

_____ is a word processing that is a member of the office 2000 family	Word 2000	Office 2000	Office 97	Back Office	A
The feature that enables user to type anywhere in a document without pressing or tab	click-n-type	double click	drag & drop	none of the above	A
The_____ feature allows the user to copy and paste upto 12 items at the same time in an application	office clipboard	cut	select	none of the above	A
_____ and _____ key combination will extend the selection by one character on the left and right	shift+end and shift+home	shift+left and shift+right	ctr+end and ctr+home	none of the above	B
_____ and _____ are improved layout in Word 2000	web layout, printlayout	normal layout, web layout	web layout, page layout	none of the above	A
The easiest way to create a document in word is	wizard	templates	click from start program, MSWord from the task menu	none of the above	A
In Office2000 environment the tool that makes work easier for us is_____	office assistant	inbox assistant	document assistant	none of the above	A
A short description of a tool bar button called the _____ is displayed when the mouse pointer is allowed to stay for a second on the button	Screen Tip	Tool Tip	Icon Tip	Document Tip	A
The _____ helps us to keep track of the margin of the page	tab stop	marginal stop	ruler	none of the above	B
The keys that are used to navigate between headers and footers are	up arrow keys only	page up keys only	home and end keys only	up and down arrow	D
Pick out the element from the following that dose not form the type of tabs for the Word 2000	left	center	decimal	rotation	D
_____ are blueprints or patterns for documents of a certain type	template	model	dialogs/alerts	none of the above	B
The_____ is used for quickly setting paragraph indention using the mouse	increase indent	decrease indent	both A and B	none of the above	C
Word art is text with	special effect	control tool box	design wizard	pictures	A
AutoShapes in word can be created by accessing the _____	drawing toolbar	control box	database	forms	A
By default, a document consists of _____ section	1	2	0	11	A
The dialog box that is used to determine the documents margins is	page setup from the file	printer setup from the file menu	print preview from the file	none of the above	A
_____ is a box surrounding a page on all slides or a line that sets off a paragraph on one or more slides	border	shading	style box	none of the above	A

The key that is used to perform a task to select all the text in the documents is	ctrl+a	Del	ctrl+f	ctrl+m	A
The key that is used to indent a paragraph is	ctrl+a	Del	ctrl+f	ctrl+m	D
The key that is used to change the font from the current positioned in a document is	CTRL+SHIFT+F	CTRL+O	CTRL+SHIFT+S	CTRL+SHIFT+P	A
The key that is used to change the style of the document that is from that normal to heading1 or heading1 to other document styles.	ctrl+shift+f	ctrl+o	ctrl+shift+s	ctrl+shift+p	C
'Set mapping' Check control that follows a text-type validation, we use ----- application for data analysis.	Excel	Access	Both	None of the above	B
Excel can import data from other databases for the data analysis.	True	False			A
A System Auditor can uses CAAT tools to analyze data	False	True			B
In the case of the ----- control, it is ensured that the data in combination with other fields are reasonable as per standard set by an organisation.	Valid Signs	Transaction type	Limit Check	Reasonableness	D
----- function searches for a value in the leftmost column of a table and then returns a value in the same row from a column that we specify in a table	HLOOKUP	VLOOKUP	A or B	None of the above	B
Most of the tools use in Data Analysis depends on	DDE	OLE	ODBC	All of the above	C
How do you define analysis of an information system?	Analysis translates program code of a high level language to machine code	Analysis is the loading of programs that perform routines to control peripheral devices	This involves looking at a system and finding out how information is being handled	None of above	C
What areas need to be considered in the SOFTWARE design process?	Only hardware and software	Inputs, outputs, file design hardware, and software	Maintenance, reliability, and upgradeability	None of above	B
What is the function of systems software?	To collect data	To execute any programs	To maintain security	None of the above	D
Formatting a disk results in all the data being...?	Deleted from the disk	Copied from the disk	Saved to the disk	Transferred from the disk	A

What is Direct Implementation?	Users operate the manual system and computer system at the same time	Users operate the computer system from a given date	Users operate the manual system	None of above	B
What is parallel running?	The new system is introduced alongside the existing system	The new system is introduced and users start operating it	Users continue operating the old system	None of above	A
What documents are produced during the development of a system?	Instructions and technical documentation	Log files and temporary files	User Guide and technical documentation	None of above	C
What are User Guides are used for?	For technical support	To enable any printer to be connected to the network	User guides cover how to run the system, enter data, save, print, etc.	None of above	C
Systems software can be categorised into:	Operating systems and system services	Network systems and communication services	Database systems and backup services	None of the above	A
Which storage device cannot be erased?	Magnetic tape storage	CD-ROM	floppy disk	Hard disk	B
Application software are programs that are written	To maintain a backup copy of all the information	To do a particular task.	To help someone who is applying for employment	None of the above	B
Which bus carries information between processors and peripherals?	Data bus	Auto bus	Address bus	Control Bus	A
Convert the decimal number 2989 to Hexadecimal	FDDI	BAD	TED	MAD	B
Which bus controls the sequencing of read/write operations?	Data bus	Auto bus	Address bus	Control Bus	D
What are utilities?	Peripherals that are connected to a computer.	Operating system routines that execute in supervisor mode.	Data structures that are part of the kernel of an operating system.	Shells, compilers and other useful system programs.	D
Numbers are stored and transmitted inside a computer in	binary form	ASCII code form	decimal form	alphanumeric form	A
The original ASCII codes	were 7 bits	8 bits	represented 256 characters	represented 127 characters	A
A Nibble corresponds to	4 bits	8 bits	16 bits	32 bits	A
A gigabyte represents	More than 1000 mega bytes	1000 kilobytes	230 bytes	1024 bytes	A
A 32-bit processor has	32 registers	32 I/O devices	32 Mb of RAM	a 32-bit bus or 32-bit registers	D
A parity bit is	used to indicate uppercase letters	used to detect errors	is the first bit in a byte	is the last bit in a byte	B

he contents of these chips are lost when the computer is switched off?	ROM	RAM	DRAM	CROM	A
Clock speed is measured in	bits per second	baud	bytes	Hertz	D
Cache memory enhances	memory capacity	memory access time	secondary storage capacity	secondary storage access time	B
CISC machines	have fewer instructions than RISC machines	use more RAM than RISC machines	have medium clock speeds	use variable size instructions	D
Which parts of the computer perform arithmetic calculations?	ALU	Registers	Variables	Logic Bus	A
Every data from the primary memory will be erased if	Power is switched off	Computer is improperly shut down	Data is not saved before computer is shut down	All of the above	D
An RS-232 interface is	a parallel interface	a serial interface	printer interface	a modem interface	B
For print quality you would expect best results from	line printer	dot matrix printer	ink-jet printer	laser printer.	D
ROM	is faster to access than RAM	is non-volatile	stores more information than RAM	is used for cache memory	B
A UPS	increased the storage capacity of a computer system	increases the process speed	provides backup power in the event of a power cut	none of the previous	C
smart card	is a form of ATM card	has more storage capacity than an ATM card	is an access card for a security system	contains a microprocessor	C
Laptop computers use	CRT displays	LCD displays	SSGA displays	none of the previous	B
Multiprogramming refers to	having several programs in RAM at the same time	multitasking	writing programs in multiple languages	none of the previous	A
Multitasking refers to	having several softwares running at the same time	the ability to run 2 or more programs concurrently	writing programs in multiple languages	none of the previous	D
What are small high speed memory units used for storing temporary results?	ALU	Registers	Variables	Logic Bus	B
A good way to exchange information that changes rapidly is through	brochures	magazines	CD-ROM	e-mail	D
Multiprogramming is a prerequisite for	multitasking	an operating system	to run more than one program at the same time	none of the above	C
Timesharing is the same as	multitasking	multiprogramming	multiuser	none of the previous	C
_____ is the default view in Word used for typing Editing and Formatting the Text	NORMAL	ONLINE LAYOUT	PAGELAYOUT	ONLINE DOCUMENT	A

The short-cut-key that is used to indent a paragraph spacing in the documents is	ctrl+m	ctrl+2	ctrl+end	ctrl+home	B
The short-cut-key that is used to paste the selected text	ctrl+v or ins	ctrl+c or ins	ctrl+x or ins	ctrl+v or Del	A
The short-cut-key that is used for paragraph spacing(1.5)	ctrl+2	ctrl+5	ctrl+1	none of the above	B
The box that separate text from the document and allows it to behave like an independent object is known as	Text Box	Frame	AutoShape	Border	A
The object that is used to provide information like the title of the book, name of the chapter, page number etc.	Header and Footer	Screen Tips	Page Layout	none of the above	A
The object that helps us analyzing data statistically is known as	Chart	WordArt	Auto Shapes	File	A
To highlight certain parts of a page to set it apart from the rest of the page we make use of the following features	Borders	Shading	WordArt	Bullets	D
To clear all the tabs in a document the option that is clicked from the tabs dialog	clear	remove all	remove	clear all	D
The dialog box that is used to incorporate picture bullets into our documents or web pages is	picture bullets dialog box	arrow bullet dialog box	circle bullet dialog box	none dialog box	A
The object that composes of set of tools which helps to create and work on different shapes like rectangles, circles, flowcharts etc.	charts	WordArt	AutoShapes	files	C
When word is opened a new document called_____ is displayed, where the user starts typing the content right way	doc1	document1	new document	default document	B
_____ is an online dictionary maintained by word to obtain synonyms for words	thesaurus	hyphenation	mail merge	none of the above	A
The thesaurus is invoked by pressing_____	shift+f7	thesaurus menu	shift+f8	tools+spelling menu	A
When a new table is created the insertion point flashes in the _____	first	second	first row	last cell of the table	A
By pressing the _____ key inserts a blank row after the last row in the table	tab	end	enter	none of the above	A
The _____ option enables us to convert text into a table format	convert text to table	convert data to table	table auto format option	none of the above	A
A table consists of _____ that contain text or graphics	row	rows & columns	records	none of the above	B

The _____ option in word allows the user to automatically correct misspell words as and when they are typed	AutoCorrect	AutoFormat	style gallery	none of the above	A
_____ is a facility that enables recording and replaying of a sequence of keystroke	Mail Merging	Macro	Data Source	none of the above	B
In Word Macros are written in _____	basic	visual basic	vj++	visual FoxPro	B
In Word 2000 the macro dialog box is activated with the help of _____ key combination	shift+f8	shift+f7	alt+f8	alt+f5	A
_____ shows how a document would look like when published on the web or on an intranet	web layout view	online layout view	browser	none of the above	A
_____ is a software for sending and receiving e-mail messages	email client	outlook express	micro soft outlook	hotmail	A
_____ is the coding system used to create web pages	html	xml	sgml	vb script	A
The network that makes information easily accessible across various networks is _____	internet	intranet	arpanet	LAN	A
Which of the following statements are false with reference to the use of a header row source for a mail merge	field name must be listed in the same order as the corresponding information in the data source	the field separators in a header source and the data source can not be set as paragraph	field names in the header source must match any merge fields you've inserted in the main document	the number of fields names in the header source must be the same as the number of data fields in the data source	B
With reference TO TABLE WHICH OF THE FOLLOWING STATEMENT ARE false	it is not possible to change the height of only selected rows of a table	auto format option applies to the entire table and not only to the selected rows or columns of a table	by default cell height and weight option applies to all the rows and columns of a table	delete cells option allows to delete the entire row or a column or shift cells up or shifts cells left	C
The alignment available for tabs does not include	left	decimal	justified	top	A
Which of the following statements related to a Section Break are True	A new section is created in order to change properties like number of columns	In order to type a header from the third page of the document a section break is inserted after t he third page	If a header is inserted in the second section then the same header is applicable to the first section	A section is a portion of a document in which certain page formatting option can be set	D

The user can set a spelling checker to skip the marked part of the next	true	false			A
New option under the file menu of word creates a new blank document that is based on the normal templates	true	false			A
The user can split the screen only into two parts	true	false			A
The features that enables the user to type text graphics tables anywhere in the document without pressing enter or tab	drag & drop	click -n-type	Double Click	none of the above	B
The user can modify the picture from the clip art	true	false			A
With reference to auto correct which of the following statements are false	automatically corrects common typing, spelling errors	prohibits the user from renaming an auto correct entry	automatically corrects the grammatically errors	with t he caps lock key accidentally turned on reverses the case of the letters that were capitalized incorrectly and then turns off the caps lock	B
With the reference to password protected documents which of the following statements are false	password can not include spaces	password protected document can be opened without password as read only	password are not case sensitive	password can be upto 15 characters long	B
The alignment available for tabs does not include	left	justified	hanging	top	A
Which of the following statements are False	a .ppt file can not be inserted at specified position in the current document	a document file can be inserted in the current document at specified position	a multiple documents files can be inserted in the single document	an .xls data can not be inserted at specified position in the current document	B
Drop Cap tool does not work for the contents in the table format	true	false			A
The user can split the screen only into two parts in MS-Word	true	false			A
The special symbols that are inserted using "insert symbol" option of the word can not be printed by the printer as they are not standard keyboard symbols	true	false			B

The "format columns" option allows to create columnar text up 12 columns only.	true	false			A
The document that makes the user to organize and maintain a long document, such as multipart report or a book consisting of chapters	Master Document	Child Document	Hyperlink Document	none of the above	A
The view that enables us to view how objects will be positioned on the page when it is printed	Print Layout View	Page Layout	Outline Layout	none of the above	B
The mode that is initialized or toggled to if the user is in a position to overwrite the text in the word	Insert Mode	Type Over mode	Remove	none of the above	A
Veena is entering a paragraph in a word processing program. When the cursor gets to the end of a line, what is the best way to get the cursor to the next line?	press the return key	press the tab key	press the escape key	just keep typing	D
How are data organized in a spreadsheet?	layers and planes	lines and spaces	height and width	rows and columns	D
Which key moves the cursor to the beginning of the next line of text?	tab	enter/return	backspace/ delete	shift	B
Veena typed the following sentence: "The girl was very beautiful." In which word processing utility could she find a synonym for "beautiful"?	grammar checker	spell checker	thesaurus	outliner	C
Using an electronic bulletin board, Seema can do all of the following except which one?	send a public message to friends interested in one topic	send pictures to a friend	send private messages to a friend	send a package to a friend	D
Aryan has created a ten-page story, but only wants to print the first two pages. What printer command should he select?	Print all	From ____ To ____	Page setup	Print preview	B
What process should be used to recall a document saved previously?	Enter	Copy	Retrieve	Save	C
Which is used to indent text within a document?	closing	tabbing	spacing	sorting	B
Desktop publishing is a more sophisticated form of which of the following types of software?	database	graphing	word processing	spreadsheet	C
What is a Word Processor used for?	To analyse figures	Creating and editing documents	Storing information	None of the above	B
What is a picture that is saved on a diskette and can be pasted into a document?	subscript	annotation	clip art	clipboard	C

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

What command in a word-processing program can be used to change the word 'him' to 'her', and also the word 'he' to 'she' in the given phrase? "On a cold and still night, the only sound that could be heard was the owl that had ade its home in the nest outs	Paste	Replace	Select all	AutoCorrect	B
What edit commands would you use to insert a paragraph from one document into another document, while still keeping the paragraph in the first document?	Copy, then paste	Cut, then paste	Delete, then paste	Insert, then paste	A
Which of the following statements would NOT be a reason for showing suggested revisions in a Word document without changing the original document?	To give the original author a chance to accept suggested changes from the person who entered the revisions	To give the original author a chance to reject suggested changes from the person who entered the revisions	To complicate the revision process and to force the author to spend more time making corrections	To allow multiple people to work on one document in collaboration with one another	C
Which statement is NOT true regarding revisions made in a Word document?	A line appears through text that is to be deleted.	A red underline appears beneath text that is to be added.	A vertical line outside the left margin signifies a change has been made at that point in the document.	Comments are enclosed in a text box at the right of the document.	D
How are suggested changes entered for review on an initial Word document?	Through the Edit menu by choosing Track Changes command	Through the Tools menu by choosing Track Changes command	Through tools on the Reviewing toolbar	Both through the Tools menu and the Reviewing toolbar	D
Which of the following is TRUE about saving a document using the Versions command?	The Versions command will allow you to save multiple versions of a document, including any changes that may have been made to that document.	The Versions command will allow you to save only one version of a document, including any changes that may have been made to that document.	The Versions command will allow you to save only one version of a document without any changes that were just made to the document.	The Versions command will allow you to save only two versions of a document: one version of the original and one version of any changes made to the document.	A
What happens when you open a document that has been saved using the Versions command?	All versions are opened automatically.	The latest version is opened automatically.	The first and second versions are opened automatically.	The previous version is opened automatically.	B

You have used the word 'discover' four times in an English essay you have created using a word processing program. You would like to find another word of similar meaning to use instead of 'discover'. Which of the following would you use to do this?	Dictionary	Grammar check	Spell check	Thesaurus	A
When opening and working with multiple versions of a document, how can you tell which is the most recent version?	Word displays a list of the dates and times each file was saved.	The most recent version will appear at the bottom of the list.	Word will show the name of the person who saved each version.	Word is not able to tell the most recent version of a document.	A
Various fields are added to a regular document to create a special document called a form through the _____ toolbar.	Fields	Tools	Forms	Insert	C
Which of the following types of fields CANNOT be inserted into a form?	Check boxes	Toggle button	Text fields	A drop-down list	B
Which of the following is TRUE related to editing comments in a Word document?	Comments cannot be edited.	Comments cannot be deleted.	Comments can be edited or deleted by right clicking the highlighted text.	Comments can be edited or deleted by left clicking the highlighted text.	C
What is a header in a document?	Text at the bottom of every page	Numbers which appear on every page	Text which appear at the top of every page	None of the above	C
In your English essay you notice that the paragraph at the bottom of page 1 continues on to page 2. You would like to make this paragraph start on page 2. What would be the best way to do this?	Press tab.	Press Return.	Copy and paste.	Insert page break.	D
Tables in a document help you to easily arrange all of the following EXCEPT:	text.	graphics.	forms.	numbers.	C
To identify a document, it is helpful to include the file name on each page as a	header/footer.	bibliography.	find/search.	macro.	A
Which of the following tools will copy the formatting of selected text to other places?	Copy button	Paste button	Format Painter button	This action is not possible.	C
What is the name of the process of determining the cause of errors in a macro?	Fault Finding	Bug Squashing	ss	Debugging	D
Drop caps are added to a Word document using the _____ menu.	Insert	Tools	Format	Edit	C

A reverse in a newsletter is:	a section of white text on a black background.	a section of text where the first letter of each sentence is lowercase and the rest are uppercase.	the guidelines used to establish where different elements of the newsletter will go.	an enlarged capital letter at the beginning of a paragraph.	A
A pull quote is best emphasized by:	setting it in larger type or font size.	typing it all in capital letters.	underlining the text of the pull quote.	changing the color.	A
Which of the following definitions is CORRECT?	The reverse technique means to add dark text on a light background.	A pull quote is a quotation taken from (pulled) from another document.	A dropped cap is a word that starts with a lowercase letter when it should have a capital letter.	A grid is a set of horizontal and vertical lines that determine the placement of elements in a newsletter or other document.	D
Pertaining to newsletters, which of the following cannot be changed using the Columns command dialog box?	The width of each column	The height of each column	The number of columns	The tab spacing within each column	D
As related to type size, how many points are there to the inch?	6	10	12	72	D
Assume you are working on a newsletter in which the masthead extends across the top of the entire first page. The rest of the newsletter has two columns. What is the minimum number of sections in the newsletter?	One	Two	Three	Four	B
Which of the following is NOT correct with respect to page, column, and section breaks?	Press Ctrl+Enter to create a page break.	Press Ctrl+Shift+Enter to create a column break.	Press Enter to create a section break.	Press Shift+Enter to force a line break.	C
Which of the following would be the most appropriate font for a newsletter headline?	A serif font at 10 points	A sans serif font at 10 points	A serif font at 20 points	A sans serif font at 45 points	D
Which of the following is the default Word column width?	2 inches	3½ inches	4 inches	It depends on the left and right margins, and how many columns are specified.	D
Sequence Check is a ----- level control check.	Field	Record	Both	None of the above	A

Analyse data over two or more periods is called ----- analysis	Horizontal	Vertical	A or B	None of the Above	A
We use Hash Total to identify ----- within a series where there is a definite relation between items	Duplicate Value	Combined Value	Gaps	All of the above	C
Analyse fields by arranging them into rows and columns is called	Cross Tabulate	Filter	Merge	None of the above	A
----- function searches for a value in the leftmost column of a table and then returns a value in the same row from a column that we specify in the table.	RAND()	VLOOKUP()	HLOOKUP()	None of the above	B
To import data from Access to Excel ,it is not possible to link between Access and Excel sheet	TRUE	FALSE			A
The GAP detection options can be used to test for completeness of data.	TRUE	FALSE			A
Exception testing can be used to identify ----- - items	Unusual	Strange	A or B	None of the above	C
Data validity test represents	exception testing	comparison of data	duplicates testing	All of the above	D
Year end ledger, inventory files or transaction files can be tested for cut-off , to ensure that the data has been provided is for the correct audit period	True	False			A
In Range Check , the data may not be in proper sequence but should be within a predetermined range	True	False			A
In ----- Check data entry follow a particular sequence and also a predetermined range.	Limit	Sequence	Range	Both B & C	B
Virtual memory is	related to virtual reality	a form of ROM	a form of VRAM	none of the previous	D
Multiprocessing is	same as multitasking	same as multiprogramming	multiuser	involves using more than one processor at the same time	D
To help keep sensitive computer-based information confidential, the user should	save the file	set up a password	make a backup copy	use a virus protection program	B
What is the function of a disk drive?	to calculate numbers	to read from or write information to a floppy disk	to print sheets of paper	to display information or pictures on a screen	B
A 4GL is	Uses Cobol	uses Java	uses C++	none of the previous.	D

A nanosecond is	106 sec	103 sec	1012 sec	109 sec	D
What small, hand-held device is used to move the cursor to a specific location on the screen?	a keypad	a mouse	a frog	a message pad	B
The memory address register is used to store	data to be transferred to memory	data that has been transferred from memory	the address of a memory location	an instruction that has been transferred from memory.	C
The memory data register is used to store	data to be transferred to or from memory	data to be transferred to the stack	the address of a memory location	an instruction that has been transferred from memory	A
The instruction register stores	an instruction that has been decoded	an instruction that has been fetched from memory	an instruction that has been executed	the address of the next instruction to be executed	D
Which of the following is used to indicate the location on the computer monitor?	a cursor	a scroll bar	a light pen	a magic marker	A
A mathematical procedure that can be explicitly coded in a set of computer language instructions that manipulate data.	Formula	Algorithm	Program	Data	B
Which of the following translates a program written in high-level language into machine language for execution?	Assembler	Compiler	Artificial Intelligence	Parity Checker	B
Detecting errors in real memory is a function of	Memory protection	Parity Checking	Range checking	Validation	B
To find where a file has been saved on disk, the user should	use the directory search tools	search each file in turn	use the backup facility	use find and replace	A
A series of instructions telling the computer how to process data or files is defined as a	Network	Program	System	Modem	B
To ensure that data is not lost if a computer system fails, the user should	save copies of the file with the same name on the system	use different filenames on the system	keep a record of computer failures	backup to a secure medium	D
Having a single CPU alternatively process tasks entered from multiple terminals is called	Multiprocessing	Time sharing	Multiprogramming	Multiplexing	D
The place in the CPU where the data and programs are temporarily stored during processing is called the	ROM	RAM	Floppy Disk	Magnetic Disk	B
All are examples of computer software except	Firmware	Word Processor	Telephone modem	Shareware	C
Computer manufactures are now installing software programs permanently inside the computer. It is known as	Firmware	Word Processor	Telephone modem	Shareware	A

Which of the following file organisation forms most efficiently allows access to a record	Sequential	Hashed	Indexed	Random	C
The part of the computer system controlling data manipulation is called the	Operating System	ALU	CPU	Primary Storage	B
For direct access storage devices the recording area is divided into	Tracks and Sectors	Blocks and Sectors	Files and Tracks	Schema and subschema	A
The data hierarchy from the largest to the smallest is	Character, field, database	Database, character, record	File, record, field	Element, field, file	C
Which of the following hardware or software system controls provides a detailed record of all activities performed by a computer system	Valid character check	Maintenance diagnostic program	Systems logs	Parity check	C
Which one of the following parts of a computer is necessary to enable it to play music?	Sound card.	CD-ROM	MIDI interface	Serial interface	A
An educational CD-ROM on Indian Poets contains 1000 pages of text, 500 colour pictures, 15 minutes of sound and 1 minute of video. Which of the four different media listed takes up most space on the CD-ROM?	Text	Pictures	Sound	Video	D
Which one of the following printers is suitable for printing sprocket fed carbon copies?	Laser	Dot matrix	Ink-jet	Drum	B
Multimedia software can be most productively used for	viewing an encyclopaedia CD-ROM.	creating the plans for a building design.	presenting an order for stock to a warehouse.	recording current stock in a supermarket and answering customer queries.	A
To be effective a virus checker should be	replaced regularly	never updated	updated regularly	updated once a year	C
Which one of the following software applications would be the MOST appropriate for performing numerical and statistical calculations?	Database	Document processor	Graphics package	Spreadsheet	D
Passwords enable users to	get into the system quickly	make efficient use of time	retain confidentiality of files	simplify file structures	C
How many bytes do 4 Kilobytes represent?	512	1024	4096	8192	C
Back up of the data files will help to prevent	loss of confidentiality	duplication of data	virus infection	loss of data	D
Which one of the following is the MOST common	TCP/IP	HTML	IPX/SPX	NetBEUI	A

internet protocol?					
The advantage of a PC network is that	access to the internet is quicker	files can be shared	printer can do 1000s of pages a day	the operating system is easy to use	B
The term A:\ refers to	a file name	a subdirectory	the root directory	the hard drive	D
UPS stands for	universal port serial	up-line provider service	uninterruptable power supply	uniform page source	C
The main problem associated with uninstalling software is that	orphan files can be left on the system	the program executable may not allow it to be uninstalled	the system requires a network administrator to uninstall it	the system always requires a re-boot and defrag afterwards	A
You are conducting research for a Income Tax assignment. The raw facts you collect are called	data.	documents.	information.	text.	A
A flow chart is the	Graphical representation of logic	Rules writte in procedural language	Logical Steps in any language	None of the above	A
A voucher entry in Tally is done for	Purchase, sales, receipt, payments etc.	To fill the log register	It is mandatory in tally	None of the bove	A
Passwords are applied to files in order to	assist in maintenance	speed up access	prevent unauthorised access	allow encryption	C
Each of the following is an enabler of IT-business alignment except:	senior executive support for IT.	IT management lacks leadership.	IT understands the business	None of the above	B
The basic systems model is used to describe virtually all information systems and it consists of the following elements:	input.	output.	processing.	All of the above	D
What is a computer-aided design system?	The use of computers to design state-of-the-art, high-quality products.	Using computers to do architecture.	Software that generates innovated designs and artistic patterns.	None of the above	A
A(n) _____ offers a solution package for an entire industry.	specialist or functional	Application Service Provider	enterprise	local	B
File extensions are used in order to	name the file	ensure the filename is not lost	identify the file	identify the file type	D
Information systems controls include all of the following EXCEPT:	preventive controls.	detective controls.	corrective controls.	All of the above are parts of IS controls.	D
Hashing for disk files is called	external hashing	static hashing	dynamic hashing	extensible hashing	A
Components of expert systems include: a) inference engine; b) user interface; c) knowledge base; d) fuzzy logic	A: (a) , (b), (d)	B: (a) to (d)	C: (a), (b), (c)	D: (b), (c), (d)	C

Black box testing and white box testing are part of:	corrective controls	preventive controls	detective controls	general controls	C
What is the term used to describe the point of interaction between a computer and any other entity, such as a printer or human operator?	Component	Interface	Settings	Control	B
The advantages of CASE tools are: a) reusability; b) maintainability; c) portability; d) flexibility	(a), (c), (d)	(b), (c), (d)	(a) to (d)	(a), (b), (c)	C
Which of the following is an acceptable way to shut down the computer?	Press the reset button.	Turn the computer off at the power point.	Select the 'Shut Down' option from a menu.	Pull the power cord from the back of the computer.	C
Yesterday, in your music class you saved your compositions as MP3 files. Today, you cannot remember where you saved them. Which is the best way to locate the files?	Create the files again.	Ask the person next to you.	Use the Find or Search feature.	Put your hand up and ask the teacher	C
Components of an information system model are: a) applications architecture; b) functional architecture; c) technology architecture; d) information architecture	(a), (c), (d)	(a), (b), (c)	(a) to (d)	(b), (c), (d)	C
Benchmarks form part of:	detective controls	organisational controls	preventive controls	corrective controls	C
Continuity controls include: a) record counts; b) date checks; c) label checks; d) run-to-run totals	(a), (c), (d)	(a), (b), (c)	(a) to (d)	(b), (c), (d)	C
Which is not part of help desk documentation:	problem logging	call lights	program change requests	resolution procedures	C
Testing of individual modules is known as:	unit testing	data testing	thread testing	loop testing	A
Design phase of CASE tools includes: a) data architecture; b) decision architecture; c) interface architecture; d) presentation architecture	(b), (c), (d)	(a), (b), (d)	(a), (b), (c)	(a) to (d)	D
Which is part of installation testing:	benchmark testing	specifications matching	parallel operations	system walkthroughs	B
The computer operating system performs scheduling, resource allocation, and data retrieval functions based on a set of instructions provided by the:	Multiplexer.	Peripheral processors.	Concentrator.	Job control language.	D
Which of the following falls under multimedia data: a) text; b) images; c) video; d) audio	(a) to (d)	(b), (c), (d)	(a), (b), (c)	(a), (c), (d)	A

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

A computer is to be linked to 8 terminals using a single communication link. To permit simultaneous terminal operations, communication path will require which of the following	Mixer	Modem	Multiplexor	Time sharing computer	C
A modem is a device that	Allows computer signals to be send over a telephone line	Aids in back-up procedures	Packs data in a disk file	Speeds up online printing	A
A LAN includes 20 PCs, each directly connected to the central shared pool of disk drives and printers. This type of network is called a	Planetary network	Ring Network	Loop Network	Star Network	D
A computer based system for sending, forwarding, receiving and storing messages is called an	Office Automation	Executor systems	Electronic mailing	Instant post-office	C
If a workstation contains a processor, monitor, screen manipulation device, printer, storage and communication capabilities, it is said to be	A dumb workstation	An intelligent workstation	A personal computer	A mainframe PC	B
Terminal hardware controls include	Time of day control locks	Encryption algorithms	Parity checks	All of them	C
RS-232 is a	Type of cable	Terminal Standard	Communication protocol	Device interconnect standard	D
What is a compiler?	A compiler does a conversion line by line as the program is run	A compiler converts the whole of a higher level program code into machine code in one step	A compiler is a general purpose language providing very efficient execution	None of the above	B
What are the stages in the compilation process?	Feasibility study, system design, and testing	Implementation and documentation	Lexical analysis, CONVERSION, and code generation	None of the above	D
Which of the following is not a data transmission coding scheme	CRC	Baudot	ASCII	EBCDIC	A
What is the definition of an interpreter?	An interpreter does the conversion line by line as the program is run	An interpreter is a representation of the system being designed	An interpreter is a general purpose language providing very efficient execution	None of the above	A
A device used in data communications to divide a transmission signal into several sub-bands is known as a	Modem	Demodulator	Frequency division multiplexor	Time Division Multiplexor	C
Third generation languages such as COBOL, C, and FORTRAN are referred to as	High-level languages	Middle-level languages	Low-level languages	None of the above	C

Serial Communication is used over long distance because it	It is faster than parallel communication	It is less error prone	It is less prone to attenuation	Uses only one path	D
In what areas is the COBOL programming language used?	Financial sector and engineering	Graphic design and education	Accounting systems, commercial sector	None of the above	C
The primary function of a front-end processor is to	Communicate with the console operator	Manage the paging function in a virtual environment	Relieve the main CPU of repetitive communication tasks	Reduce competition between the input/output devices	C
What is the first stage in program development?	Specification and design	System Analysis	Testing	None of the above	B
Which of the following is not used for data transmission within a local area network	Fiber Optics	Coaxial Cable	Common carrier	Telephone Lines	C
What is System Analysis?	The design of the screen the user will see and use to enter or display data	System Analysis defines the format and type of data the program will use	System Analysis involves creating a formal model of the problem to be solved	None of the above	C
A device to device hardware communication link is called	A cache	An interface	A buffer	An online protocol	B
What will a good software provider consider?	The different types of network to be used	Testing to check for errors before the system is introduced	Hardware, Software and size of program.	None of the above	B
The topology of a network can be each of the following except	Star	Packet	Ring	Bus	B
What is the 8-bit binary value of the decimal number 85?	10101010	1100101	1010101	None of the above	C
Which is the most common data transmission error checking method	Parity	Retransmission	Cyclic Redundancy	Hash Count	A
What is the decimal value of the binary number 1111?	15	4	64	None of the above	A
Which of the following devices merges communication signals onto a single line	Port	Modem	Multiplexor	Acoustic coupler	C
What is the decimal value of the octal number 215?	327	141	97	None of the above	B
Which tool is used to help an organization build and use business intelligence?	Data warehouse	Data Mining tools	Data management systems	All of them	B
Cache memory enhances	memory capacity	memory access time	secondary storage capacity	secondary storage access time	B
What is the decimal value of the hexadecimal number FF?	30	255	256	None of the above	B
Numbers are stored and transmitted inside a computer in	binary form	ASCII code form	decimal form	alphanumeric form	A

What is the hexadecimal value of the decimal number 1476?	4C5	1B7	5C4	None of the above	A
A byte corresponds to	4 bits	8 bits	16 bits	32 bits	B
What does EBCDIC coding of numbers mean?	Basic Coding Description	Binary Coded Decimal	Bit Code Design	None of the above	D
A Kb corresponds to	1024 bits	1000 bytes	210 bits	210 bytes	A
What is the binary sum of 01011 and 00101?	10000	1112	1110	None of the above	A
Information is stored and transmitted inside a computer in	binary form	ASCII code form	decimal form	alphanumeric form	A
Where would you find the letters QWERTY?	Mouse	Keyboard	Numeric Keypad	None of the above	A
A parity bit is	used to indicate uppercase letters	used to detect errors	is the first bit in a byte	is the last bit in a byte	B
How did the computer mouse get its name?	Because it squeaks when moved	Its moves like a mouse	It has ears	None of the above	D
Clock speed is measured in	bits per second	baud	bytes	Hertz	D
What are you most likely to use when playing a computer game?	Touch screen	Light pen	Joystick	None of the above	C
CPU performance may be measured in	BPS	MIPS	MHz	VLSI	B
A digitising tablet can be used for?	Printing letters	Tracing diagrams	Reading bar codes	None of the above	B
In processing cheques which of the following I/O techniques have banks traditionally used	OCR	MICR	barcode scanning	voice recognition	B
Which of the following is a pointing device used for computer input?	Touch screen	Hard disk	CD-ROM drive	None of the above	A
A UPS	increased the storage capacity of a computer system	increases the process speed	provides backup power in the event of a power cut	none of the previous	C
What does a light pen contain?	Refillable ink	Pencil lead	Light sensitive elements	None of the above	C
The capacity of a 3.5" floppy is around	100K	1.44 Mb	5 Mb	1 Gb	B
What general term describes the physical equipment of a computer system, such as its video screen, keyboard, and storage devices?	hardware	software	output	input	A
Where would you find the letters QUERTY?	Mouse	Keyboard	Numeric Keypad	Printer	B
What are you most likely to use when playing a computer game?	Touch screen	Light pen	Joystick	Scanner	C
A digitising tablet can be used for?	Printing letters	Tracing Diagrams	Reading Bar Codes	Digital Signatures	B
Which of the following is a pointing device used for computer input?	Touch screen	Hard disk	Keyboard	CD ROM Drive	A

What input device could tell you the price of a product	Mouse	Bar code reader	Optical mark reader	Keyboard	B
Where would you find a magnetic strip?	Credit card	Mouse	Speakers	Printer	A
Hard copy is a term used to describe...?	Writing on a hard board	Printed output	Storing information on the hard disk	Back-up on a Cartridge	B
What are the individual dots which make up a picture on the monitor screen Called	Coloured spots	Pixels	Pixies	Pickers	B
A daisy wheel is a type of...?	Printer	Storage device	Pointing device	CD-ROM	A
What input device can be used for marking a multiple-choice test?	Mouse	Bar code reader	Optical mark reader	None of the above	
Laptop computers use	CRT displays	LCD displays	SSGA displays	none of the previous	B
QWERTY is used with reference to	screen layout	mouse button layout	keyboard layout	word processing software	C
What input device could tell you the price of a bar of chocolate?	Mouse	Bar code reader	Optical mark reader	None of the above	B
A GUI is	hardware	language interpreter	software interface	an operating system	C
Where would you find a magnetic strip?	Credit card	Speakers	Smart card	None of the above	A
Multiprogramming refers to	having several programs in RAM at the same time	multitasking	writing programs in multiple languages	none of the previous	A
Multitasking refers to	having several programs in RAM at the same time	The ability to run 2 or more programs concurrently	writing programs in multiple languages	none of the previous	B
Multiprogramming is a prerequisite for	multitasking	an operating system	To run more than one program at the same time	none of the above	C
UNIVAC Computer belongs to the	First - generation computers.	Second - generation computers.	Third - generation computers.	Fifth - generation computers.	A
Timesharing is the same as	multitasking	multiprogramming	Multi-user	none of the previous	A
Name the first Indian Super Computer?	Vishwajeet	Deep Blue	Param	Arjun	C
Disk fragmentation	is caused by wear	caused by overuse	is due to bad disk blocks	none of the previous	C
The technology which is used to check answer sheets of multiple-choice questions in civil services or similar examinations is: -	Bar code Reader Technology	Optical Mark Reader Technology	Magnetic Ink Character Recognition Technology	Image Scanning Technology	B
A compiler is	a fast interpreter	slower than an interpreter	converts a program to machine code	none of the previous	C
Which printer among the following is fastest	Drum Printer	Dot - Matrix Printer	Desk - jet Printer	Thermal Printer	A
“Zipping” a file means	encrypting it	decrypting it	compressing it	transmitting it	C

What does acronym VIRUS stands for	Very important reader user sequence	Vital information resource under siege	Virtual information reader & user system	None of above	B
An impact printer creates characters by using...?	Electrically charged ink	Thermal Paper	An ink pen	An inked ribbon and print head	D
A client-server system is based on	mainframe technology	LAN technology	WAN technology	Unix operating system	B
A nanosecond is	10-6 sec	10-3 sec	10-12 sec	10-9 sec	D
A procedural control used to minimize the possibility of data or program file destruction through operator error is the use of	Limit checks	Control figures	External file labels	Cross footing tests	C
_____ software enables users to send and receive data to/from remote computers	application	system	operating system	communication	D
A _____ is a running instance of an application	project	model	pilot project	process	D
Splitting of CPU's time for different tasks _____ prevents time slicing	multiprocessing	multithreading	multiplexing	multitasking	D
_____ computers are used in large organizations for large scale jobs which have large storage capacities	mainframes	super computers	micro computers	none of the above	A
_____ is responsible for all calculations and logical operations that have to be performed on the data	control unit	arithmetic and logic unit	central processing unit	none of the above	B
_____ printer use laser light	band printer	drum printer	non impact printer	none of the above	C
_____ software enhances the user to enter ,store, manipulate and print any text	data management	word processing	electronic spreadsheet	none of the above	B
_____ software enables users to send and receive data to/from remote computers	integrated software	communication software	idea processor	none of the above	B
_____ is the temporary storage place for deleted files	my computer	recycle bin	Microsoft exchange	none of the above	B
_____ is a collection of related fields	field	file	record	none of the above	C
_____ language consists of strings of binary numbers	assembly language	machine language	high level language	none of the above	B
_____ symbol is used to represent processes like assigning a value to a variable or adding a number	terminator symbol	processed symbol	connector symbol	input/output symbol	B
_____ is an example for micro computer	PC-at	hp vectra system	fazitsu vp200 series	IBM-PC	B
_____ capability supports concurrent users doing different tasks	multiprocessing	multithreading	multiplexing	none of the above	D

The _____ do not have processing power of their own and has only a screen, keyboard and the necessary hardware to communicate with the host. For this reason, the terminals are referred as _____	"dumb terminals"	dumb servers	dummy terminals	dummy servers	A
A _____ is nothing but a PC with a network operating system	wan	distributed computing system	windows NT	LAN	D
_____ system is responsible for handling the screen and user I/O processing	host	server	back end	front end	D
The _____ handles data processing and disk access in a Client/Server architecture	host	server	back end	front end	C
Both the DBMS and the application resides on the same component in a _____ system	PC	LAN	distributed computing	centralized	A
When all the processing is done by the mainframe itself, the type of processing is sometimes called as	server processing	host processing	dumb processing	data processing	B
DBMS models can be grouped under _____ categories	four	one	two	many	A
_____ is the most advantageous database system	file management system	hierarchical database system	network database system	relational database system	D
A new user initiates a new process of execution at the background, while the user can continue his query process as usual in the foreground. This situation is referred to as _____	multiprocessing	multithreading	multiplexing	none of the above	B
The process of data being automatically written to a duplicate database is called _____	repairing	redo logging	disk defragmentation	disk mirroring	D
Modem stands for _____.	Code/De-code	Modulation/Demodulation	Module/De-module	None of the above	B
Multiple changes to the same record or a field are prevented by the DBMS through _____	fixes	locks	constraints	traps	B
_____ allows an application to multitask within itself	multiprocessing	multithreading	multiplexing	none of the above	B
LAN stands for _____.	Linear area networks	Local area networks	Local array of networks.	None of the above	B
New process of execution is referred to as _____	task	process	thread	client-server	C
ISDN stands for _____.	Integrated system dynamic networks.	Integrated Symbolic Digital networks.	Integrated Services Digital network.	None of the above.	C

_____ is the Worlds largest computer network .	Ethernet	Internet	ARPANET	None of the above.	B
_____is/are a popular front end tool	visual basic	power builder	SQL * plus	all of the above	D
When LAN connected together ,it is called _____.	MAN	WAN	GAN	None of the above.	B
TCP/IP stands for _____.	Transfer control protocol/Internet protocol	Transfer communication protocol/Internet protocol	Transmission control protocol/Internet protocol	None of the above.	C
Data is broken into small unit called _____.	Cells	Bits	Packets	None of the above.	C
SMTP stands for _____.	System modulation transfer protocol	Software Mail transmission protocol	Simple Mail transfer protocol	None of the above.	C
The _____ protocol is a network protocol to be built for the World Wide Web .	Transfer Protocol	Transmission protocol	Hyper text	None of the above.	C
ATM stands for _____.	Aggregate transfer mode	Asynchronous transfer mode	Area transfer mode	None of the above.	B
The computer which can receive data from other computers on the network and print it is _____	File server	Printer server	Receiver	None of the above.	B
The hardware and the software requirements together form the_____	platform	configuration	package	system	A
ATM, Asynchronous transfer mode is a _____ technology.	MAN and WAN	LAN and WAN	LAN and MAN	LAN WAN and MAN	B
_____ is designed telephone system	ISDN	ATM	Internet	Intranet	A
Expansion of ISDN is _____	Internal Services Digital Network	Internal Services Design Network	Integrated Services Digital Network	None of the above.	C
Expansion of WBT is _____	Web based Training	Web based Technology	Web based Transport	Web based Transaction	A
_____ connects LANs.	Bridges	Routers	Protocol	Repeaters	B
Collection of instruction is called a _____	procedure	batch	command	program	D
Combination of alphabetic and numeric data is called _____ data	alpha numeric	alpha beta	numerous alpha	number and alpha	A
Computers can be classified based on _____, _____and _____	space occupied, price, no. of users allowed	cost, performance their ratio	size, performance, cost	input, output, performance ratios	C
_____ are used in large organizations for large scale jobs	mini computers	microprocessors	PCs	mainframes	D
_____ is responsible for feeding data into the computer	input	output	feed	write	A
_____ is the capability of the o/s to run numerous applications simultaneously	multiprocessing	multithreading	multiplexing	multitasking	D

_____ involves conversion of raw data into some meaningful information	interpreter	compiler	converter	process	D
_____ is responsible for obtaining the processed data from the computer	input	processor	ram	output	D
_____ printers use light to produce the dots needed to form pages of characters	impact printers	drum printers	non-impact desktop printers	thermal printers	C
Hardware components in a computer are _____, _____, _____, _____	operating system, bootstrap, kernel, shell	control program, interpreter, assembler, compiler	monitor, program, keyboard, bus	CPU, memory, input, output	D
_____ software are programs that are complex and can be developed or purchased	operating system	application software	windows 95	interpreter	B
_____ is a set of special instructions used to communicate effectively with the computer	batch	protocols	software's	procedures	C
_____ converts a high level language into machine language	processor	compiler	assembler	coder	B
_____ translates assembly language program into machine language instructions	compiler	interpreter	assembler	processor	C