

Here is the solved paper of 2009 Allahabad Bank clerks exam computer knowledge section. This exam was conducted on March 15, 2009.

1. Outlook Express is a ___

- (1) E-Mail client
- (2) Scheduler
- (3) Address Book
- (4) All of the above
- (5) None of these

2. Which key should be pressed to start a new page in MS- Word? (I) Down Cursor Key

- (2) Enter Key .
- (3) Shift + Enter
- (4) Ctrl + Enter.
- (5) Shift + Ctrl + Enter

3. Which type of software is similar to an accountant's worksheet? (I) Word processing

- (2) Database
- (3) Spreadsheets (4) Graphics
- (5) File Manager
- (2) Internet (4) Network

4. The network connecting several computers all over the world is ___

- (1) Intranet (3) ARPnet (5) !.AN

5. In windows, by default the files when deleted are sent to ___

- (1) Dust Bin (2) Recycle Bin (3) Waste Bin (4) Recycle Waste Bin (5) None of these

6. Which of the following is an Operating System?

- (1) MS Windows (2) Mac (3) MS DOS (4) Windows NT (5) All of the above

7. A terminal that cannot process any information is called ___

- (1) Direct access terminal
- (2) Intelligent terminal
- (3) Smart terminal
- (4) Blind terminal
- (5) Dumb terminal

8. The keys labelled 0-9 on the keyboard are called ___

- (1) Function keys
- (2) Numeric keys
- (3) Typewriter keys

- (4) Special keys
- (5) Alpha keys

9. The most popular Internet activity is ___

- (1) downloading music
- (2) watching movie trailers (3) shopping for books
- (4) e-mailing
- (5) None of these

10 In a spreadsheet, a cell is defined as the ___

- (1) intersection of a table and a tuple
- (2) intersection of a row and a column
- (3) intersection of a row and column
- (4) intersection of a field and a record
- (5) None of these

11. "GUI" stands for ___

- (1) Gnutella Universal Interface
- (2) Graphical User Interface
- (3) Graphic Uninstall/Install
- (4) General Utility Interface
- (5) None of these

12. A _____ is a design tool that graphically shows the logic in a solution algorithm.

- (1) flowchart
- (2) hierarchy chart
- (3) structure chart (4) context diagram (5) None of these

13. A file that contains definitions of the paragraph and character styles for your document and all things you customised like toolbars and menus is called a ___

- (1) guide
- (2) pattern
- (3) base document (4) template
- (5) None of these

14. Programs designed specifically to address general-purpose applications and special-purpose applications are called ___ .

- (1) operating system
- (2) system software
- (3) application software !
- (4) management information systems
- (5) None of these

15. A _____ contains buttons and menus that provide quick access to commonly used commands.

- (1) toolbar (2) menu bar (3) window (4) find (5) None of these

16. The particular field of a record that uniquely identifies each record is called the ___

- (1) key field (2) primary field (3) master field (4) order field (5) None of these

17. A _____ is an example of an input device.

- (1) keyboard
- (2) monitor
- (3) Mouse
- (4) Central Processing Unit (5) None of these

18. A CPU contains _____

- (1) a card reader and a printing device
- (2) an analytical engine and a control unit
- (3) a control unit and an arithmetic logic unit
- (4) an arithmetic logic unit and a card reader
- (5) None of these

19. A computer cannot "boot" if it does not have the _____

- (1) Compiler
- (2) Loader
- (3) Operating System
- (4) Assembler
- (5) None of these

20. When you want to move some text from one page to a different page, the best method is ___

- (1) drag and drop
- (2) cut and paste
- (3) delete and retype (4) find and replace (5) None of these

21. The ability of an OS to run more than one application at a time is called

- (1) multitasking
- (2) object-oriented programming (3) multi-user computing
- (4) time-sharing
- (5) None of these

22. Example of non-numeric data is (1) Employee address

- (2) Examination score
- (3) Bank balance
- (4) All of the above
- (5) None of these

23. Coded entries which are used to gain access to a computer system are called

- (1) Entry codes
- (2) Passwords
- (3) Security commands (4) Codewords
- (5) None of these

24. What characteristic of read-only memory (ROM) makes it useful?

- (1) ROM information can be easily updated
- (2) Data in ROM is nonvolatile. that is. it remains there even without electrical power
- (3) ROM provides very large amounts of inexpensive data storage
- (4) ROM chips are easily swapped between different brands of computers
- (5) None of these

25. What is the name for the process that is used to convert a series of instructions. or program. written in a high-level language into instructions (or a program) that can be run on a computer?

- (1) Assembling (2) Compiling (3) Translating (4) Uploading (5) None of the above

26. _____ represents raw facts, whereas _____ is data made meaningful.

- (1) Information, reporting (2) Data, information
- (3) Information, bits
- (4) Records, bytes
- (5) Bits, bytes

27. Which of the following peripheral devices displays information to a user?

- (1) Monitor (2) Keyboard (3) Secondary storage devices (4) Secondary storage media (5) None of these

28. When we move any row or column, the text of moved cells

- (1) moves with the cell
- (2) remains at its place but formatting moves
- (3) moves with cells and formatting is lost
- (4) moves with cells and some formatting are changed
- (5) None of these

29. Which type of resource does have greater probability to become shared resource in a computer network?

- (1) Printers
- (2) Speakers
- (3) Floppy Disc Drivers
- (4) Keyboards
- (5) None of these

30. Which of the following terms is used to describe the movement of an item with the help of mouse to a new position on screen?

- (1) click
- (2) double click
- (3) drag and drop
- (4) point
- (5) right click

31. Which of the following displays the contents of active cell ?

- 1. Toolbar (2) Menubar (3) Namebox (4) Formula bar (5) None of these

32. .bas, .doc. and . htm are examples of

- (1) Database (2) Extension (3) Domain (4) Protocol (5) None of these

33. Saving is the process

- (1) To copy document from memory to storage medium
- (2) To change the content of any document
- (3) To change the display or entire document .
- (4) To develop document by entering text using keyboard , (5) None of these

34. ___ is the process of implementing command

- (1) Fetching (2) Storing (3) Decoding (4) Executing (5) None of these

35. ___ , a printed information, exists in real sense and is more permanent from of out put than the output existing on display device.

- (1) Soft copy (2) Carbon copy (3) Hard copy (4) Desk copy (5) None of these

36. Excel stores its document in form of files which is called

- (1) Worksheet-s
- (2) Workbook,s
- (3) Notebooks
- (4) Excel sheets
- (5) None of these

37. To change hardware components into more powerful or rectified version is called

- (1) Expansion
- (2) Plug and Play
- (3) Upgrading
- (4) Upsizing
- (5) None of these

38. To combine two or more cells into a single cell is called

- (1) Merging (2) Joining (3) Sharing (4) Splitting (5) None of these '

39. Which of the following views is present in power point?

- (1) Document view
- (2) Slidesorter view
- (3) Slidechanger view

- (4) Plays ide view
- (5) None of these

40. In order to move from one worksheet to another in excel workbook, one should clik
(1) Active cell (2) Scroll bar (3) Sheet tab (4) Tab button (5) None of these

Ans:

1. 4

2. 4

3. 3

4. 2

5. 2

6. 5

7. 5

8. 2

9. 4

10. 3

11. 2

12. 1

13. 4

14. 3

15. 1

16. 1

17. 1

18. 3

19.3

20. 2

21. 1

22. 1

23. 2

24. 2

25. 2

26. 2

27. 1

28. 1

29. 1

30. 3

31. 4

32. 2

33. 1

34. 5

35. 3

36. 4

37. 3

38. 1

39. 4

40. 3