

**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
-

Questions: Level 2

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

2 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

SL.No	Key
1	B
2	A
3	B
4	A
5	A
6	D

Questions: Level 2

SL.No	Key
1	D
2	C
3	D
4	D
5	D
6	A

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

Questions: Level 1

1 Which one is an example for OS?

- A** Antivirus
 - B** Windows
 - C** MS Office
 - D** Macromedia
-

2 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
-

Questions: Level 2

- 1 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
-

Questions: Level 3

- 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
-
- 2** 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
 - D** Device Manger → right click on USB root hub → Update drives
-

Module 3 : Windows Operating System - Key paper

Questions: Level 1

SL.No	Key
1	B
2	D
3	D
4	A

Questions: Level 2

SL.No	Key
1	D
2	A
3	B
4	D
5	C
6	C
7	D

Question: Level 3

SL.No	Key
1	B
2	B

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

Questions: Level 1

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
-

Questions: Level 2

1 What is the purpose of Nero StartSmart?

- A** Format HDD
 - B** Burn CD/DVD
 - C** Format pen drive
 - D** Format CD/DVD
-

2 Which system is used by bluetooth for board casting?

- A** Satellite
 - B** Microwaves
 - C** Telephone lines
 - D** Radio waves
-

3 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
-

5 What is the name of the smaller divisions made in Hard disk?

- A** Head
 - B** Partitions
 - C** Sectors
 - D** Tacks
-

6 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
-

Questions: Level 3

- 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
-
- 2** 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

Questions: Level 1

SL.No	Key
1	D
2	A
3	A
4	A

Questions: Level 2

SL.No	Key
1	B
2	D
3	C
4	B
5	B
6	B
7	C

Question: Level 3

SL.No	Key
1	B
2	B

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?
- A .
 - B ..
 - 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
 - D tree
-
- 6 How the directories under the root directory are called?
- A dir
 - B path
 - C sub directories
 - D tree
-

Questions: Level 2

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
-

9 Which Linux command list the content of all sub directory?

- A ls ~
- B ls */
- C ls /
- D ls ../

10 Which Linux command list the contents of parent directory?

- A ls ~
- B ls */
- C ls /
- D ls ../

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()
-

Questions: Level 3

- 1 What is the result of the DOS command
PROMPT \$D\$G?
- A Prompt >
 - B D : >
 - C Current date >
 - D Current time >
-
- 2 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 *
-
- 3 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

Questions: Level 1

SL.No	Key
1	B
2	A
3	B
4	B
5	B
6	C

Questions: Level 2

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

Question: Level 3

SL.No	Key
1	C
2	C
3	B
4	C

Computer Operator and Programming Assistant 1st Semester

Module 6: Word Processing Software

Questions: Level 1

1 Which command is used to store the active document permanently?

- A Save
- B Send
- C Prepare
- D Save as

2 Which shortcut key is used to high light the entire word document?

- A ctrl + A
- B ctrl + O
- C ctrl + S
- D ctrl + E

3 Which tool in MS Word is used to keep the familiar and repeated options?

- A title bar
- B task bar
- C scroll bar
- D quick access tool bar

4 Which area in MS Word is used to enter the text?

- A work space
- B work sheet
- C slides
- D work book

5 Which bar contains the current position of the cursor in MS Word?

- A layout
- B title bar
- C status bar
- D horizontal ruler

6 Where does the close button appear in MS Word?

- A top left corner of the window
- 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

8 Which one of the following is text styling feature of MS Word?

- A word fill
- B word art
- C word colour
- D word font

9 Which option is used to store the duplicate of the active document permanently?

- A Save
- B Send
- C Save as
- D Rename

10 Which option is used to view an exiting word document?

- A new
- B open
- C publish
- D prepare

11 Which document view given an appearance as in web browser?

- A Draft view
- B Outline view
- C Web layout view
- D Full screen reading

12 How many groups are there in Home Menu?

- A 4
- B 5
- C 6
- D 7

13 Which group includes superscript, subscript, strike through options in MS Word?

- A Clipboard
- B Font
- C Paragraph
- D Style


Questions: Level 2

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 is 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 right 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 is 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

7 What is 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 → grids
 - B** View → ruler
 - C** Insert → 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 none
 - C** Paragraph group → bullet button → typed 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 → select none from bullet type
 - D** Bullet button → 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
-

Questions: Level 3

- 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 tab
 - 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

Questions: Level 1

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

Questions: Level 2

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

Question: Level 3

SL.No	Key
1	A
2	D
3	D
4	D
5	A
6	C

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

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

Questions: Level 2

-
- 1 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 =
B ‘
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
-

Questions: Level 3

- 1 Which one of the following is 'no argument' function?
- A Now()
 - B Lower()
 - C Max()
 - D IF()
-
- 2 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
-
- 3 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 → show/hide → formula bar
-
- 4 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
-
- 5 Which key is used to make multiple line in a single cell?
- A Alt+ ↵
 - B Tab+ ↵
 - C Ctrl+ ↵
 - D Shift+ ↵
-

Module 7 : Spread Sheet Application - Key paper

Questions: Level 1

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

Questions: Level 2

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

Question: Level 3

SL.No	Key
1	A
2	B
3	A
4	C
5	A

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

Questions: Level 1

- 1** Which item, contains text graphics, charts, sound, video, etc., in power point
A Slides
B Folder
C Handouts
D Desktop screen
- 2** Which contains miniature representation of slides?
A Slides
B Hangout
C Template
D Slide master
- 3** Which button is used to add instant animation to the presentation and helps interactive presentation?
A Add button
B Start button
C Insert button
D Action button
- 4** What type of software program is power point?
A Word Processor
B Spread Sheet
C Presentation Graphics
D Database Management
- 5** Which tool allows user to select different layout for slide?
A Apply design
B Bullets
C New slide
D Slide Layout
- 6** Which key is used to stop a power point presentation?
A ESC
B Tab
C Ctrl
D Enter

- 7** Which shortcut key is used to create new presentation in powerpoint?
A Ctrl + P
B Ctrl + N
C Ctrl + M
D Ctrl + X
- 8** How many panes are these in backstage view in power point 2010?
A 3
B 5
C 7
D 9
- 9** Which menu is used to apply various effects to the text in a slide?
A Animation
B Design
C Transitions
D Slide show
- 10** Which menu is used to apply various visual effects to the slide in power point?
A Animation
B Design
C Slide show
D Transitions
- 11** Which menu is used to select a predefined chart style?
A Animation
B Design
C Slide show
D Transitions

Questions: Level 2

- 1 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
-
- 2 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
-
- 3 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
-
- 5 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
-
- 11 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
-

Questions: Level 3

- 1 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

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

Questions: Level 2

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

Question: Level 3

SL.No	Key
1	C

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

Questions: Level 1

- 1 What is the maximum number of characters allowed in text field in 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 object 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 What is the maximum number of characters stored in Memo field?
A 255
B 256
C 6400
D 6500
- 5 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
- 6 Which view allows to modify table's structure in Access?
A Design view
B Datasheet view
C Pivot table view
D Pivot chart view
- 7 Which object stores information about related data?
A Document
B Table
C Page
D Screen

Questions: Level 2

1 Which key stroke is used to move the active cell towards right, in access table?

- A Ctrl + Tab
- B Alt + Tab
- C Tab
- D Shift + Tab

2 Which key stroke 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 in Access table?

- A Find
- B Locate
- C Search
- D Edit

6 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]"
-

8 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 Select the validation rule to accept a to z and 0 to 9 for fields in Access?

- A Is Null or NOT Like "[* [!0-9a-Z]*"
- B Is Null or NOT Like "[* [!0-9/a-Z]*"
- C Is Null or NOT Like "[* (!0-9a-Z)*"
- D Is Null or NOT Like "[* (!0-9/a-Z)*"

10 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 = "+"

11 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

12 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
-

Questions: Level 3

- 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
-
- 3 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

Questions: Level 1

SL.No	Key
1	B
2	A
3	C
4	C
5	D
6	A
7	B

Questions: Level 2

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

Question: Level 3

SL.No	Key
1	D
2	A
3	B
4	B
5	A

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

<p>Questions: Level 1</p> <p>1 Which layer in OSI model performs network routing, flow control and error control function?</p> <p>A Network layer B Session layer C Physical layer D Data link layer</p> <hr/> <p>2 What is the full form of IP?</p> <p>A internet protect B intranet protocol C internet protocol D international protocol</p> <hr/> <p>3 What is the full form of TCP?</p> <p>A Test Control Protocol B Transfer Control Protocol C Transport Control Protocol D Transmission Control Protocol</p> <hr/> <p>4 Which layer is the layer 2 in OSI network model?</p> <p>A Session layer B Physical layer C Data link layer D Transport layer</p> <hr/> <p>5 Which layer is the layer 4 in OSI model?</p> <p>A Session layer B Network layer C Data link layer D Transport layer</p> <hr/> <p>6 Which is the 6th layer in OSI communication model?</p> <p>A Session layer B Network layer C Application layer D Presentation layer</p> <hr/> <p>7 What is the abbreviation of OSI?</p> <p>A Open Source Internet B Open System Interaction C Open Source Interconnection D Open System Interconnection</p> <hr/>	<p>8 What is the full form of EFT?</p> <p>A Electronic Form Transfer B Electronic Fund Transfer C Electronic Field Transfer D Electronic Format Transfer</p> <hr/> <p>9 Which is an example for WAN?</p> <p>A Ethernet B Home network C Campus network D Bluetooth network</p> <hr/> <p>10 What is the full form of ADSL?</p> <p>A Asymmetrical Digital System Line B Automatic Digital Subscriber Line C Asymmetrical Digital Subscriber Line D Asynchronous Digital Subscriber Line</p> <hr/> <p>11 Which is the layer 3 in OSI model?</p> <p>A Network layer B Session layer C Physical layer D Data link layer</p> <hr/>
---	--

Questions: Level 2

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

2 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?
- A** 1
 - B** 2
 - C** 3
 - D** 4
-
- 19** Which is an application layer of internet standard protocol used by local e-mail clients to retrieve e-mail from a remote server over a TCP/IP connection?
- A** IP
 - B** FTP
 - C** UDP
 - D** POP
-

Questions: Level 3

- 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
-
- 2 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

Questions: Level 1

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

Questions: Level 2

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

Question: Level 3

SL.No	Key
1	D
2	C
3	B
4	A
5	A
6	D

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

Questions: Level 1

1 What is the first tag in html document?

- A** <html>
- B** <head>
- C** <title>
- D** </html>

2 The tag makes the enclosed text bold, which other html tag is used to make text bold?

- A** <dark>
- B** <bold>
- C** <th>
- D**

3 Which html tag is used to display a picture in a web page?

- A** <src>
- B**
- C**
- D** <image>

4 what is the full form of HTTP?

- A** Hyper text testing protocol
- B** Hyper text transfer protocol
- C** Hyper test transfer protocol
- D** Hyper text transfer program

5 Which html tag inserts a line horizontally in a page?

- A** <lr>
- B** <l>
- C** <hr>
- D** <line>

6 What is the full form of CSS?

- A** Computer style sheet
- B** Cascading style sheet
- C** Cascading system style
- D** Customized style sheet

7 Which html tag is the smallest heading?

- A** <h1>
- B** <h2>
- C** <h6>
- D** <head>

8 What is the another name of web address?

- A** URL
- B** Html
- C** Http
- D** Webpage

9 What are the two main parts, available in html document?

- A** Title and Body
- B** Head and title
- C** Head and Body
- D** Head and document

10 Which character in html is used to indicate end tag?

- A** \
- B** /
- C** !
- D** <#

11 Which symbols starts with html comments?

- A** <!
- B** </
- C** <#
- D** <\

12 Which is used to publish the webpage to a web hosting server?

- A** Http
- B** Php
- C** Kompozer
- D** Blogger

Questions: Level 2

- 1 Which attribute is used with <td> tag to merge two cells horizontally?
- A Colspan = 2
B Rowspan = 2
C Mergerows
D mergecols
- 2 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">
- 3 Which html tag is used to add a row in a table?
- A <tr> and </tr>
B <cr> and </cr>
C <th> and </th>
D <td> and </td>
- 4 Which html tag is used to divide a row into data cells?
- A <tr> and </tr>
B <cr> and </cr>
C <th> and </th>
D <td> and </td>
- 5 Which is the correct syntax for adding alternate text for image, if the image cannot be displayed?
- A
B
C
D
- 6 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">/a>
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>
- 10 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">

-
- 15** 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
-

Questions: Level 3

- 1 What will be the output of the following HTML code?

```
<html>
<body>
<p><strong>NIMI</strong></p>
<p>CHENNAI</p>
</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 NIMICHENNAI**formatting**

-
- 3 What is the output of the following html code?

```
<html>
<body>
<p>NIMI<sup>CHENNAI</sup></p>
</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>
<p>my first paragraph</p>
</body>
</html>
```

- A **My first heading**
My first paragraph
B My first heading
My first **paragraph**
C My first heading
My 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

Questions: Level 1

SL.No	Key
1	A
2	B
3	C
4	B
5	C
6	B
7	C
8	A
9	C
10	B
11	A
12	C

Questions: Level 2

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

Question: Level 3

SL.No	Key
1	B
2	C
3	A
4	A
5	C