

Computer Knowledge

1. The default file extension for all the word documents.
1) .pdf 2) .doc 3) .tmp 4) .net 5) None of these
2. Smart Card is _____
1) Special purpose Cards 2) Microprocessor Cards 3) Processing unit containing memory for storing data
4) Processing unit for software handling 5) None of these
3. _____ software allows users to perform calculation on rows and columns of data.
1) Word processing 2) Presentation graphics
3) Database Management System 4) Electronic spreadsheet 5) None of these
4. Use the _____, to choose a slide layout.
1) quick styles gallery 2) format gallery 3) layout gallery 4) layout collection 5) None of these
5. In DOS, which of the following commands is used to delete all the files as well as sub-directories of a directory?
1) Delete 2) Insert 3) Copy 4) Move 5) None of these
6. Which of the following is NOT a computer programming language?
1) C 2) C++ 3) Java 4) COBOL 5) Microsoft
7. Most of the commonly available personal computers/laptops have a keyboard popularly known as _____.
1) QWERTY 2) QOLTY 3) ALTER 4) UCLIF 5) None of these
8. What kind of software would you most likely use to keep track of a billing account?
1) Word processing 2) Electronic publishing 3) Spreadsheet 4) Web authoring 5) None of these
9. The _____ key and the _____ key can be used in combination with other keys to perform shortcuts and special tasks.
1) Control, Alt 2) Function, toggle 3) Delete, Insert 4) Caps Lock, Num Lock 5) None of these
10. In a database, _____ fields store numbers used to perform calculations.
1) next 2) key 3) alphanumeric 4) numeric 5) None of these
11. The term bit is short form of
1) megabyte 2) binary language 3) binary digit 4) binary number 5) None of these
12. The ability to find an individual item in a file immediately _____ is used.
1) file allocation table 2) directory 3) sequential access 4) direct access 5) None of these
13. _____ is the process of finding errors in software code.
1) Compiling 2) Testing 3) Running 4) Debugging 5) None of these
14. Virtual memory is _____
1) memory on the hard disk that CPU uses as extended RAM 2) in RAM
3) only necessary if you do not have any RAM in your computer 4) a backup device for floppy disks
5) None of these
15. The _____ key will launch the start button.
1) esc 2) shift 3) Windows 4) Shortcut 5) None of these
16. Which groupings do you work with when formatting text in Word ?
1) Tables, paragraphs and indexes 2) Paragraphs, indexes and sections
3) Characters, sections and paragraphs 4) Indexes, characters and tables 5) None of these
17. One advantage of dial-up Internet access is that _____
1) it utilizes broadband technology 2) it utilizes existing telephone service
3) it uses a router for security 4) modem speeds are very fast 5) None of these
18. Network components are connected to the same cable in the _____ topology.
1) star 2) ring 3) bus 4) mesh 5) mixed
19. Which of the following is true?
1) Byte is a single digit in a binary number 2) Represents a grouping of digital numbers
3) Eight-digit binary number is called a byte 4) Eight-digit binary number is called a bit 5) None of these
20. To access properties of an object, the mouse technique to use is _____
1) dragging 2) dropping 3) right-clicking 4) shift-clicking 5) None of these

21. Connections to the Internet using a phone line and a modem are called _____connections.
 1) digital 2) dial-up 3) broadband 4) dish 5) None of these
22. To make the number pad act as directional arrows, you press the _____key.
 1) numlock 2) caps lock 3) arrow lock 4) shift 5) None of these
23. The _____performs simple mathematics for the CPU.
 1) ALU 2) DIMM 3) BUS 4) Register 5) None of these
24. A(n) _____ contains commands that can be selected.
 1) pointer 2) menu 3) icon 4) button 5) None of these
25. An error is also known as _____
 1) bug 2) debug 3) cursor 4) icon 5) None of those
26. Which is the part of a computer that one can touch and feel ?
 1) Hardware 2) Software 3) Programs 4) Output 5) None of these
27. Microsoft Word is an example of _____ .
 1) an operating system 2) a processing device 3) application software 4) an input device 5) None of these
28. A printer is this kind of device -
 1) input 2) word processing 3) processing 4) output 5) None of these
29. The name that the user gives to a document is referred to as -
 1) document-name 2) filename 3) name-given 4) document-identity 5) None of these
30. The person who writes and tests computer programs is called a -
 1) programmer 2) computer scientist 3) software engineer 4) project developer 5) None of these
31. Which is the slowest internet connection service?
 1) Digital Subscriber Line 2) T1 3) Cable modem 4) Leased Line 5) Dial-up Service
32. The ability to find an individual item in a file immediately is called _____
 1) sequential access 2) file allocation table 3) direct access 4) directory 5) None of these
33. Outlook Express is a _____
 1) E-Mail client 2) Scheduler 3) Address Book 4) All of the above 5) None of these
34. Which key should be pressed to start a new page in MS-Word?
 1) Down Cursor Key 2) Enter Key 3) Shift Enter 4) Ctrl + Enter 5) Shift + Ctrl + Enter
35. Which type of software is similar to an accountant's worksheet?
 1) Word processing 2) Database 3) Spreadsheets 4) Graphics 5) File Manager
36. Which type of hardware consists of devices that translate data into a form that computer can process?
 1) application 2) input 3) system 4) All of these 5) None of these
37. Which key is used in combination with another key to perform a specific task?
 1) function 2) arrow 3) space bar 4) control 5) None of these
38. Something which has easily-understood instructions is said to be
 1) information 2) word processing 3) user friendly 4) icon 5) None of these
39. Where are programs and data kept while the processor is using them?
 1) Main memory 2) Secondary memory 3) Disk memory 4) Program memory 5) None of these
40. What does storage unit provide?
 1) Place for typing data 2) Storage for information and instruction 3) Place for printing information
 4) All the above 5) None of these

ANSWERS

1.2	2.2	3.4	4.2	5.1	6.5	7.1	8.3	9.1	10.4
11.3	12.1	13.4	14.1	15.3	16.5	17.1	18.3	19.3	20.3
21.2	22.1	23.1	24.2	25.1	26.1	27.2	28.4	29.1	30.3
31.5	32.3	33.1	34.4	35.3	36.2	37.4	38.3	39.1	40.1