

q_id	q_desc	op1	op2	op3	op4	ans
AC1	In an Access database the tables, queries, forms and reports are _____.	Objects	Elements	Files	Parts	A
AC1	Which of the following is not a report prepared in the Financial Accounting System?	Trial Balance	Profit & Loss Report	Voucher	Balance Sheet	C
AC1	The financial transactions are to be leading to different steps in Accounts Compilation.	Collected and computed	Sampled and stratified	Grouped and summarized	Assets and liability	C
AC10	_____ is/are used to set relationships between tables.	Primary key	Candidate key	Both A and B	Neither A nor B	C
AC10	Tally Vault is the functionality of Tally.ERP9 which provides _____	Maintenance of company data for any number of financial years	Multiple levels of security as per requirements		Data importing and exporting to other files	C
AC10	The methods LIFO, FIFO, Moving Average are used to	Value closing stock	Value clearing stock	Value expense stock	Value income stock	A
AC11	This data type field gets values from another table, a query or a list of values that are supplied.	Memo	Lookup	Hyperlink	AutoNumber	B
AC11	Which of the following is not a category in F11: company features of Tally.ERP9?	Statistical Feature	Inventory Feature	Accounting Feature	Statutory Feature	A
AC11	The report prepared taking the asset and liability type accounts from the Trial Balance is called....	P & L statement	Income statement	Balance sheet	Asset sheet	C
AC12	When it is mandatory for a user to input data in a field ,the field property to be set is_____.	Field Size	Format	Field value	Required	D
AC12	The_____ consists of configurations/ functionalities, which affect accounting transactions and reports.	Statistical Feature	Inventory Feature	Accounting Feature	Statutory Feature	C
AC12	The report that depicts operating profit/loss for a period is	Trial balance		P & L statement	Suspense accounts	C
AC13	In MS Access you can add, edit, modify data of a table in this view.	Datasheet view	Datamenu view	Datatable view	Tabledesign view	A
AC13	The Inventory Features in Tally.ERP 9 are further sub-divided into _____ sections.	6	7	8	9	B
AC13	The day book contains transactions relating to	Income or expenditure	Sales or purchase	Asset or liability	Profit or loss	B
AC14	Access automatically creates this sheet in a table that is in a one-to-one/one-to-many relationship.	Subdatasheet	Datadesig sheet	Dataviews sheet	Tabledatash eet	A
AC14	In Tally.ERP 9, there are ____ predefined groups which are widely used in Chart of Accounts of many trading organizations.	28	29	30	31	A
AC14	The Bills Receivable details are maintained in a	Journal sheet	Voucher debtors	Sundry debtors	Original entry	C
AC15	These are used to retrieve information relating to a specific condition or to change the selected data.	Views	Queries	Forms	Reports	B

AC15	Tally.ERP 9 contains two Ledger accounts namely ____ and ____.	Cash and Bank statement	Cash and Accounts	Cash and Trial Balance	Cash and Profit and Loss Account	D
AC15	Creditors ledger has details of your dues to	Customers	Assets	Liabilities	Suppliers	D
AC16	This query selects necessary fields from a table and displays the results in a datasheet view.	Table query	Find query	Select query	Cross query	C
AC16	_____ feature provides the capability to check the accuracy and correctness of the entries made by authorized users.	Tally Audit	Tally Vault	Ledger	Trial Balance	A
AC16	The sundry debtors are placed in the Balance sheet on the	Income side	Assets side	Expense side	Payable side	B
AC17	The crosstab query displays values in a spreadsheet as _____	Categories with summary totals	Relation groups and totals	Summary total of columns	Record types and totals	A
AC17	To view predefined Groups in Tally.ERP 9, one can press _____.	Ctrl + H	Ctrl + G	Ctrl + L	Ctrl + M	B
AC17	The first step in Tally before any transaction is entered or saved is creating a	File	Company	Project	Application	B
AC18	The append query copies into the target table only those fields that are found in the source tables' _____.	QDB grid	Data grid	Select grid	QBE grid	D
AC18	Which of the following is not a type of Accounting Voucher?	Payment	Sales	Contra	Trial Balance	D
AC18	To configure country specific details use the function key.....	F10	F2	F12	F11	C
AC19	This action query helps in creating a backup copy, editable copy, subset data of a table.	Make-Update query	Make-Table query	Make-data query	Make-view query	B
AC19	_____ is used for recording the actual stock which is verified or counted.	Accounting Voucher	Physical Stock Voucher	Sales Voucher	Journal Voucher	B
AC19	Identify the security mechanism used in Tally.	Tally Secure	Tally Pack	Tally Group	Tally Vault	D
AC2	The extension of a new database file in MS Access is _____	.dbm	.dbs	.mdb	.ddm	C
AC2	The ____ shows the financial status of the business as at a particular date.	Balance Sheet	Trial Balance	Profit & Loss Report	Voucher	A
AC2	The basic document where transactions are entered chronologically is....	Ledger	Journal	Voucher	Trial Balance	B
AC20	This join is created when one field within a table refers to another within the same table.	Cross-join	Table-join	Self-join	Inner-join	C
AC20	_____ records any money received from debtors against sales Invoices or on Account and for all transactions where money is received.	Journal Voucher	Accounting Voucher	Receipt Voucher	Sales Voucher	C
AC20	After selecting a company in Tally, you will be in the.....	Accounts of Tally	Gateway of Tally	Entry of Tally	Groups of Tally	B
AC21	The inner joins in MS Access are created on the basis of _____	Field names and data types	Field types and data values	Table types and field names	Record types and column values	A
AC21	_____ records adjustments with respect to debit and credit amounts without involving the cash or bank accounts.	Journal Voucher	Accounting Voucher	Receipt Voucher	Sales Voucher	A
AC21	Tally software is based on accounting system.	Sales	Production	Mercantile	Manufacture	C

AC22	The count, Avg, Max, Var functions are called _____ functions.	Formatting	Aggregate	Compute	Access	B
AC22	_____ are for any kind of Purchase Returns, Escalation/Deescalation in price or any other expenses incurred by an individual on behalf of the party, etc.	Debit Note Vouchers	Journal Vouchers	Accounting Vouchers	Receipt Vouchers	A
AC22	Identify the primary group of capital nature that uses bank account and cash in hand as sub groups.	Fixed assets	Current assets	Loan assets	Capital assets	B
AC23	Identify the correct expression to find the average value for each students' two subject scores.	Avg([stud]. [sub1]+ [stud]. [sub2])	Avg(sub1+ sub2)	[Stud]. [sub1]+ [stud]. [sub2] =avg	Avg([stud]. [sub1]+ [sub2])	A
AC23	A _____ is a summary of all ledger balances to check whether the figures are correct and balanced.	Trial Balance	Balance Sheet	Profit and Loss Account	None of the above	A
AC23	All financial entries in Tally are done using.....	Vouchers	Groups	Journal	Ledgers	D
AC24	Choose the data type that can store a student's email id in the database.	OLE object	Lookup	Hyperlink	Memo	D
AC24	_____ are specialised books, where transactions relating to a particular type are entered directly from the voucher.	Trial Balances	Day Books	Balance Sheets	Profit and Loss Accounts	B
AC24	The Direct expenses, Purchase account, Direct income are primary groups of	Capital nature	Expense nature	Revenue nature	Income nature	C
AC25	The action query that changes the data in a field at one go is_____.	Append query	Update query	Insert query	Select query	B
AC25	_____ summarise the individual transactions to show totals, ratios and statistics required by the users to analyze the company's financial data in a wide variety of ways.	Balance sheets	Books and Registers	Statement of Accounts	Financial Statements	D
AC25	The option to delete a sub-group is admissible through the menu.....	Alter	Delete	Display	Shift	A
AC26	This is a screen which displays information and allows users to add/edit data in a specific layout.	Report	Table	Form	Query	C
AC26	A _____ is a financial statement that reports a firm's financial position at a specific time.	Trial Balance	Day Book	Balance Sheet	Profit and Loss Account	C
AC26	The behavioural attributes of this group cannot be changed.	Sub-group	Ledger-group	Primary-group	Alter-group	C
AC27	Identify the layout that displays the field rows wrapped to multiple lines as needed.	Datasheet	Columnar	Justified	Wrapped	C
AC27	_____ is a periodic statement, which shows the net result of business operations for a specified period.	Balance Sheet	Profit and Loss Account	Day Book	Trial Balance	B
AC27	Credit limits for personal accounts and branches can be done in the ledger mode.....	Single	Multiple	Sub-group	Alter-group	B
AC28	The print format to be set to print out address information in a envelope layout is _____	Page margins	Page size	Page orientation	Page gutter	C
AC28	Which of the following is not a type of analytical report in Tally.ERP 9?	Cash Flow Statement	Fund Flow Statement	Ratio Analysis	Ledger	D
AC28	We are not allowed to delete a ledger from this mode.	Single	Sub-group	Alter-group	Multiple	D
AC29	The multi-level sorting of data can be done only in this view.	Datasheet view	Table query view	Table form view	Sort table view	C

AC29	_____ is an indicator of the operating performance of a business.	Ratio Analysis	Cash Flow Statement	Budgeting and Controls	Fund Flow Statement	A
AC29	All account heads except Cash and Bank are placed in the.....	Sub Ledger master	Group Ledger master	General Ledger master	Journal Ledger master	C
AC3	_____.. data type automatically increases the number value in MS Access.	Date	Currency	AutoNumber	Hyperlink	C
AC3	How many types of accounts exist in Accounting?	2	4	6	8	B
AC3	These are the basis for analysis by potential investors, banks etc.	Journal and Ledger	P & L Account and Journal	P & L Account and Balance Sheet	Voucher Account and Balance Sheet	C
AC30	This filter creates a blank form or datasheet for setting the criterion for values to be displayed.	Filter By Form	Filter By Selection	Advanced Filter	Filter By Query	A
AC30	_____provides information on the difference between the actual vs the budgeted figures.	Fund Flow Statement	Variance Analysis Report	Ratio Analysis	Cash Flow Statement	B
AC30	Identify the primary group of capital nature that has the sub-groups: Bank OD Account, Bank OCC Account.	Expenses	Income	Assets	Loans	D
AC31	Operators and wildcard characters can be used in a criteria expression of this filter.	Filter By Form	Filter By Selection	Advanced Filter	Complex Filter	D
AC31	_____ displays the movement of cash inflows and cash outflows for a given period.	Ratio Analysis	Cash flow statement	Fund Flow Statement	Budgeting and Controls	B
AC31	The primary document for recording all financial transactions in Tally is the.....	Journal	Trial sheet	Voucher	File	C
AC32	For the filter expression fieldvalue<DateAdd("yyyy", -1, Date()), choose the meaning.	Dates between today and last year	Dates greater than one year("yyyy")	Dates earlier than one year("yyyy")	Dates less than today and one year	C
AC32	_____ displays the sources of the Funds and their applications.	Ratio Analysis	Cash flow statement	Fund Flow Statement	Budgeting and Controls	C
AC32	You can customize the voucher entry screen using the function key.....	F13	F12	F10	F11	B
AC33	The sheet that displays format, data, events of the form or the control is _____.	Field sheet	Print sheet	Text sheet	Property sheet	D
AC33	Identify the voucher type that records fund transfers between cash and bank accounts.	Credit Note	Payment	Receipt	Contra	D
AC34	This control is used to accept, display and update values from fields in the database.	Calculated control	Event control	Bound control	Unbound control	C
AC34	This voucher type records adjustments between ledgers.	Sales	Receipt	Payment	Journals	D
AC35	To connect a database column to a listbox or a combo box ,the property to be set is _____	Bound Column	Value Column	Key Column	Data Column	A
AC35	The use of classes for payment, receipt and contra vouchers enables data input in	Double entry mode	List entry mode	Choice entry mode	File entry mode	B
AC36	Identify the toolbar which contains a field list, format painter and view buttons.	Report Design toolbar	Form Design toolbar	Text Design toolbar	Field Design toolbar	B
AC36	The details of a voucher entry can be given in the	Comment	Memo	File	Narration	D
AC37	This toolbar contains the print preview and sorting buttons.	Field Design toolbar	Form Design toolbar	Report Design toolbar	Text Design toolbar	C

AC37	The credit note voucher can hold account types:	Sales account, Sales tax account	Ledger account, Bank account	Suppliers account, Purchases account	Buyer's account, Cash account	A
AC38	Name the control that uses an expression as its source of data, and the expression in turn uses the fields of a table.	Bound control	Field control	Data control	Calculated control	D
AC38	The suffix and prefix details for the voucher type can be made applicable only from the	End of a month	First of a year	First of a month	End of a month	C
AC39	This button is used to add, modify, delete or navigate through records.	Command button	Combo button	Content button	Calculate button	A
AC39	The voucher used to record all bank and cash payments is	Credit Note	Contra	Sales Note	Payment	D
AC4	This data type can store a picture, sound or a word document.	OLE object	HTML object	Hyperlink object	OLM object	A
AC4	Which of the following is not an Account Type?	Profit	Asset	Liability	Income	A
AC4	The accounts that the business owns is called	Liability	Income	Sales	Asset	D
AC40	This view helps to test the working of a text box control.	Form view	Datasheet view	Both A and B	None of the above	C
AC40	Tally's age-wise analysis considers the voucher's	Previous date	Effective date	Current year	Configured date	B
AC41	This is an Access object used to pull off data from a table, query or a form in a printed format.	Report	Form	Sheet	List	A
AC41	Arrange the steps in generating the books of accounts. 1. Create Trial balance 2. Create new ledgers 3. Generate Day Books 4. Update journals for financial transactions	1, 2, 3, 4	1, 3, 4, 2	2, 4, 3, 1	3, 4, 2, 1	C
AC42	Identify the report section which is present for each record in the report.	Group	Footer	Detail	Header	C
AC42	For day-to-day transactions the voucher types used are	Credit purchase	Cash purchase	Both A and B	Contra purchase	C
AC43	This section appears only once at the beginning of the report only.	Group Footer	Page Header	Page Footer	Report Header	D
AC43	Say for example a payment is made to a creditor ABC - Rs.10000 by cash, it can be entered into the voucher type.....	Loan	Payment	Receipt	Sales	B
AC44	The field list of a table can be added into the report from the	Table menu	View menu	Format menu	Data menu	B
AC44	Identify the purchase voucher type, the transaction for purchase of 10 CPUs, 10 monitors by credit.	Credit Purchases	Cash Purchases	Expense Purchases	Debit Purchases	A
AC45	Identify the object which summarizes data in a graphical format in a stand alone report or form.	Data graph	Smart chart	Free standing chart	Embedded chart	C
AC45	Identify the voucher type to be chosen for the sale of computers to Anand by cash @ Rs.210000 per unit.	Cash Ledger	Sale Sheet	Stock Journal	Purchase Voucher	C
AC46	An embedded chart can be created by the Chart button in the	Toolbox	Databox	Reportbox	Menubox	A
AC46	A bank overdraft repaid by cheque at Rs.25000 can be made in the voucher.....	Payment	Receipt	Debit	Contra	D
AC47	Identify the dialog box that helps to create a mailing label.	New Label	New Format	New Report	New Mail	C
AC47	The financial statement that consolidates ledger balances is	Balance sheet	Profit & Loss statement	Trial balance	Journal	C
AC48	The label size is computed as	Height - Width	Height / Width	Height + Width	Height * Width	D

AC48	The F9 function key in the left side of the Gateway of Tally screen displays the.....	Accounting reports	Inventory reports	P & L reports	Expense reports	B
AC49	Labels are prepared for printing on _____ Printers.	Sheet-feed	Form-feed	Data-feed	Value-feed	A
AC49	The option on the Gateway of Tally that will generate the P&L account statement is.....	Net Loss	Net Income	Net Profit	Net Account	C
AC5	The tables of a database are created from this view.	Tool view	Menu view	Table view	Design view	D
AC5	Which of the following is not a step in Accounts compilation?	Recording	Summarising	Liability	Classifying	C
AC5	The expenditure for running the business for a period is	Expense	Example	Taxes	Income	A
AC50	A macro in Access is a set of _____	Calls	Actions	Tables	Values	B
AC50	This displays the balance daywise for a selected voucher type.	Record book	Ledger book	Journal book	Day book	D
AC51	We can create macros with complex conditions using the _____.	Expression builder	Form builder	Macro builder	Data builder	A
AC51	The feature in Tally to analyze accounts of a company is.....	Ratio analysis	Account analysis	Data analysis	Transaction analysis	A
AC52	This Access page has a connection to database, with Web interface to view, edit and manipulate data stored in a database.	Field Access Page	Data Access Page	Web Access Page	Form Access Page	B
AC52	The age-wise statement is displayed based on.....	Income	Payables	Expenses	Loans	B
AC53	To access macros of a report or form with a single name, you create a _____	Macro set	Macro links	Macro group	Macro list	C
AC53	The ratio analysis of receivables can be done based on.....	Bill date	Effective date	Voucher date	Previous date	A
AC54	The dialog box which helps in setting the label size according to our requirements is _____.	Label	Size	Setup	Customize	D
AC54	Name the statement that helps the management in the decision making process.	Data flow	Funds flow	Stock flow	Cheque flow	B
AC55	If the date and time a report being printed is to appear on the report or a label we use the _____	Insert menu	View menu	Edit menu	Data menu	A
AC55	Identify the budget type which is chosen where transaction amounts are to be monitored.	On closing balance	On net credit flow	On net transactions	On net cash flow	C
AC56	The SQL statement used to retrieve information from tables is _____	Order by	Select	Get	Sort by	B
AC56	Choose the budget type to be used where bank accounts balances are to be monitored.	On closing balance	On net credit flow	On net transactions	On net cash flow	A
AC57	In Ms-Access, Primary Key cannot accept any NULL value	True	False			A
AC57	The management that needs to consolidate the accounts of its various enterprises uses in Tally.	Consolidate company	Group company	Set company	Alter company	B
AC58	"Select * from Northwind.dbo.shippers" -Interpret the query execution.	Displays the result set of the table Northwind and owner dbo from database shippers	Displays the result set of the database shipper from owner dbo	Displays the result set of the shippers table in the database Northwind and owner dbo	Displays all the fields from shippers table in the database dbo of northwind	C

AC58	Identify the user who can access audit trails in Tally.	Owner	Data Entry operator	Accountant	Administrator	D
AC59	In Ms-Access _____ query, is the default query	Crosstab	Action	Select	None of the above	C
AC59	Identify the accounting feature in tally that facilitates splitting financial years for a company data.	Month-less accounting	Yearly-entry accounting	Period-less accounting	Transaction-number accounting	C
AC6	A field that can uniquely identify a record and also allows records to be sorted by its entries.	Candidate key	Data key	Primary key	Entity key	C
AC6	Accounts Receivable are also known as _____.	Balance Sheet	Trial Balance	Profit & Loss Report	Bills Receivable	D
AC6	Identify the account type by the rule: "Debit the receiver and credit the giver".	Real accounts	Personal accounts	Nominal accounts	Expense accounts	B
AC60	_____ is the primary object of a Ms-Access database	Reports	Forms	Query	Table	D
AC60	The tracking of changes in vouchers and ledger masters is done by.....	Tally Vault	Tally Audit	Tally Report	Tally Group	B
AC61	In Ms-Access, _____ establishes data integrity	ER diagram	Report	Referential Integrity	Forms	C
AC61	Tally can import data from other programs and creates a log about the activity in the file.....	Tally.imp	Tally.cfg	Tally.exp	Tally.ole	A
AC62	In Ms-Access, Make Table Query creates a new _____	Report	Form	Table	None of the Above	C
AC62	Import and export of data between Tally and other programs is possible with the help of.....	OLE	DBMS	ODBC	MS-XLS	C
AC63	In Ms-Access, the maximum field width of the text data type is _____	512	1024	255	128	C
AC63	The manual option of voucher numbering leads to.....	Auto numbers	Duplicate number	Sequence number	Range number	B
AC64	This is the method of sharing data between two different applications.	Object Linking and Embedding	Object Links for Embedding	Object Access and Link	Embedded object link	A
AC64	The Tally audit trail tracks changes made to vouchers that are	more than 30 Days old	less than 30 Days old	more than a day old	more than a week old	A
AC65	In Ms-Access, content of each field used in composite key can be _____	Unique	Duplicated	Both A & B	Neither A nor B	B
AC65	The ratio analysis of Bills Receivables or Bills Payables can be displayed with the function key.....	F5	F8	F12	F6	D
AC66	In Ms-Access, a tabular form displays _____	single record at a time	multiple records at a time	Both A & B	Neither A nor B	B
AC67	The OLE feature in Access is available in this toolbox button.	Link Object	Unbound Object	Bounded Object	Databound Object	C
AC68	This wizard helps us to create an data access page from more than one table or query.	Data Append Page Wizard	Web Page Wizard	Access Link Wizard	Data Access Page Wizard	D
AC7	The user can hide the columns that are not required for the moment in this view.	Table Design view	Tablesheet view	Datasheet View	Field View	C

AC7	_____ is done to find out the payments receipt, income or expense through any account.	Asset	Ledger Posting and Balancing	Trial Balance	Voucher	B
AC7	The first document where the transaction is entered is called a	Ledger	Liability	Voucher	Expense	C
AC8	The default value for a field can be specified in the _____	Field wizard	Field properties	Field data	Field point	B
AC8	Which of the following is not a feature of Tally.ERP 9?	Power	Flexibility	Scalability	Redundancy	D
AC8	The document used for posting of accounting transactions is	Voucher and journal	Ledger and trial balance	Balance sheet and trial balance	Journal and ledger	D
AC9	This ensures that relationships between records in related tables are valid and can prevent problems occurring from deletion or change of records.	Table integrity	Referential integrity	Data integrity	Field integrity	B
AC9	What does Tally.ERP 9 do not provide?	Allows to maintain company data for any number of financial years	Does not allow data encryption	Allows to create multiple levels of security as per requirements	Allows to import data as well as export data to other software(s) in ASCII, Excel and XML formats	B
AC9	When the debit total is greater than credit total, the amount appears in the column.	Income	Debit	Credit	Expense	B
BC1	Collection of instruction is called a _____	procedure	batch	command	program	D
BC1	A Kilobyte equals approximately ____.	Ten Bytes	One Hundred bytes	One Thousand bytes	Ten Thousand bytes	C
BC1	The processor uses this workspace as a scratch pad during processing.	Monitor	Processor	Keyboard	Memory	D
BC1	Collection of instruction is called a _____	procedure	batch	command	program	D
BC10	_____ printers use light to produce the dots needed to form pages of characters	impact printers	drum printers	non-impact desktop printers	thermal printers	C
BC10	The third generation of computers dated from 1963 to 1975 used _____.	VLSI	Transistors	Integrated Circuits	Vacuum Tubes	C
BC10	VLSI stands for.....	Very large scale Integration	Very limited silicon integration	Value limited scale ic	Very large silicon integration	A
BC10	_____ printers use light to produce the dots needed to form pages of characters	impact printers	drum printers	non-impact desktop printers	thermal printers	C

BC11	Hardware components in a computer are _____, _____, _____, _____	operating system, bootstrap, kernel, shell	control program, interpreter, assembler, compiler	monitor, program, keyboard, bus	CPU, memory, input device, output device	D
BC11	The second generation of computers dated from 1959 to 1963 used _____.	Computer chips	Transistors	Cache	Vacuum Tubes	B
BC11	The data width of a Pentium 4 computer is	16 bits	8 bits	32 bits	1 k bits	C
BC11	Hardware components in a computer are _____, _____, _____, _____	operating system, bootstrap, kernel, shell	control program, interpreter, assembler, compiler	monitor, program, keyboard, bus	CPU, memory, input device, output device	D
BC12	_____ software helps to do a specific task for the user	operating system	application software	windows 95	interpreter	B
BC12	A _____ is one-billion floating point arithmetic operations per second.	Nanoseconds	Gigaflop	Hertz	Byte	B
BC12	The unit which executes addition, subtraction, multiplication and division operations is	CPU	ALU	MU	CU	B
BC12	_____ software helps to do a specific task for the user	operating system	application software	windows 95	interpreter	B
BC13	_____ converts a high level language into machine language	processor	compiler	assembler	coder	B
BC13	In a mainframe computer system, a _____ processor is responsible for handling communications to and from all the remote terminals connected to the computer system.	Back End	Processor	Front End	None of the above	C
BC13	The instructions to be executed by the processor are loaded from memory into the _____	Instruction unit	Process register	Program counter	Instruction register	D
BC13	_____ converts a high level language into machine language	processor	compiler	assembler	coder	B
BC14	_____ is/are a popular front end tool	visual basic	power builder	SQL * plus	all of the above	D
BC14	_____ are built into special purpose devices to perform some specific task.	Embedded Computers	Mainframes	Super computers	Palmtops	A
BC14	The results of a process are stored into	Accumulator	General-purpose Register	Process register	Instruction register	A
BC14	_____ is/are a popular front end tool	visual basic	power builder	SQL * plus	all of the above	D
BC15	_____ translates assembly language program into machine language instructions	compiler	interpreter	assembler	processor	C
BC15	In a mainframe computer system, a _____ processor is responsible for handling data retrieval operations.	Front End	Back End	Processor	None of the above	B
BC15	The memory that stores data as a series of memory cells that can be accessed sequentially is.....	DRAM	SAM	SRAM	ROM	B
BC15	_____ translates assembly language program into machine language instructions	compiler	interpreter	assembler	processor	C
BC16	_____ computers are used in large organizations for large scale jobs which have large storage capacities	mainframes	super computers	micro computers	none of the above	A

BC16	SVGA Stands for ____.	Standard Video Graph Adapter	Super Video Graphics Array	Super Visual Graphics Adapter	Standard Visual Graph Array	B
BC16	The technology used to accelerate the processing of a computer is	Processor bus	Cache memory	BIOS memory	ROM memory	B
BC16	_____ computers are used in large organizations for large scale jobs which have large storage capacities	mainframes	super computers	micro computers	none of the above	A
BC17	_____ is responsible for all calculations and logical operations that have to be performed on the data	control unit	arithmetic and logic unit	central processing unit	none of the above	B
BC17	Central Processing Unit consists of ____, ____ and ____.	RAM, ROM, Cache Memory	Primary Memory, ALU and Input	Control Unit, Input Unit, Output unit	Control Unit, ALU, Memory Unit	D
BC17	The memory used in a computer's BIOS chip is.....	Cache memory	SRAM	Optical memory	Flash memory	D
BC17	_____ is responsible for all calculations and logical operations that have to be performed on the data	control unit	arithmetic and logic unit	central processing unit	none of the above	B
BC18	_____ printer use laser light	band printer	drum printer	non impact printer	none of the above	C
BC18	_____ stores data as a series of memory cells that can only be accessed sequentially.	Read only Memory	Flash Memory	Cache Memory	Serial Access Memory	D
BC18	The process of swapping information between the RAM and hard disk can cause	Fragmentation	Disk full	Thrashing	Paging	C
BC18	_____ printer use laser light	band printer	drum printer	non impact printer	none of the above	C
BC19	_____ software enhances the user to enter ,store, manipulate and print any text	data management	word processing	electronic spreadsheet	none of the above	B
BC19	_____ allows to access any memory cell directly.	Random Access Memory	Flash Memory	Cache Memory	Serial Access Memory	A
BC19	The standard system bus was replaced by frontside and backside bus called.....	Dual independent bus	Dynamic memory bus	Cache memory bus	Dual interface bus	A
BC19	_____ software enhances the user to enter ,store, manipulate and print any text	data management	word processing	electronic spreadsheet	none of the above	B
BC2	Combination of alphabetic and numeric data is called ____ data	alpha numeric	alpha beta	numerous alpha	number and alpha	A
BC2	VLSI Stands for ____.	Very Limited Storage Integration	Very Large Scale Integration	Vast Large Scale Interface	Vast Limited Scale Integration	B
BC2	1024 Megabyte is equivalent to:	1 KB	1 MB	1 GB	100 MB	C
BC2	Combination of alphabetic and numeric data is called ____ data	alpha numeric	alpha beta	numerous alpha	number and alpha	A
BC20	_____ is the temporary storage place for deleted files	my computer	recycle bin	Microsoft exchange	none of the above	B

BC20	_____ of the CPU sends command signals to the other components of the system.	ALU	Virtual Memory	Control Unit	None of the above	C
BC20	The DSP,DAC,ADC,and ROM are parts of the	Graphics card	Memory card	Sound card	Media card	C
BC20	_____ is the temporary storage place for deleted files	my computer	recycle bin	Microsoft exchange	none of the above	B
BC21	Processed data is called _____	data	datum	information	none of the above	C
BC21	EISA stands for _____.	Extended Industry Standard Architecture	Extended Industry Standard Association	Extensive Industry Standard Architecture	Extended Input Standard Architecture	A
BC21	The bus whose widths are 32 or 64 bits is called.....	ISA	PCI	AGP	MCA	B
BC21	Processed data is called _____	data	datum	information	none of the above	C
BC22	_____ language consists of strings of binary numbers	assembly language	machine language	high level language	none of the above	B
BC22	What does ALU not perform?	Arithmetic calculations	Comparisons	Sorting	Signal Transmission	D
BC22	The maximum resolution of a standard SVGA adapter is	1024*640	780*1024	1280*1024	1280*680	C
BC22	_____ language consists of strings of binary numbers	assembly language	machine language	high level language	none of the above	B
BC23	_____ capability supports concurrent users doing different tasks	multiprocessing	multithreading	multiplexing	none of the above	D
BC23	Printers that cannot print graphics, and are in general, noisy and slow are _____.	Dot Matrix	Daisy Wheel	Laser Printer	Plotter	B
BC23	 synthesis method uses recordings of actual instruments.	Amplitude	Frequency	Pulse	Wavetable	D
BC23	_____ capability supports concurrent users doing different tasks	multiprocessing	multithreading	multiplexing	none of the above	D
BC24	The model through which the relationship is displayed between data and information is called_____	processing model	model	system model	none of the above	C
BC24	Choose the correct statement.	The denser the bit map, the lower the resolution	The denser the byte map, the lower the resolution	The narrower the bit map, the higher the resolution	The denser the bit map, the higher the resolution	D
BC24	The instrument that can produce continuous lines is.....	Printer	Plotter	Scanner	Pen	B
BC24	The model through which the relationship is displayed between data and information is called_____	processing model	model	system model	none of the above	C
BC25	_____ looks like a ordinary credit card but incorporate a microprocessor and memory chip	smart card	RAM	ROM	Firmware	A
BC25	Voice input devices convert a person's speech into ____ form.	Digital	Analog	Hybrid	None	A

BC25	PPM , CPS are units used to measure the printer's	Speed	Quality	Resolution	Lines	A
BC25	_____ looks like a ordinary credit card but incorporate a microprocessor and memory chip_____	smart card	RAM	ROM	Firmware	A
BC26	_____ is a device that draws pictures on paper based on commands from a computer.	Sound card	Plotter	Printer	Speaker	B
BC26	The PCL and postscript are defacto standards for.....	Page definition limit	Page description languages	Pixel definition languages	Page definition lines	B
BC27	_____ refers to how sharply an individual color pixel on a monitor appears.	Convergence	Resolution	Refresh Rate	None of the above	A
BC27	A laser printer has RAM for downloading fonts called the.....	Font catridges	Dynamic catridges	Soft fonts	Soft settings	C
BC28	_____ is defined as the amount of data that can be transmitted in a fixed amount of time.	Convergence	Resolution	Refresh Rate	Bandwidth	D
BC28	The characteristic which refers to how sharply a pixel appears on the monitor is called.....	Convergence	Resolution	Dot-pitch	Size	A
BC29	Which one of the following is not a way of classification of monitors on the basis of colors?	Monochrome	Color	Analog	Gray-scale	C
BC29	The faster the refresh rate, the lesser the monitor.....	Sharpness	Resolution	Flickers	Size	C
BC3	Computers can be classified based on _____, _____ and _____	space occupied, price, no. of users allowed	cost, performance their ratio	size, performance, cost	input, output, performance ratios	C
BC3	A nanosecond is _____ of a second.	One -millionth	One - thousandth	One - tenth	One - billionth	D
BC3	The software used for layout of newsletters and magazines along with text and images is called.....	Application software	Desktop publishing	Application development	Data modelling	B
BC3	Computers can be classified based on _____, _____ and _____	space occupied, price, no. of users allowed	cost, performance their ratio	size, performance, cost	input, output, performance ratios	C
BC30	_____ are printers that produce images by pushing electrically heated pins against heat-sensitive paper.	LED Printers	Thermal Printers	Laser Printers	Daisy wheel Printer	B
BC30	The number of bits used to represent a pixel in a monitor decides the	Size of image	Colors and shades of gray that can be displayed	Resolution and sharpness	Signal and refresh rate	B
BC31	Which of the following is not a basis of classification of printers?	Speed	Impact or Non-impact	Fonts	Weight	D
BC31	The input device that utilizes a light-sensitive detector to select objects on a display screen is called.....	Touch screen	Touch pad	Light scan	Light pen	D

BC32	Dot Matrix printer is an example of _____.	Impact Printers	Thermal Printers	Laser Printers	Daisy wheel Printer	A
BC32	The most commonly used scanner technology is....	Charge-coupled device	Optical character recognition	Photo-multiplier tube	Optical sensitive tube	A
BC33	_____ is an expansion board that enables a computer to manipulate and output sounds.	Sound card	Plotters	Printers	Speakers	A
BC33	Identify the type of mice that uses optical sensors to detect motion of the ball.	Mechanical	Optomechanical	Optical	Joystick	B
BC34	_____ is an input device that utilizes a light-sensitive detector to select objects on a display screen.	Touch Pad	Touch Screen	Light Pen	Monitor	C
BC34	Identify the input device that consists the puck and the stylus.	Trackball	Joystick	Tablet	Pen	C
BC35	Which of the following is not a type of mouse?	Mechanical	Technical	Optomechanical	Optical	B
BC35	Identify the disk which has an access time of 30ms.	Zip disk	Floppy disk	Winchester disk	Jaz disk	C
BC36	A measurement that indicates the vertical distance between each pixel on a display screen is referred as ____.	Dpi (dots per inch)	Hertz (Hz)	Dot-pitch	Pages Per Minute (PPM)	C
BC36	A set of tracks across a set of platters in a hard disk is called a.....	Disk	Cylinder	Spiral	Block	B
BC37	Monochrome monitors display _____ colors.	2	4	6	8	A
BC37	The bus used to connect a CD-ROM to your computer is.....	SCSI	PCI	MCA	DAT	A
BC38	Which of the following is not a characteristic of monitor?	Size	Resolution	Divergence	Refresh Rate	C
BC38	The digital audio tape with the capacity of 24GB of data uses the technology called	Hyper circles	Ferro magnetic	Linear velocity	Helical scan	D
BC39	MICR stands for _____.	Magnetic Ink Code Recognition	Medium Iron Character Recognition	Magnetic Ink Code Reader	Magnetic Ink Character Recognition	D
BC39	The floppy disks that support 400k-1.2 MB belong to.....	IBM	Macintosh	Lomega	Imation	B
BC4	_____ is the Worlds largest computer network .	Ethernet	Internet	ARPANET	None of the above.	B
BC4	The capability of an operating system to process multiple programs concurrently for multiple users is known as _____.	Multiprocessing	Multiprogramming	Multitasking	Massively Parallel Processors	B
BC4	The model used to describe the relationship between data and information is called	System model	Data model	Information model	Logical model	A
BC4	_____ is the Worlds largest computer network .	Ethernet	Internet	ARPANET	None of the above.	B
BC40	Magnetic tape is a _____ device.	Random Access	Indexed - Sequential Access	Sequential Access	None of the above	C
BC40	The backward compatible disk that has high density-120MB is called....	SuperDisk	Jaz disk	Zip disk	Hard disk	A
BC41	CD-ROM stands for _____.	Compact Drive Read Once Memory	Compact Disk Read Only Memory	Condensed Drive Read Only Memory	Condensed Disk Read Only Memory	B
BC41	The maximum capacity of an optical disk is	700 MB	6 GB	630 MB	2GB	B

BC42	DAT (Digital Audio Tape) is _____.	Sequential Access Media	Random Access Media	Indexed Sequential media	None of the above	A
BC42	Which of the auxiliary storage devices uses the constant angular velocity access technology?	Super disk	DAT-ROM	CD-ROM	MO drives	C
BC43	DDS Stands for _____.	Digital Data Storage	Direct Data Storage	Direct Digital Storage	Digital Direct Sequence	A
BC43	The.....is an auxiliary sequential access non-volatile storage device.	Winchester disk	Zip disk	Magnetic tape	Magneto-optical drive	C
BC44	_____ is referred as the time, on an average, the drive takes to access a particular piece of information.	Refresh time	Sleep time	Access Time	Elapse Time	C
BC44	The portable device that optimizes the features of the floppy and the CD-ROM is....	Hard disk	Jaz disk	DAT drives	MO drives	D
BC45	Which of the following is not a type of Optical Disk?	CD-ROM	WORM	Erasable	Magnetic Disk	D
BC45	The important central module of an operating system is the.....	Memory module	Data module	Kernel module	I/O module	C
BC46	WORM stands for _____.	Write - Once, Read-Many	Write-Once, Read-Multiple	Write-Once, Read - More	Write - Only, Read - Many	A
BC46	Identify the function of the operating system that manages the tasks waiting to be processed.	Job management	I/O management	Batch management	Data management	A
BC47	The process of allowing different parts of a single program to run concurrently is referred as _____.	Multuser	Multiprocessing	Multitasking	Multithreading	D
BC47	This function of the OS manages allocation of a minimum main memory to tasks.	Disk storage	Memory storage	Virtual memory storage	Extended storage	C
BC48	The process of allowing more than one program to run concurrently is referred as _____.	Multuser	Multiprocessing	Multitasking	Multithreading	C
BC48	Identify the multitasking type that slices CPU time to each program.	Parallelism	Cooperative	Dividing	Preemptive	D
BC49	The process of allowing two or more users to run programs at the same time is referred as _____.	Multuser	Multiprocessing	Multitasking	Multithreading	A
BC49	The OS which allows different parts of a single program to run concurrently is.....	Multithreading	Multiprocessing	Multitasking	Multiprogramming	A
BC5	_____ are used in large organizations for large scale jobs	mini computers	microprocessors	PCs	mainframes	D
BC5	The physical part of the computer is referred as _____.	Software	Hardware	Data	People	B
BC5	A super computer uses a bus width of.....	16 bits	256 bits	64 bits	8 bits	C
BC5	_____ are used in large organizations for large scale jobs	mini computers	microprocessors	PCs	mainframes	D
BC50	The process of allowing more than one process at the same time is referred as _____.	Multuser	Multiprocessing	Multitasking	Multithreading	B
BC50	The OS that monitors external activities with timing constraints is....	Multi-user	Real-time	Multitasking	Multithreading	B
BC51	_____ operating systems are systems that respond to input immediately.	Multitasking	Real-time	Multiprogramming	Multiprocessing	B
BC51	The 32bit operating system for desktop version that replaces Win 9x is.....	Win 2000 server	Win 2000 datacenter	Win 2000 professional	Win 2000 advanced server	C

BC52	NTFS stands for _____.	New Techniqu e File System	New Technolog y Force System	New Technolog y File System	Nice Technique File System	C
BC52	The high-level logical disk structure which defines the way the entire disk is organised is	Frame allocation table	File allotted table	Format allocation type	File allocation table	D
BC53	RAID Stands for _____.	Repeated Array of Inexpensi ve Disks	Redundan t Array of Inexpensiv e Disks	Redundant Allocation of Inexpensiv e Disks	Repeated Allotment of Inefficient disks	B
BC53	A collection of sectors on a hard disk is a	Block sector	Cluster	Block	Table	B
BC54	The process of optimizing the disk by rearranging the files so that they are contiguous is referred to as _____.	Partitioning	Fragmentation	Defragmentation	File Allocation Table (FAT)	C
BC54	The FAT system that provides long filename support and was written using protected-mode code .	FAT16	VFAT	NTFS	FAT32	B
BC55	FAT family of file systems consist of _____.	FAT2, FAT4, FAT12	FAT12, FAT16, FAT32	FAT16, FAT32, FAT64	FAT2, FAT8, FAT16, FAT32	B
BC55	Identify the file system that provides networking,security,compression, large file support....	FAT16	VFAT	NTFS	FAT32	C
BC56	VFAT stands for _____.	Vertical File Allocation Table	Virtual Free Allocation Table	Vertical Free Allocation Table	Virtual File Allocation Table	D
BC56	The logical directory structure has a base of the tree called the.....	Root directory	Main directory	Start directory	Tree directory	A
BC57	The process used to optimize the disk space by arranging files contiguously is	Formattin g	Defragme ntation	Allocation	Partition	B
BC58	Choose the level of RAID that offers disk mirroring for fault tolerance.	Level 0	Level 2	Level 1	Level 3	C
BC59	Identify the archive formats found on Unix-based Internet sites.	Zip, LZH, ARJ	Exe, zp, tz	Doc, xls, wzp	Tar, gz, taz	D
BC6	_____ devices are responsible for feeding data into the computer	input	output	feed	write	A
BC6	_____ is the input to the processing, _____ is the output.	Informati on, Data	Figures, data	Data, Informatio n	Fact, information	C
BC6	When a processor executes one billion floating-point arithmetic operations per second, is called.....	Nanoflop s	Tetraflops	Megaflops	Gigaflops	D
BC6	_____ devices are responsible for feeding data into the computer	input	output	feed	write	A
BC60	Identify the window screen part that indicates the name of the window, application or document.	Title bar	Menu bar	Vertical bar	Control bar	A
BC61	The button on the title bar of a window that displays the menu to control the size of the window is.....	Scroll box	Control box	Minimize box	Maximize box	B
BC62	The mouse operation that is used to move windows and icons to different locations is	Click	Double click	Dragging	Scrolling	C
BC63	The start button,tray and shortcuts are important features of the	Control panel	Title bar	Task bar	Command menu	C
BC64	The start menu option that keeps track of your important websites is	Documen ts	Programs	Accessorie s	Favorites	D

BC65	If you want the recycle bin capacity to be distributed across partitions, you must use the option	Configure drives independently	Configure capacity independently	Configure drive partitions independently	Confirm partition capacity	A
BC66	The feature to retrieve deleted files from the recycle bin is	Re-paste	De-link	Restore	Re-copy	C
BC67	The feature which enables to synchronize files between a floppy and disk is	My Documents	My Briefcase	My Folder	My Directory	B
BC68	A file with the pdf extension can be viewed with the application.....	Adobe Acrobat Reader	Adobe Viewer	Notepad	Wordpad	A
BC69	The remote administration access to view shared resources on the network is.....	Net Neighbourhood	Net Tracer	Net Drive	Net Watcher	D
BC7	_____ is the capability of the o/s to run numerous applications simultaneously	multiprocessing	multithreading	multiplexing	multitasking	D
BC7	Which of the following is not a characteristic of useful information?	Relevant	Incomplete	Concise	Accurate	B
BC7	The processor responsible for communication to and from all the remote terminals connected is termed as	Front-end processor	Host processor	Backend processor	Terminal processor	A
BC7	_____ is the capability of the o/s to run numerous applications simultaneously	multiprocessing	multithreading	multiplexing	multitasking	D
BC70	The utility used to access the directory structure, create files and folders etc is....	Windows Tools	Windows Explorer	Windows Accessories	Internet Explorer	B
BC71	The font, color, background settings are saved in the	Control panel	My computer	Desktop themes	Desktop icons	C
BC72	The Notepad utility saves files in the format.	Binary	Unicode	Hybrid	ASCII	D
BC73	Identify the windows feature that allows more than one person to use a single PC with his own desktop.	Log off	Run	Find	Restart	A
BC74	You can quickly access the recently worked on files from this start menu option.	Favorites	Accessories	Documents	Settings	C
BC8	_____ involves conversion of raw data into some meaningful information	interpreter	compiler	converter	process	D
BC8	The first generation of computers dated from 1951 to 1959 used	Computer Chips	Transistors	Cache	Vacuum Tubes	D
BC8	The processors used for speed-critical graphics applications are.....	CISC	RISC	CAD	CCSIC	B
BC8	_____ involves conversion of raw data into some meaningful information	interpreter	compiler	converter	process	D
BC9	_____ device is responsible for obtaining the processed data from the computer	input	processor	ram	output	D
BC9	RISC stands for	Reduced Instruction Set Computer	Reduced Input Satellite Computer	Reduced Instruction Set Computer	None of the above	C
BC9	The plastic cards with embedded microprocessor and memory are called.....	Credit card	Computer card	Memory card	Smart card	D
BC9	_____ device is responsible for obtaining the processed data from the computer	input	processor	ram	output	D

CA1	Identify the need for controls and auditing in a computerised environment.	Absence of input documents	Lack of visible transaction trail	Accessibility of data and computer programs	All of the above	D
CA1	_____ controls are designed to provide reasonable assurance that the recording, processing and reporting of data through computer systems are properly performed for specific applications.	General	Application	Special	None of the above	B
CA1	Identify the need for controls and auditing in a computerised environment.	Absence of input documents	Lack of visible transaction trail	Accessibility of data and computer programs	All of the above	D
CA10	Grand totals calculated for any code on a document in the batch are called_____.	Financial totals	Record totals	Document totals	Hash totals	D
CA10	Which of the following is not a type of control totals ?	Financial totals	Hash Totals	Document/Record Counts	Transaction totals	D
CA10	Grand totals calculated for any code on a document in the batch are called.....	Financial totals	Record totals	Document totals	Hash totals	D
CA11	Control that checks if correct sequence of commands and update parameters are passed from the application software to the database.	Table level	Data Integrity	Batch check	System test	B
CA11	Which of the following is not a type of system test?	Collection Test	Top down Test	Bottom up Test	Hybrid Test	A
CA11	Control that checks if correct sequence of commands and update parameters are passed from the application software to the database.	Table level	Data Integrity	Batch check	System test	B
CA12	With respect to data integrity control, when monetary transactions are processed against master files without a match, we should maintain a _____	Sequence account	Data account	Suspense account	Update account	C
CA12	A _____ is a redundant digit that is added to a code to enable the accuracy of other digits in the code.	Parity Bit	Check Digit	Leftmost Bit	Rightmost Bit	B
CA12	With respect to data integrity control, when monetary transactions are processed against master files without a match, we should maintain a	Sequence account	Data account	Suspense account	Update account	C
CA13	The system test that tests the top-level modules first and then the lower modules are simulated with dummy modules to check the interfaces is called _____	Bottom up test	Hybrid test	Stub test	Top down test	D
CA13	The system test that tests the top-level modules first and then the lower modules are simulated with dummy modules to check the interfaces is called	Bottom up test	Hybrid test	Stub test	Top down test	D
CA14	Identify the audit technique that examines each transaction as it passes through the system.	Embedded code	Program code	Database Analyzers	Database code	A
CA14	Identify the audit technique that examines each transaction as it passes through the system.	Embedded code	Program code	Database Analyzers	Database code	A
CA15	The Core Image Comparison audit technique compares the_____	Database with master table	Executable program with master copy	Transaction data with master transaction	Module programs with snapshots	B

CA15	The Core Image Comparison audit technique compares the....	Database with master table	Executable program with master copy	Transaction data with master transaction	Module programs with snapshots	B
CA16	The technique used by an auditor to list unused program instructions is_____.	Modelling	Analyzing	Mapping	Tracing	C
CA16	The technique used by an auditor to list unused program instructions is.....	Modelling	Analyzing	Mapping	Tracing	C
CA17	The sample data created and used for the purpose of testing the application system is called_____	Test data	Table data	Item data	Record data	A
CA17	The sample data created and used for the purpose of testing the application system is called....	Test data	Table data	Item data	Record data	A
CA18	The test data (dummy unit) implemented in the normal processing of the system over a period of time is known as_____	Integrated Test Facility	Black box Test Facility	Graph testing	Whitebox testing	A
CA18	The test data (dummy unit) implemented in the normal processing of the system over a period of time is known as....	Integrated Test Facility	Black box Test Facility	Graph testing	Whitebox testing	A
CA19	The test data generated with correctness proof, data flow analysis and control flow analysis tools is called_____	Test item block	Test data pack	Test program pack	Test record pack	B
CA19	The test data generated with correctness proof, data flow analysis and control flow analysis tools is called....	Test item block	Test data pack	Test program pack	Test record pack	B
CA2	The organisational, management, maintenance and access controls are categories of _____	Application controls	General controls	Check controls	Input controls	B
CA2	____code type assigns blocks of numbers to the primary attribute of the entity.	Serial	Block Sequence	Hierarchical	Association	B
CA2	The organisational, management, maintenance and access controls are categories of	Application controls	General controls	Check controls	Input controls	B
CA20	When a real-time system is simulated to generate the same output as the real-time system, the technique is called_____	Parallel trailing	Tracing parallel	Parallel coding	Parallel simulation	D
CA20	When a real-time system is simulated to generate the same output as the real-time system, the technique is called....	Parallel trailing	Tracing parallel	Parallel coding	Parallel simulation	D
CA21	When an auditor expands the extent of substantive tests to determine the impact of defects on the attainment of program objectives, the methodology is_____	Cross reference lister	Formulate flaw hypotheses	Correct lister	Formulate correct hypotheses	B
CA21	When an auditor expands the extent of substantive tests to determine the impact of defects on the attainment of program objectives, the methodology is....	Cross reference lister	Formulate flaw hypotheses	Correct lister	Formulate correct hypotheses	B
CA22	This is an important control in systems that use digital signatures for authentication purposes.	Public audit trails	Random audit trails	Sample audit trails	Data audit trails	A
CA22	This is an important control in systems that use digital signatures for authentication purposes.	Public audit trails	Random audit trails	Sample audit trails	Data audit trails	A
CA23	Selecting transactions based on a sampling rate is called _____ method.	Transaction sampling	Systematic sampling	Simple sampling	Demographic sampling	B

CA23	Selecting transactions based on a sampling rate is called method.	Transaction sampling	Systematic sampling	Simple sampling	Demographic sampling	B
CA24	The capability of the generalized audit software to read different data coding schemes, different record formats and different file structures is.....	File size	File data	File access	File reorganization	C
CA24	The capability of the generalized audit software to read different data coding schemes, different record formats and different file structures is....	File size	File data	File access	File reorganization	C
CA25	The audit software capability of frequency analysis is to.....	Sort and merge files	Sampling nth item	Formatting output	Classify data on a criteria	D
CA25	The audit software capability of frequency analysis is to....	Sort and merge files	Sampling nth item	Formatting output	Classify data on a criteria	D
CA26	The audit functions of attributes sampling, variables sampling, stratified sampling are included in	Stratification	Selection	Statistical	Reporting	C
CA26	The audit functions of attributes sampling, variables sampling, stratified sampling are included in functions.	Stratification	Selection	Statistical	Reporting	C
CA27	Identify the functional limitation of a generalized audit software that enables evidence collection only on the state of an application system after the fact.	Ex Post Auditing Only	Analytical review only	Limited ability to determine Propensity for Error	Limited ability to Verify Processing logic	A
CA27	Identify the functional limitation of a generalized audit software that enables evidence collection only on the state of an application system after the fact.	Ex Post Auditing Only	Analytical review only	Limited ability to determine Propensity for Error	Limited ability to Verify Processing logic	A
CA28	The purpose-written audit programs are used for.....	Sorting, creating, and printing files	Data retrieval, code comparison	Reading data, selecting and analyzing information	Specific tasks with original or modified programs	D
CA28	The purpose-written audit programs are used for.....	Sorting, creating, and printing files	Data retrieval, code comparison	Reading data, selecting and analyzing information	Specific tasks with original or modified programs	D
CA29	Picture of a transaction as it flows through the computer systems is called.....	Program	Track	Snapshot	Picture	C
CA29	Picture of a transaction as it flows through the computer systems is called.....	Program	Track	Snapshot	Picture	C
CA3	The application controls are	Input controls	Processing controls	Both A and B	Neither A nor B	C
CA3	Which of the following is not a feature of system security?	Confidentiality	Integrity	Authentication	Non repudiation	D
CA3	The application controls are	Input controls	Processing controls	Both A and B	Neither A nor B	C
CA30	Identify the type of audit when auditors are members of the systems development team.	General audit	Post audit	System audit	Concurrent audit	D
CA30	Identify the type of audit when auditors are members of the systems development team.	General audit	Post audit	System audit	Concurrent audit	D

CA4	Identify the field check - "If a set of values is defined, is the input data one of these defined values?"	List	Range	Slab	Digit	C
CA4	____ code type assigns consecutive numbers or alphabets to entities.	Serial	Block Sequence	Hierarchical	Association	A
CA4	Identify the field check - "If a set of values is defined, is the input data one of these defined values?"	List	Range	Slab	Digit	C
CA5	The field check that conforms if data input for a field is in a particular format.	Format mask	Data mask	Field mask	Input mask	A
CA5	____ controls create a framework of overall control over the computer-based activities of the firm.	General	Application	Special	None of the above	A
CA5	The field check that conforms if data input for a field is in a particular format.	Format mask	Data mask	Field mask	Input mask	A
CA6	The field check on a processed data that fails if a field is not initialized to zero or errors occur during calculation is _____	Range	Sign	Overflow	Serial	C
CA6	____ are designed to ensure that the integrity of the data entered into the computer system is maintained.	Processing Controls	Input Controls	Output Controls	Application Controls	B
CA6	The field check on a processed data that fails if a field is not initialized to zero or errors occur during calculation is.....	Range	Sign	Overflow	Serial	C
CA7	The validation checks applied to a field depending on its logical interrelationships with the other fields in the record are called _____.	Field checks	Record checks	Batch checks	File checks	B
CA7	____ are designed to ensure that the appropriate computer processes have been performed on the data inputted to the computer system.	Processing Controls	Input Controls	Output Controls	Application Controls	A
CA7	The validation checks applied to a field depending on its logical interrelationships with the other fields in the record are called	Field checks	Record checks	Batch checks	File checks	B
CA8	A group of records or transactions that are contiguous constitute _____.	Physical batches	Logical batches	Block batches	Transact batches	A
CA8	____ error can occur when a computational field is not initialized to 0.	Underflow	Overflow	Range	Sign Test	B
CA8	A group of records or transactions that are contiguous constitute	Physical batches	Logical batches	Block batches	Transact batches	A
CA9	____.is the type of batch check (group of records) for all input records of a particular type is done.	Control totals	Serial number	Transaction type	Sequence check	C
CA9	____ are designed so that the results ultimately reported as a consequence of the inputting and processing of the data are valid, accurate and complete.	Processing Controls	Input Controls	Output Controls	Application Controls	C
CA9	is the type of batch check (group of records) for all input records of a particular type is done.	Control totals	Serial number	Transaction type	Sequence check	C
DB1	This is a collection of integrated, organized and logical group of data.	Datainfo	Database	Datanet	Dataset	B
DB1	BCNF stands for _____.	Bradd Codd Normalized Form	Boyce -Codd Normal Form	Boyce -Courier Normal Form	Bryan -Codd Normal Form	B
DB10	The conceptual schema, which describes the structure and constraints of the database is also called the_____.	Physical level	View level	Logical level	Data level	C
DB10	____ is used for controlling data and access to the database.	Data Management Language	Data Dictionary Language	Data Control Language	Data Definition Language	C

DB11	Identify the database model which uses E-R modelling and Normalization .	Implement ation model	Conceptu al model	Physical model	Database model	B
DB11	Which of the following is not a feature of RDBMS?	The program and data are depende nt on each other	Format of the database can be changed without losing the data	Relationships can be establishe d between two or more databases	Sorting, indexing and reporting allowed	A
DB12	The data object in the system is called_____	Attribute	Relationsh ip	Entity	Application	C
DB12	_____ is the process of refining the data model built by the ER-Diagram.	Redunda ncy	Administra tion	Normalizati on	Representati on	C
DB13	Identify an object which can qualify as an entity.	Name	Date	Title	Employee	D
DB13	_____ is a technique for analysis and logical modeling of a system's data requirement.	ER- Modelling	Flowcharti ng	Data Dictionary	Structured English	A
DB14	_____.. is represented by a diamond in the ER diagram.	Attribute	Entity	Occurance	Relationship	D
DB14	_____ are the persons who run the organization's daily operations using application programs.	Database Designer s	Database Administra tors	End Users	System Administrator s	C
DB15	The process of minimizing duplication and inconsistencies in structuring data is called_____.	Associati on	Relationsh ip	Normalizati on	Conceptualiz ation	C
DB15	_____ are instructions and rules that govern the design and use of the database system.	Procedur es	Data	Functions	None of the above	A
DB16	Identify the cardinality of this relationship: A club has many members.	1 : 1	1 : N	N : 100	M : 1	B
DB16	A DBMS that supports a database distributed across several different sites is called a _____.	Centraliz ed DBMS	Distributed DBMS	Multiple DBMS	None of the above	B
DB17	Identify the cardinality of this relationship: One purchase order is raised by an order requisition.	2 : 1	1 : 1	1 : N	2 : N	B
DB17	_____ of DBMS describes the various user views.	Logical Level	View Level	Physical Level	None of the above	B
DB18	This normal form checks if each field contains unique and non-repeating information.	3NF	2NF	1NF	BCNF	C
DB18	_____ of DBMS is also known as Internal Schema.	Physical Level	Logical Level	View Level	None of the above	A
DB19	This is an attribute whose value determines other values within a row in a relational table.	Determin ant	Datamain	Mainfield	Prime attribute	A
DB19	A DBMS that supports a database located at a single site is called a _____.	Distribut ed DBMS	Multiple DBMS	Hierarchic al DBMS	Centralized DBMS	D
DB2	The database system comprises of _____.	Software	People	Data	All of the above	D
DB2	Which one of the following is not a degree of relationship?	One-to- one	One-to- many	Many-to- many	Many-to-one	D
DB20	The database model which shows relationships as links between records, is called.....	Network model	BCNF model	Relational model	Hierarchical model	D
DB20	_____ manages all hardware components and makes it possible for all other software to run on the computer.	DBMS software	Applicatio n Programs	Operating system Software	Utility software	C

DB21	This model can be broken down into two or more hierarchical models.	Relational model	Super model	Network model	Associate model	C
DB21	_____ is the software tool used to help manage the database system's components.	DBMS software	Application Programs	Operating system Software	Utility software	D
DB22	The relational model organizes data into a _____.	Matrix	Modules	Entities	Tree link	A
DB22	In DBMS, Logical level is also known as _____.	Physical Level	Conceptual Schema	External Schema	View Level	B
DB23	The specific range of values of a field within a table is called _____.	Attribute domain	Attribute limit	Attribute values	Attribute data	A
DB23	_____ are the data elements that describe an entity.	Attributes	Objects	Relations	None of the above	A
DB24	This represents a single entity occurrence within the entity set.	Table	Tuple	Attribute	Field	B
DB24	_____ is referred to as the degree of a relationship.	Cardinality	Frequency	Transparency	Dependency	A
DB25	Missing, inapplicable and unknown values in the database are represented by _____.	Zero	Blank	No	Null	D
DB25	_____ is represented by a diamond in the ER-diagram.	Decision	Object	Relationship	Attribute	C
DB26	The number of Codd's rules that an accepted Relational DBMS has to satisfy.	12	10	6	4	C
DB26	ANSI stands for _____.	American National Standards Institute	American National Standards Integration	African National Standards Institute	American National Standards Institute	D
DB27	Network Database Model was first implemented by _____.	Rockwell	Honeywell	Stylewell	None of the above	B
DB28	Which of the following statement is incorrect?	In RDBMS, the program and the data are independent.	A table is perceived as a two-dimensional structure composed of rows and columns.	Each row/column intersection represents a multiple data value.	The order of the rows and columns is immaterial to the DBMS.	C
DB29	NULL value represents _____.	Blank Value	Zero Value	Unknown or inapplicable value	None of the above	C
DB3	These are devices that control computer input and output _____	Computer peripherals	Softwares	Computer	Ports	A
DB3	_____ is a database which contains data about definitions of the data elements and their relationships.	Flowchart	Data Dictionary	Structured English	Data Flow Diagram	B
DB30	A/an _____ is any object, place, person, concept, activity about which an enterprise records data.	Entity	Attribute	DBMS	None of the above	A
DB31	_____ is implemented as an array of records.	Relation	Table	Chart	Button	B

DB32	Which of the following statement is incorrect?	A table is perceived as a two-dimensional structure composed of rows and columns.	Each row/column intersection represents a single data value.	The order of the rows and columns is immaterial to the DBMS.	Charts are implemented as an array of records.	D
DB33	Which of the following is not a function provided by SQL?	Data Management Language	Data Dictionary Language	Data Control Language	Data Definition Language	B
DB34	A field that uniquely identifies each record is referred as _____.	Foreign key	Secondary key	Primary key	None of the above	C
DB35	_____ is a feature in MS-Access that allows user to review simple aggregate data in any datasheet.	Total Row	Total Column	Total Cell	None of the above	A
DB36	A ____ is a ready-to-use database containing all the tables, queries, forms and reports needed to perform a specific task in MS-Access 2007.	Macro	Template	Cell	None of the above	B
DB37	_____ property in MS-Access specifies a pattern for all data that will be entered in a particular field.	Default Value	Required	Format	Input Mask	D
DB38	By default, the Field Templates window is positioned on the _____ of the screen in MS-Access 2007.	right side	left side	top	bottom	A
DB39	_____ are screens that can display information and they allow the user to edit data in a specific layout.	Forms	Screens	Monitors	None of the above	A
DB4	The software that manages all the hardware components and interfaces with other softwares on the computer _____.	Application software	Operating system software	Database system software	Utility software	B
DB4	_____ are the persons who design and implement the application programs.	System Administrators	Database Administrators	System Analysts and Programmers	End Users	C
DB40	_____ limits the number of records in a view.	Normalization	Filtering	Monitoring	Summarizing	B
DB41	" >= Date()" function in MS-Access validates _____.	Current date and all dates before current date	Current date and all dates after current date	Current date	None of the above	B
DB42	Command buttons are accessible through the toolbox in either _____ view or _____ view.	Print Design, Form Design	Print Design, Report Design	Form Design, Report Design	None of the above	C
DB43	On which one of the following, the control cannot be used in VB?	Text Box	Label	Check box	Monitor	D
DB44	_____ are objects on a form or report that display data, perform actions, or decorate the form or report.	Controls	Forms	Option groups	Commands	A
DB45	Which of the following is not a type of filter in MS-Access?	Filter based on selection	Filter by form	Filter by columns	Advanced Filter	C

DB46	A/an _____ in MS-Access, is the name of a field, property, or control.	Tool	Operator	Identifier	Magnifier	C
DB47	_____ in MS-Access are built-in procedures that we can use in expressions.	Functions	Identifiers	Operators	Magnifiers	A
DB48	_____ is defined as a collection of related macros that are stored together under a single macro name.	Control Group	Macro Group	Access Group	Group	B
DB49	An action or set of actions that an user can use to automate tasks is known as _____.	Macro	Access	Control	Button	A
DB5	_____ decides the content, internal structure and access strategy for a database.	DBA	DBMS	DB	DML	A
DB5	Which of the these is not a Database Implementation Model?	Normal	Hierarchical	Network	Relational	A
DB50	Expression Builder is an _____ tool.	Format	Word	Access	Excess	C
DB51	_____ are stored in the event properties of forms, reports, or controls in Access 2007.	Queries	Commands	Stand-alone Macros	Embedded Macros	D
DB52	A control whose source of data is a field in a table or query is a _____.	Macro	Bound Control	Unbound Control	None of the above	B
DB53	Which of the following is not a way to view report in MS Access 2007?	Report View	Layout View	Print Preview	Macro View	D
DB54	_____ enables the user to change the design of the report while looking at the data in Access 2007.	Report View	Layout View	Print Preview	Macro View	B
DB55	_____ enables the user to make temporary changes to which data appears on the report before we print it in Access 2007.	Report View	Layout View	Print Preview	Macro View	A
DB56	Which of the following views is the default view of Report in Access 2007?	Report View	Layout View	Print Preview	Macro View	A
DB57	Any combination of mathematical or logical operators, constants, functions, and names of fields, controls, and properties that evaluates to a single value is referred as _____.	Report	Expression	Macro	Theme	B
DB58	A/an _____ control does not have a data source and is used to display information, draw lines, rectangles, and pictures.	Calculated	Bound	Unbound	None of the above	C
DB59	A _____ is the most common type of bound control.	Text Box	Label	Check box	Monitor	A
DB6	These are critical components that monitor and audit the data that enters the database and the information that is generated through the use of such data.	Programs	People	Procedures	Softwares	C
DB6	How many rules are proposed by Codd for RDBMS ?	10	12	15	18	B
DB60	SQL stands for _____	Structured Question Language	Structured Query Language	Simple Query Language	Simple Question Language	B
DB61	An object in MS-Access can either be _____ or _____.	Loaded , Embedded	Linked, Entitled	Linked, Embedded	None of the above	C
DB62	In MS-Access 2007, an application that provides the data is called _____.	OLE Client	OLE Server	Object	Module	B
DB63	_____ is a method used to exchange data between applications in Access 2007.	OLE	SQL	Object	Loading	A
DB64	MS Access 2007 does not support more than _____ fields in a table.	128	512	256	255	D
DB7	The database that is distributed across different sites is called a _____	Centralized DBMS	Enduser DBMS	Single-user DBMS	Client-server DBMS	D

DB7	SQL is considered to be a ____.	Third generation language	Fourth generation language	First generation language	Second generation language	B
DB8	This contains data about definitions of the data elements and their relationships.	Data information	Data table	Data dictionary	Data server	C
DB8	_____ consists of commands to create the objects, such as tables, views, indexes etc.	Data Management Language	Data Dictionary Language	Data Control Language	Data Definition Language	D
DB9	The physical level, which describes data storage structures and access paths is also known as _____.	Internal schema	Conceptual schema	External schema	Logical schema	A
DB9	_____ is used for query, insertion, deletion and updation of information stored in the database.	Data Management Language	Data Control Language	Data Dictionary Language	Data Definition Language	A
DS1	The document authenticated by a distinctive mark of a signer is called _____.	Evidence	Document	Signed	Proof	A
DS1	Which one of the following is not a type of Digital Certificate?	Server certificates	Developer Certificates	Personal Digital Certificates	Repositories	D
DS10	The digital signature is a _____	Digitally signed hash result of the message	Key generation of the message	Algorithm for the message	Hash value of the image algorithm	A
DS10	Which of the following is not a purpose of signing writings?	Evidence	Ceremony	Approval	All of the above	D
DS11	A trusted third party to associate a signer with a specific public key is called the _____	Key Authority	Crypto Authority	Certification Authority	Signer's Authority	C
DS11	WYSIWYS stands for _____.	What You See Is What You Sign	What You Seek Is What You Sign	What You Sign Is What You See	What You Suggest Is What You Sign	A
DS12	To verify a person's claim for the right to use a given key is done by the _____	Company certificate	Certification commission	Digital certificate	Message certificate	C
DS12	_____ is an electronic document which incorporates a digital signature to bind together a public key with an identity such as the name of a person or an organization.	Server Certificate	Public Key Certificate	Electronic Purse	Electronic Signature	B
DS13	A digital certificate contains the _____	Owner's public key, expiry date of the public key, signature of CA	Owner's private key, public key, address	CA key, phone number, key date	Message key, hash value, CA algorithm	A

DS13	CRL stands for _____.	Certificate Renovation Lists	Certified Revocation Listing	Certificate Revocation Lists	Certified Remedial Lists	C
DS14	Individuals use them to securely exchange messages online.	Web digital certificate	Public digital certificate	Personal digital certificate	Verified digital certificate	C
DS14	_____ are used by individuals when they exchange messages with other users or online services.	Server Certificates	Developer Certificates	Digital Certificates	Personal Certificates	D
DS15	Personal digital certificate can be used with _____	Data bases and softwares	Web browsers and S/MIME applications	Websites and photo share	Communication media softwares	B
DS15	A Digital Certificate is issued by a _____.	Certification Authority	Certification Administration	Certified Administration	Certified Authority	A
DS16	While downloading software from Internet, Developer Certificate is used in conjunction with _____	Microsoft authority TM	Microsoft software key	Microsoft Authentication message	Microsoft Authenticode TM	D
DS17	The Certifying Authority provides the following services:	Issuing, revocation and status	Generation, storage and period	Issuing, costing and storing	Retrieval, storage and informing	A
DS18	The prospective signer holding the corresponding private key is termed as the _____	Recipient	Subscriber	Subject	Server	B
DS19	The recipient uses this to verify that the digital signature was created with the corresponding private key.	Public key	User key	Private key	Key certificate	A
DS2	A digital signature could be _____	An image	A file	A string	All of the above	D
DS2	Which of the following is not contained in Digital Certificates?	Owner's Public Key	Owner's name	Residential Address of the owner	Digital Signature of the issuer	C
DS20	This helps the verifier to determine if the signature was created during the operational period.	Company stamp on the digital signature	User stamp on the digital signature	Time-stamp on the digital signature	Digital stamp on the digital signature	C
DS21	These are on-line databases of certificates to verify the public key and the subscriber.	Re-storage	Repositories	Recipients	Data records	B
DS22	The digital certificate that offers assurance of verification of the owner's personal identity is of _____	Class 1	Class 4	Class 3	Class 2	D
DS23	The list containing deleted digital certificates _____.	Certificate Revocation list	Certificate deletion list	Certificate removed list	Removed repository list	A
DS24	The cost of establishing repositories and utilizing services of CA is called _____.	Institutional prospect	Company expense	Institutional overhead	Implementation overhead	C

DS25	By minimizing the risk of undetected message tampering, message forgery and false claims, digital signature offers solution to the problem of _____	Message integration	Message integrity	Message availability	Message format	B
DS3	The tools used for providing nonrepudiation service are _____	Approval and logistics	Signer authentication and document authentication	User authentication and computer authentication	Access rights and folder authentication	B
DS3	A _____ service provides assurance of the origin or delivery of data in order to protect the sender against false denial by the recipient that the data has been received, or to protect the recipient against false denial by the sender that the data has been received	Repudiation	Non-repudiation	Digital Signatures	Facial Recognition	B
DS4	The branch of applied mathematics used to protect messages from impersonators is _____.	Electrography	Signography	Cryptography	Symmetrography	C
DS4	_____ are the electronic counterparts to driver licenses, passports and membership cards.	Digital Certificates	Electronic Signatures	Electronic Cash	Electronic Purses	A
DS5	The algorithm used to generate the complementary keys of an asymmetric cryptosystem is referred to as the principal of.....	Infeasibility	Reversibility	Invariably	Irreversibility	D
DS5	_____ are online databases of certificates and other information available for retrieval and use in verifying digital signatures.	Server Certificates	Repositories	Digital Certificates	Personal Digital Certificates	B
DS6	The process of creating a fingerprint of a standard length smaller than the message is done using _____.	Hash function	Key generator	Value function	Sign algorithm	A
DS6	Which of the following is not an attribute of Digital Signatures?	Signer Authentication	Document Authentication	Affirmative Act	Availability	D
DS7	Digital signature creation uses hash result derived from _____	Public and private key	Signed message and private key	Short message and public key	Signed key and message	B
DS7	_____ is the process of checking the digital signature by reference to the original message and a given public key.	Digital Signature	Digital Signature Creation	Digital Signature Verification	Digital Signature Authentication	C
DS8	The process of signature verification is to compare the crypto message with _____	Signed message and private key	Original key and public message	Original message and public key	Crypto message and algorithms	C
DS8	_____ uses a hash result derived from and unique to both the signed message and a given private key.	Digital Signature	Digital Signature Creation	Digital Signature Verification	Digital Signature Authentication	B
DS9	The act of creating a digital signature using the signer's private key considering legal consequences is a/an _____	Legal act	Approval act	Signer compromise	Affirmative act	D
DS9	A _____ is an algorithm which creates a digital representation or "fingerprint" in the form of a "hash value" or "hash result" of a standard length which is usually much smaller than the message but substantially unique to it.	Public Key Cryptography	Hash Function	Asymmetric Cryptosystem	None of the above	B

EC1	Identify the standard used for electronic and credit card transactions.	JEPI	JPI	JOPI	JTPI	A
EC1	Which of the following is not a type of Electronic Payment?	Credit Cards	Electronic cheques	Electronic Purses	Rupee	D
EC10	This EDI software collects business application information and formats it into a fixed length computer file.	Trans Link software	Electronic Link software	Application Link software	Data Link software	C
EC10	Which of the following is not an E-Commerce application?	Supply chain Management	Video on-demand	Remote Banking	TV watching	D
EC11	For an outgoing EDI document the internal format file is sent from the application service to the _____	Communication Service	Translation Service	File Service	Data Service	B
EC11	_____ manages the flow of communication which can be unidirectional or bidirectional.	Physical Layer	Session Layer	Network Layer	Application Layer	B
EC12	The application service document exchange for outgoing/incoming to/from the business application is done by _____	Document routines	Callable routines	Business routines	Translator services	B
EC12	_____ is responsible for transmitting and receiving the frames of data.	Physical Layer	Session Layer	Network Layer	Application Layer	A
EC13	Identify the external document format that an EDI system uses.	X12	TWCC	ODIT	FATM	A
EC13	_____ broadcasts on subnet by hosts or routers seeking physical node addresses, given IP addresses.	Routing Information Protocol	Internet Control Protocol	User Datagram Protocol	Address Resolution Protocol	D
EC14	The transmission file builder (TFB) translates from internal format file to _____.	External format file	Transmission file	Electronic format	Binary format	B
EC14	_____ is responsible for establishing the connection path between the sending and the receiving peer.	Physical Layer	Session Layer	Network Layer	Application Layer	C
EC15	The transmission file splitter translates from transmission file to _____	External format file	Transmission file	Electronic format	Binary format	A
EC15	_____ is used to keep routing tables updated in routers and hosts by periodic broadcasts from routers.	Routing Information Protocol	Internet Control Protocol	User Datagram Protocol	Address Resolution Protocol	A
EC16	This service identifies the trading partner and determines his corresponding gateway to be used.	Translation service	Transmission service	Communication service	Connector service	C
EC16	_____ messages for flow control, echo and flow redirection.	Internet Control Message Protocol	Internet Protocol	User Datagram Protocol	Address Resolution Protocol	A
EC17	These EDI standards define the procedural format and data content requirements for specified business transactions.	Transaction Inquiry Standards	Transaction Data Standards	Transaction Set Standards	Transaction Committee Standards	C
EC17	API stands for _____.	Application Peer Interface	Application Programming Interface	Application Programming Internet	None of the above	B

EC18	The EDI standard and documentation for transfer was developed by the industry work group.	Transportation Data Coordinating Committee	Transfer Data Council Committee	Transmission Data Committee	Transport information committee	A
EC18	How many layers does TCP/ IP model have?	10	3	4	9	C
EC19	This protocol uses a Management Information Base(MIB) database for management of network nodes.	Simple Node Transfer Protocol	Simple User Management Protocol	Simple Routing Management Protocol	Simple Network Management Protocol	D
EC19	What does FSTC stand for?	Financial Services Technology Corporation	Financed Services Technology Cost	Financial Storage Technology Corporation	Financial Services Technology Cost	A
EC2	This is a purchase online common perspective model for banner exchange and revenue sharing.	Value Model	Brokerage Model	Accept Model	Affiliate Model	D
EC2	_____ are lists of commands that can be used by the Operating Systems to use specific hardware device.	Device Drivers	Prorocol Suites	Information Superhigh way	TCP/IP	A
EC20	This TCP/IP layer handles the movement of packets around the network.	Link Layer	Transport Layer	Network Layer	Application Layer	C
EC20	Which of the following is not a type of cable used in networks?	Co-axial Cable	Twisted Pair	Fiber Optic	Bundled Pair	D
EC21	It is a redirector that filters calls by processes on one host to be executed on another host.	Request Procedure Call	Remote Part Call	Remote Procedure Call	Remote Port Call	C
EC21	The _____ is responsible for the integrity of the transmission and is capable of doing the same across LAN Segments.	Network Layer	Transport Layer	Session Layer	Physical Layer	B
EC22	Identify a method of EDI interaction with multiple companies.	Central information clearing-house	Central data exchange	Central data house	Private information clearing-house	A
EC22	SNMP stands for _____.	Simple Network Management Procedure	Session Network Management Protocol	Simple Network Management Protocol	Simple Network Multilayer Protocol	C
EC23	An EDI system converts generic EDI message format to _____.	RD format	RDBMS format	RDB format	DDBS format	B
EC23	_____ provides network I/O (open, read, write, close) to remote file systems.	Application Programming Interface	Applied Programming Interface	Application Programming Internet	Application Programming Institute	A
EC24	Documents of the same type, transmitted to a trading partner are formatted into a _____	Transfer group	Format group	Functional group	Electronic group	C
EC24	_____ is a private network implemented inside the enterprise to facilitate communication between employees and the departments.	Protocol	Internet	Extranet	Intranet	D

EC25	EDI stands for _____	Electronic Digit Interchange	Electronic Data Interchange	Electric Data Interchange	Electric Digit Interchange	B
EC26	TDCC stands for _____	Transportation Digit Coordinating Committee	Transportation Data Committee Coordination	Transportation Data Coordinating Committee	Transportation Digit Committee Coordination	C
EC27	A _____ is a communications network that exchanges EDI messages among trading partners.	Value Added Networks	EDI standards	Application Link Software	Translation Service	A
EC28	Which of the following file is not created by EDI as a document passes through the system?	Electric Format file	Internal Format File	External Format File	Transmission File	A
EC29	Which of the following is not an EDI Service?	Application Service	Translation Service	Communication Service	File Service	D
EC3	CHIPS and FedWire are major worldwide networks for _____	Electronic Fund Transfer	Electronic Fast Transfer	Electronic Format Transfer	Electronic Data Transfer	A
EC3	How many layers does OSI reference model have?	3	5	7	9	C
EC30	EDIFACT stands for _____	EDI for Administration, Commerce and Transport	EDI for Accounting, Commerce and Transport	EDI for Accounting, Cost and Transport	EDI for Administration, Commerce and Techniques	A
EC31	_____ refers to the electronic interchange of data between computer systems.	EDI	EFT	VAN	None of the above	A
EC32	_____ contains a single document for a single trading partner.	Document File	Internal Format File	Transmission File	External Format File	B
EC33	The _____ sends and receives transmission files to and from the trading partners either directly or by using party service called VAN.	Application Service	Communication Service	Translation Service	File Service	B
EC34	_____ are the companies or groups which exchange information through EDI.	Automatic Teller Machine	Electronic Fund Transfer	Trading Partners	None of the above	C
EC4	This is an extension of the wallet for credit cards and can be used to make payments.	DebitCash	ChequeCash	NetCash	CyberCash	D
EC4	_____ is a collection of computers that allows various users to communicate and share resources.	Software	Hardware	Network	Infrastructure	C
EC5	Identify the EDI components.	Application Service	Translation Service	Both A and B	Neither A nor B	C
EC5	Which is not a type of Smart card?	Contact Cards	Electronic cheques	Contactless Cards	Combi Cards	B
EC6	Messages in an EDI network infrastructure are exchanged in the format_____.	Binary docs	Text docs	Service docs	EDI docs	D
EC6	SET stands for _____.	Security Electronic Transfer	Secured Electronic Transaction	Start Electronic Transaction	None of the above	B

EC7	Companies which exchange information using EDI are called_____.	Trading partners	Electronic partners	Transfer partners	Communication partners	A
EC7	_____ system involves the electronic movement of funds and fund information between financial institutions.	Electronic Data Interchange	Smart card	Electronic Fund Transfer	Contact Cards	C
EC8	This file contains a single document for a single trading partner.	Trading file	Internal file	EDI file	Immediate file	B
EC8	_____ is the topmost layer in the OSI model.	Physical Layer	Session Layer	Network Layer	Application Layer	D
EC9	This file contains functional groups which constitute the interchange set.	Interchange file	Internal file	Transmission file	External file	C
EC9	A _____ provides certain rules and specification for communication between computers.	Software	Protocol	Network	Infrastructure	B
EX1	The intersection of rows and columns in an Excel sheet is a _____.	Grid	Cell	Box	Item	B
EX1	Each intersection of a row and column forms a _____.	Worksheet	Cell	Spreadsheet	Array	B
EX10	An excel workbook by default has _____.	10 worksheets	1 worksheet	2 worksheets	3 worksheets	D
EX10	Which of the following type of data cannot be entered into an Excel Worksheet?	Text	Video	Number	Formula	B
EX11	A formula or a function should start with the sign_____.	!	*	=	&	C
EX11	The keyboard shortcut to show the program icon menu is _____.	Ctrl + Spacebar	Alt + Spacebar	Shift + Spacebar	Alt + Tab	B
EX12	Identify the menu in Excel that contains options for sorting, filtering, subtotaling.	Format	Data	Tools	Insert	B
EX12	_____ feature speeds up the repetitive text entry of the original value in the selected cells on dragging mouse.	AutoFormat	AutoFill	AutoComplete	None of the above	B
EX13	When Excel 2000 is started two windows appear, identify the window used to create and edit worksheets.	Application window	Table window	Document window	Edit window	C
EX13	'< >' is a _____ operator.	Logical	Arithmetic	Unary	None of above	A
EX14	The name of a cell i.e. column letter followed by row number is called _____.	Cell reference	Cell name	Cell item	Cell value	A
EX14	The address of any cell of worksheet consists of _____.	Row Letter & Column number	Column letter & Row number	Column number & Row letter	Column letter & Row letter	B
EX15	The numeric data entered into a cell is by default _____.	Left aligned	Center aligned	Justified	Right aligned	D
EX15	'SIGN' Formula _____.	Changes the sign of a number	Determines the sign of a number	Determines sine value of a number	None of the above	B
EX16	The basic cell references that adjust and change when copied or when using autofill are _____.	Absolute cell references	Name cell references	Relative cell references	Effective cell references	C

EX16	'#####' is an error message which means _____. The row is not lengthy enough to display the results of calculation	The column is not wide enough to display the results of the calculation	Invalid Value in the cell	None of the above	B
EX17	When the cell reference is \$AB1, it _____. Allows the row reference to change, but not the column reference	Allows the column reference to change, but not the row reference	Does not allow both the column reference and the row reference to change	Allows both the row reference and the column reference to change	A
EX17	'VALUE' error code describes that it _____. Contains Invalid value	Contains value which MS-Excel document does not recognize.	Contains no value	The formula has wrong type of argument	D
EX18	A name given to a group of cells in a worksheet is _____. Range	List	Block	Group	A
EX18	The statistical function _____ returns the average of absolute deviations of the data points from their mean. AVERAGE	RAND	POWER	AVEDEV	D
EX19	A 3-D reference to a range spans _____. More than a cell	A set of rows and columns	Two or more worksheets	Two or more rows	C
EX19	_____ returns a number rounded to the desired multiple. POWER	SUMPRODUCT	MOD	MROUND	D
EX2	A collection of worksheets is a _____. File	Workpage	Workbook	Sheets	C
EX2	A workbook consists of many _____. Worksheets	Cells	Spreadsheets	Arrays	A
EX20	The function that evaluates an expression and returns TRUE or FALSE value is _____ function. Text	Financial	Statistical	Logical	D
EX20	_____ returns an evenly distributed random number greater than or equal to 0 and less than 1. POWER	RAND	MOD	MROUND	B
EX21	The dialog box that displays the format and help for function is called the _____. Formula list	Formula palette	Formula bar	Formula dialog	B
EX21	_____ returns the largest value in a list of arguments. MAX	MAXA	MODE	VAR	B
EX22	Identify the function that calculates "what a loan or investment will be worth at a later time when all payments have been made". PV	FV	Nper	Pmt	B
EX22	The process of examining a worksheet for errors in formulas is referred to as _____. Counting	Costing	Auditing	Accounting	C
EX23	Identify the error message when the formula contains a blank cell (0 value). ###	#REF		Div 0!	C

EX23	The cell references can be ____, ____ and ____.	Absolute, Relative, Mixed	Abstract, Related, Mixed	Absolute, Related, Mixed	Abstract, Absolute, Mixed	A
EX24	The error code : #NAME? tells us that_____.	The column is not wide enough to display the value	The formula has the wrong type of argument	The formula contains unknown text or unknown named range	The formula attempts to divide by zero	C
EX24	Which of the following is not a type of chart in MS-Excel 2007?	Smart Chart	Radar Chart	Area Chart	Scatter Chart	A
EX25	A technique to identify the source of formula errors is_____.	Formula tool	Trace dependent s	Trace data	Formula list	B
EX25	In Excel 2007, ____ emphasize the magnitude of change over time, and can be used to draw attention to the total value across a trend.	Column Charts	Bar charts	Scatter Charts	Area Charts	D
EX26	Identify the formula to multiply the corresponding components in the given arrays and return the sum of those products.	Sumif()	Fact()	Summary()	Sumproduct()	D
EX26	By using _____ feature, different areas of the worksheet can be viewed simultaneously in Excel 2007,.	Formatting	Splitting Panes	Chart	Freezing Panes	B
EX27	Interpret the formula =countif(B2:B5,">55").	Number of cells with the value <55	Display cells with the value >55	Number of cells with the value >55	Number of cells that does not have value 55	C
EX27	In Excel 2007, _____ are graphical representations of worksheet data.	Images	Charts	Tables	Pictures	B
EX28	The tool used to view the results and the formula applied is _____.	Formula listing	Formula auditing	Formula link	Formula function	B
EX28	Data that is arranged in one column or row only on a worksheet can be plotted in a _____.	Area Chart	Scatter Chart	Pie Chart	Column Chart	C
EX29	The output of the formula =ROUND(21.5,-1) is_____.	21	22	23	20	D
EX29	A ____ chart is useful when user wants to find optimum combinations between two sets of data.	Surface	Bubble	Stock	Radar	A
EX3	The last column name in a worksheet is_____.	AZ	ZA	IY	IV	D
EX3	In MS-Excel, the shortcut key used to close the visible menu and submenu at the same time is _____.	Shift + F10	ESC	ALT	F10	C
EX30	It enables to apply a pre-defined layout that does not alter data but apply backgrounds, borders etc.	Template	AutoFormat	Editing	Pagesetting	B
EX30	Which of the following is not a sub type of Stock Chart?	High-low-close	Open-high-low-close	Volume-open-high-low-close	Volume-open-high	D
EX31	To scroll a large worksheet with the row headings visible throughout, we use the feature _____	Splitting Panes	Fold Panes	Freeze Panes	Autopanes	C
EX31	_____ charts compare the aggregate values of a number of data series.	Surface	Bubble	Stock	Radar	D
EX32	Identify the tab of the Format Cells dialog box that can fill cells with the choosen color.	Font	Border	Fill	Patterns	D

EX32	Which of the following is not a sub type of Area chart in Excel 2007?	Area and Area in 3-D	Stacked Area and Stacked Area in 3-D	2-D Area	3-D Area	C
EX33	Identify the button that adds trailing zeros to a decimal number entered.	Decimal	Increase Decimal	Decrease Decimal	Comma	B
EX33	_____ option combines two or more selected cells into a single cell.	Shrink to fit	Merge Cells	Wrap Text	Horizontal	B
EX34	The options General, Currency, Percentage, Scientific are part of which tab of the Format Cells dialog box.	Number	Alignment	Border	Protection	A
EX34	The default horizontal alignment of any MS-Excel 2007 document is _____.	General	Horizontal	Left	Right	A
EX35	Identify the text alignment option in Format Cells dialog box that can center data across a number of cells.	Fill	Center Across Cells	Center Across Selection	Center Indent	C
EX35	By default, MS-Excel aligns text to the _____, numbers to the _____, and logical and error values are _____.	Left, Centered, Right	Centered, Left, right	Left, Right, Centered	Right, Left, Centered	C
EX36	Choose the text control option that adjusts the row height according to the contents of the cell.	Merge cells	Shrink to fit	Align bottom	Wrap text	D
EX36	A _____ is used to select records that meet a specific criterion and temporarily hide all other records.	Filter	AutoFill	AutoComplete	Connection	A
EX37	The tool used to correct typing errors like initial capital, replace text is _____.	AutoErrors	AutoCorrect	AutoComplete	AutoSpell	B
EX37	A _____ is the information needed to identify an external data source and to connect to that external data source so that user can import some or all of data into Excel 2007.	Autocomplete	Connection	Filter	Autofill	B
EX38	Identify the Options tab that helps in creating your own lists.	View Lists	Transition Lists	Custom Lists	Edit Lists	C
EX38	The default Pivot Chart type is a simple _____ chart.	Radar	Stock	Column	Surface	C
EX39	The tab of the chart wizard that lets the user specify the source data and series representations, is _____.	Data Range	Data Table	Data Series	Data Type	A
EX39	When a record is deleted using a data form, the deletion is _____ and it cannot be _____.	Temporary, Undone	Temporary, Saved	Temporary, Permanent	Permanent, Undone	D
EX4	The number of rows in a worksheet is _____.	256	65536	126	6000	B
EX4	An array of cells in Excel, is referred to as _____.	Worksheet	Row	Column	None of the above	A
EX40	Identify the chart object that represents the x axis.	Value axis	Series axis	Category axis	Data axis	C
EX40	OLAP stands for _____.	Offline Analytical Processing	Online Analytical Processing	Offline Analytical Productivity	Online Analytical Programming	B
EX41	The chart object where the data values are represented is _____.	Data range	Chart area	Plot area	Data area	C
EX42	The Automatic, Category, Time-scale are options of the chart object _____.	Value Axis	Category Axis	Gridlines	Legend	B
EX43	The Strikethrough, Superscript and Subscript effects of the Format Cells dialog box are part of the _____.	Number tab	Alignment tab	Patterns tab	Font tab	D
EX44	The button "Press and hold to view sample" belongs to the chart wizard series _____.	Step 1	Step 2	Step 3	Step 4	A
EX45	Form,filter,subtotal - are options of the excel menu _____.	Tools	Data	Form	Edit	B

EX46	The button in the data form to search for individual records is _____.	Search button	Find button	Criteria button	Filter button	C
EX47	The section of the Sort dialog box that lets you specify whether the database has a header row, is _____.	Sort by	Options	My list has	Then by	C
EX48	When a data base is sorted based on three columns we call it the _____.	Primary sort	Tertiary sort	Secondary sort	Nested sort	B
EX49	To work on a specific set of records that meet a specific criterion, the Excel feature used is _____.	Selector	Sorter	Pivot	Filter	D
EX5	The address of the current selected cell is displayed in the _____.	Name Box	Function Box	Address Box	Tool Box	A
EX5	The shortcut key used to make the menu bar active in Excel, is ____.	Shift + F10	F10	ALT	Both B or C	D
EX50	The filter which works only with numbers including dates and times is called _____.	AutoFilter	First 10 filter	Top 10 filter	Show All filter	C
EX51	Say you have 5000 records but only 700 pertain to your work then use the _____.	Advanced filter	Auto filter	Standard filter	Custom filter	A
EX52	Before creating a subtotal based on any field in the database it needs to be _____.	Sorted by field	Selected by field	Filtered by field	Marked by field	A
EX53	To place a grand total, grand average row at the bottom of the database the option to be set is _____.	Total Below Data	Compute Below Data	Summary Below Data	Pivot Below Data	C
EX54	The data analysis tool used to summarize data based on columns and rows of a data base is _____.	Subtotal	Advanced filter	Sort data	Pivot table	D
EX55	The pivot table function that displays each data item as a percentage of the grand total of all the data in the pivot table is _____.	% Of	% of total	% Difference From	Running Total In	B
EX56	We can create a pivot chart using external data source by _____.	Microsoft Access	Microsoft Data	Microsoft Query	Microsoft Import	C
EX57	The dialog box that gives access to printing and print preview functions is _____.	Print Setup	Page Dialog	Print Preview	Page Setup	D
EX58	The resolution of printing i.e. number of dots per inch decide the print _____.	Orientation	Quality	Size	Scaling	B
EX59	The tab of the Page Setup dialog box used to specify which areas of the worksheet to print, print titles, page order etc. is _____.	Page tab	Margins tab	Sheet tab	Header tab	C
EX6	The wizard used to build an interactive table from data on sheets is _____.	Function Wizard	Chart Wizard	PivotTable Wizard	Table Filter Wizard	C
EX6	BIFF stands for _____.	Binary Interchange Format File	Binary Interchange File Format	Binary Interchange First File	None of the above	B
EX60	Identify the Page order option that numbers and prints from the first page to the pages to the right and then moves down and continues printing across the sheet.	Row, then column	Down, then over	Page1 then page 2	Over, then down	D
EX61	Identify the Page Setup option that these belong to - "Rows to repeat at top", and "Columns to repeat at left".	Print titles	Print area	Centre on page	Page order	A
EX62	The scaling option of the page "Adjust to" and "Fit to" cannot be set for the _____.	Selected sheet	Print sheet	Chart sheet	Chart object	C
EX63	The drill down option of the pivot table displays the _____.	Summarized data	Subtotal data	Column data	Detailed data	D
EX64	The pivot table function that shows cumulative progress of data towards a goal is _____.	Difference From	Running Total In	% of total	% Of	B
EX65	If you want the macro to be effective in any cell then you shall opt for _____.	Effective reference	Absolute reference	Relative reference	Current reference	C

EX66	The option to record a macro is part of the menu_____.	Edit	Insert	Format	Tools	D
EX67	When work book is shared then the changes made can be viewed with the _____.	Protect Changes	Track Changes	View Changes	Edit Changes	B
EX68	If a file is accessed in the read-only mode then changes made can be saved with a/an _____.	Excel config file	Excel extend file	New excel file	Excel password file	C
EX69	A macro can be accessed with the keyboard combination_____.	Ctrl + the letter you choose	Alt + the number you choose	Ctrl + the number you choose	Alt + the letter you choose	A
EX7	Here you can edit an equation or a function_____	Name bar	Menu bar	Status bar	Function bar	D
EX7	The ____ is the strip of buttons and icons located above the work area in Excel 2007.	Sheet Tab	Values	Ribbon	Formula	C
EX70	The text import wizard parses data into columns with the option_____	Separate	Format	Delimited	Demarked	C
EX71	Choose the language in which Excel macros are created.	MS Excel script	Visual Basic	Visual C++	MS data script	B
EX72	Identify the option of the Tools menu that secures a workbook.	Sharing with lock	Data security	Protection	Protect and Share Workbook	C
EX8	The option of the Edit menu that helps in entering a series of values is_____.	Paste special	Replace	Fill	Clear	C
EX8	Row Number identifies _____ in the worksheet.	Horizontal row	Vertical row	Diagonal	None of the above	A
EX9	The key combination to enter today's date in Excel, is_____.	Control + ;	Shift + :	Control + shift	Control + shift + ;	A
EX9	The formula in a cell usually begins with _____ sign.	?	!	&	=	D
IN1	BBS stands for_____	bulletin board system	business broadcasting system	bulletin broadcasting system	none of the above	A
IN1	ARPANET stands for _____	Advanced Research Projects Agency Network	Advanced Redundant Projects Administration Network	Advanced Research Projects Association Network	Advanced Research Peer Administration Network	A
IN1	The Internet is a network similar to	Peer-to-Peer connectivity	Point-to-Point link	Port-to-Port connection	Peer-to-Peer talking	A
IN1	BBS stands for_____	bulletin board system	business broadcasting system	bulletin broadcasting system	none of the above	A
IN10	HTTP is the acronym for _____	Higher text transfer protocol	Hyper text transmission port	Hyper text transfer protocol	Hyper text transfer port	C

IN10	JUGHEAD stands for _____.	Jonzy's Universal Graphic Hierarchy Excavation and Display	Jonzy's Universal Graphic Hierarchy Excavation and Display	Jonzy's Universal Gopher Hierarchy Excavation and Display	Jonzy's Universal Gopher Hierarchy Excavation and Dilution	C
IN10	Each computer on the Internet is identified with a....	24-bit address	16-bit address	30-bit address	32-bit address	D
IN10	HTTP is the acronym for _____	Higher text transfer protocol	Hyper text transmission port	Hyper text transfer protocol	Hyper text transfer port	C
IN11	_____ is used to transfer and copy files over the internet	iccp	ftp	uucp	none of the above	C
IN11	VERONICA stands for _____.	Very Easy and Redundant - Oriented Net Wide Index to Computerized Archives	Very Easy and Rodent - Oriented Net Wide Index to Computerized Archives	Very Early and Rodent - Oriented Net Wide Index to Computerized Archives	Very Easy and Rodent - Oriented Net Wide Index to Computerized Accessories	B
IN11	A mail server robot can automatically....	Check mails	Read mails	Respond to mails	Delete mails	C
IN11	_____ is used to transfer and copy files over the internet	iccp	ftp	uucp	none of the above	C
IN12	_____ is a program that helps us to log on to other networks	yahoo	ftp	telnet	none of the above	C
IN12	WSIRC stands for _____.	Windows Sockets Internet Relay Chat	Windows Systems Internet Relay Chat	Windows Sockets Intranet Relay Chat	Windows Systems Intranet Relay Chat	A
IN12	This protocol is used to check reliability, sequencing and flow control.	Transmit Communication Protocol	Transmission Control Protocol	Telnet Control Port	Communication Control Protocol	B
IN12	_____ is a program that helps us to log on to other networks	yahoo	ftp	telnet	none of the above	C
IN13	TCP/IP stands for _____	transfer control protocol/internet	transmission control protocol/internet protocol	transfer communication protocol/internet protocol	none of the above	B
IN13	_____ is a set of machines that exchanges messages, or articles, from Usenet discussion forums, called newsgroups.	Usenet	FTP	Telnet	Freenet	A
IN13	To check that data reaches the destination in a proper order, the data packets are assigned....	Order numbers	Packet numbers	Sequence numbers	Data numbers	C

IN13	TCP/IP stands for _____	transfer control protocol/internet	transmission control protocol/internet protocol	transfer communication protocol/internet protocol	none of the above	B
IN14	HTTP stands for _____	hotlink text transfer protocol	hyper text transfer protocol	higher type transfer protocol	none of the above	B
IN14	_____ is a download manager that supports multiple connections, scheduling as well as pausing and resuming of broken downloads.	Webcow	Download Express	Fresh Download	ScanDL	C
IN14	The computer which provides FTP, WWW, Mail services on a network is called....	Client	Server	Host	PC	B
IN14	HTTP stands for _____	hotlink text transfer protocol	hyper text transfer protocol	higher type transfer protocol	none of the above	B
IN15	Two of the important browsers are _____ and _____	lynx,minx	netscape,ie	mosaic,goopher	none of the above	B
IN15	_____ is a small tool to extract links/files from one or multiple website or directory listings and save them to a specified directory.	Webcow	LeechGet 2001	Fresh Download	ScanDL	A
IN15	The method of accessing files through publicly accessible server that gives free access to the files is called	Public FTP	Server FTP	Available FTP	Anonymous FTP	D
IN15	Two of the important browsers are _____ and _____	lynx,minx	netscape,ie	mosaic,goopher	none of the above	B
IN16	_____ are defined as ways of communication amongst networks	protocols	IP address	dns	none of the above	A
IN16	_____ means transferring a file from a host computer to user's computer.	Downloading	Updating	Uploading	Selecting	A
IN16	This file is transferred verbatim with FTP service.	ASCII file	BIT file	Binary File	TEXT file	C
IN16	_____ are defined as ways of communication amongst networks	protocols	IP address	dns	none of the above	A
IN17	HTML stands for _____	higher text medium language	hyper transfer markup language	hyper text markup language	none of the above	C
IN17	Which of these is not an E-mail Server?	SMTP server	POP server	Reliance server	LDAP server	C
IN17	We can access the Archie server by.....	Tunnel	WWW	Telnet	Message	C
IN17	HTML stands for _____	higher text medium language	hyper transfer markup language	hyper text markup language	none of the above	C
IN18	The system of interlinked documents is known as _____	hot links	hyperlink	books marks	none of the above	B
IN18	AIM Mail is a free web based email service offered by ____.	Microsoft	AOL	Google	Yahoo	B
IN18	The types of Archie servers are	Straight Archie	Windows Archie	Both A and B	Neither A nor B	C
IN18	The system of interlinked documents is known as _____	hot links	hyperlink	books marks	none of the above	B

IN19	The small programmes that create animation,multimedia,real-time games and multi user games are called_____	images	applets	animation	none of the above	B
IN19	_____ is a program or a tool that helps in locating a file anywhere on the Net.	Gopher	Telnet	Veronica	Archie	D
IN19	% telnet archie.ans.net is the command used by the Archie client to....	Login to Archie server	Program the Archie Server	Request the Archie server	Protocol the Archie server	A
IN19	The small programmes that create animation,multimedia,real-time games and multi user games are called_____	images	applets	animation	none of the above	B
IN2	USENET is a BBS on ____ scale	small	large	very small	none of the above	B
IN2	_____ is the process of converting digital signals into analog signals.	Modulation	Demodulation	Remote Login	None of the above	A
IN2	When a computer is connected to the internet through a LAN	Dial-up access	Dedicated access	Deployed access	Service access	B
IN2	USENET is a BBS on ____ scale	small	large	very small	none of the above	B
IN20	The information displayed on the web page includes_____, _____ and_____	graphics, videos,audio	programs,images,text	animation, scripts,executable	none of the above	A
IN20	_____ is a user command and an underlying TCP/IP protocol for accessing remote computers.	Telnet	Archie	Gopher	Veronica	A
IN20	This tool helps us to locate a file anywhere on the Internet.	FTP	Remote	Archie	Archives	C
IN20	The information displayed on the web page includes_____,_____ and_____	graphics, videos,audio	programs,images,text	animation, scripts,executable	none of the above	A
IN21	The web pages that represent online home of their author are called_____	first page	home page	welcome page	none of the above	B
IN21	XHTML stands for _____.	Extensible Higher Text Markup Language	Extensive Hyper Text Markup Language	EXtensible Hyper Text Markup Language	EXtensible Hyper Text Marking Language	C
IN21	The computer that maps the Internet domain name to the Internet numeric address is the	Network translator server	Address Naming server	Domain name server	Domain relation server	C
IN21	The web pages that represent online home of their author are called_____	first page	home page	welcome page	none of the above	B
IN22	_____ is the most popular internet service	yahoo service	electronic mail	search engines	none of the above	B
IN22	AJAX stands for_____.	Asynchronous Java And XML	Asynchronous JavaScript and XML	Asynchronizing Java And XML	Asynchronizing JavaScript and XML	B
IN22	is the format of Internet Address.	Aaa-bbb-ccc-ddd	Aaa.bbb.cc.ddd	Aaa/bbb/cc/ddd	Aaa*bbb*ccc*ddd	B
IN22	_____ is the most popular internet service	yahoo service	electronic mail	search engines	none of the above	B
IN23	_____ is a program or a tool that helps us find a file anywhere on the net	newsgroup	telnet	ftp	archive	D

IN23	IIS stands for _____.	Intranet Information Services	Internet Information Security	Internet Intelligent Services	Internet Information Services	D
IN23	The email address has two parts one is the username while the other is the	Domain	Net	Web	Mail	A
IN23	_____ is a program or a tool that helps us find a file anywhere on the net	newsgroup	telnet	ftp	archive	D
IN24	Yahoo,lycos,excite and webcrawlers are _____	search engines	web directories	database	channel	B
IN24	WAIS stands for _____.	Wide Area Information Servers	Wide Area Internet Servers	Wide Area Intranet Servers	Wide Area Information Security	A
IN24	The resources on the World Wide Web are linked with the naming format	Universal Resource Location	Universal Resource Locator	Uniform Resource Locator	Uniform Reserved Link	C
IN24	Yahoo,lycos,excite and webcrawlers are _____	search engines	web directories	database	channel	B
IN25	GIF is the acronym for _____	Graphical interpretation formatting	Graphical interchange Format	Graphical interface format	Graphical Interface format	B
IN25	_____ is a method of presenting information in which selected words or phrases in the text are hyperlinks to other, related information.	OLE	HTML	SQL	None of the above	B
IN25	This Net tool provides a stimulating on-line discussion environment.	Internet Relay Chat	Relay packet transmission	Chat messaging	Information chatting	A
IN25	GIF is the acronym for _____	Graphical interpretation formatting	Graphical interchange Format	Graphical interface format	Graphical Interface format	B
IN26	JPEG is the acronym for _____	Joint Pictures Expert Group	Jumbled pictures expert graph	Joint pictures expert graph	Joint pictures experimental group	A
IN26	TCP/IP stands for _____.	Transfer Control Protocol/ Internet Protocol	Transmission Control Protocol/ Intranet Protocol	Transfer Control Protocol/ Intranet Protocol	Transmission Control Protocol/ Internet Protocol	D
IN26	The IRC II client program command begins with a	Percent	Slash	Line	Dot	B
IN26	JPEG is the acronym for _____	Joint Pictures Expert Group	Jumbled pictures expert graph	Joint pictures expert graph	Joint pictures experimental group	A

IN27	The World Wide Web consists of _____	information	web pages	network connections	mails	B
IN27	Which one of the following is not a type of connection?	Analog/Dial-up Connection	ISDN connection	Internet Connection	B-ISDN connection	C
IN27	The IRC conversations are organized into....	Chats	Packets	Lines	Channels	D
IN27	The World Wide Web consists of _____	information	web pages	network connections	mails	B
IN28	A hyperlink can be on _____	text only	image only	text or image	neither text nor image	C
IN28	Each computer on the Internet has a _____ address called an IP address.	Numerical	Textual	String-based	None of the above	A
IN28	Identify the output of the IRC command "/list -min 10" .	Display channels with at least four users	Display chats with the maximum 10 users	Display channels with at least ten users	Display line with 10 removed channels	C
IN28	A hyperlink can be on _____	text only	image only	text or image	neither text nor image	C
IN29	Web is a collection of _____	web sites	images	applets	documents	A
IN29	TLDN stands for _____.	Top Logical Domain Name	Top Level Domain Name	Trust Logical Domain name	None of the above	B
IN29	Lynx text browser is a web client in which users can login with	Self accounts	Terminal ping	Shell accounts	Shell programs	C
IN29	Web is a collection of _____	web sites	images	applets	documents	A
IN3	Internet can be defined as _____	internal network	network of network	intermediate network	none of the above	B
IN3	ISP stands for _____.	Intranet Service Provider	Internet Service Provider	Intranet Service Protocol	Intranet Security Provider	B
IN3	PPP stands for:	Protocol to Protocol Points	Point to Point Protocol	Pin to Pin communication	Port to Port Protocol	B
IN3	Internet can be defined as _____	internal network	network of network	intermediate network	none of the above	B
IN30	The two major browsers used to surf the Internet are _____, _____	MS Internet Explorer and Mosaic	Netscape Navigator and Mosaic	MS Internet Explorer and Netscape Navigator	None of the above	C
IN30	TLD ".net" is reserved for _____.	Network Infrastructures	Use in tests	Use in examples	Use in certain professions	A
IN30	A web browser provides this hotlist for a user.	Book-keeping	Bookmarking	Menu	Bookmarks	D

IN30	The two major browsers used to surf the Internet are _____, _____	MS Internet Explorer and Mosaic	Netscape Navigator and Mosaic	MS Internet Explorer and Netscape Navigator	None of the above	C
IN31	The internet is also called as _____	arpanet	the net	intranet	none of the above	B
IN31	The space used by Netscape to store the web page retrieved from a Web site is called _____.	Memory	Cache	Internal Space	External Space	B
IN31	The tool to obtain information on the web by menus and more flexible than Archie is....	Lynx	Juggler	Gopher	Gateway	C
IN31	The internet is also called as _____	arpanet	the net	intranet	none of the above	B
IN32	The internet is similar to _____	LAN	peer-to-peer connectivity	wan	none of the above	B
IN32	What does DNS stand for?	Drive Natural system	Domain Name System	Drive Naming system	None of the above	B
IN32	These servers help in searching for words from a list of databases or documents.	WINWAI S and WAISMAN	WIIS and NETWAIS	WINNET and WAISLINK	WINSRC and FTPWAIS	A
IN32	The internet is similar to _____	LAN	peer-to-peer connectivity	wan	none of the above	B
IN33	The net transfers _____ from one place to another	data	parcel	packets	none of the above	A
IN33	A _____ is a collection of Web pages, images, videos or other digital assets that is hosted on one or more web servers accessible via the Internet.	WWW	Internet	Extranet	Website	D
IN33	This scripting language is an object based language and is developed by Netscape.	SGMLScript	VbScript	SunScript	JavaScript	D
IN33	The net transfers _____ from one place to another	data	parcel	packets	none of the above	A
IN34	The net provides interesting services like _____, _____ and _____	scripting, parsing and compiling	news, cooking and fine arts	email, file retrived, internet tools	none of the above	C
IN34	_____ easily catalogs and accesses web pages that a user has visited and chosen to save.	Bookmarks	Web Directory	Website	None of the above	A
IN34	The one-way broadcast of live events is called....	Netcast	Cybercast	Eventcast	Livemessaging	B
IN34	The net provides interesting services like _____, _____ and _____	scripting, parsing and compiling	news, cooking and fine arts	email, file retrived, internet tools	none of the above	C
IN35	_____ is the ancestors of the internet	dnet	arpanet	ARPANET	none of the above	B
IN35	A _____ is one that has web pages stored on the server in the same form as the user will view them.	Bookmarks	Dynamic Website	Static Website	None of the above	C
IN35	This is a system of thousands of distributed bulletin boards and read by a newsreader.	Bulletinreader	Newsgroup	Newsletter	Networkboard	B

IN35	_____ is the ancestors of the internet	dnet	arpanet	ARPANET	none of the above	B
IN36	DARPA stands for _____ _____	defensive administrative rank administration network	dedicated and registered projects administration	defensive advanced research projects administration net	none of the above	C
IN36	_____ are those which allow a user to buy something online and complete a transaction by paying for it online as well.	Flash Websites	E-commerce Websites	Personal Websites	Corporate Websites	B
IN36	Unix shell provides mailing programs called	Pine and Elm	Pile and Elem	Pine and Embedd	Port and Elm	A
IN36	DARPA stands for _____ _____	defensive administrative rank administration network	dedicated and registered projects administration	defensive advanced research projects administration net	none of the above	C
IN37	DARPA is broken into _____ and _____	milnet,smaller arpanet	mailnet,in et	intranet,extranet	none of the above	A
IN37	A site whose purpose is to provide information and resources related to software development, Web design and the like is _____.	Community Website	Download Website	Employment Website	Development Website	D
IN37	The Unix to Unix copy mail system separates parts of the mail address with the symbol.....	@	!	#	()	B
IN37	DARPA is broken into _____ and _____	milnet,smaller arpanet	mailnet,in et	intranet,extranet	none of the above	A
IN38	NSFNET is the united states provides service to _____ and _____	education ,research	music and dance	cooking and dining	none of the above	A
IN38	NNTP stands for _____.	Network Name Transport Protocol	Network News Transfer Protocol	Network News Transport Protocol	None of the above	B
IN38	The Netlauncher (TCP/IP) software consists of these programs that can run under Windows.	Spy Mosaic	Image View	Both A and B	Neither A nor B	C
IN38	NSFNET is the united states provides service to _____ and _____	education ,research	music and dance	cooking and dining	none of the above	A
IN39	HTML stands for _____ _____	Higher text manipulation language	Hotlink text markup language	Hyper transfer meta language	Hyper text markup Language	D
IN39	A _____ does not have web pages stored on the server in the same form as the user will view them.	Dynamic Website	Static Website	Employment Website	Development Website	A

IN39	The parts of the WSIRC server (net tool) window are.....	Server message, command line and channels	Server message, command line and channels	Server message, command line and channels	Server message, command line and channels	C
IN39	HTML stands for _____	Higher text manipulation language	Hotlink text markup language	Hyper transfer meta language	Hyper text markup Language	D
IN4	_____ is a program that displays information about a host connected to the net	finger service	ping service	ftp service	none of the above	A
IN4	_____ is the place where the user mentions the URL of the desired page for display.	Status Bar	Service Bar	Address Bar	Scroll Bar	C
IN4	SLIP stands for:	Serial Limited Internet Protocol	Serial Lock Inter-Protocol	Serial Line Internet Protocol	Setting Link Inter Protocol	C
IN4	_____ is a program that displays information about a host connected to the net	finger service	ping service	ftp service	none of the above	A
IN40	The first international IP network connections were established in 1973 with _____ and _____	united states and UK	england, norway	united states & Russia	none of the above	B
IN40	Which of the following is the correct order in which any search engine works?	Indexing, Web crawling, Searching	Web crawling, Searching, Indexing	Web crawling, Indexing, Searching	Searching, Web crawling, Indexing	C
IN40	These are small java programs that create games, multimedia etc. These are downloaded over the Net and executed by a web browser.	Java scripts	Java exe	Java applets	Java objects	C
IN40	The first international IP network connections were established in 1973 with _____ and _____	united states and UK	england, norway	united states & Russia	none of the above	B
IN41	A _____ is a set of computers interconnected by transmission paths to exchange information in internet	server	client	network	none of the above	C
IN41	The World Wide Web is a collection of.....	Web windows	Net pages	Net addresses	Web pages	D
IN41	A _____ is a set of computers interconnected by transmission paths to exchange information in internet	server	client	network	none of the above	C
IN42	A computer that provides a service usable by other computers is called _____	client	stand-alone	servers	none of the above	C
IN42	It is a link which helps in retrieving information from the WWW easily.	Netlink	Sitelink	Hyperlink	Hypernet	C
IN42	A computer that provides a service usable by other computers is called _____	client	stand-alone	servers	none of the above	C
IN43	_____ can be owed by multiple organisation	LAN	MAN	WAN	none of the above	C
IN43	directories deliver information on all the topics on the Internet.	Web maps	Net ports	Wide maps	Web infos	A
IN43	_____ can be owed by multiple organisation	LAN	MAN	WAN	none of the above	C
IN44	Data is transmitted in the form of _____ signals	analog	digital	non-digital	none of the above	B

IN44	This browser does not display links in color.	Netshark	Cello	Lynx	Mosaic	B
IN44	Data is transmitted in the form of _____ signals	analog	digital	non-digital	none of the above	B
IN45	Modem stands for _____	Moralize/ demoralize	Modulation/ demodulation	Manipulate/ demanipulate	none of the above	B
IN45	The Mosaic browser stores information about the configuration in a/an	Ini file	Exe file	Web file	Txt file	A
IN45	Modem stands for _____	Moralize/ demoralize	Modulation/ demodulation	Manipulate/ demanipulate	none of the above	B
IN46	_____ is the process of the digital signals being converted into a form suitable for analog transmission	Mapping	Modulation	Manipulation	none of the above	B
IN46	This is an indexer that crawls around the web cataloging.	Webcrawler	Web sites	Web creators	Web ports	A
IN46	_____ is the process of the digital signals being converted into a form suitable for analog transmission	Mapping	Modulation	Manipulation	none of the above	B
IN47	_____ and _____ are two basic ways of getting connected to the internet	Satellite link and digital signals	Dedicated access and dial up access	Cable and wires	none of the above	B
IN47	The option by which the browser window in Navigator Gold 2.0 can be shifted to editor window is	Edit/New file	Edit/Save Window	New/Edit page	New/Edit Document	D
IN47	_____ and _____ are two basic ways of getting connected to the internet	Satellite link and digital signals	Dedicated access and dial up access	Cable and wires	none of the above	B
IN48	SLIP stands for _____	Standard long internet protocol	Stream line internet protocol	Serial line protocol	none of the above	C
IN48	This toolbar button displays information about web creation.	Printer	Web page starter	Pager	Document	B
IN48	SLIP stands for _____	Standard long internet protocol	Stream line internet protocol	Serial line protocol	none of the above	C
IN49	PPP stands for _____	Prime prolonged protocol	Point to point protocol	Pillar to pillar protocol	none of the above	B
IN49	This window in Navigator Gold does not support frame display.	Script window	Browser window	Editor window	Form window	C
IN49	PPP stands for _____	Prime prolonged protocol	Point to point protocol	Pillar to pillar protocol	none of the above	B
IN5	_____ is a program or a tool that helps in locating a file anywhere on the net	FTP	TELNET	ARCHIE	none of the above	C
IN5	Which of the following is not an Internet Service Provider?	VSNL	BSNL	Sify	Rally	D
IN5	When a user connects to Internet with a shell account it is called	Direct access	Dedicated access	Indirect access	Dial-up access	D
IN5	_____ is a program or a tool that helps in locating a file anywhere on the net	FTP	TELNET	ARCHIE	none of the above	C

IN50	The different ways of communication on the Web are.....	Interpersonal	Group	Both A and B	Neither A nor B	C
IN51	This download tool provides multi-server connection, can search for mirror sites and provides a file leecher.	Download Accelerator Plus	Fresh Download	WinZip Plus	Webcow	A
IN52	The.....button provides HTML tags for font style, alignments, and colour options.	Edit Format	Character Format	File Format	Window Format	B
IN53	Identify the search engine that helps in concept based searching.	Lycos	Yahoo	Excite	Infoseek	C
IN54	This is a text only browser.	Lycos	Lynx	Links	Netshark	B
IN55	The multithreading feature of Netscape is facilitated with a storage space named.....	Archive	Cache	Thread	Retriever	B
IN56	The distributed uploading of web pages through Navigator Gold is called.....	Web loading	Web updation	Web publish	Page publish	C
IN57	The method of presenting information on the web through highlighted items is called.....	Hypertext	Webtext	Nettext	Hyperlimit	A
IN58	The a2z directory is an alphabetical list of pages used by the search engine.....	Netleecher	Webindexer	Lynx	Lycos	D
IN59	Netscape browser can display context links on an image called.....	Image webs	Image maps	Image graphs	Image texts	B
IN6	URL stands for _____	uniform research locator	uniform resource locator	unlimited restore locator	none of the above	A
IN6	_____refers to unwanted e-mails in bulk, which provide no purpose and needlessly obstruct the entire system.	Spam	Virus	Theft	None of the above	A
IN6	The launch of DARPA's Internet Protocol (IP) facilitated the term.....	Network	Consortium	Internet	Topography	C
IN6	URL stands for _____	uniform research locator	uniform resource locator	unlimited restore locator	none of the above	A
IN60	Name the download tool which highlights an area of a page and gets all the links that are within the highlighted area.	Webcrawler	Webcow	Weblinker	Webcaster	B
IN61	helps in business transactions, generating revenue and demand on the information highway.	E-commerce	E-Marketplace	Both A and B	Neither A nor B	C
IN62	The transfer of structured data for processing from computer to computer using agreed formats and protocols is called.....	Electronic Document Interchange	Electronic Data Interchange	Electronic Data Interworking	Efficient Data Interchange	B
IN63	This system involves electronic transfer of funds between financial institutions.	Electronic Financial Transmission	Efficient Format Transactions	Electronic Format Transfer	Electronic Fund Transfer	D
IN64	A electronic mailbox stores EDI transactions for later retrieval.	Value Added Networks	Very Advanced Networks	Value Aided Networks	Value Enhanced Networks	A
IN65	The mutual satisfaction of price, terms and conditions, delivery and evaluation criteria in a marketplace is....	Negotiation and Bargaining	Networking and Buying	Negotiation and servicing	Critical buying	A
IN66	The type of advertising, the Broadcast and Junk Mail models are of.....	Passive	Push	Portal	Smart	B

IN67	Identify the models of passive advertising.	Billboard	Portal	Both A and B	Neither A nor B	C
IN68	This layer is responsible for transmitting data as frames.	Network Layer	Data Link Layer	Presentation Layer	Transport Layer	B
IN69	This layer is responsible for encoding of data.	Link Layer	Network Layer	Presentation Layer	Physical Layer	C
IN7	A _____ always begins with a slash	message	scheme	command line	none of the above	C
IN7	Which of the following is not an advantage of Internet?	Communication	Entertainment	Information	Modulation	D
IN7	The costs of Internet implementation are.....	Connection cost, cost of telephone line	Computer cost, network card cost	IC board cost, cable cost	Connection company cost, connection data cost	A
IN7	A _____ always begins with a slash	message	scheme	command line	none of the above	C
IN70	This layer of the TCP/IP suite includes the device driver and network interface card.	Application Layer	Link Layer	Transport Layer	Network Layer	B
IN71	This protocol is used for flow control, echo and flow redirection.	Simple Mail Transfer Protocol	Internet Control Message Protocol	Internet Control Data Protocol	Single Control Message Protocol	B
IN72	The software components that integrates different hardware devices with the operating system.....	Device drivers	Device modules	Device programs	Software devices	A
IN73	This is the basic component that connects the computer to the network.	Cable Interface Card	Netlink Interface Card	Device Interface Card	Network Interface Card	D
IN74	The dumb terminal/node in a network depends on this computer for their basic functioning.	Personal computer	Client computer	Server computer	Data computer	C
IN75	This has an embedded microchip which can both manipulate data and execute applications.	Data card	Security card	Combi card	Meta card	C
IN76	To ensure a reliable communication between the buyer and seller, the protocol used is....	Session Socket Layer Protocol	Secure Sockets Layer Protocol	Electronic Socket Layer Protocol	Cyber Socket Layer Protocol	B
IN8	The World Wide Web is referred to shortly as the _____	net	web	browser	editor	B
IN8	_____ is a download tool that allows the user to download individual files from Web and FTP sites at the maximum possible speed.	Webcow	Download Express	Fresh Download	ScanDL	B
IN8	This software enables a host to work as a terminal on the network.	Terminal embedded	Terminal emulator	Indirect software	Terminal communicator	B
IN8	The World Wide Web is referred to shortly as the _____	net	web	browser	editor	B
IN9	_____ is a program that helps us to log on to other networks	Usenet	finger service	ftp	telnet	D
IN9	_____ is a program that is used to transfer the files among computers on the Internet.	Usenet	FTP	Telnet	Freenet	B
IN9	The Windows Internet application functions were developed based on the UNIX programs called.....	Sockets	Package	Protocol	Simulators	A
IN9	_____ is a program that helps us to log on to other networks	Usenet	finger service	ftp	telnet	D
OS1	_____ is a technique used to move windows and icons to different locations and also to reshape windows.	Single Clicking	Dragging	Double Clicking	Scrolling	B

OS10	Which of the following is not a part of Windows Vista taskbar?	Start Button	Quick Launch Toolbar	Notification Area	Snipping Tool	D
OS11	AERO stands for _____.	Authentic, Energetic, Reflective and Open	Authentic, Energetic, Real and Open	Authentic, Embedded, Reflective and Open	Auto, Energetic, Reflective and Open	A
OS2	_____ 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.	My Document	My Computer	My Briefcase	My Network Place	C
OS3	_____ removes unneeded files.	Disk Cleanup	Scandisk	Format	Fragmentation	A
OS4	Taskbar is located across the _____ of the Windows XP desktop.	Top	Bottom	Right	Left	B
OS5	Which one of the following is a mouse operation?	Single Clicking	Double Clicking	Dragging	All of the above	D
OS6	_____ button enables the user to access every program on the computer.	Start	Tray	Cancel	Delete	A
OS7	Which of the following is not an edition of Windows Vista?	Ultimate	Home Premium	Home Basic	Interface	D
OS8	_____ are small programs in Windows Vista, which we can use to access information.	Gadgets	Sidebar	Folder	Calendar	A
OS9	_____ is a simple screen capture utility in Windows Vista.	Sidebar	Snipping tool	Gadgets	Toolbar	B
OT1	For analysing, summarizing, sequencing data, an auditor can use _____.	Statistical Query Language	Structured Query Language	Summary Quote Language	Stratified Query Language	B
OT10	Outlook provides these buttons for the response mail from a meeting attendee.	Tentative	Decline	Both A and B	Neither A nor B	C
OT11	This "Calendar Properties" tab helps in sharing the calendar with other people.	General tab	Permissions tab	Synchronization tab	Data tab	B
OT12	The options of scheduling resources like conference room, slide projector require _____.	Microsoft Scheduler	Microsoft Server	Microsoft Exchange	Microsoft Linker	C
OT13	A scheduled resource is set to the state _____.	Waiting	Busy	Link	Work	B
OT14	While scheduling a meeting, the Required and Optional attendees appear in the _____ box on the Appointment tab.	To	People	Location	List	A
OT15	To find the available free time for all invitees of a meeting, use the _____ button.	AdvicePick Next	FreePick Next	AutoPick Next	Select Next	C
OT16	Scheduling an online meeting requires _____.	Microsoft Access	Microsoft NetMeeting	Microsoft Binder	Meeting Server	B
OT17	The calendar group schedule can include all of the contacts from a _____.	Contact folder	Group folder	External folder	Public folder	D
OT18	The virtual file folder tool to track xls, doc, ppt files with a single name is the _____.	Binder	Builder	Bander	Blocker	A
OT19	The Event Address box option favours online meeting services using _____.	Windows Media Services	Windows Exchange Services	Media Data Services	Windows Meeting Services	A
OT2	We can save Access output as an external file using the option _____.	Insert	Add	Export	Embed	C

OT20	To schedule an appointment daily, weekly, monthly or yearly is called setting its _____.	Resource	Repetitive	Schedule	Frequency	D
OT21	This shortcut on the Outlook bar which displays the day's appointments, tasks and emails scheduled .	Outlook Today	Outlook Day	Outlook List	Outlook Tasks	A
OT22	This shortcut on the Outlook bar that allows the user to track sent and received e-mails from a variety of different contacts is called _____.	Tasks	Journal	Contacts	Inbox	B
OT23	The folder in which unread messages appear in Outlook is _____.	New	Drafts	Unread	Inbox	D
OT24	Identify the tab of the "Internet Accounts" dialog box used to configure your email account.	Email tab	Mail tab	List tab	Directory tab	B
OT25	If you do not want the email address of a particular person to show up in the message header of other recipients, then write it in _____.	Carbon copy	Hidden carbon copy	Blind carbon copy	Bound carbon copy	C
OT26	This helps in customizing your view of the Inbox or Contacts listing.	Mailbox headers	Sort messages	Flag status	Field chooser	D
OT27	To transfer messages to a folder, the button on the standard toolbar is _____.	Move to Folder	Transfer to Folder	Arrange in Folder	Sort in Folder	A
OT28	When messages are displayed based on a criteria, these words appear in the status bar.	Criteria Applied	Filter Applied	Condition Applied	View Applied	B
OT29	Filters setting to view messages in Outlook can be applied based on _____.	Time	Address	Both A and B	Neither A nor B	C
OT3	By default, Outlook displays the tasks in the calendar for the _____.	Previous access date	Current date	File date	Priority date	B
OT30	The filters applied on read/unread messages, attachments, size are based on	Customize characteristics	Outlook characteristics	Message characteristics	Data characteristics	C
OT31	When mails are organised based on specific words, sensitivity, category etc, it is called setting _____.	Filters	Criteria	Conditions	Rules	D
OT32	The term used for merging a list of names and addresses with a letter to be mailed to more than one person, is _____.	Mail Merge	Data Merge	Field Merge	Mail list	A
OT33	Choose the option that saves a file containing the standard letter along with the addresses merged.	Merge To New document	Merge To Printer	Merge To Email	Merge To Fax	A
OT34	Identify the correct interpretation of the forward message button.	Replies to all recipients	Sends the message to only one recipient	Replies to specific recipient	Sends the same message to a new recipient	D
OT35	This feature in Outlook favours correction of mistakes in a sent mail.	Resend	Recall	Correct	Remail	B
OT36	This section of the Print dialog box contains option for printing messages along with their attachments.	Print setup	Print attachments	Print options	Print file	C
OT37	Along with the inbox, outbox, sent folders you also display your own folder in this toolbar.	Outlook Shortcuts	New Shortcuts	My Shortcuts	Personal Shortcuts	C
OT38	Say suppose you were asked to mail the monthly newsletter of your organisation to all your clients/customers, you can organize this in your address book with a _____.	Block	List	Contacts	Group	D
OT39	The document that contains the data to be merged into the main document is called _____.	Address Source	List Source	Data Source	Form Source	C

OT4	Day, Week, Month displays in the outlook calendar are called_____.	Views	Displays	Lists	Options	A
OT40	In Outlook business ideas and personal are message filters based on_____.	Rules	Categories	Characteristics	Words	B
OT5	Identify the part of the appointment which appears on the calendar sheet.	Information line	Location line	Subject line	Start line	C
OT6	Repetitive appointments are enabled with this toolbar button.	Repeat	Redo	Repetitive	Recurrence	D
OT7	This icon indicates that the reminder has been set for the appointment.	Flag	Button	Bell	Check	C
OT8	A new appointment can be created with the File menu or the	Day view	Calendar view	Week view	Month view	A
OT9	To identify people to attend a meeting and to add them to the attendee list, this button is used.	Attendee List button	People List button	Invite Others button	Invite People button	C
PP1	Identify the feature that prompts for a title slide and then the presentation category to provide an outline presentation.	Template designs	AutoContent Wizard	Slide layouts	Mail Merge Wizard	B
PP1	_____ reports information about the presentation and provides shortcuts for changing the view and the zoom.	Slide View	Status Bar	Zoom Slider	Navigation Slides Tab	B
PP10	The_____ contains the sample data for a chart.	Datalist	Datatable	Datacolumn	Datasheet	D
PP10	A/an _____ determines how objects move onto, off and around the slides.	Transition	Rotation	Layout	Animation	D
PP11	Identify the tab in Chart Options dialog box which determines the x and y labels display.	Titles	Axes	Gridlines	Legend	B
PP12	Identify the Chart Options tab that helps to display table of data used to create the chart.	Table Link	Data Link	Data Table	Data Labels	C
PP13	Choose the chart type that can graphically represent the contribution of each value to the total.	Bar chart	Line chart	Area chart	Pie chart	D
PP14	While creating an organization chart,I want to show the technical members under a team leader-the position button to be used is_____.	Subordinate	Manager	Co-worker	Assistant	A
PP15	Identify the position button to be used to show a personal secretary of the managing director.	Assistant	Subordinate	Manager	Co-worker	A
PP16	Identify the view that displays all the slides of a presentation as thumbnails .	Slide view	Sorter view	Outline view	Normal view	B
PP17	The master that applies the format for all the slides of the presentation except the title slide is_____.	Notes master	Template master	Title master	Slide master	D
PP18	Identify the tool by which basic shapes can be drawn on the slides.	WordArt	Image	AutoShapes	Clip Art	C
PP19	During a presentation the speaker can move to a slide using the _____.	Slider Sorter	Go to Slide	Slide Navigator	Slide Choice	C
PP2	The options New Slide, Slide Layout and Apply Design are part of the toolbar_____.	Standard	Formatting	Drawing	Common Tasks	D
PP2	_____ provide attractive backgrounds for the PowerPoint Slides.	Themes	Macros	Sliders	Lists	A
PP20	The wizard in powerpoint that creates the Pngsetup.exe file is_____.	AutoContent	Template	Pack and Go	Print and View	C
PP3	This provides a color scheme ,background and font style for all your slides.	Standard design	Blank presentation	Template	AutoContent Wizard	C
PP3	Which of the following is not a master in Powerpoint Presentations?	Slide	Notes	Handout	Themes	D
PP4	The master layout of printed presentations is _____.	Slide Master	Handout Master	Notes Master	Title Master	B

PP4	The ____ defines the format and components of the speaker's notes and audience handouts.	Slide Master	Handout Master	Notes Master	Themes	C
PP5	The landscape and potrait are the choices for _____	Handout master	Notes view	Slide master	Layout options	D
PP5	_____ allow the user to present information contained in the worksheet in a graphic format.	Lists	Charts	Themes	Templates	B
PP6	The highlighted points of one or more slides to be used by a presenter are written on the _____	Slide page	Sorter page	Notes page	Layout page	C
PP6	A ____ determines how the presentations move from one slide to the next in MS-Powerpoint 2007.	Transition	Rotation	Layout	Animation	A
PP7	You can have audio, movies, pictures on the slides of your presentation using the _____.	Format menu	Insert menu	Edit menu	Tools menu	B
PP7	Which of the following is not a type of animation in MS Powerpoint?	Entrance	Emphasis	Motion Paths	Enter	D
PP8	The menu option that helps in setting timing, effect and chart effects in a presentation is _____	Custom Animation	Action buttons	Slide View	Custom Shows	A
PP8	OLE stands for _____.	Object Loading and Embedding	Object Linking and Entering	Object Linking and Embedding	Outlined Linking and Embedding	C
PP9	The setting of automating the display of slides in a presentation is done with _____.	View show	Set up show	Rehearse timings	Record narration	C
PP9	The _____ is used to prepare speaker notes, used to refer during presentations or to print notes in handouts for the audience or to post on a Web page.	Slide Sorter View	Notes Page View	Slide Show View	Masters View	B
TL1	The financial transactions are to be leading to different steps in Accounts Compilation.	Collected and computed	Sampled and stratified	Grouped and summarized	Assets and liability	C
TL1	The financial transactions are to be leading to different steps in Accounts Compilation.	Collected and computed	Sampled and stratified	Grouped and summarized	Assets and liability	C
TL10	The methods LIFO, FIFO, Moving Average are used to	Value closing stock	Value clearing stock	Value expense stock	Value income stock	A
TL10	The methods LIFO, FIFO, Moving Average are used to _____	Value closing stock	Value clearing stock	Value expense stock	Value income stock	A
TL11	The report prepared taking the asset and liability type accounts from the Trial Balance is called....	P & L statement	Income statement	Balance sheet	Asset sheet	C
TL11	The report prepared taking the asset and liability type accounts from the Trial Balance is called _____	P & L statement	Income statement	Balance sheet	Asset sheet	C
TL12	The report that depicts operating profit/loss for a period is	Trial balance	Trading account	P & L statement	Suspense accounts	C
TL12	The report that depicts operating profit/loss for a period is _____.	Trial balance	Trading account	P & L statement	Suspense accounts	C
TL13	The day book contains transactions relating to	Income or expenditure	Sales or purchase	Asset or liability	Profit or loss	B

TL13	The day book contains transactions relating to	Income or expenditure	Sales or purchase	Asset or liability	Profit or loss	B
TL14	The Bills Receivable details are maintained in a	Journal sheet	Voucher debtors	Sundry debtors	Original entry	C
TL14	The Bills Receivable details are maintained in a _____.	Journal sheet	Voucher debtors	Sundry debtors	Original entry	C
TL15	Creditors ledger has details of your dues to	Customers	Assets	Liabilities	Suppliers	D
TL15	Creditors ledger has details of your dues to _____.	Customers	Assets	Liabilities	Suppliers	D
TL16	The sundry debtors are placed in the Balance sheet on the	Income side	Assets side	Expense side	Payable side	B
TL16	The sundry debtors are placed in the Balance sheet on the _____.	Income side	Assets side	Expense side	Payable side	B
TL17	The first step in Tally before any transaction is entered or saved is creating a	File	Company	Project	Application	B
TL17	The first step in Tally before any transaction is entered or saved is creating a _____.	File	Company	Project	Application	B
TL18	To configure country specific details use the function key.....	F10	F2	F12	F11	C
TL18	To configure country specific details use the function key _____.	F10	F2	F12	F11	C
TL19	Identify the security mechanism used in Tally.	Tally Secure	Tally Pack	Tally Group	Tally Vault	D
TL19	Identify the security mechanism used in Tally.	Tally Secure	Tally Pack	Tally Group	Tally Vault	D
TL2	The basic document where transactions are entered chronologically is....	Ledger	Journal	Voucher	Trial Balance	B
TL2	The basic document where transactions are entered chronologically is _____.	Ledger	Journal	Voucher	Trial Balance	B
TL20	After selecting a company in Tally, you will be in the.....	Accounts of Tally	Gateway of Tally	Entry of Tally	Groups of Tally	B
TL20	After selecting a company in Tally, you will be in the _____.	Accounts of Tally	Gateway of Tally	Entry of Tally	Groups of Tally	B
TL21	Tally software is based on accounting system.	Sales	Production	Mercantile	Manufacture	C
TL21	Tally software is based on _____ accounting system.	Sales	Production	Mercantile	Manufacture	C
TL22	Identify the primary group of capital nature that uses bank account and cash in hand as sub groups.	Fixed assets	Current assets	Loan assets	Capital assets	B
TL22	Identify the primary group of capital nature that uses bank account and cash in hand as sub groups.	Fixed assets	Current assets	Loan assets	Capital assets	B
TL23	All financial entries in Tally are done using.....	Vouchers	Groups	Journal	Ledgers	D
TL23	All financial entries in Tally are done using _____.	Vouchers	Groups	Journal	Ledgers	D
TL24	The Direct expenses, Purchase account, Direct income are primary groups of	Capital nature	Expense nature	Revenue nature	Income nature	C
TL24	The Direct expenses, Purchase account, Direct income are primary groups of _____.	Capital nature	Expense nature	Revenue nature	Income nature	C
TL25	The option to delete a sub-group is admissible through the menu.....	Alter	Delete	Display	Shift	A
TL25	The option to delete a sub-group is admissible through the menu _____.	Alter	Delete	Display	Shift	A
TL26	The behavioural attributes of this group cannot be changed.	Sub-group	Ledger-group	Primary-group	Alter-group	C

TL26	The behavioural attributes of this group cannot be changed.	Sub-group	Ledger-group	Primary-group	Alter-group	C
TL27	Credit limits for personal accounts and branches can be done in the ledger mode.....	Single	Multiple	Sub-group	Alter-group	B
TL27	Credit limits for personal accounts and branches can be done in the ledger mode _____	Single	Multiple	Sub-group	Alter-group	B
TL28	We are not allowed to delete a ledger from this mode.	Single	Sub-group	Alter-group	Multiple	D
TL28	We are not allowed to delete a ledger from this mode.	Single	Sub-group	Alter-group	Multiple	D
TL29	All account heads except Cash and Bank are placed in the.....	Sub Ledger master	Group Ledger master	General Ledger master	Journal Ledger master	C
TL29	All account heads except Cash and Bank are placed in the _____	Sub Ledger master	Group Ledger master	General Ledger master	Journal Ledger master	C
TL3	These are the basis for analysis by potential investors, banks etc.	Journal and Ledger	P & L Account and Journal	P & L Account and Balance Sheet	Voucher Account and Balance Sheet	C
TL3	These are the basis for analysis by potential investors, banks etc.	Journal and Ledger	P & L Account and Journal	P & L Account and Balance Sheet	Voucher Account and Balance Sheet	C
TL30	Identify the primary group of capital nature that has the sub-groups: Bank OD Account, Bank OCC Account.	Expenses	Income	Assets	Loans	D
TL30	Identify the primary group of capital nature that has the sub-groups: Bank OD Account, Bank OCC Account.	Expenses	Income	Assets	Loans	D
TL31	The primary document for recording all financial transactions in Tally is the.....	Journal	Trial sheet	Voucher	File	C
TL31	The primary document for recording all financial transactions in Tally is the _____	Journal	Trial sheet	Voucher	File	C
TL32	You can customize the voucher entry screen using the function key.....	F13	F12	F10	F11	B
TL32	You can customize the voucher entry screen using the function key _____	F13	F12	F10	F11	B
TL33	Identify the voucher type that records fund transfers between cash and bank accounts.	Credit Note	Payment	Receipt	Contra	D
TL33	Identify the voucher type that records fund transfers between cash and bank accounts.	Credit Note	Payment	Receipt	Contra	D
TL34	This voucher type records adjustments between ledgers.	Sales	Receipt	Payment	Journals	D
TL34	This voucher type records adjustments between ledgers.	Sales	Receipt	Payment	Journals	D
TL35	The use of classes for payment, receipt and contra vouchers enables data input in	Double entry mode	List entry mode	Choice entry mode	File entry mode	B
TL35	The use of classes for payment, receipt and contra vouchers enables data input in _____	Double entry mode	List entry mode	Choice entry mode	File entry mode	B
TL36	The details of a voucher entry can be given in the	Comment	Memo	File	Narration	D
TL36	The details of a voucher entry can be given in the _____	Comment	Memo	File	Narration	D

TL37	The credit note voucher can hold account types:	Sales account, Sales tax account	Ledger account, Bank account	Suppliers account, Purchases account	Buyer's account, Cash account	A
TL37	The credit note voucher can hold account types:_____.	Sales account, Sales tax account	Ledger account, Bank account	Suppliers account, Purchases account	Buyer's account, Cash account	A
TL38	The suffix and prefix details for the voucher type can be made applicable only from the	End of a month	First of a year	First of a month	End of a month	C
TL38	The suffix and prefix details for the voucher type can be made applicable only from the _____	End of a month	First of a year	First of a month	End of a month	C
TL39	The voucher used to record all bank and cash payments is	Credit Note	Contra	Sales Note	Payment	D
TL39	The voucher used to record all bank and cash payments is _____.	Credit Note	Contra	Sales Note	Payment	D
TL4	The accounts that the business owns is called	Liability	Income	Sales	Asset	D
TL4	The accounts that the business owns is called _____	Liability	Income	Sales	Asset	D
TL40	Tally's age-wise analysis considers the voucher's	Previous date	Effective date	Current year	Configured date	B
TL40	Tally's age-wise analysis considers the voucher's _____	Previous date	Effective date	Current year	Configured date	B
TL41	Arrange the steps in generating the books of accounts. 1. Create Trial balance 2. Create new ledgers 3. Generate Day Books 4. Update journals for financial transactions	1, 2, 3, 4	1, 3, 4, 2	2, 4, 3, 1	3, 4, 2, 1	C
TL41	Arrange the steps in generating the books of accounts. 1. Create Trial balance 2. Create new ledgers 3. Generate Day Books 4. Update journals for financial transactions	1, 2, 3, 4	1, 3, 4, 2	2, 4, 3, 1	3, 4, 2, 1	C
TL42	For day-to-day transactions the voucher types used are	Credit purchase	Cash purchase	Both A and B	Contra purchase	C
TL42	For day-to-day transactions the voucher types used are	Credit purchase	Cash purchase	Both A and B	Contra purchase	C
TL43	Say for example a payment is made to a creditor ABC - Rs.10000 by cash, it can be entered into the voucher type.....	Loan	Payment	Receipt	Sales	B
TL43	Say for example a payment is made to a creditor ABC - Rs.10000 by cash, it can be entered into the voucher type_____.	Loan	Payment	Receipt	Sales	B
TL44	Identify the purchase voucher type, the transaction for purchase of 10 CPUs,10 monitors by credit.	Credit Purchase s	Cash Purchases	Expense Purchases	Debit Purchases	A
TL44	Identify the purchase voucher type, the transaction for purchase of 10 CPUs,10 monitors by credit.	Credit Purchase s	Cash Purchases	Expense Purchases	Debit Purchases	A
TL45	Identify the voucher type to be chosen for the sale of computers to Anand by cash @ Rs.210000 per unit.	Cash Ledger	Sale Sheet	Stock Journal	Purchase Voucher	C
TL45	Identify the voucher type to be chosen for the sale of computers to Anand by cash @ Rs.210000 per unit.	Cash Ledger	Sale Sheet	Stock Journal	Purchase Voucher	C
TL46	A bank overdraft repaid by cheque at Rs.25000 can be made in the voucher.....	Payment	Receipt	Debit	Contra	D
TL46	A bank overdraft repaid by cheque at Rs.25000 can be made in the voucher_____.	Payment	Receipt	Debit	Contra	D

TL47	The financial statement that consolidates ledger balances is	Balance sheet	Profit & Loss statement	Trial balance	Journal	C
TL47	The financial statement that consolidates ledger balances is _____.	Balance sheet	Profit & Loss statement	Trial balance	Journal	C
TL48	The F9 function key in the left side of the Gateway of Tally screen displays the.....	Accounting reports	Inventory reports	P & L reports	Expense reports	B
TL48	The F9 function key in the left side of the Gateway of Tally screen displays the.....	Accounting reports	Inventory reports	P & L reports	Expense reports	B
TL49	The option on the Gateway of Tally that will generate the P&L account statement is.....	Net Loss	Net Income	Net Profit	Net Account	C
TL49	The option on the Gateway of Tally that will generate the P&L account statement is _____.	Net Loss	Net Income	Net Profit	Net Account	C
TL5	The expenditure for running the business for a period is	Expense	Example	Taxes	Income	A
TL5	The expenditure for running the business for a period is _____.	Expense	Example	Taxes	Income	A
TL50	This displays the balance daywise for a selected voucher type.	Record book	Ledger book	Journal book	Day book	D
TL50	This displays the balance daywise for a selected voucher type.	Record book	Ledger book	Journal book	Day book	D
TL51	The feature in Tally to analyze accounts of a company is.....	Ratio analysis	Account analysis	Data analysis	Transaction analysis	A
TL51	The feature in Tally to analyze accounts of a company is _____.	Ratio analysis	Account analysis	Data analysis	Transaction analysis	A
TL52	The age-wise statement is displayed based on.....	Income	Payables	Expenses	Loans	B
TL52	The age-wise statement is displayed based on _____	Income	Payables	Expenses	Loans	B
TL53	The ratio analysis of receivables can be done based on.....	Bill date	Effective date	Voucher date	Previous date	A
TL53	The ratio analysis of receivables can be done based on _____	Bill date	Effective date	Voucher date	Previous date	A
TL54	Name the statement that helps the management in the decision making process.	Data flow	Funds flow	Stock flow	Cheque flow	B
TL54	Name the statement that helps the management in the decision making process.	Data flow	Funds flow	Stock flow	Cheque flow	B
TL55	Identify the budget type which is chosen where transaction amounts are to be monitored.	On closing balance	On net credit flow	On net transactions	On net cash flow	C
TL55	Identify the budget type which is chosen where transaction amounts are to be monitored.	On closing balance	On net credit flow	On net transactions	On net cash flow	C
TL56	Choose the budget type to be used where bank accounts balances are to be monitored.	On closing balance	On net credit flow	On net transactions	On net cash flow	A
TL56	Choose the budget type to be used where bank accounts balances are to be monitored.	On closing balance	On net credit flow	On net transactions	On net cash flow	A
TL57	The management that needs to consolidate the accounts of its various enterprises uses in Tally.	Consolidate company	Group company	Set company	Alter company	B

TL57	The management that needs to consolidate the accounts of its various enterprises uses _____ in Tally.	Consolidate company	Group company	Set company	Alter company	B
TL58	Identify the user who can access audit trails in Tally.	Owner	Data Entry operator	Accountant	Administrator	D
TL58	Identify the user who can access audit trails in Tally	Owner	Data Entry operator	Accountant	Administrator	D
TL59	Identify the accounting feature in tally that facilitates splitting financial years for a company data.	Month-less accounting	Yearly-entry accounting	Period-less accounting	Transaction-number accounting	C
TL59	Identify the accounting feature in tally that facilitates splitting financial years for a company data.	Month-less accounting	Yearly-entry accounting	Period-less accounting	Transaction-number accounting	C
TL6	Identify the account type by the rule: "Debit the receiver and credit the giver".	Real accounts	Personal accounts	Nominal accounts	Expense accounts	B
TL6	Identify the account type by the rule: "Debit the receiver and credit the giver".	Real accounts	Personal accounts	Nominal accounts	Expense accounts	B
TL60	The tracking of changes in vouchers and ledger masters is done by.....	Tally Vault	Tally Audit	Tally Report	Tally Group	B
TL60	The tracking of changes in vouchers and ledger masters is done by_____	Tally Vault	Tally Audit	Tally Report	Tally Group	B
TL61	Tally can import data from other programs and creates a log about the activity in the file.....	Tally.imp	Tally.cfg	Tally.exp	Tally.ole	A
TL61	Tally can import data from other programs and creates a log about the activity in the file_____.	Tally.imp	Tally.cfg	Tally.exp	Tally.ole	A
TL62	Import and export of data between Tally and other programs is possible with the help of.....	OLE	DBMS	ODBC	MS-XLS	C
TL62	Import and export of data between Tally and other programs is possible with the help of_____	OLE	DBMS	ODBC	MS-XLS	C
TL63	The manual option of voucher numbering leads to.....	Auto numbers	Duplicate number	Sequence number	Range number	B
TL63	The manual option of voucher numbering leads to_____.	Auto numbers	Duplicate number	Sequence number	Range number	B
TL64	The Tally audit trail tracks changes made to vouchers that are	more than 30 Days old	less than 30 Days old	more than a day old	more than a week old	A
TL64	The Tally audit trail tracks changes made to vouchers that are _____.	more than 30 Days old	less than 30 Days old	more than a day old	more than a week old	A
TL65	The ratio analysis of Bills Receivables or Bills Payables can be displayed with the function key.....	F5	F8	F12	F6	D
TL65	The ratio analysis of Bills Receivables or Bills Payables can be displayed with the function key_____	F5	F8	F12	F6	D
TL66	The test data generated with correctness proof, data flow analysis and control flow analysis tools is called.....	Test item block	Test data pack	Test program pack	Test record pack	B
TL66	The test data generated with correctness proof, data flow analysis and control flow analysis tools is called _____	Test item block	Test data pack	Test program pack	Test record pack	B
TL67	When a real-time system is simulated to generate the same output as the real-time system, the technique is called....	Parallel trailing	Tracing parallel	Parallel coding	Parallel simulation	D

TL67	When a real-time system is simulated to generate the same output as the real-time system, the technique is called _____	Parallel trailing	Tracing parallel	Parallel coding	Parallel simulation	D
TL68	When an auditor expands the extent of substantive tests to determine the impact of defects on the attainment of program objectives, the methodology is....	Cross reference lister	Formulate flaw hypotheses	Correct lister	Formulate correct hypotheses	B
TL68	When an auditor expands the extent of substantive tests to determine the impact of defects on the attainment of program objectives, the methodology is _____	Cross reference lister	Formulate flaw hypotheses	Correct lister	Formulate correct hypotheses	B
TL69	This is an important control in systems that use digital signatures for authentication purposes.	Public audit trails	Random audit trails	Sample audit trails	Data audit trails	A
TL69	This is an important control in systems that use digital signatures for authentication purposes.	Public audit trails	Random audit trails	Sample audit trails	Data audit trails	A
TL7	The first document where the transaction is entered is called a	Ledger	Liability	Voucher	Expense	C
TL7	The first document where the transaction is entered is called a _____.	Ledger	Liability	Voucher	Expense	C
TL70	Selecting transactions based on a sampling rate is called method.	Transaction sampling	Systematic sampling	Simple sampling	Demographic sampling	B
TL70	Selecting transactions based on a sampling rate is called _____ method.	Transaction sampling	Systematic sampling	Simple sampling	Demographic sampling	B
TL71	The capability of the generalized audit software to read different data coding schemes, different record formats and different file structures is....	File size	File data	File access	File reorganisation	C
TL71	The capability of the generalized audit software to read different data coding schemes, different record formats and different file structures is _____	File size	File data	File access	File reorganisation	C
TL72	The audit software capability of frequency analysis is to....	Sort and merge files	Sampling nth item	Formatting output	Classify data on a criteria	D
TL72	The audit software capability of frequency analysis is to _____	Sort and merge files	Sampling nth item	Formatting output	Classify data on a criteria	D
TL73	The audit functions of attributes sampling, variables sampling, stratified sampling are included in functions.	Stratification	Selection	Statistical	Reporting	C
TL73	The audit functions of attributes sampling, variables sampling, stratified sampling are included in _____ functions.	Stratification	Selection	Statistical	Reporting	C
TL74	Identify the functional limitation of a generalized audit software that enables evidence collection only on the state of an application system after the fact.	Ex Post Auditing Only	Analytical review only	Limited ability to determine Propensity for Error	Limited ability to Verify Processing logic	A
TL74	Identify the functional limitation of a generalized audit software that enables evidence collection only on the state of an application system after the fact.	Ex Post Auditing Only	Analytical review only	Limited ability to determine Propensity for Error	Limited ability to Verify Processing logic	A

TL75	The purpose-written audit programs are used for.....	Sorting, creating, and printing files	Data retrieval, code comparison	Reading data, selecting and analyzing information	Specific tasks with original or modified programs	D
TL75	The purpose-written audit programs are used for_____.	Sorting, creating, and printing files	Data retrieval, code comparison	Reading data, selecting and analyzing information	Specific tasks with original or modified programs	D
TL76	Picture of a transaction as it flows through the computer systems is called.....	Program	Track	Snapshot	Picture	C
TL76	Picture of a transaction as it flows through the computer systems is called_____.	Program	Track	Snapshot	Picture	C
TL77	Identify the type of audit when auditors are members of the systems development team.	General audit	Post audit	System audit	Concurrent audit	D
TL77	Identify the type of audit when auditors are members of the systems development team.	General audit	Post audit	System audit	Concurrent audit	D
TL8	The document used for posting of accounting transactions is	Voucher and journal	Ledger and trial balance	Balance sheet and trial balance	Journal and ledger	D
TL8	The document used for posting of accounting transactions is ..._____...	Voucher and journal	Ledger and trial balance	Balance sheet and trial balance	Journal and ledger	D
TL9	When the debit total is greater than credit total, the amount appears in the column.	Income	Debit	Credit	Expense	B
TL9	When the debit total is greater than credit total, the amount appears in the ..._____ column.	Income	Debit	Credit	Expense	B
VB1	This is a visual and events- driven programming language.	Qbasic	Basic	GW Basic	Visual Basic	D
VB1	A ___ is a collection of the forms and codes that make up a VB application.	Project	Dynamic Link Library	Standard Exe	Window	A
VB10	The event procedure which is similar to the form.show code.	Form_Load()	Form_Click()	Form_Activate()	Form_display()	C
VB10	_____ is a list of variables, all with the same data type and name.	List	Array	Function	Procedure	B
VB11	If A="Information" B= "Technology" the code used to display it as "Information Technology" is_____.	Display A + B	Form.show A&B	Print A B	Print A & B	D
VB11	How many bytes does "Object" data type in VB takes?	2	4	8	16	B
VB12	This control is used to receive input from user and also display the output.	Label control	Command control	Text box control	Tab control	C
VB12	What does logical operator "AND" mean?	One side or other must be true	One side or other must be true but not both	Negates truth	Both sides must be true	D
VB13	The feature of resize image is possible in the control_____	Picture Box	Tool Box	Image Box	Draw Box	C
VB13	How many bytes does "Single" Number data type in VB takes?	2	4	8	16	B

VB14	The AddItem method is used to add items into these controls.	List Box and Combo Box	Option Box and Check Box	Item Box and Listing Box	Combo Box and Form Box	A
VB14	In VB, _____ is used to display a list of drives available in a computer.	Drive List Box	List Box	Check Box	Text Box	A
VB15	The index of the first item in the List Box control is _____	1	0	2	None of the above	B
VB15	What does BASIC in VISUAL BASIC stand for?	Beginners' All Purpose Systematic Instruction Code	Beginners' All Purpose Symbolic Instruction Cooperation	Beginners' All Purpose System Instruction Code	Beginners' All Purpose Symbolic Instruction Code	D
VB16	The code Check.Value=0 in a checkbox control results in _____	Marking the checkbox	Clicking the checkbox	Checking the checkbox	Unmarking the checkbox	D
VB16	Which of the following is a type of numeric data type in VB?	String	Double	Date	Boolean	B
VB17	The control to be used to select one of the choices displayed is _____	Check Box	List Box	Option Box	Combo Box	C
VB17	Which of the following is a type of non-numeric data type in VB?	Integer	Long	Object	Decimal	C
VB18	The operator AND, OR, XOR are called _____ operators.	Logical	Conditional	Boolean	Unconditional	A
VB18	"/" operator stands for _____ mathematical function in VB.	Division	String Concatenation	Modulus	Integer Division	D
VB19	This numeric datatype limits data to 4 bytes	Currency	Byte	Single	Integer	C
VB19	Which of the following is not a logical operator?	AND	Decimal	OR	XOR	B
VB2	This contains controls that can be used on a form.	Standard box	Format box	Tool box	Control window	C
VB2	_____ function displays a message box where the user can enter a value or a message in the form of text.	MsgBox()	addName()	Print()	InputBox()	D
VB20	The statement A=123.45@ stores which literal value in A.	Long literal	Currency literal	Double literal	Amount literal	B
VB20	_____ VB function produces a pop-up message box and prompts the user to click on a command button before he/she can continue.	MsgBox()	addName()	Print()	InputBox()	A
VB21	The recommended control statement for multiple options is _____	If...Else	If...Then...Else	If...Then	Select Case	D
VB21	Which of the following is not a type of icon available in VB?	vbCritical	vbQuestion	vbAnswer	vbInformation	C
VB22	The block "Do VB statement _____ Loop Until condition" is executed :	Until condition is false	Atleast once	Loop infinitely	Execute once	B
VB22	The general format of a VB function is _____.	functionName(arguments)	arguments(functionName)	arguments(arguments)	functionName(functionName)	A
VB23	To display Ok and Cancel buttons in a pop-up, use the function:	DisplayBox()	MessageBox()	PopBox()	MsgBox()	D
VB23	In VB, _____ allows a procedure to be repeated as many times as the processor could support.	Messaging	Looping	Functioning	None of the above	B
VB24	Identify the arguments of the InputBox() function.	Input, title, position	Default_text, input, size	Prompt, title, default_text	Display, size, position	C

VB24	What does logical operator "XOR" mean?	One side or other must be true	One side or other must be true but not both	Negates truth	Both sides must be true	B
VB25	Identify the correct format to store 50 integers from the 35th position.	Dim A(35 to 85) as Integer	Dim A(35 to 50) as Integer	Dim(85 to 30) as Integer	Dim A(0-50) as Integer	A
VB25	How many bytes does "Decimal" data type in VB takes?	12	10	8	16	A
VB26	Which of the following is not a Mathematical Operator?	+	-	*	AND	D
VB27	A _____ control enables the user of an application to click on a button when they require an action to be carried out.	List Box	Command Button	Combo Box	Text Box	B
VB3	The Visual Basic environment is made up of _____	Form Designer Window	Properties Window	Form Layout Window	All of the above	D
VB3	Which of the following is not a rule when naming variables in VB?	Less than 255 characters	No spacing allowed	Period permitted	Must not begin with a number	C
VB4	We can add controls to the tool box by _____.	Selecting Components from Project menu	Selecting Insert from Project menu	Selecting Components from Tools menu	Selecting Add Components from Project menu	A
VB4	In VB, the _____ is used to present a list of items where the user can click and select the items from the list.	Label	Combo Box	List Box	Text Box	B
VB5	The characteristics of a control or form can be set in the _____.	Form Window	Properties Window	Project Window	Control Window	B
VB5	The _____ is the control used to provide instructions and guides to the user as well as to display outputs in VB.	Label	Text Box	Command Button	Check Box	A
VB6	This window is a collection of forms and codes that make up an application.	Application Explorer	Properties Explorer	Window Explorer	Project Explorer	D
VB6	The _____ is used to display the list of files in a selected directory or folder in VB.	File List Box	List Box	Check Box	Text Box	A
VB7	The source code window of the form consists of the following lists.	Objects and procedure codes	Controls and characteristics	Objects and their associated events or procedures	Objects and their properties	C
VB7	In how many types, the numeric data in VB is divided?	4	5	6	7	D
VB8	Choose the correct subroutine code format.	Private Sub Form() End	Private Sub Form_Load() End Sub	Form Sub _Load() End Sub	Form_Load() End Sub	B
VB8	Which of the following is not a conditional operator ?	=	>=	<>	\	D
VB9	The code used to display the program output _____.	Form.show	Form.display	Form.print	Form.load	A
VB9	How many bytes does "Date" data type in VB takes?	2	4	8	16	C
WO1	The feature of Word that allows you to type continuously without inhibitions of line ending and the beginning of next line is _____	Type over	Word align	Word wrap	Word justify	C
WO1	The shortcut key to display the Print Dialog Box is _____.	Ctrl + N	Ctrl + Delete	Ctrl + C	Ctrl + P	D

WO10	The options single, exactly, At least, multiple are part of paragraph formatting for_____	Line preview	Line before	Line after	Line spacing	D
WO10	Which of the following is not an option in the Editing Group?	Find	Home	Replace	Select	B
WO11	Identify the "Page Setup" option to be used to print the pages double-sided for binding_____	Mirror margins	Margin option	Gutter position	From edge	A
WO11	_____ allows the user to copy multiple text and graphical items from Office documents or other programs and paste them into another Office document.	Format Painter	Snipping Tool	Taskbar	Clipboard	D
WO12	To have page numbers and number of pages in a document at the top of every page, the feature used is.....	Footer	Header	Ruler	Border	B
WO12	Which of the following is not an option in Pages Group in Word?	Cover Page	Blank Page	Page Break	Page Preview	D
WO13	The feature of word used to turn the first character of a document bold, large and span more than a line is _____	Style caps	Type font	Drop caps	Font caps	C
WO13	_____ is a collection of images, both line art and pictures.	Clip Art	SmartArt	Format Painter	Snipping Tool	A
WO14	The spacing between the boundary of the cell and the text contained in the cell is called_____	Wrapping	Align	Boundary	Padding	D
WO14	A _____ identifies a location or a selection of text we name and identify for future use.	SmartArt	Clip Art	Bookmark	Taskbar	C
WO15	To apply same font style, paragraph style to different areas of text, use the_____.	Format painter	Format editor	Format apply	Format style	A
WO15	Which of the following is not a feature of a Digital Signature inserted in a Word document?	Authenticity of Word document	Rewrite of Word document	Integrity of Word document	Origin of Word document	B
WO16	Lists in word can be created with_____.	Bullets	Line	Paragraphs	Bar line	A
WO16	_____ option in Insert Table (MS-Word) automatically resizes columns to fit the contents of the cells.	Fixed Column Width	AutoFit to Window	AutoFit to Contents	None of the above	C
WO17	While customizing numbered lists, "Tab space after" and "Indent at" are options of _____	Number format	Number position	Text position	Text preview	C
WO17	The giant letters that begin the first paragraph of a chapter or a document are referred as _____.	WordArt	Subscript	Superscript	Drop Cap	D
WO18	By default, the indent distance for the first-line or hanging indent will be_____.	0.1"	0.0"	0.05"	0.5"	D
WO18	_____ is a collection of graphics which can be utilized to organize information within the document.	SmartArt	Clip Art	Bookmark	Taskbar	A
WO19	To set roman numbers for a list, choose the corresponding option in _____	Number format	Number style	Number position	Number series	B
WO19	_____ is a shortcut for performing a series of actions and is useful for automating complex or repetitive tasks.	Macro	Keyboard shortcut	Reference	Table of Contents	A
WO20	The_____ is used to align all the lines of the paragraph except the first line.	Left indent	Hanging indent	Exception indent	Justified indent	B
WO20	The shortcut key to create a new document is _____.	Ctrl + N	Ctrl + Delete	Ctrl + C	Ctrl + P	A
WO20	The tab setting used for entering decimal numbers is _____	Left Tab	Right Tab	Decimal Tab	Dot Tab	C
WO20	Which of the following is not an option under "Footnotes" Group?	Insert Footnote	Insert Endnote	Next Footnote	Modify Endnote	D
WO21	By default the left align tabs are set at every _____..	0.5"	1"	0.05"	5 pts	A

WO2 1	_____ is a list of the captions that appear in the document and the associated page numbers.	Table of Contents	Table of Figures	Macros	Citations	B
WO2 2	Identify the keyboard combination to insert a manual page break.	Alt+Enter	Ctrl+Enter	Ctrl+P	Alt+Break	B
WO2 2	A _____ can be defined as a note or annotation that an author or reviewer adds to a document.	Footnote	Bookmark	Comment	Endnote	C
WO2 3	The Next page, Continuous, Even page are of break type _____	Page break	Column break	Text break	Section break	D
WO2 3	_____ bar appears when a document poses a potential security risk.	Message	Title	Slide	Scroll	A
WO2 4	To set different odd and even headers in a document the Page Setup tab to be used is _____	Margins	Paper Size	Layout	Paper Source	C
WO2 4	PDF stands for _____.	Portable Document File	Portable Directory File	Portable Directory Format	Portable Document Format	D
WO2 5	Identify the menu option used to change text flows of a document in newspaper-style columns.	Edit->Columns	Format->Columns	Insert->Columns	Tool->Columns	B
WO2 5	A/an _____ lists the terms and topics that are discussed in a document, along with the pages that they appear on.	Citation	Index	Bookmark	Macro	B
WO2 6	In ms-word, _____ is a useful technique used, whenever we want to send the same letter to several people.	Borders and Shading toolbar	Rows and Columns toolbar	Mail Merge	Tables and Borders toolbar	C
WO2 6	Which of the following is not an option under "Index" Group?	Mark Entry	Insert Index	Delete Index	Update Index	C
WO2 7	Identify the text wrapping option in Table Properties dialog box that allows text to wrap around a table in a Word document.	None	Tight	Around	Behind	C
WO2 7	The shortcut key to insert a subsequent endnote is _____.	Ctrl + Alt + D	Ctrl + Alt + F	Alt + D	Ctrl + D	A
WO2 8	To add spacing between cells of the table the table properties window has the _____	Options button	Alignment button	Positioning button	Size button	A
WO2 8	A _____ provides the user, a list of synonyms for a selected word.	Spelling and Grammar	Autocheck	Phrasing	Thesaurus	D
WO2 9	The option to be set in a Word document that specifies a binding margin is _____	From edge	Left	Gutter	Binder	C
WO2 9	Orientations of any page of a Word document are _____.	Portrait and Landscape	Vertical and Portrait	Horizontal and Landscape	Vertical and Landscape	A
WO3	This GUI tool is used to set margins of a page on the fly.	Format editor	Ruler	Scroll bar	Status bar	B
WO3	The shortcut key to delete an entire word to the right of the cursor is _____.	Ctrl + N	Ctrl + Delete	Ctrl + C	Ctrl + P	B
WO3 0	The text flows in columns can be set for _____.	Selected text	Whole document	Both A and B	Only B	C
WO3 0	Themes have a palette of _____ colors.	8	10	12	14	C
WO3 1	In Find and Replace dialog box, "Use wildcards", "Sounds like" and "Match case" are _____	Find what	Replace with	Highlight options	Search options	D
WO3 1	_____ define the amount of white space that appears at the top, bottom, left and right edges of the document.	Hyphenation	Margins	Orientation	None of the above	B
WO3 2	Spelling errors in a word document are identified with the line colour _____	Green	Black	Red	Blue	C

WO3 2	Which of the following is not an option in Mailings ribbon?	Start Mail Merge	Preview Results	Finish	Envelope	D
WO3 3	The grammatical error pop-up menu option "About this Sentence" provides the bubble called _____.	Help Assistant	Office Assistant	Office Help	Microsoft Help	B
WO3 3	_____ is used when a user wants to create a set of documents, such as form letter to be sent to many customers.	Mail Merge	Macro	Create Group	Labels	A
WO3 4	You can insert images, videos and media files into a document by using the _____.	MS Clip Organizer	MS Picture Organizer	MS Image Organizer	MS Clip Files	A
WO3 5	Choose the incorrect document name for a MS-Word document.	Profit:loss.doc	Profit&loss.doc	Profit-loss.doc	Profitloss.doc	A
WO3 6	Identify the option in the Print dialog box that prints the current working page.	Range print	Page number	Page what	Current page	D
WO3 7	Identify the shortcut key to paste a text from the clipboard into the Word document.	Ctrl+C	Ctrl+V	Ctrl+A	Ctrl+Z	B
WO3 8	The Ctrl+Shift+End shortcut is used to _____.	Go to the end of the document	Select to the beginning of the document	Go to the beginning of the document	Select to the end of the document	D
WO3 9	To search the next occurrence of a word click the button _____.	Find More	Find Cancel	Find Next	Find First	C
WO4	This bar shows the line number, column number, page number at your insertion point.	Insert bar	Edit bar	Title bar	Status bar	D
WO4	The shortcut key to To align text to the center is _____.	Ctrl + N	Ctrl + Delete	Ctrl + C	Ctrl + P	C
WO4 0	The feature that makes corrections to spelling errors and capitalizes the first letter of a sentence is _____.	AutoFormat	AutoCorrect	Autotyping	Autotext	B
WO4 1	A word document can be protected against macro viruses with the _____.	Security tab	Password tab	Trusted Sources tab	Options tab	A
WO4 2	In Ms-word, _____ margin is used to specify page offset.	Left	Right	Top	Gutter	D
WO4 3	In Ms-Word the shortcut key to insert 1.5 line spacing is _____.	CTRL+2	CTRL+1	CTRL+5	CTRL+10	C
WO4 4	Distributing an online version of a document with files inserted in it, can be done with _____.	Embedded object	Linked object	Source object	Edit object	A
WO4 5	The Paste Special option of the Edit menu _____.	Transfer static data	Allows link to the source data and allow changes in the transferred data only	Allow changes in the transferred data and the source	Allows link to the source data	B
WO4 6	This is a single instruction that performs several different commands in a sequence determined by the user.	Mail merge	Macro	Record	Paste link	B
WO4 7	The format style that displays data in a list rather than the usual rows and columns from a data source is _____.	Label	Envelope	Catalogue	Table	C
WO4 8	The mouse pointer changes to an arrow with a question mark when you choose _____ button from the Help menu.	Search This?	Assistance This?	What's This?	Help This?	C

WO49	This is taken from the data source and added into the main document to identify the related data to be extracted from the records in the Data Source.	Data field	Get data	Data source	Merge field	D
WO5	The font size in Word is commonly measured in_____.	Points	Pixels	Inches	Lines	A
WO5	A_____ is a preformatted document layout with a collection of styles which are saved to a file and can be applied to other documents.	Blank document	Slide	Template	Autotext	C
WO50	You can generate labels, envelopes, letters using this feature of Word.	Mail Merge	Macro Record	Envelope printing	Office Assistant	A
WO51	We can de-establish the link to the original Data Source used during Mail Merge with the option _____.	De-establish Paste special Link	Restore to Normal Word Document	Data de-link Data Source	Restore the Main Document	B
WO52	In Ms-Word _____ is a feature that stores frequently used items in a document.	Autotext	Autocorrect	Mail-Merge	Tables	A
WO6	A professional formatting for your document can be done by the AutoFormat option of _____.	Templates	Style Gallery	Type faces	Design types	B
WO6	The _____ is a panel at the top portion of the document, below the Quick Access Toolbar and is used to issue commands.	Menu	Ribbon	Sidebar	None of the above	B
WO7	Identify the keyboard shortcut to go to the beginning of a document.	Alt+PgUp	Ctrl+End	Ctrl+Home	Alt+PgDn	C
WO7	_____ allows the user to copy the formatting from formatted text and use it within other text.	Snipping Tool	Start Button	Text Area	Format Painter	D
WO8	To replace a word page by page throughout a document use the edit menu option_____.	Paste special	Find	Replace	Select all	C
WO8	_____ effect makes the selected text appear to be raised off the page in relief.	Emboss	Engrave	Shadow	None of the above	A
WO9	To have a template saved with the company address, salutations this feature is used.	Autostyle	Autotext	AutoFormat	AutoCorrect	B
WO9	In _____ indent, the first line of the paragraph is not intended, but subsequent lines are.	Positive	Negative	Hanging	None of the above	C