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SHRESTHA COMPUTER INSTITUTE PVT.LTD.

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Exam Center : SCIPL, LALBANDI-1, SARLAHI Course Name : JCT

Exam Date: 2026-05-28

F.M.: 132 P.M.: 60 Time: 90 Minute

Name of Student : ……

Form No. : ……Symbol No. : ……

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

Objective Questions (132 x 1 = 132 Marks)

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

जस्तै : A B C (D)

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
   D) Extended Binary Case Decimal Interchange Code
7. *The brain of any computer system is*
   A) ALU B) Memory C) CPU D) Control unit
8. *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
9. *The two kinds of main memory are:*
   A) Primary and secondary B) Random and sequential
   C) ROM and RAM D) All of above
10. *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
11. Which Operating System doesn't support long file names?
    a) OS/2 b) Windows 95 c) MS-DOS d) Windows NT
12. We need system files to run
    a) MS Word b) MS Excel c) MS Dos d) MS Access
13. What is the function of folder?
    a) Save files b) Delete files c) Move files d) All of the above
14. Which command is used to open the directory?
    a) Open b) Chdir c) Move d) All of above
15. Which button might you find in a windows title bar?
    a) Close button b) Maximize button
    c) Minimize button d) All of the above
16. Ctrl + B
    a. Search the selected text b. Paste the selected text
    c. Bold the selected text d. Open the specified file
17. A master document contains_____, each of which contains a pointer to a file on a disk?
    a. Placeholders b. subdocuments c. bookmarks d. references
18. 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
19. 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 of above d. None of above
20. 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
21. To move the cursor page to page of document
    a. Ctrl+PgDn b. Ctrl+PgUp c. Both of above d. None of above

22. 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
23. 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
24. 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
25. 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
26. Which is used to perform what if analysis?
    a. Solver b. Goal seek c. Scenario Manager d. All of above
27. 14. Multiple calculations can be made in a single formula using
    a. standard formulas b. array formula c. complex formulas d. smart formula
28. 15. Hyperlinks can be
    a. Text b. Drawing objects c. Pictures d. All of above
29. 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
30. 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
31. 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
32. 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
33. 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
34. 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
35. In Microsoft PowerPoint in order to see all the slides on one screen you use
    a) View, slide sorter b) View, slide
    c) View, master *d) View, slide show*
36. What are the three options available in Insert >> Picture menu
    a) Clipart, Pictures, Shapes b) Clipart, From file, Shapes
    c) Clipart, From file, Autoshapes d) Clipart, Pictures, Autoshapes
37. Which of the following font effect is not available in PowerPoint font dialog box?
    a) Underline b) Shadow *c) Emboss* d) Strikethrough
38. 43) ….. enables you to view data from a table based on a specific criterion
    a) Form *b) Query* c) Macro d) Report
39. 44) A database language concerned with the definition of the whole database structure and schema is
    a) DCL b) DML *c) DDL* d) All of above
40. Full form of HTML is
    a) Hypertext Markup Language b) Hotmail
    c) Hypertext Mail Language d) All of above
41. In HTML ….. tag is used for linking an external document
    a) <src> b) <anchor> *c) <a>* d) <include>
42. To set the background color we use
    a) <body text="color"> b) <body="color">
    c) <body bgcolor="color"> d) All of above
43. A protocol is ……
    A) an operating system B) interconnection pattern of computers
    C) set of rules for communication D) a device for internet
44. A dot matrix printer :
    A) input device B) is output device C) cannot print alphabet D) cannot print number
45. File with which extension is not executable ?
    A) exe B) com C) sys D) ba
46. The batch file uses the extension :
    A) .DOS B) .BAT C) .DOC D) .PRG
47. . Which function will calculate the number of worksays between 6/9/2004 and 8/12/2004 ?
    A) Workday B) Date C) Networkdays D) All of the above
48. Which button do you click to add up a series of numbers?
    A) The autosum button B) The formula button
    C) The quicktotal button D) The total button
49. Which command will you choose to convert a column of data into row?
    A) Cut and Paste B) Edit>Paste Special> Transpose
    C) Both of above D) None of above
50. What is the default extension of PowerPoint Presentation?
    A) prn B) doc C) docx D) ppt

Tally Questions

51. Goods returning to a Creditor after challan but before bill we need to pass
(A) Debit Note (B) Receipt Note (C) Rejection In (D) Rejection Out
52. There are _____ predefined ledgers.
(A) One (B) Two (C) Three (D) Four
53. A ledger may get declaration space for its Alias through
(A) F11 (B) F12 (C) Alt+F1 (D) Alt+F2
54. To active MRP feature from Gateway of Tally initially we need to press
(A) F10 (B) F11 (C) F12 (D) Alt + F1
55. TDS deduction entry can be made through
(A) Journal voucher (B) Payment Voucher
(C) Receipt Voucher (D) All of these
56. Bank OCC a/c is a group defined under
(A) Loan & Liability (B) Secured Loan (C) Unsecured Loan (D) Bank Account
57. ETCS means
(A) Electronic Tax Collection System (B) Electric Tax Collected at Source
(C) Electronic Tax Collected at Source (D) Enable Tax Collected at Source
58. The shortcut used for Optional vouchers is
(A) Ctrl + A (B) Ctrl + L (C) Ctrl + N (D) Ctrl + M
59. Suspense Account Group is defined under
(A) Assets (B) Liabilities (C) Expenditure (D) Income
60. To alter a master while making an entry or viewing a report
(A) Ctrl + Enter (B) Tab + Enter (C) Shift + Enter (D) Alt + Enter
61. To see any report in detailed way, press
(A) F2 (B) Alt + C (C) Alt + F1 (D) Alt + F2
62. Predefined Billing terms can be maintained through
(A) Stock Categories (B) Maintain Multiple Godowns
(C) Cost center (D) Voucher Class
63. Party account can be created through
(A) Inventory creation window (B) Group creation window
(C) Ledger creation window (D) Any one of them
64. For Export of Data from Company to Company Tally uses
(A) XML Format (B) ASCII Format (C) SDF Format (D) None of these
65. We can change the Company Information from
(A) Company Info > View (B) Company Info > Split Company Data
(C) Company Info > Back up (D) Company Info > Alter
66. Manufacturing journal creates based on
(A) Purchase Quotation (B) Stock Journal (C) Receipt Note (D) Journal
67. Transfer from Main Cash to petty Cash you require to pass _____ voucher.
(A) Contra (B) Payment (C) Receipt (D) None of these
68. In which voucher type credit sales is recorded in Tally?
(A) F5:Payment (B) F6:Receipt (C) F7:Journal (D) F8:Sales
69. Which shortcut key is pressed for voucher entry or deleting a ledger?
(A) Alt + D (B) Alt + A (C) Alt + C (D) Alt + X
70. Which shortcut key is used to enable Tax Deducted at Source [TDS]?
(A) F9 (B) F11 (C) F12 (D) Alt + F12
71. Which reports are prepared monthly in Tally?
(A) Profit & Loss A/C (B) Balance Sheet
(C) Cash Flow of Funds Flow (D) Trial Balance
73. To see reports of Job Work Analysis
(A) Display-Statement of a/cs-Cost Centre-Job work (B) Display-Statement of a/cs
(C) Display-Statement of a/cs-Job Work Analysis (D) None of these
74. Which shortcut key(s) are used to enter a stock journal in tally?
(A) Alt + F7 (B) Control + F7 (C) Shift + F7 (D) F7
75. A â€˜credit noteâ€™ is sent by _____ to _____
(A) Customer, seller (B) Buyer, seller (C) Creditor, seller (D) Seller, buyer
76._____ is the shortcut to set date in Tally.
(A) F2 (B) F4 (C) F5 (D) F6

E-mail and Internet

77. The equipment needed to allow home computers to connect to the Internet is called a
A. Modem B. Gateway C. Monitor D. Peripheral
78. The communication protocol used by Internet is:
A. HTTP B. WWW C. TCP/IP D. FTP
79. Linux is
A. An non profit organization B. A Web Browser C. A Web Server D. An Operating System

80. What is the name given to the temporary storage area that a web browser uses to store pages and graphics that it has recently opened?
A. Cache B. Cellar C. Niche D. Webspace
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83. _____ is example of Full duplex
A. Walkie-talkies B. Monitor C. Keyboard D. Telephone
84. Set of rules that governs data communication is called
A. Internet B. Topology C. Protocol D. None
85. What does the .com domain represents?
A. Education domain B. Commercial domain C. Network D. None of the above
86. What is a search engine?
A. a program that searches engines B. a web site that searches anything
C. a hardware component D. a machinery engine that search data

87. What is the world-class system that connects the computers spread all over the world through modems?
a) Telephone b) Teleprinter c) satellite d) Internet

72. What is the protocol ?
a) A scheme to infrom software tools b) A scheme used by hardware to inform
c) A scheme to be used by the computer to inform d) None of the above
76. What is called allowed area to user ?
a) Login/ Account b) Logout c) Password d) Username

73. What is the boad?
a) Modem capacity to measure data transmit unit
b) Modem capacity to measure data storage unit
c) Data space measuring unit
d) None of these

GRAPHICS DESIGN

88. Which page size paper used in the laser printer?
A) A4 B) Letter C) Legal D) All of these
89. Which of these software can be a master page?
A) PageMaker B) Painting C) Photoshop D) All of these
90. What is the extension of file created in pagemaker?
A) .psd B) .pmd C) .Tiff D) Txt
91. Which Company had developed pageMaker?
A) Microsoft B) Adobe Corporation C) Aldus Corporation D) Intel
92. Which one of these is not size of paper?
A) A4 B) A3 C) A5 D) A6
93. How many columns are in the newspaper?
A) 10 B) 9 C) 8 D) 7
94. Which of these is not the main part of the pageMaker application?
A) Title Bar B) Color Palette C) Drawing Toolbar
D) Control Palette
95. The Shortcut key of ZOOMOUT is-
A) Ctrl ++ B) Ctrl+- C) Ctrl+0 D) Ctrl+Z
96. Shift +F7 is the Shortcut key of
A) Zoom Tool B) Hand Tool C) Ellipse Tool D) Crop Tool
97. Which of these is related to vertical alignment in page maker?
A) Frames B) Page Setup C) Table D) Picture
98. Which of the following is not palette in pagemaker?
A) Style sheets B) Control C) Colors D) Document Layout
99. What are the shortcut to windows fit in window in pagemaker?
A) Ctrl+0 B) Ctrl+1 C) Ctrl+2 D) Ctrl+3
100. Which menu Contains the frame option in pagemaker?
A) File B) Utilities C) Element D) None of these
101. Which option is used to change the order of pages in pagemaker?
A) Page Orientation B) View Pages C) Sort Pages D) Range Pages
102. What is the default font size in pagemaker?
A) 11 B) 12 C) 13 D)14

Group B (Freehand)

103. What is the extension of file created in Freehand?
A) .FH10 B) .pmd C) .Tiff D) Txt
104. Freehand launched by Which Company ?
A) Adobe B) Microsoft C) Micromedia D) Windows
105. Hide and unhide the tools bax Shortcut Key?
A) Ctrl+7 B) Alt+F7 C) Ctrl+Shift+F7 D)Shift+F7
106. Import Shortcut Key?
A) Ctrl+R B) Alt+I C) Ctrl+Shift+F7 D)Shift+F7
107. Which is the shortcut key for pen tool active?
A) P B) Pn C) PR D) None of these
108. Which is the shortcut key to active Page Ruler?
A) Ctrl+Alt+R B) Ctrl+R C) Alt+R D) None of the above
109. Which is the shortcut key to active Tools ?
A) Alt+7 B) Alt+F7 C) Ctrl+7 D) Ctrl+Shift+7
110. Which is the shortcut key to Active Align dialog box ?
A) Ctrl+Alt+A B) Ctrl+A C) Shift +B D) Ctrl+P
111. Export Shortcut Key?
A) Ctrl+R B) Ctrl+Shift+R C) Ctrl+Alt+R D) Alt+R
112. Lock Shortcut Key?
A) Alt+L B) Ctrl+L C) Ctrl+Alt+L D) Ctrl+Shift+L

COMPUTER HARDWARE AND NETWORKING

113. Which of these is a standard interface for serial data transmission?

A. ASCII B. RS232C C. 2 D. Centronics
114. Which type of topology is best suited for large businesses which must carefully control and coordinate the operation of distributed branch outlets?

a. Ring B. Local area C. Hierarchical D. Star
115. Which of the following transmission directions listed is not a legitimate channel?

A. Simplex B. Half Duplex C. Full Duplex D. Double Duplex
116. "Parity bits" are used for which of the following purposes?

A. Encryption of data B. To transmit faster C. To detect errors D.To identify the user
117. What kind of transmission medium is most appropriate to carry data in a computer network that is exposed to electrical interferences?

A. Unshielded twisted pair B. Optical fiber C. Coaxial cable D. Microwave
118. A collection of hyperlinked documents on the internet forms the ?.?

A. World Wide Web (WWW) B. E-mail system C. Mailing list D.Hypertext markup language

119. The location of a resource on the internet is given by its?

A. Protocol B. URL C.E-mail address D.ICQ

120. The term HTTP stands for?

A. Hyper terminal tracing program B.Hypertext tracing protocol

C.Hypertext transfer protocol D. Hypertext transfer program

121. A proxy server is used as the computer?

A. with external access B. acting as a backup

C. performing file handling D. accessing user permissions

122. Which one of the following would breach the integrity of a system?

a. Looking the room to prevent theft

b. Full access rights for all users

c. Fitting the system with an anti-theft device

d. Protecting the device against willful or accidental damage

123. Which software prevents the external access to a system?

A. Firewall B. Gateway C. Router D. Virus checker

124. Which one of the following is a valid email address?

A. javat@point.com B gmail.com C. tpoint@.com D. javatpoint@books

125. Which of the following best describes uploading information?

a. Sorting data on a disk drive

b. Sending information to a host computer

c. Receiving information from a host computer

d. Sorting data on a hard drive

126. Which one of the following is the most common internet protocol?

A. HTML B. NetBEUI C. TCP/IP D. IPX/SPX

127. Software programs that allow you to legally copy files and give them away at no cost are called which of the following?

A. Probe ware B. Timeshare C. Shareware D.Public domain

128. The term FTP stands for?

A. File transfer program B. File transmission protocol

B. File transfer protocol D.File transfer protection

129. At what speed does tele-computed refer?

A. Interface speed B. Cycles per second C. Baud rate D.Megabyte load

130. Which one of the following is not a network topology?

A. Star B. Ring C.Bus D.Peer to Peer

131. The maximum length (in bytes) of an IPv4 datagram is?

a. 32

b. 1024

c. 65535

d. 512

132. Which of the following statements could be valid with respect to the ICMP (Internet Control Message Protocol)?

a. It reports all errors which occur during transmission.

b. A redirect message is used when a router notices that a packet seems to have been routed wrongly.

c. It informs routers when an incorrect path has been taken.

d. The "destination unreachable" type message is used when a router cannot locate the destination.

****Best Of Luck****