Objective Answer Type Questions –

1. Which of the following is not a characteristic of Computer?
   a) Speed b) Accuracy c) Memory **d) Purity**

2. Memory is not a –
   a) SIMM b) DIMM c) CACHE d) CMOS

3. Which one of the following is not an input device?
   a) BCR b) OMR **c) OCR** d) Light Pen

4. Which one of the following is not a Magnetic Memory?
   a) Floppy Disk b) Hard Disk **c) CD** d) Magnetic Tape

5. Which one of the following is nota DOS command?
   a) SORT b) FDISK **c) MODE** d) RENAME

6. All the physical components of a computer system is called as –
   a) Software **b) Hardware** c) Firmware d) None of these

7. Which of the following is a portable computer –
   a) Laptop b) Sub-notebook c) PDA **d) All of these**

8. The types of primary memory are –
   a) RAM b) ROM **c) Both a & b** d) None of these

9. The memory used for temporary storage –
   a) ROM b) PROM c) EEPROM **d) RAM**

10. Which of the following in not an output device –
    a) Printer **b) Key-board** c) VDU d) CRT Screen

11. Dot-matrix is a type of –
    a) Tape **b) Printer** c) Disk d) Bus

12. Which of the following is an impact printer –
    a) Laser b) Ink-jet **c) Dot Matrix** d) None of these

13. The different types of monitors are –
    a) Monochrome b) Gray Scale c) Colour **d) All of these**

14. Which of the following DOS command is an external DOS command –
    a) Format b) DEL c) Copy CON d) None of these

15. PROMPT command is –
    a) Internal DOS command b) External DOS command c) Not a DOS command d) An UNIX command

16. In MS-Word copy function comes in –
    a) File Menu **b) Edit Menu** c) Table Menu d) Help Menu

17. Which of the following is not an option in spelling dialog box of MS-Excel?
    a) Edit b) Ignore c) Ignore all **d) Change**

18. The command for inserting new slide into MS Power Point is –
    a) Control +M **b) Control +N** c) Control +O d) None of these

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19. In order to edit a chart in MS Power Point you can –
    a) Tripple click the chart object **b) Double click the chart object**
    c) Click and drag the chart object d) All of these

20. If you have a Word document, and want to send your teacher through e-mail, you will sent that document –
    a) As forward b) As reply **c) As an attachment** d) None of these

21. The widely used word processing package is –
    a) MS Word b) WordPro c) Word Perfect d) Word Star

22. The shortcut key to Save a document is –
    a) Ctrl +N b) Ctrl + P **c) Ctrl +S** d) None of these

23. The shortcut key to go the beginning of document –
    a) Ctrl + Home b) Home c) Ctrl + End d) End

24. The shortcut key to Print a document is –
    a) Ctrl +N **b) Ctrl + P** c) Ctrl +S d) None of these

25. Which short cut key is used to Open a document –
    a) Ctrl +N **b) Ctrl + O** c) Ctrl +S d) Ctrl + P

26. The text in the paragraph is by default –
    a) Left aligned b) Right aligned c) Centre aligned d) Justified

27. The toolbar that contains buttons for formatting text and paragraph is –
    a) Drawing Toolbar **b) Formatting Toolbar** c) Standard Toolbar d) Drawing Toolbar

28. To move data drom one part of the document to another, following combination is used –
    a) Cut and Paste b) Cut and Delete c) Copy and Undo d) Cut and Insert

29. To see the document before the printout is taken following option should be used document –
    a) Insert table b) Paste **c) Print Preview** d) None of them

30. In Word which of the following option is used to display information such as page number, title of the document and page number –
    a) Header and Footer b) Insert Table c) Autocorrect d) Spelling & Grammer

31. Mail Merge Option in MS – Word is used to –
    a) Merge different Mail received from different people b) mail different documents to different persons
    c) Send an identical letter to several people d) Merge different documents in similar formats

32. Which of the following option can be used to move insertion pointer in a table?
    a) Tab key b) Arrow key c) Mour Button **d) All of these**

33. An action or a set of actions that can be used to automate tasks is called –
    a) A Macro b) Autocorrect c) Cross reference d) Themes

34. A user can use the which commands to search for and correct words in a document –
    a) Header & Footer **b) Find and Replace** c) Spelling and Grammer d) Print & Print Preview

35. Silde show is the part of –
    a) MS Word b) MS Excel **c) MS PowerPoint** d) MS Access

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36. Which of the following is the easiest way of creating a presentation specially for those who are new to the PowerPoint –
    a) Blank Presentation **b) Auto Content Wizard**
    c) Presentation from Template d) All of these

37. Which of the following provides a library of pictures available in PowerPoint –
    a) Animation Scheme **b) Clipart Gallary** c) Task Pane d) None of these

38. How many panes are visible in Normal View in PowerPoint –
    a) Four **b) Three** c) Two d) One

39. A running Presentation is called –
    a) Animation Style b) Movie **c) Slide Show** d) Custom Show

40. Effect added to slide while one slide changes into another is called –
    a) Slide Transition b) Animation c) Graphics d) Cutom Actions

41. Which of the following view suis best for adding slide transitions in our Slide Show?
    a) Slide View b) Animation **c) Slide Sorter View** d) Outline View

42. Which of the following shows the thumbnail view of all the slides at one place arranged in a grid?
    a) Slide Show View b) Normal View **c) Slide Sorter View** d) Outline View

43. A computer is an –
    a) A mechanical device **b) An electronic device** c) An electrical device d) None of these

44. Which of the following is the function performed by the computer?
    a) Arithmatic operations b) Logical Operations c) Storage of Data **d) All of these**

45. Which of the following best explains the core data entered into the computer for being worked on?
    a) Input b) Storage c) Process d) Output

46. The first ever known device used for counting and computations was –
    a) Pascal's calculator **b) Abacus** c) Napier's Bones d) Calculator

47. Choose the odd one out –
    a) Super Computer **b) Digital Computer** c) Micro Computer d) Mini Computer

48. The distinguishing features of fifth generation of computer is –
    a) Versatility **b) Artificial intelligence** c) Use of Microorcessors d) Low cost

49. A very small computer that can be held in the palm of the hand –
    a) Desktop b) Laptop c) Notebook **d) Palmtop**

50. The special purpose computer with exceptionally high operational speed and are designed typically for scientific and engineering application are –
    a) Mini Computers b) Micro Computers **c) Super Computers** d) None of these

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