

IBPS Computer Knowledge Paper II for PO

1. Selection of command-

- (A) Opens the copy of the document in preview
- (B) Prints the copy of displayed document
- (C) Brings change in expansion of displayed document
- (D) Saves the copy of displayed document
- (E) None of these

Ans: (C)

2. You organize files by storing them in-

- (A) archives
- (B) folders
- (C) indexes
- (D) lists
- (E) None of these

Ans: (B)

3. How many different documents can you have open at anyone time ?

- (A) No more than three
- (B) Only one
- (C) As many as your computer memory will hold
- (D) No more than you taskbar can display
- (E) None of these

Ans: (C)

4. What type of resource is most likely to be a shared common resource in a computer network ?

- (A) Printers
- (B) Speakers
- (C) Floppy disk drives
- (D) Keyboards
- (E) None of these

Ans: (A)

5. Directory in directory is called-

- (A) Mini directory
- (B) Junior directory
- (C) Part directory
- (D) Sub-directory
- (E) None of these

Ans: (D)

6. Such a pre-made document, which has coordinating font, layout and background, is-

- (A) Guide
- (B) Model
- (C) Ruler
- (D) Template
- (E) None of these

Ans: (D)

7. In order to create columnar data in Word you need to-

- (A) Tab consecutively until your cursor reaches the desired place
- (B) Set tabs or use the Table menu
- (C) You need to use Excel
- (D) Press the space bar until your cursor reaches the desired place
- (E) None of these

Ans: (E)

8. Saving is a process-

- (A) To copy the document from memory to storage medium
- (B) To bring change in present status of the document
- (C) To change the face or entire form
- (D) To develop the document by recording the text with the use of keyboard
- (E) None of these

Ans: (A)

9. To insert a word into the middle of a sentence-

- (A) move the cursor to the desired location in the sentence and type the new word
- (B) move the cursor to the desired location in the sentence, press Enter key, and type the new word
- (C) move the cursor to the beginning of the sentence and start typing
- (D) retype the whole sentence
- (E) None of these

Ans: (A)

10. A(n) is a combination of hardware and software that facilitates the sharing of information between computing devices.

- (A) network
- (B) peripheral
- (C) expansion board
- (D) digital device
- (E) None of these

Ans: (A)

11. In word you can force a page break-

- (A) By positioning your cursor at the appropriate place and pressing the F1 key
- (B) By using the Insert/Section Break
- (C) By positioning your cursor at the appropriate place and pressing Ctrl + Enter
- (D) By changing the font size of your document
- (E) None of these

Ans: (C)

12. Junk e-mail is also called-

- (A) spam
- (B) spoof
- (C) sniffer script
- (D) spool
- (E) None of these

Ans: (A)

13. Hackers-

- (A) all have the same motive
- (B) break into other people's computers
- (C) may legally break into computers as long as they do not do any damage
- (D) are people who are allergic to computers
- (E) None of these

Ans: (B)

14. What type of computers are client computers (most of the time) in a client-server system ?

- (A) Mainframe
- (B) Mini-computer
- (C) Microcomputer
- (D) PDA
- (E) None of these

Ans: (C)

15. A computer cannot 'boot' if it does not have the-

- (A) Compiler
- (B) Loader
- (C) Operating System
- (D) Assembler
- (E) None of these

Ans: (C)

16. The amount of vertical space between lines of text in a document is called-

- (A) double-space
- (B) line spacing
- (C) single space
- (D) vertical spacing
- (E) None of these

Ans: (B)

17. Example of non-numeric data is-

- (A) Employee address

- (B) Examination score
- (C) Bank balance
- (D) All of these
- (E) None of these

Ans: (A)

18. What is embedded system ?

- (A) The programme which arrives by being wrapped in box.
- (B) The programme which is the permanent part of the computer
- (C) The computer which is the part of a big computer
- (D) The computer and software system that control the machine
- (E) None of these

Ans: (D)

19. First page of Website is termed as-

- (A) Homepage
- (B) Index
- (C) JAVA script
- (D) Bookmark
- (E) None of these

Ans: (A)

20. is the appearance of typed characters.

- (A) Size
- (B) Format
- (C) Point
- (D) Colour
- (E) None of these

Ans: (B)

21. When a file is saved for the first time- (A) a copy is automatically printed

- (B) it must be given a name to identify it
- (C) it does not need a name

(D) it only needs a name if it is not going to be printed

(E) None of these

Ans: (B)

22. Office LANS, which are scattered geographically on large scale, can be connected by the use of corporate-

(A) CAN

(B) LAN

(C) DAN

(D) WAN

(E) TAN

Ans: (D)

23. Where are data and programme stored when the processor uses them ?

(A) Main memory

(B) Secondary memory

(C) Disk memory

(D) Programme memory

(E) None of these

Ans: (A)

24. represents raw facts, where- as is data made meaningful.

(A) Information, reporting

(B) Data, information

(C) Information, bits

(D) Records, bytes

(E) Bits, bytes

Ans: (B)

25. Which keystroke will take you at the beginning or the end of a long document ?

(A) Ctrl + PageUp and Ctrl + PageOown

(B) Shift + Home and Shift + End

(C) Ctrl + Home and Ctrl + End

(D) The only way is by using the right scroll bar

(E) None of these

Ans: (C)

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

- (A) ROM information can be easily updated.
- (B) Data in ROM is nonvolatile, that is, it remains there even without electrical power.
- (C) ROM provides very large amounts of inexpensive data storage.
- (D) ROM chips are easily swapped between different brands of computers.
- (E) None of these

Ans: (B)

27. In page preview mode-

- (A) You can see all pages of your document
- (B) You can only see the page you are currently working
- (C) You can only see pages that do not contain graphics
- (D) You can only see the title page of your document
- (E) None of these

Ans: (A)

28. If the file saved earlier is edited, then-

- (A) It is essential to save the file again to store the change
- (B) The change will automatically be saved in the file
- (C) If the length is more than a page, the file will be needed to be saved
- (D) The name will be needed to be changed
- (E) None of these

Ans: (A)

29. When creating a word-processed document, this step involves the user changing how words on the page appear, both on the screen and in printed form-

- (A) Editing text
- (B) Inserting tables and indexes
- (C) Formatting text
- (D) Proofing documents

(E) None of these

Ans: (C)

30. Aligning of text in column is-

(A) Justified

(B) Right

(C) Centre

(D) Left

(E) None of these

Ans: (A)