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1. In Power Point, which of the following will not advance the slides in a slide show view?

- A. The spacebar
- B. The Enter key
- C. Right click
- D. A & B
- E. Esc key

2. Keyboards convert characters to _____ code.

- A. ISO Latin
- B. ASCII
- C. EBCDIC
- D. ASCII
- E. None of these

3. Each time you turn on your computer, it will check on the _____ control file.

- A. io.sys
- B. msdos.sys
- C. Command.com
- D. A & C
- E. All of the above

4. The term 'MPEG' stands for what?

- A. Magnetic Picture Experts Group
- B. Motion Picture Experts Group
- C. Multimedia Picture Experts Group
- D. Motion Picture Experts Graphics
- E. None of these

5. Which of the following refer to the process of starting computer from a powerless and setting it up to normal working condition?

- A. Warm Start
- B. Cold Boot
- C. Hard Start
- D. All of the above
- E. None of these

6. Which of the following looks for system files during a boot process?

- A. UPS
- B. CPU
- C. BIOS
- D. Device Driver
- E. Mouse

7. How many columns can you insert in a MS Excel in maximum?

- A. 13384
- B. 16384
- C. 147384
- D. 12384
- E. 18384

8. Which of the following option may be used to change page-size and margins?

- A. View
- B. Review
- C. Page Layout
- D. Tools
- E. All of the above

9. Specialised program(s) designed to allow input or output device(s) to communicate with the rest of the computer system is called _____ .

- A. Language Translator
- B. Operating system
- C. CPU
- D. Device Driver
- E. None of these

10. _____ a personal computer's microprocessor uses to get the computer system started after you turn it on.

- A. Application software
- B. BIOS Programme
- C. UPS Programme
- D. Computer Programme
- E. All of the above



11. Name the type of computers which is also known informally as Number crunchier.

- A. Hybrid computer
- B. Nano computer
- C. Minicomputer
- D. Super Computer
- E. Mainframe computer

12. Workbook is a collection of _____ in MS Excel.

- A. Spam
- B. Work Stations
- C. Shortcut Key
- D. worksheets
- E. diagrams

13. _____ is the responsibility of a logical unit in CPU.

- A. To provide output in the monitor
- B. To provide input in the monitor
- C. To process the input information
- D. To Maintain the output
- E. To Compare numbers

14. _____ refers to a standard interface for connecting a motherboard to storage devices such as hard drives and CD ROM/DVD drives.

- A. HWA
- B. HDMI
- C. Antina
- D. PCS
- E. IDE

15. The storage area for the next likely data or instruction to be processed preventing bottleneck and slowing of the system is called?

- A. Cookies
- B. Cache
- C. UPS
- D. ROM
- E. All of the above

16. _____ is a part of primary storage that holds a software programme and small amounts of data when they are brought from secondary storage.

- A. ROM
- B. UPS
- C. RAM
- D. Modem
- E. USB

17. Which of the following is a computer hardware?

- A. MS Windows
- B. Operating system
- C. MacOS
- D. Printer
- E. None of these

18. Microsoft Office is _____ .

- A. An application Suite
- B. Firmware
- C. A hardware
- D. Public-domain software
- E. None of these

19. In order to move from one worksheet to another in MS-Excel workbook. One should click _____ .

- A. tab button
- B. Esc button
- C. scroll bar
- D. sheet tab
- E. Touch pad

20. Which of the following shortcut key use to justify the selected text?

- A. Alt + J
- B. Shift + J
- C. Ctrl + J
- D. Ctrl + E
- E. Ctrl + K



Correct answer:

| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| E | D | E | B | B | C | B | C | D | B | D | D | E | E | A | C | D | A | D | C |





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