Booklet Series - A   096

PAPER-I
COMPUTER OPERATOR AND PROGRAMMING ASSISTANT
(THEORY & EMPLOYABILITY SKILLS)
SEMESTER I
(SESSION 2017-2018)-NSQF LEVEL -4

TIME: 3 HRS.   MARKS: 80

Note: Attempt all the questions. All questions carry equal marks.
       This paper contains two parts – Parts A & Parts B.

PART-A (Theory)   MARKS: 30

Choose the correct answers:-

1. What is the full form of MBR?
   a) Most Boot Registry   b) Master Boot Register
   c) Master Boot Record   d) Master Boot Recording

2. Which option helps to arrange the multiple windows with visible title bar?
   a) Undo cascade   b) Tile windows vertically
   c) Cascade windows   d) Tile windows horizontally

3. Which tool in the control panel is used for managing the computer, monitoring Performance
   and editing security policy?
   a) Game controllers   b) Administrative tools
   c) Accessibility options   d) Add or remove programs

4. Which type of fire extinguisher is used for fire on electrical equipment?
   a) Foam extinguisher   b) Stored pressure type extinguisher
   c) Gas cartridge extinguisher   d) Halon extinguisher

5. How is tertiary color selected in paint by using mouse?
   a) Control key + any mouse click b) Left mouse click
   c) Right mouse click   d) Double click

6. What is the shortcut key to replace a text in MS Word?
   a) Ctrl + AB   b) Ctrl + B
   c) Ctrl + H   d) Ctrl + F

7. Which linux command creates new directory?
   a) cddir   b) mkdir
   c) rmdir   d) mddir

8. Which keystroke will move the cursor/pointer to the beginning of the document?
   a) Home   b) Ctrl + A
   c) Ctrl + End   d) Ctrl + Home

9. What is the normal appearance of a document in MS Word?
   a) Draft view
   b) Print layout view
   c) Outline view
   d) Web layout view

10. Which is the option for user to compare two or more documents simultaneously?
   a) New window split
   b) View side by side split
   c) View side by side
   d) New window arrange all

11. What is the shortcut key to change the font?
   a) Ctrl + Shift + F
   b) Ctrl + Shift + J
   c) Ctrl + F
   d) Ctrl + Shift + F6

12. What is the display in MS Excel, Format cells→ Alignment→ Orientation?
   a) Change the color of the cell
   b) Change the color of the text
   c) Change the direction of the cell
   d) Change the direction of the text

13. What is the purpose of 'Tab color' option in MS Excel?
   a) Change the color of the name box
   b) Change the color of the active cell
   c) Change the color of the sheet name tab
   d) Change the color of the formula bar

14. What is the full form of HTTP?
   a) Hyper Transfer Text Protocol
   b) Hyper Text Transfer Protocol
   c) Hyper Text Transfer Program
   d) Hyper Transfer Text Program

15. What is the option used to restrict bad data to be entered in MS Access?
   a) Consolidate
   b) Remove duplicate
   c) Data validation
   d) Circle invalid data

16. What is the file extension of Microsoft Power Point?
   a) .doc
   b) .ppt
   c) .xls
   d) .mdb

17. Which drop down list box helps to select desired item such as slides, handouts, note pages and outline view in print dialog box of power point presentation?
   a) Print what
   b) Print all
   c) Print range
   d) Print which

18. What is the query in MS Access that organizes data for a summary appearance?
   a) Simple query
   c) Cross tab query
   c) Find duplicate query
   d) Find unmatched query

19. How to activate spell checker in MS Access?
   a) Edit→spelling
   b) Tools→spelling
   c) Edit→autocorrect
   d) Tools→autocorrect

20. Which contains the list of predefined tables?
   a) Table wizard
   b) Table window
   c) Design wizard
   d) Database wizard

21. Name the control that has a data source in database.
    a) Bound control   b) Label control
    c) Unbound control   d) Calculated control

22. What is the effect of creating a text box on form in MS Access?
    a) List   b) Control
    c) Label   d) Property icon

23. Which of the following is used to set workgroup name?
    a) Control panel→Display
    b) Control panel→Date and time
    c) Control panel→User accounts
    d) Control panel→System and Security→ Computer name

24. Which is the data grade UTP cable?
    a) CAT 5,3,1   b) CAT 2,3,4
    c) CAT 3,4,5   d) CAT 1,2,3

25. Which gives the internal computers a common point to the internet?
    a) Mail server   b) Microsoft proxy server
    c) Client server   d) Web server

26. Which program can protect a programmable device from malware by detecting and eliminating viruses?
    a) Antivirus   b) Botnet
    c) Spyware   d) Trojan horse

27. What is displayed by use of frame in HTML?
    a) Webpage within a webpage   b) Webpage without browser
    c) Webpage in a new tab   d) Webpage with animation effect

28. Which backend server system performs tasks such as data analysis, storage, data manipulation and archiving?
    a) Web server   b) Domain server
    c) Application server   d) Database server

29. Which is used as a primary storage device?
    a) Plotter   b) Hard disk
    c) Floppy disk   d) Compact disk (CD)

30. Which attribute can optionally be inserted for the image if the box has a label in kompozer?
    a) Align text to image   b) Appearance
    c) Alternate text   d) Tool tip

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