Computer Operator and Programming Assistant 1st Semester - Module 1 & 2: Safe Working Practice & Introduction to Computer Components

Questions: Level 1 1 Which is the sequence, in which computer operates? A Input, output, process **B** Input, process, output C Process, input, output **D** Output, process, input 2 Which is the first general purpose programmable electronic computer? **A** ENIAC **B** EDVAC C EDSAC **D** UNIVAC **3** What type of device is computer? A Electrical device **B** Electronic device **C** Electro magnetic **D** Electro mechanical 4 Who is considered as father of computer? A Charles Babbage **B** John Lickert C John Mauchy D M.V Wilkes **5** Who invented Analytical engine? A Charles Babbage **B** John Lickert C John Mauchy **D** M.V Wilkes 6 What is the main electronic component of the first generation computer? A Integrated circuit **B** Microprocess **C** Transistors

D Vacuum tubes

- 1 How does the parallel port transfer a byte?
- A Bit by bit
- B 2 bits at a time
- C 4 bits at a time
- **D** 8 bits at a time
- Which is an internal power supply units of CPU?
- A CVT
- **B** UPS
- C SMPS
- **D** Stablizer
- 3 What is the purpose of expansion slot in mother board?
- A To insert the RAM
- B To insert the mouse
- C To insert the keyboard
- **D** To insert the additional peripherals
- 4 What is the purpose of memory unit in a computer?
- A Accepts data
- B Displays data
- C Process data
- **D** Stores data
- 5 How many pins are there in DIMM?
- **A** 138
- **B** 148
- **C** 158
- **D** 168
- 6 How many pins are there in SIMMs?
- **A** 32 72
- **B** 42 82
- **C** 52 92
- **D** 62 -102

Module 1 & 2 : Safe Working Practice & Introduction to Computer Components - Key paper

Questions: Level 1 Questions: Level 2

SL.No	Key
1	В
2	Α
3	В
4	Α
5	Α
6	D

SL.No	Key
1	D
2	С
3	D
4	D
5	D
6	Α

Computer Operator and Programming Assistant 1st Semester - Module 3: Windows Operating System

- 1 Which one is an example for OS?
- **A** Antivirus
- **B** Windows
- C MS Office
- **D** Macromedia
- Which acts as an intermediate between a user and a computer?
- **A** Macros
- **B** Antivirus
- **C** MS Office
- **D** Operating system
- **3** What is the function of OS?
- A calculation
- **B** word processing
- **C** drawing pictures
- **D** process & memory management
- 4 Where does the minimized application reside in windows?
- A Task bar
- **B** My computer
- **C** My Document
- **D** Recent documents

- Which tool in control panel is used to adjust your computer setting to control computer with voice command?
- A System and security
- **B** Appearance and personalization
- C Hardware and sound
- **D** Ease of access
- **2** Which control panel applet gives the information of computer?
- A System and security
- **B** Hardware and sound
- **C** Programs
- **D** Appearance and personalization
- **3** What is the extension of applet files in control panel?
- A . Ctl
- B . Cpl
- C . Cal
- D . Csl
- **4** Which shortcut key is used to copy and paste a file folder?
- A Ctrl+ X and Ctrl + V
- B Ctrl + A and Ctrl + V
- C Ctrl + Z and Ctrl + V
- D Ctrl + C and Ctrl + V
- 5 Which shortcut key is used to refresh windows desktop?
- **A** F1
- **B** F2
- **C** F5
- **D** F12
- 6 Which is the order of files and directories in Windows Explore?
- A Serially
- **B** Sequentially
- C hierarchically
- **D** Aplhabtically
- 7 Where does the pinned application stayed in Windows Os?
- A Desktop
- **B** Notification Area
- C Start Button
- D Task Bar

- 1 What steps should be taken, if windows not updated automatically?
- A start control panel settings add programs enable automatic update
- **B** start setting control panel system enable automatic updated
- C re- install windows Os
- **D** restart windows
- What should be done, if the pen drive is not deducted?
- A Device Manger → right click on USB root hub → disable device
- B Device Manger → right click on USB root hub → enable device
- C Device Manger → right click on USB root hub → scan for hardware changes
- $\begin{tabular}{ll} \bf D & Device \ Manger \rightarrow right \ click \ on \ USB \ root \\ hub \rightarrow Update \ drives \\ \end{tabular}$

Module 3 : Windows Operating System - Key paper

Questions: Level 1 Questions: Level 2 Question: Level 3

SL.No	Key
1	В
2	D
3	D
4	Α

SL.No	Key
1	D
2	Α
3	В
4	D
5	С
6	С
7	D

SL.No	Key
1	В
2	В

Computer Operator and Programming Assistant 1st Semester Module 4 : Computer Basics and Software Installation

Questions: Level 1 What is the capacity of typical DVD? **A** 40 MB **B** 50 MB **C** 60 MB **D** 4.7 Gb 2 Which process is used to record data on to an optical disc? **A** Burning **B** Reading **C** Accepting **D** Accessing 3 Which software interface the major hardware components of the computer with OS? A BIOS **B** CMOS **C** DOS **D** POST 4 What is BIOS? **A** firmware **B** Hardware **C** Middleware **D** Software

- 1 What is the purpose of Nero StartSmart?
- A Format HDD
- B Burn CD/DVD
- C Format pen drive
- D Format CD/DVD
- Which system is used by bluetooth for board casting?
- A Satellite
- **B** Microwaves
- C Telephone lines
- **D** Radio waves
- Which one is used as authentication for paring bluetooth devices?
- A Keyboard
- **B** Keycode
- C Passcode
- **D** Password
- 4 Which program is used to enable the devices to work with OS?
- **A** Antivirus
- **B** Device driver
- C System Software
- **D** Application Software
- What is the name of the smaller divisions made in Hard disk?
- A Head
- **B** Partitions
- **C** Sectors
- **D** Tacks
- Which key is used to open CMOS setup utility?
- A Alt
- **B** Del
- C Enter
- **D** Tab
- 7 What is the process of deleting all the data on the hard drive?
- A Delete
- **B** Erase
- **C** Formatting
- **D** Uninstall

- 1 What is the purpose of BIOS shadow?
- **A** Copying RAM to ROM
- **B** Coping ROM to RAM
- C Copying HD to RAM
- **D** Copying RAM to HD
- What should be done, after fixing a problem or installing a new application or making configuration in a computer?
- A Hibernate
- **B** Restart
- **C** Shutdown
- **D** Sleep

Module 4 : Computer Basics and Software Installation - Key paper

SL.No	Key
1	D
2	Α
3	Α
4	Α

Questions: Level 2

SL.No	Key
1	В
2	D
3	С
4	В
5	В
6	В
7	С

SL.No	Key
1	В
2	В

Computer Operator and Programming Assistant 1st Semester Module 5 : DOS & LINUX Operating Systems

Questions: Level 1 1 What is the name of hierarchical file system in DOS? A Tree structure **B** Root structure **C** Hybrid structure **D** Directory structure 2 Which DOS command is used to delete a directory? A RD **B** REMOVE C DEL **D** DELETE 3 Which character is used to represent parent directory in Linux? Α. В .. C ~ D * 4 Which character is used to redirect output in to an existing file in Linux? A > B >> **C** < D << 5 Which command is used to specify the location of files or folders in MSDOS? A dir **B** path C sub directories 6 How the directories under the root directory are called? A dir **B** path C sub directories **D** tree

- 1 Which filename will matches the command. DIR????T.TxT in DOS?
- A TIME.TXT
- B TEXT.TXT
- C TEMP. TXT
- D TEMPT.TxT
- 2 What is the used of CD command in DOS?
- A create a directory
- B change the device name
- **C** create root directory
- **D** change the path of current directory
- 3 What is the maximum number of character allowed as file name in DOS?
- A 3 characters
- **B** 6 characters
- C 7 characters
- D 8 characters
- 4 Which one of the following is the wildcard character?
- A * and /
- **B** ? and /
- C * and ?
- **D** ? and @
- 5 Which DOS command is used to create a text file?
- A List
- **B** Type
- C Copycon
- **D** Dir
- **6** Which one of the following is the directory separator in Linux?
- **A** /
- **B** \
- **C** //
- **D** \\
- 7 Which character is used to represent a range of values in Linux?
- **A** ()
- B []
- **C** {}
- D <>
- **8** Which character redirects the output of one command to another in Linux?
- A . dot
- B | pipe
- C : colon
- D ; semicolon

- Which Linux command list the content of all sub directory?
- A Is ~
- **B** Is * /
- C Is/
- **D** Is ../
- **10** Which Linux command list the contents of parent directory?
- A Is ~
- **B** Is */
- C Is/
- **D** Is .. /
- 11 What is use of 'who' command in Linux?
- A login user
- B logout user
- C login password
- **D** logout password
- 12 Which command is used to hide the file?
- A attrib -h filename
- B attrib +h filename
- C attrib /h filename
- **D** attrib \h filename
- **13** Which command is used to release the read only permission?
- A attrib -r filename
- B attrib +r filename
- C attrib /r filename
- **D** attrib \r filename
- 14 Write the Linux command to remove all the permission to the user and group on the directory 'software'?
- A chmod ug rwx software
- B chmod ug a software
- C chmod ug A software
- D chmod ug Rwx software
- **15** Which DOS command is used to display system time?
- A Now
- **B** TIME
- **C** SYSTEM
- **D** SYSTEMTIME

- 1 What in the result of the DOS command PROMPT \$D\$G?
- A Prompt >
- **B** D:>
- C Current date >
- **D** Current time >
- Which DOS command is used to list all com files in D drive?
- A DIR D:\com
- B DIR D:\com. *
- C DIR D:*.com
- **D** DIR D :\ * com *
- Which Linux command is used to sort the text file 'network' in descending order?
- A Sort / r network
- B Sort r network
- C Sort + r network
- D Sort \ r network
- 4 Which Linux command to set the permission 'x' to user, 'rw' to others and 'rwx' to group for the file launcher?
- A chmod 176 launcher
- B chmod 671 launcher
- C chmod 167 launcher
- D chmod 166 launcher

Module 5 : DOS & LINUX Operating Systems - Key paper

SL.No	Key
1	В
2	Α
3	В
4	В
5	В
6	С

Questions: Level 2

SL.No	Key
1	D
2 3 4 5	D
3	D
4	C C
5	С
6	Α
7	В
8	В
9	В
10	D
11	Α
12	В
13	Α
14	А
15	Α

SL.No	Key
1	С
2	С
3	В
4	С

Computer Operator and Programming Assistant 1st Semester Module 6: Word Processing Software

Questions: Level 1 Which one of the following is text styling feature of MS Word? Which command is used to store the active A word fill B word art document permanently? A Save C word colour **B** Send **D** word font **C** Prepare Which option is used to store the duplicate of D Save as the active document permanently? 2 Which shortcut key is used to high light the A Save entire word document? **B** Send \mathbf{A} ctrl + A C Save as B ctrl + O **D** Rename C ctrl + S 10 Which option is used to view an exiting word D ctrl + E document? 3 Which tool in MS Word is used to keep the A new familiar and repeated options? **B** open A title bar C publish B task bar **D** prepare C scroll bar 11 Which document view given an appearance D quick aceess tool bar as in web browser? 4 Which area in MS Word is used to enter the A Draft view text? **B** Outline view A work space C Web layout view B work sheet **D** Full screen reading C slides **12** How many groups are there in Home Menu? **D** work book Α 5 5 Which bar contains the current position of В **C** 6 the cursor in MS Word? A layout D B title bar 13 Which group includes superscript, subscript, C status bar strike through options in MS Word? **D** horizontal ruler **A** Clipboard 6 Where does the close button appear in MS **B** Font Word? C Paragraph A top left corner of the window **D** Style **B** bottom left corner of the window C top right corner of the window **D** bottom right corner of the window 7 Which one of the following is a word processor? A MS Word **B** MS Excel

C MS Access

D MS Office publisher

- 1 What is the purpose of quick access toolbar?
- A To hold advance function
- **B** To hold special function
- C To hold basic function
- **D** To hold familiar and repeated function
- 2 What is the purpose of gutter margin?
- A Margin that is added to the left margin when printing
- **B** Margin that is added to the right margin when printing
- **C** Margin that is added to binding side of page when printing
- D Margin that is added to the outside of the page when printing
- **3** What in the purpose of ⊠ button?
- A Close button
- **B** Office button
- C Maximize buttons
- **D** Minimize button
- 4 What is the purpose of zoom option?
- A Enlarge and reduce document / text size
- **B** Move up and down document / picture
- **C** Scroll left and light document / picture
- D Minimize and maximize the document / picture
- 5 Which option is used for tab setting?
- A horizontal ruler
- B status bar
- C vertical ruler
- D vertical scroll bar
- **6** What in the purpose of vertical scroll bar?
- A Move the document up and down
- B Move the document left side
- C Move the document right side
- **D** Move the document only upwards
- What in the purpose of undo action in MS Word?
- A Restore previous action
- **B** Get the current action
- **C** Goes to previous page
- **D** Goes to previous paragraph
- 8 Which option is used to activate and deactivate ruler?
- **A** View \rightarrow grids
- B View → ruler
- \mathbf{C} Insert \rightarrow tool bar
- **D** Insert → ruler

- 9 What is the purpose of cover page?
- **A** Allows to fill title, author, date and other information
- **B** Fills the list of people intent to mail
- C To view the mailed list
- D Contains details of the documents
- **10** Which menu contains, Symbol option in MS Word?
- A tools
- **B** table
- **C** format
- **D** insert
- 11 Which operation is to be performed before paste?
- A Ctrl + V
- B Cut / copy
- C Select all
- D Select text
- 12 Which option is used to locate any specific character, symbols or formulas in a document?
- A Find
- **B** Searching text
- C Replace
- D Selecting text
- **13** Which feature is used to create a newspaper type document?
- **A** Tables
- B Tab stops
- C Columns
- **D** Bullets and numbering
- **14** Which sequence of operation is required to insert bullets for list of data?
- A Paragraph group → numbering button → select any number type
- **B** Paragraph group → number button → select
- **C** Paragraph group → bullet button → type of bullets
- **D** Paragraph group → bullet button → select none

- **15** Which sequence of operation is required to remove numbering from a list of data?
- A Number button → select none from number type
- **B** Number button → select number from number list
- **C** Bullet button \rightarrow select none from bullet type
- **D** Bullet button \rightarrow select bullets from bullets list
- **16** Which sequence of operation is required to remove tab stop markers from ruler?
- A Drag the tab stop makers out of the ruler
- **B** Double click the tab marker and clear all
- **C** Right click the tab stop marker and choose remove
- **D** Left click the tab stop marker and choose remove
- 17 Which feature is used to adjust the amount of space between words for alignment in MS Word?
- A Spacing
- **B** Scaling
- **C** Justifying
- **D** Positioning
- **18** Which shortcut key is used to invoke thesaurus dialog box in MS Word?
- A Shift+F7
- B Ctrl+F7
- C Alt+F7
- D Ctrl+Alt+F7

- 1 Where does the file name of the active document displays?
- A title bar
- B task bar
- C menu bar
- D status bar
- 2 How can we rectify the errors occurs while typing?
- **A** Auto entry
- **B** Auto add
- C Auto spell
- **D** Auto correct
- **3** Which sequence of operation is required to force page break in word document?
- A by using insert / selection black on the insert
- **B** by positioning the cursor at the appropriate place and press enter
- **C** by positioning the cursor at the appropriate place and press F1 key
- **D** by position the cursor at the apporpliate place and pressing ctrl + enter
- **4** What is the purpose of inserting header and footer in document?
- A To make the starting and ending page
- **B** To entrance the appearance of the document
- C To make larger document more readable
- **D** To allow page headers and footer appear on the document
- **5** What is the purpose of word wrap?
- A Aligning text with the right margin
- **B** Inserting space between paragraphs
- **C** Inserting space automatically between words
- **D** Moving text automatically to the next line
- 6 What is purpose of thesaurus tool is MS Word?
- A Grammar option
- **B** Spelling suggestion
- C Synonyms and antonyms words
- **D** Auto correction

Module 6 : Word Processing Software - Key paper

SL.No	Key
1	Α
2	Α
3	D
4	Α
5	С
6	C
7	Α
8	В
9	С
10	В
11	С
12	В
13	В

Questions: Level 2

SL.No	Key
1	D
2	D C A
3	Α
4	Α
5	Α
6	Α
7	Α
8	В
9	Α
10	D
11	В
12	Α
13	С
14	С
15	Α
16	Α
17	C A
18	Α

SL.No	Key
1	Α
2	D
3	D
4	D
5	Α
6	С

Computer Operator and Programming Assistant - 1st Semester Module 7 : Spread Sheet Application

Que	estions: Level 1	8	Which tab in Excel is used when importing,
			querying, outlining and subtotaling the data
1	How Cells are named in MS Excel?		placed into a worksheet's data list?
Α	Alphabetically	Α	Formula
В	Numerically	В	Data
С	Alphanumerically	С	Review
D	Special Character	D	Insert
2	What is the maximum limit of rows in MS	9	Which tab in Excel is used for proofing,
	Excel 2010?		protecting, and marking up a spread sheet?
Α	1084567	Α	Formula
В	1048567	В	Data
С	1048576	С	Review
D	1084576	D	View
3	What is the maximum limit of column in MS	10	What type of software is MS Office?
	Excel 2010?	Α	Application Software
Α	16384	В	Operating System
В	16438	С	Programming Language
С	16843	D	System Software
D	16348	11	Which tool in Ms office is best for organizing
4	Which bar lies top of the window in Excel		data and making lists?
	Screen?	Α	Access
Α	Status Bar	В	Excel
В	Ruler	С	Power Point
С	Title Bar	D	Word
D	Scroll Bar	12	What is the file extension of Excel 2010?
5	How rows are numbered in MS Excel?	Α	xls
Α	Alphabetically	В	xlsb
В	Numerically	С	xlsm
С	Alphanumerically	D	xlsx
D	Special characters	13	How does the single element in a
6	How columns are named in MS Excel?		worksheet known as in Excel?
Α	Alphabetically	Α	Cell
В	Numerically	В	Column
С	Alphanumerically	С	Range
D	Special characters	D	Row
7	Which tab is used to include pivot table,	14	What do you mean by A3,B13:B20,C7
	charts, hyperlinks to a spread sheet?		reference in Excel?
Α	Insert	Α	Range
В	Page Layout	В	Union
С	Data	С	Formula
D	Review	D	General
		-	

key to create a macro key in Excel? Numeric Α Alphabetic В Alphanumeric С Special characters

15 Which type of key should combine with ctrl

- Which bar is used to display the sheet information and insertion point location in MS Excel?
- A Ruler
- **B** Scroll Bar
- C Status Bar
- **D** Title Bar
- **2** Which function key is used to open save as dialogue box in MS Excel?
- **A** F2
- **B** F5
- **C** F7
- **D** F12
- **3** Which tab is used to change the display of worksheet area and the data it contains?
- A Page Layout
- **B** Data
- C Review
- **D** View
- 4 Which view in Excel displays the pages exactly as they appear when printed?
- A Custom View
- **B** Full screen View
- C Page Break View
- D Page Layout view
- 5 Which one of the following will starts with "=" sign in Excel 2010?
- A Data
- **B** Text
- C Numbers
- **D** Formulas
- **6** Which tab is used for creating, formatting and editing a spreadsheet?
- A Data
- **B** Home
- C Insert
- **D** Review
- 7 Which function is used to count the number of cells that contain numbers, in a range?
- A Count ()
- B Countif()
- C Sum()
- D Sumif()

- **8** Which function is used to add the values in a range?
- A Count()
- **B** Sum()
- C ABS()
- D Sumif()
- 9 which symbol is used to excute formulas in MS Excel?
- A =
- В '
- **C** #
- D '
- **10** Where does the result displays when a formula is entered in Excel?
- A Current Cell
- **B** Next Cell
- C Previous Cell
- D Formula Bar
- **11** Which function in Excel is used to find the biggest value in a range?
- A Ceiling
- **B** DMAX
- C LEN
- **D** MAX
- **12** Which one of the following is a text function in MS Excel?
- A MID()
- B NOW()
- C COUNT()
- **D** SIGN
- **13** Which one of the following is a 'Date & Time' function in Excel?
- A FIND()
- B MOD()
- C NOW()
- D MID()
- **14** Which function is used to find the middle number in a range?
- A MEDIAN()
- B MID()
- C TRIM()
- D MODE()
- **15** What is the purpose 'Tab' key in MS Excel?
- A Moves cell pointer to previous column
- **B** Moves cell pointer to next column
- C Moves cell pointer previous row
- D Moves cell pointer next row

- **16** What is the purpose of 'Enter Key' in MS Excel?
- A Moves cell pointer to previous column
- **B** Moves cell pointer to next column
- **C** Moves cell pointer to previous row
- **D** Moves cell pointer to next row
- **17** Which function key is used to open goto dialogue box in MS Excel?
- **A** F2
- **B** F5
- **C** F7
- **D** F11
- 18 Which option in MS Excel is used to display the rows that meet certain conditions?
- A Find
- **B** Filter
- **C** Format
- **D** Sort
- 19 Which option in Excel is used to rearrange the rows base on the content of a particular column?
- A Find
- **B** Filter
- C Sort
- **D** Format
- 20 Which type of addressing is used to keep rows constant and column changes and vice versa while copying a formula from one area of the worksheet to another in Excel?
- A Mixed
- **B** General
- **C** Relative
- D Absolute

- 1 Which one of the following is 'no argument' function?
- A Now()
- B Lower()
- C Max()
- **D** IF()
- Which key is used to move the insertion point to the beginning of the current sheet?
- A Pageup
- **B** Home
- C Ctrl + pageup
- D Ctrl + Home
- Which sequence of operation is used to insert the hidden formula bar in Excel worksheet?
- A View → Show/hide → Formula bar
- **B** Insert → show/hide → Formula bar
- C Data → show/hide → Formula bar
- **D** Home \rightarrow show/hide \rightarrow formula bar
- Which option is used to change the direction where the cursor moves when you press the enter key in Excel?
- A Excel options → Advance → Enable auto complete for cell values
- B Excel options →Advance →Extend data range formats
- C Excel options →Advance →choose direction by clicking down arrow next to check box
- D Excel options →Advance →Enable fill handle and cell drag and drop
- Which key is used to make multiple line in a single cell?
- A Alt+ →
- **B** Tab+ ↓
- C Ctrl+ ↓

Module 7 : Spread Sheet Application - Key paper

SL.No	Key
1	С
2	С
3	Α
4	С
5	В
6	Α
7	Α
8	В
9	С
10	Α
11	В
12	D
13	Α
14	Α
15	В

Questions: Level 2

SL.No	Key
1	C D D D D B
2	D
3 4	D
	D
5	D
6	В
7	Α
8	A B A
9	
10	Α
11	D
12	Α
13	C A
14	
15	В
16	D
17	В
18	В
19	С
20	Α

SL.No	Key
1	Α
2	D
3	Α
4	С
5	Α

Computer Operator and Programming Assistant - 1st Semester Module - 8 : Image Editing, Presentation

Qu	estions: Level 1	7	Which shortcut key is used to create new
			presentation in powerpoint?
1	Which item, contains text graphics, charts,	Α	Ctrl + P
	sound, video, etc., in power point	В	Ctrl + N
Α	Slides	С	Ctrl + M
В	Folder	D	Ctrl + X
С	Handouts	8	How many panes are these in backstage view in
D	Desktop screen		power point 2010?
2	Which contains miniature representation of	Α	3
	slides?	В	5
Α	Slides	С	7
В	Handout	D	9
С	Template	9	Which menu is used to apply various effects
D	Slide master		to the text in a slide?
3	Which button is used to add instant	Α	Animation
	animation to the presentation and helps	В	Design
	interactive presentation?	С	Transitions
Α	Add button	D	Slide show
В	Start button	10	Which menu is used to apply various visual
С	Insert button		effects to the slide in power point?
D	Action button	Α	Animation
4	What type of software program is power	В	Design
	point?	С	Slide show
Α	Word Processor	D	Transitions
В	Spread Sheet	11	Which menu is used to select a predefined
С	Presentation Graphics		chart style?
D	Database Management	Α	Animation
5	Which tool allows user to select different	В	Design
	layout for slide?	С	Slide show
Α	Apply design	D	Transitions
В	Bullets		
С	New slide		
D	Slide Layout		
6	Which key is used to stop a power point		
	presentation?		
Α	ESC		
В	Tab		
С	Ctrl		
D	Enter		

- Which template makes specify common design elements in all slides in the presentation?
- A Fax template
- **B** User template
- C Data template
- **D** Master template
- Which dialog box in Power Point allows to change slides automatically in a period of time?
- A Action setting
- **B** Slide transition
- C Slide animation
- **D** Custom animation
- Which shortcut key is used to invoke thesaurus dialog box in Power Point?
- A Shift+F7
- B Ctrl+F7
- C Alt+F7
- D Ctrl+Alt+F7
- 4 Which option is used to create a presentation automatically in Power Point?
- **A** Template
- **B** Blank Presentation
- C Auto content wizard
- **D** Standard test bar
- Which option offers a built in design through a dialog box?
- A Auto content wizard
- **B** Blank Presentation
- C Standard tool bar
- **D** Template
- **6** Which function key is used to run a powerpoint presentation?
- **A** F3
- **B** F5
- **C** F7
- **D** F9
- 7 Which shortcut key is used to create a new slide in power point?
- A Ctrl + C
- B Ctrl + N
- C Ctrl + M
- D Ctrl + S

- **8** Which holder holds text, title and picture in power point?
- A Contemt Holder
- B Image Holder
- C Place Holder
- D Slide Holder
- **9** Which one of the following is extension of power point 2010 presentation file?
- A .potx
- B .pptx
- C .ppsx
- D .thmx
- 10 Which option is used to insert the related hints of a slide?
- A Note Master
- **B** Presentation Master
- C Slide Master
- D Hints Master
- Which combination of key is used to select all slides from current slide to first slide?
- A Alt + Home
- B Ctrl + Home
- C Shift + Home
- D Tab + Home
- 12 Which view hides the hidden slides in Power Point?
- A Normal
- **B** Notes Page
- **C** Reading view
- D Slide Sorter
- 13 Which option is used to display the selected slides only for presentation?
- A From Beginning
- **B** From current slide
- C Broadcast slide show
- D Custom slide show
- 14 Which one of the following is a effect option in power point presentation?
- A Diamond
- **B** Fade
- **C** Push
- D Reveal

- Which combination of key is used to show the laser pointer during slide show?
- A Alt + left mouse button
- **B** Alt + right mouse button
- C Ctrl + left mouse button
- **D** Ctrl + right mouse button

Module 8 : Image Editing, Presentation - Key paper

Questions: Level 1 Questions: Level 2 Question: Level 3

SL.No	Key
1	Α
2	В
3	D
4	С
5	Α
6	Α
7	В
8	Α
9	Α
10	D
11	В

SL.No	Key
1	D
2	В
3	A C
4	
5	D
6	В
7	C C
8	С
9	В
10	Α
11	С
12	С
13	D
14	Α

SL.No	Key
1	С

Computer Operator and Programming Assistant 1st Semester Module 9 : Database Management Systems

Questions: Level 1 What is the maximum number of characters allowed in text field is access? **A** 255 **B** 256 **C** 64000 **D** 65000 2 What is the expansion of OLE in Access? A object linking and embedding **B** object linking and encrypting C object linking and editing **D** objet linking 3 What is the maximum length of the field name in Access? A 16 characters **B** 32 characters C 64 characters **D** 128 characters 4 Which view is used to arrange table data in different graphical layouts to summarize data? A Table view **B** Design view C Data sheet view **D** Pivot chart view 5 Which view allows to modify table's structure in Access? A Design view **B** Datasheet view C Pivot table view **D** Pivot shart view 6 Which object stores information about related data? **A** Document **B** Table C Page

D Screen

- 1 Which key stoke is used to move the active cell towards right, in access table?
- A Ctrl + Tab
- B Alt + Tab
- **C** Tab
- D Shift + Tab
- Which key stoke moves the active cell towards left in Access table?
- **A** F2
- **B** F5
- **C** Tab
- D Shift + Tab
- **3** Which combination of key zooms the content of active cell in Access table?
- A Ctrl + F2
- B Ctrl + F5
- C Shift + F2
- D Shift + F5
- 4 Which combination of key allows user to move to the first field in the first record in Access table?
- A Ctrl + Tab
- B Shift +Tab
- C Shift + Home
- D Ctrl + Home
- 5 Which command quickly locates the data is Access table?
- A Find
- **B** Locate
- C Search
- **D** Edit
- Which technique prevents invalid data being saved in Access table?
- A Index
- **B** Filter
- C Validation rule
- **D** Input mark
- 7 Which validation rule accepts only a z letters for fields in Access?
- A Is null or NOT like "*[! a z]*"
- **B** Is null or NOT like "*[a z]*"
- C Is null or NOT like "*![a z]*"
- **D** Is null or NOT like "[! a z]"

- Which validation rule allows only 0 9 for fields in Access?
- **A** Is Null or Not Like "*[!0-9]*"
- B Is Null or Not Like "[! 0 9]"
- C Is Null or Not Like "*[0 9]*"
- **D** Is Null or Not Like "*[!0-9]*"
- 9 Which validation rule allows only positive numbers for fields in?
- A Is Null or > = 0
- **B** Is Null or Positive
- C Is Null or < 0
- **D** Is Null or = "+"
- **10** What is allowed the input mark symbol # in Access?
- A Letter or digit
- B Letter A through Z
- C A digit 0 9 with +/- sign
- **D** A digit 0 9 without +/- sign
- 11 Which validation rule allows exactly digits for number fields in Access?
- A Is Null or Between 100000 and 99999
- **B** Is Null or Like "????"
- **C** Is Null or >= 0 AND< = 99999
- **D** Is Null or < = 99999

- 1 What is the output when the data '1678.95' is set to the number format '###0.00' in Access?
- **A** 1670.00
- **B** 1670.95
- C 1678.00
- **D** 1678.95
- **2** Which of the following is a valid time format is Access?
- A hh:mm:ss AM/PM
- B hh.mm.ss AM/PM
- C hh-mm-ss AM/PM
- **D** hh/mm/ss AM/PM
- Write the output when the data 'Primary Key' is set to the text < in Access?
- A Primary key
- **B** primary key
- C PRIMARY KEY
- **D** Primary Key
- 4 What is the output when the data "FOREIGN key' is set to the text format > in Access?
- A foreign key
- **B** FOREIGN KEY
- C Foreign Key
- **D** Foreign key
- 5 What is the reason for not accepting zero in the fields of Access tables?
- A Fields is set with is Null or > 0
- **B** Fields is set with is Null or < = 0
- C Fields is set with is Null or! [0]
- **D** Fields is set with is Null or like "?"

Module 9 : Database Management Systems - Key paper

SL.No	Key
1	Α
2	Α
3	С
4	D
5	Α
6	В

Questions: Level 2

SL.No	Key
1	С
2	D
	С
4	D
5	Α
6	С
7	Α
8	D
9	Α
10	С
11	С

SL.No	Key
1	D
2	Α
3	В
4	В
5	Α

Computer Operator and Programming Assistant 1st Semester Module 10 & 11 : Networking Concepts & Internet Concepts

С

Physical layer
Data link layer

Que	estions: Level 1
	Which laves in OOI meddel a enfance a strong
1	Which layer in OSI model performs network
	routing, flow control and error control
^	function?
A	Network layer
В	Session layer
С	Physical layer
D	Data link layer
2	What is the full form of IP?
A	internet protect
В	intranet protocol
С	internet protocol
D	international protocol
3	What is the full form of TCP?
A	Test Control Protocol
В	Transfer Control Protocol
С	Transport Control Protocol
D	Transmission Control Protocol
4	Which layer is the layer 2 in OSI network
	model?
Α	Session layer
В	Physical layer
С	Data link layer
D	Transport layer
5	Which layer is the layer 4 in OSI model?
Α	Session layer
В	Network layer
С	Data link layer
D	Transport layer
6	Which is the 6 th layer in OSI communication
	model?
Α	Session layer
В	Network layer
С	Application layer
D	Presentation layer
7	What is the abbreviation of OSI?
Α	Open Source Internet
В	Open System Interaction
С	Open Source Interconnection
D	Open System Interconnection

8 What is the full form of EFT? Electronic Form Transfer Α В Electronic Fund Transfer С Electronic Field Transfer D Electronic Format Transfer Which is an example for WAN? 9 Ethernet Α В Home network С Campus network D Bluetooth network 10 What is the full form of ADSL? Asymmetrical Digital System Line Α В Automatic Digital Subscriber Line С Asymmetrical Digital Subscriber Line Asynchronous Digital Subscriber Line D 11 Which is the layer 3 in OSI model? Α Network layer В Session layer

- 1 Which is a reference tool for understanding data communication between any two network system?
- A LAN
- **B** WAN
- C ISO model
- D OSI model
- What is called the interconnected computer systems located at different places?
- A internet
- **B** computer layout
- C computer network
- D connectivity of computer
- **3** Which topology combines characteristics of linear bus and star topologies?
- A Bus
- **B** Star
- C Tree
- **D** Mesh
- 4 How many pairs of wires contains in category 5 UTP cable?
- **A** 3
- **B** 4
- **C** 5
- **D** 6
- 5 What is the maximum speed supported by category 5 UTP cable?
- A 1mbps
- **B** 10mbps
- C 100mbps
- **D** 1000mbps
- 6 Which of the following cable transmits messages in the form of light waves?
- A STP cable
- **B** UTP cable
- C Co-axial cable
- **D** Optical fibre cable
- 7 Which device is installed in a subscriber's telephone line to allow both ADSI and regular voice (telephone) services to be used at the same time?
- A Hub
- **B** Switch
- C MODEM
- D Micro filter

- **8** Which layer of OSI Model, transfer data between network entities?
- A Layer 1
- B Layer 2
- C Layer 3
- **D** Layer 4
- 9 Which device connects multiple network segments along with the data link layer?
- A Hub
- **B** Bridge
- C Router
- **D** Switch
- 10 Which device is used to amplify or regenerate digital signals received while sending them from one port of a network into another?
- A Hub
- **B** Bridge
- C Switch
- **D** Repeater
- 11 Which device modulates analog signal to encode digital information and demodulates carrier signal to decode the transmitted information over the telephone network?
- A Hub
- **B** Bridge
- C Switch
- **D** MODEM
- 12 Which device is used to connect one network with another network that uses different protocols?
- A Hub
- **B** Router
- C Switch
- **D** Gateway
- **13** Which device forwards data packet between computer network?
- A Hub
- **B** Router
- C Switch
- **D** Gateway
- **14** What is the speed of standard 10 base T cable?
- A 1 mbps
- B 10 mbps
- **C** 100 kbps
- **D** 100 mbps

15 Which type of cable is used in 10 base-FL cable standard? A UTP **B** STP **C** Co-axial **D** Fibre optic **16** What is the speed of 100BASE-TX cable? A 1 mbps B 10 mbps **C** 100 kbps **D** 100 mbps 17 Which is the standard connector for category-5, unshielded twisted pair cabling? **A** RJ11 **B** RJ14 **C** RJ25 **D** RJ45 18 How many pairs of wires are there in category 1 UTP cables? Α **B** 2 **C** 3 **D** 4 19 Which is an application layer of internet

- 1 Which layer in OSI model provides transfer the data between end users?
- A Session layer
- **B** Network layer
- C Data link layer
- **D** Transport layer
- What is the purpose of the last three layers in OSI model?
- A common application services
- **B** data presentation within the end-user system
- **C** passing traffic through the network to an end system
- **D** manage the dialogue between end user application process
- **3** Which layers of OSI model is the router operate?
- A Layer 2
- B Layer 3
- C Layer 6
- D Layer 7
- 4 Which layer of OSI network model does repeater works?
- A Layer 1
- B Layer 2
- C Layer 3
- D Layer 4
- 5 Which is a standard network protocol used to transfer files from one host or to another host over a TCP based network, such as the internet?
- A FTP
- **B** TCP
- C UDP
- **D** SMTP
- 6 Which is a network protocol used on the internet or LAN to provide a bi-directional interactive text oriented communication facility using a virtual terminal connection?
- A FTP
- **B** TCP
- C UDP
- **D** Telnet

Module 10 & 11 : Networking Concepts & Internet Concepts - Key paper

SL.No	Key
1	A C
2	С
3	D
4	С
5	D
6	D
7	D
8	В
9	Α
10	С
11	Α

Questions: Level 2

SL.No	Key
1	D C
2 3 4	С
3	C B
4	В
5	С
6	D
7	D
8	D
9	В
10	D
11	D
12	D
13	В
14	В
15	D
16	С
17	D
18	А
19	D

SL.No	Key
1	D
2	С
3	В
4	Α
5	Α
6	D

Computer Operator and Programming Assistant - 1st Semester Module - 12: Designing Static WebPages

Qu	estions: Level 1	8	What is the another name of web address?
		Α	URL
1	What is the first tag in html document?	В	Html
Α	<html></html>	С	Http
В	<head></head>	D	Webpage
С	<title></th><th>9</th><th>What are the two main parts, available in</th></tr><tr><th>D</th><th></html></th><th></th><th>html document?</th></tr><tr><th>2</th><th>The tag makes the enclosed text bold,</th><th>A</th><th>Title and Body</th></tr><tr><th>_</th><th>which other html tag is used to make text</th><th>В</th><th>Head and title</th></tr><tr><th></th><th>bold?</th><th>С</th><th>Head and Body</th></tr><tr><th>Α</th><th><dark></th><th>D</th><th>Head and document</th></tr><tr><th>В</th><th>
bold></th><th>10</th><th>Which character in html is used to indicate</th></tr><tr><th>С</th><th>></th><th> .</th><th>end tag?</th></tr><tr><th>D</th><th></th><th>A</th><th>\</th></tr><tr><th>3</th><th>Which html tag is used to display a picture</th><th>В</th><th>Ì</th></tr><tr><th></th><th>in a web page?</th><th>С</th><th>!</th></tr><tr><th>Α</th><th><src></th><th>D</th><th><#</th></tr><tr><th>В</th><th></th><th>11</th><th>Which symbols starts with html comments?</th></tr><tr><th>С</th><th></th><th>A</th><th><!</th></tr><tr><th>D</th><th><image></th><th>В</th><th></</th></tr><tr><th>4</th><th>what is the full form of HTTP?</th><th>С</th><th><#</th></tr><tr><th>Α</th><th>Hyper text testing protocol</th><th>D</th><th><\</th></tr><tr><th>В</th><th>Hyper text transfer protocol</th><th>12</th><th>Which is used to publish the webpage to a</th></tr><tr><th>С</th><th>Hyper test transfer protocol</th><th></th><th>web hosting server?</th></tr><tr><th>D</th><th>Hyper text transfer program</th><th>Α</th><th>Http</th></tr><tr><th>5</th><th>Which html tag inserts a line horizontally in</th><th>В</th><th>Php</th></tr><tr><th></th><th>a page?</th><th>С</th><th>Kompozer</th></tr><tr><th>Α</th><th><lr></th><th>D</th><th>Blogger</th></tr><tr><th>В</th><th>< ></th><th></th><th></th></tr><tr><th>С</th><th><hr></th><th></th><th></th></tr><tr><th>D</th><th></th><th></th><th></th></tr><tr><th>6</th><th>What is the full form of CSS?</th><th></th><th></th></tr><tr><th>Α</th><th>Computer style sheet</th><th></th><th></th></tr><tr><th>В</th><th>Cascading style sheet</th><th></th><th></th></tr><tr><th>С</th><th>Cascading system style</th><th></th><th></th></tr><tr><th>D</th><th>Customized style sheet</th><th></th><th></th></tr><tr><th>7</th><th>Which html tag is the smallest heading?</th><th></th><th></th></tr><tr><th>Α</th><th><h1></th><th></th><th></th></tr><tr><th>В</th><th><h2></th><th></th><th></th></tr><tr><th>С</th><th><h6></th><th></th><th></th></tr><tr><th>D</th><th><head></th><th></th><th></th></tr><tr><th></th><th></th><th></th><th></th></tr></tbody></table></title>		

- Which attribute is used with tag to merge two cells horizontally?
- A Colspan = 2
- **B** Rowspan = 2
- **C** Mergerows
- **D** mergecols
- Which tag creates a checkbox for a form in html?
- A <check box>
- B <input check box>
- **C** <input = check box>
- **D** <input type = "check box">
- Which html tag is used to add a row in a table?
- **A** and
- B <cr> and </cr>
- **C** and
- **D** and
- Which html tag is used to divide a row into data cells?
- **A** and
- B <cr> and </cr>
- **C** and
- **D** and
- Which is the correct syntax for adding alternate text for image, if the image cannot be displayed?
- A <imq src = "boat.gif" alt = "big boat"/>
- **B**
- **C**
- D
- Which is the correct H1 tag for right alignment?
- **A** <h1 align = "right">.....</h1>
- **B** <h1 tag align = "right">.....</h1>
- **C** <h1 align = "r">.....</h1>
- **D** <h1 alignment = "right">....</h1>
- 7 What is the use of forms in HTML?
- A To display a table
- **B** To display a list
- C To send the data to server
- **D** To display email contents

- 8 What is the correct syntax for making a hyperlink?
- A <http://nimi.gov.in"
- **B** <url = "http://nimi.gov.in">nimi
- C nimi
- **D** nimi
- 9 Which is the correct tag for adding iframe in html?
- A <iframe http://nimi.gov.in> </iframe>
- **B** <iframe ="http://nimi.gov.in"></iframe>
- **C** <iframe src = "http://nimi.gov.in"></iframe>
- **D** <iframe href = "http://nimi.gov.in"> </iframe>
- what is the correct html tag for adding a background color?
- A <body color = "Yellow">
- **B** <body bgcolor = "Yellow">
- C <body background = "Yellow">
- **D** <body bg = "Yellow">
- 11 How do you add a link which will allow the visitor to send an email from the page?
- A
- **B**
- C <a="mailto">
- **D** <href = "mailto">
- 12 What will happen, If the background image is smaller than the screen, what will happen?
- A It will be stretched
- **B** It will leave a blank space at the bottom of the page
- C It will leave a blank space at the top of the page
- **D** It will be repeated
- **13** Which is the correct css syntax?
- A body: color = black;
- **B** body { color; black}
- C {body: color : black;}
- **D** {body : color = black;}
- 14 which is the correct html tag for making a text input field?\
- A <text type = "Text">
- **B** <input type = "text">
- **C** <input type = "textfield">
- **D** <input type = "textbox">

- Which is the correct html tag for creating password field?
- A <text type = "password">
- **B** <input type = "pwd">
- **C** <input type = "password">
- **D** <input type = "passcode">
- **16** What is the correct html code for inserting a background image?
- A <Body background = "image jpg">
- **B** <body = "image.jpg">
- **C** <background = "image.jpg">
- **D** <body background = image.jpg>
- 17 Which option will match, while making bulleted list?
- A Square, disc, polygon
- B triangle, disc, circle
- **C** triangle, square, circle
- D disc, circle, square
- **18** What is the meaning of increase the cell padding?
- A Increase the thickness of table border
- B Increase the space between cells
- C Increase the distance between cell and content
- **D** Increase the no of cells
- **19** Which property of cells will how many rows a cell should span?
- A Colspan = 5
- **B** Rowspan = 5
- C Cellspan = 5
- **D** Span = 5
- 20 Which web language give more control over the HTML elements and allows them to change at any time without returning to the Web server?
- A BML
- B XML
- C HTML
- **D** DHTML

- 1 What will be the output of the following HTML code?
 - <html>
 - <body>
 - NIMI
 - CHENNAI
 - </body>
 - </html>
- A NIMI CHENNAI
- B NIMI

CHENNAI

- C CHENNAI
 - NIMI
- D CHENNAI NIMI
- 2 What is the output of the following html?
 - <html>
 - <body>
 - <h2>NIMI<small>CHENNAI</small>
 - formatting</h2>
 - </body>
 - </html>
- A NIMI chennai
- **B** NIMI CHENNAI
- C NIMI chennaiformatting
- **D** NIMICHENNAlformatting
- What is the output of the following html
 - code?
 - <html>
 - <body>
 - NIMI^{CHENNAI}
 - </body>
 - </html>
- A NIMI chennai
- B NIMI chennai
- C NIMI chennai
- D NIMI CHENNAI

- 4 How will the following html code appear in the browser?
 - <html>
 - <body>
 - <h1> my first heading</h1>
 - my first paragraph
 - </body>
 - </html>

A My first heading

My first paragraph

- **B** My first heading
 - My first paragraph
- C My first headingMy first paragraph
- D My first heading
 - My first paragraph
- **5** Which of the following code is used to add a plain color background to the web page?
- **A** <body bgcolor = "36, 2437">
- **B** <body color = "#FF000">
- **C** <body bgcolor = "#FF000">
- **D** <bgcolor = "blue">

Module 12 : Designing Static WebPages - Key paper

SL.No	Key
1	Α
2	D
3	С
4	В
5	С
6	В
7	С
8	A C
9	С
10	В
11	Α
12	С

Questions: Level 2

SL.No	Key
1	Α
2	D
3	Α
4	D
1 2 3 4 5 6 7	Α
6	Α
	A D A A C C C C
8	С
9	
10	В
11	А
12	D
13	В
14	В
15	С
16	А
17	D
18	С
19	В

20

D

SL.No	Key
1	В
2	С
3	Α
4	Α
5	С