

1. Which of the following items do not have unique on a network?

- a. IP Address
- b. Computer Name
- c. Workgroup name
- d. All of the above

Correct Answer: Workgroup Name

2. The mouse, joystick and light pen are examples of .....

- a. Input devices
- b. Output devices
- c. Storage devices
- d. None of the above

Correct Answer: Input Devices

3. Which generation of the computer was made of transistor?

- a. First
- b. Second
- c. Third
- d. Fourth

Correct Answer: Second

4. The output quality of a printer is measured by .....

- a. Dot per inch
- b. Dot per sq. inch
- c. Dots printed per unit time
- d. All of the above

Correct Answer: Dot per sq. inch

5. Which of the following is not computer language?

- a. High level language
- b. Low level language
- c. Medium level language
- d. All of the above

Correct Answer: Medium Level Language

6. An IP address contains four sets of number ranging from .....

- a. 1 to 100
- b. 1 to 1000
- c. 1 to 255
- d. None of the above

Correct Answer: None of the above

7. Which American Computer Company is called big blue?

- a. Microsoft
- b. Compaq Corp

- c. IBM
  - d. Tandy Severson
- Correct Answer: IBM

8. Which of the following is a term related with scanners?

- a. Laser
- b. TWAIN
- c. Cartridge
- d. Media

Correct Answer: TWAIN

9. In a supermarket, which of the following will be used in its computerized system?

- a. Pen
- b. Pencil
- c. Bar code reader
- d. None of the above

Correct Answer: Bar Code Reader

10. The first computer introduced in Nepal was.....

- a. IBM 1400
- b. IBM 1401
- c. ICT 1401
- d. ICT 1402

Correct Answer: IBM 1401

11. Charles Babbage invented:

- a. ENIAC
- b. Difference engine
- c. Electronic computer
- d. Punched card

Correct Answer: Difference Engine

12. Who designed the first electronics computer – ENIAC?

- a. Van-Neumann
- b. Joseph M. Jacquard
- c. J.Presper Eckert
- d. All of the above

Correct Answer: J.Presper Eckert

13. All of the following are examples of storage devices EXCEPT:

- a. Hard disk
- b. Printers
- c. Floppy disk

d. CD

Correct Answer: Printers

14. Demodulation is a process of:

- a. Converting analog to digital signal
- b. Converting digital signals
- c. Multiplexing various solutions into one high speed line signals
- d. Performing data description

Correct Answer: Converting analog to digital signal

15. Which is not an operating system?

- a. Linux
- b. MS-DOS
- c. MS-Word
- d. Unix

Correct Answer: MS-Word

16. The major functions of operating system:

- a. Memory management
- b. Files management
- c. Process management
- d. All of the above

Correct Answer: All of the above

17. Spooling technique is associated with:

- a. Operating system and scanner
- b. Operating system and printer
- c. Operating system and hard disk
- d. Operating system and keyboard

Correct Answer: Operating System and Printer

18. GUI stands for:

- a. Graphical Universal Interconnection
- b. Graphical User Information
- c. Graphical User Internet
- d. Graphical User Interface

Correct Answer: Graphical User Interface

19. FAT stands for:

- a. File for all type
- b. Format all tab setting
- c. File allocation table

d. File attributes type

Correct Answer: File Allocation Table

20. To move to the bottom of a document press....

a. End key

b. Home key

c. Alt+end key

d. Ctrl+end key

Correct Answer: Ctrl+End key

21. By default your document print in ..... mode.

a. Landscape

b. Portrait

c. Page setup

d. Print view

Correct Answer: Portrait

22. MS-word is a ..... software.

a. System

b. Application

c. Utility

d. Game

Correct Answer: Application

23. Which one of following is not found in MS-word?

a. Table

b. Formula bar

c. Font

d. Bullet

Correct Answer: Formula bar

24. Borders can be applied to:

a. Image

b. Paragraph

c. Text box

d. All of the above

Correct Answer: All of the above

25. Which of the following is not a type of page margin?

a. Left

b. Right

c. Center

d. Top

Correct Answer: Center

26. What is the default left margin in word document?

a. 1"

b. 1.25"

c. 1.5"

d. 2"

Correct Answer: 1.25"

27. What is a gutter margin?

a. Margin that is added to the left margin when printing?

b. Margin that is added to right margin when printing?

c. Margin that is added to the binding side of page when printing

d. None of the above

Correct Answer: Margin that is added to the binding side of page when printing

28. Which of the following is not a font style?

a. Bold

b. Italics

c. Regular

d. Superscript

Correct Answer: Superscript

29. Which is true with save as command?

a. Save a document in new location

b. Save a document with new name

c. Cancel saving

d. Both A and B

Correct Answer: Both a and b

30. MS-word is a ..... program.

a. Graphics

b. Word processing

c. Spread sheet

d. None of the above

Correct Answer: Word Processing\

31. Table is a .....

a. Collection of rows only

b. Collection of rows and columns

c. Collection of columns only

d. Computer's memory

Correct Answer: Collection of rows and columns

32. Short cut key for find and replace dialog box is:

a. Shift+F

b. Ctrl+F

c. Alt+R

d. Shift+FR

Correct Answer: Ctrl + F

33. Which of the following is not the feature of MS-word?

a. Provides tools such as data consolidation, goal seek, scenario etc.

b. Margins and page length can be adjusted as desired

c. Spelling can be checked and modified through the spell check facility

d. Multiple document/files can be merged

Correct Answer: Provides tools such as data consolidation, goal seek, scenario etc.

34. We can show the record of table graphically through.....

a. Chart

b. Table

c. Formula

d. None of the above

Correct Answer: Chart

35. Intersectional part of rows and columns are known as.....

a. Column

b. Table

c. Row

d. Cell

Correct Answer: Cell

36. We use ..... operator to multiply in MS excel.

a. \*

b. ×

c. /

d. <=

Correct Answer: \*

37. Types of chart are:

a. Bar chart

b. Pie chart

c. Column chart

d. All of the above

Correct Answer: All of above

38. Which one is an example of absolute cell reference?

a. \$D\$7

b. A5:h5

c. C5

d. None of the above

Correct Answer: \$D\$7

39. What is the extension of Microsoft excel file?

a. .html

b. .xls

c. .pmt

d. .xml

Correct Answer: .xls

40. In MS Excel a formula always start with ..... sign.

a. =

b. <>

c. >=

d. <

Correct Answer: =

41. MS Excel is ..... program.

a. Database

b. Spread Sheed

c. Graphics

d. None of the above

Correct Answer: Spread sheet

42. Which of the following is not a valid data type in excel?

a. Label

b. Number

c. Character

d. Date/time

Correct Answer: Character

43. Select the correct formula for addition:

a. =sum(A2:A5)

b. =add(A2+A3+A4+A5)

c. =max(A2:A5)

d. None of the above

Correct Answer: =sum(A2:A5)

44. < is ..... operator.

a. Logical

b. Arithmetic

c. Comparison

d. My operator

Correct Answer: Comparison

45. In excel a numeric value can be treated as a label value if it proceeds with:

a. Apostrophe (')

b. Exclamation (!)

c. Hash (#)

d. Ampersand (&)

Correct Answer: Apostrophe (')

46. Which of the following key uniquely identify table?

a. Foreign key

b. Key record

c. Primary key

d. Unique key

Correct Answer: Primary key

47. What is the column in MS-access table called?

a. Rows

b. Records

c. Field

d. Columns

Correct Answer: Field

48. Which of the following control is known as drop down list?

a. List

b. Combo list

c. Text box

d. None of the above

Correct Answer: Combo list

49. The Power Point view that displays only text (title & text) is .....

a. Slide show

b. Slide sorter view

c. Outline view



d. Note page view

Correct Answer: Outline View

50. We can run power point slide in another computer program:

a. Pack and go

b. Save and go

c. Export

d. None of the above

Correct Answer: Pack and go