Technical Education Board CTEVT Regd.No.: 2688 Cottage & Small Industries Regd. No. : 4632/069/070 Company Regd. No. : 322104 PAN : 601008902

Affiliated by : Council for Technical Education and Vocational Training (CTEVT)

SHRESTHA COMPUTER INSTITUTE PVT.LTD.

ISO 9001:2015 Certified Organization Company, Regd. No.: QMS/2020/1408

Head Office : Lalbandi-1, Nawalpur, Sarlahi (Nepal)

Website : www.shresthacomputerinstitute.edu.np

E-mail ID : contact@shresthacomputerinstitute.edu.np

Trainer's License No. : CTEVT (TITI) ToT TID No. : 6269

Mobile No. : 9804839358 / 9844318231

PLEASE SCAN THE QR CODE.

Exam Center : Madan Computer Institute

Code : 001

Exam Date: 2025-04-19

Course Name : CO

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

Name of Student : .....

Form No. : .....Symbol No. : .....

Sign. Of Managing Director
CTEVT (TITI) ToT TID NO. 6269

Objective Questions (50 x 1 = 50 Marks)

क) तल दिएको प्रश्नहरुको बहु उत्तर मध्ये मिल्ने एउटा गोलो (०) चिन्ह लगाउनुहोस् ।

जस्तै : A B C (D)

1. Which of the following is correct ?

A) =POWER(2^3) B) =POWER(2,3) C) =POWER(2#3) D) =POWER(2*3)

2.What is the shortcut key to insert a new comment in a cell?

A) F2 B) ALT+F2 C) CTRL +F2 D) SHIFT +F2

3.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

4.What should be add before a fraction to avoid entering it as a date? A. // B. FR C. Zero D. Zero Space

5. The cell reference for cell range of G2 to M12 is _____.

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

6. **The brain of any computer system is**

A) ALU B) Memory C) CPU D) Control unit

7. **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

8. **The two kinds of main memory are:**

A) Primary and secondary B) Random and sequential C) ROM and RAM D) All of above

9. **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.

10. Computer is free from tiresome and boardoom. We call it

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

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

Continue.....

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

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:

A. Can destroy files B. Can effect installed program

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

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>

41) . ….. is the ghosted test behind the content on the page

a. Earmark b. Watermark

c. inkmark d. Ghostmark

42) . The dimension of A4 size paper is

a. 8.17''X11.69'' b. 8.27''X11.96''

c. 8.27''X11.69'' d. 8.5''X11.69''

43) What invention enabled developers to create microcomputer

A.integrated circuit B.transistor

C.vacuum tube D.magnetic disk

44) . Choose the Odd one:

a. Mouse b. Plotter

c. Touch Panel d. Scanner

45) **. Which tool is used to move an image in Photoshop ?**

A) Slice Tool B) Selection Tool C) Direct Selection Tool D) Move Tool

46) Crop Tool is used.

A) To cut the image B) To move the image C) To paint the image

47) Which of these tools is not a selection tool

A) Lasso Tool B) Masic Wand Tool C) Polygonal Lasso Tool D) Pen Tool

48) Which of these options is not available in photoshop?

A) Drawing Toolbar B) Option Toolbar C) Toolbox D) Palette

49) Which of these tools is called paining tools

A) Pencil Tool B) Gradient Tool C) Brush Tool D) All of these

50) Which of these color models is not in photoshop?

A) RGB B) LAB C) CMYK D) HSB

****Best Of Luck****