 (D) F11
81. Which of the following Excel screen components can NOT be turned on or off?
- (A) Formula Bar (B) Status Bar
(C) Tool Bar (D) None of these
82. Which of the following option is not available in Paste Special dialog box?
- (A) Add (B) Subtract
(C) Divide (D) SQRT
83. Long text can be broken down into many lines within a cell. You can do this through
- (A) Wrap Text in Format >>Cells
(B) Justify in Edit>>Cells
(C) Text Wrapping in Format >> Cells, Layout tab
(D) All of these
84. MS Excel provides the default value for step in Fill Series dialog box
- (A) 0 (B) 1
(C) 5 (D) 10
85. Ctrl + D shortcut key in Excel will
- (A) Open the font dialog box

- (B) Apply double underline for the active cell
(C) Fill down in the selection
(D) None of these
86. The short cut key Ctrl+ R is used in Excel to
- (A) Right align the content of cell
(B) Remove the cell contents of selected cells
(C) Fill the selection with active cells to the right
(D) None of these
87. The command Edit>>Fill Across Worksheet is active only when
- (A) One sheet is selected
(B) When many sheets are selected
(C) When no sheet is selected
(D) None of these
88. Which of the following series type is not valid for Fill Series dialog box?
- (A) Linear (B) Growth
(C) Autofill (D) Time
89. Which of the following you can paste selectively using Paste Special command?
- (A) Validation (B) Formats
(C) Formulas (D) All of these
90. Paste Special allows some operation while you paste to new cell. Which of the following operation is valid?
- (A) Square (B) Percentage
(C) Goal Seek (D) Divide
91. Edit>>Delete command
- (A) Delete the content of a cell
(B) Delete Formats of cell
(C) Delete the comment of cell

- (D) Delete selected cells
92. To remove the content of selected cells you must issue -----command
(A) Edit>>Delete (B) Edit>>Clear>>Contents
(C) Edit>>Clear>>All (D) Data>>Delete
93. Comments can be added to cells using ...
(A) Edit-->Comment (B) Insert->Comment
(C) File ->Comment (D) View-->Comment
94. A numeric value can be treated as label value if..... precedes it.
(A) Apostrophe (') (B) Exclamation (!)
(C) Hash (#) (D) Tilde (~)
95. Comments put in cells are called.....
(A) Smart Tip (B) Cell Tip
(C) Web Tip (D) Soft Tip
96. Concatenation of text can be done using
(A) Apostrophe (') (B) Exclamation(!)
(C) Tilde (~) (D) Ampersand (&)
97. What is the short cut key to replace a data with another in sheet?
(A) Ctrl + R (B) Ctrl + Shift + R
(C) Ctrl + H (D) Ctrl + F
98. Which menu option can be used to split windows into two?
(A) Format--> Window (B) View->Window->Split
(C) Window-> Split (D) View--> Split
99. Getting data from a cell located in a different sheet is called---
(A) Accessing (B) Referencing
(C) Updating (D) Functioning

100. Which of the following is not a valid data type in Excel?
(A) Number (B) Character
(C) Label (D) Date/Time
101. Which elements of a worksheet can be protected from accidental modification?
(A) Contents (B) Objects
(C) Scenarios (D) All of these
102. Which area in an Excel window allows entering values and formulas?
(A) Title Bar (B) Menu Bar
(C) Formula Bar (D) Standard Tool Bar
103. Multiple calculations can be made in a single formula using.....
(A) Standard Formula (B) Array Formula
(C) Complex Formula (D) Smart Formula
104. An Excel Workbook is a collection of.....
(A) Workbooks (B) Worksheets
(C) Charts (D) Worksheets and Charts
105. What do you mean by a Workspace?
(A) Group of Columns (B) Group of Worksheets
(C) Group of Rows (D) Group of Workbooks
106. MS-Excel is based on.....?
(A) Windows (B) DOS
(C) UNIX (D) OS/2
107. In Excel, you can sum a large range of data by simply selecting a tool button called?
(A) AutoFill (B) Auto correct
(C) Auto sum (D) Auto format
108. To select an entire column in MS-EXCEL, press?
(A) CTRL + C (B) CTRL + Arrow key

- (C) CTRL + S (D) None of these
109. To return the remainder after a number is divided by a divisor in EXCEL we use the function?
(A) ROUND () (B) FACT ()
(C) MOD () (D) DIV ()
110. Which function is not available in the Consolidate dialog box?
(A) Pmt (B) Average
(C) Max (D) Sum
111. How do you rearrange the data in ascending or descending order?
(A) Data, Sort (B) Data, Form
(C) Data, Table (D) Data Subtotals
112. Which Chart can be created in Excel?
(A) Area (B) Line
(C) Pie (D) All of these
113. How do you display current date and time in MS Excel?
(A) date () (B) Today ()
(C) Now () (D) time ()
114. What is the short cut key to highlight the entire column?
(A) Ctrl + C (B) Ctrl + Enter
(C) Ctrl + Page Up (D) Ctrl + Space Bar
115. Excel displays the current cell address in the.....
(A) Formula Bar (B) Status Bar
(C) Name Box (D) Title Bar
116. Which of the following is not a term of MS-Excel?
(A) Cells (B) Rows
(C) Columns (D) Document
117. How many worksheets can a workbook have?
(A) 3 (B) 8

- (C) 255 (D) None of these
118. The first cell in EXCEL worksheet is labeled as
(A) AA (B) A1
(C) Aa (D) A0
119. A----- is a grid with labeled columns and rows
(A) Dialog box (B) Worksheet
(C) Clipboard (D) Toolbar
120. The Cancel and Enter buttons appear in the:
(A) Title bar (B) Formula bar
(C) Menu bar (D) Sheet bar
121. In a worksheet you can select
(A) The entire worksheet (B) Rows
(C) Columns (D) All of these
122. Which area in an excel window allows entering values and formulas
(A) Title bar (B) Menu Bar
(C) Formula Bar (D) Standard toolbar
123. Excel files have a default extension of
(A) .xls (B) .xlw
(C) .wk1 (D) .123
124. Excel probably considers the cell entry January 1, 2000 to be a
(A) Label (B) Value
(C) Formula (D) Text string
125. Which elements of worksheet can be protected from accidental modification
(A) Contents (B) Objects
(C) Scenarios (D) All of these

CHAPTER - 4 : MICROSOFT POWER POINT

126. Which of the following section does not exist in a slide layout?
(A) Titles (B) Lists
(C) Charts (D) Animation
127. PowerPoint presentations are widely used as
(A) note outlines for teachers
(B) project presentations by students
(C) communication of planning
(D) All of these
128. -----controls all the main slide control tasks for your presentation.
(A) Task Pane (B) Task Bar
(C) Control Panel (D) None of these
129. Which of the following pane is NOT available in Task Pane?
(A) Getting Started (B) Clip Art
(C) Word Art (D) Search Results
130. In slide layout panel how many layouts are available for text layout by default?
(A) 4 (B) 7
(C) 12 (D) None of these
131. What lets you to create new presentation by selecting ready-made font color and graphics effects?
(A) Presentation Template (B) Master Slide
(C) Design Template (D) Animation Scheme
132. In which menu can you find features like Slide Design, Slide Layout etc.?
(A) Insert Menu (B) Format Menu
(C) Tools Menu (D) Slide Show Menu

133. How many steps are there between Start and Finish in AutoContent Wizard?
(A) 3 (B) 4
(C) 5 (D) 6
134. From which menu you can access Picture, Test Box, Chart etc?
(A) File (B) Edit
(C) Insert (D) View
135. Which of the following font effect is not available in PowerPoint Font dialog box?
(A) Underline (B) Shadow
(C) Emboss (D) Strikethrough
136. Which file format can be added to a PowerPoint show?
(A) .jpg (B) .gif
(C) .wav (D) All of these
137. What is the term used when a clip art image changes the direction of faces?
(A) Group (B) Flip
(C) Rotate (D) All of these
138. The slide that is used to introduce a topic and set the tone for the presentation is called the
(A) Table slide (B) Graph slide
(C) Bullet slide (D) Title slide
139. Which of the following is the default page setup orientation of slide in PowerPoint
(A) Vertical (B) Landscape
(C) Portrait (D) None of these
140. Which command brings you to the first slide in your presentation?
(A) Next slide button (B) Page up

(C) Ctrl +Home

(D) Ctrl +End

141. Which of the following can you use to add times to the slides in a presentation ?

(A) Slide show menu

(B) Rehearse timings button

(C) Slide transition button

(D) All of these

142. The PowerPoint view that displays only text (title and bullets) is

(A) Slide show

(B) Slide sorter view

(C) Notes page view

(D) Outline view

143. Which of the following will not advance the slides in a slide show view?

(A) Esc key

(B) The spacebar

(C) The Enter key

(D) The mouse button

144. What's the best place to find animated images for your Powerpoint 2002 presentation?

(A) Microsoft online

(B) Word clipart

(C) PowerPoint tools and ins

(D) All of these

145. Any and every command can be found on the

(A) Drawing toolbar

(B) Formatting toolbar

(C) Standard toolbar

(D) Menu bar

146. The slide that is used to introduce a topic and set the tone for the presentation is called the

(A) Table slide

(B) Graph slide

(C) Bullet slide

(D) Title slide

147. Which of the following features should you use when typing in the notes text box?

(A) Slide shows

(B) Insert

(C) Slide master

(D) Zoom

148. What are symbols used to identify items in a list?

(A) Icons

(B) Markers

(C) Bullets

(D) Graphics

149. What is the name of the form used to input chart values ?

(A) Datasheet

(B) Microsoft Excel

(C) Microsoft graph

(D) Auto form

150. Which key on the keyboard can be used to view slide show

(A) F1

(B) F2

(C) F5

(D) F10

CHAPTER - 5 : COMPUTER NETWORK & INTERNET

151. Internet is a network of

(A) Computers

(B) Terminal

(C) Networks

(D) None of the above

152. Internet requires

(A) An account from an ISP

(B) A computer with modem

(C) Telephone line

(D) All of these

153. News groups are

(A) Chat services

(B) Discussion groups

(C) E-mail services

(D) None of the above

154. WAIS stands for

(A) Wide assumed intimation section

(B) Wide area internet services

(C) Wide area information system

(D) None of the above

155. Web pages are uniquely identified using

(A) IP address

(B) Domain

(C) URL

(D) File name

156. Printek India has workstations and two printers. This is most likely a

(A) LAN

(B) WAN

- (C) MAN (D) None of the above
157. An ISP is a company that allows you to connect to internet via its servers. ISP stands for
(A) Internet Services Provider
(B) International Services Provider
(C) Internal Services Provider
(D) Internet Services Protocol
158. Google Chrome, Mozilla firefox, Internet Explore, Netscape Navigator are examples of
(A) Web server (B) Web browser
(C) Internet (D) World Wide Web
159. The computer or server on the internet is also known as
(A) Host (B) Address
(C) IP address (D) URLs address
160. The internet is owned by
(A) IAB (B) IETF
(C) InterNIC (D) None of these
161. Some Web pages are divided into independent panes named as:
(A) Excel (B) Outlook Express
(C) Frames (D) None of the above
162. Which of the following protocols is used by Internet mail?
(A) HTTP (B) TCP/IP
(C) FTP (D) None of the above
163. A user can get files from another computer on the Internet by using
(A) FTP (B) HTTP
(C) UTP (D) (a)and(b)
164. Computers on the internet owned and operated by education institution from part of the

- (A) com domain (B) edu domain
(C) mil domain (D) None of the above
165. All Web addresses start with which of the following?
(A) Htp (B) http://
(C) http:/ (D) www
166. Which of the following terms is a “browser”?
(A) Netscape (B) World Wide Web
(C) Launcher (D) E-mail
167. The World Wide Web integrates which of the following?
(A) E-mail, Telnet, Usenet (B) Sound and movies files
(C) (a) and (b)
(D) All internet communication tools
168. Which of the following is not a Web browser?
(A) Netscape Navigator (B) Internet Explorer
(C) Mossaic (D) WWW
169. The following is not an Internet search engine
(A) Google (B) Web crawler
(C) Excite (D) Scientia ans
170. A simple protocol used for fetching e-mail from a mail-box is
(A) POP3 (B) POP2
(C) IMAP (D) None of the above
171. E-mail address is made up of
(A) Single part (B) Two parts
(C) Three parts (D) None of the above
172. SMTP stands for
(A) Server Mail Transfer Protocol
(B) Simple Mail Transfer Protocol
(C) Small Mail Transmission Protocol
(D) Short Mail Transmission Protocol

173. The steps for sending an e-mail are:
(A) Start an e-mail program
(B) Give the address of where to send
(C) Compose a message to send the message
(D) All of these
174. Messenger Mailbox is present in
(A) Internet Explorer
(B) Netscape Communication
(C) Both a and b
(D) None of the above
175. WAN stands for
(A) Wap Area Network (B) Wide Area Network
(C) Wide Array Net (D) Wireless Area Network
176. If you want to create a broadcast that could be downloaded from the internet, what would you create?
(A) IBroadcast (B) Bshow
(C) Podcast (D) Icast
177. Which following ISP is free?
(A) Compuserve (B) AOL
(C) NetZero (D) MSn
178. The internet uses
(A) Circuit switching (B) Packet switching
(C) Hybrid switching (D) None of the above
179. E-mail is
(A) Mail concerning electronics devices
(B) Transaction of letters, messages and memos over a communications
(C) Network transaction of messages within a computer
(D) None of the above
180. The first page that you normally view at a Web site is its:

- (A) Home page (B) Master page
(C) First page (D) Banner page
181. What would you use for immediate, real-time communication with a friend.
(A) E-mail (B) Instant Messaging
(C) Usenet (D) Blog
182. The e-mail component of Internet Explorer is called
(A) Messenger Mailbox (B) Message Box
(C) Outlook Express (D) None of the above
183. The first network that planted the seeds of Internet was:
(A) ARPANET (B) NSFnet
(C) Vnet (D) Inet
184. A client program used to access the internet services and resources available through the World Wide Web.
(A) ISP (B) Web browsers
(C) Web server (D) None of the above
185. Outlook Express is a-----
(A) E-Mail client (B) Browser
(C) Search Engine (D) None of the above
186. What do I need to get onto the Internet?
(A) Computer (B) Browser
(C) Modem (D) All of these
187. WWW stands for
(A) World Wide Web (B) Whole World in Web
(C) We Were in Web (D) None of the above
188. POST stands for
(A) Power on Self Test (B) Program on System Test
(C) Program on Self Test (D) None of the above
189. Which of the following is not pertaining to the Internet?
(A) Keyboard (B) Search Engines

- (C) Browser (D) Hyperlink
190. To reload a Web page, press the
(A) Reload (B) Restore
(C) Refresh (D) None of the above
191. A Web ----- is a series of Web pages on a specific topic.
(A) Site (B) Home
(C) Group (D) URL
192. Internet works on
(A) Packet switching (B) Circuit switching
(C) Both (a) and (b) (D) None of the above
193. Internet explorer falls under:
(A) Operating System (B) Compiler
(C) Browser (D) IP address
194. Computers on an internet are identified by
(A) e-mail address (B) street address
(C) IP address (D) None of the above
195. Which one of the following is not an Internet Service Provider (ISP)?
(A) MTNL (B) BSNL
(C) ERNET India (D) Infotech India Ltd.
196. HTML is used to create
(A) Machine language program (B) High level program
(C) Web page (D) Web server
197. Which is not a social networking site?
(A) Google Plus (B) Wink
(C) LinkedIn (D) Buzz
198. WWW, in computer parlance, stands for
(A) World Wide Web Worm
(B) World Wide Web Work
(C) World Wide Women's Web

- (D) World Wide Women's Week
199. HTML stands for
(A) Hyper Text Markup Language
(B) Hyper Text Manipulation Language
(C) Hyper Text Managing Links
(D) Hyper Text Manipulating Links
200. Which one of the following is not a search engine?
(A) Bing (B) Google
(C) Yahoo (D) Windows

CHAPTER - 6 : COMPUTER FUNDAMENTAL

201. GUI stands for
(A) Graph Use Interface
(B) Graphical Universal Interface
(C) Graphical User Interface
(D) Graphical Unique Interface
202. Which of the following memory is volatile
(A) RAM (B) ROM
(C) EPROM (D) PROM
203. Another term for Main Memory is
(A) Hard Disk (B) ROM
(C) Floppy Disk (D) RAM
204. A collection of 8 bits is called
(A) Byte (B) Record
(C) Word (D) Nibble
205. A list of instructions used by a computer is called
(A) Text (B) CPU
(C) Program (D) Output
206. One MB is equal to
(A) 1024 Byte (B) 1024 KB

- (C) 1000 KB (D) 1024 GB
207. First generation of computer was based on which technology?
- (A) Transistor (B) LSI
(C) VLSI (D) Vacuum Tube
208. Fifth generation computers are based on
- (A) Artificial Intelligence (B) Programming Intelligence
(C) System Knowledge (D) VVLSI
209. In how many generations a computer can be classified?
- (A) 3 (B) 4
(C) 5 (D) 6
210. Which was an early mainframe computer?
- (A) UNIC (B) FUNTRIA
(C) BRAINIA (D) ENIAC
211. Which of the following memory is non-volatile?
- (A) SRAM (B) DRAM ENIAC
(C) ROM (D) All of these
212. Any data or instruction entered into the memory of a computer is considered as
- (A) Storage (B) Output
(C) Input (D) Information
213. Which of the following circuit is used as a 'Memory device' in computers?
- (A) Rectifier (B) Attenuator
(C) Flip Flop (D) Comparator
214. The memory sizes in mainframe computers and advanced technology micro computer are expressed as
- (A) Bytes (B) Kilobytes
(C) Bits (D) Megabytes
215. Graphical pictures that represent an object like file, folder

- etc are:
- (A) Task bar (B) Windows
(C) Icons (D) Desktop
216. The 0 and 1 in the binary numbering system are called Binary Digits or
- (A) Bytes (B) Kilobytes
(C) Decimal bytes (D) Bits
217. The size of commonly used floppy disk is
- (A) 4.5" (B) 3.5"
(C) 3.25" (D) 5.5"
218. The term 'memory' applies to which one of the following
- (A) Storage (B) Logic
(C) Input Device (D) Output Device
219. Which memory is non volatile and may be written only once?
- (A) RAM (B) EEPROM
(C) EPROM (D) PROM
220. A kilobyte also referred to KB, is equal to:
- (A) 1000 bytes (B) 512 bytes
(C) 1024 bytes (D) 2048 bytes
221. Computer Virus is a-----
- (A) Hardware (B) Software
(C) Bacteria (D) Freeware
222. Dot-matrix, Deskjet, Inkjet and Laser are all types of which computer peripherals?
- (A) Printers (B) Software
(C) Monitors (D) Keyboards
223. AVI(Audio Video Interleave) format was developed by?
- (A) IBM (B) Apple

- (C) Microsoft (D) Macromedia
224. General purpose computers are those that can be adopted to countless uses simply by changing its
(A) Output Device (B) Input Device
(C) Program (D) Processor
225. When a computer prints a report, this output is called-----
(A) Hard copy (B) Soft copy
(C) COM (D) None of the above
226. GIGO stands for-----
(A) Garbage Input, Garbage Output
(B) Gigabytes in, Gigabytes Out
(C) Garbage In, Garbage Out
(D) None of the above
227. If a computer is on but does not respond to a system reset, what is it said to be?
(A) Dead (B) Off
(C) Hang (D) Insensitive
228. MICR stands for
(A) Magnetic Ink Character Reader
(B) Magnetic Ink Code Reader
(C) Magnetic Ink Cases Reader
(D) None
229. VGA is
(A) Video Graphics Array (B) Visual Graphics Array
(C) Volatile Graphics Array (D) Video Graphics Adapter
230. The binary number system has a base
(A) 2 (B) 4
(C) 8 (D) 16
231. The number system that is the basis for computer operations as

- (A) Hexadecimal System (B) Octal System
(C) ASCII (D) Binary System
232. Which of the following is not a CPU trade name?
(A) Dell (B) Intel
(C) AMD (D) Cyrix
233. The slowest memory is
(A) Hard Disk (B) Cache Memory
(C) DVD ROM (D) RAM
234. One MB is equal to
(A) 500 GB (B) 1024 Byte
(C) 1000 KB (D) 1024 KB
235. The computer consists of
(A) I/O device (B) Memory
(C) CPU (D) All of the above
236. Microprocessor was invented in
(A) 1970 (B) 1971
(C) 1972 (D) 1973
237. What is the responsibility of the logical unit in the CPU of a computer?
(A) To procedure result
(B) To compare numbers
(C) To control flow of information
(D) To do math's works
238. An error in computer data is called
(A) Bug (B) CPU
(C) Storage device (D) Chip
239. What device includes an adapter that decodes data sent in radio signals?
(A) Modem (B) Digital Translator
(C) Router (D) Switch

240. Which of the following is not a characteristic of a computer?
- (A) Intelligence (B) Speed
(C) Versatility (D) Automation
241. Which input device cannot be used to work in MS Office ?
- (A) Scanner (B) Mouse
(C) Keyboard (D) Joy Stick
242. Loading Operating System onto RAM is called?
- (A) Printing (B) Saving
(C) Booting (D) Starting
243. Which company is the biggest player in the microprocessor industry?
- (A) Motorola (B) Intel
(C) IBM (D) AMD
244. Which of the following is not a computer language?
- (A) Microsoft (B) C++
(C) C# (D) Java
245. Which of the following extensions suggest that the file is a backup copy?
- (A) .bak (B) .bas
(C) .com (D) .txt
246. Which of the following is not used as secondary storage?
- (A) Semiconductor memory (B) Magnetic Disks
(C) Magnetic Drums (D) Magnetic Tapes
247. Which one of the following is not an application software package?
- (A) Redhat Linux (B) Microsoft Office
(C) Adobe Pagemaker (D) Open Office

248. The Processor which performs arithmetical and logical operations is called
- (A) Control (B) Alu
(C) Register (D) Cache Memory
249. The memory which is programmed at the time is manufactured is
- (A) RAM (B) ROM
(C) PROM (D) EPROM
250. The Process of putting data into a storage location is called
- (A) Reading (B) Writing
(C) Controlling (D) Hand Shaking

Best of Luck



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MAIN SHORTCUT KEYS

1	Ctrl+ A	Select All કરવા માટે
2	Ctrl+ B	Bold (જાડા કરવા માટે)
3	Ctrl+ C	Copy (નકલ કરવા માટે)
4	Ctrl+ D	Format Font (આકાર અને કદની રીત બદલવા માટે)
5	Ctrl+ E	Center Alignment (વચ્ચે લાવવા માટે)
6	Ctrl+ F	Find (શોધવા માટે)
7	Ctrl+ G	Go to (જવા માટે)
8	Ctrl+ H	Replace (બદલવા માટે)
9	Ctrl+ I	Italic (અક્ષર ત્રાસા કરવા માટે)
10	Ctrl+ J	Justify (પેરેગ્રાફ સેટ કરવા માટે)
11	Ctrl+ K	Hyperlink
12	Ctrl+ L	Left Alignment (ડાબી બાજુ પેરેગ્રાફ ખસેડવા માટે)
13	Ctrl+ M	Indent (Rular)
14	Ctrl+ N	New (File) (નવી ફાઈલ બનાવવા માટે)
15	Ctrl+ O	Open (સેવ કરેલી ફાઈલ ખોલવા માટે)
16	Ctrl+ P	Print (પ્રિન્ટ કાઢવા માટે)
17	Ctrl+ Q	Resent Para
18	Ctrl+ R	Right Alignment કરવા માટે
19	Ctrl+ S	Save કરવા માટે
20	Ctrl+ T	Hanging Indent
21	Ctrl+ U	Under Line
22	Ctrl+ V	Paste કરવા માટે
23	Ctrl+ W	File Close કરવા માટે
24	Ctrl+ X	Cut કરવા માટે

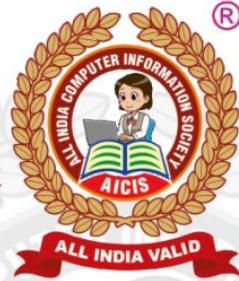
25	Ctrl+ Y	Redo કરવા માટે
26	Ctrl+ Z	Undo કરવા માટે
27	Ctrl+]	Font Size વધારવા માટે
28	Ctrl+ [	Font Size ઘટાડવા માટે
29	Ctrl+ F1	Open Task Pane કરવા માટે
30	Ctrl+ =	સબસ્ક્રીપ્ટ કરવા માટે
31	Ctrl+	વિન્ડોઝ ક્લોઝ કરવા માટે
32	Ctrl+ +	સુપરસ્ક્રીપ્ટ કરવા માટે
33	Ctrl+ F4	Close the active Tab or window Within an application
34	Alt+ spacebar	Control Menu box active
35	Alt+ spacebar+ X	વિન્ડોઝ મેક્સીમાઈઝ કરવા માટે
36	Alt+ spacebar+ N	વિન્ડોઝ નોર્મીમાઈઝ કરવા માટે
37	Alt + E	વિન્ડોઝ એક્સપ્લોર ઓપન કરવા માટે
38	Alt + F	File menu open કરવા માટે
39	Alt + E	Edit menu open કરવા માટે
40	Alt + V	View menu open કરવા માટે
41	Alt + I	Insert menu open કરવા માટે
42	Alt + O	Format menu open કરવા માટે
43	Alt + T	Tools menu open કરવા માટે
44	Alt + A	Table menu open કરવા માટે
45	Alt + W	Windows menu open કરવા માટે
46	Alt + H	Help menu open કરવા માટે
47	Alt + F4	Close file કરવા માટે
48	Alt + Space + R	Restore કરવા માટે

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