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Shrestha Computer Institute

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Code : 002

Exam Date: 2023-03-18

F.M.: 50 P.M.: 25 Time: 45 Minute

Name of Student : ……

Form No. : ……Symbol No. : ……

Objective Questions (50 x 1 = 50 Marks)

1) IBM 1401 was brought to prepare the census report of …
a) 2018 BS b) 2028 BS
c) 2038 BS d) 2048 BS

2) For reproducing sound, a CD (compact disk) audio player uses a …..
a) Quartz crystal b) Titanium needle
c) Laser beam d) Barium Titanium Ceramic

3) Which one of the following printers is suitable for printing sprocket fed carbon copies?
a) Laser *b)* Dot matrix
c) Ink jet d) Drum

4) **. Laptop computers use:**
A) CRT Display B) LCD display
C) SSGA displays D) None of the previous

5) Which of the following is not a type of software?
A) System software B) Application Software
C) Utility Software D) Entertainment software

6) Full form of MS-DOS is
A) Micro System disk Operating System B) Micro Simple Disk Operating System
C) Microsoft Disk Operating System D) Micro Sort Disk Operating System

7) **Shortcut key for manual column break in ms word .**
A) Ctrl + Enter B) Shift + spacebar
C) Ctrl + Shift+ Enter D) Alt + Enter

8) **Ctrl + Shift + D**
A) Double Paragraph Spacing B) Delete Current word
C) Dotted Underline *D)* Double Underline

9) Which of the following is feature of MS-word?
A) Drag and Drop B) Text Wrap
C) Find and replace *D)* All of the above.

10) Which of the connector is used to plug a telephone line into a modem?
A) COM1 B) RJ-45
C) RJ-11 D) RJ-10

11) Short-cut key combination for closing windows is_____
A. Ctrl +S *B.* Alt + F4
C. Ctrl +V D. F1

12) Which of the following is not type of page margin?
A. Left B. Right
C. Center D. Top

13) Portrait and landscape are
a. Page orientation b. Paper size
c. Page layout d. All of the above

14) Which shortcut key is used to hide entire column in Excel?
a. Ctrl+? b. Ctrl +0(zero)
c. Ctrl+H d. Ctrl +C

15) The shortcut key for filter in ms excel
a. alt+ctrl+L b. ctrl+shift+L
c. alt+ctrl+f d. ctrl+shift+f

16) Which chart is better represents the progress of stock market on daily basis
a. Pie Chart b. Row chart
c. Line chart d. Column chart

17) In a datasheet, what does each row represents
a. Record b. Field
c. Database d. Table

18) In ms access, "Hyperlink" data type can store...
a. web address b. email address
c. path of a file d. all of the above

19) What is full form of SMPS?
a. Switch Mode Power Supply b. Simple Mode Power Supply
c. Storage Mode Power Supply d. Storage Mode Power Shortage

20) Firmware is contained in
a. SRAM b. DRAM
c. ROM d. Cache

21) While booting how many types of system files will load into RAM?
a) 1 b) 2
c) 3 d) 4

22) Which one of the following is extension of MS Excel?
a) .exe b) .exl
c) .xcl d) .xls

23) . The MS PowerPoint save PowerPoint files as following extension?
a) .ptp b) .ptt
c) .ppt d) .ppp

24) What is the full form of "www" in "www.gmail.com"?
a) Wild wild west b) World Wide Web
c) World wide writing d) Whole world web

25) This key uniquely identifies each record in a table of a database is a:
A. Primary key B. Key Record
C. Unique key D. Field name

Continue……. Next page

26) Which of the following is graphics solution for word processors?

A) Clipart B) WordArt

C) Drop Cap D) All of the above

27) **Shortcut key for manual column break in ms word .**

A) Ctrl + Enter B) Shift + spacebar

C) Ctrl + Shift+ Enter D) Alt + Enter

28) **Which is the operating system program?**

A) Windows B) Ms-word

C) MS-excel D) Ms-PowerPoint

29) **In Windows system, if the displayed system time and date system is wrong you can Reset it using**

A) Write B) Calendar

C) Card file D) Control Panel

30) **The minimum and maximum value you can set for save Auto Recovery Info in electronic spreadsheet are**

A) 1 and 120 minutes B) 0 and 120 minutes

C) 2 and 60 minutes D) 1 and 1o minutes

31) Which operation you will perform if you need to move a block of text?

A. Copy and paste B. Cut and paste

C. Paste and delete D. Paste and cut

32) To select multiple non-adjacent cells in a worksheet you will click them holding:

A. Ctrl key B. Alt key

C. Shift key D. Ctrl+Shift key

33) What is BIOS an acronym for?

A. Bootstrap initial operation system B. Basic input output startup

C. Boot initial operating startup D. Basic input output system

34) . Computers virus:

A. Can destroy files B. Can effect installed program

C. Can destroy boot sector D. All of the above

35) . Computers virus:

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36) Which of the following is the programming language?

A. MS-Word B Java

C. Ms-Access D. VISIO

37) . _____tool helps to reduce file access time from disk.

A. Scandisk B. Disk Defragmenter

C. Backup D. Format

38) Which of the following is not a font style?

A. Bold B. Italics

C. Regular D. Superscript

39) What is Full form of HTML..

a) Hyper Text Markup Language b) Hyper Testing Magkup Language

c) Hyping Testing Making Language d) Hidro Test Making Larger

40) HTML first tag is ……

a) <body> b) <HTML>

C) <TITLE> D) <BODY>

Subjective Question

1) How to open Ms word programs. Write about MS-Word Windows Elements [1+4]

2) How to open MS Excel Progrms. Explain the COUNT FUNCTION [1+4]

THE END