

Model paper of computer operator exam

1. Find out who is not the inventor of transistors among following names

- John Burdeen
- William Shockley
- Walter Brattain
- Lee de Forest

2. DCL provides commands to perform actions like

- Change the structure of tables
- insert data into tables
- Manage Users and Privileges
- Create, delete and manage database objects such as queries, forms, reports etc.

3. The Width of a processor's data path is measured in bits. Which of the following are common data paths?

- 8 bits
- 12 bits
- 16 bits
- 32 bits

4. What does the .com domain represents?

- Education domain
- Commercial domain
- Network
- None of the above

5. Which feature is used to replace straight quotes with smart quotes as you type?

- Auto Correct as you type
- Auto Change as you type
- Auto Format as you type
- Smart Tags as you type

6. What term refers to a specific set of values saved with the workbook?

- Range
- Scenario
- Trend line
- What-if analysis

7. Which of the following methods cannot be used to edit the content of cell?

- Pressing the Alt key
- Clicking the formula bar
- Pressing F2
- Double clicking the cell

8. Ctrl + E

- Exit Application
- Select All
- Clear All
- Align Center

9. What is the term used when a clip art image changes the direction it faces?

- Group
- Flip
- Rotate
- b and c

10. Programs designed to perform specific tasks is known as

- system software
- application software
- utility programs
- operating system

11. A typical personal computer used for business purposes would have___ of RAM.

- 4 KB
- 16 K
- 64 K
- 256 K

12. What does the VLOOKUP function do?

- Looks up text that contain 'v'
- Checks whether text is the same in one cell as in the next
- Finds related records
- All of above

13. My Computer was introduced from

- Windows 3.1
- Windows 3.11
- Windows 95
- Windows 98

14. Tabs stop position cannot be the following alignment

- Decimal Alignment
- Center Alignment
- Bar Alignment
- Justify Alignment

15. Which of the following require large computers memory?

- Imaging
- Graphics
- Voice
- All of Above

16. When you write html file and save in Notepad but the file did not get icon of any browser. What's the problem here

- You shouldn't write HTML in Notepad
- You need to write html file in browser for the file to get browser's icon
- The file extension is set to txt while saving
- None of above

17. Which of the following methods can not be used to enter data in a cell?

- Pressing an arrow key
- Pressing the tab key
- Pressing the Esc key
- Clicking the enter button to the formula bar

18. You can activate a cell by

- Pressing the Tab key
- Clicking the cell
- Pressing an arrow key
- All of above

19. What do we call a computer program that organizes data in rows and columns of cells? You might use this type of program to keep a record of the money you earned moving lawns over the summer.

- Spreadsheet program
- Database program
- Word processor program
- Desktop publisher program

20. How to use Format Painter multiple times

- By Click on Lock Format Painter Icon
- By Double Click on the Format Painter Icon
- By Selecting Edit -> Format Painter -> Multiple Use
- Format Painter cannot be use multiple times

21. Which enables you to move directly to specific location in a document?

- Subdocuments
- Cross-references
- Bookmarks
- Outlines

22. A paper printout of a document is known as

- Softcopy output
- Hardcopy output
- Permanent Output
- All of above

23. Which option is not available in Insert Table Autofit behavior?

- Fixed Column Width
- AutoFit to Contents
- Autofit to Window
- Autofit to Column

24. A (n) _____ is a dot or other symbol positioned at the beginning of a paragraph.

- bullet
- logo
- cell
- target

25. Which of the following operating system does not implement the multitasking truly?

- Windows 98
- Windows NT
- Windows XP
- MS DOS

26. What is contained in the page table?

- Base address of each frame and corresponding page number
- The number of page it is stored
- File name and corresponding page number
- None of Above

27. The ALU of a computer normally contains a number of high speed storage element called

- Semiconductor memory
- Registers
- Hard disks
- Magnetic disk

28. Which of the following command is used to move the pointer from one pane to next pane?

- F3
- F4
- F5
- F6

29. Weight refers to

- The print density of characters
- The height of the printed character
- Upright or slanted shape
- The design and appearance of characters

30. What is the term used when you press and hold the left mouse key and move the mouse around the slide?

- Highlighting
- Dragging
- Selecting
- b and c

31. How is markup language different than scripting language

- Markup languages controls the presentation of data rather than scripting languages mediate between programs
- Markup languages can create programs while scripting languages can create source codes only
- When you are writing it is markup language but once you upload it to the server it become scripting language
- None of above

32. Which of the following is machine independence program?

- High level language
- Low level language
- Assembly language
- Machine language

33. Which of the following setup options can not be set in the page setup dialog box?

- Printer selection

- Vertical or horizontal placement
- Orientation
- Row and column titles

34. Why the document you created at home displays with a different font at school?

- Because you have a different printer at school than at home
- Because you have a different monitor at school than at home
- Because the font you used at home is not installed on your school computer
- Because the version of Windows is different

35. What is the maximum length a text field can be?

- 120
- 255
- 265
- 75

36. How can you increase the font size of selected text by one point every time?

- By pressing Ctrl +]
- By pressing Ctrl + [
- By pressing Ctrl + }
- By pressing Ctrl + {

37. Uppercase on Change Case dialog box and All Caps on Fonts dialog box both converts selected text into Capital Letters. What's the difference between the two?

- Both are same. They are only two different ways of capitalize text.
- It is faster to convert from Change Case than from Font dialog box
- Change Case makes conversion permanent but All Caps on Font can always be reverted
- All Caps on Font dialog box makes the change permanent where Change Case can be always reverted

38. What function displays row data in a column or column data in a row?

- Hyperlink
- Index
- Transpose
- Rows

39. Word includes a series of predefined graphics called _____ that can be inserted into a Word document.

- clip art
- hyperlinks
- captions
- bookmarks

40. What is the default font used in MS Word 2007 document?

- Times New Roman
- Arial
- Calibri
- Preeti

41. Press _____ key while booting to display Advanced Boot Menu

- F5

- F6
- F8
- Del

42. If you need to edit a relationship

- Right click the relationship line and choose Edit Relationship
- Double click the relationship line
- Both of above
- None of above

43. Which of the following is not a type of page margin?

- Left
- Right
- Center
- Top

44. Microprocessors as switching devices are for which generation computers

- First Generation
- Second Generation
- Third Generation
- Fourth Generation

45. Which of the following will not set text in selected cells to italics?

- Pressing Ctrl + I on the keyboard
- Using the Tools – Wizard – Web Form menu item
- Using the Format – Cells – Font menu item
- None of the above

46. Which of the following command is not available in Tools menu?

- Auto text
- Autocorrect
- Auto summarize
- Macro

47. Microsoft Access is a

- RDBMS
- OODBMS
- ORDBMS
- Network database model

48. One of a class of storage device devices that can access storage locations in any order is

- DTE
- DASD
- DDE
- DDE

49. Which of the following statement is true?

- Foreign key fields don't allow duplicate values
- In primary key field you can enter duplicate value

- In an indexed field you may or may not enter duplicate value depending upon setting
- All statements are true

50. Which of the following includes special effects that can be applied to drawing objects?

- Gradient fills
- Line color and style
- Rotating
- All of above