a) SHIFT
b) TAB
c) ENTER
d) CTRL

8. --- Is the functional key to display save as box
   a) F5
   b) F6
   c) F9
   d) F12

9. ----- Is the combination of keys to switch between the last four places that you have edited
   a) ALT+CTRL+Z
   b) ALT+CTRL+Y
   c) ALT+TAB+Z
   d) ALT+SHIFT+Z

10. To delete one word to the right
    a) CTRL+SHIFT
    b) CTRL+TAB
    c) CTRL+DEL
    d) CTRL+Z

11. --- Is the combination of keys we use to hide rows
    a) CTRL+9
    b) CTRL+8
    c) CTRL+7
    d) CTRL+6

12. To hide the columns --- is the functional key
    a) CTRL+3
    b) CTRL+2
    c) CTRL+1
    d) CTRL+0

13. --- Is the shortcut key to delete cells, rows or columns
    a) CTRL+ Minus Sign
    b) CTRL+ Plus Sign
    c) CTRL+ Star Sign
    d) CTRL+ Greater than Sign

14. To insert cells, rows or columns --- the keyboard shortcut key

a)CTRL+ Minus Sign
b)CTRL+SHIFT+ Plus Sign
c)CTRL+ Star Sign
d)CTRL+ Greater than Sign

15. ---- Is the keyboard shortcut key to insert auto sum
   a) ALT
   b) ALT=
   c) ALT+
   d) ALT-

16. ---- Is the shortcut key to move to the next worksheet
   a) CTRL+Pagedown
   b) CTRL+Pageup
   c) CTRL+Right arrow
   d) CTRL+Left arrow

17. ---- Is the shortcut key to move to the previous worksheet
   a) CTRL+Pagedown
   b) CTRL+Pageup
   c) CTRL+Right arrow
   d) CTRL+Left arrow

18. --- Key we use to select row
   a) SHIFT+TAB
   b) SHIFT+ Spacebar
   c) CTRL+ Spacebar
   d) SHIFT+ Enter

19. ---- Key we use to select column
   a) SHIFT+TAB
   b) SHIFT+ Spacebar
   c) CTRL+ Spacebar
   d) SHIFT+ Enter

20. ---- Is the key to exit from excel
   a) ALT+F2
   b) ALT+F3
   c) ALT+F4
   d) ALT+F5

21. A device, which is not connected to CPU, is called as ---

oviding a piece of information. This is not an official one. This might be used f

a) On-line device
b) Off-line device
c) Device
d) None of the above

22. What is the other name for programmed chip?
    a) RAM
    b) ROM
    c) LSIC
    d) None of the above

23. On-line real time systems become popular in ---- generation
    a) First Generation
    b) Second Generation
    c) Third Generation
    d) Fourth Generation

24. EDVAC stands for
    a) Electronic Discrete Variable Automatic Computer
    b) Electronic Discrete Value Automatic Computer
    c) Electronic Device Variable Automatic Computer
    d) Electronic Discrete Variable Advanced Computer

25. EDSAC stands for
    a) Electronic Delay Storage Advanced Computer
    b) Electronic Data Storage Automatic Computer
    c) Electronic Delay Strong Automatic Computer
    d) Electronic Delay Storage Automatic Computer

26. LSIC stands for
    a) Large Scale Inner Circuits
    b) Large Scale Integrated Computer
    c) Large Scale Integrated Circuits
    d) Large Storage Integrated Circuits

27. The task of performing operations like arithmetic and logical operations is called ----
    a) Processing
    b) Storing
    c) Editing
    d) Sorting

28. The ALU and Control Unit jointly known as
    a) RAM

b) ROM
c) CPU
d) None of the above

29. RAM is an example of
   a) Secondary memory
   b) Primary memory
   c) Both (a) and (b)
   d) None of the above

30. Magnetic disk is an example of
   a) Secondary memory
   b) Primary memory
   c) Both (a) and (b)
   d) None of the above

31. A bit is an acronym for
   a) Digit
   b) Binary digit
   c) Number
   d) None of the above

32. Each memory cell has a unique number, assigned to it is called as the --- of the cell
   a) Address
   b) Register
   c) Number
   d) None of the above

33. RAM is also called as
   a) Read/Write Memory
   b) Long Memory
   c) Permanent Memory
   d) None of the above

34. ---- Store data or information temporarily and pass it on as directed by the control unit
   a) Address
   b) Register
   c) Number
   d) None of the above

35. The secondary storage memory is also called as
   a) Auxiliary Memory

b) Attractive Memory
c) Chip Memory
d) None of the above

Question No 36 to Question No 40 find TRUE or FALSE. If answer is True use letter A, if answer is False use letter B

36. There are two kinds of computer memory – primary and secondary.

37. The computer takes inputs in the form of 0 and 1.

38. The storage of program and data in the RAM is permanent.

39. PROM is a secondary memory.

40. The memories, which do not loose their content on failure of power supply, are known as non-volatile memory.

KEY

1	2	3	4	5	6	7	8	9	10
A	B	C	B	B	C	C	D	A	C
11	12	13	14	15	16	17	18	19	20
A	D	A	B	B	A	B	B	C	C
21	22	23	24	25	26	27	28	29	30
B	B	C	A	D	C	A	C	B	A
31	32	33	34	35	36	37	38	39	40
B	A	A	B	A	A	A	B	B	A

COMPUTER KNOWLEDGE

1. -----Key combination that lets you toggle between open windows
   a) ALT+SHIFT+TAB
   b) ALT+CTRL+TAB
   c) ALT+CTRL
   d) ALT+TAB

2. When more than one window is open, to switch to the next window --- is the key combination
   a) CTRL+F5
   b) CTRL+F6
   c) CTRL+F7
   d) CTRL+F8

3. To select or unselect one word to the right
   a) CTRL+SHIFT
   b) CTRL+SHIFT+Down Arrow
   c) CTRL+SHIFT+Right Arrow
   d) None of the above

4. To maximize or restore a selected window
   a) CTRL+F7
   b) CTRL+F10
   c) CTRL+F8
   d) CTRL+F9

5. To Copy a picture of the selected window to the clipboard
   a) ALT+TAB
   b) ALT+Print Screen
   c) Both (a) and (b)
   d) None of the above

6. ---- Is the key to close a selected drop-down list; cancel a command and close a dialog box
   a) TAB
   b) SHIFT
   c) ESC
   d) None of the above

7. --- Is the key we use to run the selected command