

लोक सेवा आयोग
राष्ट्रिय बीमा संस्थान, सहायकस्तर, चौथो, सहायक "ख" (कम्प्युटर अपरेटर) पदको
प्रतियोगितात्मक लिखित परीक्षा

२०७४/१९/२२

KEY [A]

समय : ४५ मिनेट

पूर्णाङ्क : ५०

विषय : कम्प्युटर सम्बन्धी

उत्तरपुस्तिकामा प्रश्नपत्रको KEY अनिवार्य रूपले उल्लेख गर्नुपर्नेछ । उल्लेख नगरेमा उत्तरपुस्तिका रद्द हुनेछ । परीक्षामा calculator, mobile प्रयोग गर्न पाइनेछैन ।

Multiple Choice

50×1=50 Marks

- The first electronic computer in the world was
A) ENIAC B) UNIVAC C) EDVAC D) All of the above
- How many characters can be coded in ASCII-8 and EBCDIC?
A) 7 B) 128 C) 256 D) none of the above
- A dumb terminal has
A) an embedded microprocessor B) extensive memory
C) independent processing capability D) a keyboard and screen
- The basic architecture of computer was developed by
A) John Von Neumann B) Charles Babbage
C) Blaise Pascal D) Garden Moore
- Which part interprets program instructions and initiate control operations?
A) Input B) Storage unit C) Logic unit D) Control unit
- Which of the following is a low level programming language?
A) Natural language B) BASIC
C) Machine language D) COBOL
- The number of bits that a computer can process at a time in parallel is called the
A) Word length B) Speed C) Accuracy D) Diligence
- Which of the following is responsible for coordinating various operations using timing signals?
A) Arithmetic Logic Unit B) Control Unit
C) Input Output Unit D) None of the above
- What is brand?
A) The name of companies that made computers
B) The name of product a company gives to identify its product in market
C) A name of a class to indicate all similar products from different companies
D) All of the above
- The average time necessary for the correct sector of a disk to arrive at the read write head is
A) Down time B) Seek time C) Rotational delay D) Access time
- Which of the following computer language is used for artificial intelligence?
A) FORTRAN B) C C) PROLOG D) COBOL

Contd.....

12. Hand Held scanners

- A) are used to scan large amount of data
- B) are more versatile than the normal scanning devices
- C) input data when they are brushed over the matter to be read
- D) input data when they are passed near the scanning area

13. Which of the memory is non-volatile?

- A) SRAM
- B) ROM
- C) RAM
- D) DRAM

14. Any data or instruction entered into the memory of a computer is considered as

- A) information
- B) input
- C) output
- D) storage

15. RESTORE command is used to

- A) Restore files from disks made using the backup command
- B) Restore files which are deleted
- C) Restore files from recycle bin
- D) Restore files which are deleted recently

16. The main function of the command interpreter is

- A) to get and execute the next user-specified command
- B) to provide the interface between the API and application program
- C) to handle the files in operating system
- D) none of the above

17. Which of the following command is used to close the active window?

- A) Ctrl + F4
- B) Alt + F4
- C) Ctrl + F5
- D) Both A and B

18. When computer is turned on, which of the following is first executed?

- A) Bootstrap loader
- B) Operating system
- C) System software
- D) Application software

19. If you need to duplicate the entire disk, which command will you use?

- A) Copy
- B) Diskcopy
- C) Chkdsk
- D) Format

20. In MS-Word, to view smaller text on the screen, you can

- A) increase the editing percentage
- B) decrease the editing percentage
- C) increase the view percentage
- D) decrease the view percentage

21. Which feature combines name and address with a standard document?

- A) document formatting
- B) database management
- C) mail merge
- D) form letters

22. Portrait and Landscape are

- A) Page Orientation
- B) Paper Size
- C) Page Layout
- D) All of the above

23. Which of the following is not a paragraph formatting?

- A) Alignment
- B) Line spacing
- C) Indenting
- D) Tab stops

24. The space left between the margin and the start of a paragraph in word document is called

- A) spacing
- B) gutter
- C) indentation
- D) alignment

Contd.....

A - 3, सहायकस्तर, चौथो, सहायक "ख" (कम्प्युटर अपरेटर)

25. Which would you choose to list Synonyms and Antonyms of a selected word?
A) Tools, Language B) Tools, Options
C) Tools, Spelling and Grammar D) Insert, Cross-reference
26. What is the short cut key to open the thesaurus window?
A) Ctrl + F7 B) F7 C) Alt + F7 D) Shift + F7
27. Which file starts MS Word?
A) Winword.exe B) Word.exe C) MSWord.exe D) Word2003.exe
28. Background color or effects applied on a document is not visible in
A) web layout view B) print layout view C) reading view D) print preview
29. End key in word document
A) moves the cursor at end of the line B) moves the cursor end of the paragraph
C) moves the cursor end of the document D) none of the above
30. Which of the following formatting options is not available on the Tables and Borders toolbar?
A) applying table formats automatically
B) border color
C) aligning text at the center of a cell
D) all are formatting options on the Tables and Borders toolbar
31. Which tool can the user use to set indents or tabs?
A) Title bar B) Insert point C) Toolbar D) Ruler
32. A number or letter that appears little above the normal text is called
A) superscript B) subscript C) supertext D) subtext
33. Word document can be zoomed up to maximum value of
A) 100% B) 200% C) 400% D) 500%
34. Which symbol is used to make absolute cell reference?
A) \$ B) * C) % D) &
35. When a range is selected, how can you activate the previous cell?
A) Press the Alt key B) Press Tab C) Press Enter D) None of the above
36. Which of the following is not the correct method of editing the cell content?
A) Press the Alt key B) Press the F2 key
C) Click the formula bar D) Double click the cell
37. On an excel sheet the active cell is indicated by
A) a dotted border B) a blinking border
C) a dark wide border D) none of the above
38. In goal seek, the 'by changing cell' refers to the cell
A) containing the outcome formula B) containing the constraints
C) that you are attempting to calculate D) containing the target value
39. When integrating Word and Excel, Word is usually the
A) server B) client C) source D) none of the above

Contd.....

A - 4, सहायक स्तर, चौथो, सहायक "ख" (कम्प्युटर अपरेटर)

40. What type of chart is good for single series of data? ☒ C
A) column chart B) line chart C) pie chart D) cone chart
41. Excel displays the current cell address in the ☒ C
A) formula bar B) status bar C) name box D) title bar
42. Where can you change automatic or manual calculation mode in Excel? ☒ C
A) Double CAL indicator on status bar
B) Go to Tools >> Options >> Calculation and mark the corresponding radio button
C) Both A and B
D) None of the above
43. Which function will calculate the number of workdays between 6/9/2004 and 8/12/2004? ☒ C
A) Workday B) Date C) Networkdays D) All of the above
44. Paste Special command pastes selectively ☒ D
A) formats B) validation C) formulas D) all of the above
45. What is a quick way to extend these numbers to a longer sequence, for instance 1 through 20?
A) select both cells, and then drag the fill handle over the range you want, for instance 18 more rows
B) select the range you want, include both cells, point to fill on the Edit menu, and then click down
C) copy the second cell, click in the cell below it, on the standard toolbar click the down arrow on the paste button, and then click paste special ☒ C
D) all of the above
46. In Relational Model, Attributes are called ☒ C
A) Rows B) Columns C) Table D) Relation
47. A primary key in any table has the properties ☒ C
A) not null B) no duplicates C) both A and B D) none of the above
48. Key to represent relationship between tables is called ☒ B
A) Primary key B) Foreign key C) Secondary key D) None of the above
49. What would you choose to create a pre-formatted style in MS PowerPoint?
A) Slide Sorter View B) Slide Layout C) Slide Transition D) Slide Design ☒ A
50. Which menu provides you options like Animation Scheme, Custom Animation, and Slide Transition?
A) Insert Menu B) Format Menu C) Tools Menu D) Slide Show Menu ☒ C

- THE END -

लोक सेवा आयोग
राष्ट्रिय बीमा संस्थान, चौथो, सहायक "ख" (हार्डवेयर मेकानिक्स) पदको
प्रतियोगितात्मक लिखित परीक्षा
२०७४/१९/१९

KEY [A]

समय : ४५ मिनेट

पूर्णाङ्क : ५०

विषय : कम्प्युटर सम्बन्धी

उत्तरपुस्तिकामा प्रश्नपत्रको KEY अनिवार्य रूपले उल्लेख गर्नुपर्नेछ । उल्लेख नगरेमा उत्तरपुस्तिका रद्द हुनेछ । परीक्षामा calculator, mobile प्रयोग गर्न पाइनेछैन ।

Multiple Choice

50×1=50 Marks

1. Which of the following is an input as well as output device?
A) Printer B) Scanner C) Mouse D) Sound card
2. Which of the following is not a browser?
A) Mozilla Firefox B) Chrome C) Microsoft Explorer D) Notepad
3. What does Modem do?
A) produces a sound B) enables computer to transfer data
C) handles monitor D) all of the above
4. Which of the following is not high level programming language?
A) FORTRAN B) C language
C) Java language D) NASM assembly language
5. Anti-virus software can be categorized into
A) system software B) application software
C) utility software D) database software
6. Which of the following memory types is the fastest memory type in terms of access?
A) RAM B) ROM C) DRAM D) Cache
7. Which of the following applications can be used to send email?
A) MS-Word B) Photoshop C) Thunderbird D) None of the above
8. A computer program that translates one program instruction at a time into machine language is called
A) Interpreter B) Compiler C) Simulator D) CPU
9. Which of the following network topologies can be considered as multipoint topology?
A) Star B) Bus C) Mesh D) Ring
10. What is the size of IPv6 address?
A) 32 bits B) 64 bits C) 128 bits D) 256 bits
11. You organize files by storing them in
A) archives B) folders C) indexes D) lists
12. WAN stands for
A) Wap Area Network B) Wide Array Network
C) Wide Area Network D) Wireless Area Network

Contd.....

A - 2, चौथो, सहायक 'ख' (हार्डवेयर मेकानिक्स)

13. A number 0x2A53 is not a binary number but numbers.
A) hexadecimal B) octal C) decimal D) none of the above
14. What is the equivalent ASCII code of 'A'?
A) 97 B) 65 C) a D) z
15. Which special character is used to indicate any one character in MS-DOS?
A) * B) : C) / D) ?
16. To set hidden attributes to all the files of SUZI directory of drive C
A) attrib +H C:\SUZI*. * B) attrib +A C:\SUZI*
C) attrib +H +A C:\SUZI*. * D) attrib +H C:\SUZI*. *
17. Microsoft Windows is operating system.
A) GUI B) Single User C) Multi tasking D) All of the above
18. Which tool/s is/are used for maintaining and optimizing disks?
A) Disk Cleanup B) Scan Disk C) Backup D) All of the above
19. Which keys are used to minimize all Windows?
A) Winkey + Ctrl + F B) Winkey + M C) Winkey + Tab D) Winkey + D
20. Which of the following symbol is used in start when you write a formula in MS Excel?
A) = B) % C) + D) -
21. Which of the following is a valid cell address of MS-Excel?
A) 11 23 B) C49 C) 49C D) None of the above
22. The cell reference for cell range from B3 to N30 is
A) B3.N30 B) B3;N30 C) B3:N30 D) B3-N30
23. Which of the following is correct way to find 2^3 in MS Excel?
A) = POWER (2**3) B) = POWER (2^3) C) = POWER (2,3) D) = POWER (2!3)
24. What is the keyboard shortcut key for creating a chart from the selected cell range?
A) F3 B) F5 C) F8 D) F11
25. A feature that displays only those data in column(s) according to specified criteria is called
A) Formula B) Filtering C) Sorting D) Pivot
26. What kind of chart is possible to create in MS Excel?
A) Area B) Line C) Pie D) All of the above
27. A is a program tool that allows you to reorganize and summarize selected columns and rows of data in a spreadsheet.
A) formula B) pivot table C) chart D) thesaurus
28. In Ms Excel, when printing, Next page and Previous page are available only when you select more than one
A) cell B) row C) column D) worksheet
29. Excel's features lets you adjust a value used in a formula to achieve a specific goal.
A) table B) chart C) goal seek D) macro

Contd.....

A - 3, चौथो, सहायक "ख" (हार्डवेयर मेकानिक्स)

30. Each record is constituted by a number of individual data items which are called
A) fields B) data types C) relation D) tables
31. The complete information about an entity in a database is called
A) data B) information C) field D) record
32. A enables you to view from a table based on a specific criterion.
A) form B) query C) macro D) report
33. Which of the following is not a database object?
A) tables B) queries C) relationships D) reports
34. Which of the following is/are database model?
A) network database B) relational database
C) object oriented database D) all of the above
35. A pattern or blueprint of a slide which contains readymade style so that it can be used for the presentation is called
A) template B) auto style C) wizard D) pre-formatting
36. If you want current date/time and slide number to appear on every slide of the presentation, you should include it on
A) Header and Footer B) Design Template
C) Slide Master D) Design Master
37. An animation effect can be applied to in the presentation.
A) all slides B) selected slides only
C) current slide only D) all of the above
38. What is the appropriate tag in HTML to make text bold?
A) <bold> B) <fat> C) D) <black>
39. How can you open a link in a new tab/browser window?
A) B)
C) D)
40. The first page of a website is called
A) design B) home page C) first page D) main page
41. How can you insert header and footer in MS-Word Document?
A) Double clicking on header and footer area
B) Using Insert > Header/Footer menu
C) Both A and B
D) None of the above
42. Which key or key combination will move the insertion point to the bottom of the whole document?
A) Alt + End B) Alt + PgDn C) Ctrl + End D) Ctrl + PgDn
43. In MS-Word, the shortcut key Ctrl + Y is used for
A) Undo action B) Repeat typing C) Both A and B D) None of the above

Contd.....

A - 4, चौथो, सहायक "ख" (हार्डवेयर मेकानिक्स)

44. What should you do if you require pasting the same format in many places?
A) Double click the format painter and go on pasting in many places
B) Click the format painter and go on pasting in many places holding Alt key
C) Click the format painter then go on pasting to many places holding Ctrl key
D) All of the above
45. Which of the following term lists the specific information to be inserted in a mail merge document?
A) Main Document B) Data Source C) Mail Merge D) Merge Field
46. What is the shortcut key to create a trade-mark symbol (TM) in MS-Word?
A) Alt + m B) Alt + t C) Alt + Ctrl + t D) Alt + Ctrl + m
47. How can you increase the font size of selected text by one point every time?
A) By pressing Ctrl +] B) By pressing Shift +]
C) By pressing Ctrl + Shift +] D) By pressing Ctrl + Shift + >
48. In which of the following dialog box you set certain indentation and spacing?
A) Page B) Page setup C) Paragraph D) Section
49. In MS-Word, which statement is wrong in case of table?
A) You can add row or column anywhere in the table
B) You can merge adjacent cells
C) You can split cells
D) None of the above
50. In $4x^3$, the figure 3 is appeared upper. Which effect is applied?
A) Upperscript B) Superscript C) Formula script D) Equation script

- THE END -