

Que: BC1 A _____ is a list of instructions for the computer.

A: Hardware

B: Program

C: Algorithm

D: Input

Que: BC2 Which of the following displays the output?

A: Keyboard

B: Mouse

C: Printer

D: Monitor

Que: BC3 The term _____ refers to the physical parts of the computer.

A: Software

B: Liveware

C: Hardware

D: Firmware

Que: BC4 How many bits form a character?

A: 2

B: 4

C: 8

D: 16

Que: BC5 System 7 is a/an _____.

A: Application software

B: Graphics software

C: Programming language

D: System software

Que: BC6 Which of the following is used to create newsletters and magazines?

- A: Word processing software
- B: Electronic spreadsheet
- C: Graphics software
- D: Desktop publishing software

Que: BC7 A model to describe the relationship between data and information is called _____.

- A: Data model
- B: Information model
- C: System model
- D: Relational model

Que: BC8 _____ can customize an application program for a specific task using the advanced features of application programs.

- A: Naive users
- B: Power users
- C: Casual users
- D: Advanced users

Que: BC9 Computers are _____.

- A: Fast
- B: Reliable
- C: Accurate
- D: All of the above

Que: BC10 A _____ is one billion floating-point arithmetic operations per second.

- A: Gigaflop
- B: Nanosecond
- C: Teraflop
- D: Megaflop

Que: BC11 The capability to process multiple programs concurrently for multiple users is called _____.

A: Multitasking

B: Multiprogramming

C: Multiprocessing

D: Multi-user

Que: BC12 Which of these is a single-user computer?

A: Mainframe

B: Supercomputer

C: Microcomputer

D: Minicomputer

Que: BC13 RISC stands for _____.

A: Reduced Instruction Set Computer

B: Reduced Instruction System Computer

C: Recorded Instruction Set Computer

D: Recorded Instruction System Computer

Que: BC14 Which of the following can be used as a server for LAN?

A: Workstation

B: Microcomputer

C: Mainframe

D: Minicomputer

Que: BC15 The full form of PIM is _____.

A: Personal Identification Manager

B: Personal Information Manager

C: Palmtop Information Manager

D: Palmtop Identification Manager

Que: BC16 First generation computers use _____.

- A: Vacuum tubes
- B: Integrated circuits
- C: Transistors
- D: None of the above

Que: BC17 _____ are also called semiconductors.

- A: Transistors
- B: Vacuum tubes
- C: Integrated circuits
- D: None of the above

Que: BC18 Circuitry used in fourth generation computers is _____.

- A: Vacuum tubes
- B: Transistors
- C: Integrated circuits
- D: VLSI

Que: BC19 _____ of CPU sends command signals to the other components of the system.

- A: Control Unit
- B: Arithmetic Logic Unit
- C: Memory Unit
- D: Backing Store

Que: BC20 The opposite of RAM is _____.

- A: Random Access Memory
- B: Serial Access Memory
- C: Flash Memory
- D: Cache Memory

Que: BC21 Which of the following is not a type of cache memory?

- A: L1 cache
- B: L2 cache
- C: L4 cache
- D: Both B and C

Que: BC22 When operating system has to constantly swap information back and forth between RAM and hard disk, it is called _____.

- A: Paging
- B: Segmentation
- C: Thrashing
- D: Transitioning

Que: BC23 _____ connects the microprocessor and the system memory.

- A: Local bus
- B: ISA bus
- C: PCI bus
- D: DIB

Que: BC24 The shared bus _____.

- A: Integrates the data from the other buses to the system bus
- B: Connects the microprocessor and the system memory
- C: Connects the CPU and L2 cache
- D: Connects additional components to the computer

Que: BC25 The graphics card in a modern PC can connect in _____ way.

- A: Onboard
- B: PCI
- C: AGP
- D: All of the above

Que: BC26 Full form of PCI is _____.

- A: Personal Component Interconnect
- B: Personal Computer Interconnection
- C: Peripheral Component Interconnection
- D: Peripheral Component Interconnect

Que: BC27 _____ carry signals and voltages across the motherboard.

- A: Traces
- B: Chips
- C: Sockets
- D: Cards

Que: BC28 Which of these is not contained in a sound card?

- A: DSP
- B: DAC
- C: RAM
- D: ROM

Que: BC29 _____ takes tones at varying frequencies and combines them to create an approximation of a particular sound.

- A: AM synthesis
- B: FM synthesis
- C: Wavetable synthesis
- D: MIDI synthesis

Que: BC30 Input devices other than keyboard are called _____ devices.

- A: Alternate
- B: Alternative
- C: Alternating
- D: None of the above

Que: BC31 The keyboards which reduce strain while typing are called _____ keyboards.

A: Enhanced

B: Ergonomic

C: AT

D: Original

Que: BC32 Which of the following uses mechanical sensors to detect motion of the ball?

A: Mechanical mouse

B: Optomechanical mouse

C: Optical mouse

D: Both A and B

Que: BC33 The advantage of trackball over mouse is that _____.

A: The trackball is stationary so it requires lesser space

B: The trackball can be placed on any type of surface

C: Both A and B

D: Neither A nor B

Que: BC34 The cursor of digitizing tablet is called a _____.

A: Stylus

B: Pen

C: Puck

D: Trigger

Que: BC35 To evaluate answer sheets by a method using optical technology, we need an _____ system.

A: MICR

B: OCR

C: OMR

D: Bar Code Reader

Que: BC36 CCD stands for _____.

- A: Charge-Coupled Device
- B: Charge-Checked Device
- C: Character-Coded Device
- D: Camera-Coupled Device

Que: BC37 Using a digital camera, one can input _____ into a computer.

- A: Text
- B: Images
- C: Pages
- D: Speech

Que: BC38 Which of the following enables to take a book and feed it directly into an electronic computer file?

- A: MICR
- B: OCR
- C: OMR
- D: Bar Code Reader

Que: BC39 UPC system of reading bar codes is used in _____.

- A: Offices
- B: Supermarkets
- C: Video games
- D: Restaurants

Que: BC40 In which of the following, a finger is used to point to objects on the screen?

- A: Touch Screen
- B: Touch Pad
- C: Light Pen
- D: Joystick

Que: BC41 RGB stands for _____.

A: Red, Gray, Blue

B: Rust, Gray, Black

C: Red, Green, Blue

D: Red, Green, Brown

Que: BC42 Monitor which can accept input from different types of video adapters is called a _____ monitor.

A: Multi-frequency

B: Multiscanning

C: Multisignalling

D: None of the above

Que: BC43 Landscape monitors have height _____ width.

A: Equal to

B: Greater than

C: Lesser than

D: None of the above

Que: BC44 A 16-bit color monitor can display _____ shades of gray.

A: 65536

B: 256

C: 16

D: 64000

Que: BC45 Screen sizes of monitors are measured _____.

A: Horizontally

B: Vertically

C: Diagonally

D: Either A or B, since monitor is square in shape

Que: BC46 The _____ for a monitor is also called the vertical frequency.

A: Convergence

B: Resolution

C: Dot-pitch

D: Refresh Rate

Que: BC47 _____ refers to how sharply an individual color pixel on a monitor appears.

A: Refresh rate

B: Bandwidth

C: Resolution

D: Convergence

Que: BC48 Which of the following printers can print carbon copies of the same document?

A: Daisy-wheel

B: Dot-matrix

C: Ink-jet

D: Laser

Que: BC49 _____ printers are also called page printers.

A: Daisy-wheel

B: Dot-matrix

C: Ink-jet

D: Laser

Que: BC50 The disadvantage of line printers is that _____.

A: They are extremely expensive

B: Their speed is very low

C: They can print only one font

D: The paper tends to curl and fade after some time

Que: BC51 Which of these is fastest?

- A: Dot-matrix printer
- B: Ink-jet printer
- C: Daisy-wheel printer
- D: Line printer

Que: BC52 ____ relies on recordings of actual instruments to produce sound.

- A: AM synthesis
- B: FM synthesis
- C: Wavetable synthesis
- D: MIDI synthesis

Que: BC53 _____ is an example of sequential-access media.

- A: Magnetic tape
- B: Magnetic disk
- C: Optical disk
- D: Zip disk

Que: BC54 The full form of QIC is _____.

- A: Quarter Inch Cartridges
- B: Quintal Inch Cartridges
- C: Quality Inch Cartridges
- D: None of the above

Que: BC55 Which of these is a type of removable hard disk?

- A: Disk pack
- B: Removable cartridge
- C: Both A and B
- D: Neither A nor B

Que: BC56 Which of the following is not an auxiliary storage device?

- A: Zip disk
- B: Floppy disk
- C: Jaz disk
- D: Star disk

Que: BC57 Multisession recording in a CD-ROM enables to _____.

- A: Keep adding data to a CD-ROM over time
- B: Keep erasing and adding data to a CD-ROM over time
- C: Both A and B
- D: Neither A nor B

Que: BC58 CD-R stands for _____.

- A: Compact Disc-Recordable
- B: Closed Disc-Recordable
- C: Compact Disc-Read Only
- D: Closed Drive-Recordable

Que: BC59 Magneto-Optical disks _____.

- A: Can be read and written to
- B: Are faster than floppies in terms of data access speed
- C: Are removable
- D: All of the above

Que: BC60 DVD stands for _____.

- A: Digital Versatile Disc
- B: Digital Video Disc
- C: Digitized Visual Disc
- D: Both A and B

Que: BC61 _____ does not contain any moving parts.

A: USB Flash drive

B: DVD

C: Hard disk

D: Floppy Disk

Que: OS1 Which of these is a function performed by operating system?

A: Job management

B: Batch processing

C: Virtual Storage

D: All of the above

Que: OS2 ___ operating system parcels out CPU time slices to each program.

A: Multi-user

B: Cooperative

C: Preemptive

D: Multithreading

Que: OS3 _____ is also called parallel processing.

A: Multiprogramming

B: Multiprocessing

C: Multitasking

D: Multithreading

Que: OS4 Which of these is not a real-time operating system?

A: C Executive

B: CCP

C: DESRT

D: DOS

Que: OS5 Which file system is used by Windows 98?

A: FAT12

B: FAT16

C: FAT32

D: NTFS

Que: OS6 Which of the following can be used for enterprise networks?

A: Windows 2000 Professional

B: Windows 2000 Server

C: Windows 2000 Advanced Server

D: Windows 2000 Datacenter Server

Que: OS7 FAT stands for _____.

A: File Advanced Table

B: File Attribute Table

C: File Allocation Table

D: None of the above

Que: OS8 The conventional DOS naming scheme is sometimes called _____ naming.

A: 8.2

B: 8.3

C: 11.3

D: 11.2

Que: OS9 NTFS stands for _____.

A: New Technology File System

B: New Technique File System

C: Both A and B

D: Neither A nor B

Que: OS10 Windows 2000 uses _____ file system.

A: FAT

B: VFAT

C: NTFS Version 4.0

D: NTFS Version 5.0

Que: OS11 Which of these is a feature offered by UNIX?

A: Support for large storage devices

B: File-level security and access controls

C: RAID support

D: All of the above

Que: OS12 Each entry in a directory is _____ long.

A: 8 bytes

B: 16 bytes

C: 32 bytes

D: 64 bytes

Que: OS13 In DOS, _____ is used to change the current directory to the parent of the one we are in.

A: chdir .

B: chdir ..

C: chdir /

D: chdir

Que: OS14 .. entry in the root directory contains _____.

A: Null value

B: Starting cluster number of root directory

C: Starting cluster number of parent of root directory

D: Any junk value

Que: OS15 A file with an extension of JPG is a/an _____.

A: Graphics file

B: Word document

C: DOS batch file

D: Executable file

Que: OS16 In DOS, file attributes can be modified using _____ command.

A: ATTRIBUTE

B: ATTR

C: ATTRIB

D: CHATTR

Que: OS17 The process of optimizing the disk by rearranging the files so that they are contiguous, is called _____.

A: Fragmentation

B: Partitioning

C: Formatting

D: Defragmentation

Que: OS18 Recycle Bin contains _____.

A: Deleted files

B: Modified files

C: Renamed files

D: Fragmented files

Que: OS19 The Norton's utility for defragmentation of disk is _____.

A: SpeedDisk

B: DEFRAG

C: Defragmenter

D: None of the above

Que: OS20 Size of each FAT entry in FAT32 file system is ____ bits.

- A: 16
- B: 28
- C: 30
- D: 32

Que: OS21 To change the size of the primary DOS partition, _____.

- A: Change the size of the primary partition using FDISK
- B: Delete the old primary partition and create a new primary partition with the new size using
- C: Delete every FAT partition on the disk and start partitioning again using FDISK
- D: None of the above

Que: OS22 In DOS, _____ can be used to see the partition information for the system.

- A: FDISK /INFO
- B: FDISK /STATUS
- C: FDISK /?
- D: None of the above

Que: OS23 _____ formats C: with a cluster size of 1 KB.

- A: FORMAT /C:1
- B: FORMAT /C:2
- C: FORMAT /C:4
- D: FORMAT /C:8

Que: OS24 Which of the following commands makes a hard disk unreadable?

- A: FORMAT /SELECT /S
- B: FORMAT /SELECT
- C: FORMAT /SELECT /U
- D: FORMAT /SELECT /q

Que: OS25 RAID level 0 uses a disk file system called a _____.

- A: Mirror Set
- B: Stripe Set
- C: Parity Set
- D: None of the above

Que: OS26 Damage caused by a virus is called _____.

- A: Data loss
- B: Payload
- C: Payload loss
- D: Damage

Que: OS27 Polymorphic viruses _____.

- A: Infect executable programs
- B: Modify the directory table entries
- C: Copy their own macros into the application whenever we open a document using that appl
- D: Use encryption or other methods to change their looks

Que: OS28 Stealth viruses _____.

- A: Attempt to hide any modifications they have made, from antivirus scanning software
- B: Infect any file which is opened
- C: Modify files as the files are being created or altered for legitimate reasons
- D: Infect at certain intervals dictated by their programming

Que: OS29 _____ is based on checksum to detect viruses.

- A: Antivirus scanner
- B: Integrity checker
- C: Generic monitoring program
- D: Both A and B

Que: OS30 Which of these file extensions denotes an archive?

- A: LPH
- B: LJH
- C: ARH
- D: TAR

Que: OS31 A self-extracting Zip file is a _____ file that includes both a Zip file and software to extract the contents of the Zip file.

- A: .doc
- B: .exe
- C: .run
- D: None of the above

Que: OS32 Scandisk is in _____ folder on the start menu.

- A: System Tools
- B: Internet Tools
- C: Ease of Access
- D: Communications

Que: OS33 If a volume has less than 15% free space, defrag will _____.

- A: Give an error
- B: Not give any error but will not defragment it
- C: Still defragment it
- D: Partially defragment it

Que: OS34 defrag volume /a command displays _____.

- A: A summary of the analysis report
- B: A summary of the defragmentation report
- C: A summary of both the analysis and defragmentation reports
- D: The complete analysis and defragmentation reports

Que: OS35 The _____ is the base window for the Windows program.

A: Windows Program

B: WinProg

C: Program Manager

D: Program Mgr

Que: OS36 The name of the window, application or document appears in the _____.

A: Title Bar

B: Control Box

C: Menu Bar

D: Scroll Box

Que: OS37 To quit an application in Windows XP, _____ is used.

A: Control Box Menu

B: File Menu

C: Both A and B

D: Either A or B

Que: OS38 The _____ offers all kinds of configuration options for many desktop features.

A: Control Panel

B: Task Bar

C: My Briefcase

D: Windows Accessories

Que: OS39 While specifying the path of a file in Windows, enclose the path in _____ if the file name contain spaces.

A: Curly braces

B: Quotation marks

C: Parentheses

D: Square brackets

- Que: OS40 When one deletes a document from the Documents section, _____.
- A: The original document gets deleted
- B: The original document as well as the document in the Documents section remain as it is
- C: The original document doesn't get deleted but it gets deleted from the Documents section
- D: None of the above
- Que: OS41 The _____ on the Task bar displays the time as well as Quick start buttons for various programs.
- A: Start Button
- B: Tray
- C: Icon Tray
- D: Menu Bar
- Que: OS42 In Windows XP, Help can be accessed by pressing _____.
- A: F1
- B: F2
- C: F3
- D: F4
- Que: OS43 In Windows XP, if there is a need to remove all the files in the Recycle Bin, click on _____.
- A: Clear Recycle Bin
- B: Empty Recycle Bin
- C: Delete Recycle Bin
- D: Delete All Files
- Que: OS44 _____ gives access to all of the drives of the computer.
- A: My Computer
- B: My Briefcase
- C: My Documents
- D: Recycle Bin

Que: OS45 To remove a drive-letter assignment in Windows XP, use _____.

- A: Remove Network Drive
- B: Remove Drive
- C: Disconnect Network Drive
- D: Disconnect Drive

Que: OS46 In Windows Explorer, Paste option is in _____ menu.

- A: File
- B: Edit
- C: View
- D: Insert

Que: OS47 In 'Help' option of Windows XP, _____ tab is used to browse through topics by category.

- A: Contents
- B: Index
- C: Search
- D: Category

Que: OS48 Use _____ to remove unneeded files.

- A: Scandisk
- B: DriveSpace 3 disk compression
- C: Drive Converter
- D: Disk Cleanup

Que: OS49 To add time and date components in a Notepad file, click _____ on the Edit menu.

- A: Date and Time
- B: Time and Date
- C: Date/Time
- D: Time/Date

Que: OS50 _____ is used to set tab stops in WordPad.

A: Toolbar

B: Format Bar

C: Ruler

D: Scroll Bar

Que: OS51 To add current time and date in a WordPad file, click _____ on the Insert menu.

A: Date and Time

B: Time and Date

C: Date/Time

D: Time/Date

Que: OS52 Which program is required to read a PDF document?

A: MS-Word

B: MS-Access

C: Adobe Acrobat Reader

D: Adobe Document Reader

Que: OS53 If the user gets a blank page when opening a PDF document, he/she should_____.

A: Click on Refresh button

B: Click on Reload button

C: Click on Navigation Pane button

D: Click on Find button

Que: OS54 The left pane of the Windows Explorer Screen shows the_____.

A: Directory Structure

B: Directories and files in the directory selected

C: Menu items

D: Both A and B

Que: OS55 Which menu command is used to sort the icons by name, size, date, and type?

- A: Sort Icons
- B: Sort Items
- C: Arrange Icons
- D: Arrange Items

Que: OS56 Add or Remove Programs dialog box can be opened from _____.

- A: Control Panel
- B: My Programs
- C: All Programs
- D: Settings

Que: OS57 Which of the following is an edition of Windows Vista?

- A: Professional
- B: Premium
- C: Business
- D: Home

Que: OS58 AERO stands for _____.

- A: Authentic, Energetic, Reflective, and Open
- B: Adjustable, Energetic, Reflective, and Open
- C: Authentic, Esoteric, Reflective, and Open
- D: Authentic, Esoteric, Ravishing, and Open

Que: OS59 In the Tiled mode of desktop background, _____.

- A: The image is expanded to the entire size of the monitor screen (equal on horizontal and vertical)
- B: The image is expanded to the entire size of the monitor screen (one side more than the other)
- C: The image is centered on the desktop
- D: The image is repeated horizontally and vertically

- Que: OS60 In Windows Vista, the _____ color scheme allows users to quickly switch to a black and white text version of the screen they are viewing.
- A: High Contrast
- B: Narrator
- C: Magnifier
- D: Snipping Tool
- Que: OS61 The _____ in Windows Vista, gives detailed usage descriptions to the administrator.
- A: Activity Log
- B: Log file
- C: Activity Report
- D: Log Report
- Que: OS62 The _____ of Windows Vista Calendar lets us choose which date or calendar we want to view, as well as create and manage tasks.
- A: Navigation panel
- B: Details pane
- C: Toolbar
- D: None of the above
- Que: OS63 Which of the following is not a type of snip in Snipping Tool?
- A: Free-form Snip
- B: Circular Snip
- C: Rectangular Snip
- D: Window Snip
- Que: OS64 In Windows Vista, the Windows Flip option can be availed through _____ key combination.
- A: Alt + Tab
- B: Ctrl + Tab
- C: Shift + Tab
- D: Tab

- Que: OS65 In Windows Vista, _____ option of Network and Sharing Center allows only users with accounts, to access the shared files and printers.
- A: Network Discovery
- B: Public Folder Sharing
- C: Printer Sharing
- D: Password Protected Sharing
- Que: OS66 The _____ file permission in Windows Vista, grants users access to modify, create, and run programs inside the folder.
- A: Full Control
- B: Modify
- C: EXERCISE
- D: Read, Write and Execute
- Que: OS67 _____ in Windows Vista, protects the computer from unwanted spyware and malware.
- A: Windows Defender software
- B: Internet Explorer 7
- C: Security Center software
- D: None of the above
- Que: OS68 Which search engine is the default in Windows Vista?
- A: www.google.com
- B: www.ask.com
- C: Windows Live Search
- D: www.msn.com
- Que: OS69 _____ is a term used for any site that attempts to steal our personal information.
- A: Capturing
- B: Phishing
- C: Filtering
- D: Catching

Que: WO1 Word 2007 names the first new document we open, as _____.

A: Document

B: Document1

C: New Document

D: Doc1

Que: WO2 To add a new comment in a Word file, which tab of the Ribbon is used?

A: Insert

B: Review

C: Home

D: Page Layout

Que: WO3 Shortcut key to open a new Word document is _____.

A: Ctrl + M

B: Ctrl + N

C: Ctrl + O

D: Ctrl + V

Que: WO4 Shortcut key to open an existing Word document is _____.

A: Ctrl + M

B: Ctrl + N

C: Ctrl + O

D: Ctrl + V

Que: WO5 How to print non-contiguous pages of a Word document efficiently?

A: Print the whole document, and then discard the pages which are not required.

B: Print all the pages starting from the first non-contiguous page to the last one, and then dis

C: Under Page range section of Print dialog box, select Pages and type the page numbers sep

D: Under Page range section of Print dialog box, select Pages and type the page numbers sep

Que: WO6 In Word 2007, which of these is a group in Home tab?

- A: Clipboard
- B: Themes
- C: Illustrations
- D: Window

Que: WO7 The Format Painter tool in Word _____.

- A: Allows to copy multiple text and graphical items from Office documents or other programs
- B: Is a preset document layout with a collection of styles which are saved to a file and can be
- C: Define the appearance of various text elements in Word document
- D: Allows to copy the formatting from formatted text and use it within other text

Que: WO8 To delete an entire word to the left of the cursor, press _____ in MS-Word.

- A: Delete
- B: Backspace
- C: Ctrl + Delete
- D: Ctrl + Backspace

Que: WO9 In Word, font effect Engrave _____.

- A: Adds a shadow beneath and to the right of the selected text
- B: Displays the inner and outer borders of each character
- C: Makes the selected text appear to be raised off the page in relief
- D: Makes the selected text appear to be imprinted into the page

Que: WO10 To start a bulleted list in Word, type ____ and then press TAB key.

- A: +
- B: *
- C: .
- D: `

Que: WO11 A _____ is also known as an outdent, in Word.

A: Negative Indent

B: Hanging Indent

C: Mirror Indent

D: First Line Indent

Que: WO12 Which of the following is the name of a template in Word?

A: Newspaper

B: Bio-data

C: Newsletter

D: None of the above

Que: WO13 If we select 'Auto' in Fixed column width option in AutoFit behavior in Insert Table dialog box in Word, Word 2007 _____.

A: Evenly distributes the columns to fit the page

B: Sets a specific width for the columns in the table

C: Automatically resizes columns to fit the contents of the cells

D: Automatically resizes the table to fit in a Web browser window when we change the window

Que: WO14 Illustrations group in the Insert tab in Word does not contain _____ option.

A: Picture

B: ClipArt

C: SmartArt

D: Clipboard

Que: WO15 With _____ in MS-Word, we can show all sorts of relationships using diagrams.

A: Clip Art

B: Word Art

C: SmartArt

D: Bookmarks

- Que: WO16 A _____ in MS-Word, identifies a location or a selection of text we name and identify for future reference.
- A: Hyperlink
- B: Bookmark
- C: Cross-reference
- D: Footer
- Que: WO17 When a bookmark is added to a block of text in a Word document, Word surrounds the text with _____.
- A: Parentheses
- B: Curly Braces
- C: Square Brackets
- D: Angle Brackets
- Que: WO18 Quick Parts option is in _____ group of Word 2007 Insert Ribbon.
- A: Pages
- B: Links
- C: Symbols
- D: Text
- Que: WO19 _____ option of Word 2007 allows the user to add preformatted portions of text.
- A: Quick Parts
- B: WordArt
- C: SmartArt
- D: Drop Cap
- Que: WO20 In Word, Table of Contents dialog box shows _____.
- A: Print Preview
- B: Web Preview
- C: Either A or B depending on what user selects
- D: Both A and B

Que: WO21 By default, Word places footnotes at the _____.

- A: Beginning of each page
- B: End of each page
- C: Beginning of the document
- D: End of the document

Que: WO22 In Word, _____ can be utilized when there is a reference to be cited, but we do not have enough information on the source.

- A: Citations
- B: Placeholders
- C: Sources
- D: Captions

Que: WO23 Which of the following is an option in the Index group of References Ribbon in Word?

- A: Create Index
- B: Mark Index
- C: Insert Index
- D: Delete Index

Que: WO24 In Word, ____ key is used to update the index.

- A: F1
- B: F4
- C: F9
- D: F11

Que: WO25 The Research option is in _____ group of Review Ribbon in Word.

- A: Proofing
- B: Comments
- C: Tracking
- D: Changes

Que: WO26 In Word, Thesaurus provides the user with a list of _____.

A: Substitutions for the misspelled word

B: Synonyms for a selected word

C: Antonyms for a selected word

D: None of the above

Que: WO27 To see what changes have been made to a Word document, one can use _____ utility.

A: See Changes

B: Track Changes

C: Trace Changes

D: Review Changes

Que: WO28 View Ribbon in MS-Word can be accessed using the keyboard shortcut _____.

A: Alt + V

B: Alt + I

C: Alt + E

D: Alt + W

Que: WO29 To display our Word document in Draft view, which keyboard shortcut can be used?

A: Alt + W, P

B: Alt + W, F

C: Alt + W, U

D: Alt + W, E

Que: WO30 In Word, _____ shows an outline of the document's headings on the left of the Word 2007 window.

A: Ruler

B: Gridlines

C: Document Map

D: Thumbnails

- Que: WO31 In Word, a _____ is a shortcut for performing a series of actions and is useful for automating complex or repetitive tasks.
- A: Macro
- B: Window
- C: Envelope
- D: Label
- Que: WO32 Which of these is a valid macro name in Word 2007?
- A: A67S
- B: ___GAS
- C: 21S JK
- D: G&S*K
- Que: WO33 For macro to be available whenever we use Word, the macro should be saved as part of the _____ template.
- A: Normal.docx
- B: Normal.dotx
- C: Normal.doc
- D: Normal.dot
- Que: WO34 The data in a _____ file cannot be changed.
- A: DOC
- B: PDF
- C: XLS
- D: DOT
- Que: WO35 A _____ is defined as a set of unified design elements that provides a look for Word document by using color, fonts, and graphics.
- A: Theme
- B: Template
- C: Watermark
- D: Style

Que: WO36 In Word, themes have a palette of _____ colors.

A: 10

B: 11

C: 12

D: 13

Que: WO37 In Word, a _____ margin setting adds extra space to the side margin or top margin of a document that we plan to bind.

A: Gutter

B: Page

C: Mirror

D: Column

Que: WO38 Which of the following is not a type of Section Break in Page Break options of Page Setup group in Word 2007?

A: Next Page

B: Last Page

C: Even Page

D: Odd Page

Que: WO39 A watermark used in MS-Word, is _____.

A: Used to hyphenate the text

B: A set of line and fill effects

C: A set of formatting choices that include a set of theme colors, a set of theme fonts, and a s

D: A translucent image that appears behind the primary text in a document

Que: WO40 In Word, _____ a shape is also referred to as Flipping.

A: Reversing

B: Rotating

C: Arranging

D: Aligning

Que: WO41 Address Block option is present in _____ group of Mailings ribbon in MS-Word.

A: Start Mail Merge

B: Write & Insert Fields

C: Preview Results

D: Finish

Que: WO42 _____ file can be used as a data source in Mail Merge.

A: .doc

B: .cvs

C: .csv

D: .dot

Que: WO43 While doing Mail Merge, a specific merged document can be previewed by clicking _____.

A: Next Record

B: Previous Record

C: Find Recipient

D: Record by Recipient

Que: WO44 In Word 2007, _____ are the graphical equivalents of drop-down menus.

A: Galleries

B: Ribbons

C: Interfaces

D: Toolbars

Que: WO45 The default extension for Word 2007 document is _____.

A: .doc

B: .txt

C: .docx

D: .txtx

- Que: WO46 When all Office programs are exited and the computer is restarted, the Office Clipboard _____.
- A: Still contains all the items copied
 - B: Contains only the last item copied
 - C: Is cleared of all items
 - D: Contains garbage
- Que: WO47 In Word, font effect _____ draws a line through the selected text.
- A: Strikethrough
 - B: Double strikethrough
 - C: Outline
 - D: Emboss
- Que: WO48 In Word, a _____ indent controls the left boundary of every line in a paragraph except the first one.
- A: First Line
 - B: Hanging
 - C: Left
 - D: Right
- Que: WO49 The Links group of Insert Ribbon in Word, contains options for _____.
- A: Hyperlink
 - B: Bookmark
 - C: Cross-reference
 - D: All of the above
- Que: WO50 To create a linked object along with existing information in Word, click _____.
- A: Paste
 - B: Create Link
 - C: Paste hyperlink
 - D: Create hyperlink

Que: WO51 Macros option is in _____ Ribbon in MS-Word.

- A: View
- B: Insert
- C: References
- D: Home

Que: WO52 Columns in a data file (used for Mail Merge) represent _____ of information.

- A: Categories
- B: Records
- C: Both A and B
- D: Neither A nor B

Que: WO53 _____ option of Print dialog box can be selected if we want our print job to be kept in the order that we created in our document when printed.

- A: Collate
- B: Manual duplex
- C: Print to file
- D: Scale to paper size

Que: EX1 VBA stands for _____.

- A: Visual Basic for Applications
- B: Visual Basic for Abacus
- C: Visual Basic for Appendices
- D: None of the above

Que: EX2 The Excel 2007 worksheet contains _____ columns.

- A: 10,000
- B: 20,000
- C: 12, 000
- D: 16,000

Que: EX3 MS Excel 2007 displays ____ worksheets by default.

A: 1

B: 2

C: 3

D: 4

Que: EX4 A cell reference in a spreadsheet can refer to _____.

A: A cell in a different sheet within the same spreadsheet

B: A cell in another spreadsheet entirely

C: A value from a remote application

D: All of the above

Que: EX5 In Excel, a cell on a different sheet of the same spreadsheet is addressed as _____.

A: <sheet name>:<cell reference>

B: <sheet name>\$<cell reference>

C: <sheet name>|<cell reference>

D: <sheet name>@<cell reference>

Que: EX6 Full form of OLE is _____.

A: Object Linking and Embedding

B: Object Loading and Embedding

C: Object Linking and Exchange

D: Object Linking and Enhancing

Que: EX7 Keyboard shortcut to show a shortcut menu in Excel, is _____.

A: Shift + F10

B: Shift + F1

C: Shift + F11

D: Shift + F12

Que: EX8 Excel gives a _____ extension to the template file.

A: .xls

B: .xlt

C: .dot

D: None of the above

Que: EX9 Which function is used in Excel to enter current date?

A: Date

B: CurrentDate

C: Today

D: Workday

Que: EX10 To delete selected rows in Excel 2007, click the arrow next to Delete in Cells group in Home tab, and then click _____.

A: Delete

B: Delete Rows

C: Delete Sheet Rows

D: None of the above

Que: EX11 Keyboard shortcut to save a workbook in Excel, is _____.

A: F10

B: F11

C: F12

D: F13

Que: EX12 In MS Excel, references to cells in other workbooks are called _____.

A: Links

B: Hyperlinks

C: Connections

D: Relative Cell References

Que: EX13 In Excel, when E\$5 is copied down or across, the _____ reference can change.

A: Row

B: Column

C: Either A or B

D: Both A and B

Que: EX14 Which of these is a valid range name in Excel?

A: A1,2

B: A\$12

C: ____A.B

D: 1a

Que: EX15 How to name a range in Excel?

A: Use the Name box in the formula bar.

B: Use the Define Name from the Formula Ribbon.

C: Create a name from a row or column of text.

D: All of the above

Que: EX16 Which operator is used for exponentiation in Excel?

A: *

B: ^

C: /

D: \

Que: EX17 In Excel, ____ are structured programs that calculate a specific result.

A: Functions

B: Formulas

C: Ranges

D: Equations

Que: EX18 In Excel, FACT(2.9) returns _____.

- A: 2
- B: 4
- C: 6
- D: Error #NUM!

Que: EX19 In Excel, LOG function returns the _____.

- A: Natural logarithm of a number
- B: Logarithm of a number to the base specified
- C: Base-10 logarithm of a number
- D: Base-2 logarithm of a number

Que: EX20 In Excel, MROUND(1.3, 0.2) returns _____.

- A: 1.4
- B: 1.2
- C: 1.3
- D: Error #NUM!

Que: EX21 In Excel, _____ returns the average of the absolute deviations of data points from their mean.

- A: AVEDEV
- B: VARA
- C: COVAR
- D: STDEV

Que: EX22 In Excel, ____ error message is given if the formula contains a blank cell.

- A: #NAME?
- B: #Value
- C: #####
- D: #DIV/0!

Que: EX23 In Excel, _____ error message is given if the formula contains text that Excel doesn't recognize.

A: #NAME?

B: #REF!

C: #####

D: #DIV/0!

Que: EX24 To manually calculate all the formulas in a worksheet, press _____.

A: F6

B: F7

C: F8

D: F9

Que: EX25 To have column and row headings visible while scrolling the worksheet, _____ feature is used.

A: Splitting Panes

B: Freezing Panes

C: Radar Panes

D: Format

Que: EX26 If a cell is formatted as Accounting in Excel, zero values are shown as _____.

A: Zeroes

B: Blanks

C: Dashes

D: None of the above

Que: EX27 By default, MS-Excel aligns error values in the _____.

A: Left

B: Center

C: Right

D: Justified mode

- Que: EX28 If cells A2, A3, B2 and B3 in a worksheet are merged, the cell reference for the merged cell is _____.
- A: A2
 - B: A3
 - C: B2
 - D: B3
- Que: EX29 Which of the following is not a chart type in Excel?
- A: Column Chart
 - B: Area Chart
 - C: Line Chart
 - D: Row Chart
- Que: EX30 In MS-Excel, a 3-D column chart uses three axes - a horizontal axis, a vertical axis, and a _____ axis.
- A: Depth
 - B: Length
 - C: Breadth
 - D: Width
- Que: EX31 In which of the following situations, Excel's pie chart should be used?
- A: There are two data series to plot.
 - B: The values to be plotted contain negative values.
 - C: The values to be plotted contain a lot of zero values.
 - D: There are no more than seven categories.
- Que: EX32 In a clustered bar chart in Excel, the _____ are typically organized along the vertical axis.
- A: Categories
 - B: Values
 - C: Either A or B
 - D: Neither A nor B

- Que: EX33 In which of the following situations, Excel's XY charts are not required to be used?
- A: User wants to change the scale of the horizontal axis.
 - B: User wants to make horizontal axis a logarithmic scale.
 - C: Values for horizontal axis are evenly spaced.
 - D: There are many data points on the horizontal axis.
- Que: EX34 Volume-open-high-low-close subtype of stock charts in Excel, requires _____ series of values.
- A: 3
 - B: 4
 - C: 5
 - D: 6
- Que: EX35 In Excel, a 3-D surface chart displayed without color is called a _____ 3-D surface chart.
- A: Wired
 - B: Contour
 - C: Wireframe
 - D: None of the above
- Que: EX36 In Excel, if user wants to create a hyperlink to a specific location in the file or on the Web page, click _____.
- A: Current Folder
 - B: Recent Files
 - C: Bookmark
 - D: Browse the Web
- Que: EX37 When a record is deleted using a data form in Excel, _____.
- A: It doesn't get deleted
 - B: It gets deleted but it can be restored
 - C: It gets deleted and cannot be restored
 - D: Whether the deletion is permanent or temporary is dependent on how it is deleted.

Que: EX38 In Excel, the user can sort up to _____ levels using the Data Sort dialog box.

A: 1

B: 2

C: 3

D: 4

Que: EX39 In Excel, the default criteria setting for AutoFilter in each field is _____.

A: Top 10

B: Bottom 10

C: Top half

D: All

Que: EX40 External data source for an Excel workbook can be _____.

A: A text file

B: A database

C: An OLAP cube

D: All of the above

Que: EX41 Which of the following cannot store connection information of an external data source in Excel?

A: Workbook

B: .odc file

C: .udc file

D: .udcx file

Que: EX42 A _____ in Excel, summarizes the columns of information in a database in relationship to each other.

A: Table

B: Pivot table

C: Chart

D: Pivot chart

Que: EX43 In Excel, pivot charts don't have _____.

A: Category fields

B: Series fields

C: Page fields

D: Value fields

Que: EX44 Excel's default margins are _____ on each side.

A: 0.25"

B: 0.5"

C: 0.75"

D: 1"

Que: EX45 Macros option is in Code group of _____ Ribbon in Excel.

A: Insert

B: Data

C: Home

D: Developer

Que: EX46 In Excel, a _____ is a grid made up of horizontal rows and vertical columns.

A: Workbook

B: Worksheet

C: Excel sheet

D: Spreadsheet

Que: EX47 In Excel, an absolute cell reference is indicated by prefixing the row and column numbers with _____.

A: #

B: \$

C: %

D: ^

Que: EX48 Keyboard shortcut for Auto Fill in Excel, is _____.

A: Enter

B: Ctrl + Enter

C: Shift + Enter

D: Alt + Enter

Que: EX49 By default, Excel range names use _____ cell references.

A: Absolute

B: Relative

C: Either A or B

D: Both A and B

Que: EX50 In Excel, INT(-5.7) returns _____.

A: -5

B: -6

C: 5

D: 6

Que: EX51 In _____ function in Excel, text and logical values are compared as well as numbers.

A: MAX

B: MAXA

C: MIN

D: SMALL

Que: EX52 While tracing precedents of a cell in Excel, if the cell is referenced by a cell on another worksheet or workbook, a _____ arrow points from the selected cell to a worksheet icon

A: Blue

B: Red

C: Black

D: Green

Que: EX53 To apply a gradient or texture to selected cells in a worksheet, use _____.

A: Background Color

B: Pattern Color

C: Pattern Style

D: Fill Effects

Que: EX54 In Excel, the _____ charts emphasize the magnitude of change over time.

A: Line

B: Column

C: Area

D: Surface

Que: EX55 Which of the following is not a chart subtype of Excel's radar charts?

A: Radar with markers chart

B: Filled radar chart

C: Filled radar with markers chart

D: Both B and C

Que: EX56 A _____ is used in Excel, to select records that meet a specific criterion and temporarily hide all the other records.

A: Filter

B: Sort

C: Subtotal

D: Connection

Que: EX57 In Excel, a macro's series of commands and functions are stored in _____.

A: The worksheet

B: The workbook

C: A Microsoft VB module

D: None of the above

Que: EX58 OLAP stands for _____.

- A: Online Analytical Processing
- B: Offline Analytical Processing
- C: Offline Artificial Processing
- D: Offline Asynchronous Processing

Que: EX59 In Excel, a macro can be accessed using _____.

- A: Ctrl + the letter specified by user
- B: Alt + the letter specified by user
- C: The letter specified by user
- D: Shift + the letter specified by user

Que: EX60 Excel's _____ feature doesn't work with the data form.

- A: AutoFill
- B: AutoComplete
- C: Freezing Panes
- D: Splitting Panes

Que: EX61 In Excel, the cells whose values are used in the calculation of the active cell's formula are called its _____.

- A: Dependents
- B: Predecessors
- C: Precedents
- D: Successors

Que: EX62 To calculate the result of a formula in Excel, use _____ key.

- A: Alt
- B: Enter
- C: Ctrl
- D: =

Que: EX63 In Excel, the intersection of a column and a row is called a _____.

- A: Cell
- B: Cell Reference
- C: Range
- D: Reference

Que: EX64 Excel 2007 uses _____ as its primary file format.

- A: BIFF
- B: Office Open XML
- C: XML Spreadsheet
- D: Office XML

Que: EX65 In an Excel worksheet, the active cell is identified with the _____ outline.

- A: Black
- B: Red
- C: Green
- D: Blue

Que: PP1 _____ can be used to prepare presentations.

- A: MS-Access
- B: MS-Word
- C: MS-Excel
- D: MS-PowerPoint

Que: PP2 Which of the following is an office theme in MS-PowerPoint while adding a slide?

- A: Content
- B: Title
- C: Two Content
- D: Two Title

Que: PP3 In PowerPoint, the _____ includes moving, resizing, formatting the header and footer placeholders.

A: Slide Master

B: Outline Master

C: Notes Master

D: Handout Master

Que: PP4 Outline lists contain _____.

A: Bullet points

B: Numbers

C: Letters

D: Both B and C

Que: PP5 In a PowerPoint presentation, a hyperlink can be linked to _____.

A: A file on the computer

B: A website

C: Any other PowerPoint presentation

D: All of the above

Que: PP6 The Design tab of Chart Tools in PowerPoint contains options for ____.

A: Controlling the chart type, layout, styles, and location

B: Adjusting the Fill Colors and Word Styles

C: Controlling the insertion of pictures, textboxes, shapes, labels, backgrounds, and data anal

D: All of the above

Que: PP7 _____ control how the presentation moves from one slide to the next.

A: Animations

B: Transitions

C: Narrations

D: Both A and B

Que: PP8 In PowerPoint, the Custom Animation pane does not contain options to control _____.

A: The direction from which an object moves onto the slide

B: How an animation starts

C: How an animation ends

D: The speed of an animation

Que: PP9 Shortcut key to start slide show in PowerPoint is _____.

A: F2

B: F3

C: F4

D: F5

Que: PP10 Which keyboard shortcut is used to exit the slide show of a presentation?

A: Alt + F4

B: Ctrl + X

C: Esc

D: Enter

Que: PP11 The _____ view provides a thumbnail view of the slides in a presentation.

A: Normal

B: Slide Show

C: Slide Sorter

D: Notes Page

Que: PP12 _____ option in Microsoft Office Button is used to package a presentation for CD.

A: Print

B: Prepare

C: Send

D: Publish

Que: PP13 A new PowerPoint presentation can be created from a/an _____ outline.

A: Word

B: Excel

C: Access

D: Outlook

Que: PP14 Which of the following is not a master in a PowerPoint presentation?

A: Slide Master

B: Outline Master

C: Notes Master

D: Handout Master

Que: PP15 Which option is used to practice speaking a presentation?

A: Record Narration

B: Rehearse Timings

C: Document Panel

D: Advance Slide

Que: PP16 The Slide Sorter view in MS-PowerPoint displays the information about _____.

A: Slide Transition

B: Rehearse Timings

C: Slide Sequence

D: All of the above

Que: PP17 The default orientation for printing PowerPoint slides is _____.

A: Landscape

B: Portrait

C: Horizontal

D: Vertical

- Que: PP18 In PowerPoint, which of the following groups in Format Ribbon has the option to control the alignment of the inserted picture?
- A: Adjust
 - B: Picture Styles
 - C: Arrange
 - D: Size
- Que: PP19 _____ control how objects in a presentation move onto, off and around the slides.
- A: Animations
 - B: Transitions
 - C: Narrations
 - D: Both A and B
- Que: PP20 In a presentation, a/an _____ animation determines how an object moves around a slide.
- A: Entrance
 - B: Emphasis
 - C: Exit
 - D: Motion Paths
- Que: MO1 In Outlook Calendar, ____ button is used to return to the current date.
- A: Current date
 - B: Today
 - C: Current day
 - D: Now
- Que: MO2 The double arrow icon in front of an appointment in Outlook Calendar, indicates _____.
- A: That a reminder is to be sent for this appointment
 - B: A private appointment
 - C: A repetitive event
 - D: A high-importance event

- Que: MO3 In Outlook, an appointment in _____ state indicates that the event is not definite yet.
- A: Busy
- B: Tentative
- C: Free
- D: Out of office
- Que: MO4 To add new people to the attendee list of an Outlook meeting, one can click on the _____ button.
- A: Add Attendees
- B: Add Others
- C: Add
- D: Add Attendee to the List
- Que: MO5 When the attendees receive the meeting invitation, Outlook gives them _____ button to select.
- A: Accept
- B: Tentative
- C: Decline
- D: All of the above
- Que: MO6 In MS-Outlook, scheduling an online meeting requires _____.
- A: Microsoft Exchange
- B: Netscape
- C: Microsoft Office Live Meeting
- D: All of the above
- Que: MO7 In order to schedule a resource for an Outlook meeting, _____.
- A: The resource must have its own mailbox on the organization's server
- B: We must have been given the permission to schedule that resource
- C: The resource must not be a room
- D: Both A and B

- Que: MO8 The _____ shortcut in the Outlook bar, allows users to track sent and received emails from a variety of different contacts.
- A: Mail
- B: Contacts
- C: Journal
- D: Tasks
- Que: MO9 In Outlook, Inbox is the area where _____ reside.
- A: Unread messages
- B: All messages
- C: Read messages until they are moved or deleted
- D: Both A and C
- Que: MO10 A _____ is comprised of accounts, data files and settings that contain information about where our Outlook e-mail is stored.
- A: Profile
- B: POP3 account
- C: IMAP account
- D: Exchange account
- Que: MO11 If HTTP e-mail service is chosen while creating a new e-mail account in Outlook, the user is prompted for _____.
- A: Incoming mail server
- B: Outgoing mail server
- C: Server URL
- D: Incoming server URL
- Que: MO12 In Outlook, the e-mail address of the _____ recipient does not show up in the message header of any of the other recipients.
- A: To
- B: Cc
- C: Bcc
- D: All of the above

Que: MO13 By default, the message header of an unread message in Outlook, is indicated by _____.

- A: Red color
- B: Italicized letters
- C: Underlined letters
- D: Bold letters

Que: MO14 Which of these is not contained in an Outlook e-mail message header?

- A: Received date
- B: From address
- C: Sent date
- D: Subject

Que: MO15 _____ menu option is there to remove a field from the message header in Outlook.

- A: Remove
- B: Delete
- C: Remove This Column
- D: Remove This Field

Que: MO16 To add a filter in Outlook based on the Flags, select the _____ check box.

- A: Only items that are
- B: Only items with
- C: Whose importance is
- D: Only items which

Que: MO17 Which of the following statements about Outlook is true?

- A: Moving an e-mail message to local hard disk removes the message from the server.
- B: Moving an e-mail message to local hard disk retains a copy of the message on both the ser
- C: It is not possible to move an e-mail message to local hard disk.
- D: None of the above

- Que: MO18 If a mailing list is moderated and _____ is enabled, any SUBSCRIBE message to this list will be forwarded to the moderator.
- A: Moderator
- B: Moderator Control
- C: Moderator Join
- D: Moderator Control Join
- Que: MO19 Which of the following statements about Outlook is true?
- A: Instant Search does not search the attachments.
- B: Instant Search searches the attachments and highlights the results.
- C: Instant Search searches the attachments but does not highlight the results.
- D: None of the above
- Que: MO20 _____ consist of headlines or short summaries of content with a link provided to the original source.
- A: RSS Readers
- B: RSS Feeds
- C: RSS Aggregators
- D: Either A or B
- Que: MO21 If user specifies a Send/Receive time interval (for an RSS Feed) which is more frequent than the limit set by the publisher, Outlook uses the _____ setting.
- A: User's
- B: Publisher's
- C: Default
- D: Either A or B depending on what user selects
- Que: MO22 Outlook E-mail Postmarking is a feature to _____.
- A: Help reduce junk e-mail
- B: Receive current news through e-mails
- C: Help filter e-mail messages based on some criteria
- D: None of the above

- Que: MO23 When we open the Go To Date dialog box in Outlook Calendar, which date gets displayed in the Date field?
- A: Current date
- B: 1st January, 1900
- C: Any junk date
- D: Previous date
- Que: MO24 By default, Outlook automatically sets a reminder for _____ before the appointment starts.
- A: One hour
- B: Half hour
- C: Fifteen minutes
- D: Forty-five minutes
- Que: MO25 While choosing the type of audio for an online meeting in Outlook, click _____ to allow participants to connect using a computer with a headset and speakers
- A: Include telephone conferencing
- B: Include computer audio conferencing
- C: Enable one-way Internet Audio Broadcasting
- D: Both A and B
- Que: MO26 Messages with Auto Preview view of the Inbox in Outlook, shows _____.
- A: From, Subject and Date received of the email message
- B: From, Subject, Date received and size of the email message
- C: From, Subject, Date received and first few sentences of the email message
- D: From, Subject, Date received, size and first few sentences of the email message
- Que: MO27 In Outlook, _____ allow user to set actions that will be performed automatically after receiving a message that meets the set criteria.
- A: Alerts
- B: Rules
- C: Filters
- D: Flags

Que: MO28 RSS stands for _____.

- A: Really Simple Syndication
- B: Really Single Syndication
- C: Read Simple Syndication
- D: Refer Single Syndication

Que: MO29 To join a mailing list called IT, send a message to _____ containing SUBSCRIBE.

- A: IT-req@host.com
- B: IT-request@host.com
- C: IT-request@host.domain.com
- D: IT-req@host.domain.com

Que: MO30 In Outlook, the e-mail addresses should be separated with ____ if one wants to send an e-mail to multiple recipients.

- A: ,
- B: ;
- C: :
- D: %

Que: DS1 The writer of a signature is a _____.

- A: Writer
- B: Signer
- C: Signatory
- D: Both B and C

Que: DS2 A nonrepudiation service _____.

- A: Provides assurance of the origin or delivery of data
- B: Protects the sender against false denial by the recipient that the data has been received
- C: Protects the recipient against false denial by the sender that the data has been sent
- D: All of the above

Que: DS3 WYSIWYS stands for _____.

- A: Which You See Is Which You Sign
- B: What You See Is Which You Sign
- C: What You See Is What You Sign
- D: Which You See Is What You Sign

Que: DS4 In the case of _____ hash function, it is computationally infeasible to derive the original message from knowledge of its hash value.

- A: Irreversible
- B: One-way
- C: Two-way
- D: Unique

Que: DS5 _____ can be used to verify that a public key belongs to an individual.

- A: Digital Certificate
- B: Public key certificate
- C: Digital signature
- D: Private key

Que: DS6 Which of these is not present in a Digital Certificate?

- A: Issue date
- B: Expiration date
- C: Name of the issuer
- D: Digital Signature of the issuer

Que: DS7 _____ are used for software publishers.

- A: Server Certificates
- B: Personal Certificates
- C: Developer Certificates
- D: Digital Certificates

Que: DS8 CRL stands for _____.

- A: Center for Research Libraries
- B: Clinical Reference Laboratory
- C: Clinical Reference List
- D: Certificate Revocation List

Que: DS9 Any mark made with the intention of authenticating the marked document is called _____.

- A: Authentication mark
- B: Signature
- C: Evidence
- D: Digital Signature

Que: DS10 Digital signatures use _____.

- A: Symmetric cryptography
- B: Private key cryptography
- C: Public key cryptography
- D: None of the above

Que: DS11 While sending signed and encrypted message using digital signatures; one-time symmetric key used for encryption, is encrypted using _____.

- A: Sender's private key
- B: Sender's public key
- C: Recipient's private key
- D: Recipient's public key

Que: DS12 Certificates can be read or written by any application complying with _____.

- A: CCITT
- B: X.59
- C: X.509
- D: X.9

Que: DS13 _____ are on-line databases of digital certificates.

A: Repositories

B: Libraries

C: Depositories

D: Servers

Que: DS14 A Digital Certificate is issued by a _____.

A: Digital Certificate Authority

B: Digital Certification Authority

C: Certificate Authority

D: Certification Authority

Que: DS15 Document authentication means _____.

A: Identifying who has signed a document

B: Identifying what is signed

C: Both A and B

D: Neither A nor B

Que: DS16 _____ is used to create the digital signature.

A: Private key

B: Public key

C: Either A or B

D: Both A or B

Que: IN1 ARPA stands for _____.

A: Advanced Research Projects Agency

B: Australian Rehabilitation Providers Association

C: Address and Routing Parameter Area

D: American Rehabilitation Providers Association

Que: IN2 The device used for converting analog signal into digital representation is _____.

A: Multiplexer

B: Modem

C: Gopher

D: Router

Que: IN3 _____ is also known as shell accounts.

A: Dedicated access

B: Dial up access

C: ISP

D: VoIP

Que: IN4 Which of these is not a web browser?

A: Konqueror

B: Google Chrome

C: K-Meleon

D: E-Meleon

Que: IN5 Status bar _____.

A: Is the place where the user mentions the URL of the desired page for display

B: Lets the user to input terms into a search engine

C: Is the place which displays the progress of the loading page

D: Lets the user to reload the current page

Que: IN6 Mirror servers can be used to _____.

A: Ease the load of data transfer

B: Log into remote computers

C: Provide e-mail facilities to the users of the Internet

D: Search for information on the Internet

Que: IN7 VoIP stands for _____.

- A: Voice of Internet Protocol
- B: Voice over Internet Protocol
- C: Voice of Internal Protocol
- D: Voice over Internal Protocol

Que: IN8 _____ on Internet, are a very good way to meet up with people of similar interest and discuss common issues.

- A: Chat rooms
- B: Search engines
- C: Newsgroups
- D: Communities

Que: IN9 Hypermedia documents are created using _____.

- A: HTML
- B: HTTP
- C: XML
- D: None of the above

Que: IN10 Which of the following is not a type of an e-mail server?

- A: LDAP
- B: SOAP
- C: SMTP
- D: POP

Que: IN11 Integrating Gmail with _____ lets the user create events and invite.

- A: Google Calendar
- B: Calendar
- C: Gmail Calendar
- D: Google Talk

Que: IN12 Which of the following is provided by Microsoft?

- A: Gmail
- B: AIM Mail
- C: Yahoo! Mail
- D: Windows Live Hotmail

Que: IN13 Which of the following is not a way to access Archie server?

- A: Use Archie client server
- B: Telnet to an Archie server
- C: E-mail the request to Archie server
- D: FTP to an Archie server

Que: IN14 Which of these is an objective of FTP?

- A: To promote sharing of files
- B: To access remote computer
- C: To help several Internet users exchange information
- D: To extract and save files from one or multiple websites or directory listings

Que: IN15 Which of the following is an open source chat program?

- A: MSN
- B: Yahoo
- C: Gmail
- D: GAIM

Que: IN16 In WSIRC, a command line always begins with a _____.

- A: Start
- B: /
- C: \
- D: >

Que: IN17 _____ hierarchy of Usenet newsgroups contain a discussion of computer-related topics.

A: Comp.*

B: Talk.*

C: Rec.*

D: News.*

Que: IN18 WAISMAN is written using _____.

A: C

B: Toolbook

C: C++

D: Java

Que: IN19 Which of the following is not a download tool used for downloading sites?

A: Download Accelerator Plus

B: Scan DL

C: Jughead

D: Download Express

Que: IN20 DHTML stands for _____.

A: Defined HyperText Markup Language

B: Dynamic HyperText Markup Language

C: Divided HyperText Markup Language

D: Designed HyperText Markup Language

Que: IN21 Full form of PHP is _____.

A: Hypertext Preprocessor

B: Pre-Hypertext Processor

C: Either A or B

D: Neither A nor B

Que: IN22 Pages in WML are called _____.

- A: Cards
- B: WML pages
- C: Decks
- D: None of the above

Que: IN23 IoS stands for _____.

- A: Intranet over Satellite
- B: Internet over Satellite
- C: Internals of Satellites
- D: None of the above

Que: IN24 _____ cannot operate simultaneously with voice connections over the same wires.

- A: ADSL
- B: SDSL
- C: Both A and B
- D: Neither A nor B

Que: IN25 .aero TLD is for _____.

- A: International organizations established by treaty
- B: Profit-making organizations
- C: The air transport industry
- D: None of the above

Que: IN26 Which of these protocols works on the Network layer of TCP/IP suite?

- A: Ethernet
- B: IP
- C: TCP
- D: HTTP

Que: IN27 SMTP is used for _____.

A: E-mail

B: Telnet

C: Usenet

D: FTP

Que: IN28 Internet bookmarks are _____.

A: Stored URLs that can be retrieved

B: Web pages that are hosted on one or more web servers

C: Links that connect to other web pages

D: None of the above

Que: IN29 _____ web sites are used to preserve valuable electronic content threatened with extinction.

A: Blog

B: Archive

C: Affiliate

D: Flash

Que: IN30 A web crawler starts with a list of URLs to visit, called the _____.

A: Pages

B: Bots

C: Seeds

D: Roots

Que: IN31 According to ISO 3166, jp domain name refers to _____.

A: Jaipur

B: Switzerland

C: Japan

D: Germany

Que: IN32 Netscape is a _____ program.

A: Multiprocessing

B: Multitasked

C: Multithreaded

D: Multiuser

Que: IN33 The Rule button in the Character Format toolbar of Navigator Gold 2.0 _____.

A: Inserts a horizontal line

B: Inserts an image

C: Inserts a rule

D: Changes the font color

Que: IN34 Internet is also defined as _____.

A: Information Highway

B: Information Junction

C: Information Superhighway

D: Information Roadway

Que: IN35 A dial-up connection is done using _____.

A: PPP

B: HTTP

C: FTP

D: SMTP

Que: IN36 Which of the following is a text-based web browser?

A: IE

B: Opera

C: Lynx

D: Linux

Que: IN37 VPN stands for _____.

- A: Virtual Public Network
- B: Virtual Private Network
- C: Visible Public Network
- D: Visible Private Network

Que: IN38 _____ refers to sending unwanted e-mails in bulk which obstruct the entire system.

- A: Spamming
- B: Pornography
- C: Downloading
- D: Uploading

Que: IN39 _____ offers free e-mail accounts with unlimited storage at the rocketmail.com domain.

- A: Gmail
- B: AIM Mail
- C: Yahoo! Mail
- D: Windows Live Hotmail

Que: IN40 Gopher is a _____.

- A: Distributed document search and retrieval network protocol
- B: Tool that helps in locating a file anywhere on the Internet
- C: Next Index Searcher
- D: Tool used to transfer data from one computer to another

Que: IN41 Full form of WSIRC is _____.

- A: Windows Sockets Internal Relay Chat
- B: Windows Sockets Internet Relay Chat
- C: Windows Sockets Internal Radio Chat
- D: Windows Sockets Internet Radio Chat

Que: IN42 OSI model contains _____ layers.

A: 4

B: 5

C: 6

D: 7

Que: IN43 Blog web sites are used to _____.

A: Post online diaries which may include discussion forums

B: Preserve valuable electronic content threatened for extinction

C: Download electronic content

D: Buy something online

Que: IN44 Which of the following is not a limitation of Navigator Gold?

A: Editor window does not display tables.

B: Forms support in editor window is not stable.

C: JavaScript capabilities are limited.

D: Drag and drop capability is not supported.

Que: IN45 URL stands for _____.

A: Uniform Resource Locator

B: Universal Resource Locator

C: Ubiquitous Resource Locator

D: Useful Resource Locator

Que: IN46 _____ is the basic component that will allow a computer to communicate over a network.

A: Network Interface Card

B: Repeater

C: Router

D: Sound card

Que: IN47 An API _____.

- A: Provides network I/O to remote file systems
- B: Logically attaches portions of file systems on remote NFS server to local file system
- C: Is a library of functions that provide an interface to the transport layer of the OSI model
- D: Filters calls by processes on one host to be executed on another

Que: IN48 A search engine operates in the following order:

- A: Web crawling, Searching, Indexing
- B: Indexing, Web crawling, Searching
- C: Indexing, Searching, Web crawling
- D: Web crawling, Indexing, Searching

Que: IN49 In case of a static website, _____.

- A: Web page code is constructed dynamically when the user views it
- B: Web pages stored on the server are in the same form as the user will view them
- C: Web page content displayed varies based on certain criteria, according to the user
- D: None of the above

Que: IN50 Fresh Download is _____.

- A: A file download accelerator manager that supports multi-server connections for best perfo
- B: A program that allows the user to search through specified HTML files for links and constru
- C: A download tool that allows the user to download individual files from Web and FTP sites
- D: A download manager that supports multiple connections, scheduling as well as pausing an

Que: EC1 EFT involves _____.

- A: The electronic movement of funds and fund information between financial institutions
- B: Exchanging EDI messages among trading partners
- C: Electronic interchange of data between computer systems
- D: Buying and selling of products and services over the Internet

Que: EC2 Which of the following is a disadvantage of the catalog model of passive advertising?

- A: Requires cooperation from ad partners who could link with the company's content
- B: Lack of timeliness
- C: Reduced viewing time
- D: Resource intensive

Que: EC3 Full form of PDA is _____.

- A: Private Digital Assistant
- B: Public Digital Assistant
- C: Personal Daily Assistant
- D: Personal Digital Assistant

Que: EC4 SET uses _____ to ensure the identities of all parties involved in a purchase.

- A: Signatures
- B: Digital signatures
- C: Digital certificates
- D: Biometrics

Que: EC5 _____ require a smart card reader in order to work.

- A: Smart cards
- B: Contact cards
- C: Contactless cards
- D: Credit cards

Que: EC6 In a network, clients that do not require the server for their basic functioning are called _____.

- A: Nodes
- B: Dumb terminals
- C: Smart terminals
- D: None of the above

Que: EC7 Which of the following is a protocol suite?

- A: SCO UNIX
- B: Solaris
- C: Windows
- D: AppleTalk

Que: EC8 Which of these statements is false for OSI reference model?

- A: Session layer manages the flow of communication.
- B: Presentation layer provides the interface between the applications and the computer net
- C: Transport layer can detect transmission errors and can generate retransmissions.
- D: Physical layer is responsible for transmitting and receiving the frames of data.

Que: EC9 _____ is a private network implemented inside the enterprise to facilitate internal communication.

- A: Internet
- B: Intranet
- C: Extranet
- D: VAN

Que: EC10 The two companies or groups which exchange information through EDI are called _____.

- A: Partners
- B: EDI partners
- C: Trading partners
- D: Business partners

Que: EC11 A/An _____ contains one or more documents for the same trading partner.

- A: Internal Format File
- B: Transmission File
- C: External Format File
- D: EDI document

Que: EC12 EDIFACT stands for _____.

- A: EDI for Administration, Commerce and Transport
- B: EDI for Administration, Commerce and Transfer
- C: EDI for Administration, Communication and Transport
- D: EDI for Administration, Communication and Transfer

Que: EC13 Metamediary model of online purchase _____.

- A: Provides services like quality assurance
- B: Brings together individuals to take advantage of volume discounts
- C: Brings manufacturer and retail buyer together
- D: Searches best price for goods/services

Que: EC14 To protect against merchant fraud while making payment online, use system from _____.

- A: CyberCash
- B: Verifone
- C: First Virtual
- D: Any of the above

Que: EC15 JEPI stands for _____.

- A: Joint Electronic Payments Institute
- B: Joint Electronic Payments Initiative
- C: Just Electronic Payments Initiative
- D: Just Electric Payments Initiative

Que: EC16 _____ is the transportation foundation that enables the transmission of content in the e-commerce framework.

- A: Customer Premises Equipment
- B: Information Junction
- C: Information Superhighway
- D: Middleware software

Que: EC17 EDI stands for _____.

- A: Electronic Data Interchange
- B: Electric Data Interchange
- C: Effective Data Interchange
- D: Efficient Data Interchange

Que: EC18 A typical EDI system converts generic EDI messages in EDI format to _____ format.

- A: DBMS
- B: EDIFACT
- C: RDBMS
- D: Document

Que: EC19 Which of the following external document standards is not supported by an EDI system?

- A: EDIFACT
- B: X10
- C: ODETTE
- D: TDCC

Que: EC20 In EDI, _____ define the procedural format and data content requirements for specified business transactions.

- A: Transaction Control Standards
- B: Transaction Set Standards
- C: Data Dictionary and Segment Dictionary
- D: All of the above

Que: EF1 ITR stands for _____.

- A: Indirect Tax Return
- B: Interest Tax Return
- C: Income Tax Return
- D: Independent Tax Return

- Que: EF2 Which of these is true about e-filing of tax returns?1. Convenient2. Secured3. Slow processing of refunds4. No proof of filing
- A: 1 and 2
- B: 3 and 4
- C: 1, 3 and 4
- D: 1,2 and 4
- Que: EF3 _____ are required to file tax return on paper.
- A: Companies requiring statutory audit u/s 44AB
- B: Married persons filing a separate return, who live in a community property state
- C: Individuals who are partners in a partnership firm
- D: Individuals having income from a proprietary business or profession
- Que: EF4 For HUF, _____ is to be filed if source of income is proprietary business or profession.
- A: ITR-1
- B: ITR-2
- C: ITR-3
- D: ITR-4
- Que: EF5 In case digital certificate is not used to file tax return, ITR-V is to be mailed to the Karnataka ITD within _____ days of transmitting the data electronically.
- A: 15
- B: 20
- C: 30
- D: 60
- Que: EF6 During XML file (tax return) upload, more than 5 errors are given as a _____ file to the user for download.
- A: .ERR
- B: .CSV
- C: .TXT
- D: None of the above

Que: EF7 ITR-8 is _____.

A: For individuals having Income from Salary/Pension/family pension & Interest

B: For firms, AOPs and BOIs

C: For Companies other than companies claiming exemption u/s 11

D: Return for Fringe Benefits

Que: EF8 Section _____ of the Income-tax Act, covers deductions in respect of the investments.

A: 80C

B: 80CC

C: 80CCC

D: 80CCD

Que: EF9 TRP stands for _____.

A: Tax Return Process

B: Tax Return Preparer

C: Both A and B

D: Neither A nor B

Que: EF10 Schedule CYLA is statement of income _____.

A: After set off of current year's losses

B: After set off of unabsorbed loss brought forward from earlier years

C: Which is chargeable to tax at special rates

D: Not included in total income

Que: EF11 Each e-form along with the relevant attachment(s) should be less than _____ in size.

A: 2 MB

B: 2.5 MB

C: 3 MB

D: 3.5 MB

Que: EF12 E-filing is mandatory for _____.

A: Firms requiring statutory audit u/s 44 AB

B: Companies required to furnish return u/s 139(4A) or 139(4B)

C: Association of Persons

D: Body of Individuals

Que: EF13 Return can be electronically filed between _____ and _____.

A: January 1 and September 30

B: January 1 and October 1

C: January 15 and September 15

D: January 15 and October 15

Que: EF14 When using digital signature to file the return, _____ is to be filed with the return.

A: ITR-1

B: ITR-5

C: ITR-V

D: Nothing

Que: EF15 After successful registration of user for e-filing, he/she needs to activate his/her account within _____ days.

A: 5

B: 10

C: 15

D: 20

Que: EF16 Full form of UTN is _____.

A: Unique Transaction Number

B: Universal Transaction Number

C: Uniform Transaction Number

D: None of the above

Que: EF17 E-filing website is now running on _____.

A: HTML

B: SSL

C: XML

D: DLL

Que: EF18 _____ is the Annual Salary Statement issued by the employer.

A: Form No. 15

B: Form No. 15A

C: Form No. 16

D: Form No. 16A

Que: EF19 ITR-3 has _____ schedules.

A: 14

B: 15

C: 16

D: 17

Que: EF20 Which of these is an optional field in ITR-1 sheet?

A: Last Name

B: First Name

C: PAN

D: Residential Status

Que: TL1 The _____ shows the efficiency of performing operations in the business for a given period.

A: Trial Balance

B: P & L Statement

C: Balance Sheet

D: Bank Reconciliation Statement

Que: TL2 Revenue Accounts are accounts which _____.

- A: Are in the name of any individual
- B: Are in the name of any firm or company
- C: Relate to the assets or liabilities of the business
- D: Relate to income or expense

Que: TL3 In what order the following steps of Accounts compilation be performed?1. Recording2. Classifying3. Summarising4. Interpreting

- A: 1, 2, 3 and 4
- B: 2, 1, 3 and 4
- C: 1, 2, 4 and 3
- D: 2, 3, 1 and 4

Que: TL4 Which of these is produced after consolidating the ledger accounts?

- A: Trial Balance
- B: P & L Statement
- C: Balance Sheet
- D: Journal Entry

Que: TL5 The details of Accounts Payable are maintained in a sub ledger called _____.

- A: Sundry Debtors
- B: Sundry Creditors
- C: Bills Receivable
- D: Bills Payable

Que: TL6 Which of these keyboard shortcuts is used to get Online Help in Tally.ERP 9?

- A: F1
- B: Alt + F1
- C: Alt + O
- D: Alt + H

Que: TL7 Tally Vault is a _____ option offered by Tally.ERP 9.

A: License activation

B: Data encryption

C: Data backup

D: Data security

Que: TL8 _____ shortcut is used to shut a company in Gateway of Tally.ERP 9.

A: Alt + F3

B: Alt + F1

C: Alt + F4

D: Alt + S

Que: TL9 To audit all entries in Tally.ERP 9, press _____.

A: Alt + A

B: Ctrl + A

C: Alt + F7

D: F7

Que: TL10 Which of the following features contain the "Budgets/Scenario Management" section?

A: Accounting Features

B: Statutory & Taxation

C: Inventory Features

D: Tally.NET Features

Que: TL11 The _____ features are country-specific.

A: Accounting

B: Statutory

C: Taxation

D: Tally.NET

Que: TL12 To view predefined ledgers in Tally.ERP 9, press _____.

A: Ctrl + L

B: Shift + L

C: Alt + L

D: Ctrl + Alt + L

Que: TL13 Which of the following is not a predefined Voucher in Tally.ERP 9?

A: Contra Voucher

B: Journal Voucher

C: Profit Voucher

D: Purchase Voucher

Que: TL14 In Tally.ERP 9, during Voucher Entry, we can press _____ to recall the last narration saved for a specific voucher type, irrespective of the ledger.

A: Alt + R

B: Ctrl + R

C: R

D: Shift + R

Que: TL15 In Tally.ERP 9, we can pass the Contra Voucher in ____ or ____ mode.

A: Voucher, Invoice

B: Single Entry, Double Entry

C: Voucher, Bill

D: None of the above

Que: TL16 _____ is pressed to select Debit Note Voucher in Gateway of Tally.

A: F9

B: F8

C: Ctrl + F9

D: Ctrl + F8

Que: TL17 Which of the following is not a financial statement?

- A: Balance Sheet
- B: Profit & Loss A/c
- C: Trial Balance
- D: Bank Reconciliation Statement

Que: TL18 A _____ reports a firm's financial position at a specific time.

- A: Balance Sheet
- B: Profit & Loss A/c
- C: Trial Balance
- D: Income Statement

Que: TL19 _____ is a periodic statement, which shows the net result of business operations for a specified period.

- A: Balance Sheet
- B: Income Statement
- C: Ageing Analysis Report
- D: Cash Flow Statement

Que: TL20 In Tally.ERP9's Trial Balance screen, press _____ to list all ledgers and their closing balances.

- A: F1
- B: Shift + Enter
- C: F5
- D: F12

Que: TL21 To view transactions entered for a particular period, _____ is to be generated in Tally.ERP 9.

- A: Bank Book
- B: Day Book
- C: Transaction Book
- D: None of the above

Que: TL22 To view Ageing Analysis Report in Tally.ERP 9, select _____.

A: F2

B: F4

C: F6

D: F8

Que: TL23 To generate Daily Cash Flow Statement in Tally.ERP 9, press _____.

A: F1

B: F2

C: F3

D: F4

Que: TL24 _____ is a document in Financial Accounting System, in which transactions are entered chronologically and denote which accounts will be affected.

A: Voucher

B: Ledger

C: Journal

D: Trial Balance

Que: TL25 _____ is what the business owes to others.

A: Asset

B: Liability

C: Expense

D: Income

Que: TL26 In case of Real Accounts, rule is _____.

A: Debit what comes in, Credit what goes out

B: Debit the Receiver, Credit the Giver

C: Debit what goes out, Credit what comes in

D: Debit all Expenses, Credit all Income

Que: TL27 Which of these is produced after the 'Classifying' step of Accounts compilation?

- A: Trial Balance
- B: P & L Statement
- C: Balance Sheet
- D: Journal Entry

Que: TL28 The ledger accounts are usually posted every _____.

- A: Week
- B: Month
- C: Quarter
- D: Year

Que: TL29 Bank Reconciliation Statement is prepared by comparing the entries in _____ and _____.

- A: Day Book, Pass Book
- B: Day Book, Bank Book
- C: Bank Book, Pass Book
- D: Either A or C

Que: TL30 After activating the Tally.ERP 9 license, _____ file gets created.

- A: Tally.lic
- B: Tally_1ck.lic
- C: Tally_lck.lic
- D: None of the above

Que: TL31 _____ is an enabling framework which establishes a connection through which the remote user can access the client's data without copying/transferring the data.

- A: Tally Vault
- B: Tally.LIC
- C: Tally.NET
- D: Tally.ERP

- Que: TL32 _____ feature provides the capability to check the accuracy and correctness of the entries made by authorized users.
- A: Tally Audit
- B: Tally Vault
- C: Tally.NET
- D: None of the above
- Que: TL33 Which of these is used to go to "Statutory & Taxation" features in the Company Features screen in Tally.ERP 9?
- A: F1
- B: F2
- C: F3
- D: F4
- Que: TL34 Which of these is not a section under Inventory Features in Tally.ERP 9?
- A: Storage & Classification
- B: Excise
- C: Invoicing
- D: Order Processing
- Que: TL35 In Tally.ERP 9, there are ____ predefined groups which are widely used in Chart of Accounts of many trading organizations. Among the 15 primary groups, ____ groups are Balance Sheet items
- A: 25, 6
- B: 28, 15
- C: 28, 9
- D: 38, 9
- Que: TL36 Tally.ERP 9 contains two Ledger accounts, namely, _____ and _____.
- A: Cash, Credit
- B: Cash-in-Hand, Cash-in-Bank
- C: Primary Account, Profit and Loss Account
- D: Cash, Profit and Loss Account

Que: TL37 In Tally.ERP 9, the Purchase voucher can be passed in Voucher mode or _____ mode.

A: Purchase

B: Invoice

C: Bill

D: None of the above

Que: TL38 _____ is pressed to select Sales Voucher in Gateway of Tally.

A: F7

B: F9

C: F6

D: F8

Que: TL39 In Tally.ERP 9, we can create _____ for adjustments with respect to debit and credit amounts without involving the cash or bank accounts.

A: Contra Vouchers

B: Debit Note Vouchers

C: Credit Note Vouchers

D: Journal Vouchers

Que: TL40 Which of the following should be passed for Inter-Godown Transfer, in Tally.ERP 9?

A: Journal Voucher

B: Stock Journal

C: Transfer Voucher

D: Transfer Journal

Que: TL41 _____ summarize the individual transactions to show totals, ratios and statistics required by the users to analyze the company's financial data.

A: Financial Statements

B: Statements of Accounts

C: Analytical Reports

D: Both A and C

Que: TL42 Which of the following is true?

- A: $\text{Owner's Equity} = \text{Assets} + \text{Liabilities}$
- B: $\text{Owner's Equity} = \text{Assets} * \text{Liabilities}$
- C: $\text{Assets} = \text{Liabilities} + \text{Owner's Equity}$
- D: $\text{Liabilities} = \text{Assets} / \text{Owner's Equity}$

Que: TL43 In Profit & Loss Account (in Tally.ERP 9 software), press _____ to change the period as required.

- A: F1
- B: F2
- C: F3
- D: F12

Que: TL44 To view purchase transactions for a month, _____ needs to be generated in Tally.ERP 9.

- A: Purchase Statement
- B: Purchase Book
- C: Purchase Voucher
- D: Purchase Register

Que: TL45 In Bills Outstanding Report screen in Tally.ERP 9, the user can toggle between Payables and Receivables reports, by clicking _____.

- A: F1
- B: F2
- C: F3
- D: F4

Que: TL46 Which of these is an analytical report in Tally.ERP 9?

- A: Balance Sheet
- B: Ageing Analysis Report
- C: Bank Reconciliation Statement
- D: Trial Balance

Que: TL47 _____ is an indicator of the operating performance of a business.

- A: Ageing Analysis
- B: Ratio Analysis
- C: Budgeting Analysis
- D: Variance Analysis

Que: TL48 In case of Personal Accounts, rule is _____.

- A: Debit what comes in, Credit what goes out
- B: Debit the Receiver, Credit the Giver
- C: Debit what goes out, Credit what comes in
- D: Debit all Expenses, Credit all Income

Que: TL49 In case of Revenue Accounts, rule is _____.

- A: Debit what comes in, Credit what goes out
- B: Debit the Receiver, Credit the Giver
- C: Debit what goes out, Credit what comes in
- D: Debit all Expenses, Credit all Income

Que: TL50 _____ is a source of earning money in the business pertaining to a period.

- A: Asset
- B: Liability
- C: Expense
- D: Income

Que: AC1 ODBC stands for _____.

- A: Open Database Connectivity
- B: Open Data Connect
- C: Organizational Database Connectivity
- D: Organizational Data Connect

Que: AC2 IDEA stands for _____.

A: Interactive Digital Extraction and Analysis

B: Intelligent Data Extraction and Analysis

C: Intelligent Digital Extraction and Analysis

D: Interactive Data Extraction and Analysis

Que: AC3 Full form of PBX is _____.

A: Public Breach Exchange

B: Private Breach Exchange

C: Private Broad Extraction

D: Public Breach Extension

Que: AC4 _____ is an organized, logical group of related files.

A: Data

B: Information

C: Database

D: DBMS

Que: AC5 Full form of COBOL is _____.

A: Common Business-Oriented Language

B: Common Business-Observed Language

C: Code for Business-Oriented Language

D: Code for Business-Observed Language

Que: AC6 DB2 has been developed by _____.

A: Oracle

B: IBM

C: SQL

D: Microsoft

Que: AC7 DBMS stands for _____.

- A: Database Management System
- B: Database Management Server
- C: Database Manipulation System
- D: Database Manipulation Server

Que: AC8 A DBMS that supports a database located at a single site is called a _____ database.

- A: Centralized
- B: Distributed
- C: Client/Server
- D: Multiple

Que: AC9 _____ schema describes the structure and constraints for the whole database.

- A: Internal
- B: Conceptual
- C: External
- D: View

Que: AC10 _____ in ER diagram describes a data object in the system.

- A: Entity
- B: Attribute
- C: Relationship
- D: None of the above

Que: AC11 In an ER diagram, the cardinality of a relationship indicates ____.

- A: The link between the two entities for a specified occurrence of each.
- B: The association between the two entities.
- C: The data elements that describe the two entities.
- D: The objects about which an enterprise records data.

Que: AC12 Normalization of a data model produces _____.

- A: Controlled data redundancies
- B: Uncontrolled data redundancies
- C: Data anomalies
- D: Data inconsistencies

Que: AC13 In a relational database model, the relation schema describes the _____.

- A: Row heads for the table
- B: Column heads for the table
- C: table
- D: Both A and B

Que: AC14 E.F. Codd proposed _____ rules for a relational DBMS.

- A: 10
- B: 12
- C: 14
- D: 16

Que: AC15 SQL stands for _____.

- A: Structured Query Language
- B: Segregated Query Language
- C: Standard Query Language
- D: None of the above

Que: AC16 _____ helps in managing data stored in a computer database.

- A: MS-Access
- B: MS-Excel
- C: MS-Word
- D: MS-PowerPoint

Que: AC17 In MS-Access, _____ are sometimes referred to as "Data Entry Screens".

- A: Tables
- B: Forms
- C: Reports
- D: Modules

Que: AC18 In MS-Access, _____ are used to summarize and present data in the tables.

- A: Forms
- B: Modules
- C: Reports
- D: Tables

Que: AC19 A _____ is a ready-to-use database containing all the tables, queries, forms, and reports needed to perform a specific task.

- A: Module
- B: Template
- C: Macro
- D: None of the above

Que: AC20 One should always start designing a database by first creating its _____.

- A: Tables
- B: Sheets
- C: Modules
- D: Forms

Que: AC21 In MS-Access, the maximum size of a field of data type Text is _____ characters.

- A: 128
- B: 127
- C: 512
- D: None of the above

Que: AC22 In MS-Access, the size of a field of data type AutoNumber is _____ bytes, if the FieldSize property is set to Replication ID.

- A: 4
- B: 8
- C: 16
- D: 32

Que: AC23 In MS-Access, fields that are part of a table relationship are called _____.

- A: Keys
- B: Records
- C: Tuples
- D: Filters

Que: AC24 A good database design is one that _____.

- A: Divides the information into subject-based tables to reduce redundant data
- B: Helps support and ensure the accuracy and integrity of the information
- C: Accommodates the data processing and reporting needs
- D: All of the above

Que: AC25 Which of the following is not a table template available in MS-Access?

- A: Contacts
- B: Events
- C: Assets
- D: Liabilities

Que: AC26 If MS-Access does not have enough information from what we enter to guess the data type, the data type is set to _____.

- A: Text
- B: Memo
- C: Number
- D: AutoNumber

- Que: AC27 Maximum size of a field name is _____ characters in MS-Access, including spaces.
- A: 8
- B: 16
- C: 32
- D: 64
- Que: AC28 When we create a new table, Access automatically creates a primary key for us and assigns it a field name of _____.
- A: Field1
- B: PrimaryField
- C: ID
- D: None of the above
- Que: AC29 In MS-Access, use _____ field property to customize the way the field appears when displayed or printed.
- A: Format
- B: Caption
- C: Indexed
- D: Smart Tags
- Que: AC30 In MS-Access, use _____ table property to define a criteria to display only matching rows in Datasheet view.
- A: Filter
- B: Filter On Load
- C: Validation Rule
- D: Validation Text
- Que: AC31 In MS-Access, a _____ limits a view of data to specific records without altering the design of the underlying query, form or report.
- A: Rule
- B: Alert
- C: Filter
- D: Relationship

Que: AC32 In MS-Access, filters are not available in which of the following views?

- A: Datasheet
- B: Design
- C: Form
- D: Layout

Que: AC33 Type-specific filters are not available for ____ field in MS-Access.

- A: Text
- B: AutoNumber
- C: Yes/No
- D: Hyperlink

Que: AC34 In MS-Access, the filters based on selection are not available for _____ field.

- A: Number
- B: Attachment
- C: Hyperlink
- D: OLE Object

Que: AC35 In MS-Access, ____ represents a string of characters when specified in a filter text box.

- A: *
- B: %
- C: ?
- D: #

Que: AC36 In MS-Access, set _____ property to "Yes" to enable the last-applied sort order to be applied automatically the next time when we open the object.

- A: Filter On Load
- B: Order By On Load
- C: Validation Rule
- D: Default View

Que: AC37 In MS-Access, a memo field is sorted as _____ in ascending order.

- A: Smallest to Largest
- B: A to Z
- C: Selected to Cleared
- D: Oldest to Newest

Que: AC38 In MS-Access, a foreign key without a primary key reference is called a/an _____.

- A: Empty key
- B: Stray
- C: Orphan
- D: None of the above

Que: AC39 A query consists of search criteria expressed in a database language is called _____.

- A: C++
- B: SQL
- C: Sybase
- D: Java

Que: AC40 _____ queries are very popular in data management because they allow for many records to be changed at one time.

- A: Action
- B: Select
- C: Crosstab
- D: Aggregate

Que: AC41 In _____ form in MS-Access, the user can see the data in a row and column format.

- A: Split
- B: Datasheet
- C: Modal Dialog
- D: PivotChart

Que: AC42 In MS-Access, the form layout is _____ by default.

- A: Tabular
- B: Justified
- C: Datasheet
- D: Columnar

Que: AC43 In MS-Access, _____ displays multiple pages in a file folder type interface.

- A: Option Button
- B: Tab Control
- C: Toggle Button
- D: Combo Box

Que: AC44 Unbound controls in MS-Access, are those controls which _____.

- A: Are linked to a table field such that Access automatically updates the table field in the curr
- B: Retain the entered value, but they don't update any table fields
- C: Are based on expressions, such as functions or calculations
- D: None of the above

Que: AC45 In MS-Access, _____ properties affect how a value is displayed and the data source it is bound to.

- A: Format
- B: Data
- C: Event
- D: Other

Que: AC46 Which of the following is not a type of report in MS-Access?

- A: Tabular Report
- B: Labels
- C: Columnar Report
- D: Control Report

- Que: AC47 In which order the following steps are performed in the process of creating a report in MS-Access:1. Assembling the data2. Creating the report design3. Defining the report layout4. Printing or viewing the report
- A: 1, 2, 3 and 4
- B: 1, 3, 2 and 4
- C: 3, 1, 2 and 4
- D: 3, 2, 1 and 4
- Que: AC48 Which of the following is not a third-generation language?
- A: COBOL
- B: FORTRAN
- C: SQL
- D: BASIC
- Que: AC49 If a single-user database runs on a personal computer, it is also called a _____.
- A: PC database
- B: Computer database
- C: Desktop database
- D: Single-user PC database
- Que: AC50 In an ER diagram, a relationship is represented by a _____.
- A: Rectangle
- B: Square
- C: Circle
- D: Diamond
- Que: AC51 If a relational database table is in 3NF and it contains only one candidate key, it is in _____.
- A: 1NF
- B: 2NF
- C: BCNF
- D: All of the above

- Que: AC52 In MS-Access, _____ often serve as the record source for forms and reports.
- A: Tables
 - B: Macros
 - C: Modules
 - D: Queries
- Que: AC53 When we create a new blank database, Access opens an empty table named Table1 in _____ view.
- A: Design
 - B: Datasheet
 - C: PivotTable
 - D: PivotChart
- Que: AC54 In MS-Access, _____ data type creates a field that allows the user to choose a value from another table or from a list of values by using a list box or combo box.
- A: Attachment
 - B: Lookup Wizard
 - C: OLE Object
 - D: Hyperlink
- Que: AC55 Which of these should be the first step in designing a database?
- A: Decide the design of the tables.
 - B: Determine the purpose of the database.
 - C: Find and organize the information required.
 - D: Apply the normalization rules.
- Que: AC56 In Access, the _____ of a table is unique for each record.
- A: Primary key
 - B: Foreign key
 - C: Either A or B
 - D: Both A and B

- Que: AC57 In MS-Access, use _____ table property to supply an expression that must be true whenever we add or change a record.
- A: Filter
- B: Filter On Load
- C: Validation Rule
- D: Validation Text
- Que: AC58 In Access, when we apply a filter to a column that is already filtered, _____.
- A: The previous filter is removed before the new filter is applied
- B: Both the filters are combined using the AND operator
- C: New filter does not get applied
- D: The new filter is applied on the current view of records
- Que: AC59 In MS-Access, a view cannot be sorted on _____ fields.
- A: OLE Object
- B: Memo
- C: Yes/No
- D: Hyperlink
- Que: AC60 _____ queries are useful for summarizing information, calculating statistics, spotting bad data and looking for trends in a database.
- A: Action
- B: Select
- C: Crosstab
- D: Aggregate
- Que: AC61 _____ form in MS-Access, lets the user see the datasheet in the upper section and a form in the lower section for entering information about the record selected in the ~~datasheet~~
- A: Split
- B: Datasheet
- C: Modal Dialog
- D: PivotChart

Que: AC62 In MS-Access, _____ controls are also known as memory variables.

- A: Bound
- B: Calculated
- C: Unbound
- D: None of the above

Que: AC63 In MS-Access, _____ are used strictly for viewing data and not for entering data.

- A: Tabular reports
- B: Labels
- C: Columnar reports
- D: Control reports

Que: AC64 In MS-Access, _____ control lets the user to insert a picture into the form.

- A: Logo
- B: Picture
- C: Image
- D: Attachment

Que: AC65 The relationship between a school and students is _____.

- A: One-to-one
- B: One-to-many
- C: Many-to-one
- D: Many-to-many

Que: DA1 Variance Analysis Report provides information on _____.

- A: The difference between the actual vs the budgeted figures
- B: Critical ratios in a single report
- C: The amounts receivable as well as payable party-wise, group-wise or Bill-wise
- D: None of the above

Que: DA2 _____ controls are designed to ensure that the integrity of the data entered into the computer system is maintained.

A: General

B: Input

C: Processing

D: Output

Que: DA3 Which of the following code type has the demerit of low mnemonic value?

A: Serial code

B: Block sequence code

C: Hierarchical code

D: Association code

Que: DA4 _____ is a record level check though applied for a field.

A: Overflow

B: Range

C: Sign test

D: Format mask

Que: DA5 _____ are the grand totals calculated for any code on a document in the batch.

A: Financial totals

B: Hash totals

C: Document totals

D: Record counts

Que: DA6 _____ are required to check if correct sequence of commands and update parameters are passed from the application software to the database.

A: Batch checks

B: Data integrity related controls

C: Inter table tests

D: Table level tests

Que: DA7 _____ tables are stored tables from which certain values are extracted for further processing and storing.

A: Internal

B: External

C: Inter

D: None of the above

Que: DA8 In _____ tests, top-level modules are tested first.

A: Incremental

B: Top-down

C: Bottom-up

D: Big bang

Que: DA9 Which of the following technique is capable of identifying unusual transactions passing through the system?

A: Core Image Comparison

B: Modelling

C: Embedded Code

D: Tracing

Que: DA10 In _____ technique, care must be taken to ensure that live data does not impact actual results.

A: Mapping

B: On-line Testing

C: Snapshots

D: Tracing

Que: DA11 _____ testing is program-based.

A: White box

B: Black box

C: Incremental

D: System

Que: DA12 Test data can be designed through _____.

- A: Correctness proof
- B: Data flow analysis
- C: Control flow analysis
- D: All of the above

Que: DA13 Which of the following is not required to be recorded in the public audit trail?

- A: Registration of public keys
- B: Notification of key compromises
- C: Registration of signatures
- D: Notification of signature compromises

Que: DA14 To select a random sample using MS-Excel 2007, which option of Analysis Tools in Analysis ToolPak is used?

- A: F-Test Two-Sample for Variances
- B: Sampling
- C: t-Test: Paired Two Sample for Means
- D: z-Test: Two Sample for Means

Que: DA15 Ageing analysis can be done using _____ functions of Generalized Audit Software.

- A: Statistical
- B: Arithmetic
- C: Stratification and Frequency analysis
- D: Selection

Que: DA16 Which of the following is not a limitation of generalized audit software?

- A: Ex Post auditing only
- B: Concurrent auditing only
- C: Limited ability to verify processing logic
- D: Limited ability to determine propensity for error

- Que: DA17 _____ involves embedding audit software modules within an application system to provide continuous monitoring of the system's transactions.
- A: Embedded audit routines
- B: Snapshots
- C: Package procedures
- D: System Control Audit Review file
- Que: DA18 Fraudulent disbursement is included in _____ category of frauds.
- A: Asset misappropriations
- B: Corruption
- C: Fraudulent statements
- D: None of the above
- Que: DA19 Gaps testing is covered in _____.
- A: Traditional Analysis
- B: Transactional Analysis
- C: Data Analysis
- D: Fraud Analysis
- Que: DA20 _____ is ensuring that the originators of messages cannot deny that they in fact sent the messages to the recipients.
- A: Access control
- B: Availability
- C: Repudiation
- D: Non-repudiation
- Que: DA21 _____ encompasses logging the selected auditable events.
- A: Event Detection
- B: Information Collection
- C: Information Processing
- D: Audit Record Format

- Que: DA22 Which of the following is not a reason behind the requirement for controls and auditing in a computerized setup?
- A: Absence of input documents
 - B: Unavailability of data and computer programs
 - C: Lack of visible transaction trail
 - D: Lack of visible output
- Que: DA23 Which of these is a record check of input data?
- A: Reasonableness
 - B: Overflow
 - C: Format mask
 - D: Range
- Que: DA24 In _____ technique, software is used by the auditor to compare the executable version of a program with a secure master copy.
- A: Audit Software
 - B: Core Image Comparison
 - C: Database Analyzers
 - D: Program Code Analysis
- Que: DA25 ITF stands for _____.
- A: Incremental Test Facility
 - B: Internal Test Facility
 - C: Integrated Test Facility
 - D: Interleaved Test Facility
- Que: DA26 Cross reference lister tool can be used in which step of source code review methodology?
- A: Select source code to be examined
 - B: Review programming standards
 - C: Review programming language used
 - D: Review source code

Que: DA27 _____ refer(s) to computer programs designed to perform audit tasks in specific circumstances.

A: Generalized audit software

B: Specialized audit software

C: Utility programs

D: Entity programs

Que: DA28 Concurrent auditing techniques cover or collect data _____.

A: Before the transaction is being processed

B: As the transaction is being processed

C: After the transaction is being processed

D: Either A, B or C

Que: DA29 _____ can be used to identify unusual or strange items.

A: Statistical sampling

B: Duplicates testing

C: Exception testing

D: Gaps testing