

QUESTIONS	A	B	C	D	ANS
TALLY					
The ----- key can be used to select an existing company from list of companies.	F1	ALT+F1	CTRL+F1	None of the above	A
Import and Export of data between Tally and other programs is possible only through ----- Program.	Tally ODBC	Tally IMP	Tally INI	None of the above	A
The re-order point is the inventory quantity that trigger a stock replishment activity.	TRUE	false			A
A created company's detail can be modified through keys	F3	ALT+F3	CTRL+F3	None of the above	B
A/An ----- is the official notice that the firm sends to its customers to advise then to the amount of money that is owed.	Invoice	Bill	A or B	None of the above	C
In tally,all masters have -----main options	Two	Three	Four	Five	B
In tally,to create a new column in balance sheet press -----	Ctrl+C	Alt+C	Alt+Ctrl+C	None of the above	B
In tally,the use of group behaves like a sub-ledger, option is that we can summarize many ledger accounts into one line statements	TRUE	FALSE			A
In tally, we can alter ledger details using either single or multiple modes but not able to delete a ledger from multiple modes.	TRUE	FALSE			A
In tally,a group company is marked with an -----	*	\$	&	^	A
The systems that work together to order,receive, and pay for replenishment of stock are -----	Puchasing and Accounts payable	Puchasing and Receiving	Accounts payable and Receiving	Puchasing, Receiving and Accounts payable	D
Tally allows to delete a ledger from ----- alteration mode.	Single	Multiple	A or B	Mone of the above	A
----- is/are useful for management in the decision making.	Cash Flow Statements	Fund Flow Statements	Ratio Analysis	All of the above	D
In tally,the group company must contain at least ----- members	Two	Three	Four	One	A
To cancel a voucher entry in Tally, short-cut key is --- -----	Alt+D	Alt+X	Ctrl+T	Ctrl+D	B
The accounting masters and inventory masters related to -----	Create Information	Alter Information	Display Information	All of the above	D
We press ----- function key to display the age-wise analysis of Bills Receivable or Bills Payable report	F4	F5	F6	F7	C
In Tally, we press -----, to print report .	Alt+P	Ctrl+P	Shift+P	None of the above	A
In Tally, Types of Accounts and Types of Vouchers passed during the period, can be seen in ----- report.	Tally Audit	Statistics	Day Book	Journal Book	B
In the Tally Software, the ----- directory stores all data entered by the user.	Bin	Data	Sub	None of the above	B
The Ledger Accounts are unique in Financial Accounting Packages	True	False			A
Customers can be permitted to enter their own data into the firm's computer using the firm's wide area network is an example of -----	Enterprise Data Interchange	Enterprise Data - Information	Electronic Data Interchange.	All of the above	C
In Tally, we can customize the Vouchers as per our requirements	TRUE	FALSE			A
The number of steps in Accounts Compilation are -----	2	3	4	5	C

Each action/transaction of a firm is described by a -----.	data element	data record	Field	All of the above	B
Tally is based on mercantile accounting system	FALSE	TRUE			B
Ctrl + N is used to -----	Display stock valuation method	Open Calculator	Change Period	None of the above	B
----- in Tally classify the accounts under different heads so that summarised information is possible.	Ledgers	Groups	Journals	None of the above	B
Revenue Account also known as ----- Account	Personal	Nominal	Real	None of the above	B
Method of Voucher Numbering is/are	Manual	Automatic	None	All of the above	D
Accounts Receivable are displayed in	Balance Sheet	Profit & Loss	Journal Book	All of the above	A
To assemble a product from different items -----	Journal	Stock Journal	Physical Stock Transfer	Reversing Journal	B
-- entry is used					
A ----- purchase orders data flow is directed to the purchasing system for use in closing out the outstanding purchase orders in the receiving system diagram.	Filled	Receipt	Issue	None of the above	A
Tally provides at least ----- predefined voucher formats	11	16	18	21	B
The value of the inventory is included in a ledger accounts as an asset on the balance sheet	FALSE	TRUE			B
" The buyers can follow up with the suppliers to determine the reasons " is an example of -----	management by objective	management by exception	electronic data analysis	All of the above	B
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From voucher entry mode , if we press ----- then we get payment voucher in tally	F4	F5	F6	Alt+f5	B
Default Cost Category in Tally is/are -----	Main Location	Primary	Primary Cost Category	All of the above	C
A Group Company is simply a name and an identify given to the merged accounts member companies of the group.	True	False			A
A ----- is a primary document for recording all financial transactions.	Ledgers	Reports	Vouchers	None of the above	C
The field can have a value between ----- in FA Package.	0 to 9	1 to 100	10 to 60	None	A
The ----- file maintains data that describes the supplier past transaction with the firm in terms of material quality in AIS	Supplier	Suspense	Order	All of the above	A
It is necessary to manipulate data to transform it into -----	Report	Output	Information	None of the above	C
In tally, to change the date of the voucher press -----	F2	F4	Ctrl+f2	Ctrl+f4	A
Tally can maintain budgets on -----	Net Transactions	Closing Balance	A and B	None of the above	C
The value of the inventory is included as an asset on the balance sheet	True	False			A
In ratio analysis report of Tally FA packagewe we press ----- function key to the display of bills receivable , bills payables report	F6 function key	Alt + f6 function key	F7 function key	None of the above	A
The accounts payable system is responsible for paying the suppliers for the -----	Sales	Purchases	A or B	None of the above	B

What is the default financial year in Tally6.3	1-4-1995 to 31-3-1996	1-4-1996 to 31-3-1997	1-4-1997 to 31-3-1998	None of the above	B
Tally encrypts and stores TALLY DATA at the data directory	True	False			A
The Profit & Loss statement can be displayed in ----- format(s).	Horizontal Balance sheet & profit & loss and trial balance	Vertical Profit & loss and trial balance	A or B	None of the above	C
Default ledger accounts in tally are _____			Cash and profit & loss	Cash and bank	C
Default 'godown' name in tally is _____	Primary Security mechanism	Main location	A or b	None of the above	B
'Tally vault' is a _____		Ledger a/c	Cost category	None of the above	A
To create a sales voucher in tally , you have to press _____	F5	F7	F8	F9	C
A Group Company is ----- given to the merged accounts of member companies of the group.	a name	an identity	A and B	None of the above	C
In tally,"credit note" voucher type records entry for _____	Sales return	Purchase return	a or b	None of the above	A
In tally you get currency symbol option from _____ menu	Company creation	Stock items units	Regional setting	None of the above	A
----- gives the balance for each day for the voucher type has been selected.	Trial Balance	Daybook	Balance Sheet	None of the above	B
For 'stock journal' entry we press _____ in tally	F7	Alt + F7	F10	F11	B
Tally provides the capability to the administrator/auditor to track changes in the areas is/are	Changes in transactions or vouchers	Changes in Ledger Masters	Both A and B	None of the above	C
In tally, types of users are _____	2	3	4	1	B
By pressing ----- key, a list of inventory reports can be displayed straightaway from the balace sheet report	F9	F10	F11	F12	A
Projected approximation of income or expenses is called _____ .	Balance sheet	Profit & loss a/c	Budget	None	C
"Administrator" type user is also called 'Auditor' of a company in Tally	TRUE	FALSE			A
You will get company information , if you press _____ from gateway of tally	F3	Ctrl+F3	Alt+F3	None of the above	C
A constituent(member) company can be a member of more than one group.	TRUE	FALSE			A
Default stock category in tally is _____	Main location	Primary	Symbol	None of them	B
To create a log of the import activity in a file					
_____ is located in the same directory as an executable program in tally	Tally.imp	Tally.ini	A or b	None	A
In Tally,inventory valuation method option is available from _____	Stock summary	Stock journal During the creation of a company	Stock analysis In 'comp info -> security control' option	None of the above	A
Tally audit feature is available in a company _____	By pressing F11 function key			None	B
In tally, a group company can also be a constituent(member) of another group company	TRUE	FALSE			A
Default number of groups in tally are _____	128	228	28		16 C
During voucher entry ----- are used.	Ledger Accounts	Groups	Sub-Groups	B or C	A

User designated as ----- can view audit list.	Administrator	Owner	Data Entry	TallyVault	A
Tally supports Importing of data from ----- In an accounting information system, which of the following types of computer files most likely would be a master file?	One company to another company created withon Tally Package Inventory subsidiary.	Other programs - a spreadsheet or a database file. Cash disbursements.	Both A and B Cash receipts. Will be more efficient at producing financial statements.	None of the above Payroll transactions.	C A
Which of the following is an advantage of a computer-based system for transaction processing over a manual system? A computer-based system:	Does not require as stringent a set of internal controls.	Will produce a more accurate set of financial statements.	the address of a memory location	Eliminates the need to reconcile control accounts and subsidiary ledgers.	C
The memory address register is used to store	data to be transferred to memory	data that has been transferred from memory		an instruction that has been transferred from memory	C

FUNDAMENTALS OF COMPUTER

Inefficient usage of excess computer equipment can be controlled by Which of the following is not the component of a CPU	Contingency Planning NIC Card	System feasibility report VSAT	Capacity Planning RAM	Exception reporting AGP Card	C B
A trailer label is used on a magnetic tape file, it is the last record and summarises the file. The following is an information not found in the trailer label	Record Count	Identification Number	Control totals for one or more fields Storing information on the hard disk Visual audio board	End-of-file and end-of-reel code	B
Hard copy is a term used to describe...?	Writing on a hard board	Printed output		None of above	B
What do the abbreviations VAB stand for	Voice activated broadcasting	Voice answer back		None of above	C
What control would prevent the accidental erasure of customer information from a magnetic tape What are the individual dots which make up a picture on the monitor screen called? Header label normally include all the following except the	Validity check Coloured spots File Name	Boundary protection Pixels Identification number	File protection ring Pixies Reel Number	Limited access files None of above Batch Total	C B D
A daisy wheel is a type of...? Which approach or technique is a control usually associated with microcomputers	Printer System Logs	Storage device Physical Security	Pointing device Console Log An inked ribbon and print head	None of above Data Dictionary	A B
An impact printer creates characters by using...?	Electrically charged ink	An ink pen Use only unremovable media		None of above	C
The best security control in a microcomputer environment is to What would you NOT use with a flatbed plotter? What do you need for an ink jet printer?	Restrict physical access A pen A cartridge	Paper A drum Centralised function for PC acquisition	Require user passwords Eraser A ribbon Centralised function for PC Disposition	Make duplicate copies of files None of above A cassette	A C A
The greatest control exposure in a microcomputer environment is the lack of	Separation of duties			Distributed policies or procedures	A

A laser printer does NOT use?	A print head	A laser beam	An INK RIBBON	None of above	C
The amount of data that a disk may contain is known as the disks...?	Volume	Size	Storage capacity	None of above	C
You can _____ protect a floppy disk.	Read	Write	Read and Write	None of above	B
Information on a hard disk is usually backed-up using a...?	Magnetic tape	PAN drive	Floppy disk	None of above	A
Magnetic tape is a...?	Serial access medium	Random access medium	A parallel access medium	None of above	A
Hard disks can have a storage capacity in the region of...?	1.44MB	20 GB	700MB	None of above	B
Which storage device has the largest capacity in Mb?	A CD-ROM	A floppy disk	Magnetic tape storage	None of above	C
Which storage device cannot be erased?	A CD-ROM	A floppy disk	Magnetic tape storage	None of above	A
Where should floppy disks be stored?	By a sunny window	By magnet objects	In a drawer	None of above	C
The contents of these chips are lost when the computer is switched off?	ROM chips	RAM chips	CDROM chips	None of above	B
What are responsible for storing permanent data and instructions?	RAM chips	ROM chips	DRAM chips	None of above	B
Which parts of the computer perform arithmetic calculations?	ALU	Registers	Logic bus	None of above	A
What are small high speed memory units used for storing temporary results?	CPUs	Registers	Control unit	None of above	B
How many bits of information can each memory cell in a computer chip hold?	0 bits	1 bit	8 bits	None of above	B
What type of computer chips are said to be volatile?	RAM chips	ROM chips	CACHE	None of above	A
Software can be divided into two areas:	Network software and security software	software and application software	Business software and games software	None of the above	B
Travel agents use this computer system when reserving flights	Supercomputer	Personal computer	Mainframe computer	None of above	B
Which computers are used in the weather forecasting industry?	Notebook computers	Supercomputers	Neumann computers	None of above	B
Vacuum tube based electronic computers are...?	First generation	Second generation	Hoover generation	None of above	A
Which generation of computer was developed from microchips?	Second generation	First generation	Fourth generation	None of above	C
Which generation of computer uses more than one microprocessor?	Second generation	Third generation	Fifth generation	None of above	C
Which generation of computer developed using integrated circuits?	Second generation	Third generation	Fifth generation	None of above	B
Which generation of computer developed using solid state components?	Second generation	Third generation	Fifth generation	None of above	A

DATABASES

Name three steps involved in developing an information system	Specification, Design, and Testing	Programming, Design, and Testing	Analysis, System Design, and Implementation	None of above	A
_____ is used for CAAT as database	Oracle	ACL	JCL	none the above	A

Generalized audit software perform auditors to undertake any past records and not concurrent auditing	TRUE	FALSE			A
Generalized audit software is a file whose capabilities for verifying processing is logic	TRUE	FALSE			B
CAAT's are computer program and data that auditor uses as part of the audit procedures to process data if audit significance contained in an entity information system	TRUE	FALSE			A
CAAT do not contains package programs, purpose written program, utility programs or system management programs	yes	no			B
Embedded audit routines are sometimes built into an entity's computer system to provide data for later user by the auditor	TRUE	FALSE			A
SCARF involves embedding audit software modules within an application system to provide continuous monitoring	TRUE	FALSE			A
Concurrent use auditors as the member of the system	TRUE	false			A
Regular cross system verification may minimize frauds	true	false			A
Computer security is frequently associated with confidentiality, integrity and authentication	true	false			A
Data reserve engineering process metadata to document system and abstract business rules and relationship	true	false			A
The first step for developing CAAT is _____	to determine the audit objective	evaluate the types of data can bring the data indirectly	to obtain a record layout	extract data from file	A
Using the open database connectivity feature in ACL is _____	can bring the data directly	data indirectly	all the above	none of the above	A
Computer Assisted Audited Technique involves the use of computers through "Black Box Approach"	True	False			B
White Box Approach necessary involves expert knowledge on the part of Auditor	True	False			A
The transition from manual system to CIS environment bring dramatic changes including _____	change in the method of recording accounting transaction	use of accounting codes	absence of audit trails	all the above	D
Auditing with computer necessarily supports the	documents driven approach	risk driven approach	unique approach	none of the above	B
CAAT involves an Auditors' appreciation of _____	hardware and software configuration	processing options, file data structure	checks and controls	all the above	D
Widespread end use computing result in unlimited errors creeping into system going to accept handling, thereby increasing audit risks	true	false			A
For computerized auditing usage of sophisticated audit software would be a necessity	true	false			A

Important knowledge needed to begin planning the use of CAAT is _____	the source of data available to the audit organization	source of data for material planing	all the above	none of these	A
The move towards paperless EDI would eliminate much of the traditional audit trail, radically changing the nature of audit evidence	true	false			A
Computer operation controls are designed to provide _____	the of by all concerned	providing access to computer to all organization personnel	use of any programs	none of the above	D
Systems development control, apart from others, include authorization, approval, testing, implementation and documentation of new systems software and system software modification	true	false			A
A system could be _____	natural/man-made	open/closed	conceptual/physical	all of them	D
A system exhibits 'entropy'	true	false			A
Super computer are the largest and fastest and is very suitable for commercial application including audit work	true	false			A
Assembler language uses Mnemonic symbols	true	false			A
Operating systems are devised to optimize the machine capabilities, the function include _____	scheduled jobs	manage hardware & software resources	enable multiple user resource sharing	all the above	D
General purpose software provides a framework for highly complex scientific operation	true	false			B
In batch processing, transactions are processed one after another	true	false			B
The use of computer assisted audit techniques is not gaining popularity not only _____	with audit departments	with production departments	all the above	none of these	A
On-line processing refers to grouping of transaction and processing the same in one go from start to finish	true	false			A
Real time refers to the technique of updating files with transaction data immediately after the occurrence of the event to which it relates	true	false			A
In OLRT the CPU should process the capability of program interruption	true	false			A
Time sharing system allow access to a CPU from remote terminals	true	false			A
DSS is defined as a system that provides tools to managers to assist them in solving structured problems	true	false			B
DSS has the following components _____	databases	planning language	model base	all the above	D
Master files contains current records for identification and summarizing	true	false			B
Transaction files contain relatively permanent records take product profile, customer profile, employee profile etc	true	false			B

Master file configuration includes _____ _____ is a file management software package that lets users and programmers organize data into files and then process those files	reference files	table files	report files	none of the above	D
CAATS provide added value to the clients because _____	filex to have a complete picture of a system	file-o-man decentralized picture of a system	file manager all the above	filepet none of the above	C A
File volatility refers to the number of addition and deletions to the file in a given period of time	true	false			A
File activity is the proportion of transaction file records that are actually used and accessed in a given processing run:	true	false			B
File interrogation refers to the _____ of information from a file	back-ups	retrieval	deletion	addition	B
One -to-one relationship means a single entity to a single entity in a monogamous structure	true	false			A
RDBMS is structured to a series of 2 dimensional tables	true	false			A
SADB stands for _____	seriously affected database	subject area database	software and database	safety and database	B
Controls are present over many aspects of the computer system and its surrounding social environment	true	false			A
In framed checking the data entry is checked against an expected picture or format	true	false			B
Errors are correlated _____	at the year end	immediately	on quarterly basis	none of the above	B
Field check is exclusive to a field	true	false			A
_____ law basically states that there is a specific probability of the first digit of a no. being 1,2,3 etc	Benfish	Benford	Benjamin	none of the above	B
Check digit is a group of nos. added to a code for determining the accuracy of other digits in the code	true	false			B
	consecutive nos. or alphabets to entities	blocks of nos. to the primary attribute of the the entity	random placement of component	none of the above	D
Hierarchical code means _____	TRUE	false			A
The validation checks applied to a field depend on the field's logical inter relationships with other fields in the record	valid, numeric	invalid, alphabetic	none of the above	all the above	A
The contents of a field could determine _____ sign for a _____ field					
Batch is the process of _____ together _____ that bear some type of relationship to one another	grouping, transaction true	regrouping, events false	none of the above	all the above	A A
Hash totals means meaningless totals					
With OLRT where interactive data entry is available, the master file associated with a transaction may be searched for confirming data	true	false			A
Controls are required for authorization to ensure data integrity and detect possible breaches in security	true	false			A

Data from client application are not stored in the organization's database through auditable events and function	true	false				B
All input records in a batch are normally of different types	true	false				B
IDEA stands for _____	incremental design and enlarge activity	interactive data extraction and analysis	interactive data innumerable analysis	none of the above		B
A transaction file is sorted prior to the update of master file	true	false				A
A sequence check on the transaction or master files by an update program is not required	true	false				A
Whenever monetary transactions are processed against master files, the update program should maintain a correlation account to record such transaction that does not have a matching master file record	true	false				B
Internal tables are stored tables from which certain values are extracted for further processing and storing	true	false				A
For small to medium sized systems, individual modules are coded and individually tested and then assembled to be tested as a whole-the testing strategy is referred to as _____	e-brain	bouncing ball	big-bang	stub		C
In systems testing, test involves _____	bottom up tests	top-down tests	hybrid tests	all the above		D
Recording transactions in a controlled manner may amount to loss of stored data	yes	no				B
Audit software is used by the auditor to _____	read data on client's file	provide information to the audit	re-perform procedures carried out by the clients programs	all the above		D
Core image comparison is a software used by the auditor to compare _____ version of a program with a secure _____ copy	executables, master	deleted, hard	none of these	all the above		A
Database analyzer is a software which provides detailed information concerning the operation of the database	true	false system advanced				A
SAS stands for _____	system analysis software	software	all the above	none of the above		A
Embedded code is a software used by the auditor to examine backup data	true	false				B
Embedded code performs wide variety of audit task	yes	no				A
Core image comparison is particularly useful where only executable versions are distributed	true	false				A
Log analysis is a software used by auditor to detect virus	true	false				B
On line testing techniques the auditor _____ data either _____ or fictitious in order to see that a specific program or sever edit test is doing its work	manipulates, real	create, false	none of these	all the above		A
Mapping software is used by the auditor to list unused program instructions	true	false				A

Mapping software has very objectives	yes	no	can enable the auditor to execute provisions on a number of different bases	can provide the auditors with useful information with trends and patterns	all of the above	A
Modeling is a variety of software which _____	can be very powerful analytical tool					D
On line testing can be targeted for specific functions carried out by programs	yes	no				A
Program code analysis involves _____ _____ is a software of CAAT	provides detailed information of machine uses IDEA	identifies program code which may be there for fraudulent reason ACL	examination of source code of a program with advice to following the logic of a program ALC	none of the above ACLL		C B
Snapshot is software which takes a picture of a file or data or a transaction passing through the system	true	false				A
Base case system evaluation includes _____	fictitious data applied against the client program	comparison of source version of a programmed	analyzing the picture of a file or data	all the above		A
While base testing forces on finding if there are any defective execution policies in a program	true	false				A
Black box testing seeks to determine whether application output is what it is supposed to be	true	false				A
In integrated test facility approach the auditor should ensure that the impact of test transaction is subsequently eliminated from the computer files	true	false				A
Black box testing is _____ based and white box testing is _____ based	specification, program	file, hardware	none of the above	all the above		A
Source code review means _____	identifying erroneous code	identifying ineffective code	identifying non-standard code	all the above		D
In formula in flow hypothesis the auditor should expand the extent of substantive tests to determine how the defects may impact the attainment of the program objectives	true	false				A
All material application oriented events that occur within the boundary subsystem should be recorded in the accounting audit trail	true	false	authentication of information support	resource requested	all the above	A D
In examination of audit trail the following data associated with an event may be _____ -	start and finish time	job connectivity language	all the above	none of the above		A
JCL means _____	job control language					
Audit should be periodically analyzed to detect any control weakness of the system	yes	no				A

In an accounting audit trail, intrusion detection system might monitor the amount of processor time consumed by the user to detect unusual deviation from the amount processor time requested by the user in the past	true	false			A	
A sample size calculator program assists auditors in determining RAND() function	true	false			B	
	package computer p[program for performing a variety of data processing function	mathematical concept	master list of transactions prepared by an outside programmer engaged by the auditor	administered questionnaire	A	
Generalized audit software consists _____						
Specializes audit program may be_____	prepared by the auditor	prepared by the entity	engaged by the auditor	all the above	D	
Generalised audit software could be used by the following in consistencies or significant fluctuations	true	false			A	
Generalized audit software function include_____	file access/organizations	statistical/arithmetic operation	stratification and frequency analysis	all the above	D	
In the file reorganization merging capabilities are needed in data from separate file is to be combined on a separate work file	true	false			B	
Auditors cannot use generalised audit software to extract the data needed for audit purpose	true	false			B	
Auditors can combine functional capabilities of generalized audit software to accomplish the task of _____	examining the quality of system process	carrying analytical review	examining the quality of data	all the above	D	
Which of the following is not the feature of GAPS	Wide access to various data base	Can extract and analyse data	Can aid in simple selection	Can define the audit objectives	D	
Which is the example of CAATs	ACL	IDEA	High End CAATs	All of the above	D	
In audit procedures, test data is	A sample of transactions	A utility software programme	A special purpose written program	Compliance	None of the above	A
Which of the following is not the use of CAATs	Tests of details of transactions	Analytical review procedures	tests of general EDP controls	All of the above	D	
Which of the following are called explicitly by another procedure?	Macros	Action Procedures	Event Procedures	General Procedures	D	
_____ data type is generally used for fields assigned as primary keys in a table	integer	number	primary number	auto number	D	
MS access objects can be published in the web	true	false			A	
In code-builder, got_focuse, click,dbl_click,enter are examples of _____	actions	events	procedures	none of the above	B	
_____can be used to automate certain actions in response to events	report	form	chart	macros	D	
In the macro sheet the macro is selected in the _____ field	macro	expression elements	comments	action	D	

To build complex expressions_____is used	calculator	code builder	expression builder	expression elements	C
The three list boxes present at the bottom of the expression builder are called_____	action list	macro list	expression elements list box	none of the above	C
_____option is selected from the view menu to create macros with conditions	conditions	action	insert	none of the above	A
_____report can be created with minimum user input	tabular	columnar	auto report	embedded	C
_____layout of a form displays one record at a time	tabular	columnar	datasheet	justified	B
The table or query name on which we are going to build our report is selected from the ____ dialogue box	create report	link report	embedded report	new report	D
_____and_____are the two types of auto reports available	columnar and tabular	stable and unstable	dynamic and static	none of the above	A
There are no wizards for creating a database in access	true	false			B
_____option from the insert menu option is chosen to add an embedded chart	create fields	add chart	chart	insert chart	C
In ms-access, while using SQL, references constraint is used for creating _____	primary key	alternate key	foreign key	none of the above	C
_____is used to create a mailing label	label wizard	chart wizard	mail wizard	none of the above	A
_____header is present at the beginning of the report	start header	group header	page header	report header	D
_____is present at the bottom of each page in a report	report footer	page footer	group footer	none of the above	B
			for specifying conditions with group by clause		
In SQL, having clause is used for _____	for ordering records	for updating records		none of the above	C
_____field is added to the macro sheet when we select grouping option from the view menu	condition	group reports	macro names	none of the above	C
_____can be used to create toolbars	VB Modules		forms	macros	D
_____query is used to add records from one or more tables into an existing table	add	append	insert	delete	B
_____window is used to write VB code in access application	report	macro sheet	module	none of the above	C
Values for other tables, queries are maintained in look up fields data type	true	false			A
Visual Basic language is a _____ tool	RAD	RAP	RAID	none of the above	A
_____function is used to display a message box	SysCmd	MsgBox	message	none of the above	B
Other ms-office applications can be accessed from ms-access using a concept called _____	OLE	DDE	CME	none of the above	A
	object linking and embedding	on line execution	on line editing	none of the above	A
OLE stands for_____	OLE object	OLE client	OLE server	OLE communicator	C
The application that supplies data in OLE is called an _____					
If any change made on the object from the client side is reflected on the server then the object is said to be _____	linked	embedded	connected	edited	A
_____is the file format that works on internet	exe	DLL	BMP	html	D
_____is used to convert any ms-access object into html format	form wizard	report wizard	query wizard	publish to web wizard	D

_____ option in publish to web wizard produces a page that is static in nature	static file	static html	dynamic file	none of the above	B
_____ query is used to create or change database objects in a current database	append	add	insert	data definition	D
Currency fields express the amount in _____	dollars	rupees	pesos	yen	A
_____ is selected from the toolbar to add an OLE object	unbound object	bound object	command button	list box	B
To display an OLE object in the form of an icon _____ option is selected from insert object dialogue box	display as icon	display	link	create icon	A
_____ option from the file menu is selected to run 'publish to the web wizard'	create html	new	save as html	none of the above	C
_____ page in an web application is used to navigate to the rest of the pages in the application	startup	home	end	none of the above	B
_____ is fired when an event is triggered is the concept based on a Visual Basic language	bullet	command	procedure	none of the above	C
Ms access is a _____	DBMS	RDBMS	front end	language	A
A collection of data stored in different objects is known as a _____	data group	data collection	database	data storage	C
A blank database can be created using _____	new dialog box	new blank database dialog box	new database dialog box	database dialog box	A
Text type data can be of _____ characters in ACCESS	255	64000	235	63500	A
_____ is a datatype that assigns values automatically	automatic number	AutoNumber	number	automatic field	B
Tables cannot be imported from other databases	true	false			B
If two tables having same values for the fields are joined it is called an _____	inner join	outer join	explicit join	none of the above	A
Duplication of records in a field won't be allowed if the fields are declared a _____	primary key	not null	candidate key	no duplicate key	A
Changes from a master table can be reflected on to the child table by selecting _____ option	cascade delete related records	cascade change related records	cascade update related fields	change all related records	C
To see more than one record at a time in a form we use _____	columnar	tabular	both a and b	none of the above	B
In SQL, delete command is used to remove _____	table or tables	query or queries	record or records	none of the above	C
In MS-Access, filter excluding selection will display only those record(s) which meet the criteria.	true	false			B
Properties of the fields are managed by _____ in Dynaset	property field	field property	Dynaset field properties	properties	B
_____ queries allows us to view data in row by column manner	crosstab queries	row/column queries	select queries	update queries	A
The type of queries that can update or delete record(s) in a table(s) are called _____	action queries	row/column queries	change/delete queries	update queries	A
Joining tables without any matching values in the fields is called _____	inner join	self join	no match join	outer join	D
Primary key uniquely identifies each record	true	false			A
Which of the following dialog box is/are used in the creation of form _____	new form dialog box	form create dialog box	form wizard dialog	both 1 and 3	D
_____ query wizards are used to generate summary calculations for a table	summary	sum	append	simple	D

Properties of a form can be changed by selecting _____ from view menu options	change properties	properties	form properties	new properties	B
Forms that are included in other forms are called _____	included form	sub form	new form	child form	B
In MS-Access, while using form design view, for creating a command button for adding a new record, we should select the _____ category from the command button wizard	Record Navigation	Record Operations	Form Operations	None of the above	B
_____ form displays fields in a single horizontal row	columnar form	tabular form	hierarchical form	one to many form	B
The process of arranging the data in a meaningful order is known as _____	filtering	ordering	sorting	querying	C
_____ are used to select only some particular records from the table or any other database objects	filter	sorts	pipes	gateways	A
In MS-Access, user may specify criteria for filter in form view using _____	filter by form	filter by selection	filter by menu	None of the above	A
_____ wildcard character represents any single character	*	\$	@	?	D
Records cannot be sorted by a primary key	true	false			B
A control without a data source is known as _____	bound control	unbound control	data less control	data control	B
Set of related option buttons, check boxes and toggle buttons is known as _____	button group	option group	controls group	record group	B
Which of the following is control types	bound	unbound	controlled	all of the above	C
In MS-Access, the function that gives the current date is _____	CURRDATE()	TODAY()	DATE()	DAY()	C
_____ is a control that lists set of data	text box	list box	combo box	static text	B
_____ is a form that summarize large amount of data	pivot table	columnar form	tabular form	main form	A
_____ allows to create a filter by typing the value in a data sheet	data sheet filter	filter by input	filter by form	none of the above	C
Wizards for toolbox controls are called a _____	button wizard	control wizard	option control wizard	tool wizard	C
The wild card representation for any 5 letter word that starts with ram is _____	ram*	ram??	two of the above	none of the above	B
Look up fields slow up data entry	true	false			B
_____ is an access object that displays un-editable data	report	form	table	ledger	A
_____ option from the new object toolbar gives the easiest way of generating a report	autoreport	report	module	none of the above	A
_____ represents data in a pictorial format	chart	label	bitmap	report	A
Changes of one table can be carried over to another related table	true	false			A
Hyperlinks are used to jump to any kind of information or data from a file	true	false			A
The memo field can have text upto _____ characters in length		60,000	255	25,000	64,000 D
In MS-Access, columnar layout can be used to view multiple records in a form	true	false			B
In MS-Access, alter command may be used in adding a primary key to a table	true	false			A
Update query is used to add records from one or more tables to the end of an existing table	true	false			B
In ms-access, datasheet view is available in _____	table	query	form	all of the above	D

_____ are used to jump to any kind of information from a datasheet or a form	table	form	report	hyperlink	D
Home page will always be present as a first page of an application	true	false			A
Make table queries create a new table from the records of another table	true	false			A
In ms-access, to protect a database file from illegal access, we may set database password. The option of setting database password is available in _____ menu	Insert	Records	Tools	none of the above	C
Foreign key is a field that uniquely identifies each record and accept no null values	true	false			B
Data definition queries are used to create or change database objects	true	false			A
The attributes of a composite key are known as _____	alternate keys	composite keys	candidate keys	primary key	C
OLE object is a data type in access	true	false			A
Data displayed in forms cannot be edited	true	false			B
A sub form is used to display one to many relationship between tables	true	false			A
We can switch from datasheet view to form view by selecting view -> form view option	true	false			A
In MS-Access long integer is a datatype	true	false			B
In MS-Access, while designing a table for a particular field, the Required parameter is set to yes. This validates the field as _____	null	not null	zero	none of the above	B
Sorting is applied to select only some particular records	true	false			B
Filter by form can be created from a forms shortcut menu	true	false			B
Advanced filter uses a filter similar to the query design window to create a filter	true	false			A
? Wildcard character represents any number of characters	true	false			B
_____ of the following is/are a type of chart	pie	bar	both 1 and 2	none of the above	C
A bound control is tied to a underlying query or table	true	false			A
A calculated control uses expression as a source of data	true	false			A
Text boxes cannot be bound controls	true	false			B
The default query invoked by ms-access is	update query	select query	delete query	append query	B
A control can be bind to a record using row source property	true	false			B
List box is a control that offers a list of choices	true	false			A
If a table is joined to itself it is called a _____	inner join	outer join	self join	table join	C
A picture box combines the activities of both a text box or a list box	true	false			B
Line is a tool box control	true	false			A
Text boxes can be part of a option group	true	false			B
_____ chart exists as a separate object	freestanding	embedded	stand alone	sub chart	D
Filtering data is a way of arranging data in a meaning full order	true	false			B
Wild card characters are used for sorting records	true	false			B
Pivot tables are used to navigate to the other tables in a database	true	false			B
Reports are used to represent un-editable data	true	false			A

In MS -Access, the records in a table are sorted based on _____	the first field of the table	the last field of the table	primary key field	none of the above	C
Relationship is an association between _____	forms	reports	attributes	entities	D
Summary options dialog box is used to summarize data	true	false			A
_____ queries can be used to delete a group of records that meet some specific records	delete	insert	append	add	A
Charts can convert numerical data in a easily understandable format	true	false			A
Embedded charts exist separately	true	false			B
From ms - access, if we want to view the records stored in a table in ms - excel worksheet, we need to	use hyperlink	use import	use datasheet in forms	use export	D
Page header is present at the beginning of each record	true	false			B
Detail section has a header and footer	true	false			B
A macro is performed only when the user initiates an event	true	false			B
The macro is selected from the action field of a macro sheet	true	false			A
A macro can be made to execute before the starting of a database	true	false			A
In MS-Access. While appending records, the source and the target table must have similar structure and fields	true	false			A
We can add our own functions to the expression elements list box of the expression builder	true	false			A
_____ is the wildcard character which represents the presence of any number of characters	&	#	?	*	D
Macros can be used to add a menu to a database object	true	false			A
_____ header is a unique feature of reports	page	detail	group	topic	C
Chart can either be a form or a report	true	false			A
Group header will be present at the design view of a report even if the report is not grouped	true	false			B
We can change from the design view to the form view without being prompted for saving the changes made	true	false			A
Charts can be produced without the wizard	true	false			B
Macros can be used to create user defined error messages	true	false			A
Between and Not Between is _____ type of operators	relational	list	range	logical	C
The default data type of VB is integer	true	false			B
Visual Basic is based on _____	action language	structured query language	event - procedural based language	none of the above	C
_____ is the name of the database object that displays data and can be used to edit data	report	form	query	table	B
In access OLE objects cannot be linked	true	false			B
_____ section is present for each record in the report	group	record	session	detail	D
A _____ sheet lists all the properties that pertain to the form or the controls	data	property	both a and b	none of the above	B

Textboxes can also be an example of unbound control	true	false			A
In MS-Access, we may design command buttons for navigating records	true	false			A
_____ are forms that are included in other forms	sub forms	child forms	inner form	none of the above	A
_____ are used to represent our data in graphical format	graphs	chart	labels	report	B
A field with a _____ uniquely identifies each record	number	primary key	index	identifier	B
Large amount of data can be summarized using _____ tables	pivot	create	form	none of the above	A
_____ are employed to select only some particular records from a database object	filters	queries	sorts	forms	A
_____ control need not have a data source	form	bound	unbound	none of the above	C
_____ control combines the functionality of both a text box and a drop down list	list box	combo box	button	option button	B
MS access is a DBMS	true	false			A
A form can be bind to a record source using _____ property of the form	form name	control	record source	none of the above	C
_____ forms displays field in single row	tabular form	chart form	data sheet form	none of the above	A
_____ forms are usually used for tables with one to many relationship	sub forms	tabular form	columnar form	none of the above	A
_____ control uses an expression as a source of control	calculated	bound	unbound	none of the above	A
_____ control is tied to field	calculated	unbound	bound	static	C
_____ is the form that can be created with minimum input from the user	sub form	auto form	tabular form	columnar form	B
_____ option from the tool menu is selected for setting relationships between tables	set relation	connect	relationships	none of the above	C
_____, _____ and _____ are the buttons belonging to the options group	option, toggle and command buttons	command button, check and list boxes	list, check and combo boxes	option button, toggle button and check boxes	D
_____ allows us to create a filter from a field short cut menu	filter by form	filter by report	filter by record	filter by input	D
_____ is a database object which displays data but cannot be used to edit data	form	report	macro	table	B
What term applies to a collection of related records in a database?	clipboard	file	field	layout	B
All of the following terms are related to computerized databases except which one?	search	sort	field names	record grab	D
	A way to analyse and manipulate numerical information	A tool to produce high quality documents	An organised way of storing information about a set of similar things	A way of maintaining a log	C
What is a database?					
	Information about certain programs	It contains all the data about one specific item	A document which contains text	A collection of files	B
What does a record contain?					
An RDBMS is a	remote DBMS storing data offline at a separate site	relative DBMS	Relational DBMS	Reliable DBMS	C
Data Warehousing refers to		backing up data regularly	is related to data mining	uses tape as opposed to disk	C
Unauthorised alteration of on-line records can be prevented by employing	Key verification	Computer sequence checks	Computer matching	Database access controls	D

What is a report?	Reports allow users to extract information as hard copy (printed output)	Reports provide a very flexible way of creating and editing documents	A tool which allows text and graphics to be placed in documents	None of the above	A
What is the best way to analyse and change data	Extracting and analysing data	Spreadsheets make data easy to analyse	Using queries	None of the above	C
What are some popular office orientated software applications?	Compilers, interpreters, editors DEFAULT and NOT NULL constraints	Network software, backup systems FOREIGN KEY constraints	Word processors, spreadsheets, databases, DTP PRIMARY KEY and UNIQUE constraints	None of the above IDENTITY columns	C C
Which of the following constraints can be used to enforce the uniqueness of rows in a table? Which of the following commands is used to change the structure of table?	CHANGE TABLE	MODIFY TABLE	ALTER TABLE	UPDATE TABLE	C
You are creating a client application that calls ActiveX DLLs. Which of the following properties of the Err object provides the name of a component that sends an error back to the client application?	Number	Description	Component keeping the original paper copy	Source	D
This database holds personal information. The user can help to keep it confidential by	using a password	keeping a backup copy	copy	saving the file with different filenames	A
If the database holds customer names and addresses, personalised letters can be created automatically using	the product code	the primary key	mail merge	e-mail	C
Application software suited to storing the survey information obtained in the table would be	A database	Graphics	browser	e-mail	A
The characters * and ? are sometimes used in search criteria as	bookmarks	operators	wildcards	engines	C
Which of the following field types will generate the primary key automatically?	Auto Primary	Auto ID	AutoNumber forms in a database are consistent with the underlying tables or queries.	Auto Key	C
Referential integrity ensures that the:	records in a dynaset are consistent with the underlying tables.	related tables in a database are consistent with one another.	query and its associated dynaset.	reports are consistent with the underlying tables or queries.	B
Tables are related to one another through a:	foreign key.	main form and a subform.	associated dynaset.	report and its related query.	A
A foreign key is:	the primary key of both related tables.	the primary key of the related table.	a field from an unrelated table.	not a primary key of either related table.	B
You are creating a banking database to track customer loans. The bank will, of course, have many customers, each of whom may take out one or more loans, while each loan may be associated with only one customer (there are no joint accounts). What is the re	One-to-one	One-to-many	Many-to-many	Many-to-one	B
In a one-to-many relationship between Companies and Employees, which field is found in both tables?	EmployeeID	CompanyID	EmployeeLastName	CompanyAddress	A

Which of the following ensures that records in related tables are consistent with one another? For example, it ensures that you cannot add a record with an invalid foreign key.	The Tools menu, Relationship window	Referential integrity	The join line	The one-to-many relationship	B
How would you delete a relationship between tables in the Relationships window?	Double click the Relationship line That there are several customers associated with that ID	Right-click the Relationship line, then select Delete from the shortcut menu	Select Undo in the Relationships pull-down menu	Click the Delete Relationships button on the toolbar	B
In a Customers tables, what does a plus sign next to the CustomerID field mean?	That there are several customers associated with that ID	That some of the data is not viewable	That there are records in a related table They cannot be AutoNumber data types	That records can be added by clicking on the plus sign	C
What is required of the fields that join two tables?	They must both be numbers	They cannot be text fields		They must be the same data type	D
Assume a one-to-many relationship between the Customers table and the Loans table, with referential integrity in effect. What happens when you attempt to delete a customer ID from the Customer table that still has entries in the Loans table?	Nothing, Access ignores the attempted command.	The customer's ID is deleted from the Customers table.	The customer's ID is deleted from the Customers table, and all the related loans are deleted from the Loans table.	An error message is displayed. The subform is an object on the form and can be moved or sized like any other object.	D
Which of the following is true when viewing a main form and its associated subform in the Form Design view?	The subform is not visible.	The subform is displayed in Datasheet view.	The subform is displayed in Form view. A one-to-many relationship between coaches and teams		D
Which of the following relationships does not belong in a database based on a professional sports league such as football or basketball?	A one-to-many relationship between teams and players	A one-to-many relationship between teams and coaches		A many-to-many relationship between players and teams	C
Which symbol is used at the end of the join line in a related table to signify the "many" side of a one-to-many relationship?	#	M	¥	*	C
You have created a one-to-many relationship with referential integrity between a Customers table and a Loans table. From which table can you delete a record?	Either table at any time	The Customers table only when there are Loan records associated with that customer	The Loans table at any time	Neither table	C
The correct order of the arguments for the MsgBox statement is:	prompt, title bar text, icon.	prompt, icon, title bar text.	title bar text, prompt, icon.	title bar text, icon, prompt.	B
The first statement in a procedure named CreateList is:	Dim CreateList.	Sub CreateList.	CreateList.	Sub.	B

Which of the following is TRUE related to form fields?	A check box enables the form user to choose from one of several existing entries. must be set for one word.	A text field enables the form user to choose from one of several existing entries. must be set for multiple words.	A drop-down list enables the user to choose from one of several existing entries. does not have to be set.	A drop-down list enables the user to enter text. must be set for two words.	C
A text field:			create tables of rows and columns.	maintain data on different things in different tables.	C
The purpose of a database is to:	help people keep track of things.	store data in tables.	relationships.	metadata.	A
A database stores:	data.	relationships.	figures.	information.	D
A database records:	facts.	figures.	information.	a and b	D
A sales contact manager used by a salesperson is an example of _____	single-user database application	multiuser database application	e-commerce database application	a or b	A
A Customer Resource Management (CRM) system is an example of _____	single-user database application	multiuser database application	e-commerce database application	None of above	B
The industry standard supported by all major DBMSs that allows tables to be joined together is called _____.	Sequential Query Language (SQL)	Structured Question Language (SQL) Database	Structured Query Language (SQL)	Relational Question Language (RQL)	C
A program whose job is to create, process and administer databases is called the _____	Database Modeling System	Management System	Data Business Model System	Relational Model Manager	B
Microsoft Access may use which of the following DBMS engines?	Jet	SQL Server	Oracle	a and b	D
Which of the following are basic components of an enterprise-class database system?	The user the database application(s) interact(s) with the DBMS	The database application the DBMS accesses the database data	The database management system (DBMS)	All of the above.	D
In an enterprise-class database system _____ .			None of above	All of above	A
In an enterprise-class database system, the database application ____ .	creates queries	creates form	creates reports the database management system (DBMS) it contains a description of its own structure	b and c	D
In an enterprise-class database system, reports are created by _____ .	the user	the database application	the database management system (DBMS)	the database	B
A database is considered "self-describing" because _____ .	all the users' data is in one place	it reduces data duplication	description of its own structure	All of the above.	C
In an enterprise-class database system, the database _____ .	holds user data	holds metadata as a new systems development project	holds indexes	All of the above.	D
A database designed using spreadsheets from the Sales department is a database being designed _____ .	from existing data	as a new systems development project	as a redesign of an existing database	a and b	A
A database designed to implement requirements for a reporting application needed by the Sales department is a database being designed _____ .	from existing non-database data	as a new systems development project	as a redesign of an existing database	a and b	B
A database designed to combine two databases used by the Sales department is a database being designed _____ .	from existing data	as a new systems development project	as a redesign of an existing database	a and b	C

Database professionals use _____ as specific data sources for studies and analyses.	data marts	normalization	data models	entity-relationship data modeling	A
Database professionals use a set of principles called _____ to guide and assess database design.	data marts	normalization	data models	entity-relationship data modeling	B
A very popular development technique used by database professionals for database design is known as _____ .	data marts	normalization	data models	entity-relationship data modeling	D
A very popular development technique used by database professionals to adopt a database design to new or changing requirement is known as _____ .	data marts	normalization	entity-relationship data modeling	data migration	D
The predecessor(s) of database processing was (were) _____ .	file managers entities in a column vary as to kind	hierarchical models the order of the columns is important	network models the order of the rows is unimportant	relational data model more than one column can use the same name	A
In a relation _____ .	table	relation	row	field	C
An attribute is also known as a(n) _____ .	record	field	key	tuple	D
A combination of one or more columns used to identify particular rows in a is_____ .	record	field	composite key	foreign key	C
A combination of two or more columns used to identify particular rows in a relation is_____ .	record	field	foreign key	candidate key	C
A determinant that determines all the other columns in a relation is_____ .	record	field	foreign key	candidate key	D
When designing a database, one of the candidate keys in a relation is selected as the _____ .	composite key	primary key	foreign key	surrogate key	B
Normalization is a process used to deal with which of the following modification anomalies?	Insertion anomaly	Update anomaly	Deletion anomaly	All of above	D
When you are given a set of tables and asked to create a database to store their data, the first step is to _____ .	assess the existing tables' structure and content are supplied by several well-established manufacturers	design the database structure	create one or more new tables	move the data into the new database	A
Modern microcomputer personal DBMS products_____.		were essentially killed off by MS Access	have poor response time	are not true DBMS products	B
Which of the following are true about data mining applications?	They use sophisticated mathematical techniques.	Their report delivery is more difficult than report delivery for reporting systems.	Nonintegrated data	None of the above	A
We have obtained access to the company's operational data. We examine 50 records for customers with phone numbers that should use the current area code of 345. Of these 50 records, we find 10 that still use an older area code of 567. This is an example	dirty data	inconsistent data	nonintegrated data	a "wrong format" problem	B

We have obtained access to the company's operational data. We have been asked to produce a report with an item by item analysis of sales, but the only sales figure available is the total sale value for each order. This is example of_____

dirty data	inconsistent data	nonintegrated data	a "wrong format" problem	D
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A data warehouse database differs from an operational database because:

data warehouse data are not stored in tables.	data warehouse databases do not have metadata.	data warehouse data are often denormalized.	b and c	C
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Which of the following objects is used to display a menu?

Form	Table	Report	Query	A
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Which of the following objects are NOT found in an Access application?

Forms and reports	Queries and tables	Macros	Spreadsheets	D
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You are developing an Access application that you expect to upgrade periodically. Which of the following statements is TRUE?

It will be easier for the user to upgrade it if the objects and tables are in one database.	It will be easier for the user to upgrade it if the objects are in one database and the tables in another.	It is advisable to put each object and table into a separate database.	Regardless of how the objects and tables are stored, the user will have to reenter the data in the tables when the application is upgraded.	B
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Which of the following statements regarding Access applications is NOT true?

The Link Tables command can be used to associate the tables in one database with the objects in another database.	An application may consist of multiple databases, each with multiple objects, linked to yet another database containing only tables.	All objects in an application, including the tables, must reside within the same database.	An application can be created in such a way that it objects such as forms and reports can be changed without disturbing the existing data.	C
---	--	--	--	---

Which of the following brings a copy of the table into the current database and does not maintain a tie to the original table?

Import	Link	Merge	Join	A
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What makes a database an application?

It contains more than one table	It contains tables, reports, queries, and forms	It contains a user interface, or switchboard	It contains macros	C
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What is the Access tool that is used to create the user interface?

Menu Wizard	Build Menu	Wizard	Switchboard Manager	D
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The purpose of a data warehouse is to:

create backups for mission critical corporate data.	centralize the manageability of data collection.	put key business information into the hands or more decision makers.	store all corporate transaction data in one single location.	C
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_____ means the result of applying to specific information certain specific technical processes.

Digital Sign	Digital Certificate	Digital Signature	None of the above	C
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_____ is an algorithm which creates a digital representation or "fingerprint" in the form of a "hash result".

Hash Function	Digital Signature	Digital Certificate	Private Key	A
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_____ is of standard length which is usually much smaller than the message but nevertheless substantially unique to it.

Hash Function	Hash Value	Hash Result	Either B or C	D
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Digital Signature involves two processes. They are _____ and _____.	Digital Signature creation	Digital Signature Verification	Both A and B	Either A or B	C
The Costs of Digital Signature consists mainly of the following	Institutional Overhead and Subscriber Relying Party Cost	Cost	Institutional Overhead	None of the above	A
CA stands for _____	Certification Authority	Certified Authority	Certificate Authority	None of the above	A
A Digital Certificate is issued by a Certification Authority and is signed with the CA's Private Key	True	False			A
A Digital Certificate does contain Owner's Public Key, Owner's name, Expiration date of the Private Key, Serial number of the digital certificate	True	False			B
_____ enable web servers to operate in a secure mode.	Server Certificate	Developer Certificate	Personal Digital Certificate	None of the above	A
_____ are used by individuals when they exchange messages with other users or online services.	Server Certificate	Developer Certificate	Personal Digital certificate	None of the above	C
_____ are on-line databases of certificates and other information available for retrieval and use in verifying digital signatures.	Private Certificate	Repositories	Public Key	none of the above	B
Signing Writings serve the following general purposes _____, _____, _____ and _____	Evidence, Ceremony, Approval	Approval, Evidence	Efficiency and logistics, Evidence	Evidence, Ceremony, Approval, Efficiency and Logistics	D
The most widely accepted format for Digital Certificate is defined by the CCITT X.509	True	False			A
A certificate may prove to be unreliable, such as in situations where the subscriber misrepresents his identity to the certification authority	True	False			A
CRL stands for	Certificate Revocation List	Certificate Resource List	certificate Revocation Letter	None Of The Above	A
The prospective signer identified in the digital certificate holds the _____ and is called the _____	Private Key, Subscriber	Public key, Recipient	Private Key, Recipient	None Of The Above	A
In EDI interface, the translation service receives _____ as incoming files from the communication service	Internal Format File	External Format File	Transmission File	None of the above	C
The EDI standardisation for International Trade and Commerce is introduced by _____	ANSI	UN/EBCDIC	UNESCO	UN/EDIFACT	D
In EDI, the transmission files are composed of different sets of external format files which are grouped into multiple sets under the name of _____	batch files	interchange sets	functions	functional groups	D
The _____ are pre-paid credit cards that include an embedded cards	Smart Card	Embedded cards	SET	None of the above	A
_____ are another form of credit payment that lets customers use digital online cheques to pay Web merchants directly	E-cash	Digital Cash	Smart Cards	Electronic cheques	D

In Active advertisement, there are two types of models. They are _____ and _____	Billboards and Junk Mail	Online Catalog and Billboards	Broadcast and Junk Mail	Online Catalog and Customer Endorsements	C
The network based technology is/are _____	EDI	E-mail	EFT	All of the above	D
Decryption is a process employed for scrambling of plain text for web based transactions	True	False			B
Asymmetric cryptosystem is based on _____ and _____	Login_Id and Password	Primary Key and Private Key	Public Key and Password Satellite Area	Public Key and Private Key	D
Value Added Network is an example of _____	Global Network	Private Network Passive or pull-based	Network Glow sign or hoarding strategies	None of the above	B
The advertising strategies emerging in the on-line world are _____	Active or push based advertising	advertising		All of the above	D
The _____ model use direct mail, spot television or cable television, in active based advertisement.	Broadcast	Junk mail	Billboard	Endorsements	A
The _____ is a form of mail that is not targeted to a specific audience	E-mail	Bulk-mail	Direct-mail	Junk mail	D
The _____ model refers to information that is placed at a point where it will be noticed by customers in the course of other activities and does not require active search	Catalog	Endorsement	Billboard Low cost of operation	Broadcast	C
The most beneficial advantage of ERP system is	Error checking	Data Integration		Quality management	B
What is the term that describes spying on one's business rivals to gain a competitive advantage?	Competitive espionage	Corporate espionage Contact numbers of the management group	Industrial espionage	Economic espionage	C
What would you NOT be looking for when spying on a competitor?	A list of competitor's clients single-user database application	multi-user database application	Research data e-commerce database application	A competitor's new project	B
An online drugstore such as Drugstore.com is an example of _____				None of above	C
Which of the following is an example of unacceptable online 'netiquette'?	Replying promptly	Keeping messages short	Including the Subject	Using all capital letters	D
Which of the following statements is correct concerning the security of messages in an electronic data interchange (EDI) system?	Removable drives that can be locked up at night provide adequate security when the confidentiality of data is the primary risk.	Message authentication in EDI systems performs the same function as segregation of duties in other information systems.	Encryption performed by a physically secure hardware device is more secure than encryption performed by software.	Security at the transaction phase in EDI systems is not necessary because problems at that level will be identified by the service provider.	C
The wizard that is used to import text files is _____	text import wizard	convert text to columns wizard	tip wizard column reference	function wizard	A
The alphabet indicating the column followed by the row number is known as _____	cell reference	row reference	quattropro or xbase files	none of the above	A
Which of the following files could not be opened in excel _____	text files	Lotus 1-2-3		class files	D

In excel, the dates that are stored as sequential numbers known as _____ -	serial values	domain values	range values	reference values	D
The command to display the current date in a cell is _____	=today()	=date()	=currentdate()	none of the above	A
In excel, absolute references are represented by a _____ before the column and row addresses	dollar sign	' = ' sign	# sign	none of the above	A
The _____ can be used to select the function and assemble the arguments correctly	AutoSum	AutoFill	function wizard	none of the above	C
Specific parts of information required by functions to perform certain tasks are called as _____	variables	arguments	parameters	none of the above	B
Which of the following do not belong to the formula category in excel environment _____	text	logical	numeric	Boolean	D
The function that is used to join cell values together in a single cell _____	concatenate	pmt	merge	none of the above	A
The function that is used to count all the values that meet specific criteria _____	countif	vlookup	pmt	count	A
The wizard that is used to create and edit charts _____	pivot table wizard	chart wizard	convert text to columns wizard	tip wizard	B
The function that is used to calculate the payment for specific loan terms _____	sumif	pmt	countif	none of the above	B
The function that is used to add together all values that meet specific criteria is known as _____	average	sum	sumif	countif	C
The _____ option present in the file menu options is used to specify major facts of the page to be printed	page setup	print area	print	none of the above	A
The command that is used to apply a format automatically _____	autofmt	AutoFill	none of the above		A
The _____ makes the information in a worksheet meaningful and easy to understand	bordering	formatting	shading	none of the above	B
A particular part of a work sheet can be printed by setting the _____	page setup	print area	print	print preview	B
The process of finding or selecting information is known as _____	filtering	searching	sorting	none of the above	A
The option that is used to cancel the filter process for a specific column and display all the records is _____	all option	blanks	all blanks	none	A
The URL for encyclopedia Britannica is _____	www.ency.in	www.eb.com	www.encybrit.com	none of the above	B
_____ maps IP addresses with the domain names of the sites	URL	DNS	FTP	none of the above	B
Internet can be defined as _____	internal network	network of network	intermediate network	none of the above	B
The most important service of the _____ is to manage traffic control	application layer	transport layer	physical layer	session layer	D
_____ is a program that displays information about a host connected to the net	finger service	ping service	ftp service	none of the above	A
_____ is a program or a tool that helps in locating a file anywhere on the net	FTP	TELNET	ARCHIE	none of the above	C
URL stands for _____	uniform resource locator	uniform resource locator	unlimited resource locator	none of the above	A
IN an URL the word before the color refers to _____	host computer message	resource scheme	scheme	none of the above	C
A _____ always begins with a slash			command line	none of the above	C

Prodigy is run by IBM and _____	Delphi	Microsoft	sears	general electric	C
The World Wide Web is referred to shortly as the _____	net	web	browser	editor	B
Gopher and WAIS enables the user to _____	browser	read the Usenet news	search for database	none of the above	C
_____ is the program used to run CompuServe's regular services	CompuServe internet dialer	spy mosaic	wincim or maccim	none of the above	C
Navigating through the menu of gopher is called moving around _____	gophering	gopherspace	cyberspace	none of the above	C
The directories that come with built-in engines are yahoo,lycos and _____	Alta vista	open text	excite	none of the above	B
To use the finger command,SLIP users must run a programme called _____	finger server list	ftp server directories	web server image list	none of the above	A
The web maps are called _____				none of the above	C
Directories consists of _____ levels	no	maximum of five	one	many	B
The _____ level gives the broadcast overview of the net	middle	lower	top	middle and lower	D
The huge list of keywords from important items is called _____	hotlist	directory	index	glossary	C
The two types of search in veronica are _____ and _____	directory search,index search	index search	menu search	item search,index search	C
_____ searches by keywords	infoseek	excite	lycos	all the above	D
Mosaic displays links in color whereas _____ does not display links in color	netshark	cello	lynx	all the above	C
_____ supports one button publish	lynx	mosaic	Lycos	navigator gold 2.0	C
SPY MOSAIC is distributed by _____	Microsoft	internet	IBM	CompuServe	D
_____ is a program that helps us to log on to other networks	Usenet	finger service	ftp	telnet	D
	Higher text transfer protocol	Hyper text transmission port	Hyper text transfer protocol	Hyper text transfer port	C
HTTP is the acronym for _____	iccp	ftp	uucp	none of the above	C
_____ is used to transfer and copy files over the internet	yahoo	ftp	telnet	none of the above	C
_____ is a program that helps us to log on to other networks		transmission control protocol/internet protocol	transfer communication protocol/internet protocol	none of the above	B
TCP/IP stands for _____	one	two	three	none of the above	C
Archie servers can be accessed in _____ different ways in internet		domain name servers	web servers	none of the above	B
_____ is the computer on the internet that translates between the internet domain names and the internet numeric address	ftp servers the internet adapter	the internet administration	the internet access	none of the above	A
TIA stands for _____ in internet					
Service indicates the name of the _____ used to access data, present on the other end of the link.	browser	protocol	site	organization	B
_____ is used to link pages in the world wide web	universal resource locator	uniform resource locator	uniform resource label	name of the above	B
FAQ stands for _____	frequent asked query	frequently asked question	frantically asked question	none of the above	B

The internet adapter is a programme that makes our connection act like a _____ or a _____ account	SLIP,PPP	TCP,IP	IP,UDP	none of the above	A
The step involved in Communicating between the web clients and servers is _____	connection	response windows	request	close	A
WSIRC stands for _____	wide search for information and research	sockets internet relay chat	world search for information and research council	none of the above	B
Two of the important browsers are _____ and _____	lynx,minx	netscape,ie	mosaic,gopher	none of the above	B
Lynx is a _____ programme that works with terminals	world wide web server	world wide web client	interface	none of the above	B
The huge list of keywords from important items is called an _____	glossary	index	hotwords	none of the above	B
VERONICA is an acronym for _____	very easy and rodent oriented net wide index to computerized archives	very organised network integration and communication application	verification on network integration and communication	none of the above	A
The first freenet is created at the _____ and is called _____	university of berkeley,berkeley freenet	university of cleveland,cleveland and freenet	university of California net	none of the above	B
_____ are defined as ways of communication amongst networks	protocols	IP address	dns	none of the above	A
_____ and _____ are web searching features	search engines,directories	ftp and finger	telnet and ftp	none of the above	A
WINWAIS has two source lists namely _____ and _____	allsrc,winsocks	wais,allsrc	wais,winsocks	none of the above	B
_____ is also called as WAIS manager	allsrc	waisman	winsock	none of the above	B
The system of interlinked documents is known as _____	hot links	hyper text	books marks	none of the above	B
The small programmes that create animation,multimedia,real-time games and multi user games are called _____	images	applets	animation	none of the above	B
The information displayed on the web page includes _____, _____ and _____	graphics,videos,audio	programms,images,text	animation,scripts,executables	none of the above	A
The web pages that represent online home of their author are called _____	first page	home page	welcome page	none of the above	B
GNN stands for _____	global network news	global networks navigator	grand network news	none of the above	B
_____ is the most popular internet service	yahoo service	electronic mail Netscape page starter	search engines	none of the above	B
The online service offered by navigator gold 2.0 are _____ and _____	email and net conference	site,netscape page wizard	yahoo and altavista	none of the above	B
_____ is a program or a tool that helps us find a file anywhere on the net	newsgroup	telnet	ftp	archive	D
The databases to enable keyword search using Lycos are a2z, _____	Lycos catalog	point review	all the above	none of the above	D
_____ is a large worldwide bulletin board service network	apple link	bitnet	Delphi	fidonet	A
BABEL consists a glossary of _____	computer related abbreviations and acronym	biographical information	bookstores	none the above	A

Dictionaries,encyclopaedias,government and other references are found in _____	encyclopedia Britannica	on-line reference works	more information	galenet	A
Yahoo,lycos,excite and webcrawlers are _____	search engines	web directories	database	channel	B
GIF is the acronym for _____	Graphical interpreter formatting	Graphical interchange Format Jumbled	Graphical interface format	Graphical Interface format	B
JPEG is the acronym for _____	Joint Pictures Expert Group mails	pictures expert graph documents	Joint pictures expert graph net	Joint pictures experimental group browsers	A
The Web aids users to explore the _____	yahoo,infoseek,al	documents	eudora,netscape		C
The three most popular mailer are _____, _____ and _____	tavista	netscape,ie,lynx	and pine network connections	none of the above	C
The World Wide Web consists of _____	information	web pages	connections	mails	B
In Microsoft Internet Explorer, the color of the text can be specified using _____ attribute of the font tag.	BACKGROUND	COLOR	FCOLOR	FONTCOLOR	B
The interface that provides effective communication between the web browsers and servers is _____	Communication gateway interface	Common graphical Interface	Communication graphical interface	Common Gateway Interface	D
CGI is the _____ between web browsers and servers	Network	Interface	Communication	Connection	B
CGI programs are invoked based on the information provided by the _____	Current web page	Browser	Client	None of the above	B
A CGI program is usually called after a request made by the _____	Browser/user	Server	Web	Channel	A
A hyperlink can be on _____	text only	image only	text or image	neither text nor image	C
HTML was derived from _____	SQL	PLSQL	SGML	CGI	C
SGML is a _____	alphalanguage	betalanguage	metalanguage	none of the above	C
PINE stands for _____	palm is not eatable	palm is not elm	pancake is not edible	none of the above	B
The application that confirms whether a document is compliant to its DTD is _____	SGML Processor	Preprocessor	SGML Parser	SGML Composer	C
Web is a collection of _____	web sites	images	applets	documents	A
IETF stands for _____	Internet equipment training faculty	International Engineering trainers and faculty	Internet Engineering Task Force	None of the above	C
The two major browsers used to surf the Internet are _____, _____	MS Internet Explorer and Mosaic	Netscape Navigator and Mosaic	Explorer and Netscape Navigator	None of the above	C
Special characters allow browsers to display _____	text	data from a database	symbols	video	C
The keyword for providing links within or across documents is _____	hyperlink	hypertext	hotword	hotlink	B
Stringing pages together using hypertext technology helps view pages _____	in random order	in sequential order	in user-defined order	none of the above	B
The initial web pages present in a web site is the _____ page.	first	start	home	none of the above	C
The image format supported by most browsers is _____.	.bmp and .gif	.bmp and .jpeg	.gif and .jpeg	.wmf and .bmp	C

The components of a URL are _____	Service, hostname and directory path	service,hostname, port, directory-path	service, port and directory path	service, hostname and port	B
The mail we send has a mailing address and most of them correspond to _____, _____ and _____ Which of the following is not supported by internet explorer _____	mail servers, mail clients and alternate services	mail vendors, mail identification and password	mailing lists, mail server robots and gateways to other services	none of the above	C
CGI stands for _____ Host name indicates the domain name of the web _____	<center> communication generated information	 common gateway interface	<hr size=n> classified general instructions	<l1 type=shape> none of the above	D B
The internet is also called as _____	Server arpanet	Client the net peer-to-peer connectivity	Browser intranet	User none of the above	A B
The internet is similar to _____	LAN		wan	none of the above	B
The net drivers _____ from one place to another	data	parcel	packets email, file	none of the above	A
The net provides interesting services like _____, _____ and _____	scripting, parsing and compiling	news, cooking and fine arts	retrived, internet tools	none of the above	C
The windows internet software available are _____, _____, _____ and _____ _____ is the ancestors of the internet	nt, windows95, ie, winzip dnet	mosaic, gopher, eudora, trumpnet arpanet	communicator, ie, lynx, winsock ARPANET	all of the above none of the above	B B
DARPA stands for _____	defensive administrative rank administration network start	dedicated and registered projects administration begin	defensive advanced research projects administration net first	none of the above none of the above	C B
The uuencode files start with a _____	milnet, smaller arpanet	mailnet, inet music and dance	intranet, extranet cooking and dining	none of the above none of the above	A A
DARPA is broken into _____ and _____ NSFNET is the united states provides service to _____ and _____	education, research united states and UK	england, norway	united states & Russia	none of the above	B
The first international IP network connections were established in 1973 with _____ and _____ A _____ is a set of computers interconnected by transmission paths to exchange information in internet	server	client	network	none of the above	C
A computer that provides a service usable by other computers is called _____	client	stand-alone network topology	servers network redirectors	none of the above	C
A _____ is the representation of physical connectivity of the computers in internet	network card detailed transaction explanation	data terminal equipment	data target equipment	none of the above	B
DTE stands for _____ The basic function of the _____ is transmitting the bits over a channel	application layer	physical layer	network layer	none of the above	B
The point to point channel network is also called as _____ and _____	point to point network and broadcast channel network	packet switching, store and forward network	smart network and dumb network	none of the above	B

Accessing files using FTP servers is called _____	file access	anonymous ftp	file transfer	none of the above	B
The three most commonly used networks are _____, _____ and _____	PAN,NAN,AAN	KAN,RAN,VAN	LAN,WAN,MAN	none of the above	C
_____ is in between LAN and WAN	VAN	MAN	TAN	none of the above	B
_____ can be owed by multiple organisation	LAN	MAN	WAN	none of the above	C
Data is transmitted in the form of _____ signals	analog	digital	non-digital	none of the above	B
DTD stands for _____	Data type definition	Define type of data	Document type definition	Document type data	C
Modem stands for _____	Moralize/demorali ze	Modulation/demodulation	Manipulate/dem anipulate	none of the above	B
_____ is the process of the digital signals being converted into a form suitable for analog transmission	Mapping	Modulation	Manipulation	none of the above	B
_____ and _____ are two basic ways of getting connected to the internet	Satellite link and digital signals	Dedicated access and dial up access	Cable and wires	none of the above	B
SLIP stands for _____	Standard long internet protocol	Stream line internet protocol	Serial line protocol	none of the above	C
PPP stands for _____	Prime prolonged protocol	Point to point protocol sending	Pillar to pillar protocol	none of the above	B
Which of the following best describes uploading information?	storing data on a disk drive	information to a host computer	storing data on the hard drive	receiving information from a host computer	B
A characteristic of a communication channel that is the amount of information that can be passed through it in a given amount of time, expressed in bits per second.	Bandwidth	Speed	Size	Channel	A
The act of searching through storage to locate information without necessarily knowing of the existence of the information being sought.	Find	Save	Browse	Retrieve	C
A "recipient" of the certificate desiring to rely upon a Digital Signature created by the subscriber named in the certificate is called the _____	Recipient Party	Relying Party	Either A or B	Neither A nor B	B
The Relying Party can use the _____ listed in the certificate to verify that the digital signature was created with the corresponding _____	Public Key	Private Key	Both A and B	Both B and A	C
Digital Signatures are used for a variety of Electronic Transactions like _____	E-mail	Electronic Commerce	Electronic Fund Transfers	All The Above	D
To associate with a key pair with a prospective signer, a Certification Authority issues Digital Certificate	Not False	Not True			A
Digital Signatures, if properly implemented and utilized offer promising solutions to the problems of Imposters, Message Integrity, _____ and _____	Closed System,Formal Legal requirements	Formal Legal Requirements	Open System	Formal Legal Requirements, Open System	D
In, Digital Signature, _____ perform the "ceremonial" function of alerting the signer to the fact that the signer is consummating a transaction with legal consequences	Affirmative Act	Efficiency	Signer authentication	None of the above	A
A Digital Signature must have the following attributes _____ and _____	Signer Authentication	Document Authentication	Both A and B	Neither A nor B	C

"Hash Function" is used in both creating and verifying Digital Signature	Not True	Not False			B	
_____ provides assurance of the origin or delivery of data in order to protect the sender against false denial by the recipient that the data has been received, or to protect the recipient against false denial by the sender that the data was sent.	Nonrepudiation Service	Digital signature	Digital certificate	Private Key	A	
_____ is a branch of applied mathematics concerns itself with transforming messages into seemingly unintelligible forms and back again.	Cryptography	Public Key	Private Key	None of the above	A	
The complementary keys of an asymmetric cryptosystem for Digital Signatures are arbitrarily termed as _____, and _____	Private Key	Public Key	Both A and B	Either A or B	C	
_____ is known only to the signer and is used to create the digital signature.	Private Key	Public Key	Both A and B	Either A or B	A	
_____ is ordinarily more widely known and is used by a relying party to verify the digital signature.	Private Key	Public Key	Both A and B	Either A or B	B	
_____ is the art of protecting information by transforming it into an unreadable format.	Decryption	Cipher	Encryption	Cryptography	C	
Which of the following activities would most likely detect computer-related fraud?	Using data encryption.	Performing validity checks.	Conducting fraud awareness training.	Received by the intended recipient.	Reviewing the systems-access log.	D
A digital signature is used primarily to determine that a message is:	Unaltered in transmission.	Not intercepted en route.			Sent to the correct address.	A
What is a major disadvantage to using a private key to encrypt data?	Both sender and receiver must have the private key before this encryption method will work.	The private key cannot be broken into fragments and distributed to the receiver.	The private key is used by the sender for encryption but not by the receiver for decryption.		The private key is used by the receiver for decryption but not by the sender for encryption.	A
Which of the following risks can be minimized by requiring all employees accessing the information system to use passwords?	Collision.	Data entry errors.	Failure of server duplicating function.		Firewall vulnerability.	D
The acronym for B2B is _____	Business-to-Business	Business-to-Backend	Backend-to-Business		Business- to-Billboard	A
The _____ model is the least intrusive model but requires active search on the part of the customer	Billboard	On-line Catalog	Endorsements	Broadcast		B
_____ is / are a form of advertisement where people relate their experience with products and services	Customer Endorsements	Billboard	Catalog	Broadcast		A
The _____ are software agents who communicate with the business merchants on behalf of the customers	Intermediaries	portals	.COM	Domains		A
The Pre-purchase preparation phase includes _____ for a set of products	Order Placement	Service	Search and discovery	None of the above		C
The _____ phase includes customer service and support to address customer complaints , product returns and products defects	Post purchase interaction	Purchase consummation	Pre-purchase preparation	Search and discovery		A

The _____ allow companies to bypass the need for costly printed catalogs	Billboard model of marketing	Online catalog	Endorsement model of marketing	None of the above	B
A _____ is a basket on the Net that is used to place the items that are being purchased	Online Catalog	Shopping cart	Billboard	Pulling cart	B
EDIFACT is an abbreviation of _____	EDI For Administration, Commerce and Transaction	EDI For Administration, Consumer and Transport	EDI For Administration, Commerce and Transport	None of the above	C
The _____ allows for protocol conversion and communicates with the bank using the banks private network or the Internet	EDI	TCP/IP	EFT	Gateway	D
In Ecommerce, data extraction, transforming the data into transmittable form, transmitting the data and downloading the data are the operations employed in _____	Compiler	Interpreter	Assembler	EDI	D
The _____ commerce assists in integrating the customers and suppliers of the company directly into the organisation	Business-to-Business	Business-to-Consumer	Consumer-to-Business	Customer-to-Company	B
E-cash means _____	Emergency Cash	Electronic Cash	Euro Cash	Endorsed Cash	B
E-commerce is a tool that addresses the desire of firms to cut services cost and improving the quality of goods. It is a definition of e-commerce from _____	Communication Perspective	Business Process Perspective	Service Perspective	None of the above	C
The small denomination digital tokens are called _____	Microcash	Micro Transactions	TT(Tiny token)	E-token	A
The _____ is the process of encoding information to prevent it from being read by unauthorized parties	Decryption	SSL	Encryption	Subscription	C
There are _____ types of data tables	1	2	3	4	B
The tables that allows the user to change or rearrange the data, summarize the data and evaluate the data using changing points of view is known as _____	data table	filtered table	index table	pivot table	D
The wizard that is used to suggest hints for doing a task	pivot table wizard	chart wizard	convert text to columns wizard	tip wizard	D
In a chart Y-axis is known as _____	series or rank	category	legend	data marker	A
In a chart X-axis is known as _____	series or rank	category	legend	data marker	B
_____ is a set of tables that describe each of the data series	series or rank	category	legend	data marker	C
_____ is used to differentiate one data series from another	series or rank	category	legend	data marker	D
The chart that contains only one data series is _____	column chart	bar chart	pie chart	surface chart	C
The chart that holds the column chart is _____	column chart	bar chart	pie chart	surface chart	B
The chart that display two or more data series on a surface is _____	column chart	bar chart	pie chart	surface chart	D
The chart that is used to display discrete data	column chart	bar chart	pie chart	surface chart	A
_____ are not allowed in a macro name	spaces	wild card	symbols	none of the above	A
Which of the following tool cannot be used to view the excel web page _____	excel97	internet explorer	Netscape	word 2000	A
The wizard that used to build an interactive table from data existing on sheets	pivot table wizard	chart wizard	convert text to columns wizard	tip wizard	A

The chart that is used for displaying stock market information	line chart	bar chart	stock chart	pie chart	C
In excel, the subtotal command also generates grand total after the last group subtotal_____	true	false			A
In advanced filter , the criteria occupying multiple columns but more than one row, is considered as an _____ criteria.	and	or			B
The stacked bar graphs can be represented in _____	3-dimensions	4-dimensions	Multi-dimensions		A
A pie chart can represent only one data series at a time	true	false			A
The _____ generates a summarized report in tabular form in an interactive manner	Data table	Pivot table			B
Which one of the following statements related to stock chart is NOT TRUE ?	It is also called as high-low-close chart	It shows trends over time	It is often used to display share market prices over a period of time	It is also used for indicating fluctuations in temperature changes	B
The state government needs to finalize a five years plan to implement 100% literacy in the state. Which one of the following will be the best tool that should be used to work out the plan ?	Pivot table	Scenario manager	Solver	Data table.	C
Forecast'99 is a group working on exit poll. It wants to know how many seat ABC party needs to won in totality to obtain majority to form the government. Which one of the following will be the tool that will help the team ?	Goal seek	Scenario manager	Pivot table	Data table.	A
Which one of the following will be the tool that provides a way to view and compare the results of all the different variations together on the worksheet ?	Goal seek	Pivot table	Solver	Data table.	D
A _____ is an excel file where the user stores his data	Workbook	Worksheet	Spreadsheet	none of the above	A
Spreadsheets are useful for _____	Performing calculations.	Performing database operations	Performing text formatting.	All of the above	D
Which one of the following is NOT the component of the pivot table ?	Column field	Row field.	Source table name.	Pivot table item.	C
Excel allows upto _____ levels of sorting	two	three	N		B
Filtering rearranges a list to display the required records	true	false			B
The stacked bar graphs can be represented in _____	3-dimensions	4-dimensions	Multi-dimensions		A
The _____ generates a summarised report in tabular form in an interactive manner	Data table	Pivot table			B
Which one of the following statements related to stacked bar chart is NOT TRUE ?	It displays the data series one on top of the other.	It is useful when several components are changing and the user is interested in the sum of the components.	It can be represented in 3-dimensions		B
Which following function is used in subtotal option ? _____	Count.	Standard deviation	Sumlf		A
A workbook consists of many _____	databases	records	tables	worksheets	D

		It is a tool that provides a way to view and compare the results of all the different variations together on the worksheet		It summarizes the data by using analytical functions.	
Which two of the following statements related to pivot table are TRUE ?	It is a tool for summarizing and analyzing the data records in an interactive manner.	Scenario manager	solver	Pivot table	A
Which one of the following is NOT a What-if analysis tool ?	Goal seek.				D
The _____ wizard separates contents in a cell into different cells	text import wizard	convert text to columns wizard	tip wizard	function wizard	B
A spreadsheet is a grid of rows and columns and is called as a _____	worksheet application window	workbook document window	tables	database	A
Pick out the window that is not a form of excel _____	A dark wide border	modal window			C
On an Excel sheet the active cell is indicated by... Cell A4 =2 and A5 = 4. You select both cells and drag the fill handle down to A8. The contents of cells A6, A7, and A8 are _____.	A dotted border	No border	A blinking border		A
	8,16,32	2,4,2	2,2,2	6,8,10	D
		the row is too short to show the number at the current font size	the column is too narrow to show all the digits of the number		
If a cell shows ##### , it means that _____.	your formula has a syntax error	speed of calculation	flexibility of moving entries	either b or c	C
Which is not an advantage of using computerized spreadsheets?	ability to generate tables		cost of initial set-up		D
The gym teacher has a new program to calculate physical fitness in terms of weight and exercise. The use inputs different weights or amounts of exercise to determine the related physical fitness. This "What if" program is most likely which of the followin	word processing	graphical	database	spreadsheet	D
The difference between the highest and the lowest values.	Range	Address	Gap	Rows	A
Spreadsheets can be used for...	Producing graphs	Writing letters drag from the top cell in the column to the	Drawing pictures	Document filing	A
	double-click any cell in the column	last cell in the column	click the column heading	click the column label	C
To select a column the easiest method is to ... If you press _____, the cell accepts your typing as its contents.	ENTER	CTRL + ENTER	TAB	INSERT	A
The contents of cell C15 is =AVERAGE(C3:C14). AVERAGE(C3:C14) is known as	array.	function.	constant.	formula.	B
All of the following are considered constants EXCEPT:		100 (201)555-1212.	#VALUE!	Tom McKenzie.	C
Which of the following may NOT be included in a formula?	Cell references	Functions	Numeric constants	Text constants	D
Which of the following is NOT a valid mathematical operator in Excel?	^	/	*	\	D
Given the formula =B5*B6+C3/D4^2, which expression would be evaluated first?	B5*B6	C3/D4	D4^2	It is impossible to determine.	C

Which part of the formula +E12/6+(G7*SUM(H9:H11)) is considered a constant?	E12		6 SUM(H9:H11)	G7*SUM(H9:H11)	B
How can you tell which cell in a worksheet is the active cell?	It is surrounded by a heavy border.	It is blinking.	It is displayed in reverse video.	The phrase "active cell" appears in the Status bar.	A
How can you change the active cell?	By clicking in a different cell	By using the arrow keys to move to a different cell	By either clicking in a different cell or using the arrow keys to move to a different cell	By typing the reference of the cell you want to move to in the formula bar	C
Which of the following would you use to change the font size of a cell in Excel?	The Standard toolbar	The Formatting toolbar	The Cell Format command on the Edit menu	The Font Size command on the Tools menu.	B
The command that will save the current workbook with a different file type is:	the New command on the File menu.	the Save command on the File menu.	the Save As command on the File menu.	the File Type command on the File menu.	C
The command that will print an Excel workbook is found on the _____ menu.	File	Edit	View	Window	A
In the Save As and Open dialog boxes, the _____ view shows the file size as well as the date and time a file was last modified.	Preview	Details	List	Properties	B
Which of the following commands will automatically adjust cell references in formulas?	Insert	Delete	Both Insert and Delete	Clear	C
Which of the following commands will remove cells, rows, or columns from a worksheet?	Clear Orientation (portrait or landscape)	Delete	Both Clear and Delete	Remove	B
Which of the following options is NOT controlled through the Page Setup command?	Options	Headers and footers	Fonts	Margins	C
Which command enables you to change the margins for a printed worksheet?	worksheet.	Page Setup	View	Edit	B
All commands are carried out on a rectangular groups of cells known as a:		range.	group.	cell group.	B
Which of the following is a valid cell range?		6 D12, G25	D12:G25	D	C
In a copy operation, the cell(s) you are copying from is called the:	copy range.	destination range.	clipboard.	source range.	D
In a copy operation, the cell(s) you are copying to is called the:	paste range.	destination range.	clipboard.	source range.	B
Which of the following commands is needed to duplicate the contents of a cell in another?	The Duplicate command	The Copy command	The Paste command	Both the Copy and Paste commands	D
A cell reference that does not change during a copy operation is known as	absolute	relative	mixed	constant	A
Which of the following is considered an absolute cell reference?	B4	\$B4	B\$4	\$B\$4	D
Cell E3 contains the function =AVERAGE(A3:D3). If the contents of cell E3 are copied to cell E4, what will be the contents of cell E4?	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	B
Cell E3 contains the function =AVERAGE(\$A\$3:\$D\$3). If the contents of cell E3 are copied to cell E4, what will be the contents of cell E4?	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	C

Which of the following commands is needed to transfer the contents of one cell range to another?	The Move command	The Cut command	The Paste command cycle through absolute, relative, and mixed cell references.	Both the Cut and Paste commands	D
The F4 key is used to:	copy and paste cells.	edit cells.		cycle through open applications.	C
Which of the following quickly copies the formatting of a selected cell to other cells?	the Fill Handle	the Format Painter	the Formatting toolbar	Conditional formatting	B
Which of the following will insert a hyperlink into an Excel worksheet?	Select the Insert Hyperlink command from the File menu.	Click the Insert Hyperlink button on the Standard toolbar.	Right-click a cell and click the Edit Hyperlink command.	Double-click a cell and click the Insert Hyperlink command.	B
Conditional formatting applies formatting to a cell based on:	whether the cell has a formula or a value in it.	the cell address.	whether the cell has an absolute or a relative cell reference.	the value in the cell text with either a two-digit or four-digit year, depending on the format.	D
If you enter a date into a cell, Excel stores the date as:	text with a two-digit year.	text with a four-digit year.	an integer.		C
You created a worksheet on July 30 and entered the =Today() function in cell E17. You opened that worksheet again on August 31. What will be displayed in cell E17 on August 31?	Jul-30	Aug-31	29/03/2008	It is impossible to determine from the information given.	B
The number of days between two cells containing dates can be calculated by:	subtracting the earlier date from the later one.	adding the earlier date to the later one.	subtracting the later date from the earlier one.	adding the later date to the earlier one.	A
The function key that is used to quickly edit the contents of a cell is:	the F4 key.	the F2 key.	the Esc key.	the F1 key.	B
What will be stored in a cell if 3/4 is entered in it?	03-Apr	0.75	March 4 of the current year	Either 3/4 or .75, depending on the cell formatting	C
A user's response to the InputBox function can be stored in:	a cell on a worksheet.	a variable.	a constant.	either a cell on a worksheet or a variable.	D
The cell reference for a range of cells that starts in cell B1 and goes over to column G and down to row 10 is _____.	B1-G10	B1.G10	B1;G10	B1:G10	D
The teacher has a spreadsheet showing all Year 10 students and their marks in one Mathematics test. To find the student with the highest mark, which of the following functions should be used?	AVERAGE	COUNT	MAX	SUM	C
Which chart type best shows proportions of a whole?	Combination	Line	Pie	Scatter	C
Which of the following is TRUE regarding chart types?	Once a bar chart is chosen it cannot be changed to a column chart.	Once a column chart is chosen it cannot be changed to a bar chart.	Once a pie chart has been chosen it cannot be changed to line chart.	Once a line chart has been chosen it can be changed to a pie chart.	D

To select several cells or ranges that are not touching each other, you would _____ while selecting.	hold down the CTRL key	hold down the SHIFT key	hold down the ALT key	hold down CTRL + SHIFT	A
Your Institute teachers have set an assignment on 'Studies'. You are required to use a spreadsheet to record all that you study on each day for four weeks. You decide to show each week's data with an accompanying graph. What is the best way of doing this	Use tables	Create four separate files	Transfer information to a database	Use multiple sheets	D
What would be the best method to quickly copy the formula from the active cell to each cell below it?	Paste	Fill Down	Fill Right	Paste Special	B
To arrange rows in alphabetical order based on column A, you need to use the command _____.	Tools Sort	Data Sort	Edit Data Sort	none of the choices	B
What can you NOT do with a spreadsheet?	Analyse data	Calculate data	Create forms	None of the above	C
To print just part of a sheet, you would select what you want to print and _____.	click the Print button	press the PRINT SCREEN key	select Print selection on Page Setup Sheet and then print	select Print selection in the Print dialog and then print	D
The formula that will add the value of cell D4 to the value of C2 and then multiply by the value in B2 is _____.	(D4+C2)*B2	D4+C2*B2	#VALUE!	=(B2*(D4+C2))	C
Which of the functions is not valid for performing addition		=A3SUM:B3SUM	REF!	None of the above	B
The default orientation for the printed page is _____.	portrait	landscape	whatever was last used	vertical	A
Which is not a valid cell address?	AD213	ZA1	A0	None of the above	C
The World Wide Web was devised by _____	CERN	ECRN	CARN	NET	A
The useful URL schemes are _____ and _____	yahoo and infoseek	mailto and files	newsgroups and search engines	none of the above	B
The other ways of getting connected to the net are _____	news groups,yahoo and infoseek	bulletin boards,mails call and wireless system	application servers,proxy servers and web servers	none of the above	B
BBS stands for _____	bulletin board system	broadcasting system	bulletin broadcasting system	none of the above	A
USENET is a BBS on _____ scale	small	large	very small	none of the above	B
WINSOCKS is expanded as _____	windows socks	windows sockets	windows stocks	none of the above	B
IETF Level 2 HTML DTD supports graphical browsers like _____	Mosaic	Yahoo	PINE	Lynx	A
The space used by Netscape to store the retrieved page is called _____	buffer	cache	built-in	none of the above	B
The principles, means and methods for rendering information unintelligible and for restoring encrypted information to intelligible form.	Photography	Digital Signature	Cryptography	Message Digest	C
A long string of seemingly random bits used with cryptographic algorithms to create or verify digital signatures and encrypt an decrypt messages and conversations.	Key	Lock	Hash Function	Formula	A

Protected/private character string used to authenticate an identity or to authorize access to data.	User-id	Password	Name	Address	B
The successful act of bypassing security mechanisms of the system.	Penetration	Retrieval	Cryptography	Password Cracker	A
A set of rules and formats, semantic and syntactic, that permits entities to exchange information.	Acts	Regulations	Address	Protocols	D
An attempt to get access to a system by posing to be an authorised person.	Spoofing	Imposting	Unauthorising	Approving	A
An action or event that might prejudice security.	Loss	Threat	Exposure	Hacking	B
According to information Technology Act, 2000, To investigate contraventions the controller of certifying authority shall exercise the like powers to that of	Sales - tax authorities	Income - tax authorities	Judge of a civil court	Police officer of IPS rank.	B
Malicious software.	Utility	Pirated software	Virus Charles Babbage	Cracker	C
None the person who is known as father of Internet	Tim Berner Lee	Hoffman		Howard Aiken	A
This website is the biggest bookstore on the earth.	Etrade.com	Amazon .com	Dell .com	Msn .com	B
When we talk of Data Transmission modes, then ATM stands for	Automated Tailor Machine	Any Time Money	Asynchronous Transmission mode	None of above	C
A sequence of bits or characters that identifies the destination and the source of a transmission.	Acts	Regulations	Address	Protocols	C
The means of communicating between networks	Router	Gateway	Port	Pin	B
A group of computers and other devices dispersed over a relatively limited area and connected by communication links that enable a device to interact with any other on the network.	LAN	WAN	CAN	PAN	A
The term HTTP stands for	hyper terminal tracing program	hypertext tracing program	hypertext transfer protocol	hypertext tracing protocol	C
A NIC is considered as	National Informatics Center	Network Interface card	New Information Card	None of the above	B
A hub is a device that can connect	Only Computers	Combines connectivity of a hub with the traffic regulation of a bridge	Only printers	None of the above	D
Which of the following is true concerning the function of a switch?	Concentrates connectivity	Two or more networks	Switches data from incoming ports to outgoing ports.	All of Above	B
What do routers connect?	Bridges and Repeaters.	frames	Hubs	Hubs and nodes	B
What does a router route?	bits		Packets	None of the above	C
Software which prevents external access to a system is termed	firewall	gateway	router	virus checker	A
If four computers are connected to a hub and then to the internet, how many IP addresses are required for these 5 devices?	One	Two	Four	None of the above	C
Which of the following in an OSI layer	Physical Layer	Data-Link Layer	Network Layer	All of the above	D

When creating a network from just two PCs, what kind of cable would be used to connect them?	RG7U	Coaxial cable	Fiber A memory address	Twisted pair	B
An IP address is a	Physical address	Logical address	address	None of the above	B
To construct a simple LAN of 4 computers, you would connect them with _____connect them	A cable	Hub	Router	None of the above	B
What happens to data that is ruined before reaching to receiver	Data return to the sender	It gets destroyed bit by bit.	target device with corrupt data	None of the above	B
Bluetooth is	Wireless technology	Wired Technology	Ultra violet technology	None of the above	A
Which is not one of the recognized IEEE sub layers?	Physical Layer	Data Link Layer	Network Layer	All of the above	D
The most preferred number system to represent a IP address is	Binary	ASCII	Octal	None of the above	A
A MAC address is of	48 Bits	48 Bytes	48 KB	48 MB	A
Protocol is	software that facilitates connection to the internet	a list of rules for transferring data over a network	software that allows file copying	a gateway calling program for internet bridging	B
A is a LAN-based computer with software that acts as a controlling device for controlling access to at least part, if not all, of a local area network and its available resources.	Novell PC	Client	Server	Network PC	C
What is the biggest disadvantage of the Ring topology?	There isn't one	If one node goes down, it brings down the entire ring	If the hub goes down, it brings down all of the nodes on that section	If the hub goes down, it brings down all of the nodes on all of the rings	B
The of the network concerns how network devices are physically (or optically) interconnected.	Physiology	Topology	Both A and B	None of the above	B
The principal topologies used with LANs are:	Bus	Star	Ring	All of above	D
What are the various types of bus architecture?	Linear	Parallel	Both A and B	None	A
What are the various types of ring architecture?	Parallel	Circular	Linear	Both A and B	B
In a, each workstation attaches to a common backplane via its own physical cable that terminates at the hub	Ring	Bus	Star	Mesh	C
In a, each work station is directly connected to a common communications channel	Ring	Bus	Star	Mesh	B
Which one of the following is NOT a network topology?	Star	Bus	Linear	Ring	C
In a, the cable system forms a loop with workstations attached at various intervals around the loop	Ring	Bus	Star	Mesh	A
The Media Access Control (MAC) is a sub layer of the:	Network Layer	Transport Layer	Physical Layer	Data Link Layer	D
What are the most common LAN technologies used in networking today?	Ethernet, token ring, DecNET	Ethernet, token ring, FDDI	Ethernet, DecNET, FDDI	Ethernet, token ring, ARCnet	B
Modem speeds are measured in	bps	kbps	mbps	mips	B
LAN speeds are measured in	bps	Kbps	Mbps	Mips	C
WAN speeds are	usually higher than LAN speeds	measured in bytes per second	depend on the transmission medium	limited by modem speeds	C

Accessing the Internet from a typical home PC requires the use of	CD-ROM drive	a modem	Windows 95	Netscape	B
To use the Internet, you	must use the World Wide Web	must use electronic mail	must have a LAN account	All of the above	A
The worldwide web server uses the following standard interface to act as the middleware:	key gateway interface	uniform resource locator	gateway interface	application protocol interface	C
An NIC	a Novell Interface Controller	used to control a printer	modem to a computer	connects a computer to a network	D
Accessing the Internet from a typical home PC requires the use of	CD-ROM drive	a modem	Windows package	Netscape	B
The most widely used network operating system on PC LANs is	Linux	Novell Netware	Windows NT	None of the above	C
JPEG and MPEG	have to do with compression of graphics and video	have to do with Web pages	the Internet	none of the previous	A
A multiplexer is a form of	Printer	modem	bridge	none of the previous	D
An ISP	provides access to the Internet	is a CPU register	is a CPU functional unit	make of processor	A
FTP is	used to send email	used to browse the Web	is part of Netscape	is a protocol for the transfer of files between computers	D
Telnet	used to send email	uses wireless communication medium	is part of Netscape	None of the above	D
A firewall is	used to protect a computer room from fires and floods	a form of virus	a screen saver program	none of the previous	D
A proxy server is	a backup server	an email server	a poor file server	none	D
A search engine is	hardware	IR system for the Internet	browser	none of the previous	C
To look for information about interest areas on the internet, the user should use a	scanner	CD-ROM	clip-art file	search engine	D
An ISP	provides access to the Internet	is a CPU register	is a CPU functional unit	make of processor	A
FTP is	used to send email	used to browse the Web	is part of Netscape	is a protocol for the transfer of files between computers	D
Telnet	used to send email	uses telephone lines	is part of Netscape	is a protocol that allows for remote login	D
Which of the following is a true statement about the OSI model layers?	The layers cannot communicate with one another.	Any layer can communicate directly with any other layer.	Any layer can communicate only with the layer directly above or below it.	Any layer can communicate only with the layer above it.	C

Which of the following is NOT true about the Internet?	It is one large network.	It is made up of many networks connected into transmission lines called backbones.	It works the same way as a local network.	Individual computers can connect to it using an ISP.	A
The traditional intent and impact of this common type of attack is to prevent or impair the legitimate use of network resources.	Password cracking	System intrusion	Denial of Service	Port sniffing	C
Which of the following is NOT an example of a DoS attack that is popular among hackers?	IP flood	Flood a Web server with requests	Virus that initiates a ping flood	UDP flood	A
A _____ attack is when a hacker sends a continuous flow of packets to a system.	hack	packet	flood	traffic	C
One defense option on a large network is to configure a _____ to disallow any external traffic.	firewall	router	switch	hub	B
A proxy server is	a backup server	an email server	a poor file server	none of the above	D
Which of the following would be performed on a network server and not normally on individual workstations?	Apply security patches	Update virus definitions	Backup data on a daily basis	Limit logging on access	C
What can be said about the safety of the Internet?	All sites are safe and reliable.	There are safe and unsafe sites.	Only large name-recognizable sites are safe.	ActiveX-enabled sites are safe.	B
To secure communication network against wire-tapping the most effective control is	Use of identifiers	Use of passwords	Use of logical access methods by attaching itself to a document.	Use of encryption methods by scanning the computer for a connection.	D
One way that a virus CANNOT spread throughout a network is:	by attaching to an e-mail.	through an FTP port.			B
Which of the following is NOT a means of monitoring employee use of company technology?	Phone	E-mail	Web traffic	Application updates	D
_____ would be used by parents to monitor their children on their home system.	A Trojan horse	Adware	A worm	Spyware	D
The formal rules and parameters which are established to permit a microcomputer to communicate with the mainframe computer as though it was a terminal of the mainframe are called	Modems	Protocols	Multiplexors	LAN	B
The two most common tools used to help with extracting information are:	cookies and Trojan horses.	Trojan horses and key loggers.	cookies and key loggers.	key loggers and worms.	C
Which of the following would NOT be considered an example of cyber terrorism?	An attack on a system for personal gain	An attack with the purpose of gaining publicity	Giving out disinformation	Changing the content of a Web page	D
Which of the following would be a form of cyber terrorism?	Economic damage	Disruption in communication	Disruption in supply lines	All of the above are correct.	D
Which of the following is a likely target of a cyber terrorist that would cause considerable loss of life?	Crashing the stock market, as in the 1930s	Shutdown of military security systems	Contaminating water systems	Shutdown of nuclear plant safety systems	D

An organisation is upgrading its telecommunication lines. Which is the least important objective while upgradation	To carry more network capacity	To improve network services	To improve system response time	To obtain an accurate inventory of network related equipment and parts and network nodes	D
A company posts a price list of its products on its website. The advantage to the customer is that the company can	set its prices very high	limit access to computer owners only	stop its competitors seeing their prices	update its prices as soon as they are changed	D
Which of the following is an easy-to-use service to get information on someone?	People Search	Yahoo People Search	USA People Search	Lycos Search	B
Which of the following pieces of information would NOT be found online?	Name of your bank	Date of birth	Personal assets	Criminal records	A
Which of the following is the most common danger on the Internet?	Virus	Fraud	Adware	Spyware	B
The famous Nigerian Fraud scam offered victims the opportunity to:	buy stocks.	invest without risk.	purchase off-shore property.	make large amounts of money by parking funds in their bank account.	D
The fraud type that sends e-mails that claim to be from legitimate sites in order to obtain sensitive information is called _____.	Shill bidding	Phishing	Siphoning	Hoaxing	B
Using the Internet to pursue, harass, or contact another in an unsolicited fashion is called:	Internet stalking.	cyber stalking.	virtual stalking.	Web stalking.	B
Setting your privacy settings in Internet Explorer to medium is one way to block:	pop-ups.	cookies.	spam.	viruses.	B
What is the best means of protection from cyber stalking?	Use a fake e-mail address.	Never use your real identity.	Use a proxy server.	Use anti-spyware software.	B
Which of the following is not an appropriate control over telecommunications software	Encryption	Physical Security controls	Message sequence number checking	Logical access controls	B
Encryption techniques can be implemented in Hardware-Software	I only	II only	Both I & II	Neither I or II	C
Which protocol would be used to download a free anti-virus program from the Internet?	irc	ftp	www	telnet	C
The major advantage of the checksum program is when it	Adds more bytes to programs	Verifies integrity of files	Increases boot up time	Misleads a program recompilation both HTML and	B
Which of the following is a Web browser?	HTML	Internet Explorer	Microsoft Excel	Internet Explorer	B
A Web page is another name for -----	Web query.	HTML document.	round trip HTML document.	Web browser.	B
Domain names must contain a description of the type of organisation that the domain represents. A very common abbreviation used include:	.com is used for company	.co in used for company the World Wide Web	.con is used for companies	None of the above	A
A standard language for creating and formatting Web documents is:	round trip HTML.	Consortium	HTML.	one way HTML.	C
The Web page format in which all elements of a Web page are saved as one file is called:	XML.	HTML.	DHTML.	MHTML	D

Which of the following requires an Internet connection?	using Internet Explorer to view a Web page that is stored on the hard drive on your computer	Click on the Back arrow until the desired site is found	updating the values that are obtained through a Web query	clicking a hyperlink that references a document that is stored in the floppy drive on your computer	viewing an Excel worksheet that you have saved as a Web page.	B
Mr Rao wants to find a website that he briefly browsed over yesterday. After turning on his computer how would he do this?			Go to the History page and look for the site	Go to the Bookmarks or Favorites page		C
Which of the following is used to update a Web query?	the Refresh command	the Insert Hyperlink command	the Update command	the External Data command		A
You download from the internet, a screensaver, a ten-second sound file and a ten-second music video clip. You also add a hyperlink. Which of the media elements has the greatest effect on the file size?	Hyperlink	Screensaver	Sound	Video		C
When saving a photograph for use on a website, which format should you choose?	BMP	GIF	JPEG	TIFF		C
While researching the Direct taxes assignment, you find a useful website. What is the most efficient way to access the site at a later time?	Save it to a floppy disk.	Write it down on a piece of paper.	Add it to 'Favourites' or 'Bookmarks'.	Cut and paste it to a word processor document.		C
A system that uses the Internet for business-to-business interaction is called a(n):	extranet.	intranet.	privileged network.	network topology		A
A block of text automatically added to the end of an outgoing email is called	an attachment.	a signature.	a footer.	an encryption.		B
_____ refers to the use of Internet technologies for placing telephone calls.	VoIP	IPT	IPP	PolP		A
Most client/server applications operate on a three-tiered architecture consisting of which of the following layers?	Desktop client, application, and database.	Desktop client, software, and hardware.	Desktop server, application, and database.	Desktop server, software, and hardware.		A
Which do you NOT need to connect to the Internet?	Modem	CD-ROM	Telephone line	None of the above		B
What does FTP stand for?	File Transfer Program	File Transmission Protocol	File Transfer Protocol	None of the above		B
So computers can be referenced by a name		So IP addresses can be shorter	So email is delivered faster	None of the above		A
What is the purpose of DNS?						
Which of the following is NOT a properly formatted IP address?	193.1.2.3	45.1.1.1	143.215.12.19	None of the above		D
Which of the following is a properly formatted email address?	paul.trigg @ domain. org. uk	paul.trigg@domain.org.uk	paul.domain.uk	None of the above		B
The Internet is controlled by whom?	The US government	Scientists in Switzerland	No-one	None of the above		C
	Internet Relay Chat	Relay of Characters	Internet Remote Conversations	None of the above		A
What does IRC stand for?		It will be waiting for you to collect it	A letter will be sent to you in the post			
If you do not pick up your email for a week...?	It will be deleted			None of the above		A

What is a disadvantage of joining a mailing list?	Receiving messages automatically from anyone in the group	People discussing a topic of interest globally	High volumes of email	None of the above	C
In Powerpoint2000 ,the built-in professional design elements are	clipart & auto shapes	autolayouts and presentation templates	slide view & outline view	none of the above	B
Selection handles are the 8 small _____ that appear around the object, when an object is selected	circles	points	squares	icons	C
The _____ is an invisible matrix of vertical and horizontal lines that covers the entire slide workspace	square	image	grid	guide	C
_____ are drop-down menus that appear when the right mouse button is clicked on the screen element	tool bars	short cut menus	auto shapes	all the above	B
_____ and _____ have the ability to add a lot of visual impact into the PowerPoint presentation	clip gallery & word art	slide show & view show	fonts & images	none the above	A
_____ is a motion picture or any animation file	wave file	media clip	.video file	all the above	B
In visual basic, when a record pointer reaches to the last record, _____ property of a recordset object is automatically set to _____	eof,false	movelast,true	movelast,false	eof,true	D
In visual basic, the explorer view of a project is displayed in _____	properties window	form layout window	toolbox	project explorer	D
In visual basic, when a record pointer reaches to the first record, _____ property of a recordset object is automatically set to _____	bof,false	movefirst,true	movefirst,false	bof,true	D
In visual basic, _____ is a method to convert a string into integer.	value()	int()	number()	val()	D
In visual basic, in a shape control, a vb statement gives Shape1.Shape = 2. What type of shape should we get?	circle	rectangle	square	oval	D
In visual basic, a timer event is only available in timer control.	true	false			A
In visual basic, vbred or vbgreen or vbblue are the property values of a bgcolor of any object	true	false			A
In visual basic, _____ is a property of a textbox control to set a color of a text.	fontcolor	color	forecolor	none of the above	C
In visual basic, _____ property of a textbox control is set to _____ to underline a text	underline,true	fontunderline,true	textunderline,true	none of the above	B
In visual basic, _____ property of a textbox control is used to change the size of text.	textsize	size	foresize	fontsize	D
In visual basic, the interval property of a timer control is given in _____	one- millionth of a second	one-hundredth of a second	one-thousandth of a second	one-ten thousandth of a second	C
In visual basic, _____ property of listbox control counts the number of items in the list	count	recordcount	itemcount	listcount	D
In visual basic, the properties of various controls can be set using _____	form layout window	prperties window	project explorer	toolbox	B
In visual basic, vbinformation, vbcritical, vbexclamation are the values of _____ in a messagebox function.	title	prompt	vbmsgboxstyle	none of the above	C
In visual basic, _____ is a function which displays a message and it also allows the user to enter values in a form object	msgbox()	textbox	label	inputbox()	D

In visual basic, using a data control, _____ is a recordset type which allows to add a new record and also to update existing record in a recordsource object	opendynaset	opensnapshot	dbopensnapshot	dbopendynaset	D
In visual basic, while closing a form _____ event of a form object is triggered earlier to terminate event.	load	activate	unload	initialize	C
In visual basic, to give a backcolor or to bring in a picture to a command button can only be done if we set the style property to _____	standard	opaque	transparent	graphical	D
In visual basic, a method RGB(255,0,0) will generate _____ color	blue	red	green	black	B
In visual basic, a method RGB(255,255,255) will generate _____ color	red	green	blue	white	D
In visual basic, if a user uses a shortcut key ctrl+R _____ becomes visible.	properties window	form layout window	toolbox	project explorer window	D
In visual basic, if a user uses a function key F4 _____ becomes visible.	properties window	form layout window	toolbox	project explorer window	A
In visual basic, when a textbox control receives the focus _____ event is triggered.	change	lostfocus	text	gotfocus	D
In visual basic, a form is a _____ object.	child	parent	container	none of the above	C
Microsoft visual basic is a Rapid Application Development tool.	true	false			A
In visual basic, when a form object appears on the screen _____ event is triggered.	load	unload	initialize	activate	D
In visual basic, to display text on a label object _____ property is used	text	name	caption	none of the above	C
In visual basic, _____ object is used to access the database and also to manage the data in the database.	opendatabase	dbengine	openrecordset	none of the above	B
In visual basic, when a checkbox control is checked _____ property is automatically assigned with 1.	enabled	visible	value	style	C
In visual basic, _____ keyword is used to declare a variable	dime	dim	var	none of the above	B
What is the extension of the Visual Basic project file that stores the design of a user control.	.ctx	.ctl	.ctr	.ocx	B
Which event of a text box would you use for validating the data entered by the user?	Validate	Validation	Check	Audit	A
Which of the following statements forces inline error handling?	On Error GoTo linelabel	On Error GoTo Inline	On Error Stop	On Error Resume Next	D
The _____ method resets the contents of bound controls to their original values when the user clicks on the cancel button.	UpdateControls Cancel	PaintPicture	Refresh UnloadMode	Resize UnloadMode	A
To deactivate the Form UnLoad event, you make the following change in the function definiton:	parameter to a non-zero value	Cancel parameter to 0	parameter to a non-zero value	parameter to a zero value	A
How many root nodes can a TreeView control have?	1	2	3	None of the above	D
A project group is a Project which:	Consists of several Programs	Consists of several Applications	Consists of Various Forms And Code Modules	Consists of several Projects	D
Procedures declared in a _____ are local whereas procedures declared in a _____ are available to the whole application.	Form window, standard or code module	Project window, view code window	Class module, code module	None of the above	A

How can you keep the user from exiting a form by clicking the Close button?	Place code in the Terminate event	Place code in the Unload event	Place code in the Deactivate event	None of the above	B
The _____ property enables Visual Basic to draw complete images in memory before displaying them on the Screen.	AutoRedraw = True	AutoRedraw = False Msgbox	Refresh Msgbox	PaintPicture	A
You want to display the code and the description of an error. What would be the correct syntax?	Msgbox err.no & err.text	err.number & err.text	error.number & error.text	Msgbox error.number & error.description To provide a repository for images used by other controls	D
What is the purpose of the Image List Control?	To display images to the user	To help in creating a ToolBar	To allow the editing of icons		D
Which method would you use to get a free or unused File identifier while opening any file:	FreeFile	GetFileNum	GetFile	GetBytes	A
Which property procedure is used to retrieve the value of a property?	Retrieve Common messages passed to Windows	Get	GetProperty	Value	B
Which of the following can be shown to the user using the Common Dialog control in VB?		Open dialog box	Windows explorer	Input box	D
Which of the following are not properties of Command Button:	Caption	Visible	Multi-Line	Font	C
Which events enable you to determine which key was pressed by the user?	Click and KeyPress	Click, KeyUp and KeyDown	KeyUp and KeyDown	KeyPress, KeyUp and KeyDown	D
In order to access a file in Non-textual format, you have to open file in:	Ascii Format	Binary Format	Input Mode	Output mode	B
Visual Basic displays information depending upon the current value of two properties of the form, called:	CurrentX and CurrentY	ScaleLeft and ScaleTop	ScaleHeight and ScaleTop	x and y	A
Which of the following procedure types will execute when you assign a value to a property of an object?	Property Get	Property Assign	Property Let	Property Set	C
In order to overlap the controls (say a command button) during design time, we use the 'Send To Back' or 'Bring To Front' option from the Edit menu. To change it dynamically (i.e.during program execution) we need to change:	Background color property	Caption property	ZOrder property	AutoRedraw property	C
Which property of the ProgressBar determines how much of the bar is filled?	Min	Max	Value	CurrentVal	B
The _____ function can be used to run any .com, .exe, .bat or .pif file from a Visual Basic program.	Shell	Substr	SetAttr	CStr	A
The caption and the name properties of the command button:	Are one and the same	Can be different at times	Are actually not properties	None of the above	B
You try to initialize a new Object variable with the following line but receive an error. What could be the possible cause? Set MyVar = New Classname	You do not need to use the Set command here	You do not have the permission to access the class	MyVar has not been declared The ExecProcedure method	None of the above	C
Which of the following will perform a direct execution of a Command object?	The Open method A warning query icon	The Exec method A critical message icon	ExecProcedure method An exclamation icon	None of the above	D
The vb Critical symbol displays:				None of the above	B

vbYesNo is an example of a(n):	statement.	variable.	intrinsic constant.	built-in procedure.	C
			InputBox function can be created with the macro recorder, while the MsgBox statement cannot.	MsgBox statement can be created with the macro recorder, while the InputBox function cannot.	B
The primary difference between the MsgBox statement and the InputBox function is the:	MsgBox statement returns a value, while the InputBox function does not.	InputBox function returns a value, while the MsgBox statement does not.			
Which of the following is TRUE about a protected form (i.e., a form where the Protect Form button on the Forms toolbar is toggled on and is assumed to remain in that position)?	Data cannot be entered into the form.	The form can be modified.	Data can be entered.	A new check box can be added.	C
Which event is triggered when the user moves to another open form?	Unload	QueryUnload	Deactivate	Terminate	C
The user can use _____ to remove the undesirable part of the image	clipping tool	cropping tool	cutting tool	scribble drawing tool	A
The power presentation has a _____ for a set of compatible colors	color palette	color box	color scheme	color guide	C
The set three colors used for graphs and for secondary slide items is called as	ascent	tricolor scheme	color palette	primary color scheme	A
There are _____ types of charts available in PowerPoint	10	28	18	36	C
_____ charts are useful while showing variations over a period of time	column	bar	pie	linear	A
_____ are the individual pages of a presentation	images	images and text	slides	slide sorter views	C
A PIE Chart is a _____ diagram that depicts the relationship between a whole and its parts	circular	radar	doughnut	all the above	A
Each individual piece of data in a series is called a/an	entity	data point	data	stream	B
PowerPoint launches an OLE-compatible application called	Microsoft organization chart	clip art	auto shapes	track changes	A
When the user double-clicks on an organization chart object in PowerPoint	the organization chart is expanded	the chart is made available for editing	the chart window opens displaying a chart template	none of the above	C
The _____ are used for selecting, editing and viewing objects in the chart	box tools	general purpose tools	custom drawing tools	standard drawing tools	C
Manager box tool in organizational chart window is	used to manage organizational chart	accessed only by manager	used to create a manager box for an existing box not available in the tool bar	used to store the other tools of the organizational chart available in the tool bar	C
The custom drawing tools are _____ by default	turned on	turned off			B
Click on the box tool _____ to draw three boxes	once	twice	thrice	any of the above	C
There are _____ default fields available in all boxes of the organizational chart	two	four	five	eight	B
The _____ tool is used in the same way as we use a pen to draw a table	native tool	draw tool	standard tool	all the above	B
A/An _____ consists of smaller printed version of the slides	autolayouts	handlayouts	slide view	none of these	B
The size of the object can be changed using the _____ tool	zoom	reduce/enlarge	preview	none of the above	B

_____ is the process through which the slides in the current presentation are included in another presentation or application	importing	exporting	copying	moving	B
_____ can be used to create charts as well as worksheets	Microsoft excel	auto shapes	clip art	drawing tools	A
PowerPoint can import text files that have been saved in _____ format	.ppt(PowerPoint)	.rtf(rich text format)	.doc(document)	.html(hypertext format)	B
PowerPoint outlines can have _____ outline levels	nine	only one	six	twelve	C
When a file is saved with _____ extension, the graphics and text are also saved along with the slide	.rtf(rich text format)	.wmf(windows metafile)	.txt(plain text)	.doc(document)	B
The hidden slide is	not displayed during the slide show	displayed only during the slide show	displayed only in outline view	none of the above	A
_____ effect is used to introduce a slide during a slide show	DTS(digital track sound)	3D(3 dimension)	both a and b	transition	D
A _____ is a special effect that determines how the objects appear on the slide	build	transition	slide show	view show	A
The notes page is formatted based on the	notes master	slide master	master slide	master notes	A
Pick the odd man out of the following	outline view	slide view	view show	slide sorter view	C
When a new presentation is opened ,powerpoint creates slides that have a width of _____ and a height of _____ with the landscape orientation	15 inches,10 inches	10 inches,7.5 inches	7.5 inches,5 inches	none the above	B
The default orientation for notes ,handouts and outlines is _____ orientation	portrait	landscape	a or b	none of the above	A
Build effect is also called as _____	animation	view show	transition	b or c	A
Graphics for web pages are automatically stored in _____ format	gif	jpeg	png	none of the above	D
A _____ is used to jump to any slide in the presentation	hyperlink	hypertext	action button	all the above	D
The _____ language has been incorporated into PowerPoint	visual c++	visual basic for application	Microsoft visual interdev	all the above	B
In PowerPoint _____ is a series of commands that are executed in sequence	macro	batch file	templates	add-ins	A
The macro will be activated	while creating a .exe file	during slide transition	when the slide show is run	none of the above	C
Developers can easily add _____ to PowerPoint 2000 by using the programming interface	virus checkers	spell checkers	header files	all the above	A
_____ determines the order in which order in which the slides will be displayed during the show	slide show	custom show	both a and b	none of the above	B
_____ is used to organize and develop the contents of a presentation	slide pane	notes pane	properties pane	outline pane	D
If we save the presentation file as a metafile, it can be opened using	internet explorer	paint shop pro	paint shop pro	power point 2000	D
With reference to autocontent wizard for creating a new presentation, which of the following statements are not true	PowerPoint creates a sample presentation to which user can add words and pictures	it is the quickest way to create a presentation	contains sample presentations for a variety of topics	provides suggested content and design	D

Which of the following statement is not TRUE	user can insert objects like clip-arts, pictures stored in a separate files to the slides	user can insert only pre-drawn, pre-colored graphic images reflected in a clip arts to the slides	user can insert picture to the master slide which gets reflected in all the slides using that master slide	user can insert picture to the title slide which gets reflected in all the slides using that title slide	B
With reference to changing the order of slides, which of the following statement is not true	in outline view, drag the slide icon to a new location	in slide sorter view, drag the slide to a new location	in notes pages view, drag the slide icon to a new location	I slide view, drag the slide icon to a new location	C
Which of the following definitions are not true	the slide that holds the formatted placeholders for the titles, main text and any background items that user wants to appear on the slides is called a master templates	transition means applying special effects to the crossover between the slides	design templates is the template whose format and color scheme user applies to a presentation	the slide that holds the formatted placeholders for the title and sub-title for the presentation is called a title template	D
Which of the following statements are not true	with notes pages view user can prepare speaker notes and handouts	in outline view, user can see the miniatures of all slides in a presentation, complete with text and graphics	user should select the slide view to add the text to the slide	the slides can be reordered in the outline view	B
Which of the following definitions are not true The options available in the common task toolbar does not include	the slide that holds the formatted placeholders for the titles, main text and any background items that user wants to appear on the slides is called a master template	transition means applying special effects to the crossover between the slides	design template is the template whose format and color scheme user applies to a presentation	the slide that holds the formatted placeholders for the title and subtitle for the presentation is called a title template	D
With reference to chart, which of the following statements are not true The format of the text entered in a title, subtitle, or bulleted-list object is determined by the format settings in a special slide called -----	slide layout	customize by default, doughnut chart is displayed based on the data in the datasheet	new slide	set up show	B
	data to be graphed resides in a datasheet window		data is plotted in a chart window	user can add data labels and gridlines to the chart	B
	the master slide	the slide master	the header slide	the format slide	B

PowerPoint provides a _____ that searches the entire presentation i.e., all the text objects in all the slides, outlines, notes and handouts for spelling errors

office assistant spell checker grammar checker none of the above B

PowerPoint's drawing toolbar contains _____ drawing tools

10 12 102 22 B

Click _____ on the rectangle drawing tools enables us to draw multiple rectangles

once twice three four times B
text, graphics and email address. text, hypertext and Power Point. CD-ROM, digital camera and sound. text, hypertext, Power Point, video and sound. D

An example of the components of a multimedia presentation could include
Which of the following formatting elements can be applied to a PowerPoint diagram using the AutoFormat tool?

the Line style the Line color the Font and the text alignment text font, and text alignment D

Which of the following formatting elements can be applied to a PowerPoint diagram using the Format AutoShape command?

Fill color Line color Line thickness Fill color, Line color, and Line thickness D

What happens when you double click a blank graph placeholder in a PowerPoint presentation?

Excel is started so that you can create a chart. A popup box prompts you for an existing Excel chart to insert. Microsoft Graph is started so that you can create a graph. The graph placeholder is deleted. C

The legend in a Microsoft Graph chart is:
Suppose you are creating a Microsoft Graph of quarterly sales by region. Which would be the best chart type if you want to emphasize the total sales of each region?

always taken from the first row of data in the datasheet. always taken from the first column of data in the datasheet. taken from the first column or row of data in the datasheet, depending on whether the data series are in rows or columns. entered by the user. C
Side-by-side column Stacked column Pie chart Line chart B

Which of the following actions will enable you to insert a graph into a PowerPoint presentation?

Pull down the Insert menu and select Chart. Click the Insert Chart button on the Standard toolbar. Pull down the Insert menu and select the appropriate Object. Pull down the Insert menu and select Chart, click the Insert Chart button on the Standard toolbar, or pull down the Insert menu and select the appropriate Object. D

If you are editing a slide containing a Microsoft Graph, how do you display the underlying datasheet?
How do you deselect a chart that has been placed onto a PowerPoint slide after you have finished creating the chart?

It automatically displays in Slide view. Click the chart object, then click the View Datasheet button on the Standard toolbar. Pull down the Edit menu, then select Object. You cannot display the underlying datasheet once the slide is finished. B
Single click the chart. Double click the chart. Click outside the chart. Change to Slide Sorter view. C

What happens when you click the Datasheet button on the Microsoft Graph toolbar?	A dialog box is displayed allowing you to enter the name of the Excel worksheet that should be linked to the PowerPoint presentation.	A dialog box is displayed allowing you to enter the name of the Excel worksheet that should be embedded in the PowerPoint presentation.	The datasheet is saved as a separate file.	The datasheet window is toggled from closed to open (or from open to closed). The application that created the chart is started. Microsoft Graph will restart.	D
What happens if you single click a chart that is not currently active?	The chart is selected.	The chart is deleted.	The chart is doubled in size.		A
What happens if you double click a chart that is not currently active?	The chart is selected.	The chart is deleted.	The chart is doubled in size.	a slide one bullet item at a time, build bullet items a letter at a time, and build bullet items a word at a time.	D
Using custom animation effects, you can build: Which of the following animation effects can be added to a slide?	Subtle	Moderate	Exciting	Subtle, Moderate, or Exciting	D
Which of the following animations effects can be added to a slide?	Enter and exit	Fly in from top or bottom	Both enter and exit, and fly in from top or bottom	Neither enter nor exit; neither fly in from top nor bottom	C
Which keyboard key is used to select more than one picture on a slide?	Enter	Shift	Alt	Ctrl	B
Custom animation can be used to affect ONLY:	the way objects appear on a slide.	what objects do after they appear on a slide.	the way objects exit a slide.	Custom animation can be used to affect the way objects appear on a slide, to what objects do after they appear on a slide, and to the way objects exit a slide.	D
Which of the following best describes the information that appears on the advanced timeline?	The advanced timeline shows the sequence in which objects will appear on the slide.	The advanced timeline shows the duration of the effect applied to each object.	The advanced timeline shows the sequence in which objects will appear on the slide and the duration of the effect applied to each object.	The advanced timeline shows neither the sequence in which objects will appear on the slide, nor the duration of the effect applied to each object.	C
Which of the following objects can contain custom animation effects?	Clips	Organization charts	Text	Clips, organization charts, and text	D
What type of program allows an object within an image to be edited without affecting other objects?	Paint program	Draw program	Filtering program	Animation program	A
Which of the following animation effects can be added to a slide?	Fly in	From top	Dissolve in	Fly in, From top, and Dissolve in	D

Which of the following is TRUE regarding the Datasheet?	Once data is entered it cannot be changed.	Once data is entered it can be changed.	Data cannot be entered into Datasheet.	There is no such thing as a Datasheet.	B
Graphical software tools that provide complex analysis of stored data are:	OLTP.	OLAP.	OLST.	OLIP.	B
Which of the following statements is TRUE regarding PowerPoint diagrams?	You can change the appearance of a whole diagram, but not individual shapes of a diagram.	You can change both the appearance of a whole diagram and the individual shapes of a diagram.	You cannot change the style of the connecting lines in an Organization chart.	You cannot change the color of the boxes in an Organization chart.	B
Which keyboard key combination is used to undo the previous command(s)?	[Enter+A]	[Shift+Z]	[Alt+Z]	[Ctrl+Z]	D
Microsoft visual basic project file has _____ file extension.	.vbg	.vbp	.frm	.frx	B
In visual basic, _____ method is used to add an item in a combobox	add	additem	loaditem	none of the above	B
In visual basic, _____ method is used to load picture during runtime in an image control	load	loadpicture	addpicture	none of the above	B
In visual basic, to populate a drive list box with a directory list box _____ statement is used	Drive1.Drive=Dir1.Path	Dir1.Path = Drive1.Drive	File1.Path = Dir1.Path	none of the above	B
In visual basic, to display a message in the run time _____ function is used	messagebox()	message()	msgbox()	none of the above	C
In visual basic, to populate a directory list box with a file list box _____ statement is used	Dir1.Path=File1.Path	Dir1.Path = Drive1.Drive	File1.Path = Dir1.Path	File1.pattern=Dir1.pat h	C
In visual basic, _____ is a property of a recordset object which counts the number of rows in a recordsource object	openrecordset	opendatabase	recordcount	count	C
In visual basic, using a data control, a record can only be added from the last record. Adding a new record is only possible using _____ method of a recordset object.	update	append	addnew	additem	C
In visual basic, using a data control, a record is saved to a recordsource object using _____ method of a recordset object.	append	update	additem	addnew	B
In visual basic, using a data control, to navigate to the previous record _____ method of a recordset object is used.	movenext	movelast	moveprevious	movefirst	C
To deactivate the Form UnLoad event, you make the following change in the function definiton:Private Sub Query_Unload(Cancel as Integer,UnloadMode as Integer) To prevent the Form from closing, you will set the:	Cancel parameter to a non-zero value	Cancel parameter to 0	UnloadMode parameter to a non-zero value	UnloadMode parameter to a zero value	A
_____ is a word processing that is a member of the office 2000 family	Word 2000	Office 2000	Office 97	Back Office	A
The feature that enables user to type anywhere in a document without pressing or tab	click-n-type	double click	drag & drop	none of the above	A
The_____ feature allows the user to copy and paste upto 12 items at the same time in an application	office clipboard	cut	select	none of the above	A
_____ and _____ key combination will extend the selection by one character on the left and right	shift+end and shift+home	shift+left and shift+right	ctr+end and ctr+home	none of the above	B

_____and_____ are improved layout in Word 2000	web layout, printlayout	normal layout, web layout	web layout, page layout click from start program, MSWord from the task menu	none of the above	A
The easiest way to create a document in word is	wizard	templates	the task menu document assistant	none of the above	A
In Office2000 environment the tool that makes work easier for us is_____	office assistant	inbox assistant	assistant	none of the above	A
A short description of a tool bar button called the _____ is displayed when the mouse pointer is allowed to stay for a second on the button	Screen Tip	Tool Tip	Icon Tip	Document Tip	A
The _____ helps us to keep track of the margin of the page	tab stop	marginal stop	ruler	none of the above	B
The keys that are used to navigate between headers and footers are	up arrow keys only	page up keys only	home and end keys only	up and down arrow	D
Pick out the element from the following that does not form the type of tabs for the Word 2000	left	center	decimal	rotation	D
_____are blueprints or patterns for documents of a certain type	template	model	dialogs/alerts	none of the above	B
The_____ is used for quickly setting paragraph indentation using the mouse	increase indent	decrease indent	both A and B	none of the above	C
Word art is text with	special effect	control tool box	design wizard	pictures	A
AutoShapes in word can be created by accessing the _____	drawing toolbar	control box	database	forms	A
By default, a document consists of_____ section	1	2	0	11	A
The dialog box that is used to determine the documents margins is	page setup from the file	printer setup from the file menu	print preview from the file	none of the above	A
_____ is a box surrounding a page on all slides or a line that sets off a paragraph on one or more slides	border	shading	style box	none of the above	A
The key that is used to perform a task to select all the text in the documents is	ctrl+a	Del	ctrl+f	ctrl+m	A
The key that is used to indent a paragraph is	ctrl+a	Del	ctrl+f	ctrl+m	D
The key that is used to change the font from the current positioned in a document is	CTRL+SHIFT+F	CTRL+O	CTRL+SHIFT+S	CTRL+SHIFT+P	A
The key that is used to change the style of the document that is from that normal to heading1 or heading1 to other document styles.	ctrl+shift+f	ctrl+o	ctrl+shift+s	ctrl+shift+p	C
Set mapping' Check control that follows a text-type validation, we use ----- application for data analysis.	Excel	Access	Both	None of the above	B
Excel can import data from other databases for the data analysis.	TRUE	FALSE			A
A System Auditor can uses CAAT tools to analyze data	FALSE	TRUE			B
In the case of the ----- control, it is ensured that the data in combination with other fields are reasonable as per standard set by an organisation.	Valid Signs	Transaction type	Limit Check	Reasonableness	D
----- function searches for a value in the leftmost column of a table and then returns a value in the same row from a column that we specify in a table	HLOOKUP	VLOOKUP	A or B	None of the above	B
Most of the tools use in Data Analysis depends on	DDE	OLE	ODBC	All of the above	C

How do you define analysis of an information system?	Analysis translates program code of a high level language to machine code	Analysis is the loading of programs that perform routines to control peripheral devices	This involves looking at a system and finding out how information is being handled	None of above	C
What areas need to be considered in the SOFTWARE design process?	Only hardware and software	Inputs, outputs, file design hardware, and software	Maintenance, reliability, and upgradeability	None of above	B
What is the function of systems software?	To collect data Deleted from the disk	To execute any programs Copied from the disk	To maintain security Saved to the disk	None of the above Transferred from the disk	D A
What is Direct Implementation?	Users operate the manual system and computer system at the same time	Users operate the computer system from a given date	Users operate the manual system	None of above	B
What is parallel running?	The new system is introduced alongside the existing system Instructions and technical documentation	The new system is introduced and users start operating it	Users continue operating the old system User Guide and technical documentation	None of above	A C
What documents are produced during the development of a system?		Log files and temporary files	User guides cover how to run the system, enter data, save, print, etc.	None of above	C
What are User Guides are used for?	For technical support	To enable any printer to be connected to the network	Database systems and backup services	None of above	C
Systems software can be categorised into:	Operating systems and system services	Network systems and communication services	Database systems and backup services	None of the above	A
Which storage device cannot be erased?	Magnetic tape storage To maintain a backup copy of all the information	CD-ROM To do a particular task.	floppy disk To help someone who is applying for employment	Hard disk	B
Application software are programs that are written Which bus carries information between processors and peripherals?	Data bus	Auto bus	Address bus	Control Bus	A
Convert the decimal number 2989 to Hexadecimal Which bus controls the sequencing of read/write operations?	FDDI	BAD	TED	MAD	B
	Data bus	Auto bus	Address bus	Control Bus	D
What are utilities?	Peripherals that are connected to a computer.	Operating system routines that execute in supervisor mode.	Data structures that are part of the kernel of an operating system.	Shells, compilers and other useful system programs.	D

Numbers are stored and transmitted inside a computer in	binary form	ASCII code form	decimal form represented 256 characters	alphanumeric form represented 127 characters	A
The original ASCII codes	were 7 bits	8 bits	8 bits	16 bits	A
A Nibble corresponds to	4 bits	8 bits	16 bits	32 bits	A
A gigabyte represents	More than 1000 mega bytes	1000 kilobytes	230 bytes	1024 bytes	A
A 32-bit processor has	32 registers	32 I/O devices	32 Mb of RAM	a 32-bit bus or 32-bit registers	D
A parity bit is	used to indicate uppercase letters	used to detect errors	is the first bit in a byte	is the last bit in a byte	B
the contents of these chips are lost when the computer is switched off?	ROM	RAM	DRAM	CROM	A
Clock speed is measured in	bits per second	baud	bytes	Hertz	D
Cache memory enhances	memory capacity	memory access time	secondary storage capacity	secondary storage access time	B
CISC machines	have fewer instructions than RISC machines	use more RAM than RISC machines	have medium clock speeds	use variable size instructions	D
Every data from the primary memory will be erased if	Power is switched off	Computer is improperly shut down	Data is not saved before computer is shut down	All of the above	D
An RS-232 interface is	a parallel interface	a serial interface	printer interface	a modem interface	B
For print quality you would expect best results from	line printer	dot matrix printer	ink-jet printer	laser printer.	D
ROM	is faster to access than RAM	is non-volatile	stores more information than RAM	is used for cache memory	B
A UPS	increased the storage capacity of a computer system	increases the process speed	provides backup power in the event of a power cut	has more storage capacity	C
smart card	is a form of ATM card	than an ATM card	is an access card for a security system	contains a microprocessor	C
Laptop computers use	CRT displays	LCD displays	SSGA displays	none of the previous	B
Multiprogramming refers to	having several programs in RAM at the same time	multitasking the ability to run 2 or more programs concurrently	writing programs in multiple languages	none of the previous	A
Multitasking refers to	having several softwares running at the same time	writing programs in multiple languages	none of the previous		D
What are small high speed memory units used for storing temporary results?	ALU	Registers	Variables	Logic Bus	B
A good way to exchange information that changes rapidly is through	brochures	magazines	CD-ROM	e-mail	D

Multiprogramming is a prerequisite for	multitasking	an operating system multiprogramming	to run more than one program at the same time	none of the above	C
Timesharing is the same as	multitasking	g	multiuser	none of the previous	C
_____ is the default view in Word used for typing	NORMAL	ONLINE LAYOUT	PAGELAYOUT	ONLINE DOCUMENT	A
Editing and Formatting the Text					
The short-cut-key that is used to indent a paragraph spacing in the documents is	ctrl+m	ctrl+2	ctrl+end	ctrl+home	B
The short-cut-key that is used to paste the selected text	ctrl+v or ins	ctrl+c or ins	ctrl+x or ins	ctrl+v or Del	A
The short-cut-key that is used for paragraph spacing(1.5)	ctrl+2	ctrl+5	ctrl+1	none of the above	B
The box that separate text from the document and allows it to behave like an independent object is known as	Text Box	Frame	AutoShape	Border	A
The object that is used to provide information like the title of the book, name of the chapter, page number etc.	Header and Footer	Screen Tips	Page Layout	none of the above	A
The object that helps us analyzing data statistically is known as	Chart	WordArt	Auto Shapes	File	A
To highlight certain parts of a page to set it apart from the rest of the page we make use of the following features	Borders	Shading	WordArt	Bullets	D
To clear all the tabs in a document the option that is clicked from the tabs dialog	clear	remove all	remove	clear all	D
The dialog box that is used to incorporate picture bullets into our documents or web pages is	picture bullets dialog box	arrow bullet dialog box	circle bullet dialog box	none dialog box	A
The object that composes of set of tools which helps to create and work on different shapes like rectangles, circles, flowcharts etc.	charts	WordArt	AutoShapes	files	C
When word is opened a new document called _____ is displayed, where the user starts typing the content right way	doc1	document1	new document	default document	B
_____ is an online dictionary maintained by word to obtain synonyms for words	thesaurus	hyphenation	mail merge	none of t he above	A
The thesaurus is invoked by pressing _____	shift+f7	thesaurus menu	shift+f8	tools+spelling menu	A
When a new table is created the insertion point flashes in the _____	first	second	first row	last cell of the t able	A
By pressing the _____ key inserts a blank row after the last row in the table	tab	end	enter	none of the above	A
The _____ option enables us to convert text into a table format	convert text to table	convert data to table	table auto format option	none of the above	A
A table consists of _____ that contain text or graphics	row	rows & columns	records	none of the above	B
The _____ option in word allows the user to automatically correct misspell words as and when they are typed	AutoCorrect	AutoFormat	style gallery	none of the above	A
_____ is a facility that enables recording and replaying of a sequence of keystroke	Mail Merging basic	Macro visual basic	Data Source vj++	none of the above visual FoxPro	B B
In Word Macros are written in _____					
In Word 2000 the macro dialog box is activated with the help of _____ key combination	shift+f8	shift+f7	alt+f8	alt+f5	A

_____ shows how a document would look like when published on the web or on an intranet	web layout view	online layout view	browser	none of the above	A
_____ is a software for sending and receiving e-mail messages	email client	outlook express	micro soft outlook	hotmail	A
_____ is the coding system used to create web pages	html	xml	sgml	vb script	A
The network that makes information easily accessible across various networks is _____	internet	intranet	arpanet	LAN	A
Which of the following statements are false with reference to the use of a header row source for a mail merge	field name must be listed in the same order as the corresponding information in the data source	the field separators in a header source and the data source can not be set as paragraph	field names in the header source must match any merge fields you've inserted in the main document	the number of fields names in the header source must be the same as the number of data fields in the data source	B
With reference TO TABLE WHICH OF THE FOLLOWING STATEMENT ARE false	it is not possible to change the height of only selected rows of a table	auto format option applies to the entire table and not only to the selected rows or columns of a table	by default cell height and weight option applies to all the rows and columns of a table	delete cells option allows to delete the entire row or a column or shift cells up or shifts cells left	C
The alignment available for tabs does not include	left	decimal	justified	top	A
Which of the following statements related to a Section Break are True	A new section is created in order to change properties like number of columns	In order to type a header from the third page of the document a section break is inserted after the third page	If a header is inserted in the second section then the same header is applicable to the first section	A section is a portion of a document in which certain page formatting option can be set	D
The user can set a spelling checker to skip the marked part of the next	true	false			A
New option under the file menu of word creates a new blank document that is based on the normal templates	true	false			A
The user can split the screen only into two parts	true	false			A
The features that enables the user to type text graphics tables anywhere in the document without pressing enter or tab	drag & drop	click -n-type	Double Click	none of the above	B
The user can modify the picture from the clip art	true	false			A
With reference to auto correct which of the following statements are false	automatically corrects common typing, spelling errors	prohibits the user from renaming an auto correct entry	automatically corrects the grammatically errors	with the caps lock key accidentally turned on reverses the case of the letters that were capitalized incorrectly and then turns off the caps lock	B

With the reference to password protected documents which of the following statements are false	password can not include spaces	password protected document can be opened without password as read only	password are not case sensitive	password can be upto 15 characters long	B
The alignment available for tabs does not include	left	justified	hanging	top	A
Which of the following statements are False	a .ppt file can not be inserted at specified position in the current document	a document file can be inserted in the current document at specified position	a multiple documents files can be inserted in the single document	an .xls data can not be inserted at specified position in the current document	B
Drop Cap tool does not work for the contents in the table format	true	false			A
The special symbols that are inserted using "insert symbol" option of the word can not be printed by the printer as they are not standard keyboard symbols	true	false			B
The "format columns" option allows to create columnar text up 12 columns only.	true	false			A
The document that makes the user to organize and maintain a long document, such as multipart report or a book consisting of chapters	Master Document	Child Document	Hyperlink Document	none of the above	A
The view that enables us to view how objects will be positioned on the page when it is printed	Print Layout View	Page Layout	Outline Layout	none of the above	B
The mode that is initialized or toggled to if the user is in a position to overwrite the text in the word	Insert Mode	Type Over mode	Remove	none of the above	A
Veena is entering a paragraph in a word processing program. When the cursor gets to the end of a line, what is the best way to get the cursor to the next line?	press the return key	press the tab key	press the escape key	just keep typing	D
How are data organized in a spreadsheet?	layers and planes	lines and spaces	height and width	rows and columns	D
Which key moves the cursor to the beginning of the next line of text?	tab	enter/return	backspace/delete	shift	B
Veena typed the following sentence: "The girl was very beautiful." In which word processing utility could she find a synonym for "beautiful"?	grammar checker	spell checker	thesaurus	outliner	C
Using an electronic bulletin board, Seema can do all of the following except which one?	send a public message to friends interested in one topic	send pictures to a friend	send private messages to a friend	send a package to a friend	D
Aryan has created a ten-page story, but only wants to print the first two pages. What printer command should he select?	Print all	From ____ To ____	Page setup	Print preview	B
What process should be used to recall a document saved previously?	Enter closing	Copy tabbing	Retrieve spacing	Save sorting	C
Which is used to indent text within a document?					B
Desktop publishing is a more sophisticated form of which of the following types of software?	database	graphing	word processing	spreadsheet	C

What is a Word Processor used for?	To analyse figures	Creating and editing documents	Storing information	None of the above	B
What is a picture that is saved on a diskette and can be pasted into a document?	subscript	annotation	clip art	clipboard	C
What basic tools would you find in the Edit menu of a word processor	Clear, replace and select	Spelling, grammar and autocorrect	Cut, copy, paste and clear	Font, Paragraph, Bullet and Numbering	C
What is a header in a document?	Text at the bottom of every page	Numbers which appear on every page	Text which appear at the top of every page	Designated area on the document	C
What hardware is essential for a word?	Mouse, printer and processing system keyboard?	Keyboard, Mouse, monitor and printer	Monitor, keyboard and mouse	None of the above	B
The user could take a picture from a magazine and insert it into the document by using a	Browser	clip-art file	microphone	digital scanner	D
Assume you are creating a two-column newsletter. Which type size is the most reasonable for the text in the columns?	6 point	10 point	15 point	25 point	B
Given the default left and right margins, and ½-inch spacing between columns, the width of each column in a two-column document will be:	2½ inches.	2¾ inches.	3 inches.	impossible to determine.	B
Assume you have made all appropriate selections in the Columns dialog box in Word, but cannot see any columns on the screen. What is the most likely cause?	You are not in Print Layout view.	You have not inserted a column section break..	You have not specified continuous section breaks.	Word cannot display columns during editing; you will see them only when you print the document.	A
While word processing, in which of the following situations would Tom use the "Copy" command?	to store a file on the hard drive	to store a file on a diskette	to move a section of text from the original location to another location	to leave an original section of text in place while pasting a copy elsewhere	D
What does a document contain?	Data about a set of similar things	Mainly text	A set of different graphics	None of the above	B
Before submitting your work you want to find any words spelt incorrectly. Which of the following would you use?	Thesaurus	Spell Checker	Grammar Checker	Find and Replace	B
What command in a word-processing program can be used to change the word 'him' to 'her', and also the word 'he' to 'she' in the given phrase? "On a cold and still night, the only sound that could be heard was the owl that had ade its home in the nest outs	Paste	Replace	Select all	AutoCorrect	B
What edit commands would you use to insert a paragraph from one document into another document, while still keeping the paragraph in the first document?	Copy, then paste	Cut, then paste	Delete, then paste	Insert, then paste	A

Which of the following statements would NOT be a reason for showing suggested revisions in a Word document without changing the original document?	To give the original author a chance to accept suggested changes from the person who entered the revisions	To give the original author a chance to reject suggested changes from the person who entered the revisions	To complicate the revision process and to force the author to spend more time making corrections	To allow multiple people to work on one document in collaboration with one another	C
Which statement is NOT true regarding revisions made in a Word document?	A line appears through text that is to be deleted.	A red underline appears beneath text that is to be added.	A vertical line outside the left margin signifies a change has been made at that point in the document.	Comments are enclosed in a text box at the right of the document.	D
How are suggested changes entered for review on an initial Word document?	Through the Edit menu by choosing Track Changes command	Through the Tools menu by choosing Track Changes command	Through tools on the Reviewing toolbar	Both through the Tools menu and the Reviewing toolbar	D
Which of the following is TRUE about saving a document using the Versions command?	The Versions command will allow you to save multiple versions of a document, including any changes that may have been made to that document.	The Versions command will allow you to save only one version of a document, including any changes that may have been made to that document.	The Versions command will allow you to save only one version of a document without any changes that were just made to the document.	The Versions command will allow you to save only two versions of a document: one version of the original and one version of any changes made to the document.	A
What happens when you open a document that has been saved using the Versions command?	All versions are opened automatically.	The latest version is opened automatically.	The first and second versions are opened automatically.	The previous version is opened automatically.	B
You have used the word 'discover' four times in an English essay you have created using a word processing program. You would like to find another word of similar meaning to use instead of 'discover'. Which of the following would you use to do this?	Dictionary	Grammar check	Spell check	Thesaurus	A
When opening and working with multiple versions of a document, how can you tell which is the most recent version?	Word displays a list of the dates and times each file was saved.	The most recent version will appear at the bottom of the list.	Word will show the name of the person who saved each version.	Word is not able to tell the most recent version of a document.	A
Various fields are added to a regular document to create a special document called a form through the _____ toolbar.	Fields	Tools	Forms	Insert	C
Which of the following types of fields CANNOT be inserted into a form?	Check boxes	Toggle button	Text fields	A drop-down list	B

Which of the following is TRUE related to editing comments in a Word document?	Comments cannot be edited.	Comments cannot be deleted.	Comments can be edited or deleted by right clicking the highlighted text.	Comments can be edited or deleted by left clicking the highlighted text.	C
What is a header in a document?	Text at the bottom of every page	Numbers which appear on every page	Text which appear at the top of every page	None of the above	C
In your English essay you notice that the paragraph at the bottom of page 1 continues on to page 2. You would like to make this paragraph start on page 2.What would be the best way to do this?	Press tab.	Press Return.	Copy and paste.	Insert page break.	D
Tables in a document help you to easily arrange all of the following EXCEPT:	text.	graphics.	forms.	numbers.	C
To identify a document, it is helpful to include the file name on each page as a	header/footer.	bibliography.	find/search.	macro.	A
Which of the following tools will copy the formatting of selected text to other places?	Copy button	Paste button	Format Painter button	This action is not possible.	C
What is the name of the process of determining the cause of errors in a macro?	Fault Finding	Bug Squashing	Error Injecting	Debugging	D
Drop caps are added to a Word document using the _____ menu.	Insert	Tools	Format	Edit	C
A reverse in a newsletter is:	a section of white text on a black background.	a section of text where the first letter of each sentence is lowercase and the rest are uppercase.	the guidelines used to establish where different elements of the newsletter will go.	an enlarged capital letter at the beginning of a paragraph.	A
A pull quote is best emphasized by:	setting it in larger type or font size.	typing it all in capital letters.	underlining the text of the pull quote.	changing the color.	A
Which of the following definitions is CORRECT? Pertaining to newsletters, which of the following cannot be changed using the Columns command dialog box?	The reverse technique means to add dark text on a light background.	A pull quote is a quotation taken from (pulled) from another document.	A dropped cap is a word that starts with a lowercase letter when it should have a capital letter.	A grid is a set of horizontal and vertical lines that determine the placement of elements in a newsletter or other document.	D
As related to type size, how many points are there to the inch?	The width of each column	The height of each column	The number of columns	The tab spacing within each column	D
Assume you are working on a newsletter in which the masthead extends across the top of the entire first page. The rest of the newsletter has two columns. What is the minimum number of sections in the newsletter?	One	Two	Three	Four	B
Which of the following is NOT correct with respect to page, column, and section breaks?	Press Ctrl+Enter to create a page break.	Press Ctrl+Shift+Enter to create a column break.	Press Enter to create a section break.	Press Shift+Enter to force a line break.	C

Which of the following would be the most appropriate font for a newsletter headline?	A serif font at 10 points	A sans serif font at 10 points	A serif font at 20 points	A sans serif font at 45 points It depends on the left and right margins, and how many columns are specified.	D
Which of the following is the default Word column width?	2 inches	3½ inches	4 inches		D
Sequence Check is a ----- level control check.	Field	Record	Both	None of the above	A
Analyse data over two or more periods is called ----- analysis	Horizontal	Vertical	A or B	None of the Above	A
We use Hash Total to identify ----- within a series where there is a definite relation between items	Duplicate Value	Combined Value	Gaps	All of the above	C
Analyse fields by arranging them into rows and columns is called -----	Cross Tabulate	Filter	Merge	None of the above	A
----- function searches for a value in the leftmost column of a table and then returns a value in the same row from a column that we specify in the table.	RAND()	VLOOKUP()	HLOOKUP()	None of the above	B
To import data from Access to Excel ,it is not possible to link between Access and Excel sheet	TRUE	FALSE			A
The GAP detection options can be used to test for completeness of data.	TRUE	FALSE			A
Exception testing can be used to identify ----- items	Unusual	Strange comparison of data	A or B duplicates testing	None of the above	C
Data validity test represents	exception testing			All of the above	D
Year end ledger, inventory files or transaction files can be tested for cut-off , to ensure that the data has been provided is for the correct audit period	True	False			A
In Range Check , the data may not be in proper sequence but should be within a predetermined range	True	False			A
In ----- Check data entry follow a particular sequence and also a predetermined range.	Limit related to virtual reality	Sequence	Range	Both B & C	B
Virtual memory is		a form of ROM same as multiprogramming	a form of VRAM multiuser	none of the previous involves using more than one processor at the same time	D
Multiprocessing is	same as multitasking	set up a password	make a backup copy	use a virus protection program	D
To help keep sensitive computer-based information confidential, the user should	save the file				B
What is the function of a disk drive?	to calculate numbers	to read from or write information to a floppy disk	to print sheets of paper	to display information or pictures on a screen	B
A 4GL is	Uses Cobol	uses Java	uses C++	none of the previous.	D
A nanosecond is	106 sec	103 sec	1012 sec	109 sec	D
What small, hand-held device is used to move the cursor to a specific location on the screen?	a keypad	a mouse	a frog	a message pad	B

The memory address register is used to store	data to be transferred to memory	data that has been transferred from memory	the address of a memory location	an instruction that has been transferred from memory.	C
The memory data register is used to store	data to be transferred to or from memory	data to be transferred to the stack	the address of a memory location	an instruction that has been transferred from memory	A
The instruction register stores	an instruction that has been decoded	an instruction that has been fetched from memory	an instruction that has been executed	the address of the next instruction to be executed	D
Which of the following is used to indicate the location on the computer monitor?	a cursor	a scroll bar	a light pen	a magic marker	A
A mathematical procedure that can be explicitly coded in a set of computer language instructions that manipulate data.	Formula	Algorithm	Program	Data	B
Which of the following translates a program written in high-level language into machine language for execution?	Assembler	Compiler	Artificial Intelligence	Parity Checker	B
Detecting errors in real memory is a function of	Memory protection	Parity Checking	Range checking	Validation	B
To find where a file has been saved on disk, the user should	use the directory search tools	search each file in turn	use the backup facility	use find and replace	A
A series of instructions telling the computer how to process data or files is defined as a	Network	Program	System	Modem	B
To ensure that data is not lost if a computer system fails, the user should	save copies of the file with the same name on the system	use different filenames on the system	keep a record of computer failures	backup to a secure medium	D
Having a single CPU alternatively process tasks entered from multiple terminals is called	Multiprocessing	Time sharing	Multiprogramming	Multiplexing	D
The place in the CPU where the data and programs are temporarily stored during processing is called the	ROM	RAM	Floppy Disk	Magnetic Disk	B
All are examples of computer software except	Firmware	Word Processor	Telephone modem	Shareware	C
Computer manufactures are now installing software programs permanently inside the computer. It is known as	Firmware	Word Processor	Telephone modem	Shareware	A
Which of the following file organisation forms most efficiently allows access to a record	Sequential	Hashed	Indexed	Random	C
The part of the computer system controlling data manipulation is called the	Operating System	ALU	CPU	Primary Storage	B
For direct access storage devices the recording area is divided into	Tracks and Sectors	Blocks and Sectors	Files and Tracks	Schema and subschema	A
The data hierarchy from the largest to the smallest is	Character, field, database	character, record	File, record, field	Element, field, file	C
Which of the following hardware or software system controls provides a detailed record of all activities performed by a computer system	Valid character check	Maintenance diagnostic program	Systems logs	Parity check	C
Which one of the following parts of a computer is necessary to enable it to play music?	Sound card.	CD-ROM	MIDI interface	Serial interface	A

An educational CD-ROM on Indian Poets contains 1000 pages of text, 500 colour pictures, 15 minutes of sound and 1 minute of video. Which of the four different media listed takes up most space on the CD-ROM?	Text	Pictures	Sound	Video	D
Which one of the following printers is suitable for printing sprocket fed carbon copies?	Laser	Dot matrix	Ink-jet	Drum recording current stock in a supermarket and answering customer queries.	B
Multimedia software can be most productively used for	viewing an encyclopaedia CD-ROM.	creating the plans for a building design.	presenting an order for stock to a warehouse.	updated regularly	A
To be effective a virus checker should be	replaced regularly	never updated	updated regularly	updated once a year	C
Which one of the following software applications would be the MOST appropriate for performing numerical and statistical calculations?	Database	Document processor	Graphics package retain confidentiality of files	Spreadsheet	D
Passwords enable users to	get into the system quickly	make efficient use of time	confidentiality of files	simplify file structures	C
How many bytes do 4 Kilobytes represent?	512	1024	4096	8192	C
Back up of the data files will help to prevent	loss of confidentiality	duplication of data	virus infection	loss of data	D
Which one of the following is the MOST common internet protocol?	TCP/IP	HTML	IPX/SPX	NetBEUI	A
The advantage of a PC network is that	access to the internet is quicker	files can be shared	printer can do 1000s of pages a day	the operating system is easy to use	B
The term A:\ refers to	a file name	a subdirectory	the root directory	the hard drive	D
UPS stands for	universal port serial	up-line provider service	uninterruptable power supply the system requires a network administrator to uninstall it	uniform page source	C
The main problem associated with uninstalling software is that	orphan files can be left on the system	the program executable may not allow it to be uninstalled	network administrator to uninstall it	the system always requires a re-boot and defrag afterwards	A
You are conducting research for a Income Tax assignment. The raw facts you collect are called	data.	documents.	information.	text.	A
A flow chart is the	Graphical representation of logic	Rules write in procedural language	Logical Steps in any language	None of the above	A
A voucher entry in Tally is done for	Purchase, sales, receipt, payments etc.	To fill the log register	It is mandatory in tally prevent unauthorised access	None of the bove	A
Passwords are applied to files in order to	assist in maintenance	speed up access	allow encryption		C
Each of the following is an enabler of IT-business alignment except:	senior executive support for IT.	IT management lacks leadership.	IT understands the business	None of the above	B
The basic systems model is used to describe virtually all information systems and it consists of the following elements:	input.	output.	processing.	All of the above	D

What is a computer-aided design system?	The use of computers to design state-of-the-art, high-quality products.	Using computers to do architecture.	Software that generates innovated designs and artistic patterns.	None of the above	A
A(n) _____ offers a solution package for an entire industry.	specialist or functional	Application Service Provider	enterprise	local	B
File extensions are used in order to	name the file	lost	identify the file	identify the file type	D
Information systems controls include all of the following EXCEPT:	preventive controls.	detective controls.	corrective controls.	All of the above are parts of IS controls.	D
Hashing for disk files is called	external hashing	static hashing	dynamic hashing	extensible hashing	A
Components of expert systems include: a) inference engine; b) user interface; c) knowledge base; d) fuzzy logic	A: (a) , (b), (d)	B: (a) to (d)	C: (a), (b), (c)	D: (b), (c), (d)	C
Black box testing and white box testing are part of:	corrective controls	preventive controls	detective controls	general controls	C
What is the term used to describe the point of interaction between a computer and any other entity, such as a printer or human operator?	Component	Interface	Settings	Control	B
The advantages of CASE tools are: a) reusability; b) maintainability; c) portability; d) flexibility	(a), (c), (d)	(b), (c), (d)	(a) to (d)	(a), (b), (c)	C
Which of the following is an acceptable way to shut down the computer?	Press the reset button.	Turn the computer off at the power point.	Select the 'Shut Down' option from a menu.	Pull the power cord from the back of the computer.	C
Yesterday, in your music class you saved your compositions as MP3 files. Today, you cannot remember where you saved them. Which is the best way to locate the files?	Create the files again.	Ask the person next to you.	Use the Find or Search feature.	Put your hand up and ask the teacher	C
Components of an information system model are: a) applications architecture; b) functional architecture; c) technology architecture; d) information architecture	(a), (c), (d)	(a), (b), (c)	(a) to (d)	(b), (c), (d)	C
Benchmarks form part of:	detective controls	organisational controls	preventive controls	corrective controls	C
Continuity controls include: a) record counts; b) date checks; c) label checks; d) run-to-run totals	(a), (c), (d)	(a), (b), (c)	(a) to (d)	(b), (c), (d)	C
Which is not part of help desk documentation:	problem logging	call lights	program change requests	resolution procedures	C
Testing of individual modules is known as:	unit testing	data testing	thread testing	loop testing	A
Design phase of CASE tools includes: a) data architecture; b) decision architecture; c) interface architecture; d) presentation architecture	(b), (c), (d)	(a), (b), (d)	(a), (b), (c)	(a) to (d)	D
Which is part of installation testing:	benchmark testing	specifications matching	parallel operations	system walkthroughs	B
The computer operating system performs scheduling, resource allocation, and data retrieval functions based on a set of instructions provided by the:	Multiplexer.	Peripheral processors.	Concentrator.	Job control language.	D

Which of the following falls under multimedia data: a) text; b) images; c) video; d) audio	(a) to (d)	(b), (c), (d)	(a), (b), (c)	(a), (c), (d)	A
Which of the following procedures should be included in the disaster recovery plan for an Information Technology department?	Replacement personal computers for user departments.	Identification of critical applications.	Physical security of warehouse facilities.	Cross-training of operating personnel.	B
Designing relationships among components is part of:	architectural design	interface design	procedural design	data design	A
Several Computers connected together is called:	Client-server	Client	network	Hub	C
Which network topology uses a Hub?	Star	Bus	Mesh	Ring	A
Which of the following topologies is used for Ethernet?	Star	Bus	Ring	All of the above	D
Application software are programs	To maintain a backup copy of are written all the information	To do a particular job such as editing, storing information	To help someone who is applying for employment	To Store data in an organised manner	B
Which type of file search method requires a computer first read all locations preceding the desired one	Direct	Sequential Data	Binary	Indexed	B
Which of the following areas of responsibility are normally assigned to a systems programmer in a computer system environment?	Systems analysis and applications programming.	communications hardware and software.	Operating systems and compilers.	Computer operations.	C
Which of the following is recommended when many searches for data are required	A sequential file on a disk	A sequential file on a tape	A direct access file on a disk	A direct access file on a tape	C
It is unlikely that a magnetic tape containing several thousand blocked records can be used on two machines of different architecture directly because	Tapes can only be read by the machine on which they are written	Parity errors will result	Information formats commonly vary between architectures	Data record can never be blocked together	C
Which component of the CPU has the most influence on its cost versus performance	Data path part	Control Unit	Address calculation part	Input output channel	A
Which of the following terms applies to network used to connect computers with other computers, peripherals and workstations that are in fairly close proximity	Distributed systems	Local Area network	Wide area network	Protocol	B
Intelligent terminals differ from dumb terminals in that they	Can send data to a computer and receive data from a computer	Use the computer to which they are connected to perform all processing operations	Generally require a keyboard for data entry and a CRT for display	Are required with a microprocessor which permits some data processing such as input validation	D
A computer is to be linked to 8 terminals using a single communication link. To permit simultaneous terminal operations, communication path will require which of the following	Mixer	Modem	Multiplexor	Time sharing computer	C
A modem is a device that	Allows computer signals to be send over a telephone line	Aids in back-up procedures	Packs data in a disk file	Speeds up online printing	A

A LAN includes 20 PCs, each directly connected to the central shared pool of disk drives and printers. This type of network is called a	Planetary network	Ring Network	Loop Network	Star Network	D
A computer based system for sending, forwarding, receiving and storing messages is called an	Office Automation	Executor systems	Electronic mailing	Instant post-office	C
If a workstation contains a processor, monitor, screen manipulation device, printer, storage and communication capabilities, it is said to be	A dumb workstation	An intelligent workstation	A personal computer	A mainframe PC	B
Terminal hardware controls include	Time of day control locks	Encryption algorithms	Parity checks	All of them	C
RS-232 is a	Type of cable	Terminal Standard	Communication protocol	Device interconnect standard	D
What is a compiler?	A compiler does a conversion line by line as the program is run	A compiler converts the whole of a higher level program code into machine code in one step	A compiler is a general purpose language providing very efficient execution	None of the above	B
What are the stages in the compilation process?	Feasibility study, system design, and testing	Implementation and documentation	Lexical analysis, CONVERSION, and code generation	None of the above	D
Which of the following is not a data transmission coding scheme	CRC	Baudot	ASCII	EBCDIC	A
What is the definition of an interpreter?	An interpreter does the conversion line by line as the program is run	An interpreter is a representation of the system being designed	An interpreter is a general purpose language providing very efficient execution	None of the above	A
A device used in data communications to divide a transmission signal into several sub-bands is known as a	Modem	Demodulator	Frequency division multiplexor	Time Division Multiplexor	C
Third generation languages such as COBOL, C, and FORTRAN are referred to as	High-level languages	Middle-level languages	Low-level languages	None of the above	C
Serial Communication is used over long distance because it	It is faster than parallel communication	It is less error prone	It is less prone to attenuation	Uses only one path	D
In what areas is the COBOL programming language used?	Financial sector and engineering	Graphic design and education	Accounting systems, commercial sector	None of the above	C
The primary function of a front-end processor is to	Communicate with the console operator	Manage the paging function in a virtual environment	Relieve the main CPU of repetitive communication tasks	Reduce competition between the input/output devices	C
What is the first stage in program development?	Specification and design	System Analysis	Testing	None of the above	B
Which of the following is not used for data transmission within a local area network	Fiber Optics	Coaxial Cable	Common carrier	Telephone Lines	C

What is System Analysis?	The design of the screen the user will see and use to enter or display data	System Analysis defines the format and type of data the program will use	System Analysis involves creating a formal model of the problem to be solved	None of the above	C
A device to device hardware communication link is called	A cache	An interface	A buffer	An online protocol	B
What will a good software provider consider?	The different types of network to be used	Testing to check for errors before the system is introduced	Hardware, Software and size of program.	None of the above	B
The topology of a network can be each of the following except	Star	Packet	Ring	Bus	B
What is the 8-bit binary value of the decimal number 85?	10101010	1100101	1010101	None of the above	C
Which is the most common data transmission error checking method	Parity	Retransmission	Cyclic Redundancy	Hash Count	A
What is the decimal value of the binary number 1111?	15	4	64	None of the above	A
Which of the following devices merges communication signals onto a single line	Port	Modem	Multiplexor	Acoustic coupler	C
What is the decimal value of the octal number 215?	327	141	97	None of the above	B
Which tool is used to help an organization build and use business intelligence?	Data warehouse	Data Mining tools	Data management systems	All of them	B
Cache memory enhances	memory capacity	memory access time	secondary storage capacity	secondary storage access time	B
What is the decimal value of the hexadecimal number FF?	30	255	256	None of the above	B
Numbers are stored and transmitted inside a computer in	binary form	ASCII code form	decimal form	alphanumeric form	A
What is the hexadecimal value of the decimal number 1476?	4C5	1B7	5C4	None of the above	A
A byte corresponds to	4 bits	8 bits	16 bits	32 bits	B
What does EBCDIC coding of numbers mean?	Basic Coding Description	Binary Coded Decimal	Bit Code Design	None of the above	D
A Kb corresponds to	1024 bits	1000 bytes	210 bits	210 bytes	A
What is the binary sum of 01011 and 00101?	10000	1112	1110	None of the above	A
Information is stored and transmitted inside a computer in	binary form	ASCII code form	decimal form	alphanumeric form	A
A parity bit is	used to indicate uppercase letters Because it squeaks when moved	used to detect errors Its moves like a mouse	is the first bit in a byte	is the last bit in a byte	B
How did the computer mouse get its name?			It has ears	None of the above	D
What are you most likely to use when playing a computer game?	Touch screen	Light pen	Joystick	None of the above	C
CPU performance may be measured in	BPS	MIPS	MHz	VLSI	B
A digitising tablet can be used for?	Printing letters	Tracing diagrams	Reading bar codes	None of the above	B
In processing cheques which of the following I/O techniques have banks traditionally used	OCR	MICR	barcode scanning	voice recognition	B

Which of the following is a pointing device used for computer input?	Touch screen	Hard disk	CD-ROM drive	None of the above	A
What does a light pen contain?	Refillable ink	Pencil lead	Light sensitive elements	None of the above	C
The capacity of a 3.5" floppy is around	100K	1.44 Mb	5 Mb	1 Gb	B
What general term describes the physical equipment of a computer system, such as its video screen, keyboard, and storage devices?	hardware	software	output	input	A
Where would you find the letters QUERTY?	Mouse	Keyboard	Numeric Keypad	Printer	B
What input device could tell you the price of a product	Mouse	Bar code reader	Optical mark reader	Keyboard	B
Where would you find a magnetic strip?	Credit card	Mouse	Speakers	Printer	A
What are the individual dots which make up a picture on the monitor screen Called	Coloured spots	Pixels	Pixies	Pickers	B
What input device can be used for marking a multiple-choice test?	Mouse	Bar code reader mouse button	Optical mark reader	None of the above word processing	C
QWERTY is used with reference to	screen layout	layout	keyboard layout	software	C
What input device could tell you the price of a bar of chocolate?	Mouse	Bar code reader language interpreter	Optical mark reader software interface	None of the above	B
A GUI is	hardware	Second - generation computers.	Third - generation computers.	an operating system	C
UNIVAC Computer belongs to the	First - generation computers.	generation computers.	generation computers.	Fifth - generation computers.	A
Name the first Indian Super Computer?	Vishwajeet	Deep Blue	Param	Arjun	C
Disk fragmentation	is caused by wear	caused by overuse	is due to bad disk blocks	none of the previous	C
The technology which is used to check answer sheets of multiple-choice questions in civil services or similar examinations is: -	Bar code Reader Technology	Optical Mark Reader Technology	Magnetic Ink Character Recognition Technology converts a program to machine code	Image Scanning Technology	B
A compiler is	a fast interpreter	slower than an interpreter	Dot - Matrix Printer	none of the previous	C
Which printer among the following is fastest	Drum Printer	Printer	Desk - jet Printer	Thermal Printer	A
"Zipping" a file means	encrypting it	decrypting it	compressing it	transmitting it	C
What does acronym VIRUS stands for	Very important reader user sequence	Vital information resource under siege	information reader & user system	None of above	B
An impact printer creates characters by using...?	Electrically charged ink	Thermal Paper	An ink pen	An inked ribbon and print head	D
A client-server system is based on	mainframe technology	LAN technology	WAN technology	Unix operating system	B
A nanosecond is	10-6 sec	10-3 sec	10-12 sec	10-9 sec	D
A procedural control used to minimize the possibility of data or program file destruction through operator error is the use of	Limit checks	Control figures	External file labels	Cross footing tests	C
_____ software enables users to send and receive data to/from remote computers	application project	system model	operating system pilot project	communication process	D
A _____ is a running instance of an application					D
Splitting of CPU's time for different tasks _____ prevents time slicing	multiprocessing	multithreading	multiplexing	multitasking	D

_____ computers are used in large organizations for large scale jobs which have large storage capacities	mainframes	super computers	micro computers	none of the above	A
_____ is responsible for all calculations and logical operations that have to be performed on the data	control unit	arithmetic and logic unit	central processing unit	none of the above	B
_____ printer use laser light	band printer	drum printer	printer	none of the above	C
_____ software enhances the user to enter ,store, manipulate and print any text	data management	word processing	spreadsheet	none of the above	B
_____ software enables users to send and receive data to/from remote computers	integrated software	communication software	idea processor	none of the above	B
_____ is the temporary storage place for deleted files	my computer	recycle bin	exchange	none of the above	B
_____ is a collection of related fields	field	file	record	none of the above	C
_____ language consists of strings of binary numbers	assembly language	machine language	high level language	none of the above	B
_____ symbol is used to represent processes like assigning a value to a variable or adding a number	terminator symbol	processed symbol	connector symbol	input/output symbol	B
_____ is an example for micro computer	PC-at	hp vectra system	fazitsu vp200 series	IBM-PC	B
_____ capability supports concurrent users doing different tasks	multiprocessing	multithreading	multiplexing	none of the above	D
The _____ do not have processing power of their own and has only a screen, keyboard and the necessary hardware to communicate with the host. For this reason, the terminals are referred as _____	"dumb terminals"	dumb servers	dummy terminals	dummy servers	A
A _____ is nothing but a PC with a network operating system	wan	distributed computing system	windows NT	LAN	D
_____ system is responsible for handling the screen and user I/O processing	host	server	back end	front end	D
The _____ handles data processing and disk access in a Client/Server architecture	host	server	back end	front end	C
Both the DBMS and the application resides on the same component in a _____ system	PC	LAN	distributed computing	centralized	A
When all the processing is done by the mainframe itself, the type of processing is sometimes called as _____	server processing	host processing	dumb processing	data processing	B
DBMS models can be grouped under _____ categories	four	one hierarchical	two	many	A
_____ is the most advantageous database system	file management system	database system	network database system	relational database system	D
A new user initiates a new process of execution at the background,while the user can continue his query process as usual in the foreground. This situation is referred to as _____	multiprocessing	multithreading	multiplexing	none of the above	B
The process of data being automatically written to a duplicate database is called _____	repairing	redo logging	disk defragmentation	disk mirroring	D
Modem stands for _____ .	Code/De-code	Modulation/De modulation	Module/De-module	None of the above	B
Multiple changes to the same record or a field are prevented by the DBMS through _____	fixes	locks	constraints	traps	B

_____ allows an application to multitask within itself	multiprocessing	multithreading	multiplexing	none of the above	B
LAN stands for _____ .	Linear area networks	Local area networks	Local array of networks.	None of the above	B
New process of execution is referred to as _____	task	process	thread	client-server	C
ISDN stands for _____ .	Integrated system dynamic networks.	Integrated Symbolic Digital networks.	Integrated Services Digital network.	None of the above.	C
_____ is the Worlds largest computer network .	Ethernet	Internet	ARPANET	None of the above.	B
_____ is/are a popular front end tool	visual basic	power builder	SQL * plus	all of the above	D
When LAN connected together ,it is called _____ .	MAN	WAN	GAN	None of the above.	B
Data is broken into small unit called _____ .	Cells	Bits	Packets	None of the above.	C
SMTP stands for _____ .	System modulation transfer protocol	Software Mail transmission protocol	Simple Mail transfer protocol	None of the above.	C
The _____ protocol is a network protocol to be built for the World Wide Web .	Transfer Protocol	Transmission protocol	Hyper text	None of the above.	C
The computer which can receive data from other computers on the network and print it is _____	File server	Printer server	Receiver	None of the above.	B
The hardware and the software requirements together form the _____	platform	configuration	package	system	A
ATM, Asynchronous transfer mode is a _____ technology.	MAN and WAN	LAN and WAN	LAN and MAN	LAN WAN and MAN	B
_____ is designed telephone system	ISDN	ATM	Internet	Intranet	A
Expansion of WBT is _____	Web based	Web based	Web based	Web based	A
_____ connects LANs.	Training	Technology	Transport	Transaction	A
Collection of instruction is called a _____	Bridges	Routers	Protocol	Repeaters	B
Combination of alphabetic and numeric data is called _____ data	procedure	batch	command	program	D
	alpha numeric	alpha beta	numerous alpha	number and alpha	A
Computers can be classified based on _____, _____ and _____	space occupied, price, no. of users allowed	cost, performance their ratio	size, performance, cost	input, output, performance ratios	C
_____ is responsible for feeding data into the computer	input	output	feed	write	A
_____ is the capability of the o/s to run numerous applications simultaneously	multiprocessing	multithreading	multiplexing	multitasking	D
_____ involves conversion of raw data into some meaningful information	interpreter	compiler	converter	process	D
_____ is responsible for obtaining the processed data from the computer	input	processor	ram	output	D
			non-impact desktop printers		
_____ printers use light to produce the dots needed to form pages of characters	impact printers	drum printers		thermal printers	C
Hardware components in a computer are _____, _____, _____, _____	operating system, bootstrap, kernel, shell	control program, interpreter, assembler, compiler	monitor, program, keyboard, bus	CPU, memory, input, output	D

_____ software are programs that are complex and can be developed or purchased	operating system	application software	windows 95	interpreter	B
_____ is a set of special instructions used to communicate effectively with the computer	batch	protocols	software's	procedures	C
_____ converts a high level language into machine language	processor	compiler	assembler	coder	B
_____ translates assembly language program into machine language instructions	compiler	interpreter	assembler	processor	C