1. ***UNIVAC is***
   A) Universal Automatic Computer
   B) Universal Array Computer
   C) Unique Automatic Computer
   D) Unvalued Automatic Computer
2. ***The basic operations performed by a computer are***
   A) Arithmetic operation
   B) Logical operation
   C) Storage and relative
   D) All the above
3. ***The two major types of computer chips are***
   A) External memory chip
   B) Primary memory chip
   C) Microprocessor chip
   D) Both b and c
4. ***Microprocessors as switching devices are for which generation computers***
   A) First Generation
   B) Second Generation
   C) Third Generation
   D) Fourth Generation
5. ***What is the main difference between a mainframe and a super computer?***
   A) Super computer is much larger than mainframe computers
   B) Super computers are much smaller than mainframe computers
   C) Supercomputers are focused to execute few programs as fast as possible while mainframe uses its power to execute as many programs concurrently
   D) Supercomputers are focused to execute as many programs as possible while mainframe uses its power to execute few programs as fast as possible.
6. ***ASCII and EBCDIC are the popular character coding systems. What does EBCDIC stand for?***
   A) Extended Binary Coded Decimal Interchange Code
   B) Extended Bit Code Decimal Interchange Code
   C) Extended Bit Case Decimal Interchange Code
   Extended Binary Case Decimal Interchange Code

1. ***The brain of any computer system is***
   A) ALU
   B) Memory
   C) CPU
   D) Control unit
2. ***Storage capacity of magnetic disk depends on***
   A) tracks per inch of surface
   B) bits per inch of tracks
   C) disk pack in disk surface
   D) All of above
3. ***The two kinds of main memory are:***
   A) Primary and secondary
   B) Random and sequential
   C) ROM and RAM
   D) All of above
4. ***A storage area used to store data to a compensate for the difference in speed at which the different units can handle data is***
   A) Memory
   B) Buffer
   C) Accumulator
   D) Address
5. ***Computer is free from tiresome and boardoom. We call it***
   A) Accuracy
   B) Reliability
   C) Diligence
   D) Versatility
6. ***Integrated Circuits (Ics) are related to which generation of computers?***
   A) First generation
   B) Second generation
   C) Third generation
   D) Fourth generation
7. ***CD-ROM is a***
   A) Semiconductor memory
   B) Memory register

C) Magnetic memory
D) None of above

8. ***A hybrid computer***

A) Resembles digital computer
B) Resembles analogue computer
C) Resembles both a digital and analogue computer
D) None of the above

9. ***Which type of computers uses the 8-bit code called EBCDIC?***

A) Minicomputers
B) Microcomputers
C) Mainframe computers
D) Super computer

10. ***The ALU of a computer responds to the commands coming from***

A) Primary memory
B) Control section
C) External memory
D) Cache memory

11. ***Chief component of first generation computer was***

A) Transistors
B) Vacuum Tubes and Valves
C) Integrated Circuits
D) None of above

12. ***To produce high quality graphics (hardcopy) in color, you would want to use a/n***

A) RGB monitor
B) Plotter
C) Ink-jet printer
D) Laser printer

13. ***What are the stages in the compilation process?***

A) Feasibility study, system design and testing
B) Implementation and documentation
C) Lexical Analysis, syntax analysis, and code generation
D) None of the above

7. ***Which of the following IC Which computer was considered the first electronic computer until 1973 when court invalidated the patent?***

A) ENIAC
B) MARK I
C) Z3
D) ABC

8. ***A physical connection between the microprocessor memory and other parts of the microcomputer is known as***

A) Path
B) Address bus
C) Route
D) All of the above

9. ***High density double sided floppy disks could store_of data***

A) 1.40 MB
B) 1.44 GB
C) 1.40 GB
D) 1.44 MB

10. ***A high quality CAD system uses the following for printing drawing and graphs***

A) Dot matrix printer
B) Digital plotter
C) Line printer
D) All of the above

14. ***was used in third generation of computers?***

A) SSI
B) MSI
C) LSI
D) Both a and b

15. ***The main electronic component used in first generation computers was***

A) Transistors
B) Vacuum Tubes and Valves
C) Integrated Circuits

D) None of above

16. ***A dumb terminal has***

A) an embedded microprocessor
B) extensive memory
C) independent processing capability
D) a keyboard and screen

17. ***One millisecond is***

A) 1 second
B) 10^{th} of a seconds
C) 1000^{th} of a seconds
D) 10000^{th} of a seconds

18. ***The output quality of a printer is measured by***

A) Dot per sq. inch
B) Dot per inch
C) Dots printed per unit time
D) All of the above

19. ***Which of the following was a special purpose computer?***

A) ABC
B) ENIAC
C) EDVAC
D) All of the above

20. ***What was the computer invented by Attanasoff and Clifford?***

A) Mark I
B) ABC
C) Z3
D) None of above

21. ***Which of the following storage devices can store maximum amount of data?***

A) Floppy Disk
B) Hard Disk
C) Compact Disk
D) Magneto Optic Disk

22. ***Which of the following is not an input device?***

A) OCR
B) Optical scanners
C) Voice recognition device
D) COM (Computer Output to Microfilm)

23. ***The accuracy of the floating-point numbers representable in two 16-bit words of a computer is approximately***

A) 16 digits
B) 6 digits
C) 9 digits
D) All of above

24. ***In most of the IBM PCs, the CPU, the device drivers, memory, expansion slots and active components are mounted on a single board. What is the name of the board?***

A) Motherboard
B) Daughterboard
C) Bredboard
D) Fatherboard

25. ***In most IBM PCs, the CPU, the device drives, memory expansion slots and active components are mounted on a single board. What is the name of this board?***

A) Motherboard
B) Breadboard
C) Daughter board
D) Grandmother board

26. ***Magnetic disks are the most popular medium for***

A) Direct access
B) Sequential access
C) Both of above
D) None of above

27. ***A technique used by codes to convert an analog signal into a digital bit stream is known as***

A) Pulse code modulation
B) Pulse stretcher
C) Query processing
D) Queue management

28. ***Regarding a VDU, Which statement is more correct?***

A) It is an output device
B) It is an input device
C) It is a peripheral device
D) It is hardware item

29. ***A modern electronic computer is a machine that is meant for***

A) Doing quick mathematical calculations
B) Input, storage, manipulation and outputting of data
C) Electronic data processing

40. When was vacuum tube invented?

A) 1900
B) 1906
C) 1910
D) 1880

11. ***Which of the following produces the best quality graphics reproduction?***

A) Laser printer
B) Ink jet printer
C) Plotter
D) Dot matrix printer

12. ***Computers with 80286 microprocessor is***

A) XT computer
B) AT comptuers
C) PS/2 computer
D) None of above

13. An application suitable for sequential processing is

E) Processing of grades
F) Payroll processing
G) Both a and b
H) All of above

13. ***Which of the following is not processing?***

A) arranging
B) manipulating
C) calculating
D) gathering

14. ***The digital computer was developed primarily in***

A) USSR
B) Japan
C) USA
D) UK

15. ***Software in computer***

A) Enhances the capabilities of the hardware machine
B) Increase the speed of central processing unit
C) Both of above
D) None of above

16. ***Today's computer giant IBM was earlier known by different name which was changes in 1924. What was that name?***

A) Tabulator Machine Co.
B) Computing Tabulating Recording Co.
C) The Tabulator Ltd.
D) International Computer Ltd.

17. ***Before a disk drive can access any sector record, a computer program has to provide the record's disk address. What information does this address specify?***

A) Track number
B) Sector number
C) Surface number
D) All of above

18. ***The arranging of data in a logical sequence is called***

A) Sorting
B) Classifying
C) Reproducing
D) Summarizing

19. ***What is the responsibility of the logical unit in the CPU of a computer?***

A) To produce result
B) To compare numbers
C) To control flow of information
D) To do math"s works

20. *What was the expected feature of fifth generation computers when Japan started FGCS?*

A) Operating Systems
B) Paralled Processing
C) ULSI

D) None of above

21. *Which of the following memory medium is not used as main memory system?*
A) Magnetic core
B) Semiconductor
C) Magnetic tape
D) Both semiconductor and magnetic tape

22. *The storage subsystem in a microcomputer consists mainly of _____ or _____me*
A) Memory or video
B) Magnetic or optical
C) Optical or memory
D) Video or magnetic

23. *Programs designed to perform specific tasks is known as*
A) system software
B) application software
C) utility programs
D) operating system

24. *Computer operators*
A) writes computer programs for specific problems
B) operate the device which input and output data from the computer
C) normally require a college degree in computer science
D) all of the above

25. *Which of the following is not anti-viruses software?*
A) NAV
B) F-Prot
C) Oracle
D) McAfee

26. *What is a compiler?*
A) A compiler does a conversion line by line as the program is run
B) A compiler converts the whole of a higher level program code into machine code in one step
C) A compiler is a general purpose language providing very efficient execution
D) None of the above

27. *_____computers are also called personal computers*
A) Mainframe Computer
B) Mini Computers
C) Micro Computers
D) Super Computers

28. *Which of the following is not input unit device?*
A) scanner
B) camera
C) plotter
D) digitizer

29. *Identify the correct statement*
A) IBM PCs used RISC CPU designs
B) Macintosh used CISC CPU design
C) IBM used CISC CPU design
D) None of above is true

30. *Which of the following statement is false?*
A) Mechanical analog computers have existed for thousands of years
B) There are mechanical analog computers and electronic analog computers.
C) All electronic computers are digital computers
D) All of above are false

31. *Which of the following require large computers memory?*
A) Imaging
B) Graphics
C) Voice
D) All of Above

32. *Which of the following is machine independence program?*
A) High level language
B) Low level language
C) Assembly language

D) Machine language

33. *When was the first electro-mechanical computer developed?*

A) 1880
B) 1990
C) 1944
D) None of above

34. *The first machine to successfully perform a long series of arithmetic and logical operations was:*

A) ENIAC
B) Mark-I
C) Analytic Engine
D) UNIVAC-1

35. *Which one is the largest space?*

A) kilobyte
B) petabyte
C) terrabyte
D) gigabyte

36. *FORTRAN programming language is more suitable for* _____

A) Business Applications
B) Marketing Applications
C) Scientific Applications
D) None of the above

37. *The brain of any computer system is*

A) Control Unit
B) Arithmetic Logic Unit
C) Central Processing Unit
D) Storage Unit

38. *Analog computer works on the supply of*

A) Continuous electrical pulses
B) Electrical pulses but not continuous
C) Magnetic strength
D) None of the above

39. *An error in software or hardware is called a bug. What is the alternative computer jargon for it?*

A) Leech
B) Squid
C) Slug
D) Glitch

40. *The advantage of COM are its*_____

A) Compact size; speed readability
B) Compact size, speed
C) Readability; speed
D) Low cost; readability

41. *The BIOS is the abbreviation of*_____

A) Basic Input Output System
B) Best Input Output System
C) Basic Input Output Symbol
D) Base Input Output System

42. *Which printer is very commonly used for desktop publishing?*

A) Laser printer
B) Inkjet printer
C) Daisywheel printer
D) Dot matrix printer

43. *IBM 1401 is*

A) First Generation Computer
B) Second Generation Computer
C) Third Generation Computer
D) Fourth Generation Computer

44. *Most of the first generation computers were*

A) Special purpose computers
B) General purpose computers
C) Both of above
D) None of above

45. *Floppy disks typically in diameter*

A) 3
B) 5.25
C) 8
D) All of above

46. *The output quality of a printer is measured by*

A) Dot per inch
B) Dot per sq. inch
C) Dots printed per unit time

D) All of above

47. *On a PC, how much memory is available to application software?*
A) 1024 KB
B) 760 KB
C) 640 KB
D) 560 KB

48. *In a computer_____is capable to store single binary bit.*
A) Capacitor
B) Flip flop
C) Register
D) Inductor

49. *What does DMA stand for?*
A) Distinct Memory Access
B) Direct Memory Access
C) Direct Module Access
D) Direct Memory Allocation

50. *Who invented Integrated Circuits?*
A) Jack Kilby
B) Robert Noyce
C) Both of above
D) None of above

51. *Operating system, editors, and debuggers comes under?*
A) System Software
B) Application Software
C) Utilities
D) None of the above

52. *One computer that is not considered a portable is*
A) Minicomputer
B) Laptop computer
C) Notebook computer
D) All of above

53. *Which of the following is not an electronic computer?*
A) ENIAC
B) ABC
C) UNIVAC
D) EDVAC

54. *What is the name of the display feature that highlights are of the screen which requires operator attention?*
A) Pixel
B) Reverse video
C) Touch screen
D) Cursor

55. *Which is the largest computer?*
A) Mainframe Computer
B) Mini Computers
C) Micro Computers
D) Super Computers

56. *Which of the following are the best units of data on an external storage device?*
A) Bits
B) Bytes
C) Hertz
D) Clock cycles

57. *The personal computer industry was started by*
A) IBM
B) Apple
C) Compaq
D) HCL

58. *What is meant by a dedicated computer?*
A) Which is used by one person only
B) Which is assigned one and only one task
C) Which uses one kind of software
D) Which is meant for application software

59. *Which programming languages are classified as low level languages?*
A) Basic, COBOL, FORTRAN
B) Prolog 2, Expert Systems
C) Knowledge based Systems
D) Assembly Languages

60. *What was the main disadvantage of vacuum tubes?*
A) They were larger in size

B) They consumed a lot of electricity
C) They produced heat and often burned out
D) The operation cost was high

61. *Registers, which are partially visible to users and used to hold conditional, are known as*
A) PC
B) Memory address registers
C) General purpose register
D) Flags

62. *Which is not a comptuer of first generation?*
A) ENIAC
B) UNIVAC
C) IBM 360
D) IBM 1401

63. *Registers which are partially visible to users and used to hold conditional codes (bits set by the CPU hardware as the result of operations), are known as*
A) PC
B) Flags
C) Memory Address Registers
D) General Purpose Registers

64. *Who invented vacuum tubes?*
A) John Bardeen
B) William Shockley
C) Lee de Forest
D) All of above

65. *An approach that permits the computer to work on several programs instead of one is*
A) On-line thesaurus
B) Multiprogramming
C) Over lapped processing
D) Outline processor

66. *Who suggested Stored Program Concept*
A) John Mauchley
B) J.P. Eckert
C) John Neumann
D) Joseph Jacquard

67. *The central processing unit (CPU) consists of*
A) Input, output and processing
B) Control unit, primary storage, and secondary storage
C) Control unit, arithmetic-logic unit and primary storage
D) Control unit, processing, and primary storage

68. *The notable features like keyboards, monitors, GUI were developed in*
A) First generation
B) Second generation
C) Third generation
D) Fourth generation

69. *UNIVAC is*
A) Universal Automatic Computer
B) Universal Array Computer
C) Unique Automatic Computer
D) Unvalued Automatic Computer

70. *Which is the highest form?*
A) Data
B) Information
C) Knowledge
D) All of above

71. *Who is credited with the idea of using punch cards to control patterns in a waving machine?*
A) Pascal
B) Hollerith
C) Babbage
D) Jacquard

72. *What is an interpreter?*
A) An interpreter does the conversion line

by line as the program is run

B) An interpreter is the representation of the system being designed

C) An interpreter is a general purpose language providing very efficient execution

D) None of the above

73. *Which is a semi conductor memory?*

A) Dynamic

B) Static

C) Bubble

D) Both a & b

74. *RJ45 UTP cable has_____Cables.*

A) 2 pair

B) 3 pair

C) 4 pair

D) 5 pair

75. *Which of the following is not a valid size of a Floppy Disk?*

A) 8?

B) 5 ¼?

C) 3 ½?

D) 5 ½?

76. *The earliest calculating devices are*

A) Abacus

B) Clock

C) Difference Engine

D) None of these

77. *Word length of a Personal Computer is _____*

A) 4 bits

B) 8 bits

C) 16 bits

D) 64 bits

78. *What was the first computer to perform all calculation using electronics rather than wheels, ratchets, or mechanical switches?*

A) Mark I

B) ABC

C) Z3

D) None of above

79. *A directly accessible appointment calendar is feature of a _ resident package*

A) CPU

B) Memory

C) Buffer

D) ALU

80. *Which unit converts computer data into human readable*

A) Input unit

B) Output unit

C) ALU

D) Control Unit

81. *The full form of ALU is*

A) Arithmetic Logic Unit

B) Array Logic Unit

C) Application Logic Unit

D) None of above

82. *What produces useful information out of data?*

A) Computer

B) Processing

C) Programming

D) none of above

83. *Which of the following device was not invented by Babbage?*

A) Pascaline

B) Difference Engine

C) Analytical Engine

D) None of above

84. *A digital computer did not score over an analog computer in terms of*

A) Speed

B) Accuracy

C) Reliability

D) Cost

85. *Which number system is usually followed in a typical 32-bit computer?*

A) Binary

B) Decimal

C) Hexadecimal

D) Octal

86. *A computer has very low failure rate because it uses electronic components. It produces very consistent results. This is highlighted by which of the feature of computer?*

A) Accuracy
B) Reliability
C) Versatility
D) Automatic

87. *A paper printout of a document is known as*

A) Softcopy output
B) Hardcopy output
C) Permanent Output
D) All of above

88. *Which electronic component was made out of semiconductor material?*

A) Vacuum tubes
B) Transistors
C) Ics
D) All of above

89. *The act of retrieving existing data from memory is called*

A) Read-out
B) Read from
C) Read
D) All of above

90. *Which part of the computer is used for calculating and comparing?*

A) Disk unit
B) Control unit
C) ALU
D) Modem

91. *ABC is a*

A) Special purpose computer
B) General purpose computer
C) All Purpose Computer
D) None of above

92. *The computer code for the interchange of information between terminals is*

A) ASCII
B) BCD
C) EBCDIC
D) All of above

93. *When was the X window system born?*

A) 1984
B) 1989
C) 1988
D) 1990

94. *What is the first stage in software development?*

A) Specification and design
B) Testing
C) System Analysis
D) Maintenance

95. *EBCDIC stands for*

A) Extended Binary Coded Decimal Interchange Code
B) Extended Bit Code Decimal Interchange Code
C) Extended Bit Case Decimal Interchange Code
D) Extended Binary Case Decimal Interchange Code

96. *Personnel who design, program, operates and maintains computer equipment refers to*

A) Console-operator
B) Programmer
C) Peopleware
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C) ALU
D) Control Unit

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C) Application Logic Unit
D) None of above

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C) Programming
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B) Decimal
C) Hexadecimal
D) Octal

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C) EBCDIC
D) All of above

123. *When was the X window system born?*
A) 1984
B) 1989
C) 1988
D) 1990

124. *The Second Generation Computer was based on*__

A) Vacuum Tube
B) Silicon Chips
C) Transistor
D) Bio Chips

125. *EBCDIC stands for*
A) Extended Binary Coded Decimal Interchange Code
B) Extended Bit Code Decimal Interchange Code
C) Extended Bit Case Decimal Interchange Code
D) Extended Binary Case Decimal Interchange Code

126. *Personnel who design, program, operates and maintains computer equipment refers to*
A) Console-operator
B) Programmer
C) Peopleware
D) System Analyst

127. *A system is*
A) an integration of different units so as to achieve an objective
B) input unit
C) input and output unit
D) input, output and storage units

128. *Which of the following programming language started from second generation?*
A) COBOl
B) BASIC
C) C
D) LISP

129. *The translator program used in assembly language is called*
A) Compiler
B) Interpreter
C) Assembler
D) Translator

130. *EEPROM stands for*
A) Electrically Erasable Programmable Read Only Memory
B) Easily Erasable Programmable Read Only Memory
C) Electronic Erasable Programmable Read Only Memory
D) None of the above

131. *Regarding data, computers are very good at*
A) store
B) Processing
C) retrieve
D) All of above

132. *Bit map terminal*
A) support display containing multiple window
B) require considerable amount of video RAM
C) requires tremendous amount of copying and hence low performance
D) all of above

133. *First generation computers used____*
A) vacuum tubes
B) silicon chips
C) magnetic drum
D) RAM

134. *Which of the following memories allows simultaneous read and write operations?*
A) ROM
B) RAM
C) EPROM
D) None of above

135. *EPROM can be used for*
A) Erasing the contents of ROM
B) Reconstructing the contents of ROM
C) Erasing and reconstructing the contents of ROM
D) Duplicating ROM

136. *ENIAC uses*

A) Decimal Numbering System
B) Octal Numbering System
C) Binary Numbering System
D) Hexadecial Numbering System

137. *A term associated with the comparison of processing speeds of different computer system is:*
A) EFTS
B) MPG
C) MIPS
D) CPS

138. *which of the following is problem oriented language?*
A) High level language
B) Machine language
C) Assembly language
D) Low level language

139. *A 32 bit microprocessor has the word length equal to*
A) 2 byte
B) 32 byte
C) 4 byte
D) 8 byte

140. *The term GIGO is related to*
A) Accuracy
B) Reliability
C) Versatility
D) Automatic

141. *Web cam is an*
A) input unit device
B) output unit device
C) processing device
D) Input and Output device

142. *Bit stands for*
A) Binary digits
B) bit of system
C) a part of byte
D) All of above

143. *Access time is*
A) seek time + latency time
B) seek time
C) seek time ? latency time
D) latency time

144. *Which device can understand difference between data & programs?*
A) Input device
B) Output device
C) Memory
D) Microprocessor

145. *Which of the following is a read only memory storage device?*
A) Floppy Disk
B) CD-ROM
C) Hard Disk
D) None of these

146. *Symbolic logic was discovered by*
A) George Boole
B) Herman Hollerith
C) Van Neumann
D) Basic Pascal

Which of the following shutdown method is often called Warm Boot?

a.Shut Down
b. Restart
c. Sleep
d. Hibernate

- **_____is most often done after fixing a problem, adding a new program, or making a configuration change**

a.Shut Down
b. Restart
c. Sleep
d. Hibernate

- **____is a compromise mode between Shut Down and Sleep mode because it does not consume power and remembers the current state of your desktop**

a.Shut Down
b. Restart

c. Sleep
d. Hibernate

- **You should choose this mode if you don't know how long you won't use your computer but want to have the same desktop state when you resume**

a.Shut Down
b. Restart
c. Sleep
d. Hibernate

- **The category of the operating system that you most likely have running on your PDA computer is a …. Operating system**

a.Real time
b. Single user, single task
c. Single user, multitask
d. Multiuser, multitask

- **• Running multiple programs at the same time is called:**

a. Multitasking
b. Foreground tasking
c. Single-tasking
d. Symmetric

- **What is the meaning of "Hibernate" in Windows XP/Windows 7?**

a. Restart the Computer in safe mode
b. Restart the Computer in hibernate mode
c. Shutdown the Computer terminating all the running applications
d. Shutdown the Computer without closing the running applications

- **The function of Dir/W is**

a. Show all details of the file
b. Show only file name and directory name
c. Shows the only directory
d. All of the above

- **Page stealing**

a. Is a sign of an efficient system
b. Is taking page frame from other working sets
c. Should be the turning goal
d. Is taking layer disk space for the page in page out

- **What do you mean by the dialog box?**

a. Interactive message box
b. Group of options
c. Set of controls
d. All of the above

- **The dial-up connection allows you to**

a. Connect ISP
b. Internet
c. Server
d. All of the above

- **To properly exit Windows**

a. Click the stop button on the desktop
b. Click the exit button on the desktop
c. Select shut down from the Start menu
d. None of the above

- **Which is not a system tool?**

a. Folder
b. Backup
c. Scandisk
d. Format

- **A utility that can be used to minimize the number of fragmented files and enhance the speed**

a. Disk space
b. Defrag
c. Scandisk
d. Double space

- **To change the volume label**

a. Vol
b. Label
c. Scandisk
d. None

- **Which of the following is a disk compression tools?**

a. Drive space
b. Defragmenter
c. Scandisk
d. None of the above

- **To save your computer from viruses you will do**

a. Install antivirus software and run it
b. Make physical safe for the removal disk
c. Scan the removable disk before using it
d. All of the above

- **How can you optimize the performance of your computer?**

a. Delete unused files
b. Defrag disk
c. Scan for virus
d. All of the above

- **Scandisk**

a. Checks the disk
b. Give information about disk
c. Run from DOS mode
d. All of the above

- **Recently used application file list appears in the Windows operating system**

a. Setting menu
b. Documents menu
c. Run dialog box
d. Programs menu

- A batch file is used to

a. Run program
b. Show the contents
c. run commands automatically
d. All of the above

- **are specially designed computer chips that reside inside other devices, such as your car or electric thermostat**

a. Server
b. Embedded computer
c. Robotic computer
d. Mainframes

- **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 the above

- **Which of the following is used to display the content of a certain drive or folder?**

a. Click the drive or folder while holding down the Alt key
b. Triple-click the drive or folder
c. Right-click the drive or folder
d. Double click the drive or folder

- **Which of the following file menu option saves documents to disk?**

a. Save
b. Create
c. Rename
d. All of the above

- **While working with MS-DOS which command is used to change the extension of all file names ending with .txt to the doc?**

a. Ren *.doc *.txt
b. Ren .txt .doc
c. Ren file.doc file.text
d. Ren a:*.doc *.doc

- **Booting means**

a. Restarting the computer
b. Installing program
c. Removing errors
d. Switch off

This is the second set of Operating Systems MCQ Questions. Please find other pages with more questions from OS.

- **Booting means**

a. Restarting the computer
b. Installing program
c. Removing errors
d. Switch off the computer

- **RD command is used to**

a. Remove an empty directory
b. Remove non-empty directory
c. Remove directory including files
d. None of the above

- **When you open my computer on desktop you see the information of**

a. Hard disk
b. CD
c. Removable disk
d. All of the above

- **….is intermediate storage for deleted files**

a. My computer
b. My documents
c. Recycle bin
d. None of the above

- **We can start the application from?**

a. Log off
b. Network place
c. Recycle bin
d. Run

- **Which command is used to list out deleted files in DOS?**

a. list
b. Undelete/list
c. Recover

d. All of the above

- **Which of the following is not process states?**

a. New
b. Running
c. Ready
d. Finished

- **Which command is used to delete the directory and all of its contents in one step?**

a. Deltree
b. CD
c. Rd
d. Dir *.*

- **What do you type at the DOS command prompt to return back to windows?**

a. Command
b. Exit
c. Quit
d. Return

- **What do you type at the DOS command prompt to return back to Windows**

a. Command
b. Exit
c. Quit
d. Return

- **The question mark (?) indicates in file searching**

a. A single character
b. A group of character
c. Questions
d. None of the above

- **Save operation means**

a. Put data into the processor
b. Put data into internal memory
c. Put data into secondary storage
d. Put data into monitor

- **CAD software is most likely to be used by**

a. Web designer
b. Engineers
c. Project Manager
d. Magazine Editor

- **A spooler is a**

a. Location in memory that maintains the contents of documents until it prints out
b. Queue of a print job that is waiting to print
c. Program that coordinates the print job that is waiting to process
d. Message sent from the printer to the operating system when a print job is completed

- **The problem with …file is that they slow your computer's operation**

a. Fragmented
b. Formatted
c. Program
d. All of the above

- **User action such as keystroke or mouse click is referred to as**

a. Interrupt
b. Tasks
c. Processes
d. Event

- **Which is not external command?**

a. Doskey
b. Verify
c. Print
d. Find

- **What is the method of handling deadlocks?**

a. Use a protocol to ensure that the system will never enter a deadlock state.
b. Allow the system to enter the deadlock state and then recover.
c. Pretend that deadlocks never occur in the system.
d. All of the Above

- **To delete a file without allowing it to store in a recycle bin**

a. Press Delete key
b. Press Shift + Delete key
c. Press Ctrl + Delete key
d. Press Alt + Delete key

- **The operating system is a ….**

a. System software
b. Application software
c. Presentation software
d. Database software4

- **To display a shortcut menu for an object you use**

a. Click the object
b. Right-click the object
c. Point the object and press Ctrl+P
d. Touch the object on the screen with your finger

- **Which of the following separates primary file and**

extension is

a. Dot
b. Period
c. Point
d. All of the above

- **In Microsoft Windows, the graphical pattern on the desktop used as background for windows is**

a. Icons
b. Wallpaper
c. Picture
d. Background

1. All of the following are task performed by the operating system except

a) Managing hardware on the computer
b) Controlling the access that application program has to the CPU
c) Performing housekeeping task like file compression and disk defragmentation
d) Provides an interface for user to interact with computer

2. Which of the following is not an operating system?

a) CP/M
b) Unix
c) Pascal
d) MS-DOS

3. Operating system is like a

a) Government
b) Police
c) Parliament
d) All of above

4. Underlined character on the menu or dialog box known as

a) Hot spot
b) Hot key
c) Pane
d) Underline word

5. Which key deletes text before, or to the left, of the insertion point?

a) PageUp
b) Delete
c) PageDown
d) BackSpace

6. The chunks of a memory are known as

a) Sector
b) Offset
c) Page
d) Frame

7. Start/restart the computer is called

a) Exit
b) Run
c) Option
d) Boot

8. Which file is transferred when computer is start up?

a) Document
b) Program files
c) Operating system
d) System files

9. Which of the following is an example of utility?

a) Antivirus
b) Word
c) Operating system
d) Data recovery

10. Which is built directly on the hardware?

a) Computer Environment
b) Application Software
c) Operating System
d) Database System

11. ….system is built directly on the hardware

a) Environment
b) System
c) Operating
d) None

12. **The purpose of run command in start menu is to**

a) Launch internet browser
b) Open internet explorer
c) Open windows explorer
d) Start programs

13. **You can select My Computer icon and press Alt + Enter to**

a) Delete it from desktop permanently
b) Open it in Explorer mode
c) Open System Properties dialog box
d) Pin it on Start menu

14. **Generally quick launch toolbar is displayed on**

a) the left side of taskbar
b) the right side of taskbar
c) on the middle of taskbar
d) a bar out of taskbar

15. **Which is not a valid file system?**

a) FAT 16
b) FAT 32
c) NTFS
d) FXZ

16. **Which file system DOS typically use?**

a) FAT 16
b) FAT 32
c) NTFS
d) LMFS

17. **Which file system Windows 95 typically use?**

a) FAT 16
b) FAT 32
c) NTFS
d) LMFS

18. **Which of the following is not a mode in starting Windows?**

a) Command Prompt
b) Safe Mode
c) Normal Mode
d) Turbo Mode

19. **Which of the following is default mode for Windows to start?**

a) Command Prompt
b) Safe Mode
c) Normal Mode
d) None of above

20. **The file system —NTFSll stands for**

a) New Type File System
b) Never Terminated File System
c) New Technology File System
d) Non Terminated File System

21. **What is the full form of NTFS**

a) New Technology File System
b) New Technical File System
c) New Technician File System
d) None of the above

22. **Which one of the following is not the function of Operating System?**

a) Resource Management
b) File Management
c) Networking
d) Processor Management

23. **How do you connect internet in your system?**

a) My computer >> dialup networking
b) Control panel >> modem
c) Network neighborhood
d) None of above

24. **The following applications may appear on system tray except**

a) System Clock
b) Volume Control
c) Network Connection
d) MS Office Suite

25. Which of the following is text browser?

a) Lynx
b) Hot Java
c) Netscape
d) Internet Explorer

26. Which of the following is default location of saving and opening file?

a) Desktop
b) My computer
c) My documents
d) All of above

27. By default we can save the file in

a) Desktop
b) Recycle bin
c) My document
d) My computer

28. _____is the operating systems File and folder Manager

a) Windows Explorer
b) Windows Control Panel
c) My Computer
d) My Documents

29. It is used to explorer the contents of computer, drives as well as manage files

a) Control Panel
b) My Document
c) My Computer
d) My Network Place

30. The necessary conditions needed before deadlock can occur?

a) No Mutual Exclusion, Hold and wait, Preemption, Circular Wait
b) Mutual Exclusion, No Hold and wait, Preemption, Circular Wait
c) Mutual Exclusion, Hold and wait, No Preemption, Circular Wait
d) Mutual Exclusion, Hold and wait, Preemption, No Circular Wait

31. The OS used to operate the mobile phone is a

a) Smart card OS
b) Embedded OS
c) Multiuser OS
d) None of above

32. UNIX operating system is a(n)

a) Time sharing operating system
b) Multi-user operating system
c) Multi-tasking operating system
d) All of the above

33. The ability of an operating system to control the activities of multiple program at the same time is called

a) Multitasking
b) Multiprocessing
c) Multioperating
d) Multipaging

34. The OS used to operate the mobile phone is a

a) Smart card OS
b) Embedded OS
c) Multi user OS
d) None of above

35. Unix Operating System is an

a) Multi User Operating System
b) Time Sharing Operating System
c) Multi Tasking Operating System
d) All the Above

36. ____is used in operating system to separate mechanism from policy

a) Single level implementation
b) Two level implementation
c) Multi level implementation
d) None

37. **_____is used in operating system to separate mechanism from policy**

a) Single level implementation

b) Two level implementation

c) Multi level implementation

d) None

38. **Essential files of MS DOS are**

a) Command.com

b) Io.sys

c) Msdos.sys

d) All of above

39. **Which Operating System doesn't support long file names?**

a) OS/2

b) Windows 95

c) MS-DOS

d) Windows NT

40. **We need system files to run**

a) MS Word

b) MS Excel

c) MS Dos

d) MS Access

41. **What is the function of folder?**

a) Save files

b) Delete files

c) Move files

d) All of the above

42. **Which command is used to open the directory?**

a) Open

b) Chdir

c) Move

d) All of above

43. **Which button might you find in a windows title bar?**

a) Close button

b) Maximize button

c) Minimize button

d) All of the above

44. **Press the ….button to have the window fill the entire screen**

a) Close

b) Maximize

c) Minimize

d) none of the above

45. **Which windows features can be accessed from the start menu?**

a) Help

b) Windows Explorer

c) Microsoft Network

d) All of above

46. **_____are list of commands that appear on the screen**

a) GUIS

b) Icons

c) Menus

d) Windows

47. **The box on …. that allows you to choose where to go and is located below the standard toolbar**

a) System menu

b) Address bar

c) Menu bar

d) None of these

48. **A …. is a set of computer instructions that carry out a task on the computer**

a) Program

b) Database

c) Memory files

d) None of the above

49. **Which command is used to copy system files?**

a) Sys

b) Command
c) MD
d) Move

50. To make file in MS Dos we need command

a) Copy
b) Copy con
c) MD
d) Make File

MS Word

1. Why the document you created at home displays with a different font at school?

a. Because you have a different printer at school than at home
b. Because you have a different monitor at school than at home
c. Because the font you used at home is not installed on your school computer
d. Because the version of Windows is different

2. Ctrl + B

a. Search the selected text
b. Paste the selected text
c. Bold the selected text
d. Open the specified file

3. A master document contains_____, each of which contains a pointer to a file on a disk?

a. Placeholders
b. subdocuments
c. bookmarks
d. references

4. If the number of columns is selected 1 and the line between check box is marked, where is the line drawn?

a. in the left margin
b. in the right margin
c. both in left and right margin
d. None of Above

5. A feature of MS Word that saves the document automatically after certain interval is available on

a. Save tab on Options dialog box
b. Save As dialog box

c. Both Headers

d. None of above

6. After typing header text, how can you quickly enter footer text?

a. Press PageDown key and type the text for footer
b. Click on Switch between Heeder & Footer then type the text
c. Both of above
d. None of above

7. To move the cursor page to page of document

a. Ctrl+PgDn
b. Ctrl+PgUp
c. Both of above
d. None of above

8. You can jump to the next column by

a. Clicking with your mouse on the next column
b. Press Alt + Down-arrow
c. Both of above
d. None of Above

9. Which of the following enables you to paste data multiple times?

a. Windows Clipboard
b. Office Clipboard
c. Both Windows & Office Clipboard
d. None of the all

10. You need to jump to the next column breaking current column right at the cursor position. How can you break column?

a. Pressing Ctrl+Enter
b. Pressing Alt+Shift+Enter
c. Break command from Insert menu
d. Both b and c

11. In Word you can force a page break

a. By positioning your cursor at the appropriate place and pressing the F1 key
b. By using the Insert/Section break on the Insert tab
c. By positioning your cursor at the appropriate place and pressing Ctrl+Enter
d. By changing the font size of your document

12. How can you increase the font size of selected text by one point every time?

a. By pressing Ctrl +]
b. By pressing Ctrl + [
c. By pressing Ctrl + }
d. By pressing Ctrl + {

13. **How to use Format Painter multiple times**

a. By Click on Lock Format Painter Icon

b. By Double Click on the Format Painter Icon

c. By Selecting Edit -> Format Painter -> Multiple Use

d. Format Painter cannot be use multiple times

14. **What is the default font used in MS Word 2007 document?**

a. Times New Roman

b. Arial

c. Calibri

d. Preeti

15. **Word includes a series of predefined graphics called_____that can be inserted into a Word document.**

a. clip art

b. hyperlinks

c. captions

d. bookmarks

16. **A (n)_____is a dot or other symbol positioned at the beginning of a paragraph.**

a. bullet

b. logo

c. cell

d. target

17. **Which of the following is not a type of page margin?**

a. Left

b. Right

c. Center

d. Top

18. **Uppercase on Change Case dialog box and All Caps on Fonts dialog box both converts selected text into Capital Letters. What's the difference between the two?**

a. Both are same. They are only two different ways of capitalize text.

b. It is faster to convert from Change Case than from Font dialog box

c. Change Case makes conversion permanent but All Caps on Font can always be reverted

d. All Caps on Font dialog box makes the change permanent where Change Case can be always reverted

19. **Ctrl + A**

a. Align Right

b. Select All

c. Change font

d. Save document

20. **Which of the following is not on Home ribbon?**

a. Columns
b. Font color
c. Change Style
d. Font

21. When three hyphens, underscores, equal signs, asterisks, or number signs are typed and then the enter key is pressed, the AutoFormat feature____.

a. places a border above a paragraph
b. creates a numbered list
c. changes the characters to an em dash
d. creates a bulleted list

22. Microsoft Office Word is a (n)_____.

a. area in the computer"s main memory in which Microsoft Office text files are stored temporarily
b. program included with Windows 2000 that can be used only to create or edit text files, smaller than 64K, that do not require formatting
c. classified password that prevents unauthorized users from accessing a protected Microsoft Office item or document
d. full-featured word processing program that can be used to create and revise professional looking documents easily

23. Ctrl + E

a. Exit Application
b. Select All
c. Clear All
d. Align Center

24. When a custom tab stop is set, Word_____.

a. clears all default tab stops
b. clears all default tab stops to the right of the custom tab stop
c. clears all default tab stops to the left of the custom tab stop
d. does not clear any default tab stops

25. When inserting Page number in footer it appeared 1 but you wish to show a. How can you do that?

a. From format menu choose bullets and Numbering and configure necessary setting
b. From Insert menu choose Page Number and specify necessary setting
c. Click on Page Number Format tool and specify required setting
d. All of above

26. How do you close a word document without closing Word window?

a. Click on the Close button on the title bar
b. Click on Xminimize button on the title bar
c. Click on the Close command on Office menu
d. Click Exit on the File menu

27. To switch between insert mode and overtype mode,_____.

a. click Caption on the Insert menu
b. double-click the OVR status indicator on the status bar

c. click Text Box on the Insert menu

d. double-click the INS status indicator on the status bar

28. What should you do if you require to paste the same format in many places?

a. Click the Format painter and go on pasting in many places holding Alt Key

b. Double click the format painter then go on pasting in many places

c. Click the format painter then go on pasting to many places holding Ctrl Key

d. All of above

29. Which would you choose to save a document with a new name?

a. Press Ctrl+S

b. Click File, Save

c. Click Tools, Options, Save

d. Click File, Save As

30. You cannot close MS Word application by

a. Choosing File menu then Exit submenu

b. Press Alt+F4

c. Click X button on title bar

d. From File menu choose Close submenu

31. Which of the following option is not available in Insert >> Picture ?

a. Chart

b. Word Art

c. Clip Art

d. Graph

32. Which option in File pull-down menu is used to close a file in MSWord?

a. New

b. Quit

c. Close

d. Exit

33. Ctrl + O

a. Save Document

b. Print Document

c. Close Document

d. Open Document

34. Which feature do you use to create a newspaper like document?

a. Bullets & numbering

b. Tables

c. Columns

d. Tab stops

35. A_____contains buttons, boxes, and menus that allow tasks to be performed more quickly than using the menu bar.

a. format bar

b. status bar

c. command bar
d. toolbar

36. A letterhead should contain all of the following EXCEPT_____.

a. full street address
b. logo
c. complete legal name of the company, group, or individual
d. None of the above

37. Which of the following is not available in Font Spacing?

a. Normal
b. Loosely

c. Condensed

d. Expanded

38. To convert a hyperlink e-mail address to regular text, right-click the e-mail address and then click_____on the shortcut menu.

a. Edit Hyperlink

b. Select Hyperlink

c. Convert Hyperlink

d. Remove Hyperlink

39. Which enables you to move directly to specific location in a document?

a. Subdocuments

b. Bookmarks

c. Cross-references

d. Outlines

40. Each time the_____key is pressed, the paragraph formatting in the previous paragraph is carried forward to the next paragraph.

a. enter

b. shift

c. ctrl

d. alt

41. What is the shortcut key you can press to create a copyright symbol?

a. Alt+Ctrl+C

b. Alt + C

c. Ctrl + C

d. Ctrl + Shift + C

42. What is the short cut key to open Font dialog box?

a. Ctrl + F

b. Alt + Ctrl + F

c. Ctrl + D

d. Ctrl + Shift + D

43. What is the shortcut key to —Center Alignll the selected text?

a. Ctrl + C

b. Ctrl + E

c. Ctrl + F

d. None of above

44. What is the shortcut key for Spelling Check in document?

a. F7
b. Shift + F7
c. Ctrl + F7
d. Alt + F7

45. What is the shortcut key to Update Formula in a table?

a. F9
b. Alt + F9
c. Ctrl + F9
d. Shift + F9

46. What is the shortcut key for —Fontll dialog box?

a. Ctrl + F
b. Ctrl + D
c. Ctrl + G
d. None of the above

47. What is the shortcut key for —Find and Replacell dialog box?

a. Ctrl + F
b. Ctrl + R
c. Ctrl + H
d. Ctrl + Shift + F

48. What is the shortcut key to —Insert Hyperlinkll in a document?

a. Ctrl + H
b. Ctrl + L
c. Ctrl + K
d. None of above

49. How can you access the font size tool on formatting toolbar?

a. Ctrl + S
b. Ctrl + Shift + S
c. Ctrl + P
d. Ctrl + Shift + P

50. What is the shortcut key for —Subscriptll the selected text?

a. Ctrl + =
b. Ctrl + –
c. Ctrl + Shift + =
d. Ctrl + Shift + –

51. What is a Document Outline in Word 2010?

A structural view of a document with headings at various levels with associated text

B. A structural view of a document with headings at various levels as it prints
C. A structural view of a document with headings in full screen
D. A structural view of a document with headings in Web Browser

52. How to split a table in Word 2010?

A. Tables group on the Insert ribbon and click the Split Table button
B. Split group on the Layout ribbon and click the Split Table button
C. Merge group on the Layout ribbon and click the Split Table button
D. Split group on the Table ribbon and click the Split Table button

53. How to change row height in Word 2010?

A. Edit Table from the Layout ribbon, select Row tab
B. Properties from the Layout ribbon, select Row tab
C. Edit Height from the Design ribbon, select Row tab
D. Row Height from the Table ribbon, select Row tab

54. How to add a Border to a Paragraph in Word 2010?

A. Borders button in the Edit group on the Insert ribbon
B. Borders button in the Insert group on the Home ribbon
C. Borders button in the Format group on the Insert ribbon
D. Borders button in the Paragraph group on the Home ribbon

55. What is a Template in Microsoft Word?

A. A template is a long document which contain several subdocuments
B. A template is a structure for a particular type of document
C. A template is a list of Styles and Headings
D. None of above

56. How to create columns in Word

2010?

A. Columns button on the Page Setup

B.

C.

D. group in Page Layout ribbon

E. Columns button on the Pages group in Insert ribbon

F. Columns button on the Styles group in Home ribbon

G. Columns button on the Show group in View ribbon

57. How to convert table to text in Word 2010?

A. View ribbon – Show – Convert button

B. Layout ribbon – Data group – Convert button

C. Insert ribbon – Table group – Convert button

D. Page Layout ribbon – Arrange – Convert button

Noncontiguous cells that can be selected **2,147,483,648 cells**

58. What is the use of a master document in Word 2010?

C. It organize and maintain a Fonts & Pictures by creating a master folder

B. It organize and maintain a Heading and Styles by creating a master list

C. It organize and maintain a Long document by dividing it into several subdocuments

D. It organize and maintain a Styles and Links by creating a separate master document

59. How to insert Section Break in Microsoft Word 2010?

A. Insert ribbon – Pages group – Page Break button

B. View ribbon – Document Views group – Breaks button

C. References ribbon – Index group – Insert Index button

D. Print Layout ribbon – Page Setup group – Breaks button

60. What is a file extension of Templates in Microsoft Word?

.Dtep

B. .Dott

C. .Dotx

D. .

Doct 61.

1. In which view Headers and Footers are visible

A. Normal View

B. Page Layout View

C. Print Layout View

D. Draft View

2. The process of removing unwanted part of an image is called

A.Hiding B.Bordering C.Cropping D.Cutting

3. To apply center alignment to a paragraph we can press

A.Ctrl + S

B.Ctrl + C

C.Ctrl + C + A

D.Ctrl + E

1. Which of the following methods cannot be used to enter data in a cell

a. Pressing an arrow key

b. Pressing the Tab key

c. Pressing the Esc key

d. Clicking on the formula bar

2. Which of the following will not cut information?

a. Pressing Ctrl + C

b. Selecting Edit>Cut from the menu

c. Clicking the Cut button on the standard

d. Pressing Ctrl+X

3. Which of the following is not a way to complete a cell entry?

a. Pressing enter

b. Pressing any arrow key on the keyboard

c. Clicking the Enter button on the Formula bar

d. Pressing spacebar

4. How do you insert a row?

a. Right-click the row heading where you want to insert the new row and select Insert from the shortcut menu

b. Select the row heading where you want to insert the new row and select Edit >Row from the menu

c. Select the row heading where you want to insert the new row and click the Insert Row button on the standard toolbar

d. All of the above

5. Which of the following is not a basic step in creating a worksheet?

a. Save workbook

b. Modify the worksheet

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c. Enter text and data
d. Copy the worksheet

6. How do you select an entire column?

a. Select Edit > Select > Column from the menu
b. Click the column heading letter
c. Hold down the shift key as you click anywhere in the column.
d. Hold down the Ctrl key as you click anywhere in the column

7. How can you print three copies of a workbook?

a. Select File>Properties form the menu and type 3 in the Copies to print text box.
b. Select File >Print from the menu and type 3 in the Number of copies text box.
c. Click the Print button on the standard toolbar to print the document then take it to Kinko"s and have 2 more copies made
d. Press Ctrl+P+3

8. To create a formula, you first:

a. Select the cell you want to place the formula into
b. Type the equals sign (=) to tell Excel that you're about to enter a formula
c. Enter the formula using any input values and the appropriate mathematical operators that make up your formula
d. Choose the new command from the file menu

9. How do you delete a column?

a. Select the column heading you want to delete and select the Delete Row button on the standard toolbar
b. Select the column heading you want to delete and select Insert Delete from the menu
c. Select the row heading you want to delete and select Edit>Delete from the menu
d. Right click the column heading you want to delete and select delete from the shortcut menu

10. When integrating word and excel, word is usually the

a. Server
b. Destination
c. Client
d. Both b and c

11. When a label is too long to fit within a worksheet cell, you typically must

a. Shorten the label
b. Increase the column width
c. Decrease the column width
d. Adjust the row height

12. Comments put in cells are called

a. Smart tip
b. Cell tip
c. Web tip
d. Soft tip

13. Which is used to perform what if analysis?

a. Solver
b. Goal seek
c. Scenario Manager
d. All of above

14. Multiple calculations can be made in a single formula using

a. standard formulas
b. array formula
c. complex formulas
d. smart formula

15. Hyperlinks can be

a. Text
b. Drawing objects
c. Pictures
d. All of above

16. To activate the previous cell in a pre-selected range, press

a. The Alt key
b. The Tab key
c. The Enter key
d. None of the above

17. Which button do you click to add up a series of numbers?

a. The autosum button
b. The Formula button
c. The quickntotal button
d. The total button

18. When the formula bar is active, you can see

a. The edit formula button
b. The cancel button
c. The enter button
d. All of the above

19. To copy formatting from one area in a worksheet and apply it to another area you would use:

a. The Edit>Copy Format and Edit>Paste Format commands form the menu.
b. The Copy and Apply Formatting dialog box, located under the Format>Copy and Apply menu.
c. There is no way to copy and apply formatting in Excel – You have to do it manually
d. The Format Painter button on the standard toolbar

20. In a worksheet you can select

a. The entire worksheet
b. Rows

c. Columns

d. All of the above

21. When you link data maintained in an excel workbook to a word document

a. The word document cannot be edit

b. The word document contains a reference to the original source application

c. The word document must contain a hyperlink

d. The word document contains a copy of the actual data

22. Which area in an excel window allows entering values and formulas

a. Title bar

b. Menu bar

c. Formula bar

d. Standard toolbar

23. To hold row and column titles in place so that they do not scroll when you scroll a worksheet click the

a. Unfreeze panes command on the window menu

b. Freeze panes command on the window menu

c. Hold titles command on the edit menu

d. Split command on the window menu

24. To edit in an embedded excel worksheet object in a word document

a. Use the excel menu bar and toolbars inside the word application

b. Edit the hyperlink

c. Edit the data in a excel source application

d. Use the word menu bar and toolbars

25. To create a formula, you can use:

a. Values but not cell references

b. Cell references but not values

c. Values or cell references although not both at the same time

d. Value and cell references

26. Which of the following is the oldest spreadsheet package?

a. VisiCalc

b. Lotus 1-2-3

c. Excel

d. StarCalc

27. Rounding errors can occur

a. When you use multiplication, division, or exponentiation in a formula

b. When you use addition and subtraction in a formula

c. Because excel uses hidden decimal places in computation

d. When you show the results of formulas with different decimal places that the calculated results

28. You can copy data or formulas

a. With the copy, paste and cut commands on the edit menu

b. With commands on the shortcut menu

c. With buttons on the standard toolbars

d. All of the above

29. You cannot link excel worksheet data to a word document

a. With the right drag method

b. With a hyperlink

c. With the copy and paste special commands

d. With the copy and paste buttons on the standard toolbar.

30. Which of the following is a popular DOS based spreadsheet package?

a. Word

b. Smart cell

c. Excel

d. Lotus 1-2-3

31. An excel workbook is a collection of

a. Workbooks

b. Worksheets

c. Charts

d. Worksheets and charts

32. Excel files have a default extension of

a. Xls

b. Xlw

c. Wk1

d. 123

33. You can use the format painter multiple times by…..

a. You can use the format painter button on by one time when you click it

b. Double clicking the format painter button

c. Pressing the Ctrl key and clicking the format painter button

d. Pressing the Alt key and clicking the format painter button

35. A circular reference is

a. Geometric modeling tool

b. A cell that points to a drawing object

c. A formula that either directly or indirectly depends on itself

d. Always erroneous

36. Which of following is Not one of Excel's what-if function?

a. Goal seek

b. Solver

c. Scenario manager

d. Auto Outline

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37. When you insert an excel file into a word document. The data are

a. Hyperlinked placed in a word table

b. Linked

c. Embedded

d. See the word menu bar and toolbars

38. Each excel file is called a workbook because

a. It can contain text and data

b. It can be modified

c. It can contain many sheets including worksheets and chart sheets

d. You have to work hard to create it

39. Excel probably considers the cell entry January 1, 2000 to be a

a. Label

b. Value

c. Formula

d. Text string

40. You can enter which types of data into worksheet cells?

a. Labels, values, and formulas

b. Labe3ls and values but not formulas

c. Values and formulas but not labels

d. Formulas only

541. **You want to track the progress of the stock market on a daily basis. Which type of chart should you use?**

a. Pie chart

b. Row chart

c. Line chart

d. Column chart

442. **Excel uniquely identifies cells within a worksheet with a cell name**

a. Cell names

b. Column numbers and row letters

c. Column letters and row numbers

d. Cell locator coordinates

443 **Getting data from a cell located in a different sheet is called …**

a. Accessing

b. Referencing

c. Updating

d. Functioning

444 **A worksheet can have a maximum of …. Number of rows**

a. 256

b. 1024

c. 32000

d. 65535

445. How many characters can be typed in a single cell in Excel?

a. 256

b. 1024

c. 32000

d. 65535

446. Which of the following formulas will Excel Not be able to calculate?

a. =SUM(Sales)-A3

b. =SUM(A1:A5)*.5

c. =SUM(A1:A5)/(10-10)

d. =SUM(A1:A5)-10

447. Which of the following formulas is not entered correctly?

a. =10+50

b. =B7*B1

c. =B7+14

d. 10+50

448. Which of the following is an absolute cell reference?

a. !A!1

b. $A$1

c. #a#1

d. A1

449. to view a cell comment

a. click the edit comment command on the insert menu

b. click the display comment command on the window menu

c. position the mouse pointer over the cell

d. click the comment command on the view menu

450. Which of the following methods can not be used to edit the contents of a cell?

a. Press the Alt key

b. Clicking the formula bar

c. Pressing the F2 key

d. Double clicking the cell

1. _____appear at the bottom of the Excel window.

(A) Title bar

(B) Formula bar

(C) Work sheet tabs

(D) Name box

2. What are the basic rectangular building blocks of a spreadsheet?

(A) Cells

(B) Zoom slider

(C) Help button

(D) All of these

3. Which of the following is not a term pertaining to spreadsheets?

(A) Cell

(B) Character

(C) Browser

(D) Formula

4. Another name for a pre-programmed formula in Excel is

(A) Cell

(B) Graph

(C) Function

(D) Range

5. Excel is a program that is used to prepare a

(A) Slide presentation

(B) Spreadsheet

(C) Text document

(D) Database

6. In which tab wrap text feature is present in MS Excel 2007?

(A) Formulas

(B) View

(C) Insert

(D) Home

7. Which of the following identifies a cell in Excel?

(A) Address

(B) Formula

(C) Name

(D) Label

8. Which term is used to join the selected cells in to one cell?

(A) Filter

(B) Wrap

(C) Pivot

(D) Merge

9. Which of the following Excel charts represents only one value for each variable?

(A) Bar

(B) Pie

(C) Line

(D) Function

10. A formula in Excel always begins with an _____

(A) Equal sign

(B) Colon

(C) Comma

(D) Space

11. When the CPU detects an interrupt, then it saves its

(A) Previous state

(B) Next state

(C) Current state

(D) All of the above

12. A(n)_____is a series of two or more adjacent cells in a column or row or rectangular group of cells.

(A) List

(B) Section

(C) Range

(D) Area

13. What is the extension of saved file in MS Excel?

(A) .xls

(B) .xks

(C) .xos

(D) .xbs

14. Which command is used to close the window of Excel?

(A) Alt+ F4

(B) Ctrl + W

(C) Ctrl +R

(D) Ctrl+ C

15. What is the total region surrounding the

chart?

(A) Chart area

(B) legend

(C) Clipart area

(D) Plot area

16. _____returns the least common multiple.

(A) LCCM()

(B) LCM()

(C) TLCM()

(D) RTLCM()

17. This is not a function category in Excel.

(A) Logical

(B) Text

(C) Financial

(D) Data series

18. How many columns are there in old version of MS Excel?

(A) 250

(B) 256

(C) 265

(D) 269

19. Which bar show the used formula of selected active cell?

(A) Formula bar

(B) Ribbon

(C) Menu bar

(D) Scroll bar

20. Typed text showed in active cell and also in

(A) Formula bar

(B) Ribbon

(C) Title bar

(D) Scroll bar

21. What is the default row height of MS Excel?

(A) 10

(B) 12

(C) 13

(D) 15

22. Excel documents are stored as files called

(A) Workgroups

(B) Worktables

(C) Worksheets

(D) Workforce

23. What refers to the horizontal cells which can contain information?

(A) Ribbon

(B) Rows

(C) Columns

(D) Horizontal scrollbar

24. Today motherboard typically use

(A) 70 pin modules

(B) 72 pin modules

(C) 74 pin modules

(D) 76 pin modules

25. To minimize the currently selected window, press

(A) Ctrl+ F11

(B) Ctrl+ F12

(C) Ctrl+ F9

(D) Ctrl+ F10

1. MS-Excel uses the ….Function when creating a data table.

A. Average B. Count

C. Both A and B D. Table

Ans: D

2. **Comments can be added to cells using …..**

A. Edit Comments B. Insert Comment

C. File Comments D. View Comments

Ans: B

3. Which menu option can be used to split windows into two?

A. Format Window B. View Window Split

C. Window Split D. View Split

Ans: C

4. Getting data from a cell located in a different sheet is called….

A. Accessing B. Referencing

C. Updating D. Functioning

Ans: B

5. Which of the following is not a valid data type in Excel?

A. Number B. Character

C. Label D. Date/Time

Ans: B

6. Which elements of a worksheet can be protected from accidental modification?

A. Contents B. Objects

C. Scenarios D. All of the above

Ans: D

7. A numeric value can be treated as label value if_____ precedes it.

A. Apostrophe („) B. Exclamation (!)

C. Hash (#) D. Tilde (~)

Ans: A

8. Concatenation of text can be done using

A. Apostrophe („) B. Exclamation (!)

C. Hash (#) D. Ampersand (&)

Ans: D

9. Which area in an Excel window allows entering values and formulas?

A. Title Bar B. Menu Bar

C. Formula Bar D. Standard Tool Bar

Ans: C

10. Multiple calculations can be made in a single formula using…..

A. Standard Formulas B. Array Formula

C. Complex Formulas D. Smart Formula

Ans: B

11. An Excel Workbook is a collection of …….

A. Workbooks B. Worksheets

C. Charts D. Worksheets and Charts

Ans: D

12. What do you mean by a Workspace?

A. Group of Columns B. Group of Worksheets

C. Group of Rows D. Group of Workbooks

Ans: D

13. MS-EXCEL is based on ?

A. WINDOWS B. DOS

C. UNIX D. OS/2

Ans: A

14. 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

Ans: C

15. To select an entire column in MS-EXCEL, press?

A. CTRL + C B. CTRL + Arrow key

C. CTRL + S D. None of the above

Ans: D

16. To return the remainder after a number is divided by a divisor in EXCEL we use the

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function?
A. ROUND ( ) B. FACT ( )
C. MOD ( ) D. DIV ( )

Ans: B

17. Which function is not available in the Consolidate dialog box?
A. Pmt B. Average
C. Max D. Sum

Ans: A

18. Which is not the function of —Edit, Clear‖ command?
A. Delete contents B. Delete notes
C. Delete cells D. Delete formats

Ans: C

19. Microsoft Excel is a powerful_____.
A. Word processing package B. Spreadsheet package
C. Communication S/W Package D. DBMS package

Ans: B

20. How do you rearrange the data in ascending or descending order?
A. Data, Sort B. Data, Form
C. Data, Table D. Data Subtotals

Ans: A

21. Which Chart can be created in Excel?
A. Area B. Line
C. Pie D. All of the above

Ans: D

22. What will be the output if you format the cell containing 5436.8 as '#,##0.00'?
A. 5,430.00 B. 5,436.80
C. 5,436.8 D. 6.8

Ans: B

23. How do you display current date and time in MS Excel?
A. date () B. Today ()
C. now () D. time ()

Ans: C

24. How do you display current date only in MS Excel?
A. date () B. Today ()
C. now () D. time

Ans: B

25. How do you wrap the text in cells?
A. Format, cells, font B. For
C. format, cells, number D. Fo

Ans: D

26. What does COUNTA () function do?
A. counts cells having alphabets B. c
C. counts cells having number D. c

Ans: D

27. What is the short cut key to highlight the entire column?
A. Ctrl+C B. Ctrl
C. Ctrl+Page Up D. Ct

Ans: D

28. In the formula, which symbol specifies the fixed columns or rows?
A. $ B. *
C. % D. &

Ans: A

29. Excel displays the current cell address in the_____.
A. Formula bar B. Sta
C. Name Box D. Tit

Ans: C

30. What is the correct way to refer the cell A10 on sheet3 from sheet1?
A. sheet3!A10
B. sheet1!A10
C. Sheet3.A10
D. A10

Ans: A

31. Which language is used to create macros in Excel?
A. Visual Basic
B. C
C. Visual C++
D. Java

Ans: A

32. Which of the following is not a term of MS-Excel?
A. Cells B.

Rows

C. Columns D. Document

Ans: D

33. How many worksheets can a workbook have?

A. 3

B. 8

C. 255

D. none of above

Ans: D

34. Which would you choose to create a bar diagram?

A. Edit, Chart

B. Insert, Chart

C. Tools, Chart

D. Format, Chart

Ans: B

35. Which setting you must modify to print a worksheet using letterhead?

A. Paper

B. Margin

C. Layout

D. Orientation

Ans: B

36. What do you call the chart that shows the proportions of how one or more data elements relate to another data element?

A. XY Chart

B. Line Chart

C. Pie Chart

D. Column Chart

Ans: C

37. The spelling dialog box can be involved by choosing spelling from _____menu.

A. insert

B. file

C. tools

D. view

Ans: C

38. To record a sequence of keystrokes and mouse actions to play back later we use:

A. Media player

B. Sound Recorder

C. Calculator

D. Macro Recorder

Ans: D

39. We can save and protect the workbook by

A. Write Reservation Password

B. Protection Password

C. Read-only Recommended

D. Any of the above

Ans: D

40. The first cell in EXCEL worksheet is labeled as

A. AA B. A1

C. Aa D. A0

Ans: B

41. What happens when dollar signs ($) are entered in a cell address? (ex. $B$2:$B$10)

A. An absolute cell address is created.

B. Cell address will change when it is copied to another cell.

C. The sheet tab is changed.

D. The status bar does not display the cell address.

Ans: A

42. What are the tabs that appear at the bottom of each workbook called?

4. Reference tabs
5. Position tabs
6. Location tabs
7. Sheet tabs

Ans: D

19. What is represented by the small, black square in the lower-right corner of an active cell or range?

A. Copy handle

B. Fill handle

C. Insert handle

D. Border

Ans: B

20. In Excel, a Data Series is defined as what?

A. A type of chart.

B. A cell reference.

C. A collection of related data

D. A division of results

Ans: C

21. In Excel, the Fill Color button on the Formatting

toolbar is used for what?

A. To insert a background.
B. To add borders.
C. To select a distribution of figures.
D. To add shading or color to a cell range.

Ans: D

22. In help menu of Excel, which of the following tabs are found?

A. Contents tab
B. Answer Wizard tab
C. Index tab
D. all of the above.

Ans: D

23. A_____is a grid with labeled columns and rows.

A. Dialog box
B. Worksheet
C. Clipboard
D. Toolbar

Ans: B

24. The active cell:

A. is defined by a bold border around the cell.
B. Receives the data the user enters.
C. It is the formula bar.
D. Only A and B.

Ans: D

25. Which function is used to calculate depreciation, rates of return, future values and loan payment amounts?

A. Logical
B. Math & Trigonometry
C. Statistical
D. Financial

Ans: D

4. A function inside another function is called_____.

A. Nested function
B. Round function
C. Sum function
D. Text function

Ans: A

2. Which of the following is not an underline option in the format cells dialog box?

A. Double
B. Single Accounting
C. Double Accounting
D. Single Engineering

Ans: D

3. Formulas in Excel start with_____.

A. %
B. =
C. +
D. –

Ans: B

4. The default header for a worksheet is _____

A. Username
B. Date and Time
C. Sheet tab Name
D. None

Ans: D

5. Which of the following is not an option of the spelling dialog box?

A. Ignore
B. Ignore all
C. Edit
D. Change

Ans: C

6. Which of the following methods will not enter data in a cell?

A. Pressing the Esc key
B. Pressing an arrow key
C. Pressing the tab key
D. Clicking the enter button to the formula bar

Ans: A

7. The cell reference for cell range of G2 to M12 is_____.

A. G2.M12
B. G2;M12
C. G2:M12
D. G2-M12

Ans: C

8. What is the keyboard shortcut for creating a chart from the selected cell range?

A. F2
B. F4
C. F8
D. F11

Ans: D

9. The Software which contains rows and columns is called _____.

A. Database
B. Drawing

C. Spreadsheet
D. Word processing

Ans: C

10. You can group noncontiguous worksheets with

A. The alt+enter key
B. The ctrl key and mouse
C. The shift key and the mouse
D. The group button on the standard toolbar

Ans: B

11. What is the AutoComplete feature of Excel?

A. It automatically completes abbreviated words
B. It completes text entries that match an existing entry in the same column
C. It completes text and numeric entries that match an existing entry in the same column
D. It completes text entries that match an existing entry in the same worksheet

Ans: B

12. Which of the following is correct?

A. =AVERAGE(4, 5, 6, 7)
B. =AVERAGE(A1, B1, C1)
C. =AVERAGE(A1:A9, B1:B9)
D. =All of the above

Ans: D

13. Which of the following function will return a value of 8?

A. ROUNDUP(8.4999, 0)
B. ROUNDDOWN(8.4999, 0)
C. ROUND(8.4999, 0)
D. Only B and C

Ans: D

14. How to restrict to run a macro automatically when starting Microsoft Excel?

A. Hold down the SHIFT key during startup
B. Hold down the CTRL key during startup
C. Hold down the ESC key during startup
D. Hold down the ALT key during startup

Ans: A

15. How to remove the unwanted action from recorded macro without recording the whole macro again?

A. By using the Find and Edit Action Option
B. By clicking on the Refresh button in the Macro toolbar
C. By edit the macro in the Visual Basic Editor
D. Macro cannot be edited.

Ans: C

16. What should be add before a fraction to avoid entering it as a date?

A. //
B. FR
C. Zero
D. Zero Space

Ans: D

17. Which of the following function will use to find the highest number in a series of number?

A. MAX(B1:B3)
B. MAXIMUM (B1:B3)
C. HIGH (B1:B3)
D. HIGHEST(B1:B3)

Ans: A

18. What does the NOW() function return?

A. It returns the serial number of the current date and time
B. It returns the serial number of the current date
C. It returns the serial number of the current time
D. None of the above

Ans: D

19. What value will display if the formula = $55.00 +5 is entered into a cell?

A. $60
B. 60
C. $55.00+5
D. $60.00

Ans: B

20. What is the shortcut key to insert current date in a cell?

A. CTRL + D
B. CTRL + T
C. CTRL + ;
D. CTRL + /

Ans: C

21. Which of the following syntax is correct regarding to SUM function in Excel?

A. =SUM (A1:A9)

B. =SUM (A1:B9)

C. =SUM (A1:A9, B1:B9)

D. All of the above

Ans: D

22. What is the shortcut key to hide entire column?

A. CTRL + –

B. CTRL + 0

C. CTRL + H

D. CTRL + C

Ans: B

23. How to specify cell range from A9 to A99 in Excel?

A. (A9, A99)

B. (A9 to A99)

C. (A9 : A99)

D. (A9 A99)

Ans: C

24. Selecting the Column G & H then choose InsertColumns. What will happen?

A. 2 Columns will be inserted after Column F

B. 2 Columns will be inserted after Column G

C. 2 Columns will be inserted after Column H

D. 2 Columns will be inserted after Column I

Ans: A

25. How to restrict the values of a cell so that only whole numbers between 9 and 99 can be entered in a cell.

A. The Settings tab under the menu Format Cells

B. The Settings tab under the menu Data Validation

C. The Settings tab under the menu Data Filter Advanced Filter

D. the Settings tab under the menu Format Conditional Formatting

Ans: B

26. Clear the contents by pressing —DELETEll key from a keyboard will clear

A. Text Only

B. Format Only

C. Contents Only

D. Both Contents and Format

Ans: C

27. Which of the following shortcuts can be used to insert a new line in the same cell?

A. Enter
Alt + En

B. Ctrl + Enter

C. Shift + Enter

Ans: B

28. What is the quickest way to select entire worksheet?

A. Choose Edit Select all from the Menu

B. Click on the first column, press Ctrl, and then click on the last column

C. Click on the first column, press Shift, and then click on the last column

D. Click on the rectangle box on the upper left corner where column headings and row headings meet

Ans: D

29. A smart tag will be removed from a cell when

A. the cell is moved

B. the cell is hidden

C. the data in the cell is changed or deleted

D. the formatting of the cell is changed

Ans: C

30. Which of the following options is appropriate to show the numbers 9779851089510 in a cell?

Enclose the number is brackets

A. Place the character T before the number

B. Place the character TX before the number

C. Apply the Text format in the cell and type the numbers

Ans: D

31. Which of the following is correct syntax in Excel?

A. =IF(LogicalTest, TrueResult, FalseResult)

B. =IF(LogicalTest, (TrueResult, FalseResult))

C. =IF(LogicalTest, TrueResult)

(LogicalTest, FalseResult)
D. =IF(LogicalTest, TrueResult), IF(LogicalTest, FalseResult)
Ans: A

32. Which of the following is correct?
A. =POWER(2^3)
B. =POWER(2,3)
C. =POWER(2#3)
D. =POWER(2*3)
Ans: B

33. Selecting the Rows 5 & 6 then choose Insert->Row. What will happen?
A. 2 Rows will be inserted after Row 4
B. 2 Rows will be inserted after Row 5
C. 2 Rows will be inserted after Row 6
D. 2 Rows will be inserted after Row 7
Ans: A

34. If 4/6 entered in a cell without applying any formats, Excel will treat this as
A. Fraction
B. Number
C. Text
D. Date
Ans: D

35. If the values in A1 is –atoz‖ and B1 is –iq‖, which function will return –atoz@iq‖ in cell C1?
A. =A1 + "@" + B1
B. =A1 # "@" # B1
C. =A1 & "@" & B1
D. =A1 $ "@" $ B1
Ans: C

36. How to fit long texts in a single cell with multiple lines?
A. Start typing in the cell and press the Enter key to start another line
B. Use the Wrap Text option in the Format -> Alignment menu
C. Use the Shrink to Fit option in the Format -> Cells -> Alignment menu
D. All of above
Ans: B

37. If particular workbook have to open each time Excel started,
where that workbook should be placed?
A. AUTOEXEC Folder
B. AUTOSTART Folder
C. EXCELSTART Folder
D. XLSTART Folder
Ans: D

38. If the cell B1 contains the formula = $A$1, which of the following statements is true
A. There is a relative reference to cell A1
B. There is an absolute reference to cell A1
C. Further changes in value of A1 will not affect the value of B1
D. Further changes in value of B1 will affect the value of A1
Ans: B

39. Worksheet can be renamed by
A. Adding ? symbol at the end of filename while saving workbook
B. Click on Worksheet tab by Holding CTRL Key and type new name
C. Double Click on the Worksheet tab and type new name
D. Worksheet cannot renamed
Ans: C

40. What is the shortcut key to hide entire row?
A. CTRL + H
B. CTRL + R
C. CTRL + 9
D. CTRL + –
Ans: C

41. What is the shortcut key to insert a new comment in a cell?
A. F2
B. Alt + F2
C. Ctrl + F2
D. Shift + F2
Ans: D

42. Which option allows you to Bold all the negative values within the selected cell range:
A. Zero Formatting
B. Conditional Formatting
C. Compare Formatting
D. Negative Formatting
Ans: B

43. What is the shortcut key to insert new sheet in current workbook?
A. F11
B. Alt + F11
C. Ctrl + F11
D. Shift + F11
Ans: D

44. Which one is the last column header in Excel 2007?
A. XFD

B. XFX
C. XFL
D. XFT
Ans: A

45. In maximum how many sheets can be set as default while creating new workbook?
A. 254
B. 255
C. 256
D. No Limit
Ans: B

46. New Comment option can be found under_____tab.
A. Insert
B. Data
C. Review
D. View
Ans: C

47. In Excel, by default Numeric Values appears in
A. Left aligned
B. Right aligned
C. Center aligned
D. Justify aligned
Ans: B

48. To show/hide the grid lines in Microsoft Excel 2007
A. Page Layout -> Grid lines -> View
B. Insert -> Grid lines -> View
C. View -> Grid lines -> View
D. Edit -> Grid lines -> View
Ans: A

49. What will be the result if you type =A1=B1 in cell C1?
A. Yes or No
B. True or False
C. Value of A1
D. Value of B1
Ans: B

50. In Excel_____may not contain in Formula
A. Text Constant
B. Number Constant
C. Circular Reference
D. All of them
Ans: C