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1. 'DBMS' stands for _____ .

- A. Data Base Modulator System
- B. Drive Base Management System
- C. Data Base Management System
- D. Device Base Management System
- E. None of these

2. _____ option is the line that describes the contents of the message while sending an e-mail.

- A. Bcc
- B. Subject
- C. Cc
- D. From
- E. None of these

3. Computer Languages 'Java' was Designed by _____ .

- A. Dennis Ritchie
- B. Brendan Eich
- C. James Gosling
- D. Guido van Rossum
- E. None of these

4. Which of the following is a power protection device that includes a battery providing power for a short period of time?

- A. Router
- B. CPU
- C. Modem
- D. ESD
- E. None of these

5. In Microsoft PowerPoint, two kinds of sound effects files that can be added to the presentation are _____ .

- A. .wav files and .mid files
- B. .jpg files and .gif files
- C. .mid files and .gif files
- D. .mp3 files and jpg files
- E. None of these

6. _____ term is not related with font.

- A. Font face
- B. Font grammar
- C. Font size
- D. Font color
- E. None of these

7. _____ refers to the time, the alphanumeric key is to be held before the keyboard will repeat itself.

- A. Repeat Rate
- B. Relay Rate
- C. Buffer Rate
- D. Key Rate
- E. Reboot Rate

8. _____ is/are printers that cannot print graphics.

- A. Laser Printer
- B. Ink Jet Printer
- C. Daisy Wheel Printer
- D. A & D
- E. All of the above

9. _____ is used to 'Find and Replace' text in a word document.

- A. CTRL + K
- B. CTRL + O
- C. CTRL + E
- D. CTRL + F
- E. CTRL + H

10. _____ is/are not a type of Microsoft access database object.

- A. Macros
- B. WorkSheets
- C. Modules
- D. A & B
- E. None of these



11. The feature that opens a window on your desktop where you can browse for file stored on your computer is called _____ .

- A. Router
- B. Device Manager
- C. Web Browser
- D. File Explorer
- E. None of these

12. _____ PowerPoint view displays each slide of the presentation as a thumbnail and is useful for rearranging slides.

- A. Slide Show
- B. Slide Sorter
- C. Slide Design
- D. Slide View
- E. Slide Insert

13. Which of the following menu types is also called a drop-down menu?

- A. Push-down
- B. Drag-down
- C. Pull-down
- D. Super-down
- E. None of these

14. Row in an Access table is also called what?

- A. Data
- B. Field
- C. Layout
- D. Record
- E. None of these

15. In MS Word, Pressing F8 key for three times selects _____ .

- A. A word
- B. A sentence
- C. A paragraph
- D. All of the above
- E. None of these

16. If you want to insert a chart to your slide then go to _____ .

- A. Insert – Table
- B. Insert – Format
- C. Insert – Chart
- D. Review – Chart
- E. Home – Chart

17. _____ specifies this action: Holding the mouse button down while moving an object of text.

- A. Dragging
- B. Dropping
- C. Selecting
- D. Saving
- E. None of these

18. Bookmarks can be managed using _____ .

- A. File Manager
- B. Work Manager
- C. Bookmarks Manager
- D. Extensions Manager
- E. All of the above

19. Queries in Access can be used as _____ .

- A. To access internet
- B. A source of records for forms and reports
- C. View, change and analyse data in different ways
- D. B & C
- E. All of the above

20. _____ is the shortcut key for paste?

- A. Alt + V
- B. Shift + V
- C. CTRL + C
- D. CTRL + P
- E. None of these



Correct answer:

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





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