These Questions Prepared by: SONU (HEETSON)

COPA Apprentice (AITT 109th Question Paper MCQ)

1. CMS in web content stands for _____.
a) Content Management System
b) Content Maintenance System
c) Content Management Symbol
d) Client Management System
Ans. a

2. A compiler converts source code to _____ code.
a) executable machine code
b) source code
c) mnemonic code
d) key code
Ans. a

3. _____ is the name for online description of a product.
a) Online catalogue
b) Offline catalogue
c) Printed catalogue
d) Handwritten catalogue
Ans. a

4. What is correct about accounting for monetary transactions?
a) Recording
b) Tallying
c) Verification
d) All of these
Ans. d

5. Which card cannot be used for cash withdrawal?
a) ATM card
b) Charge
c) Debit card
d) credit card
Ans. b

6. Example of an online marketplace is/are:-
a) eBay
b) Flipkart
c) Snapdeal
d) All of these
Ans. d

7. E-Commerce may be carried out using _____ modes.
a) SMS or phone conversation
b) Web
c) email
d) All of these
Ans. d

8. The default period of loan for a credit card holder is _____ days.
a) 55
b) 56
c) 57
d) 58
Ans. a

9. Which of the following is a common Payment Gateway used for online transactions?
a) CCAvenue
b) BillDesk
c) PaySeal
d) All of these
Ans. d

10. The _____ operator returns 1 if at least one of the bits is 1.
a) OR
b) NOT
c) XOR
d) AND
Ans. a

11. The main advantage of computer is:
a) speed
b) large storage capacity
c) creating programs for new jobs
d) All of these
Ans. d

12. _____ function in VBA Creates a custom error message.
a) CVErr
b) InputBox
c) MsgBox
d) Format
Ans. a

13. The input to _____ is called source program.
a) Assembler
b) Compiler
c) Translitor
d) Decoder
Ans. a

14. In Tally, which key is used for purchase voucher?
a) F9   b) F10   c) F4   d) F8
Ans. a

15. A function begins with _____ keyword.
a) Function   b) return
c) first   d) End function
Ans. a

16. VBA IDE में प्रॉपर्टी विंडो को कैसे प्रदर्शित किया जा सकता है?
a) Choosing view > properties
b) Pressing Alt+V+W
c) Pressing F4
d) All of these
Ans. d

17. VBA has a coding, compilation, running and debugging environment called _____.
a) Integrated Development Environment (IDE)
b) Editor
c) Highlighter
d) Compiler
Ans. a

18. RAD in the design application stands for _____.
a) Rapid Application Development
b) Real Application Development
c) Rapid Analysis Development
d) Ready Application Development
Ans. a

19. IDE stands for _____
a) Integrated Development Environment
b) Internal Development Environment
c) Integrated Design Environment
d) Integrated Drafting Environment
Ans. a

20. _____ is the shortcut to display properties window in VBA IDE.
a) F4   b) F5   c) F2   d) F1
Ans. a

21. MS Excel creates _____ to execute VBA code.
a) virtual machine
b) real time computer
c) mobile computer
d) tablet computer
Ans. a

22. OpenOffice.org text document file has extension of _____.
a) .odt   b) .ods   c) .odg   d) .odp
Ans. a

23. Boolean data type in VBA has size of _____.
a) 2 bytes
b) 1 byte
c) 4 bytes
d) 3 bytes
Ans. a

24. _____ function in VBA returns today's date.
a) Date
b) DATEIFF
c) DATEADD
d) DATEPART
Ans. a

25. _____ function in VBA returns current time.
a) NOW
b) TIMEVALUE
c) TIMESERIAL
d) WEEKDAY
Ans. a

26. The _____ operator in VBA returns 1 only if both bits are 1.
a) AND   b) OR   c) NOT   d) XOR
Ans. a

27. Which of the following loop is available in VBA?
a) For and While
b) Do While and Do until
c) For each
d) All of these
Ans. a

28. _____ function in VBA displays a message box.
a) MsgBox   b) Box   c) Message   d) InputBox
Ans. a

29. VBA permits _____ of data from spreadsheets.
a) reading
b) writing
c) both reading and writing
d) neither reading nor writing
Ans. c

30. A function ends with _____ statement.
a) End function
b) Function
c) return
d) End
Ans. a

31. VBA supports _____ keyword for access control.
a) Private
b) Public
c) Both Private and Public
d) Neither Private nor public
Ans. c

32. **Which of the following accounting types is supported by Tally?**
a) Cash
b) inventory
c) payroll
d) All of these
Ans. d

33. **What is correct about accounting for monetary transactions?**
a) Recording
b) Tallying
c) Verification
d) All of these
Ans. d

34. **_____ account debits the receiver and credits the giver.**
a) Personal
b) Nominal
c) Verification
d) Real
ans. a

35**. In PowerPoint, table can be inserted using _____ menu.**
a) Insert > Tables
b) Insert > Images
c) Insert > Illustrations
d) Insert > Links
Ans. a

36. खाता शीट के पहले 4 कॉलम का उपयोग _____ रिकॉर्डिंग के लिए किया जाता है |
a) Debit
b) Credit
c) Income
d) Expense
Ans. a

37. **Accounting transactions are related to which of the following?**
a) Income/expense
b) Asset/liability
c) Inventory
d) All of these
Ans. d

38. **The method of recording debit and credit sides separated by a line is nicknamed as _____ accounting.**
a) T
b) U
c) V
d) W
Ans. a

39. _____ account debits expense and credits the income.
a) Nominal
b) Personal
c) Real
d) Verification
Ans. a

40. Purchase, storage and disposal of stock is called _____ management.
a) Stock
b) Account
c) Reorder
d) Cash
Ans. a

41. VAT stands for _____ in taxation.
a) Value added tax
b) Value amount tax
c) Visual Added tax
d) Value asset tax
Ans. a

42. In Powerpoint, drawing for use in the presentation may be created using _____ menu.
a) Home > Drawing
b) Home > Font
c) Home > Slide
d) Home > Paragraph
Ans. a

43. Tally can provide _____ to each company.
a) Password security
b) no security
c) barrier
d) wrapper
Ans. a

44. _____ is the shortcut to set date in Tally.
a) F6   b) F4   c) F5   d) F2
Ans. d

45. Which of the following is a current asset?
a) Cash
b) Inventories
c) Receivables
d) All of these
Ans. d

46. In Tally, which key is used for purchase voucher?
a) F9   b) F10   c) F4   d) F8
Ans. a

47. In Double entry, income is always _____.
a) Credited
b) Increased
c) Debited
d) Not changed
Ans. a

48. Which parties are involved in electronic billing?
a) Billers
b) Bankers
c) Consolidators
d) All of these
Ans. d

49. A set of instructions is called _____.
a) Program
b) Software
c) Sequence
d) Programming language
Ans. a

50. In Ms Word, mail merge result may be printed using _____ menu.
a) Mailing > Print documents
b) Mailing > Edit Individual Documents
c) Mailing > Preview Results (Alt + M + P)
d) Mailing > Send E-Mail Messages
Ans. a

51. When windows loads during installation, _____ is to be chosen first.
a) keyboard layout
b) language selection for installation
c) keyboard layout and language selection for installation both
d) RAM
Ans. c

52. A CPU holds the instruction in _____.
a) Instruction register
b) Index register
c) Program counter
d) Entry register
Ans. a

53. The input to _____ is called source program.
a) Assembler
b) Compiler
c) Translator
d) Decoder
Ans. a

54. Process of turning off of a computer is called _____.
a) Cold booting
b) Warm booting
c) Shutdown
d) Swiching
Ans. c

55. In MS Word, choosing number of columns per page in possible through ___.
a) Page Layout > Columns
b) Page Layout > Page setup (Alt + P + SP)
c) Page Layout > Water mark
d) Page layout > Page color
Ans. a

56. What is the logo used for LINUX?
a) Tux
b) Debian
c) Linux trobalds
d) None of these
Ans. a

57. To be able to change the directory, you need _____.
a) Execute permission
b) Read permission
c) Write permission
d) None of these
Ans. a

58. In MS Word, selecting page size, margins and paper orientation is possible through _____.
a) Page layout > page setup (Alt + P + SP)
b) Page layout > Water Mark
c) Page layot > Page color
d) Page layout > columns
Ans. a

59. ROM stands for:-
a) Read Only Memory
b) Random Ordinary Memory
c) Read Ordinary memory
d) Read Only Mail
Ans. a

60. Primary boot process is also called _____.
a) Loading of operating system
b) Installation
c) Formatting
d) Post
Ans. a

61. In booting of computer, POST is expanded as:-
a) Power On self Test
b) Disk Defragmenting
c) Formatting
d) Scandisk
Ans. a

62. Full form of BIOS:-
a) Basic Input Output System
b) Bare Input Output System
c) Basic Intermediate Operating System
d) Banned Input Output System
Ans. a

63. एक अच्छी तरह से डिफाइंड डेटाबेस में, डेटाबेस, टेबल और कॉलम के नाम में स्पेस _____ |
a) होता है
b) हो सकता है
c) नहीं होना चाहिए
d) होना चाहिए
उत्तर – c

64. MySQL, is the _____ database management tool.
a) Professional
b) Open source
c) Outdated
d) Unsuitable
Ans. b

65. New database created in MS Access has got a default table named _____.
a) Table1
b) Database1
c) Column1
d) Row1
Ans. a

66. Inserting data and modifying values in previously inserted data in tables of a database is called _____.
a) data update
b) data retrieval
c) data definition
d) database administration
Ans. a

67. Querying and selecting data from a table is called _____.
a) data retrieval
b) data definition
c) database administration
d) data update
Ans. a

68. Defining the users, passwords and roles for users to control a database is called _____.
a) database administration
b) data update
c) data retrieval
d) data definition
Ans. a

69. Relational database model was proposed by _____.
a) Edgar F. Codd
b) Bill Gates
c) Steve Jobs
d) Dennis Ritchie
Ans. a

70. ODMG stands for _____.
a) Object Data Management Group
b) Object Digital Management Group
c) Object Data Maintenance Group
d) Object Data management General
Ans. a

71. Object oriented databases are based on the concept of _____, similar to object oriented programming.
a) objects
b) table
c) column
d) SQL
Ans. a

72. A key which is unique to a table is called _____.
a) Primary key
b) Unique
c) Foreign key
d) Master key
Ans. a

73. In MS Access, a macro can be activated by pressing _____ button.
a) Run
b) Form
c) Table
d) Report
Ans. a

74. SQL stands for _____.
a) Structured Query language
b) Simplified Query Language
c) Structured Question language
d) Synchronized Query Language
Ans. a

75. DBMS stands for _____.
a) Database Management System
b) Database Management Syntax
c) Database Managecent System
d) Digital Management Systam
Ans. a

76. _____ is used to quickly retrieve information from a database.
a) Index
b) View
c) Table
d) Queue
Ans. a

77. Which of the following data type is used to perform mathematical calculations?
a) Numeric
b) Alphabetic
c) Character
d) None of these
Ans. a

78. A field that have only two values True/False is _____.
a) Yes/No
b) Numeric
c) Auto number
d) Zero number
Ans. a

79. Which variable can be defined everywhere in your code?
a) Global
b) Local
c) Script
d) General
Ans. a

80. _____ refers to collection, storage, manipulation, reporting and mining of available information.
a) Database management
b) Presentation
c) Charting
d) Document preparation
Ans. a

81. Oracle, SAP HANA, MySQL and SQLite are the most popular _____ tools.
a) database management
b) image editing
c) document typesetting
d) graphics & animation
Ans. a

82. Wordpress need to be copied to _____ to start creating a website.
a) root directory of the web server
b) Downloads
c) Pictures
d) Documents
Ans. a

83. SSL stands for _____.
a) Secure Socket Layer
b) Secure Searching Layer
c) Second Socket Layer
d) Secure Socket link
Ans. a

84. Joomla is a Content Management System based on scripting language _____.
a) PHP
b) Python
c) Ruby
d) Perl
Ans. a

85. CMS in web content stands for _____.
a) Content Management system
b) Content Maintenance System
c) Content Management Symbol
d) Client Management System
Ans. a

86. Wordpress, Apache Roller, OpenCMS, Dot CMS, Drupal, etc. are some of the _____ software packages.
a) open source
b) Professional
c) escrow source
d) restricted
Ans. a

87. Frontpage is a tool for _____.
a) web page creation
b) web page editing
c) both web page creating and web page editing
d) neither web page creation nor web page editing
Ans. c

88. DHTML stands for _____.
a) Dynamic Hyper Text Markup Language
b) Dynamic Hyper Text Machine Language
c) Drastic Hyper Text Markup Language
d) Dynamic Higher Text Markup language
Ans. a

89. KompoZer is a _____ tool.
a) web page creation
b) web page editing
c) both web page creation and web page editing
d) neither web page creation nor web page editing
Ans. c

90. Port number _____ handles HTTP communications.
a) 80
b) 443
c) 25
d) 20
Ans. a

91. DOM stands for _____.
a) Document Object Model
b) Different Object Model
c) Dynamic Object Model
d) Document Offset Model
Ans. a

92. Scripting languages like Javascript, VBScript, etc. executed by a browser are called _____ side scripts.
a) client
b) server
c) way
d) unrelated
Ans. a

93. The command to invoke power point from command line is _____.
a) powerpnt
b) power
c) point
d) msppt
Ans. a

94. In Powerpoint, font for presentation may be chosen from _____ menu.
a) Design > Themes
b) Home > Font
c) Home > Slides
d) Home > Paragraph
Ans. b

95. Which of the following is an important property of images?
a) Colour
b) Width
c) Height
d) All of these
Ans. d

96. TIFF is more suitable for _____ than for digital photography.
a) Digital printing
b) Digital drawing
c) Digital video
d) Digital audio
Ans. a

97. The client of a web server uses for display of the page _____.
a) web browser
b) word processor
c) spreadsheet
d) power point
Ans. a

98. CSS in web scripting stands for _____.
a) Cascading Style sheet
b) Cascading system sheet
c) Crisp Style sheet
d) Cascading Style Set
Ans. a

99. Web pages are designed primarily in _____.
a) HTML
b) Basic
c) C ++
d) Fortran
Ans. a

100. The software used for viewing web pages is called _____.
a) Browser
b) Word Processor
c) Spreadsheet
d) Power point
Ans. a

101. Web pages which interact with user are called _____HTML pages.
a) dynamic
b) internal
c) external
d) static
Ans. a

102. W3C (the international body for web standards) stands for _____.
a) world wide web consortium
b) world wide water consortium
c) write wide web consortium
d) world wide web condition
Ans. a

103. **The portion of script code (written in Javascript/VBscript) executed inside a browser is called _____ side scripting.**
a) client
b) right
c) left
d) server
Ans. a

104. **CMOS is a type of _____.**
a) RAM
b) ROM
c) DVD
d) CD
Ans. a

105. **The third generation of computers used _____.**
a) Integrated Circuits
b) Transistors
c) Vaccum Tubes
d) Microprocessor
Ans. a

106. **The fourth generation of computers used _____.**
a) Vacuum Tubes
b) Transistors
c) Integrated Circuits
d) Microprocessor
Ans. d

107**. The longest/largest button on keyboard is _____.**
a) space bar
b) enter
c) backspace
d) tab
Ans. a

108. **TFT is expanded as _____.**
a) Thin Film transistor
b) Technology film Transistor
c) Technology Film Transmission
d) Technology Ferm Transistor
Ans. a

109. **Mechanical calculator was invented by _____.**
a) John Napier
b) Edmund Gunter
c) Blaise Pascal
d) Charles Babbage
Ans. c

110. **The _____ keys can move the cursor up, down, left or right.**
a) num lock
b) arrow
c) scroll lock
d) Esc
Ans. b

111. **Which device is a combination of magnetic and paper media?**
a) MICR
b) OCR
c) MCR
d) None of these
Ans. a

112. **What is the full form of GIF?**
a) Graphics interchange format
b) Graphics international format
c) Group of international Friends
d) Graphics Indian format
Ans. a

113. **PNG in digital imaging stands for _____.**
a) Portable Network Graphics
b) Portable Number Graphics
c) Portable Network Grayscale
d) Palate Network Graphics
Ans. a

114. **It is a feature to remove selected text or graphics from a document:-**
a) Cut
b) Delete
c) Remove
d) All of these
Ans. d

115. **A clipboard is a temporary storage used to store _____.**
a) Cut/Copy data
b) Files
c) Folders
d) Videos
Ans. a

116. **Computer servers are used in which of the following field?**
a) Tracking of consignments
b) Online reservation of tickets
c) E-commerce
d) all of these
Ans. d

117. Computer networks in the form of LAN, WAN, MAN and the Internet help in:-
a) Transactions of information
b) Sharing of information
c) Transactions of e-commerce
d) All of these
Ans. d

118. The main advantage of computer is:-
a) speed
b) large storage capacity
c) creating programs for new jobs
d) All of these
Ans. d

119. A collection of computers used for online data storage through the Internet is called:-
a) Cloud computer
b) Main frame computer
c) Micro computer
d) Laptop
Ans. a

120. Which of the following is present in a computer?
a) Input unit
b) Central Processing Unit (CPU)
c) Output unit
d) All of these
Ans. d

121. Keyboard, mouse, scanner, stylus, light pen, etc. are classified under _____.
a) Input unit
b) Central processing unit (CPU)
c) output unit
d) Software
Ans. a

122. Monitor (VDU), printer, plotter, etc. are classified under _____.
a) output unit
b) input unit
c) central processing unit (CPU)
d) software
Ans. a

123. Graphical representation of the flow of program is called _____.
a) Flowchart
b) Source code
c) algorithm
d) Executable code
Ans. a

124. The standard interfaces provided by a browser for interaction with program script is called _____.
a) Browser Object Model
b) Browser Opening Model
c) Brown Object Model
d) Browser Object Mission
Ans. a

125. The sequence of steps taken to solve a problem is called _____.
a) algorithm
b) explanation
c) steps
d) item
Ans. a

126. The circle symbol denotes _____ operation in flowchart.
a) Continuation/Connector
b) source code
c) output/input
d) start/end
Ans. a

127. The oval symbol denotes _____ operation in flowchart.
a) start/end
b) continuation/connector
c) input/output
d) flow direction
Ans. a

128. Special characters are otherwise called _____.
a) escape sequences
b) invalid characters
c) wrong characters
d) constants
Ans. a

129. _____ denotes backspace in Javascript.
a) b
b) t
c) n
d) v
Ans. a

130. _____ function in Javascript returns length of a string.
a) length()
b) charCodeAt()
c) charAt()
d) concat()
Ans. a

131. _____ denotes the bitwise AND operator in Javascript.
a) &
b) !
c) ~
d) ^
Ans. a

132. _____ denotes the bitwise NOT operator in Javascript.
a) ~
b) &
c) !
d) ^
Ans. a

133. In JavaScript _____ keyword denotes beginning of a function.
a) function
b) break
c) label
d) continue
Ans. a

134. BOM stands for ____ .
a) Browser Object Model
b) Browser Opening Model
c) Brown Object Model
d) Browser Object Mission
Ans. a

135. Which of the following actions MS Excel can do for a given data?
a) Sort
b) Statistically
c) Draw graphs
d) All of these
Ans. d

136. In MS Excel, the common type of data applicable to any cell is called ___ .
a) General
b) Number
c) Currency
d) Text
Ans. a

137. The formula =A5*5 is written in _____ system.
a) static
b) semi-relative
c) relative
d) unstatic
Ans. c

138. _____ is the keyboard shortcut for paste operation.
a) Ctrl + X
b) Ctrl + V
c) Ctrl + C
d) Ctrl + K
Ans. b

139. Which of the following keys are used to create the new document?
a) Ctrl + N
b) Ctrl + O
c) Ctrl + S
d) Ctrl + V
Ans. a

140. In OpenOffice.org, spreadsheet can be prepared using _____ application.
a) calc
b) writer
c) draw
d) impress
Ans. a

141. The vertical orientation of page layout is known as _____.
a) Portrait
b) Landscape
c) Header
d) Footer
Ans. a

142. Which bar displays the name of the document and program?
a) Title bar
b) Tool bar
c) Menu bar
d) All of these
Ans. a

143. _____ is the keyboard shortcut for cut operation.
a) Ctrl + X
b) Ctrl + V
c) Ctrl + C
d) Ctrl + K
Ans. a

144. Using chart wizard, you can quickly and easily turn your _____.
a) Data into charts
b) Charts into data
c) Chars into results
d) Results into Charts
Ans. a

145. **A single row or a single column of a data is known as _____.**
a) Data series
b) Data record
c) Data legend
d) Single value
Ans. a

146. **To start creating new presentation from already saved presentation, select _____.**
a) Existing presentation
b) Blank presentation
c) Design template
d) Existing presentation and Blank presentation both
Ans. a

147. **The extension of Microsoft powerpoint presentation file is _____.**
a) .ppt
b) .pdf
c) .doc
d) .xls
Ans. a

148. **To go to the previous slide press _____.**
a) Up arrow
b) Down arrow
c) Right arrow
d) Enter key
Ans. a

149. **To begin the slide show presentation, press _____.**
a) F5
b) F10
c) F11
d) Ctrl + S
Ans. a

150. **Most of the wired network connections use _____.**
a) Optical Fibre Cable
b) USB Cable
c) Pen drive
d) Hard drive
Ans. a

151. **When 2 devices are connected through a dedicated line, it is _____ topology.**
a) point to point
b) Bus
c) Star
d) ring
Ans. a

152. The intermediary host which communicates with the clients on behalf of a another server is called _____.
a) proxy server
b) Ethernet
c) firewall
d) WiFi
Ans. a

153. The device used to transfer data from one network to another network on the Internet is called.
a) Router
b) Switch
c) Hub
d) MODEM
Ans. a

154. Port No. _____ is reserved for telnet protocol.
a) 7
b) 13
c) 20
d) 23
Ans. d

155. Connecting several computers and devices using wired or wireless technology is called _____.
a) Networking
b) Ram
c) Hard disk
d) Pen drive
Ans. a

156. WiFi stands for ____.
a) Wireless Fidelity
b) Wired Fidelity
c) Wireless Field
d) Wired field
Ans. a

157. Computers and devices can be connected using _____ technology to create a network.
a) Wired
b) Wireless
c) both wired and wireless
d) Gateway
Ans. c

158. MODEM stands for _____.
a) MODulation DEModulation
b) MODem
c) MODerate DEModulation
d) MODulation DEMocracy
Ans. a

159. A network connection requires _____ important components to connect to each other.
a) IP address
b) Port Number
c) Both IP address and Port Number
d) Lan
Ans. c

160. A program which runs in the background and sends results requested by a client is called a _____.
a) server
b) Ethernet
c) Firewall
d) WiFi
Ans. a

161. The design adopted for connecting several hosts on a network is called _____.
a) Topology
b) Telephony
c) Wiring
d) Connection
Ans. a

162. Firewall can _____.
a) Deny access to specific sites
b) Allow access to only white listed sites
c) Both deny access to specific sites and allow access to only white listed sites
d) Neither deny access to specific sites nor allow access to only white listed sites
Ans. c

163. When all nodes are connected to a central hub, then it is a _____.
a) Star topology
b) Bus Topology
c) Ring Topology
d) Point to point topology
Ans. a

164. MODEM is a device used for converting _____.
a) digital signal to analog
b) analog signal to digital
c) Both digital signal to analog and analog signal to digital
d) Neither digital signal to analog nor analog signal to digital
Ans. c

165. Firewall can be implemented through _____.
a) Hardware
b) Software
c) Hardware and software both
d) MODEM
Ans. c

166. The network established using Bluetooth technology is called a _____.
a) Personal Area Network (PAN)
b) Local Area Network (LAN)
c) Wide Area Network (WAN)
d) Metropolitan Area Network (MAN)
Ans. a

167. The first layer of the OSI model is _____ layer and it controls transmission of bits of data.
a) physical
b) data link
c) network
d) transport
Ans. a

168. TCP stands for _____.
a) Transmission Control Protocol
b) Transmission Control Procedure
c) Transit Control Protocol
d) Transmission Convergence Protocol
Ans. a

169. The second part of email address identify as _____ .
a) name of the email server
b) name of the mobile phone operator
c) name of bank
d) name of individual user
Ans. a

170. Data transfer rate for LAN is normally _____.
a) 1- 100 mbps
b) 1-10 mbps
c) 1-2 mbps
d) 10-20 mbps
Ans. a

171. Which of the following is not a windows e-mail programs?
a) Power Point
b) Outlook
c) Pegasus
d) Eudora
Ans. a

172. Which device is used for modulation and demodulation?
a) Modem
b) Module
c) Demodule
d) Adapter
Ans. a

173. What is the full form of NFS?
a) Network file system
b) Network folder system
c) National folder system
d) National fie system
Ans. a

174. What is the full form of ATM?
a) Automated teller machines
b) Any time money
c) All time money
d) Automated timer machines
Ans. a

175. Which of the following operating system is better for implementing a Client-Server network?
a) Windows 95
b) Windows 96
c) Windows 97
d) Windows 3.1
Ans. a

176. Which of the following windows do not have start button?
a) Windows 8
b) Windows 7
c) Windows vista
d) Windows XP
Ans. a

177. How to reboot windows operating system?
a) Ctrl + Alt + del
b) ctrl + del
c) Ctrl + alt + shift
d) ctrl + alt
Ans. a

178. How to delete program/files permanently in windows operating system?
a) shift + del
b) shift + ctrl
c) shift + alt
d) shift + enter
Ans. a

179. Operating system uses a special software called _____ to initialize, operate and control hardware.
a) Conductor
b) Ethernet
c) Driver
d) SMPS
Ans. c

180. The shortcut visible on the Desktop of windows are called _____.
a) clipboard
b) desktop icons
c) download icons
d) document icons
Ans. b

181. _____ command displays volume label of given drive.
a) VER
b) DIR
c) CLS
d) VOL
Ans. d

182. _____ Linux command creates a new directory.
a) Is
b) chmod
c) mkdir
d) rmdir
Ans. c

183. _____ MS DOS command compares two files and reports any differences.
a) CHKDSK
b) BACKUP
c) COMMAND.COM
d) COMP
Ans. d

184. "ITALIC" is an example of _____.
a) Typestyle
b) Typeface
c) Typesize
d) Typecolour
Ans. a

185. FAT stands for:-
a) File allocation table
b) File access table
c) File activity table
d) File accommodation table
Ans. a

186. How will you capture an active window?
a) Alt + PrtScn
b) Alt + P
c) Ctrl + C
d) Ctrl + A
Ans. a

187. Adding a program to the taskbar is referred as:-
a) Pinning
b) Adding
c) Fixing
d) Joining
Ans. a

188. "BOLD" is an example of _____.
a) Typestyle
b) Typeface
c) Typesize
d) Typecolour
Ans. a

189. MS Dos stands for:-
a) Microsoft disk operating system
b) Micro Second disk operating syste
c) Microsoft dirty operating system
d) Microsoft disk opening system
Ans. a

190. MS DOS executable files normally have extension.
a) .EXE
b) .BAT
c) .COM
d) All of these
Ans. a

191. To clear screen contents, _____ command is used.
a) CLS
b) VER
c) DIR
d) VOL
Ans. a

192. Which of command displays the list of files and directories.
a) DIR
b) VER
c) CLS
d) VOL
Ans. a

193. _____ Linux command creates a new directory.
a) mkdir
b) chmod
c) rmdir
d) Is
Ans. a

194. _____ Linux command removes given directory.
a) rmdir
b) IS
c) mkdir
d) chmod
Ans. a

195. _____ Linux command changes the access mode of a file.
a) chmod
b) rmdir
c) IS
d) mkdir
Ans. a

196. **Javascript and VBScript are examples of _____ based scripting languages.**
a) browser
b) compiler
c) MS office
d) interpreter
Ans. a

197. **Human readable program is called _____.**
a) Source code
b) human code
c) key code
d) machine code
Ans. a

198. **A compiler converts surce code to _____ code.**
a) executable machine code
b) source code
c) mnemonic code
d) key code
Ans. a

199. **The rules to be followed in writing source code are called _____ of a programming language.**
a) Syntax
b) law
c) syntax error
d) bugs
Ans. a

200. **The special program which executes source code one line (or few lines) at a time is called ____.**
a) Interpreter
b) Linker
c) Loader
d) Compiler
Ans. a

201. Which of the following programming can be done by Javascript?
a) game development
b) desktop application & mobile apps
c) client side browser
d) All of these
Ans. d

202. Javascript language is identified by the parameter language _____ .
a) "Javascript"
b) "vbscript"
c) "vba"
d) "java"
Ans. a

203. _____ event is gets activated when a component is clicked.
a) onclick
b) onfocus
c) onblur
d) onerror
Ans. a

204. _____ event gets activated when a key moves down.
a) onkeydown
b) onkeyup
c) onkeypress
d) onmouseover
Ans. a

205. _____ is the Javascript data type to handle numbers.
a) Number
b) String
c) Boolean
d) null
Ans. a

206. _____ is the Javascript data type to handle objects.
a) Object
b) Number
c) Boolean
d) null
Ans. a

207. Which statement is used to exit a loop early?
a) Break
b) Continue
c) Exit
d) Delete
Ans. a

208. **Which function is used to retrieve data from a cookie?**
a) ReadCookie
b) RetrieveCookie
c) GetCookie
d) FindCookie
Ans. a

209. **In which year vb 6.0 version was launched?**
a) 1991
b) 1994
c) 1996
d) 1998
Ans. a

210. **The first procedure-oriented language was _____.**
a) FORTRAN
b) BASIC
c) COBOL
d) ADA
Ans. a

210. **Which one of the following is not an integer data type?**
a) Single
b) Byte
c) Short
d) Integer
Ans. a

211. **What is the standard prefix for a menu item?**
a) mnu.
b) men.
c) meu.
d) mni.
Ans. a

212. **An image is made of small dots called ـــــ.**
a) pixel
b) dot
c) point
d) line
Ans. a

213**. In MS Word, format painter may be accessed using the shortcut _____.**
a) Alt + H + FP
b) Alt + H + X
c) Alt + H + C
d) Alt + H + V
Ans. a

214. **_____ is the shortcut to create envelops using mailings menu in MS word.**
a) Alt + M + E
b) Alt + M + L
c) Alt + M + S
d) Alt + M + R
Ans. a

215. **After opening a new document in MS Word, what should do to create a comfortable experience?**
a) Set paper size
b) Set font size
c) Set paragraph spacing, line spacing
d) All of these
Ans. d

216. **In MS Office, _____ is the software for preparation of letters.**
a) MS Excel
b) MS Access
c) MS Word
d) MS Powerpoint
Ans. c

217**. In MS Office, _____ is the software for preparation of documents.**
a) MS Word
b) MS Excel
c) MS Powerpoint
d) MS Access
Ans. a

218. **In MS Office ____ is the software for preparation of spreadsheets.**
a) MS Excel
b) MS Access
c) Ms Word
d) MS power point
Ans. a

219. **In MS Word, spelling mistakes are high-lighted by ____.**
a) red underline
b) bold text
c) yellow underline
d) italic text
Ans. a

220. **In MS Office _____ is the software for managing emails.**
a) MS Outlook
b) MS Access
c) MS Publisher
d) MS Onenote
Ans. a

221. The default extension for an MS Word document is _____.
a) .docx   b) .dosx   c) .dosc   d) .docs
Ans. a

222. To select Print item in MS office menu, use ____ shortcut.
a) Ctrl + P
b) Alt + F + P
c) Both Ctrl + P and Alt + F + P
d) Ctrl + S
Ans. c

223. _____ is the shortcut for Mailing menu in MS Word.
a) Alt + M
b) Alt + R
c) Alt + H
d) Alt + S
Ans. a

224. In MS Word, justified alignment of paragraph may be assessed using the shortcut ___.
a) Ctrl + J
b) Ctrl + L
c) Ctrl + E
d) Ctrl + R
Ans. a

225. New Ms Word window may be opened using _____ shortcut in MS Word.
a) Ctrl + N
b) Ctrl + M
c) Alt + W + S
c) Alt + W + B
Ans. a

1. Sale or purchase of items without physically visiting a shop is called ____.
a) E-Commerce
b) Point of sale
c) Goods and services
d) Disposal

2. In E-Commerce, COD stands for
a) Cash on delivery
b) Commerce on Delivery
c) Cash on Demand
d) Cart on Delivery

3. In an E-Commerce platform bargaining is _____.
a) Not possible
b) Permitted with certain restrictions
c) not allowed
d) permitted

4. _____ **data type in VBA stores true or false values.**
a) Boolean   b) Byte   c) Long   d) Integer

5**. IF condition in VBA ends with _____ statement.**
a) End if
b) ElseIf
c) Else
d) Then

6**. In credit/debit cards. CVV stands for _____.**
a) Card Verification value
b) Card Validity Value
c) Credit Verification Visual
d) Credit Verification Value

7. **Currency data type in VBA has size of _____.**
a) 8 bytes
b) 2 bytes
c) 3 bytes
d) 4 bytes

8**. In taxation, TDS stands for ____.**
a) Tax deviation at source
b) Tax Deducted at station
c) Tax Deducted at Source
d) Tariff Deduction at source

9. **Tally is a _____ software.**
a) Accounting
b) Spreadsheet
c) Publishing
d) animation

10. _____ **can fix so many problems in computer.**
a) rebooting
b) selling off
c) condemning
d) cursing

11. **Excel file without any macros has the default extension of _____.**
a) .xlsx
b) .xlsm
c) .xls
d) .xlst

12. **By default, Excel worksheets are named as _____.**
a) sheet1, sheet2, sheet3
b) page1, page2, page3
c) note1, note2, note3
d) book1, book2, book3

13. **The MS office tool used for preparation of presentation is called _____.**
a) MS Power point
b) Ms Word
c) Ms Excel
d) Ms Access

14. **Primary boot process is also called ____.**
a) Loading of operating system
b) Installation
c) Formatting
d) Post

15. **EPROM stands for:-**
a) Erasable Programmable Read Only Memory
b) Erasable Partition Read Only Memory
c) Erasable Pointer Read Only
d) Extended Programmable Read Only Memory

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