

Q1. Microsoft Office is a _____.

- (a) Shareware
- (b) Public-domain software
- (c) Open source software
- (d) An application suit
- (e) Firmware

S1. Ans. (d)

Sol. Microsoft Office is an Application suit.

Q2. Which term is not related with font?

- (a) Font face
- (b) Font size
- (c) Font color
- (d) Font grammar
- (e) None of these

S2. Ans. (d)

Sol. There is nothing such as font grammar

Q3. The valid format of MS Word is _____.

- (a) .jpeg
- (b) .png
- (c) .doc
- (d) .exe
- (e) None of these

S3. Ans. (c)

Sol. MS Word file is in .doc format.

Q4. Which of the following option may be used to change page-size and margins?

- (a) Page Layout
- (b) View
- (c) Tools
- (d) Data
- (e) None of these

S4. Ans. (a)

Sol. Page Layout is used may be used to change page-size and margins.

Q5. To justify the selected text, the shortcut key is _____.

- (a) Ctrl + 1
- (b) Ctrl + J
- (c) Ctrl + U
- (d) Ctrl + Alt + K
- (e) None of these

Ans. (b)

Sol. Ctrl + J is the shortcut key to justify text.

Q6. Workbook is a collection of _____ in MS Excel?

- (a) page set-up
- (b) buttons
- (c) diagrams
- (d) charts
- (e) worksheets

Ans. (e)

Sol. Workbook is a collection of worksheet in MS Excel

Q7. In order to move from one worksheet to another in MS-Excel workbook. One should click _____.

- (a) active cell
- (b) scroll bar
- (c) sheet tab
- (d) tab button
- (e) None of these

Ans. (c)

Sol. From sheet tab you can move from one worksheet to another in MS Excel.

Q8. In a spreadsheet, a _____ is a number you will use in a calculation.

- (a) label
- (b) cell
- (c) field
- (d) value
- (e) None of these

Ans. (d)

Sol. In a spreadsheet, a value is a number you will use in a calculation.

Q9. In Power Point, 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
- (e) None of these

Ans.(a)

Sol. A slide show or slide presentation is a series of pictures or pages of information, often displayed on a large screen using a video projector. And Esc key does not advance the slides.

Q10. 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
- (e) None of the above

Ans.(a)

Sol. mid files- It is a uniform format accepted by electronic music industry
.wav files - This format is considered to be the official format.

Q11. Which PowerPoint view displays each slide of the presentation as a thumbnail and is useful for rearranging slides?

- (a) Slide Sorter
- (b) Slide Show
- (c) Slide Master
- (d) Notes Page
- (e) Slide Design

Ans.(a)

Sol. Slide sorter view in PowerPoint or OpenOffice Impress is a window that displays thumbnail versions of all your slides, arranged in horizontal rows. This view is useful to make global changes to several slides at one time. Rearranging or deleting slides is easy to do in Slide Sorter view

Q12. If you want to insert a chart to your slide then go to _____.

- (a) Insert – Chart
- (b) Home – Chart
- (c) Format – Chart

- (d) Table – Chart
- (e) None of these

Ans.(a)

Sol. Insert – chart used to insert a chart to a slide.

Q13. Which of the following is not a type of Microsoft access database object?

- (a) Table
- (b) Worksheets
- (c) Modules
- (d) Macros
- (e) None of these

Ans.(b)

Sol. Worksheets are not a type of Microsoft access database object.

Q14. Row in an Access table is also known as _____.

- (a) field
- (b) record
- (c) data
- (d) type
- (e) None of these

Ans.(b)

Sol. Row in an Access table is also known as Record.

Q15. Queries in Access can be used as _____.

- (a) View, change and analyse data in different ways
- (b) A source of records for forms and reports
- (c) to access internet
- (d) Both a and b
- (e) None of these

Ans.(d)

Sol. Using a query makes it easier to view, add, delete, or change data in your Access database. Some other reasons for using queries:

Find specific quickly data by filtering on specific criteria (conditions), Calculate or summarize data

Automate data management tasks, such as reviewing the most current data on a recurring basis.

Q1. By firmware we understand _____

- (a) Physical equipment used in a computer system
- (b) A set of instructions that causes a computer to perform one or more tasks.
- (c) The people involved in the computing process.
- (d) A set of programs that is pre-installed into the read-only memory of a computer during the time of manufacturing**
- (e) None of these

Q2. What is an ad hoc query?

- (a) Pre-planned question
- (b) Pre-scheduled question
- (c) Spur-of-the-moment question**
- (d) Question that will not return any results
- (e) None of these

Q3. A _____ is used to direct and dispatch data packets between two different networks.

- (a) Connection
- (b) Bridge
- (c) Gateway
- (d) Hub
- (e) Router**

Q4. Dr. E.F. Codd represented _____ rules that a database must obey if it has to be considered truly relational.

- (a) 10
- (b) 8
- (c) 12**
- (d) 6
- (e) 5

Q5. Which of the following is a software used for Remote Connection?

- (a) TeamViewer**
- (b) Picasa
- (c) Prisma
- (d) Safari
- (e) Intel Connect

Q6. E-R modeling technique uses which approach?

- (a) Top-down approach**
- (b) Bottom-up approach
- (c) Left-right approach
- (d) Both top-down and bottom-up

(e) None of these

Q7. Which among the following options is the application that combines text, sound, graphics, motion video, and/ or animation?

(a) Multimedia

(b) Minimedias

(c) Videoscapes

(d) Motionware

(e) Maxomedia

Q8. Commands at the top of a screen such as File-Edit, Format and Tools to operate and change things are incorporated in _____.

(a) Menu bar

(b) Tool bar

(c) User friendly

(d) Word processor

(e) None of these

Q9. Auxiliary memory is also called _____.

(a) Primary memory

(b) Third memory

(c) Extra memory

(d) Secondary memory

(e) None of the above

Q10. The startup routine runs, when machine boots up is known as _____.

(a) POST

(b) BOOT up

(c) Operating Routine

(d) I/O operation

(e) None of these

Q11. Which among the following is the shortcut key combination to copy formatting from text?

(a) Alt + Shift + C

(b) Tab + Shift + C

(c) Ctrl + Shift + C

(d) F1 + Shift + C

(e) None of these

Q12. The key F12 opens a _____.

(a) SaveAs dialog box

(b) Open dialog box

- (c) Save dialog box
- (d) Close dialog box
- (e) None of these

Q13. The operation of combining two cells into a single cell in Excel is referred to as _____.

- (a) Join cells
- (b) Merge cells**
- (c) Merge table
- (d) Join table
- (e) None of the above

Q14. What is the default the cell content alignment in Excel?

- (a) left aligned
- (b) centrally aligned
- (c) text left aligned and numbers right aligned**
- (d) text right aligned and numbers left aligned
- (e) None of the above

Q15. If you wish to extend the length of the network without having the signal degrade, you would use a _____.

- (a) Repeater**
- (b) Router
- (c) Gateway
- (d) Switch
- (e) None of these

Q1. A (n) _____ device is any hardware component that allows you to enter data and instruction into a computer.

- (a) interaction
- (b) input**
- (c) communications
- (d) output
- (e) terminal

Q2. The device that can both feed data into and accept data from a computer is called _____.

- (a) ALU
- (b) CPU
- (c) input-output device**
- (d) All of these
- (e) None of these

Q3. The insert, cap lock and num lock all are examples of _____ keys.

- (a) Control
- (b) Function
- (c) Toggle**
- (d) Shortcut
- (e) None of these

Q4. An electronic device, operating under the control of instruction that can accept and process the data, produce output and store the results for future use is called _____.

- (a) Input
- (b) Computer**
- (c) Software
- (d) Hardware
- (e) None of these

Q5. Computer gathers data, which means that it allow users to _____ data.

- (a) Present
- (b) Input**
- (c) Output
- (d) Process
- (e) None of these

Q6. The smallest unit of information, a computer can understand and process is known as _____.

- (a) Digit
- (b) Byte
- (c) Megabyte
- (d) Bit**

Q7. Computers use the _____ number system to store data and perform calculations.

- (a) Binary**
- (b) Decimal
- (c) Octal
- (d) Hexadecimal
- (e) None of these

Q8. Mozilla Firefox is a _____.

- (a) Spreadsheet
- (b) Word processing software
- (c) Web browser**
- (d) Programming software
- (e) None of these

Q9. _____ is usually recorded and played, displayed, or accessed by information content processing devices, which as computerized and electronic devices, but can also be part of live performance.

- (a) Virus
- (b) BIOS software
- (c) Multimedia**
- (d) C++
- (e) None of these

Q10. Which of the following appropriately relates with starting up an operating system?

- (a) Starting
- (b) Entering
- (c) Formatting
- (d) Booting**
- (e) None of these

Q11. In MS-DOS 6.22, which part identifies that product uniquely?

- (a) MS
- (b) DOS
- (c) Ms - DOS
- (d) 6.22**

(e) None of these

Q12. In relational database, a field is a:

- (a) label
- (b) table of information
- (c) group of related records
- (d) category of information**
- (e) None of these

Q13. Which one of the following is a set of one or more attributes taken collectively to uniquely identify a record?

- (a) Candidate key
- (b) Sub key
- (c) Super key**
- (d) Foreign key
- (e) None of these

Q14. A _____ is a property of the entire relation, rather than of the individual tuples in which each tuple is unique.

- (a) Rows
- (b) Key**
- (c) Attribute
- (d) Fields
- (e) None of these

Q15. EPROM is generally erased by using _____.

- (a) ultraviolet rays**
- (b) infrared rays
- (c) 12V electrical pulse
- (d) 24V electrical pulse
- (e) None of these

Q1. Select all the text in MS Word document by

- (a) Ctrl + S
- (b) Ctrl + 1
- (c) Shift + A
- (d) Ctrl + A**
- (e) None of these

Q2. MS Word is _____ software.

- (a) System
- (b) Application**
- (c) Programming
- (d) Compiler
- (e) None of these

Q3. The shortcut key for paste selected text/picture in MS Word is _____.

- (a) Ctrl + X
- (b) Ctrl + C
- (c) Ctrl + V**
- (d) Ctrl + Z
- (e) None of these

Q4. Which of the following is not an input device?

- (a) Mouse
- (b) Monitor**
- (c) Keyboard
- (d) Microphone
- (e) None of these

Q5. Ctrl, Shift and Alt are called _____ keys.

- (a) Modifier**
- (b) Function
- (c) Alphanumeric
- (d) Adjustment
- (e) None of these

Q6. A button that makes characters either upper to a lower case and numbers to symbols is-

- (a) Monitor
- (b) Shift key**
- (c) Icon
- (d) Mouse
- (e) None of these

Q7. A US standard keyboard follows

- (a) QWERTY model**
- (b) 104-model
- (c) 108-model
- (d) All of these
- (e) None of these

Q8. C++, Java, and PHP are _____ programming language.

- (a) Procedure-oriented
- (b) Object oriented**
- (c) Font oriented
- (d) Visual Basic
- (e) None of these

Q9. Which of the following is a programming language?

- (a) Lotus
- (b) Pascal**
- (c) MS-Excel
- (d) Netscape
- (e) None of these

Q10. FORTRAN programming language is more suitable for _____.

- (a) Business Applications
- (b) Marketing Applications
- (c) Scientific Applications**
- (d) None of the above
- (e) None of these

Q11. Java was introduced by

- (a) Sun Microsystem**
- (b) IBM
- (c) Intel
- (d) Microsoft
- (e) Google

Q12. Which programming language are classified as low level languages?

- (a) Basic, COBOL, FORTRAN
- (b) Prolog 2, Expert Systems
- (c) Knowledge based Systems
- (d) Assembly Languages**
- (e) None of these

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Q14. A _____ is a property of the entire relation, rather than of the individual tuples in which each tuple is unique.

- (a) Rows
- (b) Key**
- (c) Attribute

- (d) Fields
- (e) None of these

Q15. A _____ is an abstract model that describes, how the data are organized and represented.

- (a) data model**
- (b) instances
- (c) schema
- (d) database
- (e) DBMS

GOLDEN CAREER

Q1. BIT is a short form of:

- (a) megabyte
- (b) binary language
- (c) binary information unit
- (d) binary number
- (e) binary digit

Q2. Date and time are available on the desktop at:

- (a) Keyboard
- (b) Recycle bin
- (c) My computer
- (d) Task bar
- (e) None of these

Q3. The part of a computer that coordinates all its functions is called its...

- (a) ROM program
- (b) System board
- (c) Arithmetic logic unit
- (d) Control unit
- (e) None of these

Q4. Powerful keys that let you exit a program when pushed

- (a) arrow keys
- (b) space bar
- (c) escape key
- (d) return key
- (e) None of these

Q5. Oracle is a :

- (a) RDBMS
- (b) Hardware
- (c) System software
- (d) High level language
- (e) None of the above

Q6. Voip stands for

- (a) Vote over IP
- (b) Voice over IP
- (c) Voice on IP
- (d) Vendor on IP
- (e) Version over IP

Q7. Which of the following computer languages is a mathematically oriented language used for scientific problems?

- (a) FORTRAN
- (b) COBOL
- (c) LISP
- (d) PROLOG
- (e) ANDROID

Q8. Coded entries which are used to gain access to a computer system are called

- (a) Entry codes
- (b) Passwords
- (c) Security commands
- (d) Codewords
- (e) None of these

Q9. _____ is the process of carrying out commands.

- (a) Fetching
- (b) Executing
- (c) Storing
- (d) Decoding
- (e) None of these

Q10. To access the services of operating system, the interface is provided by the

- (a) system calls
- (b) API
- (c) library
- (d) assembly instructions
- (e) none of the above

Q11. Which one of the following error will be handle by the operating system?

- (a) power failure
- (b) lack of paper in printer
- (c) connection failure in the network
- (d) all of the mentioned
- (e) none of the above

Q12. . The OS X has

- (a) monolithic kernel
- (b) hybrid kernel
- (c) microkernel
- (d) monolithic kernel with modules

(e) none of the above

Q13. The structure or format of data is called

- (a) Syntax
- (b) Semantics
- (c) Struct
- (d) None of the mentioned
- (e) grammar

Q14. Communication between a computer and a keyboard involves _____ transmission

- (a) Automatic
- (b) Half-duplex
- (c) Full-duplex
- (d) Simplex
- (e) none of the above

Q15. The first Network

- (a) CNET
- (b) NSFNET
- (c) ASAPNET
- (d) ARPANET
- (e) internet

ANSWERS :

S1. Ans.(e)

S2. Ans.(d)

S3. Ans.(d)

S4. Ans.(c)

S5. Ans.(a)

S6. Ans.(b)

S7. Ans.(a)

S8. Ans.(b)

S9. Ans.(b)

S10. Ans.(a)

S11. Ans.(d)

S12. Ans.(b)

S13. Ans.(a)

S14. Ans.(d)

S15. Ans.(d)

Q1. Which of the following operating system is better for implementing client-server network?

- (a) Windows 95
- (b) Windows 98
- (c) Windows 2000
- (d) Microsoft 8.1
- (e) none of the above

Q2. Which software allows a user to perform calculations on row and columns of data?

- (a) An electronic spreadsheet
- (b) A Workbook
- (c) An Analyzer
- (d) A calculator
- (e) DBMS

Q3. What is the purpose of the query in the database?

- (a) input data
- (b) output results
- (c) sort data
- (d) filter data
- (e) all of the above

Q4. What type of a database is multidimensional, providing layers to tables?

- (a) Multidimensional
- (b) Network
- (c) Hierarchical
- (d) Data warehouse
- (e) all of above

Q5. Which term refers to the extent of detail provided in information? For instance, some information may provide summary information while others may provide a great amount of detail?

- (a) Information Depth
- (b) Aggregate Data
- (c) Information Granularity
- (d) Data Detail
- (e) None of these

Q6. What is the term used to depict aged information systems that are technologically out-of-date?

- (a) Outdated information systems
- (b) Obsolete systems
- (c) Archaic systems

- (d) Legacy information systems
- (e) None of these

Q7. Which of the following is a subset of a data warehouse?

- (a) Relational database
- (b) OLAP
- (c) Intelligent Agent
- (d) Data mart
- (e) None of these

Q8. What part of the database stores information about the data?

- (a) Data dictionary
- (b) Data depository
- (c) Data warehouse
- (d) Administrative data systems
- (e) All the above

Q9. What term refers to your ability to connect to the internet and your company from a wireless device?

- (a) Net services
- (b) Push technology
- (c) Pull technology
- (d) Mobile computing
- (e) None of these

Q10. When two companies are linked together by computers and they send business transactions through these computers, they are probably using _____.

- (a) Digital wallets
- (b) Electronic data interchange
- (c) B2C
- (d) Smart cards
- (e) None of these.

Q11. What term refers to the small web page that opens automatically with an ad when you visit some web sites?

- (a) Marketing page
- (b) I-ad
- (c) Affiliate ad
- (d) Pop-up ad
- (e) None of these

Q12. Database management systems are intended to:

- (a) eliminate data redundancy
- (b) establish relationship among different records in different files
- (c) manage file access
- (d) maintain data integrity
- (e) all of the above

Q13. The data dictionary tells the DBMS_____?

- (a) What files are in the Database
- (b) What attribute are possessed by the data
- (c) What these files contain
- (d) All of the above
- (e) None of the above

Q14. Which of the following is a database administrator's function?

- (a) Database design
- (b) Backing up the database
- (c) Performance monitoring
- (d) User coordination
- (e) All of the above

Q15. Which of the following is the organized collection of large amount of interrelated data stored in a meaningful way used for manipulation and updating?

- (a) Database
- (b) File
- (c) Folder
- (d) Data-mining
- (e) Data source

Solutions

S1. Ans.(c)

Sol. Windows 2000 is an operating system designed by Microsoft to run application programs, store files, support networking and provide other features like multimedia and entertainment. The versions of Windows 2000 include Professional, Server, Advanced Server and Datacenter Server.

S2. Ans.(a)

Sol. A spreadsheet is primarily designed to provide a digital form of the paper-based worksheet. There are numerous rows and columns for storage and available support for mathematical formulas and calculations, data sorting and analysis Integration and visualization of data in the form of graph and charts. Example: Microsoft Excel and Lotus.

S3. Ans.(e)

Sol. A query is a request for data or information from a database table or combination of tables. a number of query languages have been developed for different database engines and purposes, but SQL is by far the most ubiquitous and well-known.

S4. Ans.(d)

Sol. A data warehouse is constructed by integrating data from multiple heterogeneous sources. It supports analytical reporting, structured and/or ad hoc queries and decision making.

S5. Ans.(c)

Sol. The level of detail considered in a model or decision making process. The greater the granularity, the deeper the level of detail. Granularity is usually used to characterize the scale or level of detail in a set of data.

S6. Ans.(d)

Sol. A legacy system is an old method, technology, computer system, or application program, "of, relating to, or being a previous or outdated computer system."

S7. Ans.(d)

Sol. The data mart is a subset of the data warehouse and is usually oriented to a specific business line or team. Whereas data warehouses have an enterprise-wide depth, the information in data marts pertains to a single department.

S8. Ans.(a)

Sol. A set of information describing the contents, format, and structure of a database and the relationship between its elements, used to control access to and manipulation of the database.

S9. Ans.(d)

Sol. Mobile Computing is a technology that allows transmission of data, voice and video via a computer or any other wireless enabled device without having to be connected to a fixed physical link.

S10. Ans.(b)

Sol. Electronic Data Interchange (EDI) is the electronic interchange of business information using a standardized format; a process which allows one company to send information to another company electronically rather than with paper. Business entities conducting business electronically are called trading partners.

S11. Ans.(d)

Sol. Pop up ads are advertisements that show up in a new browser window.

S12. Ans.(e)

Sol. A database management system (DBMS) is system software for creating and managing databases. The DBMS provides users and programmers with a systematic way to create, retrieve, update and manage data.

S13. Ans.(d)

Sol. A set of information describing the contents, format, and structure of a database and the relationship between its elements, used to control access to and manipulation of the database.

S14. Ans.(e)

Sol. It contains all the information about the data objects. It is like storing all up-to-date information about the objects like tables, columns, index, constraints, functions etc.

S15. Ans.(a)

Sol. A database is a collection of information that is organized so that it can easily be accessed, managed, and updated.

GOLDEN

Q1. Which of the following are machine-independent languages?

- (a) High-level languages
- (b) Low-level languages
- (c) Assembly languages
- (d) Machine languages
- (e) None of these

Q2. FORTRAN is a programming language. It is more suitable for

- (a) business applications
- (b) marketing applications
- (c) scientific applications
- (d) statically calculative applications
- (e) None of these

Q3. Which of the following threads is used in an operating system?

- (a) User-level thread
- (b) Kernel-level thread
- (c) Hardware-level thread
- (d) Both (a) and (b)
- (e) None of these

Q4. Which of the following conditions is responsible for occurrence of context switching?

- (a) When one process expires and a new one is loaded from a ready queue
- (b) No processes are in the ready queue
- (c) When a process is running
- (d) When the CPU is at rest
- (e) None of these

Q5. What does DOS stands for?

- (a) Digital Operating Session
- (b) Disk Operating System
- (c) Digital Operating System
- (d) Disk Opening System
- (e) Digital Open System

Q6. What acts as master software that works as a mediator between a computer user and the hardware of a computer?

- (a) Application Program
- (b) Hardware
- (c) Software
- (d) Operating System
- (e) User

Q7. Which of the following is the type of software that controls the internal operations in the computer and controls how the computer works with all its parts?

- (a) Shareware
- (b) Public domain software
- (c) Application software
- (d) Operating system software
- (e) None of these

Q8. Linux is an example of :

- (a) Freeware
- (b) Open source software
- (c) Shareware
- (d) Complimentary
- (e) None of these

Q9. Which of the following system programs translate the source program to its corresponding machine language?

- (a) Interpreter
- (b) Assembler
- (c) Compiler
- (d) Debugger
- (e) None of these

Q10. In MS Word, _____ is a predefined decorative text that you can add to a document.

- (a) ClipArt
- (b) SmartArt
- (c) Charts
- (d) WordArt
- (e) References

Q11. Which of the following features of Excel allows you to create small charts that you can insert in individual cells?

- (a) Sparkline
- (b) Slicer
- (c) Macro
- (d) All of the above
- (e) None of these

Q12. In Excel, a new workbook contains _____ worksheets by default.

- (a) One

- (b) three
- (c) five
- (d) ten
- (e) None of these

Q13. In a Windows-based application, when you click the Maximize button, it changes to the

- (a) Minimize button
- (b) Close button
- (c) Open button
- (d) Restore Down button
- (e) None of these

Q14. You cannot save an Excel file in a/an _____ format.

- (a) PDF
- (b) PSD
- (c) TXT
- (d) XML
- (e) None of these

Q15. In PowerPoint, _____ refers to the process of displaying images in a sequence to create an illusion of movement.

- (a) transition
- (b) animation
- (c) theme
- (d) style
- (e) None of these

Solutions

S1. Ans.(a)

Sol. High-level languages, such as FORTRAN, BASIC, Pascal and Algol, allow the programmer to write programs that are not bound to be used only on particular types of computers. The benefits of these high-level languages are very close to the human understandable language, that is, they are written in simple English language with some numeric characters.

S2. Ans.(c)

Sol. FORTRAN is the best and only major programming language for scientific applications. It is designed for performing large and complex scientific numerical computing.

S3. Ans.(d)

Sol. There are only two types of threads present in an operating system. One is user-level thread and the other is kernel-level thread. User-level threads are the threads which are controlled and managed by the user of the computer system. Kernel-level threads are the threads which are controlled and created by the operating system. These threads are at the kernel level of the computer system. Kernel is the one who creates the threads.

S4. Ans.(a)

Sol. A context switching comes into the picture when the time period provided for one process is over and a new process is loaded from the ready queue for processing.

S5. Ans.(b)

Sol. DOS stands for Disk Operating System. It is the first operating system developed by Microsoft.

S6. Ans.(d)

Sol. Operating system provided an interface between a user and computer hardware. It enables a user to utilize hardware resources efficiently.

S7. Ans.(d)

Sol. An operating system (OS) is a program or software that manages and coordinates the functions of all the components of a computer. It also acts as an interface between the user and the hardware of a computer.

S8. Ans.(b)

Sol. Linux is an open source operating system.

S9. Ans.(b)

Sol. An assembler refers to a system program that transforms (translates) a source program written in Assembly Language (AL) into its respective machine language of a computer. The assembly program uses symbolic representation of machine language statements and hence is closer to machine language.

S10. Ans.(d)

Sol. WordArt includes predefined and predecorated text that can be added to a document for enhancing its appearance. You can also customize the font size and font colour of the wordArt.

S11. Ans.(a)

Sol. Sparklines are minicharts that you can place inside a cell of a worksheet to represent numerical data.

S12. Ans.(b)

Sol. A new workbook contains only three worksheets, namely, Sheet 1, Sheet 2 and Sheet 3, by default. You can rename your worksheets at any point according to your requirements.

S13. Ans.(d)

Sol. The user interface of a Windows-based application contains Window control buttons, namely, Minimize, Maximize and Restore Down, and Close buttons. When the Maximize button is clicked, it is changed to the Restore Down button. Similarly, when the Restore Down button is clicked, the name of the button is changed to the Maximize button.

S14. Ans.(b)

Sol. PSD is an extension for Photoshop files.

S15. Ans.(b)

Sol. The process of rapidly displaying static images in a sequence such that an illusion of motion is created is known as animation. You can apply different animation effects to different objects in a presentation.

GOLDEN

Q1. Which of the following are machine-independent languages?

- (a) High-level languages
- (b) Low-level languages
- (c) Assembly languages
- (d) Machine languages
- (e) None of these

Q2. FORTRAN is a programming language. It is more suitable for

- (a) business applications
- (b) marketing applications
- (c) scientific applications
- (d) statically calculative applications
- (e) None of these

Q3. Which of the following threads is used in an operating system?

- (a) User-level thread
- (b) Kernel-level thread
- (c) Hardware-level thread
- (d) Both (a) and (b)
- (e) None of these

Q4. Which of the following conditions is responsible for occurrence of context switching?

- (a) When one process expires and a new one is loaded from a ready queue
- (b) No processes are in the ready queue
- (c) When a process is running
- (d) When the CPU is at rest
- (e) None of these

Q5. What does DOS stands for?

- (a) Digital Operating Session
- (b) Disk Operating System
- (c) Digital Operating System
- (d) Disk Opening System
- (e) Digital Open System

Q6. What acts as master software that works as a mediator between a computer user and the hardware of a computer?

- (a) Application Program
- (b) Hardware
- (c) Software
- (d) Operating System
- (e) User

Q7. Which of the following is the type of software that controls the internal operations in the computer and controls how the computer works with all its parts?

- (a) Shareware
- (b) Public domain software
- (c) Application software
- (d) Operating system software
- (e) None of these

Q8. Linux is an example of :

- (a) Freeware
- (b) Open source software
- (c) Shareware
- (d) Complimentary
- (e) None of these

Q9. Which of the following system programs translate the source program to its corresponding machine language?

- (a) Interpreter
- (b) Assembler
- (c) Compiler
- (d) Debugger
- (e) None of these

Q10. In MS Word, _____ is a predefined decorative text that you can add to a document.

- (a) ClipArt
- (b) SmartArt
- (c) Charts
- (d) WordArt
- (e) References

Q11. Which of the following features of Excel allows you to create small charts that you can insert in individual cells?

- (a) Sparkline
- (b) Slicer
- (c) Macro
- (d) All of the above
- (e) None of these

Q12. In Excel, a new workbook contains _____ worksheets by default.

- (a) One

- (b) three
- (c) five
- (d) ten
- (e) None of these

Q13. In a Windows-based application, when you click the Maximize button, it changes to the

- (a) Minimize button
- (b) Close button
- (c) Open button
- (d) Restore Down button
- (e) None of these

Q14. You cannot save an Excel file in a/an _____ format.

- (a) PDF
- (b) PSD
- (c) TXT
- (d) XML
- (e) None of these

Q15. In PowerPoint, _____ refers to the process of displaying images in a sequence to create an illusion of movement.

- (a) transition
- (b) animation
- (c) theme
- (d) style
- (e) None of these

Solutions

S1. Ans.(a)

Sol. High-level languages, such as FORTRAN, BASIC, Pascal and Algol, allow the programmer to write programs that are not bound to be used only on particular types of computers. The benefits of these high-level languages are very close to the human understandable language, that is, they are written in simple English language with some numeric characters.

S2. Ans.(c)

Sol. FORTRAN is the best and only major programming language for scientific applications. It is designed for performing large and complex scientific numerical computing.

S3. Ans.(d)

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GOLDEN

Q1. Which of the following is a term for the process of trading goods over the Internet?

- (a) e-selling-n-buying
- (b) e-trading
- (c) e-finance
- (d) e-salesmanship
- (e) e-commerce

Q2. An example of a telecommunications device is a _____.

- (a) keyboard
- (b) mouse
- (c) printer
- (d) modem
- (e) None of these

Q3. An application where only one user accesses the database at a given time is an example of a(n) _____ .

- (a) single-user database application
- (b) multiuser database application
- (c) e-commerce database application
- (d) data mining database application
- (e) None of these

Q4. A nibble is equal to _____ bits.

- (a) 16
- (b) 32
- (c) 4
- (d) 8
- (e) 18

Q5. What is a named area on a disk that is used to store related subfolders and files called?

- (a) desktop
- (b) folder
- (c) menu
- (d) Safari
- (e) explorer

Q6. The two ways to arrange multiple windows on the desktop are:

- (a) cascade and tile
- (b) drag and drop
- (c) point and click
- (d) minimize and maximize

(e) copy and paste

Q7. When a command is not available for selection until certain other conditions are met, it is called a(n):

- (a) Dimmed command
- (b) Unavailable command
- (c) Dialog box
- (d) all of these
- (e) None of the above

Q8. Which of the following is an option available when shutting down your computer?

- (a) Log Off
- (b) Switch User
- (c) Stand By
- (d) All of these
- (e) None of the above

Q9. Which of the following is not a valid version of Windows OS?

- (a) Windows XP
- (b) Windows Vista
- (c) Windows 7
- (d) Windows Mac
- (e) None of these

Q10. Which of the following uses pictures (called icons) and menus displayed on the screen to send commands to the computer system?

- (a) command based user interface
- (b) GUI
- (c) system utility
- (d) API
- (e) None of the above

Q11. In Windows ME, what does ME stand for?

- (a) Millennium Edition
- (b) Micro-Expert
- (c) Macro-Expert
- (d) Multi-Expert
- (e) My-Expert

Q12. If you change Windows 98 to Windows XP, which action will you perform?

- (a) New
- (b) Upgrade
- (c) Update

- (d) Patch
- (e) None of these

Q13. Which among the following is Microsoft's core set of application programming interfaces (APIs) available in the Microsoft Windows operating systems?

- (a) Kernel
- (b) WinAPI
- (c) Windows ME
- (d) DOS
- (e) None of these

Q14. A symbol on the screen that represents a disk, document or program that you can select _____.

- (a) keys
- (b) caps
- (c) icon
- (d) monitor
- (e) None of these

Q15. Which among the following is the latest version of Microsoft Windows?

- (a) Microsoft Office 365
- (b) Windows 9.1
- (c) Windows 10
- (d) Windows 8.1
- (e) None of these



Solutions

S1. Ans. (e)

Sol. Electronic commerce, commonly written as e-commerce or e-commerce, is the trading or facilitation of trading in products or services using computer networks, such as the Internet or online social networks.

S2. Ans. (d)

Sol. Modem is a telecommunication device.

S3. Ans. (a)

Sol. Single-user mode allows only one connection to a database at a given moment in time.

S4. Ans. (c)
Sol. A nibble =4 bits.

S5. Ans.(b)
Sol. A folder is a virtual location where programs, files, and other folders can be located.

S6. Ans. (a)
Sol. cascade and tile are two ways to arrange multiple windows on the desktop.

S7. Ans. (a)
Sol. Dimmed command is a command is not available for selection until certain other conditions are met.

S8. Ans. (d)
Sol. All among the given options are available while shutting down computer.

S9. Ans. (d)
Sol. Windows Mac is not a valid version.

S10. Ans. (b)
Sol. GUI or graphical user interface is a type of user interface that allows users to interact with electronic devices through graphical icons and visual indicators such as secondary notation, instead of text-based user interfaces, typed command labels or text navigation.

S11. Ans. (a)
Sol. ME stand for Millennium Edition.

S12. Ans. (b)
Sol. It will be called upgrade.

S13. Ans. (b)
Sol. The Windows API, informally WinAPI, is Microsoft's core set of application programming interfaces (APIs) available in the Microsoft Windows operating systems. The name Windows API collectively refers to several different platform implementations that are often referred to by their own names (for example, Win32 API).

S14. Ans. (c)

Sol. Icon is a symbol on screen that may represent many things.

S15. Ans. (c)

Sol. Windows 10 is the latest version of Microsoft's Windows operating system.

GOLDEN CAREER

Q1. Which among the following is not a valid key in a relational database model?

- (a) Primary Key
- (b) Candidate Key
- (c) Foreign Key
- (d) Track Key
- (e) Super Key

Q2. In MS Word 2010 the feature for Word Count is available in Proofing under which of the following tab?

- (a) Home
- (b) Review
- (c) Insert
- (d) View
- (e) References

Q3. What does RDBMS stand for?

- (a) Relational Database Management System
- (b) Relational Data Management System
- (c) Relational Database Management Software
- (d) Relational Data Management Software
- (e) Real Database Management System

Q4. Which organization developed MS DOS ?

- (a) Apple
- (b) Microsoft
- (c) Google
- (d) IBM
- (e) Sun Microsystems

Q5. Which among the following command is an example of a Data Manipulation Command in SQL?

- (a) SELECT
- (b) UPDATE
- (c) CREATE
- (d) Both(a) and (b)
- (e) All of the above

Q6. Which among the following is/are pointing device?

- (a) Mouse
- (b) Light Pen
- (c) Joy Stick
- (d) Stylus

(e) All of the above

Q7. What is a hyperlink?

- (a) It is a text or image that you can click on to jump to a new document/page.
- (b) It is an input type for multimedia files.
- (c) It is a collection or directory of web pages.
- (d) It is the home page of a site.
- (e) None of the above

Q8. Which of the following is a software used for Remote Connection?

- (a) TeamViewer
- (b) Picasa
- (c) Prisma
- (d) Safari
- (e) Intel Connect

Q9. HTML tags are the hidden keywords within a web page that define how the browser must format and display the content. Which type of brackets makes an HTML tag?

- (a) Flower brackets { }
- (b) Angular brackets < >
- (c) Parentheses ()
- (d) Square brackets []
- (e) Inverted Comma " "

Q10. Which action is performed to change written work already done?

- (a) save
- (b) edit
- (c) file
- (d) close
- (e) clear

Q11. E-R modeling technique uses which approach?

- (a) top-down approach
- (b) bottom-up approach
- (c) left-right approach
- (d) Both top-down and bottom-up
- (e) None of these

Q12. Which among the following options is the application that combines text, sound, graphics, motion video, and/ or animation?

- (a) Multimedia

- (b) Minimedias
- (c) Videoscapes
- (d) Motionware
- (e) Maxomedia

Q13. Which of the following is true about relational database?

- (a) It is a collection where data can be arranged in only rows
- (b) It is a collection where data can be arranged in only columns
- (c) It is a collection of data arranged in rows and columns
- (d) All of the above
- (e) None of the above

Q14. Which of the following is a folder that retains copies of messages have started but are not yet send to the recipient?

- (a) Inbox
- (b) Outbox
- (c) CC
- (d) Sent Items
- (e) Drafts

Q15. Which of the following is required to communicate between two computers?

- (a) communications software
- (b) communications hardware
- (c) protocol
- (d) access to transmission medium
- (e) All of the above

Solutions

S1. Ans.(d)

Sol. All other are valid keys except for track key.

S2. Ans.(b)

Sol. Word Count is available in Proofing under Review tab.

S3. Ans.(a)

Sol. RDBMS stands for Relational Database Management System.

S4. Ans.(b)

Sol. MS DOS stands for Microsoft Disk Operating System it is a discontinued operating system for x86-based personal computers mostly developed by Microsoft.

S5. Ans.(d)

Sol. Both SELECT and UPDATE are DML commands of SQL. DML is abbreviation of Data Manipulation Language. It is used to retrieve, store, modify, delete, insert and update data in database.

S6. Ans.(e)

Sol. All the given options are examples of pointing devices.

S7. Ans.(a)

Sol. A hyperlink, or simply a link, is a reference to data that the reader can directly follow either by clicking, tapping, or hovering. Hyperlinks are found in nearly all Web pages, allowing users to click their way from page to page.

S8. Ans (a)

Sol. TeamViewer is a proprietary computer software package for remote connection, desktop sharing, online meetings, web conferencing and file transfer between computers.

S9 Ans (b)

Sol. Most tags in HTML must have two parts, an opening and a closing part. For example, <html> is the opening tag and </html> is the closing tag.

S10. Ans (b)

Sol. Through edit we can make changes.

S11. Ans (a)

Sol. E-R model uses top-down approach

S12. Ans (a)

Sol. Multimedia is content that uses a combination of different content forms such as text, audio, images, animation, video and interactive content.

S13. Ans (c)

Sol. In relational database, data is arranged in rows and columns.

S14. Ans (e)

Sol. A draft is simply an email message you haven't yet sent.

S15. Ans (e)

Sol. All are required to communicate between two computers.



Q1. What is the attempt to acquire sensitive information such as usernames, passwords, and credit card details (and sometimes, indirectly, money) by masquerading as a trustworthy entity in an electronic communication?

- (a) Phishing
- (b) Spoofing
- (c) Identity theft
- (d) Authentication
- (e) Spamming

S1. Ans.(a)

Sol. Phishing is typically carried out by e-mail spoofing or instant messaging, and it often directs users to enter details at a fake website whose look and feel are almost identical to the legitimate one.

Q2. OSI model has how many layers?

- (a) Two layers
- (b) Five Layers
- (c) Seven Layers
- (d) Six Layers
- (e) Eight Layers

S2. Ans.(c)

Sol. OSI Model stands for Open Source Interconnection and it has seven layers: Application Layer, Presentation Layer, Session Layer, Transport Layer, Network Layer, Data link Layer, Physical Layer.

Q3. Network _____ is the arrangement of the various elements (links, nodes, etc.) of a computer network.

- (a) memory
- (b) topology
- (c) mainframe
- (d) protocol
- (e) devices

S3. Ans.(b)

Sol. Network topology is the arrangement of the various elements (links, nodes, etc.) of a computer network. There are two basic categories of network topologies: Physical topologies and Logical topologies.

Q4. Which of the following terms is associated with Internet?

- (a) Plotter
- (b) Slide presentation
- (c) Bookmark

- (d) Pie Chart
- (e) Microsoft Excel

S4. Ans.(c)

Sol. A bookmark is a saved shortcut that directs your browser to a specific webpage. It stores the title, URL, and favicon of the corresponding page.

Q5. Which of the following is contained at the end of the file name and helps to determine the type of file?

- (a) File property
- (b) The nomenclature
- (c) The name
- (d) File subname
- (e) File extension

S5. Ans.(e)

Sol. A filename extension is an identifier specified as a suffix to the name of a computer file.

Q6. How can you access the font size tool on font dialog box in MS Word?

- (a) Ctrl + S
- (b) Ctrl + Shift + S
- (c) Ctrl + P
- (d) Ctrl + Shift + P
- (e) Alt + P

S6. Ans.(d)

Sol. Ctrl + Shift + P is the shortcut key to access the font size tool on font dialog box.

Q7. Which of the following is not a binary number?

- (a) 1010101
- (b) 0101010
- (c) 2020202
- (d) 1110011
- (e) 1111111

S7. Ans.(c)

Sol. Binary Numbers use only '0' and '1'.

Q8. IBM was provided software for PC DOS by which of the following company?

- (a) Microsoft

- (b) Sony
- (c) Google
- (d) Apple
- (e) None of the above

S8. Ans.(a)

Sol. Microsoft provided Operating System to IBM PC DOS

Q9. Which of the following was used to program the first computer?

- (a) Assembly language
- (b) Machine language
- (c) Source code
- (d) Object code
- (e) ASCII code

S9. Ans.(b)

Sol. Earliest computers used Machine language.

Q10. Charles Babbage is known to have conceived which of the following earliest Computing machine?

- (a) Analytical engine
- (b) ENIAC
- (c) UNIVAC
- (d) All of the above
- (e) None of the above

S10. Ans.(a)

Sol. The Analytical Engine was a proposed mechanical general-purpose computer designed by English mathematician and computer pioneer Charles Babbage. It was first described in 1837 as the successor to Babbage's difference engine, a design for a mechanical computer.

Q11. In second generation, which type of memory was used to store data?

- (a) Paper tapes
- (b) Magnetic drum
- (c) Magnetic core
- (d) Magnetic tape
- (e) Magnetic disk

S11. Ans.(c)

Sol. In second generation, magnetic cores were used as primary memory and magnetic tape and magnetic disks as secondary storage devices. In this generation assembly language and high-level programming languages like FORTRAN, COBOL were used.

Q12. The first electronic digital computer contained _____?

- (a) Electronic valves
- (b) Neural Networks
- (c) Fuzzy Logic
- (d) Semiconductor memory
- (e) None of these

S12. Ans.(a)

Sol. The first electronic digital computer contained electronic valves.

Q13. What is the blinking symbol on the screen that shows where the next character will appear?

- (a) Cursor
- (b) Delete key
- (c) Arrow key
- (d) Return key
- (e) None of these

S13. Ans.(a)

Sol. In computer user interfaces, a cursor is an indicator used to show the current position for user interaction on a computer monitor or other display device that will respond to input from a text input or pointing device.

Q14. The dual-port version of DRAM formerly used in graphics adaptors is :

- (a) FPM DRAM
- (b) EDORAM
- (c) VRAM
- (d) DDRSDRAM
- (e) None of these

S14. Ans.(c)

Sol. Video RAM, or VRAM, is a dual-ported variant of dynamic RAM (DRAM), which was once commonly used to store the framebuffer in some graphics adapters.

Q15. Type _____ to start a numbered list, and then press SPACEBAR or the TAB key.

- (a) 1#
- (b) 1\$

- (c) 1.
- (d) 1*
- (e) None of these

S15. Ans.(c)

Sol. 1. -> Spacebar -> enter, will start numbered list.

GOLDEN CAREER

Q1. Which of the following is the correct binary form of $4A2.8D_{16}$?

- (a) 010010100010.10001101_2
- (b) 010110100010.11101101_2
- (c) 011110100010.10001101_2
- (d) 010010111110.10001101_2
- (e) None of these

Q2. Which of the following symbol represents decisional or conditional statement in a flow chart?

a) 

b) 

c) 

d) 

e) None of the above

Q3. Which of the following is not a valid binary number?

- (a) 00000
- (b) 11111
- (c) FFFFF
- (d) 101010
- (e) 010101

Q4. If Δ represents '1' and \circ represents '0'. What will be the one's complement of $\circ\Delta\Delta\circ\circ\Delta$?

- (a) 011001
- (b) 100110
- (c) 101010
- (d) 000000
- (e) 111111

Q5. Following diagram depicts which logic gate?



- (a) NOR gate
- (b) NOT gate
- (c) OR gate

- (d) NAND gate
- (e) None of the above

Q6. Which of the following is a correct set of hexadecimal digits?

- (a) 102n
- (b) a19fk
- (c) ZOLO12
- (d) FACE
- (e) 0101xx

Q7. Which of the following is a Logical Conjunction?

- (a) AND gate
- (b) OR gate
- (c) NOT gate
- (d) both(a) and (b)
- (e) All of the above

Q8. If \bar{N} represents '1' and \bar{N} represents '0'. A and B are two input ends of OR logic gate and C is the only output. What will be the output if the input is $A = \bar{N}$ and $B = \bar{N}$?

- (a) $\bar{N} \bar{N}$
- (b) \bar{N}
- (c) \bar{N}
- (d) $\bar{N} \bar{N}$
- (e) $\bar{N} \bar{N} \bar{N}$

Directions (9-11) : Triangle represents Δ (1) and circle represents \circ (0). If triangle appears in unit's place then its value is 1. If it appears in 10's place its value is doubled to 2 like that it continues. Using the given terminology answer the following questions. For example:

$$\Delta = 1$$

$$\Delta \circ \Delta = 4, 0, 1 = 4+0+1$$

$$\Delta \circ = 2$$

Q9. How will you represent '87' in this code language?

- (a) $\circ \Delta \Delta \Delta \circ \Delta \Delta$
- (b) $\Delta \circ \Delta \circ \Delta \Delta \Delta$
- (c) $\Delta \Delta \circ \Delta \Delta \Delta \Delta$
- (d) $\Delta \circ \circ \Delta \circ \circ \Delta$
- (e) $\Delta \Delta \circ \Delta \Delta \Delta \circ$

Q10. What will be the code for $\Delta \Delta \circ \circ \circ \Delta \circ$?

- (a) 98
- (b) 97
- (c) 90
- (d) 94
- (e) 99

Q11. What will be the code for one's complement of $\Delta\Delta\circ\Delta$?

- (a) 2
- (b) 3
- (c) 4
- (d) 5
- (e) 6

Q12. Which of the following number systems is considered as a base-10 number system?

- (a) Decimal number system
- (b) Binary number system
- (c) Octal number system
- (d) Hexadecimal number system
- (e) None of these

Q13. The hexadecimal number system represents symbols _____ and _____.

- (a) 0-9, A-E
- (b) 0-9, A-F
- (c) 1-10, A-E
- (d) 1-10, A-F
- (e) None of these

Q14. The conversion of the binary number 10100111011_2 into its decimal form is _____.

- (a) 1339_{10}
- (b) 1349_{10}
- (c) 1393_{10}
- (d) 1939_{10}
- (e) None of these

Q15. _____ are the gates that can be used to implement any type of Boolean logic.

- (a) OR gates
- (b) Universal gates
- (c) NAND gates
- (d) Exclusive-NOR gates
- (e) AND gates