SAMPLE PAPER: IT Tools & Network Basics

SNO	QUESTION	OPTION A	OPTION B	OPTION C	OPTION D
1	We should keep our savings with bank because	It is safe	Earns interest	Can be withdrawn anytime	All of the options
2	Bank does not give loan against	Gold Ornaments	LIC policy	Lottery ticket	NSC
3	1/- Rupee note is signed by	Prime Minister	Finance secretary	RBI Governor	None of above
4	ATM password should be kept in	Personal diary	Office diary	Memory	All of the options
5	Bank does not provide loans for	Crop loans	Education loans	Home loans	Drinking & Gambling
6	Defaulter of loan means	Not paying loan installments	Bad reputation	Illegal activities	None of above
7	PAN means	A kind of utensil	Primary Account Number	Permanent Account Number	None of above
8	Who can open bank account?	Indian citizen	Non Resident Indian	Illiterate	All of the options
9	Account payee cheques can be paid	At cash counter of Bank	At ATM	By deposit in Bank account	None of above
10	TDS means	Time Deposit Scheme	Total Deposit Scheme	Tax Deducted at Source	None of above

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11	While making nomination, signature of nominee is required on	Account Opening Form	Nomination form	Affidavit	None of above
12	What is meant by Aadhaar seeding?	Linking of Aadhaar with Bank account	Duplicate issuance of Aadhaar	Transfer of Aadhaar	None of above
13	What is the maximum loan amount available under PMMY?	5.00 lacs	25.00 lacs	10.00 lacs	15.00 lacs
14	How much loan can be availed under "Shishu" Category?	25000 RS	10000 RS	50000 RS	75000 RS
15	What is the role of MUDRA under PMMY Loans?	MUDRA is a direct lending Institution and lends to small /micro	Acts as a Refinance Agency and refinances to all banks, NBFCs,	MUDRA is regulator of banks	None of above
16	Which file format can be added to a PowerPoint show?	.gif	.jpg	.wav	All of the options
17	How to select one hyperlink after another during a slide presentation?	Ctrl + K	Ctrl + D	Tab	Ctrl + H
18	Special effects used to introduce slides in a presentation are known as ?	transitions	effects	custom animations	annotations
19	You can edit an embedded organization chart object by?	Double clicking the organization chart object	Clicking edit object	Right clicking the chart object, then clicking edit	both Double clicking the organization chart object & Right
20	Which of the following is not one of PowerPoint view?	Slide show view	Slide view	Presentation view	Outline view
21	What type of chart is good for single series of data?	Column chart	Pie chart	Line chart	none

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22	To print PowerPoint presentation, press	Ctrl + A	Ctrl + Shift + P	Ctrl + P	CTRL + S
23	What would I choose to create a pre-formatted style?	Slide sorter view	Slide layout	Format	None of above
24	What is the term used when you press and hold the left mouse key and more the mouse around the slide?	Moving	Monitoring	Dragging	Highlighting
25	Which option can be used to set custom timings for slides in a presentation?	Slider Timings	Rehearsal	Slider Timer	Slide Show Setup
26	Which type of fonts are best suite for titles and headlines?	Sans Serif Fonts	Picture Fonts	Text Fonts	Serif Fonts
27	How can we view slide show repeated continuously?	repeat continuously	loop continuously until 'Esc'	loop more	none
28	Ellipse Motion is a predefined_____.	Design Template	Animation Scheme	Color Scheme	None of above
29	What is maximum Zoom percentage in Microsoft PowerPoint?	1	1.2	2	4
30	In Microsoft PowerPoint two kind of sound effects files that can be added to the presentation are?	.wav files and .gif files	.jpg files and .gif files	.wav files and .jpg files	.wav files and .mid files
31	A user can get files from another computer on the Internet by using	HTTP	TELNET	UTP	FTP
32	Which of the following protocols is used for WWW?	ftp	http	w3	all of the above

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33	TCP is a commonly used protocol at	Application layer	Transport layer	Network layer	Data Link layer
34	The first page that you normally view at a Website is its:	Home page	Master page	First page	None
35	Voice mail, E-mail, Online service, the Internet and the WWW are all example of	Computer categories	Connectivity	Telecommuting	None
36	Which one of the following is not a search engine?	Bing	Google	Yahoo	Windows
37	In internet terminology IP means	Internet Protocol	Internet Provider	Internet Processor	Internet Procedure
38	In this topology there is a central controller or hub	Star	Mesh	Ring	Bus
39	This topology requires multipoint connection	Star	Mesh	Ring	Bus
40	Data communication system spanning states, countries, or the whole world is	LAN	WAN	MAN	NONE
41	Data communication system within a building or campus is	LAN	WAN	MAN	NONE
42	A local telephone network is an example of a_____network	Packet switched	Circuit switched	Both Packet switched and Circuit switched	NONE
43	Which of the following is false with respect to UDP	Connection-oriented	Unreliable	Transport layer protocol	All of the mentioned

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44	Pick the odd one out	File transfer	File download	E-mail	Interactive games
45	The 4 byte IP address consists of	network address	host address	both network address & host address	NONE
46	By default files are saved in which folder?	My Computer	My Document	Desktop	none of the options
47	Shortcut to rename a file is	F1	F3	F2	F4
48	Start button is present in which bar?	Title Bar	Menu Bar	Task Bar	Tool Bar
49	Shortcut to open Run Dialog Box	Alt + R	Ctrl + R	Window Key + R	Tab + R
50	The basic unit of a worksheet into which you enter data in Excel is called a	Cell	Table	Box	Column
51	What is the file extension of MS - Word 2007 document?	dox	docx	doc	txt
52	Which among the following short cut key is used to check spelling	F2	F1	F7	none of the options
53	To apply center alignment to a paragraph we can press	Ctrl + S	Ctrl + C	Ctrl + C + A	Ctrl + E
54	In which view Headers and Footers are visible	Normal View	Page Layout View	Print Layout View	Draft View

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55	The space left between the margin and the start of a paragraph is called	Spacing	Gutter	Indentation	Alignment
56	Which items are placed at the end of a document	Footer	End Note	Header	Foot Note
57	A number or letter that appears little above the normal text is called	Superscript	Toptext	Supertext	subscript
58	The Greater Than sign (>) is an example of _____ operator.	Arithmetical	Logical	Conditional	None
59	Which feature enables us to send the same letter to different persons?	macros	template	mail merge	none
60	AutoCorrect was originally designed to replace_____words as you type.	short, repetitive	common	grammatically incorrect	misspelled
61	We can change the thickness of a line from ____	Line width	Line Height	Line Thick	Line Style
62	Background color or effects applied on a document is not visible in	Print Preview	Web layout view	Print Layout view	Reading View
63	Short cut Ctrl + r is used to	Re-Open the last closed document	Re-Print the last printed page	Re-Apply the last paragraph formatting	Right align the selected Paragraph
64	Text that appears dimly behind themain body text	Water Color	Background	Watermark	Back Color
65	Color and pattern used to fill a closed shape is called	Shape	WordArt	Fill Style	Fill Back

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66	Which of the following are components of Central Processing Unit (CPU)?	Arithmetic logic unit, Mouse	Arithmetic logic unit, Integrated Circuits	Arithmetic logic unit, Control unit	Control Unit, Monitor
67	Where is RAM located?	Expansion Board	External Drive	Mother Board	All of the options
68	Which among following first generation of computers had?	Vacuum Tubes and Magnetic Drum	Integrated Circuits	Magnetic Tape and Transistors	All of the options
69	In which of the following form, data is stored in computer?	Decimal	Binary	HexaDecimal	Octal
70	Which level language is Assembly Language?	medium-level programming language	high-level programming language	low-level programming language	machine language
71	What is LINUX?	Malware	Operating System	Application Program	Firmware
72	Who is also known as Father of Computer?	Vint Cerf	Tim Berner Lee	Charles Babbage	Steve Jobs
73	Where are saved files stored in computer?	RAM	Hard disk	Cache	Any of above
74	Which among following is secondary storage device?	Hard Disk	RAM	Diode	Semi Conductor
75	What is full form CMOS?	Content Metal Oxide Semiconductor	Complementary Metal Oxide Semiconductor	Complementary Metal Oxygen Semiconductor	Complementary Metal Oscilator Semiconductor
76	Random Access Memory (RAM) is which storage of device?	Primary	Secondary	cache	none

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77	Which component of computer is also considered as it Heart?	Monitor	Keyboard	Scanner	Microprocessor
78	1 Mega Byte is equal to	1024 Bytes	1024 Kilo Bytes	1024 Giga Bits	1024 Bits
79	An electronic path, that sends signals from one part of computer to another is?	Logic Gate	Modem	Bus	Serial Port
80	Which type of software is an operating system?	Utility Software	System Software	Application Software	Firmware Software
81	Microsoft office is type of?	System software	Application software	Utility Software	Firmware
82	What is full form of GUI in terms of computers	Graphical user Instrument	Graphical unified Interface	Graphical unified Instrument	Graphical user Interface
83	Which operating system is developed by Apple?	Linux	Window	Mac OS	DOS
84	which of the following windows do not have start button	Window vista	window 7	window 8	none of the options
85	Which of the following does not support more than one program at a time?	Dos	linux	Windows	Unix
86	A_____is a named location on a disk where file is stored?	File	Folder	cache	None
87	In windows start button is used to?	Run Applications	Device settings	Turn off thesystem	All of the options

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88	Which command is used to get the current date only?	Second	Date	Time	All of the above
89	What does Ctrl+= key effect?	Superscript	Subscript	All caps	None
90	which key is used to display help in windows	F7	F2	F1	F10
91	What is the shortcut key to open font dialog box?	Ctrl + D	F12	Alt + F12	Ctrl + F12
92	Which of following is not a type of user interface?	command line	system interface	design interface	both system interface and design interface
93	The_____feature of MS Excel quickly completes a series of data	Auto Complete	Auto fill	Fill handle	Sorting
94	In Excel, Rows are labeled as _____	A,B,C etc	1,2,3 etc	A1,B1 etc	None
95	What layer in the TCP/IP stack is equivalent to the Transport layer of the OSI model?	Application	Host-to-Host	Internet	Network Access
96	URL stands for:	Uniform Resource Locator	Uniform Resource Library	United Resource Locators	none of the options
97	Which is the word processing software?	Avast	Ms word 2007	Google chrome	Mozilla Firefox
98	TCP stands for:	Tools Control Protocol	Transmission Control Protocol	Transfer Control Protocol	none of the options

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99	The designers of the internet protocol defined an IP address as a……..	32 bit	34 bit	31 bit	none of the options
100	32 Bit system was known as Internet protocol version.................. which is still in use today:	4	5	3	none of the options
101	Which of the following is not on home ribbon?	Columns	Font color	Change style	Font
102	NAT stand for:	Network Address Translator	Network Access Translator	Network Acquired Translator	none of the options
103	Which of the following is not a page margin?	Left	Right	Center	Top
104	Soft Skills are sometimes referred to as	Transferable Skills	Professional Skills	Both Transferable Skills and	None of the options
105	It is the ability to work under pressure and limited time	Time Management	Time Frame	Time Summation	Time Focus
106	Cooperation, Communication, Work Ethics and Leadership are the attributes of	Teamship	Teamwork	Team Protocol	Teamhood
107	Handshakes, Eye movements and smiles are examples of	Verbal Communication	NonVerbal Communication	Both Verbal & NonVerbal Communication	None of the options
108	It is a written Document highlighting an applicant's skills and achievements	Formal Letter	Resume	Curriculum Vitae	Both (Resume) and (Curriculum Vitae)
109	The key elements of a successful interview are	Preparation	Confidence	Knowledge	All of the options

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110	What is the default font used in Ms Word 2007 document?	Times new roman	Arial	Calibri	Arial mt
111	Special words or expressions used by a profession or group that are difficult for others to understand	Jargon	Archaic	ProWords	Semantic
112	You can jump to the next column by	Clicking with your mouse on next column	Press alt+ down arrow	Both a & b	none
113	It is a situation where a group of people meet to generate new ideas and solutions around a specific	Committee	Hypothesis	Brainstorming	Brainwashing
114	What is the intersection of a column and a row on a worksheet called ?	Column	Value	Address	Cell
115	Functions in MS Excel must begin with _____	An () sign	An Equal Sign	A Plus Sign	A > Sign
116	Which function in Excel checks whether a condition is true or not?	SUM	COUNT	IF	AVERAGE
117	In Excel, Columns are labelled as _____	A, B, C, etc	1,2,3 etc	A1, A2, etc.	A1, A2, etc.
118	The process of arranging the items of a column in some sequence or order is known as _____	Arranging	Autofill	Sorting	Filtering
119	How many sheets are there, by default, when we create a new Excel file ?	1	5	3	10
120	To display all numbers between 10 and 100 in Red Color	Apply Conditional Formatting	Use =if() function to format the required numbers red	Select the cells that contain number between	All of the options

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121	The cell reference for cell range of A2 to M12 is _____	A2!M12	A2.M12	A2:M12	A2-M12
122	Which function will you use to enter current time in a worksheet cell?	time()	NOW()	today()	All of the options
123	Which of the following you can paste selectively using Paste Special command?	Formats	Validation	Formulas	All of the options
124	To return the remainder after a number is divided by a divisor in EXCEL we use the function	round()	fact()	mod()	none of the options
125	What does COUNTA () function do?	counts cells having alphabets	counts selected cells	counts empty cells	counts non-empty cells
126	NOT, AND, OR are	Arithmetic operators	Relational operators	Logical Operators	none of the options
127	What is the shortcut key to insert current date in a cell?	CTRL + '	CTRL + ;	CTRL + :	CTRL + D
128	Which of the following is correct syntax in Excel ?	IF(LogicalTest, TrueResult), IF(LogicalTest,	IF(LogicalTest, TrueResult) (LogicalTest,	IF(LogicalTest, (TrueResult, FalseResult))	IF(LogicalTest, TrueResult, FalseResult)
129	To create a formula, you can use:	Value and cell references	Values but not cell references	Cell references but not values	Neither Cell references nor values
130	If the cell B1 contains the formula = A1, which of the following statements is true	There is a relative reference to cell A1	There is an absolute reference to cell A1	Further changes in value of A1 will not affect	Further changes in value of B1 will affect the value of A1