



J A G R A N
Josh
your guide to success

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IBPS 2011 CWE FOR PO : COMPUTER
KNOWLEDGE QUESTION PAPER

1. To change selected text to all capital letters, click the change case button, then click _____.

- (1) UPPERCASE
- (2) UPPER ALL
- (3) CAPS LOCK
- (4) Lock Upper
- (5) Large Size

2. A person who used his or her expertise to gain access to other people's computers to get information illegally or do damage is a _____.

- (1) hacker
- (2) analyst
- (3) instant messenger
- (4) programmer
- (5) spammer

3. A device that connects to a network without the use of cables is said to be _____.

- (1) distributed
- (2) free
- (3) centralised
- (4) open source
- (5) None of these

4. Reusable optical storage will typically have the acronym _____.

- (1) CD
- (2) DVD
- (3) ROM
- (4) RW
- (5) ROS

5. The most common type of storage devices are _____.

- (1) persistent
- (2) optical
- (3) magnetic
- (4) flash
- (5) steel

6. Codes consisting of lines of varying widths or lengths that are computer-readable are known as _____.

- (1) an ASCII code
- (2) a magnetic tape
- (3) an OCR scanner
- (4) a bar code
- (5) None of these

7. A Website's main page is called its _____.

- (1) Home Page
- (2) Browser Page
- (3) Search Page
- (4) Bookmark
- (5) None of these

8. Part number, part description, and number of parts ordered are examples of _____.

- (1) control
- (2) output
- (3) processing
- (4) feedback
- (5) input

9. To access properties of an object, the mouse technique to use is _____.

- (1) dragging
- (2) dropping
- (3) right-clicking
- (4) shift-clicking
- (5) None of these

10. Computers use the _____ number system to store data and perform calculations.

- (1) binary
- (2) octal
- (3) decimal
- (4) hexadecimal
- (5) None of these

11. _____ are attempts by individuals to obtain confidential information from you by falsifying their identity.

- (1) Phishing trips
- (2) Computer viruses
- (3) Spyware scams
- (4) Viruses
- (5) Phishing scams

12. Why is it unethical to share copyrighted files with your friends ?

- (1) It is not unethical, because it is legal.
- (2) It is unethical because the files are being given for free.
- (3) Sharing copyrighted files without permission breaks copyright laws.
- (4) It is not unethical because the files are being given for free.
- (5) It is not unethical - anyone can access a computer.

13. Which of the following can be used to select the entire document ?

- (1) CTRL+A
- (2) ALT+F5
- (3) SHIFT+A
- (4) CTRL+K
- (5) CTRL+H

14. To instruct Word to fit the width of a column to the contents of a table automatically, click the _____ button and then point to AutoFit Contents.

- (1) Fit to Form (2) Format
- (3) Autosize (4) Contents
- (5) AutoFit

15. The simultaneous processing of two or more programs by multiple processors is _____.

- (1) multiprogramming
- (2) multitasking
- (3) time-sharing
- (4) multiprocessing
- (5) None of these

16. A disk's content that is recorded at the time of manufacture and that cannot be changed or erased by the user is _____.

- (1) memory-only (2) write-only
- (3) once-only (4) run-only
- (5) read-only

17. What is the permanent memory built into your computer called ?

- (1) RAM (2) Floppy
- (3) CPU (4) CD-ROM
- (5) ROM

18. The default view in Excel is _____ view.

- (1) Work (2) Auto (3) Normal
- (4) Roman (5) None of these

19. What displays the contents of the active cell in Excel ?

- (1) Namebox (2) RowHeadings
- (3) Formulabar (4) Taskpane
- (5) None of these

20. In Word, you can force a page break _____.

- (1) By positioning your cursor at the appropriate place and pressing the F1 key
- (2) By positioning your cursor at the appropriate place and pressing Ctrl+Enter
- (3) By using the Insert/Section Break
- (4) By changing the font size of your document
- (5) None of these

21. Grouping and processing all of a firm's transactions at one time is called _____.

- (1) a database management system
- (2) batch processing
- (3) a real-time system
- (4) an on-line system
- (5) None of these

22. Help Menu is available at which button ?

- (1) End (2) Start
- (3) Turnoff (4) Restart
- (5) Reboot

23. You can keep your personal files/folders in _____.

- (1) My Folder
- (2) My Documents
- (3) My Files
- (4) My Text
- (5) None of these

24. A central computer that holds collections of data and programs for many PCs, workstations, and other computers is a(n) _____.

- (1) supercomputer(2) minicomputer
- (3) laptop (4) server
- (5) None of these

25. When you save to this, your data will remain intact even when the computer is turned off.

- (1) RAM
- (2) motherboard
- (3) secondary storage device
- (4) primary storage device
- (5) None of these

26. The _____ folder retains copies of messages that you have started but are not yet ready to send.

- (1) Drafts
- (2) Outbox
- (3) Address Book
- (4) Sent Items
- (5) Inbox

27. You can _____ a search by providing more information the search engine can use to select a smaller, more useful set of results.

- (1) refine (2) expand
- (3) load (4) query
- (5) slowdown

28. The contents of _____ are lost when the computer turns off.

- (1) storage (2) input
- (3) output (4) memory
- (5) None of these

29. The _____ enables you to simultaneously keep multiple Web pages open in one browser window.

- (1) tab box (2) pop-up helper
- (3) tab row (4) address bar
- (5) Esc key

30. A DVD is an example of a(n) _____.

- (1) hard disk
- (2) optical disc
- (3) output device
- (4) solid-state storage device
- (5) None of these

31. The basic unit of a worksheet into which you enter data in Excel is called a _____.

- (1) tab (2) cell
- (3) box (4) range
- (5) None of these

32. _____ is the process of dividing the disk into tracks and sectors.

- (1) Tracking (2) Formatting
- (3) Crashing (4) Allotting
- (5) None of these

33. Which ports connect special types of music instruments to sound cards ?

- (1) BUS
- (2) CPU
- (3) USB
- (4) MIDI
- (5) MINI

34. The process of transferring files from a computer on the Internet to your computer is called _____.

- (1) downloading
- (2) uploading
- (3) FTP
- (4) JPEG
- (5) downsizing

35. In Excel, _____ allows users to bring together copies of workbooks that other users have worked on independently.

- (1) Copying
- (2) Merging
- (3) Pasting
- (4) Compiling
- (5) None of these

36. If you want to connect to your own computer through the Internet from another location, you can use _____.

- (1) e-mail
- (2) FTP
- (3) instant message
- (4) Telnet
- (5) None of these

37. To reload a Web page, press the _____ button.

- (1) Redo
- (2) Reload
- (3) Restore
- (4) Ctrl
- (5) Refresh

38. Mobile Commerce is best described as _____.

- (1) The use of Kiosks in marketing
- (2) Transporting products
- (3) Buying and selling goods/services through wireless handheld devices
- (4) Using notebook PC's in marketing
- (5) None of the above

39. Video processors consist of _____ and _____, which store and process images.

- (1) CPU and VGA
- (2) CPU and memory
- (3) VGA and memory
- (4) VGI and DVI
- (5) None of these

40. _____ are words that a programming language has set aside for its own use.

- (1) Control words
- (2) Control structures
- (3) Reserved words
- (4) Reserved keys
- (5) None of these

41. What is the process of copying software programs from secondary storage media to the hard disk called ?

- (1) configuration
- (2) download
- (3) storage
- (4) upload
- (5) installation

42. This first step in the transaction processing cycle captures business data through various modes such as optical scanning or at an electronic commerce website _____

- (1) Document and report generation
- (2) Database maintenance
- (3) Transaction processing start-up
- (4) Data Entry
- (5) None of these

43. When the pointer is positioned on a _____, it is shaped like a hand.

- (1) grammar error
- (2) Formatting error
- (3) ScreenTip
- (4) Spelling error
- (5) hyperlink

44. The computer abbreviation KB usually means _____

- (1) Key Block
- (2) Kernel Boot
- (3) Key Byte
- (4) Kit Bit
- (5) Kilo Byte

45. Which of the following are advantages of CD-ROM as a storage media ?

- (1) CD-ROM is an inexpensive way to store large amount of data and information

(2) CD-ROM disks retrieve data and information more quickly than magnetic disks do

(3) CD-ROMs make less errors than magnetic media

(4) All of the above

(5) None of these

46. A(n) _____ is a special visual and audio effect applied in PowerPoint to text or content.

- (1) animation
- (2) flash
- (3) wipe
- (4) dissolve
- (5) None of these

47. Which of the following is a storage device that uses rigid, permanently installed magnetic disks to store data/information _____

- (1) floppy diskette
- (2) hard disk
- (3) permanent disk
- (4) optical disk
- (5) None of these

48. The piece of hardware that converts your computer's digital signal to an analog signal that can travel over telephone lines is called a _____

- (1) red wire
- (2) blue cord
- (3) tower
- (4) modem

(5) None of these

49. Personal computers can be connected together to form a _____.

- (1) server
- (2) supercomputer
- (3) network
- (4) enterprise
- (5) None of these

50. A _____ is the term used when a search engine returns a Web page that matches the search criteria.

- (1) blog
- (2) hit
- (3) link
- (4) view
- (5) success