Computer Operator

Time :45 minute

Full Mark: 50

Computer Operator Exam Set 1

1. A computer on internet is identified by
    a. E-mail Address
    b. Street Address
    c. **IP Address**
    d. Website Address
2. Each time you turn on your computer, it will check on the control file
    a. Command.com, io.sys
    b. Command.com, date.sys, dir.com
    c. **Command.com, io.sys, msdos.sys**
    d. None of the above
3. The slowest transmission speeds are those of
    a. Coaxial cable
    b. Fiber optic cable
    c. **Twisted pair cable**
    d. Microwaves
4. Only filenames and extensions are to be displayed in wide format, which command you'll use?
    a. **Dir/w**
    b. Dir a:
    c. Dir/s
    d. Dir/b
5. Which of the following is not a valid capacity of floppy disk?
    a. 360 KB
    b. 720 KB
    c. **1.24 MB**
    d. 1.44 MB
6. Operating system, editors and debuggers comes under?
    a. **System software**
    b. Application software
    c. Utilities
    d. All of above
7. The command allows you to create logical drive
    a. Sort
    b. Path
    c. **Subst**
    d. Batch
8. What is a portion of a document in which you set certain page formatting options?
    a. Page
    b. Document
    c. **Section**
    d. Page setup
9. Word wrap feature
    a. **Set text inside the fixed margin**
    b. Appears at the bottom of the document
    c. Mark the paragraph center
    d. None of the above
10. In MS-Word, 'Cover Page' option is available in tab
    a. Home
    b. **Inset**

    c.   Design

    d.   Page layout

11. Which enables you to move directly to specific location in a document?
    a. Subdocuments
    b. Bookmarks
    c. Cross-References
    d. Outlines

12. Which feature is used for monitoring all document changes?
    a. Edit document
    b. Monitor change
    c. Track change
    d. Track all

13. What is the shortcut key to open the open dialog box?
    a. F12
    b. Shift+F12
    c. Alt+F12
    d. Ctrl+F12

14. Where can you find the draw table tool button?
    a. Formatting toolbar
    b. Drawing toolbar
    c. Standard toolbar
    d. Table and formatting toolbar

15. Maximum width of Borders or a page border can be
    a. 3pt
    b. 6pt
    c. 8pt
    d. 12pt

16. By default, on which page the header or the footer is printed?
    a. On first page
    b. On alternate page
    c. On every page
    d. On current page

17. What is the shortcut key to open the thesaurus window?
    a. Ctrl+F7
    b. F7
    c. Alt+F7
    d. Shift+F7

18. Which tools can the user to set indents of tabs?
    a. Title bar
    b. Insertion point
    c. Toolbar
    d. Ruler

19. What do you call a faint image that you add to the background of a document report?
    a. Watermark
    b. Style
    c. Background image
    d. Gutter

20. Which one is the last column header in Excel 2007?
    a. XFD
    b. XFX
    c. XFL
    d. XFT

21. The greater than sign (>) is an example of …. Operator
    a. Arithmetic
    b. Logical
    c. Conditional
    d. Greater

22. Which is not a function in MS Excel?
    a. SUM
    b. AVG
    c. MAX
    d. MIN
23. Which one is not a function in MS-Excel?
    a. Circle Invalid Data
    b. Clear Validation Circles
    c. Data Validation
    d. Formula Validation
24. The cell reference for a range of cells that starts in cell C1 and goes over to the column H and down to row 10 is
    a. C1:10H
    b. C1:H10
    c. C1:H.10
    d. C1:H:10
25. How do you wrap the text in a cell?
    a. Format, cells, font
    b. Format, cells, protection
    c. Format, cells, number
    d. Format, cells, alignment
26. Which function is used to calculate depreciation, rates of return, future values and loan payment amounts?
    a. Logical
    b. Math and Trigonometry
    c. Statistical
    d. Financial
27. Which language is used to create macros in Excel?
    a. Visual Basic
    b. C
    c. Visual C++
    d. Java
28. The….feature of MS-Excel quickly completes Series of data
    a. Autocomplete
    b. AutoFill
    c. Fill handle
    d. Sorting
29. What type of chart is useful for comparing parts of whole?
    a. Pie Chart
    b. Column Chart
    c. Line Chart
    d. Dot Graph
30. Which is the valid data type in MS-Access
    a. Number
    b. Text
    c. Currency
    d. All of the above
31. Which is the following is not a section in report design window in MS-Access
    a. Report header
    b. Pager header
    c. Summary
    d. Report footer
32. Slide can have
    a. Title, Text, Graphs
    b. Drawn objects, shapes
    c. Clipart, drawn art, visual
    d. All of the above
33. Keyboard shortcut to add new slide in MS-PowerPoint is

a. Ctrl + N
b. Ctrl + M
c. Alt + N
d. Alt + M

34. In a table, the relationship among a set of values are represented by
    a. Attribute
    b. Tuple
    c. Entity
    d. Key

35. How many parts are there in the Constitution of Nepal?
    a. 25
    b. 30
    c. 35
    d. 40

36. What would you choose to create a pre-formatted style?
    a. Slide design
    b. Slide sorter
    c. Slide layout
    d. Slide transition

37. Macros are:
    a. Small programs created in MS-Word to automate repetitive tasks by using VBA
    b. Small add-on programs that are installed afterwards if you need them
    c. Programming language that you can use to customize MS-Word
    d. Large tools in Word such as mail merge

38. Which one is not system tool?
    a. Backup
    b. Disk defragment
    c. Virus scanning
    d. My computer

39. Which page orientation you will select if you wish to print in wide front
    a. Vertical
    b. Landscape
    c. Portrait
    d. Horizontal

40. Who was the first computer programmer?
    a. Charles Babbage
    b. Ada Lovelace
    c. Bernoulli
    d. Newton

41. According to The Timber Corporation of Nepal Karmachari Sewasart Nimawali, 2052, what is the maximum mark a candidate for promotion will get for his seniority?
    a. Sixteen
    b. Twenty
    c. Twenty Four
    d. Thirty

42. The main block of the computer system consists of
    a. Input, Output, CPU and Memory
    b. Input, Output, Storage and User
    c. Input Unit, Output Unit, Control Unit
    d. RAM, Hard disk, Keyboard and Monitors

43. A Teleprinter is
    a. Teletypewriter
    b. Teletype
    c. TTY
    d. All of above

44. The basic operations performed by a computer are
     a. Arithmetic operation
     b. Logical operation
     c. Storage
     d. All of above
45. The programs which are as permanent as hardware and stored in ROM are known as
     a. Hardware
     b. Software
     c. Firmware
     d. ROM ware
46. Which of the following require large computers memory?
     a. Imaging
     b. Graphics
     c. Voice
     d. All of the above
47. Which of the following needs refreshing?
     a. SRAM
     b. DRAM
     c. ROM
     d. All of above
48. The ASCII code of 0 (Zero) is
     a. 48D
     b. 32H
     c. 0011 1000
     d. 42H
49. Which of the following malicious program do not replicate automatically?
     a. Trojan Horse
     b. Virus
     c. Worm
     d. Zomble
50. The memory which is ultraviolet light erasable and electrically programmable is
     a. ROM
     b. RAM
     c. SRAM
     d. EPROM