

# SMART INSTITUTE OF PROFESSIONAL TRAINING

REG. OFFICE: 133/1, SIRAJ MONDAL ROAD. KANCHRAPARA – 743145

PHONE: 9830605252 | E-MAIL: INFO@SIPTSKILL.IN | WEBSITE: WWW.SIPTSKILLS.IN

---

<b>COURSE NAME:</b>	DIPLOMA IN COMPUTER OFFICE MANAGEMENT (DCOM)		
<b>COURSE CODE:</b>	JYCSM-35	<b>TEST TYPE:</b>	THEORY
<b>FULL MARKS:</b>	50 (25 X 2)	<b>TIME:</b>	1 HOUR

1. Which of the following operating system do you choose to implement a client server network?
  - (a) MS DOS
  - (b) Windows
  - (c) Windows 98
  - (d) Windows 2000**
2. Which of the following is not an operating system?
  - (a) DOS
  - (b) Linux
  - (c) Windows
  - (d) Oracle**
3. The operating system creates \_\_\_\_\_ from the physical computer
  - (a) Virtual Space
  - (b) Virtual Computer**
  - (c) Virtual Device
  - (d) None
4. Which type of command requires additional files to perform specific operation?
  - (a) Internal Command
  - (b) External Command**
  - (c) Valuable Command
  - (d) Primary Command

5. In windows, start button is used to
- (a) Run application
  - (b) Device setting
  - (c) Turn of the system
  - (d) All of the above**
6. Once text has been cut to the clipboard, you can \_\_\_\_\_ that text into another document
- (a) Paste**
  - (b) Copy
  - (c) Transfer
  - (d) None of the above
7. Which of the following operating system reads and reacts in actual time?
- (a) Quick Response System
  - (b) Real Time System**
  - (c) Time sharing system
  - (d) Batch Processing System
8. Which of the following is drop down list?
- (a) List
  - (b) Combo Area**
  - (c) Text Area
  - (d) None
9. The extension for an MS Word file is :
- (a) .txt
  - (b) .rtf
  - (c) .docx**
  - (d) .doc
10. In MS Excel 2007, where can you find the chart group?
- (a) Home Tab
  - (b) Page Layout Tab
  - (c) Insert Tab**
  - (d) Formulas Tab

11. \_\_\_\_\_ feature of MS-Word helps to create a list in a document.

- (a) Word Art
- (b) Scaling
- (c) Bullets & Numbering**
- (d) Word Wrap

12. Which function in MS-Excel checks whether a condition is true or not?

- (a) SUM
- (b) IF**
- (c) COUNT
- (d) AVERAGE

13. The process of arranging the items of a column in some sequence or order is known as

- (a) Arranging
- (b) Autofill
- (c) Sorting**
- (d) Filtering

14. Which tab is not available on left panel when you open a presentation?

- (a) Outlines
- (b) Slide
- (c) Notes**
- (d) All of above available

15. PowerPoint presentations are widely used as

- (a) Note outlines for teachers
- (b) Project presentations by students
- (c) Communication of planning
- (d) All of above**

16. A new presentation can be created from

- (a) Blank Presentation
- (b) From Existing Presentation
- (c) From Design Template
- (d) All of above**

**17. The protocol used to deliver e-mail on the internet is**

- (a) **SMTP**
- (b) OLSR
- (c) DSR
- (d) TIP

**18. Website which is used to search other website by typing a keyword is**

- (a) Social Network
- (b) **Search Engine**
- (c) Search Page
- (d) Router

**19. CSMA/CD is**

- (a) An important protocol
- (b) IEEE 802.3 (Ethernet)
- (c) **Both (a) & (b)**
- (d) None

**20. In the slow start phase of the TCP congestion control algorithm, the size of the congestion window**

- (a) **Increases exponentially**
- (b) Increases quadratically
- (c) Increase linearly
- (d) Does not increase

**21. Most sophisticated type of data communications test equipment is**

- (a) Breakout Box
- (b) DTE
- (c) **Protocol Analyzer**
- (d) Simulator

**22. SNMP used for**

- (a) Sending Message
- (b) **Network Management**
- (c) Domain Management
- (d) Sending Files

**23. What is the shortcut key to delete all content of current page?**

- (a) **Ctrl+A+Del**
- (b) Del
- (c) Ctrl+Del
- (d) None of these

**24. What is the shortcut key to Text Tool?**

- A) Ctrl + F9
- B) Alt + F9
- C) Ctrl + Shift+F1**
- D) Ctrl + Shift+F2

**25. What is the shortcut key to go on Previous Page?**

- (a) **Ctrl + PgUp**
- (b) Ctrl + G
- (c) Ctrl + PgDn
- (d) Shift + Ctrl + P

**26. What is the shortcut key to Place?**

- (a) Ctrl + P
- (b) Ctrl + D**
- (c) Ctrl + G
- (d) Shift + Ctrl + P

**27. Which of these is not the main part of the PageMaker application?**

- (a) Title Bar
- (b) Color Palette
- (c) Drawing Toolbar
- (d) Control Palette**

**28. Which menu contains the duplicate layer option in Photoshop?**

- (a) Image
- (b) Layer**
- (c) Filter
- (d) Edit

**29. Full form of DPI**

- (a) **Dots per inch**
- (b) Dots per ink
- (c) Disk Point Inch
- (d) Display Per Inch

**30. Which of these color models is not in Photoshop?**

- (a) RGB
- (b) LAB
- (c) **CMYK**
- (d) HSB

**31. Which tool is used to select any color from the image in Photoshop?**

- (a) Paint Bucket
- (b) **Eyedropper**
- (c) Zoom
- (d) Pen

**32. Which shortcut key is used to display a full-screen preview of the graphic or drawing in Corel Draw?**

- (a) F4
- (b) F1
- (c) **F9**
- (d) F2

**33. What is not a basic shape used in vector drawing program?**

- (a) Rectangle
- (b) **Bezier**
- (c) Spiral
- (d) Polygon

**34. What is HTML?**

- (a) HTML describes the structure of a webpage
- (b) HTML is the standard markup language mainly used to create web pages
- (c) HTML consists of a set of elements that helps the browser how to view the content
- (d) **All of the mentioned**

**35. Which HTML element is used for short quote?**

- (a) <em>
- (b) <abbr>
- (c) <q>**
- (d) <blockquote>

**36. Which HTML element is used for YouTube videos?**

- (a) <samp>
- (b) <small>
- (c) <frame>
- (d) <iframe>**

**37. Tally supports \_\_\_\_\_ accounting types**

- (a) Cash
- (b) Payroll
- (c) Inventory
- (d) All of them**

**38. Which budget is prepared for a very short period?**

- (a) Current Budget**
- (b) Long Term Budget
- (c) Rolling Budget
- (d) Short Term Budget

**39. Which one of the following is NOT a part of export documents?**

- (a) Commercial invoice
- (b) Certificate of origin
- (c) Bill of entry**
- (d) Mate's receipt

**40. Full form of CIF is**

- (a) Cost Insurance and Freight**
- (b) Cost Insurance and Flight
- (c) Company Insurance and Freight
- (d) Company Investment and Freight

**41. Bill of lading is issued by**

- (a) **Shipping company**
- (b) Agent of the importer
- (c) Captain of the ship
- (d) Custom officer

**42. Which one of the below will not be added to supply value?**

- (a) **GST**
- (b) Interest
- (c) Late fee
- (d) Commission

**43. Taxes that are levied on any intra-state purchase are?**

- (a) IGST
- (b) **CGST and SGST**
- (c) SGST
- (d) CGST

**44. What is final account**

- (a) It is absolute final stage of accounting
- (b) It is the sum of company's expenditure and income
- (c) It is the determiner of a company's net profit and loss
- (d) **All of the above**

**45. Which of these is not a component of the final accounts**

- (a) Balance sheet
- (b) Trading account
- (c) Profit and Loss Sheet
- (d) **Transaction receipt**

**46. A profit and loss appropriation account is prepared by the following:**

- (a) All business
- (b) Corporation
- (c) **Partnership firm**
- (d) All of the above



**47. Business is said to be in a profit when**

- (a) Expenditure exceeds income
- (b) Income exceeds expenditure**
- (c) Income exceeds liability
- (d) Assets exceeds expenditure

**48. What does the term "credit" mean in business?**

- (a) Agreement between a lender and a borrower**
- (b) Revenue a business earns from selling its goods
- (c) Cost of operations that a company incurs to generate revenue
- (d) Own with the expectation to provide a future benefit

**49. Which of the option is not an intangible asset**

- (a) Land**
- (b) Patents
- (c) Goodwill
- (d) Franchise right

**50. Balance sheet \_\_\_\_\_ displays**

- (a) Bank and cash Balances
- (b) Balances of all individual accounts
- (c) Entire summery of all the transaction
- (d) Exact financial position of the business on specific date**