Sl. No.: 30001397   CO/13

Register
Number

2014

KNOWLEDGE IN ACCESS TO COMPUTER

Time Allowed : 1½ Hours]   **[Maximum Marks : 100**

Read the following instructions carefully before you begin to answer the questions.

IMPORTANT INSTRUCTIONS

1. This Booklet has a cover (this page) which should not be opened till the invigilator gives signal to open it at the commencement of the examination. As soon as the signal is received you should tear the right side of the booklet cover carefully to open the booklet. Then proceed to answer the questions.

2. This Question Booklet contains **100** questions.

3. Answer **all** questions.

4. **All** questions carry equal marks.

5. You must write your Register Number in the space provided on the top right side of this page. Do not write anything else on the Question Booklet.

6. An Answer Sheet will be supplied to you separately by the Invigilator to mark the answers. You must write your Name, Register No., Question Booklet Sl. No. and other particulars with <u>Blue or Black Ball point pen</u> on side 2 of the Answer Sheet provided, failing which your Answer Sheet will not be evaluated.

7. You will also encode your Register Number, Subject Code, Question Booklet Sl. No. etc. <u>with Blue or Black ink Ball point pen</u> in the space provided on the side 2 of the Answer Sheet. If you do not encode properly or fail to encode the above information, your Answer Sheet will not be evaluated.

8. Each question comprises *four* responses (A), (B), (C) and (D). You are to select ONLY ONE correct response and mark in your Answer Sheet. In case, you feel that there are more than one correct response, mark the response which you consider the best. In any case, choose ONLY ONE response for each question. Your total marks will depend on the number of correct responses marked by you in the Answer Sheet.

9. In the Answer Sheet there are **four** circles Ⓐ, Ⓑ, Ⓒ and Ⓓ against each question. To answer the questions you are to mark with Ball point pen ONLY ONE circle of your choice for each question. Select one response for each question in the Question Booklet and mark in the Answer Sheet. If you mark more than one answer for one question, the answer will be treated as wrong. *e.g.* If for any item,Ⓑ is the correct answer, you have to mark as follows :

Ⓐ ● Ⓒ Ⓓ

10. You should not remove or tear off any sheet from this Question Booklet. You are not allowed to take this Question Booklet and the Answer Sheet out of the Examination Hall during the examination. <u>After the examination is concluded, you must hand over your Answer Sheet to the Invigilator. You are allowed to take the Question Booklet with you only after the Examination is over.</u>

11. Failure to comply with any of the above instructions will render you liable to such action or penalty as the Commission may decide at their discretion.

12. Do not tick-mark or mark the answers in the Question booklet.

13. The last sheet of the Question Booklet can be used for Rough Work.

1. The term GUI stands for

   (A) Graphical User Interface

   (B) Graphical Utility Interface

   (C) Graphical User Input

   (D) Geo User Interface

2. 'Debug' is the term which denotes

   (A) writing of instructions in developing a program

   (B) error correction process

   (C) fault detection in devices

   (D) status-check of devices

3. EBCDIC eight bit code defines ——————— symbols.

   (A) 816   (B) 32

   (C) 64   (D) 256

4. Software installation files have which of the following extension?

   (A) doc   (B) exe

   (C) gif   (D) jpg

5. Calculations and comparisons based on the instructions are done in ——————— in a computer.

   (A) Main Memory

   (B) Arithmetic and Logic Unit

   (C) Control Unit

   (D) Auxillary memory

6. The type of mouse which uses reflected light to measure its movements is called

(A) Optical mouse
(B) PS/2 mouse
(C) Mechanical mouse
(D) Wheel mouse

7. The term SCSI stands for

(A) Small Computer Software Interface
(B) Small Computer Storage Interface
(C) Small Computer System Interface
(D) Small Computer Standard Interface

8. When the CPU begins execution of a new instruction, before the current instruction is completed is called

(A) Threading
(B) Pipelining
(C) Cache
(D) Multitasking

9. A CD-ROM drive reads data from a spinning disc by focusing a —————— on the disc's surface.

(A) Laser
(B) Read/Write head
(C) Magnetic field
(D) Track

10. Match the following :

(a) Start button   1. System tray
(b) Windows explorer   2. Desktop
(c) My computer   3. Start menu
(d) Volume control   4. Task bar

	(a)	(b)	(c)	(d)
(A)	2	4	1	3
(B)	4	3	2	1
(C)	1	3	2	4
(D)	4	3	1	2

11. The term 'Operating System' means

   (A) a set of programs which controls computer working

   (B) the way a computer operator works

   (C) conversion of high level languages into machine code

   (D) the way a floppy disk drive operates

12. To copy a data from the clipboard into a document, ——————— option is used.

   (A) Copy option   (B) Move option

   (C) Paste option   (D) Put option

13. Which is not a feature of windows explorer?

   (A) shows files in a hierarchical structure

   (B) drives and folders are viewed only in separate windows

   (C) left side displays drives and folders

   (D) right side displays the contents of a selected folder

14. Which is not a mouse operation?

   (A) Click   (B) Drag

   (C) Drag and drop   (D) Drop

15. What is the area in the computer that is used to hold information that is being cut and pasted?

   (A) embedded   (B) hold

   (C) clipboard   (D) link

16. When you start typing in a new blank document in Word 2007, words default setup uses the following font?

 (A) 12 point Arial

 (B) 11 point Calibri

 (C) 12 point Times New Roman

 (D) 12 point Calibri

17. In a MS word table, to move from one cell to next cell, which of the following option is used?

 (A) Press Shift + Tab   (B) Press Tab

 (C) Press Spacebar   (D) Press Enter

18. Which of the following is not a paragraph formatting?

 (A) Alignment   (B) Line spacing

 (C) Indentation   (D) Bold face

19. Which of the following is not available on the ruler of MS word screen?

 (A) Tab Stop box   (B) Left Indent

 (C) Right Indent   (D) Centre Indent

20. What is the short cut key to open 'Font' dialog box in MS word 2007?

 (A) Ctrl + F

 (B) Alt + Ctrl + F

 (C) Ctrl + D

 (D) Ctrl + Shift + D

21. To move to the previous worksheet, press which of the following?

(A) Alt + PgUp
(B) Ctrl + PgDn
(C) Ctrl + PgUp
(D) Shift + Tab

22. Mixed cell reference in Excel is denoted by the Address parts as

(A) A4
(B) $A4
(C) A4
(D) $A4$

23. Absolute cell reference in Excel is used to represent

(A) Relative cell address
(B) Actual cell address
(C) Circular cell address
(D) Mixed cell address

24. Total number of characters that can display in (Excel 2007) cell is

(A) 32000
(B) 1000
(C) 34000
(D) 10000

25. The number of rows in Excel 2007 version is

(A) 65,536
(B) 1,048,576
(C) 36,500
(D) 64,536

26. Which keyboard short cut opens the GOTO dialog box?

(A) Ctrl + B
(B) Ctrl + Shift + B
(C) F5
(D) F2

27. Which of the following options in the print dialog box, would you select to print slides from 5 to 10 in a presentation?

    (A)   Custom show

    (B)   Animation show

    (C)   Current slide

    (D)   Slides

28. A precise height and width for the table in Powerpoint presentation can be set by selecting

    (A)   Design tab

    (B)   Layout tab

    (C)   Insert tab

    (D)   Home tab

29. When you fill one or more cells with a picture, each gets its own individual copy, if you apply a —————— in Powerpoint presentation.

    (A)   Picture fill to a table

    (B)   Picture placed behind a transparent table

    (C)   3D picture displays

    (D)   Picture shadow displays

30. In which Powerpoint view you can reorganize the slides and change the overlook of the Presentation?

    (A)   Slide show view   (B)   Outline view

    (C)   Slide sorter view   (D)   Normal view

31. In datasheet view each record consists of

    (A)   24 Rows

    (B)   One Row

    (C)   Depends upon display size

    (D)   No limitation

32. Count function in SQL returns number of

    (A)   columns

    (B)   groups

    (C)   rows

    (D)   distinct values

33. The maximum length of Text field is

    (A) 2^{16} (B)   255

    (C)   1024   (D)   Unlimited

34. The command to remove rows from table 'Customer' is

    (A)   REMOVE FROM Customer ......

    (B)   DROP FROM Customer ......

    (C)   DELETE FROM Customer ......

    (D)   UPDATE FROM Customer ......

35. Reports cannot be generated by using

    (A)   Table   (B)   Query

    (C)   Wizard   (D)   Media

36. Two or more local area networks connected together to form

    (A)   LAN

    (B)   WAN

    (C)   MAN

    (D)   CAN

37. A ——————— simultaneously look up sites that match your keywords, phase or questions

    (A)   Web Analyser

    (B)   Web based search engine

    (C)   Web page

    (D)   Web server

38. Web pages contains

    (A)   Only multimedia objects

    (B)   Only text

    (C)   Only navigational tools

    (D)   Multimedia objects, text, navigational tools

39. Modem is used as a

    (A)   Modulator / demodulator

    (B)   Network interface card

    (C)   Model / demodal

    (D)   Modifyer

40. Every web page has a unique address called

    (A)   PIN address

    (B)   Uniform resource locator

    (C)   Hyperlink

    (D)   Map

41. How is the Type A USB connector look like?

    (A) Small and rectangular

    (B) Small and square

    (C) D shaped

    (D) Small and circular

42. Mention the slot in which NIC is fixed?

    (A) PCI slot   (B) IDE slot

    (C) Memory slot   (D) AGP slot

43. SPAM defines

    (A) Useful messages

    (B) Slammer worms

    (C) Trojan horse

    (D) Junk emails

44. How many bits the serial port can send at a time?

    (A) 1   (B) 8

    (C) 16   (D) 32

45. What type of connector is used in coaxial cable?

    (A) RJ11   (B) BNC

    (C) PS/2   (D) DIN

46. In general, MODEM is connected to the

    (A) Parallel port   (B) Serial port

    (C) PS/2   (D) DIN type port

47. Which of the following printers are you sure will not use if your objective is to print on multi carbon forms?

(A) Dairy-wheel

(B) Dot matrix

(C) Laser

(D) Thimble

48. CCD stands for

(A) Closed Circuit Device

(B) Component Charging Device

(C) Charge Coupled Device

(D) Closed Coupled Device

49. Scanners that can scan both slides or negatives

(A) Slide scanners

(B) Hand held scanner

(C) Flat bed scanner

(D) Sheet fed scanner

50. Scaling the image means

(A) Printing the image

(B) Stretching or shrinking the image

(C) Rotating the image

(D) Flipping the image

51. 6 inches × ——————— pixels per inch = 1200 pixels.

(A) 12

(B) 20

(C) 200

(D) 100

52. Which computer has been designed to be as compact as possible?

   (A) Mini Computer

   (B) Micro Computer

   (C) Super Computer

   (D) Main Frame Computer

53. Base 10 is another name for the

   (A) Binary Coded Decimal number system

   (B) Decimal number system

   (C) Octal number system

   (D) Hexadecimal number system

54. A "32 bit computer" refers to a CPU with

   (A) 32-bit RAM storage   (B) 32-bit registers

   (C) 32-bit ROM storage   (D) 32-bit CD storage

55. Which of the following converts an entire program into machine language?

   (A) Interpreter   (B) Simulator

   (C) Compiler   (D) Commander

56. FORTRAN is a

   (A) High level language

   (B) Middle level language

   (C) Machine language

   (D) Assembly language

57. Which of the following is system software?

   (A) Microsoft word

   (B) Adobe Photoshop

   (C) Windows XP

   (D) Microsoft Powerpoint

58. Magnetic Disk tracks are divided into smaller parts called as

(A) Clusters

(B) Sectors

(C) Bytes

(D) Slices

59. Which special key on the keyboard has a picture of the Windows Logo on it?

(A) Start Key

(B) Num Lock Key

(C) Escape Key

(D) Caps Lock Key

60. Which of the following represents the largest amount of data in computers?

(A) Kilo Bytes

(B) Tera Bytes

(C) Giga Bytes

(D) Mega Bytes

61. The common keyboard arrangement is called the ———————— layout.

(A) QWERTY

(B) QEWTYR

(C) QYWERT

(D) QWERYT

62. In Plasma Display, the gas is electrified by a grid of

(A) Neutrons

(B) Electrodes

(C) Electrons

(D) Protons

63. In Radio Buttons, maximum number of buttons selected is

(A) 1

(B) 3

(C) 5

(D) As many as required

64. The portion that shows all the choices, while working in a window is called

(A) options

(B) menu bar

(C) table

(D) item bar

65. Design of characters is known as

(A) typeface

(B) character design

(C) font

(D) string

66. Match the types of Operating System :

(a) MS-DOS   1. Multi User Operating System

(b) WINDOWS XP   2. Network Operating System

(c) LINUX   3. Single User Multitask Operating System

(d) WINDOWS-NT   4. Single User Single task Operating System

	(a)	(b)	(c)	(d)
(A)	3	1	2	4
(B)	3	4	1	2
(C)	3	1	4	2
(D)	4	3	2	1

67. All the time a computer is switched on, its operating system software has to stay in

    (A)   Compact disk

    (B)   Disk drive

    (C)   Floppy disk

    (D)   Primary memory

68. In word 2007, the maximum number of columns in a table is

    (A)   61   (B)   62

    (C)   63   (D)   64

69. To split a table horizontally in MS word, press

    (A)   Enter key

    (B)   Ctrl + Shift + Enter keys

    (C)   Ctrl + Enter keys

    (D)   Shift + Enter keys

70. Current page and section number are displayed in the

    (A)   Ruler

    (B)   Title bar

    (C)   Status bar

    (D)   Notification area

71. To go to the beginning of the word document, press

    (A)   Ctrl + Home   (B)   Ctrl + End

    (C)   Ctrl + Up arrow   (D)   Ctrl + Down arrow

72. What is the default left margin in Word 2007?

(A) 1"   (B) 1.25"

(C) 1.5"   (D) 2"

73. When typing an equation into a cell the first thing that must be entered is

(A) The first cell referenced

(B) Parenthesis

(C) Quotation marks

(D) An equal sign

74. The feature that inserts a series of values automatically is called as

(A) Auto fill handler   (B) Auto correct

(C) Auto format   (D) Color code

75. What is used to save a particular arrangement of display and print settings in Excel?

(A) Filter

(B) Custom view

(C) Wild card

(D) Print area

76. What is the default print area of a worksheet in Excel?

(A) Visible part of the worksheet

(B) Selected cells

(C) Entire worksheet

(D) Cells A1 : Z 26

77. The sort ascending button, the one with A on Top and Z on the bottom does technically

    (A)   Sorting from Z to Zero

    (B)   Sorting from Z to A

    (C)   Sorting from Zero to Z

    (D)   Sorting from A to Z

78. What are the symbols used to identify items in a list of Powerpoint Presentation?

    (A)   Icons   (B)   Markers

    (C)   Graphics   (D)   Bullets

79. What are the objects in Powerpoint Presentation?

    (A)   things   (B)   value

    (C)   individual elements   (D)   string

80. How to add the text to a slide without using the standard placeholders?

    (A)   Using Drawing tool

    (B)   Using Autoshapes tool

    (C)   Using line tool

    (D)   Using text box tool

81. What is the filename extension for the slide in PPT presentation?

    (A)   .sldm   (B)   .ppsx

    (C)   .sldx   (D)   .pptx

82. How will you resize the overall table in Powerpoint file?

(A) Click table menu, select column width

(B) Position the mouse pointer to the selection handles → drag to resize the table

(C) Draging the table marker

(D) Drag the table vertical gridlines between the columns of the table

83. What is the use of enabling the frame slides checkbox in print dialog box?

(A) Draws a black border around each slide image

(B) Prints in black background

(C) Inserts comment feature

(D) Enlarges the slide to maximum size

84. Navigation pane containing the names of all access database objects is available at

(A) Top of the screen

(B) Right side of the screen

(C) Bottom of the screen

(D) Left side of the screen

85. Access is a —————— database system.

(A) Hierarchical   (B) Helical

(C) Relational   (D) Rational

86. Query that can modify the existing record values

   (A)   Select   (B)   Delete

   (C)   Update   (D)   Append

87. Tab order in Access form is used for setting

   (A)   the column width or column location

   (B)   the size of the table to fill and view data

   (C)   the column order in the table

   (D)   the order in which fill out fields when enter data

88. DCL (Data Control Language) provides commands to perform the following in a Database

   (A)   Changing the structure of table

   (B)   Selecting data from table

   (C)   Updating or inserting data

   (D)   Authorizing access and other control over database

89. CAN is a type of Network used

   (A)   in enterprises   (B)   in universities

   (C)   in business   (D)   in airlines

90. Received messages are stored in ————— folder of email.

   (A)   sent items   (B)   trash

   (C)   inbox   (D)   contacts

91. An e-mail address is ————————— that enables someone to send and receive e-mail messages

(A) a keyword

(B) a phrase

(C) an unique identifier

(D) a web page

92. LAN stands for

(A) Local Area Network

(B) Large Area Network

(C) Low Area Network

(D) Least Area Network

93. A modem's transmission speed is measured in

(A) Bytes per second

(B) Bits per second

(C) Bits per storage

(D) Baudrate per second

94. Which device is connected to 9 pin serial port?

(A) Mouse

(B) Printer

(C) Hard disk

(D) Flash drive

95. Which device is connected in LPT port?

(A) Mouse

(B) Keyboard

(C) Printer

(D) Speaker

96. Which virus can infect File Allocation table?

    (A)   Program virus

    (B)   Macro virus

    (C)   Boot virus

    (D)   Polymorphic virus

97. How many USB devices can be connected with the support of USB Hub?

    (A)   256   (B)   48

    (C)   2   (D)   16

98. Biometric devices are used for

    (A)   Verifying identities

    (B)   Printing purpose

    (C)   Displaying purpose

    (D)   Measuring purpose

99. In scanner, each dot may be encoded as

    (A)   1 bit   (B)   2 bits

    (C)   4 bits   (D)   8 bits

100. A bar code scanner emits

    (A)   sound   (B)   light

    (C)   commands   (D)   text