

# PURUSOTTAMPUR YOUTH COMPUTER TRAINING CENTRE

Vill. - Purusottampur, P.O.-Raghunathbari, P.S.-Panskura, Dist.-Purba Medinipur

## CITA MCQ

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
1	A Computer Program that converts Assembly Language to Machine Language is	Compiler	Interpreter	Assembler	Comparator	C
2	Computer is an ?? device	Eltron	Proton	Eletric	Electronic	D
3	CD.. command is used for	Goto Root Directory	Goto Parent Directory	Goto Child Directory	Goto Sub Directory	B
4	Memory Unit is a part of	Input device	Control unit	Output device	Central Processing Unit	D
5	A Compiler means	A person who compiles source programs	The same thing as a programmer	A program which translates source program into object program	Keypunch operator	C
6	CD-ROM stands for	Compactable Read Only Memory	Compact Data Read Only Memory	Compactable Disk Read Only Memory	Compact Disk Read Only Memory	D
7	The control unit of a microprocessor	Stores data in the memory	Accepts input data from keyboard	Performs arithmetic/logic function	None of above	D
8	Which language is directly understood by the computer without translation program?	Machine language	Assembly language	High level language	None of above	A
9	An Error in Software or Hardware is called a Bug. What is an alternative computer jargon for it?	Leech	Squid	Slug	Glitch	D
10	An Optical Input Device that interprets pencil marks on paper media is	O.M.R	Punch card reader	Optical scanners	Magnetic tape	A
11	A Computer assisted method for the Recording and Analyzing of existing or Hypothetical Systems is	Data Transmission	Data Flow	Data Capture	Data Processing	B
12	By Edit Command, we can	Modify any file	Create any file	Both of these	Delete any file	C
13	Formatting a cell in Number format you can't set	Decimal Places	Use 1000 separator	Negative numbers	Currency Symbol	D
14	By default column width of Excel	7.43	8.43	6.34	8.34	B

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
15	How many characters can be typed in a single cell in Excel?	256	1024	32000	65535	D
16	How many sheets are there in Excel Workbook by default?	2	3	4	5	B
17	A Worksheet Range is a	Command used for Data Modeling	A Range of Values such as from 23 to 234	A Group of Cells	A Group of Worksheets	C
18	By Formatting a cell in Currency format, you can specify ?	Decimal Places	Currency Symbol	Both 1 and 2 Options	None of above	C
19	Which of the following is not the correct method of editing the cell content?	Press the Alt key	Press the F2 key	Click the formula bar	Double click the cell	A
20	Each excel file is a workbook that contains different sheets. Which of the following can not be a sheet in workbook?	work sheet	chart sheet	module sheet	data sheet	D
21	Excel uniquely identifies cells within a worksheet with a cell name	Cell names	Column numbers and row letters	Column letters and row numbers	Cell locator coordinates	C
22	How are data organized in a spreadsheet?	Lines and spaces	Layers and planes	Rows and columns	Height and width	C
23	How do you rearrange the data in ascending or descending order?	Data>> Sort	Data, Form	Data>> Table	Data >> Subtotals	A
24	Getting data from a cell located in a different sheet is called ?	Accessing	Referencing	Updating	Functioning	B
25	What is the term used when a clip art image changes the direction of faces?	Group	Flip	Rotate	All of the above	C
26	A new presentation can be created from	Blank Presentation	From Existing Presentation	From Design Template	All of above	D
27	Which tab is not available on the left panel when you open a presentation?	Outline	Slides	Notes	All of above are available	C
28	The selected design template can be applied	To current slide only	To all the slides	To all the new presentation you create	All of above	D
29	What is a motion path?	A type of animation	A method of advancing slides	A method of moving items on a slide	All of the above	C

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
		entrance effect				
30	Which option on the custom animation task pane allows you to apply a preset or custom motion path?	Add effect	Emphasis	Animate now	All of the above	A
31	Which of the following toolbars provide different options in various master views?	Common tasks toolbar	Drawing toolbar	Formatting toolbar	Standard toolbar	A
32	To want a PowerPoint photo album slide show to play continuously -	Use random slide transitions	Launch an online broadcast	Loop continuously	All of the above	A
33	PowerPoint presentations are widely used as	note outlines for teachers	project presentations by students	communication of planning	All of above	D
34	How many steps are there between Start and Finish in AutoContent Wizard?	3	4	5	6	A
35	To select all of the boxes of an organization chart	Clicking and edit and select all	Right click the chart background and then click select all	Press and hold the SHIFT key and click each box	All of above	D
36	In Microsoft PowerPoint two kinds of sound effects files that can be added to the presentation are	.wav files and .mid files	.wav files and .gif files	.wav files and .jpg files	.jpg files and .gif files	A
37	In MS-Word, By default we get _____ number of Columns	4	2	1	3	C
38	How many Tabs are there in a Ribbon of MS Word ?	7	8	9	10	B
39	Columns Dialog Box 2003 can be opened from	Format menu, Columns submenu	Double click on column space in ruler	Press Alt + O + C	All of these	D
40	How many ways you can save a document?	3	4	5	6	A
41	Default font size in MS word is	10	11	12	14	B
42	Borders can be applied to	Cells	Paragraph	Text	All of above	D
43	Which file starts MS Word?	Winword.exe	word.exe	word2003.exe	2007.exe	A
44	How many types of Paragraph Alignment are there in MS Word?	1	2	3	4	D

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
45	How many different positions can you set for Drop Cap?	1	2	4	6	B
46	From which menu you can insert Header and Footer?	Edit	Insert	View	Home	B
47	How many types of Page Orientation are there in MS-Word?	1	2	3	4	B
48	Changing the appearance of a document is called	Proofing	Editing	Formatting	All of above	C
49	How many data types are there in visual foxpro?	10	11	12	13	D
50	RDBMS stands for _____	Regional Database Management System	Relational Database Management System	Rural Divisional Basic Management System	None of These	B
51	CTOD stands for _____	Character of Date	Character to Date	Character for Digit	None of These	B
52	'Sorting' order relates to which of the following ?	Uppercase and Lowercase	Uppercase and Propercase	Ascending and Descending	None of These	C
53	Data Types available in Visual FoxPro are	13 types	10 types	5 types	None of These	A
54	To hide status bar command is	SET STATUS OFF	SET STATUS ONN	STATUS OFF	STSTATUS OMN	A
55	American Date Format is	MM/DD/YY	DD/MM/YY	yy-DD-mm	None of These	A
56	FoxPro is a Kind of	Database Application	Spreadsheet Application	Graphics Application	None of These	A
57	Maximum number of fields in a table can be	250	255	256	None of These	B
58	Databases store information in the form of	Reports	Forms	Tables	None of These	C
59	Default date format in visual foxpro	British	American	ANSI	swish	B
60	'CHARACTER' type contains _____	Only Character values	Only Numeric values	Both Character and Numeric Values	Only Decimal Values	C
1	Computer is an ?? device	Eltron	Proton	Eletric	Electronic	D
2	Memory Unit is a part of	Input device	Control unit	Output device	Central Processing Unit	D

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54	To hide status bar command is	SET STATUS OFF	SET STATUS ONN	STATUS OFF	STSTATUS OMN	A
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57	Default date format in visual foxpro	British	American	ANSI	swish	B
58	Maximum number of fields in a table can be	250	255	256	None of These	B
59	How many data types are there in visual foxpro?	10	11	12	13	D
60	'CHARACTER' type contains _____	Only Character values	Only Numeric values	Both Character and Numeric Values	Only Decimal Values	C
1	By Edit Command, we can	Modify any file	Create any file	Both of these	Delete any file	C
2	Central Processing Unit is a Combination of	Control and Storage	Control and Output unit	Arithmetic Logic and Input unit	Arithmetic Logic and Control unit	D
3	Memory Unit is a part of	Input device	Control unit	Output device	Central Processing Unit	D
4	Any type of storage that is used for holding information between steps in its processing is	Intermediate storage	Storage unit	CPU	Primary Storage	A
5	One of the Important components of first generation computer was	Transistors	Vacuum tubes	Integrated Circuit	Capacitor	B
6	An Optical Input Device that interprets pencil marks on paper media is	O.M.R	Punch card reader	Optical scanners	Magnetic tape	A
7	An Error in Software or Hardware is called a Bug. What is an alternative computer jargon for it?	Leech	Squid	Slug	Glitch	D
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10	Check the odd term out	Internet	Linux	Unix	Windows	A
11	A Computer assisted method for the Recording and Analyzing of existing or Hypothetical Systems is	Data Transmission	Data Flow	Data Capture	Data Processing	B
12	Which unit holds data permanently?	Input unit	Secondary storage unit	Output Unit	Primary Memory Unit	B
13	Which of the following is not the correct method of editing the cell content?	Press the Alt key	Press the F2 key	Click the formula bar	Double click the cell	A
14	A quick way to return to a specific area of a worksheet is to type in the _____	Formula bar	Zoom box	Name box	None of these	C
15	Which of the following is invalid statement?	Sheet tabs can be colored	Some picture can be applied as a background of a sheet	You can set the column width automatically fit the amount of text	The width of a row and be specified manually or fit automatically	D
16	One can find "Merge & Center" option under	Review tab	View tab	Home tab	None of the above	C
17	Extension of Excel 2007 file	.xls	.xlsx	.exl	none	B
18	How many characters can be typed in a single cell in Excel?	255	1024	32000	65535	D
19	The Name box on to the left of formula bar	shows the name of workbook currently working on	shows the name of worksheet currently working on	shows the name of cell or range currently working on	None of above	C
20	A Worksheet Range is a	Command used for Data Modeling	A Range of Values such as from 23 to 234	A Group of Cells	A Group of Worksheets	C
21	By Formatting a cell in Currency format, you can specify ?	Decimal Places	Currency Symbol	Both 1 and 2 Options	None of above	C
22	Excel uniquely identifies cells within a worksheet with a cell name	Cell names	Column numbers and row letters	Column letters and row numbers	Cell locator coordinates	C
23	How do you rearrange the data in ascending or descending order?	Data>> Sort	Data, Form	Data>> Table	Data >> Subtotals	A

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
24	You can check the conditions against _____ when applying conditional formatting	Cell value	Formula	Both of above	None of above	C
25	Which command brings you to the first slide in your presentation?	Next slide button	Page up	Ctrl + Home	Ctrl + End	C
26	The slide that is used to introduce a topic and set the tone for the presentation is called the	table slide	graph slide	bullet slide	title slide	D
27	The selected design template can be applied	To current slide only	To all the slides	To all the new presentation you create	All of above	D
28	In slide layout panel how many layouts are available for text layout by default?	4	7	12	None of above	A
29	In slide layout panel how many layouts are available for text layout by default?	4	7	12	None of above	A
30	Which option on the custom animation task pane allows you to apply a preset or custom motion path?	Add effect	Emphasis	Animate now	All of the above	A
31	Which tab is not available on the left panel when you open a presentation?	Outline	Slides	Notes	All of above are available	C
32	Ellipse Motion is a predefined _____	Design Template	Color Scheme	Animation Scheme	Color Effects	C
33	Which of the following statements is not true?	You can type text directly into a PowerPoint slide but typing in text box is more convenient.	From Insert menu choose Picture and then File to insert your images into slides.	You can view a PowerPoint presentation in Normal, Slide Sorter or Slide Show view.	You can show or hide task pane from View >> Toolbars.	A
34	A new presentation can be created from	Blank Presentation	From Existing Presentation	From Design Template	All of above	D
35	What lets you to create new presentation by selecting ready-made font color and graphics effects?	Presentation Template	Master Slide	Design Template	Animation Scheme	C
36	Which of the following features should you use while typing in the notes text box?	Slide show	Insert	Slide maser	Zoom	D

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
37	Endnote appears at	End of the Page	End of the Document	At the Footer	None	B
38	What happens when you click on Insert --> Clip Art	It inserts a Clipart Picture into a Document	It lets you choose Clipart to insert into a Document	It opens Clip Art taskbar	None of above	
39	Format Painter copy ?	Text Formatting	Object Formatting	Both of these	None	C
40	Which can be used for quick access to commonly used commands and tools?	Status bar	Tool bar	Menu bar	Title bar	B
41	How many types of Page Orientation are there in MS-Word?	1	2	3	4	B
42	To insert a Drop Cap in one of the paragraphs, you should access	Insert	References	PageLayout	None of these	A
43	A character that is raised above the baseline and is smaller in size is known as	Outlined	Raised	Superscript	Subscript	C
44	DropCap means	All Caps	Small Caps	Small Caps	None of these	D
45	AutoCorrect was originally designed to replace _____ words as you type.	Short repetitive	Grammatically incorrect	Misspelled	None of the above	C
46	How many ways you can save a document?	3	4	5	6	A
47	?Ctrl + PageDown? is used to	Moves the cursor one Paragraph Down	Moves the cursor one Page Down	Moves the cursor one Line Down	Moves the cursor one Screen Down	B
48	Dropcap is used on ?	Text	Sentence	Paragraph	Word	C
49	REPLACE command is used for	Modifying Records	Modifying Fields	Both (a) and (b)	None of These	A
50	CTOD stands for _____	Character of Date	Character to Date	Character for Digit	None of These	B
51	American Date Format is	MM/DD/YY	DD/MM/YY	yy-DD-mm	None of These	A

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
52	To see the listing of the output come in a different Window the command	List Off	Browse	Modify Structure	None of These	B
53	Closing a Database refers to which command ?	EXIT	QUIT	CLOSE DATABASE	CLOSE FILE	C
54	Command used to tag the current record for deletion	delete	deletcurrent	deleted	none	A
55	RDBMS stands for _____	Regional Database Management System	Relational Database Management System	Rural Divisional Basic Management System	None of These	B
56	To change the Date format to British type	SET DATE BRITISH	SET BRITISH	DATE FORMAT BRITISH	All of the Above	A
57	Databases store information in the form of	Reports	Forms	Tables	None of These	C
58	Default date format in visual foxpro	British	American	ANSI	swish	B
59	To open a particular database	Use Dbname	Open Dbname	Run Dbname	None of the above	A
60	To create A New Database With The Same Structure	Copy Structure To FileName	Copy database to filename	Copy filename to filename	create database to filename	A
1	Copy and Xcopy are same in the sense	Both are internal commands of DOS	Both are external commands of DOS	Both can be used to copy file or group of files	Both a and b	C
2	ASCII stands for	American Stable Code for International Interchange	American Standard Case for Institutional Interchange	American Standard Code for Information Interchange	American Standard Code for Interchange Information	C
3	An Optical Input Device that interprets pencil marks on paper media is	O.M.R	Punch card reader	Optical scanners	Magnetic tape	A
4	Capacity of 3.5" floppy is	1.44 MB	1.54 MB	2 MB	1.44 GB	A
5	A Computer consists of	A Central Processing Unit	A Memory	Input and Output Unit	All of the above	D



Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
6	A Computer can not boot if it does not have a ????. .	Loader	Compiler	OS	Assembler	C
7	Memory Unit is a part of	Input device	Control unit	Output device	Central Processing Unit	D
8	Central Processing Unit is a Combination of	Control and Storage	Control and Output unit	Arithmetic Logic and Input unit	Arithmetic Logic and Control unit	D
9	An Error in Software or Hardware is called a Bug. What is an alternative computer jargon for it?	Leech	Squid	Slug	Glitch	D
10	By Edit Command, we can	Modify any file	Create any file	Both of these	Delete any file	C
11	A Computer assisted method for the Recording and Analyzing of existing or Hypothetical Systems is	Data Transmission	Data Flow	Data Capture	Data Processing	B
12	A Billionth of a second is defined as a:	Millisecond	Microsecond	Nanosecond	Picoseconds	C
13	Each excel file is a workbook that contains different sheets. Which of the following can not be a sheet in workbook?	work sheet	chart sheet	module sheet	data sheet	D
14	By default column width of Excel	7.43	8.43	6.34	8.34	B
15	How many sheets are there in Excel Workbook by default?	2	3	4	5	B
16	How can you remove borders applied in cells?	Choose None on Border tab of Format cells	Open the list on Border tool in Formatting toolbar then choose first tool (no border)	Both 1 and 2 Options	None of above	C
17	How do you rearrange the data in ascending or descending order?	Data>> Sort	Data, Form	Data>> Table	Data >> Subtotals	A
18	Formatting a cell in Number format you can't set	Decimal Places	Use 1000 separator	Negative numbers	Currency Symbol	D

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
19	One can find "Merge & Center" option under	Review tab	View tab	Home tab	None of the above	C
20	A Worksheet Range is a	Command used for Data Modeling	A Range of Values such as from 23 to 234	A Group of Cells	A Group of Worksheets	
21	You can check the conditions against _____ when applying conditional formatting	Cell value	Formula	Both of above	None of above	C
22	Comments can be added to cells using	Edit > Comments	Review > Comments	File > Comments	View > Comments	B
23	By default, How many sheets are there in Excel - 2003 or 2007 file ?	2	3	4	none	B
24	One can find "Autosum" option under	Data tab	View tab	Insert tab	Home tab	D
25	To select all of the boxes of an organization chart	Clicking and edit and select all	Right click the chart background and then click select all	Press and hold the SHIFT key and click each box	All of above	D
26	Objects on the slide that hold text are called	Placeholders	Object holders	Auto layouts	Text holders	A
27	A new presentation can be created from	Blank Presentation	From Existing Presentation	From Design Template	All of above	D
28	What lets you to create new presentation by selecting ready-made font color and graphics effects?	Presentation Template	Master Slide	Design Template	Animation Scheme	C
29	Which of the following is not a part of Slide Design?	Design Template	Color Scheme	Animation Scheme	Slide Layout	D
30	Which of the following statements is not true?	You can type text directly into a PowerPoint slide but typing in text box is more convenient.	From Insert menu choose Picture and then File to insert your images into slides.	You can view a PowerPoint presentation in Normal, Slide Sorter or Slide Show view.	You can show or hide task pane from View >> Toolbars.	A
31	Which of the following toolbars provide different options in various master views?	Common tasks toolbar	Drawing toolbar	Formatting toolbar	Standard toolbar	A

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
32	Which command brings you to the first slide in your presentation?	Next slide button	Page up	Ctrl + Home	Ctrl + End	C
33	What feature will you use to apply motion effects in between a slide exits and another enters?	Slide Transition	Slide Design	Animation Objects	Animation Scheme	
34	To want a PowerPoint photo album slide show to play continuously -	Use random slide transitions	Launch an online broadcast	Loop continuously	All of the above	A
35	What is the term used when a clip art image changes the direction of faces?	Group	Flip	Rotate	All of the above	C
36	What PowerPoint feature will you use to apply motion effects to different objects of a slide?	Slide Transition	Slide Design	Animation Objects	Animation Scheme	D
37	Bold, Italic, Regular are known as	Font Styles	Font Effects	Word Art	Text Effects	A
38	How many types of Page Orientation are there in MS-Word?	1	2	3	4	B
39	In MS-Word, By default we get _____ number of Columns	4	2	1	3	C
40	Home Key is used for	Moves the cursor beginning of the document	Moves the cursor beginning of the paragraph	Moves the cursor beginning of the screen	Moves the cursor beginning of the line	D
41	Default font size in MS word is	10	11	12	14	B
42	How many types of Tab are available in MS Word?	2	3	6	None	D
43	?Ctrl + PageDown? is used to	Moves the cursor one Paragraph Down	Moves the cursor one Page Down	Moves the cursor one Line Down	Moves the cursor one Screen Down	B
44	Autotext is under	Home	Data	View	Insert	D
45	Which of the following is not an essential component to perform a mail merge operation?	Main document	Data source	Merge fields	Word fields	D

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
46	After typing header text, how can you quickly enter footer text?	Press PageDown key and type the text for footer	Click on Switch between Heder & Footer then type the text	Both of these	None of these	B
47	Dropcap is used on ?	Text	Sentenece	Paragraph	Word	C
48	Columns Dialog Box 2003 can be opened from	Format menu, Columns submenu	Double click on column space in ruler	Press Alt + O + C	All of these	D
49	RDBMS stands for _____	Regional Database Management System	Relational Database Management System	Rural Divisiona Basic Management System	None of These	B
50	CTOD stands for _____	Character of Date	Character to Date	Character for Digit	None of These	B
51	'FOR' command helps us to	Add the last record to the database table	To see the record which are temporarily deleted from table	To provide Condition with command	All of the Above	C
52	DBF' stands for	Data British File	Digit Base File	Digit Base File	Database File	D
53	Table structure modification can be done with the help of which command ?	Append	Edit	Modify	Modify Structure	D
54	To hide status bar command is	SET STATUS OFF	SET STATUS ONN	STATUS OFF	STSTUS OMN	A
55	For Sorting the data we use are	index	sort	index and sort	All of the Above	D
56	American Date Format is	MM/DD/YY	DD/MM/YY	yy-DD-mm	None of These	A
57	Extension of a Database table file is _____	Wk4	.DBF	.DBC	.FDP	B
58	To open a particular database	Use Dbname	Open Dbname	Run Dbname	None of the above	A

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
59	To see the listing of the output come in a different Window the command	List Off	Browse	Modify Structure	None of These	B
60	'Sorting' order relates to which of the following ?	Uppercase and Lowercase	Uppercase and Propercase	Ascending and Descending	None of These	C
1	Which unit holds data permanently?	Input unit	Secondary storage unit	Output Unit	Primary Memory Unit	B
2	Computer is an ?? device	Eltron	Proton	Eletric	Electronic	D
3	Which is not a computer classification?	mainframe	maxframe	mini	notebook	B
4	Which was the computer conceived by Babbage?	Analytical Engine	Arithmetic Machine	Donald Kunth	All of the above	A
5	1 Nibble equals to	8 bits	16 bits	4 bits	5 bits	C
6	Memory Unit is a part of	Input device	Control unit	Output device	Central Processing Unit	D
7	CD.. command is used for	Goto Root Directory	Goto Parent Directory	Goto Child Directory	Goto Sub Directory	B
8	By Edit Command, we can	Modify any file	Create any file	Both of these	Delete any file	C
9	CD-ROM stands for	Compactable Read Only Memory	Compact Data Read Only Memory	Compactable Disk Read Only Memory	Compact Disk Read Only Memory	D
10	Which language is directly understood by the computer without translation program?	Machine language	Assembly language	High level language	None of above	A
11	A Computer consists of	A Central Processing Unit	A Memory	Input and Output Unit	All of the above	D
12	One of the Important components of first generation computer was	Transistors	Vacuum tubes	Integrated Circuit	Capacitor	B
13	How can you remove borders applied in cells?	Choose None on Border tab of Format cells	Open the list on Border tool in Formatting toolbar then	Both 1 and 2 Options	None of above	C

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
			choose first tool (no border)			
14	By default, How many sheets are there in Excel - 2003 or 2007 file ?	2	3	4	none	B
15	Excel probably considers the cell entry January 1, 2000 to be a	Label	Value	Formula	Text string	B
16	Which of the following is invalid statement?	Sheet tabs can be colored	Some picture can be applied as a background of a sheet	You can set the column width automatically fit the amount of text	The width of a row and be specified manually or fit automatically	D
17	By Formatting a cell in Currency format, you can specify ?	Decimal Places	Currency Symbol	Both 1 and 2 Options	None of above	C
18	By default column width of Excel	7.43	8.43	6.34	8.34	B
19	Data can be arranged in ascending or descending order by using	Sort command from Table menu	Sort command from Data	Sort command from Tools menu	None of these	B
20	Each excel file is a workbook that contains different sheets. Which of the following can not be a sheet in workbook?	work sheet	chart sheet	module sheet	data sheet	D
21	Extension of Excel 2007 file	.xls	.xlsx	.exl	none	B
22	How many characters can be typed in a single cell in Excel?	256	1024	32000	65535	D
23	You can check the conditions against _____ when applying conditional formatting	Cell value	Formula	Both of above	None of above	C
24	The Name box on to the left of formula bar	shows the name of workbook currently working on	shows the name of worksheet currently working on	shows the name of cell or range currently working on	None of above	C
25	PowerPoint presentations are widely used as	note outlines for teachers	project presentations by students	communication of planning	All of above	D
26	To insert a hyperlink in a slide	Choose Insert >> Hyperlink	Press Ctrl + K	Hyperlinks can't be inserted in slides	Both a & b	D

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
27	How can the slide show be repeated continuously?	loop continuously until ?Esc?	repeat continuously	loop more	none	A
28	Which of the following statements is not true?	You can type text directly into a PowerPoint slide but typing in text box is more convenient.	From Insert menu choose Picture and then File to insert your images into slides.	You can view a PowerPoint presentation in Normal, Slide Sorter or Slide Show view.	You can show or hide task pane from View >> Toolbars.	
29	To want a PowerPoint photo album slide show to play continuously -	Use random slide transitions	Launch an online broadcast	Loop continuously	All of the above	A
30	Which menu provides you options like Animation Scheme, custom Animation, Slide Transition?	Insert Menu	Format Menu	Tools Menu	Slide Show Menu	D
31	Which of the following features should you use while typing in the notes text box?	Slide show	Insert	Slide maser	Zoom	D
32	What is a motion path?	A type of animation entrance effect	A method of advancing slides	A method of moving items on a slide	All of the above	C
33	What PowerPoint feature will you use to apply motion effects to different objects of a slide?	Slide Transition	Slide Design	Animation Objects	Animation Scheme	D
34	Which tab is not available on the left panel when you open a presentation?	Outline	Slides	Notes	All of above are available	C
35	Which command brings you to the first slide in your presentation?	Next slide button	Page up	Ctrl + Home	Ctrl + End	C
36	Which of the following is not a part of Slide Design?	Design Template	Color Scheme	Animation Scheme	Slide Layout	D
37	Which of the following is not an essential component to perform a mail merge operation?	Main document	Data source	Merge fields	Word fields	D
38	DropCap means	All Caps	Small Caps	Small Caps	None of these	D
39	What happens when you click on Insert --> Clip Art	It inserts a Clipart Picture into a Document	It lets you choose Clipart to insert into a Document	It opens Clip Art taskbar	None of above	C

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
40	In MS-Word, By default we get _____ number of Columns	4	2	1	3	C
41	Which file starts MS Word?	Winword.exe	word.exe	word2003.exe	2007.exe	A
42	How many Tabs are there in a Ribbon of MS Word ?	7	8	9	10	B
43	Autotext is under	Home	Data	View	Insert	D
44	Portrait and Landscape are	Page Orientation	Page Size	Alignment	Style	A
45	After typing header text, how can you quickly enter footer text?	Press PageDown key and type the text for footer	Click on Switch between Heder & Footer then type the text	Both of these	None of these	B
46	Borders can be applied to	Cells	Paragraph	Text	All of above	D
47	From which menu you can insert Header and Footer?	Edit	Insert	View	Home	B
48	Changing the appearance of a document is called	Proofing	Editing	Formatting	All of above	C
49	Create command creates	Table	Row	Column	Index	A
50	To open a particular database	Use Dbname	Open Dbname	Run Dbname	None of the above	A
51	Maximum number of fields in a table can be	250	255	256	None of These	B
52	To see the listing of the output come in a different Window the command	List Off	Browse	Modify Structure	None of These	B
53	'Sorting' order relates to which of the following ?	Uppercase and Lowercase	Uppercase and Propercase	Ascending and Descending	None of These	C



Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
54	In FoxPro, default date format is	yy/dd/mm	dd/mm/yy	mm/dd/yy	mm-yy-dd	C
55	To change the Date format to British type	SET DATE BRITISH	SET BRITISH	DATE FORMAT BRITISH	All of the Above	A
56	DBF' stands for	Data British File	Digit Base File	Digit Base File	Database File	D
57	Extension of a Database table file is _____	Wk4	.DBF	.DBC	.FDP	B
58	_____ Command is used to delete the ( * ) marked records.	Pack	Zap	Delete	None of These	A
59	'LIST' Command shows	All the records at a time	Only specific record	Only 2nd record	Display only 2nd and the record without record number	A
60	Table structure modification can be done with the help of which command ?	Append	Edit	Modify	Modify Structure	D

Purusottampur Youth Computer Training Centre

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Vill. - Purusottampur, P.O.-Raghunathbari, P.S.-Panskura, Dist.-Purba Medinipur

## DITA MCQ

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
1	All components work together as a unit is called	system	component classification	storing system	operating system	A
2	In flowchart, parallelogram is used to show	general input symbol	operation on data	online use of keyboard	output data screen	A
3	Distinct parts of documentation are	technical documentation	documentation for user	program planning	both a and b	D
4	Diagram that represents steps or operations involved in any kind of process is called	system diagram	management hierarchy	flowcharts	convenience diagrams	C
5	Diamond shaped symbol is used in flowcharts to show the	decision box	statement box	error box	if-statement box	A
6	A person who produces or creates new programs for industrial and business users is called	system analysts	program coordinator	computer coordinator	user interface	A
7	An algorithm that calls itself directly or indirectly is known as	Sub algorithm	Recursion	Polish notation	Traversal algorithm	B
8	In a flowchart an input or output instruction is represented by	A rectangle	A rhombus	A parallelogram	A circle	C
9	In flowchart, symbol of rectangle with one curvy side is used to show	document printed	document written	data stored	display output	A
10	In flowchart, inverted trapezoid is used to show the	on-line storage symbol	manual operations	communication link	show annotations	B
11	In a flowchart a calculation (process) is represented by	A rectangle	A rhombus	A parallelogram	A circle	A
12	Binary search algorithm can not be applied to	sorted linked list	sorted binary trees	sorted linear array	pointer array	A
13	Connectors used to connect flowchart symbols to each other are classified as	arrow lines	symbols	annotation	special symbols	B
14	In which year Hyperlink was coined	1969	1981	1964	1955	C
15	Internet explorer falls under :	Operating System	Compiler	Browser	IP address	C
16	In internet terminology IP means	Internet Provider	Internet Protocol	Internet Procedure	Internet Processor	B

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
17	The Internet was originally a project for this Government agency	ARPA	NSF	NSA	FCC	A
18	Which one of the following is not a search engine?	Bing	Google	Yahoo	Windows	D
19	What are the most commonly used transmission speeds in BPS used in data communication?	300	1200	2400	9600	D
20	Internet Explorer came into market in the year	1994	1995	1996	1997	B
21	The first Network	CNNET	NSFNET	ASAPNET	ARPANET	D
22	Safari browser came into market in the year	2000	2001	2002	2003	D
23	Firefox came into market in the year	2001	2003	2002	2004	D
24	Google chrome came into market in the year	2008	2007	2006	2005	A
25	Moving from one website to another is called :	Downloading	Browsing	Uploading	Attachment	B
26	Verification of a login name and password is known as:	configuration	accessibility	authentication	logging in	C
27	Following Is Not A Database Model	Network Database Model	Relational Database Model	Object Oriented Database Model	None	D
28	In a relational database, a Referential Integrity constraint is specified with the help of	Primary Key	Foreign Key	Both 1 and 2	None of these	B
29	What Are The Different Views To Display A Table	Datasheet view	Design view	Pivot table and Pivot Chart view	All of above	D
30	Which of the following database objects hold data?	Forms	Reports	Queries	Tables	D
31	How can you view the properties of a form	Select View>Form properties form the menu	Right click anywhere on the form and select properties from the shortcut menu	Double click the form selector box in the upper left corner of the form	All the Above	B
32	A computer language for informing the DBMS regarding the data structure used is	PASCAL	DDL	PROLOG	FORTTRAN	B

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
33	How do you insert a graphic of your company's logo on a report	Design Tab->Logo	You can't MS Access won't let you insert graphics file	Database Tools -> logo	Select Tools > Insert Picture from the menu	A
34	A table may contain only _____ primary key	One	Two	Three	Any number	A
35	In Access, this view is used to create and modify the structure of a form.	Normal	Datasheet	form design	control	C
36	What is the difference between ?Open? and ?Open Exclusively??	Open statement opens access database files and Open Exclusively opens database files of other program like Oracle	Open Exclusive locks whole database so that no one can access it whereas Open locks only the record that is being accessed	Both Open and Open Exclusively are same	Open Exclusive command does not exist in MS Access	B
37	What is a form in MS Access	It is a printed page where users will write their data to fill it up	It is an input screen designed to make the viewing and entering data easier	This is an important part of database used by analysts to draw conclusions	All of above	B
38	DCL Provides Commands To Perform Actions Like	Change The Structure Of Tables	Insert, Update Or Delete Records And Data Values	Authorizing Access And Other Control Over Database	None Of Above	C
39	We can't create index or primary key on more than _____ fields	1	10	16	None of the above	B
40	A value that is automatically entered in a field for a new record -	Validation rule	Default value	Input mask	None of above	B
41	_____ control has no event	Timer	Shape	Text box	Command Button	B
42	In the IDE, which of following is used to design the layout of an application?	Form Designer window	Project Explorer window	Context Menu	Form Layout window	A
43	The application name always appears in the:	Titlebar	Menubar	Properties window	Code window	A
44	ShortCut Key of Properties Window	F2	F4	F3	F5	B
45	A module-level is available to all the _____ in the module.	data	procedures	event.	task	B
46	Code in VB is stored in	Module	Report	Both 1 and 2	None of above	A

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
47	"Form Load()" the "Load" is name of	Syntax	Procedure	Keyword	None	B
48	All the controls in an array will have the same _____	Value	properties.	address	location	B
49	Code window consists of a _____ box and procedure list box.	object.	event.	tool.	message.	A
50	"Dim a as Integer" What do you mean by integer within the given quotation	Boolean	Number	String	None	B
51	Which method of a ListBox will remove just one item at a time?	Items.RemoveAt	Item.RemoveAt	Items.ClearAt	Item.ClearAt	A
52	How many MDI forms can be added in a Project File ?	3	1		4	B
53	"Stretch" property is available for	Picture Box	Image Control	Text box	Command Button	B
54	The Activated event is found only in which object?	Form	Button	TextBox	Label	A
55	If you Convert Numeric to Character expression then use	Str( )	Val( )	Instr( )	Len( )	A
1	Diamond shaped symbol is used in flowcharts to show the	decision box	statement box	error box	if-statement box	A
2	Connectors used to connect flowchart symbols to each other are classified as	arrow lines	symbols	annotation	special symbols	B
3	In flowchart, symbol of rectangle with one curvy side is used to show	document printed	document written	data stored	display output	A
4	A person who produces or creates new programs for industrial and business users is called	system analysts	program coordinator	computer coordinator	user interface	A
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6	Binary search algorithm can not be applied to	sorted linked list	sorted binary trees	sorted linear array	pointer array	A
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9	In flowchart, parallelogram is used to show	general input symbol	operation on data	online use of keyboard	output data screen	A
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11	An algorithm that calls itself directly or indirectly is known as	Sub algorithm	Recursion	Polish notation	Traversal algorithm	B
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13	All components work together as a unit is called	system	component classification	storing system	operating system	A
14	Google chrome came into market in the year	2008	2007	2006	2005	A
15	Verification of a login name and password is known as:	configuration	accessibility	authentication	logging in	C
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29	What is a form in MS Access	It is a printed page where users will write their data to fill it up	It is an input screen designed to make the viewing and	This is an important part of database used by analysts to	All of above	B

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
			entering data easier	draw conclusions		
30	A table may contain only _____ primary key	One	Two	Three	Any number	A
31	How can you view the properties of a form	Select View>Form properties form the menu	Right click anywhere on the form and select properties from the shortcut menu	Double click the form selector box in the upper left corner of the form	All the Above	B
32	What Are The Different Views To Display A Table	Datasheet view	Design view	Pivot table and Pivot Chart view	All of above	D
33	What is the difference between ?Open? and ?Open Exclusively??	Open statement opens access database files and Open Exclusively opens database files of other program like Oracle	Open Exclusive locks whole database so that no one can access it whereas Open locks only the record that is being accessed	Both Open and Open Exclusively are same	Open Exclusive command does not exist in MS Access	B
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36	We can't create index or primary key on more than _____ fields	1	10	16	None of the above	B
37	In a relational database, a Referential Integrity constraint is specified with the help of	Primary Key	Foreign Key	Both 1 and 2	None of these	B
38	DCL Provides Commands To Perform Actions Like	Change The Structure Of Tables	Insert, Update Or Delete Records And Data Values	Authorizing Access And Other Control Over Database	None Of Above	C
39	Following Is Not A Database Model	Network Database Model	Relational Database Model	Object Oriented Database Model	None	D
40	In Access, this view is used to create and modify the structure of a form.	Normal	Datasheet	form design	control	C
41	All the controls in an array will have the same _____	Value	properties.	address	location	B

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
42	The application name always appears in the:	Titlebar	Menubar	Properties window	Code window	A
43	In the IDE, which of following is used to design the layout of an application?	Form Designer window	Project Explorer window	Context Menu	Form Layout window	A
44	"Stretch" property is available for	Picture Box	Image Control	Text box	Command Button	B
45	Code window consists of a _____ box and procedure list box.	object.	event.	tool.	message.	A
46	Which method of a ListBox will remove just one item at a time?	Items.RemoveAt	Item.RemoveAt	Items.ClearAt	Item.ClearAt	A
47	ShortCut Key of Properties Window	F2	F4	F3	F5	B
48	A module-level is available to all the _____ in the module.	data	procedures	events	task	B
49	_____ control has no event	Timer	Shape	Text box	Command Button	B
50	"Dim a as Integer" What do you mean by integer within the given quotation	Boolean	Number	String	None	B
51	"Form Load()" the "Load" is name of	Syntex	Procedure	Keyword	None	B
52	Code in VB is stored in	Module	Report	Both 1 and 2	None of above	A
53	The Activated event is found only in which object?	Form	Button	TextBox	Label	A
54	How many MDI forms can be added in a Project File?	3	1	2	4	B
55	If you Convert Numeric to Character expression then use	Str( )	Val( )	Instr( )	Len( )	A
1	Distinct parts of documentation are	technical documentation	documentation for user	program planning	both a and b	D
2	In a flowchart an input or output instruction is represented by	A rectangle	A rhombus	A parallelogram	A circle	C
3	In flowchart, invert trapezoid is used to show the	on-line storage symbol	manual operations	communication link	show annotations	B
4	Diagram that represents steps or operations involved in any kind of process is called	system diagram	management hierarchy	flowcharts	convenience diagrams	C
5	In flowchart, symbol of rectangle with one curvy side is used to show	document printed	document written	data stored	display output	A



Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
6	A person who produces or creates new programs for industrial and business users is called	system analysts	program coordinator	computer coordinator	user interface	A
7	Connectors used to connect flowchart symbols to each other are classified as	arrow lines	symbols	annotation	special symbols	B
8	All components work together as a unit is called	system	component classification	storing system	operating system	A
9	An algorithm that calls itself directly or indirectly is known as	Sub algorithm	Recursion	Polish notation	Traversal algorithm	B
10	Diamond shaped symbol is used in flowcharts to show the	decision box	statement box	error box	If-statement box	A
11	Binary search algorithm can not be applied to	sorted linked list	sorted binary trees	sorted linear array	pointer array	A
12	In a flowchart a calculation (process) is represented by	A rectangle	A rhombus	A parallelogram	A circle	A
13	In flowchart, parallelogram is used to show	general input symbol	operation on data	online use of keyboard	output data screen	A
14	In which year Hyperlink was coined	1969	1981	1964	1955	C
15	Safari browser came into market in the year	2000	2001	2002	2003	D
16	Internet explorer falls under :	Operating System	Compiler	Browser	IP address	C
17	The Internet was originally a project for this Government agency	ARPA	NSF	NSA	FCC	A
18	Verification of a login name and password is known as:	configuration	accessibility	authentication	logging in	C
19	Internet Explorer came into market in the year	1994	1995	1996	1997	B
20	Google chrome came into market in the year	2008	2007	2006	2005	A
21	The first Network	CNNET	NSFNET	ASAPNET	ARPANET	D
22	In internet terminology IP means	Internet Provider	Internet Protocol	Internet Procedure	Internet Processor	B
23	Moving from one website to another is called :	Downloading	Browsing	Uploading	Attachment	B
24	Which one of the following is not a search engine?	Bing	Google	Yahoo	Windows	D
25	What are the most commonly used transmission speeds in BPS used in data communication?	300	1200	2400	9600	D

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
26	Firefox came into market in the year	2001	2003	2002	2004	D
27	A value that is automatically entered in a field for a new record -	Validation rule	Default value	Input mask	None of above	B
28	A computer language for informing the DBMS regarding the data structure used is	PASCAL	DDL	PROLOG	FORTRAN	B
29	How do you insert a graphic of your company's logo on a report	Design Tab->Logo	You can't MS Access won't let you insert graphics file	Database Tools -> logo	Select Tools > Insert Picture from the menu	A
30	DCL Provides Commands To Perform Actions Like	Change The Structure Of Tables	Insert, Update Or Delete Records And Data Values	Authorizing Access And Other Control Over Database	None Of Above	C
31	Which of the following database objects hold data?	Forms	Reports	Queries	Tables	D
32	We can't create index or primary key on more than _____ fields	1	10	15	None of the above	B
33	What is the difference between ?Open? and ?Open Exclusively??	Open statement opens access database files and Open Exclusively opens database files of other program like Oracle	Open Exclusive locks whole database so that no one can access it whereas Open locks only the record that is being accessed	Both Open and Open Exclusively are same	Open Exclusive command does not exist in MS Access	B
34	How can you view the properties of a form	Select View>Form properties form the menu	Right click anywhere on the form and select properties from the shortcut menu	Double click the form selector box in the upper left corner of the form	All the Above	B
35	What Are The Different Views To Display A Table	Datasheet view	Design view	Pivot table and Pivot Chart view	All of above	D
36	A table may contain only _____ primary key	One	Two	Three	Any number	A
37	In Access, this view is used to create and modify the structure of a form.	Normal	Datasheet	form design	control	C
38	In a relational database, a Referential Integrity constraint is specified with the help of	Primary Key	Foreign Key	Both 1 and 2	None of these	B

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
39	Following Is Not A Database Model	Network Database Model	Relational Database Model	Object Oriented Database Model	None	D
40	What is a form in MS Access	It is a printed page where users will write their data to fill it up	It is an input screen designed to make the viewing and entering data easier	This is an important part of database used by analysts to draw conclusions	All of above	B
41	All the controls in an array will have the same _____	Value	properties.	address	location	B
42	In the IDE, which of following is used to design the layout of an application?	Form Designer window	Project Explorer window	Context Menu	Form Layout window	A
43	ShortCut Key of Properties Window	F2	F4	F3	F5	B
44	Which method of a ListBox will remove just one item at a time?	Items.RemoveAt	Item.RemoveAt	Items.ClearAt	Item.ClearAt	A
45	A module-level is available to all the _____ in the module.	data	procedures	event.	task	B
46	Code window consists of a _____ box and procedure list box.	object.	event.	tool.	message.	A
47	"Dim a as Integer" What do you mean by integer within the given quotation	Boolean	Number	String	None	B
48	The Activated event is found only in which object?	Form	Button	TextBox	Label	A
49	How many MDI forms can be added in a Project File ?	3	1	2	4	B
50	Code in VB is stored in	Module	Report	Both 1 and 2	None of above	A
51	The application name always appears in the:	Titlebar	Menubar	Properties window	Code window	A
52	If you Convert Numeric to Character expression then use	Str( )	Val( )	Instr( )	Len( )	A
53	_____ control has no event	Timer	Shape	Text box	Command Button	B
54	"Form Load()" the "Load" is name of	Syntex	Procedure	Keyword	None	B
55	"Stretch" property is available for	Picture Box	Image Control	Text box	Command Button	B

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
1	Diamond shaped symbol is used in flowcharts to show the	decision box	statement box	error box	if-statement box	A
2	In a flowchart a calculation (process) is represented by	A rectangle	A rhombus	A parallelogram	A circle	A
3	The complexity of the average case of an algorithm is	Much more complicated to analyze than that of worst case	Much more simpler to analyze than that of worst case	Sometimes more complicated and some other times simpler than that of worst case	None or above	A
4	The space factor when determining the efficiency of algorithm is measured by	Counting the maximum memory needed by the algorithm	Counting the minimum memory needed by the algorithm	Counting the average memory needed by the algorithm	Counting the maximum disk space needed by the algorithm	A
5	All components work together as a unit is called	system	component classification	scoring system	operating system	A
6	Two main measures for the efficiency of an algorithm are	Processor and memory	Complexity and capacity	Time and space	Data and space	C
7	The complexity of merge sort algorithm is	$O(n)$	$O(\log n)$	$O(n^2)$	$O(n \log n)$	D
8	Repetition of statement in Jackson method is shown by	drawing sign of equal	drawing sign of subtraction	drawing an asterisk	drawing an arrow	C
9	Which of the following cases does not exist in complexity theory	Best case	Worst case	Average case	Null Case	D
10	In flowcharts, a circle with a vertical line drawn is a symbol used to show	systematic operation	manual operation	magnetic tape	display screen	C
11	Diagram that represents steps or operations involved in any kind of process is called	system diagram	management hierarchy	flowcharts	convenience diagrams	C
12	Part of an algorithm which is repeated for fixed number of times is classified as	iteration	selection	sequence	reverse action	A
13	Binary search algorithm can not be applied to	sorted linked list	sorted binary trees	sorted linear array	pointer array	A
14	What is the internet explorer ?	An icon	a file manager	A browser	an Internet	C
15	Internet explorer falls under :	Operating System	Compiler	Browser	IP address	C
16	Verification of a login name and password is known as:	configuration	accessibility	authentication	logging in	C

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
17	Safari browser came into market in the year	2000	2001	2002	2003	D
18	_____ is text with hyperlinks.	Lower Text	Upper Text	Toggle Text	Hypertext	D
19	In order to use cable for browsing web you will need :	A cable modem	Network Interface Card (NIC)	Both 1 & 2	None Of the above	C
20	The browser?s _____ keeps a list of web pages you have visited during the current session.	history	cache	favorites	trail	A
21	Uses of Internet	Communication	Information Retrieval	Presentation of information	All of the above	D
22	Google chrome came into market in the year	2008	2007	2006	2005	A
23	What is name of format : abc@rediffmail.com	EmailId	Web site	WordProcessor	None	A
24	In which year Hyperlink was coined	1969	1981	1964	1955	C
25	HTTP refers to ?	Hyper Text Transfer Protocol	Hyper Text Transmission Protocol	Hyper Text Tie Protocol	None of these	A
26	what does the .com domain represent	education domain	commercial domain	network	Browser	B
27	In Access, this view is used to create and modify the structure of a form.	Normal	Datasheet	form design	control	C
28	How do you insert a graphic of your company's logo on a report	Design Tab->Logo	You can't MS Access won't let you insert graphics file	Database Tools -> logo	Select Tools > Insert Picture from the menu	A
29	In a relational database, a Referential Integrity constraint is specified with the help of	Primary Key	Foreign Key	Both 1 and 2	None of these	B
30	What is the difference between ?Open? and ?Open Exclusively??	Open statement opens access database files and Open Exclusively opens database files of other program like Oracle	Open Exclusive locks whole database so that no one can access it whereas Open locks only the record that is being accessed	Both Open and Open Exclusively are same	Open Exclusive command does not exist in MS Access	B
31	DCL Provides Commands To Perform Actions Like	Change The Structure Of Tables	Insert, Update Or Delete Records And Data Values	Authorizing Access And Other Control Over Database	None Of Above	C
32	A table may contain only _____ primary key	One	Two	Three	Any number	A

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
33	What is a form in MS Access	It is a printed page where users will write their data to fill it up	It is an input screen designed to make the viewing and entering data easier	This is an important part of database used by analysts to draw conclusions	All of above	B
34	A value that is automatically entered in a field for a new record -	Validation rule	Default value	Input mask	None of above	B
35	A computer language for informing the DBMS regarding the data structure used is	PASCAL	DDL	PROLOG	FORTRAN	B
36	Following Is Not A Database Model	Network Database Model	Relational Database Model	Object Oriented Database Model	None	D
37	What Are The Different Views To Display A Table	Datasheet view	Design view	Pivot table and Pivot Chart view	All of above	D
38	Which of the following database objects hold data?	Forms	Reports	Queries	Tables	D
39	How can you view the properties of a form	Select View>Form properties from the menu	Right click anywhere on the form and select properties from the shortcut menu	Double click the form selector box in the upper left corner of the form	All the Above	B
40	We can't create index or primary key on more than _____ fields	1	10	16	None of the above	B
41	The ____ statement checks in the module for usage of any undeclared variables and reports an error to the user.	looping	iteration.	dim	external	C
42	Blink the Cursor in specific TextBox when use	Caption	List	Val( )	Setfocus	D
43	How many values a CheckBox can have ?	1	2	3	4	C
44	The Activated event is found only in which object?	Form	Button	TextBox	Label	A
45	Debug window is the same as ____ window.	procedure.	object.	form	code	D
46	Controls are:	Code	Method	Object	None	C
47	Which language is not a true object-oriented programming language?	VB.NET	VB 6	C++	Java	B

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
48	Which property determines whether a control is displayed to the user?	Hide	Show	Visible	Enabled	C
49	_____ control has no event	Timer	Shape	Text box	Command Button	B
50	"Dim a as Integer" What do you mean by integer within the given quotation	Boolean	Number	String	None	B
51	In the IDE, which of following is used to design the layout of an application?	Form Designer window	Project Explorer window	Context Menu	Form Layout window	A
52	IDE is:	Independent Development Enterprise	A development environment for machine language	A software project management tool	An Integrated Development Environment for VB	D
53	"MAX" Property is for	Label	TextBox	HScrollBar	ComboBox	C
54	Which method of a ListBox will remove just one item at a time?	Items.RemoveAt	Item.RemoveAt	Items.ClearAt	Item.ClearAt	A
55	Which statement about objects is true?	One object is used to create one class.	One class is used to create one object.	One object can create many classes.	One class can create many objects.	D
1	Diamond shaped symbol is used in flowcharts to show the	decision box	statement box	error box	if-statement box	A
2	The complexity of merge sort algorithm is	$O(n)$	$O(\log n)$	$O(n^2)$	$O(n \log n)$	D
3	Which of the following sorting algorithms is of divide-and-conquer type?	Bubble sort	Insertion sort	Quick sort	All of above	C
4	Part of an algorithm which is repeated for fixed number of times is classified as	iteration	selection	sequence	reverse action	A
5	'outlined program flowchart' shows the	detailed operations	general flowcharts	classified flowchart	detailed program	B
6	Which of the following cases does not exist in complexity theory	Best case	Worst case	Average case	Null Case	D
7	The Worst case occur in linear search algorithm when	Item is somewhere in the middle of the array	Item is not in the array at all	Item is the last element in the array	Item is the last element in the array or is not there at all	D
8	To write program functions such as input four numbers and print their sum, program refinement first level includes	input four numbers	calculate sum	print values	print variables	A

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
9	What is an algorithm?	A flowchart	Step by step instructions used to solve a problem	A flowchart or pseudocode	A decision	B
10	In Flowcharts of algorithms, messages are classified as	steps of algorithm	selection of steps	cancellation of procedures	addition of steps	A
11	An algorithm that calls itself directly or indirectly is known as	Sub algorithm	Recursion	Polish notation	Traversal algorithm	B
12	The complexity of the average case of an algorithm is	Much more complicated to analyze than that of worst case	Much more simpler to analyze than that of worst case	Sometimes more complicated and some other times simpler than that of worst case	None of above	A
13	A person who produces or creates new programs for industrial and business users is called	system analysts	program coordinator	computer coordinator	user interface	A
14	The browser's _____ keeps a list of web pages you have visited during the current session.	history	cache	favorites	trail	A
15	Which one of the following is not a search engine?	Bing	Google	Yahoo	Windows	D
16	In which year Hyperlink was coined	1969	1981	1964	1955	C
17	E-mail addresses separate the user name from the ISP using the _____ symbol.	&	@	#	%	B
18	Google Chrome is a	word Processor	DBMS	Browser	None	C
19	A world wide web contains web pages	residing in many computers	created using HTML	with links to other web pages	residing in many computers linked together using HTML	D
20	The Internet was originally a project for this Government agency	ARPA	NSF	NSA	FCC	A
21	In order to use cable for browsing web you will need :	A cable modem	Network Interface Card (NIC)	Both 1 & 2	None Of the above	C
22	What is the internet explorer ?	An icon	a file manager	A browser	an Internet	C



Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
23	What is the full form of CC option while Compose/Sending mail ?	Carbon copy	Copy carbon	Copy to copy	Carbon to Connect	A
24	HTTP refers to ?	Hyper Text Transfer Protocol	Hyper Text Transmission Protocol	Hyper Text Tie Protocol	None of these	A
25	Google chrome came into market in the year	2008	2007	2006	2005	A
26	Verification of a login name and password is known as:	configuration	accessibility	authentication	logging in	C
27	A table may contain only _____ primary key	One	Two	Three	Any number	A
28	What is a form in MS Access	It is a printed page where users will write their data to fill it up	It is an input screen designed to make the viewing and entering data easier	This is an important part of database used by analysts to draw conclusions	All of above	B
29	A computer language for informing the DBMS regarding the data structure used is	PASCAL	DDL	PROLOG	FORTTRAN	B
30	In a relational database, a Referential Integrity constraint is specified with the help of	Primary Key	Foreign Key	Both 1 and 2	None of these	B
31	How can you view the properties of a form	Select View Form properties from the menu	Right click anywhere on the form and select properties from the shortcut menu	Double click the form selector box in the upper left corner of the form	All the Above	B
32	How do you insert a graphic of your company's logo on a report	Design Tab->Logo	You can't MS Access won't let you insert graphics file	Database Tools -> logo	Select Tools > Insert Picture from the menu	A
33	Which of the following database objects hold data?	Forms	Reports	Queries	Tables	D
34	We can't create index or primary key on more than _____ fields	1	10	16	None of the above	B
35	A value that is automatically entered in a field for a new record -	Validation rule	Default value	Input mask	None of above	B
36	What is the difference between ?Open? and ?Open Exclusively??	Open statement opens access database files and Open Exclusively	Open Exclusive locks whole database so that no one can access it	Both Open and Open Exclusively are same	Open Exclusive command does not exist in MS Access	B

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
		opens database files of other program like Oracle	whereas Open locks only the record that is being accessed			
37	DCL Provides Commands To Perform Actions Like	Change The Structure Of Tables	Insert, Update Or Delete Records And Data Values	Authorizing Access And Other Control Over Database	None Of Above	C
38	In Access, this view is used to create and modify the structure of a form.	Normal	Datasheet	form design	control	C
39	What Are The Different Views To Display A Table	Datasheet view	Design view	Pivot table and Pivot Chart view	All of above	D
40	Following Is Not A Database Model	Network Database Model	Relational Database Model	Object Oriented Database Model	None	D
41	An object is composed of	properties	methods	events	All of the above	D
42	An array of controls can be populated by:	assigning existing controls to the array.	creating controls and assigning them to the array.	borrowing controls that will automatically assign them to the array.	Both a and b.	D
43	Code window consists of a _____ box and procedure list box.	object.	event.	tool.	message.	A
44	Code in VB is stored in	Module	Report	Both 1 and 2	None of above	A
45	"MAX" Property is for	Label	TextBox	HScrollBar	ComboBox	C
46	A module-level is available to all the _____ in the module.	data	procedures	event.	task	B
47	origin of Visual basic is	Cobol	fortran	Basic	All Of the above	C
48	Which method of a ListBox will remove just one item at a time?	Items.RemoveAt	Item.RemoveAt	Items.ClearAt	Item.ClearAt	A
49	"Dim a as Integer" What do you mean by integer within the given quotation	Boolean	Number	String	None	B
50	All the controls in an array will have the same _____	Value	properties.	address	location	B
51	Which language is not a true object-oriented programming language?	VB.NET	VB 6	C++	Java	B
52	Default data type of a variable in VB is	Integer	String	Float	Variant	D

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
53	In the IDE, which of following is used to design the layout of an application?	Form Designer window	Project Explorer window	Context Menu	Form Layout window	A
54	LIST Property is used	Command Button	Label	TextBox	ComboBox	D
55	How many MDI forms can be added in a Project File ?	3	1	2	4	B

Purusottampur Youth Computer Training Centre

# PURUSOTTAMPUR YOUTH COMPUTER TRAINING CENTRE

Vill. - Purusottampur, P.O.-Raghunathbari, P.S.-Panskura, Dist.-Purba Medinipur

## CCAD MCQ

S no	Question Text	Option A	Option B	Option C	Option D	Correct Answer
1	Objects are rotated around the	Origin	Centre of Object	Base Point	Bottom of the Object	C
2	Which of the following is not a keyboard shortcut of AutoCAD?	Ctrl + P	Alt + F4	Ctrl + F4	Alt + B	D
3	What you cannot create from the command Offset	Vertical straight	Concentric circles	Three parallel lines	Parallel arcs	A
4	Some common blocks used by architectural drafters include _____.	door swings	ceiling fans	appliances	All of the above	D
5	The command line abbreviation for the Circle tool is	cir	c	ci	cl.	B
6	How many points do you need to define for the rectangle command?	One	Two	Three	Four	B
7	To print the entire project, you will choose to regulate what to plot	Display	Extends	Limits	Window	C
8	The toolbar at the top of the AutoCAD 2008 window is:	The Draw toolbar	The Modify toolbar	The Standard toolbar	The Properties toolbar	C
9	When drawing in 2D, what axis do you NOT work with?	X	Y	Z	WCS	C
10	When to fix a block attribute	Before you fix the block	When I make the block	After fix the block	No matter the number	A
11	What time (according to the clock) are 270 degrees according to the conventional time?	12 exactly	6 exactly	9 exactly	None of the above	B
12	Where should you pay attention when you are working with autocad commands?	Drawing area	Status bar	Tool bars	Command window	D
13	Drawing templates are held in files with the file extension:	*.dwt	*.dwg	*.bmp	*.dwr.	A
14	When saving an AutoCAD 2008 drawing it is filed with the extension:	*.drw	*.dwg	*.dwt	*dg.	B

S no	Question Text	Option A	Option B	Option C	Option D	Correct Answer
15	Which of the following file extensions cannot open the AutoCAD	dwg	dxf	dot	dws	C
16	One of the Important component of first generation computer was	Transistors	Vacuum tubes	Integrated Circuit	Capacitor	B
17	CD.. command is use for	Goto Root Directory	Goto Parent Directory	Goto Child Directory	Goto Sub Directory	B
18	Attrib command is used to	To change the File Attributes	To change the Directory Attributes	Both of these	None of these	C
19	Which was the computer conceived by Babbage?	Analytical Engine	Arithmetic Machine	Donald Kunth	All of the above	A
20	Copy and Xcopy are same in the sense	Both are internal commands of DOS	Both are external commands of DOS	Both can be used to copy file or group of files	Both a and b	C
21	A Billionth of a second is defined as a:	Millisecond	Microsecond	Nanosecond	Picoseconds	C
22	A Computer can not boot if it does not have a ????? .	Loader	Compiler	OS	Assembler	C
23	Which is not a computer classification?	mainframe	maxframe	mini	notebook	B
24	The control unit of a microprocessor	Stores data in the memory	Accepts input data from keyboard	Performs arithmetic/logic function	None of above	D
25	An Error in Software or Hardware is called a Bug. What is an alternative computer jargon for it?	Leech	Squid	Slug	Glitch	D
26	A Computer consists of	A Central Processing Unit	A Memory	Input and Output Unit	All of the above	D
27	Computer is an ? device	Eltron	Proton	Eletric	Electronic	D
28	1 Nibble equals to	8 bits	16 bits	4 bits	5 bits	C
29	What is the minimum bandwidth required for broadband connection?	128 kbps	256 kbps	512 kbps	2048 kbps	B
30	E-Mail where "E" stands for	Electrical	Electronic	Election	Easy	B
31	Internet Explorer came into market in the year	1994	1995	1996	1997	B
32	Firefox came into market in the year	2001	2003	2002	2004	D
33	What is name of format : abc@rediffmail.com	Emailld	Web site	WordProcessor	None	A

S no	Question Text	Option A	Option B	Option C	Option D	Correct Answer
34	In internet terminology IP means	Internet Provider	Internet Protocol	Internet Procedure	Internet Processor	B
35	The Internet was originally a project for this Government agency	ARPA	NSF	NSA	FCC	A
36	In which year Hyperlink was coined	1969	1981	1964	1955	
37	The browser?s _____ keeps a list of web pages you have visited during the current session.	history	cache	favorites	tran	A
38	Google chrome came into market in the year	2008	2007	2006	2005	A
39	DNS stands for	Direct Naming System	Drive Naming Society	Domain Name System	Development New Society	C
40	ARPANET stands for:	Advanced Research Policy Agency Network	Advanced Research Projects Agency Network	Advanced Research Projects Agency Norms	Advanced Rejoin Projects Agency Norms	B
41	In a URL what does .org represents	educational institute	military site	Organization	commercial	C
42	How many types of Tab are available in MS-Word?	2	3	6	None	D
43	Autotext is under	Home	Data	View	Insert	D
44	What happens when you click on Insert --> Clip Art	It inserts a Clipart Picture into a Document	It lets you choose Clipart to insert into a Document	It opens Clip Art taskbar	None of above	C
45	Which can be used for quick access to commonly used commands and tools?	Status bar	Tool bar	Menu bar	Title bar	B
46	After typing header text, how can you quickly enter footer text?	Press PageDown key and type the text for footer	Click on Switch between Heder & Footer then type the text	Both of these	None of these	B
47	In MS-Word, By default we get _____ number of Columns	4	2	1	3	C
48	A character that is raised above the baseline and is smaller in size is known as	Outlined	Raised	Superscript	Subscript	C

S no	Question Text	Option A	Option B	Option C	Option D	Correct Answer
49	AutoCorrect was originally designed to replace _____ words as you type.	Short, repetitive	Grammatically incorrect	Misspelled	None of the above	C
50	Portrait and Landscape are	Page Orientation	Page Size	Alignment	Style	A
51	Home Key uses for	Moves the cursor beginning of the document	Moves the cursor beginning of the paragraph	Moves the cursor beginning of the screen	Moves the cursor beginning of the line	D
52	From which menu you can insert Header and Footer?	Edit	Insert	View	Home	B
53	Default font size in MS word is	10	11	12	14	B
54	To insert a Drop Cap in one of the paragraph you should access	Insert	References	Page Layout	None of these	A
55	How many ways you can save a document?	3	4	5	6	A
1	By what symbol shows the snap point to the closest point	with circles and dots in the center	With two triangles	With three orthogonal	With Diamond	C
2	An AutoCAD term that refers to a pre-drawn object which is stored in a drawing file and can be inserted into any other drawing file as needed is a _____.	Block	brick	balloon	none of the above	A
3	Which of the following file extensions cannot open the AutoCAD	dwg	dxf	dot	dws	C
4	To call the Line tool from the command line, the following abbreviation can be entered :	lin	li	l	In.	C
5	When to fix a block attribute	Before you fix the block	When I make the block	After fix the block	No matter the number	A
6	What does the command Wblock	Warp-speed block	Write block	Window block	Wide-area block	B
7	To print the entire project, you will choose to regulate what to plot	Display	Extends	Limits	Window	C
8	Which is corresponded to zoom mouse wheel?	Zoom in / zoom out	pan & scan	extents / all	scale	A
9	Which of the following is NOT a unit of length measurement?	Yards	Parsecs	Microns	Grads	D
10	Drawing templates are held in files with the file extension:	*.dwt	*.dwg	*.bmp	*.dwr.	A
11	When creating your own blocks it is important to avoid drawing	0	center line	hatch	hidden line	A

S no	Question Text	Option A	Option B	Option C	Option D	Correct Answer
	any portion of the block in the _____ layer.					
12	If I want to draw a line in the direction 07:30 (local time) will give an angle	-135 degrees	270 degrees	-225 degrees	None of the above	A
13	How many points do you need to define for the rectangle command?	One	Two	Three	Four	B
14	When the F6 key of the keyboard is pressed, the following facility is toggled on/off	Snap	Ortho	DUCS	DYN	C
15	What you cannot create from the command Offset	Vertical straight	Concentric circles	Three parallel lines	Parallel arcs	A
16	1st Generation of Computer were based on usage of	I.C	Microprocessor	Chips	Vacum Tube	D
17	ASCII stands for	American Stable Code for International Interchange	American Standard Case for Institutional Interchange	American Standard Code for Information Interchange	American Standard Code for Interchange Information	C
18	Which is not a computer classification?	mainframe	makname	mini	notebook	B
19	Which was the computer conceived by Babbage?	Analytical Engine	Arithmetic Machine	Donald Kunth	All of the above	A
20	Check the odd term out	Internet	Linux	Unix	Windows	A
21	By Edit Command, we can	Modify any file	Create any file	Both of these	Delete any file	C
22	Capacity of 3.5" floppy is	1.44 MB	1.54 MB	2 MB	1.44 GB	A
23	1 Nibble equals to	8 bits	16 bits	4 bits	5 bits	C
24	Which unit holds data permanently?	Input unit	Secondary storage unit	Output Unit	Primary Memory Unit	B
25	A Compiler means	A person who compiles source programs	The same thing as a programmer	A program which translates source program into object program	Keypunch operator	C
26	Attrib command is used to	To change the File Attributes	To change the Directory Attributes	Both of these	None of these	C
27	An Optical Input Device that interprets pencil marks on paper media is	O.M.R	Punch card reader	Optical scanners	Magnetic tape	A
28	The control unit of a microprocessor	Stores data in the memory	Accepts input data from keyboard	Performs arithmetic/logic function	None of above	D



S no	Question Text	Option A	Option B	Option C	Option D	Correct Answer
29	Internet Explorer came into market in the year	1994	1995	1996	1997	B
30	Shortcut of Web page Refresh is	F4	F5	F6	F7	B
31	Which is a Domain name extension ?	.flv	.xls	.com	.rrr	C
32	The Internet was originally a project for this Government agency	ARPA	NSF	NSA	FCC	A
33	In internet terminology IP means	Internet Provider	Internet Protocol	Internet Procedure	Internet Processor	B
34	E-mail addresses separate the user name from the ISP using the _____ symbol.	&	@	#	%	B
35	HTTP refers to ?	Hyper Text Transfer Protocol	Hyper Text Transmission Protocol	Hyper Text File Protocol	None of these	A
36	ISP Stands For	Internet Service Provider	Internet Static Protocol	International system position	None	A
37	Moving from one website to another is called :	Downloading	Browsing	Uploading	Attachment	B
38	Verification of a login name and password is known as:	configuration	accessibility	authentication	logging in	C
39	Safari browser came into market in the year	2000	2001	2002	2003	D
40	Google chrome came into market in the year	2008	2007	2006	2005	A
41	E-Mail : The Inbox is collection of	Deleted Mail	Draft Mails	Spam Mails	Incoming Mails	D
42	In MS-Word, By default we get _____ number of Columns	4	2	1	3	C
43	How many types of Paragraph Alignment is there in MS Word?	1	2	3	4	D
44	Columns Dialog Box 2003 can be opened from	Format menu, Columns submenu	Double click on column space in ruler	Press Alt + O + C	All of these	D
45	DropCap means	All Caps	Small Caps	Small Caps	None of these	D
46	Home Key uses for	Moves the cursor beginning of the document	Moves the cursor beginning of the paragraph	Moves the cursor beginning of the screen	Moves the cursor beginning of the line	D
47	How many types of Page Orientation is there in MS-Word?	1	2	3	4	B

S no	Question Text	Option A	Option B	Option C	Option D	Correct Answer
48	Autotext is under	Home	Data	View	Insert	D
49	Portrait and Landscape are	Page Orientation	Page Size	Alignment	Style	A
50	Dropcap is used on ?	Text	Sentence	Paragraph	Word	C
51	How many types of Tab are available in MS-Word?	2	3	6	None	B
52	AutoCorrect was originally designed to replace _____ words as you type.	Short, repetitive	Grammatically incorrect	Misspelled	None of the above	C
53	Format Painter copy ?	Text Formatting	Object Formatting	Both of these	None	C
54	A character that is raised above the baseline and is smaller in size is known as	Outlined	Raised	Superscript	Subscript	C
55	How many ways you can save a document?	3	4	5	6	A

Purusottampur Youth Computer Training Centre

# PURUSOTTAMPUR YOUTH COMPUTER TRAINING CENTRE

Vill. - Purusottampur, P.O.-Ragunathbari, P.S.-Panskura, Dist.-Purba Medinipur

## CFAS MCQ

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
1	From which Menu you can create charges?	Edit	Activities	Setup	View	C
2	From which menu you will see supplier reports?	activities	Setup	Company	Reports	D
3	To display the Daybook in Ex-NGN	Ledger Menu	Balance Sheet Group	Trial Balance	Transaction List	D
4	UDF is stands for -	User Define Format	User Define Field	Ultimate Data Format	None of these	B
5	WTD is related with _____ voucher mode.	Contra Voucher	Withdrawals	Bank Transfer	Voucher Allocation	B
6	CRN' stands for	Debit Note	Credit Note	Currency Note	customize Note	B
7	Trial Balance views are 2 types. These are	Opening and Closing	Standard and Opening	Standard and Comparative	Simple and Compound	B
8	Which option should be used for offline bill adjustment?	Adjust Open Debit and Credit	Voucher Allocation	Offline Bill Adjustent	None of these	A
9	Which option is used to maintain departmental transactions?	Cost Centres	Vector Master	Analysis Category	Document Class	C
10	From which menu you have to create analysis catagories?	Edit	Setup	Activities	Company	B
11	How many characters are supported in shortname name?	2 characters	3 characters	4 characters	5 characters	B
12	PLC is stands for -	Permanent Ledger List	Permanent Local Cheque	Purchase Local - Cash/Cheque	None of these	C
13	Full form of scp	simple cash payment	Single cash payment	Simple cash purchase	none of these	B
14	The type of WBST tax class system in Ex-NGN	SST	VAT	CST	Both (1) or (2)	A
15	Cash withdrawan from Bank'- the document type we use to pass this entry is	Cash Deposit	Bank Deposit	Cash Transfer	Cash Withdrawal	D

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
16	Memory Unit is a part of	Input device	Control unit	Output device	Central Processing Unit	D
17	By Edit Command, we can	Modify any file	Create any file	Both of these	Delete any file	C
18	Copy and Xcopy are same in the sense	Both are internal commands of DOS	Both are external commands of DOS	Both can be used to copy file or group of files	Both a and b	C
19	Computer is an ?? device	Eltron	Proton	Eletric	Electronic	D
20	A Billionth of a second is defined as a:	Millisecond	Microsecond	Nanosecond	Microseconds	C
21	A Computer Program that converts Assembly Language to Machine Language is	Compiler	Interpreter	Assembler	Comparator	C
22	ASCII stands for	American Stable Code for International Interchange	American Standard Code for Institutional Interchange	American Standard Code for Information Interchange	American Standard Code for Interchange Information	C
23	CD-ROM stands for	Compactable Read Only Memory	Compact Data Read Only Memory	Compactable Disk Read Only Memory	Compact Disk Read Only Memory	D
24	Any type of storage that is used for holding information between steps in its processing is	Intermediate storage	Storage unit	CPU	Primary Storage	A
25	A Compiler means	A person who compiles source programs	The same thing as a programmer	A program which translates source program into object program	Keypunch operator	C
26	A Computer can not boot if it does not have a ????. .	Loader	Compiler	OS	Assembler	C
27	Which of the following is internal memory?	Disks	Pen Drives	RAM	CDs	C
28	Which unit holds data permanently?	Input unit	Secondary storage unit	Output Unit	Primary Memory Unit	B
29	Format Painter copy ?	Text Formatting	Object Formatting	Both of these	None	C
30	End Key is used to	Moves the cursor end of the line	Moves the cursor end of the document	Moves the cursor end of the paragraph	Moves the cursor end of the screen	A

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
31	DropCap means	All Caps	Small Caps	Small Caps	None of these	D
32	Portrait and Landscape are	Page Orientation	Page Size	Alignment	Style	A
33	AutoCorrect was originally designed to replace _____ words as you type.	Short, repetitive	Grammatically incorrect	Misspelled	None of the above	C
34	How many Tabs are there in a Ribbon of MS Word ?	7	8	9	10	B
35	How many types of Paragraph Alignment are there in MS Word?	1	2	3	4	D
36	Columns Dialog Box 2003 can be opened from	Format menu, Columns submenu	Double click on column space in ruler	Press Alt+O	All of these	D
37	A character that is raised above the baseline and is smaller in size is known as	Outlined	Raised	Superscript	Subscript	C
38	To insert a Drop Cap in one of the paragraphs, you should access	Insert	References	PageLayout	None of these	A
39	Endnote appears at	End of the Page	End of the Document	At the Footer	None	B
40	Borders can be applied to	Cells	Paragraph	Text	All of above	D
41	How many different positions can you set for Drop Cap?	1	2	4	6	B
42	To display the vat report in Tally you will go in	Got->Display->Inventory Report	Got->Display->Inventory report->Vat reports	Got->Display->statutory Report->vat reports	Got->inventory reports->vat reports	C
43	Find Out the one which is not a Default ledger in Tally	Cash	profit and loss	balance sheet	None of these	C
44	GOT stands for	Gateway of Tally	Gotway of tally	Got of tally	God of Tally	A
45	TO DELETE A VOUCHER	alt+x	alt+d	ctrl+d	None of these	B
46	DRAWINGS A/C IS UNDER	INDIRECT EXPENSES	DIRECT EXPENSES	CAPITAL A/C	RESERVE & SURPUS	C
47	Enable Cheque Printing Option Is Under	F1	F2	F1 and F2 Both	none	A
48	DEFAULT COMPANY NUMBER BEGINS WITH	10000	100	100000	1	A
49	Std Cost and Std Price - Both options is viewed under	Ledger Creation	Company Creation	Stock Item Creation	None	C
50	How many default ledger accounts in Tally?	2 ledgers	3 ledgers	4 ledgers	6 ledgers	A

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
51	CONTRA VOUCHER	F4	F6	F5	F9	A
52	Trial Balance is viewed from	Accounting features	Features	Display	Vouchers	C
53	Stock Summary is viewed from	Accounting features	Inventory features	Gateway of Tally	None of these	C
54	The feature "Maintain Cost Centres" from	Accounting Features	Inventory Features	Features	None of these	A
55	_____ key is used to change the financial period.	Alt+ F1	Alt+ F2	Alt+ F3	Alt+ F4	B

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
1	_____ option helps to re-arrange the folder toolbar.	Options	Edit Toolbar	Customize	Configuration	C
2	Full form of scp	simple cash payment	Single cash payment	Simple cash purchase	none of these	B
3	The type of WBST tax class system in Ex-NGN	SST	VAT	CST	Both (1) or (2)	A
4	What is the administrator password of this software?	Manager	User Defined Password	admin	Blank Enter	C
5	The default folder location of Ex-NGN file	Data	Any Folder	BIN	none of these	C
6	Which report will display the list of voucher entries?	Day Book	Transaction List	Voucher List	List of Vouchers	B
7	Mention the default user of Ex-Next Generation	Manager	User Defined Field	admin	ADMIN	C
8	From which Menu you will see trial balance report?	reports	Setup	Activities	Company	A
9	Ex-NGN does support maximum financial duration of a company -	12 months	18 months	24 months	None of these	B
10	From which menu you have to create custom field	Setup	Activities	View	Company	A
11	If you want to search any masters (e.g - Item List, Voucher Entry etc.), which option will be use?	Display menu	Search Records	Smart Finder	Data Finding option	C
12	From which menu you have to close of your company?	Setup	Activities	Company	Edit	C
13	Which report will display computed Interest amount?	Statement of Accounts	Account Reports	Reports	Account Books	B

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
14	From which menu you will see setup toolbar?	activities	Setup	View	Reports	C
15	The default A/C type of Sundry Debtors Ledger is	Income	Asset	Liabilities	Customer	D
16	Computer is an ?? device	Eltron	Proton	Eletric	Electronic	D
17	A Computer Program that converts Assembly Language to Machine Language is	Compiler	Interpreter	Assembler	Comparator	C
18	By Edit Command, we can	Modify any file	Create any file	Both of these	Delete any file	C
19	Check the odd term out	Internet	Linux	Unix	Windows	A
20	A Computer consists of	A Central Processing Unit	A Memory	Input and Output Unit	All of the above	D
21	Copy and Xcopy are same in the sense	Both are internal commands of DOS	Both are external commands of DOS	Both can be used to copy file or group of files	Both a and b	C
22	An Optical Input Device that interprets pencil marks on paper media is	O.M.R	Punch card reader	Optical scanners	Magnetic tape	A
23	Attrib command is used to	To change the File Attributes	To change the Directory Attributes	Both of these	None of these	C
24	Capacity of 3.5" floppy is	1.44 MB	1.54 MB	2 MB	1.44 GB	A
25	Which unit holds data permanently?	Input unit	Secondary storage unit	Output Unit	Primary Memory Unit	B
26	Memory Unit is a part of	Input device	Control unit	Output device	Central Processing Unit	D
27	Which of the following is internal memory?	Disks	Pen Drives	RAM	CDs	C
28	A Computer assisted method for the Recording and Analyzing of existing or Hypothetical Systems is	Data Transmission	Data Flow	Data Capture	Data Processing	B
29	How many types of Tab are available in MS-Word?	2	3	6	None	D
30	Borders can be applied to	Cells	Paragraph	Text	All of above	D
31	How many different positions can you set for Drop Cap?	1	2	4	6	B
32	?Ctrl + PageDown? is used to	Moves the cursor one Paragraph Down	Moves the cursor one Page Down	Moves the cursor one Line Down	Moves the cursor one Screen Down	B

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
33	What happens when you click on Insert --> Clip Art	It inserts a Clipart Picture into a Document	It lets you choose Clipart to insert into a Document	It opens Clip Art taskbar	None of above	C
34	To insert a Drop Cap in one of the paragraphs, you should access	Insert	References	PageLayout	None of these	A
35	Format Painter copy ?	Text Formatting	Object Formatting	Both of these	None	C
36	Which file starts MS Word?	Winword.exe	word.exe	word2003.exe	word2007.exe	A
37	Which can be used for quick access to commonly used commands and tools?	Status bar	Tool bar	Menu bar	Title bar	B
38	End Key is used to	Moves the cursor end of the line	Moves the cursor end of the document	Moves the cursor end of the paragraph	Moves the cursor end of the screen	A
39	Bold, Italic, Regular are known as	Font Styles	Font Effects	Word Art	Text Effects	A
40	DropCap means	All Caps	Small Caps	Small Caps	None of these	D
41	Which of the following is not an essential component to perform a mail merge operation?	Main document	Data source	Merge fields	Word fields	D
42	MRP stands for	Minimum return price	maximum rate price	maximum retail price	maximum rebate price	C
43	Create Cost Centres from	Accounts Info	Inventory Info	Day Book	Stock Summary	A
44	To display the vat report in Tally you will go in	Got->Display->Inventory Report	Got->Display->Inventory report->Vat reports	Got->Display->statutory Report->vat reports	Got->inventory reports->vat reports	C
45	Input VAT ledger is created under	Duties and taxes	Sales	Purchase	None of these	A
46	Vat stands for	Value Add Tax	Value added Tax	Value all Tax	None of these	A
47	How many types of Unit Creation ?	2 types	3 types	4 types	6 types	A
48	Closing Stock Ledger is defined under	Loan(Liability)	Stock-in-hand	Suspense a/c	Secured Loans	B
49	"BOM" stands for _____ .	Bunch of Materials	Bill of Manufacturing	Book of Materials	Bill of Materials	D
50	Debit note voucher can be used for	purchase	purchase return	Sales Voucher	sales return	B
51	Which feature will display "Maintain Bill-wise details".	Accounting feature	Inventory feature	Statutory & Taxation	Tally.Net feature	A



Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
52	ALT+ F7 is used for _____.	Stock Journal	Physical Stock Voucher	Sales Voucher	Memorandum Voucher	A
53	TDS Stands For	Tax Deducted At Source	Tax Devided At Source	Tax Department Agency	Tax Department Agency	A
54	Which option is not viewed under Gateway of Tally ?	Accounts Info	Inventory Info	Day Book	Stock Summary	
55	Which option is not display under "Accounts only" Mode ?	Accounts Info	Balance Sheet	Stock Summary	Display	C
1	To display the Daybook in Ex-NGN	Ledger Menu	Balance Sheet Group	Trial Balance	Transaction List	D
2	The default folder location of Ex-NGN file	Data	Any Folder	BIN	none of these	C
3	From under which group you have to create sundry creditors subgroup?	Current Liabilities	Assets	Liabilities	Fixed assets	A
4	How many companies at most would be supported by Demo version of ExNGN?	2 Companies	4 Companies	8 Companies	Unlimited Companies	A
5	From which Menu you will see trial balance report?	reports	Setup	Activities	Company	A
6	How many characters are supported in shortname name?	2 characters	3 characters	4 characters	5 characters	B
7	From which Menu you can create charges?	Edit	Activities	Setup	View	C
8	From which menu you will take your backup data?	Setup	Company	Edit	Activities	B
9	We can create customize field in Ex-NGN from ___ menu.	Setup Menu	View	Activities	none of these	A
10	From which menu you have to create new company?	Company	Setup	Edit	Activities	A
11	The extension of the backup file of Ex-NGN	.bkp	.inf	.mcf	.bak	C
12	Cash withdrawan from Bank'- the document type we use to pass this entry is	Cash Deposit	Bank Deposit	Cash Transfer	Cash Withdrawal	D
13	From which option will you be able to see all transaction reports?	Transaction list	Account reports	Customer reports	Supplier reports	A

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
14	From which menu you will see setup toolbar?	activities	Setup	View	Reports	C
15	_____ option helps to re-arrange the folder toolbar.	Options	Edit Toolbar	Customize	Configuration	C
16	A Compiler means	A person who compiles source programs	The same thing as a programmer	A program which translates source program into object program	Keypunch operator	C
17	A Computer can not boot if it does not have a ????.	Loader	Compiler	OS	Assembler	C
18	Check the odd term out	Internet	Linux	Unix	Windows	A
19	CD.. command is used for	Goto Root Directory	Goto Parent Directory	Goto Child Directory	Goto Sub Directory	B
20	A Computer consists of	A Central Processing Unit	A Memory	Input and Output Unit	All of the above	D
21	A Billionth of a second is defined as a:	Millisecond	Microsecond	Nanosecond	Picoseconds	C
22	Attrib command is used to	To change the File Attributes	To change the Directory Attributes	Both of these	None of these	C
23	An Error in Software or Hardware is called a Bug. What is an alternative computer jargon for it?	Leech	Squid	Slug	Glitch	D
24	CD-ROM stands for	Compactable Read Only Memory	Compact Data Read Only Memory	Compactable Disk Read Only Memory	Compact Disk Read Only Memory	D
25	1st Generation of Computer were based on usage of	I.C	Microprocessor	Chips	Vacum Tube	D
26	The control unit of a microprocessor	Stores data in the memory	Accepts input data from keyboard	Performs arithmetic/logic function	None of above	D
27	Memory Unit is a part of	Input device	Control unit	Output device	Central Processing Unit	D
28	Which of the following is internal memory?	Disks	Pen Drives	RAM	CDs	C
29	After typing header text, how can you quickly enter footer text?	Press PageDown key and type the text for footer	Click on Switch between Heder & Footer then type the text	Both of these	None of these	B
30	Portrait and Landscape are	Page Orientation	Page Size	Alignment	Style	A

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
31	Borders can be applied to	Cells	Paragraph	Text	All of above	D
32	From which menu you can insert Header and Footer?	Edit	Insert	View	Home	B
33	Changing the appearance of a document is called	Proofing	Editing	Formatting	All of above	D
34	How many types of Page Orientation are there in MS-Word?	1	2	3	4	B
35	Autotext is under	Home	Data	View	Insert	D
36	Which can be used for quick access to commonly used commands and tools?	Status bar	Tool bar	Menu bar	Title bar	B
37	How many Tabs are there in a Ribbon of MS Word ?	7	8	9	10	B
38	What happens when you click on Insert --> Clip Art	It inserts a Clipart Picture into a Document	It lets you choose Clipart to insert into a Document	It opens Clip Art taskbar	None of above	C
39	How many types of Paragraph Alignment are there in MS Word?	1	2	3	4	D
40	Home Key is used for	Moves the cursor beginning of the document	Moves the cursor beginning of the paragraph	Moves the cursor beginning of the screen	Moves the cursor beginning of the line	D
41	Dropcap is used on ?	Text	Sentence	Paragraph	Word	C
42	Enable Cheque Printing Option Is Under	F1	F2	F1 and F2 Both	none	A
43	Closing Stock Ledger is defined under	Loan(Liability)	Stock-in-hand	Suspense a/c	Secured Loans	B
44	Trial Balance is viewed from	Accounting features	Features	Display	Vouchers	C
45	Company Restore option is available in	Company feature	Configuration	Company Info	Gateway of Tally	C
46	Debit note voucher can be used for	purchase	purchase return	Sales Voucher	sales return	B
47	Alter means in Tally	Delete	Delete and Modification	Modification	None of these	B
48	Supplier Invoice No' will display in _____.	Payment Voucher	Receipt Voucher	Journal Voucher	Purchase Voucher	D
49	Std Cost and Std Price - Both options is viewed under	Ledger Creation	Company Creation	Stock Item Creation	None	C
50	CONTRA VOUCHER	F4	F6	F5	F9	A

Sno	Question Text	Option A	Option B	Option C	Option D	Correct Answer
51	payment is an	accounting voucher	inventory voucher	optional voucher	accounting and inventory voucher	A
52	DRAWINGS A/C IS UNDER	INDIRECT EXPENSES	DIRECT EXPENSES	CAPITAL A/C	RESERVE & SURPLUS	C
53	Create Cost Centres from	Accounts Info	Inventory Info	Day Book	Stock Summary	A
54	SELECT COMPANY OPTION IS UNDER	GATEWAY OF TALLY	COMPANY INFO.	DISPLAY	NONE OF THESE	B
55	Find Out the one which is not a Default ledger in Tally	Cash	profit and loss	balance sheet	None of these	C

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