

Solved PSC Computer Operator Exam 2072

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Exam Date: 2072-03-05

Time: 45 minutes FM: 50

Objective Questions (50 x 1 = 50 marks)

1. Which function will calculate the number of worksays between 6/9/2004 and 8/12/2004 ?

- A) Workday
- B) Date
- C) Networkdays
- D) All of the above

2. Which button do you click to add up a series of numbers?

- A) The autosum button
- B) The formula button
- C) The quicktotal button
- D) The total button

3. Which command will you choose to convert a column of data into row?

- A) Cut and Paste
- B) Edit>Paste Special> Transpose
- C) Both of above
- D) None of above

4. Which of the following is an example of relative cell address?

- A) B9

- B) D\$9
- C) \$F5
- D) \$M\$2

5. is a collection of data stored in a standardized format, designed to be shared by multiple users.

- A) Database**
- B) Record
- C) Database Management System
- D) Relation

6. The Column of a table is referred to as the

- A) Tuple
- B) Attribute**
- C) Entity
- D) Degree

7. A Field or group of fields that uniquely identifies every row of a table is.....

- A) Primary Key**
- B) Foreign Key
- C) Hot Key
- D) Access key

8. Which is the best file organization when data is frequently added or deleted from a file?

- A) Sequential
- B) Direct**

- C) Index sequential
- D) None of Above

9. operator is used to compare a value to a list of literals values that have been specified.

- A) Like
- B) Compare
- C) Between
- D) In**

10. What is the default extension of PowerPoint Presentation?

- A) prn
- B) doc
- C) docx
- D) ppt**

11. Which key is used to view slide show?

- A) F1
- B) F2
- C) F5**
- D) F1

12. Which file format can be added to a powerpoint show?

- A) .jpg
- B) .gif
- C) .wav

D) All of the above

13. Full form of HTML is

A) Hypertext Markup Language

B) HoTMail

C) Hyoertext Mail Language

D) All of the Above

14. is a standalone tag (i.e. doesnot have closing tag) .

A)

B) <hr>

C)

D) <table>

15. To set the background color we use:

A) <Body text="Color">

B) <Body="color">

C) <Body bgcolor="color">

D) All of the above

16. Numbers are stored and transmitted inside a computer in

A) Binary form

B) ASCII Code form

C) Decimal form

D) Alphanumeric form

17. Each IP packet must contain

- A) Only source address
- B) Only destination address
- C) Source and destination address**
- D) Source or destination address

18. How many bits are there in the Ethernet address?

- A) 64 bits
- B) 48 bits**
- C) 32 bits
- D) 16 bits

19. A central computer surrounded by one or more satellite computers is called a

- A) bus network.
- B) ring network
- C) star network**
- D) All of the above

20. The two types of record access methods are:

- A) Sequential and random**
- B) Sequential and indexed
- C) Direct and immediate
- D) Online and real time

21. The least significant bit of the binary number, which is equivalent to any odd decimal number is:

A) 0

B) 1

C) 1 or 0

D) 3

22. Laptop computers use:

A) CRT Display

B) LCD display

C) SSGA displays

D) None of the previous

23. A hard copy would be prepared on a

A) Line printer

B) dot matrix printer

C) Typewriter terminal

D) All of the above

24. Fifth generation computer is also known as

A) Knowledge information processing system

B) Very large scale integration (VLSI)

C) Both of above

D) None of above

25. Reading data is performed in magnetic disk by

- A) Read/write heads**
- B) Sectors
- C) Track
- D) Lower surface

26. Which of the following is not a type of software?

- A) System software
- B) Application Software
- C) Utility Software
- D) Entertainment software**

27. An approach that permits the computer to work on several programs instead of one is

- A) On-line thesaurus
- B) Multiprogramming
- C) Overlapped processing**
- D) Outline processor

28. A Hybrid computer

- A) Resembles digital computer
- B) Resembles analog computer
- C) Resembles both a digital and analog computer**
- D) None of the above

29. The personal computer industry was started by

- A) IBM**

- B) Apple
- C) Compaq
- D) HCL

30. Which is the operating system program?

- A) **Windows**
- B) Ms-word
- C) MS-excel
- D) Ms-PowerPoint

31. Format command is used to

- A) Prepare a blank disk
- B) Create a new blank disk from a used one
- C) **Both of above**
- D) None of the above.

32. Function of operating system

- A) **Memory Management**
- B) Document preparation
- C) web page designing
- D) All of above

33. Full form of MS-DOS is

- A) Micro System disk Operating System
- B) Micro Simple Disk Operating System

C) Microsoft Disk Operating System

D) Micro Sort Disk Operating System

34. In Windows system, if the displayed system time and date system is wrong you can Reset it using

A) Write

B) Calendar

C) Card file

D) Control Panel

35. Page formatting which is used frequently in future is saved as

A) Master document

B) Theme

C) Cross-reference

D) Template

36. Shortcut key for manual column break in ms word .

A) Ctrl + Enter

B) Shift + spacebar

C) Ctrl + Shift+ Enter

D) Alt + Enter

37. Ctrl + Shift + D

A) Double Paragraph Spacing

B) Delete Current word

C) Dotted Underline

D) Double Underline

38. Which of the following is feature of MS-word?

A) Drag and Drop

B) Text Wrap

C) Find and replace

D) All of the above.

39. increases the readability of text

A) Save

B) Bullet and numbering

C) Thesaurus

D) Help

40. Which is not the type of indent available in ms-word?

A) Right Indent

B) Left Indent

C) Center Indent

D) Hanging indent

41. Page numbering is inserted as.....

A) Footnote

B) Endnote

C) Footer

D) none of above

42. Leader character is associated with

A) Bullet & numbering

B) Gutter

C) Indent

D) Tab

43. Pressing F8 key for three times selects

A) A word

B) A sentence

C) A Paragraph

D) Entire document.

44. Which of the following is graphics solution for word processors?

A) Clipart

B) WordArt

C) Drop Cap

D) All of the above

45. Which of the following options is not available to remove arrows of formula Auditing?

A) Remove precedent arrows

B) Remove dependent arrows

C) Remove all Arrows

D) Remove all arrows for this cell

46. The minimum and maximum value you can set for save Auto Recovery Info in electronic spreadsheet are

- A) 1 and 120 minutes**
- B) 0 and 120 minutes
- C) 2 and 60 minutes
- D) 1 and 10 minutes

47. Formatting a cell in Currency, you can specify

- A) Decimal places
- B) Currency Symbol
- C) Both of above**
- D) None of above

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

- A) Range
- B) Scenario**
- C) Trend line
- D) What-if-analysis

49. To insert three columns between columns D and E you would

- A) Select column D
- B) select column E
- C) Select Columns E,F and G.**
- D) Select columns D, E and F

50. You can add an image to a template by clicking the insert picture from file button on the..... toolbar

A) Standard

B) Formatting

C) Drawing

D) Picture

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