

q_id	q_desc	op1	op2	op3	op4	ans
AC1	In an Access database the tables, queries, forms and reports are _____	Objects	Elements	Files	Parts	A
AC2	The financial transactions are to be _____ leading to different steps in Accounts Compilation.	Collected and computed	Sampled and stratified	Grouped and summarized	Assets and liability	C
AC3	_____ is/are used to set relationships between tables.	Primary key	Candidate key	Both A and B	Neither A nor B	C
AC4	The methods LIFO, FIFO, Moving Average are used to _____	Value closing stock	Value clearing stock	Value expense stock	Value income stock	A
AC5	This data type field gets values from another table, a query or a list of values that are supplied.	Memo	Lookup	Hyperlink	AutoNumber	B
AC6	The report prepared taking the asset and liability type accounts from the Trial Balance is called _____	P & L statement	Income statement	Balance sheet	Asset sheet	C
AC7	When it is mandatory for a user to input data in a field, the field property to be set is _____	Field Size	Format	Field value	Required	D
AC8	The report that depicts operating profit/loss for a period is _____	Trial balance	Trading account	P & L statement	Suspense accounts	C
AC9	In MS Access you can add, edit, modify data of a table in this view.	Datasheet view	Datamenu view	Datatable view	Tabledesign view	A
AC10	The day book contains transactions relating to _____	Income or expenditure	Sales or purchase	Asset or liability	Profit or loss	B
AC11	Access automatically creates this sheet in a table that is in a one-to-one/one-to-many relationship.	Subdatasheet	Datadesignsheet	Dataviewsheet	Tabledatasheet	A
AC12	The Bills Receivable details are maintained in a _____	Journal sheet	Voucher debtors	Sundry debtors	Original entry	C
AC13	These are used to retrieve information relating to a specific condition or to change the selected data.	Views	Queries	Forms	Reports	B
AC14	Creditors ledger has details of your dues to _____	Customers	Assets	Liabilities	Suppliers	D
AC15	This query selects necessary fields from a table and displays the results in a datasheet view.	Table query	Find query	Select query	Cross query	C
AC16	The sundry debtors are placed in the Balance sheet on the _____	Income side	Assets side	Expense side	Payable side	B
AC17	The crosstab query displays values in a spreadsheet as _____	Categories with summary totals	Relation groups and totals	Summary total of columns	Record types and totals	A
AC18	The first step in Tally before any transaction is entered or saved is creating a _____	File	Company	Project	Application	B
AC19	The append query copies into the target table only those fields that are found in the source tables' _____	QDB grid	Data grid	Select grid	QBE grid	D
AC20	To configure country specific details use the function key _____	F10	F2	F12	F11	C
AC21	This action query helps in creating a backup copy, editable copy, subset data of a table.	Make-Update query	Make-Table query	Make-data query	Make-view query	B
AC22	Identify the security mechanism used in Tally.	Tally Secure	Tally Pack	Tally Group	Tally Vault	D
AC23	The extension of a new database file in MS Access is _____	.dbm	.dbs	.mdb	.ddm	C

AC2 4	The basic document where transactions are entered chronologically is _____	Ledger	Journal	Voucher	Trial Balance	B
AC2 5	This join is created when one field within a table refers to another within the same table.	Cross-join	Table-join	Self-join	Inner-join	C
AC2 6	After selecting a company in Tally, you will be in the _____	Accounts of Tally	Gateway of Tally	Entry of Tally	Groups of Tally	B
AC2 7	The inner joins in MS Access are created on the basis of _____	Field names and data types	Field types and data values	Table types and field names	Record types and column values	A
AC2 8	Tally software is based on _____ accounting system.	Sales	Production	Mercantile	Manufacture	C
AC2 9	The count, Avg, Max, Var functions are called _____ functions.	Formatting	Aggregate	Compute	Access	B
AC3 0	Identify the primary group of capital nature that uses bank account and cash in hand as sub groups.	Fixed assets	Current assets	Loan assets	Capital assets	B
AC3 1	Identify the correct expression to find the average value for each students' two subject scores.	Avg([stud].[sub1]+[stud].[sub2])	Avg(sub1+sub2)	[Stud].[sub1]+[stud].[sub2] =avg	Avg([stud].[sub1]+[sub2])	A
AC3 2	All financial entries in Tally are done using _____	Vouchers	Groups	Journal	Ledgers	D
AC3 3	Choose the data type that can store a student's email id in the database.	OLE object	Lookup	Hyperlink	Memo	D
AC3 4	The Direct expenses, Purchase account, Direct income are primary groups of _____	Capital nature	Expense nature	Revenue nature	Income nature	C
AC3 5	The action query that changes the data in a field at one go is _____	Append query	Update query	Insert query	Select query	B
AC3 6	The option to delete a sub-group is admissible through the menu _____	Alter	Delete	Display	Shift	A
AC3 7	This is a screen which displays information and allows users to add/edit data in a specific layout.	Report	Table	Form	Query	C
AC3 8	The behavioural attributes of this group cannot be changed.	Sub-group	Ledger-group	Primary-group	Alter-group	C
AC3 9	Identify the layout that displays the field rows wrapped to multiple lines as needed.	Datasheet	Columnar	Justified	Wrapped	C
AC4 0	Credit limits for personal accounts and branches can be done in the ledger mode _____	Single	Multiple	Sub-group	Alter-group	B
AC4 1	The print format to be set to print out address information in a envelope layout is _____	Page margins	Page size	Page orientation	Page gutter	C
AC4 2	We are not allowed to delete a ledger from this mode.	Single	Sub-group	Alter-group	Multiple	D
AC4 3	The multi-level sorting of data can be done only in this view.	Datasheet view	Table query view	Table form view	Sort table view	C
AC4 4	All account heads except Cash and Bank are placed in the _____	Sub Ledger master	Group Ledger master	General Ledger master	Journal Ledger master	C
AC4 5	_____ data type automatically increases the number value in MS Access.	Date	Currency	AutoNumber	Hyperlink	C
AC4 6	These are the basis for analysis by potential investors, banks etc.	Journal and Ledger	P & L Account and Journal	P & L Account and Balance Sheet	Voucher Account and Balance Sheet	C
AC4 7	This filter creates a blank form or datasheet for setting the criterion for values to be displayed.	Filter By Form	Filter By Selection	Advanced Filter	Filter By Query	A

AC4 8	Identify the primary group of capital nature that has the sub-groups: Bank OD Account, Bank OCC Account.	Expenses	Income	Assets	Loans	D
AC4 9	Operators and wildcard characters can be used in a criteria expression of this filter.	Filter By Form	Filter By Selection	Advanced Filter	Complex Filter	D
AC5 0	The primary document for recording all financial transactions in Tally is the _____	Journal	Trial sheet	Voucher	File	C
AC5 1	For the filter expression fieldvalue<DateAdd("yyyy", -1, Date()), choose the meaning.	Dates between today and last year	Dates greater than one year("yyyy")	Dates earlier than one year("yyyy")	Dates less than today and one year	C
AC5 2	You can customize the voucher entry screen using the function key _____	F13	F12	F10	F11	B
AC5 3	The sheet that displays format, data, events of the form or the control is _____	Field sheet	Print sheet	Text sheet	Property sheet	D
AC5 4	Identify the voucher type that records fund transfers between cash and bank accounts.	Credit Note	Payment	Receipt	Contra	D
AC5 5	This control is used to accept, display and update values from fields in the database.	Calculated control	Event control	Bound control	Unbound control	C
AC5 6	This voucher type records adjustments between ledgers.	Sales	Receipt	Payment	Journals	D
AC5 7	To connect a database column to a listbox or a combo box ,the property to be set is _____	Bound Column	Value Column	Key Column	Data Column	A
AC5 8	The use of classes for payment, receipt and contra vouchers enables data input in _____	Double entry mode	List entry mode	Choice entry mode	File entry mode	B
AC5 9	Identify the toolbar which contains a field list, format painter and view buttons.	Report Design toolbar	Form Design toolbar	Text Design toolbar	Field Design toolbar	B
AC6 0	The details of a voucher entry can be given in the _____	Comment	Memo	File	Narration	D
AC6 1	This toolbar contains the print preview and sorting buttons.	Field Design toolbar	Form Design toolbar	Report Design toolbar	Text Design toolbar	C
AC6 2	The credit note voucher can hold account types: _____	Sales account, Sales tax account	Ledger account, Bank account	Suppliers account, Purchases account	Buyer's account, Cash account	A
AC6 3	Name the control that uses an expression as its source of data, and the expression in turn uses the fields of a table.	Bound control	Field control	Data control	Calculated control	D
AC6 4	The suffix and prefix details for the voucher type can be made applicable only from the _____	End of a month	First of a year	First of a month	End of a month	C
AC6 5	This button is used to add, modify, delete or navigate through records.	Command button	Combo button	Content button	Calculate button	A
AC6 6	The voucher used to record all bank and cash payments is _____	Credit Note	Contra	Sales Note	Payment	D
AC6 7	This data type can store a picture, sound or a word document.	OLE object	HTML object	Hyperlink object	OLM object	A
AC6 8	The accounts that the business owns is called _____	Liability	Income	Sales	Asset	D
AC6 9	This view helps to test the working of a text box control.	Form view	Datasheet view	Both A and B	None of the above	C
AC7 0	Tally's age-wise analysis considers the voucher's _____	Previous date	Effective date	Current year	Configured date	B
AC7 1	This is an Access object used to pull off data from a table, query or a form in a printed format.	Report	Form	Sheet	List	A

AC7 2	Arrange the steps in generating the books of accounts. 1. Create Trial balance 2. Create new ledgers 3. Generate Day Books 4. Update journals for financial transactions	1, 2, 3, 4	1, 3, 4, 2	2, 4, 3, 1	3, 4, 2, 1	C
AC7 3	Identify the report section which is present for each record in the report.	Group	Footer	Detail	Header	C
AC7 4	For day-to-day transactions the voucher types used are	Credit purchase	Cash purchase	Both A and B	Contra purchase	C
AC7 5	This section appears only once at the beginning of the report only.	Group Footer	Page Header	Page Footer	Report Header	D
AC7 6	Say for example a payment is made to a creditor ABC - Rs.10000 by cash, it can be entered into the voucher type.....	Loan	Payment	Receipt	Sales	B
AC7 7	The field list of a table can be added into the report from the _____	Table menu	View menu	Format menu	Data menu	B
AC7 8	Identify the purchase voucher type, the transaction for purchase of 10 CPUs,10 monitors by credit.	Credit Purchases	Cash Purchases	Expense Purchases	Debit Purchases	A
AC7 9	Identify the object which summarizes data in a graphical format in a stand alone report or form.	Data graph	Smart chart	Free standing chart	Embedded chart	C
AC8 0	Identify the voucher type to be chosen for the sale of computers to Anand by cash @ Rs.210000 per unit.	Cash Ledger	Sale Sheet	Stock Journal	Purchase Voucher	C
AC8 1	An embedded chart can be created by the Chart button in the _____	Toolbox	Databox	Reportbox	Menubox	A
AC8 2	A bank overdraft repaid by cheque at Rs.25000 can be made in the voucher _____	Payment	Receipt	Debit	Contra	D
AC8 3	Identify the dialog box that helps to create a mailing label.	New Label	New Format	New Report	New Mail	C
AC8 4	The financial statement that consolidates ledger balances is _____	Balance sheet	Profit & Loss statement	Trial balance	Journal	C
AC8 5	The label size is computed as _____	Height - Width	Height / Width	Height + Width	Height * Width	D
AC8 6	The F9 function key in the left side of the Gateway of Tally screen displays the _____	Accounting reports	Inventory reports	P & L reports	Expense reports	B
AC8 7	Labels are prepared for printing on _____ Printers.	Sheet-feed	Form-feed	Data-feed	Value-feed	A
AC8 8	The option on the Gateway of Tally that will generate the P&L account statement is _____	Net Loss	Net Income	Net Profit	Net Account	C
AC8 9	The tables of a database are created from this view.	Tool view	Menu view	Table view	Design view	D
AC9 0	The expenditure for running the business for a period is _____	Expense	Example	Taxes	Income	A
AC9 1	A macro in Access is a set of _____	Calls	Actions	Tables	Values	B
AC9 2	This displays the balance daywise for a selected voucher type.	Record book	Ledger book	Journal book	Day book	D
AC9 3	We can create macros with complex conditions using the _____	Expression builder	Form builder	Macro builder	Data builder	A
AC9 4	The feature in Tally to analyze accounts of a company is _____	Ratio analysis	Account analysis	Data analysis	Transaction analysis	A

AC9 5	This Access page has a connection to database, with Web interface to view, edit and manipulate data stored in a database.	Field Access Page	Data Access Page	Web Access Page	Form Access Page	B
AC9 6	The age-wise statement is displayed based on _____	Income	Payables	Expenses	Loans	B
AC9 7	To access macros of a report or form with a single name, you create a _____	Macro set	Macro links	Macro group	Macro list	C
AC9 8	The ratio analysis of receivables can be done based on _____	Bill date	Effective date	Voucher date	Previous date	A
AC9 9	The dialog box which helps in setting the label size according to our requirements is _____	Label	Size	Setup	Customize	D
AC1 00	Name the statement that helps the management in the decision making process.	Data flow	Funds flow	Stock flow	Cheque flow	B
AC1 01	If the date and time a report being printed is to appear on the report or a label we use the _____	Insert menu	View menu	Edit menu	Data menu	A
AC1 02	Identify the budget type which is chosen where transaction amounts are to be monitored.	On closing balance	On net credit flow	On net transactions	On net cash flow	C
AC1 03	The SQL statement used to retrieve information from tables is _____	Order by	Select	Get	Sort by	B
AC1 04	Choose the budget type to be used where bank accounts balances are to be monitored.	On closing balance	On net credit flow	On net transactions	On net cash flow	A
AC1 05	The records retrieved from a table or set of tables on an SQL query execution is called _____	Data set	Field list	Result set	Data list	C
AC1 06	The management that needs to consolidate the accounts of its various enterprises uses _____ in Tally.	Consolidate company	Group company	Set company	Alter company	B
AC1 07	"Select * from Northwind.dbo.shippers" - Interpret the query execution.	Displays the result set of the table Northwind and owner dbo from database shippers	Displays the result set of the database shipper from owner dbo	Displays the result set of the shippers table in the database Northwind and owner dbo	Displays all the fields from shippers table in the database dbo of northwind	C
AC1 08	Identify the user who can access audit trails in Tally.	Owner	Data Entry operator	Accountant	Administrator	D
AC1 09	Complete the SQL query given below with the right choice to display customers alphabetically - "select * from customers".	Group by customers.name ASC	Where customers.name > "A"	Order by Desc	Order by customers.name asc	D
AC1 10	Identify the accounting feature in tally that facilitates splitting financial years for a company data.	Month-less accounting	Yearly-entry accounting	Period-less accounting	Transaction-number accounting	C
AC1 11	A field that can uniquely identify a record and also allows records to be sorted by its entries.	Candidate key	Data key	Primary key	Entity key	C
AC1 12	Identify the account type by the rule: "Debit the receiver and credit the giver".	Real accounts	Personal accounts	Nominal accounts	Expense accounts	B
AC1 13	The INTO clause of the select query specifies _____	Result set creates a new table	Result set appends to a table	Result set removes from a table	Result set list of a table	A
AC1 14	The tracking of changes in vouchers and ledger masters is done by _____	Tally Vault	Tally Audit	Tally Report	Tally Group	B

AC1 15	Identify the query which displays the unique customer records from the customer and orders tables of the northwind database.	Select customer.custid from orders join customer on (customer.custid>0)	Select distinct customer.custid from customers join orders on (customer.custid=orders.custid)	Select distinct customer.custname from customers group by order on (customer.custid=orders.custid)	Select customer.custname from customers order by customer.custid ASC	B
AC1 16	Tally can import data from other programs and creates a log about the activity in the file _____	Tally.imp	Tally.cfg	Tally.exp	Tally.ole	A
AC1 17	Identify the clause used in the select query to filter result set based on the conditions specified.	Group by	Order by	Where	Into	C
AC1 18	Import and export of data between Tally and other programs is possible with the help of _____	OLE	DBMS	ODBC	MS-XLS	C
AC1 19	The file format used to publish a table, query, form or report on the Internet is _____	XST file	HTTP file	DTA file	HTML file	D
AC1 20	The manual option of voucher numbering leads to _____	Auto numbers	Duplicate number	Sequence number	Range number	B
AC1 21	This is the method of sharing data between two different applications.	Object Linking and Embedding	Object Links for Embedding	Object Access and Link	Embedded object link	A
AC1 22	The Tally audit trail tracks changes made to vouchers that are _____	more than 30 Days old	less than 30 Days old	more than a day old	more than a week old	A
AC1 23	The clause commonly used along with the GROUP BY clause is	FROM	HAVING	INTO	ORDER BY	B
AC1 24	The ratio analysis of Bills Receivables or Bills Payables can be displayed with the function key _____	F5	F8	F12	F6	D
AC1 25	Identify the function used to access data from SQL server by linking.	OPENROWSET	OPENLINKSET	QUERYLINKSET	OPENDATASET	A
AC1 26	The OLE feature in Access is available in this toolbox button.	Link Object	Unbounded Object	Bounded Object	Databound Object	C
AC1 27	This wizard helps us to create an data access page from more than one table or query.	Data Append Page Wizard	Web Page Wizard	Access Link Wizard	Data Access Page Wizard	D
AC1 28	The user can hide the columns that are not required for the moment in this view.	Table Design view	Tablesheet view	Datasheet View	Field View	C
AC1 29	The first document where the transaction is entered is called a _____	Ledger	Liability	Voucher	Expense	C
AC1 30	The default value for a field can be specified in the _____	Field wizard	Field properties	Field data	Field point	B
AC1 31	The document used for posting of accounting transactions is _____	Voucher and journal	Ledger and trial balance	Balance sheet and trial balance	Journal and ledger	D
AC1 32	The test data generated with correctness proof, data flow analysis and control flow analysis tools is called....	Test item block	Test data pack	Test program pack	Test record pack	B
AC1 33	When a real-time system is simulated to generate the same output as the real-time system, the technique is called....	Parallel trailing	Tracing parallel	Parallel coding	Parallel simulation	D
AC1 34	When an auditor expands the extent of substantive tests to determine the impact of defects on the attainment of program objectives, the methodology is....	Cross reference lister	Formulate flaw hypotheses	Correct lister	Formulate correct hypotheses	B
AC1 35	This is an important control in systems that use digital signatures for authentication	Public audit trails	Random audit trails	Sample audit trails	Data audit trails	A

	purposes.					
AC1 36	Selecting transactions based on a sampling rate is called _____ method.	Transaction sampling	Systematic sampling	Simple sampling	Demographic sampling	B
AC1 37	The capability of the generalized audit software to read different data coding schemes, different record formats and different file structures is....	File size	File data	File access	File reorganisation	C
AC1 38	This ensures that relationships between records in related tables are valid and can prevent problems occurring from deletion or change of records.	Table integrity	Referential integrity	Data integrity	Field integrity	B
AC1 39	When the debit total is greater than credit total, the amount appears in the _____ column.	Income	Debit	Credit	Expense	B
AC1 40	The audit software capability of frequency analysis is to _____	Sort and merge files	Sampling nth item	Formatting output	Classify data on a criteria	D
AC1 41	The audit functions of attributes sampling, variables sampling, stratified sampling are included in _____ functions.	Stratification	Selection	Statistical	Reporting	C
AC1 42	Identify the functional limitation of a generalized audit software that enables evidence collection only on the state of an application system after the fact.	Ex Post Auditing Only	Analytical review only	Limited ability to determine Propensity for Error	Limited ability to Verify Processing logic	A
AC1 43	The purpose-written audit programs are used for _____	Sorting, creating, and printing files	Data retrieval, code comparison	Reading data, selecting and analyzing information	Specific tasks with original or modified programs	D
AC1 44	Picture of a transaction as it flows through the computer systems is called _____	Program	Track	Snapshot	Picture	C
AC1 45	Identify the type of audit when auditors are members of the systems development team.	General audit	Post audit	System audit	Concurrent audit	D
BC1	The processor uses this workspace as a scratch pad during processing.	Monitor	Processor	Keyboard	Memory	D
BC1 0	VLSI stands for _____	Very large scale Integration	Very limited silicon integration	Value limited scale ic	Very large silicon integration	A
BC1 1	The data width of a Pentium 4 computer is _____	16 bits	8 bits	32 bits	1 k bits	C
BC1 2	The unit which executes addition, subtraction, multiplication and division operations is _____	CPU	ALU	MU	CU	B
BC1 3	The instructions to be executed by the processor are loaded from memory into the _____	Instruction unit	Process register	Program counter	Instruction register	D
BC1 4	The results of a process are stored into _____	Accumulator	General-purpose Register	Process register	Instruction register	A
BC1 5	The memory that stores data as a series of memory cells that can be accessed sequentially is _____	DRAM	SAM	SRAM	ROM	B
BC1 6	The technology used to accelerate the processing of a computer is _____	Processor bus	Cache memory	BIOS memory	ROM memeory	B
BC1 7	The memory used in a computer's BIOS chip is _____	Cache memory	SRAM	Optical memory	Flash memory	D
BC1 8	The process of swapping information between the RAM and hard disk can cause _____	Fragmentation	Disk full	Thrashing	Paging	C

BC1 9	The standard system bus was replaced by frontside and backside bus called _____	Dual independent bus	Dynamic memory bus	Cache memory bus	Dual interface bus	A
BC2	1024 Megabyte is equivalent to: _____	1 KB	1 MB	1 GB	100 MB	C
BC2 0	The DSP,DAC,ADC,and ROM are parts of the _____	Graphics card	Memory card	Sound card	Media card	C
BC2 1	The bus whose widths are 32 or 64 bits is called _____	ISA	PCI	AGP	MCA	B
BC2 2	The maximum resolution of a standard SVGA adapter is _____	1024*640	780*1024	1280*1024	1280*680	C
BC2 3	_____ synthesis method uses recordings of actual instruments.	Amplitude	Frequency	Pulse	Wavetable	D
BC2 4	The instrument that can produce continuous lines is _____	Printer	Plotter	Scanner	Pen	B
BC2 5	PPM , CPS are units used to measure the printer's _____	Speed	Quality	Resolution	Lines	A
BC2 6	The PCL and postscript are defacto standards for _____	Page definition limit	Page description languages	Pixel definition languages	Page definition lines	B
BC2 7	A laser printer has RAM for downloading fonts called the _____	Font catridges	Dynamic catridges	Soft fonts	Soft settings	C
BC2 8	The characteristic which refers to how sharply a pixel appears on the monitor is called _____	Convergence	Resolution	Dot-pitch	Size	A
BC2 9	The faster the refresh rate, the lesser the monitor _____	Sharpness	Resolution	Flickers	Size	C
BC3	The software used for layout of newsletters and magazines along with text and images is called ..._____	Application software	Desktop publishing	Application development	Data modelling	B
BC3 0	The number of bits used to represent a pixel in a monitor decides the _____.	Size of image	Colors and shades of gray that can be displayed	Resolution and sharpness	Signal and refresh rate	B
BC3 1	The input device that utilizes a light-sensitive detector to select objects on a display screen is called_____.	Touch screen	Touch pad	Light scan	Light pen	D
BC3 2	The most commonly used scanner technology is_____.	Charge-coupled device	Optical character recognition	Photo-multiplier tube	Optical sensitive tube	A
BC3 3	Identify the type of mice that uses optical sensors to detect motion of the ball.	Mechanical	Optomechanical	Optical	Joystick	B
BC3 4	Identify the input device that consists the puck and the stylus.	Trackball	Joystick	Tablet	Pen	C
BC3 5	Identify the disk which has an access time of 30ms.	Zip disk	Floppy disk	Winchester disk	Jaz disk	C
BC3 6	A set of tracks across a set of platters in a hard disk is called a _____	Disk	Cylinder	Spiral	Block	B
BC3 7	The bus used to connect a CD-ROM to your computer is_____.	SCSI	PCI	MCA	DAT	A
BC3 8	The digital audio tape with the capacity of 24GB of data uses the technology called _____.	Hyper circles	Fero magnetic	Linear velocity	Helical scan	D
BC3 9	The floppy disks that support 400k-1.2 MB belong to _____	IBM	Macintosh	Lomega	Imation	B
BC4	The model used to describe the relationship between data and information is called _____	System model	Data model	Information model	Logical model	A

BC4 0	The backward compatible disk that has high density-120MB is called_____.	SuperDisk	Jaz disk	Zip disk	Hard disk	A
BC4 1	The maximum capacity of an optical disk is_____.	700 MB	6 GB	630 MB	2GB	B
BC4 2	Which of the auxiliary storage devices uses the constant angular velocity access technology?	Super disk	DAT-ROM	CD-ROM	MO drives	C
BC4 3	The _____..is an auxiliary sequential access non-volatile storage device.	Winchester disk	Zip disk	Magnetic tape	Magneto-optical drive	C
BC4 4	The portable device that optimizes the features of the floppy and the CD-ROM is_____.	Hard disk	Jaz disk	DAT drives	MO drives	D
BC4 5	The important central module of an operating system is the _____..	Memory module	Data module	Kernel module	I/O module	C
BC4 6	Identify the function of the operating system that manages the tasks waiting to be processed.	Job management	I/O management	Batch management	Data management	A
BC4 7	This function of the OS manages allocation of a minimum main memory to tasks.	Disk storage	Memory storage	Virtual memory storage	Extended storage	C
BC4 8	Identify the multitasking type that slices CPU time to each program.	Paralleling	Cooperative	Dividing	Preemptive	D
BC4 9	The OS which allows different parts of a single program to run concurrently is_____..	Multithreading	Multiprocessing	Multitasking	Multiprogramming	A
BC5	A super computer uses a bus width of_____.	16 bits	256 bita	64 bits	8 bits	C
BC5 0	The OS that monitors external activities with timing constraints is_____.	Multi-user	Real-time	Multitasking	Multithreading	B
BC5 1	The 32bit operating system for desktop version that replaces Win 9x is_____..	Win 2000 server	Win 2000 datacenter	Win 2000 professional	Win 2000 advanced server	C
BC5 2	The high-level logical disk structure which defines the way the entire disk is organised is_____..	Frame allocation table	File allotted table	Format allocation type	File allocation table	D
BC5 3	A collection of sectors on a hard disk is a_____.	Block sector	Cluster	Block	Table	B
BC5 4	The FAT system that provides long filename support and was written using protected-mode code .	FAT16	VFAT	NTFS	FAT32	B
BC5 5	Identify the file system that provides networking,security,compression, large file support_____.	FAT16	VFAT	NTFS	FAT32	C
BC5 6	The logical directory structure has a base of the tree called the_____.	Root directory	Main directory	Start directory	Tree directory	A
BC5 7	The process used to optimize the disk space by arranging files contiguously is_____..	Formatting	Defragmentation	Allocation	Partition	B
BC5 8	Choose the level of RAID that offers disk mirroring for fault tolerance.	Level 0	Level 2	Level 1	Level 3	C
BC5 9	Identify the archive formats found on Unix-based Internet sites.	Zip, LZH, ARJ	Exe, zp, tz	Doc, xls, wzp	Tar, gz, taz	D
BC6	When a processor executes one billion floating-point arithmetic operations per second, is called_____..	Nanoflops	Tetraflops	Megaflaps	Gigaflaps	D
BC6 0	Identify the window screen part that indicates the name of the window, application or document.	Title bar	Menu bar	Vertical bar	Control bar	A
BC6 1	The button on the title bar of a window that displays the menu to control the size of the window	Scroll box	Control box	Minimize box	Maximize box	B

	is_____..					
BC6 2	The mouse operation that is used to move windows and icons to different locations is _____..	Click	Double click	Dragging	Scrolling	C
BC6 3	The start button, tray and shortcuts are important features of the _____.	Control panel	Title bar	Task bar	Command menu	C
BC6 4	The start menu option that keeps track of your important websites is _____..	Documents	Programs	Accessories	Favorites	D
BC6 5	If you want the recycle bin capacity to be distributed across partitions, you must use the option _____.	Configure drives independently	Configure capacity independently	Configure drive partitions independently	Confirm partition capacity	A
BC6 6	The feature to retrieve deleted files from the recycle bin is _____..	Re-paste	De-link	Restore	Re-copy	C
BC6 7	The feature which enables to synchronize files between a floppy and disk is _____..	My Documents	My Briefcase	My Folder	My Directory	B
BC6 8	A file with the pdf extension can be viewed with the application _____..	Adobe Acrobat Reader	Adobe Viewer	Notepad	Wordpad	A
BC6 9	The remote administration access to view shared resources on the network is _____..	Net Neighbourhood	Net Tracer	Net Drive	Net Watcher	D
BC7	The processor responsible for communication to and from all the remote terminals connected is termed as _____.	Front-end processor	Host processor	Backend processor	Terminal processor	A
BC7 0	The utility used to access the directory structure, create files and folders etc is _____.	Windows Tools	Windows Explorer	Windows Accessories	Internet Explorer	B
BC7 1	The font, color, background settings are saved in the _____..	Control panel	My computer	Desktop themes	Desktop icons	C
BC7 2	The Notepad utility saves files in the _____ format.	Binary	Unicode	Hybrid	ASCII	D
BC7 3	Identify the windows feature that allows more than one person to use a single PC with his own desktop.	Log off	Run	Find	Restart	A
BC7 4	You can quickly access the recently worked on files from this start menu option.	Favorites	Accessories	Documents	Settings	C
BC8	The processors used for speed-critical graphics applications are _____.	CISC	RISC	CAD	CCSIC	B
BC9	The plastic cards with embedded microprocessor and memory are called _____..	Credit card	Computer card	Memory card	Smart card	D
CA1	Identify the need for controls and auditing in a computerised environment.	Absence of input documents	Lack of visible transaction trail	Accessibility of data and computer programs	All of the above	D
CA1 0	Grand totals calculated for any code on a document in the batch are called _____..	Financial totals	Record totals	Document totals	Hash totals	D
CA1 1	Control that checks if correct sequence of commands and update parameters are passed from the application software to the database.	Table level	Data Integrity	Batch check	System test	B

CA1 2	With respect to data integrity control, when monetary transactions are processed against master files without a match, we should maintain a _____.	Sequence account	Data account	Suspense account	Update account	C
CA1 3	The system test that tests the top-level modules first and then the lower modules are simulated with dummy modules to check the interfaces is called _____.	Bottom up test	Hybrid test	Stub test	Top down test	D
CA1 4	Identify the audit technique that examines each transaction as it passes through the system.	Embedded code	Program code	Database Analyzers	Database code	A
CA1 5	The Core Image Comparison audit technique compares the _____.	Database with master table	Executable program with master copy	Transaction data with master transaction	Module programs with snapshots	B
CA1 6	The technique used by an auditor to list unused program instructions is _____.	Modelling	Analyzing	Mapping	Tracing	C
CA1 7	The sample data created and used for the purpose of testing the application system is called _____.	Test data	Table data	Item data	Record data	A
CA1 8	The test data (dummy unit) implemented in the normal processing of the system over a period of time is known as _____.	Integrated Test Facility	Black box Test Facility	Graph testing	Whitebox testing	A
CA2	The organisational, management, maintenance and access controls are categories of _____.	Application controls	General controls	Check controls	Input controls	B
CA3	The application controls are _____.	Input controls	Processing controls	Both A and B	Neither A nor B	C
CA4	Identify the field check - "If a set of values is defined, is the input data one of these defined values?"	List	Range	Slab	Digit	C
CA5	The field check that conforms if data input for a field is in a particular format.	Format mask	Data mask	Field mask	Input mask	A
CA6	The field check on a processed data that fails if a field is not initialized to zero or errors occur during calculation is _____.	Range	Sign	Overflow	Serial	C
CA7	The validation checks applied to a field depending on its logical interrelationships with the other fields in the record are called _____.	Field checks	Record checks	Batch checks	File checks	B
CA8	A group of records or transactions that are contiguous constitute _____.	Physical batches	Logical batches	Block batches	Transact batches	A
CA9	_____ is the type of batch check (group of records) for all input records of a particular type is done.	Control totals	Serial number	Transaction type	Sequence check	C
DB1	This is a collection of integrated, organized and logical group of data.	Datainfo	Database	Datanet	Dataset	B
DB1 0	The conceptual schema, which describes the structure and constraints of the database is also called the _____.	Physical level	View level	Logical level	Data level	C
DB1 1	Identify the database model which uses E-R modelling and Normalization .	Implementation model	Conceptual model	Physical model	Database model	B
DB1 2	The data object in the system is called _____.	Attribute	Relationship	Entity	Application	C
DB1 3	Identify an object which can qualify as an entity.	Name	Date	Title	Employee	D

DB1 4	_____ is represented by a diamond in the ER diagram.	Attribute	Entity	Occurance	Relationship	D
DB1 5	The process of minimizing duplication and inconsistencies in structuring data is called _____.	Association	Relationship	Normalization	Conceptualization	C
DB1 6	Identify the cardinality of this relationship: A club has many members.	1 : 1	1 : N	N : 100	M : 1	B
DB1 7	Identify the cardinality of this relationship: One purchase order is raised by an order requisition.	2 : 1	1 : 1	1 : N	2 : N	B
DB1 8	This normal form checks if each field contains unique and non-repeating information.	3NF	2NF	1NF	BCNF	C
DB1 9	This is an attribute whose value determines other values within a row in a relational table.	Determinant	Datamain	Mainfield	Prime attribute	A
DB2	The database system comprises of _____.	Software	People	Data	All of the above	D
DB2 0	The database model which shows relationships as links between records, is called _____.	Network model	BCNF model	Relational model	Hierarchical model	D
DB2 1	This model can be broken down into two or more hierarchical models.	Relational model	Super model	Network model	Associate model	C
DB2 2	The relational model organizes data into a _____.	Matrix	Modules	Entities	Tree link	A
DB2 3	The specific range of values of a field within a table is called _____.	Attribute domain	Attribute limit	Attribute values	Attribute data	A
DB2 4	This represents a single entity occurrence within the entity set.	Table	Tuple	Attribute	Field	B
DB2 5	Missing, inapplicable and unknown values in the database are represented by _____.	Zero	Blank	No	Null	D
DB2 6	The number of Codd's rules that an accepted Relational DBMS has to satisfy.	12	10	6	4	C
DB3	These are devices that control computer input and output _____.	Computer peripherals	Softwares	Computer	Ports	A
DB4	The software that manages all the hardware components and interfaces with other softwares on the computer _____.	Application software	Operating system software	Daatabase system software	Utility software	B
DB5	_____ decides the content, internal structure and access strategy for a database.	DBA	DBMS	DB	DML	A
DB6	These are critical components that monitor and audit the data that enters the database and the information that is generated through the use of such data.	Programs	People	Procedures	Softwares	C
DB7	The database that is distributed across different sites is called a _____.	Centralized DBMS	Enduser DBMS	Single-user DBMS	Client-server DBMS	D
DB8	This contains data about definitions of the data elements and their relationships.	Data information	Data table	Data dictionary	Data server	C
DB9	The physical level, which describes data storage structures and access paths is also known as _____.	Internal schema	Conceptual schema	External schema	Logical schema	A
DS1	The document authenticated by a distinctive mark of a signer is called _____.	Evidence	Document	Signed	Proof	A
DS1 0	The digital signature is a _____.	Digitally signed hash result of the message	Key generation of the message	Algorithm for the message	Hash value of the image algorithm	A

DS1 1	A trusted third party to associate a signer with a specific public key is called the _____.	Key Authority	Crypto Authority	Certification Authority	Signer's Authority	C
DS1 2	To verify a person's claim for the right to use a given key is done by the _____.	Company certificate	Certification commission	Digital certificate	Message certificate	C
DS1 3	A digital certificate contains the _____.	Owner's public key, expiry date of the public key, signature of CA	Owner's private key, public key, address	CA key, phone number, key date	Message key, hash value, CA algorithm	A
DS1 4	Individuals use them to securely exchange messages online.	Web digital certificate	Public digital certificate	Personal digital certificate	Verified digital certificate	C
DS1 5	Personal digital certificate can be used with _____.	Data bases and softwares	Web browsers and S/MIME applications	Websites and photo share	Communication media softwares	B
DS1 6	While downloading software from Internet, Developer Certificate is used in conjunction with _____.	Microsoft authority TM	Microsoft software key	Microsoft Authentication message	Microsoft AuthenticodeTM	D
DS1 7	The Certifying Authority provides the following services:	Issuing, revocation and status	Generation, storage and period	Issuing, costing and storing	Retrieval, storage and informing	A
DS1 8	The prospective signer holding the corresponding private key is termed as the _____.	Recipient	Subscriber	Subject	Server	B
DS1 9	The recipient uses this to verify that the digital signature was created with the corresponding private key.	Public key	User key	Private key	Key certificate	A
DS2	A digital signature could be _____.	An image	A file	A string	All of the above	D
DS2 0	This helps the verifier to determine if the signature was created during the operational period.	Company stamp on the digital signature	User stamp on the digital signature	Time-stamp on the digital signature	Digital stamp on the digital signature	C
DS2 1	These are on-line databases of certificates to verify the public key and the subscriber.	Re-storage	Repositories	Recipients	Data records	B
DS2 2	The digital certificate that offers assurance of verification of the owner's personal identity is of _____.	Class 1	Class 4	Class 3	Class 2	D
DS2 3	The list containing deleted digital certificates _____.	Certificate Revocation list	Certificate deletion list	Certificate removed list	Removed repository list	A
DS2 4	The cost of establishing repositories and utilizing services of CA is called _____.	Institutional prospect	Company expense	Institutional overhead	Implementation overhead	C
DS2 5	By minimizing the risk of undetected message tampering, message forgery and false claims, digital signature offers solution to the problem of _____.	Message integration	Message integrity	Message availability	Message format	B
DS3	The tools used for providing nonrepudiation service are _____.	Approval and logistics	Signer authentication and document authentication	User authentication and computer authentication	Access rights and folder authentication	B
DS4	The branch of applied mathematics used to protect messages from impersonators is _____.	Electrography	Signography	Cryptography	Symmetrography	C
DS5	The algorithm used to generate the complementary keys of an asymmetric cryptosystem is referred to as the principal of _____.	Infeasible	Reversibility	Invariably	Irreversibility	D

DS6	The process of creating a fingerprint of a standard length smaller than the message is done using _____.	Hash function	Key generator	Value function	Sign algorithm	A
DS7	Digital signature creation uses hash result derived from _____.	Public and private key	Signed message and private key	Short message and public key	Signed key and message	B
DS8	The process of signature verification is to compare the crypto message with _____.	Signed message and private key	Original key and public message	Original message and public key	Crypto message and algorithms	C
DS9	The act of creating a digital signature using the signer's private key considering legal consequences is a/an _____.	Legal act	Approval act	Signer compromise	Affirmative act	D
EC1	Identify the standard used for electronic and credit card transactions.	JEPI	JPI	JOPI	JTPI	A
EC10	This EDI software collects business application information and formats it into a fixed length computer file.	Trans Link software	Electronic Link software	Application Link software	Data Link software	C
EC11	For an outgoing EDI document the internal format file is sent from the application service to the _____.	Communication Service	Translation Service	File Service	Data Service	B
EC12	The application service document exchange for outgoing/incoming to/from the business application is done by _____.	Document routines	Callable routines	Business routines	Translator services	B
EC13	Identify the external document format that an EDI system uses.	X12	TWCC	ODIT	FATM	A
EC14	The transmission file builder (TFB) translates from internal format file to _____.	External format file	Transmission file	Electronic format	Binary format	B
EC15	The transmission file splitter translates from transmission file to _____.	External format file	Transmission file	Electronic format	Binary format	A
EC16	This service identifies the trading partner and determines his corresponding gateway to be used.	Translation service	Transmission service	Communication service	Connector service	C
EC17	These EDI standards define the procedural format and data content requirements for specified business transactions.	Transaction Inquiry Standards	Transaction Data Standards	Transaction Set Standards	Transaction Committee Standards	C
EC18	The EDI standard and documentation for transfer was developed by the industry work group.	Transportation Data Coordinating Committee	Transfer Data council Committee	Transmission Data Committee	Transport information committee	A
EC19	This protocol uses a Management Information Base(MIB) database for management of network nodes.	Simple Node Transfer Protocol	Simple User Management Protocol	Simple Routing Management Protocol	Simple Network Management Protocol	D
EC2	This is a purchase online common perspective model for banner exchange and revenue sharing.	Value Model	Brokerage Model	Accept Model	Affiliate Model	D
EC20	This TCP/IP layer handles the movement of packets around the network.	Link Layer	Transport Layer	Network Layer	Application Layer	C
EC21	It is a redirector that filters calls by processes on one host to be executed on another host.	Request Procedure Call	Remote Part Call	Remote Procedure Call	Remote Port Call	C
EC22	Identify a method of EDI interaction with multiple companies.	Central information clearing-house	Central data exchange	Central data house	Private information clearing-house	A
EC23	An EDI system converts generic EDI message format to _____.	RD format	RDBMS format	RDB format	DDBS format	B
EC24	Documents of the same type, transmitted to a trading partner are formatted into a _____.	Transfer group	Format group	Functional group	Electronic group	C

EC3	CHIPS and FedWire are major worldwide networks for _____.	Electronic Fund Transfer	Electronic Fast Transfer	Electronic Format Transfer	Electronic Data Transfer	A
EC4	This is an extension of the wallet for credit cards and can be used to make payments.	DebitCash	ChequeCash	NetCash	CyberCash	D
EC5	Identify the EDI components.	Application Service	Translation Service	Both A and B	Neither A nor B	C
EC6	Messages in an EDI network infrastructure are exchanged in the format _____.	Binary docs	Text docs	Service docs	EDI docs	D
EC7	Companies which exchange information using EDI are called _____.	Trading partners	Electronic partners	Transfer partners	Communication partners	A
EC8	This file contains a single document for a single trading partner.	Trading file	Internal file	EDI file	Immediate file	B
EC9	This file contains functional groups which constitute the interchange set.	Interchange file	Internal file	Transmission file	External file	C
EX1	The intersection of rows and columns in an Excel sheet is a _____.	Grid	Cell	Box	Item	B
EX1 0	An excel workbook by default has _____.	10 worksheets	1 worksheet	2 worksheets	3 worksheets	D
EX1 1	A formula or a function should start with the sign _____.	!	*	=	&	C
EX1 2	Identify the menu in Excel that contains options for sorting, filtering, subtotaling.	Format	Data	Tools	Insert	B
EX1 3	When Excel 2000 is started two windows appear, identify the window used to create and edit worksheets.	Application window	Table window	Document window	Edit window	C
EX1 4	The name of a cell i.e. column letter followed by row number is called _____.	Cell reference	Cell name	Cell item	Cell value	A
EX1 5	The numeric data entered into a cell is by default _____.	Left aligned	Center aligned	Justified	Right aligned	D
EX1 6	The basic cell references that adjust and change when copied or when using autofill are _____.	Absolute cell references	Name cell references	Relative cell references	Effective cell references	C
EX1 7	When the cell reference is \$AB1,it _____.	Allows the row reference to change, but not the column reference	Allows the column reference to change, but not the row reference	Does not allow both the column reference and the row reference to change	Allows both the row reference and the column reference to change	A
EX1 8	A name given to a group of cells in a worksheet is _____.	Range	List	Block	Group	A
EX1 9	A 3-D reference to a range spans _____.	More than a cell	A set of rows and columns	Two or more worksheets	Two or more rows	C
EX2	A collection of worksheets is a _____.	File	Workpage	Workbook	Sheets	C
EX2 0	The function that evaluates an expression and returns TRUE or FALSE value is _____ function.	Text	Financial	Statistical	Logical	D
EX2 1	The dialog box that displays the format and help for function is called the _____.	Formula list	Formula palette	Formula bar	Formula dialog	B
EX2 2	Identify the function that calculates "what a loan or investment will be worth at a later time when all payments have been made".	PV	FV	Nper	Pmt	B
EX2 3	Identify the error message when the formula contains a blank cell (0 value).	###	#REF		Div 0!	C

EX2 4	The error code : #NAME? tells us that_____..	The column is not wide enough to display the value	The formula has the wrong type of argument	The formula contains unknown text or unknown named range	The formula attempts to divide by zero	C
EX2 5	A technique to identify the source of formula errors is_____..	Formula tool	Trace dependents	Trace data	Formula list	B
EX2 6	Identify the formula to multiply the corresponding components in the given arrays and return the sum of those products.	Sumif()	Fact()	Summary()	Sumproduct()	D
EX2 7	Interpret the formula =countif(B2:B5,">55").	Number of cells with the value <55	Display cells with the value >55	Number of cells with the value >55	Number of cells that does not have value 55	C
EX2 8	The tool used to view the results and the formula applied is_____..	Formula listing	Formula auditing	Formula link	Formula function	B
EX2 9	The output of the formula =ROUND(21.5,-1) is_____..	21	22	23	20	D
EX3	The last column name in a worksheet is_____..	AZ	ZA	IY	IV	D
EX3 0	It enables to apply a pre-defined layout that does not alter data but apply backgrounds, borders etc.	Template	AutoFormat	Editing	Pagesetting	B
EX3 1	To scroll a large worksheet with the row headings visible throughout, we use the feature_____.	Splitting Panes	Fold Panes	Freeze Panes	Autopanes	C
EX3 2	Identify the tab of the Format Cells dialog box that can fill cells with the choosen color.	Font	Border	Fill	Patterns	D
EX3 3	Identify the button that adds trailing zeros to a decimal number entered.	Decimal	Increase Decimal	Decrease Decimal	Comma	B
EX3 4	The options General, Currency, Percentage, Scientific are part of which tab of the Format Cells dialog box.	Number	Alignment	Border	Protection	A
EX3 5	Identify the text alignment option in Format Cells dialog box that can center data across a number of cells.	Fill	Center Across Cells	Center Across Selection	Center Indent	C
EX3 6	Choose the text control option that adjusts the row height according to the contents of the cell.	Merge cells	Shrink to fit	Align bottom	Wrap text	D
EX3 7	The tool used to correct typing errors like initial capital, replace text is_____.	AutoErrors	AutoCorrect	AutoComplete	AutoSpell	B
EX3 8	Identify the Options tab that helps in creating your own lists.	View Lists	Transition Lists	Custom Lists	Edit Lists	C
EX3 9	The tab of the chart wizard that lets the user specify the source data and series representations, is_____.	Data Range	Data Table	Data Series	Data Type	A
EX4	The number of rows in a worksheet is_____.	256	65536	126	6000	B
EX4 0	Identify the chart object that represents the x axis.	Value axis	Series axis	Category axis	Data axis	C
EX4 1	The chart object where the data values are represented is_____.	Data range	Chart area	Plot area	Data area	C
EX4 2	The Automatic, Category, Time-scale are options of the chart object_____.	Value Axis	Category Axis	Gridlines	Legend	B
EX4 3	The Strikethrough, Superscript and Subscript effects of the Format Cells dialog box are part of_____.	Number tab	Alignment tab	Patterns tab	Font tab	D

	the_____.					
EX4 4	The button "Press and hold to view sample" belongs to the chart wizard series_____.	Step 1	Step 2	Step 3	Step 4	A
EX4 5	Form,filter,subtotal - are options of the excel menu_____..	Tools	Data	Form	Edit	B
EX4 6	The button in the data form to search for individual records is _____..	Search button	Find button	Criteria button	Filter button	C
EX4 7	The section of the Sort dialog box that lets you specify whether the database has a header row, is _____.	Sort by	Options	My list has	Then by	C
EX4 8	When a data base is sorted based on three columns we call it the _____..	Primary sort	Tertiary sort	Secondary sort	Nested sort	B
EX4 9	To work on a specific set of records that meet a specific criterion, the Excel feature used is _____..	Selector	Sorter	Pivot	Filter	D
EX5	The address of the current selected cell is displayed in the _____..	Name Box	Function Box	Address Box	Tool Box	A
EX5 0	The filter which works only with numbers including dates and times is called _____..	AutoFilter	First 10 filter	Top 10 filter	Show All filter	C
EX5 1	Say you have 5000 records but only 700 pertain to your work then use the _____..	Advanced filter	Auto filter	Standard filter	Custom filter	A
EX5 2	Before creating a subtotal based on any field in the database it needs to be _____..	Sorted by field	Selected by field	Filtered by field	Marked by field	A
EX5 3	To place a grand total, grand average row at the bottom of the database the option to be set is _____..	Total Below Data	Compute Below Data	Summary Below Data	Pivot Below Data	C
EX5 4	The data analysis tool used to summarize data based on columns and rows of a data base is _____..	Subtotal	Advanced filter	Sort data	Pivot table	D
EX5 5	The pivot table function that displays each data item as a percentage of the grand total of all the data in the pivot table is _____..	% Of	% of total	% Difference From	Running Total In	B
EX5 6	We can create a pivot chart using external data source by _____..	Microsoft Access	Microsoft Data	Microsoft Query	Microsoft Import	C
EX5 7	The dialog box that gives access to printing and print preview functions is _____.	Print Setup	Page Dialog	Print Preview	Page Setup	D
EX5 8	The resolution of printing i.e. number of dots per inch decide the print _____..	Orientation	Quality	Size	Scaling	B
EX5 9	The tab of the Page Setup dialog box used to specify which areas of the worksheet to print, print titles, page order etc. is _____..	Page tab	Margins tab	Sheet tab	Header tab	C
EX6	The wizard used to build an interactive table from data on sheets is _____.	Function Wizard	Chart Wizard	PivotTable Wizard	Table Filter Wizard	C
EX6 0	Identify the Page order option that numbers and prints from the first page to the pages to the right and then moves down and continues printing across the sheet.	Row, then column	Down, then over	Page1 then page 2	Over, then down	D
EX6 1	Identify the Page Setup option that these belong to - "Rows to repeat at top", and "Columns to repeat at left".	Print titles	Print area	Centre on page	Page order	A

EX6 2	The scaling option of the page "Adjust to" and "Fit to" cannot be set for the ..	Selected sheet	Print sheet	Chart sheet	Chart object	C
EX6 3	The drill down option of the pivot table displays the ..	Summarized data	Subtotal data	Column data	Detailed data	D
EX6 4	The pivot table function that shows cumulative progress of data towards a goal is ..	Difference From	Running Total In	% of total	% Of	B
EX6 5	If you want the macro to be effective in any cell then you shall opt for ..	Effective reference	Absolute reference	Relative reference	Current reference	C
EX6 6	The option to record a macro is part of the menu ..	Edit	Insert	Format	Tools	D
EX6 7	When work book is shared then the changes made can be viewed with the ..	Protect Changes	Track Changes	View Changes	Edit Changes	B
EX6 8	If a file is accessed in the read-only mode then changes made can be saved with a/an ..	Excel config file	Excel extend file	New excel file	Excel password file	C
EX6 9	A macro can be accessed with the keyboard combination ..	Ctrl + the letter you choose	Alt + the number you choose	Ctrl + the number you choose	Alt + the letter you choose	A
EX7	Here you can edit an equation or a function ..	Name bar	Menu bar	Status bar	Function bar	D
EX7 0	The text import wizard parses data into columns with the option ..	Separate	Format	Delimited	Demarked	C
EX7 1	Choose the language in which Excel macros are created.	MS Excel script	Visual Basic	Visual C++	MS data script	B
EX7 2	Identify the option of the Tools menu that secures a workbook.	Sharing with lock	Data security	Protection	Protect and Share Workbook	C
EX8	The option of the Edit menu that helps in entering a series of values is ..	Paste special	Replace	Fill	Clear	C
EX9	The key combination to enter today's date in Excel, is ..	Control + ;	Shift + :	Control + shift	Control + shift + ;	A
IN1	The Internet is a network similar to ..	Peer-to-Peer connectivity	Point-to-Point link	Port-to-Port connection	Peer-to-Peer talking	A
IN10	Each computer on the Internet is identified with a ..	24-bit address	16-bit address	30-bit address	32-bit address	D
IN11	A mail server robot can automatically ..	Check mails	Read mails	Respond to mails	Delete mails	C
IN12	This protocol is used to check reliability, sequencing and flow control.	Transmit Communication Protocol	Transmission Control Protocol	Telnet Control Port	Communication Control Protocol	B
IN13	To check that data reaches the destination in a proper order, the data packets are assigned ..	Order numbers	Packet numbers	Sequence numbers	Data numbers	C
IN14	The computer which provides FTP, WWW, Mail services on a network is called ..	Client	Server	Host	PC	B
IN15	The method of accessing files through publicly accessible server that gives free access to the files is called ..	Public FTP	Server FTP	Available FTP	Anonymous FTP	D
IN16	This file is transferred verbatim with FTP service.	ASCII file	BIT file	Binary File	TEXT file	C
IN17	We can access the Archie server by ..	Tunnel	WWW	Telnet	Message	C
IN18	The types of Archie servers are ..	Straight Archie	Windows Archie	Both A and B	Neither A nor B	C
IN19	% telnet archie.ans.net is the command used by the Archie client to ..	Login to Archie server	Program the Archie Server	Request the Archie server	Protocol the Archie server	A

IN2	When a computer is connected to the internet through a LAN	Dial-up access	Dedicated access	Deployed access	Service access	B
IN20	This tool helps us to locate a file anywhere on the Internet.	FTP	Remote	Archie	Archives	C
IN21	The computer that maps the Internet domain name to the Internet numeric address is the _____.	Network translator server	Address Naming server	Domain name server	Domain relation server	C
IN22	_____ is the format of Internet Address.	Aaa-bbb-ccc-ddd	Aaa.bbb.ccc.ddd	Aaa/bbb/ccc/ddd	Aaa*bbb*ccc*ddd	B
IN23	The email address has two parts one is the username while the other is the _____.	Domain	Net	Web	Mail	A
IN24	The resources on the World Wide Web are linked with the naming format _____.	Universal Resource Location	Universal Resource Locator	Uniform Resource Locator	Uniform Reserved Link	C
IN25	This Net tool provides a stimulating on-line discussion environment.	Internet Relay Chat	Relay packet transmission	Chat messaging	Information chatting	A
IN26	The IRC II client program command begins with a _____.	Percent	Slash	Line	Dot	B
IN27	The IRC conversations are organized into _____.	Chats	Packets	Lines	Channels	D
IN28	Identify the output of the IRC command "/list -min 10" .	Display channels with at least four users	Display chats with the maximum 10 users	Display channels with at least ten users	Display line with 10 removed channels	C
IN29	Lynx text browser is a web client in which users can login with _____.	Self accounts	Terminal ping	Shell accounts	Shell programs	C
IN3	PPP stands for:	Protocol to Protocol Points	Point to Point Protocol	Pin to Pin communication	Port to Port Protocol	B
IN30	A web browser provides this hotlist for a user.	Book-keeping	Bookmarking	Menu	Bookmarks	D
IN31	The tool to obtain information on the web by menus and more flexible than Archie is _____.	Lynx	Juggler	Gopher	Gateway	C
IN32	These servers help in searching for words from a list of databases or documents.	WINWAIS and WAISMAN	WIIS and NETWAIS	WINNET and WAISLINK	WINSRC and FTPWAIS	A
IN33	This scripting language is an object based language and is developed by Netscape.	SGMLScript	VbScript	SunScript	JavaScript	D
IN34	The one-way broadcast of live events is called _____.	Netcast	Cybercast	Eventcast	Livemessaging	B
IN35	This is a system of thousands of distributed bulletin boards and read by a newsreader.	Bulletinreader	Newsgroup	Newsletter	Networkboard	B
IN36	Unix shell provides mailing programs called _____.	Pine and Elm	Pile and Elem	Pine and Embedd	Port and Elm	A
IN37	The Unix to Unix copy mail system separates parts of the mail address with the symbol... _____.	@	!	#	()	B
IN38	The Netlauncher (TCP/IP) software consists of these programs that can run under Windows.	Spy Mosaic	Image View	Both A and B	Neither A nor B	C
IN39	The parts of the WSIRC server (net tool) window are _____.	Server message, command line and channels	Server message,command line and channels	Server message,command line and channels	Server message,command line and channels	C
IN4	SLIP stands for:	Serial Limited Internet Protocol	Serial Lock Inter-Protocol	Serial Line Internet Protocol	Setting Link Inter Protocol	C
IN40	These are small java programs that create games, multimedia etc. These are downloaded over the Net and executed by a web	Java scripts	Java exe	Java applets	Java objects	C

	browser.					
IN41	The World Wide Web is a collection of _____.	Web windows	Net pages	Net addresses	Web pages	D
IN42	It is a link which helps in retrieving information from the WWW easily.	Netlink	Sitelink	Hyperlink	Hypernet	C
IN43	_____ directories deliver information on all the topics on the Internet.	Web maps	Net ports	Wide maps	Web infos	A
IN44	This browser does not display links in color.	Netshark	Cello	Lynx	Mosaic	B
IN45	The Mosaic browser stores information about the configuration in a/an _____.	Ini file	Exe file	Web file	Txt file	A
IN46	This is an indexer that crawls around the web cataloging.	Webcrawler	Web sites	Web creators	Web ports	A
IN47	The option by which the browser window in Navigator Gold 2.0 can be shifted to editor window is _____.	Edit/New file	Edit/Save Window	New/Edit page	New/Edit Document	D
IN48	This toolbar button displays information about web creation.	Printer	Web page starter	Pager	Document	B
IN49	This window in Navigator Gold does not support frame display.	Script window	Browser window	Editor window	Form window	C
IN5	When a user connects to Internet with a shell account it is called _____.	Direct access	Dedicated access	Indirect access	Dial-up access	D
IN50	The different ways of communication on the Web are _____.	Interpersonal	Group	Both A and B	Neither A nor B	C
IN51	This download tool provides multi-server connection, can search for mirror sites and provides a file leecher.	Download Accelerator Plus	Fresh Download	WinZip Plus	Webcow	A
IN52	The _____ button provides HTML tags for font style, alignments, and colour options.	Edit Format	Character Format	File Format	Window Format	B
IN53	Identify the search engine that helps in concept based searching.	Lycos	Yahoo	Excite	Infoseek	C
IN54	This is a text only browser.	Lycos	Lynx	Links	Netshark	B
IN55	The multithreading feature of Netscape is facilitated with a storage space named _____.	Archive	Cache	Thread	Retriever	B
IN56	The distributed uploading of web pages through Navigator Gold is called _____.	Web loading	Web updation	Web publish	Page publish	C
IN57	The method of presenting information on the web through highlighted items is called _____.	Hypertext	Webtext	Nettext	Hyperlimit	A
IN58	The a2z directory is an alphabetical list of pages used by the search engine _____.	Netleecher	Webindexer	Lynx	Lycos	D
IN59	Netscape browser can display context links on an image called _____.	Image webs	Image maps	Image graphs	Image texts	B
IN6	The launch of DARPA's Internet Protocol (IP) facilitated the term _____.	Network	Consortium	Internet	Topography	C
IN60	Name the download tool which highlights an area of a page and gets all the links that are within the highlighted area.	Webcrawler	Webcow	Weblinker	Webcaster	B
IN61	_____ helps in business transactions, generating revenue and demand on the information highway.	E-commerce	E-Marketplace	Both A and B	Neither A nor B	C

IN62	The transfer of structured data for processing from computer to computer using agreed formats and protocols is called_____..	Electronic Document Intercahnge	Electronic Data Interchange	Electronic Data Internetworking	Efficient Data Interchange	B
IN63	This system involves electronic transfer of funds between financial institutions.	Electronic Financial Transmission	Efficient Format Transactions	Electronic Format Transfer	Electronic Fund Transfer	D
IN64	A _____ electronic mailbox stores EDI transactions for later retrieval.	Value Added Networks	Very Advanced Networks	Value Aided Networks	Value Enhanced Networks	A
IN65	The mutual satisfaction of price, terms and conditions, delivery and evaluation criteria in a marketplace is _____.	Negotiation and Bargaining	Networking and Buying	Negotiation and servicing	Critical buying	A
IN66	The type of advertising, the Broadcast and Junk Mail models are of _____..	Passive	Push	Portal	Smart	B
IN67	Identify the models of passive advertising.	Billboard	Portal	Both A and B	Neither A nor B	C
IN68	This layer is responsible for transmitting data as frames.	Network Layer	Data Link Layer	Presentation Layer	Transport Layer	B
IN69	This layer is responsible for encoding of data.	Link Layer	Network Layer	Presentation Layer	Physical Layer	C
IN7	The costs of Internet implementation are _____..	Connection cost, cost of telephone line	Computer cost, network card cost	IC board cost, cable cost	Connection company cost, connection data cost	A
IN70	This layer of the TCP/IP suite includes the device driver and network interface card.	Application Layer	Link Layer	Transport Layer	Network Layer	B
IN71	This protocol is used for flow control, echo and flow redirection.	Simple Mail Transfer Protocol	Internet Control Message Protocol	Internet Control Data Protocol	Single Control Message Protocol	B
IN72	The software components that integrates different hardware devices with the operating system _____..	Device drivers	Device modules	Device programs	Software devices	A
IN73	This is the basic component that connects the computer to the network.	Cable Interface Card	Netlink Interface Card	Device Interface Card	Network Interface Card	D
IN74	The dumb terminal/node in a network depends on this computer for their basic functioning.	Personal computer	Client computer	Server computer	Data computer	C
IN75	This has an embedded microchip which can both manipulate data and execute applications.	Data card	Security card	Combi card	Meta card	C
IN76	To ensure a reliable communication between the buyer and seller, the protocol used is _____.	Session Socket Layer Protocol	Secure Sockets Layer Protocol	Electronic Socket Layer Protocol	Cyber Socket Layer Protocol	B
IN8	This software enables a host to work as a terminal on the network.	Terminal embedded	Terminal emulator	Indirect software	Terminal communicator	B
IN9	The Windows Internet application functions were developed based on the UNIX programs called _____..	Sockets	Package	Protocol	Simulators	A
OT1	For analysing, summarizing, sequencing data, an auditor can use _____..	Statistical Query Language	Structured Query Language	Summary Quote Language	Stratified Query Language	B
OT10	Outlook provides these buttons for the reponse mail from a meeting attendee.	Tentative	Decline	Both A and B	Neither A nor B	C
OT11	This "Calendar Properties" tab helps in sharing the calendar with other people.	General tab	Permissions tab	Synchronization tab	Data tab	B
OT12	The options of scheduling resources like conference room, slide projector require _____.	Microsoft Scheduler	Microsoft Server	Microsoft Exchange	Microsoft Linker	C

OT1 3	A scheduled resource is set to the state _____.	Waiting	Busy	Link	Work	B
OT1 4	While scheduling a meeting, the Required and Optional attendees appear in the _____ box on the Appointment tab.	To	People	Location	List	A
OT1 5	To find the available free time for all invitees of a meeting, use the _____ button.	AdvicePick Next	FreePick Next	AutoPick Next	Select Next	C
OT1 6	Scheduling an online meeting requires _____.	Microsoft Access	Microsoft NetMeeting	Microsoft Binder	Meeting Server	B
OT1 7	The calendar group schedule can include all of the contacts from a _____.	Contact folder	Group folder	External folder	Public folder	D
OT1 8	The virtual file folder tool to track xls, doc, ppt files with a single name is the _____.	Binder	Builder	Bander	Blocker	A
OT1 9	The Event Address box option favours online meeting services using _____.	Windows Media Services	Windows Exchange Services	Media Data Services	Windows Meeting Services	A
OT2	We can save Access output as an external file using the option _____.	Insert	Add	Export	Embed	C
OT2 0	To schedule an appointment daily, weekly, monthly or yearly is called setting its _____.	Resourcer	Repetitive	Schedule	Frequency	D
OT2 1	This shortcut on the Outlook bar which displays the day's appointments, tasks and emails scheduled .	Outlook Today	Outlook Day	Outlook List	Outlook Tasks	A
OT2 2	This shortcut on the Outlook bar that allows the user to track sent and received e-mails from a variety of different contacts is called _____.	Tasks	Journal	Contacts	Inbox	B
OT2 3	The folder in which unread messages appear in Outlook is _____.	New	Drafts	Unread	Inbox	D
OT2 4	Identify the tab of the "Internet Accounts" dialog box used to configure your email account.	Email tab	Mail tab	List tab	Directory tab	B
OT2 5	If you do not want the email address of a particular person to show up in the message header of other recipients, then write it in _____.	Carbon copy	Hidden carbon copy	Blind carbon copy	Bound carbon copy	C
OT2 6	This helps in customizing your view of the Inbox or Contacts listing.	Mailbox headers	Sort messages	Flag status	Field chooser	D
OT2 7	To transfer messages to a folder, the button on the standard toolbar is _____.	Move to Folder	Transfer to Folder	Arrange in Folder	Sort in Folder	A
OT2 8	When messages are displayed based on a criteria, these words appear in the status bar.	Criteria Applied	Filter Applied	Condition Applied	View Applied	B
OT2 9	Filters setting to view messages in Outlook can be applied based on _____.	Time	Address	Both A and B	Neither A nor B	C
OT3	By default, Outlook displays the tasks in the calendar for the _____.	Previous access date	Current date	File date	Priority date	B
OT3 0	The filters applied on read/unread messages, attachments, size are based on _____.	Customize characteristics	Outlook characteristics	Message characteristics	Data characteristics	C
OT3 1	When mails are organised based on specific words, sensitivity, category etc, it is called setting _____.	Filters	Criteria	Conditions	Rules	D
OT3 2	The term used for merging a list of names and addresses with a letter to be mailed to more than one person, is _____.	Mail Merge	Data Merge	Field Merge	Mail list	A

OT3 3	Choose the option that saves a file containing the standard letter along with the addresses merged.	Merge To New document	Merge To Printer	Merge To Email	Merge To Fax	A
OT3 4	Identify the correct interpretation of the forward message button.	Replies to all recipients	Sends the message to only one recipient	Replies to specific recipient	Sends the same message to a new recipient	D
OT3 5	This feature in Outlook favours correction of mistakes in a sent mail.	Resend	Recall	Correct	Remail	B
OT3 6	This section of the Print dialog box contains option for printing messages along with their attachments.	Print setup	Print attachment	Print options	Print file	C
OT3 7	Along with the inbox, outbox, sent folders you also display your own folder in this toolbar.	Outlook Shortcuts	New Shortcuts	My Shortcuts	Personal Shortcuts	C
OT3 8	Say suppose you were asked to mail the monthly newsletter of your organisation to all your clients/customers, you can organize this in your address book with a ..	Block	List	Contacts	Group	D
OT3 9	The document that contains the data to be merged into the main document is called ..	Address Source	List Source	Data Source	Form Source	C
OT4	Day, Week, Month displays in the outlook calendar are called ..	Views	Displays	Lists	Options	A
OT4 0	In Outlook business ideas and personal are message filters based on ..	Rules	Categories	Characteristics	Words	B
OT5	Identify the part of the appointment which appears on the calendar sheet.	Information line	Location line	Subject line	Start line	C
OT6	Repetitive appointments are enabled with this toolbar button.	Repeat	Redo	Repetitive	Recurrence	D
OT7	This icon indicates that the reminder has been set for the appointment.	Flag	Button	Bell	Check	C
OT8	A new appointment can be created with the File menu or the ..	Day view	Calendar view	Week view	Month view	A
OT9	To identify people to attend a meeting and to add them to the attendee list, this button is used.	Attendee List button	People List button	Invite Others button	Invite People button	C
PP1	Identify the feature that prompts for a title slide and then the presentation category to provide an outline presentation.	Template designs	AutoContent Wizard	Slide layouts	Mail Merge Wizard	B
PP1 0	The .. contains the sample data for a chart.	Datalist	Datatable	Datacolumn	Datasheet	D
PP1 1	Identify the tab in Chart Options dialog box which determines the x and y labels display.	Titles	Axes	Gridlines	Legend	B
PP1 2	Identify the Chart Options tab that helps to display table of data used to create the chart.	Table Link	Data Link	Data Table	Data Labels	C
PP1 3	Choose the chart type that can graphically represent the contribution of each value to the total.	Bar chart	Line chart	Area chart	Pie chart	D
PP1 4	While creating an organization chart, I want to show the technical members under a team leader-the position button to be used is ..	Subordinate	Manager	Co-worker	Assistant	A
PP1 5	Identify the position button to be used to show a personal secretary of the managing director.	Assistant	Subordinate	Manager	Co-worker	A
PP1 6	Identify the view that displays all the slides of a presentation as	Slide view	Sorter view	Outline view	Normal view	B

	thumbnails .					
PP1 7	The master that applies the format for all the slides of the presentation except the title slide is _____.	Notes master	Template master	Title master	Slide master	D
PP1 8	Identify the tool by which basic shapes can be drawn on the slides.	WordArt	Image	AutoShapes	Clip Art	C
PP1 9	During a presentation the speaker can move to a slide using the _____.	Slider Sorter	Go to Slide	Slide Navigator	Slide Choice	C
PP2	The options New Slide, Slide Layout and Apply Design are part of the toolbar _____.	Standard	Formatting	Drawing	Common Tasks	D
PP2 0	The wizard in powerpoint that creates the Pngsetup.exe file is _____.	AutoContent	Template	Pack and Go	Print and View	C
PP3	This provides a color scheme ,background and font style for all your slides.	Standard design	Blank presentation	Template	AutoContent Wizard	C
PP4	The master layout of printed presentations is _____.	Slide Master	Handout Master	Notes Master	Title Master	B
PP5	The landscape and potrait are the choices for _____.	Handout master	Notes view	Slide master	Layout options	D
PP6	The highlighted points of one or more slides to be used by a presenter are written on the _____.	Slide page	Sorter page	Notes page	Layout page	C
PP7	You can have audio, movies, pictures on the slides of your presentation using the _____.	Format menu	Insert menu	Edit menu	Tools menu	B
PP8	The menu option that helps in setting timing, effect and chart effects in a presentation is _____.	Custom Animation	Action buttons	Slide View	Custom Shows	A
PP9	The setting of automating the display of slides in a presentation is done with _____.	View show	Set up show	Rehearse timings	Record narration	C
VB1	This is a visual and events- driven programming language.	Qbasic	Basic	GW Basic	Visual Basic	D
VB1 0	The event procedure which is similar to the form.show code.	Form_Load()	Form_Click()	Form_Activate()	Form_display()	C
VB1 1	If A="Information" B="Technology" the code used to display it as "Information Technology" is _____.	Display A + B	Form.show A&B	Print A B	Print A & B	D
VB1 2	This control is used to receive input from user and also display the output.	Label control	Command control	Text box control	Tab control	C
VB1 3	The feature of resize image is possible in the control _____.	Picture Box	Tool Box	Image Box	Draw Box	C
VB1 4	The AddItem method is used to add items into these controls.	List Box and Combo Box	Option Box and Check Box	Item Box and Listing Box	Combo Box and Form Box	A
VB1 5	The index of the first item in the List Box control is _____.	1	0	2	None of the above	B
VB1 6	The code Check.Value=0 in a checkbox control results in _____.	Marking the check box	Clicking the check box	Checking the check box	Unmarking the check box	D
VB1 7	The control to be used to select one of the choices displayed is _____.	Check Box	List Box	Option Box	Combo Box	C
VB1 8	The operator AND, OR, XOR are called _____ operators.	Logical	Conditional	Boolean	Unconditional	A
VB1 9	This numeric datatype limits data to 4 bytes .	Currency	Byte	Single	Integer	C
VB2	This contains controls that can be used on a form.	Standard box	Format box	Tool box	Control window	C

VB2 0	The statement A=123.45@ stores which literal value in A.	Long literal	Currency literal	Double literal	Amount literal	B
VB2 1	The recommended control statement for multiple options is _____.	If...Else	If...Then...Else	If...Then	Select Case	D
VB2 2	The block "Do VB statement _____.. Loop Until condition" is executed :	Until condition is false	Atleast once	Loop infinitely	Execute once	B
VB2 3	To display Ok and Cancel buttons in a pop-up, use the function:	DisplayBox()	MessageBox()	PopBox()	MsgBox()	D
VB2 4	Identify the arguments of the InputBox() function.	Input, title, position	Default_text, input, size	Prompt, title, default_text	Display, size, position	C
VB2 5	Identify the correct format to store 50 integers from the 35th position.	Dim A(35 to 85) as Integer	Dim A(35 to 50) as Integer	Dim(85 to 30) as Integer	Dim A(0-50) as Integer	A
VB3	The Visual Basic environment is made up of _____.	Form Designer Window	Properties Window	Form Layout Window	All of the above	D
VB4	We can add controls to the tool box by _____.	Selecting Components from Project menu	Selecting Insert from Project menu	Selecting Components from Tools menu	Selecting Add Components from Project menu	A
VB5	The characteristics of a control or form can be set in the _____.	Form Window	Properties Window	Project Window	Control Window	B
VB6	This window is a collection of forms and codes that make up an application.	Application Explorer	Properties Explorer	Window Explorer	Project Explorer	D
VB7	The source code window of the form consists of the following lists.	Objects and procedure codes	Controls and characteristics	Objects and their associated events or procedures	Objects and their properties	C
VB8	Choose the correct subroutine code format.	Private Sub Form() End	Private Sub Form_Load() End Sub	Form Sub _Load() End Sub	Form_Load() End Sub	B
VB9	The code used to display the program output _____.	Form.show	Form.display	Form.print	Form.load	A
WO1 0	The feature of Word that allows you to type continuously without inhibitions of line ending and the beginning of next line is _____.	Type over	Word align	Word wrap	Word justify	C
WO1 0	The options single, exactly, At least, multiple are part of paragraph formatting for _____.	Line preview	Line before	Line after	Line spacing	D
WO1 1	Identify the "Page Setup" option to be used to print the pages double-sided for binding _____.	Mirror margins	Margin option	Gutter position	From edge	A
WO1 2	To have page numbers and number of pages in a document at the top of every page, the feature used is _____.	Footer	Header	Ruler	Border	B
WO1 3	The feature of word used to turn the first character of a document bold, large and span more than a line is _____.	Style caps	Type font	Drop caps	Font caps	C
WO1 4	The spacing between the boundary of the cell and the text contained in the cell is called _____.	Wrapping	Align	Boundary	Padding	D
WO1 5	To apply same font style, paragraph style to different areas of text, use the _____.	Format painter	Format editor	Format apply	Format style	A
WO1 6	Lists in word can be created with _____.	Bullets	Line	Paragraphs	Bar line	A
WO1 7	While customizing numbered lists, "Tab space after" and "Indent at" are options of _____.	Number format	Number position	Text position	Text preview	C
WO1 8	By default, the indent distance for the first-line or hanging indent will be _____.	0.1"	0.0"	0.05"	0.5"	D

WO1 9	To set roman numbers for a list, choose the corresponding option in _____.	Number format	Number style	Number position	Number series	B
WO2	The _____ is used to align all the lines of the paragraph except the first line.	Left indent	Hanging indent	Exception indent	Justified indent	B
WO2 0	The tab setting used for entering decimal numbers is _____.	Left Tab	Right Tab	Decimal Tab	Dot Tab	C
WO2 1	By default the left align tabs are set at every _____.	0.5"	1"	0.05"	5 pts	A
WO2 2	Identify the keyboard combination to insert a manual page break.	Alt+Enter	Ctrl+Enter	Ctrl+P	Alt+Break	B
WO2 3	The Next page, Continuous, Even page are of break type _____.	Page break	Column break	Text break	Section break	D
WO2 4	To set different odd and even headers in a document the Page Setup tab to be used is _____.	Margins	Paper Size	Layout	Paper Source	C
WO2 5	Identify the menu option used to change text flows of a document in newspaper-style columns.	Edit->Columns	Format->Columns	Insert->Columns	Tool->Columns	B
WO2 6	To add border styles, shading, text effects and alignment to a table, use the _____.	Borders and Shading toolbar	Rows and Columns toolbar	Tables and Properties toolbar	Tables and Borders toolbar	D
WO2 7	Identify the text wrapping option in Table Properties dialog box that allows text to wrap around a table in a Word document.	None	Tight	Around	Behind	C
WO2 8	To add spacing between cells of the table the table properties window has the _____.	Options button	Alignment button	Positioning button	Size button	A
WO2 9	The option to be set in a Word document that specifies a binding margin is _____.	From edge	Left	Gutter	Binder	C
WO3	This GUI tool is used to set margins of a page on the fly.	Format editor	Ruler	Scroll bar	Status bar	B
WO3 0	The text flows in columns can be set for _____.	Selected text	Whole document	Both A and B	Only B	C
WO3 1	In Find and Replace dialog box, "Use wildcards", "Sounds like" and "Match case" are _____.	Find what	Replace with	Highlight options	Search options	D
WO3 2	Spelling errors in a word document are identified with the line colour _____.	Green	Black	Red	Blue	C
WO3 3	The grammatical error pop-up menu option "About this Sentence" provides the bubble called _____.	Help Assistant	Office Assistant	Office Help	Microsoft Help	B
WO3 4	You can insert images, videos and media files into a document by using the _____.	MS Clip Organizer	MS Picture Organizer	MS Image Organizer	MS Clip Files	A
WO3 5	Choose the incorrect document name for a MS-Word document.	Profit:loss.doc	Profit&loss.doc	Profit-loss.doc	Profitloss.doc	A
WO3 6	Identify the option in the Print dialog box that prints the current working page.	Range print	Page number	Page what	Current page	D
WO3 7	Identify the shortcut key to paste a text from the clipboard into the Word document.	Ctrl+C	Ctrl+V	Ctrl+A	Ctrl+Z	B
WO3 8	The Ctrl+Shift+End shortcut is used to _____.	Go to the end of the document	Select to the beginning of the document	Go to the beginning of the document	Select to the end of the document	D
WO3 9	To search the next occurrence of a word click the button _____.	Find More	Find Cancel	Find Next	Find First	C

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WO4	This bar shows the line number, column number, page number at your insertion point.	Insert bar	Edit bar	Title bar	Status bar	D
WO4 0	The feature that makes corrections to spelling errors and capitalizes the first letter of a sentence is ..	AutoFormat	AutoCorrect	Autotyping	Autotext	B
WO4 1	A word document can be protected against macro viruses with the ..	Security tab	Password tab	Trusted Sources tab	Options tab	A
WO4 2	With this feature we can save space and still track changes made to Word document.	Version Tracking Documents	Compare and Merge Documents	Track and Check Documents	Add and Backup Documents	B
WO4 3	Modifications or editing tracking in a Word document can be monitored with the ..	Track Pane	Print view	Document Map	Reviewing Pane	D
WO4 4	Distributing an online version of a document with files inserted in it, can be done with ..	Embedded object	Linked object	Source object	Edit object	A
WO4 5	The Paste Special option of the Edit menu ..	Transfer static data	Allow changes in the transferred data only	Allow changes in the transferred data and the source	Allows link to the source data	B
WO4 6	This is a single instruction that performs several different commands in a sequence determined by the user.	Mail merge	Macro	Record	Paste link	B
WO4 7	The format style that displays data in a list rather than the usual rows and columns from a data source is ..	Label	Envelope	Catalogue	Table	C
WO4 8	The mouse pointer changes to an arrow with a question mark when you choose .. button from the Help menu.	Search This?	Assistance This?	What's This?	Help This?	C
WO4 9	This is taken from the data source and added into the main document to identify the related data to be extracted from the records in the Data Source.	Data field	Get data	Data source	Merge field	D
WO5	The font size in Word is commonly measured in ..	Points	Pixels	Inches	Lines	A
WO5 0	You can generate labels, envelopes, letters using this feature of Word.	Mail Merge	Macro Record	Envelope printing	Office Assistant	A
WO5 1	We can de-establish the link to the original Data Source used during Mail Merge with the option ..	De-establish Paste special Link	Restore to Normal Word Document	Data de-link Data Source	Restore the Main Document	B
WO5 2	A table or query from an MS-Access database can be used to provide data in Mail Merge via ..	DBMS	MSQL	DDE	OLE	C
WO6	A professional formatting for your document can be done by the AutoFormat option of ..	Templates	Style Gallery	Type faces	Design types	B
WO7	Identify the keyboard shortcut to go to the beginning of a document.	Alt+PgUp	Ctrl+End	Ctrl+Home	Alt+PgDn	C
WO8	To replace a word page by page throughout a document use the edit menu option ..	Paste special	Find	Replace	Select all	C
WO9	To have a template saved with the company address, salutations this feature is used.	Autostyle	Autotext	AutoFormat	AutoCorrect	B