

# YESH INSTITUTE OF INFORMATION TECHNOLOGY PADRAUNA KUSHINAGAR

## FUNDAMENTAL OF COMPUTER

TIME: 3 HRS.

M.M: 200

### I. CHOOSE THE CORRECT OPTION:-

1X20

1: HOW MANY CLASSIFICATION OF COMPUTER:-

- A. ONE                      B. THREE                      C. FIVE                      D. FOUR

2. WHAT IS THE SWITCHING DEVICE OF SECOND GENERATION:-

- A. L.S.I (I.C.)              B. I.C.                      C. VACUUM TUBE              D. TRANSISTOR

3. WHICH IS NOT INPUT DEVICE:-

- A. PLOTTER                  B. KEYBOARD                  C. MIC                      D. MOUSE

4. WHAT IS THE FULL NAME OF **ROM**?

- A. READ ON MEMORY              B. READ ONLY MEMORY  
C. RIGHT ONLY MEMORY              D. ALL OF ABOVE

5. WHAT IS THE FUNCTION OF CENTRAL PROCESSING UNIT:-

- A. CREATE INVOICES              B. PERFORMS CALCULATION AND PROCESSING  
C. DELETE DATA                  D. CORRUPTS THE DATA

6. WHAT TYPE DEVICE IS COMPUTER CPU?

- A. INPUT                      B. OUTPUT                      C. PROCESSING                      D. HARDWARE

7. WHICH IS MEASUREMENT UNIT OF MEMORY?

- A. SECOND                      B. MB                      C. VOLT                      D. WATT

8. CAMERA IS :

- A. OUTPUT DEVICE      B. INPUT DEVICE              C. PROCESSOR              D. ALL OF THESE

9. HOW MANY TYPES OF OUTPUT DEVICE:-

- A. 1                      B. 3                      C. 2                      D. 5

10. MB STAND FOR?

- A. MAIN BOX                  B. MEMORY BYTE                  C. MEGA BYTE                  D. NONE

11. 1 MEGA BYTE EQUAL TO-

- A. 1024 KILOBYTE      B. 1024 BYTE                  C. 1024 TERABYTE                  D. NONE

12. WHAT MEANS OF FORTRAN-

- A. FORMATTING TEXT                  B. FORMULA TAB  
C. FORMULA TRANSLATION                  D. NONE OF THESE

13. WHAT TYPE OF DEVICE IS BAR CODE READER?

- A. OUTPUT                      B. INPUT                      C. BOTH A & B                      D. HARDWARE

14. WHAT IS TIME PERIOD OF FOURTH GENERATION-?

- A. 1942-1955                  B. 1966-1975                  C. 1956-1965                  D. 1976-1984

15. IN WHICH GENERATION I.C. (INTEGRATED CIRCUIT) INVENTED?

- A. FIRST GENERATION                  B. SECOND GENERATION  
C. THIRD GENERATION                  D. NONE OF THESE

16. THE INTERNAL MEMORY CAPACITY OF SUPER COMPUTER IS –

- A. 256 MB                      B. 256 KB                      C. 256 GB                      D. 256 TB

17. WINDOWS IS A –

- A. APPLICATION PROGRAM                  B. OPERATING SYSTEM  
C. SOFTWARE                      D. PROGRAM

18. THE COMBINATION OF ANALOG AND DIGITAL COMPUTER-

- A. SUPER COMPUTER                  B. MINI COMPUTER  
C. HYBRID COMPUTER                  D. MAINFRAME COMPUTER

19. THE FULL NAME OF G.B..-

- A. GIGA BYTE                  B. GAME BIND                  C. GAME BYTE                  D. NONE OF THESE

20. THE FULL NAME OF OCR-

- A. OPTIONAL CHARACTER READER
- C. OPTICAL CHARACTER READER

- B. OTHER CHARACTER READER
- D. NONE OF THESE

**II. WRITES THE SHORT NOT:-**

**2X5**

- 1. III<sup>RD</sup> GENERATION
- 2. SECONDARY MEMORY

**III. WHAT IS DIFFERENCE BETWEEN HARDCOPY OUTPUT DEVICE & SOFTCOPY OUTPUT DEVICE? 5**

**IV. DEFINE THE FOLLOWING TERMS:-**

**3X5**

- 1. SOFTWARE
- 2. KEYBOARD
- 3. COMPONENT OF COMPUTER

### **MICROSOFT WORD**

**I. CHOOSE THE CORRECT OPTION:-**

**1X20**

1: CTRL+A IS USED TO:-

- A. COPY TEXT
- B. SELECT ALL
- C. ALIGN TEXT
- D. NONE

2. MINIMUM ZOOM OF MICROSOFT WORD:-

- A. 10%
- B. 15%
- C. 100%
- D. 50%

3. WHAT IS THE EXTENSION OF MICROSOFT WORD:-

- A. .XLSX
- B. .DOCX
- C. .PPTX
- D. .WPG

4. WHICH OF THE FOLLOWING OPTION IS NOT IN HOME TAB:-

- A. FONT
- B. PARAGRAPH
- C. PAGE SETUP
- D. REPLACE

5. WHAT IS THE SHORTCUT KEY FOR OPEN A DOCUMENT?

- A. CTRL+S
- B. CTRL+F12
- C. CTRL+F4
- D. SHIFT+F3

6. F7 KEY IS USED FOR:-

- A. GRAMMER & SPELLING
- B. GROUP
- C. GOTO
- D. NONE

7. TO CREATE DUPLICATE FILE USE:-

- A. OFFICE BUTTON + SAVE AS
- B. OFFICE BUTTON + SAVE
- C. HOME TAB + COPY
- D. NONE

8. PAGE SETUP IS USED FOR:-

- A. NUMBERING PAGE
- B. INSERTING PAGE NUMBER
- C. PAGE SETTING
- D. NONE OF THESE

9. BORDER CAN BE APPLIED TO :-

- A. TEXT
- B. CELL
- C. PARAGRAPH
- D. ALL OF ABOVE

10. TO DEFINE A HEADER, SELECT:-

- A. HOME, HEADER
- B. INSERT, HEADER
- C. REFERENCES, HEADER
- D. VIEW, HEADER E

11. YOU CAN SETTING TAB IS:-

- A. FONT DIALOG BOX
- B. PARAGRAPH DIALOG BOX
- C. FORMAT DIALOG BOX
- D. ALL OF ABOVE

12. WHICH OF THE FOLLOWING IS NOT A TYPE OF MARGIN?

- A. LEFT
- B. RIGHT
- C. CENTER
- D. TOP

13. WHICH OF THE FOLLOWING IS NOT AN ALIGNMENT?

- A. JUSTIFY
- B. TOP
- C. CENTRE
- D. LEFT

14. WHAT IS THE SHORTCUT KEY FOR REPLACE COMMAND?

- A. CTRL+R
- B. CTRL+H
- C. SHIFT+F3
- D. NONE OF THESE

15. PORTRAIT AND LANDSCAPE ARE:-

- A. PAGE LAYOUT
- B. PAGE SIZE
- C. PAGE ORIENTATION
- D. PAGE BORDER

16. THE DEFAULT TAB STOP POSITION IS:-

- A. 1"
- B. 0.5"
- C. 2"
- D. ALL OF ABOVE

17. YOU CAN EXIT FROM A DOCUMENT:-

- A. ALT+F4
- B. CTRL+F4
- C. SHIFT+F4
- D. CTRL+1

18. WHICH OF THE FOLLOWING IS NOT A FONT STYLE:-

- A. BOLD
- B. ITALICS
- C. UNDERLINE
- D. SUPERSCRIPIT

19. WHAT IS THE SHORTCUT KEY FOR PASTE A TEXT:-  
 A. CTRL+V                      B. ALT+ V                      C. CTRL+C                      D. CTRL+B
20. BY DEFAULT LINE SPACING IS:-  
 A. DOUBLE                      B. 1.5                      C. 3                      D. SINGLE
- II. WRITE THE FOLLOWING STEPS:-  
 1. INSERTING A PAGE BORDER                      2. ADDING HEADER AND FOOTER  
 5X2
- III. DEFINE THE FOLLOWING TERMS:-  
 1. MAIL MERGE                      2. BOOKMARKS  
 5X2
- IV. WHAT IS AUTO CORRECT? EXPLAIN IT WITH STEP?                      10

### MICROSOFT EXCEL

- I. CHOOSE THE CORRECT OPTION:-
1. WHAT IS THE EXTENSION NAME OF EXCEL?  
 A. .DOCX                      B. .XLSX                      C. .PPTX                      D. NONE
2. WHICH FUCTION WILL USE FOR CURRENT DATE AND TIME?  
 A) TODAY ()                      B) DATE ()                      C) NOW ()                      D) TIME ()
3. YOU CAN AUTO FIT THE WIDTH OF COLUMN BY:  
 A) DOUBLE CLICKING ON THE COLUMN NAME ON COLUMN HEADER  
 B) DOUBLE CLICK ON THE CELL POINTER IN WORKSHEET  
 C) DOUBLE CLICKING ON COLUMN RIGHT BORDER ON COLUMN HEADER  
 D) DOUBLE CLICKING ON THE COLUMN LEFT BORDER OF COLUMN HEADER
4. MERGE CELLS OPTION CAN BE APPLIED FROM:  
 A) HOME, MERGE AND CENTER                      B) INSERT, MERGE AND CENTER  
 C) VIEW, MERGE AND CENTER                      D) NONE
5. WHAT IS ENTERED BY FUNCTION =NOW ()?  
 A) CURRENT TIME                      B) CURRENT DATE  
 C) CURRENT DATE AND TIME                      D) NONE
6. WHICH OF THE FOLLOWING IS NOT THE CORRECT METHOD OF EDITING THE CELL CONTENT?  
 A) PRESS THE ALT KEY                      B) PRESS THE F2 KEY  
 C) CLICK THE FORMULA BAR                      D) DOUBLE CLICK THE CELL
7. WHICH OF THE FOLLOWING IS CONCATENATION OPERATOR:-  
 A.) APOSTROPHE (')                      B) EXCLAMATION (!)                      C) AND (&)                      D) HASH (#)
8. HOW MANY COLUMNS IN A WORKSHEET OF M.S.EXCEL :-  
 A) 16384                      B) 1048576                      C) 3                      D) UNLIMITED
9. DATA CAN BE ARRANGED IN ASCENDING OR DESCENDING ORDER BY USING:-  
 A) INSERT, SORT                      B) DATA, SORT  
 C) FORMULA, SORT                      D) NONE OF THESE
10. WHICH OF THE FOLLOWING COMPONENT DISPLAY THE CONTENTS OF ACTIVE CELL?  
 A) NAME BOX                      B) FORMULA BAR                      C) ZOOM BOX                      D) TOOL BAR
11. WHAT IS THE SHORTCUT OF FORMAT CELL:-  
 A) CTRL + F                      B) ALT +F                      C) SHIFT+ 1                      D) CTRL+ 1
12. WHAT IS THE SHORTCUT OF SAVE AS DIALOG BOX:-  
 A) CTRL+ S                      B) ALT +S                      C) F5                      D) F2
13. TO MOVE THE NEXT WORKSHEET PRESS:-  
 A) CTRL+ PAGE UP                      B) CTRL+ PAGE DOWN                      C) SHIFT +TAB                      D) CTRL +TAB
14. HOW MANY CHARACTER CONTAINS A CELL:-  
 A) 256                      B) 32000                      C) 1048576                      D) ALL OF ABOVE
15. YOU OPEN A NEW WORKBOOK FROM THE FOLLOWING STEP:-  
 A) OFFICE BUTTON, NEW                      B) FORMAT, NEW                      C) FORMULA, NEW                      D) INSERT, NEW
16. WHAT IS THE SHORT CKEY TO EXIT EXCEL?  
 A) CTRL +F4                      B) CTRL +X                      C) ALT+F4                      D) CTRL +F

17. WHAT IS THE STEP OF INSERT CHART?  
 A) HOME+CHART    B) OFFICE BUTTON+CHART    C) FORMULAS+CHART    D) NONE
18. WHAT IS THE USE OF FORMAT PAINTER BUTTON?  
 A) COPY FORMAT    B) COPY TEXT    C) COPY COLOR    D) ALL OF ABOVE
19. YOU CAN MOVE A SHEET FROM ONE WORKBOOK INTO NEW BOOK BY  
 A) HOME, FORMAT, MOVE OR COPY SHEET    B) BOTH (A & B)  
 C) RIGHT CLICK ON THE SHEET TAB, MOVE OR COPY    D) NONE OF THESE
20. WHAT IS THE SHORTCUT KEY OF FUNCTION DIALOG BOX:-  
 A) SHIFT+F3    B) ALT+F3    C) SHIFT+F1    D) CTRL+F3
- II. DEFINE THE FOLLOWING FUNCTIONS WITH EXAMPLE.    2X5  
 A) HLOOKUP ( )    B) SUM ( )    C) SQRT ( )    D) AVERAGE ( )    E) IF ( )
- III. WRITE SHORT NOTE:-    5X2  
 A) RELATIVE REFERENCE    B) AUTO FILL FEATURE
- IV WRITE STEPS:-    5X2  
 A) ABOUT SUBTOTAL    B) COMPLEX SORTING

### **MICROSOFT POWER POINT**

1. WHAT IS THE EXTENSION OF MICROSOFT POWER POINT?  
 A. .TXT    B. .JPG    C. .PPTX    D. NONE OF THESE
2. CLIP ART IS A:  
 A. READYMADE PICTURE    B. DRAWING PICTURE    C. WORD ART    D. NONE
3. TO INSERT SHAPES USE?  
 A. FORMAT, SHAPES    B. DESIGN, SHAPES  
 C. INSERT, SHAPES    D. ANIMATION, SHAPES
4. IN WHICH TAB YOU CREATE NEW PRESENTATION ?  
 A. HOME, NEW    B. OFFICE BUTTON, NEW  
 C. FORMAT, NEW    D. REVIEW, NEW
5. WHAT IS THE SHORTCUT KEY FOR SHOW THE PRESENTATION?  
 A. F4    B. F5    C. F2    D. NONE
6. TO CHANGE THE LAYOUT OF YOUR NEW PRESENTATION YOU MUST:  
 A. HOME, LAYOUT    B. INSERT, LAYOUT  
 C. DESIGN, LAYOUT    D. ANIMATIONS, LAYOUT
7. TO EXIT THE POWERPOINT:  
 A. CLICK THE APPLICATION MINIMIZE BUTTON  
 B. CLICK THE PRESENTATION CLOSE BUTTON  
 C. BOTH (A & B)    D. NONE
8. IN WHICH TAB CHANGE SLIDE ANIMATION?  
 A. ANIMATION TAB    B. DESIGN TAB  
 C. HOME TAB    D. ALL OF THE ABOVE
9. THE PURPOSE OF TRANSITIONS IN SLIDE SHOW IS TO:  
 A. DISTRACT THE AUDIENCE    B. MOVE FROM SLIDE TO SLIDE SMOOTHLY  
 C. TO SEE THROUGH THE CURRENT SLIDE SHOW GROUP CLICK FROM BEGINNING  
 D. GET TO THE END OF YOUR PRESENTATION FASTER
10. SLIDE CAN HAVE:  
 A. TITLE, TEXT, GRAPH    B. DRAW OBJECT SHAPES  
 C. CLIPART, DRAWN ART, VISUAL    D. ANY OF THE ABOVE
- II. WRITE SHORT NOTE;-    A. NOTE PAGE VIEW    B. SLIDE SORTER VIEW    5X2
- III. WRITE THE STEPS:-    A. TO INSERTING CLIPART    B. SLIDE LAYOUT    5X2
- IV. WHAT IS UTILITY OF POWER POINT? DEFINE IT?    10
- V. HOW TO ADD AND DELETE A SLIDE IN POWER POINT?    5
- VI. HOW TO APPLY CUSTOM ANIMATION ON OBJECT? WRITE THE STEP?    5