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**2015**



**DO NOT OPEN THE SEAL OF THE QUESTION BOOKLET UNTIL YOU ARE TOLD TO DO SO**

**Question Book Serial No. COMP001417 DRS-2015**

**Question Booklet Series Code: A**

**Time Allowed: 01.00 hours**

**Full Mark: 50**

**ନିର୍ଦ୍ଧାରିତ ସମୟ : ୧.୦୦ମିନିଟ୍**

**ମୋଟ ମାର୍କ : ୫୦**

Read the following instructions carefully before you begin to answer the questions. This Booklet contains 50 objective questions with multiple choice answers on computer basic skills in English language.

ପ୍ରଶ୍ନଗୁଡ଼ିକର ଉତ୍ତର କରିବାପୂର୍ବରୁ ନିମ୍ନ ପ୍ରଦତ୍ତ ନିର୍ଦ୍ଦେଶାବଳୀ ଯତ୍ନ ସହକାରେ ପଢନ୍ତୁ । ଏହି ପୁସ୍ତିକାରେ ଇଂରାଜୀ ଭାଷାରେ କମ୍ପ୍ୟୁଟର ମୌଳିକ ଦକ୍ଷତା ସମ୍ପର୍କୀୟ 50 ଟି ବିବିଧ ଉତ୍ତର ଯୁକ୍ତ ସଂକ୍ଷିପ୍ତ ପ୍ରଶ୍ନ ଦିଆଯାଇଅଛି ।

INSTRUCTIONS FOR CANDIDATES	ପ୍ରାର୍ଥୀ/ପ୍ରାର୍ଥିନୀ ମାନଙ୍କପାଇଁ ନିର୍ଦ୍ଦେଶାବଳୀ
<ol style="list-style-type: none"> <li>This Booklet contains in all 50 questions with objective multiple choice answers.</li> <li>All questions are compulsory and carry equal mark.</li> <li>Before answering any question, checkup the Booklet and ensure that it contains 08 pages and no page is missing, mutilated or repeated. In case of any defect replace it immediately.</li> <li>The Invigilator shall supply you the bank OMR Answer Sheet separately. Enter your Roll Number, Question Booklet Serial Number and Question Booklet Series Code and darken the corresponding circle/oval provided on left side of the Answer Sheet carefully by black/blue ball point pen only. You must write the name, date and center of examination and put your full signature in the appropriate spaces provided therein before answering any question.</li> <li>A machine will read the coded information furnished by you in the OMR Answer Sheet. If the information so furnished by you are incomplete or different from what have been given in the application form, you will be awarded Zero mark.</li> <li>These instructions must be complied with fully failing which your Answer Sheet will not be evaluated and Zero mark will be awarded.</li> <li>Answer must be given by completely blackening one of the four circles/ovals representing the correct answer given on right side of the Answer Sheet corresponding to the relevant question number by using Black/Blue ball point pen only. Answers not shown by black/blue ball point pen shall not be awarded any mark.</li> <li>Failure to hand over the Answer Sheet to the Invigilator before leaving the examination hall/room will make you liable to penal action.</li> <li>Read carefully the instructions of answering each question before answering it.</li> <li>Answer the questions as quickly and carefully as you can. Some questions may be easy and others difficult. Don't spend too much time on any question.</li> <li>No Rough work has to be done on the OMR Answer Sheet. Space for rough work has been provided below the questions wherever needed.</li> <li>You must not carry into the examination hall/ room any book, mobile phones or electronic devices printed/handwritten papers except the Admission Letter. Failure to comply with any of the above instructions will be considered as using unfair means and action as deemed proper will be taken against the violators.</li> </ol>	<ol style="list-style-type: none"> <li>ଏହି ପୁସ୍ତିକାରେ ମୋଟ ୫୦ଟି ବିବିଧ ଉତ୍ତର ଯୁକ୍ତ ସଂକ୍ଷିପ୍ତ ପ୍ରଶ୍ନ ଅଛି ।</li> <li>ସମସ୍ତ ପ୍ରଶ୍ନ ବାଧ୍ୟତାମୂଳକ ଏବଂ ପ୍ରତ୍ୟେକର ମାର୍କ ସମାନ ।</li> <li>କୌଣସି ପ୍ରଶ୍ନର ଉତ୍ତରଦେବା ଆଗରୁ ପୁସ୍ତିକାଟି ତନଖି ଦେଖନ୍ତୁକି ଏଥିରେ ୮ଟି ପୃଷ୍ଠା ଅଛି ଓ କୌଣସି ପୃଷ୍ଠା ଛାଡି, ନଷ୍ଟ କିମ୍ବା ପୁନରାବୃତ୍ତି ହୋଇନାହିଁ । କୌଣସି ତ୍ରୁଟିଥିଲେ ତାକୁ ଶୀଘ୍ର ବଦଳ କରାଇନିଅନ୍ତୁ ।</li> <li>ପରୀକ୍ଷକ ଆପଣଙ୍କୁ ସ୍ୱତନ୍ତ୍ରଭାବେ ଓଏମଆର ଉତ୍ତରପତ୍ର ଦେବେ । ଉତ୍ତରପତ୍ରର ବାମ ପାର୍ଶ୍ୱରେ ଯଥା ସ୍ଥାନରେ ଆପଣଙ୍କ ରୋଲନମ୍ବର, ପ୍ରଶ୍ନପୁସ୍ତିକା କ୍ରମିକନମ୍ବର ଏବଂ ପ୍ରଶ୍ନପୁସ୍ତିକା ସିରିଜ୍ କୋଡ୍ ଉଲ୍ଲେଖ କରନ୍ତୁ ଏବଂ ଅନୁରୂପ ବୃତ୍ତ/ଅଣ୍ଡାକୃତିକୁ କେବଳ କଳା/ନୀଳ କାଳିର ବଲପଏଣ୍ଟ ପେନ୍ ଦ୍ୱାରା କାଳି କରନ୍ତୁ । ଏଠାରେ ପ୍ରଦତ୍ତ ନିର୍ଦ୍ଦେଶ ସ୍ଥାନରେ ପରୀକ୍ଷାର ନାମ, ତାରିଖ ଓ କେନ୍ଦ୍ର ନିଶ୍ଚିତ ଭାବେ ଲେଖନ୍ତୁ ଏବଂ କୌଣସି ପ୍ରଶ୍ନର ଉତ୍ତରଦେବା ଆଗରୁ ଆପଣଙ୍କ ପୂରା ଦକ୍ଷତା ଦିଅନ୍ତୁ ।</li> <li>ଓଏମଆର ଉତ୍ତରପତ୍ରରେ ଆପଣ ଉଲ୍ଲେଖ କରିଥିବା ସାକ୍ଷେପକ ତଥ୍ୟକୁ ଗୋଟିଏ ଯନ୍ତ୍ର ପଠନ କରିବ । ତେଣୁ ଆପଣଙ୍କ ଏହି ପ୍ରଦତ୍ତ ତଥ୍ୟ ଯଦି ଦରକାରୀ ସମୟରେ ଦିଆଯାଇଥିବା ତଥ୍ୟଠାରୁ ପରକ କିମ୍ବା ଅସଂପୂର୍ଣ୍ଣ ହୁଏ, ଆପଣଙ୍କୁ ଶୂନ୍ୟ ମାର୍କ ପ୍ରଦାନ କରାଯିବ ।</li> <li>ଏହି ନିର୍ଦ୍ଦେଶାବଳୀକୁ ସଂପୂର୍ଣ୍ଣଭାବେ ନିଶ୍ଚିତ ପାଳନକରନ୍ତୁ, ଅନ୍ୟଥା ଆପଣଙ୍କ ଉତ୍ତରପତ୍ର ମୂଲ୍ୟାୟନ କରାଯାଇ ପାରିବ ନାହିଁ ଏବଂ ଶୂନ୍ୟ ମାର୍କ ପ୍ରଦାନ କରାଯିବ ।</li> <li>ଉତ୍ତର ପତ୍ରର ଡାହାଣ ପାର୍ଶ୍ୱରେ ଥିବା ସମ୍ପୂର୍ଣ୍ଣ ପ୍ରଶ୍ନ ସଂଖ୍ୟାର ଅନୁରୂପ ବୃତ୍ତ/ଅଣ୍ଡାକୃତିକୁ କେବଳ କଳା/ନୀଳ କାଳିର ବଲପଏଣ୍ଟ ପେନ୍ ଦ୍ୱାରା ନିଶ୍ଚିତ ସଂପୂର୍ଣ୍ଣଭାବେ କାଳି କରି ଉତ୍ତର ଦିଅନ୍ତୁ । କଳା/ନୀଳ ବଲ ପଏଣ୍ଟ ପେନ୍ ଦ୍ୱାରା ଦର୍ଶାଯାଇ ନ ଥିବା ଉତ୍ତର ପାଇଁ କୌଣସି ମାର୍କ ଦିଆଯିବ ନାହିଁ ।</li> <li>ପରୀକ୍ଷା ହଲ/କୋଠରୀ ଛାଡିବା ପୂର୍ବରୁ ଆପଣଙ୍କ ଉତ୍ତରପତ୍ର ପରୀକ୍ଷକଙ୍କୁ ହସ୍ତାନ୍ତର ନ କରି ପାରିଲେ ଆପଣ ଆଇନାନୁଯାୟୀ ଦଣ୍ଡନୀୟ ହେବେ ।</li> <li>ଉତ୍ତର ଦେବାପୂର୍ବରୁ ପ୍ରତ୍ୟେକ ପ୍ରଶ୍ନର ଉତ୍ତର ପ୍ରଦାନ ନିର୍ଦ୍ଦେଶାବଳୀ ଯତ୍ନ ସହକାରେ ପଢନ୍ତୁ ।</li> <li>ଯେତେ ଶୀଘ୍ର ଓ ଯତ୍ନ ସହକାରେ ପାରିବେ ପ୍ରଶ୍ନ ଗୁଡ଼ିକର ଉତ୍ତର ଦିଅନ୍ତୁ । କେତେକ ପ୍ରଶ୍ନ ସହଜ ଓ ଅନ୍ୟ କେତେକ କଠିନ ହୋଇପାରେ । କୌଣସି ପ୍ରଶ୍ନରେ ଅତ୍ୟଧିକ ସମୟ ନଷ୍ଟକରନ୍ତୁ ନାହିଁ ।</li> <li>ଓଏମଆର ଉତ୍ତରପତ୍ରରେ ରମ୍ପ କାମ କରିବେ ନାହିଁ । ଯେଉଁଠି ଦରକାର ପ୍ରଶ୍ନଗୁଡ଼ିକର ତଳେ ରମ୍ପ କାମ ପାଇଁ ଖାଲିଜାଗା ଦିଆଯାଇଅଛି ।</li> <li>ପ୍ରବେଶ ପତ୍ର ବ୍ୟତୀତ କୌଣସି ବହି, ଛାପା/ହାତଲେଖା କାଗଜ, ମୋବାଇଲ ଫୋନ୍ କିମ୍ବା ବୈଦ୍ୟୁତିକ ଉପକରଣ ଆପଣ ପରୀକ୍ଷା ହଲ/କୋଠରୀ ଭିତରକୁ ନେଇ ପାରିବେ ନାହିଁ । ରପରୋକ୍ତ ନିର୍ଦ୍ଦେଶାବଳୀରୁ କୌଣସିଟି ଅନୁପାଳନରେ ଖୁଲାପଲେ ଏହାକୁ ଅସତ୍ତ୍ୱ ରପାୟ ଅବଲମ୍ବନ ବୋଲି ବିବେଚନା କରାଯିବ ଏବଂ ଉଲ୍ଲଙ୍ଘନକାରୀଙ୍କ ବିରୁଦ୍ଧରେ ଯଥୋଚିତ କାର୍ଯ୍ୟ ଅନୁଷ୍ଠାନ କରାଯିବ ।</li> </ol>
<p><b>DO NOT OPEN THE SEAL OF THE QUESTION BOOKLET UNTIL YOU ARE TOLD TO DO SO</b></p>	

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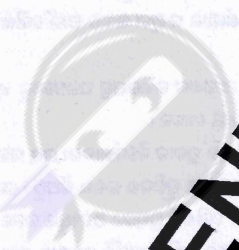
Question Booklet Serial No. COMP001417 DRS-2015

Time Allowed: 01:00 hours

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Read the following instructions carefully before you begin to answer the questions. This booklet contains 30 multiple choice questions with multiple choice answers on computer basic skills in English language.

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## COMPUTER BASICS

1. A supercomputer-
  - (A) processes data from at least 10,000 users at once.
  - (B) is the fastest and the costliest computer system.
  - (C) is used by large organizations.
  - (D) All (A), (B) and (C)
  
2. The basic architecture of computer was developed by
 

(A) John Von Neumann	(B) Charles Babbage
(C) Blaise Pascal	(D) Gordon Moore
  
3. Arithmetic functions of the ALU include:
  - (A) Add, subtract, move and input
  - (B) Divide, multiply, compare and output
  - (C) Input, output, move and compare
  - (D) Add, subtract, divide and multiply
  
4. Central Processing Unit is a combination of -
 

(A) Control and storage	(B) Control and output unit
(C) Arithmetic logic and input unit	(D) Arithmetic logic and control unit
  
5. The MICR is a device used to read characters in the form of -
 

(A) Electrical pulse in wire	(B) Punched holes in card
(C) Magnetic ink in paper	(D) None of these
  
6. Program on which of the following storage device is always virus free?
 

(A) Hard Disk	(B) Floppy Disk	(C) Compact Disk	(D) None of these
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7. IBM 1401 is-
 

(A) First Generation Computer	(B) Second Generation Computer
(C) Third Generation Computer	(D) Fourth Generation Computer
  
8. EBCDIC stands for-
  - (A) Extended Binary Coded Decimal Interchange Code
  - (B) Extended Bit Code Decimal Interchange Code
  - (C) Extended Bit Case Decimal Interchange Code
  - (D) Extended Binary Case Decimal Interchange Code
  
9. Floppy disks are typically found in diameter of-
 

(A) 3"	(B) 5.25"	(C) 8"	(D) All of above
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10. Hard disk is coated in both side above-
 

(A) Magnetic metallic oxide	(B) Optical metallic oxide
(C) Carbon layer	(D) All of the above
  
11. Which of the following is not an application software?
 

(A) MS-WORD	(B) MS-EXCEL	(C) MS-Power point	(D) None of these
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**COMPUTER BASICS**

12. The basic goal of computer process is to convert data into-  
 (A) Files (B) Tables (C) Graphics (D) Information
13. An error is also known as-  
 (A) bug (B) debug (C) icon (D) None of these
14. Every computer on the Internet is known as –  
 (A) Host (B) Client (C) Modem (D) Server
15. To establish connection with a server with your Internet Service Provider (ISP),  
 Your computer needs to connect to-  
 (A) Modem (B) Internet (C) Intranet (D) Server
16. The science that attempts to create machines to emulate the human thought  
 process is called-  
 (A) Robotics (B) Simulation  
 (C) Artificial Intelligence (D) Forecasting
17. Which of the following statements is wrong?  
 (A) Windows XP is an operating system  
 (B) Linux is owned and sold by Microsoft  
 (C) Photoshop is a graphical design tool by Adobe  
 (D) Linux is free and open source software
18. URL stands for-  
 (A) Universal Research List (B) Universal Resource List  
 (C) Uniform Resource Locator (D) Uniform Research Locator
19. You should save your computer from?  
 (A) Viruses (B) Time bombs (C) Worms (D) All of the above
20. Which of the following Windows does not have Start button?  
 (A) Windows Vista (B) Windows 7 (C) Windows 8 (D) None of above
21. Which one is not an operating system?  
 (A) P11 (B) OS/2 (C) Windows (D) Unix
22. Which of the following is a flash memory storage device that can be plugged into a USB port?  
 (A).USB snap drive (B) USB flash drive  
 (C) USB memory maker drive (D) None of above
23. Taskbar is used for-  
 (A) Navigation program (B) Switching between program  
 (C) Start a program (D) All of above

## COMPUTER BASICS

24. What word is used to describe the act of rectifying some text?  
 (A) Erase (B) Correcting (C) Edit (D) Whiteout
25. Which of the following toolbars allows changing Fonts and their sizes?  
 (A) Standard (B) Formatting (C) Print Preview (D) All of these
26. What option is used to use a paragraph at another place after removing it completely from first place?  
 (A) Rotate (B) Cut-Paste (C) Delete (D) Move
27. MS-Office 2000 included a full-fledged Web designing software called-  
 (A) Front View 2000 (B) Front Page 2000 (C) Outlook Express (D) Front Page Express
28. If you click on the Undo button-  
 (A) it will remove the old text and restore the new text back to your document.  
 (B) it will remove the new text and restore the original text back to your document.  
 (C) it will include the new text and remove the original text in your document.  
 (D) it will remove everything from the file.
29. To cut the selected text, which of the following keys should be pressed?  
 (A) Ctrl+C (B) Ctrl+D (C) Ctrl+V (D) Ctrl+X
30. Which of the following statements about Footer is correct?  
 (A) All pages in a document need to have same footer.  
 (B) Different sections can have different footers.  
 (C) There are only two types of footers, one for even page and one for odd page.  
 (D) Can't say.
31. In the split window mode, one title bar looks darker than the other because the-  
 (A) darker title bar shows window not in use (B) darker title bar shows active window  
 (C) darker title bar shows unavailable window (D) Both (A) and (C)
32. When the user places the mouse pointer on any of the buttons and not click them, after few seconds a text appears at the bottom of the pointer. It is called  
 (A) Tool Tip Text (B) Micro Tips (C) Help Tips (D) Click tips
33. To select full Paragraph-  
 (A) position the arrow pointer in the selection bar adjacent to the line and click the left mouse button once.  
 (B) position the arrow pointer in the selection bar adjacent to the line and click on the left mouse button twice.  
 (C) position the arrow pointer in the selection bar adjacent to the line and click the right mouse button once.  
 (D) position the arrow pointer in the selection bar adjacent to the line and click the right mouse button twice.
34. Word, by default, places a tab stop at every \_\_\_\_\_ mark on the ruler.  
 (A) 0.25" (B) 0.5" (C) 0.75" (D) 1"

**COMPUTER BASICS**

35. What is the shortcut key to "Center Align" the selected text?  
 (A) Ctrl + C (B) Ctrl + E (C) Ctrl + F (D) None of above
36. What is the shortcut key to split a table?  
 (A) Ctrl + Alt + Enter (B) Ctrl + Shift + Enter  
 (C) Alt + Shift + Enter (D) Alt + Space + Enter
37. An excel worksheet can have a maximum \_\_\_\_\_ number of rows.  
 (A) 65535 (B) 256 (C) 1048576 (D) 65536
38. The Roman symbol for the last column in an Excel sheet is-  
 (A) XFA (B) XFB (C) XFC (D) XFD
39. Which command is used to copy the formula not the value from one data to another?  
 (A) Paste (B) Paste Special (C) Ctrl+V (D) Hyperlink
40. Which short cut command is used to insert current date?  
 (A) Alt+shift+d (B) Alt+d (C) Ctrl+Shift+; (D) Ctrl+:
41. Which command is used to calculate the total characters in a cell?  
 (A) Len (B) Length (C) Mid (D) Sid
42. By default, the cell content alignment is-  
 (A) Left aligned (B) Text left aligned and numbers right  
 (C) Text right aligned and numbers left (D) Centrally aligned
43. In Excel, Pie-Chart can be plotted on-  
 (A) multiple data series (B) only one data series  
 (C) only two data series (D) only three data series
44. When a chart is created in a data sheet and we can view both, it is called-  
 (A) Chart sheet (B) Embedded chart (C) View sheet (D) Chart view
45. We can convert existing Excel worksheet data and charts to an HTML document by using-  
 (A) Linking Assistant Wizard (B) HTML Assistant Wizard  
 (C) Internet Assistant Wizard (D) Intranet Assistant Wizard
46. Scenario Manager in Excel is used to-  
 (A) create graphic representation (B) create data  
 (C) analyze data (D) all the above
47. When you insert an Excel file into a Word document, the data are-  
 (A) Hyperlinked (B) Placed in a word table  
 (C) Linked (D) Embedded



**COMPUTER BASICS**

48. The Gridlines may be-
- (A) turned off for display but turned on for printing.
  - (B) turned on or off for printing.
  - (C) turned off for display and printing.
  - (D) All of these
49. What term describes explanatory text attached to a cell?
- (A) Context                      (B) Callout                      (C) Comment                      (D) Dialog
50. The Formula palette is used to-
- (A) format cells containing numbers.
  - (B) create and edit formulas containing functions.
  - (C) enter assumptions data.
  - (D) copy all cells.



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## SPACE FOR ROUGH WORK

The Gradient of a line is  
(A) turned off for display but always on for printing  
(B) turned on or off for printing  
(C) turned off for display and printing  
(D) All of these

40. What term describes explicitly text attached to a cell?  
(A) Content (B) Callout (C) Comment (D) Dialog

41. The Formula palette is used to:  
(A) formulas containing numbers  
(B) create and edit formulas containing functions  
(C) enter numbers and data  
(D) copy all cells

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