TELANGANA UNIVERSITY

S.S.R. DEGREE COLLEGE, NIZAMABAD (C.C:5029) II SEMESTER INTERNAL ASSESSMENT EXAMINATIONS BASIC COMPUTER SKILLS QUESTION BANK

	I. Multiple choice que	estions.					
	1. Monitor is a					[c]	
	a. Software	 b. Input		c. Output	d. Control		
	2 is conside	red as a brain of comp	outer.			[b]	
	a. CU	b. CPU		c. MU	d. ALU		
	3 is a vola					[a]	
	a. RAM	b. ROM		c. EEPROM	d. PROM		
	1 The control core of	LIMIV operating system	no that directly in	taraets with a hardware	is called as	[6]	
	a. Shell	b. Linus	m that directly in	teracts with a hardware c. Kernal	d. None of the	[c]	
	a. Sileli	D. LIIIUS		c. Kernal	a. None of the	above	
5. The command in MS-DOS that is used to copy a file is [b]							
	a. rm	b. cp	copy a me is	c. ls	d. cd	[0]	
		5. ср		0.13	a. ca		
	6. DOS stands for					[d]	
	a. Data operating system b. Dual-core operating system c. Distinct operating system d. Disk operating system						
			·				
	7. The file menu of ea	arlier MS-Word version	n is replaced by			[d]	
	a. Ribbon	b. Clipboa	rd c. Qu	iick access toolbar	d. Office butto	n	
		S. Shortcut to cut paragraph in a file/document				[a]	
	a. Ctrl + x	b. Ctrl + c	c. Ctı	rl + p	d. Ctrl + v		
	0.1441.1					r. 1	
9. Which option provides quick access to commonly used commands?a. Status barb. Quick access toolbarc. Title bard.						[b]	
	a. Status bar	b. Quick a	ccess toolbar	c. Title bar	d. Ruler		
	10 In word 2007 the	zoom option is prese	nt on			[d]	
				d. Both on status bar	and view tah	լսյ	
	a. Status bai b.	rionic tab c.	vicw tab	a. Both on Status bar	and view tab		
	11. Data in spreadshe	eets are organized in _	format.			[b]	
	a. Lines and space	b. Row an		c. Layers and planes	d. Height and		
					gg		
	12. Which of the follo		[a]				
	a. Ctrl + 1	b. Tools –		c. Ctrl + V	d. Ctrl + B		
	13. Which option hel	ps in editing content o	f the cell?			[d]	
a. Pressing F2 from keyboard b. Do			ouble clicking the cell				
	c. Clicking on formula	ı bar	d. Ty	pig in a formula bar			
		owing is not among pro				[c]	
	a. Slide show view	b. Slide vi	ew	c. Outline view	d. Presentatio	n view	
	4E 11					الما	
	15 view add:		ano viou:	a Narmaliikaii	d Clido soute:	[d]	
	a. Outline view	b. Notes p	Jane view	c. Normal view	d. Slide sorter	view	

16. Short cut for printing power	point presentation is			[C]
a. Ctrl + Shift + p	b. Ctrl + a	c. Ctrl + p	d. Ctrl + s	
17. Netscape navigator is aa. Web searcher	b. Internet	c. Web browser	d. Intranet	[c]
18. The fastest network is a. LAN	b. WAN	c. MAN	d. All the abo	[a] ve
19. Most commonly used web s a. Internet explorer	earch engine is b. Google	c. Firefox	d. Bing	[b]
20. WhatsApp, google talk are e a. E-mail system	examples of b. ISP	c. Instant messaging	d. All the abo	[c] ve

II. Fill in the blanks

- 1. A <u>computer</u> is an electronic device that can store, retrieve and execute instructions provided by the users.
- 2. <u>RAM</u> stores program and application data needed by the computer.
- 3. ROM are those memories which do not lose their data.
- 4. An Operating System is a software that controls the hardware.
- 5. <u>Single User</u> operating system allows a single user to perform operation on the computer at a given instance of time.
- 6. Start Button is the essential button present on the taskbar.
- 7. Status Bar is located below the work area of MS-Word Window.
- 8. MS-Word is the most popularly used word processing application.
- 9. Office button is present at the upper left corner of the word screen.
- 10. Formatting is a technique that enhances the look and feel of a document.
- 11. Each individual spreadsheet file when put together forms a workbook
- 12. The intersection of rows and columns is a worksheet is referred as cell
- 13. A cell range is a selected group or block of cell in a worksheet.
- 14. PowerPoint presentation provides <u>Templates and Tools</u> to create slides.
- 15. Slide sorter view displays all slides in the miniature form along the horizontal row.
- 16. Note page view displays miniature version of slides with an area of text below it.
- 17. <u>Internet</u> is simply referred to as a collection of different physical network such as LANs, WANs and MANs.
- 18. WWW stands for World Wide Web
- 19. Google Chrome is a Web browser
- 20. Safari is the default web browser for Apple devices.