

IBPS PO Computer Paper

1. To change selected text to all capital Letters, click the change case buttons, 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 to 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) Centralized
- (4) Open Source
- (5) None of these

4. Reusable optical storage will usually 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 Fl 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

(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. _____ is 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 hand held 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 is 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) Screen Tip
- (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

- (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

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