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Latest Info.

Participant ID	
Participant Name	
Test Center Name	iON Digital Zone iDZ5 Patliputra
Test Date	23/12/2019
Test Time	9:00 AM - 10:00 AM
Subject	Data Entry Operator
Marks Obtained	50.00000

Section : **MCQ for Data Entry Operator**

Q.1 A _____ is a software used to create documents such as letters, lists, poems, etc.

Ans ❌ 1. MS Paint

✅ 2. MS Word

❌ 3. Windows Media Player

❌ 4. Audacity

Question Type : **MCQ**
Question ID : **6182781995**
Status : **Answered**
Chosen Option : **2**
Marks : **1.00**

Q.2 A _____ is the address of a World Wide Web page.

Ans ✅ 1. URL

❌ 2. HTTP

❌ 3. Protocol

❌ 4. ISP

Question Type : **MCQ**
Question ID : **6182782040**
Status : **Answered**
Chosen Option : **1**
Marks : **1.00**

Q.3 _____ software are programs designed to help end user perform certain types of work.

Ans ❌ 1. Utility

✅ 2. Application

❌ 3. System

❌ 4. Management

Question Type : **MCQ**

Question ID : **6182781987**

Status : **Answered**

Chosen Option : **2**

Marks : **1.00**

Q.4 **Mail Merge in MS Word is used for creating _____ copies of a letter to be sent to different recipients.**

Ans ✗ 1. Quadruple

✗ 2. single

✓ 3. multiple

✗ 4. triple

Question Type : **MCQ**

Question ID : **6182782006**

Status : **Answered**

Chosen Option : **3**

Marks : **1.00**

Q.5 **Which option of MS-PowerPoint helps display a series of slides on the full computer screen?**

Ans ✓ 1. Slide Show

✗ 2. Placeholder

✗ 3. Zoom Control

✗ 4. Slide Sorter

Question Type : **MCQ**

Question ID : **6182782033**

Status : **Answered**

Chosen Option : **4**

Marks : **0.00**

Q.6 **Which key combination is used to select a column in a worksheet?**

Ans ✗ 1. Caps Lock + Spacebar

✗ 2. Shift + Spacebar

✗ 3. Alt + Spacebar

✓ 4. Ctrl + Spacebar

Question Type : **MCQ**

Question ID : **6182782011**

Status : **Answered**

Chosen Option : **4**

Marks : **1.00**

Q.7 **A workbook in _____ is assigned a default name as Book1.**

Ans ✗ 1. MS Word

✗ 2. MS PowerPoint

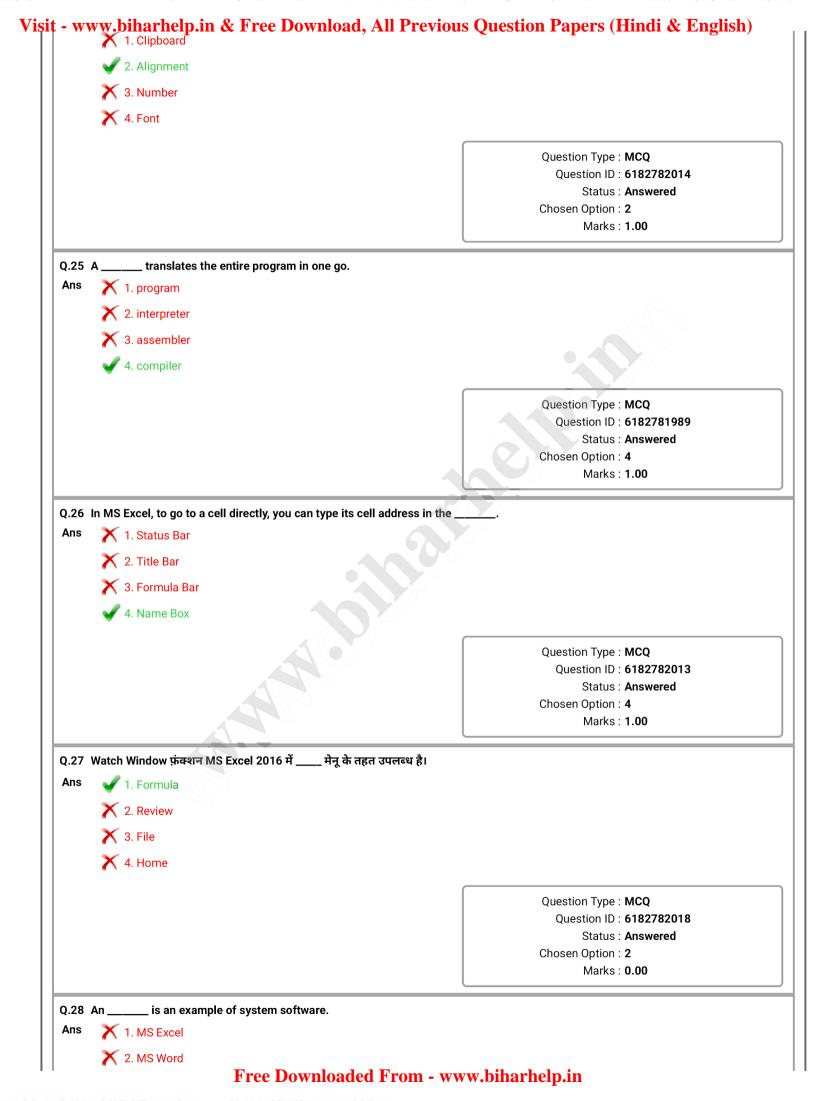✗ 3. MS Access

✓ 4. MS Excel

Question Type : **MCQ**

Question ID : **6182782010**

Status : **Answered**

Chosen Option : **4**

Marks : **1.00**

Q.8 In Mail Merge, _____ is a placeholder where the actual data from the data source will be inserted.

Ans

✗ 1. data source

✓ 2. merge field

✗ 3. template

✗ 4. main document

Question Type : **MCQ**

Question ID : **6182782008**

Status : **Answered**

Chosen Option : **4**

Marks : **0.00**

Q.9 What is the short cut key to select entire row in a worksheet?

Ans

✗ 1. Alt + R

✗ 2. Ctrl + R

✓ 3. Shift + Spacebar

✗ 4. Ctrl + A

Question Type : **MCQ**

Question ID : **6182782022**

Status : **Answered**

Chosen Option : **3**

Marks : **1.00**

Q.10 A _____ document is created in Mail Merge when one merges the main document with the data source.

Ans

✗ 1. saved

✗ 2. printed

✗ 3. edited

✓ 4. merged

Question Type : **MCQ**

Question ID : **6182782005**

Status : **Answered**

Chosen Option : **4**

Marks : **1.00**

Q.11 When you start MS PowerPoint 2016, it opens a new presentation with the title _____.

Ans

✗ 1. Presentation@ 1

✗ 2. Presentation_1

✓ 3. Presentation 1

✗ 4. Presentation -1

Question Type : **MCQ**

Question ID : **6182782031**

Status : **Answered**

Chosen Option : **3**

Marks : **1.00**

Q.12 In MS-PowerPoint, to move to the next slide, press the _____ arrow key from the keyboard.

Ans   ✗ 1. Esc

     ✔ 2. Down

     ✗ 3. Shift

     ✗ 4. Up

Question Type : **MCQ**

Question ID : **6182782035**

Status : **Answered**

Chosen Option : **2**

Marks : **1.00**

Q.13 MS-Excel में यदि आप किसी यूज़र्स को वर्कशीट तक पहुँचने से सुरक्षित रखना चाहते हैं, तो अपनी फ़ाइल को _____ दें।

Ans   ✗ 1. फ़ाइलनेम

     ✗ 2. मेसेज

     ✔ 3. पासवर्ड

     ✗ 4. नंबर

Question Type : **MCQ**

Question ID : **6182782023**

Status : **Answered**

Chosen Option : **3**

Marks : **1.00**

Q.14 In MS Excel, the Protect Workbook option is available under _____ tab.

Ans   ✗ 1. View

     ✗ 2. Design

     ✔ 3. Review

     ✗ 4. Layout

Question Type : **MCQ**

Question ID : **6182782024**

Status : **Answered**

Chosen Option : **3**

Marks : **1.00**

Q.15 There are no restrictions on the passwords with regard to length, use of characters or numbers; however, passwords are _____ in MS Excel.

Ans   ✗ 1. Fixed

     ✗ 2. Limited

     ✗ 3. not case-sensitive

     ✔ 4. case-sensitive

Question Type : **MCQ**

Question ID : **6182782017**

Status : **Answered**

Chosen Option : **4**

Marks : **1.00**

Q.16 **Which of the following represents the extension to save PowerPoint presentations?**

Ans   ✗ 1. .ppx

      ✓ 2. .pptx

      ✗ 3. .ptx

      ✗ 4. .px

Question Type :	**MCQ**
Question ID :	**6182782032**
Status :	**Answered**
Chosen Option :	**2**
Marks :	**1.00**

Q.17 **You can _____ your Mail Merge to a file so that all the documents are in one file.**

Ans   ✗ 1. rewrite

      ✗ 2. accept

      ✓ 3. print

      ✗ 4. delete

Question Type :	**MCQ**
Question ID :	**6182782009**
Status :	**Answered**
Chosen Option :	**3**
Marks :	**1.00**

Q.18 **_____ is an interconnection of networks.**

Ans   ✓ 1. Internet

      ✗ 2. Modem

      ✗ 3. Router

      ✗ 4. Antenna

Question Type :	**MCQ**
Question ID :	**6182782036**
Status :	**Answered**
Chosen Option :	**1**
Marks :	**1.00**

Q.19 **A computer only understands the _____ language.**

Ans   ✗ 1. denary

      ✓ 2. binary

      ✗ 3. Decimal

      ✗ 4. third generation

Question Type :	**MCQ**
Question ID :	**6182781988**
Status :	**Answered**
Chosen Option :	**2**
Marks :	**1.00**

Q.20 The _____ option is used to stop the action of the Undo option.

Ans ✔ 1. Redo

✗ 2. Cut

✗ 3. do

✗ 4. Paste

Question Type :	**MCQ**
Question ID :	**6182782001**
Status :	**Answered**
Chosen Option :	**1**
Marks :	**1.00**

Q.21 A computer displays the date and time using the _____.

Ans ✗ 1. folder

✔ 2. System clock

✗ 3. start button

✗ 4. file

Question Type :	**MCQ**
Question ID :	**6182781990**
Status :	**Answered**
Chosen Option :	**2**
Marks :	**1.00**

Q.22 Different software programs have different _____ that help in identifying them visually.

Ans ✔ 1. icons

✗ 2. software

✗ 3. document

✗ 4. folder

Question Type :	**MCQ**
Question ID :	**6182781993**
Status :	**Answered**
Chosen Option :	**1**
Marks :	**1.00**

Q.23 _____ provides options to choose settings for printing a document.

Ans ✗ 1. Document Preview

✔ 2. Print Preview

✗ 3. Web Layout

✗ 4. Reading Layout

Question Type :	**MCQ**
Question ID :	**6182781999**
Status :	**Answered**
Chosen Option :	**2**
Marks :	**1.00**

Q.24 The Wrap Text button is available under the _____ group of the Home tab in MS Excel 2016.

Ans

❌ 1. Clipboard

✅ 2. Alignment

❌ 3. Number

❌ 4. Font

Question Type :	**MCQ**
Question ID :	**6182782014**
Status :	**Answered**
Chosen Option :	**2**
Marks :	**1.00**

Q.25 A _____ translates the entire program in one go.

Ans ❌ 1. program

❌ 2. interpreter

❌ 3. assembler

✅ 4. compiler

Question Type :	**MCQ**
Question ID :	**6182781989**
Status :	**Answered**
Chosen Option :	**4**
Marks :	**1.00**

Q.26 In MS Excel, to go to a cell directly, you can type its cell address in the _____.

Ans ❌ 1. Status Bar

❌ 2. Title Bar

❌ 3. Formula Bar

✅ 4. Name Box

Question Type :	**MCQ**
Question ID :	**6182782013**
Status :	**Answered**
Chosen Option :	**4**
Marks :	**1.00**

Q.27 Watch Window फ़ंक्शन MS Excel 2016 में _____ मेनू के तहत उपलब्ध है।

Ans ✅ 1. Formula

❌ 2. Review

❌ 3. File

❌ 4. Home

Question Type :	**MCQ**
Question ID :	**6182782018**
Status :	**Answered**
Chosen Option :	**2**
Marks :	**0.00**

Q.28 An _____ is an example of system software.

Ans ❌ 1. MS Excel

❌ 2. MS Word

✗ 3. Paint

✔ 4. Linux

Question Type : **MCQ**
Question ID : **6182781986**
Status : **Answered**
Chosen Option : **4**
Marks : **1.00**

Q.29 A _____ is used to type letters, numbers and characters.

Ans ✗ 1. mouse

✔ 2. keyboard

✗ 3. printer

✗ 4. scanner

Question Type : **MCQ**
Question ID : **6182781983**
Status : **Answered**
Chosen Option : **2**
Marks : **1.00**

Q.30 You can use a _____ to let other users know that the file is created by you.

Ans ✗ 1. watermark

✔ 2. copy

✗ 3. merge

✗ 4. hyperlink

Question Type : **MCQ**
Question ID : **6182782026**
Status : **Answered**
Chosen Option : **1**
Marks : **0.00**

Q.31 Which of the following objects is a part of typing area in MS Word?

Ans ✗ 1. Title bar

✗ 2. Status bar

✔ 3. ruler

✗ 4. Scroll bar

Question Type : **MCQ**
Question ID : **6182781997**
Status : **Answered**
Chosen Option : **3**
Marks : **1.00**

Q.32 You can apply colour variations to the SmartArt graphics in MS Excel 2016 by clicking the
Change Colors drop-down menu from the SmartArt Styles under the _____ tab.

Ans ✗ 1. Insert

✔ 2. Home

✗ 3. Format

4. Design

Question Type : **MCQ**

Question ID : **6182782030**

Status : **Answered**

Chosen Option : **1**

Marks : **0.00**

Q.33 The _____ bar in MS Word displays the name of the document and the software name.

Ans ✓ 1. title

✗ 2. status

✗ 3. open

✗ 4. scroll

Question Type : **MCQ**

Question ID : **6182781996**

Status : **Answered**

Chosen Option : **1**

Marks : **1.00**

Q.34 What is the short cut key to open a new MS Word file?

Ans ✗ 1. Ctrl + O

✗ 2. Ctrl + M

✓ 3. Ctrl + N

✗ 4. Ctrl + W

Question Type : **MCQ**

Question ID : **6182781998**

Status : **Answered**

Chosen Option : **1**

Marks : **0.00**

Q.35 The Spelling & Grammar check option is available in _____ group of the Review tab in MS Word 2016.

Ans ✗ 1. Tracking

✗ 2. Changes

✓ 3. Proofing

✗ 4. Language

Question Type : **MCQ**

Question ID : **6182782003**

Status : **Answered**

Chosen Option : **3**

Marks : **1.00**

Q.36 The picture in the background of the desktop in a computer system is called the desktop _____.

Ans ✗ 1. text

✓ 2. background

✗ 3. image

✗ 4. picture

Question Type : **MCQ**

Question ID : **6182781991**

Status : **Answered**

Chosen Option : **2**

Marks : **1.00**

Q.37 The speed of modem is measured in _____.

Ans   ✘ 1. tetra bytes

     ✔ 2. bits per second

     ✘ 3. megabytes

     ✘ 4. bytes per hour

Question Type : **MCQ**

Question ID : **6182782038**

Status : **Answered**

Chosen Option : **3**

Marks : **0.00**

Q.38 A _____ used in a formula in MS Excel is called a cell reference.

Ans   ✘ 1. Row address

     ✘ 2. Data

     ✔ 3. cell address

     ✘ 4. Column address

Question Type : **MCQ**

Question ID : **6182782025**

Status : **Answered**

Chosen Option : **3**

Marks : **1.00**

Q.39 In MS Excel, we can change the cell contents by pressing _____ after selecting the cell.

Ans   ✘ 1. F1

     ✔ 2. F2

     ✘ 3. F3

     ✘ 4. F4

Question Type : **MCQ**

Question ID : **6182782019**

Status : **Answered**

Chosen Option : **2**

Marks : **1.00**

Q.40 Which of these is a type of computer?

Ans   ✘ 1. Disc frame

     ✔ 2. Main frame

     ✘ 3. Blue frame

     ✘ 4. Wire frame

Question Type : **MCQ**

Question ID : **6182781982**

Status : **Answered**

Chosen Option : **2**

Marks : **1.00**

Q.41 By default, in a Word document, a spelling mistake is highlighted with a _____ wavy line.

Ans

✗ 1. blue

✗ 2. orange

✔ 3. red

✗ 4. green

Question Type : **MCQ**

Question ID : **6182782002**

Status : **Answered**

Chosen Option : **4**

Marks : **0.00**

Q.42 The parts of a system that can be seen and touched are called _____.

Ans

✗ 1. application

✔ 2. hardware

✗ 3. system software

✗ 4. utility software

Question Type : **MCQ**

Question ID : **6182781984**

Status : **Answered**

Chosen Option : **2**

Marks : **1.00**

Q.43 To delete an entire column in a worksheet, click on _____ option in the Delete Cells drop-down list.

Ans

✗ 1. Delete Sheet Rows

✔ 2. Delete Sheet Columns

✗ 3. Delete Sheet Cells

✗ 4. Delete Sheet

Question Type : **MCQ**

Question ID : **6182782020**

Status : **Answered**

Chosen Option : **2**

Marks : **1.00**

Q.44 _____ पहली बार कंप्यूटर में एक सॉफ्टवेयर या हार्डवेयर डालने को संदर्भित करता है।

Ans

✗ 1. अप्रूवल

✔ 2. इंस्टालेशन

✗ 3. जनरेशन

✗ 4. एक्टिवेशन

Question Type : **MCQ**

Question ID : **6182781994**

Status : **Answered**

Chosen Option : **2**

Marks : **1.00**

Q.45 In MS Excel, to change the column width we move the mouse pointer over the line of the column heading till it appears as a _____ arrow.

Ans ✗ 1. single

✗ 2. cursor

✗ 3. small

✓ 4. double

Question Type : **MCQ**

Question ID : **6182782021**

Status : **Answered**

Chosen Option : **4**

Marks : **1.00**

Q.46 A type of chart used to compare data using horizontal bar is called _____ chart.

Ans ✓ 1. Bar chart

✗ 2. Pie chart

✗ 3. column chart

✗ 4. Line chart

Question Type : **MCQ**

Question ID : **6182782028**

Status : **Answered**

Chosen Option : **1**

Marks : **1.00**

Q.47 In MS Excel, a _____ accepts the arguments and returns the result.

Ans ✗ 1. hyperlink

✗ 2. picture

✓ 3. function

✗ 4. chart

Question Type : **MCQ**

Question ID : **6182782027**

Status : **Answered**

Chosen Option : **3**

Marks : **1.00**

Q.48 Where is the Merge & Center option in MS Excel 2016 found?

Ans ✓ 1. In the Alignment group on the Home tab

✗ 2. In the Alignment group on the Page Layout tab

✗ 3. In the Links group on the Insert tab

✗ 4. In the Cells group on the Home tab

Question Type : **MCQ**

Question ID : **6182782015**

Status : **Answered**

Chosen Option : **1**

Marks : **1.00**

Q.49 You can _____ your workbook from being accidentally changed its format and text or from other users to get access to it.

Ans ✗ 1. add

✓ 2. protect

✗ 3. hide

✗ 4. delete

Question Type : **MCQ**

Question ID : **6182782016**

Status : **Answered**

Chosen Option : **2**

Marks : **1.00**

Q.50 A table in MS Word 2016 can have unlimited rows and a maximum of _____ columns.

Ans ✗ 1. 256

✗ 2. 100

✓ 3. 63

✗ 4. 81

Question Type : **MCQ**

Question ID : **6182782004**

Status : **Answered**

Chosen Option : **3**

Marks : **1.00**

Q.51 The cell address for the first and the last cells in MS Excel 2010, are _____ respectively.

Ans ✗ 1. D1 and XFD1048578

✗ 2. B1 and XFD1048576

✓ 3. A1 and XFD1048575

✗ 4. C1 and XFD1048577

Question Type : **MCQ**

Question ID : **6182782012**

Status : **Answered**

Chosen Option : **3**

Marks : **1.00**

Q.52 A _____ is an arrangement of all the items that make up a slide in a presentation of MS-PowerPoint.

Ans ✗ 1. Slide Sorter

✗ 2. Slide Show

✓ 3. slide layout

✗ 4. New Slide

Question Type : **MCQ**

Question ID : **6182782034**

Status : **Answered**

Chosen Option : **4**

Marks : **0.00**

Q.53 Which of the following is not an input device?

Ans   ✗ 1. mouse

       ✗ 2. keyboard

       ✗ 3. joystick

       ✔ 4. monitor

Question Type :	**MCQ**
Question ID :	**6182781985**
Status :	**Answered**
Chosen Option :	**4**
Marks :	**1.00**

Q.54 _____ provides the highest speed Internet access.

Ans   ✗ 1. Dial-up

       ✗ 2. ISP

       ✗ 3. TCP

       ✔ 4. Broadband

Question Type :	**MCQ**
Question ID :	**6182782037**
Status :	**Answered**
Chosen Option :	**4**
Marks :	**1.00**

Q.55 WWW stands for:

Ans   ✗ 1. Water way web

       ✗ 2. Web wise world

       ✔ 3. World Wide Web

       ✗ 4. World wise web

Question Type :	**MCQ**
Question ID :	**6182782039**
Status :	**Answered**
Chosen Option :	**3**
Marks :	**1.00**

Q.56 _____ is generally made of semiconductors.

Ans   ✗ 1. Hard disk

       ✔ 2. RAM

       ✗ 3. Floppy disk

       ✗ 4. CD

Question Type :	**MCQ**
Question ID :	**6182781981**
Status :	**Answered**
Chosen Option :	**4**
Marks :	**0.00**

Q.57 The Shapes drop-down button is available under the _____ group of the Insert tab in MS Excel 2016.

Ans   ✗ 1. Tables

✗ 2. Charts

✗ 3. Text

✔ 4. Illustrations

Question Type :	**MCQ**
Question ID :	**6182782029**
Status :	**Answered**
Chosen Option :	**4**
Marks :	**1.00**

Q.58 It is easy to locate files on a computer when they are stored in a _____.

Ans ✔ 1. folder

✗ 2. file

✗ 3. box

✗ 4. cabinet

Question Type :	**MCQ**
Question ID :	**6182781992**
Status :	**Answered**
Chosen Option :	**1**
Marks :	**1.00**

Q.59 Before performing any action such as copying, moving etc., on a text in MS Word, you need to _____ the text.

Ans ✗ 1. delete

✗ 2. edit

✗ 3. highlight with colour

✔ 4. select

Question Type :	**MCQ**
Question ID :	**6182782000**
Status :	**Answered**
Chosen Option :	**4**
Marks :	**1.00**

Q.60 In mail merge, if you are creating the data source for the first time, choose the _____ radio button.

Ans ✗ 1. Audacity

✗ 2. MS Excel

✗ 3. MS Paint

✔ 4. Type a new list

Question Type :	**MCQ**
Question ID :	**6182782007**
Status :	**Answered**
Chosen Option :	**4**
Marks :	**1.00**