

1. A folder inside a folder is called _____.

- a) Mini Directory
- b) **Sub Directory**
- c) Root Folder
- d) Child Folder
- e) None of these

2. A mouse is this kind of device –

- a) **Input**
- b) Output
- c) Network
- d) Storage
- e) None of these

3. All deleted files go to _____.

- a) My Computer
- b) Desktop
- c) **Recycle Bin**
- d) My Documents
- e) None of these

4. With a CD you can _____.

- a) **Read**
- b) Write
- c) Read & Write
- d) Save a file
- e) None of these

5. A reusable CD is labeled as -

- a) R
- b) W
- c) HD
- d) **RW**
- e) None of above

6. _____ is the process of carrying out commands.

- a) Fetching
- b) Storing
- c) **Executing**
- d) Decoding
- e) None of these

7. An error in a program is also known as _____.

- a) **Bug**
- b) debug
- c) cursor
- d) icone
- e) None of these

8. What is the default file extension for all Word documents?

- a) txt
- b) wrd
- c) **doc**
- d) ppt
- e) None of these

9. If text was highlighted and 'Edit' 'Copy' was clicked, what would happen ?

- a) **Text would be copied from the document and placed in the clipboard**
- b) Text would be removed from the document and placed in the clipboard
- c) Text from the clipboard would be placed in the document at the place where the cursor is blinking
- d) Only (b) and (c)
- e) None of these

10. The background of any Word document -

- a) is always white colour
- b) **is the colour you preset under the Options menu**
- c) is always the same for the entire document
- d) can have any color you choose

e) None of these

11. What do you use to create a chart?

- a) Pie Wizard
- b) Excel Wizard
- c) Data Wizard
- d) **Chart Wizard**
- e) None of these

12. To move at the beginning of a line inside a document, press -.

- a) End key
- b) **Home key**
- c) A
- d) Ctrl +End
- e) None of these

13. You click at B to make the text -

- a) Italics
- b) Underlined
- c) Italics and Underlined
- d) **Bold**
- e) None of these

14. You can keep your personal files/folders in-

- a) My Folder
- b) **My Documents**
- c) My Files
- d) My Text
- e) None of these

15. The base of binary number is:

- a) **2**
- b) 8
- c) 10
- d) 16
- e) None of these

16. A _____ contains specific rules and words that express the logical steps of an algorithm.

- a) **programming language**
- b) syntax
- c) programming structure
- d) logic chart
- e) None of these

17. The term bit is short for:

- a) megabyte
- b) binary language
- c) **binary digit**
- d) binary number
- e) None of these

18. Hardware of computer system is consists of –

- a) CPU and storage devices
- b) System unit and application programs
- c) Operating system and all application programs
- d) **System unit and all attached peripheral devices to the unit**
- e) None of these

19. Function of ALU is -

- a) To control the execution of instruction
- b) **To perform arithmetic and logical operation on data**
- c) To store the result in main memory
- d) All the above

e) None of these

20. The _____ gives specific information about the type of file

- a) Filename
- b) File path
- c) **File extension**
- d) File content
- e) None of these

21. 'Print' command is found inside the _____ menu.

- a) View
- b) Edit
- c) Tools
- d) **File**
- e) None of these

22. A saved document is known as -

- a) **File**
- b) Program
- c) Folder
- d) Icon
- e) None of these

23. A file can be created using _____ command.

- a) Save
- b) Open
- c) **New**
- d) Edit
- e) None of these

24. A computerized system consists of :

- a) Hardware, Data, Procedure, Processing, Peoples
- b) Hardware, Programs, Data, Processing, Networks
- c) Hardware, Programs, Data, Networks, Peoples
- d) **Hardware, Software, Procedure, Data, Peoples**
- e) None of above

25. Which one of following helps a user in locating information over internet?

- a) URL
- b) **Search engine**
- c) Domain
- d) Network
- e) None of these

26. Backup is -

- a) Deleting all data from disk drive
- b) Moving all data from original location to another storage media
- c) **Protecting data by copying it from source location to another location**
- d) Accessing data from a tape drive
- e) None of these

27. Which one of following is an output device?

- a) **Printer**
- b) Mouse
- c) Keyboard
- d) Scanner
- e) None of these

28. The content of _____ is lost when a system is switched off.

- a) Disk
- b) ROM
- c) Floppy
- d) **Memory**
- e) None of these

29. Which of the following is a permanent memory in a computer system?

- a) RAM
- b) **ROM**
- c) Buffer
- d) Virtual memory
- e) None of these

30. A person who writes program and perform testing is called -

- a) Programmer
- b) Hacker
- c) **Software Engineer**
- d) Spammer
- e) None of these

31. A set of instructions telling the computer what to do is called—

- a) Mentor
- b) Instructor
- c) Compiler
- d) **Program**
- e) Debugger

32. In many GUIs, the _____ changes shape depending on the circumstances.

- a) Icons
- b) Menus
- c) Desktop item
- d) **Mouse cursor**
- e) None of these

33. A silicon chip containing a number of transistors for interpreting and executing most of the commands from the computer's hardware and software is called -

- a) Motherboard
- b) Hard Disk
- c) **CPU**
- d) RAM
- e) None of these

34. Which of following program execute first during a system boot procedure?

- a) Notepad
- b) Operating system
- c) **Power-on self-test**
- d) Logon Program
- e) None of these

35. In a GUI, user-interface provides -

- a) Information of end-user
- b) **A mean to user to interact with all peripheral devices attached with the system**
- c) A method to communicate with other user
- d) Both (b) & (c)
- e) None of these

36. A collection of interrelated records is known as -

- a) Utility file
- b) **Database**
- c) Field
- d) Programme
- e) None of these

37. The only language understood by a digital computer is called -

- a) Assembly language
- b) High level language
- c) English language
- d) **Binary language**
- e) None of above

38. Compiler is the -

- a) name given to the computer operator
- b) part of the digital machine to store the information
- c) **translator of source program to object**
- d) part of arithmetic logic unit
- e) None of these

39. What do you mean by a hard copy of a document?

- a) **A printed copy of document**
- b) Result of a program on display unit
- c) A document saved in pc in digital form
- d) A very hard document
- e) None of these

40. The default alignment of text inside a column is -

- a) **Left**
- b) Right
- c) Center
- d) Justify
- e) None of these

41. The ability of a computer to execute multiple programs by using multiple processors simultaneously is known as -

- a) Multitasking
- b) **Multiprocessing**
- c) Multiprogramming
- d) Multithreading

e) None of these

42. An operating system that is capable of allowing multiple software processes to run at the same time-

- a) **Multitasking**
- b) Multiprocessing
- c) Real Time
- d) Multithreading
- e) None of these

43. A _____ is secret word or string of characters that is used for authentication to gain access to a resource.

- a) Token
- b) Keyword
- c) **Password**
- d) Identifier
- e) None of these

44. The daily processing of corrections to customer accounts best exemplifies the processing mode of -

- a) time-sharing
- b) real-time processing
- c) **batch processing**
- d) off-line processing
- e) None of these

45. _____ controls the way in which the computer system functions and provides a means by which users can interact with the computer

- a) The platform
- b) Application software
- c) **Operating system**
- d) The motherboard
- e) None of these