

Government General Degree College, kalna-I

Model Question Bank

Semester I

Paper: Basic IT Tools(Theory)

Code: COMP 1031

Chapter One:

1. Which of the following computer work on measurement only?

- (a) Micro Computer
- (b) Analog Computer
- (c) Digital Computer
- (d) Hybrid Computer

Answer: (b) Analog Computer

2. Fourth generation computers are based on

- (a) Electronic vacuum tube
- (b) Integrated circuit
- (c) Microprocessor
- (d) Transistor

Answer: (c) Microprocessor

3. Which of the following is an output unit?

- (a) Key Board
- (b) Bar code reader
- (c) Printer
- (d) Mouse

Answer: (c) Printer

4. Which of the following is a primary memory unit?

- (a) RAM
- (b) Pen Drive
- (c) ROM
- (d) SD Card

Answer: (c) ROM

5. MB stands for

- (a) Mega Byte
- (b) Mega Bit
- (c) Micro Byte
- (d) Mega Bits

Answer: (a) Mega Byte

6. Which of the following is application software?

- (a) WINDOWS
- (b) MS-DOS
- (c) LINUX
- (d) MS-EXCEL

Answer: (d) MS-EXCEL

7. CPU stands for

- (a) Central processing unit
- (b) Center processing unit
- (c) Centered processing unit

(d) Central processed unit

Answer: (a) Central processing unit

8. Which of the following is a Hybrid computer?

- (a) Thermometer
- (b) Calculator
- (c) Ultrasound Machine
- (d) Speedometer

Answer: (c) Ultrasound Machine

9. 1 GB is equal to

- (a) 1024 KB
- (b) 1024 Byte
- (c) 1024 Bits
- (d) 1024 MB

Answer: (a) 1024 KB

10. Which is not application software?

- (a) WINDOWS
- (b) POWER POINT
- (c) WORD
- (d) PAINT

Answer: (a) WINDOWS

11. RAM stands for

- (a) Read Access Memory
- (b) Random Access Memory
- (c) Random Accessed Memory
- (d) Randomly Access Memory

Answer: (b) Random Access Memory

12. Which of the following is system software?

- (a) OS
- (b) CPU
- (c) Power Point
- (d) Paint

Answer: (a) OS

13. OS stands for

- (a) Operating Software
- (b) Operated System
- (c) Operating System
- (d) Optional System

Answer: (c) Operating System

14. Which of the following is OS?

- (a) LINUX
- (b) POWER POINT
- (c) MS-WORD
- (d) EXCEL

Answer: (a) LINUX

15. ROM is

- (a) Augmented Memory
- (b) Secondary Memory
- (c) Primary Memory
- (d) Auxiliary Memory

Answer: (c) Primary Memory

16. In how many ways we can classify the computers based on its size?

- (a) 2
- (b) 4
- (c) 3
- (d) 6

Answer: (b) 4

17. Example of input unit

- (a) Monitor
- (b) Audio display
- (c) Bar code Reader
- (d) Printer

Answer: (c) Bar code Reader

18. What are the main components of a CPU?

- (a) IU, MU, CU and ALU
- (b) OU, MU, CU and ALU
- (c) IU, MU, CU, ALU and OU
- (d) MU, CU and ALU

Answer: (d) MU, CU and ALU

19. In how many ways we can classify the computers based on its mode of working?

- (a) 3
- (b) 4
- (c) 2
- (d) 5

Answer: (a) 3

20. 1 Byte is equal to how many bits?

- (a) 16 bits
- (b) 8 bits
- (c) 64 bits
- (d) 32 bits

Answer: (b) 8 bits

Chapter Two:

1. What is the blank space outside the printing area on a page?

- (a) Margins
- (b) Clipart
- (c) Foote
- (D) Header

Answer: (a) Margins

2. Select all the text in MS Word document by

- (A) Ctrl +S
- (B) Ctrl + A
- (C) Ctrl + V
- (D) Ctrl + l

Answer: (B) Ctrl + A

3. Ctrl + I command is used for what purpose?

- (A) Save Document
- (B) Left Indent
- (C) Italic
- (D) Close Document

Answer: (C) Italic

4. What is landscape?

- (A) Page Orientation
- (B) Paper Size
- (C) A Font Style
- (D) Page Layout

Answer: (A) Page Orientation

5. Which function key is used to spell check?

- (A) F6
- (B) F7
- (C) F8
- (D) F5

Answer: (B) F7

6. Numbers or letters that appear below the normal text are called?

- (A) Subscript
- (B) Toptext
- (C) Supertext
- (D) Superscript

Answer: (A) Subscript

7. Ctrl + N is used to

- (A) Close the Document
- (B) Create a New Document
- (C) Open the Document
- (D) Save the Document

Answer: (B) Create a New Document

8. What is the smallest and largest font size in MS Word?

- (A) 5 and 72
- (B) 8 and 68
- (C) 8 and 72
- (D) 6 and 72

Answer: (C) 8 and 72

9. Which feature of Microsoft Word helps in creating list?

- (A) Bullets and Numbering
- (B) Word Wrap
- (C) Scaling
- (D) Word Art

Answer: (A) Bullets and Numbering

10. Help window can be opened by?

- (A) F2
- (B) F9
- (C) F1
- (D) F11

Answer: (C) F1

11. MS Word is ____ software?

- (A) Presentation tool
- (B) Spreadsheet program
- (C) Word Processing tool
- (D) Painting tool

Answer: (C) Word Processing tool

12. Shortcut key for “Subscript” is?

- (A) Ctrl + Shift + –
- (B) Ctrl + Shift + =
- (C) Ctrl + =
- (D) Ctrl + –

Answer: (C) Ctrl + =

13. What is the default file extension for all MS Word documents?

- (A) .word
- (B) .txts
- (C) .docx
- (D) .docs

Answer: (C) .docx

14. What is the shortcut key for “Find and Replace” dialog box?

- (A) Ctrl + H
- (B) Ctrl + Shift + F
- (C) Ctrl + R
- (D) Ctrl + F

Answer: (A) Ctrl + H

15. What is the default font used in MS Word 2007 document?

- (A) Calibri
- (B) Arial
- (C) Times New Roman
- (D) Monotype Corsiva

Answer: (C) Times New Roman

16. To adjust the document margin in MS Word, we use which of the following?

- (A) Indent
- (B) Margin
- (C) Space
- (D) Border

Answer: (A) Indent

17. A picture or a graphic that can be added to MS Word is called?

- (A) Clickart
- (B) Clipart
- (C) Coldart
- (D) Clusterart

Answer: (B) Clipart

18. To underline the text, use the command

- (A) Ctrl + U
- (B) Ctrl + T
- (C) Ctrl + J
- (D) Ctrl + A

Answer: (A) Ctrl + U

19. The Justify option in MS Word is used for?

- (A) Aligning the text to centre
- (B) Aligning the text to left margin
- (C) Aligning the text to both left and right margin
- (D) Aligning the text to right margin

Answer: (C) Aligning the text to both left and right margin

20. When was Microsoft Word released?

- (A) 1991
- (B) 1981
- (C) 1983
- (D) 1980

Answer: (C) 1983

21. Ctrl + Pagedown command is used for?

- (A) Move the cursor one Paragraph Down
- (B) Move the cursor one Screen Down
- (C) Move the cursor one Line Down
- (D) Move the cursor one Page Down

Answer: (D) Move the cursor one Page Down

22. Section Break option does not consist which of the following?

- (A) Previous Page
- (B) Odd Page
- (C) Next Page
- (D) Even Page

Answer: (A) Previous Page

23. What is the use of End Key?

- (A) Moves the cursor to the end of document
- (B) Moves the cursor to the end of paragraph
- (C) Moves the cursor to the end of screen
- (D) Moves the cursor to the end of line

Answer: (D) Moves the cursor to the end of line

24. You can change vertical alignment from?

- (A) Page Setup dialog box
- (B) Formatting toolbar
- (C) Standard toolbar
- (D) Paragraph dialog box

Answer: (A) Page Setup dialog box

Chapter Three

1. _____ appear at the bottom of the Excel window.

- (A) Title bar
- (B) Formula bar
- (C) Work sheet tabs
- (D) Name box

Answer: (C) Work sheet tabs

2. What are the basic rectangular building blocks of a spreadsheet?

- (A) Cells
- (B) Zoom slider
- (C) Help button
- (D) All of these

Answer: (A) Cells

3. Which of the following is not a term pertaining to spreadsheets?

- (A) Cell
- (B) Character
- (C) Browser
- (D) Formula

Answer: (C) Browser

4. Another name for a pre-programmed formula in Excel is

- (A) Cell
- (B) Graph
- (C) Function
- (D) Range

Answer: (C) Function

5. Excel is a program that is used to prepare a

- (A) Slide presentation
- (B) Spreadsheet
- (C) Text document
- (D) Database

Answer: (B) Spreadsheet

6. In which tab wrap text feature is present in MS Excel 2007?

- (A) Formulas
- (B) View
- (C) Insert
- (D) Home

Answer: (D) Home

7. Which of the following identifies a cell in Excel?

- (A) Address
- (B) Formula
- (C) Name
- (D) Label

Answer: (A) Address

8. Which term is used to join the selected cells in to one cell?

- (A) Filter
- (B) Wrap
- (C) Pivot
- (D) Merge

Answer: (D) Merge

9. Which of the following Excel charts represents only one value for each variable?

- (A) Bar
- (B) Pie
- (C) Line
- (D) Function

Answer: (B) Pie

10. A formula in Excel always begins with an _____

- (A) Equal sign
- (B) Colon
- (C) Comma
- (D) Space

Answer: (A) Equal sign

11. What is the extension of saved file in MS Excel?

- (A) .xls
- (B) .xks
- (C) .xos
- (D) .xbs

Answer: (A) .xls

12. Which command is used to close the window of Excel?

- (A) Alt+ F4
- (B) Ctrl + W
- (C) Ctrl +R
- (D) Ctrl+ C

Answer: (A) Alt+ F4

13. How do you display current date only in MS Excel?

- (A). Date ()
- (B). Today ()
- (C). Now ()
- (D). Time ()

Answer: (B). Today ()

14. How do you wrap the text in a cell?

- (A). Format cells font
- (B). Format cells protection
- (C). Format cells number
- (D) Format cells alignment

Answer: (D) Format cells alignment

15. You can use the formula palette to

- (A) Format cells containing numbers
- (B) Create and edit formula containing functions
- (C) Enter assumptions data
- (D) Copy a range of cells

Answer: (B) Create and edit formula containing functions

16. _____ is the best alternative to MS Excel offered by Google Inc.

- (A). Google Slides
- (B) Google Sheets
- (C) Google Files
- (D) Google Keep

Answer: (B) Google Sheets

17. A file that contains one or more worksheets to organize data is known as _____

- (A) Workbook
- (B) Excelbook
- (C) Datasheet
- (D) Spreadsheet

Answer: (C) Datasheet

18. MS Excel file can NOT be directly exported as _____

- (A) PDF
- (B) TXT
- (C). PPT
- (D). CSV

Answer: (A) PDF

19. In MS Excel, Workbook can be closed using keyboard shortcut _____

- (A) Ctrl+C
- (B) Ctrl+W
- (C) Esc
- (D) Ctrl+E

Answer: (B) Ctrl+W

20. Which one is not a function in ms excel?

- (A) PROPER
- (B) AVERAGE
- (C) COUNT
- (D) CLEAR

Answer: (D) CLEAR

21. The __ feature of ms excel quickly completes a series of data.

- (A) Auto Filter
- (B) Auto Complete
- (C) Auto Fill
- (D) Auto Sum

Answer: (C) Auto Fill

22. In MS Excel spreadsheet, Data can be sorted using _____.

- (A) Filter function
- (B) ARRAY function
- (C) Lookup function
- (D) Operator function

Answer: (A) Filter function

23. The intersection of a column and a row in MS Excel worksheet is known as _____

- (A) Row
- (B) Cell
- (C) Column
- (D) Tab

Answer: (B) Cell

24. In Microsoft Excel spreadsheets, rows are labelled as _____

- (A) 1,2,3,.....
- (B) A,B,C,....
- (C) A1,B1,C1....
- (D) I,II,III,.....

Answer: (A) 1,2,3,.....

25. In Microsoft Excel spreadsheets, columns are labelled as _____

- (A) 1,2,3,.....
- (B) A,B,C,....
- (C) A1,B1,C1....
- (D) I,II,III,.....

Answer: (B) A,B,C,....

26. In Microsoft Excel spreadsheets, cells are labelled as _____

- (A) 1,2,3,.....
- (B) A,B,C,....
- (C) A1,B1,C1....
- (D) I,II,III,.....

Answer: (C) A1,B1,C1....

Chapter Four

1. Microsoft Access is a _____ ?

- a) Word processing software
- b) Workbook management system
- c) Database management system
- d) File management system

Answer: c) Database management system

2. What is a database?

- a) It is a collection of data arranged in rows
- b) It is a collection of data arranged in columns
- c) It is a collection of data arranged in rows and columns
- d) All of the above

Answer: c) It is a collection of data arranged in rows and columns

3. Which of the following is database management system software_____ ?

- a) Firefox
- b) MS Word
- c) MS Access
- d) MS PowerPoint

Answer: c) MS Access

4. Which of the following is not a type of Microsoft Access database object?

- a) Table
- b) Macros
- c) Modules
- d) Worksheets

Answer: d) Worksheets

5. To quit MS Access, Press ?

- a) Alt +F4
- b) Tab + F4
- c) Ctrl + F4
- d) Esc +W

Answer: a) Alt +F4

6. To open a new database, press ?

- a) Ctrl +M
- b) Ctrl +N
- c) Ctrl +O
- d) Ctrl +S

Answer: b) Ctrl +N

7. To open an existing database, press ?

- a) Ctrl +E
- b) Ctrl +O
- c) Ctrl +P
- d) Ctrl +X

Answer: b) Ctrl +O

8. What is the maximum length a text field can be ?

- a) 265
- b) 255
- c) 120
- d) 75

Answer: b) 255

9. The default and maximum size of text field in access ?

- a) 50 and 255 characters
- b) 266 characters and 6400 characters
- c) 288 characters and 6880 characters
- d) 299 characters and 6499 characters

Answer: a) 50 and 255 characters

10. In Access are used to store the data?

- a) Report
- b) Query
- c) Form
- d) Table

Answer: b) Query

11. Which tool do you use to create a query object?

- a) Database wizard
- b) Table query wizard
- c) Simple query wizard
- d) Simple filer wizard

Answer: c) Simple query wizard

12. Open the Save As dialog box ?

- a) F1
- b) F2
- c) F10
- d) F12

Answer: d) F12

13. To create a table in MS Access ?

- a) Database should be created before creating a table
- b) You should allow atleast one Primary key in a table
- c) Table can be created using Table Templates
- d) All of the above

Answer: d) All of the above

14. A search value can be exact value or it can be ?

- a) Relationship
- b) Logical operator
- c) Wild card character
- d) Comparison operation

Answer: c) Wild card character

15. Which program do you use to edit code for data MS Access pages?

- a) Microsoft script editor
- b) Microsoft code editor
- c) Microsoft data access pages editor
- d) All of these

Answer: a) Microsoft script editor

16. In how many views, you can create a table in Access?

- a) 8
- b) 6
- c) 4
- d) 2

Answer: c) 4

17. To switch between to Form view from design view, press ?

- a) F4
- b) F5
- c) F8
- d) F11

Answer: d) F11

18. Which of the following is not a field type in access____?

- a) Lookup wizard
- b) Ole object
- c) Hyperlink
- d) Memo

Answer: a) Lookup wizard

19. In Access table Row is also known as____?

- a) Type
- b) Data
- c) Field
- d) Record

Answer: d) Record

20. Which of the following data type stores text or a combination of text and numbers ?

- a) Ole
- b) Text
- c) Number
- d) Currency

Answer: b) Text

Chapter Five

1) What is a Microsoft PowerPoint?

- a) Spreadsheet Program
- b) Presentation Program
- c) Database Program
- d) All of the above

Answer: b) Presentation Program

2) Which of the following is called as page to create a presentation in PowerPoint?

- a) Sheet
- b) Slide
- c) Paper
- d) done of the above

Answer: b) Slide

3) Which of the following is the file extension of the PowerPoint application?

- a) .ppt
- b) .jpg
- c) .htm
- d) .docs

Answer: a) .ppt

4) In a presentation of PowerPoint, the special effects used to introduce slides are known as -

- a) Custom Animation
- b) Transitions
- c) Annotations
- d) None of the above

Answer: b) Transitions

5) Which of the following shortcut key is used to start the slideshow?

- a) Using F5 key
- b) Using F3 key
- c) Using F1 key
- d) Using F6 key

Answer: a) Using F5 key

6) Which of the following is the shortcut key to insert a new slide between the current presentation?

- a) Ctrl + N
- b) Ctrl + K
- c) Ctrl + M
- d) Ctrl + O

Answer: c) Ctrl + M

7) The maximum percentage of zoom in PowerPoint is -

- a) 400%
- b) 200%
- c) 350%
- d) 100%

Answer: a) 400%

8) Which of the following is the default standard layout in PowerPoint?

- a) Blank slide
- b) Title and content slide
- c) Title slide
- d) None of the above

Answer: c) Title slide

9) Which of the following is the shortcut key to open the existing presentation in the powerpoint?

- a) Ctrl + M
- b) Ctrl + N
- c) Ctrl + O
- d) Ctrl + K

Answer: c) Ctrl + O

10) Which of the following shortcut key is used to stop the slide show?

- a) Esc key
- b) Ctrl + O
- c) Ctrl + N
- d) Ctrl + K

Answer: a) Esc key

11) Which of the following command in PowerPoint is used to bring the user directly to the last slide of the presentation?

- a) Ctrl + End
- b) Alt + End
- c) Shift + End
- d) End

Answer: a) Ctrl + End

12) Which of the following is the shortcut key for checking the spelling in PowerPoint?

- a) F5
- b) F7
- c) F6
- d) F3

Answer: b) F7

13) Which of the following option is correct to insert the chart as part of the PowerPoint presentation?

- a) Insert -> Chart
- b) Edit -> Chart
- c) View -> Chart
- d) All of the above

Answer: a) Insert -> Chart

14) What is the shortcut key to insert a hyperlink in the slide?

- a) Ctrl + H
- b) Ctrl + K
- c) Ctrl + A
- d) Not possible to insert hyperlinks

Answer: b) Ctrl + K

15) Which of the following is the shortcut key used to start the presentation from the current slide?

- a) F5
- b) Shift + F5
- c) Ctrl + F5
- d) None of the above

Answer: b) Shift + F5

16) The shortcut to print PowerPoint presentation is -

- a) Ctrl + A
- b) Ctrl + P
- c) Ctrl + Shift + P
- d) All of the above

Answer: b) Ctrl + P

17) The special effects in a PowerPoint presentation used to introduce slides are called as -

- a) Effect
- b) Transitions
- c) Slide animation
- d) Custom animation

Answer: b) Transitions

18) Which of the following is used to add text in a slide?

- a) Text box
- b) Comment box
- c) Note box
- d) Custom animation

Answer: a) Text box

19) Which of the following adds a text box on a slide of the PowerPoint presentation?

- a) Insert -> Text Box
- b) Design -> Text Box
- c) Format -> Text Box
- d) None of the above

Answer: a) Insert -> Text Box

20) Which of the following menu in PowerPoint includes the Picture, Text Box, Shapes, Clip Art?

- a) File
- b) Insert
- c) Design
- d) None of the above

Answer: b) Insert

21) There are _____ types of computer virus.

- a) 5
- b) 7
- c) 10
- d) 12

Answer: c) 10

22) Which of the following is not a type of virus?

- a) Boot sector
- b) Polymorphic
- c) Multipartite
- d) Trojans

Answer: d) Trojans

23) A computer _____ is a malicious code which self-replicates by copying itself to other programs.

- a) program
- b) virus
- c) application
- d) worm

Answer: b) virus

24) Which of them is not an ideal way of spreading the virus?

- a) Infected website
- b) Emails
- c) Official Antivirus CDs
- d) USBs

Answer: c) Official Antivirus CDs

25) In which year Apple II virus came into existence?

- a) 1979
- b) 1980
- c) 1981
- d) 1982

Answer: c) 1981

26) In mid-1981, the 1st virus for Apple computers with the name _____ came into existence.

- a) Apple I
- b) Apple II
- c) Apple III
- d) Apple Virus

Answer: b) Apple II

27) The virus hides itself from getting detected by _____ different ways.

- a) 2
- b) 3
- c) 4
- d) 5

Answer: b) 3

28) _____ infects the master boot record and it is challenging and a complex task to remove this virus.

- a) Boot Sector Virus
- b) Polymorphic
- c) Multipartite
- d) Trojans

Answer: a) Boot Sector Virus

29) _____ gets installed & stays hidden in your computer's memory. It stays involved to the specific type of files which it infects.

- a) Boot Sector Virus
- b) Direct Action Virus
- c) Polymorphic Virus
- d) Multipartite Virus

Answer: b) Direct Action Virus

30) Direct Action Virus is also known as _____

- a) Non-resident virus
- b) Boot Sector Virus
- c) Polymorphic Virus
- d) Multipartite Virus

Answer: a) Non-resident virus