



Model Questions

Multiple Choice Questions

Select the appropriate answer the choices given below.

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3, संजय नगर देवी मन्दिर के पास

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1. The basic functions of a computer system are to accept the input, process the input, output and to
 - (a) digital form
 - (b) memory
 - (c) store data
 - (d) compute
2. is a command given to a computer in the computer language by the user.
 - (a) Instruction
 - (b) Information
 - (c) Program
 - (d) Data
3. Which generation of computer is covered by the period 1964-71?
 - (a) First
 - (b) Second
 - (c) Third
 - (d) Fourth
4. In third generation, were used.
 - (a) Vacuum tubes
 - (b) Integrated circuits
 - (c) Transistors
 - (d) Large scale integrated circuits
5. Speed of third generation computers was measured in
 - (a) millisecond
 - (b) microsecond
 - (c) nanosecond
 - (d) picosecond
6. PCs are considered fourth generation and contain
 - (a) information
 - (b) data
 - (c) vacuum tubes
 - (d) microprocessors
7. Artificial intelligence is an example of
 - (a) first generation computer
 - (b) second generation computer
 - (c) fourth generation computer
 - (d) fifth generation computer
8. Laptops are
 - (a) computers used in clinical laboratories
 - (b) portable, light weight and can be fit into briefcase
 - (c) hearing voice recognition system
 - (d) desktop
9. A is a large and expensive computer capable of performing scientific and business applications.
 - (a) Super computer
 - (b) Mainframe computer
 - (c) Mini computer
 - (d) Handheld computer
10. Analog computer works on the supply of
 - (a) continuous electrical pulses
 - (b) electrical pulses but not continue
 - (c) magnetic strength
 - (d) physical strength
11. Seismograph is an example of
 - (a) Analog computer
 - (b) Digital computer
 - (c) Hybrid computer
 - (d) All of these
12. The presence of computers can be seen in
 - (a) education
 - (b) banking
 - (c) multimedia
 - (d) All of these
13. Pointing device includes the following except
 - (a) mouse
 - (b) touch screen
 - (c) trackball
 - (d) keyboard
14. A joystick is primarily used to
 - (a) control sound on the screen
 - (b) computer gaming
 - (c) enter text
 - (d) draw pictures
15. A device, which is used for making drawings, graphics and for menu selection.
 - (a) Keyboard
 - (b) Mouse
 - (c) Touch Screen
 - (d) Light Pen
16. A device that makes copies and reproduces text and images is called
 - (a) CPU
 - (b) memory
 - (c) printer
 - (d) scanner
17. In abbreviation MICR, C stands for
 - (a) Code
 - (b) Color
 - (c) Computer
 - (d) Character

18. A barcode reader is an example of
(a) processing device (b) storage device
(c) input device (d) output device
19. What type of device is a digital camera?
(a) Input (b) Output
(c) Software (d) Storage
20. What is the function of an output device?
(a) To send data to the computer
(b) To store data
(c) To give output to the user
(d) To do mathematical calculations
21. The output devices make it possible to
(a) view or print data (b) store data
(c) scan data (d) None of these
22. Which type of printer cannot produce high quality print graphics?
(a) Daisy wheel printer
(b) Laser printer
(c) Line printer
(d) Chain printer
23. Which of the following produces high quality output?
(a) Impact printer (b) Non-impact printer
(c) Both (a) and (b) (d) Plotter
24. Resolution of laser printer is specified in terms of
(a) DPI (b) LPM
(c) CPM (d) PPM
25. Which of the following is an output device?
(a) Keyboard (b) Biometric Sensor
(c) Trackball (d) Plotter
26. Which of the following is a part of CPU?
(a) ALU (b) Control unit
(c) Both (a) and (b) (d) Disk drive
27. Arithmetic operations in ALU performs
(a) addition (b) subtraction
(c) multiplication (d) All of these
28. Arithmetic logic unit and control unit sections have special purpose location called
(a) registers (b) RAM
(c) BIOS (d) I/O
29. Which of the following is the magnetic storage device?
(a) Hard disk (b) Compact disc
(c) Audio tapes (d) All of these
30. Which of the following storage media provides sequential access only?
(a) Floppy disk
(b) Magnetic disk
(c) Magnetic tape
(d) Optical disc
31. Which one is a secondary storage device?
(a) CD-ROM
(b) RAM
(c) Both (a) and (b)
(d) None of the above
32. is the smallest memory measurement unit.
(a) Bit (b) Nibble
(c) Byte (d) Mega
33. 1 Mega byte is equal to
(a) 1000 KB (b) 1026 KB
(c) 1024 KB (d) 1000 KB
34. What is the name given to Input-Output devices and external storage media together?
(a) Hardware (b) Peripherals
(c) Software (d) Control unit
35. The part of software are
(a) word processing and spreadsheet
(b) transaction and application
(c) windows and Mac OS
(d) system and application
36. Which of the following is not a system software?
(a) Operating system (b) Compiler
(c) Interpreter (d) MS-Office
37. Operating system is a
(a) application software
(b) system software
(c) hardware
(d) language
38. Translator program used in assembly language is called
(a) compiler (b) interpreter
(c) assembler (d) translator
39. Which type of software is designed to perform specific, personal, business or scientific processing tasks?
(a) System (b) Application
(c) GUI (d) Compiler

40. It is a set of instructions or programs designed for specific use or application that enable the user to interact with a computer are called
(a) application software
(b) operating system
(c) instructions
(d) system unit
41. Utility programs include
(a) Virus scanning software
(b) Backup software
(c) Disk fragmenter
(d) All of the above
42. Which of the following software is any computer software that is distributed with its source code available for modification?
(a) Application software
(b) System software
(c) Open source software
(d) Proprietary software
43. Example(s) of open source software is/are
(a) Linux (b) Unix
(c) MySQL (d) All of these
44. This software is copyrighted and bears the limits against use.
(a) Proprietary software
(b) Open source software
(c) Application software
(d) System software
45. is a device that has a specific function in addition usually has small dimensions.
(a) Software (b) Gadget
(c) Keyboard (d) Scanner
46. Which of the following is/are IT gadget?
(a) Keyboard (b) Wrist watch
(c) Smart watch (d) Joystick
47. Smart band is also known as
(a) Smart bracelets
(b) Connected bracelets
(c) Both (a) and (b)
(d) Smart watch
48. Which of the following is a wearable computing device which comes with a head mounted display in the form of eyeglasses?
(a) Google glass (b) Drone camera
(c) Spy pen (d) Smart goggle
49. This IT gadget is used for protection, safety and even investigation.
(a) Drone camera (b) Smart watch
(c) Bluetooth speaker (d) Spy pen
50. BHIM app is used to make simple, easy and quick payment transactions using
(a) Password (b) UPI
(c) Phone number (d) Aadhar number
51. App launched by IRCTC was known as
(a) IRCTC Connect (b) IRCTC App
(c) IRCTC Launcher (d) IRCTC Booking
52. Paytm is India's largest mobile payment and commerce platform founded by
(a) Aditya Sharma
(b) Vijay Shekhar Sharma
(c) Sidhartha Sharma
(d) Shekhar Verma
53. This mobile app reduces the use of physical documents and fake documents. What is this?
(a) GARV app
(b) DigiLocker app
(c) MyGov app
(d) OnlineRTI app
54. RTI India has launched a mobile application for phones.
(a) Android (b) Apple
(c) Symbian (d) BlackBerry

True/False

Identify True/False from the following statements.

55. Instruction is a command given to a computer in the computer language by the user.
56. Information is a set of instructions given to a computer.
57. The first generation computers could not do multitasking.
58. NCR 304, IBM-1401 are the examples of second generation computer.
59. The main characteristics of fourth generation was vacuum tubes.
60. A scanner, trackball and joystick are examples of output devices.
61. OCR is a device that scans written or typed text and transforms it into computer readable form.
62. A mic converts the received sound into computer's format.
63. Output devices store instructions or data that the CPU process.
64. The number of pixels displayed on a screen is known as resolution.
65. In a CRT, an electron gun is used, which fires electrons at groups of phosphor dots coating the inside of the screen.
66. When a computer prints a report, this output is called hard copy.
67. A plotter is used to generate the map of building and shopping malls.
68. Antivirus software is used to allocate the memory to the data.
69. Open source software must be available free or at a low cost.
70. Licenses and maintenance of proprietary software are very cheap.
71. Smart bands have a pedometer and sometimes also an optical heart rate sensor.
72. Google glass is powered by Android mobile operating system.
73. Drone camera is an example of mobile app.
74. The aim to launch the BHIM app to make cashless payments.
75. MyGov app is used to store all official documents.
76. Helpline app provides a single point of service and information delivery to voters across the country.

Answers

1. (c)	2. (a)	3. (c)	4. (b)	5. (c)	6. (d)	7. (d)	8. (b)	9. (a)	10. (a)
11. (a)	12. (d)	13. (d)	14. (b)	15. (d)	16. (d)	17. (d)	18. (c)	19. (a)	20. (c)
21. (a)	22. (d)	23. (b)	24. (a)	25. (d)	26. (c)	27. (d)	28. (a)	29. (a)	30. (c)
31. (a)	32. (a)	33. (c)	34. (b)	35. (d)	36. (d)	37. (b)	38. (c)	39. (b)	40. (a)
41. (d)	42. (c)	43. (d)	44. (a)	45. (b)	46. (c)	47. (c)	48. (a)	49. (d)	50. (b)
51. (a)	52. (b)	53. (b)	54. (a)	55. True	56. False	57. True	58. True	59. False	60. False
61. True	62. True	63. False	64. True	65. True	66. True	67. True	68. False	69. True	70. False
71. True	72. True	73. False	74. True	75. False	76. True				

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User Interface

The user interface is one of the most important parts of any operating system because it allows users to easily access the applications and the hardware. It is set of commands or menus. The user can interact with the computer by using mainly two kinds of interfaces:

1. **Character User Interface (CUI)** This is a mechanism of interacting with a computer system or software by typing commands to perform specific tasks. Programs with Character User Interface are generally easier to automate via scripting. CUI only uses text types one after another, just as commands used in MS-DOS. It is also known as Command Line Interface (CLI).
2. **Graphical User Interface (GUI)** It is used as an interface between program and user. This is a computer program that enables a user to communicate with a computer through the use of symbols, visual metaphors and pointing devices. The first graphical user interface was designed by Xerox Corporation in 1970s. GUIs can be found in hand-held devices such as MP3 players, portable media players, gaming devices, etc.

User Interface for Desktop and Laptop

User interface for desktop and laptop allows users to easily access the applications and hardware.

Here, we will discuss Ubuntu operating system that provides user interface.

Ubuntu Operating System

Ubuntu is an open source operating system based on the Debian GNU/Linux distribution. Ubuntu incorporates all the features of a Unix OS with an added customizable GUI, which makes it popular in universities and research organisations. Ubuntu is primarily designed to be used on personal computers, although a server editions does also exist.

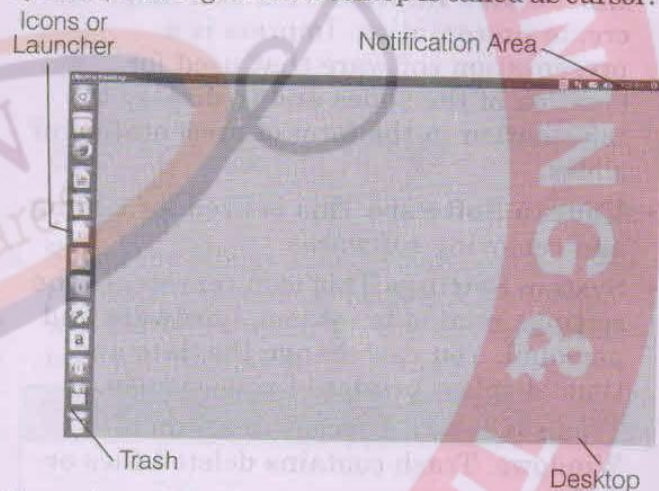
Features of Ubuntu

There are following features of Ubuntu :

- It supports the office suite called LibreOffice.
- It is easy to find content on Ubuntu with the smart searching facility.
- There are also applications to manage videos and it also allows the users to share videos.
- There are a host of free applications for users to view and edit photos.
- Ubuntu has an in-built e-mail software called Thunderbird, which gives the user access to e-mail.

Ubuntu Desktop

When you turn ON the computer then the visible screen, which will display on the computer is known as desktop. A small arrow or blinking symbol, moving on the desktop is called as cursor.



Some important components of desktop are described below :

Icons and Shortcut

A small image of a program shown on the desktop with program name is known as icon. Icons are small pictures that represent files, folders, programs and other items. When user click an icon, the associated program will be opened. Some of the icons displayed on desktop are as follows :

- **Search Your Computer** It is also known as dash. In this icon, with the help of search box you can search any software in your system. By default, it represents Thunderbird Mail, Videos, Text Editor or any file, folder which saved on desktop.

- **Files** This icon contains Desktop, Documents, Downloads, Music, Pictures, Public, Templates, Videos and Examples options. Network connection also displays in this icon.
- **Firefox** With this icon, internet services are provided in the system.
- **LibreOffice Writer** This icon helps to create and manipulate text document. There are various tools present in the LibreOffice Writer which are used to create template, printing the document etc.
- **LibreOffice Calc** This icon helps to create spreadsheet document. Calc is a powerful program that used for analysing, sharing and managing information for accounting purpose, performing mathematical calculations.
- **LibreOffice Impress** This icon helps to create presentation. Impress is a presentation software that used for creation of the slides and to display the information in the form of presentation of slides.
- **Ubuntu Software** This is used for adding and removing softwares.
- **System Settings** This icon represents the settings related to system, hardware and personal. You can change the date and time, display, printer of your system.
- **Trash** It is like a recycle bin icon of Windows. Trash contains deleted files or folders.



Model Questions

ऑपरेशनल सॉफ्टवेयर

Multiple Choice Questions

Select the appropriate answer the choices given below.

3. संजय नगर देवी मन्दिर के पास

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1. Ubuntu is a/an
 - (a) operating system (b) office suite
 - (c) desktop application (d) browser
2. The primary purpose of the operating system is
 - (a) to make the most efficient use of the computer hardware
 - (b) to allow people to use the computer
 - (c) to keep systems programmer's employed
 - (d) to make computers easier to use
3. is responsible for creation and deletion of files and directories.
 - (a) Operating system (b) Application software
 - (c) Programs (d) Peripherals
4. It provides scheduling to each process to be run on.
 - (a) Time sharing OS (b) Distributed OS
 - (c) Real-time OS (d) Single-user OS
5. An operating system is said to be multi-user, if
 - (a) more than one programs can run simultaneously
 - (b) more than one users can work simultaneously
 - (c) Either (a) or (b)
 - (d) All of the above
6. provides process and memory management services that allow two or more tasks, jobs or programs to run simultaneously.
 - (a) Multi-tasking (b) Multi-threading
 - (c) Multi-processing (d) Multi-computing
7. The simultaneous processing of two or more programs by multiple processors is
 - (a) multi-programming (b) multi-tasking
 - (c) time sharing (d) multi-processing
8. is an operating system which was first developed in 1969.
 - (a) Windows (b) Mac Os (c) Linux (d) Unix
9. Linux is which type of operating system?
 - (a) Open-Source (b) Microsoft
 - (c) Windows (d) Mac
10. Which software is a series of graphical user interface operating systems developed by Microsoft?
 - (a) Mac OS (b) MS-Windows
 - (c) Linux (d) Solaris
11. Which operating system is developed by Apple Incorporation?
 - (a) iOS (b) BlackBerry
 - (c) Android (d) Symbian
12. BlackBerry also supports
 - (a) WAP 1.0 (b) WAP 1.2
 - (c) WAP 1.5 (d) None of these
13. GUI stands for
 - (a) Graphical User Interface
 - (b) Graphical Used Interface
 - (c) Great User Interface
 - (d) None of the above
14. GUI is used as an interface between
 - (a) hardware and software
 - (b) man and machine
 - (c) program and user
 - (d) None of the above
15. It uses pictures (called icons) and menus displayed on the screen to send commands to the computer system.
 - (a) Command-based user interface
 - (b) GUI
 - (c) System Utility
 - (d) API
16. The 'desktop' of a computer refers to
 - (a) the visible screen
 - (b) the area around the monitor
 - (c) the top of the mouse pad
 - (d) the inside of a folder
17. The image, displayed on the desktop of Ubuntu
 - (a) main image (b) wallpaper
 - (c) desktop image (d) windows image
18. A blinking indicator that shows you where your next action will happen, is
 - (a) CPU (b) cursor (c) toolbar (d) boot

19. A small figure shown on the desktop screen with a program name is called
(a) menu (b) photo (c) modem (d) icon
20. When you want to move an icon on your desktop, this is called
(a) double clicking (b) highlighting
(c) dragging (d) pointing
21. All the deleted files go to
(a) trash (b) task bar
(c) status bar (d) computer
22. Date and time are available on the desktop at
(a) Keyboard (b) Recycle Bin
(c) My Computer (d) Notification Area
23. represents the details of current keyboard layout and related setting.
(a) Text entry indicator (b) Clock indicator
(c) Session indicator (d) Network indicator
24. The long horizontal bar at the bottom of desktop is known as
(a) Status bar (b) Task bar
(c) Menu bar (d) Title bar
25. Left pane of the Ubuntu window includes option(s) as
(a) Desktop (b) Documents
(c) Music (d) All of these
26. To shrink a window to an icon,
(a) open a group window
(b) minimize a window
(c) maximize a window
(d) restore a window
27. Applications can be run using
(a) launcher
(b) Search Your Computer
(c) Both (a) and (b)
(d) None of the above
28. With the help of which icon in launcher, you can change mouse properties, display properties etc?
(a) Ubuntu Software
(b) System Settings
(c) Search Your Computer
(d) Trash
29. Mouse & Touchpad option is available under which section of System Settings?
(a) Personal (b) Hardware
(c) System (d) Properties
30. Which tab is used to represent the clock in menubar of desktop background?
(a) Time & Date (b) Clock
(c) Both (a) and (b) (d) Menu
31. To open Time & Date dialog box, follow which steps?
(a) System Settings → System → Time & Date option
(b) System Settings → Hardware → Time & Date option
(c) System Settings → Personal → Time & Date option
(d) None of the above
32. With the help of which option, you can change display properties?
(a) Display (b) Appearance
(c) Wallpaper (d) Background
33. In which section, Displays icon is present?
(a) Hardware (b) Personal
(c) System (d) Wallpaper
34. By icon from launcher, you can add or remove softwares or programs.
(a) Search Your Computer
(b) System Settings
(c) Trash
(d) Ubuntu Software
35. Which tab(s) is/are available in the Ubuntu Software window?
(a) All (b) Installed
(c) Updates (d) All of these
36. By which icon from launcher, printer can be add?
(a) Search Your Computer
(b) Trash
(c) System Settings (d) Ubuntu Software
37. Which option from drop down menu is used to share printer?
(a) Properties (b) Sharing
(c) Shared (d) Networking
38. A is a collection of information saved as a unit.
(a) Folder (b) File
(c) Path (d) File extension
39. What is a file?
(a) A file is a section of main storage used to store data
(b) A file is a collection of information that has been given a name and have an extension
(c) A file is the part of a program that is used to describe what the program should do
(d) A file can be saved only in CDs

40. Files are organised after storing in
(a) archives
(b) folders
(c) indices
(d) lists
41. File extensions are used in order to
(a) name the file
(b) ensure the file name is not lost
(c) identify the file
(d) identify the file type
42. What is the file extension of Writer?
(a) .eml (b) .wrt
(c) .odf (d) .txt
43. A named area on a disk that is used to store related sub folders and files is called as a
(a) desktop (b) folder
(c) menu (d) window
44. may be included in other folder while making hierarchical folder structure.
(a) Mini folder (b) Tiered folder
(c) Sub folder (d) Object
45. Which shortcut key is used to delete file permanently?
(a) Shift + Delete (b) Ctrl + Delete
(c) Alt + Delete (d) Shift + Ctrl + Delete

True/False

Identify True/False from the following statements.

46. An operating system is an application software.
47. Process management is a function of operating system.
48. The operating system manages the primary memory of the computer.
49. Linux is a case sensitive operating system.
50. Ubuntu is an open source operating system.
51. Ubuntu does not support office suite called LibreOffice.
52. Search Your Computer is also known as Trash.
53. Ubuntu Software icon is used for adding and removing softwares.
54. A user interface is a set of commands or menus.
55. CUI is also known as Command Line Interface (CLI).
56. In GUI, you need to type commands to perform specific tasks.
57. In Ubuntu, deleted files are stored in CD-ROM.
58. Task bar consists of three parts start button, middle section and notification area.
59. The name of the control button which is clicked to enlarge a window to the size of whole screen is minimize button.
60. A title bar contains programs that can be selected.
61. You can change the settings of wallpaper screen saver etc, from Mouse properties.
62. You can remove the printer, if you have items in the print queue.
63. .exe is the extension of Executable file.
64. Folder is a container which you can use to store files.
65. Ubuntu offers several ways of working with files and folders.

Answers

1. (a)	2. (d)	3. (a)	4. (a)	5. (b)	6. (a)	7. (d)	8. (d)	9. (a)	10. (b)
11. (a)	12. (b)	13. (a)	14. (c)	15. (b)	16. (a)	17. (b)	18. (b)	19. (d)	20. (c)
21. (a)	22. (d)	23. (a)	24. (b)	25. (d)	26. (b)	27. (c)	28. (b)	29. (b)	30. (b)
31. (a)	32. (b)	33. (a)	34. (d)	35. (d)	36. (c)	37. (a)	38. (b)	39. (b)	40. (b)
41. (d)	42. (c)	43. (b)	44. (c)	45. (a)	46. False	47. True	48. True	49. True	50. True
51. False	52. False	53. True	54. True	55. True	56. False	57. False	58. False	59. False	60. False
61. False	62. False	63. True	64. True	65. True					

03

Word Processing (LibreOffice Writer)

Objective of the Chapter

This chapter includes LibreOffice Writer Basics, Opening and Closing Documents, Page Setup, Text Creation and Manipulation, Formatting the Text, Table Manipulation, Mail Merge.

Introduction

Word processing software is used for the creation of text based documents. A word processor is a software package that process textual matter and creates organised documents.

There are many software packages available to do the job of word processing. Some examples of word processing software are AppleWorks, Microsoft Word, StarOffice, WordPerfect, OpenOffice.org Writer, LibreOffice Writer etc. Here, we will discuss LibreOffice Writer in this chapter.

Word Processing (LibreOffice Writer) Basics

LibreOffice Writer is the free and open source word processor component of the LibreOffice software package you can use it to type letters, newsletters, reports and other documents.

It provides tools for editing, formatting and printing of documents. In LibreOffice Writer, all features of a typewriter are available and there are many additional features which make the task of word processing much simpler and documents look more attractive and presentable.

Opening of Word Processing (LibreOffice Writer)

To start LibreOffice Writer, click Start button
→ All Programs → LibreOffice 6.2
→ LibreOffice Writer.

It has many options as follows :

- **Align to text body** Aligns the frame that contains the address block to the left page margin.
- **From left** Enter the value of space to leave between the left edge of the page and the left edge of the address block.
- **From top** Enter the value of space to leave between the top edge of the page and the top edge of the address block.
- **Up** Moves the salutation up.
- **Down** Moves the salutation down.
- **Zoom** Select the magnification for the print preview.

Edit Document

Minimizes the wizard so that you can edit the main mail merge document for all recipients. To return the wizard. Click to Mail Merge Wizard button.

Exclude this Recipient

Excludes the current recipient from this mail merge.

Save, Print and Send

Specifies the output options for mail merge documents. The appearance of this page depends on the option that you select. After you specify the settings. Click Finish to exit the wizard. Select Print Merged Documents option to send the merged document directly to the printer. Select Save Merged Documents option to save the document and send E-mail messages to send the document.

✓ Shortcut Keys for LibreOffice Writer

Shortcut Keys	Effect
Ctrl+A	Select All
Ctrl+J	Justify
Ctrl+E	Centered
Ctrl+H	Open Find & Replace dialog box
Ctrl+Shift+P	Superscript
Ctrl+L	Align Left

Shortcut Keys	Effect
Ctrl+R	Align Right
Ctrl+Shift+B	Subscript
Ctrl+Y	Redo last action
Shift+Enter	Line break without paragraph change
Alt+Enter	Inserting a new paragraph directly before or after a section, or before a table.
Arrow Left	Move cursor to left
Shift+Arrow Left	Move cursor with selection to the left
Ctrl+Arrow Left	Go to beginning of word
Arrow Right	Move cursor to right
Shift+Arrow Right	Move cursor with selection to the right
Ctrl+Arrow Right	Go to start of next word
Arrow Up	Move cursor up one line
Shift+Arrow UP	Selecting lines in an upwards direction
Ctrl+Arrow UP	Move cursor to beginning of the previous paragraph
Arrow Down	Move cursor down one line
Shift+Arrow Down	Selecting lines in a downward direction
Ctrl+Arrow Down	Move cursor to beginning of next paragraph
Home	Go to beginning of line
Shift + Home	Go and select to the beginning of a line
End	Go to end of line
Shift + End	Go and select to end of line
Ctrl+Home	Go to start of document
Ctrl+B	Make letters bold
Ctrl+U	Makes letters underline
Ctrl+I	Makes letters italic
Ctrl+C	Copy the selected text
Ctrl+X	Cut the selected text
Ctrl+V	Paste the copy/cut text
Ctrl+]	Increase the font size by 1 point
Ctrl+[Decrease the font size by 1 point
Ctrl+S	Save a document
Ctrl+Shift+S	Open Save As dialog box
Ctrl+Delete	Delete word to right of cursor
Ctrl+Backspace	Delete word to left of cursor
F12	Enter number list
Shift+F12	Enter bullet list



Model Questions

आर्यान सॉफ्टवेयर

3. संजय नगर देवी मन्दिर के पास

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Multiple Choice Questions

Select the appropriate answer the choices given below.

1. What is LibreOffice Writer?
(a) A game
(b) An operating system
(c) Word processing software
(d) Typing tutor software
2. What is the overall term for creating, editing, formatting, storing, retrieving and printing a text document?
(a) Word processing
(b) Spreadsheet design
(c) Web design
(d) Database management
3. LibreOffice Writer allows creation of type of documents by default.
(a) .odt (b) .wpf (c) .txt (d) .dot
4. File tab does not contain
(a) Print Preview (b) Save
(c) Export (d) WordArt
5. Portrait and Landscape are
(a) page orientation (b) paper size
(c) page layout (d) page margin
6. Which tab provides options for changing alignment?
(a) View (b) Format
(c) Preview (d) Page Layout
7. The first tab of LibreOffice Writer is
(a) File (b) View (c) Insert (d) Review
8. Which toolbar is used to cut, copy, paste, undo, redo etc?
(a) Standard toolbar (b) Formatting toolbar
(c) Sidebar (d) None of these
9. Sidebar contains decks.
(a) Two (b) Three
(c) Four (d) Five
10. Which deck of sidebar contains Header and Footer?
(a) Styles (b) Page
(c) Navigator (d) Gallery
11. How many ways you can save a document?
(a) 3 (b) 4 (c) 5 (d) 6
12. To save an existing documents with a different file name, click
(a) Save button on the standard toolbar
(b) Save on the File tab
(c) Save As button on the standard toolbar
(d) Save As on the File tab
13. Page Style dialog box includes Panel(s).
(a) Margins
(b) Paper Format
(c) Layout Settings
(d) All of the above
14. To see the document before the printout is taken, use
(a) Insert table (b) Paste
(c) Format pointer (d) Print preview
15. In print preview format, you can do
(a) modify the margins
(b) change page orientation
(c) change paper size
(d) All of the above
16. For printing a document, you have to put on
(a) printer (b) monitor
(c) scanner (d) All of these
17. By which way, you can open PDF Options dialog box?
(a) Export As → Export as PDF
(b) Import As → Import as PDF
(c) Save As → Save as PDF
(d) F2 Function key
18. Which of the following should be used to move a paragraph from one place to another in a writer document?
(a) Copy and paste
(b) Cut and paste
(c) Delete and retype
(d) Find and replace

19. To move the text from its original position to another position without deleting it is called
 (a) scrolling (b) searching
 (c) moving (d) copying
20. To copy the selected text and put it into clipboard, use
 (a) Copy command from Edit tab
 (b) Ctrl + C
 (c) mouse right click and select Copy option
 (d) All of the above
21. To quickly undo an AutoCorrect correction or completion, press shortcut.
 (a) Ctrl+Y (b) Ctrl+X
 (c) Ctrl+Z (d) Ctrl+W
22. In LibreOffice Writer, the default alignment for paragraph is
 (a) left aligned (b) centered
 (d) right aligned (d) justified
23. Which of the following is not a font style?
 (a) Bold (b) Italic
 (c) Regular (d) Super script
24. When a possible spelling error is encountered in a document, which dialog box will open?
 (a) Spellcheck
 (b) Spellcheck and Grammar
 (c) Spelling
 (d) None of the above
25. User can also check the spelling and in a document.
 (a) Graphic (b) Text
 (c) Table (d) Grammar
26. option helps you to search a particular letter, word, phrase or sentence in your document.
 (a) Help (b) Find and Replace
 (c) Indentation (d) Line Spacing
27. The formatting involves controlling the appearance of text in a paragraph as a whole.
 (a) Text (b) Paragraph
 (c) Page (d) Document
28. The paragraph formatting options are
 (a) line spacing (b) superscript
 (c) bullets (d) text
29. are the white space added to the margins and decreasing the text area for paragraph.
 (a) Indents (b) Borders
 (c) Shading (d) Margins
30. is a list of items preceded with pictures.
 (a) Number list (b) Bullet list
 (c) Picture list (d) None of these
31. Which of the list is a listing order that is done with numbers?
 (a) Bullet list (b) Number list
 (c) Order list (d) Both (b) and (c)
32. In LibreOffice Writer, document has text case which help to change the text case. They are
 (a) Sentence case (b) lowercase
 (c) UPPERCASE (d) All of these
33. It is a section of the document that appears at the top margin of the page.
 (a) Footer (b) Header
 (c) Head (d) Tail
34. It is a section of the document that appears at the bottom margin of the page.
 (a) Footer (b) Header
 (c) Head (d) Tail
35. It is a grid of cells arranged in rows and columns.
 (a) Row (b) Style Sheet
 (c) Table (d) Sheet
36. Insert table option is in tab.
 (a) Insert (b) Table (c) Format (d) File
37. Borders option is in tab.
 (a) View (b) Format → Title
 (c) Insert (d) Format → Page
38. Which feature of Writer is used to create a set of documents, such as forms or letters etc?
 (a) Mail Merge (b) Merging document
 (c) Main document (d) Data source
39. When a field name has a space in its title, such as Last Name, how is the merge field displayed in the mail merge document?
 (a) LastName (b) Last-Name
 (c) Last_ Name (d) Last/Name

40. To correct or remove any character, text, paragraph etc, use
 (a) Enter key (b) Backspace key
 (c) Spacebar key (d) Shift key
41. For pasting the cutted text use.....shortcut.
 (a) Edit tab + Paste (b) Ctrl + V
 (c) Both (a) and (b) (d) Ctrl + C
42. To open a new blank document in LibreOffice Writer, which shortcut key is used?
 (a) Ctrl + S (b) Ctrl + O
 (c) Ctrl + P (d) Ctrl + N
43. To cut the selected text, which shortcut key is used?
 (a) Ctrl + C (b) Ctrl + D
 (c) Ctrl + V (d) Ctrl + X
44. To print a document, press shortcut key then press Enter.
 (a) Shift + P (b) Ctrl + P
 (c) Alt + P (d) Esc + P
45. Move to the cursor to the beginning of the document, press the key.
 (a) Page up (b) Insert
 (c) Ctrl + Home (d) Enter

True/False

Identify True/False from the following statements.

46. Word processing is a GUI based software used in the windows environment.
47. Title bar is at the top of the window that bears the name of the window.
48. Scroll bar is available in LibreOffice Writer.
49. Help option allows users to search and find any topic about that program.
50. Formatting toolbar exists above the standard toolbar.
51. Page Style dialog box is used to create table, charts etc.
52. Enter key is used to go to the next line.
53. After typing the text in the document, user can edit that text.
54. There are five options for alignment of text.
55. The red wavy line indicates a possible syntax error.
56. Indentation can be done with the help of horizontal ruler also.
57. You can create a nested list in your document.
58. Sentence case command is used to capitalise each first character of every word.
59. You can insert only text as header.
60. A table cannot contain row and column both.
61. Shading can also be applied to give a shading background to a paragraph.
62. Mail Merge is a software function describing the production of single document from a single template form and a structure data source.
63. The first file in mail merge is called the data source file.

Answers

1. (c)	2. (a)	3. (a)	4. (d)	5. (a)	6. (b)	7. (a)	8. (a)	9. (d)	10. (b)
11. (c)	12. (d)	13. (d)	14. (d)	15. (d)	16. (a)	17. (a)	18. (b)	19. (d)	20. (d)
21. (c)	22. (a)	23. (d)	24. (c)	25. (d)	26. (b)	27. (b)	28. (a)	29. (a)	30. (b)
31. (b)	32. (d)	33. (b)	34. (a)	35. (c)	36. (b)	37. (d)	38. (a)	39. (c)	40. (b)
41. (c)	42. (d)	43. (d)	44. (b)	45. (c)	46. True	47. True	48. True	49. True	50. False
51. False	52. True	53. True	54. False	55. False	56. True	57. True	58. False	59. False	60. False
61. True	62. False	63. False							

Spreadsheet (LibreOffice Calc)

Objective of the Chapter

This chapter includes Elements of Spreadsheet, Addressing of Cells, Printing of Sheet, Saving Spreadsheet, Manipulation of Cells and Sheet, AutoFill, Sorting and Filtering, Freezing Panes, Formulas, Functions and Charts, AutoSum.

Introduction

An electronic spreadsheet is used for analysing, sharing and managing information for accounting purpose, performing mathematical calculations, budgeting, billing, etc. A spreadsheet is a matrix of rows and columns similar to an accounting ledger.

The spreadsheet program also provides tools for creating graphs and inserting pictures, etc., for analysing the data.

Some examples of spreadsheet software are Lotus 1-2-3, Quattro-Pro, Multiplan, MS-Excel, VisiCalc, LibreOffice Calc etc., in which VisiCalc is the oldest spreadsheet software. Here, we will discuss LibreOffice Calc in this chapter.

Elements of Spreadsheet

- A spreadsheet which is also known as worksheet, is an **electronic document** in which data is organised in the rows and columns of a grid and can be used in calculations. Each worksheet contains 1048576 rows and 1024 columns.
- The intersection of each row and column is called **cell**. It may hold numbers, formulas, text, date and time, etc.
- A **formula** is an equation that calculates the value to be displayed. A formula when used in a worksheet, must begin with an equal to (=) sign.
- A **cell pointer** is a boundary that specifies which cell is active at particular moment.
- A **cell address** is recognised by column letter and row number. e.g. C2 where, C is a column letter and 2 is a row number.

Opening of Spreadsheet (LibreOffice Calc)

You may start LibreOffice Calc by clicking the icon of LibreOffice Calc or from Start button. To open the spreadsheet by Start button as:

Click at Start button → All Programs → LibreOffice 6.2 → LibreOffice Calc.

File extension of LibreOffice Calc is .ods.



Model Questions

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Multiple Choice Questions

Select the appropriate answer from the choices given below.

1. Calc is a
(a) graphic program (b) word processor
(c) spreadsheet (d) None of the above
2. Which one of the following is a spreadsheet software?
(a) Visi Calc (b) Lotus 1-2-3
(c) Multiplan (d) All of these
3. The intersection of row and column forms a
(a) square (b) cell
(c) oval (d) worksheet
4. The default file extension of Calc Workbook is
(a) .xlr (b) .exe
(c) .exl (d) .ods
5. New, Open, Save etc are the commands of in LibreOffice Calc.
(a) File (b) Review
(c) Insert (d) View
6. In Calc, the contents of the active cell are displayed in the
(a) footer bar (b) tool bar
(c) task bar (d) formula bar
7. Calc documents are stored as files called
(a) workforce (b) worksheets
(c) worktables (d) workgroups
8. Workbook is a collection of
(a) page setup (b) buttons
(c) diagrams (d) worksheets
9. In order to move from one worksheet to another in LibreOffice Calc workbook, one should click
(a) Active Cell (b) Scroll bar
(c) Sheet tab (d) Tab button
10. appears at the bottom of the Calc window.
(a) Status bar (b) Name box
(c) Formula bar (d) Title bar
11. tab is used to insert Media picture, etc.
(a) File (b) Edit (c) Insert (d) View
12. A worksheet range refers to
(a) a command used for date modeling
(b) a range of values such as from 23 to 234
(c) a group of cells
(d) a group of worksheets
13. A cell range always has the symbol between the cell references.
(a) ; (semicolon) (b) . (Full stop)
(c) , (comma) (d) : (colon)
14. A cell range starting from first row, first column to fourth row and fifth column can be represented as
(a) [A1 : E4] (b) [A0 : E3]
(c) [E4 : A1] (d) [E3 : A0]
15. Cell address A4 in a formula means it is a
(a) mixed cell reference
(b) absolute cell reference
(c) relative cell reference
(d) All of the above
16. Cell address \$A4 in a formula means it is a
(a) mixed cell reference
(b) absolute cell reference
(c) relative cell reference
(d) All of the above
17. Absolute cell referencing occurs when
(a) formula is dragged but the cell references do not adjust
(b) spreadsheet is saved with "absolute" as file name
(c) formula is dragged and the cell reference adjusts automatically
(d) \$ symbol is automatically added with each cell value
18. Under which tab, the Print Preview option is available for printing?
(a) Formulae (b) Data (c) File (d) View

19. Which of the following will you use as an option for saving a file?
 (a) Save button on standard toolbar
 (b) Save option from File menu
 (c) Pressing Ctrl + S
 (d) All of the above
20. Which of the following is not a valid data type in Calc?
 (a) Number (b) Text
 (c) Character (d) Date/ Time
21. LibreOffice Calc stores dates internally as
 (a) Date (b) Text
 (c) Number (d) Date and time
22. To select a single entire column, the easiest method is to
 (a) double click any cell in the column
 (b) drag from the top cell in the column to the last cell in the column
 (c) click the column heading
 (d) click the row heading
23. The AutoFill feature
 (a) Extends a sequential series of data
 (b) automatically adds range of cell values
 (c) applies a border around selected cells
 (d) None of the above
24. Sorting and filtering provides you to.....the worksheet data.
 (a) Formatting (b) Manipulate
 (c) Increase (d) Decrease
25. Which allows you display the specific data?
 (a) Sorting (b) Filtering
 (c) Scenario (d) Custom sorting
26. To combine the range of cells for various calculations operators are used.
 (a) Arithmetic (b) Reference
 (c) Comparison (d) Text concatenation
27. In Calc this is a predefine formula that performs calculations using specific value in a particular order.
 (a) Value (b) Data series
 (c) Function (d) Field
28. If cell range A1 : A5 contain the numbers 20, 16, 5, 36 and 7 then = AVERAGE (A1 : A5, 50) will display.
 (a) 22.167 (b) 27.167
 (c) 10 (d) 40
29. If you type = 2 * (6 - 4) in cell A1, what value will be displayed?
 (a) 2 (b) 4 (c) 6 (d) 8
30. =COUNT (4, 78, False, 18) will return
 (a) 2 (b) 3 (c) 4 (d) 5
31. In Calc charts are created using which tab?
 (a) Insert (b) Format
 (c) File (d) Sheet
32. A chart is created on the basis of values in
 (a) Mail merge (b) database
 (c) spreadsheet (d) document
33. Which of the following charts is used for comparing the changes in data over a period of time?
 (a) Bar chart (b) Area chart
 (c) Scatter chart (d) Line chart
34. Which of the following chart selects only one range of the data series?
 (a) Line chart (b) Pie chart
 (c) Scatter chart (d) Bar chart
35. The another name for the XY chart is
 (a) Column chart (b) Net chart
 (c) Bar chart (d) Scatter chart
36. A chart placed in a worksheet is called
 (a) formatting chart (b) embedded chart
 (c) aligning chart (d) hanging chart
37. Which of the following software used to create Pie chart?
 (a) Browser software
 (b) Database software
 (c) Desktop publishing software
 (d) Spreadsheet software
38. You can place the chart legend in the chart at
 (a) bottom (b) corner
 (c) top, right and left (d) All of these
39. is the set of values that you want to plot in the chart.
 (a) Data series (b) Data label
 (c) Chart area (d) Gridlines
40. Which of the following shortcut key brings the cursor to the last cell on the sheet that contains data?
 (a) Ctrl+Home (b) Ctrl+End
 (c) Ctrl+Page down (d) Ctrl+down arrow
41. You can select all cells in a worksheet by pressing shortcut key.
 (a) Ctrl+Z (b) Ctrl+A (c) Ctrl+D (d) Ctrl+F

★ True/False

Identify True/False from the following statements.

42. To create a new worksheet, select worksheet from the Home tab.
43. There is only one worksheet in a spreadsheet.
44. Row run horizontally in a worksheet.
45. The cell with the black outline is called active cell.
46. Sheet tab is displayed when you split a sheet.
47. A51 is an example of a cell address.
48. We cannot setup the page according to user's need.
49. Text can be formatted in a cell.
50. Calc worksheet is always in grid format.
51. The default column width is 15 character.
52. There are six different types of formula operators.
53. Logical functions are performed boolean operations on given data.
54. Chart titles are titles given to three axis are X,Y,Z.
55. Legends provide additional information about a data marker.
56. Ctrl + U keys using applies or remove underline.
57. Using the Undo command, you can correct multiple actions.
58. Delete key remove the cell contents.
59. Page down key move one screen down in a worksheet.
60. Tab moves one screen up in a worksheet.
61. AutoSum in LibreOffice Calc represents by Greek letter sigma (Σ).

Answers

1. (c)	2. (d)	3. (b)	4. (d)	5. (a)	6. (d)	7. (b)	8. (d)	9. (c)	10. (a)
11. (c)	12. (c)	13. (d)	14. (a)	15. (c)	16. (c)	17. (a)	18. (c)	19. (d)	20. (c)
21. (c)	22. (c)	23. (a)	24. (b)	25. (b)	26. (b)	27. (c)	28. (a)	29. (b)	30. (b)
31. (a)	32. (c)	33. (d)	34. (b)	35. (d)	36. (b)	37. (d)	38. (d)	39. (a)	40. (b)
41. (b)	42. False	43. False	44. True	45. True	46. False	47. True	48. False	49. True	50. True
51. False	52. False	53. True	54. False	55. False	56. True	57. True	58. True	59. True	60. False
61. True									

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05

Presentation (LibreOffice Impress)

Objective of the Chapter

This chapter includes Creation of Presentation, Manipulating Slides, Presentation of Slides, Automating a Slide Show, Providing Aesthetics to Slides and Printing etc.

Introduction

The application software that can create professional looking visual aids is called presentation graphics software.

The presentation software is used for creation of the slides and to display the information in the form of presentation of slides. Each slide contains the information or data that can include text, pictures, chart and more.

Some examples of presentation software are Adobe Acrobat, KPresenter, OpenOffice.org Impress, MS-PowerPoint, LibreOffice Impress, etc. Here, we will discuss LibreOffice Impress in this chapter.

Basics of Impress

LibreOffice Impress is most common example of presentation program which is developed by Document Foundation.

It is a part of the LibreOffice suite and is a GUI based software.

LibreOffice Impress includes tools for Word processing, outlining, drawing, graphics, etc. Some basics about Impress are as follows :

- A Impress presentation consists a collection of slides.
- A presentation generally has a title slide, a outline slide and summary slide, etc.
- The information can be in the form of text as bulleted points, images or animation, i.e., .jpg, .gif, .wav, .mid, etc.
- The presenter can control the movement across the slides or the presentation.
- Impress presentation is a collection of slides and handouts, speaker's notes and outlines.

Opening a Impress Presentation

To open Impress in Windows, click on the Start button → All Programs → LibreOffice 6.2 → LibreOffice Impress.



Model Questions

Multiple Choice Questions

Select the appropriate answer the choices given below.

- presentation consists a collection of slides.
(a) Impress (b) Handout
(c) Slide (d) Information
- Which file format can be added to a Impress show?
(a) .jpg (b) .gif
(c) .wav (d) All of these
- Impress presentation is a collection of
(a) slides and handouts
(b) speaker's notes
(c) outlines
(d) All of the above
- How many decks are available in Impress sidebar?
(a) 3 (b) 4 (c) 7 (d) 5
- Which options are available to make a selection for a type of new presentation?
(a) Blank Presentation
(b) Templates
(c) Both (a) and (b)
(d) None of the above
- In Impress, is called a design of presentation slide.
(a) Blank (b) Outline
(c) Handout (d) Template
- By which tab, you can create blank presentation?
(a) View (b) File
(c) Insert (d) Format
- When you click on New → Presentation, which dialog box will appear?
(a) Blank Presentation
(b) Select a Template
(c) New Presentation
(d) Presentation
- Text can be formatted like
(a) bold (b) italic
(c) underline (d) All of these
- command is used to erase the last change done in the document.
(a) Redo (b) Cut
(c) Paste (d) Undo
- Which key is used to erase characters to the left of the cursor?
(a) Delete (b) Backspace
(c) Both (a) and (b) (d) Shift + Delete
- For editing and entering text, you can place your text either in a text box or a
(a) Template (b) Design
(c) Place holder (d) None of these
- The command is used to reverse the undo or advances the buffer to a more current state.
(a) Redo (b) Cut
(c) Copy (d) Paste
- Which step is used to insert a slide?
(a) Slide tab → New Slide
(b) Slide tab → Tools → New Slide
(c) Slide tab → New → Slide
(d) None of the above
- To delete a slide, click Slide → option.
(a) Del Slide (b) Remove Slide
(c) Delete Slide (d) Drop Slide
- Material consisting of text and numbers is best presented as
(a) a table slide (b) a bullet slide
(c) a title slide (d) All of these
- Which tab is used to insert table in a slide?
(a) Format (b) View
(c) Tools (d) Insert
- Which tab of sidebar does contain clipart pictures?
(a) Gallery (b) Image
(c) Properties (d) Animation

19. To insert other objects, select Object option, from tab.
(a) Home (b) View
(c) Insert (d) None of these
20. To insert shapes in your slide, which option is suitable.
(a) File tab → Shape
(b) Insert tab → Shape
(c) Both (a) and (b)
(d) Format tab → Effects
21. To an object, drag one of the object's handles in the direction which you want.
(a) Resize (b) Reshape
(c) Both (a) and (b) (d) None of these
22. is a slide that is used as the starting point for other slides.
(a) Slide Master
(b) Slide Sorter
(c) Slide Notes
(d) Slide Handouts
23. Which Impress view displays miniature version of slides are arranged on the screen and is useful reorder them and see more slides at one time?
(a) Slide Sorter (b) Slide Show
(c) Slide Master (d) Notes Page
24. Outlining tools are used in
(a) Slide master view
(b) Slide Show view
(c) Notes Page view
(d) Slide Sorter view
25. What is the shortcut key to start the LibreOffice Impress presentation from the beginning?
(a) F8 (b) F5
(c) F11 (d) F10
26. To open Slide Show Settings dialog box, which tab is used?
(a) View (b) Animation
(c) Slide Show (d) Insert
27. Slide Show Settings dialog box contains options as
(a) Range
(b) Presentation Mode
(c) Options
(d) All of the above
28. Which of the following way is used to start slide show?
(a) View tab → Presentation Views group → Slide Show
(b) Press F5 Key
(c) Slide Show tab
(d) Both (b) and (c)
29. To start a slide show, which option is used?
(a) Start from First Slide
(b) Start from Current Slide
(c) Custom Slide Show
(d) All of the above
30. Special effects used to introduce slides in a presentation are called
(a) effects
(b) custom animations
(c) transitions
(d) present animations
31. Under which tab, Slide Transition option is available?
(a) View (b) Tools
(c) Format (d) Insert
32. In Advance Slide section, which option(s) are available?
(a) On mouse click (b) Automatically after
(c) Both (a) and (b) (d) None of these
33. To change the font style or color of a text typed on a slide, is known as
(a) Enhancing (b) Text Formatting
(c) Text Editing (d) None of these
34. For aligning the text, Impress provides which options?
(a) Left (b) Right
(c) Both (a) and (b) (d) Top
35. Which tab includes the Object and Shape option that opens Line dialog box?
(a) View (b) Format (c) Tools (d) Home
36. To enhance the effectiveness of presentation, a user can add into slides.
(a) Movie (b) Sound
(c) Images (d) All of these
37. are respectively printed on the top of the slide.
(a) Footers (b) Headers
(c) Logo (d) Top Heading

38. Header and Footer include
 (a) text (b) picture
 (c) data and time (d) All of these
39. In Print dialog box, which section is used to enter number of copies of slides?
 (a) Printer (b) Print
 (c) Range and Copies (d) Print what
40. Which of the following shortcut keys are used to print slides?
 (a) Ctrl + P (b) Shift + P
 (c) Ctrl + Shift + P (d) Alt + P
41. To open the Find & Replace dialog box, press key.
 (a) Ctrl + A (b) Ctrl + H
 (c) Both (a) and (b) (d) Ctrl + L
42. To close presentation, press key.
 (a) Ctrl + M (b) Ctrl + W
 (c) Ctrl + H (d) All of these
43. To select one hyperlink after another during a slide presentation, what do you press?
 (a) Tab (b) Ctrl + K
 (c) Ctrl + H (d) All of these

★ True/False

Identify True/False from the following statements.

44. All pages of a Impress presentation is also called a slide.
45. Speaker notes cannot be used for future reference.
46. To print the slides of a presentation is called Handout.
47. You can create your own animation and add to the slide.
48. Impress cannot be started from Start button.
49. If you want to save the presentation file with different name, you can use Save As button.
50. In Impress, each slide has placeholder for the title of the slide.
51. Video clips and Audio cannot be added to the slide.
52. Left part of slide has one tab sheet Slides.
53. Slide Show view is completely filled by a single slide.
54. When we click the Print button, can choose exactly, which items to print.
55. Slide transitions are animation like effects.
56. User cannot set a time for each slide.

Answers

1. (a)	2. (d)	3. (d)	4. (c)	5. (c)	6. (d)	7. (b)	8. (b)	9. (d)	10. (d)
11. (b)	12. (c)	13. (a)	14. (a)	15. (c)	16. (a)	17. (d)	18. (a)	19. (c)	20. (b)
21. (c)	22. (a)	23. (a)	24. (a)	25. (b)	26. (c)	27. (d)	28. (d)	29. (d)	30. (c)
31. (a)	32. (c)	33. (b)	34. (c)	35. (b)	36. (d)	37. (b)	38. (d)	39. (c)	40. (a)
41. (b)	42. (b)	43. (b)	44. True	45. False	46. True	47. True	48. False	49. True	50. True
51. False	52. True	53. True	54. False	55. True	56. False				

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Model Questions

Multiple Choice Questions

Select the appropriate answer the choices given below.

1. The vast network of computers that connects millions of people all over the world is called
(a) LAN (b) Web
(c) HyperText (d) Internet
2. Two or more computers connected to each other for sharing information form a
(a) network (b) router
(c) server (d) tunnel
3. Computer network is
(a) collection of hardware components and computers
(b) interconnected by communication channels
(c) sharing of resources and information
(d) All of the above
4. The hardwares that are available to a computer on a particular network are known as.....
(a) resources (b) clients
(b) servers (d) protocols
5. The advantage of a LAN is
(a) sharing peripherals
(b) backing up your data
(c) saving all your data
(d) accessing the web
6. Cable TV network is an example of
(a) LAN (b) MAN (c) WAN (d) PAN
7. Which type of network would use phone lines?
(a) WAN (b) LAN (c) WWAN (d) Wireless
8. Geometric arrangement of devices on the network is called
(a) topology (b) protocols
(c) media (d) LAN
9. Network components are connected to the same cable in the topology.
(a) Star (b) Ring
(c) Bus (d) Mesh
10. What is the central device in star topology?
(a) STP server (b) Hub/Switch
(c) PDC (d) Router
11. Which of the following topology, is least affected by addition/removal of a node?
(a) Ring (b) Star
(c) Bus (d) Net
12. The topology simulates hierarchical flow of data.
(a) Star (b) Ring
(c) Tree (d) Mesh
13. allows more devices to be attached to a single hub.
(a) Star topology (b) Ring topology
(c) Tree topology (d) Mesh topology
14. It is a network of networks that connects millions of computers.
(a) LAN (b) MAN
(c) Internet (d) Network
15. ARPANET stands for
(a) Advance Research Project Agent Networks
(b) Advance Research Project Agency Nodes
(c) Actual Research Project Agency Networks
(d) Advanced Research Projects Agency Network
16. The first computer network of the world is
(a) iNet (b) NSFnet
(c) ARPANET (d) Vnet
17. The WWW is made up of the set of interconnected that are linked together over the Internet.
(a) Electronic documents
(b) Web pages
(c) Files
(d) All of the above
18. Web page is created using language
(a) XML (b) Java (c) C (d) HTML

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19. A website is a collection of
(a) web server (b) web page
(c) web browser (d) WWW
20. Browsers are helpful to view
(a) home pages (b) web pages
(c) index pages (d) personal pages
21. URL stands for
(a) Uniform Resource Locator
(b) United Resource Link
(c) Unicast Retrieve Location
(d) Uniform Residence Link
22. is the Web address for a website or a web page.
(a) Domain name
(b) E-mail account
(c) Home page
(d) URL
23. The basic purpose of URL is to locate
(a) web server (b) IP address
(c) web page (d) node
24. An educational institution would generally have the following in its domain name.
(a) .org (b) .edu
(c) .inst (d) .com
25. Which is not the communication feature of Internet?
(a) E-mail (b) Newsgroup
(c) Chat (d) Designing
26. Video conferencing is use for
(a) talking each other
(b) communicating purpose
(c) live conversation
(d) All of the above
27. includes sharing business information, maintaining business relationship and conducting business transaction by means of tele communication networks.
(a) E-commerce
(b) E-marketing
(c) E-procurement
(d) E-business
28. Which of the following website is not used for job search?
(a) Monster.com (b) Recruitment.com
(c) Naukri.com (d) MySpace
29. refers to the company that provides Internet connections to the users, usually for a fee.
(a) Broadband connection
(b) Dial-up connection
(c) ISP (Internet Service Provider)
(d) Wireless connection
30. Which of the following is not a type of broadband Internet connection?
(a) Cable (b) DSL
(c) Dial-up (d) Satellite
31. DSL is an example of which connection?
(a) Network (b) Wireless
(c) Slow (d) Broadband
32. Which of the following allows high speed Internet connections without use of cables or wires?
(a) Wireless Fidelity (Wi-Fi)
(b) Fiber optic
(c) Cable modem
(d) Dial-up connection
33. Standard straight through cable is used for connecting computers with
(a) router (b) switch
(c) hub (d) All of these
34. is the process of sharing your phone's mobile data to access the Internet on other devices like laptop.
(a) Protocol (b) Tethering
(c) Browser (d) Topology
35. A set of rules is called
(a) resource (b) protocol
(c) server (d) client
36. Which protocol allows different computers to communicate by creating a network of networks?
(a) TCP (b) FTP (c) IP (d) SMTP
37. Which of the following protocol allows delivery of voice communication over IP network?
(a) VoIP (b) FTP (c) TCP/IP (d) PPP
38. address is a logical numeric address that is assigned to every single computer or device.
(a) MAC (b) IP
(c) IMEI (d) None of these

39. Versions of IP (Internet Protocol) is /are
 (a) IPv4 (b) IPv6
 (c) Both (a) and (b) (d) None of these
40. Which of the following is a 6-byte address that allows NIC to be uniquely identified on the network?
 (a) MAC (b) IP
 (c) IMEI (d) TCP
41. Which command is used to find MAC address of computer?
 (a) ipconfig/MAC/all (b) ipconfig/all
 (c) ipconfig/mac (d) ipconfig
42. Full form of IMEI
 (a) International Mobile Equipment Identity
 (b) International Mobile Equipment Identifier.
 (c) International Mobile Equipment Identification
 (d) International Message Equipment Identifier
43. How to find IMEI number on any phone?
 (a) *#04# (b) *#06#
 (c) *#06#* (d) #06#
44. A web browser is a software application for accessing information on the
 (a) WWW (b) website
 (c) web page (d) URL
45. A browser is
 (a) the program to connect to Internet
 (b) the program to create websites
 (c) the program used to view sites on web
 (d) All of the above
46. Which of the following terms is used as a browser?
 (a) Netscape (b) WWW
 (c) Launcher (d) E-mail
47. Which of the following is based on first web browser software Mosaic?
 (a) Opera (b) Netscape Navigator
 (c) Internet Explorer (d) Google Chrome
48. Which of the following is developed by Apple incorporation?
 (a) Lynx (b) Opera
 (c) Safari (d) Mozilla
49. Which of the following is a text based web browser?
 (a) Opera (b) Lynx
 (c) Safari (d) Mozilla firefox
50. A website that provides the required data on specific topics
 (a) domain (b) e-mail client
 (c) modem (d) search engine
51. Which of the following is a search engine?
 (a) Macromedia Flash
 (b) Google
 (c) Netscape
 (d) Librarian's index to the index
52. There are numerous websites, which provide search facility for searching the contents on
 (a) Internet (b) website
 (c) web page (d) LAN
53. is the process of saving some data from Internet to your own computer.
 (a) Conferencing (b) Downloading
 (c) Uploading (d) None of these
54. By default, web pages are saved in the folder.
 (a) Download (b) Document
 (c) Picture (d) Music
55. Which of the following command is used to print a web page?
 (a) File (b) Edit
 (c) Both (a) and (b) (d) Insert
56. To print the web pages, which of the following shortcut key can be used?
 (a) Ctrl + P (b) Ctrl + V
 (c) Ctrl + C (d) Ctrl + S

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True/False

Identify True /False from the following statements.

57. Networking of computer helps the users to share data.
58. LAN stands for Large Area Network.
59. Internet uses the communication protocol TCP/IP.
60. WWW was introduced on 13th March, 1869.
61. To reload a web page, press Refresh button.
62. The first page of a website is called home page.
63. Web server is a computer program that serves requested XML page.
64. Address bar displays the URL of current web page.
65. Chatting is widely interactive text based communication process that takes place over the Internet.
66. A browser display a web page, but does not interprets its HTML code.
67. The process of using browser to view information on the Internet is known as surfing.
68. Internet Explorer was developed by Kansas University of USA.
69. The most popular social networking site is Mozilla Firefox.
70. Dogpile is a search engine that fetches results from Hotbot.
71. Lycos is a famous web browser.
72. Web crawler is also called web spider or spider.

Answers

1. (d)	2. (a)	3. (d)	4. (a)	5. (a)	6. (b)	7. (a)	8. (a)	9. (c)	10. (b)
11. (b)	12. (c)	13. (c)	14. (c)	15. (d)	16. (c)	17. (b)	18. (d)	19. (b)	20. (b)
21. (a)	22. (d)	23. (b)	24. (b)	25. (d)	26. (d)	27. (a)	28. (d)	29. (c)	30. (c)
31. (d)	32. (a)	33. (d)	34. (b)	35. (b)	36. (c)	37. (a)	38. (b)	39. (c)	40. (a)
41. (b)	42. (a)	43. (b)	44. (a)	45. (d)	46. (a)	47. (c)	48. (c)	49. (b)	50. (d)
51. (b)	52. (a)	53. (b)	54. (b)	55. (a)	56. (a)	57. True	58. False	59. True	60. False
61. True	62. True	63. False	64. True	65. True	66. False	67. True	68. False	69. False	70. False
71. False	72. True								



Model Questions

➤ Multiple Choice Questions

Select the appropriate answer from choices given below.

1. Sending some messages like letter to other people through a network is called
(a) E-mail (b) FTP
(c) Browsing (d) None of these
2. E-mails are routed to different E-mail accounts through
(a) web server (b) E-mail server
(c) browser (d) None of these
3. attached with an E-mail could seriously affect your computer.
(a) Message (b) Virus
(c) Worm (d) Trojan horse
4. An E-mail address is made up of parts joined by an '@' sign.
(a) Two (b) Three
(c) Four (d) None of these
5. Which of the following domain is used for non-profit organisation?
(a) .com (b) .edu (c) .mil (d) .org
6. In E-mail, gives us information about the message such as unique identity of the message.
(a) Subject (b) Header
(c) Body (d) Attachment
7. Which of following is not an example of E-mail account?
(a) www. gmail.com (b) www. msn.com
(c) www. yahoo.com (d) www. altavista. com
8. The contents of will display first which means that the list of received mails will appear.
(a) Inbox folder
(b) Outbox folder
(c) Sent items folder
(d) Delete items folder
9. Your half finished messages are stored in
(a) Inbox (b) Outbox
(c) Drafts (d) None of these

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10. Which of the following folders are used to keep E-mail messages sent but not deleted?
(a) Inbox (b) Outbox
(c) Sent Items (d) Deleted
11. Which of the following is one of the basic elements of an E-mail message?
(a) Header (b) Message
(c) Footer (d) Signature
12. If user wants to reply to all the recipients then he will click on
(a) Reply (b) All Reply
(c) Reply to all (d) None of these
13. Which button (followed by Send) is used to send a copy of received E-mail to someone else?
(a) Forward (b) Reply (c) Back (d) Reply All
14. An E-mail is a block of text appended to the end of an E-mail message which often contains the sender's name and contact information.
(a) Header (b) Signature
(c) Attachment (d) Body
15. Which of the following is a way of making Internet based connections?
(a) E-Commerce (b) Blog
(c) E-Governance (d) Social Network
16. Which of the following is not a social networking site?
(a) Facebook (b) LinkedIn
(c) Instagram (d) Telegram
17. Twitter enables user to send and read short messages called
(a) Tweets (b) Blogs (c) Messages (d) Posts
18. Which social networking site provides business and employment oriented services?
(a) Facebook (b) Twitter
(c) LinkedIn (d) Instagram
19. Which social networking site was acquired by Facebook in 2012?
(a) Instagram (b) LinkedIn
(c) Youtube (d) Telegram
20. Which type of messaging is a software utility that connects users through Internet?
(a) Fast messaging (b) Instant messaging
(c) Immediate messaging
(d) Instant accessing
21. WhatsApp was founded in 2009 by
(a) Mark Zuckerberg
(b) Steve Jobs
(c) Brian Acton and Jan Kaum
(d) Mark Zuckerberg and Steve Jobs
22. Which instant messenger is cloud based and claims that it prioritises security and speed?
(a) Telegram (b) Facebook
(c) WhatsApp (d) Twitter
23. A/An is a website in which an individual records opinion links to other sites on regular basis.
(a) Blog (b) Message
(c) Memo (d) Advice
24. A person who writes a blog or a weblog is known as
(a) Blogs (b) Blogger
(c) Messenger (d) Writer
25. Which of the following is a website which offer blog service?
(a) Joomla (b) WordPress
(c) Drupal (d) All of these
26. It is a buying and selling of goods and services on the Internet.
(a) E-Commerce (b) E-Business
(c) E-Governance (d) E-Service
27. Which of the following describes activities of business serving and consumers with products and services?
(a) C2B (b) B2B
(c) B2C (d) C2C
28. Rules of behaviour to be followed on Internet communication are called
(a) Netiquette (b) Protocol
(c) Regulation (d) None of these
29. Netiquette is short for
(a) Net etiquette (b) Internet etiquette
(c) Etiquette (d) None of these
30. E-Governance simplifies the process of information accumulation for citizens and
(a) business (b) government
(c) schools (d) private offices
31. Government to citizen relationship is the most important aspect of
(a) E-Commerce (b) E-Business
(c) E-Governance (d) E-Citizen

32. Which of the following is a travel document issued by a country's government to its citizens?
(a) Passport
(b) Aadhaar card
(c) PAN card
(d) None of these
33. E-Hospital is also known as
(a) Electronic Hospital
(b) Digital Hospital
(c) Online Registration System (ORS)
(d) Outpatient Department
34. Which App has been developed by NeGD and Meity with the aim of driving mobile governance in India?
(a) UMANG
(b) BHIM
(c) DigiLocker
(d) All of these
35. Who launched digital locker facility to help citizens?
(a) Home Minister
(b) Chief Minister
(c) Health Minister
(d) Prime Minister
36. Which App is used to digitally store their important documents like PAN card, Passport etc.?
(a) DigiLocker
(b) BHIM
(c) UMANG
(d) PhonePe

True/False

Identify True/False from the following statements.

37. E-mail is a method of sending messages, data, video, voice and graphic.
38. We can read our e-mails offline.
39. E-mail messages are usually addressed and delivered to only one or two people.
40. In an E-mail address, the characters following '@' sign represents the name of domain.
41. The two parts of E-mail address is separated by @.
42. We can open our free E-mail accounts on some web portals.
43. A mailbox is the storage location of electronic mail messages.
44. All incoming E-mail messages are to be stored in the Outbox folder.
45. An E-mail is deleted, it is automatically sent to the Recycle Bin.
46. Type the subject of the E-mail in the subject line.
47. To specify multiple recipients of Carbon copy of same mail message, Cc: field is used.
48. Always use appropriate language on social network.
49. Instagram does not allow users to edit and upload photos.
50. The entries of blog are also known as posts.
51. WordPress is a free personal publishing platform.
52. Do not reply to strangers is one of the rules for Internet etiquettes.
53. G2C relationship also describes facilities provided by the government to citizens.
54. E-Hospital program is launched by Chief Minister.
55. One popular chat service is known as Internet relational.

Answers

1. (a)	2. (b)	3. (b)	4. (a)	5. (d)	6. (b)	7. (d)	8. (a)	9. (c)	10. (c)
11. (d)	12. (c)	13. (a)	14. (b)	15. (d)	16. (d)	17. (a)	18. (c)	19. (a)	20. (b)
21. (c)	22. (a)	23. (a)	24. (b)	25. (d)	26. (a)	27. (c)	28. (a)	29. (b)	30. (a)
31. (c)	32. (a)	33. (c)	34. (a)	35. (d)	36. (a)	37. True	38. True	39. False	40. True
41. True	42. True	43. True	44. False	45. False	46. True	47. True	48. True	49. False	50. True
51. True	52. True	53. True	54. False	55. False					



Model Questions

Multiple Choice Questions

Select the appropriate answer from the choices given below.

- is a term used to describe organizations that deal with the management of money.
(a) Financial tool (b) Economic tool
(c) Financial product (d) None of these
- Which of the following is a string of characters or numbers automatically generated for single login attempt?
(a) Password (b) OTP
(c) QR code (d) USSD code
- Many companies use to provide temporary passcode.
(a) Email (b) SMS
(c) Phone Calls (d) None of these
- Which of the following refers to the instant access to the information hidden in the code?
(a) OTP (b) USSD code
(c) QR code (d) UPI
- Which type of QR code is displayed in advertising materials, on television and in newspapers?
(a) Static QR code (b) Dynamic QR code
(c) Both (a) and (b) (d) None of these
- Which QR code can be edit at any time by owner?
(a) Static QR code
(b) Dynamic QR code
(c) Automatic QR code
(d) Perfect QR code
- UPI has been launched by
(a) RBI (b) IFSC
(c) USSD (d) NPCI
- Which of the following is a system that facilitates users to access multiple bank accounts with a single mobile application?
(a) UPI (b) AEPS
(c) USSD (d) OTP
- How many digits are there to set UPI Pin?
(a) 3 (b) 7 (c) 5 (d) 6
- Which of the following is a type of payment system that is based on the Unique Identification Number?
(a) USSD (b) AEPS
(c) PoS (d) QR code
- AEPS is another initiative taken by the to encourage cashless transactions in India.
(a) NPCI (b) RBI
(c) ICICI (d) HDFC
- Which services are offered by AEPS?
(a) Cash deposit
(b) Payment transaction
(c) Balance enquiry
(d) All of the above
- is a communication protocol available an every GSM enabled mobile device.
(a) USSD (b) AEPS
(c) UPI (d) NEFT
- To use USSD mobile banking, users will have to simply dial
(a) *99*# (b) *99 #
(c) *# 99 # (d) *999*#
- Which information/details are required for USSD fund transfer?
(a) MMID
(b) MPIN
(c) Registered mobile number
(d) All of the above
- For this card, cardholders borrow funds with which to pay for goods and services.
(a) Credit Card (b) Debit Card
(c) ATM Card (d) None of these
- Which Credit Cards are meant for those who already have a lot of credit card dept?
(a) Balance transfer (b) Secured
(c) Low interest (d) Reward

18. Which of the following is/are type of Credit Card?
 (a) Reward (b) Low interest
 (c) Secured (d) All of these
19. Debit Cards are also known as
 (a) Credit Cards
 (b) RuPay Cards
 (c) Check Cards
 (d) Shopping Cards
20. cards need electronic authorization, every time a transaction is reflected in the user's account.
 (a) Online debit (b) Offline debit
 (c) Prepaid debit (d) All of these
21. eWallet is also known as protected with a password.
 (a) Pocket wallet (b) Mobile wallet
 (c) Prepaid wallet (d) None of these
22. Which of the following facilities available under eWallet?
 (a) Cash back (b) Rewards
 (c) Both (a) and (b) (d) None of these
23. Which eWallet is the first company in India to receive a license from RBI to start a payment bank?
 (a) Freecharge (b) Mobikwik
 (c) Airtel Money (d) Paytm
24. Which bank offered the eWallet app PayZapp?
 (a) ICICI (b) HDFC
 (c) SBI (d) PNB
25. provides an online payment system based on Unified Payments Interface (UPI).
 (a) PayZapp (b) PhonePe
 (c) SBI Buddy (d) Citrus
26. Which of the following is the time and place where a retail transaction is completed?
 (a) Credit Card (b) Debit Card
 (c) PoS (d) eWallet
27. Which type of PoS is a software/hardware based system that carries add-on peripherals?
 (a) Terminal (b) Cloud
 (c) Mobile (d) None of these
28. Internet banking is also known as
 (a) online banking (b) web banking
 (c) Both (a) and (b) (d) None of these
29. What is the meaning of N in NEFT?
 (a) Net (b) New
 (c) National (d) Next
30. The timing of NEFT is from
 (a) 9 AM to 6 PM (b) 9 AM to 7 PM
 (c) 10 AM to 8 PM (d) 8 AM to 7 PM
31. What is the meaning of T in RTGS?
 (a) Time (b) Text
 (c) Term (d) Transfer
32. The minimum amount to be remitted through RTGS is
 (a) ₹ 1 lakh (b) ₹ 1.5 lakhs
 (c) ₹ 2 lakhs (d) ₹ 2.5 lakhs
33. Which internet banking service is available 24×7 throughout the year?
 (a) RTGS (b) IMPS
 (c) NEFT (d) None of these
34. In IMPS, the transfer limit is also considerable approximately.....per day.
 (a) ₹ 50,000 (b) ₹ 1, 00, 000
 (c) ₹ 1, 50, 000 (d) ₹ 2, 00, 000
35. is an internet based method of processing economic transactions.
 (a) Online bill payment
 (b) eWallet
 (c) USSD
 (d) All of the above
36. Online payment systems typically are run by third party corporations such as
 (a) PayPal (b) Google
 (c) Click2Pay (d) All of these

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True/False

Identify True/False from the following statements.

37. A new era of financial system in India was started after independence.
38. OTP cannot be sent to the user's phone via SMS.
39. OTP works through randomness algorithms that generate a new and random password.
40. Static QR codes are used to disseminate information to the general public.
41. Using UPI, single click with single factor authentication is done.
42. USSD helps all individuals carry out financial transactions on a Micro-ATM.
43. Only SBI bank in India that is currently providing the *99 # service.
44. Credit cardholder will not have to pay interest if the borrowed amount is repaid within 30 days.
45. Offline debit cards usually have a daily limit restricted to the value of transactions.
46. Mobile wallets are essentially digital versions of traditional wallet.
47. Airtel Money Wallet launched in 13 different languages in collaboration with Master Card.
48. Mobile PoS is also known as mPoS.
49. There is no maximum and no minimum limit of fund transfer through the NEFT.
50. Timing of IMPS is from 9 AM to 4:30 PM.
51. RTGS mechanism is regulated by Reserve Bank of India.
52. Online bill pay helps you organize bills and keep track of due dates.

Answers

- | | | | | | | | | | |
|-----------|-----------|-----------|----------|----------|----------|-----------|-----------|----------|-----------|
| 1. (a) | 2. (b) | 3. (b) | 4. (c) | 5. (a) | 6. (b) | 7. (d) | 8. (a) | 9. (d) | 10. (b) |
| 11. (a) | 12. (d) | 13. (a) | 14. (b) | 15. (d) | 16. (a) | 17. (a) | 18. (d) | 19. (c) | 20. (a) |
| 21. (b) | 22. (c) | 23. (d) | 24. (b) | 25. (b) | 26. (c) | 27. (a) | 28. (c) | 29. (c) | 30. (d) |
| 31. (a) | 32. (c) | 33. (b) | 34. (d) | 35. (a) | 36. (d) | 37. True | 38. False | 39. True | 40. True |
| 41. False | 42. False | 43. False | 44. True | 45. True | 46. True | 47. False | 48. True | 49. True | 50. False |
| 51. False | 52. True | | | | | | | | |

ओरायन सॉफ्टवेयर

3. संजय नगर देवी मन्दिर के पास

भरतपुर (राज.) 321001

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Model Questions

आरयान सॉफ्टवेयर
3, संजय नगर देवी मन्दिर के पास
वरतपुर (राज.) 321001
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Multiple Choice Questions

Select the appropriate answer the choices given below.

- Which is meant for IT professionals which will help them to upgrade their skills?
(a) FutureSkills (b) Technology
(c) Internet of Things (d) Processing
- FutureSkills is a simple yet powerful platform which can go a long way in your career.
(a) Present proofing (b) Past proofing
(c) Future proofing (d) All of these
- Which of the following objects to be controlled remotely across existing network infrastructure?
(a) FutureSkills (b) IoT
(c) Cloud computing (d) SaaS
- are key components that help you to collect live data from the surrounding environment.
(a) Sensors (b) Connectivities
(c) User interfaces (d) None of these
- IoT system provides substantial personal data in detail.
(a) Minimum (b) Maximum
(c) Medium (d) All of these
- Which of the following is the process of collecting, organizing and analyzing large sets of data to discover patterns and other useful information?
(a) FutureSkills (b) IoT
(c) Big Data Analytics (d) User Interface
- of big data refers to structured, unstructured and semi-structured data that is gathered from multiple sources.
(a) Feature (b) Analysis
(c) Privacy (d) Variety
- Big data is used in
(a) Government (b) Healthcare
(c) Banking (d) All of these
- Which of the following provides computing and storage capacity services to heterogeneous community of end recipients?
(a) Cloud computing (b) Big data
(c) FutureSkills (d) Robotics
- What is/are characteristics of cloud computing?
(a) On demand self services
(b) Broad network access
(c) Resource pooling
(d) All of the above
- Which type of cloud deployments is used to serve multiple users, not a single customer?
(a) Private cloud (b) Public cloud
(c) Hybrid cloud (d) None of these
- Which cloud computing services refers to supply on demand environment for developing software applications?
(a) SaaS (b) AaaS (c) PaaS (d) IaaS
- Virtual reality is primarily experienced through of the five senses.
(a) Two (b) Three (c) Four (d) One
- Which technology devices is used for virtual gaming experiences?
(a) FutureSkills (b) Virtual
(c) Big data (d) Blockchain
- Virtual reality technology is applied to advance fields of
(a) medicine (b) engineering
(c) education (d) All of these
- is an area of computer science that emphasizes the creation of intelligent machines that work and react like humans.
(a) Artificial Intelligence
(b) Introduction of Things
(c) FutureSkills
(d) Robotics

17. Which type of artificial intelligence embodies a system designed to carry out one particular job?
(a) Weak AI
(b) Strong AI
(c) Both (a) and (b)
(d) None of the above
18. AI is important because it can help to solve immensely difficult issues in
(a) entertainment (b) education
(c) health (d) All of these
19. Which of the following originated as a way to interact with friends and family?
(a) Social Media
(b) Blockchain
(c) Automation
(d) Artificial Intelligence
20. is a social media designed specifically for the business community.
(a) Pinterest (b) Twitter
(c) LinkedIn (d) Facebook
21. Which of the following is an encrypted and distributed database that records data?
(a) Automation
(b) Blockchain
(c) Artificial Intelligence
(d) FutureSkills
22. Blockchain mechanism brings everyone to the highest degree of
(a) Accountability (b) Availability
(c) Performance (d) Analytics
23. Additive manufacturing uses..... software.
(a) System (b) Application
(c) Utility (d) CAD
24. Example(s) of 3D printing is/are
(a) Eyewear
(b) Dental products
(c) Architectural scale model
(d) All of the above
25. RPA is the use of specialized computer programs known as
(a) FutureSkills
(b) User Interface
(c) Software Robot
(d) Artificial Intelligence
26. What is/are business benefit(s) of RPA?
(a) Increased accuracy
(b) No interruption of work
(c) Low technical barriers
(d) All of the above
27. can help companies offer better customer service by automating contact center tasks.
(a) RPA (b) Interface
(c) Additive (d) Blockchain
28. Which of the following involves protecting information and systems from major cyber threats?
(a) Cyber crime (b) Cyber security
(c) Robotics (d) Virtual reality
29. It is the guarantee of reliable and constant access to your sensitive data by authorized people.
(a) Confidentiality (b) Integrity
(c) Availability (d) None of these
30. creates a barrier between the computer and any unauthorized program trying to come in through the Internet.
(a) Firewall (b) Integrity
(c) Blockchain (d) Automation
31. There are security apps available from all known companies such as
(a) Avast (b) McAfee
(c) Norton (d) All of these
32. It is a software that helps to protect the computer from any unauthorized code or software that creates a threat to the system.
(a) Antivirus (b) Password
(c) Passcode (d) Firewall

True/False

Identify True/False from the following statements.

33. FutureSkills platform will ensure that all the needs are fulfilled.
34. The goal of IoT is to extend the Internet connectivity from standard devices like computer.
35. Some data is sent to a cloud infrastructure.
36. IoT technology does not help a lot in improving technologies and making them better.
37. IoT offers real time information leading to effective decision-making.
38. In big data, volume refers to the speed at which data is being created in real time.
39. The banking sector relies on big data for fraud detection.
40. Hybrid cloud is combination of private cloud and public cloud.
41. Cloud computing could bring hardware costs down.
42. Artificial Intelligence is a computer interface which tries to mimic real world beyond the flat monitor.
43. Virtual reality has also been adopted in business.
44. Knowledge engineering is a core part of AI research.
45. Pinterest is a free microblogging service.
46. Blockchain technology does not provide durability, reliability and longevity with decentralized network.
47. Additive manufacturing adds material to create an object.
48. Programming skills are not necessary to configure a software robot.
49. Confidentiality refers to protecting information from being accessed by unauthorized parties.
50. Complex passwords are simple for the hackers to find.

Answers

1. (a)	2. (c)	3. (b)	4. (a)	5. (b)	6. (c)	7. (d)	8. (d)	9. (a)	10. (d)
11. (b)	12. (c)	13. (a)	14. (b)	15. (d)	16. (a)	17. (a)	18. (d)	19. (a)	20. (c)
21. (b)	22. (a)	23. (d)	24. (d)	25. (c)	26. (d)	27. (a)	28. (b)	29. (c)	30. (a)
31. (d)	32. (a)	33. True	34. True	35. False	36. False	37. True	38. False	39. True	40. True
41. True	42. False	43. True	44. True	45. False	46. False	47. True	48. True	49. True	50. False

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