

Q1. What action is performed by pressing Ctrl + E in MS Word?

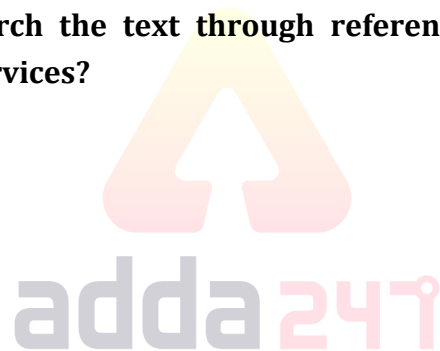
- (a) Exit Application
- (b) Select All
- (c) Clear All
- (d) Align Center
- (e) None of these

Q2. Setting fonts for the text in your document is an example of:

- (a) Formatting
- (b) Formulas
- (c) Tracking changes
- (d) Tools
- (e) None of the above

Q3. Which feature helps to search the text through reference material such as dictionaries, encyclopedias and translation services?

- (a) Translation
- (b) Research
- (c) Find
- (d) Font
- (e) Table



Q4. Which among the following is the shortcut key combination to copy formatting from text?

- (a) Alt + Shift + C
- (b) Tab + Shift + C
- (c) Ctrl + Shift + C
- (d) F1 + Shift + C
- (e) None of these

Q5. In Power Point, the Header & Footer button can be found on the Insert tab in what group?

- (a) Illustrations group
- (b) Object group
- (c) Text group
- (d) Tables group
- (e) None of these

NRA-CET Ready

BANK

Useful for Bank & Insurance Exams

TEST PACK

12 Months Subscription

Q6. Which of the following is a saving process?

- (a) To copy the document from memory to storage medium
- (b) To bring change in present status of the document
- (c) To change the face or entire form
- (d) To develop the document by recording the text with the use of keyboard
- (e) None of these

Q7. Which keystroke will take you at the beginning or the end of a long document?

- (a) Ctrl + PageUp and Ctrl + PageDown
- (b) Shift + Home and Shift + End
- (c) Ctrl + Home and Ctrl + End
- (d) The only way is by using the right scroll bar
- (e) Alt+Home and Alt+End

Q8. Workbook is a collection of _____ in MS Excel?

- (a) page set-up
- (b) buttons
- (c) diagrams
- (d) charts
- (e) worksheets

Q9. Which PowerPoint view displays each slide of the presentation as a thumbnail and is useful for rearranging slides?

- (a) Slide Sorter
- (b) Slide Show
- (c) Slide Master
- (d) Notes Page
- (e) Slide Design

Q10. If a word is typed that is not in MS Word's dictionary, a wavy underline appears below the word. What is the color of the underline that appears in this situation?

- (a) Blue
- (b) Red
- (c) Green
- (d) Black
- (e) Pink

Q11. The process of checking all the peripheral units by the OS during the time of booting is known as ____

- (a) BIOS
- (b) POST
- (c) BUS
- (d) Chkdsk
- (e) None of these

Q12. A handheld device that allows you to control your computer without typing instructions from a keyboard is known as_____.

- (a) Tablet
- (b) PDA
- (c) Mouse
- (d) Mike
- (e) None of these

Q13. Which of the following file system used by the operating system to identify the physical locations of file on the hard drive?

- (a) RTOS
- (b) GIF
- (c) FAT
- (d) FTP
- (e) SMTP

Q14. What is SMPS?

- (a) Settled Mode Power Supply
- (b) Switch Mode Power Supply
- (c) Switch Mode Packet Switch
- (d) Supply Mode Packet Switch
- (e) Settled Mode Packet Switch

Q15. When a computer is turned on, which of the following is run by BIOS in order to check whether all the hardware components are working properly?

- (a) Booting
- (b) Warm Booting
- (c) Cold Booting
- (d) Power on Self-Test
- (e) Register

Q16. What is an Operating system?

- (a) It is an interface between User and the Computer
- (b) It manages all resources
- (c) It does all process management tasks
- (d) All of the above
- (e) None of these

Q17. Which process check to ensure the components of the computer are operating and connected properly?

- (a) Booting
- (b) Processing
- (c) Saving
- (d) Editing
- (e) None of these

Q18. The ability of an operating system to run more than one application at a time is called _____.

- (a) Multi-tasking
- (b) Object-oriented programming
- (c) Multi-user computing
- (d) Real-Time
- (e) None of the above

Q19. Which of the following is used to switch between open programs?

- (a) Alt+tab
- (b) Ctrl+tab
- (c) Shift+tab
- (d) Ctrl+Alt
- (e) Alt+Shift

Q20. To move to the beginning of a line of text, press the _____ key.

- (a) a
- (b) pageup
- (c) enter
- (d) home
- (e) None of these



Just at Rs. 199
(No Code required)

SPECIAL OFFER

**SBI CLERK
MAINS**

with Video Solutions

25+ TOTAL TESTS



BOOKS



Visit: publications.adda247.com & store.adda247.com
 For any information, mail us at publications@adda247.com