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COMPUTER AWARENESS

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HIGHLIGHTS

- MCQ's with Detailed Solutions
- Strictly Designed as per Latest Exam Pattern
- Time Saving Tips(TST) to solve MCQ's in short time



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Students are today enlightened and focused. They know what they are up to. They need just a ray of guidance. I feel I have accomplished the reason of my existence on this earth. Proud to be that faint ray of guidance, proud to be a reason of smile on certain lips, proud to be your teacher, friend and guide.

DR. ANSHU SURANA

COMPUTER AWARENESS



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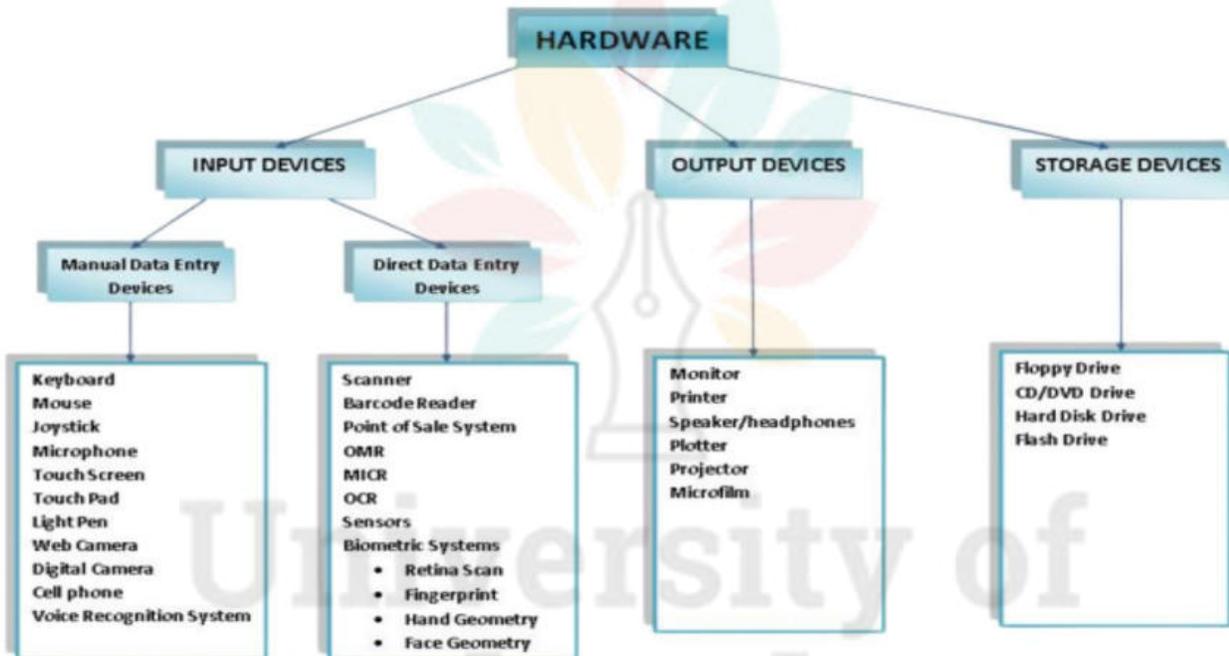
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Hardware

WHAT IS COMPUTER?

Computer is an electronic device that is designed to work with Information.

Computer cannot do anything without a Program. It can store, retrieve, and process data.



Hardware is the collection of physical part of a computer system. Ex. Monitor, Hard discs, keyboards, Mouse, Cabinet Motherboard etc.



KEYBOARD:

Keyboard is a typewriter-style device which uses an arrangement of buttons or keys to act as a mechanical lever or electronic switch.

QWERTY : QWERTY is a keyboard layout for Latin script. The name comes from the order of the first six keys on the top left letter row of the keyboard.



MOUSE

A computer mouse is a pointing device (hand control) that detects two-dimensional motion relative to a surface. This motion is typically translated into the motion of a pointer on a display, which allows a smooth control of the graphical user interface.

SCANNER

A scanner or optical scanner is a hardware input device that optically "reads" an image and converts it into a digital signal.

GAME CONTROLLER

A game controller is an input device for playing games.

Light Pen

A Light Pen is a pointing device shaped like a pen and is connected to a VDU. The tip of the light pen contains a light-sensitive element.

PDA (Personal Digital Assistant)

A personal digital assistant (PDA), also known as a handheld PC, or personal data assistant, is a mobile device that functions as a personal information manager.

MICR (Magnetic Ink Character Recognition)

It is a technology which allows machines to read and process cheque enabling thousands of cheque transactions in a short time. MICR code is usually a nine-digit code comprising of some important information about the transaction and the bank.

BCR (Bar Code Reader)

A Bar Code Reader, also called a price scanner or

point-of-sale (POS) scanner.

OCR (Optical Character Recognition)

Optical Character Recognition (also Optical Character Reader, OCR) is the mechanical or electronic conversion of images of typed, handwritten, or printed text into machine-encoded text.

OMR (Optical Mark Recognition)

Optical mark recognition (also called Optical Mark Reading and OMR) is the process of capturing human-marked data from document forms such as surveys and tests.

Touch Pad

A computer input device in the form of a small panel containing different touch-sensitive areas.

Biometric

Biometrics are automated methods of recognizing a person based on a physiological or behavioral characteristic.

Trackball: A trackball is a pointing device.

Web Camera: A webcam is a video camera that feeds or streams its image in real time to or through a computer to a computer network.

QR (Quick Response)

A machine-readable code consisting of an array of black and white squares,

Processing Unit, Output, Storage Microprocessor

A microprocessor is a computer processor which

incorporates the functions of a computer's central processing unit (CPU) on a single integrated circuit (IC), or at most a few integrated circuits.

CPU - (Central Processing Unit)

CPU have three Units

- I. Memory Unit
- II. Control Unit
- III. Arithmetic Logic Unit

First Microprocessor = 4004 (intel)

A processor register (CPU register) is one of a small set of data holding places that are part of the computer processor.

Motherboard

A motherboard is the main printed circuit board (PCB) found in general purpose microcomputers and other expandable systems.

Components of Motherboard

- Microprocessor
- RAM/ROM
- BIOS (Basic Input Output System)
- Expansion slot
- Interconnecting Circuit

Output Devices

- Monitor
- Printer
- Plotter
- Speaker
- Projector etc.

Types of Monitors

- CRT
- LCD/TFT
- LED

CRT: The Cathode Ray Tube (CRT) is a vacuum tube that contains one or more electron guns and a phosphorescent screen and is used to display images.

LCD: A flat panel screen that uses the Liquid Crystal Display (LCD) technology and connects to a computer.

TFT: A Thin-Film-Transistor Liquid-Crystal Display (TFT LCD) is a variant of a liquid-crystal display (LCD) that uses thin-film transistor (TFT) technology to improve image qualities such as addressability and contrast.

LED: An LED display is a flat panel display, which uses an array of light-emitting diodes as pixels for a video display.

Printer

A printer is a device that accepts text and graphic output from a computer and transfers the information to paper, usually to standard size sheets of paper.

Types of Printers

| Impact Printer | Non-Impact |
|---|--|
| Impact printer refers to a class of printers that work by banging a head or needle against an ink ribbon to make a mark on the paper. | Non-impact printers are quieter than impact printers, that prints without striking the paper |
| <ul style="list-style-type: none"> ➤ Dot-matrix Printer ➤ Daisy-Wheel Printers, ➤ Line Printers. | <ul style="list-style-type: none"> ➤ Laser Printer, ➤ Ink-jet Printer, ➤ LED Page Printer |

Plotter

The plotter is a computer printer for printing vector graphics. In the past, plotters were used in applications such as computer-aided design, though they have generally been replaced with wide-format conventional printers.

Speaker

Computer speakers, or multimedia speakers, are speakers sold for use with computers, although usually capable of other audio uses,

Projector

A projector or image projector is an optical device that projects an image (or moving images) onto a surface, commonly a projection screen.

Storage Devices

- Hard Disk Drive
- Floppy Disk
- Magnetic Tape
- Compact Disc
- Digital Versatile Disc
- Blu Ray Disc
- Pen Drive
- Memory Card

Software

It is a set of programs and procedures. Software tells the hardware what to do and how to accomplish a task. Ex. Operating System (Windows, Unix, Linux, Mac OS, Web browsers, MS Office etc.

software serves as the interface between hardware and the end users. Examples: Operating System, Compilers, Interpreter, Assembler etc.

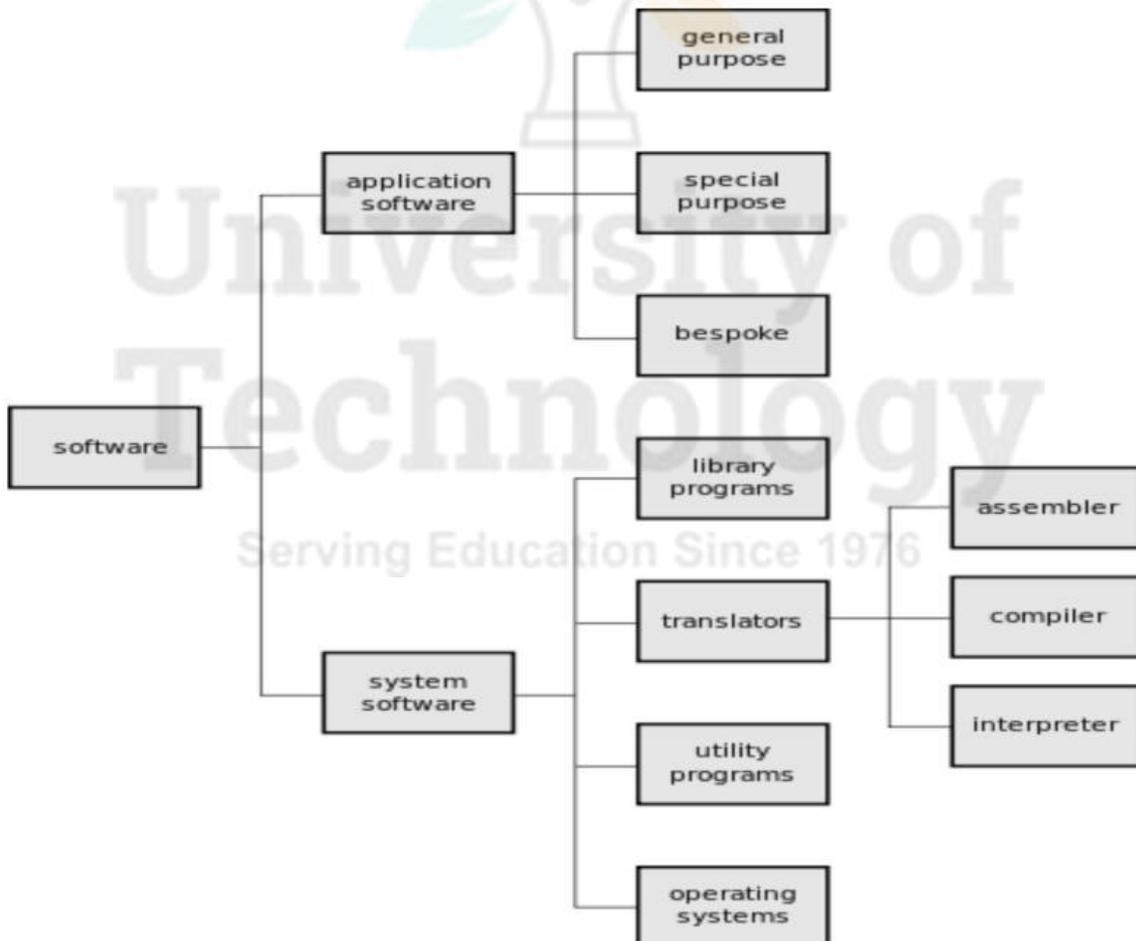
Types of Software

1. System Software

The system software is collection of programs designed to operate, control, and extend the processing capabilities of the computer itself. System software are generally prepared by computer manufactures. System

2. Application Software

Application software is the set of programs necessary to carry out operations for a specified application. Application software's are designed and developed to solve a specific problem in business or scientific area. Examples: Word processors, Data Base System, Accounting Packages, DTP Packages. Graphics Packages, etc.



OPERATING SYSTEM

An operating system (OS) is system software that manages computer hardware and software resources and provides common services for computer programs.

Ex. WINDOWS, MACINTOSH, ANDROID, UNIX, LINUX

WINDOW

Windows is a GUI based operating system. In Windows Operating system multiple applications can be simultaneously run-in different windows.

- In Windows, the screen upon which icons, windows, too are displayed is known as desktop.
- An icon is a graphic symbol that represents a window element like, file, folder, or shortcut.
- Boot loading up of operating system files into the computer's memory is called booting up.

There are two types of Booting:

- Cold Booting:** When the system starts from initial state i.e. it is switched on, we call it cold booting or Hard Booting.
 - Warm Booting:** When the system restarts or when Reset button is pressed, we call it Warm Booting or Soft Booting.
- The taskbar is a bar, which is usually located at the bottom of the screen.
 - My computer is helpful for viewing the contents of a single folder or drive.
 - Windows Explorer is another way of seeing what is on your computer. Windows Explorer shows the computer's contents as a hierarchy.
 - **File:** A program or document stored on a disk.
 - **Toolbar:** A set of buttons you click to perform common tasks.
 - A folder is a location in which you can store files and other folders.
 - To create a new folder, File—New—Folder commands are clicked in My Computer windows.
 - To find files or folders, Start---Find---Files or Folder commands are clicked.
 - To create a shortcut to a file, firstly select the file or folder, whose shortcut is to be created. Then drag the file icon through right mouse button to desired location where shortcut to be placed, and then select create shortcut(s).
 - To shut down the computer, Go to Start and Shut Down commands are clicked.

ANDROID

| Android Version | Release Year |
|---------------------|--------------|
| Android 1.0 (Alpha) | Sep 2008 |
| Android 1.1 (Beta) | Feb 2009 |
| Cupcake | April 2009 |
| Donut | Sep 2009 |
| Eclair | Oct 2009 |
| Froyo | May 2010 |
| Gingerbread | Dec 2010 |
| Honeycomb | Feb 2011 |
| Icecream Sandwich | Oct 2011 |
| Jelly Bean | Nov 2012 |
| KitKat | Oct 2013 |
| Lollipop | Nov 2014 |
| Marshmallow | Oct 2015 |
| Nougat | Oct 2016 |
| Oreo | Aug 2017 |
| Pie | Aug 2018 |
| Android 10 | Sep 19 |
| Android 11 | Sep 2020 |
| Android 13 | Aug 2022 |

LINUX: It is also a multi-tasking operating system, which was originally designed to be used on personal computers.

1. **Instruction** It is a command given to a computer in the computer language by the user.
2. **Program** It is a set of instructions given to a computer to perform some tasks.
3. **Data** Unprocessed raw facts and figures, like numbers, text on piece of paper, are known as data.
4. **Information** When data is processed, organized, structured, or presented in each context to meaningful, then it is called information.

Freeware: Software which is completely costless. The producers of this kind of software are either public institutions such as universities or developers who do it for personal interest or advertisement or private company who do it for dumping reasons.

Shareware: Software which is initially costless but after a certain period the user is asked to pay a fee or delete it. Or software which has two versions a free one, but incomplete or with advertisement banners and a complete advertisement free one for which the user must pay. The most common example is WinZip compression program.

Commercial: Software for which the user has to pay a license to use it. Common examples are Microsoft Windows operating system and Microsoft office.

Custom software: Software uniquely built, under payment for a specific customer to fit his need. Only the customer may use it.

Open Source: Software may be modified by anyone, sometimes under certain restrictions. Open-source software is also freeware.

Proprietary: Software is distributed with the explicit with the explicit legal warning not to modify it and technically locked to prevent other developers to see or modify its source.

Four basic functions of Computer are given below:

IPOS (Input → Processing → Output → Storage)

1. **Input** Information or data that is entered into a computer is called input. It sends data and instructions to the Central Processing Unit (CPU). Data inputs through Input Devices, Such as (Keyboard, Mouse etc.)
2. **Processing** It is the sequence of actions taken on data to convert it into information which is meaningful to the user. It can be calculations, comparisons or decisions taken by the computer. Processing Completed by Microprocessor. (CPU)
3. **Output** It makes processed data available to the user. It is mainly used to display the desired result to the user as per input instructions. Display Data on Output devices like as Monitor, Printer, Projector etc.
4. **Storage** It stores data and programs permanently. It is used to store information during the time of program execution and possible to get any type of information from it. Storage data in Hard Disk, SD Card, SSD, Pendrive etc.

Main Key Features of Computer

Speed

The computer can process data very fast at the rate of millions of instructions per second.

Accuracy

Computers provide a high degree of accuracy. They respond to the user as per the input instructions.

Storage

Capacity Computers are capable to store huge amount of data which depends on the capacity of hard disk, SSD, etc.

Versatility

Computers can do different types of work simultaneously. They can perform multiple tasks at a same time.

Reliability

Reliability is an attribute of any computer-related component (software, or hardware, or a network) that consistently performs according to its specifications. Computers always produce exact results. The possibility of errors occur only if the input is wrong, i.e. the computers never make mistakes of their own accord.

Introduction to graphic user interface based operating system

Graphical User Interface (GUI)

GUI stands for Graphical User Interface. it provides a graphical interface for the user to interact with the computer. It uses icons, menus, etc. to interact with the user. Moreover, the user can easily interact by just clicking these items. Therefore, it is very user friendly and there is no need to remember any commands. Examples of GUI based operating system are Microsoft Windows, macOS, etc.

Types of Operating System (GUI based)

The different types of operating system on the basis of GUI are as follows:

1. Microsoft Windows

Microsoft Windows is one of the most common graphical OS. It is developed and marketed by Microsoft. Its common name is windows or win. Windows 11 is the latest major release of Microsoft's Windows NT operating system, released in October 2021. Moreover, it has several earlier versions like Windows XP, Windows 8, Windows 7, etc. Besides, the most common editions for home computers are Windows Home (Win Home) and Windows Professional (Win Pro or Windows Pro).

2. Linux

Linux is a popular operating system. It is not a part of any particular firm or organization. Rather, it was developed by a programmer Linus Torvalds in 1991. It is an open-source operating system. Moreover, Today, LINUX is run in many organizations, private offices, on mobiles, supercomputers, over the internet, etc. Therefore, we can say that it is one of the most popular OS today.

It already contains almost all the features of UNIX OS. Moreover, it also has some additional features, It contains a variety of user interfaces like GNOME, KDE, Mate, Cinnamon, etc. In addition to this, it has several versions of distributions as follows UBUNTU, DEBIAN, SOLAS, LINUX MINT, etc.

3. Android

It is one of the most common versions of the operating system today. It is basically used on mobile phones and tablets. Most versions of it are an open-source OS.

4. Apple iOS

After android, it is one of the most popular OS. It is designed to run on Apple devices such as iPhones, iPad tablets, etc.

5. Apple macOS

It is the operating system used in Apple laptops and Apple desktops. Moreover, Its most popular features are Siri and FaceTime.

Character User Interface or command-line user interface (CUI)

CUI is a short form for character user interface also known as a command-line user interface. It is a precursor of GUI and was mostly used in early computers. It is preferred for more advanced users because it provides more advanced features and controls to the end user over an operating system.

It allows users to issue a command of more than a line of text, also known as command lines, to the program which can be anything like opening a file or directory, etc. It provides an easy way to implement scripts in any programming language by writing a specific command for it.

It acts as a user interface wherein the user interacts with the computer, purely through a keyboard. For performing any tasks, a command is to be written on the interface which gets executed and does the

necessary operation. For example, in windows, the cd filename command is used for going over to that directory.

Advantages:

Here are a few key points that make CUI more feasible:

- For performing any task, commands are used instead of manually doing it.
- Operating CUI is easy because of one linear command.
- Only one task is performed at a time and is efficient.
- Uses less memory when compared to GUI since there are commands that are to be written on the command line.
- Less expensive to use since the commands are not updated frequently.

Disadvantages:

Here are a few reasons all users do not widely use its users:

- A user must memorize all the necessary commands to operate the CUI.
- One task is done at a time which means to do multiple tasks, we must wait for the command to be executed.
- The interface of CUI is less appealing and supports only the usage of a keyboard.

Example of CUI Operating System

CUI is becoming prominent day to day, here are a few examples where CUI operating system is mostly used.

- MS-DOS and the window command prompt
- Terminal
- Linux command line

Following are the reasons why the CUI operating system is different from that of the GUI operating system:

| Difference parameters | CUI | GUI |
|-----------------------|--|--|
| Full form | It stands for character user interface | It stands for the graphical user interface |
| Usage | It is easy to operate | It is difficult to operate |

| | | |
|-----------------------|---|---|
| | | because of icons and sub-icons that the GUI has inbuilt on the window or the user interface. |
| Memory requirement | The memory requirement is low because there is nothing to be installed. | The memory requirement is high since it needs to be installed on the computer. |
| Interaction with user | The user can interact with a computer by using commands like text | The user interacts with the computer by using graphical formats like icons and images, etc |
| Speed | It has high speed since commands are typed and executed. | It has low speed since the user needs to click an icon which will then load the necessary output. |
| Customizable feature | It is not customizable because it is strictly based on commands. | It is customizable since the graphical interface has many options for UI. |
| Navigation | It is not easy to navigate in CUI OS since it executes tasks based on the command provided. | Navigation is easy in GUI with the help of the keyboard or mouse of the computer. |
| Use of peripherals | The interaction between the user and the computer system is done by using the keyboard | The user interacts with the computer system by using the mouse of the computer, |

| | | |
|-------------|--|---|
| | | clicking on icons, etc |
| Flexibility | It is a little flexible to use especially for advanced users since the only command is to be written for executing a task. | It is highly flexible because a graphical interface is provided for executing a task. |

Some More types of Operating System

1. Batch OS

In this system, the OS does not forward the jobs/tasks directly to the CPU. It works by grouping together similar types of jobs under one category. Further, we name this group as a 'batch'. Hence, the name batch OS.

Examples are the payroll system, bank statement, etc.

2. Time-Shared OS

When more than one task takes place on the system it is called time-shared OS. As multiple tasks can run at the system at a time as per requirement. Hence, they all share the CPU time one by one. Therefore, we also name it multitasking. The time that each task gets is called quantum.

A fixed interval of time is decided for each task. When the first task executes for that period of time, the second task executes, and so on. Examples are UNIX etc.

3. Distributed OS

In this system, there is more than one CPU present. The OS distributes the tasks among all the processors. The processors do not share any memory or clock time. OS handles all communication between them through various communication lines.

Examples are LOCUS etc.

4. Network OS

In these OS various systems are connected to a server. It allows the system to share resources such as files, printers, applications, etc. Moreover, it gives the capability to serve to manage these resources.

Examples are UNIX, LINUX, Microsoft Windows Server 2008, etc.

5. Real-Time OS (RTOS)

In these systems, the time interval for processing and responding to inputs is very small. Therefore, due to this quality, these are used in real-time situations. For example in missile systems, robots, etc.

They have two categories as follows:

a) Hard Real-Time Systems

In this, the time constraint is very short and strict. Even seconds of delay is not acceptable.

b) Soft Real-Time Systems

In this, the time constraint is not so short and strict.



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History and Generation

Automation

A computer is an automated machine. even if it's humans instruct it. This is because once the instructions are passed, the computer works on its own till the task is completely done.

| Clarification of Computer | | |
|---------------------------|---------------------|----------------|
| Based on operation | Based on Size | Based on Model |
| Analog Computer | Super Computer | XT |
| Digital Computer | Main Frame Computer | AT |
| Hybrid Computer | Mini Computer | PS/2 |
| | Micro Computer | |

ANALOG COMPUTER (1940s and 1950s)

An analog computer is a form of computer that uses the continuously changeable aspects of physical phenomena such as electrical, mechanical, or hydraulic quantities to model the problem being solved.

DIGITAL COMPUTER (around 1980s)

A digital computer is the most used computer and is used to process information with quantities using digits, usually using the binary number system.

Hybrid Computer

A hybrid computer is a computing system that combines both digital and analog components. The first desktop hybrid computing system was the Hycomp 250, released by Packard Bell in 1961.

SUPER COMPUTER

A supercomputer is a high level of performance as compared to a general-purpose computer. First used in the New York World in 1929 to refer to large custom-built tabulators that IBM had made for Columbia University. As of June 2016, the fastest supercomputer in the world is the Sunway TaihuLight, in mainland China, with a LINPACK benchmark score of 93 PFLOPS

(P=Peta), exceeding the previous record holder, Tianhe-2, by around 59 PFLOPS. (Floating Point Operations Per Second).

Mainframe

Mainframe computers are used primarily by large organizations for critical applications, bulk data processing, such as census, industry and consumer statistics, enterprise resource planning, and transaction processing. Mainframe computer serves as a backbone for the entire business world. It is considered as the heart of a network of computers or terminals that allow many people to work at the same time. Mainframe computers are IBM-370, IBM-S/390, UNIVAC-1110, etc.

Mini Computer

A minicomputer is a type of computer that possesses most of the features and capabilities of a large computer but is smaller in physical size. the minicomputer was designed to carry out some specific tasks, like engineering and Computer Aided Design (CAD) calculations. But now, they are being used as central computer which is known as Server.

Micro Computer

A microcomputer contains a microprocessor (a central processing unit on a microchip), memory in the form of read-only memory and random access memory, I/O ports and a bus or system of interconnecting wires, housed in a unit that is usually called a motherboard.

a. Palmtop

Palmtop literally fits in your palm. Palmtops are severely limited, but they are practical for certain functions such as phone books and calendars. Palmtops that use a pen rather than a keyboard for input are often called hand-held computers or PDAs(Personal digital assistants).

b. Desktop Computer or Personal Computer

These are based on the microprocessor technology (Integrated Circuit-IC).

c. Laptop

These are portable and light weighted. They include rechargeable battery, so these can work anywhere.

Generations of computers

- **First Generation of computers (1946- 1959)**

The first generation of computer is introduced in 1946. Whereas the first generation used vacuum tubes as the CPU and magnetic drum for storing the data. The size of the computer in this generation is larger like room size and limited to basic operation.

First generation computers are:

ENIAC: Electronic Numerical Integrator and Computer, built by J. Presper Eckert and John V. Mauchly was a general-purpose computer. It had been very heavy, large, and contained 18,000 vacuum tubes. It was Turing-complete and able to solve "a large class of numerical problems" through reprogramming.

EDVAC: Electronic Discrete Variable Automatic Computer was designed by von Neumann. It could store data also as instruction and thus the speed was enhanced. it was a successor to the ENIAC.

UNIVAC: Universal Automatic Computer was developed in 1952 by Eckert and Mauchly. The UNIVAC I was the first general-purpose electronic digital computer design for business application produced in the United States. The UNIVAC I was designed as a commercial data-processing computer, intended to replace the punched-card accounting machines of the day.

Main characteristics of First-generation computers are:

| | |
|---------------------------|---|
| Main electronic component | Vacuum tube. |
| Programming language | Machine language |
| Main memory | Magnetic tapes and magnetic drums |
| Input/output devices | Paper tape and punched cards. |
| Speed and size | Very slow and very large in size (often taking up entire room). |

Second Generation of computers (1959-1965)

The Second Generation of Computer uses the transistor in the place of vacuum tubes. The transistor was developed in Bell Labs in 1947, but introduced in computers 1950's. Whereas, it is more reliable, faster, cheaper, and smaller in size than the first generation of

computers. Well, it uses the high-level of computer languages by taking the input such as COBOL, FORTRAN, etc.

Main characteristics of second-generation computers are: -

| Main electronic component | Transistor |
|---------------------------|---|
| Programming language | Machine language and assembly language. |
| Memory | Magnetic core and magnetic tape/disk. |
| Input/output devices | Magnetic tape and punched cards. |
| Power and size | Smaller in size, low power consumption, and generated less heat (in comparison with the first-generation computers) |

Third Generation of computers (1965-1972)

The second generation of computers uses the transistors in the place of vacuum tubes. But the transistor produces the big amount of heat which damages sensitive parts in the computers. To eliminate this problem, the Third Generation of Computer introduced in 1965. Whereas these computers differ from first and generation of computers and it uses the IC (Integrated Circuit). The IC is the small circuit which contains the thousands of transistors, resistors to make the computer. By inventing the IC's in the third generation, it became possible to fit thousands of elements in a small area to create the computer. Additionally, it reduces the size of the computer in a small size.

Main characteristics of third generation computers are:

| Main electronic component | Integrated circuits (ICs) |
|---------------------------|---|
| Programming language | High-level language |
| Memory | Large magnetic core, magnetic tape/disk |
| Input / output devices | Magnetic tape, monitor, keyboard, printer, etc. |

Fourth Generation of computers (1972-1980)

The Fourth Generation of Computers are comes with VLSI (Very Large Scale Technology) also we can call it as microprocessors. Whereas, the Intel was the first company to introduce the microprocessor and firstly, design the PC or personal computer in this generation by IBM. Well, the VLSI circuits include 500 transistors on the single chip which performs the high-level of operations and computations. This generation of computers allows users to use the computer for word processing, spreadsheets, file managing and graphics. The computer languages like C, C++, and Data Base are used in this generation to perform the accurate operations. The concept of networking and CD-ROM came into existence in the fourth generation.

Main characteristics of fourth generation computers are:

| | |
|---------------------------|---|
| Main electronic component | Very large-scale integration (VLSI) and the microprocessor (VLSI has thousands of transistors on a single microchip). |
| Memory | Semiconductor memory (such as RAM, ROM, etc.) |
| Input/output devices | Pointing devices, optical scanning, keyboard, monitor, printer, etc. |

Fifth Generation of computers (1982- Present)

Fifth Generation of Computers which were started around 1982. These computers differ from the previous four generations. Well, these generation computers use the high level of languages like Perl,

Python, C, JAVA, etc. Moreover, the Ultra Large Scale Integration technology was introduced in 5th generation computers which leads to the development of a microprocessor chip with several millions of chips on it.

Main characteristics of fifth generation computers are:

| | |
|---------------------------|--|
| Main electronic component | Based on artificial intelligence, uses the Ultra Large-Scale Integration (ULSI) technology and parallel processing method (ULSI has millions of transistors on a single microchip and Parallel processing method use two or more microprocessors to run tasks simultaneously). |
| Language | Understand natural language (human language). |
| Size | Portable and small. |
| Input / output device | Trackpad (or touchpad), touchscreen, pen, speech input (recognize voice/speech), light scanner, printer, keyboard, monitor, mouse, etc. |
| Examples | Desktops, laptops, tablets, smartphones, etc. |

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Programming Language

Computer Programming Language Generations

First Generation Language:

This language is called Machine Language or first-generation language. A computer was able to understand it directly without any conversion. This language is also known as Machine Language or Binary language. Binary language because only two symbols 1 and 0.

Second Generation Language:

Machine Language was just 1's and 0's, in which error finding and correcting were very difficult. So, must develop a second-generation language. Also called an Assembly Language.

In this language, instructions were replaced with some coded terms called mnemonic. So that it becomes a little easier to read, understand, and correct.

A computer can understand and work on machine code only. So, assembly language needed a special software called Assembler that converts mnemonic into machine language.

Computer language: A computer language is a way to give instructions to a computer to perform desired tasks.

Program: A set of instruction written in a specific sequence for the computer to accomplish a given task.

Machine language: The binary medium of communication with a computer through a designed set of instruction specific to each computer.

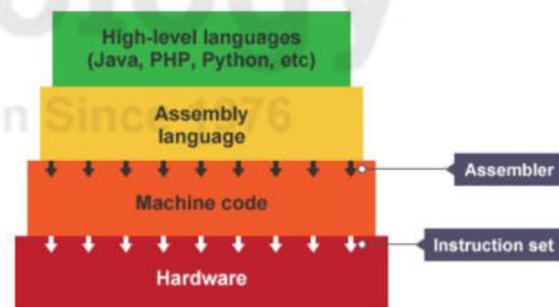
Assembly language: A medium of communication with a computer in which programs are written in mnemonics. An assembly language is specific to a given computer.

Mnemonic: A combination of letter to suggest the operation of an instruction. E.g, ADD, HALT etc.

Compilers, interpreters, and assemblers

Any program written in a high-level language is known as **source code**. However, computers cannot understand source code. Before it can be run, **source code** must first be translated into a form which a computer understands - this form is called **object code**. A translator is a program that converts source code into object code. Generally, there are three types of translators:

- **Compilers:** - A compiler takes the source code as a whole and translates it into object code all in one go. Once converted, the object code can be run at any time. This process is called compilation.
- **Interpreters:** - An interpreter translates source code into object code one instruction at a time. It is like a human translator translating what a person says into another language, sentence by sentence. The resulting object code is then executed immediately. The process is called interpretation.
- **Assemblers:** - Assemblers are a third type of translator. The purpose of an assembler is to translate assembly language into object code. Whereas compilers and interpreters generate many machine code instructions for each high-level instruction, assemblers create one machine code instruction for each assembly instruction.



Third Generation Languages:

First, two generations of languages were comparatively easier for a computer to understand, but it was difficult for humans to read, understand and code in them. These languages are known as High-

Level Languages as they are easier for humans to understand.

C, C++, Java, COBOL Pascal, etc. are some High-Level Languages.

Fourth Generation Language:

Fourth-generation languages just require 'what' do we want from the code rather than 'how to do'. i.e., the

procedure. These languages are like statements in the human language mainly used in database programming. E.g., Python, Ruby, SQL (Structured Query Language).

Fifth Generation Languages:

The fifth-generation languages are more focused on artificial intelligence implementation. These have visual tools to develop a program. E.g. Prolog,



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Number System & Logic Gate

Number System is a way to represent or express numbers. You have heard of various types of number systems such as the whole numbers and the real numbers. But in the context of computers, we define other types of number systems. They are:

- Binary Number System
- Decimal Number System
- Octal Number System
- Hexadecimal Number System

Binary Number System (Base 2)

A computer can understand only the “on” and “off” state of a switch. These two states are represented by 1 and 0. The combination of 1 and 0 form binary numbers. These numbers represent various data. As two digits are used to represent numbers, it is called a binary or base 2 number system.

The binary number system uses positional notation. But in this case, each digit is multiplied by the appropriate power of two based on its position.

Example, $(1101)_2$ in decimal is
 $= 1 \times 2^3 + 1 \times 2^2 + 0 \times 2^1 + 1 \times 2^0$
 $= 8 + 4 + 0 + 1$
 $= (13)_{10}$

Decimal Number System (Base 10)

The digits 0 to 9 represents numbers. As it uses 10 digits to represent a number, it is also called the base 10 number system. Each digit has a value based on its

position called place value. The value of the position increases by 10 times as we move from right to left in the number.

Example, the value of 893 is
 $= 8 \times 10^2 + 9 \times 10^1 + 3 \times 10^0$
 $= 800 + 90 + 3$
 $= 893$

Octal Number System (Base 8)

This system uses digits 0 to 7 (i.e. 8 digits) to represent a number and the numbers are as a base of 8.

Example, $(54)_8$ in decimal is
 $= 5 \times 8^1 + 4 \times 8^0$
 $= (44)_{10}$

Hexadecimal Number System (Base 16)

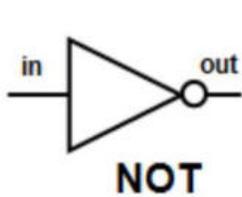
In this system, 16 digits used to represent a hexadecimal number. Thus, it is also known as the base 16 number system. Each digit position represents a power of 16. As the base is greater than 10, the number system is supplemented by letters. Following are the hexadecimal symbols: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, A, B, C, D, E, F

To take A, B, C, D, E, and F as part of the number system is conventional and has no logical or deductive reason.

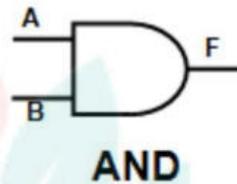
LOGIC GATE

A logic gate is an elementary building block of a digital circuit. Most logic gates have 2 inputs and 1 output. In most logic gates, the low state is approximately zero volts (0 V), while the high state is approximately five volts positive (+5 V).

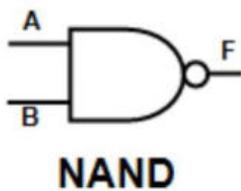
Symbols



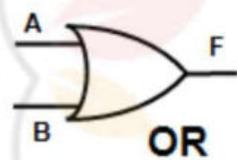
| Input | Output |
|-------|--------|
| I | F |
| 0 | 1 |
| 1 | 0 |



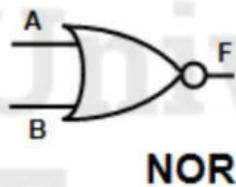
| Inputs | | Output |
|--------|---|--------|
| A | B | F |
| 0 | 0 | 0 |
| 1 | 0 | 0 |
| 0 | 1 | 0 |
| 1 | 1 | 1 |



| Inputs | | Output |
|--------|---|--------|
| A | B | F |
| 0 | 0 | 1 |
| 1 | 0 | 1 |
| 0 | 1 | 1 |
| 1 | 1 | 0 |



| Inputs | | Output |
|--------|---|--------|
| A | B | F |
| 0 | 0 | 0 |
| 1 | 0 | 1 |
| 0 | 1 | 1 |
| 1 | 1 | 1 |



| Inputs | | Output |
|--------|---|--------|
| A | B | F |
| 0 | 0 | 1 |
| 1 | 0 | 0 |
| 0 | 1 | 0 |
| 1 | 1 | 0 |

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Memory & Memory Unit

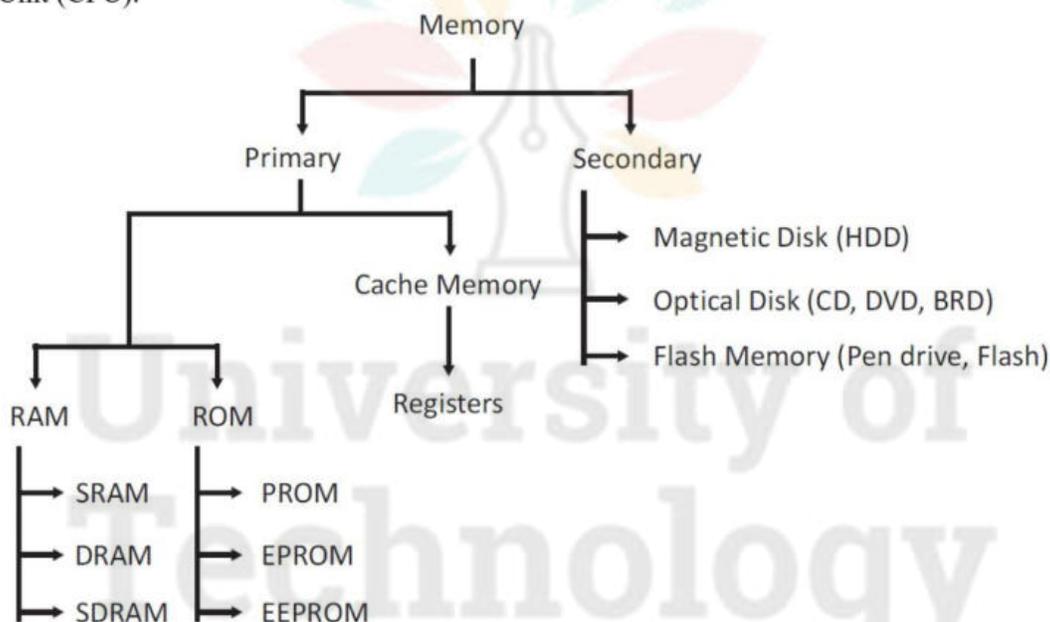
COMPUTER MEMORY

Memory is best storage part to the computer users to save information, programs and etc, The computer memory offer several kinds of storage media some of them can store data temporarily and some them can store permanently. Memory consists of instructions and the data saved into computer through Central Processing Unit (CPU).

Computer memory basically Two types –

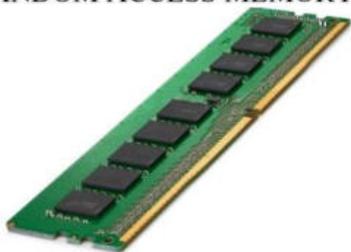
Primary memory (RAM and ROM) and Secondary memory (hard drive, CD, etc).

Random Access Memory (RAM) is primary-volatile memory and Read-Only Memory (ROM) is primary-non-volatile memory.



Types of Memory

- 1. Volatile:** - Memory that loses its contents when the power is turned off. Volatile memory requires electricity or current to store information. Ex.- RAM (RANDOM ACCESS MEMORY)



- 2. Non-Volatile:** - Non-volatile memory (NVM) is a type of computer memory that has the capability to hold saved data even if the power is turned off. Ex- ROM (READ ONLY MEMORY), Hard Disk Drive, Floppy Disk etc.

RAM: - Referred to as main memory, primary memory, or system memory, (RAM) is a hardware device that allows information to be stored and retrieved on a computer.

SRAM:- STATIC RAM - SRAM does not periodically refreshed. It is used for CPU cache.

DRAM:- DYNAMIC RAM (DRAM) is a type of random-access memory that stores each bit of data

in a separate capacitor within an integrated circuit.

SDRAM :- Synchronous Dynamic Random Access Memory : A type of DRAM that can run at much higher clock speeds.

ROM: - ROM is "built-in" computer memory containing data that normally can only be read, not written to. ROM contains the programming that allows your computer to be "booted up" or regenerated each time you turn it on.

- **PROM:** Programmable Read-Only Memory, a memory chip on which data can be written only once.
- **EPROM:** Erasable Programmable Read-Only Memory, The ultraviolet light clears its contents, making it possible to reprogram the memory.
- **EEPROM :** Electrically Erasable Programmable Read-Only Memory, It is a special type of PROM that can be erased by exposing it to an electrical charge.

Cache Memory: - It is a very high-speed semiconductor memory which can speed up CPU. It acts as a buffer between the CPU and main memory.

SECONDARY MEMORY

This type of memory is also known as external memory or non-volatile memory. It is slower than main memory. Secondary memory is used for storing data/Information permanently.

Floppy disk, hard disk, magnetic tapes, and optical disks come under the category of external storage devices or auxiliary storage devices. These devices are very sensitive to environmental conditions (humidity and temperature) as well as to external magnetic fields and need to be stored carefully.

Floppy Disk

Floppy disks are primarily used on PCs. Information on a floppy disk is recorded in the magnetized states of particles of iron oxides evenly placed upon concentric circles which are known as tracks.

Hard Disk

It is a non-removable enclosed magnetic disk included in most PCs. It contains a stack of metal platters, each coated with iron oxide, that spin on a spindle and the entire unit is encased in a sealed chamber.

Magnetic Tape

This is plastic tape, usually made of Mylar that is coated with iron oxide, thereby enabling the introduction (writing); retention (memory) and reading of magnetically recorded information. The best use of tape storage is for data that we do not use very often.

Optical Storage

CD (Compact Disc)
DVD (Digital Versatile Disc) BRD (Blu Ray Disc)
HVD (Holographic Versatile Disc)

Flash Memory

Pen Drive, Memory Card

MEMORY UNITS

Bit (Binary Digit) :- A binary digit is logical 0 and 1 representing a passive or an active state of a component in an electric circuit.

Nibble :- A group of 4 bits is called nibble.

Byte:- A group of 8 bits is called byte. A byte is the smallest unit which can represent a data item or a character. (1 byte = 8 bits)

| Bit | 0 or 1 |
|--------------------|-------------------|
| 4 Bit _s | 1 Nibble |
| 8 Bit _s | 1 Byte |
| 1024 Byte | 1 Kilo Byte (KB) |
| 1024 KB | 1 Mega Byte (MB) |
| 1024 MB | 1 Giga Byte (GB) |
| 1024 GB | 1 Tera Byte (TB) |
| 1024 TB | 1 Peta Byte (PB) |
| 1024 PB | 1 Exa Byte (EB) |
| 1024 EB | 1 Zeta Byte (ZB) |
| 1024 ZB | 1 Yotta Byte (YB) |

Internet

The **Internet** is a large network of networks, a networking infrastructure. It connects millions of computers together globally, forming a network in which any computer can communicate with any other computer as long as they are both connected to the Internet.



History of Internet

- The history of the Internet begins with the development of electronic computers in the 1950s.
- The US Department of Defense awarded contracts as early as the 1960s for packet network systems, including the development of the ARPANET.
- ARPANET - Advanced Research Projects Agency Network, 1969: ARPANET successfully completed and carries its first packets.
- WWW-World Wide Web: - Sir Tim Berners-Lee invented the World Wide Web in 1989. Sir Tim Berners-Lee is a British computer scientist.
- First graphical web browser, Mosaic was preceded by World Wide Web. Mosaic was developed at the National Center for Supercomputing Applications (NCSA)

ISP: - Internet service provider

An Internet service provider (ISP) is an organization that provides services for accessing and using the Internet. Internet service providers may be organized in various forms, such as commercial, community-owned, non-profit, or otherwise privately owned.

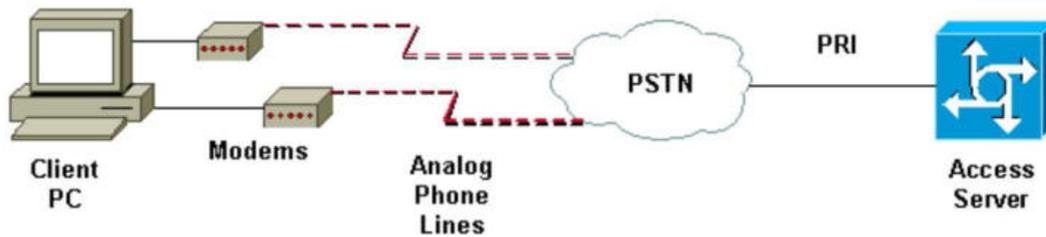
Examples: - BSNL, VI, Airtel, Jio etc.

Ways to Connect the Internet

- **Dial-up access:** - Dial-up Internet access is a form of Internet access that uses the facilities of the Public Switched Telephone Network (PSTN) to establish a connection to an Internet service provider (ISP) by dialing a telephone number on a conventional telephone line.

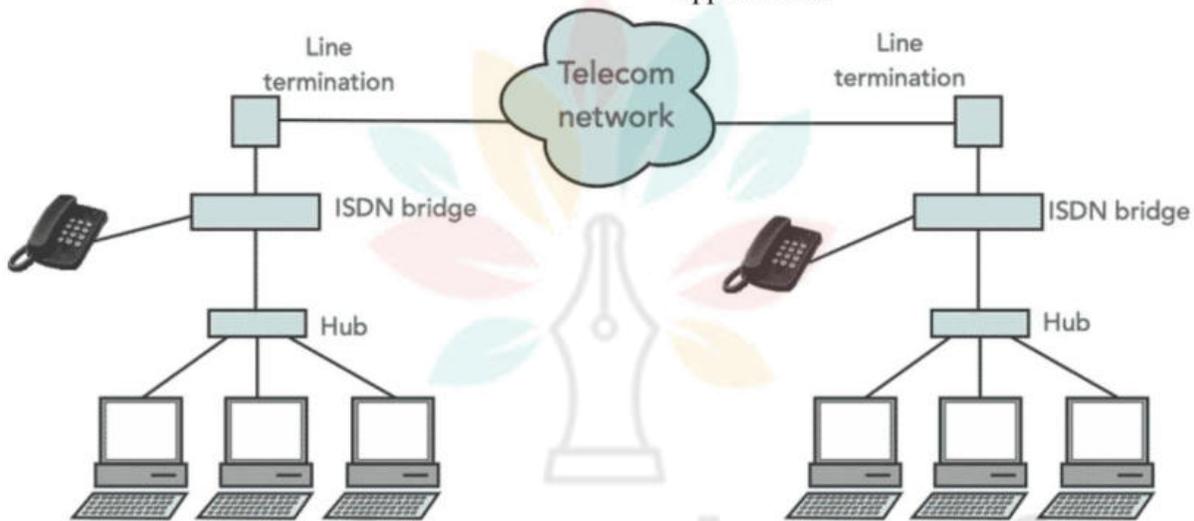


- **Multilink dial-up:** - Multilink dial-up provides increased bandwidth by channel bonding multiple dial-up connections and accessing them as a single data channel. It requires two or more modems, phone lines, and dial-up accounts, as well as an ISP that supports multilinking – and of course any line and data charges are also doubled.



- **Integrated Services Digital Network:** - Integrated Services Digital Network (ISDN) is a switched telephone service capable of transporting

voice and digital data, is one of the oldest Internet access methods. ISDN has been used for voice, video conferencing, and broadband data applications.



- **Digital subscriber line (DSL, ADSL, SDSL, VDSL):** - Digital Subscriber Line (DSL) service provides a connection to the Internet through the telephone network. Unlike dial-up, DSL can operate using a single phone line without preventing normal use of the telephone line for voice phone calls.
 - I. ADSL-Asymmetric Digital Subscriber Line
 - II. SDSL-symmetric digital subscriber line
 - III. VDSL-Very-high-bit-rate digital subscriber line

Web. An information resource is identified by a Uniform Resource Identifier (URI/URL) that may be a web page, image, video, or other piece of content.

Web Browsers and releasing Years

| World Wide Web | February 25, 1990 |
|--|-------------------|
| Mosaic | April 22, 1993 |
| Netscape Navigator and Netscape Communicator | October 13, 1994 |
| Internet Explorer | August 16, 1995 |
| Opera web browser | 1996 |
| Mozilla Navigator | June 5, 2002 |
| Safari | January 7, 2003 |
| Mozilla Firefox | November 9, 2004 |
| Google Chrome | September 2, 2008 |
| Microsoft Edge | July 9, 2015 |

Web Browser

A Web Browser (commonly referred to as a browser) is a software application for retrieving, presenting, and traversing information resources on the World Wide

Web Address

An internet address of a website, file, or document in the general format. Every computer connected to the internet has its unique web address, without which it

cannot be reached by other computers. Also called universal resource locator or Uniform Resource Locator (URL).

https://www.xyz.com/studymaterial

https :- Its Protocol.

www. :- Its Server

xyz - Its Domain Name

com - Type of Domain

studymaterial :- Resource Path

HTTPS - Hyper Text Transfer Protocol Secure, Default Port No. of HTTP – 80. This protocol is Request Response Protocol

FTP - File Transfer Protocol

File Transfer Protocol (FTP) is a standard network protocol used for the transfer of computer files from a server to a client using the Client-server model on a computer network.

Default port no. of FTP – 21

Telnet

Telnet is a protocol used on the Internet or local area networks to provide a bidirectional interactive text-oriented communication facility using a virtual

terminal connection or Remote Access.

Default Port no. 23

Domain

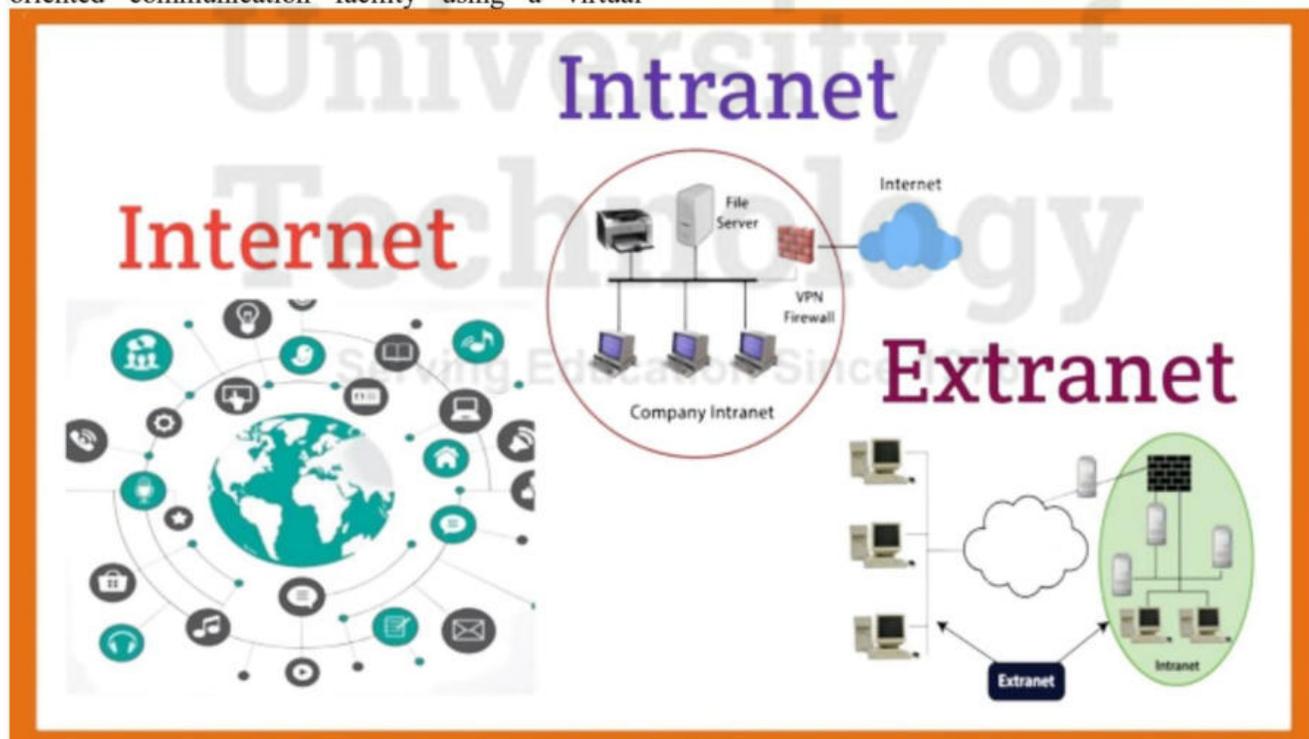
A domain name is an identification string that defines a realm of administrative autonomy, authority or control within the Internet.

Type of Domain

| | |
|-------------|---|
| .edu | education |
| .org | organization |
| .nic | Network Information Center |
| .info | information |
| .int | international organizations |
| .gov | U.S. national and state government agencies |
| .com | commercial |
| .net | network |
| .mil | U.S. military |

Intranet

An intranet is a private network accessible only to an organization's staff. Generally a wide range of information and services from the organization's internal systems are available that would not be available to the public from the Internet.



Extranet

An extranet is a private network that uses Internet technology and the public telecommunication system to securely share part of a business's information or operations with suppliers, vendors, partners, customers, or other businesses.

Web Page - A web page or webpage is a document commonly written in Hyper Text Markup Language (HTML) that is accessible through the Internet or other network using an Internet browser.

Website - A website is a collection of related web pages, including multimedia content, typically identified with a common domain name, and published on at least one web server. A website accessible via a public Internet Protocol (IP) network.

Ex. <https://www.xyz.com/studymaterial>

Web Portal - A Web portal is most often a specially designed web site that brings information together from diverse sources in a uniform way.

An **Internet Protocol address** (also known as an IP address) is a numerical label assigned to each device (e.g., computer, printer) participating in a computer network. It acts as an identifier for a computer. It is a unique address for every computer.

Top-level domain: Each part of a domain name contains certain information. The first field is the host name, identifying a single computer or organization. The last field is the top-level domain, describing the type of organization and occasionally country of origin associated with the address. For e.g. - .com – Commercial, .edu – Educational.

IPv4 and IPv6: IPv4 and IPv6 are two versions of the Internet protocol (IP). IPv4 uses 32-bit address for a host and IPv6 uses 128-bit address. Therefore, IPv6 has a vastly enlarged address space compared to IPv4.

Top Best Search Engines in The World

Google

Google Search Engine is the best search engine in the world, and it is also one of most popular products from Google. Almost 70 percent of Search Engine market has been acquired by Google.

Bing

Bing is Microsoft's answer to Google, and it was launched in 2009. Bing is also a good and best search engine. Bing is the default search engine in Microsoft's web browser.

Yahoo

Both Yahoo & Bing are not giving competition to Google but giving competition to each other.

Baidu

Baidu is Chinese web search engine founded in January 1, 2000. This web search is made to deliver results for website, audio files and images.

It is also one of the most used search engine in China.

AOL

Aol.com is also among the top search engines in the world.

Ask.com

Ask.com was previously known ask Ask Jeeves. Its search results are based on question answering web format.

Excite

Most of us don't know about a search engine named "Excite". It provide internet services like email, search engine, news, instant messaging and weather updates.

DuckDuckGo

DuckDuckGo is a popular search engine known for protecting the privacy of the users.

Email (Electronic Mail)

Messages distributed by electronic means from one computer user to one or more recipients via a network. Ray Tomlinson was a American computer programmer who implemented the first email program on the ARPANET system.

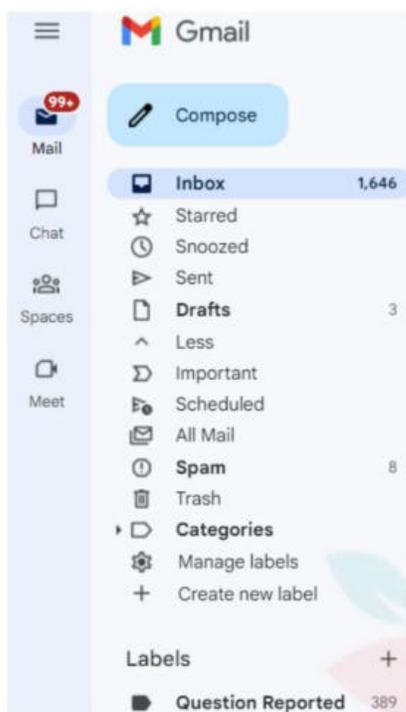
Meanwhile in 1978, a 14-year-old boy, Shiva Ayyadurai began his work on an email system for the University of Medicine and Dentistry of New Jersey.

Ex. Gmail, Yahoo mail, Rediff mail, Hotmail etc.

Gmail

Gmail is a free, advertising-supported email service developed by Google.

Launched: April 1, 2004, Owner: Google, Created by: Paul Buchheit



Yahoo mail

The original incarnation of Yahoo! Inc. was an American multinational technology company headquartered in Sunnyvale, California. Yahoo was founded by Jerry Yang and David Filo in January 1994 and was incorporated on March 2, 1995. Yahoo was one of the pioneers of the early internet era in the 1990s.

Rediff mail

Ajit Balakrishnan is an Indian entrepreneur, business executive and administrator. He is the founder, current Chairman and Chief Executive Officer of Rediff.com, an internet company based in Mumbai.

Hotmail

Sabeer Bhatia is an Indian businessman who co-founded the webmail company Hotmail.com, Sabeer Bhatia arrived in the United States from Bangalore at 19; now he's a Web gazillionaire. With friend and co-worker Jack Smith, Bhatia founded Hotmail, the first free Web-based e-mail service.

Two years later, they sell it to Microsoft for \$400 million.

Social Networking Website

Social networking is the use of internet-based social media programs to make connections with friends, family, classmates, customers, and clients.

Top Social Networking Platform

| S.No | Name of Social Media Platform | Released Year | Headquarters |
|------|-------------------------------|---------------|------------------------|
| 1 | Facebook | 2004 | Menlo Park, CA |
| 2 | YouTube | 2005 | San Bruno, California |
| 3 | WhatsApp | 2009 | Menlo Park, California |
| 4 | Instagram | 2010 | Menlo Park, CA |
| 5 | TikTok | 2016 | Culver City, CA |
| 6 | Snapchat | 2011 | Los Angeles, CA |
| 7 | Pinterest | 2005 | San Francisco, CA |
| 8 | Reddit | 2010 | San Francisco, CA |
| 9 | LinkedIn | 2006 | San Francisco, CA |
| 10 | Twitter | 2003 | Mountain View, CA |
| 11 | Google+ | 2011 | Menlo Park, CA |
| 12 | Tumblr | 2007 | New York City, U.S. |

DBMS

DATABASE

Database as an electronic filing system. Traditional databases are organized by fields, records, and files.

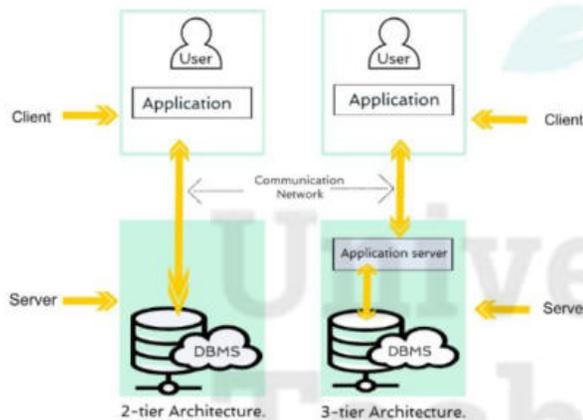
Data organized in a data storage hierarchy of increasing order

DBMS

Database Management System is a computer software application that interacts with the user, other applications, and the database itself to capture and analyze data. A general-purpose DBMS is designed to allow the definition, creation, query, update, and administration of databases.

Fields - A field is the basic unit of data entry in a record. After defining a field, you can set validation, auto entry, and storage options.

Records - Records are composed of fields, each of which contains one item of information. A set of records constitutes a file.



File - File is a collection of records.



Database Component

- Software
- Hardware
- Data
- Procedures
- Database Access Language
- Query Processor
- Run Time Database Manager
- Data Manager

Procedures

These are the instructions and rules that assist on how to use the DBMS, and in designing and running the

database, using documented procedures, to guide the users that operate and manage it.

Database Access Language

This is used to access the data to and from the database, to enter new data, update existing data, or retrieve required data from databases.

Query Processor

This transforms the user queries into a series of low-level instructions.

Run Time Database Manager

Sometimes referred to as the database control system, this is the central software component of the DBMS that interfaces with user-submitted application programs and queries, and handles database access at run time.

Data Manager

Also called the cache manger, this is responsible for handling of data in the database, providing a recovery to the system that allows it to recover the data after a failure.

Data Dictionary

A data dictionary is a set of read-only table and views, containing the different information about the data used in the enterprise to ensure that database representation of the data follow one standard as defined in the dictionary.

Report Writer

It is a program that extracts information from one or more files and presents the information in a specified format.

Metadata

Metadata is data that describes other data.

Three distinct types of Metadata exist:

- I. Descriptive Metadata
- II. Structural Metadata
- III. Administrative metadata.

TYPES OF DATABASE SYSTEMS

- PC DATABASE
- CENTRALIZED DATABASE
- DISTRIBUTED DATABASE
- In-MEMORY DATABASE

INSTANCES AND SCHEMA

A database instance (Server) is a set of memory structure and background processes that access a set of database files.

SCHEMA

Schema is the structure of the database that defines the objects in the database.

There are two main kinds of database schema:

- I. A logical database schema conveys the logical constraints that apply to the stored data. It may define integrity constraints, views, and tables.

- II. A physical database schema lays out how data is stored physically on a storage system in terms of files and indices.

Types of Relationship

There are 4 types of Relationships

- I. ONE TO ONE
- II. ONE TO MANY
- III. MANY TO ONE
- IV. MANY TO MANY

Types of Keys

Primary Key - A Primary Key designated to uniquely identify all table records. It must contain a unique value for each row of data. It cannot contain null values.

Superkey - A Superkey is a combination of columns that uniquely identifies any row within a RDBMS table.

Candidate Key - A candidate key is a column, or set of columns, in a table that can uniquely identify any database record without referring to any other data.

Foreign Key - A foreign key is a field (or collection of fields) in one table that uniquely identifies a row of another table or the same table.

Some Important Terms in DBMS

Attributes - It may refer to a database field. Attributes describe the instances in the row of a database.

Instance - A database instance is a set of memory structures that manage database files.

Tuple - A single row of a table, which contains a single record for that relation is called a tuple.

Consistency - Consistency in database systems refers to the requirement that any given database transaction must change affected data only in allowed ways

Normalization

Database Normalization is the process of organizing the columns (attributes) and tables (relations) of a relational database to reduce data redundancy and improve data integrity.

Normalization rule are divided into following normal form.

- First Normal Form (1NF)
- Second Normal Form (2NF)
- Third Normal Form (3NF)
- BCNF (Boyce and Codd Normal Form)

RDBMS

A Relational Database Management System (RDBMS) is a database management system (DBMS) that is based on the relational model.

SQL

Structured Query Language is a domain-specific language used in programming and designed for managing data held in a Relational Database Management System (RDBMS).

DRL, DDL, DML, TCL and DCL commands

DRL (Data Retrieval Language)

- Select

DDL (Data Definition Language)

- Create
- Alter
- Drop
- Truncate
- Rename

DML (Data Manipulation Language)

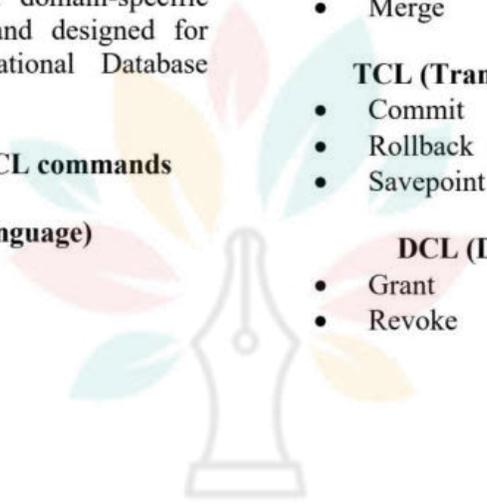
- Insert
- Delete
- Update
- Merge

TCL (Transaction Control Language)

- Commit
- Rollback
- Savepoint

DCL (Data Control Language)

- Grant
- Revoke



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Security, Virus, Anti-Virus

Viruses & Antivirus

Virus: - Vital Information Resource Under Siege

A computer virus is a type of malicious software program ("malware") which, when executed, replicates by reproducing itself (copying its own source code) or infecting other computer programs by modifying them.

Types of Viruses

- Boot Sector Virus
- Resident Virus
- Direct Action Virus
- Multipartite Virus
- Polymorphic Virus
- Overwrite Virus
- Trojan Horses etc.

Malware

Software which is specifically designed to disrupt, damage, or gain authorized access to a computer system.

WORM

A computer worm is a standalone malware computer program that replicates itself in order to spread to other computers.

Spyware

- Spyware is software that aims to gather information about a person or organization without their knowledge.
- Phishing is a form of online identity theft in which fraudsters trick Internet users into submitting personal information to unauthorized web sites.

Phishing

Phishing is the attempt to obtain sensitive information such as username, password, and bank card details (indirectly money), often for malicious reasons by disguising as a trustworthy entity in an electronic communication.

How to prevent Phishing

Protect your computer from phishing:

1. Guard against spam
2. Communicate personal information only via phone or secure web sites.
3. Do not click on links, download files, or open attachments in emails from unknown senders.
4. Never email personal or financial information, even if you are close with the recipient.
5. Beware of links in emails that ask for personal information
6. Never enter personal information in a pop-up screen.
7. Protect your computer with a firewall, spam filters, anti-virus, and anti-spyware software.
8. Check your online accounts and bank statements regularly.

Antivirus

Anti-virus is a software program or set of programs that are designed to prevent, detect, and remove software viruses and other malicious software like worms, trojans, adware and more.

Some Antiviruses

- Avast! Free Antivirus
- Panda Cloud Antivirus
- Microsoft Security Essentials
- Avira AntiVir Personal Edition
- AVG Anti-Virus Free Edition
- Comodo Antivirus
- Immunet Protect FREE
- PC Tools AntiVirus Free

PANDA

McAfee

BullGuard

WEBROOT

KASPERSKY

Avira



F-Secure

Norton
by Symantec

AVG

bitdefender
secure your every bit

avast!
be free



eSet
NOD 32
ANTIVIRUS

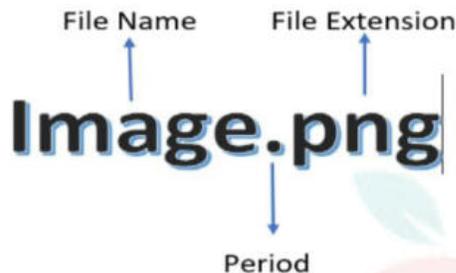
TREND
MICRO

VIPRE

Abbreviations and File Extension

Filename & Extension

A file name extension is an identifier specified as a suffix to the name of a computer file. The extension indicates a characteristic of the file contents or its intended use.



Images Extension

There are 5 main formats in which to store images.

- TIFF - Tagged Image File Format.
- JPEG - Joint Photographic Experts Group
- GIF - Graphic Interchange Format
- PNG - Portable Network Graphics
- Raw image files contain data from a digital camera (usually).

File Extension

- .AIFF or .AIF - Audio Interchange File Format
- .AVI - Multimedia Audio/Video
- .BAT - PC batch file
- .BMP - Windows BitMap
- .DBF - dbase II, III, IV data
- .DIF - Data Interchange format
- .DOC or .DOCX - Microsoft Word
- .EPS - Encapsulated PostScript
- .EXE - PC Application
- .GIF - Graphics Interchange Format
- .HTM or .HTML - Web page source text
- .JPG or JPEG - JPEG graphic
- .MDB - MS Access database
- .MID or .MIDI - MIDI sound
- .PDF Acrobat - Portable document format
- .PPT or .PPTX - PowerPoint
- .PSD - Adobe PhotoShop
- .PSP - PaintShop Pro

- .RA - RealAudio
- .RTF - Rich Text Format
- .TIF TIFF - graphic
- .WAV - Windows sound
- .WK3 - Lotus 1-2-3
- .XLS or .XLSX - Excel spreadsheet
- .ZIP - Zip Compressed Archive

ABBREVIATIONS

RAID - Redundant Array of Inexpensive Disks or Redundant Array of Independent Disks.

RAID is a data storage virtualization technology that combines multiple physical disk drive components into a single logical unit for the purposes of data redundancy, performance improvement, or both.

EBCDIC - Extended Binary Coded Decimal Interchange Code

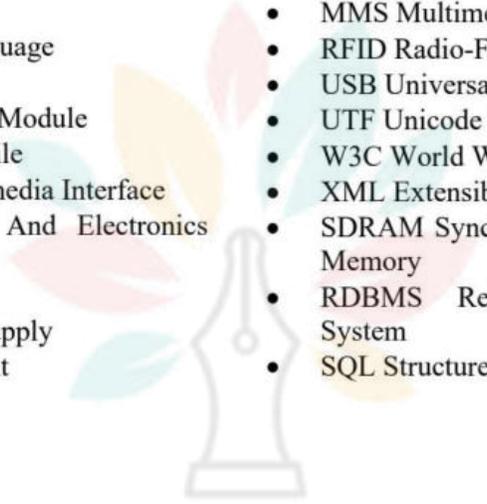
EBCDIC is an eight-bit character encoding used mainly on IBM mainframe and IBM midrange computer operating systems.

ASCII - American Standard Code For Information Interchange

ASCII is the most common format for text files in computers and on the Internet. In an ASCII file, each alphabetic, numeric, or special character is represented with a 7-bit binary number (a string of seven 0s or 1s). 128 possible characters are defined.

- ANSI - American National Standards Institute
- ALU - Arithmetic Logic Unit
- ARP - Address Resolution Protocol
- ATM - Asynchronous Transfer Mode
- ATA - Advanced Technology Attachment
- API - Application Programming Interface
- BIOS - Basic Input/Output System
- BRD - Blu-Ray Disc
- CMOS - Complementary Metal-Oxide-Semiconductor
- CDMA - Code Division Multiple Access
- CPU - Central Processing Unit

- CRT - Cathode Ray Tube
- CUI - Character User Interface
- DDL - Data Definition Language Or Data Description Language
- DCIM - Digital Camera Images
- DDR - Double Data Rate
- DLL - Dynamic Link Library
- DMA - Direct Memory Access
- DNS - Domain Name System
- DOS - Disk Operating System
- DPI - Dots Per Inches
- DSL - Digital Subscriber Line
- DML - Data Manipulation Language
- DFS - Distributed File System
- DIMM - Dual In-Line Memory Module
- GSM - Global System For Mobile
- HDMI - High Definition Multimedia Interface
- IEEE Institute Of Electrical And Electronics Engineers
- LCD - Liquid Crystal Displays
- UPS - Uninterruptible Power Supply
- PDA - Personal Digital Assistant
- TFT - Thin Film Transistor
- LED - Light-Emitting Diode
- GUI - Graphical User Interface
- FSB - Front-Side Bus
- HTML - Hyper Text Mark Up Language
- HTTPS - Hypertext Transfer Protocol Secure
- ICMP - Internet Control Message Protocol
- IMAP - Internet Message Access Protocol
- SIMM Single In-Line Memory Module
- RIMM Rambus Inline Memory Module.
- EDI Electronic Data Interchange
- MIDI Musical Instrument Digital Interface
- MMS Multimedia Messaging Services
- RFID Radio-Frequency Identification
- USB Universal Serial Bus
- UTF Unicode Transformation Format
- W3C World Wide Web Consortium
- XML Extensible Markup Language
- SDRAM Synchronous Dynamic Random-Access Memory
- RDBMS Relational Database Management System
- SQL Structured Query Language



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Networking

What is a Network

The word Network “means,” two computers are connected using a transmission media and able to share their resources. The transmission media for the term network is either cable media or wireless media.

Advantage of Networking

1. **Resource sharing:** It is a device or piece of information on a computer that can be remotely accessed from another computer.
2. **High reliability:** All files can be copied to two or more machines, if one goes down, we can use another.
3. **Communication media:** Two or more devices can be interconnected to share resources & exchange information.
4. **High speed:** Information can be synchronized when one user makes changes to online document, the other can see the change immediately.

Mode of Transmission

There are three types of transmission mode. They are:



- Simplex Mode
- Half duplex Mode
- Full duplex Mode

Simplex Mode

In this type of transmission mode data can be sent only through one direction i.e. communication is unidirectional.

Half Duplex Mode

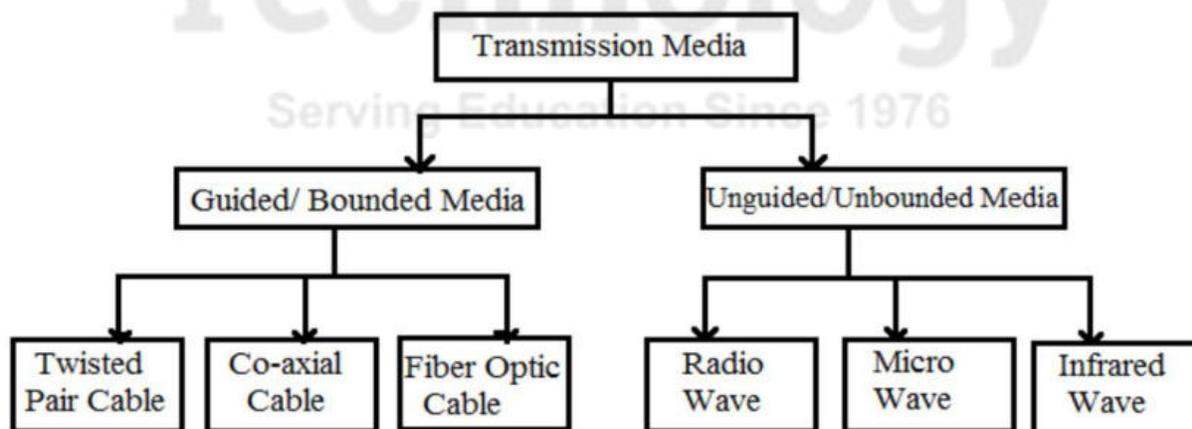
In half duplex system we can send data in both directions, but it is done one at a time that is when the sender is sending the data then at that time, we can't send the sender our message. The data is sent in one direction.

Full Duplex Mode

In full duplex system we can send data in both directions as it is bidirectional. Data can be sent in both directions simultaneously. We can send as well as we receive the data.

Communication Medium in Network

Transmission medium is the means through which we send our data from one place to another.



Twisted Pair Cable

This cable is the most used and is cheaper than others. It is lightweight, cheap, can be installed easily, and they support many different types of networks.

Twisted Pair of two types

- Unshielded Twisted Pair (UTP)



- Shielded Twisted Pair (STP)



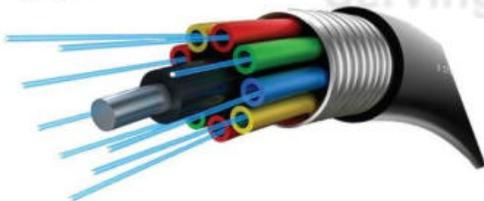
Coaxial Cable

Coaxial is called by this name because it contains two conductors that are parallel to each other. Copper is used in this as Centre conductor which can be a solid wire or a standard one.



Optical Fiber

An optical fiber cable is a cable containing one or more optical fibers that are used to carry light. The optical fiber elements are typically individually coated with plastic layers and contained in a protective tube suitable for the environment where the cable will be deployed.



Connectors



Types of Networks

1. LAN (Local Area Network)
2. CAN (Campus Area Network)
3. MAN (Metropolitan Area Network)
4. WAN (Wide Area Network)
5. PAN (Personal Area Network)

LAN (Local Area Network):

A Local Area Network (LAN) is a group of computer and associated devices that share a common communications line or wireless link to a server.

LAN Features

- Standard PC Hardware
- Resource sharing
- Common applications
- File sharing

Hardware devices are used in Networking: Network Interface Card (NIC)

NIC is a computer circuit board or card that is installed in a computer so that it can be connected to a network.



Repeater

A repeater connects two segments of your network cable. It retimes and regenerates the signals to proper amplitudes and sends them to the other segments.



Ethernet Hub or Multiport repeater

A hub is a common connection point for devices in a network. Hubs are commonly used to connect segments of a LAN. A hub contains multiple ports.

Bridge

A network bridge is a computer networking device that creates a single aggregate network from multiple communication networks or network segments.



Router

A router is a networking device that forwards data packets between computer networks. Routers perform the traffic directing functions on the Internet.



Switch

A network switch (also called switching hub, bridging hub, officially MAC bridge) is a computer networking device that connects devices together on a computer network.



CAN (Campus Area Network)

A Campus Area Network (CAN) is a computer network that links the buildings and consists of two or more local area networks (LANs) within the limited geographical area. It can be the college campus, enterprise campus, office buildings, military base, industrial complex.

MAN (Metropolitan Area Network)

A metropolitan area network (MAN) is a network that interconnects users with computer resources in a geographic area or region larger than that covered by even a large local area network (LAN) but smaller than the area covered by a wide area network (WAN).

WAN (Wide Area Network)

A Wide Area Network (WAN) is a telecommunications network or computer network that extends over a large geographical distance. Wide area networks are often established with leased

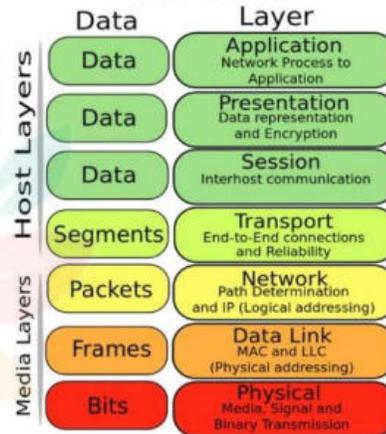
telecommunication circuits.

PAN (Personal Area Network)

A personal area network (PAN) is a computer network used for data transmission amongst devices such as computers, telephones, tablets.

Bluetooth PAN (Personal Area Network) is used for close-quarters connections between a Bluetooth compatible device, like an iPhone, Android, or iPad, and a computer, like a Mac or Windows PC.

OSI Model



Network Topologies

- Topology of a network refers to the way in which the network's nodes (computer or other devices that need to communicate) are linked together.
- It determines the various data paths available between any pair of nodes in the network.
- Choice of a topology for a computer network depends on a combination of factors, such as:
 - Desired Performance of the system
 - Reliability of the system
 - Size (Numbers of nodes and their geographical distribution) of the system)
- Cost of components and services required to implement network □ Availability of communication lines

Types of Topologies

- Star Topology
- Ring Topology
- Bus Topology
- Hybrid Network

Microsoft Office

Microsoft Office was developed by Microsoft Inc in 1988. It is a collection of software, based on specific purpose and mainly used in office work. You can start any software of MS-Office by using the Start button.

There are five packages of MS-Office

1. MS-Word (Word Processing)
2. MS-Excel (Spreadsheet)
3. MS-PowerPoint (Presentation)
4. MS-Access (Database Management)
5. MS-Outlook (E-mail Client)
6. One Note (Text)

| Release date | Title | Components |
|------------------|----------------------------------|---|
| October 1, 1990 | The Microsoft Office for Windows | Word 1.1, Excel 2.0, PowerPoint 2.0 |
| March 4, 1991 | Office 1.5 | Word 1.1, Excel 3.0, PowerPoint 2.0 |
| July 8, 1991 | Office 1.6 | Word 1.1, Excel 3.0, PowerPoint 2.0, Mail 2.1 |
| Early 1992 | Office 2.5 | Word 2.0a, Excel 4.0, PowerPoint 2.0e, Mail 2.1 |
| August 30, 1992 | Office 3.0 | Word 2.0c, Excel 4.0, PowerPoint 3.0, Mail 3.0 |
| January 17, 1994 | Office 4.0 | Word 6.0, Excel 4.0, PowerPoint 3.0, Mail 3.1 |
| June 2, 1994 | Office 4.3 | Word 6.0, Excel 5.0, PowerPoint 4.0, Mail 3.2, Access 2.0 |
| July 3, | Office for | Word 6.0, Excel |

| | | |
|-------------------|------------------------------------|---|
| 1994 | NT 4.2 | 5.0, PowerPoint 4.0, Office Manager |
| August 24, 1995 | Office 95 (7.0) | Word, Excel, PowerPoint, Schedule+, Binder, Access, Bookshelf |
| November 19, 1996 | Office 97 (8.0) | Word 97, Word 98, Excel, PowerPoint, Access, Publisher 97, Publisher 98, Outlook 97, Outlook 98, BookShelf Basics, Small Business Financial |
| June 20, 1997 | Office 97 Powered by Word 98 (8.5) | Word, Excel, Outlook, PowerPoint, Access, Publisher, Small Business Tools, FrontPage, PhotoDraw |
| June 7, 1999 | Office 2000 (9.0) | Word, Excel, Outlook, PowerPoint, Access, Publisher, Small Business Tools, FrontPage, PhotoDraw |
| May 31, 2001 | Office XP (10.0) | Word, Excel, Outlook, PowerPoint, Access, FrontPage, Publisher, Small Business Tools |
| August 19, 2003 | Office 2003 (11.0) | Word, Excel, Outlook, PowerPoint, Access, Publisher, OneNote, |

| | | |
|--------------------|--------------------|---|
| | | InfoPath |
| January 30, 2007 | Office 2007 (12.0) | Word, Excel, PowerPoint, Outlook, Publisher, Access, Groove, OneNote, InfoPath, Communicator, Visio Viewer, OCT |
| June 15, 2010 | Office 2010 (14.0) | Word, Excel, PowerPoint, OneNote, Outlook, Publisher, Access, InfoPath, SharePoint Workspace, Visio Viewer, OCT, Lync |
| January 29, 2013 | Office 2013 (15.0) | Word, Excel, PowerPoint, OneNote, Outlook, Publisher, Access, Lync, Skype for Business, Visio Viewer |
| September 22, 2015 | Office 2016 (16.0) | Word, Excel, PowerPoint, OneNote, Outlook, Publisher, Access, Skype for Business, Visio Viewer |
| September 24, 2018 | Office 2019 (16.0) | Word, Excel, PowerPoint, OneNote, Outlook, Publisher, Access, Skype for Business, Visio Viewer |
| October 5, 2021 | Office 2021 (16.0) | Word, Excel, PowerPoint, OneNote, |

| | | |
|--|--|--|
| | | Outlook, Publisher, Access, Skype for Business, Visio Viewer |
|--|--|--|

Microsoft Word

MS-Word is a Word processing application which is one of the most important and widely used applications found on computer. It provides tools for editing, formatting, and printing of documents smaller size.

Start MS-Word

There are two methods of starting MS-Word which are as follows

- Click on Start button and then click on Run option. Run dialog box will be appear on screen. Now, type winword on text box and press Enter key.
- Click Start button - All Programs - Microsoft Office - Microsoft Office Word 2016.

It opens MS-Word with a blank document. By default, the name of the blank document is Document1.docx, where.docx are the extensions of a MS-Word file.

Shortcut Keys of MS-Word

| Shortcut Key | Function |
|--------------|---|
| Ctrl+A | Select All |
| Ctrl+B | Bold |
| Ctrl+C | Copy |
| Ctrl+D | Open Font dialog box |
| Ctrl+E | Center Alignment |
| Ctrl+F | Find |
| Ctrl+G | Go to |
| Ctrl+H | Replace |
| Ctrl+I | Italic |
| Ctrl+J | Justify |
| Ctrl+K | Hyperlink |
| Ctrl+L | Left Alignment |
| Ctrl+M | Indent a paragraph |
| Ctrl+N | New Document |
| Ctrl+O | Open |
| Ctrl+P | Print Box open |
| Ctrl+Q | removes all formatting from a paragraph |
| Ctrl+R | Right Alignment |
| Ctrl+S | Save |
| Ctrl+T | creates a hanging indent |
| Ctrl+U | Underline |

| | |
|------------------|---|
| Ctrl+V | Paste |
| Ctrl+W | Close |
| Ctrl+X | Cut |
| Ctrl+Y | Redo |
| Ctrl+Z | Undo |
| Ctrl + Shift + S | Applies a style or records a style. |
| Ctrl + Shift + F | Changes the font of the selected text. |
| Ctrl + Shift + P | Changes the font size of the selected text. |
| Alt + Shift + D | Insert the current date. |
| Alt + Shift + T | Insert the current time |
| Ctrl + Shift + C | Copies the formatting of the selected text to a specified location (Format Painter) |
| Ctrl + F2 | Displays full pages as they are printed. |

Microsoft Excel

An electronic spreadsheet is used for analyzing, sharing, and managing information for accounting purpose performing mathematical calculations, budgeting, billing etc. A spreadsheet is a matrix of rows and columns like an accounting ledger. The spreadsheet program also provides tools for creating graphs, inserting pictures and chart, analyzing the data etc. e.g. Corel Quattro Pro, Snowball, Lotus-1-2-3, Apple Numbers etc.

The key difference between columns and rows is that a column arranges data vertically from top to bottom, while a row arranges data horizontally from left to right.

Microsoft Excel 2007 is limited to: **1,048,576 rows**., **16,384 columns**.

Column Represented by A, B,C XFD.

Row Represented by 1,2,3,4,5.....1048576.

Components of Microsoft Excel

- A **spreadsheet** is a software tool that lets one enter, calculate, manipulate, and analyze set of numbers.
- A **Worksheet** is a grid of cells made up of horizontal rows and vertical columns.
- A workbook is a group of worksheets.
- Three types of data can be entered in a worksheet are:
 - Number
 - Text

- Formulas
 - Cell can be referenced in three ways:
 - Relative
 - Absolute
 - Mixed
 - A cell can be edited either by overwriting or by partially modifying the cell contents.
 - A range can selected using mouse or keyboard.
 - A range can be either through copy and paste operations or by dragging the fill handle.
 - A range can be moved either through cut and paste operations or by dragging the range border.
 - A range can be cleared through Edit--Clear command.
 - To erase everything from a worksheet, select all the cells in the worksheet and then use Edit—Clear—All.
 - To save a workbook use File-Save command.
 - To open a workbook, use File—Open command.
 - To insert cells, rows, or columns in worksheet, use Insert---Cells---, Insert----Rows or Insert----Column command respectively.
 - General arrangement of data is known as formatting.
 - Formatting does not affect the actual cell value only the appearance change.
 - Formatting is performed in MS-Excel through options available in Format menu.
 - Charts are the pictorial representation of worksheet data.
 - Various chart types in MS- Excel are area chart, column chart, bar chart, line chart, pie chart, XY (Scatter) chart.
 - Chart in MS-Excel saved in two ways
 - Embedded chart
 - Chart sheet
 - Embedded chart is a chart object that is placed on a worksheet and saved with that work sheet.
- Chart sheet is a sheet in workbook that contains only a chart.

Charts are created using chart wizard.

| Function | Shortcut Key |
|-----------------------|--------------|
| Close a workbook. | Ctrl+W |
| Open a workbook. | Ctrl+O |
| Go to the Home tab. | Alt+H |
| Save a workbook. | Ctrl+S |
| Copy selection. | Ctrl+C |
| Paste selection. | Ctrl+V |
| Undo recent action. | Ctrl+Z |
| Remove cell contents. | Delete |

| | |
|-----------------------------|-------------------------------|
| Choose a fill color. | Alt+H, H |
| Cut selection. | Ctrl+X |
| Go to the Insert tab. | Alt+N |
| Apply bold formatting. | Ctrl+B |
| Center align cell contents. | Alt+H, A, C |
| Go to the Page Layout tab. | Alt+P |
| Go to the Data tab. | Alt+A |
| Go to the View tab. | Alt+W |
| Open the context menu. | Shift+F10 or Windows Menu key |
| Add borders. | Alt+H, B |
| Delete column. | Alt+H, D, C |
| Go to the Formula tab. | Alt+M |
| Hide the selected rows. | Ctrl+9 |
| Hide the selected columns. | Ctrl+0 |

To go directly to a tab on the ribbon, press one of the following access keys. Additional tabs might appear depending on your selection in the worksheet.

| Function | Shortcut Key |
|--|------------------------------------|
| Move to the Tell me or Search field on the ribbon and type a search term for assistance or Help content. | Alt+Q, then enter the search term. |
| Open the File menu. | Alt+F |
| Open the Home tab and format text and numbers and use the Find tool. | Alt+H |
| Open the Insert tab and insert PivotTables, charts, add-ins, Sparklines, pictures, shapes, headers, or text boxes. | Alt+N |
| Open the Page Layout tab and work with themes, page setup, scale, and alignment. | Alt+P |
| Open the Formulas tab and insert, trace, and customize functions and calculations. | Alt+M |
| Open the Data tab and connect to, sort, filter, analyze, and work with data. | Alt+A |
| Open the Review tab and | Alt+R |

| | |
|---|-------|
| check spelling, add notes and threaded comments, and protect sheets and workbooks. | |
| Open the View tab and preview page breaks and layouts, show and hide gridlines and headings, set zoom magnification, manage windows and panes, and view macros. | Alt+W |

MS-POWERPOINT

- The application software that can create professional looking visual aids is called Presentation Graphics Software.
- MS-PowerPoint can be started by clicking at Start—Program—Microsoft PowerPoint.
- A slide can contain one or more of these components: Titles, Graphs, Drawing objects, ClipArt, and Pictures.
- The slide components that are used for reference are: Handouts, Notes, Outlines.
- A new presentation can be created through one of these methods:
 - Auto content Wizard
 - Design Templates
 - Sample Presentation
 - Blank Presentation
- A new slide can be added by either clicking at Common Tasks options of Formatting toolbar and then selecting New Slide option, by clicking at Insert menu's New Slide option.
- A presentation in PowerPoint can viewed in any of these views: Normal, Outline, Slide, Slide Sorter, Slide Show, and Notes Page View.
- To apply new design to slides, click either at Apply Design Template option of Common Tasks options of Formatting toolbar, or at Format menu's Apply Design Template option or even from the shortcut menu.
- A color scheme is a combination of various colors used for text and other presentation elements.
- A color scheme can be changed by clicking at Slide Color Scheme option of Format menu.
- Background color can be changed by clicking at Format—Background command or even through slide's shortcut menu.
- You can change text font and style by using Format—Font command.

- Header and Footer information can be viewed and changed by clicking at View---Header and Footer option.
- The slide ---shorter view in useful for viewing the slides in miniature forms and for rearranging them.
- Movies (Videos) and Sound can be inserted by using Insert—Movies & Sounds command.
- While creating slide shows you can add transitions to slides by using Slide Show --- Slide Transition command
- To add animation, you can use Slide Show----- Custom Animation commands.

Microsoft Outlook

Outlook allows you to send and receive email messages, manage your calendar, store names and numbers of your contacts, and track your tasks.

Initial release date: 16 January 1997

Programming language: C++

Outlook features include the following:

Calendar sharing

Users can share calendars to see the availability of colleagues when scheduling meetings.

@mention

If a user types @ and another user's name, Outlook will add that user to an email list, highlight the mention of that user and notify the user.

Email scheduling

Users can write emails ahead of time and choose when to send them.

Quick Parts

This function enables users to copy the text of one email and insert it into future messages. This feature is useful for users that have to send similar emails to a variety of users.

New item alerts

Incoming messages overlay on the user's display, notifying them of new emails.

Ignore messages

All messages in a conversation can be set to bypass a user's inbox and go to the deleted items folder.

File attachment reminder

If a user mentions an attachment in an email but forgets to attach it, Outlook will ask them if they meant to include an attachment before sending the message.

Clean Up Conversation option

Users can click a button to delete read messages, leaving only unread messages.

Automatic calendar updates

Outlook will automatically add flight, hotel and car rental reservations to the calendar.

Shortcuts Keys

switch to Mail (CTRL+1)
switch to Calendar (CTRL+2)
switch to Contacts (CTRL+3)
create new appointments (CTRL+SHIFT+A)
send a message (ALT+S)
reply to a message (CTRL+R)

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Practice Set – 01

1. Which is not the portable computer?
 (A) Micro-processor
 (B) Calculator
 (C) Series Computes
 (D) Parallel Computers
2. The ROM chip which can be rewritten several times and requires the action of ultraviolet radiations to erase its contents is _____.
 (A) Flash memory (B) PROM
 (C) EEPROM (D) EPROM
3. FPI stands for _____.
 (A) Faults per inch (B) Frames per inch
 (C) Figure per inch (D) Film per inch
4. A terabyte comprises
 (A) 1024 gigabyte (B) 1024 kilobyte
 (C) 1024 megabyte (D) 1024 byte
5. The memory which is utmost accessible to the processor is _____.
 (A) Cache memory (B) RAM
 (C) Hard disk (D) Flash memory
6. In which kind of disk does the read/write head physically touches the surface?
 (A) Hard Disk (B) Compact Disk
 (C) Floppy Disk (D) all of the above
7. What is the correct syntax for typing a function into a cell?
 (A) Equal sign, Function Name, Matching brackets
 (B) Function Name, Equal sign, Matching brackets
 (C) Equal sign, Matching brackets, Function Name
 (D) None of the above
8. If you see a small red triangle in the top right corner of a cell, it means there is something attached to the call. What is it?
 (A) A comment (B) An attachment
 (C) An error (D) None of these
9. Cache memory is–
 (A) Smaller and faster than main storage
 (B) Bigger and slower than main storage
 (C) Smaller but slower than main memory
 (D) Bigger and faster than main memory
10. The overall design, construction, organization and interconnecting of the various components of a computer system is referred as–
 (A) Computer Architecture
 (B) Computer Flowchart
 (C) Computer Algorithm
 (D) All of the above
11. BIOS are responsible for–
 (A) Handling the particulars of input/output operations.
 (B) Output operations
 (C) Input operations
 (D) All of the above
12. BISYNC is an abbreviation for–
 (A) Binary Input/Binary Output
 (B) Binary synchronous
 (C) Binary digit
 (D) All of the above
13. A process of trying out a new product by independent users before it is finally manufactured/developed–
 (A) Alpha test (B) Beta Test
 (C) Gamma test (D) All of the above
14. An E-mail protocol for storage, management and change, especially in corporate offices –
 (A) Message handling service
 (B) Postal service's
 (C) Data storage
 (D) All of the above
15. Password is–
 (A) Code by which a user gains access to a computer system
 (B) Pass for viewing movie
 (C) Entrance without paying something
 (D) All of the above
16. The technique where digital signals are converted to its analog form for transmission over an analog facility is called.
 (A) Modulation (B) Digitization
 (C) Multiprocessing (D) All of the above
17. Narrowband channel is a communication channels.

- (A) That handles low volumes of data
(B) Used mainly for telegraph lines and low speed terminals
(C) Both (A) and (B)
(D) All of the above
18. MIME is an acronym for
(A) Multiprogramming Internet Mail Extension
(B) Multicasting Internet Mail Extension
(C) Multiple Internet Mail Extension
(D) Multipurpose Internet Mail Extension
19. The _____ Settings are automatic and standard.
(A) Default (B) CPU
(C) Peripheral (D) User-friendly
20. Pop-ups are a form of _____ on the World Wide Web?
(A) Instant Messaging
(B) Search Engines
(C) Browsers
(D) Online Advertising
21. Which of the following is true about Operating System?
(A) It is an interface between user and the computer.
(B) It manages all resources
(C) It does all Memory management and Process management tasks
(D) All are true
22. All formula in Excel start with
(A) % (B) +
(C) = (D) -
23. Which of the following displays the contents of the active cell?
(A) Active cell (B) Formula bar
(C) Menu bar (D) Name box
24. Tab scrolling buttons -
(A) Allow you to view a different worksheet
(B) Allow you to view additional worksheet row down
(C) Allow you to view additional worksheet columns to the right
(D) Allow you to view additional sheet tabs
25. What is the keyboard shortcut for creating a chart from the selected cells?
(A) F3 (B) F5
(C) F7 (D) F11

Solution

- 1.(C) Series Calculator computes sum of a series over the given interval. It is capable of computing sums over finite, infinite (inf) and parametrized sequences (n). In the cases where series cannot be reduced to a closed form expression an approximate answer could be obtained using definite integral calculator.
- 2.(D) EPROM (erasable programmable read-only memory) is programmable read-only memory (programmable ROM) that can be erased and re-used. Erasure is caused by shining an intense ultraviolet light through a window that is designed into the memory chip.
- 3.(B) FPI is used to measure display device's performance. FPI stands for Frames per inch.
- 4.(A) A Terabyte (TB) is a measure of computer storage capacity that is approximately 2 to the 40th power, or 10 to the 12th power, which equals approximately a trillion bytes. A Terabyte is more precisely defined as 1,024 gigabytes (GB), while a petabyte consists of 1,024 TB.
- 5.(A) Cache memory is an extremely fast memory type that acts as a buffer between RAM and the CPU. It holds frequently requested data and instructions so that they are immediately available to the CPU when needed. Cache memory is used to reduce the average time to access data from the Main memory.
- 6.(C) Floppy disk is read and written using a floppy disk drive (FDD). Floppy disks were an almost universal data format from the late 1970s into the 1990s, used for primary data storage as well as for backup and data transfers between computers.
- 7.(A) Equal sign, Function Name, Matching brackets
- 8.(A) A comment is a note or annotation that an author or reviewer can add to a document. Microsoft Word displays the comment in the Reviewing pane or in a balloon in the margin of the document.

- 9.(A)** In order to be close to the processor, cache memory needs to be much smaller than main memory. Consequently, it has less storage space. Cache memory operates between 10 to 100 times faster than RAM, requiring only a few nanoseconds to respond to a CPU request.
- 10.(A)** In computer engineering, computer architecture is a set of rules and methods that describe the functionality, organization, and implementation of computer systems. Some definitions of architecture define it as describing the capabilities and programming model of a computer but not a particular implementation.
- 11.(A)** BIOS (basic input/output system) is the program a personal computer's microprocessor uses to get the computer system started after you turn it on. It also manages data flow between the computer's operating system and attached devices such as the hard disk, video adapter, keyboard, mouse and printer.
- 12.(B)** Binary Synchronous Communications (BSC) is a half-duplex, character-oriented data communications protocol originated by IBM in 1964. It includes control characters and procedures for controlling the establishment of a valid connection and the transfer of data. Also called Bisync.
- 13.(B)** A field test of the beta version of a product (such as software) especially by testers outside the company developing it that is conducted prior to commercial release.
- 14.(A)**
- 15.(A)** A password, sometimes called a passcode, is a memorized secret, typically a string of characters, usually used to confirm the identity of a user. A Password is a word, phrase, or string of characters intended to differentiate an authorized user or process from an unauthorized user, or put another way a password is used to prove one's identity, or authorize access to a resource.
- 16.(A)** In electronics and telecommunications, modulation is the process of varying one or more properties of a periodic waveform, called the carrier signal, with a modulating signal that typically contains information to be transmitted.
- 17.(A)** In radio communications, a narrowband channel is a channel in which the bandwidth of the message does not significantly exceed the channel's coherence bandwidth. In telephony, narrowband is usually considered to cover frequencies 300–3400 Hz.
- 18.(D)** Multipurpose Internet Mail Extensions is an Internet standard that extends the format of email messages to support text in character sets other than ASCII, as well as attachments of audio, video, images, and application programs.
- 19.(A)** In computer technology, a default (noun, pronounced dee-FAWLT) is a predesigned value or setting that is used by a computer program when a value or setting is not specified by the program user. The program is said to default when it uses a default value or setting.
- 20.(D)** A type of window that appears on top of (over) the browser window of a Web site that a user has visited. Pop-ups ads are used extensively in advertising on the Web, though advertising is not the only application for pop-up windows. A pop-up ad is also referred to as a pop-up. Pop-ups are a form of Online Advertising on the World Wide Web.
- 21.(D)** An Operating system - It is an interface between user and the computer. It manages all resources. It does all Memory management and Process management tasks.
- 22.(C)** All Excel formulas begin with the equals sign, =, followed by a specific text tag denoting the formula you'd like Excel to perform. The SUM formula in Excel is one of the most basic formulas you can enter into a spreadsheet, allowing you to find the sum (or total) of two or more values.
- 23.(B)** The Formula Bar is where data or formulas you enter into a worksheet appear for the active cell. The Formula Bar can also be used to edit data or formula in the active cell. The active cell

24.(D)

displays the results of its formula while we see the formula itself in the Formula Bar. The Sheet Tab Scroll Buttons are another means of navigating between sheets of the workbook other than selecting a tab. The value of this functionality will become more evident with the use of multiple worksheets.

25.(D)

Excel allowed you to create a chart by selecting the data and pressing the F11 key. In response, Excel created a default chart on a new sheet. You can also use the Alt+F1 shortcut, which creates a default chart as a chart object embedded in the current worksheet.



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Practice Set – 02

1. Which file starts MS Word?
(A) Winword.exe (B) Word.exe
(C) Msword.exe (D) Word2003.exe
2. _____ Means that a transaction is processed fast enough for the result to come back and be acted upon right away.
(A) Real-time processing
(B) Records processing
(C) Batch processing
(D) All of the above
3. One of the functions of the arithmetic logic unit is to:
(A) Receive data from the registers
(B) Convert negative numbers to hexadecimal code
(C) Send logical operations, such as AND or NOT, to the alphabetic unit
(D) Retrieve data from virtual memory
4. Where can you find the horizontal split bar on MS Word screen?
(A) On the left of horizontal scroll bar
(B) On the right of horizontal scroll bar
(C) On the top of vertical scroll bar
(D) On the bottom of vertical scroll bar
5. What is defined as the number of bits that the CPU processes as a unit?
(A) A computer sentence (B) A computer word
(C) A computer phrase (D) A computer term
6. _____ Systems use a light beam to scan input data and convert it into electrical signals, which are sent to the computer for processing.
(A) Image recognition
(B) Optical recognition
(C) PDF
(D) Application
7. What is any text that can be keyed in, such as a memo?
(A) A database
(B) A spreadsheet
(C) A text document
(D) A business presentation
8. _____ Devices accept the spoken word through a microphone and convert it into binary code that can be understood by the computer.
(A) Speech recognition
(B) Handwriting recognition
(C) Peripheral
(D) All of the above
9. Name the technique of processing transactions in random order.
(A) Transaction processing
(B) Batch processing
(C) Offline processing
(D) Sequential file processing
10. _____ uses an area of memory to temporarily store data from disk that the program might need soon.
(A) Data transferring (B) DVD
(C) Disk caching (D) All of the above
11. What is a device that prevents electrical problems from affecting computer data files?
(A) An incremental backup
(B) A full backup
(C) A surge protector
(D) A differential backup
12. What type of program lets you produce professional-looking documents containing both text and graphics?
(A) A page composer (B) A thesaurus
(C) A desktop publisher (D) A speller checker
13. The letter and number of the intersecting column and row is the:
(A) Cell coordinates (B) Cell location
(C) Cell position (D) Cell address
14. What is the standard query language supported by most DBMSs?
(A) Object-oriented language
(B) Report generator language
(C) Structured Query Language (SQL)
(D) Query-by-example (QBE)
15. Which of the following are three fundamental characteristics that make a computer useful?
(A) Lightweight, inexpensive, and sturdy
(B) Speed, reliability, and storage capability
(C) Durable, connectible, and renewable
(D) All of the above
16. Which of the following is an appropriate use of groupware?

- (A) A top-secret project
 (B) A highly classified project
 (C) An individual employee project
 (D) A team project
17. Software used for database management can store data, update it, _____ it, retrieve it, report it, and print it.
 (A) Manipulate (B) download
 (C) See (D) All of the above
18. Which of the following is NOT a function of an operating system?
 (A) Executing and providing services for applications software
 (B) Managing the computer's resources
 (C) Establishing a user interface
 (D) Formatting a word document
19. Which of the following helps describe the Windows .NET Server?
 (A) It is designed for different levels of network complexity.
 (B) It is a direct upgrade from Windows NT.
 (C) It is designed to replace Novell's Netware.
 (D) It has limited complexity.
20. In the OSI model, the actual transmission of data is handled in the _____ layer.
 (A) Data link (B) Physical
 (C) Network (D) Transport
21. The process of analyzing large data sets in search of new, previously undiscovered relationships is known as:
 (A) Data Mining (B) Data Marting
 (C) Data maintenance (D) data warehousing
22. The focus of the first phase of the systems development life cycle is to:
 (A) Design what the new system should do
 (B) Analyze and document the existing system
 (C) Identify problems and opportunities
 (D) Implement the new system
23. Which of the following is a network in which computers are located physically close together, often in the same building?
 (A) WAN (B) PAN
 (C) MAN (D) LAN
24. What kind of server converts IP addresses to domain names?
 (A) File (B) DNS
 (C) Email (D) P2P
25. Which of the following is NOT true about laptop computers?
 (A) They are typically more expensive than desktops.
 (B) They are typically more expensive than desktops.
 (C) They often have fewer components than PCs.
 (D) They cannot be connected to a PC.

Solution

- 1.(A) Winword.exe is the executable file name for Microsoft Word which is used when Word is launched.
- 2.(A) Real-time computing, or reactive computing is the computer science term for hardware and software systems subject to a "real-time constraint", for example from event to system response. Real-time programs must guarantee response within specified time constraints, often referred to as "deadlines".
- 3.(A) The arithmetic logical unit (ALU) carries out the logical operations such as comparisons and arithmetic operations such as addition and multiplication, required during the program execution. The ALU knows which operations to perform because it is controlled by signals from the control unit.
- 4.(C) On the top of vertical scroll bar we can find the horizontal split bar on MS Word screen.
- 5.(B) A word is a fixed-sized piece of data handled as a unit by the instruction set or the hardware of the processor. The number of bits in a word (the word size, word width, or word length) is an important characteristic of any specific processor design or computer architecture.
- 6.(B) Optical character recognition or optical character reader is the electronic or mechanical conversion of images of typed, handwritten or printed text into machine-encoded text, whether from a scanned document, a photo of a document, a scene-photo or from subtitle text superimposed on an image.

- 7.(C) Written, printed, or online document that presents or communicates narrative or tabulated data in the form of an article, letter, memorandum, memo, report, etc.
- 8.(A) Speech recognition is the capability of an electronic device to understand spoken words. A microphone records a person's voice and the hardware converts the signal from analog sound waves to digital audio. The audio data is then processed by software, which interprets the sound as individual words.
- 9.(A) Transaction processing is information processing in computer science that is divided into individual, indivisible operations called transactions. Each transaction must succeed or fail as a complete unit; it can never be only partially complete.
- 10.(C) A disk cache is a mechanism for improving the time it takes to read from or write to a hard disk. Today, the disk cache is usually included as part of the hard disk. A disk cache can also be a specified portion of random access memory (RAM).
- 11.(C) An antistatic device is any device that reduces, dampens, or otherwise inhibits electrostatic discharge; the buildup or discharge of static electricity, which can damage electrical components such as computer hard drives, and even ignite flammable liquids and gases.
- 12.(C) Desktop publishers use publishing software to create various documents and products, including financial reports, business proposals, books, newspapers, newsletters, packaging, tickets, and business cards. They format and combine text, numerical data, photographs, illustrations, charts, and other visual elements.
- 13.(D) A cell reference, or cell address, is an alphanumeric value used to identify a specific cell in a spreadsheet. Each cell reference contains one or more letters followed by a number. The letter or letters identify the column and the number represents the row.
- 14.(C) Structured Query Language (SQL) is a specialized language for updating, deleting, and requesting information from databases. SQL is an ANSI and ISO standard, and is the de facto standard database query language.
- 15.(B) The characteristics of computers that have made them so powerful and universally useful are speed, accuracy, diligence, versatility and storage capacity. Let us discuss them briefly. Computers work at an incredible speed. A powerful computer is capable of performing about 3-4 million simple instructions per second.
- 16.(D) The project team is responsible for contributing to the overall project objectives and specific team deliverables, by contributing towards the planning of project activities and executing assigned tasks/work within the expected quality standards, to ensure the project is a success.
- 17.(A) Software used for database management can store data, update it, manipulate it, retrieve it, report it, and print it.
- 18.(D) An Operating System (OS) is an interface between a computer user and computer hardware. An operating system is a software which performs all the basic tasks like file management, memory management, process management, handling input and output, and controlling peripheral devices such as disk drives and printers. Others are-
 Executing and providing services for applications software
 Managing the computer's resources
 Establishing a user interface
- 19.(A) Windows Server 2003 is a server operating system produced by Microsoft and released on April 24, 2003, about 18 months after the launch of the Windows XP operating system. It is the successor to Windows 2000 Server and the predecessor to Windows Server 2008. NET Enterprise Server is a family of server products from Microsoft designed to build, integrate, manage and execute Web-based enterprise applications in a faster and simpler way.
- 20.(B) The lowest layer of the OSI reference model is the physical layer. It is responsible for the actual physical

connection between the devices. The physical layer contains information in the form of bits. It is responsible for transmitting individual bits from one node to the next.

- 21.(A) Text analysis, often used synonymously with text mining, is the process of analyzing chunk of unstructured data to find out previously undiscovered information and insights that can be leveraged for informed decision making and other processes.
- 22.(C) This first phase of the systems development lifecycle, begins by identifying what the organization is trying to do and how they currently achieve it. This is generally a high level overview of the entire system and its functional areas.
- 23.(D) A local area network (LAN) is a collection of devices connected together in one physical location, such as a building, office, or home. A LAN can be small or large, ranging from a home network with

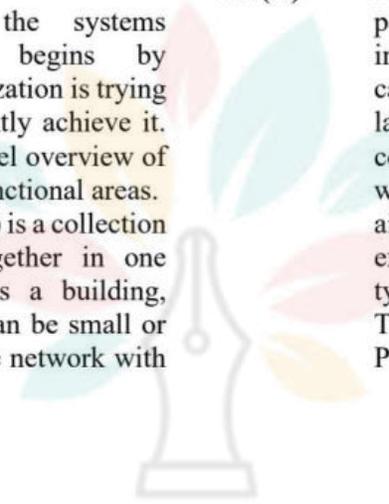
24.(B)

one user to an enterprise network with thousands of users and devices in an office or school.

DNS translates domain names to IP addresses so browsers can load Internet resources. Each device connected to the Internet has a unique IP address which other machines use to find the device. DNS servers eliminate the need for humans to memorize IP addresses such as 192.168.

25.(D)

A laptop is a computer designed for portability. Laptops are usually less than 3 inches thick, weigh less than 5 pounds and can be powered by a battery. As such laptops are designed for low power consumption and are most often used when space is limited, such as on an airplane. They are typically more expensive than desktops. They are typically more expensive than desktops. They often have fewer components than PCs.



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Practice Set – 03

1. On a CD-RW you can-
(A) Read and write information
(B) Only read information
(C) Only write information
(D) Read, write and rewrite information
2. In computer terminology, information means
(A) Raw data
(B) Data in more useful
(C) Alphanumeric data
(D) Program
3. After a picture has been taken with a digital camera and processed appropriately, the actual print of the picture is considered.
(A) Data (B) Input
(C) Output (D) The process
4. What is output?
(A) What the processor takes from the user
(B) What the user gives to the processor
(C) What the processor gets from the user
(D) What the processor gives to the user
5. What is the main difference between a mainframe and a super computer?
(A) Super computer is much larger than mainframe computers
(B) Super computers are much smaller than mainframe computers
(C) Supercomputers are focused to execute few programs as fast as possible while mainframe uses its power to execute as many programs concurrently
(D) Supercomputers are focused to execute as many programs as possible while mainframe uses its power to execute few programs as fast as possible
6. Programs such as Mozilla Firefox that serve as navigable windows into the Web are called.....
(A) Hypertext (B) Networks
(C) Internet (D) Web browsers
7. What is the function of Recycle Bin?
(A) Store deleted file
(B) Store temporary file
(C) Store corrupted file
(D) Store Document file
8. Which device cannot be shared in network?
(A) Floppy (B) Keyword
(C) Computer (D) Printer
9. A right click on the desktop itself will.....
(A) Open the Display Properties dialog box
(B) Show a context - sensitive menu
(C) Open the Control Panel
(D) Minimize all open applications
10. The advantage of using a spreadsheet is:
(A) Calculations can be done automatically.
(B) Changing data automatically updates calculations
(C) More flexibility
(D) All of the above
11. Documentations should include...
(A) Destination and users of the output data
(B) Source of input data
(C) Information on the purpose of the workbook
(D) All of above
12. To edit the selected cell in MS excel-
(A) Press F1 (B) Press F2
(C) Press F4 (D) Press F5
13. You can convert existing Excel worksheet data and charts to HTML document by using the
(A) FTP Wizard
(B) Internet Assistant Wizard
(C) Intranet Wizard
(D) Import Wizard
14. Which of the following storage media provides sequential access only?
(A) Floppy disk (B) Magnetic disk
(C) Magnetic tape (D) Optical disk
15. What is the storage area for e-mail messages called?
(A) A folder (B) A directory
(C) A mailbox (D) The hard disk
16. The set of parallel electrical conducting lines through which different components on the mother board of a PC unit are linked together are called:
(A) Conductors (B) Buses
(C) Slide Master (D) Consecutives
17. A PDA's memory contents remain intact when it is turned off because:

- (A) A battery keeps current available for RAM
 (B) The memory contents are synchronized with a desktop
 (C) The memory contents are copied to flash cards
 (D) The memory contents are stored in ROM
18. A network of geographically distant computers and terminals is called a-
 (A) Integrated Services Digital Network (ISDN)
 (B) Metropolitan area network (MAN).
 (C) Wide area network (WAN)
 (D) Local area network (LAN)
19. One byte represents:
 (A) Eight characters
 (B) Eight bits
 (C) A single digit with two possible states
 (D) A word
20. Saving files in HTML format:
 (A) Makes it possible for anyone to view the file in a Web browser
 (B) Increases file conversion costs
 (C) Decreases software compatibility
 (D) All of the above
21. Which of the following would NOT be performed with application software?
 (A) Financial report sent to investors
 (B) Hard disk cleanup
 (C) Charts for a sales meeting presentation
 (D) Customer list used for mailing invoices
22. Which of the following statements is TRUE about the public switched telephone network (PSTN)?
 (A) PSTN is a packet-switching network
 (B) PSTN is comprised of a variety of physical media, including twisted pair and fiber optic cable
 (C) PSTN is exclusively a digital network system
 (D) PSTN is only used for voice transmissions, while the Internet is used for data transmissions
23. Which of the following best describes the difference between the Internet and the World Wide Web?
 (A) The Internet is the collection of computers, while the World Wide Web is the wiring and transmission protocols that connect them
 (B) The Internet carries traffic for schools, government offices, and other public organizations, while the World Wide Web carries commercial traffic
 (C) The Internet consists of software programs such as e-mail and IRC, while the World Wide Web is a collection of Web pages
 (D) The Internet is the physical network of global computers, while the World Wide Web is many hypertext documents distributed globally over many computers
24. Which of the following runs on a user's local computer and is used to request and display Web pages?
 (A) FTP
 (B) Web browser
 (C) Web server
 (D) HTML
25. Which of the following computer types is most powerful?
 (A) Professional workstation
 (B) Internet appliance
 (C) Desktop computer
 (D) Network computer

Solution

- 1.(D) Because of this high reflectivity, CD-R discs can be read or played back in most CD players and CD-ROM drives. Compact Disc Rewriteable (CD-RW) is a fully rewriteable media, meaning that any spot on a CD-RW disc can be rewritten up to 1,000 times (based on the current standard).
- 2.(B) Information is stimuli that has meaning in some context for its receiver. When information is entered into and stored in a computer, it is generally referred to as data. After processing (such as formatting and printing), output data can again be perceived as information.
- 3.(C) After a picture has been taken with a digital camera and processed appropriately, the actual print of the picture is considered Output. For example, the image shows an inkjet printer, an output device that can make a hard copy of any information shown on your monitor, which is another example of an output device. Monitors and printers are two of the most common output devices used with a computer. Types of output

- devices. Using an unsuitable image resolution is one of the most common errors designers make when creating designs for print. The result is a fuzzy print quality, or having your file is rejected by your local printing company.
- 4.(D)** Output is defined as the act of producing something, the amount of something that is produced or the process in which something is delivered. An example of output is the electricity produced by a power plant. An example of output is producing 1,000 cases of a product.
- 5.(C)** Supercomputers are focused to executive few programs as fast as possible while mainframe uses its power to executive as many programs concurrently is the main difference between a mainframe and a super computer. Thus, the primary focus of a supercomputer is speed, whereas for a mainframe it is to deal with extensive amount of data. Mainframe computers are not as powerful as supercomputers. A supercomputer is a very powerful computer. It is used for carrying out calculations at a very fast rate. Although we all think our mainframes are super, mainframes and supercomputers are different on some fundamental levels. Here's why. Both mainframes and supercomputers push the limits of what can be accomplished through computing. They are both large and powerful machines, but they are not the same thing.
- 6.(D)** A web browser (commonly referred to as a browser) is a software application for accessing information on the World Wide Web. When a user requests a web page from a particular website, the web browser retrieves the necessary content from a web server and then displays the page on the user's device.
- 7.(A)** In computing, the trash (also known as the Recycle Bin in Microsoft Windows and by other names in other operating systems) is temporary storage for files that have been deleted in a file manager by the user, but not yet permanently erased from the file system.
- 8.(B)** A computer keyboard is a typewriter-style device which uses an arrangement of buttons or keys to act as mechanical levers or electronic switches.
- 9.(A)** Display Properties dialog box: Your desktop is the on-screen window area on which folders, files, icons, shortcuts may appear. It is customized through the properties menu selection. Properties are settings that give information, status, and options for almost every element of the Windows system.
- 10.(D)** Spreadsheets are an excellent tool that allows us to carry out extensive analysis. But for the easy retrieval and updating of data, efficiency, data consistency, data integrity, speed, and security, relational databases are definitely the structure to opt for.
- 11.(D)** Documentation is any communicable material that is used to describe, explain or instruct regarding some attributes of an object, system or procedure, such as its parts, assembly, installation, maintenance and use. Documentation can be provided on paper, online, or on digital or analog media, such as audio tape or CDs.
- 12.(B)** First, the keyboard shortcut for editing a cell is F2 on Windows, and Control + U on a Mac. With Excel's default settings, this will put your cursor directly in the cell, ready to edit. You can also double-click a cell to edit.
- 13.(B)** The Internet Assistant for Excel is an add-in wizard that allows you to create and distribute Excel documents online for viewing with any popular browser. The Internet Assistant helps you convert your spreadsheet data to HTML format.
- 14.(C)** Magnetic tape data storage is a system for storing digital information on magnetic tape using digital recording. Initially, large open reels were the most common format, but modern magnetic tape is most commonly packaged in cartridges and cassettes, such as the widely supported Linear Tape-Open.
- 15.(C)** A mailbox is the storage location of electronic mail messages found on a remote server or downloaded to the user's hard drive. Software e-mail programs commonly divide the mailbox into

- separate folders, notably the inbox, outbox, sent items, and deleted items.
- 16.(B)** A bus is a high-speed internal connection. Buses are used to send control signals and data between the processor and other components. Three types of bus are used. Address bus - carries memory addresses from the processor to other components such as primary storage and input/output devices.
- 17.(A)** A personal digital assistant (PDA), also known as a handheld PC, is a variety mobile device which functions as a personal information manager. Nearly all modern PDAs have the ability to connect to the Internet. A PDA has an electronic visual display, letting it include a web browser.
- 18.(C)** A network of geographically distant computers and terminals is called a: wide area network (WAN).
- 19.(B)** The byte is a unit of digital information that most commonly consists of eight bits. Historically, the byte was the number of bits used to encode a single character of text in a computer and for this reason it is the smallest addressable unit of memory in many computer architectures.
- 20.(A)** Hypertext Markup Language is the standard markup language for documents designed to be displayed in a web browser. It can be assisted by technologies such as Cascading Style Sheets and scripting languages such as JavaScript. Saving files in HTML format makes it possible for anyone to view the file in a Web browser.
- 21.(B)** Disk Clean-up is a computer maintenance utility included in Microsoft Windows designed to free up disk space on a computer's hard drive. The utility first searches and analyzes the hard drive for files that are no longer of any use, and then removes the unnecessary files.
- 22.(B)** PSTN (public switched telephone network) is the world's collection of interconnected voice-oriented public telephone networks. PSTN stands for public switched telephone network, or the traditional circuit-switched telephone network. PSTN is comprised of a variety of physical media, including twisted pair and fiber optic cable.
- 23.(D)** The Internet is a global network of networks while the Web, also referred formally as World Wide Web (www) is collection of information which is accessed via the Internet. Another way to look at this difference is; the Internet is infrastructure while the Web is service on top of that infrastructure. The Internet is the physical network of global computers, while the World Wide Web is many hypertext documents distributed globally over many computers.
- 24.(B)** A web browser (commonly referred to as a browser) is a software application for accessing information on the World Wide Web. When a user requests a web page from a particular website, the web browser retrieves the necessary content from a web server and then displays the page on the user's device.
- 25.(A)** A workstation is a special computer designed for technical or scientific applications. Intended primarily to be used by one person at a time, they are commonly connected to a local area network and run multi-user operating systems.

Practice Set – 04

1. Which of the following is the most frequently used input device?
 (A) Microphone (B) Scanner
 (C) Touch screen (D) Mouse
2. A modem is necessary if you want to-
 (A) Add a scanner to your computer system
 (B) Have voice mail added to your regular telephone service
 (C) Connect to other computers or to the Internet using phone line, cable, or wireless connections.
 (D) Display digital camera photographs on your computer screen
3. MS Excel is a?
 (A) Window based word processor package
 (B) Window based spreadsheet package
 (C) DOS based spreadsheet package
 (D) Window based accounting package
4. What is the flow of data between countries commonly called?
 (A) International information system
 (B) EDIT
 (C) Outsourcing
 (D) Trans border data flow
5. Which of the following is NOT a purpose of antivirus programs?
 (A) Remove any identified viruses
 (B) Copy the name of the virus and send it to Microsoft for inspection
 (C) Notify a user if a virus is found
 (D) Search for viruses
6. <H1> is an example of _____.
 (A) HTML (B) GML
 (C) SGML (D) NSGML
7. Which type of network requires HPNA adapters for communication between network nodes?
 (A) Phone line (B) Wireless
 (C) Power line (D) Ethernet
8. To analyze vast quantities of scientific data and display underlying patterns, you would use a:
 (A) Mainframe (B) Server
 (C) Supercomputer (D) Minicomputer
9. The free, open-source operating system that is becoming popular is:
 (A) Mac OS X
 (B) Microsoft Windows XP
 (C) UNIX
 (D) Linux
10. What term is used to describe software that monitors your online computer activities?
 (A) Snooper ware (B) Spyware
 (C) Tracker ware (D) Travel ware
11. Which of the following is a memory management technique that makes the random access memory appear larger than it is?
 (A) Byte mapping
 (B) Preemptive multitasking
 (C) Read-only memory
 (D) Virtual memory
12. The two major components of system software are:
 (A) The operating system and system utilities
 (B) Application software and system utilities
 (C) Primary memory and storage
 (D) The operating system and applications software
13. Which of the following may be necessary for you to do after you install new application software?
 (A) Turn the computer power switch off and then back on
 (B) Do a cold boot
 (C) Press Shift + Alt + Del
 (D) Do a warm boot
14. The power-on self-test _____
 (A) Checks for upgrades to the application software
 (B) Verifies that the computer hardware is working properly
 (C) Is able to provide easy-to-follow on-screen instructions to correct hardware problems
 (D) Is conducted after the BIOS instructions are placed in memory
15. Input, processing, output, and storage are collectively referred to as:
 (A) The systems cycle
 (B) The information processing cycle
 (C) The system unit

- (D) Communication
16. Which of the following is NOT part of the motherboard?
(A) System clock (B) Connector
(C) CPU (D) Chipset
17. An example of a wireless medium that sends data through the air or space is:
(A) Fiber-Optic Cable. (B) Coaxial cable.
(C) Twisted pair. (D) Microwaves.
18. To reverse the effect of your last action in word-
(A) Use the cut command
(B) Use the Undo command
(C) Press the delete key
(D) Use the Redo command
19. Information that comes from an external source and fed into computer software is called.....
(A) Output (B) Input
(C) Throughput (D) Reports
20. The basic unit of a worksheet into which you enter data in Excel is called a—
(A) Tab (B) Box
(C) Range (D) Cell
21. All of the following are examples of real security and privacy risks EXCEPT.
(A) Hackers (B) Viruses
(C) Spam (D) Identity theft
22. Which of the following is not an example of hardware?
(A) Scanner (B) Printer
(C) Monitor (D) Interpreter
23. In Excel, this is a prerecorded formula that provides a shortcut for complex calculations.
.....
(A) Value (B) Data Series
(C) Function (D) Field
24. The process of trading goods over the Internet is known as
(A) e-selling-n-buying (B) e-trading
(C) e-finance (D) e-commerce
25. A device that connects to a network without the use of cables is said to be—
(A) Distributed (B) Free
(C) Centralized (D) Open source

Solution

- 1.(C) A touch screen is a computer display screen that is also an input device. The screens are sensitive to pressure; a user interacts with the computer by touching pictures or words on the screen.
- 2.(C) A modem – a portmanteau of "modulator-demodulator" – is a hardware device that converts data from a digital format, intended for communication directly between devices with specialized wiring, into one suitable for a transmission medium such as telephone lines or radio. A modem is necessary if you want to Connect to other computers or to the Internet using phone line, cable, or wireless connections.
- 3.(B) MS Excel is a software program created by Microsoft that uses spreadsheets to organize numbers and data with formulas and functions. Excel analysis is ubiquitous around the world and used by businesses of all sizes to perform financial analysis.
- 4.(D) A trans-border data flow (TDF) is the transfer of data across a national border by anyone of a variety of media. Such data would normally be stored or repro- cessed in a country other than the originating country. The essence of trans- border data flows is that information is transferred in a machine-readable form.
- 5.(B) Antivirus software is a program or set of programs that are designed to prevent, search for, detect, and remove software viruses, and other malicious software like worms, trojans, adware, and more.
- 6.(A) The h1 is an HTML tag that indicates a heading on a website. Most websites use this language to create web pages. Tag — An HTML tag is a snippet of code that tells your web browser how to display the content. Heading — HTML has six different heading tags — h1, h2, and so on.
- 7.(A) Ethernet is a family of computer networking technologies commonly used in local area networks, metropolitan area networks and wide area networks. It was commercially introduced in 1980 and first standardized in 1983 as IEEE 802.3.

- 8.(C) Mainframes (also called "big iron") are powerful computers used for large information processing jobs. They are mainly used by government institutions and large companies for tasks such as census, industry and consumer statistics, enterprise resource planning, and financial transaction processing.
- 9.(D) Linux is the best-known and most-used open source operating system. As an operating system, Linux is software that sits underneath all of the other software on a computer, receiving requests from those programs and relaying these requests to the computer's hardware.
- 10.(B) Spyware describes software with malicious behavior that aims to gather information about a person or organization and send such information to another entity in a way that harms the user; for example by violating their privacy or endangering their device's security.
- 11.(D) A computer can address more memory than the amount physically installed on the system. This extra memory is actually called virtual memory and it is a section of a hard disk that's set up to emulate the computer's RAM. First, it allows us to extend the use of physical memory by using disk.
- 12.(A) Your system has three basic types of software: application programs, device drivers, and operating systems. Each type of software performs a completely different job, but all three work closely together to perform useful work.
- 13.(D) A warm boot is sometimes necessary when a program encounters an error from which it cannot recover. On PCs, you can perform a warm boot by pressing the Control, Alt, and Delete keys simultaneously. On Macs, you can perform a warm boot by pressing the Restart button.
- 14.(B) This is done to make sure that other parts of computer are working properly or not. It then checks if Rebooting is necessary or not, if not it does a Read/write test for RAM.
- 15.(B) The sequence of events in processing information, which includes (A) input, (B) processing, (C) storage and (D) output. The input stage can be further broken down into acquisition, data entry and validation.
- 16.(B) A simple device that physically links, couples, or connects, two things together. A male connector has pins that fit into the sockets, or receptacles, of a female connector, as the connectors mate. A male connector sometimes is referred to as a plug, and a female connector as a jack.
- 17.(D) Microwaves are widely used in modern technology, for example in point-to-point communication links, wireless networks, microwave radio relay networks, radar, satellite and spacecraft communication, medical diathermy and cancer treatment, remote sensing, radio astronomy, particle accelerators, spectroscopy, industrial.
- 18.(B) In most Microsoft Windows applications, the keyboard shortcut for the Undo command is Ctrl+Z or Alt+Backspace, and the shortcut for Redo is Ctrl+Y or Ctrl+Shift+Z. In most Apple Macintosh applications, the shortcut for the Undo command is Command-Z, and the shortcut for Redo is Command-Shift-Z or Command-Y.
- 19.(B) In computer science, the general meaning of input is to provide or give something to the computer, in other words, when a computer or device is receiving a command or signal from outer sources, the event is referred to as input to the device.
- 20.(D) In Microsoft Excel, a cell is a rectangular box that occurs at the intersection of a vertical column and a horizontal row in a worksheet. A cell can only store 1 piece of data at a time. You can store data in a cell such as a formula, text value, numeric value, or date value.
- 21.(C) Spam is any kind of unwanted, unsolicited digital communication, often an email, that gets sent out in bulk. Spam can also be found on Internet forums, text messages, blog comments, and social media.
- 22.(D) Interpreter is a program that executes instructions written in a high-level language. There are two ways to run programs written in a high-level language.

23.(C)

The most common is to compile the program; the other method is to pass the program through an interpreter.

A formula is an expression which calculates the value of a cell. Functions are predefined formulas and are already available in Excel. For example, cell A3 below contains a formula which adds the value of cell A2 to the value of cell A1.

24.(D)

E-commerce (electronic commerce) is the buying and selling of goods and services, or the transmitting of funds or data, over an electronic network, primarily the internet. These business transactions occur either as business-to-business (B2B), business-to-consumer (B2C), consumer-to-consumer or consumer-to-business.

25.(B)



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Practice Set – 05

1. Which of the following is a circuit that issue signals at regular intervals...?
 (A) Circuit board (B) Clock
 (C) Circuit card (D) Gates
2. A set of related programs are known as -
 (A) File (B) Arrays
 (C) Package (D) Subscripts
3. The 0 and 1 in the binary number system are called binary digits or
 (A) Bytes (B) Kilobytes
 (C) Decimal bytes (D) Bits
4. The 7-bit ASCII code widely used
 (A) For data communication work
 (B) In IBM mainframe models
 (C) For coding external memory
 (D) In large machines produced by non-IBM vendors
5. A hard copy would be prepared on a-
 (A) Line printer (B) Dot matrix printer
 (C) Type writer terminal (D) Plotter
6. Which of the following animations cannot be done in PowerPoint?
 (A) Bullet list, revealed one bullet point at a time
 (B) Clip art - Fly in from the bottom
 (C) Table, revealed row by row
 (D) Chart, revealed by series
7. Several views are available in MS Front Page. Which one of the following is NOT a valid view?
 (A) Design View (B) Folders View
 (C) Navigation View (D) Web Server View
8. One of the components of central processing unit (CPU) of the computer that performs mathematical and logical operations is ...
 (A) ALU (arithmetic logical unit)
 (B) Address register
 (C) Analog
 (D) All of the above
9. _____ is the key we use to run the selected command
 (A) SHIFT (B) TAB
 (C) ENTER (D) CTRL
10. To name a constant, you use the __ dialog box.
 (A) Create names (B) Define name
 (C) Paste name (D) Format cells
11. When you insert an Excel file into a Word document, the data are
 (A) Hyperlinked
 (B) Placed in a word table
 (C) Linked
 (D) Embedded
12. A function inside another function is called a _____ Function.
 (A) Nested (B) Round
 (C) Sum (D) Text
13. Selects the entire Row press –
 (A) Shift + Space (B) Shift + ctrl
 (C) Shift + alt (D) Space + enter
14. In Assembly language _____.
 (A) Mnemonics are used to code operations
 (B) Alphanumeric symbols are used for addresses
 (C) Language lies between high-level language and machine language
 (D) All of the above
15. CPU capacity can be measured in__.
 (A) BPS (B) MIPS
 (C) MHz (D) MPI
16. "Zipping" a file means-
 (A) Encrypting the message
 (B) Compressing the message
 (C) Transfer the message
 (D) All of these
17. A _____ shares hardware, software, and data among authorized users.
 (A) Network (B) Protocol
 (C) Hyperlink (D) Transmitter
18. To produce a high - quality graphics (hardcopy) in color, you would want to use a....
 (A) Virtual Printer (B) Laser Printer
 (C) Ink - jet Printer (D) Plotter
19. Thesaurus tool in MS Word is used for-
 (A) Spelling suggestions (B) Grammar options
 (C) Synonyms and Antonyms words
 (D) All of above
20. What is the smallest and largest font size available in Font Size tool on formatting toolbar?
 (A) 8 and 72 (B) 8 and 64
 (C) 12 and 72 (D) None of above

21. Aligns the selected text or line to justify the screen
press-----
(A) Ctrl + c (B) Ctrl + I
(C) Ctrl + J (D) Ctrl + k
22. Which of the following is different from other?
(A) Internet (B) Windows
(C) Unix (D) Linux
23. When data changes in multiple lists and all lists are not updated, this causes?
(A) Data redundancy
(B) Information overload
(C) Duplicate data
(D) Data inconsistency
24. Granting an outside organization access to internet web pages is often implemented using a(n)?
(A) Extranet (B) Intranet
(C) Internet (D) Hacker
25. Loading Operating System onto RAM is called?
(A) Printing (B) Saving
(C) Booting (D) Staring

Solution

- 1.(B) A clock generator is an electronic oscillator (circuit) that produces a clock signal for use in synchronizing a circuit's operation. The clock generator in a motherboard is often changed by computer enthusiasts to control the speed of their CPU, FSB, GPU and RAM.
- 2.(C) Computer software, or simply software, or package is a collection of data or computer instructions that tell the computer how to work. This is in contrast to physical hardware, from which the system is built and actually performs the work.
- 3.(D) The bit is a basic unit of information in computing and digital communications. The name is a portmanteau of binary digit. The bit represents a logical state with one of two possible values. A single binary digit (like "0" or "1") is called a "bit".
- 4.(A) Because digital computers use eight-bit bytes, the ASCII code is commonly embedded in an eight-bit field consisting of the seven information bits and a parity bit that is used for error-checking purposes or to represent special symbols.
- 5.(D) A hard copy would be prepared on each type of printer- Line printer
Dot matrix printer
Typewriter terminal
Plotter
- 6.(C) PowerPoint can't use animation animations in table to revealed it row by row.
- 7.(D) In Word, you can view a document in a variety of ways: Print Layout view
Full Screen Reading view
Web Layout view
Draft view
Web layout
- 8.(A) An arithmetic logic unit (ALU) is a digital circuit used to perform arithmetic and logic operations. It represents the fundamental building block of the central processing unit (CPU) of a computer.
- 9.(C) Also called the "Return key," it is the keyboard key that is pressed to signal the computer to input the line of data or the command that has just been typed. The Enter key was originally the "Return key" on a typewriter, which caused the carriage to return to the beginning of the next line on the paper.
- 10.(B) To name a constant, you use the Define name dialog box. On the Formulas tab, in the Defined Names group, click Define Name. In the New Name dialog box, in the Name box, type the name that you want to use for your reference. Note: Names can be up to 255 characters in length.
- 11.(B) When we insert an excel file into a word document and keep the source file linkage when data is updated in source file update data in liked file also. When you insert an Excel file into a Word document, the data are placed in a word table.
- 12.(A) Nested functions are used in many approaches to structured programming, including early ones, such as ALGOL, Simula 67 and Pascal, and also in many modern dynamic languages and functional languages. However, they are traditionally not supported in the (originally simple) C-family of languages.

- 13.(A) click on any cell in the column and then press Ctrl + Space. Select the row number to select the entire row. Or click on any cell in the row and then press Shift + Space.
- 14.(D) In computer programming, assembly language (or assembler language), often abbreviated asm, is any low-level programming language in which there is a very strong correspondence between the instructions in the language and the architecture's machine code instructions.
- 15.(C) CPU processing capacity is typically referred to in terms of Megahertz (MHz) or Gigahertz (GHz). Professionals talk about clock speed, which is the standard ability of the CPU to cycle through its operations over time.
- 16.(B) "Zipping" one or more files creates a compressed archive that takes up less disk space than the uncompressed version. It is useful for backing up files and reducing the size of data transferred over the Internet. An archive compressed with standard Zip compression has a .ZIP file extension — for example, Archive.
- 17.(A) A Network shares hardware, software, and data among authorized users. A network consists of two or more computers that are linked in order to share resources (such as printers and CDs), exchange files, or allow electronic communications. The computers on a network may be linked through cables, telephone lines, radio waves, satellites, or infrared light beams.
- 18.(D) To produce high quality graphics (hardcopy) in color, you would want to use an Plotter. The plotter is a computer printer for printing vector graphics. In the past, plotters were used in applications such as computer-aided design, though they have generally been replaced with wide-format conventional printers. A plotter gives a hard copy of the output. It draws pictures on a paper using a pen. The plotter is a computer printer for printing vector graphics. In the past, plotters were used in applications such as computer-aided design, though they have generally been replaced with wide-format conventional printers. A plotter gives a
- 19.(C)
- 20.(A) Using the thesaurus, we can find synonyms (different words with the same meaning) and antonyms (words with the opposite meaning). In Microsoft Office Word you can look up a word quickly if we right-click anywhere in our document, and then click Synonym on the shortcut menu.
- 21.(C) To make text justified, select and highlight the text first, then hold down Ctrl (the control key) on the keyboard and then press J. To make the text left aligned again, press and hold down Ctrl on the keyboard and press L.
- 22.(A) The Internet (or internet) is the global system of interconnected computer networks that uses the Internet protocol suite (TCP/IP) to communicate between networks and devices. While, Microsoft Windows, commonly referred to as Windows, is a group of several proprietary graphical operating system families, all of which are developed and marketed by Microsoft. Each family caters to a certain sector of the computing industry.
- 23.(D) Data inconsistency is different and conflicting version of same data occurs at different place. It occurs between file when similar data is kept in different format in two different files or when matching of data must be done between files.
- 24.(A) Much like the intranet, it allows for private communication, document and knowledge sharing, and transfers between crucial external partners and an organization. A good example of an extranet network would be Sharepoint. Extranets act as a system of engagement for your business's prospective clients.
- 25.(C) In computing, booting is the process of starting a computer. It can be initiated by hardware such as a button press, or by a software command. After it is switched on, a computer's central processing unit (CPU) has no software in its main memory, so some process must load software into memory before it can be executed.

Practice Set – 06

1. The purpose of the primary key in a database is to: -
 - (A) Unlock the database
 - (B) Provide a map of the data
 - (C) Uniquely identify a record
 - (D) Establish constraints on database operations
2. Using Windows Explorer, a plus (+) sign in front of a folder indicates—
 - (A) An open folder
 - (B) The folder contains subfolders.
 - (C) A text file.
 - (D) a graphics file
3. All of the following statements concerning windows are true EXCEPT—
 - (A) Windows are an example of a command-driven environment.
 - (B) Windows can be resized and repositioned on the desktop.
 - (C) More than one window can be open at a time.
 - (D) Toolbars and scrollbars are features of windows.
4. The memory resident portion of the operating system is called the—
 - (A) Registry
 - (B) API
 - (C) CMOS
 - (D) Kernel
5. The BIOS is stored in:
 - (A) RAM
 - (B) ROM
 - (C) The CPU
 - (D) The hard drive
6. Which of the following is not a tower?
 - (A) CPU
 - (B) Motherboard
 - (C) Peripheral
 - (D) All of the above
7. The horizontal and vertical lines on a worksheet are called—
 - (A) Cells
 - (B) Sheets
 - (C) Block lines
 - (D) Gridlines
8. What is usually used for displaying information at public places?
 - (A) Monitors
 - (B) Overhead Projections
 - (C) Monitors and Overhead Projections
 - (D) Touch Screen Kiosks
9. Which key is used in combination with another key to perform a specific task?
 - (A) Function
 - (B) Control
 - (C) Arrow
 - (D) Space bar
10. What is MP3?
 - (A) A mouse
 - (B) A Printer
 - (C) A Sound format
 - (D) A Scanner
11. _____ is a process that permits multiple computers to use the same IP address and hide their actual IP addresses from the Internet.
 - (A) Routing
 - (B) Network address translation (NAT)
 - (C) Signature referencing
 - (D) Packet filtering
12. What characteristic of (ROM) makes it useful?
 - (A) ROM information can be easily updated.
 - (B) Data in ROM is nonvolatile, that is, it remains there even without electrical power.
 - (C) ROM provides very large amounts of inexpensive data storage.
 - (D) ROM chips are easily swapped between different brands of computers.
13. Data representation is based on the _____ number system, which uses two numbers to represent all data.
 - (A) Binary
 - (B) Biometric
 - (C) Bicentennial
 - (D) Byte
14. To what temporary area can you store text and other data, and later paste them to another location?
 - (A) The clipboard
 - (B) ROM
 - (C) CD-ROM
 - (D) The hard disk
15. Classes, instances, and methods are characteristics of:
 - (A) Testing plan construction
 - (B) Artificial intelligence techniques
 - (C) Object-oriented design
 - (D) Flowcharts and pseudo code
16. Which of the following correctly describes the CD-R and DVD-R discs?
 - (A) You may record data to the disc surface multiple times and can read the current contents at any time.
 - (B) You may read data from the disc but may not alter its contents.

- (C) You may record data to the disc surface multiple times but have no direct reading capability.
(D) You may record data to the disc surface once and then may only read its contents
17. To move down a page in a document _____
(A) Jump (B) Fly
(C) Wriggle (D) Scroll
18. CD-ROM stands for _____
(A) Central Processing Unit
(B) CD-remote open mouse
(C) CD-resize or minimize
(D) CD-read only memory
19. Use this when you want to make all letters capital without having to use the shift key for each character.
(A) Shifter (B) Upper case
(C) Caps lock key (D) Icon
20. _____ is a program that has been physically etched onto a chip.
(A) Firmware (B) Software
(C) Compiler (D) Interpreter
21. The type of memory that must have a constant power supply is:
(A) SDRAM (B) PROM
(C) ROM (D) EEPROM
22. _____ is the basic language of web page writing.
(A) Generalized markup language
(B) Standard generalized markup language
(C) Nonstandard generalized markup language
(D) Hypertext markup language
23. The topology where all the nodes are attached in a circular wiring arrangement is called a:
(A) Star topology. (B) Bus topology.
(C) Network topology. (D) Ring topology
24. Hard disk performance can be improved by using a(n):
(A) Optimal storage device
(B) Disk cache.
(C) Solid-state storage device.
(D) Flash memory reader
25. Which is NOT a characteristic of a system unit?
(A) Provides a sturdy frame for mounting internal components
(B) Provides room for system upgrades
(C) Represents data as binary numbers
(D) Houses the connectors for input and output devices

Solution

- 1.(B) A primary key is a field in a table which uniquely identifies each row/record in a database table. Primary keys must contain unique values. A table can have only one primary key, which may consist of single or multiple fields. When multiple fields are used as a primary key, they are called a composite key.
- 2.(B) In left pane of the Windows Explorer, plus (+) symbol indicates that there are additional sub folders in the folder.
- 3.(A)
- 4.(D) A kernel is the foundational layer of an operating system (OS). It functions at a basic level, communicating with hardware and managing resources, such as RAM and the CPU. Since a kernel handles many fundamental processes, it must be loaded at the beginning of the boot sequence when a computer starts up.
- 5.(B) In modern computer systems, the BIOS contents are stored on flash memory so it can be rewritten without removing the chip from the motherboard.
- 6.(C) A computer case, also known as a computer chassis, tower, system unit, or cabinet, is the enclosure that contains most of the components of a personal computer (usually excluding the display, keyboard, and mouse).
- 7.(D) Alternatively referred to as a column separator or row separator, Grid lines or gridlines are the light gray lines that divide each of the cells, rows, and columns in a spreadsheet.
- 8.(D) A touch screen information kiosk is fundamentally an input device housed in a special container that functions through physical touch upon the touch screen. By simply touching the display screen, users can perform various functions.
- 9.(B) Control key is used in combination with another key to perform a specific task. These keys are used alone or in combination with other keys to perform

certain actions. The most frequently used control keys are CTRL, ALT, the Windows logo key, and ESC. Function keys. A modifier key modifies the action of another key when the keys are pressed at the same time. Common modifier keys include Shift, Function, Control, Alt, Command, and Option. The Shift key is found on all keyboards, while the other keys may be exclusive to laptops or Windows or Macintosh computers. In computing, a Control key is a modifier key which, when pressed in conjunction with another key, performs a special operation (for example, Ctrl + C); similar to the Shift key, the Control key rarely performs any function when pressed by itself. A command issued by pressing a keyboard character in conjunction with the Control key. Manuals usually represent control key commands with the prefix CTRL- or CNTL-. For example, CTRL-N means the Control key and N pressed at the same time.

- 10.(C) MP3 stands for Moving Pictures Experts Group, Standard One, Audio Layer 3; it was developed to compress audio for storage and playback on digital devices. It essentially works by stripping out or hiding recorded sounds that are near, or beyond, the threshold of human hearing.
- 11.(B) Network address translation (NAT) is a method of remapping an IP address space into another by modifying network address information in the IP header of packets while they are in transit across a traffic routing device.
- 12.(B) Read only memory that is ROM has some characteristics which make it useful. Those characteristics are data in ROM is nonvolatile, that is it remains there even without electrical power. it can store data for a long period of time. Once data is stored it cannot be edited but only be retrieved which is good for security purpose and if you want to edit the data then it should be special type of ROM.
- 13.(A) The binary number system is a base-2 number system. This means it only has two numbers: 0 and 1. All information in

a computer (words, pictures, movies, sound) is stored and transmitted as sequences of bits, or binary digits. Data representation is based on the number system, which uses two numbers to represent all data.

- 14.(A) The clipboard is a data buffer used for short-term data storage and/or data transfer between documents or applications used by cut, copy and paste operations and provided by the operating system.
- 15.(C) Object-oriented design is the process of planning a system of interacting objects for the purpose of solving a software problem. It is one approach to software design.
- 16.(D) Stands for "Digital Versatile Disc Recordable." A DVD-R looks the same as a regular DVD, but like a CD-R, it can be used to record data. Once a DVD-R has been "burned," or written to, it cannot be written to again. Most DVD players and DVD-ROM drives can read DVD-R discs.
- 17.(D) To move down a page in a document Scroll. In computer displays, filmmaking, television production, and other kinetic displays, scrolling is sliding text, images or video across a monitor or display, vertically or horizontally.
- 18.(D) A CD-ROM is a pre-pressed optical compact disc that contains data. Computers can read—but not write to or erase—CD-ROMs, i.e. it is a type of read-only memory.
- 19.(C) Caps Lock is a button on a computer keyboard that causes all letters of Latin and Cyrillic based scripts to be generated in capital letters. It is a toggle key: each press reverses its action. Some keyboards also implement a light, to give visual feedback about whether it is on or off.
- 20.(A) Firmware is a software program or set of instructions programmed on a hardware device. It provides the necessary instructions for how the device communicates with the other computer hardware.
- 21.(A) SDRAM (synchronous DRAM) is a generic name for various kinds of dynamic random access memory

(DRAM) that are synchronized with the clock speed that the microprocessor is optimized for. This tends to increase the number of instructions that the processor can perform in a given time.

22.(D) Hyper Text Markup Language (HTML) is the set of markup symbols or codes inserted into a file intended for display on the Internet. The markup tells web browsers how to display a web page's words and images.

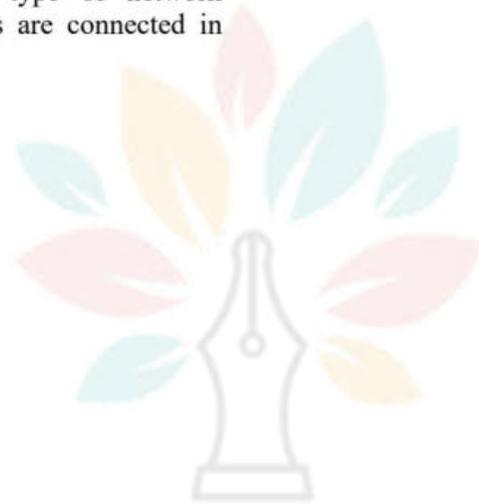
23.(D) Ring topology is a type of network topology where nodes are connected in

24.(B)

closed path to create Ring network. In the coming sections, definition, examples, advantages and disadvantages of Ring Network Topology will be discussed.

The following tips can help in boosting the speed of your hard drive. Scan and clean your hard disk on a regular basis. Defragment your hard disk from time to time. Reinstall your Windows Operating System after every few months.

25.(C)



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Practice Set – 07

1. Where are the Editing group and the Replace command found?
 (A) On the Insert tab (B) On the Review tab
 (C) On the View tab (D) On the Home tab
2. What function displays row data in a column or column data in a row?
 (A) Hyperlink (B) Index
 (C) Transpose (D) Rows
3. This type of software contains rows and columns.
 (A) Drawing (B) Spreadsheet
 (C) Database (D) Word processing
4. Software for organizing storage and retrieval of information is a(n)—
 (A) Operating system (B) Database
 (C) Database program (D) Data warehouse
5. To insert a word into the middle of a sentence—
 (A) Move the cursor to the desired location in the sentence and type the new word
 (B) Move the cursor to the desired location in the sentence, press Enter key, and type the new word
 (C) Move the cursor to the beginning of the sentence and start typing
 (D) Retype the whole sentence
6. A DVD is an example of a(n) —
 (A) Hard disk
 (B) Optical disc
 (C) Output device
 (D) Solid-state storage device
7. Grouping and processing all of a firm's transactions at one time is called—
 (A) A database management system
 (B) Batch processing
 (C) A real-time system
 (D) An on-line system
8. Semi-Conductor Memory is known as?
 (A) RAM (B) ROM
 (C) PROM (D) EPROM
9. Every computer on the Internet is known as?
 (A) Host (B) Client
 (C) Modem (D) Server
10. A spiral shape track formatting is present in
 (A) Floppy Disk
 (B) Optical Disk
 (C) Hard Disk
 (D) Half-inch Tape Cartridge
11. _____ Types of virus that stays permanently in the RAM memory
 (A) Resident (B) File infectors
 (C) Boot virus (D) Macro virus
12. Which of the following groups contains graphical file extensions?
 (A) JPG, CPX, GCM (B) GIF, TCF, WMF
 (C) TCP, JPG, BMP (D) JPG, GIF, BMP
13. A number system with a base of two is referred as—
 (A) Unary number system
 (B) Binary number system
 (C) Octal number system
 (D) All of the above
14. Which of the following is not true for primary storage?
 (A) It is a part of the CPU
 (B) It allows very fast access of data
 (C) It is relatively more expensive than other storage devices.
 (D) Can be removed and transported.
15. Which of the following is the advantage of Assembly language over Machine language?
 (A) Easy to use (B) Easy to understand
 (C) Easy to modify (D) All the above
16. VPN stands for _____.
 (A) Virtual Personal Network
 (B) Very Private Network
 (C) Virtual Private Network
 (D) Vicious Personal Network
17. Which of the following is true about Dial-up internet access?
 (A) It utilizes the existing telephone services
 (B) It uses a router for security
 (C) It utilizes the broadband technology
 (D) Modem speeds are very fast
18. Which of the following memories can be read directly by the computer processor?
 (A) Hard Disk (B) Main Memory
 (C) CD (D) DVD

19. The communication between a processor and other devices inside the computer is done through?
 (A) Bus (B) Channel
 (C) Network Cable (D) Chip
20. Who is/are the founders of Microsoft?
 (A) Bill Gates
 (B) Bill Gates and Allen Paul
 (C) Steve Jobs
 (D) Bill Gates and Steve Jobs
21. If a memory chip is volatile, it will.....
 (A) Explode if exposed to high temperatures
 (B) Lose its contents if current is turned off
 (C) Be used for data storage only
 (D) Be used to both read and write data
22. Which is NOT a function of a microprocessor?
 (A) Controls the rest of the computer's components
 (B) Keeps the system unit cool
 (C) Processes data
 (D) Interprets instructions given by software
23. To connect to a WAN, you must have:
 (A) CSMA/CD (B) Wi-Fi
 (C) TCP/IP (D) POP
24. During the ___ operation, the control unit determines what the program is telling the computer to do.
 (A) Fetch (B) Execute
 (C) Decode (D) Arithmetic
25. _____ has a large storage capacity, up to 17 GB if both layers and both sides are used.
 (A) DVD-ROM (B) CD-ROM
 (C) Floppy (D) RAM

Solution

- 1.(D) Go to the "Home" tab menu on the Ribbon of Microsoft Word 2007/2010/2013, at the furthest right of the group is the "Editing" options. Click the Editing item, a popup menu will appear and now you can see the "Find" and "Replace" items at the top of the box.
- 2.(C) The TRANSPOSE function returns a vertical range of cells as a horizontal range, or vice versa. The TRANSPOSE function must be entered as an array formula in a range that has the same number of rows and columns, respectively, as the source range has columns and rows.
- 3.(B) A spreadsheet is a file that exists of cells in rows and columns and can help arrange, calculate and sort data. Data in a spreadsheet can be numeric values, as well as text, formulas, references and functions.
- 4.(C) A database program is the heart of a business information system and provides file creation, data entry, update, query and reporting functions. The traditional term for database software is "database management system" (see DBMS).
- 5.(A) To insert a word into the middle of a sentence move the cursor to the desired location in the sentence and type the new word.
- 6.(B) The definition of a DVD, which stands for digital video disc, is an optical disc that can store large quantities of digital material such as sound, images and data. An example of a DVD is the disc that contains prerecorded movies that people watch in their homes. "DVD."
- 7.(B) The OS defines a job which has predefined sequence of commands, programs and data as a single unit. The OS keeps a number a jobs in memory and executes them without any manual information. Jobs are processed in the order of submission, i.e., first come first served fashion.
- 8.(A) Semiconductor memory is a digital electronic semiconductor device used for digital data storage, such as computer memory. Non-volatile memory (such as EPROM, EEPROM and flash memory) uses floating-gate memory cells, which consist of a single transistor per cell.
- 9.(A) Every computer on the internet needs a string called Internet Protocol (IP address) to perform its work. So Every computer on the internet is known as Host.
- 10.(B) An optical disk is any computer disk that uses optical storage techniques and

- technology to read and write data. It is a computer storage disk that stores data digitally and uses laser beams (transmitted from a laser head mounted on an optical disk drive) to read and write data.
- 11.(A)** A resident virus is a computer virus that stores itself within memory, allowing it to infect other files even when the originally infected program is no longer running. Being stored in memory allows the virus to spread easier because it has more access to other parts of the computer.
- 12.(D)** Graphic images are stored digitally using a small number of standardized graphic file formats, including bit map, TIFF, JPEG, GIF, PNG; they can also be stored as raw, unprocessed data.
- 13.(B)** In mathematics and digital electronics, a binary number is a number expressed in the base-2 numeral system or binary numeral system, which uses only two symbols: typically, "0" and "1".
- 14.(A)** Primary storage (also known as main memory) is the component of the computer that holds data, programs and instructions that are currently in use. Primary storage is located on the motherboard. random access memory (RAM) flash memory.
- 15.(D)** The symbolic programming of Assembly Language is easier to understand and saves a lot of time and effort of the programmer. It is easier to correct errors and modify program instructions. Assembly Language has the same efficiency of execution as the machine level language.
- 16.(C)** A virtual private network (VPN) extends a private network across a public network and enables users to send and receive data across shared or public networks as if their computing devices were directly connected to the private network.
- 17.(A)** Dial-up Internet access is a form of Internet access that uses the facilities of the public switched telephone network to establish a connection to an Internet service provider by dialing a telephone number on a conventional telephone line. Dial-up internet access utilizes the existing telephone services.
- 18.(B)** The main memory is defined as the central storage in a computer. An example of the main memory is where programs and data are kept. In computing, memory refers to a device that is used to store information for immediate use in a computer or related computer hardware device. It typically refers to semiconductor memory, specifically metal-oxide-semiconductor memory, where data is stored within MOS memory cells on a silicon integrated circuit chip.
- 19.(A)** In computer architecture, a bus (a contraction of the Latin omnibus) is a communication system that transfers data between components inside a computer, or between computers.
- 20.(B)** Microsoft Corporation is an American multinational technology company with headquarters in Redmond, Washington. It develops, manufactures, licenses, supports, and sells computer software, consumer electronics, personal computers, and related services.
- 21.(B)** Volatile memory, in contrast to non-volatile memory, is computer memory that requires power to maintain the stored information; it retains its contents while powered on but when the power is interrupted, the stored data is quickly lost. Volatile memory has several uses including as primary storage.
- 22.(B)** A microprocessor is an integrated circuit designed to function as the CPU of a microcomputer. Functions of Microprocessor
Controlling all other parts of the machine and sending timing signals.
Transferring data between memory and I/O devices.
Fetching data and instructions from memory.
Decoding instruction.
Performing arithmetical and logical operations.
Executing programs stored in memory.
Performing communication among the I/O devices etc.
- 23.(D)** A point of presence (PoP) is a demarcation point, access point, or physical location at which two or more networks or

24.(C) communication devices share a connection. The decoding process allows the CPU to determine what instruction is to be performed so that the CPU can tell how many operands it needs to fetch in order to perform the instruction. The opcode

25.(A) fetched from the memory is decoded for the next steps and moved to the appropriate registers. As a result, the DVD specification provided a storage capacity of 4.7 GB for a single-layered, single-sided disc and 8.5 GB for a dual-layered, single-sided disc.



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Practice Set – 08

1. LISP is designed for ____
 (A) GUI (B) AI
 (C) CUI (D) Transistor
2. Computer language used for scientific calculation is CALLED?
 (A) FORTAN (B) LOGO
 (C) BASIC (D) PASCAL
3. Which one of the following shortcut key is used to enter the current date?
 (A) Ctrl + Shift +; (B) Ctrl +;
 (C) Alt + Shift + D (D) Alt + Shift + T
4. Which one of the following takes entire program and converts it into object code which is typically stored in a file?
 (A) Compiler (B) Converter
 (C) Instructor (D) Interpreter
5. Which one of the following languages is used to developing a game?
 (A) C (B) C#
 (C) SQL (D) Java
6. Which one is used to Performs specific task?
 (A) System Software
 (B) Operating system
 (C) Application software
 (D) Presentation software
7. The relationships between cells are called as ____
 (A) Tuple (B) Field
 (C) Record (D) Formulas
8. In Spreadsheet, the names of the cells are called as ____
 (A) Fields (B) Tuples
 (C) Data (D) Labels
9. Which one brings you through the process of creating a chart by displaying a series of dialog boxes?
 (A) Chart area (B) Chart title
 (C) Chart wizard (D) Legend
10. ____ is a computer program that enables a person to communicate with a computer through the use of symbols, visual metaphors and pointing device.
 (A) User interface
 (B) Graphical User interface
 (C) Character User interface
 (D) Ms-Dos
11. ____ virus take up residence in the Computer memory, making them hard to detect
 (A) Worms (B) Macro
 (C) Stealth (D) Cluster
12. An operating System provides an interface between the computer user and the hardware?
 (A) User interface
 (B) Graphical User interface
 (C) Character User interface
 (D) Ms-Dos
13. Which one is a system call of operating system and it is used to create a new process?
 (A) Shell (B) Thread
 (C) Fork (D) Deadlock
14. Which one does not allow Execution due to any waiting event?
 (A) Shell (B) Thread
 (C) Fork (D) Deadlock
15. ____ is a mechanism of interacting with a computer system or software by typing commands to perform specific tasks
 (A) User interface
 (B) Graphical User interface
 (C) Character User interface
 (D) Ms-dos
16. Which one is the capability of a computer under which two or more programs can be simultaneously processed?
 (A) Multi programming (B) Multi tasking
 (C) Multi processing (D) Time sharing
17. Which one Refers to the object that is being currently used or displayed on the desktop?
 (A) Working window
 (B) Current window
 (C) Active window
 (D) Processing window
18. ____ provide a password to protect from unauthorised access
 (A) Turn on (B) Log on
 (C) Turn off (D) Log off
19. The file format notepad file ____
 (A) .txt (B) .doc

20. (C) .rtf (D) .wrd
Which one is used to insert an link?
(A) Ctrl+F (B) Ctrl+Z
(C) Ctrl+N (D) Ctrl+K
21. ZIP stands for?
(A) Zone information process
(B) Zone information protocol
(C) Zone interface process
(D) Zone interface protocol
22. Which one is the exchange of data between two devices using some form of transmission media?
(A) Networking
(B) Communication
(C) Data communication
23. (D) Information Passing
In which channel, both station can transmit and receive information Simultaneously?
(A) Simplex (B) Half duplex
(C) Network (D) Full duplex
24. Which one is a wireless technology, used for exchanging data over short distances to create a personal area network?
(A) Repeater (B) Bridge
(C) Switch (D) Bluetooth
25. Which one is used to measure the speed of signalling and data transfer?
(A) Bandwidth (B) Baud rate
(C) Throughput (D) Bit rate

Solution

- Ans.1(B)** LISP is another language used for artificial intelligence development. It is a family of computer programming language and is the second oldest programming language after Fortran.
- Ans.2(A)** FORTRAN derived from Formula Translation is a general-purpose, compiled imperative programming language that is especially suited to numeric computation and scientific computing.
- Ans.3(B)** To enter the current date -> Ctrl +;
- Ans.4(A)** A compiler takes entire program and converts it into object code which is typically stored in a file. The object code is also refereed as binary code and can be directly executed by the machine after linking. Examples of compiled programming languages are C and C++.
- Ans.5(D)** Java language is used to developing a games.
- Ans.6(C)** Application software is used to Performs specific task for computer users. Application software also called as “The End-user Programs”. These programs do the real work for user.
- Ans.7(D)** The relationships between cells are called as Formulas.
- Ans.8(D)** In Spreadsheet, the names of the cells are called as Labels.
- Ans.9(C)** Chart wizard brings you through the process of creating a chart by displaying a series of dialog boxes.
- Ans.10(B)** Graphical User interface (GUI) is a computer program that enables a person to communicate with a computer through the use of symbols, visual metaphors and pointing device.
- Ans.11(C)** Stealth virus take up residence in the Computer memory, making them hard to detect.
- Ans.12(A)** An operating System provides an interface between the computer user and the hardware is known as User interface.
- Ans.13(C)** Fork is a system call of operating system and it is used to create a new process.
- Ans.14(D)** A process which is not executing due to any waiting event is called as Deadlock.
- Ans.15(C)** Character User interface (CUI) is a mechanism of interacting with a computer system or software by typing commands to perform specific tasks.
- Ans.16(C)** Multi processing is the capability of a computer under which two or more programs can be simultaneously processed.
- Ans.17(C)** Active window refers to the object that is being currently used or displayed on the desktop.
- Ans.18(D)** Log off provide a password to protect from unauthorized access.
- Ans.19(A)** Notepad is a text editor. It is most commonly used for the edit or view text files. The file format notepad file .txt (text document).
- Ans.20(D)** Ctrl+K is used to insert a link.

Ans.21(C) ZIP stands for Zone information protocol. This is an application that allows for the compression of application files.

Ans.22(C) Data communication is the exchange of data between two devices using some form of transmission media.

Ans.23(C) Full duplex channel, both stations can transmit and receive information simultaneously.

Ans.24(D) Bluetooth is a wireless technology, used for exchanging data over short distances to create a personal area network.

Ans.25(B) Baud rate is used to measure the speed of signaling and data transfer.



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Practice Set – 09

1. Modem is a device that converts digital to analog signal at ____ side and converts back analog to digital signal at ____ Side
 (A) Receiver, sender (B) Receiver, client
 (C) Client, Sender (D) Sender, Receiver
2. Which one prints the active documents?
 (A) Ctrl + D (B) Ctrl + S
 (C) Ctrl + Shift + F12 (D) Ctrl + F2
3. Which one is a piece of software designed to fix problems with a computer program or its supporting data?
 (A) Patches (B) Buffer
 (C) Gateway (D) Proxy server
4. Which one is a piece of software, that is used to the explodes at a particular time?
 (A) Proxy server (B) Time bomb
 (C) Logic bomb (D) Hack bot
5. _____ type of malware that is designed to gain administrative level control over a computer system without being detected
 (A) Payloads (B) Freeware
 (C) Root kits (D) Update
6. Which one is used to insert the current date?
 (A) Alt + Shift + S (B) Alt + Shift + D
 (C) Alt + Shift + T (D) Alt + Shift + F
7. _____ is the act of breaking in to computers
 (A) Cracking (B) Phishing
 (C) Hacking (D) Spam
8. Which is a piece of code intentionally inserted in to a computer's memory that will set off a malicious function when specified conditions are met?
 (A) Proxy server (B) Time bomb
 (C) Logic bomb (D) Hack bot
9. _____ is the technique to access the unauthorised data without concerning to the authorised user
 (A) Cracking (B) Phishing
 (C) Masquerade (D) Adware
10. Which one hide information or secret form?
 (A) Steganography (B) Cipher Text
 (C) Cryptography (D) Plain Text
11. _____ ensures that originators of messages cannot refuse they are not sender of the message?
 (A) Authentication (B) Integrity
 (C) Access control (D) Non-Repudiation
12. _____ converts plain text to cipher text and _____ converts cipher text to plain text
 (A) Analog, Digital
 (B) Digital, Analog
 (C) Encryption, Decryption
 (D) Decryption, Encryption
13. _____ term is sometimes used to refer the software that displays unwanted advertisements?
 (A) Cracking (B) Phishing
 (C) Masquerade (D) Adware
14. Which one aligns the paragraph at both right and left indent?
 (A) Ctrl+R (B) Ctrl+L
 (C) Ctrl+J (D) Ctrl+E
15. Which one is used to insert the current time?
 (A) Alt + Shift + S (B) Alt + Shift + D
 (C) Alt + Shift + T (D) Alt + Shift + F
16. While studying about networking system, we may came to know about 'GPRS'. What does R represents?
 (A) Ratio (B) Radio
 (C) Random (D) Refer
17. In Windows operating system after you double-click a character on the grid of characters, keyboard shortcut SPACEBAR is used for _____
 (A) Move to the first character
 (B) Move to the last character
 (C) Switch between Enlarged and Normal mode when a character is selected*
 (D) Delete the character
18. Which of the following is a Note-taking software for use with tablet PCs or regular PCs?
 (A) Microsoft OneNote
 (B) Microsoft PowerPoint
 (C) Microsoft Word
 (D) Microsoft Access
19. What is the minimum number of rows and columns that a word table can have?
 (A) Zero
 (B) 2 rows and 1 column
 (C) 2 rows and 2 column
 (D) 1 row and 1 column

20. What is shortcut key to open the dialog box?
 (A) Ctrl + Q (B) Ctrl + O
 (C) Ctrl + P (D) Ctrl + R
21. Which of the following can you use to add times to the slides in a presentation?
 (A) Slide show menu
 (B) Rehearse timings button
 (C) Slide transition button
 (D) All the above
22. Which of the following statement is definitely true based Virtual memory?
 (A) simple to implement
 (B) used on all major commercial operating systems
 (C) less efficient in utilization of memory
 (D) useful when fast I/O devices are not available
23. An unpagged cache associates disk domains with the address of the read and continues for a specific length. The major disadvantage of unpagged cache is that
 (A) it allows cache domain to contain redundant data
 (B) it does not allow writes to be cached
 (C) its access time is greater than that of paged caching
 (D) read ahead cache domain blocks are necessarily fixed in size
24. Which types of file organization are supported by magnetic tape?
 (A) Random files
 (B) Contiguous sequential file
 (C) Indexed sequential file
 (D) All of the above
25. What is the total time taken to prepare a disk drive mechanism for a block of data to be read from it?
 (A) Seek time
 (B) Latency time
 (C) Latency plus seek time
 (D) Transmission time

Solution

- Ans.1(D)** Modem is a device that converts digital to analog signal (Modulator) at Sender side and converts back analog to digital signal (Demodulator) at Receiver Side. A modem always placed between a telephone line and computer.
- Ans.2(C)** Ctrl + Shift + F12 à Prints the active documents
- Ans.3(A)** Patches one is a piece of software designed to fix problems with a computer program or its supporting data.
- Ans.4(B)** Time bomb is a piece of software, that is used to the explodes at a particular time.
- Ans.5(C)** Root kits is a type of malware that is designed to gain administrative level control over a computer system without being detected.
- Ans.6(B)** Alt + Shift + D is used to insert the current date.
- Ans.7(A)** Cracking is the act of breaking in to computers and it is a popular, growing subject on the internet. Cracking tools are widely distributed on the internet.
- Ans.8(C)** bomb is a piece of code intentionally inserted in to a computer's memory that will set off a malicious function when specified conditions are met.
- Ans.9(C)** Masquerade is the technique to access the unauthorized data without concerning to the authorized user. It accesses the resources over the network and it is also known as Spoofing.
- Ans.10(C)** Cryptography is the science of writing information in a hidden or secret form and It protects the data in transmit and also the data stored on the disk.
- Ans.11(D)** Non-Repudiation ensures that originators of messages cannot refuse they are not sender of the message.
- Ans.12(C)** Encryption converts plain text to cipher text and Decryption converts cipher text to plain text.
- Ans.13(D)** Adware term is sometimes used to refer the software that displays unwanted advertisements.
- Ans.14(C)** Ctrl+J aligns the paragraph at both right and left indent.
- Ans.15(C)** Alt + Shift + T is used to insert the current Time.
- Ans.16(B)** GPRS -->General Packet Radio Service
- Ans.17(C)** In Windows operating system after you double- click a character on the grid of characters, keyboard shortcut SPACEBAR is used for Switch between

Enlarged and Normal mode when a character is selected

Ans.18(A) Microsoft One Note is a Note-taking software for use with tablet PCs or regular PCs

Ans.19(D) The minimum number of rows and columns that a word table can have 1 row and 1 column.

Ans.20(B) The shortcut key to open the dialog box Ctrl +O.

Ans.21(B) Rehearse timings button can be used to add times to the slides in a presentation.

Ans.22(C)

Ans.23(A) An unpagged cache associates disk domain with the address of the read and continues for a specific length. The major disadvantage of unpagged cache is that it allows cache domain to contain redundant data.

Ans.24(B) Contiguous sequential file organization is supported by magnetic tape.

Ans.25(C) The total time taken to prepare a disk drive mechanism for a block of data to be read from it is called Latency plus seek time.



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Practice Set – 10

1. The system failure due to power failure is considered under, which of the following?
 (A) Hardware reliability
 (B) Software reliability
 (C) System reliability
 (D) Operation reliability
2. Which of the following is responsible for deciding when the system can be released to customers, managing the process of creating there lease and distribution media and documenting the release?
 (A) System procurement
 (B) System quality assessment
 (C) System release management
 (D) System reliability
3. These objects can be realized as parallel process with method corresponding to defined object operations.
 (A) Self-descriptiveness (B) Servers
 (C) Simplicity (D) All of these
4. Transforming of logic and data from design specifications (design descriptions) into a programming language is called _____.
 (A) Compatibility (B) Compactness
 (C) Coding (D) Communication
5. When you save an Access project, what file extension do you use?
 (A) .adp (B) .xm
 (C) .php (D) .mdb
6. You can switch back and forth between design and datasheet view by clicking _____.
 (A) switch command on the view menu
 (B) View button
 (C) queries object tab
 (D) select query title bar
7. Which of the following terminals are often connected to complex inventory and sales computer systems?
 (A) Data
 (B) Query
 (C) Point of sale
 (D) Acknowledgement
8. In the latest generation computers, The Instructions are executed in which format?
 (A) Linear (B) Parallel
 (C) Sequential (D) Both 2 and 3
9. To access a mainframe or super computer, user often use _____.
 (A) Server (B) Client
 (C) Terminal (D) Node
10. Which of the following term is not associated with the Spread sheet software?
 (A) Formula (B) Cell
 (C) Column (D) Slide
11. The subsystem of the kernel and hardware that cooperates to translate virtual to physical address comprises _____.
 (A) Process management subsystem
 (B) Memory management subsystem
 (C) Input / Output management subsystem
 (D) All the above
12. Which of the following controls the way in which the computer system function and provide a means by which user can be interacted with the computer?
 (A) Keyboard (B) Mouse
 (C) Microphone (D) Operating system
13. The building block of the database that contains related records are called _____.
 (A) Query (B) Information
 (C) Report (D) Data
14. Arranging the data in a logical sequence is known as _____.
 (A) Searching (B) Screening
 (C) Arranging (D) Sorting
15. Which of the following is a large scale electronic repository of data, that is time variant?
 (A) Data mining (B) Data storing
 (C) Data Sorting (D) Data warehousing
16. The software that is used to create text-based documents is referred as _____.
 (A) DBMS (B) Suites
 (C) Spread sheet (D) Word processors
17. Telnet is a _____ based computer protocol
 (A) Voice (B) Text
 (C) Digital coding (D) Image
18. Which of the following search method is conducted for a specific title, domain, URL, or host?

19. _____ search engine sends request for information to several search engines simultaneously and Compiles the result.
(A) Keyword (B) Field
(C) Boolean (D) Logical
20. While studying about communication, we may know about the term AM. What does A represent?
(A) Meta (B) Individual
(C) Directory (D) Sub Directory
21. Free hard-disk space is used to extend the capacity of RAM is termed as _____.
(A) Cache memory
(B) Flash memory
(C) Virtual memory
(D) Secondary memory
22. What is the major feature of the world wide web, that make it simple to learn and use?
(A) Database interface
(B) Graphical user interface
23. Which type of software works with end-user, application software, and computer hardware to handle majority of technical details?
(A) Application software
(B) Communication software
(C) Utility software
(D) System software
24. Which of the following information system focused on making manufacturing processes more efficient and of higher quality?
(A) Computer-aided manufacturing
(B) Computer-aided software
(C) Computer-developing
(D) Computer-program manufacturing
25. A detailed written description of the programming cycle and the program, along with the results and a printout of the program is called _____.
(A) Documentation (B) Output
(C) Report (D) Spec sheet

Solution

- Ans.1(A)** The system failure due to power failure is considered under Hardware reliability.
- Ans.2(C)** System release management is responsible for deciding when the system can be released to customers, managing the process of creating the release and distribution media and documenting the release
- Ans.3(B)** These objects can be realized as parallel process with method corresponding to defined object operations known as Server.
- Ans.4(C)** Transforming of logic and data from design specifications (design descriptions) into a programming language is called Coding.
- Ans.5(A)** We have to save Access project in .adp format.
- Ans.6(B)** You can switch back and forth between design and data sheet view by clicking View button.
- Ans.7(C)** Point of sale are often connected to complex inventory and sales computer systems
- Ans.8(D)** In the latest generation computers, The Instructions are executed in both parallel and sequential format
- Ans.9(C)** To access a mainframe or super computer, user often use the Terminal
- Ans.10(D)** Slide is not associated with the spread sheet.
- Ans.11(B)** The subsystem of the kernel and hardware that cooperates to translate virtual to physical address comprises Memory management subsystem
- Ans.12(5)** Operating system will controls the way in which the computer system function and provide a means by which user can be interacted with the computer
- Ans.13(C)** The building block of the database that contains related records are called Report.
- Ans.14(D)** Arranging the data in a logical sequence is known as Sorting.
- Ans.15(D)** Data warehousing is a large-scale electronic repository of data that is time variant.
- Ans.16(D)** The software that is used to create text-based documents is referred as Word processors.

- Ans.17(B)** Telnet is a text-based computer protocol.
Ans.18(B) Field search method is conducted for a specific title, domain, URL, or host
Ans.19(A) Meta search engine sends request for information to several search engines simultaneously and Compiles the result.
Ans.20(D) AM -->Frequency Amplitude Modulation
Ans.21(C) Free hard-disk space is used to extend the capacity of RAM is termed as Virtual memory.
Ans.22(B) Graphical user interface is the major feature of the world wide web, that make it simple to learn and use.

- Ans.23(D)** System software works with end-user, application software, and computer hardware to handle majority of technical details.
Ans.24(A) Computer-aided manufacturing information system focused on making manufacturing processes more efficient and of higher quality.
Ans.25(A) A detailed written description of the programming cycle and the program, along with the results and a printout of the program is called Documentation.



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Practice Set – 11

1. The term used to describe the intangible instructions that tell the computer, what to do is _____.
 (A) Hardware (B) Software
 (C) Storage (D) Input/ Output
2. Which keys enable the input of numbers quickly?
 (A) Ctrl, Shift and alt (B) functional keys
 (C) numerical keys (D) arrow keys
3. The operating system that is self contained in a device and resident in the ROM is _____.
 (A) Batch Operating system
 (B) Real time Operating system
 (C) Embedded Operating system
 (D) Multi processor Operating system
4. Which of the following is used by the browser to connect to the location of the Internet resources?
 (A) Linker (B) Protocol
 (C) Cable (D) URL
5. Which of the following contains permanent data and get updated during the processing of transactions?
 (A) Operating System files
 (B) Transaction files
 (C) Software file
 (D) Master file
6. A(n) _____ is software that you purchase that solves one task.
 (A) Suite
 (B) stand-alone program
 (C) open-source program
 (D) freeware program
7. Which of the following is not a programming language?
 (A) Lisp (B) See
 (C) Java (D) Perl
8. Which of the following is not related to e-mail?
 (A) BCC (B) SPAM
 (C) Pen (D) Pine
9. A _____ is an electronic device that process data, converting it into information.
 (A) Processor (B) computer
 (C) case (D) Stylus
10. _____ computers represent data as variable points along a continuous spectrum of values.
 (A) Analog (B) Digital
 (C) Precise (D) Mainframe
11. Personal computers can be connected together to form a _____.
 (A) Server (B) supercomputer
 (C) network (D) Enterprise
12. The main component of a desktop PC is the _____ which houses the computer's critical parts.
 (A) Processor (B) memory
 (C) keyboard (D) system case
13. To make a notebook act as a desktop model, the notebook can be connected to a _____ which is connected to a monitor and other devices.
 (A) Bay (B) docking station
 (C) port (D) Network
14. Minicomputers are also called _____ computers.
 (A) Midrange (B) laptop
 (C) handheld (D) Smart
15. The most important or powerful computer in a typical network is _____.
 (A) Desktop (B) network client
 (C) network server (D) network station
16. The _____ is used by the tablet PC to write on the screen.
 (A) Finger (B) mouse
 (C) digitizer (D) Stylus
17. To access a mainframe or supercomputer, users often use a _____.
 (A) Terminal (B) node
 (C) desktop (D) Handheld
18. If you magnify a _____ you can see its individual pixels.
 (A) vector graphic (B) bitmap
 (C) DXF (D) EMF
19. Paint programs keep track of every _____ placed on the screen.
 (A) Image (B) object
 (C) Pixel (D) color

20. The term _____ originated with large books of reproducible images.
 (A) clip art (B) scanned images
 (C) digital photo (D) bitmap
21. In a photo editor, you can repair scratches using the _____ tool.
 (A) Mask (B) airbrush
 (C) stamper (D) Eraser
22. Which of the following is most similar to a word processor?
 (A) Dictionary (B) Thesaurus
 (C) Text Editor (D) Code Inspector
23. Where is the copyright information located on most webpages?
 (A) Title (B) Header
 (C) Footer (D) Sidebar
24. Which of the following statements best describes a leaderboard?
 (A) It is the top section of a webpage.
 (B) It contains the head section of the HTML.
 (C) It displays a website's site map.
 (D) It is a common ad size used in online advertising.
25. Which of the following is a type of URI?
 (A) URL (B) USB
 (C) UDDI (D) UML

Solution

- Ans.1(B)** The term used to describe the intangible instructions that tell the computer, what to do is Software.
- Ans.2(C)** The numerical keys enable the input of numbers quickly.
- Ans.3(C)** The operating system that is self-contained in a device and resident in the ROM is called Embedded operating system.
- Ans.4(D)** URL can be used by the browser to connect to the location of the Internet resources.
- Ans.5(D)** Master file contains permanent data and get updated during the processing of transactions.
- Ans.6(B)** standalone program is software that you purchase that solves one task.
- Ans.7(B)** See is not a programming language.
- Ans.8(D)** Pine is not related to e-mail.
- Ans.9(B)** Computer is an electronic device that process data, converting it into information.
- Ans.10(A)** Analog computers represent data as variable points along a continuous spectrum of values.
- Ans.11(C)** Personal computers can be connected together to form a network.
- Ans.12(D)** The main component of a desktop PC is the system case, which houses the computer's critical parts.
- Ans.13(B)** To make a notebook act as a desktop model, the notebook can be connected to a docking station.
- Ans.14(A)** Minicomputers are also called midrange computers.
- Ans.15(C)** The most important or powerful computer is network server in a typical network.
- Ans.16(D)** The stylus is used by the tablet PC to write on the screen.
- Ans.17(A)** To access a mainframe or supercomputer, users often use a terminal.
- Ans.18(B)** If you magnify a bitmap you can see its individual pixels.
- Ans.19(C)** Paint programs keep track of every Pixel placed on the screen
- Ans.20(A)** The term clip art originated with large books of reproducible images.
- Ans.21(B)** In a photo editor, you can repair scratches using the airbrush tool.
- Ans.22(C)** A word processor processes words, it is similar to Text Editor.
- Ans.23(C)** Footer is often used to display company data or copyright information.
- Ans.24(D)** Leader boards can contain text, images, or even animations.
- Ans.25(A)** URIs are similar to URLs in that they specify the location of a file.

Practice Set – 12

1. Mechanism developed to enforce users to enter data in required format is _____.
 (A) Data validation (B) Input mask
 (C) Criteria (D) Data verification
2. The raw facts and figures are _____.
 (A) Data (B) Information
 (C) Snapshot (D) Reports
3. The feature that database allows to access only certain records in database is _____.
 (A) Forms (B) Reports
 (C) Queries (D) Tables
4. Which filter method lets you filter the records that match the selected field?
 (A) Filter by form (B) Filter by selection
 (C) Auto filter (D) Advanced filter
5. Which filter method lets you filter records based on criterion you specify?
 (A) Filter by form (B) Filter by selection
 (C) Auto filter (D) Advanced filter
6. To place a sound into a Word document, you would use the ____ feature of Windows.
 (A) OLE (B) Clipboard
 (C) Paste (D) task switching
7. The program that allows the OS to work with a printer or a video card is a(n) _____.
 (A) Utility (B) driver
 (C) applet (D) system call
8. The ____ protects your system from hackers.
 (A) Snort (B) backup
 (C) anti-virus (D) firewall
9. A program currently loaded in the system but not active is said to be running in the _____.
 (A) user session (B) kernel
 (C) background (D) foreground
10. Data that is copied from an application is stored in the _____.
 (A) Driver (B) Clipboard
 (C) terminal (D) prompt
11. What is the shortcut key to Update Formula in a table?
 (A) Shift + F9 (B) F9
 (C) Ctrl + F9 (D) Alt + F9
12. What is the shortcut key for "Font" dialog box?
 (A) Ctrl + G (B) Ctrl + F
 (C) Ctrl + D (D) Ctrl + H
13. What SQL command will allow you to change the table STUDENT to add the constraint named Grade Check that states that the values of the Grade column must be greater than 0?
 (A) ALTER TABLE STUDENT ALTER CONSTRAINT Grade Check (Grade > 0);
 (B) ALTER TABLE STUDENT ADD CONSTRAINT Grade Check (Grade > '0');
 (C) ALTER TABLE STUDENT ADD CONSTRAINT Grade Check CHECK (Grade > 0);
 (D) ALTER TABLE STUDENT ADD CONSTRAINT Grade Check (Grade > 0);
14. Input, output and processing devices grouped together represent a (n)
 (A) Mobile device
 (B) Information processing cycle
 (C) Circuit board
 (D) Computer system
15. Which part of the computer helps to store information?
 (A) Disk drive (B) CPU
 (C) Monitor (D) Keyboard
16. Various applications and documents are represented on the Windows desktop by _____.
 (A) Symbols (B) Labels
 (C) Graphs (D) Icons
17. To see the document before the printout is taken, use
 (A) Insert Table (B) Paste
 (C) Format Painter (D) Print Preview
18. helps create, manipulate and analyze data arranged in rows and columns?
 (A) Application Package
 (B) Word Processing Package
 (C) Outlining Package
 (D) Spreadsheet Package
19. A register that keeps track of the next instruction to be executed is called a(n) _____.
 (A) Data Register
 (B) Instruction Register
 (C) Action Register
 (D) Program Counter
20. You can use the tab key to _____.
 (A) Move a cursor across the screen

- (B) Indent a paragraph
 (C) Move the cursor down the screen
 (D) (A) and (B)
21. Which of following is basic data type?
 (A) Array (B) Character
 (C) Structure (D) Union
22. Which of the following part will hold many of the crucial components of a computer, including the central processing unit (CPU), memory and connectors for input and output devices?
 (A) Holders (B) Mother Board
 (C) Main Board (D) System Board
23. Which of the following is not a Modifier Key?
 (A) Insert (B) Shift
 (C) Alt (D) Ctrl
24. In RDBMS, Data is presented as a collection of.....
 (A) Table (B) Attributes
 (C) Relations (D) Entities
25. SMPS stands for?
 (A) Start mode power supply
 (B) Store mode power supply
 (C) Switched mode power supply
 (D) Single mode power supply

Solution

- Ans.1(B)** Mechanism developed to enforce users to enter data in required format is input mask.
- Ans.2(A)** The raw facts and figures are Data.
- Ans.3(C)** The feature that database allows to access only certain records in database is Queries
- Ans.4(B)** Filter by selection method lets you filter the records that match the selected field.
- Ans.5(A)** Filter by form method lets you filter records based on criterion you specify.
- Ans.6(A)** To place a sound into a Word document, you would use the OLE feature of Windows.
- Ans.7(B)** The program that allows the OS to work with a printer or a video card is a driver.
- Ans.8(D)** The firewall protects your system from hackers.
- Ans.9(C)** A program currently loaded in the system but not active is said to be running in the background.
- Ans.10(B)** Data that is copied from an application is stored in the clipboard.
- Ans.11(B)** F9 is the shortcut key to Update Formula in a table.
- Ans.12(C)** Ctrl + D is the shortcut key for "Font" dialog box.
- Ans.13(C)** ALTER TABLE STUDENT ADD CONSTRAINT Grade Check CHECK (Grade > 0);
- Ans.14(D)** Input, output and processing devices grouped together represent a computer system.
- Ans.15(A)** Disk drive helps to store information in computer system.
- Ans.16(D)** Various applications and documents are represented on the Windows desktop by icons.
- Ans.17(D)** We use Print preview to see the document before the printout is taken.
- Ans.18(D)** Spreadsheet Package helps create, manipulate and analyze data arranged in rows and columns.
- Ans.19(B)** Instruction register is the part of control unit that keeps track of the next instruction to be executed.
- Ans.20(B)** You can use the tab key to indent a paragraph.
- Ans.21(B)** Character is basic data type.
- Ans.22(B)** A motherboard is one of the most essential parts of a computer system. It holds together many of the crucial components of a computer, including the central processing unit (CPU), memory and connectors for input and output devices.
- Ans.23(A)** Shift, Alt, Ctrl and Fn are the Modifier Key.
- Ans.24(C)** Relation is sometimes used to refer to a table in a relational database.
- Ans.25(C)** A switched-mode power supply (switching-mode power supply, SMPS, or switcher) is an electronic power supply that incorporates a switching regulator to convert electrical power efficiently. Like other power supplies, an SMPS transfers power from a source, like mains power, to a load, such as a personal computer, while converting voltage and current characteristics.

Practice Set – 13

1. Who among the following is the chief executive officer of Infosys?
(A) Salil Parekh (B) Bill Gates
(C) Ginni Rometty (D) Satya Nadella
2. Which of the following will translate higher level language to lower level language?
(A) Translator (B) Linker
(C) Converter (D) Compiler
3. 1024 TB is called as _____.
(A) 1 KB (B) 1 PB
(C) 1EB (D) 1 GB
4. SRAM retains data as long as power is provided to the memory chip and need not be refreshed periodically. What does 'S' represents?
(A) Stagnant (B) Storage
(C) Simple (D) Static
5. What do you mean by Output in computer terminology?
(A) What the processor takes from the user
(B) What the user gives to the processor
(C) What the processor gets from the user
(D) What the processor gives to the user
6. Network components are connected to the same cable in which among the following topology?
(A) Star (B) Ring
(C) Bus (D) Mesh
7. What is the Short cut key for line break in MS Word?
(A) Ctrl + Enter (B) Alt + Enter
(C) Shift + Enter (D) Space + Enter
8. What is the full form of 'MAN'?
(A) Man Area Network
(B) Meter Area Network
(C) Metropolitan Area Network
(D) Manage Area Network
9. Which of the following is not a network protocol?
(A) HTTP (B) FTP
(C) SMTP (D) HTML
10. The data are modified to specific code and protected in the sender side while transferring, and the special key is used to retrieve the original data in the receiver side What is the process used in receiver side to retrieve the original data?
(A) Decoding (B) Encoding
(C) Encrypting (D) Decrypting
11. What is the name of the portal in computer, which allow additional devices to connect?
(A) Primary (B) Secondary
(C) Peripheral (D) Optional
12. What is the short cut key to close currently opened document in Microsoft word?
(A) Ctrl + W (B) Ctrl + D
(C) Ctrl + T (D) Ctrl + B
13. In the C coding '<stdio.h>' is used as a _____ file.
(A) Subroutines (B) Footer
(C) Header (D) Increment
14. Which among following organization is concerned with databases?
(A) Oracle (B) Asus
(C) Intel (D) Motorola
15. What does Web Server Error Message 500 mean?
(A) Bad file error/syntax error
(B) Site not found
(C) Internet Error/server-configuration problems
(D) Access forbidden/Password Protected
16. Which of the following is not related with 'Programming'?
(A) Programmer (B) Language
(C) Operating System (D) Flow Chart
17. Raw, unprocessed facts, including text, numbers, images, and sounds, are called _____.
(A) applets (B) data
(C) met aware (D) product
18. Which of the following is necessary to track computer, while connecting to Internet?
(A) System Number (B) Memory
(C) IP (D) VP
19. Which of following is not an example for simplex?
(A) Radio broadcasting
(B) Television broadcasting
(C) Speaker
(D) Walkie talkie
20. Which of the following layer is responsible for converting electrical impulse to bit streams?

- (A) Presentation (B) Physical
(C) Data link (D) Network
(5) None of these
21. The computer's capability of distinguishing spoken words is called _____
(A) Voice analysis
(B) Speech acknowledgment
(C) Speech interpretation
(D) Voice recognition
22. While working in mail we may come under the 'BCC', what does B represents?
(A) Blink (B) Black
(C) Blind (D) Broad
23. Deleted mails from the Inbox can be found in _____
(A) Trash (B) Spam
(C) Promotions (D) All Mail
24. Expand "MODEM"?
(A) Modern development
(B) Medium Development
(C) Modulation and Demolition
(D) Modulation and Demodulation
25. What is the short cut to justify the paragraph?
(A) Ctrl + R (B) Ctrl + J
(C) Ctrl + U (D) Ctrl + E

Solution

Ans.1(A) Salil Parekh is the current Chief Executive Officer and Managing Director (CEO & MD) of Infosys.

Ans.2(D) Compiler translates the program from high level language to machine language. It is very fast because it converts the whole program into machine language.

Ans.3(B) 1024 TB = 1PB (PB --> Petabyte)

Ans.4(D) SRAM retains data as long as power is provided to the memory chip and need not be refreshed periodically. SRAM stands for Static Random Access Memory.

Ans.5(D) Any information that has been processed by and sent out from a computer or similar device is considered output.

Ans.6(C)



Bus Topology is the simplest of network topologies. In this type of topology, all the nodes (computers as well as servers) are connected to the single cable (called bus), by the help of interface connectors. This central cable is the backbone of the network and is known as Bus (thus the name). Every workstation communicates with the other device through this Bus.

Ans.7(C) If you want to start some text on a new page in your Word document, don't

repeatedly hit Enter to add a page. Instead, use this handy shortcut to quickly insert a clean page break.

Ans.8(C) A MAN (metropolitan area network) is a larger network that usually covers certain area, village or several building.

Ans.9(D) HTML (Hypertext Markup Language) is the programming language.

Ans.10(D) Decryption is the process of transforming data that has been rendered unreadable through encryption back to its unencrypted form. In decryption, the system extracts and converts the garbled data and transforms it to texts and images that are easily understandable not only by the reader but also by the system. Decryption may be accomplished manually or automatically. It may also be performed with a set of keys or passwords.

Ans.11(C) A peripheral device connects to a computer system to add functionality. Examples are a mouse, keyboard, monitor, printer and scanner.

Ans.12(A) To close currently opened document in Microsoft word à Ctrl + W

Ans.13(C) '<stdio.h>' and '<conio.h>' are used as a header file in C program

Ans.14(A) Oracle Corporation is an American multinational computer technology corporation headquartered in Redwood City, California, United States.

Ans.15(C) The 500 Internal Server Error is a very general HTTP status code that means something has gone wrong on the website's server, but the server could not

be more specific on what the exact problem is.

- Ans.16(C)** Computer programming is the process of writing instructions that get executed by computers. The instructions, also known as code, are written in a programming language which the computer can understand and use to perform a task or solve a problem.
- Ans.17(B)** Raw, unprocessed facts, including text, numbers, images, and sounds, are called Data.
- Ans.18(C)** Internet Protocol (IP) is required to track computer while assessing Internet.
- Ans.19(D)** Simplex communication is a communication channel that sends information in one direction only. Walkie talkie is example for Half Duplex, in which transmission is possible in both direction. But only one direction transmission is possible in One time.

Ans.20(B) OSI Model, Layer 1 conveys the bit stream - electrical impulse, light or radio signal — through the network at the electrical and mechanical level. It provides the hardware means of sending and receiving data on a carrier, including defining cables, cards and physical aspects. Fast Ethernet, RS232, and ATM are protocols with physical layer components.

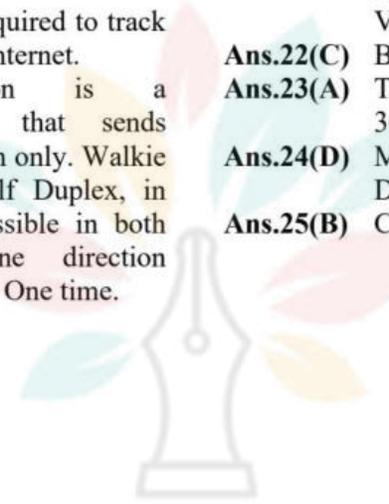
Ans.21(D) The computer's capability of distinguishing spoken words is called Voice recognition

Ans.22(C) BCC --> Blind Carbon copy

Ans.23(A) Trash will contain all the deleted mails for 30 days from deleting the documents.

Ans.24(D) MODEM--> Modulation and Demodulation

Ans.25(B) Ctrl + J --> to justify the paragraph.



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Practice Set – 14

1. Which of the following is a non-volatile memory?
 (A) RAM (B) ROM
 (C) Cache (D) Primary
2. Expand DVD?
 (A) Digital Video Disc
 (B) Decoded Versatile Disc
 (C) Digital Virtual Disc
 (D) Dimensional Video Disc
3. Virtual memory is –
 (A) An extremely large main memory
 (B) A secondary memory acting as main memory
 (C) An illusion of an extremely large memory
 (D) A type of memory used in super computers
4. Refresh Rate of monitor is measured in _____.
 (A) Hz (B) Meter
 (C) Volts (D) Amp.
5. Hardware includes which among the following?
 (A) All devices used to input data into a compute
 (B) Sets of instructions that a computer runs or executes
 (C) The computer and all the devices connected to it that are used to input and output data
 (D) All devices involved in processing information including the central processing unit, memory and storage
6. OSI is an ISO standard for worldwide communications that defines a networking framework for implementing protocols. What does 'O' stands for?
 (A) Operation (B) Open
 (C) Organization (D) Optical
7. What does dots per inch (DPI) measure?
 (A) number of bits
 (B) density of the pixels on a computer screen
 (C) the density of bits on a disk
 (D) density of graphic files stored on a hard disk
8. Which among the following is not an Object Oriented Programming Language?
 (A) Python (B) C++
 (C) Java (D) PASCAL
9. What are the components that are used in second generation computers?
 (A) Vacuum tube (B) LSI
 (C) Punch cards (D) Transistors
10. While searching the information in Internet, we may come to notice 'HTTPS' what does 'S' represents?
 (A) Secure (B) Storage
 (C) System (D) Secrete
11. Science Novel by John Bruner titled 'Shockwave Rider' first time coined the term _____?
 (A) Bug (B) Vice
 (C) Lice (D) Worm
12. Microsoft Office is?
 (A) Shareware
 (B) Public domain software
 (C) Open-source software
 (D) An application suite
13. Who is the founder of 'WWW'?
 (A) Ajay V. Bhatt (B) Tim Berners-Lee
 (C) Ericsson (D) DARPA
14. _____ is a sequence of instructions designed to direct the computer to perform certain functions.
 (A) Data (B) Program
 (C) Software (D) Subroutines
15. Which of the following is not an Operating system?
 (A) Windows Vista (B) Ubuntu
 (C) ARM (D) BeOS
16. Which process should be used to recall a document saved previously?
 (A) Copy (B) Save
 (C) Retrieve (D) Enter
17. What does "Zipping" a file mean?
 (A) Encrypting the message
 (B) Compressing the message
 (C) Transferring the message
 (D) Decoding the message
18. defines rules regarding the values allowed in columns and is the standard mechanism for enforcing database integrity.
 (A) Column (B) Constraint
 (C) Index (D) Trigger
19. A peer-to-peer LAN is an appropriate network architecture for?
 (A) The Internet
 (B) Home network

- (C) Network requiring a server with shared resources
(D) wide area network
20. ASCII is a/an _____.
(A) Numbering system for representing numbers with decimals.
(B) Character representation standard common in older mainframe computers.
(C) Encoding standard used to represent letters and characters.
(D) Symbolic programming language that directly represents machine instructions.
21. What is the maximum allowed field size for Boolean (Yes/No) fields?
(A) 1 (B) 8
(C) 50 (D) 255
22. Which element is used to make computer chips?
(A) Copper (B) Steel
(C) Silicon (D) Iron
23. What is the term used to denote the repetition of data in DBMS?
(A) Repeating (B) Restrict
(C) Reappear (D) Redundancy
24. ____ is the most important/powerful computer in a typical network.
(A) Network client (B) Desktop
(C) Network station (D) Network server
25. The Artificial satellite which revolves around the earth and provide transmit information from earth is basically called ____
(A) Geo satellites
(B) Geostationary satellites
(C) Low Earth Orbits
(D) Sun-Synchronous orbits

Solution

- Ans.1(B) ROM is the volatile memory.
- Ans.2(A) DVD (an abbreviation of "digital video disc" or "digital versatile disc") is a digital optical disc storage format invented and developed by Philips and Sony in 1995. The medium can store any kind of digital data and is widely used for software and other computer files as well as video programs watched using DVD players.
- Ans.3(B) memory that appears to exist as main storage although most of it is supported by data held in secondary storage, transfer between the two being made automatically as required.
- Ans.4(A) Refresh rate of monitor is measured in Hertz (Hz) that indicates how many times per second a monitor screen image is renewed. For example, a monitor with a refresh rate to 75 Hz means the screen is going to redraw 75 times per second.
- Ans.5(D) In information technology, hardware is the physical aspect of computers, telecommunications, and other devices.
- Ans.6(B) OSI - Open Systems Interconnection. The Open System Interconnection (OSI) model defines a networking framework to implement protocols in seven layers.
- Ans.7(B) In printing, DPI (dots per inch) refers to the output resolution of a printer or image setter, and PPI (pixels per inch) refers to the input resolution of a photograph or image.
- Ans.8(D) Pascal is an imperative and procedural programming language, which Niklaus Wirth designed in 1968–69 and published in 1970.
- Ans.9(D) Transistors are used in second generation computers.
- Ans.10(A) HTTPS --> Hypertext Transfer Protocol (HTTP) Secure for secure communication over a computer network.
- Ans.11(D) The Shockwave Rider is a science fiction novel by John Brunner, originally published in 1975. It is notable for its hero's use of computer hacking skills to escape pursuit in a dystopian future, and for the coining of the word "worm" to describe a program that propagates itself through a computer network.
- Ans.12(D) Microsoft Office is a set of interrelated desktop applications, servers and services, collectively referred to as an office Application suite.
- Ans.13(B) English Scientist Tim Berners-Lee invented the World Wide Web in 1989
- Ans.14(C) Software is a sequence of instructions designed to direct the computer to perform certain functions.

- Ans.15(C)** Windows Vista, Ubuntu, BeOS and Unix are the Operating system. ARM is the processor.
- Ans.16(C)** Retrieve is defined as to find and bring or to bring back or restore. An example of retrieve is to recover lost files on a computer.
- Ans.17(B)** Zipping is the act of packaging a set of files into a single file or archive that is called a zip file.
- Ans.18(B)** Constraints are the rules that we can apply on the type of data in a table. That is, we can specify the limit on the type of data that can be stored in a particular column in a table using constraints.
- Ans.19(B)** In its simplest form, a peer-to-peer (P2P) network is created when two or more PCs are connected and share resources without going through a separate server computer.
- Ans.20(C)** ASCII abbreviated from American Standard Code for Information Interchange, is a character- encoding scheme. Originally based on the English alphabet, it encodes 128 specified characters into 7-bit binary integers as shown by the ASCII chart on the right.
- Ans.21(A)** Field Size sets the maximum space available for any one value. In computer science, the Boolean data type is a data type that has one of two possible values (usually denoted true and false).
- Ans.22(C)** Computer chips are made of silicon, which is a semiconductor, and in order to make the most efficient use of it, chip manufacturers use sand that contains as much silicon as possible.
- Ans.23(D)** Repetition of data in the DBMS was called as Data Redundancy.
- Ans.24(D)** Network server is the most important/ Powerful computer in a typical network.
- Ans.25(B)** The majority of communications satellites are in fact geostationary satellites. Geostationary satellites like geosynchronous satellites take 24 hours to complete a rotation. However, geostationary satellites are positioned directly over the equator and their path follows the equatorial arth.

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Practice Set – 15

1. ULSI microprocessor is used in which among the following generation of computers?
 (A) Second generation (B) Third generation
 (C) Fourth generation (D) Fifth generation
2. A monitor's _____ is the distance between the holes in the mask behind the screen. This helps determine how sharp the dots appear.
 (A) Refresh rate (B) Dot pitch
 (C) Resolution (D) Colour depth
3. Which among following is not an input device?
 (A) Mouse (B) Scanner
 (C) Keyboard (D) Printer
4. Which of following is not an Application Software?
 (A) Photoshop (B) SAGE
 (C) Dreamweaver (D) WinRAR
5. Print server uses _____ which is a buffer that holds data before it is send to the printer.
 (A) Queue (B) Spool
 (C) Node (D) Matrix
6. The _____ portion of LAN management software restricts access, records user activities and audit data etc.
 (A) Configuration Management
 (B) Security Management
 (C) Performance Management
 (D) Action Management
7. Which of the following are the sub protocols of E-Cash system?
 (A) Withdrawal (B) Payment
 (C) Deposit (D) All of the above
8. What is the maximum number, that each of the four parts of an IP Address can have?
 (A) 345 (B) 255
 (C) 197 (D) 301
9. Which of the following extension is used to save image in the computer?
 (A) .cmd (B) .xls
 (C) .vlc (D) .jpeg
10. 'Chrome' is a _____ software
 (A) Operating System (B) Application
 (C) System (D) Utility
11. The RAM is located in which part of the computer system?
 (A) Mother Board (B) Expansion Board
 (C) Monitor (D) UPS
12. Getting data from a cell located in a different worksheet in MS Excel is known as?
 (A) Accessing (B) Referencing
 (C) Updating (D) Functioning
13. Which among the following key combination is used for deleting the selected item permanently without moving the item to the Recycle Bin?
 (A) Shift + Delete (B) Delete
 (C) Ctrl + Delete (D) Alt + Delete
14. Which among the following is a large-sized, powerful multi-user computer that can support concurrent programs?
 (A) Mainframe Computers
 (B) Mini-Computers
 (C) Workstations
 (D) Computer Networks
15. In Computer terminology 'CAD' is stands for?
 (A) Computer and Design
 (B) Computer Algorithm in Design
 (C) Compact Adding Device
 (D) Computer Aided Design
16. System files are a set of critical computer file without which a computer system may not operate correctly. These files are created and maintained by?
 (A) User of the operating system
 (B) Administrator
 (C) Operating System
 (D) Database Manager
17. In an ER model, _____ is described in the database by objects.
 (A) Entity (B) Attribute
 (C) Relationship (D) Notation
18. Excel files are also called by the name of _____.
 (A) Workbook (B) Worksheet
 (C) Spreadsheet (D) Spread book
19. How was multiplication process occurring in ALU?
 (A) Repeated Addition
 (B) Repeated Squaring
 (C) Repeated Subtraction
 (D) Repeated Division

20. What is the name of the first invented digital computer?
 (A) EDVAC (B) ENIAC
 (C) Super Computer (D) Calculator
21. Which of the following is the Universal gate?
 (A) NOT (B) AND
 (C) OR (D) NOR
22. To find a saved document in the computer's memory and bring it up on the screen to view _____.
 (A) Reverse (B) Return
 (C) Retrieve (D) Return
23. BIOS stand for?
 (A) Basic Input Output System
 (B) Binary Input Output System
 (C) Basic Input of System
 (D) Binary Integrated Original System
24. In Microsoft Word while writing a document, you can use the _____ feature to find an appropriate word or an alternative word?
 (A) Dictionary (B) Translate
 (C) Encyclopedia (D) Thesaurus
25. FOXPRO is a?
 (A) Application Software
 (B) Anti-Virus
 (C) Programming Language
 (D) Both (A) and (D)

Solution

- Ans.1(D)** ULSI (Ultra Large Scale Integration) as CPU components and AI (Artificial Intelligence) are main features of the fifth generation. ULSI has more than million components integrated in single chip. The capability of thinking and self-decision making is equipped with computer. Fifth generation language (After 1990) is an advance high level or very high level language is used in this generation.
- Ans.2(B)** Dot pitch, or "pixel pitch," is a measurement that defines the sharpness of a display. It measures the distance between the dots used to display the image on the screen. This distance is very small and is typically measured in fractions of millimeters. Smaller the dot pitch, sharper the picture.
- Ans.3(D)** Printer is a peripheral device which is used to show processed data.
- Ans.4(D)** WinRAR is a Utility Software. WinRAR is a Windows data compression tool that focuses on the RAR and ZIP data compression formats for all Windows users.
- Ans.5(B)** Printers have a limited amount of memory, often times much smaller than the size of a document that we want to print. Printer spooling allows us to send large documents, or multiple documents, to a printer and not have to wait for it to finish printing before continuing on to your next task.
- Ans.6(B)** Security Management is one of the critical portions in network security that ensures safety of network, data and systems.
- Ans.7(D)** E-cash is a payment system designed and implemented for making purchases over open networks such as the Internet. All are sub protocols of it.
- Ans.8(B)** All IP addresses are made up of four parts (quadrants) separated by dots, like this: XXX.XXX.XXX.XXX Where each XXX can be any number between 0 and 255. Each of these numbers are stored in 8 bits (binary digits), and the number of possibilities you can have is 2 raised to the power of 8, which is 256 (0-255).
- Ans.9(D)** The images in the computer are saved with the extension .jpeg
- Ans.10(B)** Chrome is the Application software. That are used to perform specific task
- Ans.11(A)** The Motherboard is the main circuit board for the computer, containing both soldered, non-removable components along with sockets or slots for components that can be removed. The motherboard holds the CPU, RAM and ROM chips, etc.
- Ans.12(B)** A cell reference refers to a cell or a range of cells on a worksheet and can be used in a formula so that Microsoft Office Excel can find the values or data that you want that formula to calculate.

- Ans.13(A)** To permanently delete a file; Select the item you want to delete. Press and hold the Shift key, then press the Delete key on your keyboard. Because you cannot undo this, you will be asked to confirm that you want to delete the file or folder.
- Ans.14(A)** Mainframe computers are generally known for their large size, amount of storage, processing power and high level of reliability. They are primarily used by large organizations for mission-critical applications requiring high volumes of data processing.
- Ans.15(D)** Computer-aided design (CAD) is the use of computer systems to assist in the creation, modification, analysis, or optimization of a design. CAD software is used to increase the productivity of the designer, improve the quality of design, improve communications through documentation, and to create a database for manufacturing.
- Ans.16(C)** System files are created and maintained by the operating system and are necessary for the system to perform its many functions. System files are used by many commands and subroutines to perform operations. These files can only be changed by a user with root authority.
- Ans.17(A)** An entity relationship model, also called an entity-relationship (ER) diagram, is a graphical representation of entities and their relationships to each other. An entity can be a real-world object that can be easily identifiable. For example, in a school database, students, teachers, classes, and courses offered can be considered as entities.
- Ans.18(A)** A workbook is another word for Excel file. When we start Excel, we click Blank workbook to create an Excel workbook from scratch.
- Ans.19(A)** Multiplication is the repeated Addition.
- Ans.20(B)** ENIAC was the first digital computer and it was invented by J. Presper Eckert and John Mauchly at the University of Pennsylvania and began construction in 1943.
- Ans.21(D)** NAND and NOR gates are the universal gates, since it is the combination of all three major gates AND, OR and NOT.
- Ans.22(C)** A term used to describe the process of searching for, locating, and returning data. For example, a user may retrieve a document on a computer to be viewed or modified.
- Ans.23(A)** BIOS (basic input/output system) is the program a personal computer's microprocessor uses to get the computer system started after you turn it on. It also manages data flow between the computer's operating system and attached devices such as the hard disk, video adapter, keyboard, mouse and printer.
- Ans.24(D)** A thesaurus is a software tool included with some word processors that provides synonyms for selected words on command. Users using Microsoft Word can open a Thesaurus by highlighting the word they want to look up and pressing the shortcut key Shift+F7.
- Ans.25(D)** FoxPro is a text-based procedurally oriented programming language and DBMS, originally published by Fox Software and later by Microsoft, for MS-DOS, Windows, Macintosh, and UNIX.

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Practice Set – 16

1. Which of the following is the collection of related records?
(A) Data (B) File
(C) Multiple record (D) Table
2. A typical university or corporate LAN that includes one or more servers and clients is called a _____.
(A) Master slave network (B) Peer-to-peer
(C) Client server network (D) LAN
3. Which of these is not a means of personal communication in Internet?
(A) Chat (B) Hangout
(C) Instant messaging (D) Instanotes
4. A detailed written description of the programming cycle and the program, along with the test results and a printout of the program is called _____.
(A) Reporting (B) Documentation
(C) Output (D) Special sheet
5. To navigate to a new web page for which you know the URL, type that URL in the browser's _____ and press Enter
(A) Name button (B) Home
(C) Address bar (D) Domain bar
6. Computers use the _____ number system to store data and perform calculations
(A) Binary (B) Hexadecimal
(C) Octal (D) Decimal
7. A directory within a directory is called _____.
(A) Small directory (B) Sub directory
(C) Grand directory (D) Junior directory
8. _____ are specially designed computer chips that reside inside other devices, such as your car or your electronic thermostat
(A) Server
(B) Embedded system
(C) Client system
(D) Robotic application
9. A(n) _____ allows you to access your e-mail from anywhere
(A) forum (B) weblog
(C) webmail interface (D) message board
10. Which of the following document means the file is transferred from another computer to your computer?
(A) Uploading
(B) Downloading
(C) Accessing
(D) Really Simple Syndication
11. While going through the 4G network, we may come across the term 'LTE'. What does E represent?
(A) Evolution (B) Improved
(C) Envelop (D) Enabled
12. To access a mainframe or supercomputer, users often use a _____.
(A) Desktop (B) Terminal
(C) Node (D) HUB
13. If you wanted to tell the database management system that a specific attribute contained numbers only, what would you need to set?
(A) Data category
(B) Data Manipulating
(C) Data Integrity
(D) Data type
14. What type of graphical model is used to define a database?
(A) Flow chart
(B) Bar chart
(C) E-R diagram
(D) Programming model
15. Which of the following will converts all the source code into machine code, creating an executable file?
(A) Linker (B) Compiler
(C) Assembler (D) Interrupter
16. To read the system messages and warnings, access in Windows, Which of the following files should be checked?
(A) System manager (B) Even viewer
(C) Control panel (D) System message
17. A hacker that changes or forges information in an electronic resource is known as _____.
(A) Terrorism (B) Data diddling
(C) Sniffing (D) Coping

18. A message with replies on a newsgroup is often called a _____.
 (A) Post (B) Reply
 (C) Threads (D) Command
19. The program, which is used to gain administrative rights to someone's computer is known as _____.
 (A) Boot (B) Rootkit
 (C) Virus (D) Executive
20. What type of technology allows you to verbally speak with someone over the Internet?
 (A) Wiki (B) Social Media
 (C) VoIP (D) Blog
21. In the mail transferring process, we may come across the term 'SMTP'. What does S represent?
 (A) System (B) Smart
 (C) Simple (D) Symmetric
22. What type of monitoring file is commonly used on and accepted from Internet sites?
 (A) Cookies (B) Blogs
 (C) Website (D) Links
23. When one computer provides services to another computer, the environment is a(n) _____ infrastructure.
 (A) Master slave (B) Client /server
 (C) Domain (D) Independent
24. What type of technology scrambles the contents of files sent via the Internet?
 (A) Encryption (B) Encoding
 (C) Cryptography (D) Security code
25. What term is used to identify people coming together from various geographical locations to complete some task?
 (A) Distributed team (B) Internet
 (C) Virtual team (D) Similar team

Solution

- Ans.1(D)** Table is the collection of related record.
- Ans.2(C)** A typical university or corporate LAN that includes one or more servers and clients is called a Client server network.
- Ans.3(D)** Instanote is not a means of personal communication in Internet.
- Ans.4(B)** A detailed written description of the programming cycle and the program, along with the test results and a printout of the program is called Documentation.
- Ans.5(C)** To navigate to a new web page for which you know the URL, type that URL in the browser's Address bar and press Enter
- Ans.6(A)** Computers use the Binary number system to store data and perform calculations
- Ans.7(B)** A directory within a directory is called Sub directory.
- Ans.8(B)** Embedded system are specially designed computer chips that reside inside other devices, such as your car or your electronic thermostat
- Ans.9(C)** A(n) webmail interface allows you to access your e-mail from anywhere
- Ans.10(D)** Really Simple Syndication means the file is transferred from another computer to your computer
- Ans.11(A)** 'LTE' à Long Term Evolution(LTE) is a 4G wireless communications standard developed by the 3rd Generation Partnership Project (3GPP) that's designed to provide up to 10x the speeds of 3G networks for mobile devices such as smartphones, tablets, netbooks, notebooks and wireless hotspots.
- Ans.12(B)** The user can assess the Mainframe or supercomputer from the Terminal.
- Ans.13(D)** The specific attribute contained numbers only are called Data type.
- Ans.14(C)** E-R diagram is used to define a database
- Ans.15(B)** Compiler will converts all the source code into machine code, creating an executable file
- Ans.16(B)** In Even viewer, the user can read the system messages and warnings, access in Windows.
- Ans.17(B)** A hacker will change or forge information in an electronic resource is known as Data diddling.
- Ans.18(C)** A message with replies on a newsgroup is often called as Threads
- Ans.19(B)** The program, which is used to gain administrative rights to someone's computer is known as Rootkit.
- Ans.20(C)** VoIP is short for Voice over Internet Protocol. Voice over Internet Protocol is a category of hardware and software that enables people to use the

Internet as the transmission medium for telephone calls by sending voice data in packets using IP

rather than by traditional circuit transmissions of the PSTN.

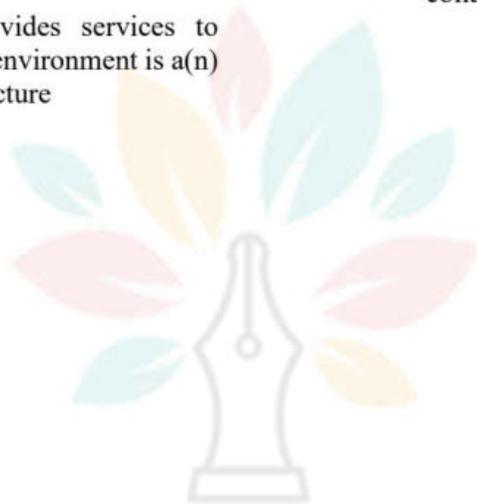
Ans.21(C) SMTP is known as Simple Mail Transfer Protocol. Simple Mail Transfer Protocol (SMTP) is an Internet standard for electronic mail (email) transmission.

Ans.22(A) The type of monitoring file is commonly used on and accepted from Internet sites is known as Cookies.

Ans.23(B) If one computer provides services to another computer, the environment is a(n) Client /server infrastructure

Ans.24(A) The contents of files will be sent via internet after the files are encrypted by the process encryption.

Ans.25(C) A virtual team (also known as a geographically dispersed team, distributed team, or remote team) usually refers to a group of individuals who work together from different geographic locations and rely on communication technology such as email, FAX, and video or voice conferencing services in order to collaborate.



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Practice Set – 17

1. The computer cannot perform, without which of the following?
 (A) Processor (B) Monitor
 (C) Key board (D) Storage
2. Which of the following is a hoc query?
 (A) pre-planned question
 (B) spur-of-the moment question
 (C) pre-scheduled question
 (D) question that will not return any results
3. Which bus carries information between processors and peripherals?
 (A) Address bus (B) Control bus
 (C) Data bus (D) All of these
4. Which parts of the computer perform arithmetic calculations?
 (A) ALU (B) Monitor
 (C) Register (D) Bus
5. Which of the following is example for embedded system?
 (A) ROM (B) RAM
 (C) ATM (D) Machine
6. Formatting a disk results in _____.
 (A) Saved to the disk
 (B) Copied from the disk
 (C) Deleted from the disk
 (D) Arranging the data in the disk
7. What does the company name 'AMD' stand for?
 (A) Always Making Dough
 (B) Advanced Micro Devices
 (C) Alternating Micron Deficiencies
 (D) A Mac Device
8. A computer cannot "boot" if it does not have the
 (A) Compiler (B) Loader
 (C) Assembler (D) Operating system
9. Which of the following is used to convert one type of number system in to the other form?
 (A) Modifier (B) Translator
 (C) Decoder (D) Adder
10. The utilized by the computer to process input and provide output is known as _____.
 (A) Delay time (B) Execution time
 (C) Real time (D) Down time
11. If you wish to extend the length of the network without having the signal degrade, you would use _____.
 (A) Switch (B) Transmitter
 (C) Gateway (D) Repeater
12. Optimized for dial-up connections over noisy telephone lines, the oldest packet-switching protocol for WAN usage, called _____, is still widely used.
 (A) Cat – 5 (B) Cat- 6
 (C) X.25 (D) Ethernet
13. ADSL, SDSL, HDSL, and VDSL are examples of different types of _____.
 (A) Ethernet
 (B) Digital subscriber link
 (C) Modem
 (D) Subscription
14. A(n) _____ is a system that includes the collection of people, hardware, software, data records, and activities that process the data and information in an organization.
 (A) traditional organization structure
 (B) information system
 (C) data mart
 (D) information functional unit
15. Which of the following is a general-purpose application?
 (A) application features.
 (B) Productivity programs
 (C) Multimedia programming
 (D) Internet application
16. Disk is associated with _____.
 (A) Internal storage (B) Main storage
 (C) Secondary storage (D) All of these
17. A hybrid computer uses a _____ to convert digital signals from a computer into analog signals.
 (A) Encryption (B) Decoder
 (C) Modem (D) Modulator
18. A(n) _____ is a register or main memory location which contains the effective address of the operand.

- (A) Special location (B) Pointer
(C) Pen drive (D) Floppy
19. Computers gather data, which means that they allow users to _____ data.
(A) Input (B) Output
(C) Storage (D) All of these
20. To print an individual item in a file immediately click _____.
(A) Shift + P (B) Ctrl + P
(C) Alt + P (D) Window + P
21. All the logical and mathematical calculations done by the computer happen in/on the _____.
(A) System board (B) CPU
(C) Mother board (D) Memory
22. A proxy server is used for which of the following?
(A) To provide security against unauthorized users
(B) To process client requests for Web pages
(C) To process client requests for database access
(D) To provide TCP/IP
23. Storage that loses its data after the power is turned off is referred to as _____.
(A) non-volatile (B) volatile storage
(C) sequential storage (D) random memory
24. What type of memory is not directly addressable by the CPU and required special software to access it?
(A) Main (B) Conventional
(C) Inbuilt (D) Expanded
25. Signals can be analog or digital and a computer that processes the both type of signals is known as _____.
(A) Micro Computer
(B) Mainframe computer
(C) Analog computer
(D) Hybrid Computer

Solution

- Ans.1(A)** The computer cannot perform without Processor.
- Ans.2(B)** Spur-of-the moment question is a hoc query.
- Ans.3(A)** Address bus will carries information between processor and peripheral devices.
- Ans.4(A)** Arithmetic and Logical Unit will perform the arithmetic calculation in the computer.
- Ans.5(C)** ATM (Automatic Teller Machine) is example for embedded system.
- Ans.6(C)** Formatting the disk results in deleting the information from disk.
- Ans.7(B)** AMD à Advanced Micro Devices is the multinational semiconductor company.
- Ans.8(D)** The computer cannot boot the system, if it do not have Operating system.
- Ans.9(C)** Decoder will convert one type of number system into another form of numbers
- Ans.10(B)** The utilized by the computer to process input and provide output is known as Execution time.
- Ans.11(D)** You wish to extend the length of the network without having the signal degrade, you would use Repeater.
- Ans.12(C)** Optimized for dial-up connections over noisy telephone lines, the oldest packet-switching protocol for WAN usage, called X.25 is still widely used
- Ans.13(B)** ADSL, SDSL, HDSL, and VDSL are examples of different types of Digital subscriber link.
- Ans.14(B)** A(n) information system is a system that includes the collection of people, hardware, software, data records, and activities that process the data and information in an organization.
- Ans.15(B)** Productivity program is a general-purpose application.
- Ans.16(C)** Disk is associated with Secondary storage.
- Ans.17(D)** A hybrid computer uses a Modem to convert digital signals from a computer into analog signals
- Ans.18(A)** A(n) Special location is a register or main memory location which contains the effective address of the operand
- Ans.19(A)** Computers gather data, which means that they allow users to Input data.
- Ans.20(B)** To print an individual item in a file immediately click Ctrl + P
- Ans.21(B)** All the logical and mathematical calculations done by the computer happen in/on the CPU.
- Ans.22(A)** A proxy server is used for to provide security against unauthorized users

Ans.23(A) Storage that loses its data after the power is turned off is referred to as non-volatile storage.

Ans.24(D) Expanded type of memory is not directly addressable by the CPU and required special software to access the memory.

Ans.25(D) Signals can be analog or digital and a computer that processes the both type of signals is known as Hybrid Computer.



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Practice Set – 18

1. Which of the following people probably has the least amount of technical knowledge?
 (A) Programmer
 (B) Computer Operator
 (C) System analyst
 (D) User
2. What key distinctly identifies a record in a database table?
 (A) Main Key (B) Major Key
 (C) Principal Key (D) Primary Key
3. Which of the following refers to a terminal attached to a minicomputer or mainframe and used to monitor the status of the system?
 (A) Monitor (B) Mouse
 (C) Console (D) Controller
4. Unauthorized access to restricted systems or resources is referred as _____.
 (A) Pharming (B) Penetrating
 (C) Phishing (D) Publishing
5. Which is a special type of stored procedure that is automatically invoked whenever the data in the table is modified?
 (A) Tripped (B) Trigger
 (C) Procedure (D) Cursor
6. A system call of OS which is used to create a new process is known as _____.
 (A) Kernel (B) Shell
 (C) Fork (D) None of these
7. Which of the following is the seventh layer of OSI layer?
 (A) Physical Layer (B) Data link Layer
 (C) Application Layer (D) Session Layer
8. The technique that extends storage capacities of main memory beyond the actual size of the main memory is called _____.
 (A) Additional storage (B) Extra storage
 (C) Virtual storage (D) Stimulated storage
9. A key that is used to alternate the input mode of a group of keys on a keyboard is known as _____.
 (A) Alpha Keys (B) Toggle keys
 (C) Numerical key (D) Special key
10. A program that generally has more user-friendly interface than a DBMS is called a _____.
 (A) front end (B) back end
 (C) tool bar (D) form
11. Multi user systems provided cost savings for small business because they use a single processing unit to link several _____.
 (A) Personal Computer (B) Workstation
 (C) Mainframes (D) Dumb terminals
12. Which is a device designed to absorb and disperse heat away from a microprocessor?
 (A) Heat sink (B) Compiler
 (C) Motherboard (D) PCI
13. A computer that can be accessed by users across a network mainly or exclusively for storing and supplying data files is known as _____.
 (A) application server (B) data server
 (C) distributed server (D) file server
14. The _____ is a special database that holds information about the computer's user, installed programs and hardware devices.
 (A) dynamic link library (B) initialization file
 (C) windows registry (D) complier
15. Software, such as Explorer and Firefox, are referred to as _____.
 (A) System software (B) Utility software
 (C) Application Software (D) Operating system
16. Which IT area is well-established in Accounting?
 (A) Multimedia system
 (B) Web development
 (C) Statistical analysis
 (D) Accounting Information Systems
17. What type of web technology allows its community members to continuously change the contents on a website?
 (A) Intelligent bots (B) Wiki
 (C) Social network (D) Blogs
18. What term refers to living life through technology?
 (A) Fake living (B) False living
 (C) E-livin (D) Social Living

19. What type of software secretly collects information about you and your internet habits?
(A) Detection (B) Spy
(C) Collection (D) Spyware
20. What is the shortcut key to open the Document?
(A) Windows + r (B) Windows + w
(C) Windows + e (D) Windows + p
21. What is the extension to save Database?
(A) .pnb (B) .png
(C) .exe (D) .mdb
22. While we are studying about transmission speed of the computer, we may come to know about the term 'MIPS' What does M represents?
(A) Million (B) Miles
(C) Micro (D) Macro
23. The ability of an OS to run more than one application at a time is called _____.
(A) Table sharing
(B) Multi-tasking
(C) object-oriented programming
(D) Time sharing
24. A simple automated program that scans the web for specific data and insert into a designated database _____.
(A) Web hacking
(B) Web mining
(C) Web database integration
(D) Web crawler
25. A computer user obsessed with gaining entry into highly secured computer system is called a(n) _____.
(A) Hacker (B) Copy
(C) Encrypting (D) Cracker

Solution

- Ans.1(D)** User will has least amount technical knowledge.
- Ans.2(D)** Primary key distinctly identifies a record in a database table
- Ans.3(C)** Console is refers to a terminal attached to a minicomputer or mainframe and used to monitor the status of the system
- Ans.4(B)** Unauthorized access to restricted systems or resources is referred as Penetrating
- Ans.5(B)** Special type of stored procedure that is automatically invoked whenever the data in the table is modified is known as Trigger.
- Ans.6(C)** A system call of OS which is used to create a new process is known as Fork.
- Ans.7(C)** Application Layer is the seventh layer of OSI layer
- Ans.8(C)** The technique that extends storage capacities of main memory beyond the actual size of the main memory is called Virtual storage.
- Ans.9(B)** A key that is used to alternate the input mode of a group of keys on a keyboard is known as Toggle Key.
- Ans.10(D)** A program that generally has more user-friendly interface than a DBMS is called a form.
- Ans.11(D)** Multi user systems provided cost savings for small business because they use a single processing unit to link several Dumb terminals
- Ans.12(A)** Heat sink is a device designed to absorb and disperse heat away from a microprocessor
- Ans.13(D)** A computer that can be accessed by users across a network mainly or exclusively for storing and supplying data files is known as file server
- Ans.14(C)** The windows registry is a special database that holds information about the computer's user, installed program sand hardware devices.
- Ans.15(C)** Software, such as Explorer and Firefox, are referred to as Application Software
- Ans.16(D)** Accounting Information Systems is the IT area, which is well established in Accounting.
- Ans.17(B)** Wiki is the type of web technology allows its community members to continuously change the contents on a website
- Ans.18(C)** E-living is the term refers to living life through technology
- Ans.19(D)** Spyware is the software secretly collects information about you and your internet habits
- Ans.20(C)** Windows + e is the shortcut key to open the Document
- Ans.21(D)** The extension to save Database is .mdb

Ans.22(A) MIPS -->Million Instructions Per Second
Ans.23(B) The ability of an OS to run more than one application at a time is called Multi-tasking

Ans.24(D) A simple automated program that scans the web for specific data and insert into a designated database Web crawler
Ans.25(D) A computer user obsessed with gaining entry into highly secured computer system is called a(n) Cracker.



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Practice Set – 19

1. Which of the following printers is used in conjunction with computers and uses dry ink powder?
 (A) Daisy wheel (B) Laser printer
 (C) Thermal printer (D) Band printer
2. A specialized network device that determines the next network point to which it can forward a data packet towards the destination of the packet is commonly known as _____.
 (A) bridge (B) router
 (C) switch (D) hub
3. The operation of a digital computer is based on _____ principle
 (A) electronically (B) computer
 (C) operational (D) measuring
4. Which of the following programs is not a utility?
 (A) Spooler (B) Debugger
 (C) Edition (D) Both A or B
5. RAM chip was invented by which of the following company?
 (A) Intel (B) Toshiba
 (C) IBM (D) Cisco
6. Find out who is not the inventor of transistors among following names
 (A) John Burdeen (B) William Shockley
 (C) Walter Brattain (D) Lee de Forest
7. Which of the following order is definitely true, based on the distance coverage of the network?
 (A) MAN > LAN > WAN
 (B) MAN > WAN > LAN
 (C) WAN > LAN > MAN
 (D) WAN > MAN > LAN
8. Tape speed can be measured in _____.
 (A) Feet per second (B) Inch per second
 (C) Meter per second (D) Bits per second
9. Accessing the information in once computer, without their knowledge is known as _____.
 (A) Tracking (B) Hacking
 (C) Routing (D) Coping
10. What is the difference between a CD-ROM and a CD-RW?
 (A) They are the same –just two different terms used by different manufactures
 (B) A CD-ROM can be written to and a CDRW cannot
 (C) A CD-RW can be written to but a CDROM can only be read from
 (D) A CD-ROM holds more information than a CD-RW
11. The scanner can scan a document or image by _____.
 (A) Document by Document
 (B) Line by line
 (C) Pixel by Pixel
 (D) Paragraph by Paragraph
12. If each and every system in the networks are connected together then such a topology are known as _____.
 (A) Star (B) Bus
 (C) Ring (D) Mesh
13. In excel, charts are created using which option
 (A) chart wizard (B) pie chart
 (C) pivot table (D) bar chart
14. Rules for exchanging data between computers are called _____.
 (A) Procedures (B) Protocols
 (C) Hyperlink (D) Programs
15. The Software tools that enable a user to interact with a computer for specific purposes are known as _____.
 (A) Hardware
 (B) Networked Software
 (C) Shareware
 (D) Applications
16. A program which helps create written documents and lets you go back and make necessary corrections is _____.
 (A) Spreadsheet (B) Personal writer
 (C) Word printer (D) Word processor
17. When a file contains instructions that can be carried out by the computer, it is often called a(n) _____ file.
 (A) data (B) information
 (C) executable (D) application
18. Firewall is used in communication network system to save _____.
 (A) Unauthorized attack (B) Virus attack
 (C) Data driven attack (D) Fire attack

19. The _____ folder retains copies of messages that you have started but are not yet ready to send.
 (A) Inbox (B) Send mail
 (C) Trash (D) Outbox
20. Which of the following layer is the third layer of OSI layer?
 (A) Physical (B) Application
 (C) Presentation (D) Network
21. Which ports connect special types of music instruments to sound cards?
 (A) BUS (B) UPS
 (C) USB (D) MIDI
22. Expand ERP?
 (A) Enterprise Retirement Planning
 (B) Enterprise Relationship Planning
 (C) Enterprise Resource Planning
 (D) Enterprise Reorder Planning
23. Which of the following gate will person addition operation?
 (A) AND (B) OR
 (C) NOR (D) NOT
24. While studying networking we may come across the term 'TCP'. What does T represent?
 (A) Transistor (B) Transfer
 (C) Transmission (D) Travel
25. A _____ computer is a large and expensive computer capable of simultaneously processing data for hundreds or thousands for users.
 (A) server (B) mainframe
 (C) desktop (D) tablet

Solution

- Ans.1(B)** Laser printer is used in conjunction with computers and uses dry ink powder
- Ans.2(B)** A specialized network device that determines the next network point to which it can forward a data packet towards the destination of the packet is commonly known as Router.
- Ans.3(D)** The operation of a digital computer is based on measuring principle
- Ans.4(A)** Spooler is not a utility program.
- Ans.5(A)** RAM chip was invented by Intel company
- Ans.6(D)** Lee de Forest is the father of Radio.
- Ans.7(D)** WAN (Country) > MAN (City) > LAN(100m)
- Ans.8(B)** The Speed of the Tape can be measured in Inch per second
- Ans.9(B)** Accessing the information in once computer, without their knowledge is known as Hacking.
- Ans.10(C)** CD-ROM --> Can only read
 CD – RW --> can read and write.
- Ans.11(C)** The scanner can scan a document or image by Pixels by Pixels.
- Ans.12(A)** In Star topology every system are connected together.
- Ans.13(A)** The Chat can be created in the excel by using chart wizard
- Ans.14(B)** Protocols are the rules for exchanging data between computers.
- Ans.15(D)** The Software tools that enable a user to interact with a computer for specific purposes are known as Application.
- Ans.16(D)** A program which helps create written documents and lets you go back and make necessary corrections is Word processor
- Ans.17(C)** When a file contains instructions that can be carried out by the computer, it is often called a(n) executable file
- Ans.18(A)** Firewall is used to protect system from unauthorized attack.
- Ans.19(D)** The Outbox folder retains copies of messages, which are not sent
- Ans.20(D)** Network layer is the third layer of OSI layer.
- Ans.21(D)** MIDI (Musical Instrument Digital Interface) is a protocol designed for recording and playing back music on digital synthesizers that is supported by many makes of personal computer sound cards
- Ans.22(C)** Enterprise resource planning (ERP) is business process management software that allows an organization to use a system of integrated applications to manage the business and automate many back office functions related to technology, services and human resources.
- Ans.23(B)** OR operation will perform Addition operation.
- Ans.24(C)** TCP --> Transmission control protocol.
- Ans.25(B)** A mainframe computer is a large and expensive computer capable of simultaneously processing data for hundreds or thousands for users.

Practice Set – 20

1. A program designed to destroy data on your computer which can transfer to other computers and infect data is called a _____.
 (A) virus (B) infector
 (C) file (D) App
2. Which of the part of a computer that co-ordinates all its functions is called _____.
 (A) ALU (B) Mother Board
 (C) Storage (D) Control Unit
3. The second generation computer which was built by transistors was built by _____.
 (A) Oxford University
 (B) Stanford University
 (C) ETH Zurich
 (D) University of Manchester
4. ASCII is the character encoding standard for electronic communication. What does 'II' represents?
 (A) International Internship
 (B) International Information
 (C) Information Interchange
 (D) Input International
5. The UNIX, which command is used to display the message or value of any variable on the screen.
 (A) Char (B) Info
 (C) Ping (D) Echo
6. Each boxes in the spread sheet are named as _____.
 (A) Row (B) Column
 (C) Sheet (D) Cell
7. Each page in the Microsoft power point are named as _____.
 (A) Document (B) Page
 (C) Sheet (D) Slide
8. Which are the following keys are used to runs a Thesaurus check on the selected word?
 (A) Shift + A (B) Shift + Y
 (C) Shift + F7 (D) Shift + F3
9. A computer cannot "boot" if it does not have the _____.
 (A) Output device (B) Input device
 (C) Operating system (D) Application
10. Which of the following is not a error in C programming?
 (A) Syntax error (B) Runtime error
 (C) Logic error (D) Server error
11. Extensible Markup Language (XML) is a simple, very flexible text format, Which is derived from _____.
 (A) HTML (B) ETML
 (C) STML (D) SGML
12. _____ is software which has its source code freely available for use, viewing, modification, and redistribution.
 (A) Source code (B) Free code
 (C) Open source (D) Free Software
13. Which of the following was the world's first electronic programmable computing device?
 (A) EDVAC (B) ENIAC
 (C) PC (D) Colossus
14. Coded entries which are used to access to a system are called _____.
 (A) Decrypt Key (B) Password
 (C) Source code (D) Folder name
15. The processing speed of the computer is depends on _____.
 (A) Power supply (B) Clock pulse
 (C) Peripheral interfaces (D) Transmission size
16. Instruction in computer languages consists of _____.
 (A) OPCODE (B) OPERAND
 (C) Source code (D) Either A or B
17. If in a computer, 16 bits are used to specify address in a RAM, the number of addresses will be _____ bits.
 (A) 216 (B) 64K
 (C) 65536 (D) 1028
18. FORTRAN programming language is more suitable for _____.
 (A) Business Application
 (B) Marketing Application
 (C) Scientific Application
 (D) Social Application
19. EEPROM stands for _____.
 (A) Electrically Erasable Programmable Read Only Memory

- (B) Electronic Erasable Programmable Read Only Memory
(C) Easily Erasable Programmable Read Only Memory
(D) Ever Non Erasable Programmable Read Only Memory
20. The speed of the data transmission in the networks is calculated by _____.
(A) Bits/Sec (B) GB/hr
(C) Nipple/Sec (D) MB/sec
21. Presentation of a series of still images on a projection screen or electronic display device is called as _____.
(A) Video (B) Slide show
(C) Slide runner (D) Movie clip
22. _____ is an early packet switching network and the first network to implement the protocol suite
(A) CNNET (B) ARPANET
(C) ASAPNET (D) NSFNET
23. Which is most common language used in web designing?
(A) C (B) C++
(C) PHP (D) HTML
24. Specialized program that allows user to utilize in specific application is classified as _____.
(A) Application program (B) Utility program
(C) System program (D) Logical program
25. Which of the following is not a browser?
(A) Mozilla (B) Internet explore
(C) Google (D) Chrome

Solution

- Ans.1(A) A computer virus is a type of malicious software that, when executed, replicates itself by modifying other computer programs and inserting its own code.
- Ans.2(D) Control unit can process and control all the data.
- Ans.3(D) Second generation computer was built at university of Manchester.
- Ans.4(C) ASCII --> American Standard Code for Information Interchange
- Ans.5(D) ECHO is a command typically used in shell scripts and batch files to output status text to the screen or a file, or as a source part of a pipeline
- Ans.6(5) Each boxes in the spread sheets are named as Cell
- Ans.7(D) Each page in power point is named as slide
- Ans.8(C) Shift + F7 is the key to run a thesaurus check on the selected word.
- Ans.9(C) The computer cannot boot without Operating system
- Ans.10(5) Sever error is not in C programming
- Ans.11(D) Extensible Markup Language (XML) is a simple, very flexible text format derived from SGML (Standard Generalized Markup Language).
- Ans.12(C) Open Source is software which has its source code freely available for use, viewing, modification, and redistribution.
- Ans.13(D) Colossus was the world's first electronic digital programmable computer. It used a large number of valves (vacuum tubes). It had paper-tape input and was capable of being configured to perform a variety of Boolean logical operations on its data, but it was not Turing-complete.
- Ans.14(B) The coded entries are Password which was used to access system
- Ans.15(B) The clock pulse producing inside the computer is the major responsible for the speed of the computer.
- Ans.16(5) Instruction in computer languages consists of OPCODE and OPERAND
- Ans.17(C) If in a computer, 16 bits are used to specify address in a RAM, the number of addresses will be 65536 bits
- Ans.18(C) FORTRAN programming language is more suitable for Scientific Application.
- Ans.19(A) EEPROM --> Electrically Erasable Programmable Read Only Memory
- Ans.20(A) The speed of the data transmission are mainly calculated by Bits/sec
- Ans.21(B) Presentation of a series of still images on a projection screen or electronic display device is called as Slide show
- Ans.22(B) The Advanced Research Projects Agency Network (ARPANET) was an early packet switching network and the first network to implement the protocol suite

TCP/IP. Both technologies became the technical foundation of the Internet.

Ans.23(D) HTML (Hypertext Markup Language) is the standard markup language for creating web pages and web applications.

Ans.24(A) Specialized program that allows user to utilize in specific application is classified as Application program.

Ans.25(C) Google is the search engine it is not a browser.



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Practice Set – 21

1. What is the shortcut key for spell check in Microsoft word?
(A) F4 (B) F7
(C) F2 (D) F5
2. Large transaction processing systems in automated organizations use _____.
(A) Online processing
(B) Batch processing
(C) Once-a-day processing
(D) End-of-day processing
3. Abacus was the first _____.
(A) Electronic computer
(B) Mechanical computer
(C) Electronic calculator
(D) Mechanical calculator
4. Which of the following letter is the wild card, that stands in the place of a series of letters?
(A) # (B) *
(C) % (D) +
5. Specialized program that assist users in locating information of the web are called _____.
(A) Search engine (B) Brower
(C) Resource locator (D) Antivirus
(5) None of these
6. What is the short cut key to go to the file menu option in current program?
(A) Alt + W (B) Ctrl + F
(C) Alt + F (D) Ctrl + W
7. What is the extension used in executable file?
(A) .txt (B) .ppl
(C) .pdf (D) .exe
8. What is the full form for MODEM?
(A) Modern determination
(B) Module demolition
(C) Modulation demodulation
(D) Model design
9. While studying about networking we may come across the term UDP. What does D stands for?
(A) data (B) description
(C) datagram (D) development
10. The computer is manipulating data in many ways, and this manipulating is called _____.
(A) Batching (B) Processing
(C) Utilizing (D) Upgrading
11. In which part of the computer, does the data is stored before entering in to CPU from the Main memory?
(A) External hard disk
(B) Secondary memory
(C) Cache memory
(D) In CPU
12. The electronic path, that connect one part of computer to another is _____.
(A) Serial Port (B) Parallel Port
(C) Logical gate (D) Bus
13. In the data flow diagram we may come across the symbol. What does the symbol represents?
(A) Process (B) Decision
(C) Terminal (D) Start
14. While studying DBMS, we many come across the term SQL, What does 'S' represents?
(A) Study (B) Sequence
(C) Steady (D) Structured
15. 'COBOL' is one of the high-level programming languages, what does B represents?
(A) Business (B) Buyer
(C) Backend (D) Busy
16. Which of the following gates is called as Inverse gate?
(A) EXOR (B) EXNOR
(C) NOR (D) NOT
17. Arranging the data in sequence is known as _____.
(A) Processing (B) Sorting
(C) Lining (D) Ordering
18. In the 4g connection we may study about the term 'LTE' what does T represents?
(A) Transmission (B) Transfer
(C) Term (D) Trans
19. _____ type of program controls the various computer parts and allows the user to interact with the computer
(A) Application Software (B) Utility software
(C) Middleware (D) System software

20. The process is to check and ensure the components of the computer are operating and connected properly is known as _____
 (A) Repairing (B) Checking
 (C) Paring (D) Booting
21. Which of the following operating system is not licensed by any company?
 (A) Windows (B) Apple
 (C) UNIX (D) LINUX
22. Underlined text, such as text and folder names is referred to as a
 (A) Icon (B) Storage
 (C) Source (D) Hyperlink
23. _____ refers to the unauthorized copying and distribution of software.
 (A) Hacking (B) Manipulating
 (C) Software Integrity (D) Software Piracy
24. The process of transferring documents, graphics, and other objects from your computer to a server on the Internet is called _____
 (A) Downloading (B) Buffering
 (C) Streaming (D) Uploading
25. The most Powerful keys that let you exit a program when pushed
 (A) Ctrl (B) Alt
 (C) Esc (D) Caps lock

Solution

- Ans.1(D)** Spell Check in Microsoft word can be done by F5.
- Ans.2(B)** In computing, batch processing refers to a computer working through a queue or batch of separate jobs (programs) without manual intervention (non-interactive).
- Ans.3(D)** The abacus is a counting frame, is a calculating tool that was in use in Europe, China and Russia, centuries before the adoption of the written Hindu–Arabic numeral system
- Ans.4(B)** ‘*’ is the wild card letter in the program
- Ans.5(A)** Specialized program that assist users in locating information of the web are called Search engine.
- Ans.6(C)** Alt + F is the short cut key to go to the file menu option in current program
- Ans.7(D)** The executable files can be scored in the format .exe.
- Ans.8(C)** Modulation demodulation is the abbreviation for MODEM.
- Ans.9(D)** UDP --> User Datagram Protocol
- Ans.10(B)** The computer is manipulating data in many ways, and this manipulating is called processing.
- Ans.11(C)** The data is stored in Cache memory, before entering in to CPU from the Main memory.
- Ans.12(D)** The electronic path, that connect one part of computer to another is called Bus
- Ans.13(B)** It represents the decision-making symbol.
- Ans.14(D)** SQL --> Structured Query Language
- Ans.15(A)** COBOL --> Common Business Oriented Language. It is the primary domain in business, finance and administration.
- Ans.16(D)** NOT gate is also called as Inverse gate.
- Ans.17(B)** The Arranging the data in sequence is known as sorting
- Ans.18(C)** LTE --> Long term evolution
- Ans.19(B)** Utility software is type of program controls the various computer parts and allows the user to interact with the computer
- Ans.20(D)** Booting is the process to check and ensure the components of the computer are operating and connected properly
- Ans.21(C)** UNIX is not owned and licensed by a company
- Ans.22(D)** Underlined text, such as text and folder names is referred to as a Hyperlink
- Ans.23(D)** Software piracy is the stealing of legally protected software. Under copyright law, software piracy occurs when copyright protected software is copied, distributed, modified or sold. Software piracy is considered direct copyright infringement when it denies copyright holders due compensation for use of their creative works.
- Ans.24(D)** The process of transferring documents, graphics, and other objects from your computer to a server on the Internet is called uploading
- Ans.25(C)** The Escape Key is the most powerful key, which will exit a program.

Practice Set – 22

1. Which one of the following error will not be handle by the operating system?
 (A) Power failure
 (B) Lack of paper in Printer
 (C) Failure of Network
 (D) The Virus attack
2. _____ is a malicious act in which a large number of email messages are sent to a single email address in a short period of time.
 (A) Sending (B) Copying
 (C) E-Mail bomb (D) Hacking
3. Which button is called as middle button used as third mouse button by pressing on it.
 (A) Right button (B) Scroll wheel
 (C) Select (D) Cursor
4. ICANN is the nonprofit corporation, which is responsible for allocation of IP address and managing the domain name. What does A represent?
 (A) Assigned (B) Assisted
 (C) Aided (D) Adopted
5. _____ is a type of denial of service (DoS) attack that sends a series of “SYN” messages to a computer, such as a web server.
 (A) SYN source (B) TCP RST
 (C) TCP SYN (D) SYN flood
6. To find a saved document in the computer’s memory and bring it up on the screen to view _____.
 (A) Reverse (B) Return
 (C) Retrieve (D) Return
7. Two different files can have the same name if _____.
 (A) They are in different folders
 (B) They have same content
 (C) They have different content
 (D) Never
8. Application software enables the computer to _____.
 (A) Produce some specific output for the users
 (B) Can access whole system without the knowledge of user.
 (C) Produce a set of programs
 (D) Produce user-understandable programs
9. How can a user determine what programs are available on a computer?
 (A) By checking the hard-disk properties
 (B) By viewing the installed programs during the booting process
 (C) By checking the operating system for a list of installed programs
 (D) By checking the existing files saved on the disk
10. The processing speed of the computer are depends upon _____.
 (A) Input power
 (B) Network connection
 (C) Number of Peripherals
 (D) Clock pulse generating in the system
11. Which of the following registers is used to keep track of the address of the memory location where the next instruction is located?
 (A) Memory address register
 (B) Memory data register
 (C) Instruction registers
 (D) Program counter
12. In Hexadecimal numbers, how was F represents?
 (A) 11 (B) 12
 (C) 15 (D) 14
13. What resides on the motherboard and connects the CPU to other components on the Motherboard?
 (A) System Bus (B) Monitor
 (C) ALU (D) CPU
14. In power point the header and footer can be found on the insert table in what group?
 (A) Illustration group (B) Text group
 (C) Table group (D) Object group
15. Which of the following represents user identity describes a situation in which one person or program successfully masquerades as another by falsifying data?
 (A) Authentication (B) Spoofing
 (C) Altering (D) Malpractice

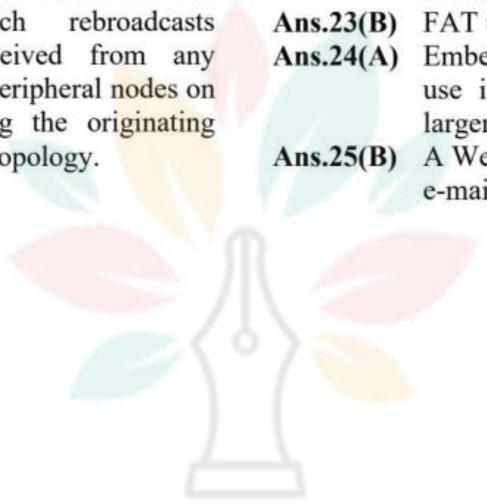
16. Which of the following is the corrupted data of hard disk?
 (A) Spoofing (B) Ripper
 (C) Corrupt (D) Hang
17. Telephone is the example for which of the following?
 (A) Simplex (B) Half Duplex
 (C) Full Duplex (D) Multiplex
18. What is the extension to save PowerPoint document?
 (A) .doc (B) .com
 (C) .pdf (D) .ppt
19. The peripheral nodes are connected to a central node, which rebroadcasts all transmissions received from any peripheral node to all peripheral nodes on the network, including the originating node is known as _____.
 (A) Star (B) Bus
 (C) Mesh (D) Ring
20. Which of the following layer is responsible for transmission and reception of the unstructured raw bit stream over a medium?
 (A) Application layer
 (B) Physical layer
 (C) Data link layer
 (D) Transmission layer
21. _____ is a program that visits web sites and reads their pages and other information in order to create entries for a search engine index
 (A) Web hacker (B) Web crawler
 (C) Web source (D) Blogger
22. _____ is a computer that offers a computer network service to allow clients to make indirect network connections to other network services.
 (A) Server (B) Proxy server
 (C) Client (D) Back page
23. FAT maintained by OS on a hard disk that provides a map of clusters (logical units of storage) that a file has been stored. What does A represent?
 (A) Allotment (B) Allocation
 (C) Amount (D) Adopt
24. _____ is the specialized OS for use in computers which are built into larger systems.
 (A) Embedded OS (B) Real time OS
 (C) Mobile OS (D) Network OS
25. A(n) _____ allows you to access your e-mail from any-where.
 (A) Interconnector
 (B) Webmail interface
 (C) Mother board
 (D) Web blog

Solution

- Ans.1(D)** The error happened by the Virus attack cannot be handled by the operating system.
- Ans.2(C)** An email bomb or "mail bomb" is a malicious act in which a large number of email messages are sent to a single email address in a short period of time. The purpose of an email bomb is typically to overflow a user's inbox.
- Ans.3(B)** Scroll wheel is called as middle button used as third mouse button by pressing on it.
- Ans.4(A)** ICANN --> Internet Corporation for Assigned Names and Numbers
- Ans.5(D)** A SYN flood is a form of denial-of-service attack in which an attacker sends a succession of SYN requests to a target's system in an attempt to consume enough server resources to make the system unresponsive to legitimate traffic.
- Ans.6(C)** To find a saved document in the computer's memory and bring it up on the screen to view is know as Retrieve.
- Ans.7(A)** The two different files can be saved in the same name, if they are saved in different folders.
- Ans.8(A)** The application software has used to produce some specific output.
- Ans.9(C)** The user can check the installed programs in the operation system.
- Ans.10(D)** The clock pulse generating in the system will determined the processing speed of the computer.
- Ans.11(D)** The program counter is used to keep track of the address of the memory location where the next instruction is located.
- Ans.12(C)** $F \Rightarrow 15$
- Ans.13(A)** System Bus resides on the motherboard and connects the CPU to other components on the Motherboard

- Ans.14(B)** In power point the header and footer can be found on the insert table in Text group.
- Ans.15(B)** Spoofing represents user identity describes a situation in which one person or program successfully masquerades as another by falsifying data.
- Ans.16(B)** The corrupted data of hard disk is called Ripper.
- Ans.17(C)** Telephone is the example for Full Duplex
- Ans.18(D)** The extension to save power point document as .ppt
- Ans.19(A)** The peripheral nodes are connected to a central node, which rebroadcasts originating node received from any peripheral node to all peripheral nodes on the network, including the originating node is known as Star topology.

- Ans.20(B)** The Physical layers responsible for transmission and reception of the unstructured raw bit stream over a medium
- Ans.21(B)** Web crawler is a program that visits web sites and reads their pages and other information in order to create entries for a search engine index
- Ans.22(B)** The proxy server is a computer that offers a computer network service to allow clients to make indirect network connections to other network services.
- Ans.23(B)** FAT ⇒ File Allocation table
- Ans.24(A)** Embedded OS is the specialized OS for use in computers which are built into larger systems.
- Ans.25(B)** A Web interface allows you to access your e-mail from anywhere.



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Practice Set – 23

1. _____ is the software creates a mirror image of the entire hard disk, including operating system, application, files and data.
(A) Operating system (B) Backup software
(C) Drive imaging (D) Utility software
2. The computer to which a user's computer connects in order to access the internet is called _____.
(A) Client (B) Server
(C) PDA (D) Super computer
3. ROLLBACK of the database is called ____ statement.
(A) TCL (B) DCL
(C) DDL (D) SDL
4. _____ is the ability of a device to "jump" directly to the requested data.
(A) Sequential access (B) Random access
(C) Quick access (D) All the above
5. The programs which are as permanent as hardware and stored in ROM is known as _____.
(A) Hardware (B) Hard disk
(C) Software (D) Firmware
6. Which of the following is the communications protocol that sets the standard used by every computer that accesses Web - based information?
(A) XML (B) DML
(C) HTTP (D) HTML
7. Hardware devices that are not part of the main computer system and are often added later to the system. They are called _____.
(A) Peripheral (B) Clip art
(C) Highlight (D) Executive
8. _____ is when the computer is turned on and the operating system is loading.
(A) Flashing (B) Tracking
(C) Tapping (D) booting
9. The name for the way that computers manipulate data into information is called _____.
(A) Programming (B) Processing
(C) Sorting (D) Organizing
10. UTP and STP are example for _____.
(A) CATV Cable
(B) Thicket coaxial cable
(C) Fiber optical cable
(D) Twisted pair cable
11. A(n) _____ query displays a subset of data from one table based on specified criteria.
(A) Select (B) Variable
(C) Operational (D) Joint
12. What is the name of the interrupt which can be minimized?
(A) Time interrupt
(B) Makeable interrupt
(C) Maskable interrupt
(D) Nonpackable interrupt
13. A disk scheduling algorithm in an operating system causes the disk arm to seek back and forth across the disk surface servicing all requests in its path, based on _____.
(A) First come first served
(B) Shortest Seek Time First
(C) Scan
(D) Latency time
14. In an absolute loading scheme, which loader function is accomplished by assembler?
(A) Reallocation (B) Allocation
(C) Linking (D) Loading
15. The file structure that redefines its first record at a base of zero uses the term _____.
(A) Relative organization
(B) Key fielding
(C) Dynamic reallocation
(D) Hashing
16. Which of the following in not a input device?
(A) Touch screen (B) Keyboard
(C) Joystick (D) Printer
17. A technique for searching special databases, called data warehouses, looking for related information and patterns is called _____.
(A) Data redundancy
(B) Data mining
(C) Data integrity
(D) Data programming
18. While studying about computer, we may came to know about the term QDR. Expand QDR?
(A) Quad data rate
(B) Quad decryption region
(C) Quad degree region
(D) Quad deficit rate

19. Imagine that a user has a WORD document open at a workstation and that workstation is unexpectedly disconnected from the school network and from the Internet. Where should the user BEST save her work?
 (A) USB key (B) P drive
 (C) H drive (D) S drive
20. _____ cells involve creating a single cell by combining two or more selected cells.
 (A) Splitting (B) Uniting
 (C) Together (D) Merging
21. Multiple choice examination answer sheets can be evaluated automatically by _____.
 (A) Optical character recognitions
 (B) Optical character reader
 (C) Optical Mark reader
 (D) Magnetic tape reader
22. A file is corrected immediately after the input of a transaction. This is an example of _____.
 (A) Online updating (B) Batching
 (C) Sorting (D) Offline Updating
23. While studying about networking, we may come to know about the term SACK. What does SACK represent?
 (A) Selection Acknowledgement
 (B) Selective Acknowledgement
 (C) Supreme request
 (D) Suppress Data
24. What is the shortcut key to centre alignment of the paragraph?
 (A) Ctrl + T (B) Ctrl + J
 (C) Ctrl + E (D) Ctrl + W
25. Which of the following memories has the shortest access time?
 (A) Main memory
 (B) Secondary memory
 (C) Cache memory
 (D) Virtual memory

Solution

- Ans.1(C)** Drive imaging is the software creates a mirror image of the entire hard disk, including operating system, application, files and data.
- Ans.2(B)** The computer to which a user's computer connects in order to access the internet is called Server
- Ans.3(A)** ROLLBACK of the database is called TCL (Transaction control language) statement
- Ans.4(B)** Random access is the ability of a device to "jump" directly to the requested data.
- Ans.5(D)** The programs which are as permanent as hardware and stored in ROM is known as Firmware.
- Ans.6(C)** HTTP is the communications protocol that sets the standard used by every computer that accesses Web - based information
- Ans.7(A)** Hardware devices that are not part of the main computer system and are often added later to the system. They are called peripheral.
- Ans.8(D)** Booting is when the computer is turned on and the operating system is loading.
- Ans.9(B)** The name for the way that computers manipulate data into information is called Processing
- Ans.10(D)** UTP and STP are example for twisted pair cable.
- Ans.11(A)** The select query displays a subset of data from one table based on specified criteria.
- Ans.12(C)** The interrupt, which can be minimized are Maskable interrupt
- Ans.13(C)** A disk scheduling algorithm in an operating system causes the disk arm to seek back and forth across the disk surface servicing all requests in its path, based on Scan
- Ans.14(A)** In an absolute loading scheme, Reallocation loader function is accomplished by an assembler.
- Ans.15(A)** The file structure that redefines its first record at a base of zero uses the term relative organization.
- Ans.16(B)** Printer is an output device
- Ans.17(B)** A technique for searching special databases, called data warehouses, looking for related information and patterns is called Data mining.
- Ans.18(A)** QDR ⇒ Quad data rate
- Ans.19(C)** The data which are opened in the workstation, which is disconnected will be stored in H drive.

Ans.20(D) Merging cells involves creating a single cell by combining two or more selected cells.

Ans.21(C) Multiple choice examination answer sheets can be evaluated automatically by Optical Mark Reader.

Ans.22(A) A file is corrected immediately after the input of a transaction. This is an example of Online updating.

Ans.23(B) SACK ⇒ Selective Acknowledgement

Ans.24(C) The shortcut key to center alignment of the paragraph is Ctrl + E

Ans.25(C) Cache memory will take shortest access time.



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Practice Set – 24

1. Which is not a computer classification?
 (A) mainframe (B) maxframe
 (C) mini (D) notebook
2. Which operation is not performed by computer.
 (A) Inputting (B) Processing
 (C) Controlling (D) Understanding
3. Cell phones use _____ to access the Internet.
 (A) MMS technology
 (B) a notation system
 (C) micro browser software
 (D) HTML language
4. In CSMA/CD, the computer sends a fixed unit of data called a(n) _____.
 (A) Node. (B) Packet.
 (C) Override. (D) Token.
5. The uniform resource locator (URL) is case sensitive in the _____.
 (A) Protocol (B) Authority
 (C) Directory (D) Type
6. ASCII is a(n) _____.
 (A) Numbering system for representing numbers with decimals.
 (B) Character representation standard common in older mainframe computers.
 (C) Encoding standard used to represent letters and characters.
 (D) Symbolic programming language that directly represents machine instructions.
7. A global network made up of thousands of privately owned computers and networks is called -
 (A) World Wide Web.
 (B) Internet.
 (C) Specialized search engine.
 (D) Internet2.
8. Which of the following is NOT a basic function of the operating system?
 (A) Manage memory
 (B) Provide the word processing system
 (C) Start the computer
 (D) Provide the user interface
9. Which of the following scrambles a message by applying a secret code?
 (A) Encryption (B) Audits
 (C) UPS (D) Firewalls
10. The Internet began with the development of _____.
 (A) USENET (B) ARPANET
 (C) Ethernet (D) Intranet
11. Website is a collection of _____.
 (A) HTML documents
 (B) Graphic files
 (C) Audio and Video files
 (D) All of the above
12. Who designed the first electronic computer - ENIAC?
 (A) Van Neuman
 (B) Joseph M Jacquard
 (C) J presper Eckert
 (D) Both A and B
13. Which of the following is not a network?
 (A) Local Area Network
 (B) Wide Area Network
 (C) Optical Fiber
 (D) All are networks
14. In MICR, C stands for?
 (A) Code (B) Colour
 (C) Computer (D) Character
15. Which of the following is the largest unit of storage?
 (A) GB (B) KB
 (C) MB (D) TB
16. Virtual memory is?
 (A) Memory on the hard disk that the CPU uses an extended RAM
 (B) in RAM
 (C) Only necessary if you do not have any RAM in your computer
 (D) a backup device for floppy disks
17. _____ is the process of finding errors in software code?
 (A) Compiling (B) Testing
 (C) Running (D) Debugging
18. What is the shortcut key to "Undo" the last action in a document?
 (A) Ctrl + X (B) Ctrl + Y
 (C) Ctrl + Z (D) Ctrl + U

19. The programs which are as permanent as hardware and stored in ROM is known as.
 (A) Hardware (B) Software
 (C) Firmware (D) ROM ware
20. For creating a document, you use..... Command at File Menu.
 (A) Open (B) Close
 (C) New (D) Save
21. Computer uses the _____ number system to store data and perform calculations.
 (A) Binary (B) octal
 (C) Decimal (D) Hexadecimal
22. _____ is the process of carrying out commands?
 (A) Fetching (B) Storing
 (C) Decoding (D) Executing
23. In word, when you indent a paragraph, you...
 (A) Push the text in with respect to the margin
 (B) change the margins on the page
 (C) move the text up by one line
 (D) move the text down by one line
24. ASCII stands for.....
 (A) American Special Computer for Information Interaction.
 (B) American Standard Computer for Information Interchange.
 (C) American Special Code for Information Interchange.
 (D) American Standard Code for Information Interchange.
25. Which of the following is used by the browser to connect to the location of the Internet resources?
 (A) Linkers (B) Protocol
 (C) Cable (D) URL

Solution

- 1.(B) Maxframe is not any type of computer. There are 7 types of computer-
 Supercomputer
 Mainframe
 Server Computer
 Workstation Computer
 Personal Computer or PC
 Micro controller
 Smartphone
- 2.(D) Understanding is not performed by any computer. Understanding is a psychological process related to an abstract or physical object, such as a person, situation, or message whereby one is able to think about it and use concepts to deal adequately with that object. Understanding is a relation between the knower and an object of understanding.
- 3.(C) Cell phones use a notation system to access the Internet. A cellular network or mobile network is a communication network where the last link is wireless. The network is distributed over land areas called "cells", each served by at least one fixed-location transceiver, but more normally, three cell sites or base transceiver stations.
- 4.(B) CSMA/CD enables devices to "sense" the wire to ensure that no other device is currently transmitting packets. But, if two devices "sense" that the wire is clear and send packets at the same time, a collision can occur. If the collision occurs, packets have to be resend after a random period of time.
- 5.(C) In computing, a directory is a file system cataloging structure which contains references to other computer files, and possibly other directories. On many computers, directories are known as folders, or drawers, analogous to a workbench or the traditional office filing cabinet.
- 6.(C) It stands for "American Standard Code for Information Interchange." ASCII is a character encoding that uses numeric codes to represent characters. These include upper and lowercase English letters, numbers, and punctuation symbols.
- 7.(B) The Internet is a global wide area network that connects computer systems across the world. It includes several high-bandwidth data lines that comprise the Internet "backbone." These lines are connected to major Internet hubs that distribute data to other locations, such as web servers and ISPs.
- 8.(B) Provide the word processing system is not a basic function of operating system. word

processing system is typically entering a text by typing, and the software provides tools for copying, deleting and various types of formatting. Some of the functions of word processing software include: Creating, editing, saving and printing documents. Copying, pasting, moving and deleting text within a document.

- 9.(A) Encryption is a process that encodes a message or file so that it can be only be read by certain people. Encryption uses an algorithm to scramble, or encrypt, data and then uses a key for the receiving party to unscramble, or decrypt, the information.
- 10.(B) ARPANET, in full Advanced Research Projects Agency Network, experimental computer network that was the forerunner of the Internet. The Advanced Research Projects Agency (ARPA), an arm of the U.S. Defense Department, funded the development of the Advanced Research Projects Agency Network (ARPANET) in the late 1960s.
- 11.(D) A website (also written as web site) is a collection of web pages and related content that is identified by a common domain name and published on at least one web server. Notable examples are wikipedia.org, google.com, and amazon.com. All publicly accessible websites collectively constitute the World Wide Web.
- 12.(A) ENIAC was designed by John Mauchly and J. Presper Eckert of the University of Pennsylvania, U.S. John William Mauchly and J. Presper Eckert are the scientists credited with the invention of the Electronic Numerical Integrator and Computer (ENIAC), the first general-purpose electronic digital computer completed in 1946.
- 13.(C) Fiber optics, or optical fiber, refers to the medium and the technology associated with the transmission of information as light pulses along a glass or plastic strand or fiber. Fiber optics is used long-distance and high-performance data networking.
- 14.(D) MICR (magnetic ink character recognition) is a technology used to verify the legitimacy or originality of paper

documents, especially checks. Special ink, which is sensitive to magnetic fields, is used in the printing of certain characters on the original documents.

- 15.(D) A Terabyte (TB) is a measure of computer storage capacity that is approximately 2 to the 40th power, or 10 to the 12th power, which equals approximately a trillion bytes. A Terabyte is more precisely defined as 1,024 gigabytes (GB), while a petabyte consists of 1,024 TB.
- 16.(A) Virtual memory is a feature of an operating system that enables a computer to be able to compensate shortages of physical memory by transferring pages of data from random access memory to disk storage. This process is done temporarily and is designed to work as a combination of RAM and space on the hard disk.
- 17.(D) Debugging is a methodical process of finding and reducing the number of bugs, or defects, in a computer program or software code. Whereas, Testing is the process of finding bugs in already developed software not in software code.
- 18.(C) To reverse your last action, press CTRL+Z. You can reverse more than one action. To reverse your last Undo, press CTRL+Y. You can reverse more than one action that has been undone.
- 19.(C) The programs which are as permanent as hardware and stored in ROM is known as Firmware. ROM stands for read-only memory. It's used to store the start-up instructions for a computer, also known as the firmware. Most modern computers use flash-based ROM.
- 20.(C) If you have a command prompt window open, you can open a second, separate command prompt window by executing the command below. Once you've typed in the command above, press the Enter key and a new command prompt window appears.
- 21.(A) Computers use the binary number system to store data and perform calculations. In mathematics and digital electronics, a binary number is a number expressed in the base-2 numeral system or binary numeral system, which uses only two symbols: typically "0" (zero) and "1"

(one). The base-2 numeral system is a positional notation with a radix of 2. Each digit is referred to as a bit.

22.(D) Executing is the process of carrying out commands. Execution in computer and software engineering is the process by which a computer or virtual machine executes the instructions of a computer program.

23.(A) To indent the first line of a paragraph, put your cursor at the beginning of the paragraph and press the tab key. When you press Enter to start the next paragraph, its first line will be indented.

24.(D) ASCII (American Standard Code for Information Interchange) is the most common format for text files in computers and on the Internet. In an ASCII file, each alphabetic, numeric, or special character is represented with a 7-bit binary number (a string of seven 0s or 1s). 128 possible characters are defined.

25.(D) With Hypertext and HTTP, URL is one of the key concepts of the Web. It is the mechanism used by browsers to retrieve any published resource on the web.



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Practice Set – 25

1. _____ is the process of dividing the disk into tracks and sectors?
(A) Tracking (B) Formatting
(C) Crashing (D) Allotting
2. What is the permanent memory built into your computer called?
(A) RAM (B) Floppy
(C) CPU (D) ROM
3. Which computer memory is used for storing programs and data currently being processed by the CPU?
(A) Mass memory (B) Internal memory
(C) Non-volatile memory (D) PROM
4. Changing an existing document is called _____ the document.
(A) Creating (B) Editing
(C) Modifying (D) Adjusting
5. What is backup?
(A) Adding more components to your network
(B) Protecting data by copying it from the original source to a different destination
(C) Filtering old data from the new data
(D) Accessing data on tape
6. What is a popular program for creating documents that can be read on both a PC and a Macintosh computer?
(A) Microsoft Word (B) Adobe In Design
(C) Adobe Acrobat (D) QuarkXPress
7. An image on a computer screen is made up of a matrix of what?
(A) Byte (B) Pixels
(C) Bit (D) Palette
8. What does dots per inch (DPI) measure?
(A) number of bits it takes to represent each color
(B) density of the pixels on a computer screen
(C) the density of bits on a disk
(D) density of graphic files stored on a hard disk
9. What type of software creates a smaller file that is faster to transfer over the Internet?
(A) MPEG (B) Unzipped
(C) Fragmentation (D) Compression
10. A unit of computer information that contains data as well as all the procedures or operations is called:
(A) method (B) Encapsulation
(C) An object (D) An OOP
11. The world's first truly cross-platform programming language is called:
(A) C++. (B) Java.
(C) Visual Basic.NET (D) Smalltalk
12. The most widely used type of database management system is the:
(A) Flat database.
(B) Network database.
(C) Relational database.
(D) Hierarchical database.
13. What is the newest type of database, which is well suited for multimedia applications, called?
(A) Object-oriented database
(B) Client/server database
(C) Data warehouse
(D) Multimedia database
14. What do the circles on a data flow diagram represent?
(A) Data sources and destinations
(B) Data flows
(C) Transformation processes
(D) Data stores
15. The type of printer that prints by selectively unchanging static electricity from spots on a metal drum is a/n:
(A) Plotter (B) Dot-matrix printer
(C) Laser printer (D) Ink-jet printer
16. A warm boot in older versions of Windows is caused by:
(A) Typing the Alt+ Tab key combination
(B) Selecting Hibernate or Standby when shutting down
(C) Typing the Ctrl+ Alt+ Delete key combination
(D) Pressing the power switch
17. Setting fonts for the text in your document is an example of:

- (A) Formatting. (B) Formulas.
(C) Tracking changes. (D) Tools.
18. _____ is the file system used by the operating system to identify the physical locations of files on the hard drive.
(A) RTOS (B) GIF
(C) FAT (D) POST
19. _____ software allows the user to speak into the computer rather than type in text.
(A) Speech recognition (B) CHAT
(C) Message (D) All of the above
20. A server uses _____ applications software to support its client computers.
(A) back-end (B) front end
(C) programming (D) java
21. Which symbol is used in Excel to denote exponential numbers?
(A) * (B) ^
(C) & (D) \$
22. Which of the following is NOT a source of viruses?
(A) Diskettes (B) The Internet
(C) E-mail messages
(D) Computer networks
23. Which of the following activities is NOT a component of e-business?
(A) Collaboration with business partners
(B) Cash flow management
(C) Customer service
(D) Sealing
24. Retail employees typically use _____ terminals to process sales transactions.
(A) sales processing (B) transaction point
(C) automatic teller (D) point of sale
25. The primary purpose of a computer is to process _____ and convert it into information.
(A) electricity (B) data
(C) raw material (D) a bit

Solution

- 1.(B) The process of dividing the disk into tracks and sectors is called as formatting. To format a drive means to prepare the chosen partition on the drive to be used by an operating system by deleting all of the data and setting up a file system. In Windows, formatting a partition is usually done from the Disk Management tool.
- 2.(D) The permanent memory that is built in your computer. This is read only. The computer's working memory, sometimes called random-access memory.
- 3.(B) Computer memory is used for storing program and data currently being processed by the CPU is internal memory. Internal memory is used to store data that is used by the system at start-up and to run various types of programs such as the operating system. Internal memory is mostly contained on small microchips that are either attached or connected to the computer's motherboard.
- 4.(B) Changing an existing document is called editing the document. The ability to change text by adding, deleting and rearranging letters, words, sentences and paragraphs. Text editing is the main operation users perform in word processors, which typically also handle graphics and other multimedia files.
- 5.(B) In information technology, a backup, or data backup is a copy of computer data taken and stored elsewhere so that it may be used to restore the original after a data loss event. The verb form, referring to the process of doing so, is "back up", whereas the noun and adjective form is "backup".
- 6.(C) Adobe InDesign is the industry-leading layout and page design software for print and digital media. Easily manage production with Adobe Experience Manager. InDesign has everything you need to create and publish books, digital magazines, eBooks, posters, interactive PDFs and more.
- 7.(B) The term "pixel" is actually short for "Picture Element." These small little dots are what make up the images on computer displays, whether they are flat-screen (LCD) or tube (CRT) monitors. The screen is divided up into a matrix of thousands or even millions of pixels.

- 8.(B)** Print resolution is measured in dots per inch (or "DPI"), which means the number of dots of ink per square inch that a printer deposits on a piece of paper. So, 300 DPI means that a printer will output 300 tiny dots of ink to fill every square inch of the print.
- 9.(D)** The type of software which makes a larger file into "smaller file" that is "faster to transfer" over the "internet" is Compression. Compression is used to "create" the files in smaller size that makes it easier to transfer the files over the internet.
- 10.(C)** An object is the unit of computer information that contains data as well as all the procedures for operations. In object-oriented programming (OOP), encapsulation refers to the bundling of data with the methods that operate on that data, or the restricting of direct access to some of an object's components.
- 11.(B)** The world's first truly cross-platform programming language is Java. It is a general-purpose programming language that is class-based, object-oriented, and designed to have as few implementation dependencies as possible.
- 12.(C)** Relational databases are the most popular and widely used databases. Some of the popular DDBMS are Oracle, SQL Server, MySQL, SQLite, and IBM DB2. A relational database is a digital database based on the relational model of data, as proposed by E. F. Codd in 1970. A software system used to maintain relational databases is a relational database management system (RDBMS).
- 13.(A)** An object database is a database management system in which information is represented in the form of objects as used in object-oriented programming. Object databases are different from relational databases which are table-oriented. Object-relational databases are a hybrid of both approaches.
- 14.(B)** The external entities relate to the main process of the system. basically they give the inputs of the system. A process is represented by a circle in basic Data Flow notation.
- 15.(C)** The printers laser beams your print onto a metal cylinder called a drum. Using static electricity, the drum attracts powdered toner from its cartridge to the drum. The drum rolls the toner onto the paper in the form of your print. The toner is melted onto the paper by heat from a fuser as it passes underneath.
- 16.(C)** A warm boot (also called a "soft boot") is the process of restarting a computer. It may be used in contrast to a cold boot, which refers to starting up a computer that has been turned off. Warm boots are typically initiated by a "Restart" command in the operating system. It can be by pressing Ctrl+Alt+Del.
- 17.(A)** The process of formatting a document involves specifying how the document will look in its final form on the screen and when printed. Common formatting options include the font, font size, color, alignment, spacing, margins and other properties.
- 18.(C)** A file allocation table (FAT) is a file system developed for hard drives that originally used 12 or 16 bits for each cluster entry into the file allocation table. It is used by the operating system (OS) to manage files on hard drives and other computer systems.
- 19.(A)** Speech recognition software allows the user to speak into the computer rather than type in text. Speech Recognition software allows computers to interpret human speech and transcribe it to text, or to translate text to speech. Speech Recognition software allows computers to interpret human speech and transcribe it to text, or to translate text to speech.
- 20.(A)** A server uses backend application software to support its client computers. The back end refers to parts of a computer application or a program's code that allow it to operate and that cannot be accessed by a user.
- 21.(B)** In Excel, the caret symbol (also known as "æthe little hat," or "æthe symbol when you press Shift 6") is used to indicate exponents. Here's how you use it to find the volume of your room: In cell B2, enter 10. In cell B3, enter the formula =B2^3.

22.(C) A computer virus is a type of computer program that, when executed, replicates itself by modifying other computer programs and inserting its own code. When this replication succeeds, the affected areas are then said to be "infected" with a computer virus. Internet is not a good source of viruses.

23.(B)

24.(D)

25.(B) The primary purpose of a computer is to process electricity and convert it into information. The purpose of the computer is to perform calculations, store information, retrieve data and process information. A computer has programmed data or computer language that tells the computer how to fulfil its purpose. The computer will only do what it is programmed to do.



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Practice Set – 26

1. The simultaneous processing of two or more programs by multiple processors is _____.
 (A) multiprogramming (B) multitasking
 (C) time-sharing (D) multiprocessing
2. Help Menu is available in which button?
 (A) End (B) Start
 (C) Turnoff (D) Restart
3. The _____ folder retains copies of messages that you have started but are not yet ready to send.
 (A) Drafts (B) Outbox
 (C) Address Book (D) Sent Items
4. What type of software must be used to translate scanned text into a format that can be manipulated?
 (A) OCR (B) CRT
 (C) RGB (D) MIDI
5. Which printer type is an impact printer?
 (A) Page printers
 (B) Laser printers
 (C) Ink-jet printers
 (D) Dot-matrix printers
6. High Resolution computer monitors will have _____.
 (A) High dpi
 (B) Low dpi
 (C) 256 colors
 (D) Resolution is not measured in dpi
7. Word processing, spreadsheet, and photo-editing are examples of _____.
 (A) application software
 (B) system software
 (C) operating system software
 (D) platform soft.
8. Which of the following statements is true?
 (A) Microsoft Windows defines the operating environment standard for computers with Linux processors.
 (B) Microsoft Windows defines the operating environment standard for computers with UNIX processors.
 (C) Mac OS defines the operating environment standard for computers with Intel processors.
 (D) Microsoft Windows defines the operating environment standard for computers with Intel processors.
9. The _____ records the name and exact location of every file on a disk.
 (A) partition master
 (B) file allocation table
 (C) disk controller
 (D) boot sector
10. Inheritance is the ability of an object to pass on its characteristics to its _____.
 (A) subclasses (B) off-spring
 (C) super classes (D) parents
11. Which of the following extends data across networks rather than store it in one central site?
 (A) PIM
 (B) File manager
 (C) Distributed database
 (D) Data mining program
12. What is a serial port that adds a direct connection to a network?
 (A) FireWire (B) NIC
 (C) USB (D) Internal modem
13. Which of the following is saved to noncontiguous clusters on a hard disk?
 (A) Clustered file (B) Defragmented file
 (C) Sectored file (D) Fragmented file
14. What should be used if a company wants to include its company name and logo at the bottom of every page of a brochure?
 (A) Header (B) Macro
 (C) Footer (D) Footnote
15. _____ is an event-driven programming language developed in the early 1990.
 (A) C (B) VB
 (C) C++ (D) Pascal
16. Linux is a _____.
 (A) Utility program for peer-to-peer file sharing
 (B) Real-time operating system
 (C) Network operating system
 (D) PDA platform
17. The _____ runs the front-end applications software in a network.

- (A) Client (B) Database
(C) Server (D) CPU
18. Which of the following is used for close a tab on a browser?
(A) Ctrl + T (B) Ctrl + W
(C) Ctrl + A (D) Ctrl + Y
19. What is RISC?
(A) Storage Device
(B) Computer Network
(C) Microprocessor
(D) Operating System
20. Norton's an _____.
(A) Software
(B) Anti-Virus Program
(C) Network
(D) Program
21. A program that converts high level language to machine Language is _____.
(A) Linker (B) Assembler
(C) Compiler (D) All of the above
22. Zip is a _____ file.
(A) Executable File (B) Compressed File
(C) System File (D) Combo
23. At a time how many operating system can be at work on a computer?
(A) Only one (B) Two
(C) Three (D) Four
24. Answer Sheets in bank PO 's/Clerk's examinations are checked by using –
(A) Optical Character Reader
(B) Optical Mark Reader
(C) Magnetic ink Character Reader
(D) All of the above
25. Image can be sent over telephone lines by using____
(A) Larger bandwidth (B) Fax
(C) Scanner (D) Cable

Solution

- 1.(D) The simultaneous processing of two or more programs by multiple processors is multiprocessing. Multiprocessing is the use of two or more central processing units (CPUs) within a single computer system. The term also refers to the ability of a system to support more than one processor or the ability to allocate tasks between them.
- 2.(B) Help Menu is available in which button. It is a part of a computer program that gives instructions and information about how to use the program.
- 3.(A) The drafts folder retains copies of messages that you have started but are not yet ready to send. In Mailbox, look for a folder called Drafts, and then double-click the message that was saved in that folder. Outlook automatically saves all unfinished messages for you. By default, unfinished messages are saved to your Drafts folder every three minutes. You can, however, change this time.
- 4.(A) If authors do not have access to the source file and authoring tool, scanned images of text can be converted to PDF using optical character recognition (OCR). Adobe Acrobat Pro can then be used to create accessible text.
- 5.(D) Impact printers are printers which works by creating a direct contact between ink ribbon and paper. These printers are noisy yet popular. Impact printers have mechanical moving parts to conduct printing. Examples: Dot-matrix printers, Daisy-wheel printers, and line printers.
- 6.(A) The higher the resolution, the more information can be displayed on the screen. These days, many monitors in the 22-to-27-inch range have a native resolution of 1,920 by 1,080 pixels and are referred to as full HD or 1080p monitors.
- 7.(A) Application software (app for short) is a program or group of programs designed for end users. Examples of an application include a word processor, a spreadsheet, an accounting application, a web browser, an email client, a media player, a file viewer, simulators, a console game or a photo editor. Word processing, spreadsheet, and photo-editing are examples of application software.
- 8.(D) Microsoft Windows defines the operating environment standard for computers with Intel processors. Microsoft Windows, commonly referred to as Windows, is a group of several proprietary graphical operating system families, all of which are

- developed and marketed by Microsoft. Each family caters to a certain sector of the computing industry.
- 9.(B)** The file allocation table records the name and exact location of every file on a disk. A file allocation table (FAT) is a file system developed for hard drives that originally used 12 or 16 bits for each cluster entry into the file allocation table. It is used by the operating system (OS) to manage files on hard drives and other computer systems.
- 10.(A)** Inheritance is the ability of an object to pass on its characteristic to its subclasses. In the Java language, classes can be derived from other classes, thereby inheriting fields and methods from those classes. Definitions: A class that is derived from another class is called a subclass (also a derived class, extended class, or child class).
- 11.(C)** A file manager or file browser is a computer program that provides a user interface to manage files and folders. The most common operations performed on files or groups of files include creating, opening (e.g. viewing, playing, editing or printing), renaming, moving or copying, deleting and searching for files, as well as modifying file attributes, properties and file permissions. Folders and files may be displayed in a hierarchical tree based on their directory structure. Some file managers contain features inspired by web browsers, including forward and back navigational buttons.
- 12.(B)** FireWire is an I/O interface developed by Apple Computer. It is also known as IEEE 1394, which is the technical name standardized by the IEEE. FireWire is considered a high-speed interface, and therefore can be used for connecting peripheral devices that require fast data transfer speeds. A direct serial cable connection uses the communication ports of your computers. Most computers have at least two communication, or COM, ports: COM1 and COM2. Serial port pinouts are less complex than parallel port pinouts, but the speed is also a lot slower -- between 12 Kbps and 14 Kbps.
- 13.(D)** File fragmentation is a term that describes a group of files that are scattered throughout a hard drive platter instead of one continuous location. Fragmentation is caused when information is deleted from a hard drive and small gaps are left behind to be filled by new data.
- 14.(C)** A header is the top margin of each page, and a footer is the bottom margin of each page. Headers and footers are useful for including material that you want to appear on every page of a document such as your name, the title of the document, or page numbers.
- 15.(B)** In computer programming, event-driven programming is a programming paradigm in which the flow of the program is determined by events such as user actions, sensor outputs, or messages from other programs or threads.
- 16.(B)** RTLinux is a hard realtime real-time operating system (RTOS) microkernel that runs the entire Linux operating system as a fully preemptive process. Even with a similar name it is not related the Real-Time Linux project of the Linux Foundation.
- 17.(A)** The client is the machine (workstation or PC) running the front-end applications. It interacts with a user through the keyboard, display, and pointing device such as a mouse. The client also refers to the client process that runs on the client machine. The client has no direct data access responsibilities.
- 18.(B)** Ctrl+W, Ctrl+F4 – Closes the current tab.
- 19.(C)** RISC, or Reduced Instruction Set Computer, is a type of microprocessor architecture that utilizes a small, highly-optimized set of instructions, rather than a more specialized set of instructions often found in other types of architectures.
- 20.(B)** Norton AntiVirus is an anti-virus or anti-malware software product, developed and distributed by Symantec Corporation since 1991 as part of its Norton family of computer security products. It uses signatures and heuristics to identify viruses.
- 21.(C)** In computing, a compiler is a computer program that translates computer code

written in one programming language into another language. The name "compiler" is primarily used for programs that translate source code from a high-level programming language to a lower level language to create an executable program.

22.(B)

ZIP is an archive file format that supports lossless data compression. A ZIP file may contain one or more files or directories that may have been compressed. The ZIP file format permits a number of compression algorithms, though DEFLATE is the most common.

23.(A)

You can run only one operating system at a time on a Computer natively. If you are talking about virtualized operating

24.(B)

systems then you can run multiple operating systems at a time. But those virtualized operating systems can't not have the full hardware support.

25.(B)

Optical Mark reading (OMR) is a method of entering data into a computer system. Optical Mark Readers reads pencil or pen marks made in pre-defined positions on paper forms as responses to questions or tick list prompts.

Image can be sent over telephone lines by using Fax. Fax sometimes called telecopying or telefax, is the telephonic transmission of scanned printed material, normally to a telephone number connected to a printer or other output device.



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Practice Set – 27

1. Which among the following is a Scientific Computer Language?
 (A) BASIC (B) COBOL
 (C) FORTRAN (D) PASCAL
2. What is —Oracle?
 (A) Co-ordination System
 (B) Word Software
 (C) Database Software
 (D) All of the above
3. IC Chip is made of ____.
 (A) Silicon (B) Nickel
 (C) Iron (D) Copper
4. At which place is India's Silicon Valley situated?
 (A) Bangalore (B) Hyderabad
 (C) Chennai (D) Kolkata
5. A connection from one HTML document to another HTML document is called ____.
 (A) Hyper Link (B) Connecting Link
 (C) Icon (D) All of these
6. This device is used to connect your computer with a telephone line, so that can access information from other servers and ordinary users too, said device is called ____.
 (A) Modem (B) Set Top Box
 (C) LAN Card (D) UPS
7. Device on one network can communicate with devices on another network via ____.
 (A) File Server (B) Utility Server
 (C) Printer Server (D) Gateway
8. The screen background is known as the ____.
 (A) Application (B) Window
 (C) Desktop (D) Frames
9. Which of the following is not an input device?
 (A) Mouse (B) Keyboard
 (C) Light pen (D) VDU
10. What are the units used to count the speed of a printer?
 (A) CPM (B) DPI
 (C) PPM (D) BIT
11. A computer that combines the characteristic of analog and digital computers ____.
 (A) Hybrid Computer (B) Digital Computer
 (C) Analog Computer (D) Super Computer
12. WORM stands for?
 (A) Write Once Read Memory
 (B) Wanted Once Read Memory
 (C) Wanted Original Read Memory
 (D) Write Original Read Memory
13. Memory unit is a part of ____
 (A) Input Device
 (B) Control Unit
 (C) Output Device
 (D) Central Processing Unit
14. Which of the following companies developed MS Office-2000?
 (A) Novell (B) Corel
 (C) Lotus (D) Microsoft
15. What is the meaning of "MICR"?
 (A) Magnetic Ink Character Recognition
 (B) Magnetic Intelligence Character Recognition
 (C) Magnetic Information Cable Recognition
 (D) Magnetic Insurance Cases Recognition
16. VIRUS stands for ____.
 (A) Very Important Record User Searched
 (B) Verify Interchanged Result Until Source
 (C) Vital Information Resource Under Seize
 (D) Very Important Resource Under Search
17. The technique that extends storage capacities of main memory beyond the actual size of the main memory is called ____.
 (A) Multitasking
 (B) Virtual storage
 (C) Multiprocessing
 (D) Multiprogramming
18. _____ Command we can use to close the windows.
 (A) Alt+ F1 (B) Alt+ S
 (C) Alt+ End (D) Alt+F4
19. Algorithm is used ____.
 (A) To bring itself into desired state by its own action
 (B) To perform logarithmic operations
 (C) To describe a set of procedure by given result is obtained
 (D) As a high level language
20. FOXPRO is a ____.
 (A) RDMBS (B) DBMS
 (C) Language (D) All of the above

21. Who is considered to the father of computers?
 (A) John Bardeen (B) Charles Babbage
 (C) John Backus (D) William Shockley
22. Which of the following will connect you to the Internet?
 (A) An Commercial online service
 (B) An Internet service provider
 (C) A network connection
 (D) All of the above
23. What software allows you to view internet sites?
 (A) A cyber cafe (B) A browser
 (C) A modem (D) Your computer
24. When more than one window is open, to switch to the next window — is the key combination.
 (A) CTRL+F5 (B) CTRL+F6
 (C) CTRL+F7 (D) CTRL+F8
25. Where are data and program stored when the processor uses them?
 (A) Main memory
 (B) Secondary memory
 (C) Disk memory
 (D) Program memory

Solution

- 1.(C) COBOL (Common Business-Oriented Language) is a high-level programming language for business applications. It was the first popular language designed to be operating system-agnostic and is still in use in many financial and business applications today. COBOL is a compiled English-like computer programming language designed for business use. It is imperative, procedural and, since 2002, object-oriented. COBOL is primarily used in business, finance, and administrative systems for companies and governments.
- 2.(C) Oracle Database (commonly referred to as Oracle DBMS or simply as Oracle) is a multi-model database management system produced and marketed by Oracle Corporation. It is a database commonly used for running online transaction processing (OLTP), data warehousing (DW) and mixed (OLTP & DW) database workloads.
- 3.(A) Robert Noyce invented the first monolithic integrated circuit chip at Fairchild Semiconductor in 1959. It was made from silicon, and was fabricated using Jean Hoerni's planar process and Mohamed Atalla's surface passivation process.
- 4.(A)
- 5.(A) Hyperlinks are the primary method used to navigate between pages and Web sites. Links can point to other web pages, web sites, graphics, files, sounds, e-mail addresses, and other locations on the same web page. When text is used as a hyperlink, it is usually underlined and appears as a different color.
- 6.(A) A digital subscriber line (DSL) modem is a device used to connect a computer or router to a telephone line which provides the digital subscriber line service for connection to the Internet, which is often called DSL broadband. A modem is a small box that connects your devices to the Internet using cables. Unlike a router, a modem doesn't provide your home with Wi-Fi connectivity. A modem acts as a digital translator, taking an information signal from your cable, fiber or phone lines and making it accessible to your computer.
- 7.(D) A gateway is a node (router) in a computer network, a key stopping point for data on its way to or from other networks. Thanks to gateways, we are able to communicate and send data back and forth. The Internet wouldn't be any use to us without gateways (as well as a lot of other hardware and software).
- 8.(C) A wallpaper or background (also known as a desktop wallpaper, desktop background, desktop picture or desktop image on computers) is a digital image. On a computer, wallpapers are generally used on the desktop, while on a mobile phone they serve as the background for the home screen.
- 9.(D) Short for video display unit, VDU is a computing device that allows for input by a user and output to a display, like a computer monitor. A VDU consists of a

- display device and a keyboard, and could also include a mouse. In the United States, it is sometimes referred to as a video display terminal, or VDT.
- 10.(B)** DPI stands for Dots Per Inch which technically means printer dots per inch. Today it is a term often misused, usually to mean PPI, which stands for Pixels Per Inch. So, when someone says they want a photo that is 300 dpi they really mean that they want 300 ppi.
- 11.(A)** Hybrid computers are computers that exhibit features of analog computers and digital computers. The digital component normally serves as the controller and provides logical and numerical operations, while the analog component often serves as a solver of differential equations and other mathematically complex equations.
- 12.(A)** Write once read many (WORM) describes a data storage device in which information, once written, cannot be modified. This write protection affords the assurance that the data cannot be tampered with once it is written to the device. On ordinary (non-WORM) data storage devices, the number of times data can be modified is limited only by the lifespan of the device, as modification involves physical changes that may cause wear to the device. The "read many" aspect is unremarkable, as modern storage devices permit unlimited reading of data once written.
- 13.(D)** Memory or Storage Unit. This unit supplies information to other units of the computer when needed. It is also known as internal storage unit or the main memory or the primary storage or Random Access Memory (RAM). It stores all the data and the instructions required for processing.
- 14.(D)** Microsoft Office 2000 is a release of Microsoft Office, an office suite developed and distributed by Microsoft for the Windows family of operating systems. Office 2000 was released to manufacturing on March 29, 1999, and was made available to retail on June 7, 1999.
- 15.(A)** Magnetic Ink Character Recognition is a character recognition system that uses special ink and characters. When a document that contains this ink needs to be read, it passes through a machine, which magnetizes the ink and then translates the magnetic information into characters. MICR technology is used by banks.
- 16.(C)** In more technical terms, a computer virus is a type of malicious code or program written to alter the way a computer operates and is designed to spread from one computer to another. A virus operates by inserting or attaching itself to a legitimate program or document that supports macros in order to execute its code. It stands for Vital Information Resource Under Seize.
- 17.(B)** Virtual storage is the pooling of physical storage from multiple network storage devices into what appears to be a single storage device that is managed from a central console. The benefit of virtualization is that commodity hardware or less-expensive storage can be used to provide enterprise-class functionality. Just about everyone knows that Alt+Ctrl+Del interrupts the operating system, but most people don't know that Alt+F4 closes the current window. So, if you had pressed Alt+F4 while playing a game, the game window would have closed. It turns out there are several other handy keystrokes like that built into Windows.
- 18.(D)**
- 19.(C)** An algorithm (pronounced AL-go-rith-um) is a procedure or formula for solving a problem, based on conducting a sequence of specified actions. In mathematics and computer science, an algorithm usually means a small procedure that solves a recurrent problem.
- 20.(C)** FoxPro is a text-based procedurally oriented programming language and database management system (DBMS), and it is also an object-oriented programming language, originally published by Fox Software and later by Microsoft, for MS-DOS, Windows, Macintosh, and UNIX.

- 21.(B)** Charles Babbage, who was born in 1791, is regarded as the father of computing because of his research into machines that could calculate. Babbage's Difference Engine Number 1 was the first device ever devised that could calculate and print mathematical tables.
- 22.(B)**
- 23.(B)** A web browser (commonly referred to as a browser) is a software application for accessing information on the World Wide Web. When a user requests a web page from a particular website, the web browser retrieves the necessary content from a web server and then displays the page on the user's device.
- 24.(B)** F6 is used to go to the next pane or frame in your Word window. You can use this to navigate the window without using your mouse. Shift+F6 is used to go to the previous pane or frame. Ctrl+F6 is used to go to the next open document window.
- 25.(A)** At the core of the computer is the central processing unit or CPU, the source of control that runs all programs and instructions. In order to function, computers use two types of memory: primary and secondary. The main storage is the primary memory, and data and programs are stored in secondary memory.



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19. Which type of transmission media is known as regular telephone wire?
 (A) Wi-Fi (B) Twisted-pair wire
 (C) Fiber optic cable (D) Coaxial cable
20. What is the purpose of a firewall on a computer?
 (A) To protect a computer from unauthorized access
 (B) To protect a computer in case of fire
 (C) To protect a computer from spam
 (D) All of the above
21. A disk's content that is recorded at the time of manufacture and that cannot be changed or erased by the user is _____.
 (A) Memory-only (B) Write-only
 (C) Once-only (D) Read-only
22. In word, you can change Page Margins by ____
 (A) Dragging the scroll box on the scroll bars
 (B) Deleting the margin boundaries on the Ruler
 (C) Dragging the margin boundaries on the Ruler
 (D) Clicking the right mouse button on the Ruler
23. Which part of the computer helps to store information?
 (A) Monitor (B) Keyboard
 (C) Disk – drive (D) Printer
24. Which key is used to delete one character to the left of the current position of the cursor?
 (A) Backspace (B) Delete
 (C) Insert (D) Esc
25. If you want to connect to your own computer through the Internet from another location, you can use–
 (A) e-mail (B) FTP
 (C) instant message (D) Telnet

Solution

- 1.(B) The Raw Facts and Figures are Called Data. The word raw means that the facts have not yet been processed to get their exact meaning. Data is collected from different sources.
- 2.(A) Saving, process of setting aside a portion of current income for future use, or the flow of resources accumulated in this way over a given period of time. Saving may take the form of increases in bank deposits, purchases of securities, or increased cash holdings.
- 3.(D) Portable Network Graphics is a raster-graphics file format that supports lossless data compression. PNG was developed as an improved, non-patented replacement for Graphics Interchange Format (GIF).
- 4.(C) Power Point allows users to zoom in and zoom out of the slides to help focus on specific sections or look at the entire slide as a whole. The minimum zoom supported by PowerPoint is 10% and the maximum is 400%. The zoom bar is located in the bottom right corner of the PowerPoint window.
- 5.(D) File Transfer Protocol (FTP) is a standard Internet protocol for transmitting files between computers on the Internet over TCP/IP connections. FTP is a client-server protocol where a client will ask for a file, and a local or remote server will provide it.
- 6.(B) A compiler is a special program that processes statements written in a particular programming language and turns them into machine language or "code" that a computer's processor uses. Typically, a programmer writes language statements in a language such as Pascal or C one line at a time using an editor.
- 7.(D) The intersection of rows and columns is called cell. Cell is identified with Combination of column header and row number.
- 8.(D) Animation is simply combining drawings, photographs, text, or computer graphics to make them move. You don't need to talk in front of a camera. Short animations can also be a way to develop your audience.
- 9.(B) A home network or home area network is a type of computer network that facilitates communication among devices within the close vicinity of a home. A home network is a group of devices – such as computers, game systems, printers, and mobile devices – that connect to the Internet and each other. A wired network, which connects devices like printers and scanners with cables. A wireless network,

- which connects devices like tablets and e-readers without cables.
- 10.(B)** Wireless access point is a hardware device or access point (AP) that allows other Wi-Fi devices connectivity to a wired network (Local Access Network). It assists with the connectivity between devices and the internet. An access point is a device that creates a wireless local area network, or WLAN, usually in an office or large building. An access point connects to a wired router, switch, or hub via an Ethernet cable, and projects a Wi-Fi signal to a designated area.
- 11.(A)** Extensible Markup Language (XML) is a markup language that defines a set of rules for encoding documents in a format that is both human-readable and machine-readable. An XML file is an extensible markup language file, and it is used to structure data for storage and transport. In an XML file, there are both tags and text. The tags provide the structure to the data.
- 12.(D)** Cookies are most commonly used to track website activity. When you visit some sites, the server gives you a cookie that acts as your identification card. Upon each return visit to that site, your browser passes that cookie back to the server. Servers can use cookies to provide personalized web pages.
- 13.(B)** A register is a temporary storage area built into a CPU. The instruction register fetches instructions from the program counter (PC) and holds each instruction as it is executed by the processor. The memory registers are used to pass data from memory to the processor.
- 14.(C)** Microsoft PowerPoint is a presentation program, created by Robert Gaskins and Dennis Austin at a software company named Forethought, Inc. It was released on April 20, 1987, initially for Macintosh computers only. Microsoft acquired PowerPoint for \$14 million three months after it appeared.
- 15.(B)** A spreadsheet consists of a table of cells arranged into rows and columns and referred to by the X and Y locations. X locations, the columns, are normally represented by letters, "A", "B", "C", etc., while rows are normally represented by numbers, 1, 2, 3, etc.
- 16.(C)** Satellite broadband is an option available for those who live in rural areas where traditional fixed-line based broadband services aren't available. It uses a satellite dish to provide two-way access to broadband services but speeds which used to be lower have improved with download speeds of up to 30 Mbps available.
- 17.(A)** A protocol is a set of rules that governs the communications between computers on a network. In order for two computers to talk to each other, they must be speaking the same language.
- 18.(A)** Incremental backups: Because an incremental backup will only copy data since the last backup of any type, an organization may run it as often as desired, with only the most recent changes stored. The benefit of an incremental backup is that it copies a smaller amount of data than a full.
- 19.(B)** Twisted-pair cable is a type of cabling that is used for telephone communications and most modern Ethernet networks. A pair of wires forms a circuit that can transmit data.
- 20.(A)** A firewall is a network security device that monitors incoming and outgoing network traffic and decides whether to allow or block specific traffic based on a defined set of security rules. Firewalls have been a first line of defense in network security for over 25 years.
- 21.(D)** ROM is called read only memory because, historically, it could only be read but not written. These names are confusing, because ROMs are randomly accessed too. Worse yet, most modern ROMs can be written as well as read! The important distinction to remember is that RAMs are volatile and ROMs are nonvolatile.
- 22.(D)** Go to Layout > Margins, select Margins, and then select Custom Margins. In the Top, Bottom, Left, and Right boxes, set the margins that you want, and then select Default. When you are prompted, select Yes to change the default settings for document layout.

- 23.(C)** A disk drive is a technology that enables the reading, writing, deleting and modifying of data on a computer storage disk. It is either a built-in or external component of a disk that manages the disk's input/output (I/O) operations.
- 24.(A)** Backspace ← Backspace is the keyboard key that originally pushed the typewriter carriage one position backwards and in modern computer systems moves the display cursor one position backwards,
- 25.(D)** deletes the character at that position, and shifts back the text after that position by one position.
- Telnet is a network protocol used to virtually access a computer and to provide a two-way, collaborative and text-based communication channel between two machines. It follows a user command Transmission Control Protocol/Internet Protocol (TCP/IP) networking protocol for creating remote sessions.



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Practice Set – 29

1. A (n)is a special visual and audio effect applied in Power-point to text or content.
 (A) Animation (B) Flash
 (C) Wipe (D) Dissolve
2. Where does most data go first with in a computer memory hierarchy?
 (A) RAM (B) ROM
 (C) BIOS (D) CACHE
3. All of the following are examples of storage devices EXCEPT _____.
 (A) hard disk drives (B) printers
 (C) floppy disk drives (D) CD drives
4. Select the Odd one _____.
 (A) Operating system (B) Interpreter
 (C) Compiler (D) Assembler
5. Which of the following is not an advantage of magnetic disk storage?
 (A) The access time of magnetic disk is much less than that of magnetic tape
 (B) Disk storage is longer lasting than magnetic tape
 (C) Disk storage is less expensive than tape storage
6. Perforated paper used as input or output media is known as _____.
 (A) Paper tape (B) Magnetic tape
 (C) Punched paper tape (D) Card punch
7. The first-generation computer system used _____.
 (A) Vacuum tubes (B) Transistors
 (C) Registers (D) Magnetic cores
8. To access properties of an object, the mouse technique to use is _____.
 (A) dragging (B) dropping
 (C) right-clicking (D) shift+clicking
9. The ALU and Control Unit jointly known as _____.
 (A) RAM (B) ROM
 (C) CPU (D) PC
10. Computers process data into information by working exclusively with _____.
 (A) Multimedia (B) Words
 (C) Characters (D) Numbers
11. COBOL stands for _____.
 (A) Common Business Oriented Language
 (B) Computer Business Oriented Language
 (C) Common Business Operated Language
 (D) Common Business Organized Language
12. What is the other name for programmed chip?
 (A) RAM (B) ROM
 (C) LSIC (D) PROM
13. _____ Store data temporarily and pass it on as directed by the control unit.
 (A) Address (B) Register
 (C) Number (D) Memory
14. RAID stands for _____.
 (A) Reproduce Array of Intelligent Disks
 (B) Reproduce Array of Inexpensive Disks
 (C) Redundant Array of Inexpensive Drives
 (D) Redundant Array of Inexpensive Disks
15. In most Microsoft programs, what does 'alt+f4' do?
 (A) Ends the program
 (B) Opens the program
 (C) Run the program
 (D) Modify the program
16. A device that is used to transmit data from one location to another is known as _____.
 (A) Storage (B) Memory
 (C) Carrier (D) All of the above
17. Programs developed by an outside supplier and provided to the user in a machine-readable form is known as _____.
 (A) Canned programs (B) Beta program
 (C) Alpha program (D) All of the above
18. Buffer is device/storage area–
 (A) Where data are temporarily stored
 (B) Where data is permanently stored
 (C) Where data error occurs
 (D) All of the above
19. Cache memory is–
 (A) Smaller and faster than main storage
 (B) Bigger and slower than main storage
 (C) Smaller but slower than main memory
 (D) Bigger and faster than main memory
20. Which of the following describe one or more characteristics of a modem computer?
 (A) An electronic device
 (B) A mechanical device
 (C) An electro-mechanical device

21. (D) All of the above
 Octal number system has a base _____.
 (A) Two (B) Four
 (C) Eight (D) Ten
22. Which of the following is a disadvantage of machine language?
 (A) Machine Dependent
 (B) Slower Execution
 (C) Machine Independent
 (D) All of the above
23. Android Operating system is an example of which kind of Source Model?
 (A) Vertical Market soft (B) Open Source
 (C) Horizontal Market (D) Shareware
24. You can use the tab key to _____.
 (A) Move a cursor across the screen
 (B) Indent a paragraph
 (C) Move the cursor down the screen
 (D) Only (A) and (B)
25. Which process checks to ensure the components of the computer and operating are connected properly?
 (A) Booting (B) Processing
 (C) Saving (D) Editing

Solution

- 1.(A) Computer animation is the process used for digitally generating animated images. The more general term computer-generated imagery (CGI) encompasses both static scenes and dynamic images, while computer animation only refers to moving images. Modern computer animation usually uses 3D computer graphics to generate a two-dimensional picture, although 2D computer graphics are still used for stylistic, low bandwidth, and faster real-time renderings. Sometimes, the target of the animation is the computer itself, but sometimes film as well.
- 2.(A) Whether it comes from permanent storage (the hard drive) or input (the keyboard), most data goes in random access memory (RAM) first. The CPU then stores pieces of data it will need to access, often in a cache, and maintains certain special instructions in the register.
- 3.(B) In computing, a printer is a peripheral device which makes a persistent representation of graphics or text, usually on paper. While most output is human-readable, bar code printers are an example of an expanded use for printers.
- 4.(A) An Operating system (OS) is a software which acts as an interface between the end user and computer hardware. Every computer must have at least one OS to run other programs. An application like Chrome, MS Word, Games, etc. needs some environment in which it will run and perform its task.
- 5.(D) A magnetic disk primarily consists of a rotating magnetic surface and a mechanical arm that moves over it. The mechanical arm is used to read from and write to the disk. The data on a magnetic disk is read and written using a magnetization process. Tracks are further divided into sectors that contain blocks of data.
- 6.(A) A slow, low-capacity, sequential storage medium used on earlier computing and communications devices. Paper tape holds data as patterns of punched holes. A paper roll printed by a calculator or cash register. Paper Tape. Paper tape was widely used in the early years of computing as a storage medium.
- 7.(A) First generation computers relied on 'machine language' (which is the most basic programming language that can be understood by computers). These computers were limited to solving one problem at a time. Input was based on punched cards and paper tape.
- 8.(C) In general, properties are the settings of an object on a computer. For example, you could right-click highlighted text and view the properties of that text. The properties of a font or text could be the font size, font type, and color of the text.
- 9.(C) It stands for "Central Processing Unit." The CPU is the primary component of a computer that processes instructions. The

- CPU contains at least one processor, which is the actual chip inside the CPU that performs calculations.
- 10.(C)** Between receiving input and providing output, your computer processes. In other words, the computer processes input and produces output. With a computer, you have the added element of processing, which means doing something to the input so that you get something else as output. Computers process data into information by working exclusively with characters.
- 11.(A)** Acronym for common business-oriented language. Developed in the late 1950s and early 1960s, COBOL is the second-oldest high-level programming language (FORTRAN is the oldest). It is particularly popular for business applications that run on large computers.
- 12.(D)** Unlike main memory (RAM), ROM retains its contents even when the computer is turned off. ROM is referred to as being nonvolatile, whereas RAM is volatile.
- 13.(B)** Data storage is the recording (storing) of information (data) in a storage medium. DNA and RNA, handwriting, phonographic recording, magnetic tape, and optical discs are all examples of storage media. Electronic data storage requires electrical power to store and retrieve data.
- 14.(D)** RAID ("Redundant Array of Inexpensive Disks" or "Redundant Array of Independent Disks") is a data storage virtualization technology that combines multiple physical disk drive components into one or more logical units for the purposes of data redundancy, performance improvement, or both.
- 15.(A)** While running any program in Microsoft Windows, if Alt+F4 is pressed, it closes the currently active program. If no programs are open or you are at the desktop, pressing Alt+F4 opens the Shutdown window.
- 16.(C)** A carrier is a signal used to communicate with other modems, networks, or other devices. A carrier, in the context of cellular technology is a company that provides mobile services. The term "carrier" is short for wireless carrier. Other terms used that refer to the same thing include mobile network operator, mobile phone operator, mobile operator, cellular company, and wireless service provider.
- 17.(A)** A software package that provides a fixed solution to a problem. Canned industry-oriented business applications must be analyzed carefully to determine their flexibility. See canned routine.
- 18.(A)** In computer science, a data buffer (or just buffer) is a region of a physical memory storage used to temporarily store data while it is being moved from one place to another.
- 19.(A)** Cache memory is an extremely fast memory type that acts as a buffer between RAM and the CPU. It holds frequently requested data and instructions so that they are immediately available to the CPU when needed. Cache memory is used to reduce the average time to access data from the Main memory.
- 20.(A)** A modem is a device or program that enables a computer to transmit data over, for example, telephone or cable lines. Computer information is stored digitally, whereas information transmitted over telephone lines is transmitted in the form of analog waves.
- 21.(C)** Octal numbers therefore have a range of just "8" digits, (0, 1, 2, 3, 4, 5, 6, 7) making them a Base-8 numbering system and therefore, q is equal to "8".
- 22.(A)** Machine dependent means the program can only work on the type of computer it was designed for while Machine independent means the program can work on any computer system. Machine language is a first-generation language written using 1s and 0s.
- 23.(B)** Open-source software (OSS) is a type of computer software in which source code is released under a license in which the copyright holder grants users the rights to use, study, change, and distribute the software to anyone and for any purpose. Open-source software may be developed in a collaborative public manner.

- 24.(B) Pressing the Tab key can either add a tab or create a first-line indent, depending on where the insertion point is. Generally, if the insertion point is at the beginning of an existing paragraph, it will create a first-line indent; otherwise, it will create a tab.
- 25.(A) In computing, booting is the process of starting a computer. It can be initiated

by hardware such as a button press, or by a software command. After it is switched on, a computer's central processing unit (CPU) has no software in its main memory, so some process must load software into memory before it can be executed.



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Practice Set – 30

1. What is the correct association between a hardware component and a computer function?
 (A) Monitor > input
 (B) Mouse > input
 (C) CPU > storage
 (D) Hard disk > processing
2. The sharing of a medium and its path by 2 or more devices is called _____.
 (A) Modulation (B) Encoding
 (C) Line discipline (D) Multiplexing
3. The server on the internet is also known as _____.
 (A) Repeater (B) Host
 (C) Gateway (D) AND Gate
4. A database management system (DBMS) is a _____.
 (A) Hardware system used to create, maintain and provide controlled access to a data- base
 (B) Hardware system used to create, maintain, and provide uncontrolled access to a database.
 (C) Software system used to create, maintain, and provide uncontrolled access to a database.
 (D) Software system used to create, maintain and provide controlled access to a database.
5. Which of the following is an example of connectivity?
 (A) Internet (B) Floppy disk
 (C) Power card (D) Data
6. What menu is selected to cut, copy and paste?
 (A) File (B) Tools
 (C) Special (D) Edit
7. To save a document in different location use _____.
 (A) Save (B) Save as
 (C) Save as web page (D) All of above
8. Programming language built into user programs such as Word and Excel are known as _____.
 (A) 4GLs
 (B) Macro languages
 (C) Object-Oriented languages
 (D) Visual programming languages
9. Codes consisting of lines of varying widths or lengths that are computer-readable are known as _____.
 (A) An ASCII code (B) A magnetic tape
 (C) An OCR scanner (D) A bar code
10. To reload a Web page, press the _____ button.
 (A) Redo (B) Reload
 (C) Restore (D) Refresh
11. Personal computers can be connected together to form a _____.
 (A) Server (B) Supercomputer
 (C) Network (D) Enterprise
12. Which of the following is true?
 (A) Byte is a single digit in a binary number
 (B) Bit represents a grouping of digital numbers
 (C) Eight-digit binary number is called a byte
 (D) Eight-digit binary number is called a bit
13. Which of the following can be used to select the entire document?
 (A) CTRL+A (B) ALT+F5
 (C) SHIFT+A (D) CTRL+K
14. A concentric circle on a disk is called a _____.
 (A) Cylinder (B) Track
 (C) Head (D) Sector
15. DSL is an example of a(n) _____ connection.
 (A) Network (B) Wireless
 (C) Slow (D) Broadband
16. The overall design, construction, organization and interconnecting of the various components of a computer system is referred as—
 (A) Computer Architecture
 (B) Computer Flowchart
 (C) Computer Algorithm
 (D) All of the above
17. Instructions and data that are processed by the CPU are located in _____.
 (A) CD-ROM (B) RAM
 (C) The hard disk (D) The motherboard
18. All of the following are considered to be storage devices EXCEPT _____.
 (A) Floppy disk (B) CPU
 (C) CD (D) Hard disk drive
19. The commonly used UNIX commands like date, ls, cat etc. are stored in _____.
 (A) Dev directory (B) Bin directory
 (C) Temp directory (D) Unix directory
20. A circuit with about 100 transistors fabricated on a single chip is called _____.
 (A) MCR (B) MSI
 (C) MIS (D) RJE

21. One megabyte equals approximately _____.
 (A) 1,000 bits (B) 1,000 bytes
 (C) 1 million bytes (D) 1 million bits
22. A computer checks the _____ of user names and passwords for a match before granting access.
 (A) Website (B) Network
 (C) Backup file (D) Data base
23. Computers that are portable and convenient for users who travel are known as _____.
 (A) Super computers (B) Laptops
 (C) Mini computers (D) File servers
24. What is the term for unsolicited e-mail?
 (A) News group (B) Use net
 (C) Backbone (D) Spam
25. The _____ tells the computer how to use its components.
 (A) Utility (B) Network
 (C) Operating system (D) Application program

Solution

- 1.(B) A computer mouse is an input device that is used with a computer. Moving a mouse along a flat surface can move the cursor to different items on the screen. Items can be moved or selected by pressing the mouse buttons (called clicking).
- 2.(D) In telecommunications and computer networks, multiplexing (sometimes contracted to muxing) is a method by which multiple analog or digital signals are combined into one signal over a shared medium. The aim is to share a scarce resource. The multiplexed signal is transmitted over a communication channel such as a cable.
- 3.(B) A host is a computer that is accessible over a network. It can be a client, server, or any other type of computer. Each host has a unique identifier called a hostname that allows other computers to access it. For example, the hostname of a computer on a local network might be Tech-Terms.
- 4.(D) A DBMS is a collection of programs that enable users to create and maintain a database. The DBMS is a general purpose software system that facilitates the processes of defining, constructing, manipulating and sharing databases among various users and applications.
- 5.(A) The Internet (or internet) is the global system of interconnected computer networks that uses the Internet protocol suite (TCP/IP) to communicate between networks and devices. The Internet is a collection of computers that share information. Home users commonly use a phone modem, cable modem, or DSL connection to connect to the Internet. An Internet Service Provider (ISP) connects the home user to other computers. Files that are transferred over the Internet are called Web pages.
- 6.(D) Through the Edit menu and right-click menu. It has cut, copy, and paste items. The menu makes it easy to perform one of these functions on the selection of text because it appears next to it. The cut item is also available through the Edit menu and when you click the right-mouse button.
- 7.(B) Save a copy as a new file (Save As) Press F12 or click File > Save a Copy. By default, Office will save the copy in the same location as the original. If you want to save the new copy in a different location, choose it at this point. Give your new copy a name and click Save.
- 8.(D) In computing, a visual programming language (VPL) is any programming language that lets users create programs by manipulating program elements graphically rather than by specifying them textually.
- 9.(D) A barcode essentially is a way to encode information in a visual pattern that a machine can read. The combination of black and white bars (elements) represents different text characters which follows a set algorithm for that barcode type. The first six numbers of the barcode is the manufacturer's identification number. The next five digits represent the item's number. The last number is called a check

- digit which enables the scanner to determine if the barcode was scanned correctly.
- 10.(D)** Pressing the F5 function key can refresh the Windows desktop screen.
- 11.(C)** A computer network is a set of computers connected together for the purpose of sharing resources. The most common resource shared today is connection to the Internet. Other shared resources can include a printer or a file server. The Internet itself can be considered a computer network.
- 12.(C)** In computer parlance, one binary digit is called a bit, two digits are called a crumb, four digits are called a nibble, and eight digits are called a byte.
- 13.(A)** Alternatively known as Control A and C-a, Ctrl+A is a shortcut key most often used to select all text, or other objects while in a graphical user environment. Tip. On Apple computers, the shortcut to select all is the Command key+A keys.
- 14.(B)** The tracks are concentric circles around the disk and the sectors are segments within each circle. For example, a formatted disk might have 40 tracks, with each track divided into 10 sectors. A sector that cannot be used due to a physical flaw on the disk is called a bad sector.
- 15.(D)** DSL is defined as an abbreviation that stands for digital subscriber line which is defined as the way a computer connects to the Internet at high speeds using telephone lines. An example of DSL is the phone service that might be down when your Internet connection isn't working.
- 16.(A)** In computer engineering, computer architecture is a set of rules and methods that describe the functionality, organization, and implementation of computer systems. Some definitions of architecture define it as describing the capabilities and programming model of a computer but not a particular implementation.
- 17.(B)** Computer memory or random-access memory (RAM) is your system's short-term data storage; it stores the information your computer is actively using so that it can be accessed quickly. The more programs your system is running; the more memory you'll need.
- 18.(B)** CPU Stands for "Central Processing Unit." The CPU is the primary component of a computer that processes instructions. The CPU contains at least one processor, which is the actual chip inside the CPU that performs calculations.
- 19.(B)** The bin directory is found on Linux computers and stores all binary executables. This directory includes all the command line commands and other binary executables. Bin is also an abbreviation sometimes used for the Windows Recycle Bin.
- 20.(B)** A circuit with about 100 transistors fabricated on a single chip is called MSI. Medium-scale integration is an integrated circuit that contains between 30 and 1,000 electronic components on a single chip. Electronics terms, Large scale integration.
- 21.(C)** One megabyte is about 1 million bytes (or about 1000 kilobytes). One megabyte is about 1 million bytes (or about 1000 kilobytes). An MP3 audio file of a few minutes or a 10-million-pixel image from a digital camera would typically take up few megabytes.
- 22.(D)** A computer checks the data base of usernames and passwords for a match before granting access. Database, also called electronic database, any collection of data, or information, that is specially organized for rapid search and retrieval by a computer. Databases are structured to facilitate the storage, retrieval, modification, and deletion of data in conjunction with various data-processing operations.
- 23.(B)** Laptop computers, also known as notebooks, are portable computers that you can take with you and use in different environments. They include a screen, keyboard, and a trackpad or trackball, which serves as the mouse.
- 24.(D)** The word "Spam" as applied to Email means "Unsolicited Bulk Email". Email spam, also known as junk email, is unsolicited bulk messages sent through email. Recipients of spam often have had

their email addresses obtained by spambots, which are automated programs that crawl the internet looking for email addresses. Spammers use spambots to create email distribution lists.

25.(C)

An Operating system (OS) is a software which acts as an interface between the

end user and computer hardware. Every computer must have at least one OS to run other programs. An application like Chrome, MS Word, Games, etc. needs some environment in which it will run and perform its task.



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Practice Set – 31

1. When sending an e-mail, the _____ line describes the contents of the message.
 (A) To (B) Subject
 (C) Contents (D) CC
2. The _____ key will launch the start buttons.
 (A) Esc (B) Shift
 (C) Windows (D) Shortcut
3. What is the ultimate purpose of Defragmentation?
 (A) Make the PC faster
 (B) Create More Free Space
 (C) Delete temporary files
 (D) Reduce Power consumption
4. Which input device cannot be used to work in MS Office?
 (A) Scanner (B) Mouse
 (C) Keyboard (D) Joy stick
5. _____ is a method in which multiple communication devices are connected to one another efficiently.
 (A) Switching (B) Redundancy
 (C) Capacity (D) Detecting
6. _____ is a collection of web - pages and _____ is the very first page that we see on opening of a website.
 (A) Home page, Web page
 (B) Website, Home page
 (C) Web page, Home page
 (D) Web page, Website
7. What's considered the 'backbone' of the World Wide Web?
 (A) URL (B) HTML
 (C) HTTP (D) FTP
8. SMTP stands for _____.
 (A) Simple Mail Transfer Protocol
 (B) Serve Message Text Process
 (C) Short Messaging Text Process
 (D) Short Messaging Transfer Protocol
9. Small application programs that run on a Web page and provide animation are known as _____.
 (A) flash (B) spiders
 (C) cookies (D) applets
10. The errors that can be pointed out by the compiler known as _____.
 (A) Syntax errors (B) Semantic errors
 (C) Logic errors (D) System errors
11. A _____ contains specific rules and words that express the logical steps of an algorithm?
 (A) Syntax
 (B) Programming structure
 (C) Programming language
 (D) logic chart
12. A Proxy server is used for which of the following?
 (A) To provide security against unauthorized users
 (B) To process client requests for web pages
 (C) To provide TCP/IP
 (D) To process client requests for database access
13. Storage that retains its data after the power is turned off is referred to as?
 (A) Volatile storage
 (B) Non-volatile storage
 (C) Sequential storage
 (D) Direct storage
14. Which term identifies main page of the entire site?
 (A) URL (B) Web site address
 (C) Hyperlink (D) Domain name
15. A hard copy of a document is _____.
 (A) Stored in HDD
 (B) Stored on a floppy
 (C) Stored on a CD
 (D) Printed on the printer
16. Which is the part of a computer that one can touch and feel?
 (A) Programs (B) Software
 (C) Hardware (D) Output
17. CPU stands for _____.
 (A) CD-run on memory
 (B) Central processing unit
 (C) Call powers up
 (D) Create programs user
18. Start or restart the computer known as _____.
 (A) Exit (B) Kick
 (C) Boot (D) Kick-Start
19. This is not a function category in Excel _____.
 (A) Logical (B) Data Series
 (C) Financial (D) Text

20. The operating system that is self-contained in a device and resident in the ROM is _____.
 (A) Batch Operating System
 (B) Real - time Operating System
 (C) Embedded Operating System
 (D) Multi Operating System
21. To be able to 'boot', the computer must have a(n)____.
 (A) Compiler (B) Loader
 (C) Operating System (D) Assembler
22. On-line real time systems become popular in ____.
 (A) First Generation
 (B) Second Generation
 (C) Third Generation
 (D) Fourth Generation
23. _____ is the ability of a device to "jump" directly to the requested data.
 (A) Sequential access (B) Random access
 (C) Quick access (D) All of the above
24. _____ is the combination of keys to switch between the last four places that you have edited.
 (A) ALT + CTRL + Z (B) ALT + CTRL + Y
 (C) ALT + TAB + Z (D) ALT + SHIFT + Z
25. _____ is the functional key to display save-as box.
 (A) F5 (B) F6
 (C) F9 (D) F12

Solution

- 1.(B) When sending an e-mail, the Subject line describes the contents of the message. An email subject line is the first text recipients see after your sender name when an email reaches their inbox. It is important to keep an email subject line informative, catchy, and brief.
- 2.(D) The Shortcut key will launch the start button. The Start menu may be launched either by pressing  Win (the Windows key) on a keyboard or its equivalent on a tablet device, pressing CTRL+ESC on a keyboard, or by clicking on the visual Start button.
- 3.(B) Defragmentation, also known as "defrag" or "defragging" is the process of reorganizing the data stored on the hard drive so that related pieces of data are put back together, all lined up in a continuous fashion.
- 4.(D) A joystick is an input device consisting of a stick that pivots on a base and reports its angle or direction to the device it is controlling. Joysticks are often used to control video games, and usually have one or more push-buttons whose state can also be read by the computer.
- 5.(A) Switching is a method in which multiple communication devices are connected to one another efficiently. Switching is process to forward packets coming in from one port to a port leading towards the destination. When data comes on a port it is called ingress, and when data leaves a port or goes out it is called egress. A communication system may include number of switches and nodes.
- 6.(B) Website is a collection of web - pages and Home page is the very first page that we see on opening of a website. A home page also refers to the first page that appears upon opening a web browser, sometimes called the start page, although the home page of a website can be used as a start page.
- 7.(C) Hypertext Markup Language is the standard markup language for documents designed to be displayed in a web browser. It can be assisted by technologies such as Cascading Style Sheets and scripting languages such as JavaScript.
- 8.(A) The Simple Mail Transfer Protocol (SMTP) is a communication protocol for electronic mail transmission. User-level email clients typically use SMTP only for sending messages to a mail server for relaying, and typically submit outgoing email to the mail server on port 587 or 465 as per RFC 8314.
- 9.(A) Flash displays text, vector graphics and raster graphics to provide animations, video games and applications. It allows streaming of audio and video, and can capture mouse, keyboard, microphone, and camera input. Related development platform Adobe AIR continues to be supported.

- 10.(A)** A syntax error is an error in the source code of a program. For example, a missing semicolon at the end of a line or an extra bracket at the end of a function may produce a syntax error. In the PHP code below, the second closed bracket would result in a syntax error since there is only one open bracket in the function.
- 11.(A)** A syntax contains specific rules and words that express the logical steps of an algorithm. Generally a syntax contains specific rules and words that express the logical steps in an algorithm. Syntax is the grammar, structure or order of elements in a language statement. Syntax is also used to refer to the study of principles and processes.
- 12.(B)** A proxy server acts as a gateway between you and the internet. It's an intermediary server separating end users from the websites they browse. Proxy servers provide varying levels of functionality, security, and privacy depending on your use case, needs, or company policy.
- 13.(B)** Non-volatile memory or non-volatile storage is a type of computer memory that can retrieve stored information even after having been power cycled. In contrast, volatile memory needs constant power in order to retain data. Examples of non-volatile memory include flash memory, read-only memory (ROM), ferroelectric RAM, most types of magnetic computer storage devices (e.g. hard disk drives, floppy disks, and magnetic tape), optical discs, and early computer storage methods such as paper tape and punched cards.
- 14.(A)** URL stands for Uniform Resource Locator, and is used to specify addresses on the World Wide Web. A URL is the fundamental network identification for any resource connected to the web (e.g., hypertext pages, images, and sound files).
- 15.(D)** A hard copy of a document is printed on the printer. A hard copy (or "hardcopy") is a printed copy of information from a computer. Sometimes referred to as a printout, a hard copy is so-called because it exists as a physical object. The same information, viewed on a computer display or sent as an e-mail attachment, is sometimes referred to as a soft copy.
- 16.(C)** Computer hardware includes the physical parts of a computer, such as the case, central processing unit, monitor, mouse, keyboard, computer data storage, graphics card, sound card, speakers and motherboard. By contrast, software is the set of instructions that can be stored and run by hardware. There are five parts of computer hardware that can be found in most computer systems, from smart phones to desktop computers: processor, primary storage, secondary storage, input devices and output devices.
- 17.(B)** A central processing unit, also called a central processor, main processor or just processor, is the electronic circuitry within a computer that executes instructions that make up a computer program.
- 18.(C)**
- 19.(A)** Booting is a startup sequence that starts the operating system of a computer when it is turned on. A boot sequence is the initial set of operations that the computer performs when it is switched on. Excel groups functions into 12 categories: Compatibility, Cube, Database, Date and Time, Engineering, Financial, Information, Logical, Lookup & Reference, Math & Trigonometry, Statistical and Text. There is an additional category for user-defined functions installed with add-ins, Logical is not a function category in Excel.
- 20.(C)** An embedded operating system (OS) is a specialized operating system designed to perform a specific task for a device that is not a computer. An embedded operating system's main job is to run the code that allows the device to do its job.
- 21.(C)** To be able to 'boot', the computer must have an Operating System. A modern PC BIOS (Basic Input/Output System) supports booting from various devices. These include the local hard disk drive, optical drive, floppy drive, a network interface card, and a USB device. Typically, the BIOS will allow the user to configure a boot order.

- 22.(C) Online real time systems become popular in Third Generation. The period of third generation was from 1965-1971. The computers of third generation used Integrated Circuits (ICs) in place of transistors. A single IC has many transistors, resistors, and capacitors along with the associated circuitry. This development made computers smaller in size, reliable, and efficient.
- 23.(B) Random access is the ability of a device to "jump" directly to the requested data.
- 24.(A) ALT + CTRL + Z is the combination of keys to switch between the last four places that you have edited.
- 25.(D) Open the Save as a window in the Microsoft Word. Ctrl+F12 opens a document in the Word. Shift+F12 saves the Microsoft Word document (like Ctrl+S). Ctrl+Shift+F12 prints a document in the Microsoft Word.



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Practice Set – 32

1. Accessing data on tapes is much _____ than that accessing data on disks.
 (A) Slower (B) Faster
 (C) Same (D) All of the above
2. If you begin typing an entry into a cell and then realize that you don't want your entry placed into a cell, you _____.
 (A) Press Erase key
 (B) Press esc
 (C) Press Enter button
 (D) Press Edit Formula button
3. Superscript, subscript, outline, emboss, engrave are known as _____.
 (A) Font styles (B) Font effects
 (C) Word art (D) Text effects
4. What is object of UPS?
 (A) Using for storage
 (B) To increase the speed of a computer
 (C) Provides backup power
 (D) All of these
5. Documents converted to _____ can be published to the Web.
 (A) .doc file (B) Http
 (C) Machine language (D) HTML
6. Holding the mouse button down while moving an object or text is known as _____.
 (A) Moving (B) Dragging
 (C) Dropping (D) Highlighting
7. What is the difference between a CD-ROM and a CD-RW?
 (A) They are the same; just two different terms used by different manufacturers
 (B) A D-ROM can be written to and a CD-RW cannot
 (C) A CD-RW can be written to, but a CD-ROM can only be read from
 (D) A CD-ROM holds more information than a CD-RW
8. What happens when we try to delete the files on the floppy?
 (A) The files get moved to the Recycle Bin
 (B) Files on a floppy cannot be deleted
 (C) The files get deleted and can be restored again from Recycle Bin
 (D) The files get deleted and cannot be restored again
9. An educational institution would generally have the following in its domain name _____.
 (A) .org (B) .edu
 (C) .inst (D) .com
10. POST stands for _____.
 (A) Power on Self-Test
 (B) Program on Self-Test
 (C) Power on System Test
 (D) Program on System Test
11. Which of the following can input graphical images and pictures for a computer?
 (A) Plotter (B) Scanner
 (C) Mouse (D) Printer
12. Which of the following categories would include a keyboard?
 (A) Printing Device (B) Output Device
 (C) Input Device (D) Storage Device
13. In Word you can force a page break—
 (A) By positioning your cursor at the appropriate place and pressing the F1 key
 (B) By positioning your cursor at the appropriate place and pressing Ctrl +Enter
 (C) By using the Insert/Section Break
 (D) By changing the font size of your document
14. LSTs (Large Integration) used in?
 (A) First generation (B) Second generation
 (C) Third generation (D) Fourth generation
15. The purpose of an application program is to?
 (A) Meet specific user needs
 (B) Make equivalent run better
 (C) Allow the operating system to control resources better
 (D) Convert program written in high-level language to machine level language
16. Hypertext is a _____.
 (A) Text stored in the memory of the computer
 (B) Text displayed on the screen of the computer
 (C) Special text used in developing Internet developing package
 (D) A system of managing textual Information by creating associations between different documents

17. For running WINDOW minimum disk free space required is?
(A) 8 MB (B) 10 MB
(C) 16 MB (D) 32 MB
18. Which of the following printers generates character from a grid?
(A) Inkjet (B) Laser
(C) Daisy wheel (D) Dot matrix
19. Accumulator is a _____.
(A) Hardwired unit (B) Sequential circuit
(C) Finite state machine (D) Register
20. _____ Function key refreshes the current window.
(A) F5 (B) F6
(C) F7 (D) F8
21. In 1983, this person was the first to offer a definition of the term 'computer virus'?
(A) MC Fee (B) Smiths
(C) Frederick Cohen (D) Norton
22. To minimize all open windows and display the desktop?
(A) Windows logo +D (B) Windows logo + E
(C) Windows logo + F (D) Windows logo + G
23. In MS-Word 'alt + shift + d' does what?
(A) Automatically inserts the date
(B) Inserts the time
(C) Inserts the day
(D) All of the above
24. _____ deletes an item immediately without placing it in the recycle bin.
(A) Shift +enter (B) Shift +delete
(C) Shift +right arrow (D) Shift +left arrow
25. Which of the following is not a network topology?
(A) Star (B) Bus
(C) Linear (D) Ring

Solution

- 1.(A) Accessing data on tapes is much slower than that accessing data on disks. Magnetic tape data storage is a system for storing digital information on magnetic tape using digital recording. The device that performs the writing or reading of data is called a tape drive, and autoloaders and tape libraries are often used to automate cartridge handling. Data is stored on the hard disk in the form of 0 and 1. Hard disk stores information in the form of magnetic fields. Data is stored digitally in the form of tiny magnetized regions on the platter where each region represents a bit.
- 2.(B) Pressing the Esc key while editing a cell aborts the operation and leaves the cell in it's original state. It is a key (frequently labeled Esc) found on most computer keyboards and used for any of various functions, as to interrupt or cancel the current process or running program, or to close a pop-up window.
- 3.(B) On the Home tab, in the Font group, click Text Effect. Click the effect that you want. For more choices, point to Outline, Shadow, Reflection, or Glow, and then click the effect that you want to add.
- 4.(C) An uninterruptible power supply (UPS) is a device that allows a computer to keep running for at least a short time when the primary power source is lost. It also provides protection from power surges.
- 5.(D) An HTML file contains Hypertext Markup Language (HTML), which is used to format the structure of a webpage. It is stored in a standard text format and contains tags that define the page layout and content of the webpage, including the text, tables, images, and hyperlinks displayed on the webpage.
- 6.(B) Dragging the mouse refers to moving its position while holding the mouse button depressed. Dragging is used in the Plot window to move text items and to move the plot itself within the Plot window.
- 7.(C) A Compact Disc Read Only Memory (CD-ROM) is a read-only disc. ... A Compact Disc Re-Writable (CD-RW) is an erasable disc that can be reused. The data on a CD-RW disc can be erased and recorded over numerous times. CD-RW media may not be readable outside of the drive it was created in.
- 8.(D) When we try to delete the files on the floppy the files get deleted and cannot be restored again.

- 9.(B)** An educational institution would generally have (.edu) as its domain name. The domain name edu is a sponsored top-level domain in the Domain Name System of the Internet. The domain was implemented in 1985 for the purpose of creating a domain name hierarchy for organizations with a focus on education, even for non-U.S.-affiliated entities.
- 10.(A)** A power-on self-test (POST) is a process performed by firmware or software routines immediately after a computer or other digital electronic device is powered on. In addition to running tests, the POST process may also set the initial state of the device from firmware.
- 11.(B)** Scanner can input graphical images and pictures for a computer. A scanner is an input device that scans documents such as photographs and pages of text. When a document is scanned, it is converted into a digital format. Most scanners are flatbed devices, which means they have a flat scanning surface.
- 12.(C)** In computing, an input device is a piece of equipment used to provide data and control signals to an information processing system such as a computer or information appliance. Examples of input devices include keyboards, mouse, scanners, digital cameras, joysticks, and microphones. A keyboard could be included in Pointing device category.
- 13.(B)** Word automatically adds a break at the end of each page. You can also insert a manual page break anytime you want to start a new page in your document. Put your cursor where you want one page to end and the next to begin. Go to Insert and click on Page Break.
- 14.(D)** Fourth Generation of computers was between 1971 – 1980. These computers used the VLSI technology or the Very Large Scale Integrated (VLSI) circuits technology. Therefore, they were also known as the microprocessors.
- 15.(A)** Application software is a type of computer program that performs a specific personal, educational, and business function. Each program is designed to assist the user with a particular process, which may be related to productivity, creativity, and/or communication.
- 16.(D)** Hypertext is a system of managing textual Information by creating associations between different documents. The definition of hypertext is a word or words that contain a link to a website. An example of hypertext is the word "Facebook" that links to the Facebook page.
- 17.(A)** For running Windows minimum disk free space required is 8 MB. Your computer's operating system (OS) manages all of the software and hardware on the computer. Most of the time, there are several different computer programs running at the same time, and they all need to access your computer's central processing unit (CPU), memory, and storage.
- 18.(D)** A dot matrix printer is a type of printer that prints by impact of pins striking up and down on an ink ribbon, rather like a traditional typewriter. Dot matrix printers can produce characters by creating a series of dots, which are closely spaced together.
- 19.(D)** In a computer's central processing unit (CPU), the accumulator is a register in which intermediate arithmetic and logic results are stored.
- 20.(A)** In all modern Internet browsers, pressing F5 will reload or refresh the document window or page. Ctrl+F5 forces a complete refresh of a web page. It clears the cache and downloads all contents of the page again. Refresh the list of contents in a folder or a file.
- 21.(C)** Computer Virus. A computer virus is a malicious software program loaded onto a user's computer without the user's knowledge and performs malicious actions. The term 'computer virus' was first formally defined by Fred Cohen in 1983.
- 22.(A)** If your keyboard has a Windows key (and most current keyboards do), you can press the Windows key and the M or D key simultaneously to minimize all the currently open windows on your desktop.

23.(A) You can insert today's date by pressing Shift+Alt+D. This shortcut always inserts a DATE field, the same as if you had used the Date and Time dialog box and selected the Update Automatically check box.

24.(B) In advanced technology for deleting files directly from the disk without placing them into the Recycle Bin and it works when you press the key shortcut Shift + Delete. When you use this command,

selected files and folders will be removed at once and will no longer be available.

25.(C) There are five types of topology in computer networks:

Mesh Topology
Star Topology
Bus Topology
Ring Topology
Hybrid Topology



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Practice Set – 33

1. A list of rules for transferring data over a network is called?
 (A) Protocol (B) Program code
 (C) Rules (D) Flowchart
2. A table consists of _____.
 (A) Fields and columns (B) Rows and columns
 (C) Rows and cells (D) All of the above
3. What does 'ctrl +esc' do?
 (A) Shows the start menu
 (B) Shows the format menu
 (C) Shows the tools menu
 (D) Shows the insert menu
4. A proxy server is used as the computer?
 (A) With external access
 (B) Acting as a backup
 (C) Performing file handling
 (D) Access user permissions
5. Which of the following best defines embedded system?
 (A) A program that comes wrapped in a box
 (B) A program that is permanent part of a computer
 (C) A computer that is a part of a larger computer
 (D) A computer and software system that controls a machine
6. To see the document before the printout is taken, use _____.
 (A) Insert Table (B) Paste
 (C) Format Painter (D) Print Preview
7. Digital video consists of a series of _____.
 (A) Media clips (B) Captures
 (C) Frames (D) Pictures
8. The _____ is the smallest meaningful unit of data.
 (A) Cell (B) Field
 (C) Application (D) All of the above
9. What are the four main aspects of data handling with a computer?
 (A) Input, processing, output, and storage
 (B) Comparing, dividing, sorting, and organizing
 (C) Decision making, sorting, correcting, and mapping
 (D) Adding, subtracting, multiplying, and dividing
10. Most cash registers are now computers that are known as _____ terminals.
 (A) POS (B) DS
 (C) UDC (D) UPC
11. Which of the following is NOT an example of system maintenance?
 (A) Replacing user interfaces
 (B) Making backup copies of files
 (C) Adding, deleting, adjusting records
 (D) Providing system security
12. Which of the following is the primary task of a NAS server?
 (A) Login authentication (B) File sharing
 (C) Internet access (D) E-mail processing
13. If you change Windows 98 to Windows XP, you are actually performing _____.
 (A) Upstart (B) Upgrade
 (C) Update (D) Patch
14. To make a copy of the current document to disk _____.
 (A) Use the 'Save' command
 (B) This cannot be done
 (C) Use the 'duplicate' command
 (D) Use the 'save as' command
15. The main system board of a computer is called the _____.
 (A) Integrated circuit (B) Motherboard
 (C) Processor (D) Microchip
16. Your position in the text is shown by a _____.
 (A) Blinker (B) Insertion Point
 (C) Causer (D) Pointer
17. How many megabytes make a gigabyte?
 (A) 1024 (B) 128
 (C) 256 (D) 512
18. Using output devices one can _____.
 (A) Input data (B) Store data
 (C) Scan data (D) View or print data
19. Which contents are lost when the computer turns off?
 (A) Storage (B) Input
 (C) Output (D) Memory
20. When you save to this, your data will remain intact even when the computer is turned off–

- (A) RAM
(B) Motherboard
(C) Secondary storage device
(D) Primary storage device
21. A central computer that holds collections of data and programs for many PCs, workstations, and other computers is a(n) –
(A) Supercomputer (B) Minicomputer
(C) Laptop (D) Server
22. The piece of hardware that converts your computer's digital signal to an analog signal that can travel over telephone lines is called a–
(A) Red wire (B) Blue cord
(C) Tower (D) Modem
23. When the pointer is positioned on a _____ it is shaped like a hand.
(A) Grammar error (B) Formatting error
(C) Screen Tip (D) Hyperlink
24. Web pages are written using _____.
(A) FTP (B) HTTP
(C) HTML (D) URL
25. Which of the following is a storage device that uses rigid, permanently installed magnetic disks to store data/information–
(A) Floppy diskette (B) Hard disk
(C) Permanent disk (D) Optical disk

Solution

- 1.(A) A network protocol is an established set of rules that determine how data is transmitted between different devices in the same network. Essentially, it allows connected devices to communicate with each other, regardless of any differences in their internal processes, structure or design.
- 2.(B) A table consists of an ordered arrangement of rows and columns. A column name can consist of a word, phrase or a numerical index; the intersection of a row and a column is called a cell.
- 3.(A) Alternatively referred to as Control Esc and C-Esc, Ctrl+Esc is a shortcut key that opens the Start menu in Microsoft Windows.
- 4.(D) A proxy server, also known as a "proxy" or "application-level gateway", is a computer that acts as a gateway between a local network (for example, all the computers at one company or in one building) and a larger-scale network such as the internet. Proxy servers provide increased performance and security.
- 5.(D) An embedded system is a combination of computer hardware and software designed for a specific function or functions within a larger system. The systems can be programmable or with fixed functionality.
- 6.(D) Print Preview option is used to view the page or make adjustments before any document gets printed. By using print preview, you can discover any errors that may exist in the document or fix the layout before printing, which can save ink/toner and paper.
- 7.(C) Digital video consists of a series of frames. In filmmaking, video production, animation, and related fields, a frame is one of the many still images which compose the complete moving picture. The term may also be used more generally as a noun or verb to refer to the edges of the image as seen in a camera viewfinder or projected on a screen.
- 8.(B) The Field is the smallest meaningful unit of data. A database field is the smallest unit of storage in a database. Fields are needed for every different piece of information you wish to store. Database fields are often thought of as the columns within a database table.
- 9.(A) To function, a computer system requires four main aspects of data handling: input, processing, output, and storage. The hardware responsible for these four areas operates as follows: Input devices accept data in a form that the computer can use; they then send the data to the processing unit.
- 10.(A) In general terms, a POS or Point Of Sale machine is a terminal or part of the checkout process that processes credit or debit cards and finalizes the transaction. Sometimes it can be a whole terminal with a cash register, printing uni, display

- monitor, etc. or sometimes it can be as small as a mobile.
- 11.(A)** Replacing user interfaces is not an example of system maintenance. System maintenance is an ongoing activity, which covers a wide variety of activities, including removing program and design errors, updating documentation and test data and updating user support.
- 12.(B)** Network-Attached Storage (NAS) is a computer data storage connected to a network, providing data access to various group of clients. NAS not only operates as a file server, but it is also specialized for this task either by its hardware, software, or configuration of those elements.
- 13.(B)** If you change Windows 98 to Windows XP, you are actually performing upgrade. Upgrading is the process of replacing a product with a newer version of the same product. In computing and consumer electronics an upgrade is generally a replacement of hardware, software or firmware with a newer or better version, in order to bring the system up to date or to improve its characteristics.
- 14.(D)** To make a copy of the current document to disk use the 'save as' command. A command in the File menu of most applications that causes a copy of the current document or image to be created. "Save As" lets the user make a copy of the file in a different folder or make a copy with a different name.
- 15.(B)** The main system board of a computer is called the Motherboard. The motherboard is a printed circuit board and foundation of a computer that is the biggest board in a computer chassis. It allocates power and allows communication to and between the CPU, RAM, and all other computer hardware components.
- 16.(B)** The insertion point is the blinking vertical line in your document. It indicates where you can enter text on the page. You can use the insertion point in a variety of ways: Blank document: When a new blank document opens, the insertion point is located in the top-left corner of the page.
- 17.(A)** One thousand megabytes (1000 MB) is equal to one gigabyte (1 GB), where 1 GB is one billion bytes. 1 MB = 1048576 bytes is the definition used by Microsoft Windows in reference to computer memory, such as RAM.
- 18.(D)** Using output devices one can view or print data. A printer is an output device that prints paper documents. This includes text documents, images, or a combination of both. The two most common types of printers are inkjet and laser printers. A computer monitor is a display adapter that displays information processed by the computer's video card. When a video card or graphics card converts binary information from 1s and 0s into images, these images are displayed onto the directly connected monitor.
- 19.(D)** When you abruptly turn off the system, the files that the system has been writing may be incomplete resulting in loss of data. All those unsaved data and programs can lead to data corruption.
- 20.(C)** If you save data in secondary storage device your data will remain intact even when the computer is turned off or switched off. Secondary storage device is where programs are kept for a long period of time.
- 21.(D)** A server is a computer that provides data to other computers. It may serve data to systems on a local area network (LAN) or a wide area network (WAN) over the Internet. For example, a computer connected to a home network can be designated as a file server, print server, or both.
- 22.(D)** The word "modem" is a contraction of the words modulator-demodulator. A modem is typically used to send digital data over a phone line. The sending modem modulates the data into a signal that is compatible with the phone line, and the receiving modem demodulates the signal back into digital data.
- 23.(D)** When the pointer hovers over a hyperlink, a mouse over event changes the pointer into a hand with an outstretched index finger. Often some informative text about the link may pop up in a tooltip, which

- disappears when the user moves the pointer away.
- 24.(C)** The core element of a web page is one or more text files written in the Hypertext Markup Language (HTML). Many web pages also make use of JavaScript code for dynamic behavior and Cascading Style Sheets (CSS) code for presentation semantics
- 25.(B)** A hard disk drive (HDD), hard disk, hard drive, or fixed disk is an electro-mechanical data storage device that uses magnetic storage to store and retrieve digital data using one or more rigid rapidly rotating platters coated with magnetic material.



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Practice Set – 34

1. Which of the following are advantages of CD-ROM as a storage media?
 (A) CD-ROM is an inexpensive way to store large, amount of data and information
 (B) CD-ROM disks retrieve data and information more quickly than magnetic disks do
 (C) CD-ROMs make less errors than magnetic media
 (D) All of the above
2. A device, which is not connected to CPU, is called as _____.
 (A) Land-line device (B) On-line device
 (C) Off-line device (D) Device
3. A computer program that converts an entire program into machine language at one time is called a/ an _____.
 (A) Interpreter (B) Simulator
 (C) Compiler (D) Numbers
4. What is MS Word?
 (A) A game
 (B) An Operating System
 (C) Word Processing Software
 (D) Typing tutor software
5. For Scientific work the most popular language is?
 (A) PASCAL (B) FORTRON
 (C) COBOL (D) PROLOG
6. TCP stands for _____.
 (A) Transfer control protocol
 (B) Transfer control process
 (C) Transmission control protocol
 (D) Transmission control process
7. The first graphical web browser are?
 (A) Gopher (B) WAIS
 (C) CERN (D) Mosaic
8. Total memory of system can be known using?
 (A) DIR commands
 (B) MEM commands
 (C) Warm boot
 (D) TOT MEM commands
9. The meaning of double-click is?
 (A) Pushing and releasing the main mouse button twice in rapid succession when the on-tree mouse pointer is positioned over the desired item.
 (B) Appearance of an icon
 (C) To take a selection from the document and move it to the clipboard.
 (D) All of the above
10. The term overflow means?
 (A) An excess of Internal storage
 (B) An excess of external storage
 (C) A situation where record cannot fit in to its right place
 (D) A device, which controls the level of humidity in the computer room
11. The access time refers to as _____.
 (A) Time required locating and retrieving stored data
 (B) Time required locating the lost data
 (C) Time required deleting specific data on a certain memory location
 (D) All of the above
12. Rotational delay time is also known as _____.
 (A) Seek time (B) Shift time
 (C) Latency (D) Access time
13. Which memory is non-volatile and may be written only once?
 (A) RAM (B) EPROM
 (C) EEPROM (D) PROM
14. Peer-to-peer is a description—
 (A) Of communications between two dissimilar devices
 (B) Of communications between two equal devices
 (C) Of communications between two different devices
 (D) All of the above
15. Pascal is _____.
 (A) A high-level programming language
 (B) Named after Blaise Pascal
 (C) Named after mathematician that facilitates structured programming techniques
 (D) All of the above
16. Technique to implement virtual memory where memory is divided into units of fixed size memory is—
 (A) Paging (B) De-fragments
 (C) Segmentation (D) All of the above

17. An adder where all the bits of the two operands are added simultaneously—
 (A) Parallel adder (B) Half adder
 (C) Full adder (D) All of the above
18. The point at which the flow of text in a document moves to the top of a new page—
 (A) Page insert (B) Page break
 (C) Page format (D) All of the above
19. Multiprocessor is a computer system—
 (A) Where many CPU under a common control
 (B) Consisting of more than one input devices under common control
 (C) Where many output devices under
 (D) All of the above
20. Non-document files are—
 (A) Pure ASCII files that can be listed for any word processing software
 (B) Non-ASCII files that can be listed for any word processing software
 (C) Pure ASCII files that can be listed for specific word processing software
 (D) Non-ASCII files that can be listed for specific word processing software
21. Which of the Following is not a non-impact printer?
 (A) Thermal printer (B) Ink-jet printer
 (C) Laser printer (D) Dot-matrix printer
22. EDVAC stands for _____.
 (A) Electronic Discrete Variable Automatic Computer
 (B) Electronic Discrete Value Automatic Computer
 (C) Electronic Device Variable Automatic Computer
 (D) Electronic Discrete Variable Advanced Computer
23. When a file is saved for the first time- _____.
 (A) A copy is automatically printed
 (B) It must be given a name to identify it
 (C) It does not need a name
 (D) It only needs a name if it is not going to be printed
24. The computers which are relatively rare because of their cost and size are:
 (A) Mini Computers (B) Micro Computers
 (C) Super Computers (D) Laptops
25. A mistake in an algorithm that causes incorrect results is called a _____.
 (A) Logical error (B) Syntax error
 (C) Machine Error (D) Compiler error

Solution

- 1.(D) The major advantages of the CD-ROM technology are: high-capacity data storage; data security and integrity; stability of the optical medium, especially compared to magnetic media; the ability to store digital, audio, and video data, a direct result of storage capacity and laser technology.
- 2.(C) When a computer or other device is not turned on or connected to other devices, it is said to be "offline." This is the opposite of being "online," when a device can readily communicate with other devices.
- 3.(C) A compiler is a special program that processes statements written in a particular programming language and turns them into machine language or "code" that a computer's processor uses. Typically, a programmer writes language statements in a language such as Pascal or C one line at a time using an editor.
- 4.(C) Microsoft Word or MS-WORD (often called Word) is a graphical word processing program that users can type with. It is made by the computer company Microsoft. Its purpose is to allow users to type and save documents. Similar to other word processors, it has helpful tools to make documents.
- 5.(B) FORTRAN is a general-purpose, compiled imperative programming language that is especially suited to numeric computation and scientific computing. FORTRAN was designed for scientists and engineers, and has dominated this field. For the past 30 years FORTRAN has been used for such projects as the design of bridges and aeroplane structures, it is used for factory automation control, for storm drainage design, analysis of scientific data and so on.

- 6.(C)** TCP (Transmission Control Protocol) is a standard that defines how to establish and maintain a network conversation through which application programs can exchange data. TCP works with the Internet Protocol (IP), which defines how computers send packets of data to each other.
- 7.(D)** NCSA Mosaic, or simply Mosaic, was the web browser that popularized the World Wide Web and the Internet. It was also a client for earlier internet protocols such as File Transfer Protocol, Network News Transfer Protocol, and Gopher. The browser was named for its support of multiple internet protocols.
- 8.(B)** MEM commands displays the amount of used and free memory in your system. Classifies programs by memory usage. Lists the size of programs, provides a summary of memory in use, and lists the largest memory block available. Displays the status of all modules in memory, internal drivers, and other information.
- 9.(A)** A double-click is the act of pressing a computer mouse button twice quickly without moving the mouse. Often, single-clicking selects (or highlights) an object, while a double-click executes the function associated with that object.
- 10.(A)** In computing, an overflow error can occur when a calculation is run but the computer is unable to store the answer correctly. All computers have a predefined range of values they can represent or store. Overflow errors occur when the execution of a set of instructions return a value outside of this range.
- 11.(A)** Access time is the time delay or latency between a request to an electronic system, and the access being completed or the requested data returned.
- 12.(C)** Latency is measured in milliseconds, and indicates the quality of your connection within your network. Anything at 100ms or less is considered acceptable for gaming. However, 20-40ms is optimal.
- 13.(D)** A programmable read-only memory (PROM) or field programmable read-only memory (FEPROM) or one-time programmable non-volatile memory (OTP NVM) is a form of digital memory where the setting of each bit is locked by a fuse or antifuse.
- 14.(D)** In a P2P network, the "peers" are computer systems which are connected to each other via the Internet. Files can be shared directly between systems on the network without the need of a central server. In other words, each computer on a P2P network becomes a file server as well as a client.
- 15.(D)** Pascal is an imperative and procedural programming language, designed by Niklaus Wirth as a small, efficient language intended to encourage good programming practices using structured programming and data structuring. It is named in honour of the French mathematician, philosopher and physicist Blaise Pascal.
- 16.(A)** Technique to implement virtual memory where memory is divided into units of fixed size memory is Paging. In Operating Systems, Paging is a storage mechanism used to retrieve processes from the secondary storage into the main memory in the form of pages. The main idea behind the paging is to divide each process in the form of pages. The main memory will also be divided in the form of frames.
- 17.(A)** A single full adder performs the addition of two one bit numbers and an input carry. But a Parallel Adder is a digital circuit capable of finding the arithmetic sum of two binary numbers that is greater than one bit in length by operating on corresponding pairs of bits in parallel.
- 18.(B)** The page breaks partition only the body text of the document, whereas the section breaks partition both the body text of the document, as well as partition page margins, headers and footers, page numbers, and the like.
Go to Layout > Page Setup, select Break, and then choose Page.
Click or tap in the document where you want a page break.
- 19.(A)** Multiprocessing, in computing, a mode of operation in which two or more processors in a computer simultaneously process two

or more different portions of the same program (set of instructions). On a multiprocessor machine, each processor and RAM is connected through the system bus. Hence the system bus is the hardware path used by the processors to access the system memory as well as to access each other. But going through the slow system bus will slow down the processing.

- 20.(B) Non-document-mode definition:
A word processing mode used for creating source language programs, batch files and other text files that contain only text and no proprietary headers and format codes.
- 21.(C) A laser printer is a printer that uses a focused beam or light to transfer text and images onto paper. The result is a clean copy of the image written on the paper. Because laser printers do not use ink, they have less image smearing problems than inkjet printers and are able to print pages faster.
- 22.(A) EDVAC (Electronic Discrete Variable Automatic Computer) was one of the earliest electronic computers. Unlike its predecessor the ENIAC, it was binary rather than decimal, and was designed to be a stored-program computer.

- 23.(B) Save as a different, or older, format
Click the File tab.
Click Save As.
Choose a file location, such as OneDrive or This PC to store your file.
In the File name box, enter a new name for the file.
In the Save as type list, click the file format that you want to save the file in.
Click Save
- 24.(C) A supercomputer is a computer that performs at or near the currently highest operational rate for computers.
Traditionally, supercomputers have been used for scientific and engineering applications that must handle very large databases or do a great amount of computation (or both).
- 25.(A) A logic error (or logical error) is a mistake in a program's source code that results in incorrect or unexpected behavior. It is a type of runtime error that may simply produce the wrong output or may cause a program to crash while running. Many different types of programming mistakes can cause logic errors.

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Practice Set – 35

1. A(n) _____ program is one that is ready to run and does not need to be altered in any way.
 (A) Interpreter (B) High-level
 (C) Compiler (D) Executable
2. A set of step-by-step procedures for accomplishing a task is known as a(n) —
 (A) Algorithm (B) Hardware program
 (C) Software bug (D) Firmware program
3. The main directory of a disk is called the _____ directory.
 (A) Root (B) Sub
 (C) Folder (D) Network
4. A _____ is a collection of data that is stored electronically as a series of records in a table.
 (A) Spreadsheet (B) Presentation
 (C) Database (D) Web page
5. As you create documents, graphs and pictures your computer holds the data in—
 (A) Restore file (B) Backup drive
 (C) Clip board (D) Memory
6. All are included in removable media except the following—
 (A) CD-ROMs (B) Diskette
 (C) DVDs (D) Hard disk drive
7. _____ processing is used when a large mail-order company accumulates orders and processes them together in one large set.
 (A) Batch (B) Online
 (C) Real-time (D) Group
8. Computer programs are written in a high-level programming language; however, the human readable version of a program is called—
 (A) Cache (B) Instruction set
 (C) Source code (D) Word size
9. What happens if you press Ctrl + Shift + F8?
 (A) It activates extended selection.
 (B) It activates the rectangular selection
 (C) It selects the paragraph on which the insertion line is.
 (D) None of above
10. Which of the following is not valid version of MS Office?
 (A) Office XP (B) Office Vista
 (C) Office 2007 (D) All of the above
11. What is the short cut key to open the Open dialog box in MS word?
 (A) F12 (B) Shift F12
 (C) Alt + F12 (D) Ctrl + F12
12. How can you disable extended selection mode?
 (A) Press F8 again to disable
 (B) Press Del to disable
 (C) Press Esc to disable
 (D) Press Enter to disable
13. Auto Calculate will quickly add selected cells if you _____.
 (A) Right click on the status bar and select Sum
 (B) Click the Auto Calculate button on the toolbar
 (C) Use the key combination Ctrl+\$
 (D) Double click the selection
14. You can add a hyperlink to your worksheet by pressing.
 (A) Alt + K (B) Ctrl + H
 (C) Ctrl + K (D) Ctrl + Shift + K
15. _____ are 'attempts by individuals to obtain confidential information from you by falsifying their identity.
 (A) Phishing (B) Computer viruses
 (C) Spyware scams (D) Viruses
16. Which of the following is the fastest type of computer?
 (A) Laptop (B) Notebook
 (C) Personal computer (D) Super computer
17. Which of the following is not a term pertaining to the Internet?
 (A) Keyboard (B) Link
 (C) Browser (D) Search Engine
18. The operating system that is self-contained in a device and resident in the ROM is _____.
 (A) Batch Operating System
 (B) Real - time Operating System
 (C) Embedded Operating System
 (D) Multi Operating System
19. The computer abbreviation KB usually means—
 (A) Key Block (B) Kernel Boot
 (C) Key Byte (D) Kilo Byte

20. _____ is the key to close a selected drop - down list; cancel a command and close a dialog box.
 (A) TAB (B) SHIFT
 (C) ESC (D) F10
21. Which of the following is NOT one of the four major data processing functions of a computer?
 (A) Gathering data
 (B) Processing data into information
 (C) Analyzing the data or information
 (D) Storing the data or information
22. The CPU and memory are located on the:
 (A) Expansion board (B) Motherboard
- (C) Storage device (D) Output device
23. A _____ is an additional set of commands that the computer displays after you make a selection from the main menu.
 (A) dialog box (B) Submenu
 (C) Menu selection (D) All of the above
24. A letter, memo, proposal or other file that is created using Microsoft Word is called as?
 (A) Master (B) Slide
 (C) Document (D) Worksheet
25. Which of the following are parts of the CPU?
 (A) Secondary Memory (B) Control unit
 (C) Input device (D) Printer

Solution

- 1.(D) An executable is a file that contains a program - that is, a particular kind of file that is capable of being executed or run as a program in the computer. In a Disk Operating System or Windows operating system, an executable file usually has a file name extension of .bat, .com, or .exe.
- 2.(A) An algorithm is a step-by-step demonstration of data processing or problem-solving. An algorithm can be described as a procedure or formula for problem-solving. Algorithms can be widely used in various areas, computer programming, mathematics, and daily lives.
- 3.(A) In a computer file system, and primarily used in the Unix and Unix-like operating systems, the root directory is the first or top-most directory in a hierarchy. It can be likened to the trunk of a tree, as the starting point where all branches originate from.
- 4.(C) A database is an organized collection of structured information, or data, typically stored electronically in a computer system. A database is usually controlled by a database management system (DBMS).
- 5.(D) Computer memory is any physical device capable of storing information temporarily, like RAM (random access memory), or permanently, like ROM (read-only memory). Memory devices utilize integrated circuits and are used by operating systems, software, and hardware.
- 6.(D) A hard drive is the hardware component that stores all of your digital content. Your documents, pictures, music, videos, programs, application preferences, and operating system represent digital content stored on a hard drive. Hard drives can be external or internal.
- 7.(A) Batch processing is a technique in which an Operating System collects the programs and data together in a batch before processing starts. An operating system does the following activities related to batch processing – The OS defines a job which has predefined sequence of commands, programs and data as a single unit.
- 8.(C) Computer programs are written in a high-level programming language; however, the human-readable version of a program is called source code. Source code is the language or string of words, numbers, letters and symbols that a computer programmer uses. An example of source code is someone using HTML code to create a screen. "Source code."
- 9.(B) To create a rectangular outline, the simplest and most flexible approach is to create a rectangular selection and then stroke it. The shortcut is Ctrl + Shift + F8.
- 10.(B) With the release of Word 2003, the numbering was again year-based. Since

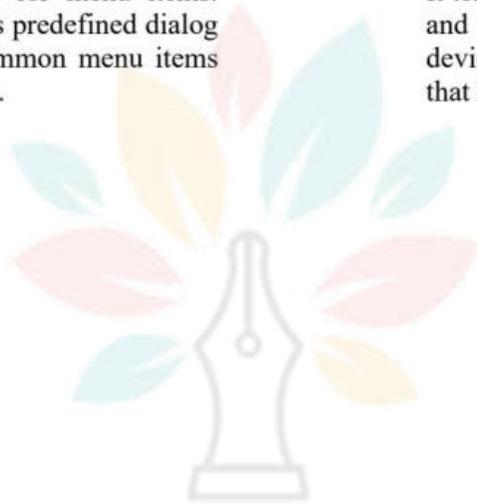
- then, Windows versions include Word 2007, Word 2010, Word 2013, Word 2016, and most recently, Word for Office 365. In 1986, an agreement between Atari and Microsoft brought Word to the Atari ST.
- 11.(D)** Open an application and then press Ctrl-O, or click the Open icon, to display the Open dialog box. Right-click any of the files or folders displayed in that dialog and you'll see a context menu pop open. This is the same context menu you'll find in Explorer windows.
- 12.(C)** If you press the F8 key, you enable what Word refers to as extend mode. This is the keyboard method of anchoring the cursor in preparation for making a selection. When you move the cursor using the cursor control keys, the size of the text selection changes and the letters EXT appear on the status bar.
- 13.(B)** Auto Calculate will quickly add selected cells if you click the Auto Calculate button on the toolbar.
- 14.(C)** The hyperlink is used to add a link from your worksheet to another location. The shortcut used for inserting a hyperlink is a combination of the CTRL key and letter 'K'. Click on the cell where you want to include the hyperlink, type an anchor text, and then press the ENTER key.
- 15.(A)** Phishing scams are attempts by individuals to obtain confidential information from you by falsifying their identity. it is a kind of computer virus. phishing scams are used to obtain sensitive information like user name, passwords-band credit card details.
- 16.(D)** A supercomputer is a computer with a high level of performance as compared to a general-purpose computer. The performance of a supercomputer is commonly measured in floating-point operations per second (FLOPS) instead of million instructions per second (MIPS).
- 17.(A)** A computer keyboard is a typewriter-style device which uses an arrangement of buttons or keys to act as mechanical levers or electronic switches. Replacing early punched cards and paper tape technology, interaction via tele printer-style keyboards
- 18.(C)** have been the main input method for computers since the 1970s, supplemented by the computer mouse since the 1980s. The operating system that is self-contained in a device and resident in the ROM is Embedded Operating System. An embedded operating system is a specialized OS for use in the computers built into larger systems.
- 19.(D)** The kilobyte is a multiple of the unit byte for digital information. The International System of Units defines the prefix kilo as 1000; per this definition, one kilobyte is 1000 bytes. The internationally recommended unit symbol for the kilobyte is kB.
- 20.(C)** ESC is the key to close a selected drop - down list; cancel a command and close a dialog box. The Escape key is located in the upper-left corner of a computer keyboard. It typically resides to the left of the Function keys (F1, F2, F3, etc.) and above the tilde (~) key. Most often, is labeled with the abbreviation "esc."
- 21.(C)** Input, Process, Output, Storage is the correct order of the four major functions of a computer. There are five main hardware components in a computer system: Input, Processing, Storage, Output and Communication devices. A computer is a machine that can be programmed to accept data (input), process it into useful information (output), and store it away (in a secondary storage device) for safekeeping or later reuse. The processing of input to output is directed by the software but performed by the hardware. "Computer is a data processing device that performs four major functions: input, process, output, and storage" 2. There are basically for basic functions of computers - input, storage, processing and output. These are described below: Input: Receiving or accepting information from outside sources. The most common way of performing this function is through the information entered through the keyboard and the click of mouse.
- 22.(B)** The motherboard is a printed circuit board and foundation of a computer that is the biggest board in a computer chassis. It

allocates power and allows communication to and between the CPU, RAM, and all other computer hardware components.

- 23.(A)** A dialog box is an additional set of commands that the computer displays after you make a selection from the main menu. A dialog box is a temporary window an application creates to retrieve user input. An application typically uses dialog boxes to prompt the user for additional information for menu items. Windows also provides predefined dialog boxes that support common menu items such as Open and Print.

- 24.(C)** A computer document is a file created by a software application. While the term "document" originally referred specifically to word processor documents, it is now used to refer to all types of saved files. Therefore, documents may contain text, images, audio, video, and other types of data.

- 25.(B)** The control unit (CU) is a component of a computer's central processing unit (CPU) that directs the operation of the processor. It tells the computer's memory, arithmetic and logic unit and input and output devices how to respond to the instructions that have been sent to the processor.



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Mock Test - 01

1. All of the logic and mathematical calculations done by the computer happen in/on the _____.
 (A) system board
 (B) central control unit
 (C) central processing unit
 (D) mother board
2. A microprocessor is the brain of the computer and is also called a(n) _____.
 (A) microchip (B) macrochip
 (C) macroprocessor (D) calculator
3. The main job of CPU is to _____.
 (A) carry out program instructions
 (B) store data/information for future use
 (C) process data and information
 (D) Both (A) and (C)
4. Computer _____ is whatever is typed, submitted, or transmitted to a computer system.
 (A) input (B) output
 (C) data (D) circuitry
5. Main memory works in conjunction with _____.
 (A) Special function cards (B) RAM
 (C) CPU (D) Intel
6. Which part of the computer is used for calculating and comparing?
 (A) Disk Unit (B) Control Unit
 (C) Modem (D) ALU
7. Once information is input into a computer it becomes _____.
 (A) objects (B) data
 (C) ideas (D) facts
8. _____ is any part of the computer that you can physically touch.
 (A) Hardware (B) A Software
 (C) Compiler (D) An application
9. The complete form of 'IC' in electronics is _____.
 (A) Internal circuit
 (B) Independent circuit
 (C) Integrated circuit
 (D) Inbuilt circuit
10. PARAM was developed by _____.
 (A) C-DAC (B) IIT Kanpur
 (C) BARC (D) IIT Delhi
11. The first computer was programmed using _____.
 (A) Assembly language (B) Machine language
 (C) Spaghetti code (D) Source code
12. An integrated circuit is _____.
 (A) a complicated circuit
 (B) an integrated device
 (C) much costlier than a Dingle transistor
 (D) fabricated on a tiny silicon chip
13. The two types of output devices are _____.
 (A) Monitor and Printer
 (B) Floppy disk and CD
 (C) Keyboard and Mouse
 (D) Windows 2000 and Windows NT
14. A scanner scans _____.
 (A) pictures
 (B) text
 (C) both picture and text
 (D) neither picture nor text
15. Which of the following groups have only input devices?
 (A) Mouse, Keyboard, Monitor
 (B) Mouse, Keyboard, Printer
 (C) Mouse, keyboard, Plotter
 (D) Mouse, Keyboard, Scanner
16. The most common input devices are _____.
 (A) Microphone, printer
 (B) Scanner, monitor
 (C) Digital camera, speaker
 (D) Keyboard, mouse
17. In MICR, 'C' stands for _____.
 (A) Code (B) Colour
 (C) Computer (D) Character
18. Which part of a computer displays the work done?
 (A) RAM (B) Printer
 (C) Monitor (D) ROM
19. Which of these keys is not on the number keyboard?
 (A) Ctrl (B) Del
 (C) Enter (D) Num lock
20. Which of the following is an example of storage devices?

- (A) Magnetic disks (B) Tapes
 (C) DVDs (D) All of these
21. Hard disk drives are considered _____ storage.
- (A) flash (B) non-volatile
 (C) temporary (D) non-permanent
22. Memory that cannot be processed directly by CPU is _____.
- (A) Internal memory (B) External memory
 (C) Cache memory (D) System memory
23. Secondary storage _____.
- (A) does not require constant power
 (B) does not use magnetic media
- (C) consists of four main types of devices
 (D) does not store information for later retrieval
24. Which of the following is an example of an optical disk?
- (A) Digital versatile disk
 (B) Memory disk
 (C) Magnetic disk
 (D) No option is correct
25. What part of the computer provides only temporary storage of files?
- (A) ROM memory (B) RAM memory
 (C) Hard drive (D) Mother board

Solution

- | | | | | | | | |
|--------|---------|---------|---------|---------|---------|---------|---------|
| 1. (C) | 2. (A) | 3. (D) | 4. (A) | 13. (A) | 14. (C) | 15. (D) | 16. (D) |
| 5. (C) | 6. (D) | 7. (B) | 8. (A) | 17. (D) | 18. (C) | 19. (A) | 20. (D) |
| 9. (C) | 10. (A) | 11. (B) | 12. (D) | 21. (B) | 22. (B) | 23. (A) | 24. (A) |
| | | | | 25. (B) | | | |

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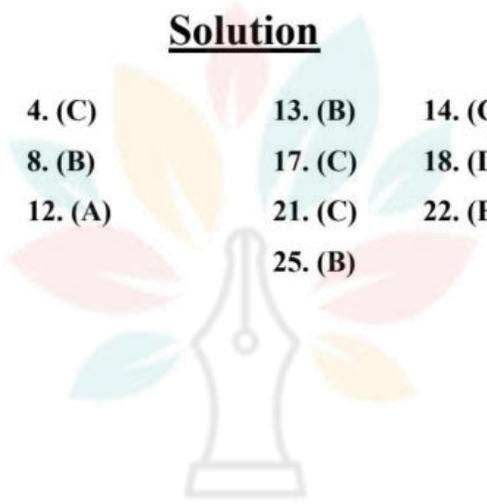
Mock Test - 02

1. Which type of memory holds only the program and data that the CPU is presently processing?
(A) CMOS (B) ROM
(C) RAM (D) ASCII
2. Where is data saved permanently?
(A) Memory (B) Storage
(C) CPU (D) Printer
3. The two kinds of main memory are _____.
(A) ROM and RAM
(B) Floppy Disk and DVD
(C) Primary and Secondary
(D) Random and Sequential
4. Which of the following devices have a limitation that we can only read information from it but can't erase or modify it?
(A) Tape drive (B) Hard disk
(C) CD - Rom (D) Floppy disk
5. A DVD is an example of _____.
(A) hard disk
(B) input device
(C) solid-state storage device
(D) optical disc
6. Which device can understand the difference between data and programs?
(A) Input device (B) Output device
(C) Memory (D) Microprocessor
7. Storage device found inside the computer is _____.
(A) CD ROM (B) Zip Disk
(C) Super Disk (D) Hard Disk
8. The computer that process both analog and digital is called _____.
(A) Analog computer
(B) Hybrid computer
(C) Digital computer
(D) Mainframe computer
9. Which of following refers to the fastest, biggest and most expensive computer?
(A) Personal computer (B) Super computer
(C) Laptop (D) Notebook
10. The smallest unit of information a computer can understand and process is known as a _____.
(A) Digit (B) Kilobyte
(C) Bit (D) Byte
11. Printed information is existing physically and is a more permanent form of output than that presented on a display device is called _____.
(A) Soft copy (B) Carbon copy
(C) Hard copy (D) Desk copy
12. Mr. X has no printer to print his report. He wants to take it to Mr. Y's computer because Mr. Y has printer. Mr. X could save his report on a _____.
(A) Hard drive (B) Piece of paper
(C) Scanner (D) Mouse
13. A device that connects to a network without the use of cables is said to be _____.
(A) distributed (B) wireless
(C) centralized (D) open source
14. The _____ folder retains copies of messages that you have started but are not yet ready to send.
(A) Inbox (B) Outbox
(C) Drafts (D) Sent Items
15. A person who used his or her expertise to gain access to other people's computers to get information illegally or do damage is a _____.
(A) spammer (B) hacker
(C) instant messenger (D) programmer
16. Junk e-mail is also called _____.
(A) spam (B) spoof
(C) sniffer script (D) spool
17. Antivirus software is an example of _____.
(A) Business software
(B) An operating system
(C) A security utility
(D) None of these
18. Which one of the following is the reusable optical storage device?
(A) CD (B) DVD
(C) RPM (D) CD-RW
19. Restarting of computer that is already on is referred to as _____.
(A) shut down (B) cold booting
(C) warm booting (D) logging off
20. Ctrl, Shift and Alt keys are known as _____.
(A) Function keys (B) Adjustment keys
(C) Alphanumeric keys (D) Modifier keys

21. What are the four things needed to connect to the Internet?
 (A) Floppy disk, modem, computer and an ISP
 (B) Telephone line, PDA, computer and an ISP
 (C) Computer, an ISP modem and communication software
 (D) Computer, an ISP, modem and PDA
22. Which one of the following enables your computer to connect to other computers?
 (A) Graphic User Interface (GUI)
 (B) Network Interface Card (NIC)
 (C) Controller Card (CnC)
 (D) Video Card (VC)
23. A computer works on a _____ number system.
 (A) binary (B) octal
 (C) decimal (D) hexadecimal
24. Which of the following is the largest unit of storage?
 (A) GB (B) KB
 (C) MB (D) TB
25. Information on a computer is stored as _____.
 (A) analog data (B) digital data
 (C) modem data (D) outbox data

Solution

- | | | | | | | | |
|--------|---------|---------|---------|---------|---------|---------|---------|
| 1. (C) | 2. (B) | 3. (A) | 4. (C) | 13. (B) | 14. (C) | 15. (B) | 16. (A) |
| 5. (D) | 6. (D) | 7. (D) | 8. (B) | 17. (C) | 18. (D) | 19. (C) | 20. (D) |
| 9. (B) | 10. (C) | 11. (C) | 12. (A) | 21. (C) | 22. (B) | 23. (A) | 24. (D) |
| | | | | 25. (B) | | | |



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Mock Test - 03

1. One thousand bytes is a _____.
 (A) Kilobyte (B) Megabyte
 (C) Gigabyte (D) Terabyte
2. A compiler is used to translate a program written in _____.
 (A) a low level language
 (B) a high level language
 (C) assembly language
 (D) machine language
3. Which is the best definition of a software package?
 (A) An add-on for your computer such as additional memory
 (B) A set of computer programs used for a certain function such as word processing
 (C) A protection you can buy for a computer
 (D) The box, manual and license agreement that accompany commercial software
4. Compiling creates a(n) _____.
 (A) program specification
 (B) algorithm
 (C) executable program
 (D) subroutine
5. A compiler translates a program written in a high level language into _____.
 (A) machine language (B) an algorithm
 (C) a debugged program (D) java
6. The physical components of a computer system is _____.
 (A) software (B) hardware
 (C) ALU (D) control unit
7. A computer cannot "boot" if it does not have the _____.
 (A) compiler (B) loader
 (C) operating system (D) assembler
8. Which process checks to ensure the components of the computer are operating and connected properly?
 (A) Booting (B) Processing
 (C) Saving (D) Editing
9. In computer processing, _____ selects processes from the pool and loads them into memory for execution.
 (A) Job Scheduler
 (B) Resource Scheduler
 (C) CPU Scheduler
 (D) Process Scheduler
10. An error in a program which causes wrong result is called a _____.
 (A) bug (B) byte
 (C) failure (D) Mistake
11. The _____ of a system includes the programs or instructions.
 (A) information (B) hardware
 (C) icon (D) software
12. When you turn on the computer, the boot routine will perform which of the following test?
 (A) RAM Test (B) Disk Drive test
 (C) Memory test (D) Power-on-self-test
13. Computers connected to a LAN (local area network) can _____.
 (A) run faster
 (B) go online
 (C) share information and/or share peripheral equipment
 (D) e-mail
14. Several computers linked to a server to share programs and storage space is called _____.
 (A) Network (B) Grouping
 (C) Library (D) Integrated system
15. The most important or powerful computer in a typical network is _____.
 (A) desktop (B) network station
 (C) network client (D) network server
16. Which of the following refers to a small, single-site network?
 (A) LAN (B) DSL
 (C) RAM (D) USB
17. What is the full form of 'LAN'?
 (A) Line Area Network
 (B) Linear Area Network
 (C) Local Area Network
 (D) Land Area Network
18. Users often use _____ to access to mainframe or supercomputer.
 (A) terminal (B) node
 (C) desktop (D) handheld
19. Personal computers can connect together to form a _____.

- (A) Sever (B) Super Computer
 (C) Enterprise (D) Network
20. A popular way to learn about computers without ever going to a classroom is called _____.
 (A) i-learning (B) isolated learning
 (C) e-learning (D) close learning
21. The standard protocol of the internet is _____.
 (A) TCP/IP (B) Java
 (C) HTML (D) Flash
22. The Internet allows you to _____.
 (A) send electronic mail
 (B) view Web pages
 (C) connect to servers all around the world
- (D) All options are correct
23. To view information on the web you must have a _____.
 (A) cable modem (B) web browser
 (C) domain name server (D) hypertext viewer
24. _____ allows voice conversations to travel over the Internet.
 (A) Internet telephony (B) Instant messaging
 (C) E-mail (D) E-commerce
25. The _____ also called the web, contains billions of documents.
 (A) World Wide Web (B) HTTP
 (C) Web portal (D) Domain

Solution

- | | | | | | | | |
|---------|---------|---------|---------|---------|---------|---------|---------|
| 1. (A) | 2. (B) | 3. (B) | 4. (C) | 17. (C) | 18. (A) | 19. (D) | 20. (C) |
| 5. (A) | 6. (B) | 7. (C) | 8. (A) | 21. (A) | 22. (D) | 23. (B) | 24. (A) |
| 9. (A) | 10. (A) | 11. (D) | 12. (D) | 25. (A) | | | |
| 13. (C) | 14. (A) | 15. (D) | 16. (A) | | | | |

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Mock Test - 04

1. Teach Text is a text editor in which of the following operating systems?
 (A) Windows (B) Google Chrome
 (C) Mozilla Firefox (D) Macintosh
2. A _____ is an agreement between the communicating parties on how communication is to proceed.
 (A) Path (B) SLA
 (C) Bond (D) Protocol
3. "GUI" Stands for _____.
 (A) Gnutella Universal Interface
 (B) Graphics User Interface
 (C) Graphic Uninstall/Install
 (D) General Utility Interface
4. Each _____ on a menu performs a specific action.
 (A) client (B) server
 (C) node (D) command
5. The side bar in a window or word processor that has an arrow on both ends and a box in the middle that you use your mouse to move the pages up\or down is _____.
 (A) Scroll bar (B) Roll bar
 (C) Page bar (D) Box bar
6. Deleted data remains on a disk until _____.
 (A) the data is overwritten
 (B) the recycle bin is emptied
 (C) a file compression utility is used
 (D) the disk is scanned
7. In Microsoft Word, _____ allows us to move selected paragraphs to the left.
 (A) decrease Indent (B) increase Indent
 (C) double Indent (D) single Indent
8. For creating a document, we use which of the following button at file menu?
 (A) Open (B) Close
 (C) New (D) Save
9. Meaningful filename helps in easy file _____.
 (A) storing
 (B) accessing
 (C) printing
 (D) No option is correct
10. A _____ includes the file name and possibly a directory of folder.
 (A) File information packet
 (B) File button
 (C) File directory
 (D) File specification
11. The name which a user assigns to a document is called a(n) _____.
 (A) filename (B) program
 (C) record (D) data
12. .Dos, Doc and Html are example of _____.
 (A) Data bases (B) Extensions
 (C) Domains (D) Protocols
13. Which of the following command allows you to bold the select text?
 (A) Shift + P (B) ESC + P
 (C) Alt + P (D) Ctrl + B
14. In a database, _____ fields store numbers used to perform calculation.
 (A) Next (B) Key
 (C) Alphanumeric (D) Numeric
15. Numbers in table columns are usually _____.
 (A) right-aligned (B) left-aligned
 (C) justified (D) centered
16. In a spreadsheet program, the _____ contains related worksheet and documents.
 (A) workbook (B) column
 (C) cell (D) formula
17. To go to the beginning of a text line, press _____ key.
 (A) Home
 (B) Page up
 (C) Enter
 (D) No option is correct
18. Mouse technique used to access properties of an object is _____.
 (A) dragging (B) dropping
 (C) right clicking (D) shift clicking
19. Moves the cursor one space to the right or puts spaces in between words by using _____.
 (A) Control key (B) Spacebar
 (C) Printer (D) Mouse
20. MS-Word is an example of _____.
 (A) Operating system
 (B) Application software
 (C) Processing device

21. (D) Input device
 A register in CPU used to store the address of the next instruction to be executed is known as _____.
 (A) program counter
 (B) program library
 (C) programmer
 (D) No option is correct
22. Which of the following terms applies to communication between two computer system?
 (A) computer literacy (B) power supply
 (C) applications software (D) connectivity
23. _____ is a self - replicating program that infects computer and spreads by inserting copies of itself into other executable code or document.
- (A) Keylogger (B) Firewall
 (C) Virus (D) Cracker
24. In a digital computer, a stack is a part of _____.
 (A) Motherboard (B) Printer
 (C) Memory unit (D) Monitor
25. Operating system, these are small pictures that represent files, folders, programs, and other items. Each one is used to make the computer do something.
 (A) Sidebar
 (B) Icons
 (C) Taskbar
 (D) No option is correct

Solution

- | | | | | | | | |
|---------|---------|---------|---------|---------|---------|---------|---------|
| 1. (D) | 2. (D) | 3. (B) | 4. (D) | 17. (A) | 18. (C) | 19. (B) | 20. (B) |
| 5. (A) | 6. (B) | 7. (D) | 8. (C) | 21. (A) | 22. (D) | 23. (C) | 24. (C) |
| 9. (B) | 10. (C) | 11. (A) | 12. (B) | 25. (B) | | | |
| 13. (D) | 14. (D) | 15. (B) | 16. (A) | | | | |

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Mock Test - 05

1. Which of the following shortcut is used to cut something in MS-Word.
 (A) Ctrl + C
 (B) Ctrl + X
 (C) Ctrl + V
 (D) No option is correct
2. What type of software is used for creating letters, papers and other documents?
 (A) Database (B) Word processor
 (C) Spreadsheet (D) Operating program
3. In Microsoft Word, shortcut key Ctrl + P is used to _____.
 (A) open the Print dialog box
 (B) update the current Web page
 (C) close the current window
 (D) No option is correct
4. In MS-Word, which of the following shortcut key is used to copy something?
 (A) Ctrl + C
 (B) Ctrl + X
 (C) Ctrl + V
 (D) No option is correct
5. In Microsoft Word, shortcut 'Shift + Delete' is used to _____.
 (A) delete the selected item permanently without placing the item in the Recycle Bin
 (B) copy the selected item
 (C) rename the selected item
 (D) create a shortcut to the selected item
6. In Microsoft Word, shortcut key 'Ctrl + O' is used to _____.
 (A) open the favorites bar
 (B) open the Open dialog
 (C) start another instance of the browser with the same web address
 (D) No options is correct
7. In MS-Excel, multiple calculations can be made in a single formula using _____.
 (A) standard formulas (B) array formula
 (C) complex formulas (D) smart formula
8. In which of the following form data is stored in computer?
 (A) Binary (B) Octal
 (C) Hexadecimal (D) Decimal
9. In MS-Excel, what does 'SUMIF' function do?
 (A) Adds up cell values based on a condition
 (B) Adds all the numbers in a range of cells
 (C) Returns a subtotal in a list or database
 (D) No option is correct
10. In MS-Excel, you can use the drag and drop method to _____.
 (A) copy cell contents
 (B) delete cells contents
 (C) add cell contents
 (D) All options are correct
11. In MS-Excel, to access the 'Go To' Special feature, you can press _____.
 (A) Ctrl + G (B) Ctrl + O
 (C) Ctrl + Shift + G (D) Ctrl + I
12. In MS-Excel, Status indicators are located on the _____.
 (A) Vertical scroll bar
 (B) Horizontal scroll bar
 (C) Formula bar
 (D) Standard toolbar
13. In MS-Excel workbook is a collection of _____.
 (A) Workbooks
 (B) Worksheets
 (C) charts
 (D) Worksheets and charts
14. Excel files have a default extension of _____.
 (A) Xls (B) Xlw
 (C) Wkl (D) 123
15. In MS-Excel, Hyperlinks can be _____.
 (A) Text
 (B) Drawing objects
 (C) Pictures
 (D) All options are correct
16. In MS-PowerPoint, to add a header or footer to your handout, you can use _____.
 (A) The title master
 (B) The slide master
 (C) The handout master
 (D) All options are correct
17. Which of the following fill effects can you use for slide background in MS-PowerPoint?
 (A) Gradient

- (B) Texture
(C) Picture
(D) All options are correct
18. The arrangement of elements such as Title and Subtitle text, Pictures, tables etc. is called _____.
- (A) Layout (B) Presentation
(C) Design (D) Scheme
19. Which of the following view can be used to enter speaker comments in MS–PowerPoint?
- (A) Normal (B) slide show
(C) slide sorter (D) Notes page view
20. In MS–PowerPoint, best way to insert a new slide in a presentation is to use the _____.
- (A) Normal view (B) Special view
(C) Slide show view (D) Slide sorter view
21. In MS–PowerPoint, the best view for getting your thoughts for a presentation out on the computer is _____.
- (A) Outline view (B) Notes page view
(C) Slide sorter view (D) Slide view
22. In MS–PowerPoint, boxes that are displayed to indicate that the text, pictures or objects are placed in it is called _____.
- (A) Placeholder (B) Auto text
(C) Textbox (D) Word art
23. Which of the following is known as ‘wetware’ in computer?
- (A) Computer programs
(B) Circuitry
(C) Human brain
(D) Chemical storage devices
24. Which of the following is an application protocol?
- (A) HTTP (B) TCP
(C) IP (D) UDP
25. In Microsoft Word, _____ allows us to change the colour or selected text.
- (A) Font colour
(B) Text colour
(C) Change colour
(D) Background colour

Solution

- | | | | | | | | |
|---------|---------|---------|---------|---------|---------|---------|---------|
| 1. (B) | 2. (B) | 3. (A) | 4. (A) | 17. (D) | 18. (A) | 19. (D) | 20. (D) |
| 5. (A) | 6. (B) | 7. (B) | 8. (A) | 21. (A) | 22. (A) | 23. (C) | 24. (A) |
| 9. (A) | 10. (A) | 11. (A) | 12. (C) | 25. (A) | | | |
| 13. (B) | 14. (A) | 15. (D) | 16. (C) | | | | |

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Mock Test - 06

1. Who created the first mechanical computer, which proved to be the prototype for future computers?
 (A) Archimedes (B) John Harrison
 (C) Cai Lun (D) Charles Babbage
2. _____ software are freely available and can be edited and customised by anyone.
 (A) Free Source (B) Open Source
 (C) Easy Source (D) Unpaid Source
3. Which of the following is used to protect objects in computer system, in the absence of more complete protect schemes?
 (A) Digital certificate (B) Digital Signature
 (C) Passwords (D) Tokens
4. _____ is a global system of interconnected governmental, academic, corporate, public, and private computers?
 (A) Intranet (B) Internet
 (C) Extranet (D) Darknet
5. An absolute _____ contains the complete address of a file on the Internet.
 (A) Java Script (B) URL
 (C) SQL (D) String
6. C.P.U. consists of _____.
 (A) Arithmetic and Logical unit and Register
 (B) Arithmetic and Logical unit, Register and Control unit
 (C) System unit and Memory
 (D) Hard disk and Control unit
7. Which of the following is a volatile memory of a computer?
 (A) Secondary Memory (B) Cache memory
 (C) RAM (D) ROM
8. Cache memory works on the principle of _____.
 (A) Locality of data
 (B) Locality of reference
 (C) Locality of Memory
 (D) Locality of Memory & reference
9. _____ is telecommunications network or computer network that extends over a large geographical distance.
 (A) Uniform Resource Locator
 (B) Simple Mail Transfer Protocol
 (C) Wide Area Network
 (D) Java Script
10. In IT, associative memory is called as _____.
 (A) Virtual memory
 (B) Cache memory
 (C) Content addressable memory
 (D) Main memory
11. ALU is a part of computer _____.
 (A) Application (B) ROM
 (C) RAM (D) Processor
12. _____ is not a storage device.
 (A) iPod (B) Pen drives
 (C) Linux (D) Flash Disks
13. Which among the following is not an input device?
 (A) Plotter
 (B) Magnetic Ink Character Recognition (MICR)
 (C) Optical Mark Recognition (OMR)
 (D) Barcode Reader
14. Which of the following is also known as the brain of the computer?
 (A) CPU (B) ALU
 (C) Motherboard (D) Keyboard
15. What is the name of the First Supercomputer of the world?
 (A) CDC 6660 (B) USENET
 (C) COMODOR VIC/20 (D) PARAM-10000
16. Which of the following are the two versions of the Internet Protocol (IP)?
 (A) IP Version 4 & IP Version 6
 (B) IP Version 2 & IP Version 3
 (C) IP Version 4 & IP Version 8
 (D) IP Version 2 & IP Version 4
17. In IT, the method for updating the main memory as soon as a word is removed from the cache is called _____.
 (A) Write-through (B) Write-back
 (C) Protected-write (D) Cache-write
18. Protocol used for receiving an email is _____.
 (A) HTTP (B) FTP
 (C) POP (D) SSH
19. A set of instructions executed directly by a computer's central processing unit is _____.
 (A) Command Language
 (B) Machine Language
 (C) Markup Language
 (D) Style Sheet Language

20. Which mechanism is used by the computer virus 'worm' to duplicate itself?
 (A) Swap (B) Increment
 (C) Spawn (D) Swarm
21. Which of the following errors are identified by the compiler?
 (A) Logical Errors (B) Hardware Errors
 (C) Language Errors (D) Syntax Errors
22. In computer terminology, what is the full form of FTP?
 (A) Final Transfer Position
 (B) File Transfer Position
 (C) File Transfer Packet
 (D) File Transfer Protocol
23. In IT terminology, failure in the Kernel is called as _____.
 (A) Crash (B) Crash dump
 (C) Dump (D) Kernel error
24. Which among the following is a light sensitive device used for converting images to their digital form?
 (A) Printer (B) Monitor
 (C) Scanner (D) RAM
25. Which is not an external storage device?
 (A) CD-ROM (B) DVD-ROM
 (C) Pen Drive (D) RAM

Solution

- | | | | | | | | |
|---------|---------|---------|---------|---------|---------|---------|---------|
| 1. (D) | 2. (B) | 3. (C) | 4. (B) | 17. (B) | 18. (C) | 19. (B) | 20. (C) |
| 5. (B) | 6. (B) | 7. (C) | 8. (B) | 21. (D) | 22. (D) | 23. (A) | 24. (C) |
| 9. (C) | 10. (C) | 11. (D) | 12. (C) | 25. (D) | | | |
| 13. (A) | 14. (A) | 15. (A) | 16. (A) | | | | |

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Mock Test - 07

1. Which of the following is/are Correct?
I. GUI - Graphical User Interface
II. VDU – Visual Display Unit
III. ALU – All Logical Unit
 (A) I and II
 (B) I and III
 (C) Only II
 (D) All options are correct
2. Syntax Errors are determined by _____.
 (A) Interpreter (B) ALU
 (C) Logic Unit (D) Control Unit
3. Which among the following is a 'Modifier key'?
 (A) Control
 (B) Shift
 (C) Alt
 (D) All options are correct
4. What is the name of a memory buffer used to accommodate a speed differential?
 (A) Cache (B) Stack Pointer
 (C) Accumulator (D) DISC
5. Which among the following has largest storing space?
 (A) Giga byte (B) Mega byte
 (C) Tera byte (D) Kilo byte
6. Web pages are created by using which of the following?
 (A) HTTP (B) SMTP
 (C) HTML (D) SGML
7. What is a bug in computer terminology?
 (A) A virus
 (B) A program
 (C) An error in program
 (D) Magnetic disk storage device
8. Dot- Matrix is an example of which of the following?
 (A) A software (B) Scanner
 (C) Printer (D) Keyboard
9. Group of 4 bits forms a _____.
 (A) Byte (B) Nibble
 (C) Gigabyte (D) Terabyte
10. In IT, _____ means that the data available in the database is both accurate and consistent.
 (A) Data Security (B) Data Availability
 (C) Data Binding (D) Data Integrity
11. The limit for ASDL service is _____.
 (A) 6,000 feet (B) 12,000 feet
 (C) 18,000 feet (D) 9,000 feet
12. COBOL is an example of _____ language.
 (A) low level
 (B) computer
 (C) high level
 (D) system programming
13. Which of the following is first commercial computer?
 (A) ENIAC (B) EDSAC
 (C) UNIVAC (D) EDVAC
14. Which of the following can input graphical images and pictures for a computer?
 (A) Plotter (B) Scanner
 (C) Mouse (D) Keyboard
15. Cache memory works on the principle of _____.
 (A) locality of reference
 (B) locality of memory
 (C) locality of data
 (D) locality of memory and reference
16. Which is the best definition of a software package?
 (A) An add-on for your computer such as additional memory.
 (B) A set of computer programs used for a certain function such as word processing.
 (C) A protection you can buy for a computer.
 (D) The box, manual and license agreement that accompany commercial software.
17. A _____ is hardware used to read disks.
 (A) Floppy disk (B) Hardware
 (C) Software (D) Disk drive
18. The programs which are as permanent as hardware and stored in ROM is known as _____.
 (A) hardware (B) software
 (C) firmware (D) ROM ware
19. _____ is the process of carrying out commands.
 (A) Fetching (B) Storing
 (C) Decoding (D) Executing
20. Changing an existing document is called _____.
 (A) creating (B) editing
 (C) adjusting (D) coding

21. Help Menu is available at which button?
(A) End (B) Start
(C) Restart (D) Reboot
22. A program that converts high level language to machine language is _____.
(A) linker (B) assembler
(C) compiler (D) interpreter
23. A set of rules for creating markup languages that enables programming to capture specific types of data by creating their own elements is called _____.
(A) HTML (B) XML
(C) XHTML (D) None of these
24. The first-generation computer system used _____.
(A) vacuum tubes (B) transistors
(C) registers (D) magnetic cores
25. Android operating system is an example of which kind of source model?
(A) Vertical Market Software
(B) Open Source
(C) Shareware
(D) Horizontal Market Software

Solution

1. (A) 14.(B)
2. (D) 15.(A)
3. (D) 16.(B)
4. (A) 17.(D)
5. (C) 18.(C)
6. (C) 19.(D)
7. (C) 20.(B)
8. (C) 21.(B)
9. (B) 22.(C)
10. (D) 23.(B)
11.(C) 24.(A)
12.(C) 25.(B)
13.(C)

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Mock Test - 08

1. A _____ card connects each computer to the wiring in the network.
 (A) Network interface (B) PC interface
 (C) Memory (D) All of the above
2. What is the initial page of the Web site?
 (A) The start page
 (B) The hyperlink page
 (C) The link page
 (D) The home page
3. What is the term for a set of step-by-step instructions that direct a computer to perform its tasks?
 (A) Setup (B) Program
 (C) System (D) Instruction manual
4. To execute a given DOS program, you must type a(n) _____.
 (A) Command (B) Order
 (C) Syntax (D) all of the above
5. PC cards, flash memory cards, and smart cards are all examples of:
 (A) Removable hard disks.
 (B) Digital video discs.
 (C) Volatile memory devices.
 (D) Solid state storage devices.
6. A _____ is a unique identification number generated by a computer hardware component or a program.
 (A) Cookie (B) .NET Passport
 (C) GUID (D) Private Key
7. RAM is an example of volatile storage and serves as the computer's _____.
 (A) Short-term memory
 (B) Hard drive
 (C) Permanent storage unit
 (D) Auxiliary CPU
8. When a computer prints a report, this output is called _____.
 (A) Hard copy (B) soft copy
 (C) COM (D) All of the above
9. The ascending order of a data hierarchy is _____.
 (A) Bit-byte-record-field-file-database
 (B) Byte-bit-field-record-file-database
 (C) Bit-byte-field-record-file-database
 (D) Byte-bit-record-file-field-database
10. Which of the following is a graphical package?
 (A) CorelDraw (B) MS-Excel
 (C) MS-Word (D) All of the above
11. A mouse, trackball, and joystick are examples of _____.
 (A) Pointing devices
 (B) Pen input devices
 (C) Data collection devices
 (D) Multimedia devices
12. The Internet uses _____.
 (A) Circuit switching (B) Packet switching
 (C) Hybrid switching (D) All of the above
13. What would you use for immediate, real-time communication with a friend?
 (A) Instant Messaging (B) E-Mail
 (C) Usenet (D) Blog
14. Which of the following is used to create newspaper style columns?
 (A) Format Tabs (B) Table Insert Table
 (C) Insert Textbox (D) Format Columns
15. How much space in minimum must be provided between columns?
 (A) 0" (B) 0.5"
 (C) 1" (D) 1.5"
16. Which operation you will perform if you need to move a block of text?
 (A) Copy and Paste (B) Cut and Paste
 (C) Paste and Delete (D) Paste and Cut
17. The electronic switches in the ENIAC were:
 (A) Integrated circuits
 (B) Transistors
 (C) Electro-mechanical switches
 (D) Vacuum tubes
18. In Excel _____ allows users to bring together copies of work-books that other user have worked on independently.
 (A) Copying (B) Merging
 (C) Pasting (D) Compiling
19. What kind of memory is static and nonvolatile?
 (A) RAM (B) ROM
 (C) BIOS (D) CACHE

20. _____ Is the Virus that overwrites the files or a few parts being replaced?
 (A) Resident (B) File infectors
 (C) Boot virus (D) Macro virus
21. Which of the following is an advantage of stored programs?
 (A) Reliability
 (B) Reduction in operation costs
 (C) The computers becoming general-purpose
 (D) All of the above
22. Which of the following is an Object-Oriented Programming Language?
 (A) C (B) Java
 (C) C++ (D) Both B and C
23. MICR is exclusively used in _____
 (A) Libraries (B) Super markets
 (C) Stock markets (D) Banking Industry
24. Which of the following is an audio input device?
 (A) Microphone (B) Webcam
 (C) MIDI keyboard (D) Only A & C
25. Digital Camera is an?
 (A) Input Device (B) Output Device
 (C) Storage Device (D) Controller Device

Solution

- | | | | | |
|--------|--------|--------|--------|--------|
| 1.(A) | 2.(D) | 3.(B) | 4.(A) | 5.(D) |
| 6.(C) | 7.(A) | 8.(A) | 9.(C) | 10.(A) |
| 11.(A) | 12.(B) | 13.(A) | 14.(D) | 15.(A) |
| 16.(B) | 17.(D) | 18.(B) | 19.(B) | 20.(B) |
| 21.(A) | 22.(D) | 23.(D) | 24.(D) | 25.(A) |

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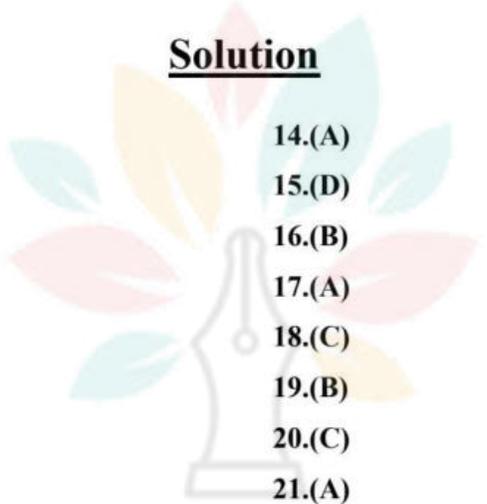
Mock Test - 09

1. _____ is any part of the computer that you can physically touch.
 (A) Hardware (B) Software
 (C) Application (D) None of these
2. Computer gathers data, which means that it allows users to _____ data.
 (A) present (B) output
 (C) input (D) None of these
3. The brain of any computer system is _____.
 (A) ALV (B) Memory
 (C) Control unit (D) CPU
4. The output quality of a printer is measured by _____.
 (A) dots printed per unit time
 (B) dot per sq. inch
 (C) dot per inch
 (D) All of the above
5. Which is used for manufacturing chips?
 (A) Semiconductors (B) Control units
 (C) Bus (D) None of these
6. ASCII stands for _____.
 (A) American stable code for international interchange
 (B) American standard code for interchange information
 (C) American standard code for information interchange
 (D) American stable code for interchange information
7. The main webpage of a website is also known as _____.
 (A) Home page (B) First page
 (C) Introduction page (D) Contents page
8. Different icons of application software can be found in which bar in the latest version of Microsoft windows?
 (A) Control panel (B) Browser
 (C) Start menu (D) Status
9. Coded entries which are used to gain access to a computer system are called _____.
 (A) Entry code
 (B) Security commands
 (C) Passwords
 (D) Code words
10. A collection of unprocessed items is called _____.
 (A) Information (B) Reports
 (C) Memory (D) Data
11. What are the speakers attached to your computer used for?
 (A) Displaying images
 (B) Sending messages
 (C) Storing messages
 (D) Handling sound and music
12. The main job of CPU is to _____.
 (A) carry out program instructions
 (B) store data/information for future use
 (C) process data and information
 (D) both (A) and (C)
13. Portrait and landscape are _____.
 (A) page size (B) page view
 (C) page orientation (D) page layout
14. Which among the following is used to create webpage?
 (A) HTML (B) SMTP
 (C) Internet (D) Usenet
15. Which of the following supports 32-bit processor?
 (A) Window 2000 (B) Window 7
 (C) Window 8.1 (D) All of the above
16. What is the number of function keys on a keyboard?
 (A) 10 (B) 12
 (C) 15 (D) 16
17. Which among the following was the first network with which the idea of internet began?
 (A) ARPANET (B) APRANET
 (C) PARANET (D) USENET
18. Which of the following key is the example of Toggle key?
 (A) Ctrl (B) Shift
 (C) Caps lock (D) Alt
19. Each box in a spread sheet is called a _____.
 (A) Block (B) Cell
 (C) Table (D) Field
20. Which among the following port is used to connect special types of music instruments to sound cards?

- | | | | | |
|-----|---|--------------|--|----------------------|
| | (A) BUS | (B) USB | (A) Byte | (B) Bit |
| | (C) MIDI | (D) CPU | (C) Nibble | (D) Binary |
| 21. | Which of these keys is NOT on the number keypad? | | 24. Which of the following options are available to you when shutting down your computer? | |
| | (A) Ctrl | (B) Del | (A) Switch user | (B) Log off |
| | (C) Enter | (D) Num Lock | (C) Stand by | (D) All of the above |
| 22. | Once information is input into a computer, then it becomes _____. | | 25. A typically connects personal computers within a very limited geographical area, usually within a single building. | |
| | (A) objects | (B) data | (A) LAN | (B) WAN |
| | (C) ideas | (D) facts | (C) MAN | (D) TAN |
| 23. | Which among the following in the largest unit of storage? | | | |

Solution

- | | |
|--------|--------|
| 1.(A) | 14.(A) |
| 2.(C) | 15.(D) |
| 3.(D) | 16.(B) |
| 4.(C) | 17.(A) |
| 5.(A) | 18.(C) |
| 6.(C) | 19.(B) |
| 7.(A) | 20.(C) |
| 8.(C) | 21.(A) |
| 9.(C) | 22.(B) |
| 10.(D) | 23.(A) |
| 11.(D) | 24.(D) |
| 12.(D) | 25.(A) |
| 13.(C) | |



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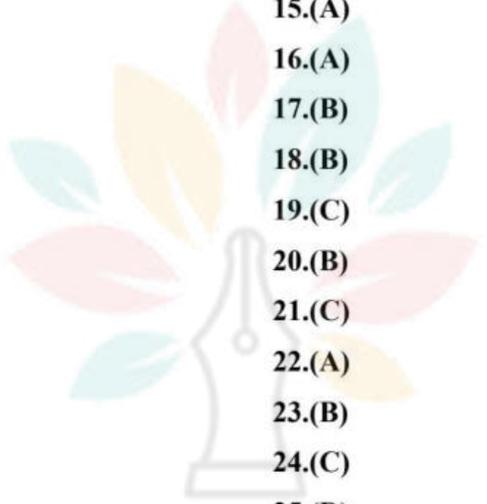
Mock Test - 10

1. What is the other name of Junk Email?
 (A) Draft (B) Spam
 (C) Compose (D) Inbox
2. Who invented the WWW?
 (A) Charles Babbage (B) Tim Berners Lee
 (C) Guido Van Rossum (D) Sergey Brin
3. How many layers are present in OSI model?
 (A) Six (B) Seven
 (C) Eight (D) Nine
4. In computer terminology, failure in the kernel is called.
 (A) Spam (B) Virus
 (C) Antivirus (D) Crash
5. Which memory is called Non-volatile memory in computer?
 (A) ROM (B) RAM
 (C) Both (A) and (B) (D) None of the above
6. Any data and instruction entered in the memory of a computer is:
 (A) Storage (B) Output
 (C) Input (D) Information
7. In computer whatever is typed, submitted, or transmitted to a computer system is _____.
 (A) input (B) output
 (C) data (D) circuitry
8. Who is the father of computer science?
 (A) Allen Turing (B) Charles Babbage
 (C) Tim-Berners Lee (D) Henry Edward Roberts
9. To access properties of an object, the mouse technique to use is _____.
 (A) Shift-Click (B) Right-Click
 (C) Dragging (D) Dropping
10. What type of keys are 'Ctrl' and 'Shift'?
 (A) Function (B) Modifier
 (C) Adjustment (D) Alphanumeric
11. All the characters that a device can use is called _____.
 (A) skill set
 (B) keyboard characters
 (C) character alphabet
 (D) character set
12. A series of instruction that tells a computer what to do and how to do it is called a _____.
 (A) command (B) program
 (C) user response (D) processor
13. A _____ can make it easier to play games.
 (A) mouse (B) keyboard
 (C) digital pen (D) joystick
14. Which of the following can input graphical images and pictures for a computer?
 (A) Plotter (B) Scanner
 (C) Printer (D) Mouse
15. For seeing the output, you use _____.
 (A) monitor (B) mouse
 (C) printer (D) scanner
16. _____ is a permanent storage device.
 (A) Compact disk (B) Printer
 (C) RAM (D) Scanner
17. Which of following refers to the fastest, biggest and most expensive computer?
 (A) Personal computer (B) Super computer
 (C) Laptop (D) Notebook
18. What kind of device is a printer?
 (A) Input (B) Output
 (C) Word processor (D) Processing
19. A scanner scans _____.
 (A) Text
 (B) Picture
 (C) Both picture and text
 (D) Neither picture nor text
20. Universal product code has been adopted for whom?
 (A) Earthquake resistant building
 (B) Barcode
 (C) Fire protection in building
 (D) Prevention of adulteration of food
21. DPI indicates _____.
 (A) units of the digits (B) inches in diagram
 (C) dot per inches (D) inches in the dot
22. Which printer is commonly used in desktop printing?
 (A) Laser pointer (B) Daisywheel printer
 (C) Dot matrix printer (D) None of these
23. UNIVAC is _____.
 (A) Universal Array Computer
 (B) Universal Automatic Computer
 (C) Unique Automatic Computer

24. (D) Unvalued Automatic Computer
A hybrid computer _____.
(A) resembles digital computer
(B) resembles analogue computer
(C) resembles both a digital and analogue computer
25. (D) None of these
The ALU of a computer responds to the command coming from _____.
(A) cache memory (B) primary memory
(C) external memory (D) control section

Solution

- | | |
|--------|--------|
| 1.(B) | 14.(B) |
| 2.(B) | 15.(A) |
| 3.(B) | 16.(A) |
| 4.(D) | 17.(B) |
| 5.(A) | 18.(B) |
| 6.(C) | 19.(C) |
| 7.(A) | 20.(B) |
| 8.(A) | 21.(C) |
| 9.(B) | 22.(A) |
| 10.(B) | 23.(B) |
| 11.(B) | 24.(C) |
| 12.(B) | 25.(D) |
| 13.(D) | |


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Mock Test - 11

1. Which of the following is an example of an optical disk?
 (A) Digital versatile disks (B) Magnetic disks
 (C) Memory disks (D) Data bus disks
2. Which of the following are the examples of output device?
 (A) Monitor and Printer
 (B) Floppy disk and CD
 (C) Keyboard and Mouse
 (D) Windows 2000 and Windows NT
3. Which of the following IC was used in third generation of computers?
 (A) SSI (B) MSI
 (C) LSI (D) Both (A) and (B)
4. Which of the following storage devices can store maximum amount of data?
 (A) Magnets optic disk (B) Hard disk
 (C) Floppy disk (D) Compact disk
5. A modern electronic computer is a machine that is meant for _____.
 (A) Performing repetitive task accurately
 (B) Electronic data processing
 (C) Doing quick mathematical calculations
 (D) Input, Storage, Manipulation and Outputting data
6. Which of the following products the best quality graphics reproduction?
 (A) Laser printer (B) Platter printer
 (C) Ink jet printer (D) Dot matrix printer
7. Software in computer _____.
 (A) Enhance the capabilities of the hardware machine
 (B) Increase the speed of CPU
 (C) Both (A) and (B)
 (D) None of these
8. The arranging of data in a logical sequence is called _____.
 (A) Sorting (B) Reproducing
 (C) Summarizing (D) Classifying
9. Which of the following is the first-generation computer?
 (A) CDC – 1004 (B) ICL – 2900
 (C) IBM – 1401 (D) UNIVAC
10. A readymade format which is used commonly in all pages of website is _____.
 (A) Template (B) Theme
 (C) Data (D) Program
11. Where is data saved permanently?
 (A) Memory (B) Storage
 (C) CPU (D) Printer
12. In MICR, C stands for _____.
 (A) Code (B) Colour
 (C) Computer (D) Character
13. An encrypted format, in which product information stored is used on packing of mostly products?
 (A) Bar code (B) QR code
 (C) Binary code (D) All of the above
14. Which is an auto functioning MALWARE?
 (A) Virus (B) Trojan horse
 (C) Worm (D) All of the Above
15. Database is a _____.
 (A) collection of rows
 (B) collection of columns
 (C) collection of table
 (D) collection of data
16. Unique data column of a table is known as _____.
 (A) primary key (B) secondary key
 (C) public key (D) foreign key
17. Railway track is an example of which kind of transmission?
 (A) Simplex (B) Half-duplex
 (C) Full-duplex (D) None of these
18. Set of instruction is known as _____.
 (A) data (B) program
 (C) data base (D) None of these
19. What is the extension of android executable file?
 (A) .apk (B) .asp
 (C) .exe (D) .dll
20. “WWW. Facebook.Com” is an example of _____.
 (A) website (B) source code
 (C) domain (D) URL
21. Which of the following device has a limitation that we can only read it but cannot erase or modify it?

- | | | | | |
|-----|--|---------------------|--------------------------|---|
| | (A) Tape drive | (B) Hard disk | (C) Application software | (D) All of the above |
| | (C) Compact disk | (D) Floppy disk | | |
| 22. | Ctrl, Shift and Alt are called _____ keys. | | 24. | Which one is an example of ISP? |
| | (A) Modifier | (B) Function | (A) Yahoo | (B) Twitter |
| | (C) Alphanumeric | (D) Adjustment | (C) Whatsapp | (D) Airtel |
| 23. | A kind of software which is used to direct help to user _____. | | 25. | Share it, Paytm, Whatsapp etc. applications are based on which kind of data sharing system? |
| | (A) Firmware | (B) System software | (A) QR Code | (B) Bar Code |
| | | | (C) MICR | (D) Response Code |

Solution

- | | |
|--------|--------|
| 1.(A) | 14.(D) |
| 2.(A) | 15.(C) |
| 3.(D) | 16.(A) |
| 4.(B) | 17.(B) |
| 5.(D) | 18.(B) |
| 6.(B) | 19.(A) |
| 7.(A) | 20.(D) |
| 8.(A) | 21.(C) |
| 9.(D) | 22.(A) |
| 10.(A) | 23.(C) |
| 11.(B) | 24.(D) |
| 12.(D) | 25.(A) |
| 13.(A) | |

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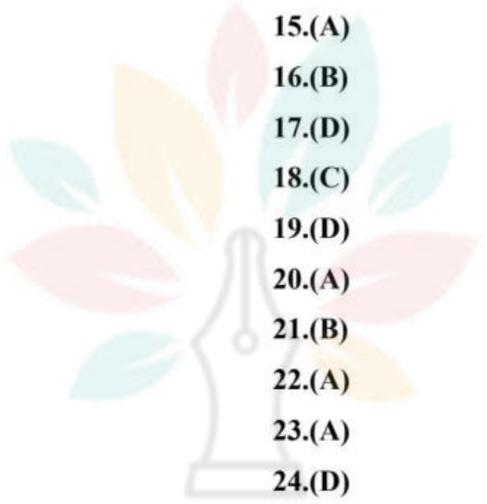
Mock Test - 12

1. What is the storage capacity of the DVD?
 (A) 750 MB (B) 4.7 GB
 (C) 520 MB (D) 1.2 GB
2. Which one is an example of Impact Printer?
 (A) Ink Jet Printer (B) Laser Printer
 (C) Dot Matrix Printer (D) Plotter Printer
3. The basic design of computer was developed by _____.
 (A) John Von Neumann (B) Charles Babbage
 (C) Blaire Pascal (D) Gordon Moore
4. Which of the following are valid minimum and maximum zoom, sizes in MS-Office?
 (A) 10% - 100% (B) 10% - 1000%
 (C) 20% - 250% (D) 10% - 500%
5. What program is used in MS-Word to check the spelling?
 (A) Spell check (B) Spell pro
 (C) Outlook express (D) All of the above
6. To run a CD in a computer, we need _____.
 (A) FD drive (B) CD drive
 (C) Zip drive (D) Pen drive
7. Which is considered a direct entry input device?
 (A) Optical Scanner
 (B) Mouse and digitizer
 (C) Light Pen
 (D) All of the above
8. Ctrl + Page up will take you to _____.
 (A) last cell in the column
 (B) first cell in the column
 (C) previous sheet
 (D) None of these
9. 192.161.121.100 is an example of which class?
 (A) Class A (B) Class B
 (C) Class C (D) Class D
10. Which command is used to close datasheet view of the table?
 (A) Alt + F4 (B) Ctrl + O
 (C) Ctrl + W (D) Ctrl + Z
11. Which of the following are the cheapest memory devices in term of cost/bit?
 (A) Magnetic Disk
 (B) Magnetic Tape
 (C) Semi-Conductor Memories
 (D) Compact Disk
12. Which of the following is not a logical gate?
 (A) AND (B) OR
 (C) NAT (D) None of these
13. Which of the following is 3rd layer of OSI model?
 (A) Physical Layer (B) Application Layer
 (C) Network Layer (D) Session Layer
14. Which of the following is not a type of bus?
 (A) Software Bus (B) Data Bus
 (C) Control Bus (D) Address Bus
15. Analytical Engine was made by _____.
 (A) Charles Babbage
 (B) John Von Neumann
 (C) John McCarthy
 (D) Alan Border
16. What type of program controls the various computer parts and allows the user to internet with the computer?
 (A) Utility software
 (B) Operating system
 (C) Word processing software
 (D) Database software
17. A printer is which kind of device?
 (A) Input (B) Word Processing
 (C) Processing (D) Output
18. In Excel, each sheet in a workbook is displayer as _____.
 (A) Marker
 (B) Down printing arrow
 (C) Tab
 (D) None of these
19. Which of the following is a connecting device for Network?
 (A) Switch (B) Hub
 (C) Router (D) All of the Above
20. In a computer _____ is capable to store single binary bit.
 (A) Flip-Flop (B) Register
 (C) Capacitor (D) Conductor
21. A process known as _____ is used by large retailers to study trends.
 (A) POS (B) Data mining
 (C) Data conversion (D) Data selection
22. Computer process data into information by working exclusively with _____.

- | | | | |
|----------------|---------------|----------|----------------------|
| (A) Number | (B) Character | (A) .jpg | (B) .gif |
| (C) Multimedia | (D) Words | (C) .wav | (D) All of the above |
23. What is the maximum number of lines you can set for a drop cap?
(A) 10 (B) 15
(C) 20 (D) Undefined
24. Which file format can be added to a PowerPoint show?
(A) Trash (B) Spam
(C) Phishing (D) Backbone
25. Which of the following term is used for unsolicited email?
(A) Trash (B) Spam
(C) Phishing (D) Backbone

Solution

- | | |
|--------|--------|
| 1.(B) | 14.(A) |
| 2.(C) | 15.(A) |
| 3.(A) | 16.(B) |
| 4.(D) | 17.(D) |
| 5.(A) | 18.(C) |
| 6.(B) | 19.(D) |
| 7.(D) | 20.(A) |
| 8.(C) | 21.(B) |
| 9.(C) | 22.(A) |
| 10.(C) | 23.(A) |
| 11.(D) | 24.(D) |
| 12.(C) | 25.(B) |
| 13.(C) | |


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Mock Test - 13

1. A graphic presentation of the sequence of steps needed to solve a programming problem is called a _____.
 (A) Program flowchart (B) Step chart
 (C) Rule diagram (D) Program graph
2. Hard copy of a document is _____.
 (A) Printed on paper (B) Stored in floppy
 (C) Stored in CD (D) Stored in hard disk
3. In MS-Word, for what does ruler help?
 (A) To set indents (B) To set tabs
 (C) To change page margin (D) All of the above
4. What would I choose to create a pre-formatted style?
 (A) Slider shorter view (B) Slide layout
 (C) Format (D) None of these
5. Right clicking something in Excel _____.
 (A) delete the objects
 (B) nothing the right mouse button is there for left handed people
 (C) open a shortcut menu listing everything you can do to the object
 (D) select the object
6. PDF stands for _____.
 (A) Portable Document File
 (B) Portable Document Format
 (C) Paired Drive Format
 (D) None of these
7. Open, print and save display on _____.
 (A) menu bar (B) standard tool bar
 (C) title bar (D) None of these
8. What is the name of part of the computer which coordinates all the function?
 (A) ROM program (B) Control unit
 (C) Mother board (D) None of these
9. Java language was released in _____ as core component of sun micro-systems Java platform.
 (A) 1982 (B) 1985
 (C) 1992 (D) 1995
10. In platform software, platform includes the _____.
 (A) Firmware (B) Device Drivers
 (C) Operation system and Graphical user interface
 (D) All of the above
11. Information on a computer is stored as _____.
 (A) Analog data (B) Digital data
 (C) Modem data (D) Watts data
12. Which of the following is an output device?
 (A) Printer (B) Monitor
 (C) Mouse (D) Both (A) and (B)
13. What is the full form of IP?
 (A) Internet Programming
 (B) Internet Protection
 (C) Internet Protocol
 (D) None of these
14. We can detect spelling and grammar error by _____.
 (A) Shift + F7 (B) F7
 (C) Alt + F7 (D) None of these
15. One Byte is equal to _____.
 (A) 4 Bits (B) 1 Bit
 (C) 1024 Bits (D) 8 Bits
16. MS PowerPoint was officially launched on _____.
 (A) May 22, 1990 (B) May 25, 1990
 (C) May 27, 1990 (D) None of these
17. The step-by-step procedure for executing the task is known as _____.
 (A) full cycle (B) flow chart
 (C) algorithm (D) execution cycle
18. Name the device which is used for directing and dispatching data packets between various network?
 (A) Hub (B) Router
 (C) Switch (D) Repeater
19. 'Replace' option is available in _____.
 (A) Edit menu (B) Tool menu
 (C) File menu (D) Insert menu
20. Which among the following is the chat program that lets users communicates in real time?
 (A) Whatsapp (B) Google chat

- (C) Instant messaging
(D) All of the above
21. Which of the following is the largest unit of storage?
(A) GB (B) KB
(C) TB (D) MB
22. Which part of a computer displays the work done?
(A) RAM (B) Printer
(C) Monitor (D) ROM
23. If you want your computer to start at the stage in which it was turned off, you have to put it in _____.
- (A) Switch off mode (B) Hibernate mode
(C) Access mode (D) Destroy mode
24. Which of the following appropriately relates with starting up an operating system?
(A) Starting (B) Booting
(C) Formatting (D) None of these
25. Networking such as LAN, MAN started from which generation of computer?
(A) First Generation
(B) Second Generation
(C) Third Generation
(D) Fourth Generation

Solution

- 1.(A) 14.(B)
 2.(A) 15.(D)
 3.(D) 16.(A)
 4.(B) 17.(C)
 5.(C) 18.(B)
 6.(B) 19.(A)
 7.(B) 20.(D)
 8.(B) 21.(C)
 9.(D) 22.(C)
 10.(D) 23.(B)
 11.(B) 24.(B)
 12.(D) 25.(D)
 13.(C)

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Mock Test - 14

1. Which among the following device performs modulation and demodulation?
(A) Fiber optics (B) Satellite
(C) Switch (D) Modem
2. A barcode is a/an _____ code that represents data with bars of varying widths or heights.
(A) magnetic (B) laser
(C) optical (D) printed
3. Which among the following carries signals that control the actions of the computer?
(A) Control Bus (B) Address Bus
(C) Data Bus (D) NIC
4. A file which has not been altered, compressed, or manipulated in any way by the computer is called _____.
(A) temp file (B) permanent file
(C) raw file (D) directory file
5. What is another name for Android 10.0 developed by Google?
(A) Pie (B) Android
(C) Nought (D) Jelly bean
6. Computers use the system to process data _____.
(A) Processing (B) Kilobyte
(C) Binary (D) Representational
7. Which of following groups are only output devices?
(A) Scanner, Printer, Monitor
(B) Keyboard, Printer, Monitor
(C) Mouse, Printer, Monitor
(D) Plotter, Printer, Monitor
8. The second-generation computer was based on _____.
(A) Vacuum chips (B) Silicon chips
(C) Transistor (D) Bio chips
9. Which of the following is not an internet browser?
(A) Netscape Navigator (B) Drupal
(C) Chrome (D) Opera
10. TCP stands for _____.
(A) Tools Control Protocol
(B) Interior Control Protocol
(C) Transmission Control Protocol
(D) Transfer Control Protocol
11. The designers of the Internet Protocol defined on IP address as a _____ number.
(A) 31 bit (B) 32 bit
(C) 34 bit (D) 62 bit
12. When the information is reverted back into a useful form it is called _____.
(A) Standard encryption
(B) Plain text encryption
(C) Both (A) and (B)
(D) Decryption
13. The term 'Artificial Intelligence' was first coined in _____.
(A) 1955 (B) 1972
(C) 1965 (D) 1982
14. Which among the following is used to access the network?
(A) Session layer (B) Application layer
(C) Presentation layer (D) Transport layer
15. In OSI Model, OSI stands for _____.
(A) Occur System Interconnection
(B) Operational System Interconnection
(C) Open Systems Interconnection
(D) None of these
16. The physical components of a computer system is _____.
(A) software (B) hardware
(C) ALU (D) control unit
17. Which of the following is an example of storage devices?
(A) Magnetic disks (B) Tapes
(C) DVDs (D) All of these
18. BIOS stands for _____.
(A) Basic Input Output Software
(B) Basic Input Output System
(C) Basic Input Output Standard
(D) Basic Input Output Systematic
19. Who among the following is the father of 'C' language?
(A) Ericsson (B) Dennis Ritchie
(C) A.S. Douglas (D) James Gosling
20. A computer does not suffer from tiredness and lack of concentration. It is known as _____.
(A) GIGO (B) Versatility
(C) Diligence (D) Reliability

21. Which language is used for Artificial Intelligence (AI)?
 (A) FORTRAN (B) COBOL
 (C) C (D) PROLOG
22. Fourth Generation computers were based on _____.
 (A) Microprocessors (B) Transistor
 (C) Vacuum Tube (D) IC
23. Which registers can interact with secondary memory?
 (A) Instruction Register (IR)
 (B) Memory Address Register (MAR)
 (C) General Purpose Registers
 (D) Program Counter
24. Computers programs are written in a high-level programming language, however, the human readable version of a program is called _____.
 (A) Cache (B) Word size +
 (C) Source code (D) Instruction set
25. Which of the following is not a function of the control unit?
 (A) Direct operations
 (B) Execute instruction
 (C) Read instructions
 (D) Interpret instructions

Solution

- | | |
|--------|--------|
| 1.(D) | 14.(B) |
| 2.(C) | 15.(C) |
| 3.(A) | 16.(B) |
| 4.(C) | 17.(D) |
| 5.(B) | 18.(B) |
| 6.(C) | 19.(B) |
| 7.(D) | 20.(C) |
| 8.(C) | 21.(D) |
| 9.(B) | 22.(A) |
| 10.(C) | 23.(B) |
| 11.(B) | 24.(C) |
| 12.(D) | 25.(A) |
| 13.(A) | |

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Mock Test - 15

1. MS-Word is an example of _____.
 (A) Operating system
 (B) Application software
 (C) Processing device
 (D) Input device
2. A permanent memory is _____, which holds data and instruction for start-up the computer and does not erase data after the power is off.
 (A) Network interface card
 (B) CPU
 (C) RAM
 (D) ROM
3. The server on the internet is also known as _____.
 (A) Gateway (B) Repeater
 (C) Host (D) None of these
4. LANS can be connected by which of the following devices which operate on the data link layer?
 (A) Hub (B) Tunnel
 (C) HDLC (D) Bridges
5. Different icons of application software can be found in which bar in the latest version of Microsoft Windows?
 (A) Start Menu (B) Browser
 (C) Status (D) Control Panel
6. Which of the following programs is used to restrict access to selected websites?
 (A) Channels (B) Filters
 (C) Browsers (D) Telnet
7. A _____ typically connects personal computers within a very limited geographical area, usually within a single building?
 (A) WAN (B) TAN
 (C) LAN (D) VPN
8. Which of the following software posts unwanted advertisements on client's computer?
 (A) Virus (B) Worm
 (C) Adware (D) Malware
9. Walkie – Talkie is an example of which of the following?
 (A) Simplex communication
 (B) Half – duplex communication
 (C) Semi – duplex communication
 (D) Full – duplex communication
10. Which of the following is a popular programming language for developing multimedia web pages, websites and web-based applications?
 (A) COBOL (B) Java
 (C) BASIC (D) Assembler
11. A computer cannot “boot” if it does not have the _____.
 (A) compiler (B) loader
 (C) operating system (D) assembler
12. CDs are of which shape?
 (A) Square (B) Rectangular
 (C) Round (D) Triangle
13. Transmission of data in one direction is called _____.
 (A) simplex (B) duplex
 (C) triplex (D) None of these
14. The software that is used to create text-based documents are referred to as _____.
 (A) DBMS (B) Suites
 (C) Spreadsheets (D) Word processors
15. What is the full form of DOS?
 (A) Digital Output System
 (B) Disk Operating Software
 (C) Disk Operating System
 (D) None of these
16. Which device connects LAN to internet?
 (A) HTML (B) Bridge
 (C) Router (D) None of these
17. Daisy Wheel and Band are type of _____.
 (A) mouse (B) printer
 (C) keyboard (D) None of these
18. Date and time are available on the desktop at _____.
 (A) Title Bar (B) Format Bar
 (C) Task Bar (D) None of these
19. Which key is used to rename the file?
 (A) F3 (B) F4
 (C) F2 (D) F1
20. USB stands for _____.

- (A) Universal Serial Band
 (B) Unique Serial Bus
 (C) Universal Serial Bus
 (D) None of these
21. Hardware devices that are **NOT** a part 'Of the main computer system and are 'Often added later to the system are _____.
 (A) clip art (B) highlight
 (C) execute (D) peripherals
22. A UPS _____.
 (A) Limits damage caused by fluctuating levels of electricity
 (B) Provides battery backup for a limited time
 (C) Delivers electronic messages via a bus
 (D) Conducts a power-on self test, or POST
23. A mistake in an algorithm that causes incorrect results is called a _____.
 (A) logical error (B) procedural error
 (C) syntax error (D) compiler error
24. Computer programs are written in a high-level programming language, however the human readable version of a program is called _____.
 (A) cache (B) instruction code
 (C) source code (D) word size
25. Which key is used to open the start menu?
 (A) F5 (B) Esc
 (C) Ctrl + Esc (D) Ctrl + Shift + Z

Solution

- 1.(B) 14.(D)
 2.(D) 15.(C)
 3.(C) 16.(C)
 4.(D) 17.(B)
 5.(A) 18.(C)
 6.(B) 19.(C)
 7.(C) 20.(C)
 8.(C) 21.(D)
 9.(B) 22.(B)
 10.(B) 23.(C)
 11.(C) 24.(C)
 12.(C) 25.(C)
 13.(A)

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02

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- Upload the Filled up Application Form in Step 1 for Admission Process.

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