

ID: BC 01	The processor uses this workspace as a scratch pad during processing A Monitor B Processor C Keyboard D Memory	Ans : D
ID: BC 02	VLSI stands for A Very large scale Integration B Very limited silicon Integration C Value limited scale ic D Very large silicon Intergration	Ans : A
ID: BC 03	The data width of a Pentium 4 computer is _____ A 16 bits B 8 bits C 32 bits D 1 k bits	Ans : C
ID: BC 04	The unit which executes addition, subtraction, multiplication and division operations is A CPU B ALU C MU D CU	Ans : B
ID: BC 05	The instructions to be executed by the processor are loaded from memory into the A Instruction Unit B Process Register C Program counter D Instruction Register	Ans : D
ID: BC 06	The results of a process are stored into A Accumulator B General Purpose Register C Process Register D Instruction Register	Ans : A
ID: BC 07	The memory that stores data as a series of memory cells that can be accessed sequentially A DRAM B SAM C SRAM D ROM	Ans : B
ID: BC 08	The technology used to accelerate the processing of a computer is _____ A Processor Bus B Cache Memory C BIOS Memory D ROM Memory	Ans : B
ID: BC 09	The memory used in a computer's BIOS chip is _____ A Cache Memory B SRAM C Optical Memory D Flash Memory	Ans : D
ID: BC 10	The process of swapping information between the RAM and the hard disk can cause A Fragmentation B Disk Full C Thrashing D Paging	Ans : C
ID: BC 11	The standard system bus was replaced by frontside and backside bus called _____ A Dual Independent bus B Dynamic independent Bus C Cache Memory bus D Dual Interface Bus	Ans : A
ID: BC 12	1024 megabytes is equivalent to : A 1 KB B 1 MB C 1 GB D 100 MB	Ans : C
ID: BC 13	The DSP, DAC, ADC and ROM are parts of the _____ A Graphics card B Memory card C Sound Card D Media Card	Ans : C

- ID: BC 14 The bus whose widths are 32 or 64 bits is called _____ Ans : B
 A ISA C AGP
 B PCI D MCA
- ID: BC 15 The maximum resolution of a standard SVGA adapter is _____ Ans : C
 A 1024*640 C 1280*1024
 B 780*1024 D 1280*680
- ID: BC 16 _____ synthesis method uses recordings of actual instruments. Ans : D
 A Amplitude C Pulse
 B Frequency D Wavetable
- ID: BC 17 The instrument that can produce continuous lines is _____ Ans : B
 A Printer C Scanner
 B Plotter D Pen
- ID: BC 18 PPM, CPS are units to measure the printer's _____ Ans : A
 A Speed C Resolution
 B Quality D Lines
- ID: BC 19 The PCL and postscript are defacto standards for _____ Ans : B
 A Page definition limits C Page definition languages
 B Page Description languages D Page definition lines
- ID: BC 20 A laser printer has RAM for downloading fonts called the _____ Ans : C
 A Font Catridges C Soft Fonts
 B Dynamic Catriges D Soft Settings
- ID: BC 21 The characteristic which refers to how sharply a pixel appears on the monitor is called _____ Ans : A
 A Convergence C Dot- pitch
 B Rsolution D Size
- ID: BC 22 The faster the refresh rate, the lesser the monitor _____ Ans : C
 A Sharpness C Flickers
 B Resolution D Size
- ID: BC 23 The software used for layout of newsletters and magazines along with text and images is called _____ Ans : B
 A Application software C Application development
 B Desktop publishing D Data modelling
- ID: BC 24 The number of bits used to represent a pixel in a monitor decides the _____ Ans : B
 A Size of images
 B Colors and shades of gray that can be diplayed
 C Resolution and sharpness
 D Signal and refresh rate
- ID: BC 25 The input device that utilizes a light ssensitive detector to select objects on a display screen is called _____ Ans : D
 A: Touch Screen C: Light scan
 B: Touch Pad D: Light pen

- ID: BC 26 The most commonly used scanner technology is _____ Ans : A
 A: Charge-coupled device C: Photo multiplier tube
 B: Optical character recognition D: Optical multiplier tube
- ID: BC 27 Identify the type of mice that uses optical sensors to detect motion of the ball Ans : B
 A: Mechanical C: Optical
 B: Optomechanical D: Joystick
- ID: BC 28 Identify the input device that consists of the puck and the stylus Ans : C
 A: Trackball C: Tablet
 B: Joystick D: Pen
- ID: BC 29 Identify the disk which has an access time of 30ms. Ans : C
 A: Zip disk C: Winchester disk
 B: Floppy Disk D: Jaz disk
- ID: BC 30 A set of tracks across the set of platters in a hard disk is called a _____ Ans : B
 A: Disk C: Spiral
 B: Cylinder D: Block
- ID: BC 31 The bus used to connect a CD-ROM to your computer is _____ Ans : A
 A: SCSI C: MCA
 B: PCI D: DAT
- ID: BC 32 The digital audio tape with the capacity of 24 GB of data uses the technology called _____ Ans : D
 A: Hyper circles C: Linear Velocity
 B: Ferro magnetic D: Helical scan
- ID: BC 33 The floppy disk that supports 400k-1.2 MB belongs to _____ Ans : B
 A: IBM C: Lomex
 B: Macintosh D: Imation
- ID: BC 34 The model used to describe the relationship between data and information is called _____ Ans : A
 A: System model C: information model
 B: Data model D: Logical Model
- ID: BC 35 The backward compatible disk that has high density- 120MB is called _____ Ans : A
 A: Super disk C: Zip disk
 B: Jaz disk D: Hard disk
- ID: BC 36 The maximum capacity of an optical disk is _____ Ans : B
 A: 700 MB C: 630 GB
 B: 6 GB D: 2 GB
- ID: BC 37 Which of the auxiliary storage devices uses the constant angular velocity access technology Ans : C
 A: Super disk C: CD-ROM
 B: DAT-ROM D: MO drives
- ID: BC 38 The _____ is an auxiliary sequential access non-volatile storage device Ans : C
 A: Winchester disk C: Magnetic tape
 B: Zip disk D: Magneto-optical drive

ID: BC 39	The portable device that optimizes the features of the floppy and the CD- ROM is A: Hard disk B: Jaz disk	C: DAT disk D: MO drives	Ans : D
ID: BC 40	The important central module of an operating system is the _____ A: Memory module B: Data module	C: Kernel module D: I/O module	Ans : C
ID: BC 41	Identify the function of the operating system that manages the tasks waiting to be processed. A: Job management B: I/O management	C: Batch management D: Data management	Ans : A
ID: BC 42	This function of the OS manages allocation of a minimum main memory to tasks A: Disk storage B: Memory storage	C: Virtual memory storage D: Extended storage	Ans : C
ID: BC 43	Identify the multitasking type that slices CPU time to each program A: Paralleling B: Cooperative	C: Dividing D: Preemptive	Ans : D
ID: BC 44	The OS which allows different parts of a single program to run concurrently is ____ A: Multithreading B: Multiprocessing	C: Multitasking D: Multiprogramming	Ans : A
ID: BC 45	A super computer uses a bus width of _____ A: 16 bits B: 256 bits	C: 64 bits D: 8 bits	Ans : C
ID: BC 46	The OS that monitors external activities with timing constraints is _____ A: Multi-user B: Real-time	C: Multitasking D: Multithreading	Ans : B
ID: BC 47	The 32 bit operating system for desktop version that replaces Win 9x is _____ A: Win 2000 server B: Win 2000 datacenter	C: Win 2000 professional D: Win 2000 advanced server	Ans : C
ID: BC 48	The high-level logical disk structure which defines the way the entire disk is organised is _____ A: Frame allocation table B: File allotted table	C: Format allocation type D: File allocation table	Ans : D
ID: BC 49	A collection of sectors on a hard disk is a _____ A: Block sector B: Cluster	C: Block D: Table	Ans : B
ID: BC 50	The FAT system that provides long filename support and was written using protected-mode code : A: FAT16 B: VFAT	C: NTFS D: FAT32	Ans : B
ID: BC 51	Identify the file system that provides networking, security, compression, large file support _____ A: FAT16 B: VFAT	C: NTFS D: FAT32	Ans : C

- ID: BC 52 The logical directory structure has a base of the tree called the _____ Ans : A
 A: Root directory C: Start directory
 B: Main directory D: Tree directory
- ID: BC 53 The process used to optimize the disk space by arranging files contiguously is ____ Ans : B
 A: Formatting C: Allocation
 B: Defragmentation D: Partition
- ID: BC 54 Choose the level of RAID that offers disk mirroring for fault tolerance Ans : C
 A: Level 0 C: Level 1
 B: Level 2 D: Level 3
- ID: BC 55 Identify the archive formats found on Unix- based Internet sites Ans : D
 A: Zip, LZH, ARJ C: Doc, xls, wzp
 B: Exe, zp, tz D: Tar, gz, taz
- ID: BC 56 When a processor executes one billion floating points arithmetic per second, is called _____ Ans : D
 A: Nanoflops C: Megaflops
 B: Tetraflops D: Gigaflops
- ID: BC 57 Identify the window screen part that indicates the name of the window, application or document Ans : A
 A: Title Bar C: Vertical Bar
 B: Menu Bar D: Control Bar
- ID: BC 58 The button on the title bar of a window that displays the menu to control the size of the window is _____ Ans : B
 A: Scroll Box C: Minimize Box
 B: Control Box D: Maximize Box
- ID: BC 59 The mouse operation that is used to move windows and icons to different locations is _____ Ans : C
 A: Click C: Dragging
 B: Double click D: Scrolling
- ID: BC 60 The start button, tray and shortcuts are important features of the _____ Ans : C
 A: Control Panel C: Task Bar
 B: Title Bar D: Command Menu
- ID : BC 61 The start menu option that keeps track of your important websites is Ans : D
 A: Documents C: Accessories
 B: Programs D: Favorites
- ID : BC 62 If you want the recycle bin capacity to be distributed across partitions, you must use the option Ans : A
 A: Configure drives independently
 B: Configure capacity independently
 C: Configure drive partitions independently
 D: Confirm partition capacity
- ID : BC 63 The feature to retrieve deleted files from the recycle bin is _____ Ans : C
 A: Re-paste C: Restore
 B: De-link D: Re-copy

ID : BC 64	The feature which enables to synchronize files between a floppy and disk is A: My Documents B: My briefcase	C: My folder D: My Directory	Ans : B
ID : BC 65	A file with pdf extension can be viewed with the application A: Adobe Acrobat Reader B: Adobe viewer	C: Notepad D: Wordpad	Ans : A
ID : BC 66	The remote administration access to view shared resources on the network is A: Net Neighbourhood B: Net tracer	C: Net drive D: Net Watcher	Ans : D
ID : BC 67	The processor responsible for communication to and from all the remote terminals connected is termed as A: Front-end processor B: Host processor	C: Backend Processor D: Terminal processor	Ans : A
ID : BC 68	The utility used to access the directory structure , create files and folders etc is____ A: Windows Tools B: Windows explorer	C: Windows accessories D: Internet Explorer	Ans : B
ID : BC 69	The font, colour, background settings are saved in A: Control Panel B: My computer	C: Desktop themes D: Desktop icons	Ans : C
ID : BC 70	The notepad utility saves files in the_____ A: Binary B: Unicode	C: Hybrid D: ASCII	Ans : D
ID : BC 71	Identify the windows feature that allows more than one person to use a single PC with his own desktop A: Log Off B: Run	C: Find D: Restart	Ans : A
ID : BC 72	You can quickly access the recently worked on files from this start menu option. A: Favourites B: Accessories	C: Documents D: Settings	Ans : C
ID : BC 73	The processors used for speed-critical graphics applications are_____ A: CISC B: RISC	C: CAD D: CCSIC	Ans : B
ID : BC 74	The plastic cards with embedded microprocessor and memmory are called_____ A: Credit Card B: Computer card	C: Memory Card D: Smart Card	Ans : D
ID : BC 75	The event procedure which is similar to the form.showcode. A: Form_Load() B: Form_Click()	C: Form_Activate() D: Form_Display()	Ans : C
ID : BC 76	If A="Information" B= "Technology" the code used to display it as "Information Technology" is_____ A: Display A+B B: Form.show A&B	C: Print A B D: Print A&B	Ans : D

ID : BC 77	This control is used to receive input from user and also display the output A: Label control B: command control	C: Text box control D: Tab control	Ans : C
ID : BC 78	The feature of resize image is possible in the control ----- A: Picture Box B: Tool Box	C: Image Box D: Draw Box	Ans : C
ID : BC 79	The add item method is used to add items into these controls _____ A: List Box and Combo Box B: Option Box and Check Box	C: Item Box and Listing Box D: Combo Box and Form Box	Ans : A
ID : BC 80	The index of the first item in the list Box control is _____ A: 1 B: 0	C: 2 D: None of the above	Ans : B
ID : BC 81	The code Check .value=0 in a check box control results in _____ A: Marking the check box B: clicking the check box	C: checking the check box D: unmarking the check box	Ans : D
ID : BC 82	The control to be used to select one of the choices displayed is _____ A: Check Box B: list Box	C: Option Box D: Combo Box	Ans : C
ID : BC 83	The Operator AND,OR,XOR are called _____ ..operator A: Logical B: Conditional	C: Boolean D: Unconditional	Ans : A
ID : BC 84	This numeric datatype limits data to 4 bytes A: Currency B: Byte	C: Single D: Integer	Ans : C
ID : BC 85	This contains controls that can be used on a form A: Standard Box B: Format box	C: Tools box D: Control window	Ans : C
ID : BC 86	The statement A=123.45@ stores which literal value in A A: Long literal B: Correny Literal	C: Double literal D: Amount Literal	Ans : B
ID : BC 87	The recommended control statement for multiple option is _____ A: If...Else B: If...Then...Else	C: If...Then D: Select case	Ans : D
ID : BC 88	The block "Do VB statement _____ ..loop until conditon" is executed: A: Until condition is false B: Atleast once	C: Loop infinitely D: Exective once	Ans : B
ID : BC 89	TO display OK and cancel button in a pop-up ,use the function A: DisplayBox() B: MessageBox()	C: PopBox() D: MsgBox()	Ans : D
ID : BC 90	Identify the arguments of the InputBox() function A: Input,title ,position B: Default_text,input,size	C: Prompt,title,default_text D: Display,size,position	Ans : C

ID : BC 91	Identify the correct format to store 50 integers from the 35TH position A: Dim A(35 to 85)as Integer B: Dim A(35 to 50)as lngter	C: Dim(85 to 30)as intger D: Dim A(0-50)as integer	Ans:A
ID : BC 92	The Visual Basic environment is made up of _____ A: Form Designer windiw B: Properties Window	C: Form Layout window D: all of the above	Ans : D
ID : BC 93	We can add control to the tool box by _____ A: Selecting components from project menu B: Selecting insert from projectmenu C: Selecting components from tools menu D: Selecting add component from project		Ans : A
ID : BC 94	The charcteristic of a control or from can be set in the _____ A: From window B: Properties window	C: Project window D: control window	Ans : B
ID : BC 95	This window Is a collection of form and codes that make up an application A: application Explorer B: properties explorer	C: window explorer D: project explorer	Ans : D
ID : BC 96	The source code window of the from consist of the following list A: Object and procedure code B: Control and characteristic	C: Object and their associated events D: Object and their properties	Ans : C
ID : BC 97	choose the correct subroutine code format A: private sub form().....end B: private sub form().....end sub	C: form sub _load()....end sub D: form _load()....end sub	Ans :B
ID : BC 98	The code used to display the program output _____ A: form. Show B: form.display	C: form.print D: form.load	Ans : A
ID : BC 99	The features of the word that allows you to type continuously without inhibitions of line ending and the beginning of the next line is _____ A: type over B: word align	C: word wrap D: word justify	Ans : C
ID : BC 100	The option single,exactly,at least,multiple are part of paragraph formatting for _____ A: line preview B: line before	C: line after D: line spacing	Ans :D
ID : BC 101	Identify the "page setup" option to be used ti print the pages double sided for binding _____ A: mirror margins B: margin option	C: gutter position D: form edge	Ans :A
ID : BC 102	To have page numbers and number of pages in a document at the top of every the feature used is _____ A: footer B: header	C: ruler D: border	Ans : B

- ID : BC 103 The feature of word used to turn the first character of document bold,large and span more than a line is_____ Ans : C
 A: style caps C: drop caps
 B: type font D: font caps
- ID : BC 104 The spacing between the boundary of the cell and the text contained in the cell is called_____ Ans : D
 A: wrapping C: boundary
 B: align D: padding
- ID : BC 105 To apply same font style,paragraph style to different areas of text,use the_____ Ans : A
 A: format painter C: format apply
 B: format editor D: format style
- ID : BC 106 Lists in word can be created with_____ Ans : A
 A: bullets C: paragraph
 B: line D: bar line
- ID : BC 107 While customising numbered lists."eab space after" and "ident at" are options of ____ Ans : C
 A: number format C: text position
 B: number position D: text preview
- ID : BC 108 By default,the indent distance for the first line or hangingindent will be_____ Ans : D
 A: 0.1" C: 0.05"
 B: 0.0" D: 0.5"
- ID : BC 109 To set roman numbers for a list, choose the corresponding option in ----- Ans : B
 A: Number format C: Number Position
 B: Number style D: number Series
- ID : BC 110 The ----- is used to align all the lines of the paragraph except the first line. Ans : B
 A: Left indent C: Exception indent
 B: Hanging indent D: Justified indent
- ID : BC 111 The tab setting used for entering decimal numbers is ----- Ans : C
 A: Left tab C: Decimal tab
 B: Right tab D: Dot tab
- ID : BC 112 By default the left align tabs are set at every----- Ans : A
 A: 0.5" C: 0.05
 B: 1' D: 5 pts
- ID : BC 113 Identify the keyboard combination to insert a manual page break. Ans : B
 A: Alt+Enter C: Ctrl+P
 B: Ctrl+Enter D: Alt+Break
- ID : BC 114 The Next page, Continuous, Even page are of break type ----- Ans : D
 A: Page break C: text Break
 B: Column break D: Section break
- ID : BC 115 To set different odd and even headers in a document the Page Setup tab to be used is----- Ans : C
 A: Margins C: Layout
 B: Paper Size D: Paper Source

ID : BC 116	Identify the menu option used to change text flows of a document in newspaper-style columns.	Ans : B
	A: Edit->Columns B: Format->Columns	C: Insert->Columns D: Tool->Columns
ID : BC 117	To add border styles, shading, text effects and alignment to a table, use the -----	Ans : D
	A: BORDER AND Shading toolbar B: Table and Properties toolbar	C: Rows and Columns toolbar D: Table and Borders toolbar
ID : BC 118	Identify the text wrapping option in Table properties dialog box that allows text to wrap around a table in a Word documents.	Ans : C
	A: None B: Tight	C: Around D: Behind
ID : BC 119	To add spacing between cells of the table properties window has the -----	Ans : A
	A: Option button B: Alignment button	C: Positiopning button D: Size button
ID : BC 120	The option to be set in a Word document that specifies a binding margin is-----	Ans : C
	A: From edge B: Left	C: Gutter D: Binder
ID : BC 121	This GUI tool is used to set margins of a page on the fly.	Ans : B
	A: Format editor B: Ruler	C: Scroll bar D: Satus bar
ID : BC 122	The text flows in columns can be set for	Ans : C
	A: Selected text B: whole document	C: Both A & B D: only B
ID : BC 123	In find and replace dialog box, "use wildcards", "sounds like" and "match case" are	Ans : D
	A: Find What B: Replace With	C: Highlight options D: Search options
ID : BC 124	Soelling errors in a word document are identified with the line colour	Ans : C
	A: Green B: Black	C: Red D: Blue
ID : BC 125	The grammatical error pop-up menu option "about this sentence" provides the bubble called	Ans : B
	A: Help Assistant B: Office Assistant	C: Office Help D: Microsoft Help
ID : BC 126	You can insert images, videos and media files into a document by using the.....	Ans :A
	A: MS clip organizer B: MS picture organizer	C: MS Image organizer D: MS Clip Files
ID : BC 127	Choose the incorrect document name for a MS-word document.	Ans :A
	A: profit:loss.doc B: profit&loss.doc	C: profit-loss.doc D: profitloss.doc
ID : BC 128	Identify the option in the print dialog box that prints the current working page	Ans : D
	A: RangePrint B: Pagee number	C: page what D: current page

- ID : BC 129 Identify the shortcut key to paste from the clipboard into the word document. Ans : B
 A: Ctrl+ C C: Ctrl+ A
 B: Ctrl+ V D: Ctrl+ Z
- ID : BC 130 The Ctrl+ Shift+ End shortcut is used to..... Ans : D
 A: Go to the end of the document C: Go to beginning of the document
 B: Select to the beginning of the document D: select to the end of the document
- ID : BC 131 To search the text occurrence of a word click the button..... Ans : C
 A: Find more C: find next
 B: find cancel D: find first
- ID : BC 132 Title bar shows the line number, column number, page number Ans : D
 at your insertion point.
 A: Insert bar C: title bar
 B: edit bar D: status bar
- ID : BC 133 The First Letter Of A Sentence Is Ans : B
 A: Auto Format C: Autotyping
 B: Auto Correct D: Autotext
- ID : BC 134 A Word Document Can Be Protected Against Macro Viruses With Ans : A
 A: Security Tab C: Trusted Sources Tab
 B: Password Tab D: Options Tab
- ID : BC 135 With This Feature We Can Save Space And Still Track Changes Ans : B
 Made To Word Document.
 A: Version Tracking Documents C: Track And Check Documents
 B: Compare And Merge Document D: Add And Backup Document
- ID : BC 136 Modifications Or Editing Tracking In A Word Document Can Be Ans : D
 Monitored With The
 A: Track Pane C: Document Map
 B: Print View D: Reviewing Pane
- ID : BC 137 Distributing An Online Version Of A Document With Files Insterted Ans : A
 In It,Can Be Done With.....
 A: Embedded Object C: Source Object
 B: Linked Object D: Edit Object
- ID : BC 138 The Paste Special Option Of The Edit Menu..... Ans : B
 A: Transfer Static Data
 B: Allow Changes In The Transferred Data Only
 C: Allow Changes In The Transferred Data And The Sources
 D: Allow Link To The Sources Data
- ID : BC 139 This Is A Single Instruction That Performs Several Different Ans : B
 Commands In A Secquence Determined By The User.
 A: C:
 B: D:
- ID : BC 140 The Format Style Displays Data In A List Rather Than The Usual Ans : C
 Rows And Columns From A Data Sources Is
 A: Lable C: Catalogue
 B: Envelop D: Table

- ID : BC 141 The Mouse Pointer Changes To An Arrow With A Question Mark When You Choose.....Button From The Help Menu. Ans : C
 A: Search This? C: What'S This?
 B: Assistance This? D: Help This?
- ID : BC 142 This Is Taken From The Data Sources And Added Into The Main Document To Identify The Related Data To Be Extracted From The Records In The Data Source Ans : D
 A: Data Field C: Data Source
 B: Get Data D: Merge Field
- ID : BC 143 The Font Size In Word Is Commonly Measured In.... Ans : A
 A: Points C: Inches
 B: Pixels D: Lines
- ID : BC 144 You Can Generate Labels, Envelopes, Letters Using This Feature Of Word. Ans : A
 A: Mail Merge C: Envelope Printing
 B: Macro Record D: Office Assistant
- ID : BC 145 We can de-establish the link to the original Data source used during Mail Merge with the option _____ Ans : B
 A: De-establish Paste special link C: Data de-link Data source
 B: Restore to Normal Word Document D: Restore the Main Document
- ID : BC 146 A table or query from an MS-Access can be used to provide data in Mail Merge via ____ Ans : C
 A: DBMS C: DDE
 B: MSQl D: OLE
- ID : BC 147 A professional formatting for your document can be done by the Auto-Format option of Ans : B
 A: Templates C: Type faces
 B: Style Gallery D: Design Types
- ID : BC 148 Identify the keyboard shortcut to go to the beginning of a document Ans : C
 A: Alt + PgUp C: Ctrl + Home
 B: Ctrl + End D: Alt + PgDn
- ID : BC 149 To replace a word page by page throughout a document use the edit menu option ____ Ans : C
 A: Paste special C: Replace
 B: Find D: Select all
- ID : BC 150 To have a template saved with the company address, salutations this feature is used _ Ans : B
 A: Autostyle C: AutoFormat
 B: Autotext D: AutoCorrect
- ID: BC 28 Third Generation Computers Integrated Circuits Ans : A
 A: True C:
 B: False D:
- ID: BC 29 Micro Allows The Computer To Recognize Character I Ans : A
 A: Magnetic Ink C: Communication Ink
 B: Digital Ink D: Any Ink
- ID: BC 30 VLSI Stands For Ans : B
 A: Very Long Scale Integration C: Varying Large Scale Integration
 B: Very Large Scale Integration D: Very Large Scale Integrate

- ID: BC 31 Monochrome Monitors Display_____Colors Ans : D
 A: 12 C: 4
 B: 8 D: 2
- ID: BC 32 _____Are Used In Large Organisations For Large Sc Ans : D
 A: Mini Computers C: Pc
 B: Microprocessors D: Mainframes
- ID: BC 33 1 Kilo Byte Is Equal To Ans : C
 A: 500 Bytes C: 1024 Bytes
 B: 100 Bytes D: 1024 Bits
- ID: BC 34 AI Stands For Ans : A
 A: Artificial Intelligence C: Artificially Intelligence
 B: Artificially Intelegent D: None Of D Above
- ID: BC 35 Color Monitors Are Sometimes Called____Monitors Ans : C
 A: Monochrome C: Rgb
 B: Gray Scale D: Special
- ID: BC 36 RAM Stands For Ans : A
 A: Random Access Memory C: Run Access Memory
 B: Random Axis Memory D: None
- ID: BC 37 Micr Stands For Ans : A
 A: Magnetic Ink Character Recognition C: Magnetic Ink Control Recognition
 B: Memory Ink Character Recognition D: None
- ID: BC 38 Cpu Can Only Fetch Or Read Instructions From Rom Ans : A
 A: True C:
 B: False D:
- ID: BC 39 UPS Stands For Ans : B
 A: Universal Process Code C: Unique Product Code
 B: Universal Product Code D: None
- ID: BC 40 Ega Stands For Ans : C
 A: Electronic Graphics Adapter C: Enhanced Graphics Adapter
 B: Extra Graphics Adapter D: None
- ID: BC 41 VGA Stands For Ans : A
 A: Video Graphics Array C: Video Gray Array
 B: Vertical Graphics Array D: None
- ID: BC 42 Most Joysticks Have Two Button Called Ans : A
 A: Triggers C: Lever
 B: Point D: None
- ID: BC 43 _____Reads Text Or Illustrations Printed On Paper And Translate The Information Ans : B
 Into A Form
 A: Printer C: Joystick
 B: Scanner D: Trackball
- ID: BC 44 Accessing Data On Tapes,Is_____Than Accessing Data On Disks Ans : A
 A: Slower C: Equal
 B: Faster D: None

ID: BC 45	Svga Stands For A: Super Video Graphics Array B: Super Vertical Graphics Array	C: Super Video Gray Array D: None	Ans : A
ID: BC 46	Floppy Disks Are ___ To Access Than Hard Disks A: Slower B: Faster	C: Equal D: None	Ans : A
ID: BC 47	Two Basic Types Of Floppies Are A: 5.1/4 Inch And 8.1/2 Inch B: 5.1/4 Inch And 3.1/2INCH	C: 5.1/2Inch And 3.1/4Inch D: 5.1/2Inch And 3.1/2 INCH	Ans : B
ID: BC 48	___ Are Photoelectric Scanners That Read The Vertical Zebra Striped Marks Printed On A: Bar Code B: Bar Code Reader	C: Ocr D: Micr	Ans : B
ID: BC 49	Pin Stands For A: Personal Identificaton Number B: Personal Internet Number	C: Permanent Identification Number D: Present Identification Number	Ans : A
ID: BC 50	The 8-Mm Helical-Scan Tapes Have Data Capacity A: From 2.5Gb To 5Gb B: From 5Gb To 8Gb	C: From 1.5Gb To 4Gb D: From 4Gb To 8Gb	Ans : A
ID: BC 51	___ Is Responsible For Feeding Data Into The Computer A: Input Device B: Output Device	C: Feed D: Write	Ans : A
ID: BC 52	Dat Stands For A: Data Audio Tube B: Data Audio Tape	C: Digital Audio Tube D: Digital Audio Tape	Ans : D
ID: BC 53	The Capacity Of Half Inch Tape Is A: 60Mb-400Mb B: 40Mb-5Gb	C: 1Gb-5Gb D: 2Gb-24Gb	Ans : A
ID: BC 54	The Capacity Of Quarter Inch Tape Is A: 60Mb-400Mb B: 40Mb-5Gb	C: 1Gb-5Gb D: 2Gb-24Gb	Ans : B
ID: BC 55	The Capacity Of 8-Mm Helical Scan Tape Is A: 60Mb-400Mb B: 40Mb-5Gb	C: 1Gb-5Gb D: 2Gb-24Gb	Ans : C
ID: BC 56	The Capacity Of 8-Mm Dat Tape Is A: 60Mb-400Mb B: 40Mb-5Gb	C: 1Gb-5Gb D: 2Gb-24Gb	Ans : D
ID: BC 57	CLV Stands For A: Constant Linear Velocity B: Current Linear Velocity	C: Constant Logarithmic Velocity D: None	Ans : A
ID: BC 58	Cav Stands For A: Constant Angular Velocity B: Current Angular Velocity	C: Current Analog Velocity D: Current Arithmetic Velocity	Ans : A

- ID: BC 59 Unix Is A ____ Operating System Ans : C
A: Multi User C: Both
B: Multi Processing D: None
- ID: BC 60 The Cluster Size Used For Fat32 Is Ans : C
A: 0.5Kb To 4Kb C: 4Kb To 32Kb
B: 2Kb To 32Kb D: 0.5Kb To 32 Kb
- ID: BC 61 Fat 12 Is Used For Ans : A
A: Floppies And Very Small Hard Disk Volumes
B: Small To Moderate Rate Sized Hard Disk Volumes
C: Medium Sized To Very Large Hard Disk Volumes
D: Very Large Hard Disk Volumes
- ID: BC 62 Vacuum Tubes Were Used In ____ Computers Ans : A
A: First Generation C: Third Generation
B: Second Generation D: Fourth Generation
- ID: BC 63 RAID Stands For Ans :
A: Rearrange Array Of Inexpensive Drives/Disks
B: Reengineering Array Of Inexpensive Disks/Drives
C: Redundant Arrangement Of Inexpensive Dosks/Drives
D: Redundant Array Of Inexpensive Disks/Drives
- ID: BC 64 The Important Functions Managed By Operating System Is/Are Ans : D
A: Job Management C: On-Line Processing
B: Batch Processing D: All Of These
- ID: BC 65 Multithreading Allows Ans : A
A: Different Parts Of A Single Program To Run Concurrently
B: Two Or More Users To Run Programs At The Same Time
C: More Than One Program To Run Concurrently
D: None
- ID: BC 66 Multiuser Operating System Allows Ans : B
A: Different Parts Of A Single Program To Run Concurrently
B: Two Or More Users To Run Programs At The Same Time
C: More Than One Program To Run Concurrently
D: None
- ID: BC 67 Multiprocessing Refers To Ans : C
A: Different Parts Of A Single Program To Run Concurrently
B: Two Or More Users To Run Programs At The Same Time
C: More Than One Program To Run Concurrently
D: None
- ID: BC 68 Multitasking Allows Ans : A
A: Different Parts Of A Single Program To Run Concurrently
B: Two Or More Users To Run Programs At The Same Time
C: More Than One Program To Run Concurrently
D: A Computer System'S Ability To Support More Than One Process At The Same Time
- ID: BC 69 Multitasking Is Of ____ Basic Types Ans : A
A: 2 C: 4
B: 3 D: 5

- ID: BC 70 Real Time Operating Systems Refer To Ans : D
A: Different Parts Of A Single Program To Run Concurrently
B: Two Or More Users To Run Programs At The Same Time
C: More Than One Program To Run Concurrently
D: The System That Responds To Input Immediately
- ID: BC 71 Fat Stands For Ans : A
A: File Allocation Table
B: File Analog Table
C: File Allocation Tube
D: None
- ID: BC 72 NTFS Stands For Ans : C
A: New Table File System
B: Network Technology File System
C: New Technology File System
D: None
- ID: BC 73 IPOS Stands For Ans : A
A: Input Processing Output Storage
B: Input Program Output Storage
C: Input Program Outer Storage
D: None
- ID: BC 74 _____ Is Responsible For Obtaining The Processed Data From The Computer Ans : D
A: Input Device
B: Processor
C: Ram
D: Output Device
- ID: BC 75 Partitioning the Hard Disc Refers to Ans : A
A: The Act Of Dividing It Into Pieces;Into Logical Volumes
B: Different Parts Of A Single Program To Run Concurrently
C: More Than One Program To Run Concurrently
D: None
- ID: BC 76 To Select More Than 1 File Or Folder,One Should Hold Down The____ Ans : A
A: Ctrl
B: Alt
C: Shift
D: F1
- ID: BC 77 Shortcut Key For Copying A File Or Folder Is Ans : A
A: Ctrl+C
B: Ctrl+Z
C: Ctrl+X
D: Ctrl+V
- ID: BC 78 To Select The Entire Matter Of A File,One May Use T Ans : B
A: Ctrl+C
B: Ctrl+A
C: Ctrl+V
D: Ctrl+F
- ID: BC 79 To Change The Capacity Of Recycle Bin Ans : A
A: Right Click The "Recycle Bin" And Click 'Properties' Then drag the Slides to Increase/Decrease the capacity
B: Right Click The "Recycle Bin" And Click 'Properties' Then Click On 'Radio button configure drive
C: Right Click The "Recycle Bin" And Click 'Properties' Then Click On Radio Button Use One Setting
D: None
- ID: BC 80 CAD Stands For Ans : B
A: Compiler Aided Design
B: Computer Aided Design
C: Computer Aided Design
D: None
- ID: BC 81 _____ Printers Use Light To Produce The Dots Needed Ans : C
A: Impact Printers
B: Drum Printers
C: Non-Impact Laser Printers
D: Thermal Printers

- ID: BC 82 Hardware Components In A Computer Are _____ Ans : D
 A: Operating System,Bootstrap, Kernel, Shell
 B: Control Program,Interpreter,Assembler,Compiler
 C: Monitor,Keyboard,Program,Bus
 D: Cpu,Memory,Input Device,Output Device
- ID: BC 83 Transistors Were Used In___ Computers Ans : B
 A: First Generation C: Third Generation
 B: Second Generation D: Fourth Generation
- ID: BC 84 Data Can Be Written And Read From The Ram Ans : A
 A: True C:
 B: False D:
- ID: BC 85 ICs Were Used In___Computer Ans : C
 A: First Generation C: Third Generation
 B: Second Generation D: Fourth Generation
- ID: PP 1 selection handles are the 8 small _____ that appear around the around the object, Ans. C
 when an object is selected
 A: circles C: Squares
 B: points D: Icons
- ID: PP 1 In the powerpoint window, what's the main area for adding slide content Ans. C
 A: The Slides tab, on the left of window
 B: the Slides tab, on the right of window
 C: the slide pane, in the middle of the window
 D: None of these
- ID: PP 10 when the user double clicks on an organisation chart object in powerpoint Ans. C
 A: the organisation chart is expanded
 B: the chart is made available for editing
 C: the chart window opens displaying a chart template
 D: None of the above
- ID: PP 11 there are _____ default fields available in all boxes of the organisation chart Ans. B
 A: two C: five
 B: four D: eight
- ID: PP 12 the _____ tool is used in the same way as we use a pen to draw a table Ans. B
 A: native tool C: standard tool
 B: drawing tool D: all of the above
- ID: PP 13 A/An _____ consists of smaller printed version of the slides Ans. B
 A: autolayuots C: slide view
 B: handlayouts D: none of above
- ID: PP 14 _____ is the process through which the slides in the current presentation are Ans. B
 included in another presentation or application
 A: importing C: copying
 B: exporting D: moving
- ID: PP 15 the hidden slide is _____ Ans. A
 A: not displayed during the slide show C: displayed only in outline view
 B: displayed during the slide show D: none of the above

- ID: PP 16 _____ effect is used to introduce a slide during a slide show Ans. D
 A: DTS(digital track sound) C: both a and b
 B: 3D (3 dimension) D: Slide Transaction
- ID: PP 17 A _____ is a special effect that determines how the objects appear on the slide Ans. A
 A: Custome animation C: slide show
 B: transition D: view show
- ID: PP 18 The notes page is formatted based on the Ans. A
 A: Notes master C: master slide
 B: Slide master D: master notes
- ID: PP 19 Pick the odd one out of the following Ans. C
 A: outline view C: view show
 B: slide view D: slide sorter view
- ID: PP 2 The _____ is an invisible matrix of verticle and horizontal lines that covers Ans. C
 the entire slide workspace
 A: Square C: Grid
 B: Image D: Guide
- ID: PP 2 Which key should be pressed to go into slide Show View and always start on the Ans. B
 first slide?
 A: Esc C: F7
 B: F5 D: none of the above
- ID: PP 20 when a new presentation is opened, powerpoint creates slides that have a width Ans. B
 of ____ and a height of ____ with the landscape orientation
 A: 15 inches, 10 inches C: 7.5 inches, 5 inches
 B: 10 inches, 7.5 inches D: None
- ID: PP 21 The default orientation for notes, handouts and outlines is ____ orientation Ans. A
 A: Potrait C: both a and b
 B: landscape D: none of the above
- ID: PP 22 A _____ is used to jump to any slide in the presentation Ans. D
 A: hyperlink C: Action button
 B: hypertext D: all the above
- ID: PP 23 _____ determines the order in which slides will be displayed during the show Ans. B
 A: Slide show C: both a and b
 B: custom show D: none of the above
- ID: PP 24 In powerpoint, ____ is used to organise & develop the contents of a presentation Ans.
 in the normal view
 A: slide pane C: properties oane
 B: notes pane D: outline pane
- ID : PP 25 With reference to autocontent wizard for creating a new presentation, Ans. D
 which of the following statements are not true:-
 A: Powerpoint creates a sample presentation to which user can add words and pictures
 B: it is the quickest way to create a presentation
 C: contains sample presentation for a variety of topics
 D: provides seggested content and design

- ID : PP 26 Which of the following statement is not true Ans. B
 A: user can insert object like clip arts, pictures stored in seprate files to the slides
 B: user can insert only pre-drawn, pre-colored graphic images reflected in a clip arts to the slides
 C: user can insert picture to master slide which gets reflected in all slides using that matter of slide
 D: user can insert picture to title slide which gets reflected in all the slides using that title slide
- ID : PP 27 With reference to chnging the order of slides, which of the following statement is not true Ans. C
 A: in outline view, drag the slide icon to a new location
 B: in slide sorter view, drag the slide to a new location
 C: in notes pages view, drag the slide icon to a new location
 D: in slide view, drag the slide icon to a new location
- ID : PP 29 which of the following statements are not true Ans. B
 A: in outline view, user can see the miniatures of all slides in a presentation, complete with text and
 B: With notes pages view user can prepare speaker notes and handouts
 C: user should select the slide view to add the text to the slide
 D: the slides can be recorded in the outline view
- ID : PP 30 The notes pane at the bottom of vthe power point window is the only place, we can type and work with Ans : A
 A: TRUE C: both
 B: FALSE D: none
- ID : PP 31 And Have the ability to add a lot of visual imoact into the powerpoint presentation Ans : A
 A: Clip gallery & word art C: Font & images
 B: slide show & view show D: none
- ID : PP 32 In powerpoint,..... Determines the master layout for each slide of a presentation, except Ans : A
 A: slide master C: title master
 B: notes master D: view master
- ID : PP 33 With referece to chart, which of the following statements are not true Ans : B
 A: Data to be graphed resides in a datasheet window
 B: by default , doughnut chart is displayed based on the data in the datasheet
 C: data is plotted in a chart window
 D: user can add data labels and gridlines to the chart
- ID : PP 34 the format of the text entered in the title, subtitle, or bulleted-list object is determined by the format setting in a special slide called.... Ans : B
 A: master slide C: header slide
 B: slide master D: format slide
- ID : PP 35 Powerpoint providese a..... that searches the entire presentation i.e., all the text objects in all the slides, outlines and notes for soelling and errors Ans : B
 A: office assistant C: spell checker
 B: grammar checker D: none
- ID : PP 36 click On the rectangle drawing tools enables us to draw multiple rectangles Ans : B
 A: once C: three
 B: twice D: none
- ID : PP 37 in an organisation chart, a position indicates a position one level lower Ans : D
 A: co-worker C: assistant
 B: manager D: subordinate

- ID : PP 38 in an organisaton chart, a Position indicates a position one level lower than another position, but not in same level as the other subordinates to that position. Ans : C
 A: Co-worker C: assistant
 B: manager D: subordinate
- ID : PP 39 in an organisaton chart, a Position indicates a position one level above than another position, but not in same level as the other subordinates to that position. Ans : B
 A: Co-worker C: assistant
 B: manager D: subordinate
- ID : PP 40 In powerpoint, Is the shortcut key, used to insert a new slide in a presentation Ans : C
 A: Ctrl+ I C: Ctrl+ M
 B: Ctrl+ N D: Ctrl+ L
- ID : PP 41 to apply design template to all the slides, we need to select all the slides thumbnails on the slides tab before we apply the template Ans : B
 A: TRUE C: both
 B: FALSE D: none
- ID : PP 42 Is a motion picture or any animation file Ans : B
 A: wave C: .video file
 B: media clip D: all
- ID : PP 43 ... pages containing explanation of one or more slides of the presentation Ans : B
 A: notes C: title notes
 B: speaker's notes D: none
- ID: DB 124 The application that supplies data in OLE is called an _____ Ans:C
 A: OLE object C: OLE server
 B: OLE client D: OLE communicator
- ID: DB 125 If any change made on the object from the client side is reflected on the server then the object is said to be _____. Ans.A
 A: linkedD: C: connectedD:
 B: embeddedD: D: edited
- ID: DB 126 _____ is the file format that works on internet Ans:D
 A: exe C: BMP
 B: DLL D: edited
- ID: DB 127 _____ is used to convert any ms-access object into html format. Ans:D
 A: form wizard C: query wizard
 B: report wizard D: publish to web wizard
- ID: DB 128 _____ option is publish to web wizard produces a page that is static in nature Ans:B
 A: Static file C: dynamic file
 B: static html D: none of the above
- ID: DB 129 _____ query is used to create or change database objects in a current database Ans:D
 A: append C: insert
 B: add D: data definition
- ID: DB 13 currency fields express the amount in _____ Ans:A
 A: dollars C: pesos
 B: rupees D: yen

- ID: DB 13 A _____ represents a single entity occurrence within the entity set. Ans:B
 A: record C: field
 B: tuple D: none
- ID: DB 130 _____ is selected from the toolbar to add an OLE object. Ans:B
 A: unbound object C: command button
 B: bound object D: list box
- ID: DB 131 To display an OLE object in the form of an icon _____ option is selected from insert object dialogue box Ans:A
 A: display as icon C: link
 B: display D: create icon
- ID: DB 132 _____ option from the file menu is selected to run 'publish to the wizard ' Ans:C
 A: create html C: save as html
 B: new D: none
- ID: DB 133 _____ page in a web application is used to navigate to the rest of the pages in the application Ans:B
 A: start up C: end
 B: home D: none
- ID: DB 134 _____ is fired when an event is triggered is the concept based on a visual basic language Ans:C
 A: bullet C: procedure
 B: end D: none
- ID: DB 135 MS-access is a _____ Ans:A
 A: DBMS C: front end
 B: RDBMS D: language
- ID: DB 136 A collection of data stored in different objects is known as a _____ Ans:C
 A: data group C: database
 B: data collection D: data storage
- ID: DB 137 A blank database can be created using _____ Ans:A
 A: new dialog box C: new database dialog box
 B: new blank database dialog box D: database dialog box
- ID: DB 138 Text type data can be of _____ characters in access Ans:A
 A: 255 C: 235
 B: 64000 D: 63500
- ID: DB 139 _____ is a datatype that assigns values automatically Ans:B
 A: automatic number C: number
 B: autonumber D: automatic field
- ID: DB 14 Table cannot be imported from other databases Ans:B
 A: true C
 B: false D
- ID: DB 14 Each column has a specific range of values known as the _____ Ans:A
 A: attribute domain C: field
 B: record D: none

- ID: DB 140 If two tables having same values for the fields are joined it is called an _____ Ans:A
 A: inner join C: explicit join
 B: outer join D: none
- ID: DB 141 Duplication of records in a field won't be allowed if the fields are declared a _____ Ans:A
 A: primary key C: candidate key
 B: not null D: no duplicate key
- ID: DB 142 Changes from a master table can be reflected on to the child table by selecting _____ option Ans:C
 A: cascade delete related records C: cascade update related fields
 B: cascade change related records D: cascade all related records
- ID: DB 143 To see more than one record at a time in form we use _____ Ans:B
 A: columnar C: both
 B: tabular D: none
- ID: DB 144 In SQL,delete command is used to remove _____ Ans:C
 A: table or tables C: record or records
 B: query or queries D: none
- ID: DB 145 In MS-access, filter excluding selection will display only those record(s) which meet the criteria Ans:B
 A: true C:
 B: false D:
- ID: DB 146 Properties of the fields are managed by _____ in Dynaset Ans:B
 A: property field C: Dynaset field properties
 B: field property D: Properties
- ID: DB 147 _____ queries allows us to view data in row by column manner Ans:A
 A: crosstab queries C: select queries
 B: row/column queries D: update queries
- ID: DB 148 The type of queries that can update or delete records in a table(s) are called _____ Ans:A
 A: action queries C: change/delete queries
 B: row/column queries D: update queries
- ID: DB 149 Joining tables without any matching values in the fields is called _____ Ans:D
 A: inner join C: no match join
 B: self join D: outer join
- ID: WO 1 _____ is a word processor that is a member of the office 2000 family Ans: A
 A Ms-word 2000 C Ms-office 97
 B Ms-office 2000 D Back office
- ID: WO 1 shortcut keys for findig a word in a file is Ans: D
 A Ctrl+C C Ctrl+B
 B Ctrl+A D Ctrl+F
- ID: WO 10 Ctrl+S is the shortcut key for Ans: D
 A Repeating the last action C Bold
 B Find and replace D Save

- ID: WO 10 In Ms-word, by default, a document consists of _____ Section Ans: A
- | | | | |
|---|---|---|----|
| A | 1 | C | 0 |
| B | 2 | D | 11 |
- ID: WO 11 Ctrl+P is the shortcut key for Ans: C
- | | | | |
|---|---------------------------|---|-------|
| A | Repeating the last action | C | Print |
| B | Find and replace | D | Save |
- ID: WO 11 in Ms-word, the dialog box is used to determine the document margin is Ans: A
- | | | | |
|---|----------------------------------|---|----------------------------------|
| A | page setup from the file menu | C | print preview from the file menu |
| B | Printer setup from the file menu | D | None of the above |
- ID: WO 12 In Ms-word, the shortcut key that is used to perform a task to select all the text in the document is Ans: A
- | | |
|---|---|
| A | C |
| B | D |
- ID: WO 12 Ctrl+O is the shortcut key for Ans: D
- | | | | |
|---|---------------------------|---|----------------|
| A | Repeating the last action | C | Bold |
| B | Find and replace | D | opening a file |
- ID: WO 13 _____.buttons on the formatting toolbar provide quick access to the paragraph indent Ans: C
- | | | | |
|---|---|---|---|
| A | 2 | C | 4 |
| B | 3 | D | 5 |
- ID: WO 13 In Ms-word the shortcut key that is used to indent a paragraph is Ans: D
- | | | | |
|---|--------|---|--------|
| A | ctrl+a | C | ctrl+f |
| B | Del | D | ctrl+m |
- ID: WO 14 In Ms-word, the shortcut key that is used to change the font from the current positioned in a document Ans: A
- | | | | |
|---|--------------|---|--------------|
| A | Ctrl+Shift+F | C | Ctrl+Shift+S |
| B | Ctrl+o | D | Ctrl+Shift+P |
- ID: WO 14 to select the entire table, we can use mouse with following actions: Ans: A
- | | | | |
|---|---|---|--|
| A | triple click to the left of the table | C | click outside the table to the left of the table |
| B | Click the bottom left corner of the cell when a black arrow appears | D | none of the above |
- ID: WO 15 in Ms-word, the shortcut key that is used to change the style of the document from 'normal' to other Ans: C
- | | | | |
|---|--------------|---|--------------|
| A | Ctrl+Shift+F | C | Ctrl+Shift+S |
| B | Ctrl+o | D | Ctrl+Shift+P |
- ID: WO 15 to use 'GOTO' command, following key may be pressed Ans: A
- | | | | |
|---|----|---|----|
| A | F5 | C | F3 |
| B | F2 | D | F4 |

- ID: WO 16 In Ms-word, _____ is the default view in word used for typing editing and formatting the text Ans: A
- A Normal C Page Layout
B Online Layout D Online Document
- ID: WO 16 the alignment buttons on the formatting toolbar are: Ans: A
- A Align left, Align Center, Align right, Justify C Align left, Align Center, justify
B Align left, Align Center, Align right, D none of the above
- ID: WO 17 In Ms-word, the shortcut key that is used for double line spacing of a paragraph in documents is Ans: B
- A Ctrl+m C Ctrl+end
B Ctrl+2 D Ctrl+home
- ID: WO 17 the shortcut key for setting double spacing of a paragaph is Ans: C
- A Ctrl+5 C Ctrl+2
B Ctrl+1 D Ctrl+3
- ID: WO 18 the shortcut key for setting single spacing is Ans: B
- A Ctrl+5 C Ctrl+2
B Ctrl+1 D Ctrl+3
- ID: WO 18 in Ms-word, the shortcut key that is used to paste the selected text Ans: A
- A ctrl+v or ins C ctrl+X or ins
B ctrl+c or ins D ctrl+v or Del
- ID: WO 19 the shortcut key for repeating the last action is Ans: A
- A F4 C F2
B F3 D F1
- ID: WO 19 In Ms-word, the shortcut key that is used for paragraph spacing(1.5) Ans: B
- A ctrl+2 C ctrl+1
B Ctrl+5 D none of the above
- ID : WO 33 In Ms-Word, the user can modify the picture from the clip are Ans : A
- A: TRUE C:
B: FALSE D:
- ID : WO 34 In Ms-Word, With the reference to autocorrect which of the following statements are false Ans : B
- A: Automatically corrects common typing, spelling errors
B: Prohibits the user from renaming an auto correct entry
C: Automatically corrects the grammatical errors
D: With the caps log key accidentally turned on reverces the case of the letters that were capitalized
- ID : WO 35 With the reference to password protected documents which of the following statements are false B
- A: Password cannot include spaces
B: Password protected document can be opened without password as read only
C: Password are not case sensitive
D: Password can be up to 15 charaacters long

- ID : WO 36 In Ms-word, drop cap tool does not work for the contents in the table format
 A: True C:
 B: FALSE D:
- ID : WO 37 The special symbols that are inserted using "insert symbol" option of the text can not be printed by the printer as they not standered kyboard symbols
 A: True C:
 B: FALSE D:
- ID : WO 38 The "format columns" option allows to create columnar text up 12 columns only
 A: True C:
 B: FALSE D:
- ID : WO 39 The view that enables us to view how objects will be positioned on the page when it is printed
 A: Print layout view C: Outline layout
 B: Page layout D: None of the above
- ID : WO 04 A short decription of a tool bar button called the ____ is displayed when themouse pointer is allowed to stey for a second on the button
 A: Screen Tip C: Icon Tip
 B: Tool Tip D: Document Tip
- ID : WO 4 To insert hyperlink the shortcut key is
 A: CTRL + A C: SHIFT + K
 B: CTRL +C D: CTRL + K
- ID : WO 40 The mode that is initialised or taggled to if the user is in a position to overwrite the text in the word
 A: Insert Mode C: Remove
 B: Type Over mode D: None
- ID : WO 41 In Mail-Merge _____ is the document that contains the text, graphice, and merge fields into which the data from the related fields located in the data source will be merged.
 A: New Document C: Untiled Document
 B: Main Document D: none
- ID : WO 42 In Mail-Merge is the documents that contains the data to be merged into the main document
 A: Data Source C: Data Label
 B: Data Field D: Data Table
- ID : WO 43 In the Mail-Merge _____ is the field name taken from the data source and used in the main document
 A: Record C: Merge Field
 B: Field D: Record Field
- ID : WO 44 In Ms-Word,the shortcut key utilised, to insert a hyperlink is
 A: CTRL + H C: CTRL + K
 B: CTRL + F D: CTRL + N
 A: find C: replace
 B: home D: select

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ID : WO 8	In ms-word, the _____ is used for quickly setting paragraph indentation using the mouse A: increase indent B: decrease indent C: both D: none	Ans : C
ID : IN 42	The system hyperlink document is known as _____ A: cache B: infoseek C: reference hotlink D: hyper texe	Ans: D
ID : IN 42	DARPA is broken into _____ and _____ A: milnet,smaller arpanet B: mailnet,inet C: intranet,extranet D: none of the above	Ans: A
ID : IN 43	NSFNET is the unitedstates provides service to _____ and _____ A: education,research B: music and dance C: cooking and dinning D: none of the above	Ans: A
ID : IN 43	One button bublish is supported by _____ A: navigator gold2.0 B: internet explorer C: mozilla firefox D: none of these	Ans: A
ID : IN 44	The space used by netscape to store the web page retrieved from the disc is called _____ A: infoseek B: cache C: reference hot link D: navigator gold 2.0	Ans: B
ID : IN 44	HTML stands for _____ A: higher text manupulation language B: hot link text markup language C: hyper transper meta language D: hyper text markup language	Ans: D
ID : IN 45	A _____ is a set of computers interconnected by transmission paths to exchange information in internet A: server B: client C: network D: none of the above	Ans: C
ID : IN 45	HTTP is a _____ A: protocol B: memory device C: web browser D: none of these	Ans: A
ID : IN 46	A computer that provides a service usable by other computer is called _____ A: client B: stand alome C: server D: none of these	Ans: C
ID : IN 46	Web crawler is a type of _____ A: mail service B: search engine C: ISP D: none of these	Ans: B
ID : IN 47	An example of the correct format to write a website address may be: A: http://www.yahoo.com B: www://http.yahoo.com C: both a and b D: none of these	Ans: A
ID : IN 47	Accessing files using FTP servers is called _____ A: file access B: anonymous ftp C: file transfer D: none of these	Ans: B

ID : IN 48	_____ can be owned by multiple organisation		Ans: C
	A: LAN	C: WAN	
	B: MAN	D: none of these	
ID : IN 48	EDI stands for :		Ans: B
	A: electrical data interchange	C: electronic data information	
	B: electronic data interchange	D: none of these	
ID : IN 49	EFT stands for		Ans: A
	A: electronic fund transfer	C: electronic funds transformation	
	B: electronic fund transaction	D: none of these	
ID : IN 49	modem stands for _____		Ans: B
	A: moralize/demoralize	C: manipulate/demmanipulate	
	B: modulation/demodulation	D: none of these	
ID : IN 5	_____ is a program or a tool that helps in locating a file anywhere on the net		Ans: C
	A: FTP	C: ARCHIE	
	B: TELNET	D: none of these	
ID : IN 5	_____ provides a way of vewing e-mail messages in a folder only if they meet specific crieteria		Ans: C
	A: field chooser	C: filter	
	B: mailbox header	D: none of these	
ID : IN 50	SSL stands for _____		Ans: C
	A: secure software layer	C: secure sockets layer	
	B: secure socket level	D: none of these	
ID : IN 50	_____ is a process of the digital signal being converted into a form suitable for analog tranission		Ans: B
	A: mapping	C: manipulation	
	B: modulation	D: none of these	
ID : IN 51	_____ and _____ are two basic ways of getting connected to the internet		Ans: B
	A: satellite link and digital signals	C: cable and wires	
	B: dedicated access and dial up access	D: none of these	
ID : IN 51	SMTP stands for		Ans: A
	A: simple mail transfer protocol	C: software mail transfer protocol	
	B: simple message transfer protocol	D: none of these	
ID : IN 52	SLIP stands for _____		Ans: C
	A: standard long internet protocol	C: serial line internet protocol	
	B: stream line internet protocol	D: none of these	
ID : IN 52	ARP stands for _____		Ans: A
	A: address resolution protocal	C: addittional resolution protocol	
	B: address resolution process	D: none of these	
ID : IN 53	EDI creates following files/s		Ans: D
	A: internet format files	C: external format file	
	B: transmission file	D: all of these	

ID : IN 53	PPP stands for _____ A: prime prolonged protocol B: point to point protocol	C: piller to piller protocol D: none of these	Ans: B
ID : IN 54	TDCC stands for A: transformation data coordnating committee B: transmission data coordinating committee C: transport data communication committee D: none of these		Ans: A
ID : IN 55	UCS stands for A: uniform communication standard B: unique communication standard C: transport data communication committee D: none of these		Ans: A
ID : IN 56	WINS stands for _____ A: ware house network standard B: web information network standard	C: web in formation network system D: none of these	Ans: A
ID : IN 57	data movement from one system to another may be initiated in the following way/s A: inquiring transaction set received from another sysrem B: previously established scheduke C: detection in errors in dat received from another system D: all of these		Ans: D
ID: CA 1	Using Generalised Audit Software Packages Can Add A Lot Of Value A: To An Audit Department'S Products&Servic B: To Add Customers	C: All The Above D: None	Ans : A
ID: CA 1	___Are Designed To Ensure That The Integrity Of The Data Entered Into Computer System A: Input Controls B: Absence Of Input Documents	C: Processing Controls D: None	Ans : A
ID: CA 1	Identify the need for controls and auditing in a computerised environment A: Absence of input documents B: lack of visible trail	C: Accessibility of data & computer program D: All of the above	Ans: D
ID: CA 10	Grand total calculated for any code on a document in the batch are called _____ A: Financial Totals B: Record Totals	C: Document Totals D: Hash Totals	Ans: D
ID: CA 11	Control that check if correct sequence of commands and update parameters are passed from the application software to the database. A: Table Level B: Data Integrity	C: Batch Check D: System test	Ans: B
ID: CA 12	with respect to data integrity control, when monetary transactions are processed against master files without a match, we should maintain a _____ A: Sequence account B: Data account	C: Suspense account D: Update account	Ans: C

ID: CA 13	The system test that tests the top level modules first and then the lower modules are simulated with dummy modules to check interfaces is called _____ A: Bottom up test B: Hybrid test	C: Stub test D: Top down test	Ans: D
ID: CA 14	Identify the audit technique that examines each transaction as it passes through the system A: Embedded code B: Program code	C: Database Analyzers D: Database code	Ans: A
ID: CA 15	The core image comparison audit technique compares the _____ A: Database with master table B: Executable program with master copy	C: Transaction data with master transaction D: Module program with snapshot	Ans: B
ID: CA 16	The technique used by an auditor to list unused program instructions is ____ A: Modelling B: Analysing	C: Mapping D: Tracing	Ans: C
ID: CA 17	The sample data created & used for the purpose of testing the application system is A: Test data B: Table data	C: Item data D: Record data	Ans: A
ID: CA 18	The test data (dummy unit) implemented in the normal processing of the system over a period of time is known as _____ A: Integrated test facility B: Black Box test facility	C: Graph testing D: White Box testing	Ans: A
ID: CA 2	The organisational, management, maintenance & access control are categories of A: Application control B: General control	C: Check control D: Input control	Ans: B
ID: CA 3	The application controls are _____ A: Input control B: Processing control	C: Both A & B D: None of the above	Ans: C
ID: CA 4	Identify the field check - "if a set of value is defined, is the input data one of these defined values?" A: List B: Range	C: Slab D: Digit	Ans: C
ID: CA 5	The field check the confirms if data input for a field is in a particular format A: Format mask B: Data mask	C: Field mask D: Input mask	Ans: A
ID: CA 6	The field check on a processed data that fails if a field is not initialised to zero or errors occur during calculation is _____ A: Range B: Sign	C: Overflow D: Serial	Ans: C
ID: CA 7	The valuation checks applied to a field depending on its logical interrelationship with the other fields in the record are called _____ A: Field Check B: Record Check	C: Batch Check D: File Check	Ans: B

ID: CA 8	A group of records or transactions that are contiguous constitute_____	Ans: A
	A: Physical batches B: Logical batches C: Block batches D: Transact batches	
ID: CA 9	_____ is the type of batch check (group of records) for all input records of a particular type is done	Ans: C
	A: Control totals B: serial number C: Transaction type D: Sequence check	
ID : CA 92	A sample size calculator program assists auditors in determining RAND() function	Ans: B
	A: TRUE B: FALSE C: D:	
ID : CA 93	Generalized audit software concits_____	Ans: A
	A: package computer program for performing a variety bof data processing function B: mathematical concept C: master list of transactions D: administered questionnarie	
ID : CA 94	specializes audit program may be_____	Ans: D
	A: preapered by auditor B: preapered by the entity C: prepared by an outside programmer engaged by auditor D: all of the above	
ID : CA 95	Generalized audit software could be used by the following in consistencies or significant fluctuation	Ans: A
	A: TRUE B: FALSE C: D:	
ID : CA 96	Generalized audit software functions include_____	Ans: D
	A: file access/organisation B: statistical/ arithmetic operation C: stratification and frequency analysis D: all the above	
ID : CA 97	In the file reorganisation merging capabilities are needed in data from seprate file is to be combined on a seprate work file	Ans: B
	A: TRUE B: FALSE C: D:	
ID : CA 98	Auditors cannot use generalized audit software to extract the data needed for audit purpose	Ans: B
	A: TRUE B: FALSE C: D:	
ID : CA 99	Auditor can combine functional capabilities of generalized audit software to accomplish the task of	Ans: D
	A: examining the quality of system process B: carrying analytical review C: examining the quality of data D: all the above	
ID : DA 1	sequence check is a _____ level control check	Ans: A
	A: Field B: Record C: Both D: None of the above	

ID : DA 2	In range check,the data may not be in proper sequence but should be within a predetermined range A: TRUE B: FALSE	C: D:	Ans: A
ID : DA 3	In _____ check data entry follow a particular sequence and also a predetermined range A: Limit B: Sequence	C: Range D: Both B&C	Ans: B
ID : DA 4	Set Mapping' check control that follows a text-type validation, we use application for A: Excel B: Access	C: Both D: None of the above	Ans: B
ID : DA 5	Excel can inport data from other databases for the data analysis A: TRUE B: FALSE	C: D:	Ans: A
ID : DA 6	A system Auditor can uses CAAT tools to analyze data A: FALSE B: TRUE	C: D:	Ans: B
ID : DA 7	In the case of the_____ control, it is ensured that the data in combination with other fields are resonable as per standad set by an organisation A: Valid Signs B: Transaction type	C: Limits Check D: resonableness	Ans: D
ID : DA 8	_____ functions searches for a value in the leftmost column of table and then returns a value in the same row from a colum that we specify in a table A: HLOOK UP B: VLOOKUP	C: A OR B D: None of the above	Ans: B
ID : DA 9	Most of the tools use in Data analysis depends on A: DDE B: OLE	C: ODBC D: All of the above	Ans: C
ID : DA 10	Analyse data over two or more periods is called _____ analysis A: Horizontal B: Vertical	C: A or B D: None of the above	Ans: A
ID : DA 11	We use Hash Total to identify _____ within a series where there is a definite relation between items A: Duplicate Value B: Combined Value	C: Gaps D: All of the above	Ans: C
ID : DA 12	Analyse fields by arraging them into rows and columns is called A: Cross Tabulate B: Filter	C: Merge D: None of the above	Ans: A
ID : DA 13	_____ functions searches for a value in the lestmost column of a table and ten returns a value in the same row from a column that we specify in table A: RAND() B: VLOOKUP()	C: HLOOKUP() D: None of the above	Ans: B

- ID : DA 14 To import data from access to excel, it is not possible to link between Access and Excel sheet
 A: TRUE C:
 B: FALSE D:
- ID : DB1 _____ data type is generally used for fields assigned as primary keys in a table
 A: Integer C: Primary number
 B: Number D: Auto number
- ID : DB1 ANSI stands for
 A: American National Standards Institute
 B: American National Software Institute
 C: American National Security Institute
 D: None of these
- ID: DB 10 MS access objects can be published in the web
 A: TRUE C:
 B: FALSE D:
- ID: DB 10 Logical level data abstraction is also termed as:
 A: Internal schema C: external schema
 B: Conceptual schema D: None of the above
- ID: DB 100 In code-builder, got_focuse,click,dbl_click,enter are examples of _____
 A: actions C: procedures
 B: events D: none of the above
- ID: DB 101 _____ can be used to automate certain actions in response to events
 A: report C: chart
 B: form D: macros
- ID: DB 102 In macro sheet the macro is selected in the _____ field
 A: macro C: comment
 B: expression element D: action
- ID: DB 103 To build complex expression _____ is used
 A: calculator C: expression builder
 B: code builder D: expression elements
- ID: DB 104 the three list boxes present at the bottom of the expression builders are called _____
 A: action list' C: expression elements list box
 B: macro list D: none of the above
- ID: DB 105 _____ option is selected from the view menu to create macro with condition
 A: conditions C: insert
 B: action D: none of the above
- ID: DB 106 _____ report can be created with the minimum user input
 A: tabular C: auto report
 B: columnar D: embedded
- ID: DB 107 _____ layout of a form displays one record at a time
 A: tabular C: data sheet
 B: columnar D: justified

- ID: DB 108 the table or query name on which we are going to build or report is selected from the _____ dialogue box
 A: create report C: embedded report
 B: link report D: new report
 Ans: D
- ID: DB 109 _____ and _____ are the two types of auto report available
 A: columinar and tabular C: dynamic and static
 B: stable and unstable D: none of the above
 Ans: A
- ID: DB 11 there are no wizads for creating a data base in access
 A: TRUE C:
 B: FALSE D:
 Ans: B
- ID: DB 11 View level data abstraction is also termed as
 A: internal schema C: external schema
 B: conceptual schema D: none of these
 Ans: C
- ID: DB 110 _____ option from the insert menu option is choosen to add an embedded chart
 A: create fields C: charts
 B: add chart D: insert charts
 Ans: C
- ID: DB 1 This is a collection of integrated, organised and logical group of data.
 A: Datainfo C: Datanet
 B: Database D: Dataset
 Ans: B
- ID: DB 10 The conceptual schema, which describes the structure and constraints of the database is also called the _____
 A: Physical level C: Logical level
 B: View level D: Data level
 Ans: C
- ID: DB 11 Identify the database model which uses E-R modelling and Normalisation
 A: Implementation model C: Physical model
 B: Conceptual model D: Database model
 Ans: B
- ID: DB 12 The data object in the system is called _____
 A: Attribute C: Entity
 B: Relationship D: Application
 Ans: C
- ID: DB 13 Identify an object which can qualify as an entity.
 A: Name C: Title
 B: Date D: Employee
 Ans: D
- ID : OT 1 For analysing, summarising, sequencing data, an auditor can use _____
 A: Statistical Query Language C: Summary Quote Language
 B: Structured Query Language D: Statified Query Language
 Ans : B
- ID : OT 10 Outlook provides these buttons for the response mail from a meeting attendee
 A: tentative C: botha and b
 B: decline D: neither a nor b
 Ans : C
- ID : OT 11 This "calender properties" tab helps helps in sharing the calender with oyher people
 A: general tab C: synchronisation tab
 B: permission tab D: data tab
 Ans : b

- ID : OT 12 The option of scheduling resource like conference room.slide projector require_____ Ans : c
A: microsoft scheduler C: microsoft exchange
B: microsoft server D: microsoft linker
- ID : OT 13 A schedule resource is set to the state _____ Ans : b
A: waiting C: link
B: busy D: work
- ID : OT 14 While scheduling a meeting the required & optional attendees appear in the __box Ans : a
A: to C: location
B: people D: list
- ID : OT 15 to find the available free time for all the invites of a meeting use the _____ button Ans : c
A: advice pick next C: auto pick next
B: free pick next D: select next
- ID : OT 16 scheduling an online meeting requires _____ Ans : b
A: microsoft access C: microsoft binder
B: microsoft meeting D: meeting server
- ID : OT 17 The calendar group schedule can include all of the contacts from a _____ Ans : d
A: contact folder C: external folder
B: group folder D: public folder
- ID : OT 18 The virtual file folder tool to tracks xls,doc, ppt files with a single name is the _____ Ans : a
A: binder C: bander
B: builder D: blocker
- ID : OT 19 The event address box option favours online meeting service using _____ Ans : a
A: windows media services C: media data services
B: windows exchange services D: windows meeting services
- ID : OT 2 we can save access output as an external file using the option _____ Ans : c
A: Insert C: Export
B: Add D: Embed
- ID : OT 20 To schedule an appointment daily,weekly, monthly or yearly is called setting its_____ Ans : d
A: Resourcer C: Schedule
B: Repetitive D: Frequency
- ID : OT 21 This shortcut on outlook bar which displays the day's appointments, tasks and emails scheduled Ans : b
A: Outlook Today C: Outlook List
B: Outlook Day D: Outlook Tasks
- ID : OT 22 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 _____ Ans : a
A: Tasks C: Contacts
B: Journal D: Inbox
- ID : AC 19 The meaning of function > Data Add ("m",1,Date())is Ans : A
A: Dates greater than 1 month from the current date
B: Dates within the next 30 days
C: dates within last 30 days\
D: none

ID : AC 19	The system that work together to order, receive and pay for replenishment of stock are----- A: Purchasing and accounts payable B: Purchasing and receiving C: Accounts payable and receiving D: purchasing , receiving and account payable	Ans : D
ID : AC 2	----- is an action query. A: Update query B: Append Query C: Delete Query D: all	Ans :D
ID : AC 2	Tally allows to delete a ledger from ----- alteration mode. A: Single B: Multiple C: A or B D: none	Ans :A
ID : AC 20	-----is/are useful for management in the decision making. A: Cash flow statement B: Fund flow statement C: Ratio analysis D: all	Ans :D
ID : AC 20	The function-DateAdd('YYYY",-1,Date())has the meaning: A: Dates greater than 1 month from the current date B: Dates that are earlier than 1 year("YYYY") C: Dates within the last 30 Days D: none	Ans :B
ID : AC 21	In tally, the group company must contain at least-----members A: Two B: Three C: Four D: one	Ans :A
ID : AC 21	Form wizard is used to create: A: Columnar report B: tabular Report C: Graphs D: All	Ans :D
ID : AC 22	To cancel a voucher entry in tally, Shot-cut keys is ----- A: Alt+D B: Alt+X C: Ctrl+T D: Ctrl+D	Ans :B
ID : AC 22	Records ----- in a table can be deleted even if they have relationship with other tables. A: True B: False C: Both D: none	Ans :C
ID : AC 23	The accounting masters and inventory Masters related to A: Create Information B: Alter information C: Display information D: All	Ans :D
ID : AC 23	Wildcard character can be used for----- records. A: Searching B: Sorting C: Both D: none	Ans :B
ID : AC 24	We press ---- function key to displaythe agewise analysis of bills receivable and bills payable report A: F4 B: F5 C: F6 D: F7	Ans :C

- ID : AC 24 ----- is a better choice compared to Form view, to vie sorting records. Ans :A
 A: Datasheet view C: Both
 B: Simple view D: none
- ID : AC 25 in Tally, we press ----- , to print report. Ans :A
 A: Alt+P C: Shift+P
 B: Ctrl+P D: none
- ID : AC 25 Form wizard is used to create -----and----. Ans :A
 A: Columnar Reports,tabular reports,graph,fom combinations
 B:Columnar Reports,tabular reports,database
 C: Both
 D: none
- ID : AC 26 In tally, types of accounts and types of Vouchers passed during the period, Ans :B
 can be seen in-----report
 A: Tally audit C: Day book
 B: Satistics D: none
- ID : AC 27 In tally, the ----- directory stores all data entered by the user. Ans :B
 A: Bin C: Sub
 B: data D: none
- ID : AC 28 _____ is the process of retriving information in a specific meaningful order Ans :C
 A: sorting C: filtering
 B: searching D: none
- ID : AC 28 the ledger account are unique in Financial Accounting packeages Ans :
 A: True C:
 B: False D:
- ID: AC 15 This Query selects necessary fields from a table and dispalys the results in a Ans: C
 datasheet view.
 A: Table Query C: Select Query
 B: Find Query D: Cross Query
- ID: AC 16 The sundry debtors are placed in the Balance Sheet on the _____ Ans: B
 A: Income Side C: Expense Side
 B: Assets Side D: Payable Side
- ID: AC 17 the crosstab query displays values in a spreadsheet as _____ Ans: A
 A: Category with summary totals C: Summary total of columns
 B: Relation groups and totals D: Record types and totals
- ID: AC 18 the first step in tally before any transaction is entered or saved is creating a ____ Ans: B
 A: file C: project
 B: company D: application
- ID: AC 19 The append query copies into the target table only those fields that are found Ans: D
 in the source table
 A: QDB Grid C: Select Grid
 B: Data Grid D: QBE Grid

ID: AC 2	The financial transactions are to be _____ leading to different steps in Accounts compilation A: Collected and computed B: Sampled and stratified	C: Grouped and Summarised D: Assets and liabilities	Ans: C
ID: AC 20	To configure country specific details use the function key A: F10 B: F2	C: F12 D: F11	Ans: C
ID: AC 21	This action query helps in creating a backup copy, editable copy, subset data of a table. A: Make-update query B: Make-table query	C: Make-data query D: Make-view query	Ans: B
ID: AC 22	Identify the security mechanism used in tally A: Tally Secure B: Tally Pack	C: Tally Group D: Tally Vault	Ans: D
ID: AC 23	The extension of a new database file in a MS Access is _____ A: .dbm B: .dbs	C: .mdb D: .ddm	Ans: C
ID: AC 24	the basic document where transactions are entered chronologically os _____ A: Ledger B: Journal	C: Voucher D: Trial Balance	Ans: B
ID: AC 25	This join is created when one field within a table refers to another within the same table A: Cross-Join B: Table-Join	C: Self-Join D: Inner-Join	Ans: C
ID: AC 26	After selecting a company in a tally, you will be in the _____ A: Accounts of Tally B: Gateway of Tally	C: Entry of Tally D: Groups of Tally	Ans: B
ID: AC 27	The inner join in MS access are created on the basis of _____ A: Field names and data types B: Field types and data values	C: table types and field names D: record types and column values	Ans: A
ID: AC 28	Tally software is based on _____ accounting system A: sales B: Production	C: Mercantile D: Manufacture	Ans: C
ID : AC 29	The count, avg, max, var function are called----- function A: formating B: aggregating	C: compute D: access	Ans: B
ID : AC 3	_____ is/are used to set relationship between tables. A: Primary Key B: Candidate Key	C: Both A or B D: Neither A nor B	Ans: C
ID : AC 30	identify the primary group of capital nature that bank account & cash in hand as sub group A: fixed asset B: current asset	C: loan asset D: capital asset	Ans: C

- ID : AC 31 identify the correct expression to find the avg value for each student two subject scores Ans: A
 A: avg([stud].[sub1]+[stud].[sub2]) C: [stud].[sub1]+[stud].[sub2]=avg
 B: Avg(sub1+sub2) D: Avg([stud].[sub1]+[sub2])
- ID : AC 32 all financial entries in tally are done using _____ Ans: D
 A: Vouchers C: Journal
 B: Groups D: Ledgers
- ID : AC 33 choose the data type that can store a students email id in the database. Ans: D
 A: OLE Object C: Hyperlink
 B: Lookup D: Memo
- ID : AC 34 The direct expences, purchases account, direct income are primary group of _____ Ans: C
 A: Capital Nature C: Revenue Nature
 B: Expense Nature D: Income Nature
- ID : AC 35 the action query that data in a field at one go is Ans: B
 A: append query C: insert query
 B: update query D: select query
- ID : AC 36 the option to delete a sub-group is admissible through the menu _____ Ans: A
 A: alter C: display
 B: delete D: shift
- ID : AC 37 this is a screen which display information and allows user to add/edit data in a spedific layout Ans: C
 A: report C: form
 B: table D: qurey
- ID : AC 38 The behavioural attributes of this group cannot be changed. Ans: C
 A: sub-group C: primary-gpoup
 B: ledger-group D: alter-group
- ID : AC 39 Identify the layout that displays the field rows wrapped to multiple lines as needed. Ans: C
 A: datasheet C: justified
 B: columnar D: wrapped
- ID : AC 4 the method lifo,fifo,moving avg are used to _____ - Ans: A
 A: Value Closing Stock C: Value Expenxe Stock
 B: Value Of Clearing Stock D: Value Income Stock
- ID : AC 40 Credit limit for personal account &branches can be done in the ledger mode _____ Ans: B
 A: Single C: Alter-Group
 B: Multiple D: Multiple
- ID : AC 41 the print format to be set to print out address information in a envelope layout is Ans: C
 A: Page Margins C: Page Orientation
 B: Page Size D: Page Gutter
- ID : AC 42 we are not allowed to delete a ledger from this mode. Ans: D
 A: Single C: Alter- Group
 B: Sub-Group D: Multiple
- ID : AC 43 the multiple level sorting of data can be done only in this view Ans: C
 A: Datasheet View C: Table Form View
 B: Table Query View D: Sort Table View

- ID : AC 44 all account heads except cash and bank are placed in the Ans: C
 A: Sub Ledger Master C: General Ledger Master
 B: Group Ledger Master D: Journal Ledger Master
- ID: AC 45 _____ data type automatically increases the number values in MS Access Ans: C
 A: Date C: Auto Number
 B: Currency D: Hyperlink
- ID: AC 46 these are the basis for analysis by potential investors, banks etc. Ans: C
 A: Journal & Ledger C: P & L Account and Balance Sheet
 B: P & L Account and Journal D: Voucher Account and Balance Sheet
- ID: AC 47 This filter creates blank form or datasheet setting the criterion for values to be displayed Ans: A
 A: Filter by Form C: Advance Filter
 B: Filter by Selection D: Filter by Query
- ID: AC 48 Identify the primary group of capital nature that has sub-groups : Bank OD Account Ans: D
 Bank OCC Account
 A: Expenses C: Assets
 B: Income D: Loans
- ID: AC 49 Operators and wild card characters can be used in a criteria expression of this filter Ans: D
 A: Filter by Form C: Advanced Filter
 B: Filter by Selection D: Complex Filter
- ID: AC 5 This data type field gets values from another table, a query or a list of values Ans: B
 that are supplied
 A: Memo C: Hyperlink
 B: Lookup D: Autonumber
- ID: AC 50 The primary document for recording all financial transactions in Tally is the _____ Ans: C
 A: Journal C: Voucher
 B: Trial Sheet D: File
- ID: AC 51 For the filter expression fieldvalue <DateAdd("yyyy",-1,Date()), choose the meaning Ans: C
 A: Dates between today and last year
 B: Dates greater than one year ("yyyy")
 C: Dates earlier than one year ("yyyy")
 D: Dates less than today and one year
- ID: AC 52 You can customize the voucher entry screen using the function key _____ Ans: B
 A: F 13 C: F 10
 B: F 12 D: F 11
- ID: AC 53 The sheet that displays format, data, events of the form or the control is _____ Ans: D
 A: Field Sheet C: Text Sheet
 B: Print Sheet D: Property Sheet
- ID: AC 54 Identify the voucher type that records fund transfers between cash and bank a/cs Ans: D
 A: Credit Note C: Receipt
 B: Payment D: Contra
- ID: AC 55 This control is used to accept, display and update values from fields in the database Ans: C
 A: Calculated control C: Bound control
 B: Event control D: Unbound control

- ID: AC 56 This voucher type records adjustments between ledgers Ans: D
 A: Sales C: Payment
 B: Receipts D: Journals
- ID: AC 57 To connect a database column to a listbox or a combo box. The property to be set is Ans: A
 A: Bound Column C: Key Column
 B: Value Column D: Data Column
- ID: AC 58 The use of classes for payment, receipt and contra vouchers enables data input in Ans: B
 A: Double entry mode C: Choice entry mode
 B: List entry mode D: File entry mode
- ID: AC 59 Identify the toolbar which contains a field list, format painter and view buttons Ans: B
 A: Report design toolbar C: Text design toolbar
 B: Form Design toolbar D: Field design toolbar
- ID: AC 6 The report prepared taking the assets and liabilities type accounts from the Ans:
 Trial Balance is called _____
 A: P & L Statement C: Balance Sheet
 B: Income Statement D: Assets Sheet
- ID: AC 60 The details of the voucher entry can be given in the _____ Ans: D
 A: Comment C: File
 B: Memo D: Narration
- ID: AC 61 This toolbar contains the print preview and sorting buttons Ans: C
 A: Field design toolbar C: Report design toolbar
 B: Form design toolbar D: Text design toolbar
- ID: AC 62 The credit note voucher can hold account types: _____ Ans: A
 A: Sales Account, Sales Tax Account
 B: Ledger Account, Bank Account
 C: Suppliers Account, Purchases Account
 D: Buyers Account, Cash Account
- ID: AC 63 Name the control that uses an expression as its source of data, and the Ans: D
 expression in turn uses the fields of a table
 A: Bound Control C: Data Control
 B: Field Control D: Calculated Control
- ID: AC 64 The suffix and prefix details for the voucher type can be made applicable Ans: C
 only from the _____
 A: End of the Month C: First of a month
 B: First of a year D: End of a year
- ID: AC 65 This button is used to add, modify, delete or navigate through records. Ans: A
 A: Command button C: Content button
 B: Combo button D: Calculate button
- ID: AC 66 The voucher used to record all bank and cash payments is _____ Ans: D
 A: Credit Note C: Sales Notes
 B: Contra D: Payment
- ID: AC 67 This data type can store a picture, sound or a word document. Ans: A
 A: OLE Object C: Hyperlink Object
 B: HTML Object D: OLM Object

- ID: AC 68 The account that business owns is called Ans: D
 A: Liability C: Sales
 B: Income D: Assets
- ID: AC 69 This view helps to test the working of a text box control Ans: C
 A: Form view C: Both A and B
 B: Datasheet View D: None of the above
- ID: AC 7 When it is mandatory for a user to input data in a field, the field property to be set is Ans: D
 A: Field Size C: Field Value
 B: Format D: Required
- ID: AC 70 Tally's age-wise analysis considers the voucher's _____ Ans: B
 A: Previous date C: Current year
 B: Effective date D: Configured date
- ID: AC 71 This is Access object used to pull off data from a table, query or a form in a printed format. Ans: A
 A: Report C: Sheet
 B: Form D: List
- ID: AC 72 Arrange the steps in generating the books of accounts. 1. Create the trial balance. Ans: C
 2. Create new ledgers. 3. generate Day books. 4. Update journals for financial transactions
 A: 1,2,3,4 C: 2,4,3,1
 B: 1,3,4,2 D: 3,4,2,1
- ID: AC 73 Identify the report section which is present for each record in the report Ans: C
 A: Groups C: Details
 B: Footer D: Headers
- ID: AC 74 for day to day transactions the voucher types used are Ans: C
 A: Credit purchase C: Both A & B
 B: cash purchase D: Contra purchase
- ID: AC 75 This section appears only once at the beginning of the report only Ans: D
 A: Group footer C: Page footer
 B: Page header D: Report Header
- ID: AC 76 Say for example a payment is made to a creditor ABC - Rs. 10000 by cash, it can be entered into the voucher type..... Ans: B
 A: Loan C: Receipt
 B: Payment D: Sales
- ID: AC 77 The field list of a table can be added in to report from the Ans: B
 A: Table menu C: format menu
 B: View menu D: Data menu
- ID: AC 78 Identify the purchase voucher type the transaction for purchase of 10 CPU's 10 Monitors by credit. Ans: A
 A: Credit Purchases C: Expenses Purchases
 B: Cash Purchases D: Debit Purchases
- ID: AC 79 identify the object which summarizes data in graphical format in a stand alone report o Ans: C
 A: Data graph C: free standing chart
 B: smart chart D: Embedded Chart

- ID: AC 8 The Report that depicts operating profit & loss for period is Ans: C
 A: Trial Balance C: P & L statement
 B: Trading account D: suspense account
- ID: AC 80 Identify the voucher type to be choosen fo the sale of computer to anand by Ans: C
 cash @21000 per unit
 A: Cash ledger C: stock journal
 B: sales sheet D: purchase voucher
- ID: AC 81 An embedded chart can be created by the chart button in the Ans: A
 A: Tool box C: Report box
 B: Data box D: Menu box
- ID: AC 82 A bank overdraft repaid by cheque @2500 can be made in the voucher Ans: D
 A: Payment C: Debit
 B: Receipt D: Contra
- ID: AC 83 Identify the dialogue box that helps to create a mailing lebel Ans: C
 A: New lebel C: New report
 B: New format D: New mail
- ID: AC 84 The financial statement that concolidates ledger balances is Ans: C
 A: Balance sheet C: Trial balance
 B: Profit & loss statement D: journal
- ID: AC 85 The lebel size is comuted as Ans: D
 A: Height - Width C: Height + Width
 B: Height / Width D: Height * Width
- ID: AC 86 The F9 function key in the left side of the gateway tally screen displays the..... Ans: B
 A: Accounting reports C: P & L reports
 B: Inventory reports D: Expense reports
- ID: AC 87 the lebel are prepared for printing on printers Ans: A
 A: seet -feed C: Data-feed
 B: form-feed D: value-Feed
- ID: AC 88 The option on the gateway of tally that will generate the P & L account statement is.... Ans: C
 A: Net loss C: Net Profit
 B: Net income D: net account
- ID: AC 89 the tables of a database are created from this view Ans: D
 A: Tool view C: table view
 B: Menu view D: Design View
- ID: AC 9 In Ms Access You Can Add, Edit, Modify Data Of A Table In This View Ans: A
 A: Datasheet View C: Datatable View
 B: Datamenu View D: Table Design View
- ID: AC 90 The Expenditure For Running The Business For A Period Is Ans: A
 A: Expense C: Taxes
 B: Example D: Income

- ID: AC 91 A Macro In Access Os A Set Of Ans: B
 A: Calls C: Tables
 B: Actions D: Values
- ID: AC 92 This Displays A Balance Daywise Foer A Selected Voucher Type Ans: D
 A: Record Book C: Journal Book
 B: Ledger Book D: Daybook
- ID: AC 93 We Can Create Macros With Complex Conditions Using The Ans: A
 A: Expression Builder C: Macro Builder
 B: Form Builder D: Data Builder
- ID: AC 94 The Feature In Tally To Analyse Accounts Of A Company Is Ans: A
 A: Ratio Analysis C: Data Analysis
 B: Account Analysis D: Transaction Analysis
- ID: AC 95 This Access Page Has Connection To Database, With Web Interface To View, Edit An Ans: B
 A: Field Access Page C: Web Access Page
 B: Data Access Page D: Form Access Page
- ID: AC 96 The Agewise Statement Displayed Is Based On Ans: B
 A: Income C: Expenses
 B: Payables D: Loans
- ID: AC 97 To Access Macros Of A Report Or A Form With A Single Name, You Create A Ans: C
 A: Macro Set C: Macro Group
 B: Macro Link D: Macro List
- ID: AC 98 The Ratio Analysis Of Recievables Can Be Done Based On Ans: A
 A: Bill Date C: Voucher Date
 B: Effective Date D: Previous Date
- ID: AC 99 The Dialogue Box Which Helps In Setting The Label Size According To Our Requirem Ans: D
 A: Label C: Setup
 B: Size D: Customize
- ID: AC 111 a field that can uniquely identify a record and also records to be sorted by its entries. Ans: C
 A: Candidate Key C: Primary Key
 B: Data Key D: Entity Key
- ID: AC 112 identify the account type by the rule:"debit the reciver and credit the giver". Ans: B
 A: Real Account C: Nominal Account
 B: Personal Account D: Expense Account
- ID: AC 113 the into clause of the selest query specifies Ans: A
 A: Results Set Creates A New Table C: Results Set Removes From A Table
 B: Result Set Append To A Table D: Results Set List Of A Table
- ID: AC 114 the tracking of changes in voucher and ledger and masters is done by Ans: B
 A: Tally Vault C: Tally Report
 B: Tally Audit D: Tally Group

- ID: AC 115 identify the query which displays the unique customer records from the customer and orders tables of the northwind database Ans: B
 A: Select Customer.Custid From Orders Join Customer On (Customer.Custid>0)
 B: Select Disting Customer.Custid From Customer Join Order On (Customer.Custid=Order.Custid)
 C: Select Disting Customer.Custname From Customer Group By Order On (Costomer.Custid=Orders.Custid)
 D: Select Customer.Custiname From Customer Order By Customer.Custid Asc
- ID: AC 116 tally can import data from other programs & creates a log about the activity in the file Ans: A
 A: Tally.Imp C: Tally.Exp
 B: Tally.Cfg D: Tally.Ole
- ID: AC 117 identify the clause use in the select query to filter results set based on the conditions specified Ans: C
 A: Group By C: Where
 B: Order By D: Into
- ID: AC 118 import and export of data between tally & other programs is possible with the help of Ans: C
 A: Ole C: Odbc
 B: Dbms D: Ms-Xls
- ID: AC 119 the file format use to publish a table,query ,form or report on internet is Ans: D
 A: Xst File C: Dta File
 B: Http File D: Html File
- ID: AC 120 the bills receivable details are maintain in a Ans: C
 A: Journal Sheet C: Sundry Debtors
 B: Voucher Details D: Original Entry
- ID: AC 121 this is the method of sharing data between two different application Ans: A
 A: Object Linking And Embedding C: Object Access And Link
 B: Object Link S For Embedding D: Embedded Object Link
- ID: AC 122 the tally audit trail tracks changes made to vouchers that are Ans: A
 A: More Than 30 Days Old C: More Than A Day Old
 B: Less Than 30 Days Old D: More Than A Week Old
- ID: AC 123 the clause commonly use along with the group by clauses is Ans: B
 A: From C: Into
 B: Having D: Order By
- ID: AC 124 the ratio ananlysis of bills receivable/bills payable can be displayed with the function Ans: D
 A: F5 C: F12
 B: F8 D: F6
- ID: AC 125 identify the funtion use to access data from sql server by linking Ans: A
 A: Openrowest C: Querylinkset
 B: Openlinkset D: Opendataset
- ID: AC 126 The OLE feature in Accesss is available in this toolbox Ans: C
 A: Link Object C: Bounded Object
 B: Unbounded Object D: Databound Object

- ID: AC 127 This wizard helps us to create an data access page from more than one table or query Ans: D
 A: Data append page wizard C: Access link wizard
 B: Web page wizard D: Data access page wizard
- ID: AC 128 The user can hide the columns that are not required for the moment in this view Ans: C
 A: Table design view C: Data sheet view
 B: Table sheet view D: Field view
- ID: AC 129 The first document where the transaction is entered is called a Ans: C
 A: Ledger C: Voucher
 B: Liability D: Expense
- ID: AC 130 The default value for a field can be specified in the Ans: B
 A: Field wizard C: Field data
 B: Field properties D: Field point
- ID: AC 131 The document used for posting of accounting transactions Ans: D
 A: Voucher & Journal C: Balance sheet & Trial Balance
 B: Ledger and Trial Balance D: Journal & Ledger
- ID: AC 132 The test data generated with correctness proff data flow analysis and control Ans: B
 flow analysis tools is called
 A: Test item block C: Test program pack
 B: Test data pack D: Test record pack
- ID: AC 133 When real time system is simulated to generate the same output as the real time Ans: D
 system the technique is called
 A: Parallel trailing C: Parallel coding
 B: Tracing parallel D: Parallel Simulation
- ID: AC 134 when an auditor expands the extent of substantive tests to determine the impact of Ans: B
 defects on the attainment of program objectives, the methodology is.....
 A: Cross reference lister C: Correct Lister
 B: Formulate Flaw Hypotheses D: Formulate Correct Hypotheses
- ID: AC 135 This is an important control in systems that use digital signatures for authentication Ans: A
 purposes
 A: Public audit trail C: sample audit trail
 B: Random audit trail D: Data audit trail
- ID: AC 136 Selecting transactions based on a sampling rate is called _____ method Ans: B
 A: Transaction Sampling C: Simple Sampling
 B: Systematic Sampling D: Demographic Sampling
- ID: AC 137 The capability of the generalised audit software to read different data coding Ans: C
 schemes, different record formats and different file structure is.....
 A: File Size C: File Access
 B: File Data D: File Organisation
- ID: AC 138 This ensures that relationships between records in related tables are valid and Ans: B
 can prevent problems occurring from deletion or change or records
 A: Table integrity C: Data integrity
 B: Referential integrity D: Field integrity

- ID: AC 139 When the debit total is greater than credit total, the amount appears in the _____ column
 A: Income C: Credit
 B: Debit D: Expense
 Ans: C
- ID: AC 14 Creditors ledger has details of your dues to _____
 A: Customers C: Liabilities
 B: Assets D: Suppliers
 Ans: D
- ID: AC 140 The audit software capability of frequency analysis is to _____
 A: sort and merge files C: Formatting output
 B: sampling nth Item D: Classify data on a criteria
 Ans: D
- ID: AC 141 The Audit Function of attributes sampling, variables sampling, stratified sampling in _____ functions
 A: stratification C: statistical
 B: selection D: reporting
 Ans: C
- ID: AC 142 Identify the functional limitation of a generalised audit software that enables evidence collection only on the state of an application system after the fact.
 A: Ex Post Auditing only
 B: Analytical Review only
 C: Limited ability to determine Propensity for error
 D: Limited ability to verify Processing Logic
 Ans: A
- ID: AC 143 The purpose - written audit programs are used for _____
 A: sorting, creating, and printing files
 B: Data retrieval, code comparison
 C: Reading data, selecting and analysing information
 D: Specific tasks with original or modified programs
 Ans: D
- ID: AC 144 Picture of a transaction as it flows through the computer systems is called _____
 A: Program C: Snapshot
 B: Track D: Picture
 Ans: D
- ID: AC 145 Identify the type of audit when auditors are members of the system development team
 A: General Audit C: System Audit
 B: Post Audit D: Concurrent Audit
 Ans: C
- ID : 13 _____ records any money received from debtors against sales invoices or on account and for all transactions where money is received
 A journal voucher C receipt voucher
 B accounting voucher D sales voucher
 Ans : C
- ID : 14 _____ records adjustments with respect to debit and credit amounts without involving the cash or bank accounts.
 A journal voucher C receipt voucher
 B accounting voucher D sales voucher
 Ans : A
- ID : 15 _____ are for any kind of purchase returns, escalation/deescalation in price or any other expenses incurred by an individual on behalf of party, etc.
 A debit note vouchers C accounting vouchers
 B journal vouchers D receipt vouchers
 Ans : A

- ID : 16 _____ is a summary of all ledger balances to check whether the figures are correct and balanced. Ans : A
 A trial balance C profit and loss account
 B balance sheet D none
- ID : 17 _____ are specialised books, where transactions relating to a particular type are entered directly from the voucher. Ans : B
 A trial balances C balance sheets
 B day books D profit and loss accounts
- ID : 18 _____ summarise the individual transactions to show totals, ratios and statistics required by the users to analyse the company's financial data in a wide variety of ways. Ans : D
 A balance sheets C statements of accounts
 B books and registers D financial statements
- ID : 19 _____ is a financial statement that reports a firm's financial position at a specific time. Ans : C
 A trial balance C balance sheet
 B day book D profit and loss account
- ID : 20 _____ is a periodic statement, which shows the net result of business operations for a specified period. Ans : B
 A balance sheet C day book
 B profit and loss account D trial balance
- ID : 21 which of the following is not a type of analytical report in tally. ERP 9?? Ans : D
 A cash flow statements C ratio analysis
 B fund flow statements D ledger
- ID : 22 _____ is an indicator of the operating performance of business. Ans : A
 A ratio analysis C budgeting and controls
 B cash flow statement D fund flow statement
- ID : 23 how many types of accounts exist in accounting??? Ans : B
 A 2 C 6
 B 4 D 8
- ID : 24 _____ provides information on the difference between the actual vs the budgeted figures. Ans : B
 A fund flow statements C ratio analysis
 B variance analysis report D cash flow statement
- ID: 289 Which of the following is not Internet Service Provider? Ans: D
 A: VSNL C: Sity
 B: BSNL D: Rally
- ID: 290 _____ refers to unwanted e-mails in bulk, which provide no purpose and needlessly obstruct the entire system. Ans: A
 A: Spam C: Theft
 B: Virus D: None of the above
- ID: 291 Which of the following is not an advantage of Internet? Ans: D
 A: Communication C: Information
 B: Entertainment D: Mobulation

- ID: 292 _____ is a download tool that allows the user to download individual files from Web and FTP sites at the maximum Ans: B
A: Webcow C: Download Express
B: Download Express D: ScanDL
- ID: 293 _____ is a Program that is used to transfer the files among computers on the internet. Ans: B
A: Usenet C: Telnet
B: FTP D: Freenet
- ID: 294 _____ is a technique used to move windows and icons to different locations and also to reshape windows. Ans: B
A: Single Clicking C: Double Clicking
B: Dragging D: Scrolling
- ID: 295 Which of the following is not a part of Windows Vista taskbar? Ans: D
A: Start Button C: Notification Area
B: Quick Launch Toolbar D: Snipping
- ID: 296 AERO stands for _____ Ans: A
A: Authentic, Energetic, Reflective and Open
B: Authentic, Energetic, Real and open
C: Authentic, Embedded, Reflective and Open
D: Auto, Energetic, Reflective and Open
- ID: 297 _____ feature enables users to synchronize files that have been updated since the original document was created using a simple floppy disk or a more elaborate tool, like a hardware. Ans: C
A: My document C: My Briefcase
B: My Computer D: My network place
- ID: 298 _____ Removes unneeded files. Ans: A
A: Disk Cleanup C: Format
B: Scandisk D: Framentation
- ID: 299 Taskbar is located across the _____ of the Windows XP desktop. Ans: B
A: Top C: Right
B: Button D: Left
- ID: 300 Which one of the following is a mouse operation? Ans: D
A: Single Clicking C: Dragging
B: Double Clicking D: All of the above
- ID: 301 _____ button enables the user to access every program on the computer. Ans: A
A: Start C: Cancel
B: Trav D: Delete
- ID: 302 Which of the following is not an edition of Windows Vista? Ans: D
A: Ultimate C: Home Basic
B: Home Preium D: Interface
- ID: 303 _____ are small programs in Windows Vista, which we can use to access information. Ans: A
A: Gadgets C: Folder
B: Sidebar D: Calender

- ID: 304 _____ is a simple screen capture utility in Windows Vista. Ans: B
 A: Sidebar C: Gadgets
 B: Snipping D: toolbar
- ID: 305 _____ reports information about the presentation and provides shortcuts for changing the view and the zoom. Ans: B
 A: Slide view C: Zoom Slider
 B: Status Bar D: Navigation Slides Tab
- ID: 306 A/an _____ determines how objects onto, off and around the slides. Ans: D
 A: Transition C: Layout
 B: Rotation D: Animation
- ID: 307 _____ provide attractive backgrounds for the PowerPoint Slides. Ans: A
 A: Themes C: Sliders
 B: Macros D: Lists
- ID: 308 Which of the following is not a master in PowerPoint Presentation? Ans: D
 A: Slide C: Handout
 B: Notes D: Themes
- ID: 331 What dose logical operator "XOR" mean? Ans: B
 A: One side or other must be true
 B: One side or other must be true but not both
 C: Negates true
 D: Both side must be true
- ID: 332 How many bytes does "Decimal" data type in VB takes? Ans: A
 A: 12 C: 8
 B: 10 D: 16
- ID: 333 Which of the following is not a mathematical Operator? Ans: D
 A: + C: *
 B: - D: And
- ID: 334 A _____ control enables the user of an application to click on a butoon when they require an action to be carried out. Ans: B
 A: List Box C: Combo Box
 B: Command Button D: Text Book
- ID: 335 Which of the following is not a rule when naming variables in VB? Ans: C
 A: Less then 225 characters C: Period permitted
 B: No specing allowed D: Must not begin with a number
- ID: 336 In VB, the _____ is used to present a list of items where the user can click and select the items from the list? Ans: B
 A: Label C: List Box
 B: Combo Box D: Text Box
- ID: 337 The _____ is the control used to provide instructions and guides to the user as well as to display outputs in VB. Ans: A
 A: Label C: Text Box
 B: List Box D: Check Box

- ID: 338 To _____ is used to display the list of files in a selected directory or folder in VB. Ans: A
 A: File list box C: Text Box
 B: List box D: Check Box
- ID: 339 In how many types, the numeric data in VB is divided? Ans: D
 A: 4 C: 6
 B: 5 D: 7
- ID: 340 Which of the following is not a conditional operator? Ans: D
 A: = C: <>
 B: >= D: /
- ID: 341 How many bytes does "Date" data type in VB takes? Ans: C
 A: 2 C: 8
 B: 4 D: 16
- ID: 342 The shortcut key to display the print Dialog Box is _____ Ans: D
 A: Ctrl + N C: Ctrl + C
 B: Ctrl + Delete D: Ctrl + P
- ID: 343 which of the following is not an in the editing group Ans: B
 A: Find C: Home
 B: Replace D: Select
- ID : 344 _____ allows the user to copy multiple text and graphical items from office documents or other programs and paste them into another office document. Ans : D
 A: format painter C: taskbar
 B: taskbar D: clipboard
- ID : 345 which of the following is not an option in page group in word?? Ans : D
 A: cover page C: page break
 B: blank page D: page preview
- ID : 346 _____ is the collection of images, both line arts and pictures Ans : A
 A: clipart C: format printer
 B: smart art D: snipping tool
- ID : 347 A _____ identifies a location or a selection of a text we name and identify for future use. Ans : C
 A: smart art C: bookmark
 B: clipart D: taskbar
- ID : 348 which of the following is not a feature of a digital signature inserted in a word document Ans : B
 A: authenticity of a word doc. C: integrity of word doc.
 B: rewrite of word document D: origin of word doc.
- ID : 349 _____ option in insert table (ms- word) automatically resizes columns to fit the contents of the cells. Ans : C
 A: fixed column width C: auto fit to contents
 B: autofit to window D: none
- ID : 350 the giant letters that begin the first paragraph of a chapter or a document are r referred as _____ Ans : D
 A: wordart C: superscript
 B: subscript D: drop cap

ID : 351	_____ is a collection of graphics which can be utilised to organise information within the document. A: smart art B: clip art	C: bookmark D: task bar	Ans : A
ID : 352	_____ is a shortcut for performing a series of actions and is useful for automating complex or repetitive tasks. A: macro B: keyboard shortcut	C: reference D: table of contents	Ans : A
ID : 353	the shortcut key to create a new document is _____ A: ctrl + n B: ctrl + delete	C: ctrl + c D: ctrl + p	Ans : A
ID : 354	which of the following is not an option under "footnotes" group??? A: insert footnote B: insert endnote	C: next endnote D: modify endnote	Ans : D
ID : 355	_____ is a list of captions that appear in the document and the associated page numbers. A: table of contents B: table of figures	C: macros D: citations	Ans : B
ID : 356	_____ can be defined as a note or annotation that an author or reviewer adds to document. A: footnote B: bookmark	C: comment D: endnote	Ans : C
ID : 357	_____ bar appears when a document poses a potential security risk. A: message B: title	C: slide D: scroll	Ans : A
ID : 358	PDF stands for _____ A: portable document file B: portable directory format	C: portable directory file D: portable document format	Ans : D
ID : 359	A/an _____ lists the terms and topics that are discussed in a document, along with the pages that they appear on. A: citation B: index	C: bookmark D: macro	Ans : B
ID : 360	which of the following is not an option under "index" group?? A: mark entry B: insert index	C: delete index D: update index	Ans : C
ID : 361	the shortcut key to insert a subsequent endnote is _____ A: ctrl + alt + D B: ctrl + alt + F	C: alt + D D: ctrl + D	Ans : A
ID : 362	A _____ provides the user, a list of synonyms for a selected word. A: spelling & grammar B: autocheck	C: phrasing D: thesaurus	Ans : D

- ID : 363 orientations of any page of a word document are _____ Ans : A
 A: portrait and landscape C: horizontal and landscape
 B: vertical and portrait D: vertical and landscape
- ID : 364 The shortcut key to delete an entire word to the right of the cursor is _____ Ans : B
 A: Ctrl + N C: Ctrl + P
 B: Clrt + Delete D: Ctrl + P
- ID : 365 themes have a palette of _____ colours. Ans : B
 A: 8 C: 10
 B: 12 D: 14
- ID : 366 _____ define the amount of white space thaqt appears at the top, bottom, left and right edges of a document. Ans : B
 A: hyphenation C: orientation
 B: margins D: none
- ID : 367 which of the following is not an option in mailings ribbbion?? Ans : D
 A: start mail merge C: finish
 B: preview results D: envelope
- ID : 368 _____ is a used when a user wants to create a set of documents, such as form letter to be sent to many customers. Ans : A
 A: mail merge C: create group
 B: macro D: labels
- ID : 369 the shortcut key to TO align text to the center is _____ Ans : C
 A: ctrl + N C: ctrl + c
 B: ctrl + delete D: ctrl + z
- ID : 370 A _____ is performatted document layout with a collection of styles which are saved to a file and can be applied to other documents. Ans : C
 A: blank docvument C: template
 B: template D: autotext
- ID : 371 the _____ is a panel at the top portion of the document, below the ouick access toolbar and is used to issue commands. Ans : B
 A: menu C: sidebar
 B: ribbbion D: none
- ID : 372 _____ allows the user to copy the formatting from formatted text and used it within other text. Ans : D
 A: snipping toll C: text area
 B: start button D: format painter
- ID : 373 _____ effect makes the selected text appear to be raised off the page in relief. Ans : A
 A: emboss C: shadow
 B: engrave D: none
- ID : 374 in ___ indent the first one of the paragraph is not intendend, but subsequent lines are Ans : C
 A: positive C: hanging
 B: negative D: none