SMART INSTITUTE OF PROFESSIONAL TRAINING

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COURSE NAME:	CERTIFICATE IN DATA ENTRY OPERATION		
COURSE CODE:	JYCSM-60	TEST TYPE:	THEORY
FULL MARKS:	50 (25 X 2)	TIME:	1 HOUR

1. Which of the following computer language is written in binary codes only?
   a) Pascal
   b) Machine Language
   c) C
   d) C#

2. Which of the following is the smallest unit of data in a computer?
   a) Bit
   b) KB
   c) Nibble
   d) Byte

3. Which of the following device use positional notation to represent a decimal number?
   a) Pascaline
   b) Abacus
   c) Computer
   d) Calculator

4. Which of the following can access the server?
   a) Web Client
   b) User
   c) Web Browser
   d) Web Server

5. Which of the following is known as the language made up of binary-coded instructions?
   a) High Level
   b) BASIC
   c) C
   d) Machine

6. What is the intersection of a column and a row on a worksheet called?
   a) Column
   b) Value
   c) Address
   d) Cell
7. What type of chart is useful for comparing values over categories?
   a) Pie Chart
   b) Column Chart
   c) Line Chart
   d) Dot Graph
8. Which functioning Excel tells how many numeric entries are there?
   a) NUM
   b) COUNT
   c) SUM
   d) CHKNUM
9. A features that displays only the data in column (s) according to specified criteria
   a) Formula
   b) Sorting
   c) Filtering
   d) Pivot
10. Statistical calculations and preparation of tables and graphs can be done using
    a) Adobe Photoshop
    b) Excel
    c) Notepad
    d) Power Point
11. In which view Headers and Footers are visible
    a) Normal View
    b) Page Layout View
    c) Print Layout View
    d) Draft View
12. The process of removing unwanted part of an image is called
    a) Hiding
    b) Bordering
    c) Cropping
    d) Cutting

13. The space left between the margin and the start of a paragraph is called
    a) Spacing
    b) Gutter
    c) Indentation
    d) Alignment

14. Text-styling feature of MS word is
    a) WordColor
    b) WordFont
    c) WordArt
    d) WordFill

15. We can insert a page number at
    a) Header
    b) Footer
    c) Both A and B
    d) None

16. What is the internet?
    a) Programming language
    b) Network connecting computers all over the world
    c) Computer program to transfer data
    d) All of these

17. What is e-mail?
    a) Method of exchanging messages via electronic devices
    b) Speed message transfer to location
    c) Musical messaging service
    d) None of these

18. E-mail stands for?
    a) Electrical mail
    b) Electronic messaging service
    c) Electronic mail
    d) All of these

19. What does WWW stand for?
    a) Working window web
    b) Web window word
    c) World Wide Web
    d) None of these

20. What is the URL of a website?
    a) It is the location of website on internet
    b) It is used to create internet
    c) It is location of peripheral on internet
    d) None of these
21. Where are Emails received or sent to users?
    a) Physical Address
    b) E-mail Address
    c) Website Location
    d) None of these
22. Which of these is correct email address?
    a) userName@website@com
    b) userName.website.com
    c) userName.website@com
    d) userName@website.com
23. Which of these can be done using an email?
    a) Share data
    b) Validate accounts
    c) Send or receive email
    d) All of these
24. SMTP stands for?
    a) Simple Mail Text Processing
    b) Secure Mail Transfer Protocol
    c) Simple Mail Transfer Protocol
    d) Secure Message Transfer Process
25. In which of the following player all the mechanical, electrical and electronic components need to work in harmony with each other?
    a) DVD
    b) CD
    c) DVR
    d) VCR
26. Which is the very basic problem in troubleshooting in DVD players?
    a) Frequency
    b) Substitution
    c) Integration
    d) Aspect ratio

27. Which error message do we often see on the DVD players because of spoilt DVD lens?
    a) "No disc"
    b) "Unrecognized disc"
    c) "Invalid format"
    d) "Bad disc"
28. Which of the following is a system program that integrates a program's individually compiled modules into a form that can be executed?
    a) Interpreter
    b) Assembler
    c) Compiler
    d) Linking Loader
29. Which of the following phase of the compiler is Syntax Analysis?
    a) Second
    b) Third
    c) First
    d) All of the mentioned
30. User account name can be changed through:
    a) Control Panel
    b) Computer Name
    c) Code Panel
    d) Settings
31. Which bar is usually located below that Title Bar that provides categorized options in Ms Word?
    a) Menu bar
    b) Status Bar
    c) Tool bar
    d) Scroll bar
32. In MS Word to move the insertion point to the beginning of the next word command used is---------?
    a) CTRL+RIGHT ARROW
    b) CTRL+LEFT ARROW
    c) CTRL+DOWN ARROW
    d) None of these
33. What is DVI controls?
    a) Direct Voice Input
    b) Digitally Vectored Input
    c) Digital Voice Input
    d) Direct Vectored Input

34. Which one is not a Function in MS Excel?
    a) SUM
    b) AVG
    c) MAX
    d) MIN

35. Functions in MS Excel must begin with ___
    a) An () sign
    b) An Equal Sign
    c) A Plus Sign
    d) A > Sign

36. The Greater Than sign (>) is an example of _____ operator.
    a) Arithmetic
    b) Logical
    c) Conditional
    d) Greater

37. The ____ feature of MS Excel quickly completes a series of data
    a) Auto Complete
    b) Auto Fill
    c) Fill Handle
    d) Sorting

38. Which of the following is used to create a newspaper style columns in MS-Word
    a) Format Columns
    b) Table Insert Table
    c) Format Tabs
    d) Insert Textbox

39. The intersection of a column and a row in MS Excel worksheet is known as _____
    a) Row
    b) Cell
    c) Column
    d) Tab

40. _____ is a collection of cells organized in rows and columns where you keep and manipulate the data.
    a) Workbook
    b) Worksheet
    c) Spreadsheet
    d) ARRAY

41. How do you wrap the text in a cell?
    a) Format cells font
    b) Format cells protection
    c) Format cells number
    d) Format cells alignment
42. What does COUNTA () function do?
    a) Counts cells having alphabets
    b) Counts empty cells
    c) Counts cells having number
    d) Counts non-empty cells
43. Which enables you to move directly to specific location in a document?
    a) Sub documents
    b) Bookmarks
    c) Cross-references
    d) Outlines
44. Which of the following is not available in Font Spacing?
    a) Normal
    b) Loosely
    c) Condensed
    d) Expanded
45. Which feature do you use to create a newspaper like document?
    a) Bullets & numbering
    b) Tables
    c) Columns
    d) Tab stops
46. Which option in File pull-down menu is used to close a file in MS-Word?
    a) New
    b) Quit
    c) Close
    d) Exit
47. You cannot close MS Word application by?
    a) Choosing File menu then Exit submenu
    b) Press Alt+F4
    c) Click X button on title bar
    d) From File menu choose Close submenu

48. Word includes a series of predefined graphics called _____ that can be inserted into a Word document?
    a) Clip Art
    b) Hyperlinks
    c) Captions
    d) Bookmarks
49. CTRL + A?
    a) Align Right
    b) Select All
    c) Change font
    d) Save document
50. A (n) _____ is a dot or other symbol positioned at the beginning of a paragraph?
    a) Bullet
    b) Logo
    c) Cell
    d) Target