

| q_i<br>d | q_desc                                                                                                              | op1                              | op2                                 | op3                               | op4                                  | a<br>n<br>s |
|----------|---------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------------------------------|-----------------------------------|--------------------------------------|-------------|
| BC<br>1  | A _____ is a list of instructions for the computer.                                                                 | Hardware                         | Program                             | Algorithm                         | Input                                | B           |
| BC<br>2  | Which of the following displays the output?                                                                         | Keyboard                         | Mouse                               | Printer                           | Monitor                              | D           |
| BC<br>3  | The term _____ refers to the physical parts of the computer.                                                        | Software                         | Liveware                            | Hardware                          | Firmware                             | C           |
| BC<br>4  | How many bits form a character?                                                                                     | 2                                | 4                                   | 8                                 | 16                                   | C           |
| BC<br>5  | System 7 is a/an _____.                                                                                             | Application software             | Graphics software                   | Programm ing language             | System software                      | D           |
| BC<br>6  | Which of the following is used to create newsletters and magazines?                                                 | Word processing software         | Electronic spreadsheet              | Graphics software                 | Desktop publishing software          | D           |
| BC<br>7  | A model to describe the relationship between data and information is called _____.                                  | Data model                       | Information model                   | System model                      | Relational model                     | C           |
| BC<br>8  | _____ can customize an application program for a specific task using the advanced features of application programs. | Naive users                      | Power users                         | Casual users                      | Advanced users                       | B           |
| BC<br>9  | Computers are _____.                                                                                                | Fast                             | Reliable                            | Accurate                          | All of the above                     | D           |
| BC<br>10 | A _____ is one billion floating-point arithmetic operations per second.                                             | Gigaflop                         | Nanosecond                          | Teraflop                          | Megaflop                             | A           |
| BC<br>11 | The capability to process multiple programs concurrently for multiple users is called _____.                        | Multitasking                     | Multiprogrammi ng                   | Multiproc essing                  | Multi-user                           | B           |
| BC<br>12 | Which of these is a single-user computer?                                                                           | Mainframe                        | Supercomputer                       | Microcom puter                    | Minicompute r                        | C           |
| BC<br>13 | RISC stands for _____.                                                                                              | Reduced Instruction Set Computer | Reduced Instruction System Computer | Recorded Instruction Set Computer | Recorded Instruction System Computer | A           |
| BC<br>14 | Which of the following can be used as a server for LAN?                                                             | Workstation                      | Microcomputer                       | Mainfram e                        | Minicompute r                        | A           |
| BC<br>15 | The full form of PIM is _____.                                                                                      | Personal Identificatio n Manager | Personal Information Manager        | Palmtop Informatio n Manager      | Palmtop Identification Manager       | B           |

|       |                                                                                                                        |                                                            |                                                   |                                      |                                                |   |
|-------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|---------------------------------------------------|--------------------------------------|------------------------------------------------|---|
| BC 16 | First generation computers use _____.                                                                                  | Vacuum tubes                                               | Integrated circuits                               | Transistors                          | None of the above                              | A |
| BC 17 | _____ are also called semiconductors.                                                                                  | Transistors                                                | Vacuum tubes                                      | Integrated circuits                  | None of the above                              | C |
| BC 18 | Circuitry used in fourth generation computers is _____.                                                                | Vacuum tubes                                               | Transistors                                       | Integrated circuits                  | VLSI                                           | D |
| BC 19 | _____ of CPU sends command signals to the other components of the system.                                              | Control Unit                                               | Arithmetic Logic Unit                             | Memory Unit                          | Backing Store                                  | A |
| BC 20 | The opposite of RAM is _____.                                                                                          | Random Access Memory                                       | Serial Access Memory                              | Flash Memory                         | Cache Memory                                   | B |
| BC 21 | Which of the following is not a type of cache memory?                                                                  | L1 cache                                                   | L2 cache                                          | L4 cache                             | Both B and C                                   | C |
| BC 22 | When operating system has to constantly swap information back and forth between RAM and hard disk, it is called _____. | Paging                                                     | Segmentation                                      | Thrashing                            | Transitioning                                  | C |
| BC 23 | _____ connects the microprocessor and the system memory.                                                               | Local bus                                                  | ISA bus                                           | PCI bus                              | DIB                                            | A |
| BC 24 | The shared bus _____.                                                                                                  | Integrates the data from the other buses to the system bus | Connects the microprocessor and the system memory | Connects the CPU and L2 cache        | Connects additional components to the computer | D |
| BC 25 | The graphics card in a modern PC can connect in _____ way.                                                             | Onboard                                                    | PCI                                               | AGP                                  | All of the above                               | D |
| BC 26 | Full form of PCI is _____.                                                                                             | Personal Component Interconnect                            | Personal Computer Interconnection                 | Peripheral Component Interconnection | Peripheral Component Interconnect              | D |
| BC 27 | _____ carry signals and voltages across the motherboard.                                                               | Traces                                                     | Chips                                             | Sockets                              | Cards                                          | A |
| BC 28 | Which of these is not contained in a sound card?                                                                       | DSP                                                        | DAC                                               | RAM                                  | ROM                                            | C |
| BC 29 | _____ takes tones at varying frequencies and combines them to create an approximation of a particular sound.           | AM synthesis                                               | FM synthesis                                      | Wavetable synthesis                  | MIDI synthesis                                 | B |

|       |                                                                                                      |                                                         |                                                    |                        |                              |   |
|-------|------------------------------------------------------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------|------------------------|------------------------------|---|
| BC 30 | Input devices other than keyboard are called ____ devices.                                           | Alternate                                               | Alternative                                        | Alternating            | None of the above            | A |
| BC 31 | The keyboards which reduce strain while typing are called ____ keyboards.                            | Enhanced                                                | Ergonomic                                          | AT                     | Original                     | B |
| BC 32 | Which of the following uses mechanical sensors to detect motion of the ball?                         | Mechanical mouse                                        | Optomechanical mouse                               | Optical mouse          | Both A and B                 | A |
| BC 33 | The advantage of trackball over mouse is that ____.                                                  | The trackball is stationary so it requires lesser space | The trackball can be placed on any type of surface | Both A and B           | Neither A nor B              | C |
| BC 34 | The cursor of digitizing tablet is called a ____.                                                    | Stylus                                                  | Pen                                                | Puck                   | Trigger                      | C |
| BC 35 | To evaluate answer sheets by a method using optical technology, we need an ____ system.              | MICR                                                    | OCR                                                | OMR                    | Bar Code Reader              | C |
| BC 36 | CCD stands for ____.                                                                                 | Charge-Coupled Device                                   | Charge-Checked Device                              | Character-Coded Device | Camera-Coupled Device        | A |
| BC 37 | Using a digital camera, one can input ____ into a computer.                                          | Text                                                    | Images                                             | Pages                  | Speech                       | B |
| BC 38 | Which of the following enables to take a book and feed it directly into an electronic computer file? | MICR                                                    | OCR                                                | OMR                    | Bar Code Reader              | B |
| BC 39 | UPC system of reading bar codes is used in ____.                                                     | Offices                                                 | Supermarkets                                       | Video games            | Restaurants                  | B |
| BC 40 | In which of the following, a finger is used to point to objects on the screen?                       | Touch Screen                                            | Touch Pad                                          | Light Pen              | Joystick                     | A |
| BC 41 | RGB stands for ____.                                                                                 | Red, Gray, Blue                                         | Rust, Gray, Black                                  | Red, Green, Blue       | Red, Green, Brown            | C |
| BC 42 | Monitor which can accept input from different types of video adapters is called a ____ monitor.      | Multi-frequency                                         | Multiscanning                                      | Multisignaling         | None of the above            | B |
| BC 43 | Landscape monitors have height ____ width.                                                           | Equal to                                                | Greater than                                       | Lesser than            | None of the above            | C |
| BC 44 | A 16-bit color monitor can display ____ shades of gray.                                              | 65536                                                   | 256                                                | 16                     | 64000                        | A |
| BC 45 | Screen sizes of monitors are measured                                                                | Horizontally                                            | Vertically                                         | Diagonally             | Either A or B, since monitor | C |

|       |                                                                               |                                        |                                                        |                              |                                                  |   |
|-------|-------------------------------------------------------------------------------|----------------------------------------|--------------------------------------------------------|------------------------------|--------------------------------------------------|---|
|       | _____.                                                                        |                                        |                                                        |                              | is square in shape                               |   |
| BC 46 | The _____ for a monitor is also called the vertical frequency.                | Convergence                            | Resolution                                             | Dot-pitch                    | Refresh Rate                                     | D |
| BC 47 | _____ refers to how sharply an individual color pixel on a monitor appears.   | Refresh rate                           | Bandwidth                                              | Resolution                   | Convergence                                      | D |
| BC 48 | Which of the following printers can print carbon copies of the same document? | Daisy-wheel                            | Dot-matrix                                             | Ink-jet                      | Laser                                            | B |
| BC 49 | _____ printers are also called page printers.                                 | Daisy-wheel                            | Dot-matrix                                             | Ink-jet                      | Laser                                            | D |
| BC 50 | The disadvantage of line printers is that _____.                              | They are extremely expensive           | Their speed is very low                                | They can print only one font | The paper tends to curl and fade after some time | C |
| BC 51 | Which of these is fastest?                                                    | Dot-matrix printer                     | Ink-jet printer                                        | Daisy-wheel printer          | Line printer                                     | D |
| BC 52 | _____ relies on recordings of actual instruments to produce sound.            | AM synthesis                           | FM synthesis                                           | Wavetable synthesis          | MIDI synthesis                                   | C |
| BC 53 | _____ is an example of sequential-access media.                               | Magnetic tape                          | Magnetic disk                                          | Optical disk                 | Zip disk                                         | A |
| BC 54 | The full form of QIC is _____.                                                | Quarter Inch Cartridges                | Quintal Inch Cartridges                                | Quality Inch Cartridges      | None of the above                                | A |
| BC 55 | Which of these is a type of removable hard disk?                              | Disk pack                              | Removable cartridge                                    | Both A and B                 | Neither A nor B                                  | C |
| BC 56 | Which of the following is not an auxiliary storage device?                    | Zip disk                               | Floppy disk                                            | Jaz disk                     | Star disk                                        | D |
| BC 57 | Multisession recording in a CD-ROM enables to _____.                          | Keep adding data to a CD-ROM over time | Keep erasing and adding data to a CD-ROM over time     | Both A and B                 | Neither A nor B                                  | A |
| BC 58 | CD-R stands for _____.                                                        | Compact Disc-Recordable                | Closed Disc-Recordable                                 | Compact Disc-Read Only       | Closed Drive-Recordable                          | A |
| BC 59 | Magneto-Optical disks _____.                                                  | Can be read and written to             | Are faster than floppies in terms of data access speed | Are removable                | All of the above                                 | D |
| BC 60 | DVD stands for _____.                                                         | Digital Versatile Disc                 | Digital Video Disc                                     | Digitized Visual Disc        | Both A and B                                     | D |

|       |                                                                                           |                                   |                                           |                                                     |                                |   |
|-------|-------------------------------------------------------------------------------------------|-----------------------------------|-------------------------------------------|-----------------------------------------------------|--------------------------------|---|
| BC 61 | _____ does not contain any moving parts.                                                  | USB Flash drive                   | DVD                                       | Hard disk                                           | Floppy Disk                    | A |
| OS 1  | Which of these is a function performed by operating system?                               | Job management                    | Batch processing                          | Virtual Storage                                     | All of the above               | D |
| OS 2  | ___ operating system parcels out CPU time slices to each program.                         | Multi-user                        | Cooperative                               | Preemptive                                          | Multithreading                 | C |
| OS 3  | _____ is also called parallel processing.                                                 | Multiprogramming                  | Multiprocessing                           | Multitasking                                        | Multithreading                 | B |
| OS 4  | Which of these is not a real-time operating system?                                       | C Executive                       | CCP                                       | DESRT                                               | DOS                            | D |
| OS 5  | Which file system is used by Windows 98?                                                  | FAT12                             | FAT16                                     | FAT32                                               | NTFS                           | C |
| OS 6  | Which of the following can be used for enterprise networks?                               | Windows 2000 Professional         | Windows 2000 Server                       | Windows 2000 Advanced Server                        | Windows 2000 Datacenter Server | D |
| OS 7  | FAT stands for _____.                                                                     | File Advanced Table               | File Attribute Table                      | File Allocation Table                               | None of the above              | C |
| OS 8  | The conventional DOS naming scheme is sometimes called _____ naming.                      | 8.2                               | 8.3                                       | 11.3                                                | 11.2                           | B |
| OS 9  | NTFS stands for _____.                                                                    | New Technology File System        | New Technique File System                 | Both A and B                                        | Neither A nor B                | A |
| OS 10 | Windows 2000 uses _____ file system.                                                      | FAT                               | VFAT                                      | NTFS Version 4.0                                    | NTFS Version 5.0               | D |
| OS 11 | Which of these is a feature offered by UNIX?                                              | Support for large storage devices | File-level security and access controls   | RAID support                                        | All of the above               | D |
| OS 12 | Each entry in a directory is _____ long.                                                  | 8 bytes                           | 16 bytes                                  | 32 bytes                                            | 64 bytes                       | C |
| OS 13 | In DOS, _____ is used to change the current directory to the parent of the one we are in. | chdir .                           | chdir ..                                  | chdir /                                             | chdir                          | B |
| OS 14 | .. entry in the root directory contains _____.                                            | Null value                        | Starting cluster number of root directory | Starting cluster number of parent of root directory | Any junk value                 | A |
| OS 15 | A file with an extension of JPG is a/an _____.                                            | Graphics file                     | Word document                             | DOS batch file                                      | Executable file                | A |

|       |                                                                                                           |                                                      |                                                                                                   |                                                                                                 |                                                       |   |
|-------|-----------------------------------------------------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-------------------------------------------------------|---|
| OS 16 | In DOS, file attributes can be modified using _____ command.                                              | ATTRIBUTE                                            | ATTR                                                                                              | ATTRIB                                                                                          | CHATTR                                                | C |
| OS 17 | The process of optimizing the disk by rearranging the files so that they are contiguous, is called _____. | Fragmentation                                        | Partitioning                                                                                      | Formattin g                                                                                     | Defragmenta tion                                      | D |
| OS 18 | Recycle Bin contains _____.                                                                               | Deleted files                                        | Modified files                                                                                    | Renamed files                                                                                   | Fragmented files                                      | A |
| OS 19 | The Norton's utility for defragmentation of disk is _____.                                                | SpeedDisk                                            | DEFRAG                                                                                            | Defragme nter                                                                                   | None of the above                                     | A |
| OS 20 | Size of each FAT entry in FAT32 file system is ____ bits.                                                 | 16                                                   | 28                                                                                                | 30                                                                                              | 32                                                    | B |
| OS 21 | To change the size of the primary DOS partition, _____.                                                   | Change the size of the primary partition using FDISK | Delete the old primary partition and create a new primary partition with the new size using FDISK | Delete every FAT partition on the disk and start partitionin g again using FDISK                | None of the above                                     | C |
| OS 22 | In DOS, _____ can be used to see the partition information for the system.                                | FDISK /INFO                                          | FDISK /STATUS                                                                                     | FDISK /?                                                                                        | None of the above                                     | B |
| OS 23 | _____ formats C: with a cluster size of 1 KB.                                                             | FORMAT /C:1                                          | FORMAT /C:2                                                                                       | FORMAT /C:4                                                                                     | FORMAT /C:8                                           | B |
| OS 24 | Which of the following commands makes a hard disk unreadable?                                             | FORMAT /SELECT /S                                    | FORMAT /SELECT                                                                                    | FORMAT /SELECT /U                                                                               | FORMAT /SELECT /q                                     | C |
| OS 25 | RAID level 0 uses a disk file system called a _____.                                                      | Mirror Set                                           | Stripe Set                                                                                        | Parity Set                                                                                      | None of the above                                     | B |
| OS 26 | Damage caused by a virus is called _____.                                                                 | Data loss                                            | Payload                                                                                           | Payload loss                                                                                    | Damage                                                | B |
| OS 27 | Polymorphic viruses _____.                                                                                | Infect executable programs                           | Modify the directory table entries                                                                | Copy their own macros into the applicatio n whenever we open a document using that applicatio n | Use encryption or other methods to change their looks | D |

|       |                                                                                                                                |                                                                                    |                                               |                                                                               |                                                           |   |
|-------|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------|---|
| OS 28 | Stealth viruses _____.                                                                                                         | Attempt to hide any modifications they have made, from antivirus scanning software | Infect any file which is opened               | Modify files as the files are being created or altered for legitimate reasons | Infect at certain intervals dictated by their programming | A |
| OS 29 | _____ is based on checksum to detect viruses.                                                                                  | Antivirus scanner                                                                  | Integrity checker                             | Generic monitoring program                                                    | Both A and B                                              | B |
| OS 30 | Which of these file extensions denotes an archive?                                                                             | LPH                                                                                | LJH                                           | ARH                                                                           | TAR                                                       | D |
| OS 31 | A self-extracting Zip file is a _____ file that includes both a Zip file and software to extract the contents of the Zip file. | .doc                                                                               | .exe                                          | .run                                                                          | None of the above                                         | B |
| OS 32 | Scandisk is in _____ folder on the start menu.                                                                                 | System Tools                                                                       | Internet Tools                                | Ease of Access                                                                | Communications                                            | A |
| OS 33 | If a volume has less than 15% free space, defrag will _____.                                                                   | Give an error                                                                      | Not give any error but will not defragment it | Still defragment it                                                           | Partially defragment it                                   | D |
| OS 34 | defrag volume /a command displays _____.                                                                                       | A summary of the analysis report                                                   | A summary of the defragmentation report       | A summary of both the analysis and defragmentation reports                    | The complete analysis and defragmentation reports         | A |
| OS 35 | The _____ is the base window for the Windows program.                                                                          | Windows Program                                                                    | WinProg                                       | Program Manager                                                               | Program Mgr                                               | C |
| OS 36 | The name of the window, application or document appears in the _____.                                                          | Title Bar                                                                          | Control Box                                   | Menu Bar                                                                      | Scroll Box                                                | A |
| OS 37 | To quit an application in Windows XP, _____ is used.                                                                           | Control Box Menu                                                                   | File Menu                                     | Both A and B                                                                  | Either A or B                                             | D |
| OS 38 | The _____ offers all kinds of configuration options for many desktop features.                                                 | Control Panel                                                                      | Task Bar                                      | My Briefcase                                                                  | Windows Accessories                                       | A |
| OS 39 | While specifying the path of a file in Windows, enclose the path in _____ if the file name contain spaces.                     | Curly braces                                                                       | Quotation marks                               | Parentheses                                                                   | Square brackets                                           | B |

|       |                                                                                                  |                                    |                                                                                        |                                                                                          |                   |   |
|-------|--------------------------------------------------------------------------------------------------|------------------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-------------------|---|
| OS 40 | When one deletes a document from the Documents section, _____.                                   | The original document gets deleted | The original document as well as the document in the Documents section remain as it is | The original document doesn't get deleted but it gets deleted from the Documents section | None of the above | C |
| OS 41 | The _____ on the Task bar displays the time as well as Quick start buttons for various programs. | Start Button                       | Tray                                                                                   | Icon Tray                                                                                | Menu Bar          | B |
| OS 42 | In Windows XP, Help can be accessed by pressing _____.                                           | F1                                 | F2                                                                                     | F3                                                                                       | F4                | A |
| OS 43 | In Windows XP, if there is a need to remove all the files in the Recycle Bin, click on _____.    | Clear Recycle Bin                  | Empty Recycle Bin                                                                      | Delete Recycle Bin                                                                       | Delete All Files  | B |
| OS 44 | _____ gives access to all of the drives of the computer.                                         | My Computer                        | My Briefcase                                                                           | My Documents                                                                             | Recycle Bin       | A |
| OS 45 | To remove a drive-letter assignment in Windows XP, use _____.                                    | Remove Network Drive               | Remove Drive                                                                           | Disconnect Network Drive                                                                 | Disconnect Drive  | C |
| OS 46 | In Windows Explorer, Paste option is in _____ menu.                                              | File                               | Edit                                                                                   | View                                                                                     | Insert            | B |
| OS 47 | In 'Help' option of Windows XP, _____ tab is used to browse through topics by category.          | Contents                           | Index                                                                                  | Search                                                                                   | Category          | A |
| OS 48 | Use _____ to remove unneeded files.                                                              | Scandisk                           | DriveSpace 3 disk compression                                                          | Drive Converter                                                                          | Disk Cleanup      | D |
| OS 49 | To add time and date components in a Notepad file, click _____ on the Edit menu.                 | Date and Time                      | Time and Date                                                                          | Date/Time                                                                                | Time/Date         | D |
| OS 50 | _____ is used to set tab stops in WordPad.                                                       | Toolbar                            | Format Bar                                                                             | Ruler                                                                                    | Scroll Bar        | C |
| OS 51 | To add current time and date in a WordPad file, click _____ on the Insert menu.                  | Date and Time                      | Time and Date                                                                          | Date/Time                                                                                | Time/Date (excel) | A |
| OS 52 | Which program is required to read a PDF document?                                                | MS-Word                            | MS-Access                                                                              | Adobe Acrobat                                                                            | Adobe Document    | C |

|       |                                                                                                                                         |                                                                                                        |                                                                                               |                                           |                                                   |   |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-------------------------------------------|---------------------------------------------------|---|
|       |                                                                                                                                         |                                                                                                        |                                                                                               | Reader                                    | Reader                                            |   |
| OS 53 | If the user gets a blank page when opening a PDF document, he/she should_____.                                                          | Click on Refresh button                                                                                | Click on Reload button                                                                        | Click on Navigation Pane button           | Click on Find button                              | B |
| OS 54 | The left pane of the Windows Explorer Screen shows the_____.                                                                            | Directory Structure                                                                                    | Directories and files in the directory selected                                               | Menu items                                | Both A and B                                      | A |
| OS 55 | Which menu command is used to sort the icons by name, size, date, and type?                                                             | Sort Icons                                                                                             | Sort Items                                                                                    | Arrange Icons                             | Arrange Items                                     | C |
| OS 56 | Add or Remove Programs dialog box can be opened from_____.                                                                              | Control Panel                                                                                          | My Programs                                                                                   | All Programs                              | Settings                                          | A |
| OS 57 | Which of the following is an edition of Windows Vista?                                                                                  | Professional                                                                                           | Premium                                                                                       | Business                                  | Home                                              | C |
| OS 58 | AERO stands for_____.                                                                                                                   | Authentic, Energetic, Reflective, and Open                                                             | Adjustable, Energetic, Reflective, and Open                                                   | Authentic, Esoteric, Reflective, and Open | Authentic, Esoteric, Ravishing, and Open          | A |
| OS 59 | In the Tiled mode of desktop background,_____.                                                                                          | The image is expanded to the entire size of the monitor screen (equal on horizontal and vertical side) | The image is expanded to the entire size of the monitor screen (one side more than the other) | The image is centered on the desktop      | The image is repeated horizontally and vertically | D |
| OS 60 | In Windows Vista, the_____color scheme allows users to quickly switch to a black and white text version of the screen they are viewing. | High Contrast                                                                                          | Narrator                                                                                      | Magnifier                                 | Snipping Tool                                     | A |
| OS 61 | The_____in Windows Vista, gives detailed usage descriptions to the administrator.                                                       | Activity Log                                                                                           | Log file                                                                                      | Activity Report                           | Log Report                                        | C |
| OS 62 | The_____of Windows Vista Calendar lets us choose which date or calendar we want to view, as well as create and manage tasks.            | Navigation panel                                                                                       | Details pane                                                                                  | Toolbar                                   | None of the above                                 | A |

|       |                                                                                                                                        |                                                                              |                                                                                                                                     |                                                                              |                                                                                                           |   |
|-------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---|
| OS 63 | Which of the following is not a type of snip in Snipping Tool?                                                                         | Free-form Snip                                                               | Circular Snip                                                                                                                       | Rectangular Snip                                                             | Window Snip                                                                                               | B |
| OS 64 | In Windows Vista, the Windows Flip option can be availed through _____ key combination.                                                | Alt + Tab                                                                    | Ctrl + Tab                                                                                                                          | Shift + Tab                                                                  | Tab                                                                                                       | A |
| OS 65 | In Windows Vista, _____ option of Network and Sharing Center allows only users with accounts, to access the shared files and printers. | Network Discovery                                                            | Public Folder Sharing                                                                                                               | Printer Sharing                                                              | Password Protected Sharing                                                                                | D |
| OS 66 | The _____ file permission in Windows Vista, grants users access to modify, create, and run programs inside the folder.                 | Full Control                                                                 | Modify                                                                                                                              | EXERCISE                                                                     | Read, Write and Execute                                                                                   | A |
| OS 67 | _____ in Windows Vista, protects the computer from unwanted spyware and malware.                                                       | Windows Defender software                                                    | Internet Explorer 7                                                                                                                 | Security Center software                                                     | None of the above                                                                                         | A |
| OS 68 | Which search engine is the default in Windows Vista?                                                                                   | www.google.com                                                               | www.ask.com                                                                                                                         | Windows Live Search                                                          | www.msn.com                                                                                               | C |
| OS 69 | _____ is a term used for any site that attempts to steal our personal information.                                                     | Capturing                                                                    | Phishing                                                                                                                            | Filtering                                                                    | Catching                                                                                                  | B |
| W 01  | Word 2007 names the first new document we open, as _____.                                                                              | Document                                                                     | Document1                                                                                                                           | New Document                                                                 | Doc1                                                                                                      | B |
| W 02  | To add a new comment in a Word file, which tab of the Ribbon is used?                                                                  | Insert                                                                       | Review                                                                                                                              | Home                                                                         | Page Layout                                                                                               | B |
| W 03  | Shortcut key to open a new Word document is _____.                                                                                     | Ctrl + M                                                                     | Ctrl + N                                                                                                                            | Ctrl + O                                                                     | Ctrl + V                                                                                                  | B |
| W 04  | Shortcut key to open an existing Word document is _____.                                                                               | Ctrl + M                                                                     | Ctrl + N                                                                                                                            | Ctrl + O                                                                     | Ctrl + V                                                                                                  | C |
| W 05  | How to print non-contiguous pages of a Word document efficiently?                                                                      | Print the whole document, and then discard the pages which are not required. | Print all the pages starting from the first non-contiguous page to the last one, and then discard the pages which are not required. | Under Page range section of Print dialog box, select Pages and type the page | Under Page range section of Print dialog box, select Pages and type the page numbers separated by hyphen. | C |

|      |                                                                                                                           |                                                                                                                                      |                                                                                                                         |                                                                    |                                                                                |   |
|------|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------------------|---|
|      |                                                                                                                           |                                                                                                                                      |                                                                                                                         | numbers separated by commas.                                       |                                                                                |   |
| W06  | In Word 2007, which of these is a group in Home tab?                                                                      | Clipboard                                                                                                                            | Themes                                                                                                                  | Illustrations                                                      | Window                                                                         | A |
| W07  | The Format Painter tool in Word _____.                                                                                    | Allows to copy multiple text and graphical items from Office documents or other programs and paste them into another Office document | Is a preset document layout with a collection of styles which are saved to a file and can be applied to other documents | Define the appearance of various text elements in Word document    | Allows to copy the formatting from formatted text and use it within other text | D |
| W08  | To delete an entire word to the left of the cursor, press _____ in MS-Word.                                               | Delete                                                                                                                               | Backspace                                                                                                               | Ctrl + Delete                                                      | Ctrl + Backspace                                                               | D |
| W09  | In Word, font effect Engrave _____.                                                                                       | Adds a shadow beneath and to the right of the selected text                                                                          | Displays the inner and outer borders of each character                                                                  | Makes the selected text appear to be raised off the page in relief | Makes the selected text appear to be imprinted into the page                   | D |
| W010 | To start a bulleted list in Word, type ____ and then press TAB key.                                                       | +                                                                                                                                    | tab + *                                                                                                                 | .                                                                  | ,                                                                              | B |
| W011 | A _____ is also known as an outdent, in Word.                                                                             | Negative Indent                                                                                                                      | Hanging Indent                                                                                                          | Mirror Indent                                                      | First Line Indent                                                              | A |
| W012 | Which of the following is the name of a template in Word?                                                                 | Newspaper                                                                                                                            | Bio-data                                                                                                                | Newsletter                                                         | None of the above                                                              | C |
| W013 | If we select 'Auto' in Fixed column width option in AutoFit behavior in Insert Table dialog box in Word, Word 2007 _____. | Evenly distributes the columns to fit the page                                                                                       | Sets a specific width for the columns in the table                                                                      | Automatically resizes columns to fit the contents of the cells     | Automatically resizes the table to fit in a Web browser window                 | A |

|        |                                                                                                                            |                        |                  |                                              |                                |   |
|--------|----------------------------------------------------------------------------------------------------------------------------|------------------------|------------------|----------------------------------------------|--------------------------------|---|
|        |                                                                                                                            |                        |                  |                                              | when we change the window size |   |
| W O1 4 | Illustrations group in the Insert tab in Word does not contain _____ option.                                               | Picture                | ClipArt          | SmartArt                                     | Clipboard                      | D |
| W O1 5 | With _____ in MS-Word, we can show all sorts of relationships using diagrams.                                              | Clip Art               | Word Art         | SmartArt                                     | Bookmarks                      | C |
| W O1 6 | A _____ in MS-Word, identifies a location or a selection of text we name and identify for future reference.                | Hyperlink              | Bookmark         | Cross-reference                              | Footer                         | B |
| W O1 7 | When a bookmark is added to a block of text in a Word document, Word surrounds the text with _____.                        | Parentheses            | Curly Braces     | Square Brackets                              | Angle Brackets                 | C |
| W O1 8 | Quick Parts option is in _____ group of Word 2007 Insert Ribbon.                                                           | Pages                  | Links            | Symbols                                      | Text                           | D |
| W O1 9 | _____ option of Word 2007 allows the user to add preformatted portions of text.                                            | Quick Parts            | WordArt          | SmartArt                                     | Drop Cap                       | A |
| W O2 0 | In Word, Table of Contents dialog box shows _____.                                                                         | Print Preview          | Web Preview      | Either A or B depending on what user selects | Both A and B                   | D |
| W O2 1 | By default, Word places footnotes at the _____.                                                                            | Beginning of each page | End of each page | Beginning of the document                    | End of the document            | B |
| W O2 2 | In Word, _____ can be utilized when there is a reference to be cited, but we do not have enough information on the source. | Citations              | Placeholders     | Sources                                      | Captions                       | B |
| W O2 3 | Which of the following is an option in the Index group of References Ribbon in Word?                                       | Create Index           | Mark Index       | Insert Index                                 | Delete Index                   | C |
| W O2 4 | In Word, _____ key is used to update the index.                                                                            | F1                     | F4               | F9                                           | F11                            | C |

|              |                                                                                                                                    |                                       |                              |                              |                   |   |
|--------------|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------------|------------------------------|-------------------|---|
| W<br>O2<br>5 | The Research option is in _____ group of Review Ribbon in Word.                                                                    | Proofing                              | Comments                     | Tracking                     | Changes           | A |
| W<br>O2<br>6 | In Word, Thesaurus provides the user with a list of _____.                                                                         | Substitutions for the misspelled word | Synonyms for a selected word | Antonyms for a selected word | None of the above | B |
| W<br>O2<br>7 | To see what changes have been made to a Word document, one can use _____ utility.                                                  | See Changes                           | Track Changes                | Trace Changes                | Review Changes    | B |
| W<br>O2<br>8 | View Ribbon in MS-Word can be accessed using the keyboard shortcut _____.                                                          | Alt + V                               | Alt + I                      | Alt + E                      | Alt + W           | D |
| W<br>O2<br>9 | To display our Word document in Draft view, which keyboard shortcut can be used?                                                   | Alt + W, P                            | Alt + W, F                   | Alt + W, U                   | Alt + W, E        | D |
| W<br>O3<br>0 | In Word, _____ shows an outline of the document's headings on the left of the Word 2007 window.                                    | Ruler                                 | Gridlines                    | Document Map                 | Thumbnails        | C |
| W<br>O3<br>1 | In Word, a _____ is a shortcut for performing a series of actions and is useful for automating complex or repetitive tasks.        | Macro                                 | Window                       | Envelope                     | Label             | A |
| W<br>O3<br>2 | Which of these is a valid macro name in Word 2007?                                                                                 | A67S                                  | __GAS                        | 21S JK                       | G&S*K             | A |
| W<br>O3<br>3 | For macro to be available whenever we use Word, the macro should be saved as part of the _____ template.                           | Normal.docx                           | Normal.dotx                  | Normal.doc                   | Normal.dot        | B |
| W<br>O3<br>4 | The data in a _____ file cannot be changed.                                                                                        | DOC                                   | PDF                          | XLS                          | DOT               | B |
| W<br>O3<br>5 | A _____ is defined as a set of unified design elements that provides a look for Word document by using color, fonts, and graphics. | Theme                                 | Template                     | Watermark                    | Style             | A |
| W<br>O3<br>6 | In Word, themes have a palette of _____ colors.                                                                                    | 10                                    | 11                           | 12                           | 13                | C |
| W<br>O3<br>7 | In Word, a _____ margin setting adds extra space to the side margin or                                                             | Gutter                                | Page                         | Mirror                       | Column            | A |

|              |                                                                                                               |                                     |                                    |                                                                                                                  |                                                                        |   |
|--------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|---|
|              | top margin of a document that we plan to bind.                                                                |                                     |                                    |                                                                                                                  |                                                                        |   |
| W<br>O3<br>8 | Which of the following is not a type of Section Break in Page Break options of Page Setup group in Word 2007? | Next Page                           | Last Page                          | Even Page                                                                                                        | Odd Page                                                               | B |
| W<br>O3<br>9 | A watermark used in MS-Word, is _____.                                                                        | Used to hyphenate the text          | A set of line and fill effects     | A set of formatting choices that include a set of theme colors, a set of theme fonts, and a set of theme effects | A translucent image that appears behind the primary text in a document | D |
| W<br>O4<br>0 | In Word, _____ a shape is also referred to as Flipping.                                                       | Reversing                           | Rotating                           | Arranging                                                                                                        | Aligning                                                               | A |
| W<br>O4<br>1 | Address Block option is present in _____ group of Mailings ribbon in MS-Word.                                 | Start Mail Merge                    | Write & Insert Fields              | Preview Results                                                                                                  | Finish                                                                 | B |
| W<br>O4<br>2 | _____ file can be used as a data source in Mail Merge.                                                        | .doc                                | .cvs                               | .csv                                                                                                             | .dot                                                                   | C |
| W<br>O4<br>3 | While doing Mail Merge, a specific merged document can be previewed by clicking _____.                        | Next Record                         | Previous Record                    | Find Recipient                                                                                                   | Record by Recipient                                                    | C |
| W<br>O4<br>4 | In Word 2007, _____ are the graphical equivalents of drop-down menus.                                         | Galleries                           | Ribbons                            | Interfaces                                                                                                       | Toolbars                                                               | A |
| W<br>O4<br>5 | The default extension for Word 2007 document is _____.                                                        | .doc                                | .txt                               | .docx                                                                                                            | .txtx                                                                  | C |
| W<br>O4<br>6 | When all Office programs are exited and the computer is restarted, the Office Clipboard _____.                | Still contains all the items copied | Contains only the last item copied | Is cleared of all items                                                                                          | Contains garbage                                                       | C |
| W<br>O4<br>7 | In Word, font effect _____ draws a line through the selected text.                                            | Strikethrough                       | Double strikethrough               | Outline                                                                                                          | Emboss                                                                 | A |

|              |                                                                                                                                                 |                                                         |                                        |                                   |                               |   |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|----------------------------------------|-----------------------------------|-------------------------------|---|
| W<br>O4<br>8 | In Word, a _____ indent controls the left boundary of every line in a paragraph except the first one.                                           | First Line                                              | Hanging                                | Left                              | Right                         | B |
| W<br>O4<br>9 | The Links group of Insert Ribbon in Word, contains options for _____.                                                                           | Hyperlink                                               | Bookmark                               | Cross-reference                   | All of the above              | D |
| W<br>O5<br>0 | To create a linked object along with existing information in Word, click _____.                                                                 | Paste                                                   | Create Link                            | Paste hyperlink                   | Create hyperlink              | C |
| W<br>O5<br>1 | Macros option is in _____ Ribbon in MS-Word.                                                                                                    | View                                                    | Insert                                 | References                        | Home                          | A |
| W<br>O5<br>2 | Columns in a data file (used for Mail Merge) represent _____ of information.                                                                    | Categories                                              | Records                                | Both A and B                      | Neither A nor B               | A |
| W<br>O5<br>3 | _____ 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. | Collate                                                 | Manual duplex                          | Print to file                     | Scale to paper size           | A |
| EX1          | VBA stands for _____.                                                                                                                           | Visual Basic for Applications                           | Visual Basic for Abacus                | Visual Basic for Appendices       | None of the above             | A |
| EX2          | The Excel 2007 worksheet contains _____ columns.                                                                                                | 10,000                                                  | 20,000                                 | 12, 000                           | 16,000                        | D |
| EX3          | MS Excel 2007 displays _____ worksheets by default.                                                                                             | 1                                                       | 2                                      | 3                                 | 4                             | C |
| EX4          | A cell reference in a spreadsheet can refer to _____.                                                                                           | A cell in a different sheet within the same spreadsheet | A cell in another spreadsheet entirely | A value from a remote application | All of the above              | D |
| EX5          | In Excel, a cell on a different sheet of the same spreadsheet is addressed as _____.                                                            | <sheet name>:<cell reference>                           | <sheet name>\$<cell reference>         | <sheet name>!<cell reference>     | <sheet name>@<cell reference> | C |
| EX6          | Full form of OLE is _____.                                                                                                                      | Object Linking and Embedding                            | Object Loading and Embedding           | Object Linking and Exchange       | Object Linking and Enhancing  | A |
| EX7          | Keyboard shortcut to show a shortcut menu in Excel, is _____.                                                                                   | Shift + F10                                             | Shift + F1                             | Shift + F11                       | Shift + F12                   | A |

|      |                                                                                                                         |                                      |                                              |                                             |                              |   |
|------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------|---------------------------------------------|------------------------------|---|
| EX8  | Excel gives a _____ extension to the template file.                                                                     | .xls                                 | .xlt                                         | .dot                                        | None of the above            | B |
| EX9  | Which function is used in Excel to enter current date?                                                                  | Date                                 | CurrentDate                                  | Today                                       | Workday                      | C |
| EX10 | To delete selected rows in Excel 2007, click the arrow next to Delete in Cells group in Home tab, and then click _____. | Delete                               | Delete Rows                                  | Delete Sheet Rows                           | None of the above            | C |
| EX11 | Keyboard shortcut to save a workbook in Excel, is _____.                                                                | F10                                  | F11                                          | F12                                         | F13                          | C |
| EX12 | In MS Excel, references to cells in other workbooks are called _____.                                                   | Links                                | Hyperlinks                                   | Connections                                 | Relative Cell References     | A |
| EX13 | In Excel, when E\$5 is copied down or across, the _____ reference can change.                                           | Row                                  | Column                                       | Either A or B                               | Both A and B                 | B |
| EX14 | Which of these is a valid range name in Excel?                                                                          | A1,2                                 | A\$12                                        | __A.B                                       | 1a                           | C |
| EX15 | How to name a range in Excel?                                                                                           | Use the Name box in the formula bar. | Use the Define Name from the Formula Ribbon. | Create a name from a row or column of text. | All of the above             | D |
| EX16 | Which operator is used for exponentiation in Excel?                                                                     | *                                    | ^                                            | /                                           | \                            | B |
| EX17 | In Excel, _____ are structured programs that calculate a specific result.                                               | Functions                            | Formulas                                     | Ranges                                      | Equations                    | A |
| EX18 | In Excel, FACT(2.9) returns _____.                                                                                      | 2                                    | 4                                            | 6                                           | Error #NUM!                  | A |
| EX19 | In Excel, LOG function returns the _____.                                                                               | Natural logarithm of a number        | Logarithm of a number to the base specified  | Base-10 logarithm of a number               | Base-2 logarithm of a number | B |
| EX20 | In Excel, MROUND(1.3, 0.2) returns _____.                                                                               | 1.4                                  | 1.2                                          | 1.3                                         | Error #NUM!                  | A |
| EX21 | In Excel, _____ returns the average of the absolute deviations of data points from their mean.                          | AVEDEV                               | VARA                                         | COVAR                                       | STDEV                        | A |
| EX22 | In Excel, _____ error message is given if the formula contains a blank cell.                                            | #NAME?                               | #Value                                       | #####                                       | #DIV/0!                      | D |

|          |                                                                                                         |                                                        |                                                         |                                                        |                                                    |   |
|----------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------|---------------------------------------------------------|--------------------------------------------------------|----------------------------------------------------|---|
| EX2<br>3 | In Excel, _____ error message is given if the formula contains text that Excel doesn't recognize.       | #NAME?                                                 | #REF!                                                   | #####                                                  | #DIV/0!                                            | A |
| EX2<br>4 | To manually calculate all the formulas in a worksheet, press _____.                                     | F6                                                     | F7                                                      | F8                                                     | F9                                                 | D |
| EX2<br>5 | To have column and row headings visible while scrolling the worksheet, _____ feature is used.           | Splitting Panes                                        | Freezing Panes                                          | Radar Panes                                            | Format                                             | B |
| EX2<br>6 | If a cell is formatted as Accounting in Excel, zero values are shown as _____.                          | Zeroes                                                 | Blanks                                                  | Dashes                                                 | None of the above                                  | C |
| EX2<br>7 | By default, MS-Excel aligns error values in the _____.                                                  | Left                                                   | Center                                                  | Right                                                  | Justified mode                                     | B |
| EX2<br>8 | If cells A2, A3, B2 and B3 in a worksheet are merged, the cell reference for the merged cell is _____.  | A2                                                     | A3                                                      | B2                                                     | B3                                                 | A |
| EX2<br>9 | Which of the following is not a chart type in Excel?                                                    | Column Chart                                           | Area Chart                                              | Line Chart                                             | Row Chart                                          | D |
| EX3<br>0 | In MS-Excel, a 3-D column chart uses three axes - a horizontal axis, a vertical axis, and a _____ axis. | Depth                                                  | Length                                                  | Breadth                                                | Width                                              | A |
| EX3<br>1 | In which of the following situations, Excel's pie chart should be used?                                 | There are two data series to plot.                     | The values to be plotted contain negative values.       | The values to be plotted contain a lot of zero values. | There are no more than seven categories.           | D |
| EX3<br>2 | In a clustered bar chart in Excel, the _____ are typically organized along the vertical axis.           | Categories                                             | Values                                                  | Either A or B                                          | Neither A nor B                                    | A |
| EX3<br>3 | In which of the following situations, Excel's XY charts are not required to be used?                    | User wants to change the scale of the horizontal axis. | User wants to make horizontal axis a logarithmic scale. | Values for horizontal axis are evenly spaced.          | There are many data points on the horizontal axis. | C |
| EX3<br>4 | Volume-open-high-low-close subtype of stock charts in Excel, requires _____ series of values.           | 3                                                      | 4                                                       | 5                                                      | 6                                                  | C |
| EX3<br>5 | In Excel, a 3-D surface chart displayed without color is called a                                       | Wired                                                  | Contour                                                 | Wireframe                                              | None of the above                                  | C |

|          |                                                                                                                   |                        |                                        |                                        |                                                                                   |   |
|----------|-------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------|----------------------------------------|-----------------------------------------------------------------------------------|---|
|          | _____ 3-D surface chart.                                                                                          |                        |                                        |                                        |                                                                                   |   |
| EX3<br>6 | In Excel, if user wants to create a hyperlink to a specific location in the file or on the Web page, click _____. | Current Folder         | Recent Files                           | Bookmark                               | Browse the Web                                                                    | C |
| EX3<br>7 | When a record is deleted using a data form in Excel, _____.                                                       | It doesn't get deleted | It gets deleted but it can be restored | It gets deleted and cannot be restored | Whether the deletion is permanent or temporary is dependent on how it is deleted. | C |
| EX3<br>8 | In Excel, the user can sort up to _____ levels using the Data Sort dialog box.                                    | 1                      | 2                                      | 3                                      | 4                                                                                 | C |
| EX3<br>9 | In Excel, the default criteria setting for AutoFilter in each field is _____.                                     | Top 10                 | Bottom 10                              | Top half                               | All                                                                               | D |
| EX4<br>0 | External data source for an Excel workbook can be _____.                                                          | A text file            | A database                             | An OLAP cube                           | All of the above                                                                  | D |
| EX4<br>1 | Which of the following cannot store connection information of an external data source in Excel?                   | Workbook               | .odc file                              | .udc file                              | .udcx file                                                                        | C |
| EX4<br>2 | A _____ in Excel, summarizes the columns of information in a database in relationship to each other.              | Table                  | Pivot table                            | Chart                                  | Pivot chart                                                                       | B |
| EX4<br>3 | In Excel, pivot charts don't have _____.                                                                          | Category fields        | Series fields                          | Page fields                            | Value fields                                                                      | D |
| EX4<br>4 | Excel's default margins are _____ on each side.                                                                   | 0.25"                  | 0.5"                                   | 0.75"                                  | 1"                                                                                | C |
| EX4<br>5 | Macros option is in Code group of _____ Ribbon in Excel.                                                          | Insert                 | Data                                   | Home                                   | Developer                                                                         | D |
| EX4<br>6 | In Excel, a _____ is a grid made up of horizontal rows and vertical columns.                                      | Workbook               | Worksheet                              | Excel sheet                            | Spreadsheet                                                                       | B |
| EX4<br>7 | In Excel, an absolute cell reference is indicated by prefixing the row and column numbers with _____.             | #                      | \$                                     | %                                      | ^                                                                                 | B |
| EX4<br>8 | Keyboard shortcut for Auto Fill in Excel, is _____.                                                               | Enter                  | Ctrl + Enter                           | Shift + Enter                          | Alt + Enter                                                                       | B |

|      |                                                                                                                                                                                     |                                     |                                    |                                 |                                      |   |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------|---------------------------------|--------------------------------------|---|
| EX49 | By default, Excel range names use _____ cell references.                                                                                                                            | Absolute                            | Relative                           | Either A or B                   | Both A and B                         | A |
| EX50 | In Excel, INT(-5.7) returns _____.(but if int(5.7) ans 5)                                                                                                                           | -5                                  | -6                                 | 5                               | 6                                    | B |
| EX51 | In _____ function in Excel, text and logical values are compared as well as numbers.                                                                                                | MAX                                 | MAXA                               | MIN                             | SMALL                                | B |
| 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. | Blue                                | Red                                | Black                           | Green                                | C |
| EX53 | To apply a gradient or texture to selected cells in a worksheet, use _____.                                                                                                         | Background Color                    | Pattern Color                      | Pattern Style                   | Fill Effects                         | D |
| EX54 | In Excel, the _____ charts emphasize the magnitude of change over time.                                                                                                             | Line                                | Column                             | Area                            | Surface                              | C |
| EX55 | Which of the following is not a chart subtype of Excel's radar charts?                                                                                                              | Radar with markers chart            | Filled radar chart                 | Filled radar with markers chart | Both B and C                         | C |
| EX56 | A _____ is used in Excel, to select records that meet a specific criterion and temporarily hide all the other records.                                                              | Filter                              | Sort                               | Subtotal                        | Connection                           | A |
| EX57 | In Excel, a macro's series of commands and functions are stored in _____.                                                                                                           | The worksheet                       | The workbook                       | A Microsoft VB module           | None of the above                    | C |
| EX58 | OLAP stands for _____.                                                                                                                                                              | Online Analytical Processing        | Offline Analytical Processing      | Offline Artificial Processing   | Offline Asynchronous Processing      | A |
| EX59 | In Excel, a macro can be accessed using _____.                                                                                                                                      | Ctrl + the letter specified by user | Alt + the letter specified by user | The letter specified by user    | Shift + the letter specified by user | A |
| EX60 | Excel's _____ feature doesn't work with the data form.                                                                                                                              | AutoFill                            | AutoComplete                       | Freezing Panes                  | Splitting Panes                      | B |
| EX61 | In Excel, the cells whose values are used in the calculation of the active cell's formula are called its                                                                            | Dependents                          | Predecessors                       | Precedents                      | Successors                           | C |

|          |                                                                                                    |                                                          |                                           |                                                                                                  |                           |   |
|----------|----------------------------------------------------------------------------------------------------|----------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------------|---|
|          | _____.                                                                                             |                                                          |                                           |                                                                                                  |                           |   |
| EX6<br>2 | To calculate the result of a formula in Excel, use _____ key.                                      | Alt                                                      | Enter                                     | Ctrl                                                                                             | =                         | B |
| EX6<br>3 | In Excel, the intersection of a column and a row is called a _____.                                | Cell                                                     | Cell Reference                            | Range                                                                                            | Reference                 | A |
| EX6<br>4 | Excel 2007 uses _____ as its primary file format.                                                  | BIFF                                                     | Office Open XML                           | XML Spreadsheet                                                                                  | Office XML                | B |
| EX6<br>5 | In an Excel worksheet, the active cell is identified with the _____ outline.                       | Black                                                    | Red                                       | Green                                                                                            | Blue                      | A |
| PP<br>1  | _____ can be used to prepare presentations.                                                        | MS-Access                                                | MS-Word                                   | MS-Excel                                                                                         | MS-PowerPoint             | D |
| PP<br>2  | Which of the following is an office theme in MS-PowerPoint while adding a slide?                   | Content                                                  | Title                                     | Two Content                                                                                      | Two Title                 | C |
| PP<br>3  | In PowerPoint, the _____ includes moving, resizing, formatting the header and footer placeholders. | Slide Master                                             | Outline Master                            | Notes Master                                                                                     | Handout Master            | D |
| PP<br>4  | Outline lists contain _____.                                                                       | Bullet points                                            | Numbers                                   | Letters                                                                                          | Both B and C              | D |
| PP<br>5  | In a PowerPoint presentation, a hyperlink can be linked to _____.                                  | A file on the computer                                   | A website                                 | Any other PowerPoint presentation                                                                | All of the above          | D |
| PP<br>6  | The Design tab of Chart Tools in PowerPoint contains options for ____.                             | Controlling the chart type, layout, styles, and location | Adjusting the Fill Colors and Word Styles | Controlling the insertion of pictures, textboxes, shapes, labels, backgrounds, and data analysis | All of the above          | A |
| PP<br>7  | _____ control how the presentation moves from one slide to the next.                               | Animations                                               | Transitions                               | Narrations                                                                                       | Both A and B              | B |
| PP<br>8  | In PowerPoint, the Custom Animation pane does not contain options to control _____.                | The direction from which an object                       | How an animation starts                   | How an animation ends                                                                            | The speed of an animation | C |

3 1  
0 8  
0 3 0  
  
0.  
1 6

|       |                                                                                                                                |                      |                  |                |                  |   |
|-------|--------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------|----------------|------------------|---|
|       |                                                                                                                                | moves onto the slide |                  |                |                  |   |
| PP 9  | Shortcut key to start slide show in PowerPoint is ____.                                                                        | F2                   | F3               | F4             | F5               | D |
| PP 10 | Which keyboard shortcut is used to exit the slide show of a presentation?                                                      | Alt + F4             | Ctrl + X         | Esc            | Enter            | C |
| PP 11 | The _____ view provides a thumbnail view of the slides in a presentation.                                                      | Normal               | Slide Show       | Slide Sorter   | Notes Page       | C |
| PP 12 | _____ option in Microsoft Office Button is used to package a presentation for CD.                                              | Print                | Prepare          | Send           | Publish          | D |
| PP 13 | A new PowerPoint presentation can be created from a/an _____ outline.                                                          | Word                 | Excel            | Access         | Outlook          | A |
| PP 14 | Which of the following is not a master in a PowerPoint presentation?                                                           | Slide Master         | Outline Master   | Notes Master   | Handout Master   | B |
| PP 15 | Which option is used to practice speaking a presentation?                                                                      | Record Narration     | Rehearse Timings | Document Panel | Advance Slide    | B |
| PP 16 | The Slide Sorter view in MS-PowerPoint displays the information about _____.                                                   | Slide Transition     | Rehearse Timings | Slide Sequence | All of the above | D |
| PP 17 | The default orientation for printing PowerPoint slides is _____.                                                               | Landscape            | Portrait         | Horizontal     | Vertical         | A |
| PP 18 | In PowerPoint, which of the following groups in Format Ribbon has the option to control the alignment of the inserted picture? | Adjust               | D                | Arrange        | Size             | C |
| PP 19 | _____ control how objects in a presentation move onto, off and around the slides.                                              | Animations           | Transitions      | Narrations     | Both A and B     | A |
| PP 20 | In a presentation, a/an _____ animation determines how an object moves around a slide.                                         | Entrance             | Emphasis         | Exit           | Motion Paths     | D |
| MO 1  | In Outlook Calendar, _____ button is used to return to the current date.                                                       | Current date         | Today            | Current day    | Now              | B |

|       |                                                                                                                              |                                                                     |                                                                  |                                               |                          |   |
|-------|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------|--------------------------|---|
| MO 2  | The double arrow icon in front of an appointment in Outlook Calendar, indicates _____.                                       | That a reminder is to be sent for this appointment                  | A private appointment                                            | A repetitive event                            | A high-importance event  | C |
| MO 3  | In Outlook, an appointment in _____ state indicates that the event is not definite yet.                                      | Busy                                                                | Tentative                                                        | Free                                          | Out of office            | B |
| MO 4  | To add new people to the attendee list of an Outlook meeting, one can click on the _____ button.                             | Add Attendees                                                       | Add Others                                                       | Add                                           | Add Attendee to the List | B |
| MO 5  | When the attendees receive the meeting invitation, Outlook gives them _____ button to select.                                | Accept                                                              | Tentative                                                        | Decline                                       | All of the above         | D |
| MO 6  | In MS-Outlook, scheduling an online meeting requires _____.                                                                  | Microsoft Exchange                                                  | Netscape                                                         | Microsoft Office Live Meeting                 | All of the above         | C |
| MO 7  | In order to schedule a resource for an Outlook meeting, _____.                                                               | The resource must have its own mailbox on the organization's server | We must have been given the permission to schedule that resource | The resource must not be a room               | Both A and B             | D |
| MO 8  | The _____ shortcut in the Outlook bar, allows users to track sent and received emails from a variety of different contacts.  | Mail                                                                | Contacts                                                         | Journal                                       | Tasks                    | C |
| MO 9  | In Outlook, Inbox is the area where _____ reside.                                                                            | Unread messages                                                     | All messages                                                     | Read messages until they are moved or deleted | Both A and C             | D |
| MO 10 | A _____ is comprised of accounts, data files and settings that contain information about where our Outlook e-mail is stored. | Profile                                                             | POP3 account                                                     | IMAP account                                  | Exchange account         | A |
| MO 11 | If HTTP e-mail service is chosen while creating a new e-mail account in Outlook, the user is prompted for _____.             | Incoming mail server                                                | Outgoing mail server                                             | Server URL                                    | Incoming server URL      | C |

|       |                                                                                                                              |                                                                                  |                                                                                                                 |                                                                             |                        |   |
|-------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------|---|
| MO 12 | In Outlook, the e-mail address of the _____ recipient does not show up in the message header of any of the other recipients. | To                                                                               | Cc                                                                                                              | Bcc                                                                         | All of the above       | C |
| MO 13 | By default, the message header of an unread message in Outlook, is indicated by _____.                                       | Red color                                                                        | Italicized letters                                                                                              | Underlined letters                                                          | Bold letters           | D |
| MO 14 | Which of these is not contained in an Outlook e-mail message header?                                                         | Received date                                                                    | From address                                                                                                    | Sent date                                                                   | Subject                | C |
| MO 15 | _____ menu option is there to remove a field from the message header in Outlook.                                             | Remove                                                                           | Delete                                                                                                          | Remove This Column                                                          | Remove This Field      | C |
| MO 16 | To add a filter in Outlook based on the Flags, select the _____ check box.                                                   | Only items that are                                                              | Only items with                                                                                                 | Whose importance is                                                         | Only items which       | D |
| MO 17 | Which of the following statements about Outlook is true?                                                                     | Moving an e-mail message to local hard disk removes the message from the server. | Moving an e-mail message to local hard disk retains a copy of the message on both the server and the hard disk. | It is not possible to move an e-mail message to local hard disk.            | None of the above      | A |
| MO 18 | If a mailing list is moderated and _____ is enabled, any SUBSCRIBE message to this list will be forwarded to the moderator.  | Moderator                                                                        | Moderator Control                                                                                               | Moderator Join                                                              | Moderator Control Join | D |
| MO 19 | Which of the following statements about Outlook is true?                                                                     | Instant Search does not search the attachments.                                  | Instant Search searches the attachments and highlights the results.                                             | Instant Search searches the attachments but does not highlight the results. | None of the above      | C |
| MO 20 | _____ consist of headlines or short summaries of content with a link provided to the original source.                        | RSS Readers                                                                      | RSS Feeds                                                                                                       | RSS Aggregators                                                             | Either A or B          | B |

|       |                                                                                                                                                               |                                                      |                                                            |                                                                           |                                                                                 |   |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------------|---|
| MO 21 | 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.  | User's                                               | Publisher's                                                | Default                                                                   | Either A or B depending on what user selects                                    | B |
| MO 22 | Outlook E-mail Postmarking is a feature to _____.                                                                                                             | Help reduce junk e-mail                              | Receive current news through e-mails                       | Help filter e-mail messages based on some criteria                        | None of the above                                                               | A |
| MO 23 | When we open the Go To Date dialog box in Outlook Calendar, which date gets displayed in the Date field?                                                      | Current date                                         | 1st January, 1900                                          | Any junk date                                                             | Previous date                                                                   | A |
| MO 24 | By default, Outlook automatically sets a reminder for _____ before the appointment starts.                                                                    | One hour                                             | Half hour                                                  | Fifteen minutes                                                           | Forty-five minutes                                                              | C |
| MO 25 | 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. | Include telephone conferencing                       | Include computer audio conferencing                        | Enable one-way Internet Audio Broadcasting                                | Both A and B                                                                    | B |
| MO 26 | Messages with Auto Preview view of the Inbox in Outlook, shows _____.                                                                                         | From, Subject and Date received of the email message | From, Subject, Date received and size of the email message | From, Subject, Date received and first few sentences of the email message | From, Subject, Date received, size and first few sentences of the email message | C |
| MO 27 | In Outlook, _____ allow user to set actions that will be performed automatically after receiving a message that meets the set criteria.                       | Alerts                                               | Rules                                                      | Filters                                                                   | Flags                                                                           | B |
| MO 28 | RSS stands for _____.                                                                                                                                         | Really Simple Syndication                            | Really Single Syndication                                  | Read Simple Syndication                                                   | Refer Single Syndication                                                        | A |
| MO 29 | To join a mailing list called IT, send a message to _____ containing SUBSCRIBE.                                                                               | IT-req@host.com                                      | IT-request@host.com                                        | IT-request@host.domain.com                                                | IT-req@host.domain.com                                                          | C |

|       |                                                                                                                                            |                                                      |                                                                                           |                                                                                       |                                 |   |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------|---|
| MO 30 | In Outlook, the e-mail addresses should be separated with ____ if one wants to send an e-mail to multiple recipients.                      | ,                                                    | ;                                                                                         | :                                                                                     | %                               | B |
| DS 1  | The writer of a signature is a _____.                                                                                                      | Writer                                               | Signer                                                                                    | Signatory                                                                             | Both B and C                    | D |
| DS 2  | A nonrepudiation service _____.                                                                                                            | Provides assurance of the origin or delivery of data | Protects the sender against false denial by the recipient that the data has been received | Protects the recipient against false denial by the sender that the data has been sent | All of the above                | D |
| DS 3  | WYSIWYS stands for _____.                                                                                                                  | Which You See Is Which You Sign                      | What You See Is Which You Sign                                                            | What You See Is What You Sign                                                         | Which You See Is What You Sign  | C |
| DS 4  | In the case of _____ hash function, it is computationally infeasible to derive the original message from knowledge of its hash value.      | Irreversible                                         | One-way                                                                                   | Two-way                                                                               | Unique                          | B |
| DS 5  | _____ can be used to verify that a public key belongs to an individual.                                                                    | Digital Certificate                                  | Public key certificate                                                                    | Digital signature                                                                     | Private key                     | B |
| DS 6  | Which of these is not present in a Digital Certificate?                                                                                    | Issue date                                           | Expiration date                                                                           | Name of the issuer                                                                    | Digital Signature of the issuer | A |
| DS 7  | _____ are used for software publishers.                                                                                                    | Server Certificates                                  | Personal Certificates                                                                     | Developer Certificates                                                                | Digital Certificates            | C |
| DS 8  | CRL stands for _____.                                                                                                                      | Center for Research Libraries                        | Clinical Reference Laboratory                                                             | Clinical Reference List                                                               | Certificate Revocation List     | D |
| DS 9  | Any mark made with the intention of authenticating the marked document is called _____.                                                    | Authentication mark                                  | Signature                                                                                 | Evidence                                                                              | Digital Signature               | B |
| DS 10 | Digital signatures use _____.                                                                                                              | Symmetric cryptography                               | Private key cryptography                                                                  | Public key cryptography                                                               | None of the above               | C |
| DS 11 | While sending signed and encrypted message using digital signatures; one-time symmetric key used for encryption, is encrypted using _____. | Sender's private key                                 | Sender's public key                                                                       | Recipient's private key                                                               | Recipient's public key          | D |

|       |                                                                                    |                                                                              |                                                   |                                                              |                                               |   |
|-------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------|---|
|       | _____.                                                                             |                                                                              |                                                   |                                                              |                                               |   |
| DS 12 | Certificates can be read or written by any application complying with _____.       | CCITT                                                                        | X.59                                              | X.509                                                        | X.9                                           | C |
| DS 13 | _____ are on-line databases of digital certificates.                               | Repositories                                                                 | Libraries                                         | Depositories                                                 | Servers                                       | A |
| DS 14 | A Digital Certificate is issued by a _____.                                        | Digital Certificate Authority                                                | Digital Certification Authority                   | Certificate Authority                                        | Certification Authority                       | D |
| DS 15 | Document authentication means _____.                                               | Identifying who has signed a document                                        | Identifying what is signed                        | Both A and B                                                 | Neither A nor B                               | B |
| DS 16 | _____ is used to create the digital signature.                                     | Private key                                                                  | Public key                                        | Either A or B                                                | Both A or B                                   | A |
| IN1   | ARPA stands for _____.                                                             | Advanced Research Projects Agency                                            | Australian Rehabilitation Providers Association   | Address and Routing Parameter Area                           | American Rehabilitation Providers Association | A |
| IN2   | The device used for converting analog signal into digital representation is _____. | Multiplexer                                                                  | Modem                                             | Gopher                                                       | Router                                        | B |
| IN3   | _____ is also known as shell accounts.                                             | Dedicated access                                                             | Dial up access                                    | ISP                                                          | VoIP                                          | B |
| IN4   | Which of these is not a web browser?                                               | Konqueror                                                                    | Google Chrome                                     | K-Meleon                                                     | E-Meleon                                      | D |
| IN5   | Status bar _____.                                                                  | Is the place where the user mentions the URL of the desired page for display | Lets the user to input terms into a search engine | Is the place which displays the progress of the loading page | Lets the user to reload the current page      | C |
| IN6   | Mirror servers can be used to _____.                                               | Ease the load of data transfer                                               | Log into remote computers                         | Provide e-mail facilities to the users of the Internet       | Search for information on the Internet        | A |
| IN7   | VoIP stands for _____.                                                             | Voice of Internet Protocol                                                   | Voice over Internet Protocol                      | Voice of Internal Protocol                                   | Voice over Internal Protocol                  | B |
| IN8   | _____ on Internet, are a very good way to meet up with                             | Chat rooms                                                                   | Search engines                                    | Newsgroups                                                   | Communities                                   | D |

|      |                                                                                       |                                   |                                   |                                                     |                                                                               |   |
|------|---------------------------------------------------------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------------------------|-------------------------------------------------------------------------------|---|
|      | people of similar interest and discuss common issues.                                 |                                   |                                   |                                                     |                                                                               |   |
| IN9  | Hypermedia documents are created using _____.                                         | HTML                              | HTTP                              | XML                                                 | None of the above                                                             | A |
| IN10 | Which of the following is not a type of an e-mail server?                             | LDAP                              | SOAP                              | SMTP                                                | POP                                                                           | B |
| IN11 | Integrating Gmail with _____ lets the user create events and invite.                  | Google Calendar                   | Calendar                          | Gmail Calendar                                      | Google Talk                                                                   | A |
| IN12 | Which of the following is provided by Microsoft?                                      | Gmail                             | AIM Mail                          | Yahoo! Mail                                         | Windows Live Hotmail                                                          | D |
| IN13 | Which of the following is not a way to access Archie server?                          | Use Archie client server          | Telnet to an Archie server        | E-mail the request to Archie server                 | FTP to an Archie server                                                       | D |
| IN14 | Which of these is an objective of FTP?                                                | To promote sharing of files       | To access remote computer         | To help several Internet users exchange information | To extract and save files from one or multiple websites or directory listings | A |
| IN15 | Which of the following is an open source chat program?                                | MSN                               | Yahoo                             | Gmail                                               | GAIM                                                                          | D |
| IN16 | In WSIRC, a command line always begins with a _____.                                  | Start                             | /                                 | \                                                   | >                                                                             | B |
| IN17 | _____ hierarchy of Usenet newsgroups contain a discussion of computer-related topics. | Comp.*                            | Talk.*                            | Rec.*                                               | News.*                                                                        | A |
| IN18 | WAISMAN is written using _____.                                                       | C                                 | Toolbook                          | C++                                                 | Java                                                                          | B |
| IN19 | Which of the following is not a download tool used for downloading sites?             | Download Accelerator Plus         | Scan DL                           | Jughead                                             | Download Express                                                              | C |
| IN20 | DHTML stands for _____.                                                               | Defined HyperText Markup Language | Dynamic HyperText Markup Language | Divided HyperText Markup Language                   | Designed HyperText Markup Language                                            | B |
| IN21 | Full form of PHP is _____.                                                            | Hypertext Preprocessor            | Pre-Hypertext Processor           | Either A or B                                       | Neither A nor B                                                               | A |
| IN22 | Pages in WML are called _____.                                                        | Cards                             | WML pages                         | Decks                                               | None of the above                                                             | C |
| IN23 | IoS stands for _____.                                                                 | Intranet over                     | Internet over Satellite           | Internals of                                        | None of the above                                                             | B |

|          |                                                                                              |                                                    |                                                      |                                       |                         |   |
|----------|----------------------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------------------|---------------------------------------|-------------------------|---|
|          |                                                                                              | Satellite                                          |                                                      | Satellites                            |                         |   |
| IN2<br>4 | _____ cannot operate simultaneously with voice connections over the same wires.              | ADSL                                               | SDSL                                                 | Both A and B                          | Neither A nor B         | B |
| IN2<br>5 | .aero TLD is for _____.                                                                      | International organization s established by treaty | Profit-making organizations                          | The air transport industry            | None of the above       | C |
| IN2<br>6 | Which of these protocols works on the Network layer of TCP/IP suite?                         | Ethernet                                           | IP                                                   | TCP                                   | HTTP                    | B |
| IN2<br>7 | SMTP is used for _____.                                                                      | E-mail                                             | Telnet                                               | Usenet                                | FTP                     | A |
| IN2<br>8 | Internet bookmarks are _____.                                                                | Stored URLs that can be retrieved                  | Web pages that are hosted on one or more web servers | Links that connect to other web pages | None of the above       | A |
| IN2<br>9 | _____ web sites are used to preserve valuable electronic content threatened with extinction. | Blog                                               | Archive                                              | Affiliate                             | Flash                   | B |
| IN3<br>0 | A web crawler starts with a list of URLs to visit, called the _____.                         | Pages                                              | Bots                                                 | Seeds                                 | Roots                   | C |
| IN3<br>1 | According to ISO 3166, jp domain name refers to _____.                                       | Jaipur                                             | Switzerland                                          | Japan                                 | Germany                 | C |
| IN3<br>2 | Netscape is a _____ program.                                                                 | Multiprocess ing                                   | Multitasked                                          | Multithrea ded                        | Multiuser               | C |
| IN3<br>3 | The Rule button in the Character Format toolbar of Navigator Gold 2.0 _____.                 | Inserts a horizontal line                          | Inserts an image                                     | Inserts a rule                        | Changes the font color  | A |
| IN3<br>4 | Internet is also defined as _____.                                                           | Information Highway                                | Information Junction                                 | Information Superhigh way             | Information Roadway     | C |
| IN3<br>5 | A dial-up connection is done using _____.                                                    | PPP                                                | HTTP                                                 | FTP                                   | SMTP                    | A |
| IN3<br>6 | Which of the following is a text-based web browser?                                          | IE                                                 | Opera                                                | Lynx                                  | Linux                   | C |
| IN3<br>7 | VPN stands for _____.                                                                        | Virtual Public Network                             | Virtual Private Network                              | Visible Public Network                | Visible Private Network | B |
| IN3<br>8 | _____ refers to sending unwanted e-mails in bulk which obstruct the                          | Spamming                                           | Pornography                                          | Downloadi ng                          | Uploading               | A |

|      |                                                                                        |                                                            |                                                                                       |                                                                                             |                                                                  |   |
|------|----------------------------------------------------------------------------------------|------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|------------------------------------------------------------------|---|
|      | entire system.                                                                         |                                                            |                                                                                       |                                                                                             |                                                                  |   |
| IN39 | _____ offers free e-mail accounts with unlimited storage at the rocketmail.com domain. | Gmail                                                      | AIM Mail                                                                              | Yahoo! Mail                                                                                 | Windows Live Hotmail                                             | C |
| IN40 | Gopher is a _____.                                                                     | Distributed document search and retrieval network protocol | Tool that helps in locating a file anywhere on the Internet                           | Next Index Searcher                                                                         | Tool used to transfer data from one computer to another          | A |
| IN41 | Full form of WSIRC is _____.                                                           | Windows Sockets Internal Relay Chat                        | Windows Sockets Internet Relay Chat                                                   | Windows Sockets Internal Radio Chat                                                         | Windows Sockets Internet Radio Chat                              | B |
| IN42 | OSI model contains _____ layers.                                                       | 4                                                          | 5                                                                                     | 6                                                                                           | 7                                                                | D |
| IN43 | Blog web sites are used to _____.                                                      | Post online diaries which may include discussion forums    | Preserve valuable electronic content threatened for extinction                        | Download electronic content                                                                 | Buy something online                                             | A |
| IN44 | Which of the following is not a limitation of Navigator Gold?                          | Editor window does not display tables.                     | Forms support in editor window is not stable.                                         | JavaScript capabilities are limited.                                                        | Drag and drop capability is not supported.                       | D |
| IN45 | URL stands for _____.                                                                  | Uniform Resource Locator                                   | Universal Resource Locator                                                            | Ubiquitous Resource Locator                                                                 | Useful Resource Locator                                          | A |
| IN46 | _____ is the basic component that will allow a computer to communicate over a network. | Network Interface Card                                     | Repeater                                                                              | Router                                                                                      | Sound card                                                       | A |
| IN47 | An API _____.                                                                          | Provides network I/O to remote file systems                | Logically attaches portions of file systems on remote NFS server to local file system | Is a library of functions that provide an interface to the transport layer of the OSI model | Filters calls by processes on one host to be executed on another | A |
| IN48 | A search engine operates in the following order:                                       | Web crawling, Searching, Indexing                          | Indexing, Web crawling, Searching                                                     | Indexing, Searching, Web crawling                                                           | Web crawling, Indexing, Searching                                | D |

|      |                                                                                       |                                                                                                 |                                                                                                                    |                                                                                                                        |                                                                                                                       |   |
|------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|---|
| IN49 | In case of a static website, _____.                                                   | Web page code is constructed dynamically when the user views it                                 | Web pages stored on the server are in the same form as the user will view them                                     | Web page content displayed varies based on certain criteria, according to the user                                     | None of the above                                                                                                     | B |
| IN50 | Fresh Download is _____.                                                              | A file download accelerator manager that supports multi-server connections for best performance | A program that allows the user to search through specified HTML files for links and construct a file download list | A download tool that allows the user to download individual files from Web and FTP sites at the maximum possible speed | A download manager that supports multiple connections, scheduling as well as pausing and resuming of broken downloads | D |
| EC1  | EFT involves _____.                                                                   | The electronic movement of funds and fund information between financial institutions            | Exchanging EDI messages among trading partners                                                                     | Electronic interchange of data between computer systems                                                                | Buying and selling of products and services over the Internet                                                         | A |
| EC2  | Which of the following is a disadvantage of the catalog model of passive advertising? | Requires cooperation from ad partners who could link with the company's content                 | Lack of timeliness                                                                                                 | Reduced viewing time                                                                                                   | Resource intensive                                                                                                    | B |
| EC3  | Full form of PDA is _____.                                                            | Private Digital Assistant                                                                       | Public Digital Assistant                                                                                           | Personal Daily Assistant                                                                                               | Personal Digital Assistant                                                                                            | D |
| EC4  | SET uses _____ to ensure the identities of all parties involved in a purchase.        | Signatures                                                                                      | Digital signatures                                                                                                 | Digital certificates                                                                                                   | Biometrics                                                                                                            | C |
| EC5  | _____ require a smart card reader in order to work.                                   | Smart cards                                                                                     | Contact cards                                                                                                      | Contactless cards                                                                                                      | Credit cards                                                                                                          | B |
| EC6  | In a network, clients that do not require the server for their basic functioning      | Nodes                                                                                           | Dumb terminals                                                                                                     | Smart terminals                                                                                                        | None of the above                                                                                                     | C |

|       |                                                                                                    |                                                  |                                                                                                       |                                                                                  |                                                                                  |   |
|-------|----------------------------------------------------------------------------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------|---|
|       | are called _____.                                                                                  |                                                  |                                                                                                       |                                                                                  |                                                                                  |   |
| EC 7  | Which of the following is a protocol suite?                                                        | SCO UNIX                                         | Solaris                                                                                               | Windows                                                                          | AppleTalk                                                                        | D |
| EC 8  | Which of these statements is false for OSI reference model?                                        | Session layer manages the flow of communication. | Presentation layer provides the interface between the applications and the computer network services. | Transport layer can detect transmission errors and can generate retransmissions. | Physical layer is responsible for transmitting and receiving the frames of data. | B |
| EC 9  | _____ is a private network implemented inside the enterprise to facilitate internal communication. | Internet                                         | Intranet                                                                                              | Extranet                                                                         | VAN                                                                              | B |
| EC 10 | The two companies or groups which exchange information through EDI are called _____.               | Partners                                         | EDI partners                                                                                          | Trading partners                                                                 | Business partners                                                                | C |
| EC 11 | A/An _____ contains one or more documents for the same trading partner.                            | Internal Format File                             | Transmission File                                                                                     | External Format File                                                             | EDI document                                                                     | B |
| EC 12 | EDIFACT stands for _____.                                                                          | EDI for Administration, Commerce and Transport   | EDI for Administration, Commerce and Transfer                                                         | EDI for Administration, Communication and Transport                              | EDI for Administration, Communication and Transfer                               | A |
| EC 13 | Metamediary model of online purchase _____.                                                        | Provides services like quality assurance         | Brings together individuals to take advantage of volume discounts                                     | Brings manufacturer and retail buyer together                                    | Searches best price for goods/services                                           | A |
| EC 14 | To protect against merchant fraud while making payment online, use system from _____.              | CyberCash                                        | Verifone                                                                                              | First Virtual                                                                    | Any of the above                                                                 | D |
| EC 15 | JEPI stands for _____.                                                                             | Joint Electronic Payments Institute              | Joint Electronic Payments Initiative                                                                  | Just Electronic Payments Initiative                                              | Just Electric Payments Initiative                                                | B |
| EC 16 | _____ is the transportation foundation that enables the transmission of content in                 | Customer Premises Equipment                      | Information Junction                                                                                  | Information Superhighway                                                         | Middleware software                                                              | C |

|       |                                                                                                                                                                   |                                              |                                                                                  |                                                    |                                                                     |   |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------|---------------------------------------------------------------------|---|
|       | the e-commerce framework.                                                                                                                                         |                                              |                                                                                  |                                                    |                                                                     |   |
| EC 17 | EDI stands for _____.                                                                                                                                             | Electronic Data Interchange                  | Electric Data Interchange                                                        | Effective Data Interchange                         | Efficient Data Interchange                                          | A |
| EC 18 | A typical EDI system converts generic EDI messages in EDI format to _____ format.                                                                                 | DBMS                                         | EDIFACT                                                                          | RDBMS                                              | Document                                                            | C |
| EC 19 | Which of the following external document standards is not supported by an EDI system?                                                                             | EDIFACT                                      | X10                                                                              | ODETTE                                             | TDCC                                                                | B |
| EC 20 | In EDI, _____ define the procedural format and data content requirements for specified business transactions.                                                     | Transaction Control Standards                | Transaction Set Standards                                                        | Data Dictionary and Segment Dictionary             | All of the above                                                    | B |
| EF1   | ITR stands for _____.                                                                                                                                             | Indirect Tax Return                          | Interest Tax Return                                                              | Income Tax Return                                  | Independent Tax Return                                              | C |
| EF2   | Which of these is true about e-filing of tax returns?<br>1. Convenient<br>2. Secured<br>3. Slow processing of refunds<br>4. No proof of filing                    | 1 and 2                                      | 3 and 4                                                                          | 1, 3 and 4                                         | 1,2 and 4                                                           | A |
| EF3   | _____ are required to file tax return on paper.                                                                                                                   | Companies requiring statutory audit u/s 44AB | Married persons filing a separate return, who live in a community property state | Individuals who are partners in a partnership firm | Individuals having income from a proprietary business or profession | B |
| EF4   | For HUF, _____ is to be filed if source of income is proprietary business or profession.                                                                          | ITR-1                                        | ITR-2                                                                            | ITR-3                                              | ITR-4                                                               | D |
| 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. | 15                                           | 20                                                                               | 30                                                 | 60                                                                  | C |
| EF6   | During XML file (tax return) upload, more than 5 errors are given as a _____ file to the user for download.                                                       | .ERR                                         | .CSV                                                                             | .TXT                                               | None of the above                                                   | B |

|      |                                                                                                                 |                                                                             |                                                                     |                                                              |                              |   |
|------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------------------------------|--------------------------------------------------------------|------------------------------|---|
| EF7  | ITR-8 is _____.                                                                                                 | For individuals having Income from Salary/Pension/family pension & Interest | For firms, AOPs and BOIs                                            | For Companies other than companies claiming exemption u/s 11 | Return for Fringe Benefits   | D |
| EF8  | Section _____ of the Income-tax Act, covers deductions in respect of the investments.                           | 80C                                                                         | 80CC                                                                | 80CCC                                                        | 80CCD                        | A |
| EF9  | TRP stands for _____.                                                                                           | Tax Return Process                                                          | Tax Return Preparer                                                 | Both A and B                                                 | Neither A nor B              | B |
| EF10 | Schedule CYLA is statement of income _____.                                                                     | After set off of current year's losses                                      | After set off of unabsorbed loss brought forward from earlier years | Which is chargeable to tax at special rates                  | Not included in total income | A |
| EF11 | Each e-form along with the relevant attachment(s) should be less than _____ in size.                            | 2 MB                                                                        | 2.5 MB                                                              | 3 MB                                                         | 3.5 MB                       | B |
| EF12 | E-filing is mandatory for _____.                                                                                | Firms requiring statutory audit u/s 44 AB                                   | Companies required to furnish return u/s 139(4A) or 139(4B)         | Association of Persons                                       | Body of Individuals          | A |
| EF13 | Return can be electronically filed between _____ and _____.                                                     | January 1 and September 30                                                  | January 1 and October 1                                             | January 15 and September 15                                  | January 15 and October 15    | A |
| EF14 | When using digital signature to file the return, _____ is to be filed with the return.                          | ITR-1                                                                       | ITR-5                                                               | ITR-V                                                        | Nothing                      | D |
| EF15 | After successful registration of user for e-filing, he/she needs to activate his/her account within _____ days. | 5                                                                           | 10                                                                  | 15                                                           | 20                           | B |
| EF16 | Full form of UTN is _____.                                                                                      | Unique Transaction Number                                                   | Universal Transaction Number                                        | Uniform Transaction Number                                   | None of the above            | A |
| EF17 | E-filing website is now running on _____.                                                                       | HTML                                                                        | SSL                                                                 | XML                                                          | DLL                          | B |
| EF18 | _____ is the Annual Salary Statement issued by the employer.                                                    | Form No. 15                                                                 | Form No. 15A                                                        | Form No. 16                                                  | Form No. 16A                 | C |
| EF19 | ITR-3 has _____ schedules.                                                                                      | 14                                                                          | 15                                                                  | 16                                                           | 17                           | D |

|      |                                                                                                                                                |                                   |                                        |                                                     |                               |   |
|------|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------------------------------|-----------------------------------------------------|-------------------------------|---|
| EF20 | Which of these is an optional field in ITR-1 sheet?                                                                                            | Last Name                         | First Name                             | PAN                                                 | Residential Status            | B |
| TL1  | The _____ shows the efficiency of performing operations in the business for a given period.                                                    | Trial Balance                     | P & L Statement                        | Balance Sheet                                       | Bank Reconciliation Statement | B |
| TL2  | Revenue Accounts are accounts which _____.                                                                                                     | Are in the name of any individual | Are in the name of any firm or company | Relate to the assets or liabilities of the business | Relate to income or expense   | D |
| TL3  | In what order the following steps of Accounts compilation be performed?<br>1. Recording<br>2. Classifying<br>3. Summarising<br>4. Interpreting | 1, 2, 3 and 4                     | 2, 1, 3 and 4                          | 1, 2, 4 and 3                                       | 2, 3, 1 and 4                 | A |
| TL4  | Which of these is produced after consolidating the ledger accounts?                                                                            | Trial Balance                     | P & L Statement                        | Balance Sheet                                       | Journal Entry                 | A |
| TL5  | The details of Accounts Payable are maintained in a sub ledger called _____.                                                                   | Sundry Debtors                    | Sundry Creditors                       | Bills Receivable                                    | Bills Payable                 | B |
| TL6  | Which of these keyboard shortcuts is used to get Online Help in Tally.ERP 9?                                                                   | F1                                | Alt + F1                               | Alt + O                                             | Alt + H                       | D |
| TL7  | Tally Vault is a _____ option offered by Tally.ERP 9.                                                                                          | License activation                | Data encryption                        | Data backup                                         | Data security                 | B |
| TL8  | _____ shortcut is used to shut a company in Gateway of Tally.ERP 9.                                                                            | Alt + F3                          | Alt + F1                               | Alt + F4                                            | Alt + S                       | B |
| TL9  | To audit all entries in Tally.ERP 9, press _____.                                                                                              | Alt + A                           | Ctrl + A                               | Alt + F7                                            | F7                            | C |
| TL10 | Which of the following features contain the "Budgets/Scenario Management" section?                                                             | Accounting Features               | Statutory & Taxation                   | Inventory Features                                  | Tally.NET Features            | A |
| TL11 | The _____ features are country-specific.                                                                                                       | Accounting                        | Statutory                              | Taxation                                            | Tally.NET                     | B |
| TL12 | To view predefined ledgers in Tally.ERP 9, press _____.                                                                                        | Ctrl + L                          | Shift + L                              | Alt + L                                             | Ctrl + Alt + L                | A |

|          |                                                                                                                                                      |                      |                            |                        |                               |   |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------|------------------------|-------------------------------|---|
| TL1<br>3 | Which of the following is not a predefined Voucher in Tally.ERP 9?                                                                                   | Contra Voucher       | Journal Voucher            | Profit Voucher         | Purchase Voucher              | C |
| TL1<br>4 | 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. | Alt + R              | Ctrl + R                   | R                      | Shift + R                     | B |
| TL1<br>5 | In Tally.ERP 9, we can pass the Contra Voucher in _____ or _____ mode.                                                                               | Voucher, Invoice     | Single Entry, Double Entry | Voucher, Bill          | None of the above             | B |
| TL1<br>6 | _____ is pressed to select Debit Note Voucher in Gateway of Tally.                                                                                   | F9                   | F8                         | Ctrl + F9              | Ctrl + F8                     | C |
| TL1<br>7 | Which of the following is not a financial statement?                                                                                                 | Balance Sheet        | Profit & Loss A/c          | Trial Balance          | Bank Reconciliation Statement | D |
| TL1<br>8 | A _____ reports a firm's financial position at a specific time.                                                                                      | Balance Sheet        | Profit & Loss A/c          | Trial Balance          | Income Statement              | A |
| TL1<br>9 | _____ is a periodic statement, which shows the net result of business operations for a specified period.                                             | Balance Sheet        | Income Statement           | Ageing Analysis Report | Cash Flow Statement           | B |
| TL2<br>0 | In Tally.ERP9's Trial Balance screen, press _____ to list all ledgers and their closing balances.                                                    | F1                   | Shift + Enter              | F5                     | F12                           | C |
| TL2<br>1 | To view transactions entered for a particular period, _____ is to be generated in Tally.ERP 9.                                                       | Bank Book            | Day Book                   | Transaction Book       | None of the above             | B |
| TL2<br>2 | To view Ageing Analysis Report in Tally.ERP 9, select _____.                                                                                         | F2                   | F4                         | F6                     | F8                            | C |
| TL2<br>3 | To generate Daily Cash Flow Statement in Tally.ERP 9, press _____.                                                                                   | F1                   | F2                         | F3                     | F4                            | D |
| TL2<br>4 | _____ is a document in Financial Accounting System, in which transactions are entered chronologically and denote which accounts will be affected.    | Voucher              | Ledger                     | Journal                | Trial Balance                 | C |
| TL2<br>5 | _____ is what the business owes to others.                                                                                                           | Asset                | Liability                  | Expense                | Income                        | B |
| TL2<br>6 | In case of Real Accounts, rule is                                                                                                                    | Debit what comes in, | Debit the Receiver, Credit | Debit what goes        | Debit all Expenses,           | A |

|       |                                                                                                                                                                                              |                          |                            |                                          |                               |   |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------|------------------------------------------|-------------------------------|---|
|       | _____<br>_____.                                                                                                                                                                              | Credit what goes out     | the Giver                  | out, Credit what comes in                | Credit all Income             |   |
| TL2 7 | Which of these is produced after the 'Classifying' step of Accounts compilation?                                                                                                             | Trial Balance            | P & L Statement            | Balance Sheet                            | Journal Entry                 | D |
| TL2 8 | The ledger accounts are usually posted every _____.                                                                                                                                          | Week                     | Month                      | Quarter                                  | Year                          | B |
| TL2 9 | Bank Reconciliation Statement is prepared by comparing the entries in _____ and _____.                                                                                                       | Day Book, Pass Book      | Day Book, Bank Book        | Bank Book, Pass Book                     | Either A or C                 | C |
| TL3 0 | After activating the Tally.ERP 9 license, _____ file gets created.                                                                                                                           | Tally.lic                | Tally_1ck.lic              | Tally_lck.lic                            | None of the above             | C |
| TL3 1 | _____ is an enabling framework which establishes a connection through which the remote user can access the client's data without copying/transferring the data.                              | Tally Vault              | Tally.LIC                  | Tally.NET                                | Tally.ERP                     | C |
| TL3 2 | _____ feature provides the capability to check the accuracy and correctness of the entries made by authorized users.                                                                         | Tally Audit              | Tally Vault                | Tally.NET                                | None of the above             | A |
| TL3 3 | Which of these is used to go to "Statutory & Taxation" features in the Company Features screen in Tally.ERP 9?                                                                               | F1                       | F2                         | F3                                       | F4                            | C |
| TL3 4 | Which of these is not a section under Inventory Features in Tally.ERP 9?                                                                                                                     | Storage & Classification | Excise                     | Invoicing                                | Order Processing              | B |
| TL3 5 | 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. | 25, 6                    | 28, 15                     | 28, 9                                    | 38, 9                         | C |
| TL3 6 | Tally.ERP 9 contains two Ledger accounts, namely, _____ and _____.                                                                                                                           | Cash, Credit             | Cash-in-Hand, Cash-in-Bank | Primary Account, Profit and Loss Account | Cash, Profit and Loss Account | D |

|          |                                                                                                                                                  |                                           |                                       |                                       |                                       |   |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---|
| TL3<br>7 | In Tally.ERP 9, the Purchase voucher can be passed in Voucher mode or _____ mode.                                                                | Purchase                                  | Invoice                               | Bill                                  | None of the above                     | B |
| TL3<br>8 | _____ is pressed to select Sales Voucher in Gateway of Tally.                                                                                    | F7                                        | F9                                    | F6                                    | F8                                    | D |
| TL3<br>9 | In Tally.ERP 9, we can create _____ for adjustments with respect to debit and credit amounts without involving the cash or bank accounts.        | Contra Vouchers                           | Debit Note Vouchers                   | Credit Note Vouchers                  | Journal Vouchers                      | D |
| TL4<br>0 | Which of the following should be passed for Inter-Godown Transfer, in Tally.ERP 9?                                                               | Journal Voucher                           | Stock Journal                         | Transfer Voucher                      | Transfer Journal                      | B |
| TL4<br>1 | _____ summarize the individual transactions to show totals, ratios and statistics required by the users to analyze the company's financial data. | Financial Statements                      | Statements of Accounts                | Analytical Reports                    | Both A and C                          | A |
| TL4<br>2 | Which of the following is true?                                                                                                                  | Owner's Equity = Assets + Liabilities     | Owner's Equity = Assets * Liabilities | Assets = Liabilities + Owner's Equity | Liabilities = Assets / Owner's Equity | C |
| TL4<br>3 | In Profit & Loss Account (in Tally.ERP 9 software), press _____ to change the period as required.                                                | F1                                        | F2                                    | F3                                    | F12                                   | B |
| TL4<br>4 | To view purchase transactions for a month, _____ needs to be generated in Tally.ERP 9.                                                           | Purchase Statement                        | Purchase Book                         | Purchase Voucher                      | Purchase Register                     | D |
| TL4<br>5 | In Bills Outstanding Report screen in Tally.ERP 9, the user can toggle between Payables and Receivables reports, by clicking _____.              | F1                                        | F2                                    | F3                                    | F4                                    | D |
| TL4<br>6 | Which of these is an analytical report in Tally.ERP 9?                                                                                           | Balance Sheet                             | Ageing Analysis Report                | Bank Reconciliation Statement         | Trial Balance                         | C |
| TL4<br>7 | _____ is an indicator of the operating performance of a business.                                                                                | Ageing Analysis                           | Ratio Analysis                        | Budgeting Analysis                    | Variance Analysis                     | B |
| TL4<br>8 | In case of Personal Accounts, rule is _____.                                                                                                     | Debit what comes in, Credit what goes out | Debit the Receiver, Credit the Giver  | Debit what goes out, Credit what      | Debit all Expenses, Credit all Income | B |

|      |                                                                                      |                                             |                                          |                                             |                                          |   |
|------|--------------------------------------------------------------------------------------|---------------------------------------------|------------------------------------------|---------------------------------------------|------------------------------------------|---|
|      |                                                                                      |                                             |                                          | comes in                                    |                                          |   |
| TL49 | In case of Revenue Accounts, rule is _____.                                          | Debit what comes in, Credit what goes out   | Debit the Receiver, Credit the Giver     | Debit what goes out, Credit what comes in   | Debit all Expenses, Credit all Income    | D |
| TL50 | _____ is a source of earning money in the business pertaining to a period.           | Asset                                       | Liability                                | Expense                                     | Income                                   | D |
| AC1  | ODBC stands for _____.                                                               | Open Database Connectivity                  | Open Data Connect                        | Organizational Database Connectivity        | Organizational Data Connect              | A |
| AC2  | IDEA stands for _____.                                                               | Interactive Digital Extraction and Analysis | Intelligent Data Extraction and Analysis | Intelligent Digital Extraction and Analysis | Interactive Data Extraction and Analysis | D |
| AC3  | Full form of PBX is _____.                                                           | Public Breach Exchange                      | Private Breach Exchange                  | Private Broad Extraction                    | Public Breach Extension                  | B |
| AC4  | _____ is an organized, logical group of related files.                               | Data                                        | Information                              | Database                                    | DBMS                                     | C |
| AC5  | Full form of COBOL is _____.                                                         | Common Business-Oriented Language           | Common Business-Observed Language        | Code for Business-Oriented Language         | Code for Business-Observed Language      | A |
| AC6  | DB2 has been developed by _____.                                                     | Oracle                                      | IBM                                      | SQL                                         | Microsoft                                | B |
| AC7  | DBMS stands for _____.                                                               | Database Management System                  | Database Management Server               | Database Manipulation System                | Database Manipulation Server             | A |
| AC8  | A DBMS that supports a database located at a single site is called a _____ database. | Centralized                                 | Distributed                              | Client/Server                               | Multiple                                 | A |
| AC9  | _____ schema describes the structure and constraints for the whole database.         | Internal                                    | Conceptual                               | External                                    | View                                     | B |
| AC10 | _____ in ER diagram describes a data object in the system.                           | Entity                                      | Attribute                                | Relationship                                | None of the above                        | A |

|       |                                                                                                                              |                                                                       |                                           |                                                   |                                                     |   |
|-------|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-------------------------------------------|---------------------------------------------------|-----------------------------------------------------|---|
| AC 11 | In an ER diagram, the cardinality of a relationship indicates ____.                                                          | The link between the two entities for a specified occurrence of each. | The association between the two entities. | The data elements that describe the two entities. | The objects about which an enterprise records data. | A |
| AC 12 | Normalization of a data model produces ____.                                                                                 | Controlled data redundancies                                          | Uncontrolled data redundancies            | Data anomalies                                    | Data inconsistencies                                | A |
| AC 13 | In a relational database model, the relation schema describes the ____.                                                      | Row heads for the table                                               | Column heads for the table                | table                                             | Both A and B                                        | B |
| AC 14 | E.F. Codd proposed ____ rules for a relational DBMS.                                                                         | 10                                                                    | 12                                        | 14                                                | 16                                                  | B |
| AC 15 | SQL stands for ____.                                                                                                         | Structured Query Language                                             | Segregated Query Language                 | Standard Query Language                           | None of the above                                   | A |
| AC 16 | ____ helps in managing data stored in a computer database.                                                                   | MS-Access                                                             | MS-Excel                                  | MS-Word                                           | MS-PowerPoint                                       | A |
| AC 17 | In MS-Access, ____ are sometimes referred to as "Data Entry Screens".                                                        | Tables                                                                | Forms                                     | Reports                                           | Modules                                             | B |
| AC 18 | In MS-Access, ____ are used to summarize and present data in the tables.                                                     | Forms                                                                 | Modules                                   | Reports                                           | Tables                                              | C |
| AC 19 | A ____ is a ready-to-use database containing all the tables, queries, forms, and reports needed to perform a specific task.  | Module                                                                | Template                                  | Macro                                             | None of the above                                   | B |
| AC 20 | One should always start designing a database by first creating its ____.                                                     | Tables                                                                | Sheets                                    | Modules                                           | Forms                                               | A |
| AC 21 | In MS-Access, the maximum size of a field of data type Text is ____ characters.                                              | 128                                                                   | 127                                       | 512                                               | None of the above                                   | D |
| AC 22 | In MS-Access, the size of a field of data type AutoNumber is ____ bytes, if the FieldSize property is set to Replication ID. | 4                                                                     | 8                                         | 16                                                | 32                                                  | C |
| AC 23 | In MS-Access, fields that are part of a table relationship are called                                                        | Keys                                                                  | Records                                   | Tuples                                            | Filters                                             | A |

|       |                                                                                                                                      |                                                                            |                                                                        |                                                      |                   |   |
|-------|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------|-------------------|---|
|       | _____.                                                                                                                               |                                                                            |                                                                        |                                                      |                   |   |
| AC 24 | A good database design is one that _____.                                                                                            | Divides the information into subject-based tables to reduce redundant data | Helps support and ensure the accuracy and integrity of the information | Accommodates the data processing and reporting needs | All of the above  | D |
| AC 25 | Which of the following is not a table template available in MS-Access?                                                               | Contacts                                                                   | Events                                                                 | Assets                                               | Liabilities       | D |
| AC 26 | If MS-Access does not have enough information from what we enter to guess the data type, the data type is set to _____.              | Text                                                                       | Memo                                                                   | Number                                               | AutoNumber        | A |
| AC 27 | Maximum size of a field name is _____ characters in MS-Access, including spaces.                                                     | 8                                                                          | 16                                                                     | 32                                                   | 64                | D |
| AC 28 | When we create a new table, Access automatically creates a primary key for us and assigns it a field name of _____.                  | Field1                                                                     | PrimaryField                                                           | ID                                                   | None of the above | C |
| AC 29 | In MS-Access, use _____ field property to customize the way the field appears when displayed or printed.                             | Format                                                                     | Caption                                                                | Indexed                                              | Smart Tags        | A |
| AC 30 | In MS-Access, use _____ table property to define a criteria to display only matching rows in Datasheet view.                         | Filter                                                                     | Filter On Load                                                         | Validation Rule                                      | Validation Text   | A |
| AC 31 | In MS-Access, a _____ limits a view of data to specific records without altering the design of the underlying query, form or report. | Rule                                                                       | Alert                                                                  | Filter                                               | Relationship      | C |
| AC 32 | In MS-Access, filters are not available in which of the following views?                                                             | Datasheet                                                                  | Design                                                                 | Form                                                 | Layout            | B |
| AC 33 | Type-specific filters are not available for _____ field in MS-Access.                                                                | Text                                                                       | AutoNumber                                                             | Yes/No                                               | Hyperlink         | C |
| AC 34 | In MS-Access, the filters based on selection are not available for                                                                   | Number                                                                     | Attachment                                                             | Hyperlink                                            | OLE Object        | B |

|       |                                                                                                                                                    |                                                                                                                                             |                                                                  |                                                             |                   |   |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------|-------------------|---|
|       | _____ field.                                                                                                                                       |                                                                                                                                             |                                                                  |                                                             |                   |   |
| AC 35 | In MS-Access, _____ represents a string of characters when specified in a filter text box.                                                         | *                                                                                                                                           | %                                                                | ?                                                           | #                 | A |
| AC 36 | 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. | Filter On Load                                                                                                                              | Order By On Load                                                 | Validation Rule                                             | Default View      | B |
| AC 37 | In MS-Access, a memo field is sorted as _____ in ascending order.                                                                                  | Smallest to Largest                                                                                                                         | A to Z                                                           | Selected to Cleared                                         | Oldest to Newest  | B |
| AC 38 | In MS-Access, a foreign key without a primary key reference is called a/an _____.                                                                  | Empty key                                                                                                                                   | Stray                                                            | Orphan                                                      | None of the above | C |
| AC 39 | A query consists of search criteria expressed in a database language is called _____.                                                              | C++                                                                                                                                         | SQL                                                              | Sybase                                                      | Java              | B |
| AC 40 | _____ queries are very popular in data management because they allow for many records to be changed at one time.                                   | Action                                                                                                                                      | Select                                                           | Crosstab                                                    | Aggregate         | A |
| AC 41 | In _____ form in MS-Access, the user can see the data in a row and column format.                                                                  | Split                                                                                                                                       | Datasheet                                                        | Modal Dialog                                                | PivotChart        | B |
| AC 42 | In MS-Access, the form layout is _____ by default.                                                                                                 | Tabular                                                                                                                                     | Justified                                                        | Datasheet                                                   | Columnar          | D |
| AC 43 | In MS-Access, _____ displays multiple pages in a file folder type interface.                                                                       | Option Button                                                                                                                               | Tab Control                                                      | Toggle Button                                               | Combo Box         | B |
| AC 44 | Unbound controls in MS-Access, are those controls which _____.                                                                                     | Are linked to a table field such that Access automatically updates the table field in the current record when the user enters a value in it | Retain the entered value, but they don't update any table fields | Are based on expressions, such as functions or calculations | None of the above | B |

|       |                                                                                                                                                                                                                                     |                |                   |                  |                         |   |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------|------------------|-------------------------|---|
| AC 45 | In MS-Access, _____ properties affect how a value is displayed and the data source it is bound to.                                                                                                                                  | Format         | Data              | Event            | Other                   | B |
| AC 46 | Which of the following is not a type of report in MS-Access?                                                                                                                                                                        | Tabular Report | Labels            | Columnar Report  | Control Report          | D |
| AC 47 | In which order the following steps are performed in the process of creating a report in MS-Access:<br>1. Assembling the data<br>2. Creating the report design<br>3. Defining the report layout<br>4. Printing or viewing the report | 1, 2, 3 and 4  | 1, 3, 2 and 4     | 3, 1, 2 and 4    | 3, 2, 1 and 4           | C |
| AC 48 | Which of the following is not a third-generation language?                                                                                                                                                                          | COBOL          | FORTRAN           | SQL              | BASIC                   | C |
| AC 49 | If a single-user database runs on a personal computer, it is also called a _____.                                                                                                                                                   | PC database    | Computer database | Desktop database | Single-user PC database | C |
| AC 50 | In an ER diagram, a relationship is represented by a _____.                                                                                                                                                                         | Rectangle      | Square            | Circle           | Diamond                 | D |
| AC 51 | If a relational database table is in 3NF and it contains only one candidate key, it is in _____.                                                                                                                                    | 1NF            | 2NF               | BCNF             | All of the above        | D |
| AC 52 | In MS-Access, _____ often serve as the record source for forms and reports.                                                                                                                                                         | Tables         | Macros            | Modules          | Queries                 | D |
| AC 53 | When we create a new blank database, Access opens an empty table named Table1 in _____ view.                                                                                                                                        | Design         | Datasheet         | PivotTable       | PivotChart              | B |
| AC 54 | 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.                                                                  | Attachment     | Lookup Wizard     | OLE Object       | Hyperlink               | B |

|       |                                                                                                                                                                                    |                                                                 |                                                      |                                             |                                                          |   |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------|---------------------------------------------|----------------------------------------------------------|---|
| AC 55 | Which of these should be the first step in designing a database?                                                                                                                   | Decide the design of the tables.                                | Determine the purpose of the database.               | Find and organize the information required. | Apply the normalization rules.                           | B |
| AC 56 | In Access, the _____ of a table is unique for each record.                                                                                                                         | Primary key                                                     | Foreign key                                          | Either A or B                               | Both A and B                                             | A |
| AC 57 | In MS-Access, use _____ table property to supply an expression that must be true whenever we add or change a record.                                                               | Filter                                                          | Filter On Load                                       | Validation Rule                             | Validation Text                                          | C |
| AC 58 | In Access, when we apply a filter to a column that is already filtered, _____.                                                                                                     | The previous filter is removed before the new filter is applied | Both the filters are combined using the AND operator | New filter does not get applied             | The new filter is applied on the current view of records | A |
| AC 59 | In MS-Access, a view cannot be sorted on _____ fields.                                                                                                                             | OLE Object                                                      | Memo                                                 | Yes/No                                      | Hyperlink                                                | A |
| AC 60 | _____ queries are useful for summarizing information, calculating statistics, spotting bad data and looking for trends in a database.                                              | Action                                                          | Select                                               | Crosstab                                    | Aggregate                                                | C |
| AC 61 | _____ 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. | Split                                                           | Datasheet                                            | Modal Dialog                                | PivotChart                                               | A |
| AC 62 | In MS-Access, _____ controls are also known as memory variables.                                                                                                                   | Bound                                                           | Calculated                                           | Unbound                                     | None of the above                                        | C |
| AC 63 | In MS-Access, _____ are used strictly for viewing data and not for entering data.                                                                                                  | Tabular reports                                                 | Labels                                               | Columnar reports                            | Control reports                                          | C |
| AC 64 | In MS-Access, _____ control lets the user to insert a picture into the form.                                                                                                       | Logo                                                            | Picture                                              | Image                                       | Attachment                                               | A |
| AC 65 | The relationship between a school and students is _____.                                                                                                                           | One-to-one                                                      | One-to-many                                          | Many-to-one                                 | Many-to-many                                             | B |

|       |                                                                                                                                             |                                                           |                                    |                                                                               |                   |   |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|------------------------------------|-------------------------------------------------------------------------------|-------------------|---|
| DA 1  | Variance Analysis Report provides information on _____.                                                                                     | The difference between the actual vs the budgeted figures | Critical ratios in a single report | The amounts receivable as well as payable party-wise, group-wise or Bill-wise | None of the above | A |
| DA 2  | _____ controls are designed to ensure that the integrity of the data entered into the computer system is maintained.                        | General                                                   | Input                              | Processing                                                                    | Output            | B |
| DA 3  | Which of the following code type has the demerit of low mnemonic value?                                                                     | Serial code                                               | Block sequence code                | Hierarchical code                                                             | Association code  | A |
| DA 4  | _____ is a record level check though applied for a field.                                                                                   | Overflow                                                  | Range                              | Sign test                                                                     | Format mask       | C |
| DA 5  | _____ are the grand totals calculated for any code on a document in the batch.                                                              | Financial totals                                          | Hash totals                        | Document totals                                                               | Record counts     | B |
| DA 6  | _____ are required to check if correct sequence of commands and update parameters are passed from the application software to the database. | Batch checks                                              | Data integrity related controls    | Inter table tests                                                             | Table level tests | B |
| DA 7  | _____ tables are stored tables from which certain values are extracted for further processing and storing.                                  | Internal                                                  | External                           | Inter                                                                         | None of the above | A |
| DA 8  | In _____ tests, top-level modules are tested first.                                                                                         | Incremental                                               | Top-down                           | Bottom-up                                                                     | Big bang          | B |
| DA 9  | Which of the following technique is capable of identifying unusual transactions passing through the system?                                 | Core Image Comparison                                     | Modelling                          | Embedded Code                                                                 | Tracing           | C |
| DA 10 | In _____ technique, care must be taken to ensure that live data does not impact actual results.                                             | Mapping                                                   | On-line Testing                    | Snapshots                                                                     | Tracing           | B |
| DA 11 | _____ testing is program-based.                                                                                                             | White box                                                 | Black box                          | Incremental                                                                   | System            | A |

|       |                                                                                                                                             |                                 |                                              |                                            |                                                   |   |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----------------------------------------------|--------------------------------------------|---------------------------------------------------|---|
| DA 12 | Test data can be designed through _____.                                                                                                    | Correctness proof               | Data flow analysis                           | Control flow analysis                      | All of the above                                  | D |
| DA 13 | Which of the following is not required to be recorded in the public audit trail?                                                            | Registration of public keys     | Notification of key compromises              | Registration of signatures                 | Notification of signature compromises             | D |
| DA 14 | To select a random sample using MS-Excel 2007, which option of Analysis Tools in Analysis ToolPak is used?                                  | F-Test Two-Sample for Variances | Sampling                                     | t-Test: Paired Two Sample for Means        | z-Test: Two Sample for Means                      | B |
| DA 15 | Ageing analysis can be done using _____ functions of Generalized Audit Software.                                                            | Statistical                     | Arithmetic                                   | Stratification and Frequency analysis      | Selection                                         | C |
| DA 16 | Which of the following is not a limitation of generalized audit software?                                                                   | Ex Post auditing only           | Concurrent auditing only                     | Limited ability to verify processing logic | Limited ability to determine propensity for error | B |
| DA 17 | _____ involves embedding audit software modules within an application system to provide continuous monitoring of the system's transactions. | Embedded audit routines         | Snapshots                                    | Package procedures                         | System Control Audit Review file                  | D |
| DA 18 | Fraudulent disbursement is included in _____ category of frauds.                                                                            | Asset misappropriations         | Corruption                                   | Fraudulent statements                      | None of the above                                 | A |
| DA 19 | Gaps testing is covered in _____.                                                                                                           | Traditional Analysis            | Transactional Analysis                       | Data Analysis                              | Fraud Analysis                                    | C |
| DA 20 | _____ is ensuring that the originators of messages cannot deny that they in fact sent the messages to the recipients.                       | Access control                  | Availability                                 | Repudiation                                | Non-repudiation                                   | D |
| DA 21 | _____ encompasses logging the selected auditable events.                                                                                    | Event Detection                 | Information Collection                       | Information Processing                     | Audit Record Format                               | B |
| DA 22 | Which of the following is not a reason behind the requirement for controls and auditing in a computerized setup?                            | Absence of input documents      | Unavailability of data and computer programs | Lack of visible transaction trail          | Lack of visible output                            | B |
| DA 23 | Which of these is a record check of input data?                                                                                             | Reasonableness                  | Overflow                                     | Format mask                                | Range                                             | A |
| DA 24 | In _____ technique, software is used by the auditor to                                                                                      | Audit Software                  | Core Image Comparison                        | Database Analyzers                         | Program Code Analysis                             | B |

|       |                                                                                                |                                           |                                       |                                          |                           |   |
|-------|------------------------------------------------------------------------------------------------|-------------------------------------------|---------------------------------------|------------------------------------------|---------------------------|---|
|       | compare the executable version of a program with a secure master copy.                         |                                           |                                       |                                          |                           |   |
| DA 25 | ITF stands for _____.                                                                          | Incremental Test Facility                 | Internal Test Facility                | Integrated Test Facility                 | Interleaved Test Facility | C |
| DA 26 | Cross reference lister tool can be used in which step of source code review methodology?       | Select source code to be examined         | Review programming standards          | Review programming language used         | Review source code        | D |
| DA 27 | _____ refer(s) to computer programs designed to perform audit tasks in specific circumstances. | Generalized audit software                | Specialized audit software            | Utility programs                         | Entity programs           | B |
| DA 28 | Concurrent auditing techniques cover or collect data _____.                                    | Before the transaction is being processed | As the transaction is being processed | After the transaction is being processed | Either A, B or C          | B |
| DA 29 | _____ can be used to identify unusual or strange items.                                        | Statistical sampling                      | Duplicates testing                    | Exception testing                        | Gaps testing              | C |