COMPUTER

1. General Introduction

1. The arithmetic/logic unit performs the following actions
   (a) checks data for accuracy
   (b) does calculations using addition, subtraction, multiplication, and division
   (c) does logical comparisons, such as equal to, greater than, less than
   (d) does both calculations and logical comparisons
   (e) None of these   [Bank of Baroda 2011]

2. The computer's processor consists of the following parts
   (a) CPU and Main Memory
   (b) Hard Disk and Floppy Drive
   (c) Main Memory and storage
   (d) Operating system and Applications
   (e) Control Unit and ALU   [Bank of Baroda 2011]

3. A microprocessor is the brain of the computer and is also called a(n) ....
   (a) microchip   (b) macrochip
   (c) macroprocessor   (d) calculator
   (e) software   [Allahabad Bank PO 2011]

4. Main memory works in conjunction with ....
   (a) special function cards   (b) RAM
   (c) CPU   (d) Intel
   (e) All of these   [Allahabad Bank PO 2011]

5. The main job of a CPU is to ....
   (a) carry out program instructions
   (b) store data/information for future use
   (c) process data and information
   (d) both (a) and (c)
   (e) None of these   [Allahabad Bank PO 2011]

6. When speaking of computer input and output, input refers to ....
   (a) any data processing that occurs from new data input into the computer
   (b) retrieval of data or information that has been input into the computer
   (c) data or information that has been entered into the computer
   (d) the transmission of data that has been input into the computer
   (e) Both (c) and (d) above   [Allahabad Bank PO 2011]

7. All of the logic and mathematical calculations done by the computer happen in/on the ....
   (a) system board (b) central control unit
   (c) central processing unit
   (d) mother board (e) memory   [Allahabad Bank PO 2011]

8. The primary goal of a computer is to turn data into —
   (a) ideas   (b) suggestions   (c) information
   (d) reports   (e) pictures   [Allahabad Bank PO 2011]

9. Arithmetic operations ....
   (a) involve matching one data item to another to determine if the first item is greater than, equal to, or less than the other item.
   (b) sort data items according to standard, predefined criteria in ascending order or decending order
   (c) use conditions with operators such as AND, OR and NOT
   (d) include addition, subtraction, multiplication, and division
   (e) None of these   [Allahabad Bank Clerk 2011]

10. Once information is input into a computer it becomes—
    (a) objects   (b) data   (c) ideas   (d) facts
    (e) None of these   [Allahabad Bank Clerk 2011]

11. Computer .... is whatever is typed, submitted, or transmitted to a computer system—
    (a) input   (b) output   (c) data
    (d) circuitry (e) None of these   [SBI Associate 2011]

Answers

1. (d) 2. (e) 3. (a) 4. (c) 5. (d) 6. (e) 7. (c) 8. (c) 9. (d) 10. (b) 11. (a)

2. Development of Computer

1. A Computer portable and easy to carry by travellers is—
   (a) Super computer   (b) Laptop
   (c) Mini computer   (d) File servers
   (e) None of these   [Allahabad 2011]

2. The most powerful computer is—
   (a) Super computer   (b) Micro computer
   (c) Mini computer   (d) All of these
   (e) None of these   [Bank of Baroda 2011]

3. PARAM was developed by ....
   (a) C-DAC   (b) IIT Kanpur   (c) BARC
   (d) IIT Delhi   (e) None of these   [RAS. RTS 1992]

4. Which of following refers to the fastest, biggest and most expansive computer ?
   (a) Personal computer   (b) Super computer
   (c) Laptop   (d) Note book
   (e) None of these   [SBI Assciation 2009]

5. Which type of computer could be found in a digital watch ?
   (a) Mainframe
   (b) Super computer
   (c) Embedded computer
   (d) Notebook computer
   (e) None of these   [SBI 2009]

6. The first computer was programmed using ....
   (a) Assembly language   (b) Machine language
   (c) Spaghetti code   (d) Source code
   (e) None of these   [Syndicate Bank 2010, Union Bank 2011]

7. Digital computers use a .... system to encode date and programs.
   - (a) semiconductor
   - (b) decimal
   - (c) binary
   - (d) RAM
   - (e) none of these   *[Allahabad bank 2010]*

8. A computer falls into the .... category if it is, at the time of construction, one of the fastest computers in the world.
   - (a) minicomputer
   - (b) supercomputer
   - (c) microcomputer
   - (d) a and b both
   - (e) none of these   *[Allahabad bank 2010]*

9. Microcomputer hardware consists of three basic categories of physical equipment—
   - (a) Keyboard, monitor, hard drive
   - (b) System unit, input/output, memory
   - (c) System unit, input/output, secondary storage
   - (d) System unit, primary storage, secondary storage
   - (e) None of these   *[Syndicate bank 2010]*

10. A .... is a large and expensive computer capable of simultaneously processing data for hundreds or thousands of users.

11. Which is the smallest of the following computers ?
    - (a) Notebook
    - (b) Laptop
    - (c) Desktop
    - (d) Workstation
    - (e) None of these   *[SBI Associate 2010]*

    - (a) handheld computer
    - (b) mainframe computer
    - (c) personal computer
    - (d) tablet computer
    - (e) None of these   *[SBI Associate 2010]*

12. A .... computer (also referred to as a laptop), is a small, lightweight personal computer that incorporates the screen, the keyboard, storage, and processing components into a single portable unit.
    - (a) notebook
    - (b) journal
    - (c) diary
    - (d) briefcase
    - (e) None of these   *[Allahabad bank 2010]*

13. A personal computer is designed to meet the computing needs of a (n) ....
    - (a) individual
    - (b) department
    - (c) company
    - (d) city
    - (e) None of these   *[SBI Associate 2011]*

14. Which device uses a handheld operation system ?
    - (a) APDA
    - (b) A personal computer
    - (c) A laptop
    - (d) A mainframe
    - (e) None of these   *[Bank of Baroda 2011]*

Answers

1. (b)   2. (a)   3. (a)   4. (b)   5. (c)   6. (b)   7. (c)   8. (b)   9. (c)   10. (b)   11. (a)   12. (a)   13. (a)
14. (a)

3. Input and Output Device

1. The two types of output devices are—
   - (a) Monitor and Printer
   - (b) Floppy disc and CD
   - (c) Keyboard and Mouse
   - (d) Windows 2000 and windows NT
   - (e) None of these   *[SBI 2008]*

2. Mouse technique used for access in properties of any object is—
   - (a) Dragging
   - (b) Dropping
   - (c) Right clicking
   - (d) Shift clicking
   - (e) None of these   *[SBI 2008]*

3. To go to the beginning of a text line press—
   - (a) Home
   - (b) Page up
   - (c) Enter
   - (d) None of these *[SBI 2010]*

4. The most common input devices are—
   - (a) Microphone, printer
   - (b) Scanner, monitor
   - (c) Digital camera, speaker
   - (d) Keyboard, mouse
   - (e) None of these   *[SBI 2008]*

5. To see all information which device output uses ?
   - (a) Monitor
   - (b) Keyboard
   - (c) ALU
   - (d) CPU
   - (e) None of these   *[SBI 2009]*

6. Which of following is not an input device ?
   - (a) Keyboard
   - (b) Monitor
   - (c) Joystick
   - (d) Microphone
   - (e) None of these   *[SBI 2009]*

7. What is a function of a keyboard in computer ?
   - (a) Print
   - (b) Input
   - (c) Type
   - (d) In between input and output
   - (e) None of these   *[SBI 2009]*

8. Which of the following is an output device ?
   - (a) Printer
   - (b) Monitor
   - (c) Mouse
   - (d) a and b both
   - (e) None of these   *[SBI 2009]*

9. The general method for to input the text and numerical data in computer is by ....
   - (a) Keyboard
   - (b) Scanner
   - (c) Printer
   - (d) Platter
   - (e) None of these   *[SBI 2009]*

10. Output devices make it possible to ....
    - (a) View and print a data
    - (b) Scan a data
    - (c) Input a data
    - (d) Sending a data
    - (e) None of these   *[SBI 2009]*

11. Hard copy of a document is ....
    - (a) Printed on printer
    - (b) Stored in floppy
    - (c) Store in CD
    - (d) Store in hard disk
    - (e) None of these   *[SBI 2009, PS. 10]*

12. Which of following groups have only input devices ?
    - (a) Mouse, Keyboard, Monitor
    - (b) Mouse, Keyboard, Printer
    - (c) Mouse, Keyboard, Plotter
    - (d) Mouse, Keyboard, Scanner
    - (e) None of these   *[SBI 2009, 2011]*

13. Which of following groups have only output devices ?
    - (a) Scanner, Printer, Monitor
    - (b) Keyboard, Printer, Monitor
    - (c) Mouse, Printer, Monitor
    - (d) Platter, Printer, Monitor
    - (e) None of these   *[SBI Associates 2009]*

14. Any data and instruction entered in the memory of a computer is —
    - (a) Storage
    - (b) Output
    - (c) Input
    - (d) Information
    - (e) None of these

15. To make the number pad act as a directional arrow, we press ....
    - (a) Num lock
    - (b) Caps lock
    - (c) Arrow lock
    - (d) Shift
    - (e) None of these   *[Allahabad 2011]*

16. Which key is used in combination with another key to perform a specific task ?
(a) Function (b) Spacebar (c) Arrow
(d) Control (e) None of these
[SBI 2009, Allahabad 2010]

17. Ctrl, Shift and Alt are called .... keys.
(a) modifier (b) function (c) alphanumeric
(d) adjustment (e) none of these *[SBI 2009, 2011]*

18. The pattern of printed lines on most products are called ....
(a) prices (b) OCR (c) scanners
(d) bar codes (e) none of these *[SBI 2009]*

19. What type of device is a computer printer ?
(a) Input (b) Output (c) Software
(d) Storage (e) None of these *[SBI 2009]*

20. A scanner scans ....
(a) Pictures (b) Text
(c) Both picture and text
(d) Neither picture nor text
(e) None of these *[SBI 2009]*

21. What would you do to highlight a word ? You position the cursor next to the word, and then ....
(a) Drag mouse while holding button down
(b) Click mouse once (c) Roll mouse around
(d) Roll and then click mouse
(e) None of these *[SBI 2009]*

22. A .... can make it easier to play games.
(a) mouse (b) joystick (c) keyboard
(d) pen (e) none of these

23. In MICR, C stands for ....
(a) Code (b) Colour (c) Computer
(d) Character (e) None of these *[Allahabad 2010]*

24. Soft copy is an intangible output, so then what is a hard copy ?
(a) The physical parts of the computer
(b) The printed parts of the computer
(c) The printed output
(d) The physical output device
(e) None of these *[SBI 2009]*

25. A printer is this kind of device—
(a) Input (b) Word Processing
(c) Processing (d) Output
(e) None of these *[SBI 2009]*

26. The most common method of entering text and numerical data into a computer system is through the use of a—
(a) Keyboard (b) Scanner (c) Printer
(d) Pother (e) None of these *[SBI 2009]*

27. A keyboard is this kind of device—
(a) Black (b) Input
(c) Output (d) Word Processing
(e) None of these *[SBI Associatis, 2009]*

28. Which part of a computer displays the work done ?
(a) RAM (b) Printer (c) Monitor
(d) ROM (e) None of these *[SBI Associates, 2009]*

29. Codes consisting of bars or lines of varying widths or lengths that are computer readable are known as—
(a) An ASCII code (b) A magnetic tape
(c) An OCR scanner (d) a Bar code
(e) None of these *[BOB 2008, Punjab & Sind 2010]*

30. Whenever we have to give space between the two words while typing on a PC we have to press a key known as—
(a) Backspace (b) Shift (c) Ctrl
(d) Escape (e) Space Bar *[BOB 2008]*

31. The .... key and the .... key can be used in combination with other keys to perform shortcuts and special tasks.
(a) Control, Alt (b) Function, toggle
(c) Delete, insert (d) Caps lock, num lock
(e) None of these *[SBI 2008, Union Bank 2011]*

32. Which type of device is the computer monitor ?
(a) Input (b) Output (c) Processing
(d) Software (e) None of these
[Syndicate Bank P. O. 2010]

33. Which of these keys is not on the number keypad ?
(a) Ctrl (b) Del (c) Enter
(d) Num Lock (e) None of these
[Syndicate Bank P. O. 2010]

34. The primary output device for computers is a ....
(a) Video monitor (b) Printer
(c) Keyboard (d) Mouse
(e) None of these *[Syndicate Bank P. O. 2010]*

35. .... provides the means to move the pointer on the screen and give information to the computer by clicking its buttons.
(a) Scanner (b) Mouse (c) Keyboard (d) Program
(e) None of these *[Syndicate Bank P. O. 2010]*

36. Soft copy refers to ....
(a) Printed output (b) Music sounds
(c) Screen output (d) Digitizing
(e) None of these *[Syndicate Bank P. O. 2010]*

37. Why is the Caps Lock key referred to as a toggle key ?
(a) Because its function goes back and forth every time it is pressed
(b) Because it cannot be used for entering numbers
(c) Because it cannot be used to delete
(d) Because it cannot be used to insert
(e) None of these *[Bank of Baroda Clerk 2010]*

38. One puts information into the computer by pressing this key—
(a) Caps lock (b) Tab (c) Enter (d) Esc
(e) None of these *[Bank of Baroda Clerk 2010]*

39. The key that must be pressed each time a new command or information is entered—
(a) Esc (b) Return/Enter
(c) Delete (d) Home
(e) None of these *[Bank of Baroda Clerk 2010]*

40. What term is used to describe using the mouse to move an item on the screen to a new location ?
(a) Click (b) Double-click
(c) Drag and drop (d) Point
(e) Right-click *[Allahabad Bank Clerk 2010]*

41. To select text by shading as you drag the mouse arrow over the text is referred to as ....
(a) Clip art (b) Highlight (c) Fetch (d) Decode
(e) None of these *[Allahabad Bank Clerk 2010]*

42. A button that makes characters either upper or lower case and numbers to symbols—
(a) Monitor (b) Shift key (c) Icon (d) Mouse
(e) None of these *[Syndicate Bank Clerk 2010]*

43. Pick the odd one—
(a) Mouse   (b) Scanner
(c) Printer   (d) Keyboard
(e) None of these   *[Syndicate Bank Clerk 2010]*

44. Letters, numbers, and symbols found on a keyboard are
....
(a) Icon   (b) Screen   (c) Keys   (d) Menu
(e) None of these   *[Syndicate Bank Clerk 2010]*

45. A piece of hardware that is used to enter information into
the computer by using keys ....
(a) Keyboard (b) Monitor (c) Hard disk (d) Icon
(e) None of these   *[Syndicate Bank Clerk 2010]*

46. Capital letters on a keyboard are referred to as ....
(a) Caps lock key   (b) Grownups
(c) Big guys   (d) Upper case letters
(e) None of these   *[Syndicate Bank Clerk 2010]*

47. Powerful key that lets you exit a program when pushed
....
(a) Arrow key   (b) Space bar
(c) Escape key   (d) Return key
(e) None of these   *[Syndicate Bank Clerk 2010]*

48. Printed information called .... exists physically and is
a more permanent form of output than that presented on
a display device—
(a) Soft copy   (b) Carbon copy
(c) Hard copy   (d) Desk copy
(e) None of these   *[Syndicate Bank Clerk 2010]*

49. Moves the cursor one space to the right or puts spaces in
between words ....
(a) Control key   (b) Space bar
(c) Printer   (d) Mouse
(e) None of these   *[Punjab & Sind Bank Clerk 2010]*

50. Use this when you want to make all letters capital without
having to use the shift key for each character ....
(a) Shifter   (b) Upper case
(c) Caps lock key   (d) Icon
(e) None of these   *[Punjab & Sind Bank Clerk 2010]*

51. Devices that let the computer communicate with you
....
(a) Input   (b) Output   (c) Type   (d) Print
(e) None of these   *[Punjab & Sind Bank Clerk 2010]*

52. Devices that allow you to put information into the
computer ....
(a) Input   (b) Output   (c) Type   (d) Print
(e) None of these   *[Punjab & Sind Bank Clerk 2010]*

53. Any letter, number, or symbol found on the keyboard
that you can type into the computer ....
(a) Output   (b) Character (c) Type   (d) Print
(e) None of these   *[Punjab & Sind Bank Clerk 2010]*

54. A key that will erase information from the computer's
memory and characters on the screen ....
(a) Edit   (b) Delete key   (c) Dummy out
(d) Trust key   (e) None of these
[Punjab & Sind Bank Clerk 2010]

55. The .... takes on different shapes depending on the
task you are performing—
(a) active tab   (b) insertion point
(c) mouse pointer   (d) ribbon
(e) none of these
[Bank of Baroda 2010, Unian Bank of India 2011]

56. You can use the tab key to ....
(a) move a cursor across the screen
(b) indent a paragraph
(c) move the cursor down the screen
(d) only (a) and (b)
(e) none of these   *[Bank of Baroda Clerk 2010]*

57. Information that comes from an external source and is
fed into computer software is called ....
(a) Input   (b) Output   (c) Throughput
(d) Reports   (e) None of these   *[PNB Clerk 2010]*

58. Which keys enable the input of numbers quickly ?
(a) Function keys   (b) The numeric keypad
(c) Ctrl, shift and alt   (d) Arrow keys
(e) None of these *[PNB Clerk 2010, Unian Bank of India 2011]*

59. You use a(n) ..., such as a keyboard or mouse, to input
information.
(a) storage device   (b) processing device
(c) input device   (d) output device
(e) None of these   *[SBI Associate 2010]*

60. A(n) ... camera is a peripheral device used to capture still
images in a digital format that can be easily transferred
into a computer and manipulated using graphics
software.
(a) digital   (b) analog   (c) classic
(d) film   (e) None of these   *[Allahabad 2010]*

61. Digital photos and scanned images are typically stored
as ... graphics with extensions such as .bmp, .png, .jpg,
.tif, or .gif.
(a) vector   (b) bitmap
(c) either vector or bitmap
(d) neither vector nor bitmap
(e) None of these   *[SBI Associate 2010]*

62. OCR stands for ....
(a) Optical Character Recognition
(b) Optical CPU Recognition
(c) Optimal Character Rendering
(d) Other Character Restoration
(e) None of these   *[Panjab & Sind Bank PO 2010]*

63. Which device is used as the standard pointing device in
a Graphical User Enviroment ?
(a) Keyboard   (b) Mouse   (c) Joystick
(d) Track ball   (e) None of these
[Panjab & Sind Bank PO 2010]

64. Which of the following is not an output device ?
(a) Plotter   (b) Printer   (c) Monitor
(d) Touch Screen (e) None of these
[Panjab & Sind Bank PO 2010]

65. The arrow keys can be used to ......
(a) delete text
(b) move the cursor in the text that has already been
    entered
(c) save the document
(d) move the cursor while deleting text
(e) None of these   *[Union Bank of India 2011]*

66. What is a keyboard used for ?
(a) Input text and numbers and send commands to the
    computer
(b) To create new keys to use with your computer
(c) To open the computer up
(d) To create pictures and images and send them to your
    computer
(e) None of these   *[BOB 2011]*

67. What are the speakers attached to your computer used for ?
  (a) Displaying images   (b) Sending messages
  (c) Storing messages
  (d) Handling sound and music
  (e) None of these   *[BOB 2011]*

68. The mouse … usually appears in the shape of an arrow.
  (a) indicator   (b) marker   (c) meter
  (d) pointer   (e) None of these   *[BOB 2011]*

69. The most common storage device for the personal computer is the …
  (a) floppy disk   (b) USB thumb drive
  (c) zip disk   (d) hard disk drive
  (e) pen drive   *[BOB 2011]*

70. Which of the following could be digital input devices for computers ?
  (a) Digital camcorder   (b) Microphone
  (c) Scanner   (d) All of the above
  (e) None of these   *[Allahabad Bank 2011]*

71. A sales clerk at a checkout counter scanning a tag on an item rather than keying it into the system, is using …
  (a) input automation   (b) item data automation
  (c) scanning automation (d) source data automation
  (e) None of these   *[Allahabad Bank 2011]*

72. If you open a menu and then decide you don't want to select an option after all, click the menu title again or press the … key to close the menu.

  (a) Shift   (b) Tab   (c) F1
  (d) Esc   (e) None of these *[Allahabad Bank 2011]*

73. A key that will erase information from the computer's memory and characters on the screen ……… .
  (a) edit   (b) delete key   (c) dummy out
  (d) trust key   (e) esc key *[Allahabad Bank Clerk 2011]*

74. A …… is often used to select or highlight.
  (a) icon   (b) keyboard   (c) hard disk
  (d) floppy disk   (e) mouse *[Allahabad Bank Clerk 2011]*

75. Mr. X has no printer to print his report. He wants to take it to Mr. Y's computer because Mr. Y has a printer. Mr. X could save his report on a ……… .
  (a) hard drive   (b) piece of paper (c) scanner
  (d) monitor   (e) floppy disk *[Allahabad Bank 2011]*

76. The most frequently used piece of hardware for inputting data is ……… .
  (a) keyboard   (b) floppy disk   (c) cursor
  (d) software   (e) hardware
                                       [Allahabad Bank Clerk 2011]

77. The …… may also be called the screen or monitor.
  (a) printer   (b) scanner   (c) hard disk
  (d) software   (e) display *[Allahabad Bank Clerk 2011]*

78. The computer monitor is which type of device ?
  (a) scanning   (b) input   (c) processor
  (d) software   (e) output *[Allahabad Bank Clerk 2011]*

Answers

1. (a)	2. (c)	3. (a)	4. (d)	5. (a)	6. (b)	7. (b)	8. (d)	9. (a)	10. (a)	11. (a)	12. (d)	13. (d)
14. (c)	15. (d)	16. (d)	17. (a)	18. (d)	19. (b)	20. (c)	21. (a)	22. (b)	23. (d)	24. (c)	25. (d)	26. (a)
27. (b)	28. (c)	29. (d)	30. (e)	31. (a)	32. (b)	33. (a)	34. (a)	35. (b)	36. (c)	37. (a)	38. (c)	39. (b)
40. (c)	41. (b)	42. (b)	43. (c)	44. (c)	45. (a)	46. (a)	47. (c)	48. (c)	49. (b)	50. (c)	51. (a)	52. (a)
53. (b)	54. (b)	55. (c)	56. (d)	57. (a)	58. (b)	59. (c)	60. (a)	61. (b)	62. (a)	63. (b)	64. (d)	65. (b)
66. (a)	67. (d)	68. (d)	69. (a)	70. (d)	71. (d)	72. (d)	73. (b)	74. (e)	75. (e)	76. (a)	77. (e)	78. (e)

4. Memory

1. Typical acronym of reuseable optical storage will be ……… .
  (a) CD   (b) CD–RW   (c) DVD
  (d) RPM   (e) None of these   *[SBI 2009]*

2. Storage which stores or retains data after power off is called—
  (a) Volatile storage   (b) Non-volatile storage
  (c) Sequential storage   (d) Direct storage
  (e) None of these   *[BOB 2010]*

3. Data gathering in computer means, they allow to use ……… data.
  (a) Present   (b) Input   (c) Output
  (d) Store   (e) None of these   *[SBI 2008]*

4. A permanent memory, which halls data and instruction for start-up the computer and does not erase data after power off.
  (a) Network interface card (b) CPU
  (c) RAM   (d) ROM
  (e) None of these   *[SBI 2008]*

5. When you save to this, your data will remain intact even when the computer is turned off—
  (a) RAM   (b) Mother board
  (c) Secondary storage device
  (d) Primary storage device (e) None of these *[SBI 2009]*

6. With a CD you can ………… .
  (a) read   (b) write
  (c) read and write   (d) either read or write
  (e) none of these   *[SBI 2009]*

7. Hard disc drives are considered ………… storage—
  (a) Flash   (b) Non-volatile
  (c) Temporary   (d) Non-permanent
  (e) None of these   *[SBI 2008]*

8. Built in memory of computer is ……… .
  (a) EROM   (b) ROM   (c) RAM
  (d) PROM   (e) E REM   *[SBI 009]*

9. A disk's content that is recorded at the time of manufacture and that cannot be changed or erased by the user is—
  (a) Memory only (b) Write only   (c) Read only
  (d) Run only   (e) None of these   *[SBI 2009]*

10. Any data or instructions naturel into memory of a computer is considered as ………… .
  (a) storage   (b) output   (c) input
  (d) information   (e) none of these
                                    [SBI Associates 2009]

11. CDs are of which shape ?
  (a) Square   (b) Rectangular   (c) Round
  (d) information   (e) None of these   *[SBI 2009]*

12. The instructions for starting the computer are housed in—
    (a) RAM   (b) CD-ROM   (c) ROM chip
    (d) All of these   (e) None of these   *[G.G.S. I.U. 2007]*

13. Where is data saved permanently ?
    (a) Memory   (b) Storage   (c) CPU
    (d) Printer   (e) None of these   *[SBI 2009]*

14. A(n) ...... uses laser technology to store large amount of information—
    (a) Floppy disk   (b) CD-ROM   (c) Hard disk
    (d) ED–ROM   (e) None of these   *[BOB 2010]*

15. RAM is ..... and ....
    (a) volatile, temporary   (b) nonvolatile, permanent
    (c) nonvolatile, temporary   (d) volatile, permanent
    (e) none of these   *[Syndicate Bank 2010, BOB 2011]*

16. A CD-ROM disk ....
    (a) cannot be erased and rewritten
    (b) has more storage capacity than a CD-R
    (c) holds less data than a floppy disk
    (d) can be written only once
    (e) none of these   *[Syndicate Bank 2010]*

17. How is it possible that both programs and data can be stored on the same floppy disk ?
    (a) A floppy disk has two sides, one for data and one for programs
    (b) Programs and data are both software, and both can be stored on any memory device
    (c) A floppy disk has to be formatted for one or for the other
    (d) Floppy disks can only store data, not programs
    (e) None of these   *[Syndicate Bank 2010]*

18. Secondary storage ....
    (a) does not require constant power
    (b) does not use magnetic media
    (c) consists of four main types of devices
    (d) does not store information for later retrieval
    (e) none of these   *[Syndicate Bank 2010, SBI 2010]*

19. The place where the computer stores programs and data is called—
    (a) Memory   (b) Storehouse   (c) Storage unit
    (d) Backup   (e) None of these
                                    [Bank of Baroda Clerk 2010]

20. During processing data, programs, and processed information are held temporality in ....
    (a) Secondary storage   (b) ROM
    (c) RAM   (d) CPU
    (e) None of these   *[Allahabad Bank Clerk 2010]*

21. A flat metallic disk that contains a large amount of permanently stored information read optically is called a ....
    (a) Monitor (b) ALU   (c) CD-ROM (d) RAM
    (e) None of these   *[Allahabad Bank Clerk 2010]*

22. Which type of memory holds only the program and data that the CPU is presently processing ?
    (a) CMOS   (b) ROM   (c) RAM   (d) ASCII
    (e) None of these   *[Syndicate Bank Clerk 2010]*

23. What characteristic of read-only memory (ROM) makes it useful ?
    (a) ROM information can be easily updated

    (b) Data in ROM is nonvolatile, that is, it remains there even without electrical power
    (c) ROM provides very large amounts of inexpensive data storage
    (d) ROM chips are easily swapped between different brands of computers
    (e) None of these
                    [Syndicate Bank Clerk 2010, Punjab & Sind 2010]

24. To put information in a file on a magnetic disk, or in a computer's memory, so that it can be used later ....
    (a) Store   (b) Ship   (c) Shift   (d) Centre
    (e) None of these   *[Syndicate Bank Clerk 2010]*

25. A place in the computer system where data and programs are temporarily stored ....
    (a) Paste   (b) Open   (c) Memory (d) Pocket
    (e) None of these   *[Punjab & Sind Bank Clerk 2010]*

26. A removable magnetic disc that holds information ....
    (a) Floppy disk   (b) Hard drive
    (c) Monitor   (d) Portable
    (e) None of these   *[Punjab & Sind Bank Clerk 2010]*

27. The primary device that a computer uses to store information ....
    (a) TV   (b) Storehouse
    (c) Desk   (d) Hard drive
    (e) None of these   *[Punjab & Sind Bank Clerk 2010]*

28. All of the following storage media have read and write capabilities except ....
    (a) Flash memory cards   (b) CD-ROMs
    (c) Hard disk drives   (d) Floppy disks
    (e) None of these   *[Bank of Baroda Clerk 2010]*

29. .... is the process of dividing the disk into tracks and sectors.
    (a) Tracking   (b) Formatting   (c) Crashing
    (d) Allotting   (e) None of these   *[PNB Clerk 2010]*

30. Saving is the process of—
    (a) Copying a document from memory to a storage medium
    (b) Making changes to a document's existing content
    (c) Changing the appearance, or overall look, of a document
    (d) Developing a document by entering text using a keyboard
    (e) None of these   *[Syndicate bank 2010]*

31. The term ... refers to data storage systems that make it possible for a computer or electronic device to store and retrieve data.
    (a) retrieval technology   (b) input technology
    (c) output technology   (d) storage technology
    (e) None of these   *[SBI Associate 2010]*

32. ...... is the maximum amount of data that can be stored on a storage medium.
    (a) Magnetic storage   (b) Optical storage
    (c) Solid-state storage   (d) Storage capacity
    (e) None of these   *[SBI Associate 2010]*

33. Which of the following can only have sequential access ?
    (a) Disk   (b) Tape   (c) CD-ROM
    (d) DVD-ROM   (e) None of these   *[SBI Associate 2010]*

Education Keeda

34. When you save to ...., your data will remain intact even when the computer is turned off.
(a) RAM
(b) mother board
(c) secondary storage device
(d) primary storages device
(e) None of these   *[Allahabad Bank PO 2010]*

35. A CD-RW disk ....
(a) has a faster access than an internal disk
(b) is a form or optical disk, so it can only be written once
(c) holds less data than a floppy disk
(d) can be erased and rewritten
(e) None of these   *[Panjab & Sind Bank PO 2010]*

36. Which device can understand difference between data and programs?
(a) Input device
(b) Output device
(c) Memory
(d) Microprocessor
(e) None of these   *[Panjab & Sind Bank PO 2010]*

37. Which of the following devices have a limitation that we can only read it but can not erase or modify it ?
(a) Tape drive
(b) Hard disk
(c) Compact disk
(d) Floppy disk
(e) None of these   *[Panjab & Sind Bank PO 2010]*

38. Which of the following is the storage area within the computer itself which holds data only temporarily as the computer processes instructions?
(a) the hard disk
(b) main memory
(c) the control unit
(d) read-only memory
(e) None of these   *[Panjab & Sind Bank PO 2010]*

39. If a memory chip is volatile, it will ....
(a) explode if exposed to high temperatures
(b) lose its contents if currents it turned off
(c) be used for data storage only
(d) be used to both read and write data
(e) None of these   *[Panjab & Sind Bank PO 2010]*

40. What characteristic of read-only memory (ROM) makes it useful ?
(a) ROM information can be easily updated
(b) Data in ROM is nonvolatile, that is, it remains there even without electrical power
(c) ROM provides very large amounts of inexpensive data storage
(d) ROM chips are easily swapped between different brands of computers
(e) None of these   *[Union Bank of India Clerk 2011]*

41. A DVD is an example of a (n) ....
(a) hard disk
(b) optical disc
(c) output device
(d) solid-state storage device
(e) None of these   *[Bank of Baroda 2011]*

42. Which of the following are advantage of CD-ROM as a storage media ?
(a) CD-ROM is an inexpensive way to store large amount of data and information
(b) CD-ROM disks retrieve data and information more quickly than magnetic disks do
(c) CD-ROMs make less errors than magnetic media
(d) All of these
(e) None of these   *[Allahabad Bank PO 2011]*

43. Storage and memory differ with respect to which of the following characteristics ?
(a) Price
(b) Reliability
(c) Speed
(d) All of these
(e) None of these
                              [Allahabad Bank PO 2011]

44. Which media have the ability to have data/information stored (written) on them by users more than once ?
(a) CD-R disks
(b) CD-RW disks
(c) Zip disks
(d) Optical Disks
(e) Both CD-RW disks and Zip disks
                              [Allahabad Bank PO 2011]

45. Storage media such as a CD read and write information using ....
(a) a laser beam of red light
(b) magnetic dots
(c) magnetic strips
(d) All of these
(e) None of these
                              [Allahabad Bank PO 2011]

46. Cache and main memory will lose their contents when the power is off. They are ....
(a) dynamic
(b) static
(c) volatile
(d) non-volatile
(e) faulty   *[Allahabad Bank PO 2011]*

47. Which of the following is a storage devices that uses rigid, permanently installed magnetic disks to store data/information ..... .
(a) floppy diskette
(b) hard disk
(c) permanent disk
(d) optical disk
(e) None of these   *[Allahabad Bank PO 2011]*

48. Which of the following is an example of storage devices ?
(a) Magnetic disks
(b) Tapes
(c) DVDs
(d) All of these
(e) None of these   *[Allahabad Bank PO 2011]*

49. Which of the following is an example of an optical disk ?
(a) Digital versatile disks
(b) Magnetic disks
(c) Memory disks
(d) Data bus disks
(e) None of these   *[Allahabad Bank PO 2011]*

50. The main memory of a computer can also be called ...
(a) primary storage
(b) internal memory
(c) primary memory
(d) all of these
(e) None of these   *[Allahabad Bank PO 2011]*

51. ...... is the process of dividing the disk into tracks and sectors.
(a) Tracking
(b) Formatting
(c) Crashing
(d) Allotting
(e) Dicing   *[Allahabad Bank 2011]*

52. A disk's content that is recorded at the time of manufacture and that cannot be changed or erased by the user is ..... .
(a) memory-only
(b) write-only
(c) read-only
(d) run-only
(e) non-changeable
                              [Allahabad Bank 2011]

53. This is a permanent storage device ....
(a) floppy disk
(b) monitor
(c) RAM
(d) cache
(e) hard disk   *[Allahabad Bank 2011]*

54. The space in your computer that loads and works with data ....
(a) cache memory
(b) CPU
(c) megabyte
(d) RAM memory
(e) ROM memory   *[Allahabad Bank Clerk 2011]*

55. What part of the computer provides only temporary storage of files ?
(a) ROM memory
(b) RAM memory
(c) hard drive
(d) mother board
(e) processor   *[Allahabad Bank Clerk 2011]*

5. Personal Computer

1. Which part of a computer helps to store information ?
   (a) Disk drive   (b) Keyboard   (c) Monitor
   (d) Printer   (e) None of these [SBI Associates, 2009]

2. To run a CD in a computer we need ....
   (a) F D drive   (b) CD drive   (c) Zip drive
   (d) Pen drive   (e) None of these   [SBI 2009]

3. The .... is a box that houses the most important parts of a computer system.
   (a) software   (b) hardware   (c) input drive
   (d) system unit   (e) none of these   [SBI 2009]

4. The main system board of a computer is called the.
   (a) integrated circuit (b)   mother board
   (c) processor
   (d) microchip   (e) None of these   [SBI 2009]

5. Which of the following is a part of the system unit ?
   (a) CPU   (b) Monitor   (c) CD-ROM
   (d) Floppy disk   (e) None of these   [BOB 2010, 2011]

6. The box that contains the central electronic components of the computer is the ....
   (a) motherboard   (b) system unit   (c) peripheral
   (d) input device   (e) none of these
                          [Syndicate Bank 2010, BOB 2011]

7. Storage device found inside the computer—
   (a) CD ROM   (b) Zip Disk   (c) Super Disk
   (d) Hard Disk   (e) None of these [Syndicate Bank 2010]

8. A device that provides emergency power to your computer, conditions the voltage, and protects against powers surges is called a ....
   (a) PSU = Power supply unit
   (b) USP = Universal Surge Protector
   (c) UPPS = Universal Power Protection and Supply
   (d) UPS = Uninterruptible Power Supply
   (e) None of these   [Syndicate Bank 2010]

9. Which of the following is a part of the system Unit ?
   (a) Monitor   (b) CPU   (c) CD-ROM
   (d) Floppy Disk   (e) None of these
                          [Allahabad Bank Clerk 2010]

10. A UPS ....
   (a) limits damage caused by fluctuating levels of electricity
   (b) provides battery backup for a limited time
   (c) delivers electronic messages via a bus
   (d) conducts a power-on self test, or POST
   (e) none of these   [Syndicate Bank 2010]

11. A disk on which you store information—
   (a) Plate   (b) Data disc   (c) Paper disk
   (d) TV disk   (e) None of these
                          [Punjab & Sind Bank Clerk 2010]

12. A computer's hard disk is ....
   (a) an arithmetic and logical unit
   (b) computer software
   (c) operating system
   (d) computer hardware
   (e) None of these   [PNB 2010]

13. A ... is a device that not only provides surge protection, but also furnishes your computer with battery backup power during a power outage.
   (a) surge strip   (b) USB   (c) UPS
   (d) battery strip   (e) None of these   [Allahabad 2010]

14. Where is the disk put in a computer ?
   (a) in the modem   (b) in the hard drive
   (c) into the CPU   (d) in the disk drive
   (e) None of these   [SBI Associate Clerk 2011]

15. The .... controls communications for the entire computer system.
   (a) arithmetic-logic unit   (b) semiconductor
   (c) motherboard   (d) coprocessor
   (e) None of these   [BOB 2011]

16. The system component that controls and manipulates data in order to produce information is called ......
   (a) keyboard   (b) microprocessor   (c) monitor
   (d) mouse   (e) None of these   [BOB 2011]

17. These provide expansion capability for a computer system
   (a) sockets   (b) slots   (c) bytes
   (d) bays   (e) None of these   [BOB 2011]

18. An example of a processing device would be ....
   (a) a magnetic ink reader   (b) a tablet PC
   (c) Special function cards   (d) scanners
   (e) keyboards   [Allahabad Bank PO 2011]

19. A .... is hardware used to read disks.
   (a) floppy disk   (b) hardware   (c) software
   (d) disk drive   (e) CPU [Allahabad Bank Clerk 2011]

20. The ...... is the box that houses the most important parts of a computer system.
   (a) software   (b) hardware   (c) input device
   (d) system unit   (e) None of these
                          [Allahabad Bank Clerk 2011]

21. .... hard drives are permanently located inside the system unit and are not designed to be removed, unless they need to be repaired or replaced.
   (a) Static   (b) Internal   (c) External
   (d) Remove   (e) None of these
                          [Allahabad Bank Clerk 2011]

6. Design Tools and Programming Languages

1. The pictorial representation of a program or alogrithm is called a .....
   (a) chart   (b) salve chart   (c) flow chart
   (d) mix chart   (e) none of these   [SBI 2008]

2. .... is applicable in all computers.
   (a) Basic language   (b) Cobol language
   (c) Machine language   (d) Fortran
   (e) None of these   [MBA Entrance 1991]

3. .... is a set of symbols, keywords and set of rules to construct statement.
   (a) Computer program   (b) Programming language
   (c) Assemble   (d) Syntax
   (e) None of these   [SBI 2009, Punjab & Sind 2011]

4. Computer language used on the internet is ....
   (a) Basic   (b) Cobol   (c) Java
   (d) Pascal   (e) None of these   [SBI 2009]

5. Computer programs are written in a high level programming language, however the human readable version of a program is called—
   (a) Cache   (b) Instruction set(c) Source code
   (d) Word size   (e) None of these
   [SBI 2009, BOB 2010, Allahabad 2011]

6. A prescribed set of well-defined instructions for solving mathematical problems is called—
   (a) A compiler   (b) A code   (c) A description
   (d) An algorithm   (e) None of these   [Syndicate Bank 2010]

7. Which of the following is a popular programming language for developing multimedia web pages.
   (a) COBOL   (b) Java   (c) BASIC
   (d) Assembler   (e) None of these
   [Panjab & Sind Bank PO 2010]

8. A ...... contains specific rules and words that express the logical steps of an algorithm.
   (a) programming language (b) programming structure
   (c) syntax   (d) logic chart
   (e) None of these   [Panjab & Sind Bank PO 2010]

9. A graphic presentation of the sequence of steps needed to solve a programming problem is called a—
   (a) program flowchart   (b) step chart
   (c) rule diagram   (d) program graph
   (e) None of these   [Panjab & Sind Bank PO 2011]

10. The operating system called UNIX is typically used for ....
    (a) desktop computers   (b) laptop computers
    (c) supercomputers   (d) web servers
    (e) All of these   [Allahabad Bank PO 2011]

11. C, BASIC, COBOL, and Java are examples of ...... language.
    (a) low-level   (b) computer
    (c) system programming   (d) high-level
    (e) None of these   [Allahabad Bank Clerk 2011]

━━━ Answers ━━━

1. (c)   2. (c)   3. (d)   4. (c)   5. (c)   6. (d)   7. (b)   8. (c)   9. (a)   10. (d)   11. (d)

7. Data Representation and Number System

1. To calculate perform calculation and store data computer user .... number system.
   (a) Decimal   (b) Hexadecimal (c) Octal
   (d) Binary   (e) None of these   [SBI 2009]

2. The term bit is short for ....
   (a) Megabyte   (b) Binary language
   (c) Binary digit   (d) Binary number
   (e) None of these   [SBI 2008]

3. .... is approximately one billion bytes.
   (a) Kilobyte   (b) Bit   (c) Gigabyte
   (d) Megabyte   (e) None of these   [SBI 2008]

4. One megabyte is equal to approximately ....
   (a) 1000 bits   (b) 1000 bytes
   (c) 1 million bytes   (d) 1 million bits
   (e) 2000 bytes   [Allahabad 2010, BOB 2011]

5. How many options does a binary choice offer ?
   (a) One   (b) Two   (c) Three
   (d) It depends on the amount of memory in the computer
   (e) None of these   [Syndicate Bank 2010]

6. The .... indicates how much data a particular storage medium can hold.
   (a) access   (b) capacity   (c) memory
   (d) storage   (e) None of these [Syndicate Bank 2010]

7. The smallest unit of information a computer can understand and process is known as a ....

   (a) digit   (b) kilobyte   (c) bit
   (d) byte   (e) None of these [Syndicate Bank 2010]

8. A computer works on a .... number system.
   (a) binary   (b) octal   (c) decimal
   (d) hexadecimal   (e) None of these [Syndicate Bank 2010]

9. Computers use the .... system to process data.
   (a) processing   (b) kilobyte   (c) binary
   (d) representational   (e) None of these
   [Bank of Baroda Clerk 2010]

10. Information on a computer is stored as ....
    (a) analog data   (b) digital data   (c) modem data
    (d) watts data   (e) None of these
    [Allahabad Bank Clerk 2010]

11. In the binary language each letter of the alphabet, each number and each special character is made up of a unique combination of ....
    (a) eight bytes   (b) eight kilobytes
    (c) eight characters   (d) eight bits
    (e) none of these   [Bank of Baroda 2010]

12. A string of eight 0s and 1s is called a ....
    (a) megabyte   (b) kilobyte   (c) gigabyte
    (d) byte   (e) none of these [Bank of Baroda 2010]

13. Which of the following is the largest unit of storage ?
    (a) GB   (b) KB   (c) MB
    (d) TB   (e) None of these   [PNB Clerk 2010]

14. A .... is approximately one billion bytes.
(a) Kilobyte   (b) Bit   (c) Gigabyte
(d) Megabyte   (e) None of these   [PNB Clerk 2010]

15. The smallest unit in a digital system is a ......
(a) Byte   (b) Kilobyte   (c) Word
(d) Character   (e) bit   [Bank of Baroda 2011]

16. The computer abbreviation KB usually means ......
(a) Key Block   (b) Kernel Boot   (c) Kilo Byte
(d) Kit Bit   (e) None of these
[Allahabad Bank Clerk 2011]

17. Information on a computer is stored as what ?
(a) analog data   (b) digital data   (c) modem data
(d) watts data   (e) None of these
[Allahabad Bank Clerk 2011]

18. One thousand bytes is a ....
(a) kilibyte   (b) megabyte   (c) gigabyte
(d) terabyte   (e) None of these
[Allahabad Bank Clerk 2011]

Answers

1. (d)   2. (c)   3. (c)   4. (c)   5. (b)   6. (b)   7. (c)   8. (a)   9. (c)   10. (b)   11. (d)   12. (d)   13. (d)
14. (c)   15. (e)   16. (c)   17. (b)   18. (a)

8. Software

1. .... is a program which make easy to use a computer.
(a) Operating system   (b) Application
(c) Utility   (d) Network
(e) None of these   [SBI 2009]

2. An error in a program which causes wrong result is called
a ....
(a) bug   (b) byte   (c) attributes
(d) init problem (e) None of these
[SBI 2011, SSC LDC 2001]

3. Each component of computer is either ....
(a) hardware or software   (b) software or CPU/RAM
(c) application software
(d) input devices or output devices
(e) None of these   [Punjab & Sind 2010]

4. .... is a process of searching bugs in software.
(a) Compiling   (b) Testing   (c) Running
(d) Debugging   (e) None of these [Punjab & Sind 2010]

5. Repair for known software bug, which is generally
available free of cost on internet is called ....
(a) Version   (b) Patch   (c) Tutorials
(d) FAQ   (e) None of these   [SBI 2008]

6. What is backup ?
(a) Connect his network to more component
(b) Copy to save a data from original source to other
    destination
(c) Filter an old data from new data
(d) Access data from tape
(e) None of these   [Union Bank of India 2011]

7. The set of instructions which tells a computer what to do
is called .... .
(a) matter   (b) instructor   (c) compiler
(d) program   (e) debugger   [SBI 2009, P.S. Bank 2010]

8. The function of an assembler is ....
(a) To convert basic language into machine language
(b) To convert high level language into machine language
(c) To convert assemble language into machine language
(d) To convert assemble language into high level language
(e) None of these   [Uttaranchal PCS 2005]

9. MS-Word is an example of—
(a) Operating system   (b) Application software
(c) Processing device   (d) Input device
(e) None of these   [SBI 2009]

10. When you turn on the computer, the boot routine will
perform this test—
(a) RAM test   (b) Disk drive test
(c) Memory test   (d) Power-on-self-test
(e) None of these   [SBI 2009]

11. What is correcting errors in a program called ?
(a) Compiling   (b) Debugging   (c) Grinding
(d) Interpreting (e) None of these
[SBI 2009, Punjab & Sind Bank 2010]

12. A compiler translates a program written in a high level
language into ....
(a) machine language   (b) an algorithm
(c) a debugged program   (d) java
(e) None of these   [SBI 2009]

13. This can be another word for program—
(a) Software   (b) Disk   (c) Floppy
(d) Hardware   (e) None of these   [SBI 2009]

14. The person who writes and tests computer program is
called a .... .
(a) Programmer   (b) Computer scientist
(c) Software engineer   (d) Project developer
(e) None of these   [SBI 2009]

15. Hardware includes—
(a) All devices used to input data into a computer
(b) Sets of instructions that a computer runs or
    executes
(c) The computer and all the devices connected to it that
    are used to input and output data
(d) All devices involved in processing information
    including the CPU, memory and storage
(e) None of these   [SBI 2009]

16. The role of a .... generally is to determine buyers, needs
and mate it to the correct hardware and software.
(a) computer scientist
(b) computer sales representative
(c) computer consultant   (d) corporate trainer
(e) None of these   [SBI Associates 2009]

17. Which is the part of a computer that one can touch and
feel ?
(a) Hardware   (b) Software   (c) Programs
(d) output   (e) None of these [SBI Associates 2009]

18. A series of instructions that tells a computer what to do
and how to do it is called a ....
(a) program   (b) command   (c) user response
(d) processor   (e) none of these [SBI Associates 2009]

19. Which of the following statements is true concerning ?
    (a) Virtual memory is the space on the hard drive where to the O.S. begins to store data when it because memory bound
    (b) Accessing data from RAM is slower than accessing data from virtual memory
    (c) Both of these
    (d) If a computer is memory bound, adding more RAM will not solve the problem
    (e) None of these   [SBI 2009]

20. Copying computer program or software without permission of its author is called—
    (a) Highway robbery   (b) Larceny
    (c) Software piracy   (d) Embezzlement
    (e) None of these   [GGS IU 2009]

21. Peripheral devices such as printers and monitors are considered to be—
    (a) Hardware   (b) Software   (c) Data
    (d) Information (e) None of these   [SBI 2009]

22. Another word for software is ....
    (a) input   (b) output   (c) program
    (d) system   (e) None of these
                                    [SBI 2009, Allahabad 2011]

23. Antivirus software is an example of ....
    (a) business software   (b) an operating system
    (c) a security utility   (d) an office suite
    (e) none of these   [SBI 2009]

24. A .... backup contains a copy of every program, data and system file on a computer.
    (a) restoration   (b) bootstrap   (c) differential
    (d) full   (e) none of these   [SBI 2009]

25. Restarting a computer that is already on is referred to as—
    (a) Shut down   (b) Cold booting   (c) Warm booting
    (d) Logging off   (e) None of these
                                    [SBI 2009, Allahabad 2011]

26. Which is not an item of hardware ?
    (a) An MP3 file   (b) A keyboard   (c) A monitor
    (d) A mouse   (e) None of these [Syndicate Bank 2010]

27. Compatibility in regard to computers refers to ....
    (a) The software doing the right job for the user
    (b) It being versatile enough to handle the job
    (c) The software being able to run on the computer
    (d) Software running with other previously installed software
    (e) None of these   [Syndicate Bank 2010]

28. A device that is connected to the motherboard is ....
    (a) called an external device
    (b) called an adjunct device
    (c) called a peripheral device
    (d) must connect using ribbon cable
    (e) None of these   [Syndicate Bank 2010]

29. Documentation of computer programs is important so that ....
    (a) users can learn how to use the program
    (b) other programmers can know how to maintain the program
    (c) the programmer can see why the code is written that way while hunting for sources of error
    (d) all of the above   (e) None of these
                                    [Syndicate Bank 2010]

30. The process of preparing a floppy diskette for use is called ....
    (a) assembling   (b) translating   (c) parsing
    (d) formatting   (e) none of these [Syndicate Bank 2010]

31. The physical components of a computer system ....
    (a) software   (b) hardware   (c) ALU
    (d) control unit (e) None of these
                                    [Syndicate Bank 2010]

32. The ability of an OS to run more than one application at a time is called ....
    (a) multitasking
    (b) object-oriented programming
    (c) multi-user computing
    (d) time-sharing
    (e) None of these
         [Allahabad Bank Clerk 2010, Syndicate Bank Clerk 2010]

33. Developing sets of instructions for the computer to follow and to do the task the same way as many times as needed is called ....
    (a) listing   (b) sequencing   (c) programming
    (d) directing   (e) None of these
                                    [Allahabad Bank Clerk 2010]

34. The term used to define all input and output devices in a computer system is ....
    (a) monitor (b) software (c) shared resources
    (d) hardware   (e) None of these
         [Allahabad Bank Clerk 2010, Syndicate Bank Clerk 2010]

35. Which is not an item of hardware ?
    (a) An MP3 File   (b) A keyboard   (c) A Disk drive
    (d) A Monitor   (e) None of these
                                    [Allahabad Bank Clerk 2010]

36. Which of the following is not an example of hardware ?
    (a) Mouse   (b) Printer   (c) Monitor
    (d) Excel   (e) None of these
                                    [Allahabad Bank Clerk 2010]

37. Hardware devices that are not part of the main computer system and are often added later to the system are ....
    (a) clip art   (b) highlight   (c) execute
    (d) peripherals (e) None of these
                                    [Allahabad Bank Clerk 2010]

38. A computer cannot "boot" if it does not have the ....
    (a) compiler   (b) loader
    (c) operating system   (d) assembler
    (e) None of these
         [Syndicate Bank 2010, Allahabad Bank 2010, 2011]

39. Programs designed specifically to address general-purpose applications and special-purpose applications are called ....
    (a) operating system   (b) system software
    (c) application software
    (d) management information systems
    (e) None of these   [Allahabad Bank Clerk 2010]

40. What is the name for the process that is used to convert a series of instructions or programs, written in a high-level language into instructions (or a program) that can be run on a computer ?
    (a) Assembling   (b) Compiling   (c) Translating
    (d) Uploading   (e) None of these
                                    [Syndicate Bank Clerk 2010

41. Which of the following peripheral devices displays information to a user ?
    (a) Monitor   (b) Keyboard
    (c) Secondary storage devices
    (d) Secondary storage media
    (e) None of these   *[Syndicate Bank Clerk 2010*

42. An assembler is used to translate a program written in ....
    (a) A low level language (b) Machine language
    (c) A high level language (d) Assembly language
    (e) None of these   *[Punjab & Sind Bank 2010]*

43. The capability of the operating system to enable two or more than two programs to execute simultaneously in a single computer system by using a single processor is ....
    (a) multiprocessing   (b) multitasking
    (c) multiprogramming   (d) multi execution
    (e) None of these   *[Punjab & Sind Bank 2010]*

44. A program which helps create written documents and lets you go back and make corrections as necessary ..... .
    (a) Spreadsheet   (b) Personal writer
    (c) Word printer   (d) Word processor
    (e) None of these   *[Punjab & Sind Bank 2010]*

45. Start or restart of the computer ....
    (a) Exit   (b) Kick   (c) Boot
    (d) Kick-start (e) None of these
                              [Punjab & Sind Bank 2010]

46. .... is when the computer is turned on and the operating system is loading.
    (a) Booting   (b) Flashing   (c) Tracking
    (d) Taping   (e) None of these
                              [Bank of Baroda Clerk 2010]

47. A compiler is used to translate a program written in ....
    (a) a low level language (b) a high level language
    (c) assembly language   (d) machine language
    (e) None of these   *[PNB Clerk 2010]*

48. Computer programs are also known as ....
    (a) operating systems   (b) documents
    (c) peripherals   (d) applications
    (e) None of these   *[PNB Clerk 2010]*

49. The operating system is the most common type of .... software.
    (a) communication   (b) application
    (c) system   (d) word-processing
    (e) None of these   *[PNB Clerk 2010]*

50. A computer system includes ......
    (a) hardware   (b) software
    (c) peripheral devices   (d) All of these
    (e) None of these   *[SBI Associate 2010]*

51. One who designs, writes tests and maintains computer programs is called a ......
    (a) User   (b) Programmer (c) Designer
    (d) Operator   (e) none of these   *[SBI Associate 2010]*

52. The human-readable version of a program is called ..... .
    (a) source code (b) program code (c) human code
    (d) system code (e) None of these
                              [Allahabad Bank PO 2010]

53. A(n) ...... converts and executes one statement at a time.
    (a) compiler   (b) interpreter   (c) converter
    (d) instructions (e) None of these
                              [Allahabad Bank PO 2010]

54. The term ...... designates equipment that might be added to a computer system to enhance its functionality.
    (a) digital device   (b) system add-on
    (c) disk pack   (d) peripheral device
    (e) None of these   *[Allahabad Bank PO 2010]*

55. Which is the best definition of a software package ?
    (a) An add-on for your computer such as additional memory
    (b) A set of computer programs used for a certain function such as word processing
    (c) A protection you can buy for a computer
    (d) the box, manual and license agreement that accompany commercial software
    (e) None of these   *[Allahabad Bank PO 2010]*

56. If a new device is attached to a computer, such as a printer or scanner, its .... must be installed before the device can be used.
    (a) buffer   (b) driver   (c) pager
    (d) server   (e) None of these
                              [Panjab & Sind Bank PO 2010]

57. Compiling creates a(n) ....
    (a) program specification (b) algorithm
    (c) executable program   (d) subroutine
    (e) None of these   *[Panjab & Sind Bank PO 2010]*

58. What disk is used to cold boot a PC ?
    (a) Setup disk   (b) System disk
    (c) Diagnostic disk   (d) Program disk
    (e) None of these   *[Panjab & Sind Bank PO 2010]*

59. The process of writing out computer instructions is knowns as......... .
    (a) assembling   (b) compiling   (c) executing
    (d) coding   (e) None of these
                              [Panjab & Sind Bank PO 2010]

60. The general term "peripheral equipment" is used for ....
    (a) any device that is attached to a computer system
    (b) large-scale computer systems
    (c) a program collection
    (d) other office equipment not associated with a desktop computer
    (e) None of these   *[Panjab & Sind Bank PO 2010]*

61. Which process checks to ensure the components of the computer are operating and connected properly ?
    (a) Booting   (b) Processing   (c) Saving
    (d) Editing   (e) None of these *[SBI Associate 2011]*

62. What happens when you boot up a PC ?
    (a) Portions of the operating system are copied from disk into memory
    (b) Portions of the operating system are copied from memory onto disk
    (c) Portions of the operating system are compiled
    (d) Portions of the operating system are emulated
    (e) None of these   *[Union Bank of India 2011]*

63. Hardware includes ....
   (a) all devices used to input data into a computer
   (b) sets of instructions that a computer runs or executes
   (c) the computer and all the devices connected to it that are used to input and output data
   (d) all devices involved in processing information including the central processing unit, memory, and storage
   (e) None of these   *[Union Bank of India 2011]*

64. A(n) .... is a program that makes the computer easier to use.
   (a) application   (b) utility
   (c) network   (d) operating system
   (e) None of these   *[Union Bank of India 2011]*

65. The .... manual tells you how to use a software program.
   (a) documentation   (b) programming
   (c) technical   (d) user
   (e) None of these   *[Union Bank of India 2011]*

66. A computer cannot "boot" if it does not have the ....
   (a) Compiler   (b) Loader
   (c) Operating System   (d) Assembler
   (e) None of these   *[Union Bank of India Clerk 2011]*

67. The combination of operating system and processor in a computer is referred to as a computers' ....
   (a) firmware   (b) specifications
   (c) minimum requirements   (d) platform
   (e) None of these   *[Bank of Baroda 2011]*

68. What is software ?
   (a) A type of computer code
   (b) A computer language
   (c) A set of instructions for your computer
   (d) A cover for the computer
   (e) None of these   *[BOB 2011]*

69. What are two example of freeware ?
   (a) WinZip and Linux
   (b) Shareware and file sharing
   (c) Microsoft Word and the Google toolbar
   (d) Instant messaging and the Google toolbar
   (e) Microsoft Power Point and Microsoft Excel
                                 [Allahabad Bank PO 2011]

70. Vendor-created program modifications are called ....
   (a) patches   (b) antiviruses   (c) holes
   (d) fixes   (e) overlaps *[Allahabad Bank PO 2011]*

71. Every computer has a(n) ....; many also have ....
   (a) Operating system; a client system
   (b) Operating system; instruction sets
   (c) application programs; an operating system
   (d) application programs; a client system
   (e) operating system; application programs
                                 [Allahabad Bank PO 2011]

72. Which of the following is not a type of computer software whcih can be bought ?
   (a) Off-the-shelf   (b) Tailor-made
   (c) Custom-developed
   (d) Off-the-shelf with alterations
   (e) All of these can be purchased
                                 [Allahabad Bank PO 2011]

73. Computer software can be defined as ....
   (a) the computer and its associated equipment
   (b) the instructions that tell the computer what to do
   (c) computer components that act to accompllish a goal
   (d) an interface between the computer and the network
   (e) the interaction between the computer and its database.   *[Allahabad Bank PO 2011]*

74. Computer equipment itself is called ....
   (a) hardware   (b) byte   (c) mouse
   (d) software   (e) default   *[Allahabad Bank 2011]*

75. A...... is the general term for hardware not necessary to the basic function of the computer, connected extemally.
   (a) icon   (b) bit   (c) keyboard
   (d) printer   (e) peripheral   *[Allahabad Bank 2011]*

76. The .... of a system includes the programs or instructions.
   (a) peripheral   (b) software   (c) information
   (d) icon   (e) hardware   *[Allahabad Bank 2011]*

77. A(n) ..... backup contains a copy of every program, data, and system file on a computer.
   (a) restoration   (b) bootstrap   (c) differential
   (d) full   (e) None of these
                                    [Allahabad Bank 2011]

78. Every component of your computer is either ....
   (a) application software or system software
   (b) software or CPU / RAM
   (c) hardware or software
   (d) input devices or output devices
   (e) None of these   *[Allahabad Bank 2011]*

Answers

1. (c)	2. (a)	3. (a)	4. (d)	5. (b)	6. (b)	7. (d)	8. (c)	9. (b)	10. (d)	11. (b)	12. (a)	13. (a)
14. (a)	15. (c)	16. (b)	17. (a)	18. (a)	19. (a)	20. (c)	21. (a)	22. (c)	23. (c)	24. (d)	25. (c)	26. (a)
27. (d)	28. (d)	29. (d)	30. (d)	31. (b)	32. (a)	33. (a)	34. (d)	35. (a)	36. (d)	37. (d)	38. (c)	39. (c)
40. (b)	41. (d)	42. (d)	43. (b)	44. (d)	45. (c)	46. (a)	47. (b)	48. (d)	49. (c)	50. (d)	51. (b)	52. (b)
53. (b)	54. (d)	55. (b)	56. (b)	57. (c)	58. (b)	59. (d)	60. (a)	61. (a)	62. (a)	63. (c)	64. (b)	65. (d)
66. (c)	67. (d)	68. (c)	69. (d)	70. (a)	71. (e)	72. (e)	73. (b)	74. (a)	75. (e)	76. (b)	77. (d)	78. (c)

9. Data Communication

1. Users use often .... for access to mainframe or supercomputer.
   (a) terminal   (b) node   (c) desktop
   (d) hand held   (e) none of these   *[SBI 2009]*

2. To create a .... personal computers can connect together.
   (a) server   (b) super computer   (c) enterprise
   (d) network   (e) none of these *[Punjab & Sind 2010]*

3. A combination of hardware and software, which provides facilities of sending and rationing of information between computer devices.
  (a) Network   (b) Peripheral
  (c) Expansion slot   (d) Digital device
  (e) None of these
                                        [SBI 2008, 2009]

4. Server is a computer which provides resources other computers commuted in a ....
  (a) network   (b) mainframe
  (c) super computers   (d) clients
  (e) None of these
                                        [SBI 2008]

5. A device that connects to a network without the use of cables is said to be ....
  (a) distributed   (b) wireless   (c) centralised
  (d) open Source   (e) None of these
                                        [SBI 2011]

6. Several computers linked to a server to share programs and storage space—
  (a) Network   (b) Grouping
  (c) Library   (d) Integrated system
  (e) None of these
                                        [Syndicate Bank 2010]

7. Computers connected to a LAN (local area network) can ....
  (a) run faster   (b) go on line
  (c) share information and / or share peripheral equipment
  (d) e-mail   (e) None of these
                                        [Allahabad Bank 2010, SBI Associate 2010]

8. What type of resource is most likely to be a shared common resource in a computer network ?
  (a) Keyboards   (b) Speakers
  (c) Floppy disk drives (d) Printers
  (e) None of these
                                        [Syndicate Bank Clerk 2010]

9. The .... enables your computer to connect to other computers.
  (a) Video card   (b) Sound card
  (c) Network interface card (NIC)
  (d) Controller card   (e) None of these
                                        [Bank of Baroda Clerk 2010]

10. A(n) .... is a small group of computers and peripherals linked together in a small geographic area.
  (a) MAN   (b) PAN   (c) CAN
  (d) LAN   (e) None of these
                                        [Bank of Baroda Clerk 2010]

11. To access a mainframe or supercomputer, users often use a ....
  (a) terminal   (b) node   (c) desktop
  (d) hand held (e) None of these
                                        [Bank of Baroda Clerk 2010]

12. A word in a web page that, when clicked, opens another document.
  (a) Anchor   (b) Hyperlink   (c) Reference
  (d) URL   (e) None of these
                                        [Bank of Baroda Clerk 2010]

13. Dumb terminals have terminals and ....
  (a) mouse   (b) speakers   (c) keyboard
  (d) mouse or speakers   (e) None of these
                                        [PNB Clerk 2010]

14. A ...... typically connects personal computers within a very limited geographical area, usually within a single building.
  (a) LAN   (b) BAN   (c) TAN
  (d) NAN   (e) None of these
                                        [Allahabad Bank PO 2010]

15. Computers connected to a LAN can ....
  (a) run faster
  (b) share-information and / or share peripheral equipment
  (c) e-mail
  (d) go online
  (e) None of these
                                        [SBI Associate PO 2010]

16. The most important or powerful computer in a typical network.
  (a) desktop   (b) network station
  (c) network client   (d) network server
  (e) None of these
                                        [Union Bank of India 2011]

17. Which of the following refers to a small, single-site network ?
  (a) LAN   (b) DSL   (c) RAM
  (d) USB   (e) CPU   *[Union Bank of India 2011]*

18. What type of resoruce is most likely to be a shared common resource in a computer network ?
  (a) printers   (b) speakers
  (c) floppy disk drives (d) keyboards
  (e) None of these
                                        [Union Bank of India 2011]

19. A(n) .... is a combination of hardware and software that facilitates the sharing of information between computing devices.
  (a) network   (b) peripheral
  (c) expansion board   (d) digital device
  (e) None of these
                                        [Union Bank of India 2011]

20. A .... is a set of rules.
  (a) resource locator   (b) domain
  (c) hypertext   (d) URL
  (e) protocol   *[Allahabad Bank PO 2011]*

21. Terminal is ....
  (a) a device to give power supply to the computer
  (b) a point at which data enters or leaves the computer
  (c) the last instruction in a program
  (d) any input / output device
  (e) None of these
                                        [Allahabad Bank 2011]

22. A device that connect to a network without the use of cables is said to be ....
  (a) distributed   (b) wireless   (c) centralized
  (d) open source   (e) scattered   *[Allahabad Bank 2011]*

23. A computer .... consists of two or more computers and other devices that are connected for the purpose of sharing data and programs.
  (a) network   (b) system   (c) workstation
  (d) device   (e) None of these
                                        [Allahabad Bank 2011]

■ **Answers** ■

1. (a)   2. (d)   3. (a)   4. (a)   5. (b)   6. (a)   7. (c)   8. (d)   9. (c)   10. (d)   11. (a)   12. (b)   13. (c)
14. (a)   15. (b)   16. (d)   17. (a)   18. (a)   19. (a)   20. (e)   21. (b)   22. (b)   23. (a)

10. Internet

1. A word on a web page which opens other document when clicks on it is a ....
   (a) Anchor   (b) Hyper link   (c) Reference
   (d) URL   (e) None of these *[Punjab & Sind 2010]*

2. Which of following is a example of continuity ?
   (a) Internet   (b) Floppy disk   (c) Power cord
   (d) Data   (e) None of these *[BOB 2010]*

3. When sending an e-mail, the .... line describes the contents of the message.
   (a) Subject   (b) To   (c) Contents
   (d) CC   (e) None of these *[BOB 2010, SBI 2009]*

4. .... is a device which uses for data transmission through telecommunication line.
   (a) Drives   (b) Modem   (c) Platform
   (d) All of these   (e) None of these *[Punjab & Sind 2010]*

5. Unsolicited e-mail is called a ....
   (a) Newsgroup   (b) Usenet   (c) Backbane
   (d) Spam   (e) None of these *[SBI 2011]*

6. Inventor of WWW is ....
   (a) Bill Gates   (b) Lee. N. Feyong
   (c) N. Resscl   (d) Tim Berners Lee
   (e) None of these *[UPPCS 2004]*

7. Which of the following is not termof of information technology ?
   (a) Cyber space   (b) Upload   (c) Light storage
   (d) Modem   (e) None of these *[UPPCS 2001]*

8. Spam is related to ....
   (a) Computer   (b) Art
   (c) Music   (d) Game
   (e) None of these *[Chattisgarh PCS 2004–05]*

9. Passwords enables users to ....
   (a) Get into the system quickly
   (b) Make efficient use of time
   (c) Retain confidentiality of files
   (d) Simplify file structure
   (e) None of these *[SBI 2009]*

10. What is an e-mail ?
    (a) An internet standard, which allow users to upload and download files
    (b) An online area on which a user can converse in written form about any special subject
    (c) Transmission of files and messages through computer network
    (d) A real time typed conversation
    (e) None of these *[SBI 2009]*

11. A chat is—
    (a) An internet standard, which all users use to upload and download files
    (b) An online area on which a user can converse in written form about any subject
    (c) Transmission of files and messages through computer network
    (d) A real time typed conversation
    (e) None of these *[SBI 2009]*

12. Secret code that restricts entry in the same programs is—
    (a) Password   (b) Passport   (c) Entry code
    (d) Access code   (e) None of these *[SBI 2009]*

13. Sending an e-mail is like a ....
    (a) Creating an image of any event
    (b) Telling a story   (c) Writing a letter
    (d) Creating an image   (e) None of these *[SBI 2010]*

14. The process of a computer receiving information from a server on the internet is known as—
    (a) Pulling   (b) Pasting   (c) Downloading
    (d) Transforming   (e) None of these
    [SBI Associates 2009, Union Bank of India 2011]

15. IT stands for—
    (a) Information technology
    (b) Integrated technology
    (c) Intelligent technology
    (d) Interesting technology
    (e) None of these *[SBI Associates 2009]*

16. Sending an e-mail is similar to—
    (a) Petering an event   (b) Narrating a store
    (c) Writing a letter   (d) Creating a drawing
    (e) None of these *[SBI Associates 2009]*

17. E-commerce allowes companies to—
    (a) Issue important business reports
    (b) Conduct business over the internet
    (c) Support decision making processes
    (d) Keep track of paper based transaction
    (e) None of these *[BOB 2008]*

18. Junk e-mail is also called—
    (a) Spam   (b) Spoof   (c) Sniffer script
    (d) Spool   (e) None of these *[BOB 2008]*

19. The internet allows you to—
    (a) Send e-mail   (b) View web pages
    (c) Connect to servers all around the world
    (d) All of the above   (e) None of these *[BOB 2008]*

20. A program designed to destroy data on your computer which can travel to infect other computers is called a —
    (a) Disease   (b) Tarpedo   (c) Hurricave
    (d) Virus   (e) None of these *[BOB 2008]*

21. What is the most common way to get a virus in your computers hard disk ?
    (a) By installing games from CD ROMs
    (b) By opening e-mails
    (c) By uploading pictures from mobile to the computers
    (d) By sending e-mails   (e) None of these *[BOB 2008]*

22. Marketing of internet banking means—
    (a) Meeting of banks on the net
    (b) Net Practice
    (c) Marketing the usage of banking transactions through internet
    (d) Transactions with forcing countries
    (e) None of these *[SBI 2008]*

23. .... are devices used to transmit data over telecommunications lines.
    (a) Drives   (b) Drive bays   (c) Modems
    (d) Platform   (e) None of these *[SBI 2008]*

24. Most websites have a main page, the .... which acts as a doorway to the rest of the website pages.
    (a) Search engine   (b) Home page   (c) Browser
    (d) URL   (e) None of these
    [SBI 2009, Allahabad Bank 2011]

25. If you are going to a site you use often, instead of having to type in the address every time, you should ....
    (a) Save it as a file   (b) Make a copy of it
    (c) Bookmark it   (d) Delete it
    (e) None of these   [Syndicate Bank 2010]

26. Output which is made up of pictures, sounds, and video is called ....
    (a) COM   (b) Hard copy
    (c) Graphics   (d) Multimedia
    (e) None of these   [Syndicate Bank 2010]

27. WWW stands for ....
    (a) World Work Web   (b) Wide Work Web
    (c) Wide World Web   (d) World Wide Web
    (e) None of these   [Syndicate Bank 2010]

28. The vast network of computers that connects millions of people all over the world is called ....
    (a) LAN   (b) Web   (c) Hypertext
    (d) Internet   (e) None of these
                               [Allahabad Bank Clerk 2010]

29. Coded entries which are used to gain access to a computer system are called ....
    (a) Entry codes   (b) Passwords
    (c) Security commands   (d) Codewords
    (e) None of these   [Syndicate Bank Clerk 2010]

30. The "home page" of a website is ....
    (a) The largest page   (b) The last page
    (c) The first page   (d) The most colorful page
    (e) None of these
           [Syndicate Bank Clerk 2010, Punjab & Sind 2010]

31. The internet is a system of ....
    (a) Software bundles   (b) Web page
    (c) Website
    (d) Interconnected networks
    (e) None of these   [Syndicate Bank Clerk 2010]

32. The .... also called the web. contains billions of documents.
    (a) World Wide Web   (b) HTTP
    (c) Web portal   (d) Domain
    (e) None of these   [Bank of Baroda Clerk 2010]

33. What is an e-mail attachment ?
    (a) A receipt sent by the recipient
    (b) A separate document from another program sent along with an e-mail message
    (c) A malicious parasite that feeds off of your messages and destroys the contents.
    (d) A list of CC or BCC recipients
    (e) None of these   [BOB 2008]

34. Which of the following are all considered advantages of e-mail ?
    (a) Convenience, speed of delivery, generality and reliability.
    (b) Printable, global and exposing
    (c) Global, convenience and Microsoft word
    (d) Slow delivery, reliable, global and in expansive
    (e) None of these   [BOB 2008]

35. A ...... is a software program used to view Web pages.
    (a) site   (b) host   (c) link
    (d) browser   (e) None of these [SBI Associate 2010]

36. .... allows voice conversations to travel over the Internet.
    (a) Internet telephony   (b) Instant messaging
    (c) E-mail   (d) E-commerce
    (e) None of these   [SBI Associate Clerk 2010]

37. Which of the following is not true concerning user IDs and passwords ?
    (a) When you enter your user ID and password, the computer knowns it is you
    (b) If your computer asks for a user ID and password, you can create your own
    (c) Sometimes you are assigned a user ID and password for security reasons
    (d) You should share your user ID and password with at least one other person
    (e) None of these   [SBI Associate Clerk 2010]

38. What is a modem connected to ?
    (a) processor   (b) mother board (c) printer
    (d) phone line   (e) None of these
                               [SBI Associate Clerk 2010]

39. An e-mail address typically consists of a user ID followed by the ... sign and the name of the e-mail server that manages the user's electronic post office box.
    (a) @   (b) #   (c) &
    (d) ★   (e) None of these
           [Allahabad PO 2010, SBI Associate Clerk 2011]

40. A web .... consists of one or more Web pages located on a Web server.
    (a) hub   (b) site   (c) story
    (d) template   (e) None of these
                               [Allahabad Bank PO 2010]

41. A computer ... is a set of program instructions that can attach itself to a file, reproduce itself, and spread to other files.
    (a) worm   (b) virus   (c) trojan horse
    (d) phishing scam (e) None of theses
                               [Allahabad Bank PO 2010]

42. .... makes it possible for shoppers to make purchases using their computers.
    (a) E-World   (b) E-Commerce (c) E-spend
    (d) E-business   (e) None of these
                               [Allahabad Bank PO 2010]

43. Programs such as Internet Explorer that serve as navigable windows into the Web are called......... .
    (a) Hypertext   (b) Networks   (c) Internet
    (d) Web browsers (e) None of these
                               [Allahabad Bank PO 2010]

44. ...... this is the act of copying or downloading a program from a network and making multple copies of it.
    (a) Network piracy   (b) Plagiarism
    (c) Software piracy   (d) Site-license piracy
    (e) None of these   [Allahabad Bank PO 2010]

45. Which of the following is the communications protocol that sets the standard used by every computer that accesses Web-based information?
    (a) XML   (b) DML   (c) HTTP
    (d) HTML   (e) None of these
                               [SBI Associate PO 2010]

46. A ... is a computer attached to the Internet that runs a special Web server software and can send Web pages out to other computers over the Internet.
    (a) web client   (b) web system   (c) web page
    (d) web server   (e) None of these
                               [SBI Associate PO 2010]

47. …... are a type of inexpensive digital camera that remains tethered to a computer and used for videoconferencing, video chatting and live Web broadcast.
(a) Webcames (b) Webpics (c) Browsercams
(d) Browserpics (e) None of these
[SBI Associate PO 2010]

48. The standard protocol of the internet is ……… .
(a) TCP/IP (b) Java (c) HTML
(d) Flash (e) None of these
[SBI Associate PO 2010]

49. The acronym HTML stands for …….. .
(a) High Transfer Machine Language
(b) High Transmission Markup Language
(c) Hypertext Markup Language
(d) Hypermedia Markup Language
(e) None of these
[SBI Associate PO 2010]

50. The software that allows users to surf the internet is called a/an…….. .
(a) Search engine
(b) Internet Service Provider (ISP)
(c) Multimedia application
(d) Browser
(e) None of these
[Panjab & Sind Bank PO 2010]

51. A modem ……… .
(a) translates analog signals from a computer into digital signals that can travel along conventional telephone lines
(b) translates digital signals from a computer into analog signals that can travel along conventional telephone lines
(c) demodulates digitals signals from a computer
(d) modulates signals an analog telephone line
(e) None of these
[Panjab & Sind Bank PO 2010]

52. A Web site address is a unique name that identifies a specific ….. on the Web.
(a) Web browser (b) PDA (c) Web site
(d) link (e) None of these
[Panjab & Sind Bank PO 2010]

53. The Internet allows you to …… .
(a) send electronic mail (b) view Web pages
(c) connect to servers all around the world
(d) All of these
(e) None of these
[SBI Associate Clerk 2011]

54. Most mail programs automatically complete the following two parts in an e-mail ……… .
(a) From : and Body : (b) From : and Date :
(c) From : and To : (d) From : and Subject :
(e) None of these
[SBI Associate Clerk 2011]

55. The Internet allows you to ….. .
(a) Send electronic mail (b) view Web pages
(c) connect to servers all around the world
(d) All of these (e) None of these
[Union Bank of India Clerk 2011]

56. What is the most common way to get a virus in your computer's hard disk ?
(a) By installing games from their CDROMS
(b) By uploading pictures from mobile phones to the computer
(c) By opening emails (d) By sending emails
(e) None of these
[Union Bank of India Clerk 2011]

57. A chat is ……… .
(a) an Internet standard that allows users to upload and download files
(b) a typed conversation that takes place on a computer
(c) an online area in which users conduct written discussions about a particular subject
(d) the transmission of messages and files via a computer network
(e) None of these
[Union Bank of India 2011]

58. The Internet is ………. .
(a) a large network of networks
(b) an internal communication system for a business
(c) a communication system for the Indian government
(d) All of these
(e) None of these
[Union Bank of India 2011]

59. Junk e-mail is also called ……… .
(a) spam (b) spoof (c) sniffer script
(d) spool (e) None of these
[Union Bank of India 2011]

60. To view information on the web you must have a …….. .
(a) cable medem (b) web browser
(c) Domain Name Server (d) hypertext viewer
(e) None of these
[Union Bank of India 2011]

61. A word in a web page that, when clicked, opens another document… .
(a) anchor (b) URL (c) hyperlink
(d) reference (e) None of these
[Union Bank of India 2011]

62. ……. is the most popular internet activity.
(a) Art (b) Shopping (c) Searching
(d) Entertainment (e) Communication
[Bank of Baroda 2011]

63. What is e-commerce ?
(a) Buying and selling international goods
(b) Buying and selling products and services over the internel
(c) Buying and selling products and services not found in stores
(d) Buying and selling products having to do with computer
(e) Buying and selling of electronic goods
[Allahabad Bank PO 2011]

64. What are the four things needed to connect to the Internet ?
(a) telephone line, modem, computer, and an ISP
(b) modem, computer, PDA, and ISP
(c) telephone line, PDA, modem, and computer
(d) computer, ISP, modem, and communication software
(e) monitor, keyboard, mouse, modem
[Allahabad Bank PO 2011]

65. Which of the following functions are not performed by servers ?
(a) e-mail processing (b) database sharing
(c) processing web sites (d) storage
(e) word processing *[Allahabad Bank PO 2011]*

66. The process of transferring files form a computer on the Internet to your computer is called ……. .
(a) downloding (b) uploding (c) FTP
(d) JPEG (e) downsizing
[Allahabad Bank PO 2011]

67. To reload a Web page, press the ...... button.
    (a) Redo　　　(b) Reload　　　(c) Restore
    (d) Ctrl　　　(e) Refresh　　　*[Allahabad Bank PO 2011]*

68. you can use the … bar to type a URL and display a Web page, or type a keyword to display a list of related Web pages.
    (a) menu　　　(b) Title　　　(c) Search
    (d) Web　　　(e) Address　　　*[Allahabad Bank PO 2011]*

69. The collection of links throughout the Internet creates an interconnected network called the ....
    (a) WWW　　　　　　(b) Web
    (c) World Wide Web　　(d) All of the above
    (e) Wide Area Web　　　*[Allahabad Bank PO 2011]*

70. A (n) ...... is composed of several computers connected together to share resources and data.
    (a) Internet　　(b) network　　(c) backbone
    (d) hyperlink　　(e) protocol　*[Allahabad Bank PO 2011]*

71. A popular way to learn about computers without ever going to a classroom is called ....
    (a) i-learning　　　(b) isolated learning
    (c) e-learning　　　(d) close learning
    (e) Distance Learning　*[Allahabad Bank PO 2011]*

72. A person who used his or her expertise to gain access to other people's computers to get information illegally or do damage is a ....
    (a) spammer　　　　　(b) hacker
    (c) instant messenger　(d) programmer
    (e) analyst　　　　　　*[Allahabad Bank PO 2011]*

73. The .... folder retains copies of messages that you have started but are not yet ready to send.
    (a) Inbox　　　　(b) Outbox
    (c) Drafts　　　　(d) Sent Items
    (e) Address Book　　　*[Allahabad Bank PO 2011]*

74. .... are attempts by individuals to obtain confidential information from you by falsifying their identity.
    (a) Phishing trips　　(b) Computer viruses
    (c) Spyware scams　　(d) Viruses
    (e) Phishing scams　　*[Allahabad Bank PO 2011]*

75. Which of the following is not true ?
    (a) Chatting is like e-mail

(b) Chatting can only be done with a single person
(c) Chatting can involve multiple persons
(d) Chatting is an electronic dialogue
(e) None of these　　　　*[Allahabad Bank 2011]*

76. What are the two parts of an E-mail address ?
    (a) User name and street address
    (b) Legal name and phone number
    (c) Initials and password
    (d) User name and domain name　(e) None of these
    [Allahabad Bank 2011]

77. Sending an E-mail is similar to ....
    (a) writing a letter　　(b) drawing a picture
    (c) talking on the phone　(d) sending a package
    (e) None of these　　　*[Allahabad Bank 2011]*

78. If you are going to a site you use often, instead of having to type in the address every time, you should ....
    (a) make a copy of it　　(b) save it as a file
    (c) memorise it　　　　(d) bookmark it
    (e) note it in your diary　*[Allahabad Bank 2011]*

79. What does a Browser do ?
    (a) Looks through magazines and books in the library
    (b) Reads meterial really fast
    (c) It wastes your time
    (d) It provides help menus
    (e) It is software used to view web pages
    [Allahabad Bank 2011]

80. An email account includes a storage area, often called a(n) ....
    (a) attachment　　　(b) hyperlink
    (c) mailbox　　　　(d) IP address
    (e) None of these　　　*[Allahabad Bank 2011]*

81. What is a modem connected to ?
    (a) processor　　　　(b) mother board
    (c) printer　　　　　(d) phone line
    (e) None of these　　　*[Allahabad Bank 2011]*

82. Mr. XYZ wants to send an electronic message to a friend. He should use this type of application ......
    (a) word processing　　(b) e-mail
    (c) spreadsheet　　　　(d) paper and pencil
    (e) None of these　　　*[Allahabad Bank 2011]*

■ Answers ■

1. (b)	2. (a)	3. (a)	4. (b)	5. (d)	6. (d)	7. (c)	8. (a)	9. (c)	10. (c)	11. (d)	12. (a)	13. (c)
14. (c)	15. (a)	16. (c)	17. (d)	18. (a)	19. (d)	20. (d)	21. (b)	22. (c)	23. (c)	24. (b)	25. (c)	26. (d)
27. (d)	28. (d)	29. (b)	30. (a)	31. (d)	32. (a)	33. (b)	34. (a)	35. (d)	36. (a)	37. (d)	38. (d)	39. (a)
40. (b)	41. (d)	42. (d)	43. (d)	44. (c)	45. (c)	46. (d)	47. (a)	48. (a)	49. (c)	50. (d)	51. (b)	52. (c)
53. (d)	54. (b)	55. (d)	56. (c)	57. (d)	58. (c)	59. (a)	60. (b)	61. (c)	62. (e)	63. (b)	64. (d)	65. (e)
66. (a)	67. (b)	68. (e)	69. (d)	70. (a)	71. (c)	72. (b)	73. (c)	74. (e)	75. (b)	76. (d)	77. (a)	78. (d)
79. (e)	80. (c)	81. (d)	82. (b)									

11. Microsoft Windows

1. The .... of software contains lists of commands and option.
    (a) Menu bar　　(b) Tool bar　　(c) Title bar
    (d) Formula bar　(e) None of these
    [SBI 2009, Punjab & Sind 2010]

2. A small arrow or blinking symbol on desktop is called a ....
    (a) Mouse　　(b) Logo　　(c) Hand
    (d) Cursor　　(e) Palm　　　*[Allahabad 2011]*

3. If text was highlighted and 'Edit' 'Copy' was clicked, what would happen ?
    (a) Text would be copied from the document and placed in the clipboard
    (b) Text would be removed from the document and placed in the clipboard
    (c) Text from the clipboard would be placed in the document at the place where the cursor is blinking
    (d) Only b and c　(e) None of these　　*[SBI 2009]*

4. At which button is Help Menu available ?
(a) End   (b) Start   (c) Turn off
(d) Restart   (e) None of these   *[SBI 2009]*

5. You can keep your personal files / folders in ....
(a) My folder   (b) My documents   (c) My files
(d) My text   (e) None of these   *[SBI 2009]*

6. Data that is copied from an application is stored in the ....
(a) Driver   (b) Terminal   (c) Prompt
(d) Clipboard   (e) None of these
[SBI 2009, Punjab & Sind 2010]

7. All the deleted files go to ....
(a) Recycle Bin   (b) Task bar   (c) Tool bar
(d) My computer   (e) None of these
[Allahabad bank 2010, Union bank of India 2011]

8. The rectangular area of the screen that displays a program, data and / or information is a ....
(a) Title bar   (b) Button   (c) Dialog box
(d) Window   (e) None of these *[SBI Associates 2009]*

9. A .... contains commands that can be selected.
(a) Pointer   (b) Menu   (c) Icon
(d) Button   (e) None of these *[SBI Associates 2009]*

10. Generally, you access the recycle bin through an icon located ....
(a) On the desktop   (b) On the hard drive
(c) On the short cut menu
(d) In the properties dialog box
(e) None of these   *[SBI 2009]*

11. What menu is selected to cut, copy, and paste ?
(a) File   (b) Edit   (c) Tools
(d) Table   (e) None of these
[Syndicate Bank P.O. 2010]

12. What is a file ?
(a) A file is a section of main storage used to store data.
(b) A file is a collection of information that has been given a name and is stored in secondary memory.
(c) A file is the part of a program that is used to describe what the program should do.
(d) Floppy disks can only store data, not programs.
(e) None of these   *[Syndicate Bank P.O. 2010]*

13. When you cut or copy information it gets place in the ....
(a) Clipart   (b) Clipboard   (c) Internet
(d) Mother board (e) None of these
[Syndicate Bank P.O. 2010]

14. Deleted data remains on a disk until ....
(a) The data is overwritten
(b) The recycle bin is emptied
(c) A file compression utility is used
(d) The disk is scanned
(e) None of these   *[Syndicate Bank P.O. 2010]*

15. Which is a graphical representation of an application ?
(a) Windows 95   (b) Windows Explorer
(c) Icon   (d) Taskbar
(e) None of these   *[Syndicate Bank P.O. 2010]*

16. The side bar in a window or word processor that has an arrow on both ends and a box in the middle that you use your mouse to move the pages up or down—
(a) Scroll bar   (b) Roll bar   (c) Page bar
(d) Box bar   (e) None of these
[Bank of Baroda Clerk 2010]

17. To shrink a window to an icon ....
(a) Open a group window (b) Minimise a window
(c) Maximise a window   (d) Restore a window
(e) None of these   *[Allahabad Bank Clerk 2010]*

18. Something which has easily-understood instructions is said to be ..... .
(a) Analog data   (b) Digital data   (c) Modem data
(d) Watts data   (e) None of these
[Allahabad Bank 2010, 2011, Union bank of India 2011]

19. The portion that shows all the choices you can make while working in a window is called the ....
(a) Options   (b) Table   (c) Menu bar
(d) Item bar   (e) None of these
[Allahabad Bank Clerk 2010]

20. A (n) .... contains commands that can be selected.
(a) Pointer   (b) Menu   (c) Icon
(d) Button   (e) None of these
[Allahabad Bank Clerk 2010]

21. A (n) .... is a small image that represents a program, an instruction, a file, or some other object.
(a) Keyword   (b) Interface   (c) Menu
(d) Icon   (e) None of these
[Allahabad Bank 2010, 2011]

22. A .... is an icon on the desktop that provides a user with immediate access to a program or file.
(a) Kernel   (b) Buffer   (c) Shortcut
(d) Spooler   (e) None of these
[Allahabad Bank Clerk 2010]

23. Date and Time are available on the desktop at ....
(a) Keyboard   (b) Recycle bin   (c) My computer
(d) Task bar   (e) None of these
[Syndicate Bank Clerk 2010]

24. A symbol on the screen that represents a disk, document or program that you can select ....
(a) Keys   (b) Caps   (c) Icon
(d) Monitor   (e) None of these
[Syndicate Bank Clerk 2010]

25. To "maximize" a window means to ....
(a) Fill it to capacity
(b) Expand it to fit the desktop
(c) Put only like files inside
(d) Drag it to the Recycle bin
(e) None of these   *[Syndicate Bank Clerk 2010]*

26. Easy to use ....
(a) User friendly (b) Select   (c) Helpful
(d) Ever-ready   (e) None of these
[Punjab & Sind Bank Clerk 2010]

27. Choices are referred to as ....
(a) Options   (b) Exit   (c) Boot
(d) Folder   (e) None of these
[Punjab & sind Bank Clerk 2010]

28. A place that a user can create to store files ....
(a) Cursor   (b) Text   (c) Folder
(d) Boot   (e) None of these
[Punjab & Sind Bank Clerk 2010]

29. Commands at the top of a screen such as FILE-EDIT-FONT-TOOLS to operate and change things within programs ....
(a) Menu bar   (b) Tool bar
(c) User friendly   (d) Word processor
(e) None of these   *[Punjab & Sind Bank Clerk 2010]*

30. To insert a copy of the clipboard contents, whatever was last cut or copied at the insertion point ....
(a) Paste   (b) Stick in   (c) Fit in
(d) Push in   (e) None of these
[Punjab & Sind Bank Clerk 2010]

31. The command used to remove text or graphics from a document. The information is then stored on a clipboard so you can paste it.
(a) Chop   (b) Cut   (c) Clip
(d) Cart away   (e) None of these
[Punjab & Sind Bank Clerk 2010]

32. To move down a page in a document ....
(a) Jump   (b) Fly   (c) Wriggle
(d) Scroll   (e) None of these
[Punjab & Sind Bank Clerk 2010]

33. Screen that comes on when you turn on your computer that shows all the icons ....
(a) Desktop   (b) Face to face (c) Viewer
(d) View space   (e) None of these
[Punjab & sind Bank Clerk 2010]

34. Each .... on a menu performs a specific action.
(a) Client   (b) Server   (c) Node
(d) Command   (e) None of these
[Bank of Baroda Clerk 2010, Allahabad Bank 2011]

35. A menu contains a list of ....
(a) Commands   (b) Data   (c) Objects
(d) Reports   (e) None of these
[Bank of Baroda Clerk 2010, SBI 2011]

36. Files are organized by storing them in ....
(a) Tables   (b) Databases   (c) Folders
(d) Graphs   (e) None of these   *[PNB Clerk 2010]*

37. .... is when the more power-hungry components, such as the monitor and the hard drive are put in idle.
(a) Hibernation   (b) Power down
(c) Stand by mode
(d) The shutdown procedure
(e) None of these   *[PNB Clerk 2010]*

38. When you install a new program on your computer, it is typically added to the ...... menu.
(a) all programs   (b) select programs
(c) start programs   (d) desktop programs
(e) None of these   *[SBI Associate PO 2010]*

39. A ...... contains buttons and menus that provide quick access to commonly used commands.
(a) menu bar   (b) toolbar   (c) window
(d) action bar   (e) None of these *[Punjab & Sind 2010]*

40. Which of the following menu types is also called a drop-down menu?
(a) fly-out   (b) cascading   (c) pop-up
(d) pull-down   (e) None of these *[Punjab & Sind 2010]*

41. Most application software today comes with an interface called a(n).. .
(a) graphical user interface
(b) character user interface
(c) icon user interface
(d) button user interface
(e) None of these   *[Union Bank of India 2011]*

42. ...... shows the files, folders, and drives on your computer, making it easy to navigate from one location to another within the file hierarchy.

(a) Microsoft Internet Explorer
(b) Windows Explorer   (c) My Computer
(d) Folders Manager   (e) None of these
[Union Bank of India 2011]

43. ...... are lists of commands that appear on the screen.
(a) GUIs   (b) Icons   (c) Menus
(d) Windows   (e) None of these
[Union Bank of India 2011]

44. Each .... on a menu performs a specific action.
(a) client   (b) server   (c) node
(d) command   (e) None of these
[Union Bank of India 2011]

45. A(n) .... uses pictures (called icons) and menus displayed on the screen to send commands to the computer system.
(a) command-based user interface
(b) GUI   (c) system utility
(d) API   (e) None of these
[Union Bank of India 2011]

46. The .... allows you to access objects and start programs.
(a) Default menu (b) XP menu   (c) Start menu
(d) Stop menu   (e) None of these
[Union Bank of India 2011]

47. "GUI" stands for ....
(a) Gnutella Universal Interface
(b) Graphical User Interface
(c) Graphic Uninstall/Install
(d) General Utility Interface
(e) None of these   *[Union Bank of India Clerk 2011]*

48. What is Windows Explorer ?
(a) A drive   (b) APC
(c) A Wev browser   (d) A network
(e) A file manager   *[BOB 2011]*

49. The ...... is the term used to describe the window that is currently being used.
(a) Web Window   (b) display area
(c) WordPad Window   (d) active Window
(e) monitor   *[Allahabad Bank PO 2011]*

50. Files deleted from the hard disk are sent to the ....
(a) Recycle Bin   (b) floppy disk
(c) clipboard   (d) motherboard
(e) None of these   *[Allahabad Bank Clerk 2011]*

51. The copy command saves to ....
(a) the desktop   (b) the clipboard
(c) printer   (d) Microsoft Word
(e) paste   *[Allahabad Bank Clerk 2011]*

52. Windows 95, Windows 98, and Windows NT are known as what ?
(a) processors   (b) domain names
(c) modems   (d) operating systems
(e) None of these   *[Allahabad Bank Clerk 2011]*

53. The taskbar is located ....
(a) on the Start menu
(b) at the bottom of the screen
(c) on the Quick Launch toolbar
(d) at the top of the screen
(e) None of these   *[Allahabad Bank Clerk 2011]*

54. Generally, you access the Recycle Bin through an icon located ....
(a) on the desktop   (b) on the hard drive
(c) on the shortcut menu
(d) in the Properties dialog box
(e) None of these   *[Allahabad Bank Clerk 2011]*

55. The Recycle Bin stores discarded items until ....
(a) another user logs on
(b) the computer is shut down
(c) the end of the day
(d) you empty it
(e) None of these   *[Allahabad Bank Clerk 2011]*

56. A blinking indicator that shows you where your next action will happen ....
(a) CPU   (b) Cursor   (c) Tool bar
(d) Boot   (e) None of these
[Punjab & Sind Bank 2010, Allahabad 2011]

Answers

1. (a)	2. (d)	3. (a)	4. (b)	5. (b)	6. (d)	7. (a)	8. (d)	9. (b)	10. (a)	11. (b)	12. (b)	13. (b)
14. (b)	15. (c)	16. (a)	17. (b)	18. (a)	19. (c)	20. (b)	21. (d)	22. (c)	23. (d)	24. (c)	25. (b)	26. (a)
27. (b)	28. (c)	29. (a)	30. (a)	31. (b)	32. (d)	33. (a)	34. (d)	35. (a)	36. (c)	37. (c)	38. (a)	39. (b)
40. (d)	41. (a)	42. (c)	43. (c)	44. (d)	45. (a)	46. (c)	47. (b)	48. (e)	49. (d)	50. (a)	51. (b)	52. (d)
53. (b)	54. (a)	55. (d)	56. (b)									

---

12. Microsoft Office

1. A collection of related files is called ....
(a) Character   (b) Field   (c) Data base
(d) Record   (e) None of these
[Punjab & Sind 2010, Allahabad 2010]

2. In which group do we work at the time of text formatting in word ?
(a) Table, Paragraph and Indexes
(b) Paragraph, Indexes and Sections
(c) Characters, sections and paragraphs
(d) Indexes, Characters and Tables
(e) None of these   *[Union Bank of India 2011]*

3. To save an existing file with new name at new location we should use .... command.
(a) Save   (b) Save and replace   (c) Save as
(d) New file   (e) None of these
[SBI 2009, Union Bank 2011]

4. Excel workbook is a collection of ....
(a) Chart   (b) Word book   (c) Worksheet
(d) a and c   (e) None of these *[Punjab & Sind 2011]*

5. In a spreadsheet program the .... contains related worksheets and documents.
(a) Workbook   (b) Column   (c) Call
(d) Formula   (e) None of these   *[SBI 2009]*

6. Which one of the following software applications would be the most appropriate for performing numerical and statistical calculations ?
(a) Data base   (b) Document processor
(c) Graphics package   (d) Spreadsheet
(e) None of these   *[SBI 2009]*

7. The background of any word document ....
(a) is always white colour
(b) is the colour you preset under the option menu
(c) is always the same for the entire document
(d) Can have any colour you choose
(e) None of these   *[SBI 2008, 2009]*

8. What is a default file extension for all word documents ?
(a) TXT   (b) WRD   (c) FIL
(d) DOC   (e) None of these   *[SBI 2009]*

9. Text in a column is generally aligned ....
(a) Justified   (b) Right   (c) Center
(d) Left   (e) None of these   *[SBI 2009]*

10. A directory within a directory is called ....
(a) Mini directory   (b) Junior directory
(c) Part directory   (d) Sub directory
(e) None of these   *[SBI 2009, Allahabad PO 2010]*

11. For opening and closing of a file in excel, you can use which bar ?
(a) Formatting   (b) Standard   (c) Title
(d) Formatting or Title   (e) None of these
[SBI 2009]

12. You click at B to make the text ....
(a) Italics   (b) Underlined
(c) Italics and under lined   (d) Bold
(e) None of these   *[SBI 2009]*

13. For creating a document, you use .... command at file menu.
(a) Open   (b) Close   (c) New
(d) Save   (e) None of these   *[SBI 2009]*

14. You can start Microsoft word by using .... button.
(a) New   (b) Start   (c) Program
(d) Control panel   (e) None of these   *[SBI 2009]*

15. In excel, charts are created using which option ?
(a) Chart wizard   (b) Pivot table   (c) Pie chart
(d) Bar chart   (e) None of these   *[SBI 2009]*

16. In page preview mode ....
(a) You can see all pages of your document.
(b) You can only see the page you are currently working on.
(c) You can only see pages that do not contain graphics.
(d) You can only see the title page of your document.
(e) None of these   *[SBI 2009, Union Bank of India 2011]*

17. File extensions are used in order to ....
(a) Name the file   (b) Identify the file
(c) Answer the file name is not last
(d) Identify the file type   (e) None of these *[SBI 2009]*

18. Which one of the following software applications would be the most appropriate for performing numerical and statistical calculations ?
(a) Database   (b) Document processor
(c) Graphic package   (d) Spreadsheet
(e) None of these   *[SBI 22009]*

19. Which elements of a word document can be displayed in colour ?
   (a) Only graphics   (b) Only text
   (c) All elements
   (d) All elements, but only if you have a colour printer
   (e) None of these   *[SBI 2009]*

20. A collection of related information sorted and dealt with as a unit is a—
   (a) Disk   (b) Data   (c) File
   (d) Floppy   (e) None of these *[SBI Associates 2009]*

21. MS-Word is an example of—
   (a) An operating system   (b) A processing device
   (c) Application software   (d) An input device
   (e) None of these   *[SBI Associates 2009]*

22. The blinking point which shows your position in the text is called—
   (a) Blinker   (b) Cursor   (c) Causer
   (d) Pointer   (e) None of these   *[SBI 2009]*

23. Which application is commonly used to prepare a presentation / slide show?
   (a) Photoshop   (b) Power point
   (c) Outlook Express   (d) Internet explorer
   (e) None of these   *[BOB 2011]*

24. The quickest and easiest way in word, to locate a particular word or phrase in a document is to use the command.
   (a) Replace   (b) Find   (c) Lookup
   (d) Search   (e) None of these
                             [SBI 2008, Union Bank 2011]

25. What kind of software would you most likely use to keep track of a billing account ?
   (a) Word processing   (b) Electronic publishing
   (c) Spreadsheet   (d) Web authoring
   (e) None of these   *[BOB 2008]*

26. What are bas, doc and htm examples of ?
   (a) Data bases   (b) Extensions   (c) Domains
   (d) Protocols   (e) None of these
                       [BOB 2008, 2009, Panjab & Sind 2010]

27. A .... is a unique name that you give to a file of information.
   (a) Device letter   (b) Folder
   (c) File name   (d) File name extension
   (e) None of these   *[BOB 2008]*

28. Editing document consists of reading through the document you've created, then—
   (a) Correcting your errors (b) Printing it
   (c) Saving it   (d) Defeating it
   (e) None of these   *[BOB 2009, SBI 2011]*

29. In a database, ... fields store numbers used to perform calculation.
   (a) Next   (b) Key   (c) Alphanumeric
   (d) Numeric   (e) None of these   *[SBI 2008]*

30. All of the following terms are associated with spreadsheet software except—
   (a) Worksheet   (b) Cell   (c) Formula
   (d) Virus detection (e) None of these   *[SBI 2008]*

31. Which of the following is not true about computer files?
   (a) They are collections of data saved to a storage medium.
   (b) Every file has a file name.
   (c) A file extension is established by the user to indicate the files content.
   (d) Files usually contain data.
   (e) None of these   *[SBI 2009, Allahabad 2011]*

32. To add or put into your document such as a picture or text use—
   (a) TV   (b) Insert   (c) Push in
   (d) Squeeze in   (e) None of these   *[BOB 2010]*

33. What is the main folder on a storage device called ?
   (a) Platform   (b) Interface
   (c) Root Directory   (d) Home page
   (e) None of these   *[Syndicate Bank 2010]*

34. For creating a document, you use ...... command at file menu.
   (a) Open   (b) Close   (c) New
   (d) Save   (e) None of these *[Syndicate Bank 2010]*

35. A(n) .... is created by an application.
   (a) Executable file   (b) Software program
   (c) Document   (d) Operating system
   (e) None of these   *[Syndicate Bank 2010]*

36. Two different files can have the same name if ....
   (a) They are in different folders.
   (b) They are on different drives.
   (c) Never.
   (d) The names are capitalized differently.
   (e) None of these   *[Syndicate Bank 2010]*

37. Meaningful filename helps in easy file ....
   (a) Storing   (b) Accessing
   (c) Identification   (d) Printing
   (e) None of these   *[Syndicate Bank 2010]*

38. A program that enables you to perform calculations involving rows and columns of numbers is called a ....
   (a) Spreadsheet program   (b) Word processor
   (c) Graphics package   (d) Window
   (e) None of these   *[Syndicate Bank 2010]*

39. To .... a document means to make changes to its existing content.
   (a) Format   (b) Save   (c) Edit   (d) Print
   (e) None of these   *[Allahabad Bank Clerk 2010]*

40. Periodically adding, changing and deleting file records is called file ....
   (a) Updating   (b) Upgrading   (c) Restructuring
   (d) Renewing   (e) None of these
              [Allahabad Bank Clerk 2010, Syndicate Bank 2010]

41. How do you save a presentation under a new file name ?
   (a) Select the file menu and choose save as
   (b) When you close power point the file will automatically be saved
   (c) Select the file menu and choose save
   (d) The file will automatically be saved under the new name if you change the title
   (e) None of these   *[Allahabad Bank Clerk 2010]*

42. Saving is the process of ....
   (a) copying a document from memory to a storage medium
   (b) making changes to a document's existing content

(c) changing the appearance, or overall look, of a document

(d) developing a document by entering text using a keyboard

(e) none of these   *[Allahabad Bank Clerk 2010]*

43. When computer users .... a document, they change its appearance.
(a) Edit   (b) Create   (c) Save   (d) Format
(e) None of these   *[Allahabad Bank Clerk 2010]*

44. What menu is selected to print ?
(a) File   (b) Tools   (c) Special   (d) Edit
(e) None of these   *[Syndicate Bank Clerk 2010]*

45. A saved document is referred to as a ....
(a) File   (b) Word   (c) Folder   (d) Project
(e) None of these   *[PNB Clear 2010]*

46. A command that takes what has been typed into the computer and can be seen on the screen and sends it to the printer for output on paper ......
(a) Print   (b) Return   (c) Jump   (d) Attention
(e) None of these   *[Syndicate Bank Clerk 2010]*

47. To find a saved document in the computer's memory and bring it up on the screen to view ....
(a) Reverse   (b) Rerun   (c) Retrieve   (d) Return
(e) None of these   *[Syndicate Bank Clerk 2010]*

48. Allows you to print ....
(a) Ribbon   (b) Monitor   (c) Go now   (d) Control-P
(e) None of these   *[Punjab & Sind Bank 2010]*

49. The different styles of lettering in a word processing program .....
(a) Font   (b) Calligraphy   (c) Writing
(d) Manuscript   (e) None of these
          [Punjab & sind Bank 2010]

50. To change written work already done ....
(a) File   (b) Edit   (c) Cut   (d) Close
(e) None of these   *[Punjab & Sind Bank 2010]*

51. To exit the program without leaving the application ....
(a) File   (b) Edit   (c) Copy   (d) Cart away
(e) None of these   *[Punjab & Sind Bank 2010]*

52. A command that saves what you are working on into the hard drive, or onto a disk ....
(a) View   (b) Hold   (c) Save   (d) Go
(e) None of these   *[Punjab & Sind Bank 2010]*

53. A command to get a file you worked on from the memory where it was stored ....
(a) Close   (b) Delete   (c) Open   (d) Get it
(e) None of these   *[Punjab & Sind Bank 2010]*

54. A program that works like a calculator for keeping track of money and making budgets ....
(a) Calculator   (b) Spreadsheet
(c) Budgeter   (d) Financier
(e) None of these   *[Punjab & Sind Bank 2010]*

55. What menu is selected to save or save as ?
(a) Tools   (b) File   (c) Format   (d) Edit
(e) None of these   *[Bank of Baroda Clerk 2010]*

56. A .... includes the file name and possibly a directory of folder
(a) File information packet (b) File button
(c) File directory   (d) File specification
(e) None of these   *[Bank of Baroda Clerk 2010]*

57. To print a document, press .... then press Enter.
(a) Shift + P   (b) Ctrl + P   (c) Alt + P
(d) Esc + p   (e) None of these
          [Bank of Baroda Clerk 2010, Union Bank of India 2011]

58. A(n) .... in text that you want printed at the bottom of the page.
(a) Header   (b) Endonte   (c) Footnote   (d) Footer
(e) None of these   *[Bank of Baroda Clerk 2010]*

59. What menu is selected to change font and style ?
(a) Tools   (b) File   (c) Format   (d) Edit
(e) None of these   *[PNB Clear 2010]*

60. Items such as names and addresses are considered ......
(a) information   (b) input   (c) records
(d) data   (e) None of these   *[SBI Associate 2010]*

61. A telephone number, a birth date, and a customer name are all examples of ......
(a) a record   (b) data   (c) a all
(d) a database   (e) None of these   *[Allahabad PO 2010]*

62. Which of the following contains information about a single "entity" in the database—like a person, place, event or thing ?
(a) query   (b) torm   (c) record   (d) table
(e) None of these   *[SBI Associate PO 2010]*

63. Numbers in table columns are usually ......
(a) right-aligned   (b) left-aligned
(c) justified   (d) centered
(e) None of these   *[Panjab & Sind Bank PO 2010]*

64. By default, your documents print in .... mode.
(a) Landscape   (b) Portrait
(c) Page Setup   (d) Print View
(e) None of these   *[Panjab & Sind Bank PO 2010]*

65. Which type of file is created by word processing programs ?
(a) database file   (b) storage file
(c) worksheet file   (d) document file
(e) graphical file   *[Panjab & Sind Bank PO 2010]*

66. Data (information) is stored in computers as ......
(a) files   (b) directories
(c) floppies   (d) matter
(e) graphical file   *[Panjab & Sind Bank PO 2010]*

67. The name a user assigns to a document is called a(n) ....
(a) filename   (b) program   (c) record
(d) data   (e) None of these   *[SBI Associate 2011]*

68. What is the main folder on a storage device called ?
(a) Platform   (b) Interface   (c) Root directory
(d) device driver   (e) None of these
          [Union Bank of India 2011]

69. In order to e-mail a Word document from within Word ......
(a) Go to file / Send To / Mail Recipient
(b) Save the file as an e-mail attachment
(c) Start Outlook and attach the file while open in Word
(d) This is an impossible operation
(e) None of these   *[Union Bank of India 2011]*

70. The ...... feature in Word automatically corrects certain spelling, typing, capitalization, or grammar errors.
(a) AutoFix   (b) AutoSpell   (c) AutoMark
(d) AutoCorrect   (e) None of these
          [Union Bank of India 2011]

71. You organize files by storing them in ....
   (a) archives   (b) folders   (c) indexes
   (d) lists   (e) None of these
   [Union Bank of India 2011]

72. In order to create columnar data in Word you need to ....
   (a) Tab consecutively until cursor reaches the desired place
   (b) Set tabs or use the Table menu
   (c) You need to use Excel
   (d) Press the space bar until your cursor reaches the desired place
   (e) None of these   *[Union Bank of India 2011]*

73. When you want to move some text from one page to a different page, the best method is ....
   (a) drag and drop   (b) cut and past
   (c) delete and retype   (d) find and replace
   (e) None of these   *[Union Bank of India 2011]*

74. A red wavy line under a word indicates that the word ....
   (a) is too long for the line of text
   (b) is not in the dictionary file and therefore might be spelt incorrectly
   (c) is not appropriate for that particular sentence
   (d) is a verb
   (e) None of these   *[Union Bank of India 2011]*

75. When creating a word-processed document, this step involves the user changing how words on the page appear, both on the screen and in printed form ....
   (a) Editing text
   (b) Inserting tables and indexes
   (c) Formatting text
   (d) Proofing documents
   (e) None of these   *[Union Bank of India 2011]*

76. When a file is saved for the first time ....
   (a) a copy is automatically printed
   (b) it must be given a name to identify it
   (c) it does not need a name
   (d) it only needs a name if it is not going to be printed
   (e) None of these   *[Union Bank of India 2011]*

77. The acronym DBMS stands for what ?
   (a) double-blind management setup
   (b) document binder management system
   (c) data binding and marketing structure
   (d) database methodology system
   (e) None of these   *[Bank of Baroda 2011]*

78. Software you can use to create a budget is called ....
   (a) word processing software
   (b) graphics software
   (c) utility software
   (d) spreadsheet software
   (e) None of these   *[Bank of Baroda 2011]*

79. Numbers and formulae entered in a cell are called ....
   (a) labels   (b) numeric entries
   (c) intersection   (d) text
   (e) fillers   *[Bank of Baroda 2011]*

80. Microsoft Office is an example of a ......
   (a) closed source software   (b) open source software
   (c) horizontal market software
   (d) vertical market software
   (e) compiler   *[Allahabad Bank PO 2011]*

81. You can use .... to copy selected text; and .... to paste it in a document.
   (a) CTRL + C, CTRL + V
   (b) CTRL + C, CTRL + P
   (c) CTRL + S, CTRL + S
   (d) SHIFT + C, ALT + P
   (e) CTRL + D, CTRL + A   *[Allahabad Bank PO 2011]*

82. Numbers in table columns are usuall ......
   (a) right-aligned   (b) left-aligned
   (c) justified   (d) centered
   (e) None of these   *[Allahabad Bank 2011]*

83. Each box in a spreadsheet is called a ......
   (a) cell   (b) empty space   (c) record
   (d) field   (e) table   *[Allahabad Bank 2011]*

84. When a file is saved for the first time ......
   (a) a copy is automatically printed
   (b) file name and folder name must be the same
   (c) it does not need a name
   (d) it only needs a name if it is not going to be printed
   (e) it must be given a name to identify it   *[Allahabad Bank 2011]*

85. If a previously saved file is edited ......
   (a) it cannot be saved again
   (b) the changes will automatically be saved in the file
   (c) the file will only have to be saved again if it is more than one page in length
   (d) its name must be changed
   (e) the file must be saved again to store the changes   *[Allahabad Bank 2011]*

86. To print a document ......
   (a) select the Print command and then select OK
   (b) select the Ready Printer command then select OK
   (c) type Print and then press Enter
   (d) close the document, select the Print command, then select OK
   (e) None of these   *[Allahabad Bank 2011]*

87. A .... is a collection of information saved as a unit.
   (a) folder   (b) file
   (c) path   (d) file extension
   (e) None of these   *[Allahabad Bank 2011]*

■ Answers ■

1. (c)	2. (a)	3. (c)	4. (c)	5. (a)	6. (d)	7. (d)	8. (d)	9. (d)	10. (d)	11. (b)	12. (d)	13. (c)
14. (b)	15. (a)	16. (a)	17. (d)	18. (d)	19. (c)	20. (c)	21. (b)	22. (b)	23. (b)	24. (b)	25. (a)	26. (b)
27. (c)	28. (a)	29. (d)	30. (d)	31. (c)	32. (b)	33. (c)	34. (c)	35. (c)	36. (a)	37. (c)	38. (a)	39. (c)
40. (a)	41. (a)	42. (a)	43. (d)	44. (a)	45. (a)	46. (a)	47. (c)	48. ()	49. (a)	50. (b)	51. (d)	52. (c)
53. (c)	54. (b)	55. (b)	56. (c)	57. (b)	58. (d)	59. (c)	60. (c)	61. (d)	62. (b)	63. (b)	64. (b)	65. (d)
66. (a)	67. (a)	68. (c)	69. (a)	70. (d)	71. (b)	72. (b)	73. (b)	74. (b)	75. (c)	76. (b)	77. (e)	78. (d)
79. (b)	80. (c)	81. (a)	82. (b)	82. (a)	84. (e)	85. (e)	86. (a)	87. (b)				