

Exam Center : MCI, GAUSHALA-12, MAHOTTARI
Exam Date: 2026-01-10 QUESTION TYPE : RE-EXAM
Code : 001 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 प्रश्नहरूको बहु उत्तर मध्ये मिल्ने एउटा गोलो (०) चिन्ह लगाउनुहोस् ।
जस्तै : A B C **D**

- Shortcut key to bring format cells dialog box is:
a) Ctrl+F b) Ctrl+E c) Ctrl+1 d) Ctrl+D
- To edit the contents of cell
a) Press F2 b) Double click on cell c) Click on Formula bar d) All of above
- 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
- What should be add before a fraction to avoid entering it as a date? A.
// B. FR C. Zero D. Zero Space
- The cell reference for cell range of G2 to M12 is _____.
A. G2.M12 B. G2;M12 C. G2:M12 D. G2-M12
- The brain of any computer system is
A) ALU B) Memory C) CPU D) Control unit
- Storage capacity of magnetic disk depends on
A) tracks per inch of surface B) bits per inch of tracks C) disk
D) All of above
- The two kinds of main memory are:
A) Primary and secondary B) Random and sequential C) ROM and RAM
D) All of above
- 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

- Short-cut key combination for closing windows is _____.
A. Ctrl +S B. Alt + F4
C. Ctrl +V D. F1
- Which of the following is not type of page margin?
A. Left B. Right
C. Center D. Top
- Portrait and landscape are
a. Page orientation b. Paper size
c. Page layout d. All of the above
- Which shortcut key is used to hide entire column in Excel?
a. Ctrl+? b. Ctrl +0(zero)
c. Ctrl+H d. Ctrl +C
- The shortcut key for filter in ms excel
a. alt+ctrl+L b. ctrl+shift+L
c. alt+ctrl+f d. ctrl+shift+f
- 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
- In a datasheet, what does each row represents
a. Record b. Field
c. Database d. Table
- In ms access, "Hyperlink" data type can store...
a. web address b. email address
c. path of a file d. all of the above
- 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
- Firmware is contained in
a. SRAM b. DRAM c. ROM d. Cache
- The key F12 opens a :
A) close dialog box B) save as dialog box C) open dialog box D) save dialog box
- Which one of the following is extension of MS Excel?
a) .exe b) .xcl c) .xcl d) .xls
- The MS PowerPoint save PowerPoint files as following extension?
a) .ptp b) .ppt
c) .ppt d) .ppp
- 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 10 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

- A) word2003.exe B) word.exe C) winword.exe D) msword.exe
- 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 text 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****