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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

ନିର୍ଦ୍ଦିଷ୍ଟ ସମୟ : ୫୦ ୧.୦୦ ମିନିଟ୍

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.

ପ୍ରସ୍ତୁତିକର ଉତ୍ତର କରିବାପୂର୍ବରୁ ନିମ୍ନ ପ୍ରଦତ୍ତ ନିର୍ଦ୍ଦେଶାବଳୀ ଯଦି ସହକାରେ ପଡ଼ନ୍ତୁ । ଏହି ପୁସ୍ତିକାରେ ଲାଙ୍ଘାତୀ ଭାଷାରେ କମ୍ପ୍ୟୁଟର ମୌଳିକ ଦକ୍ଷତା ସମ୍ପଦୀୟ 50 ଟି ବିବିଧ ଉତ୍ତର ମୁକ୍ତ ସଂକଷିତ ପ୍ରଶ୍ନ ଦିଆଯାଇଥାଏ ।

INSTRUCTIONS FOR CANDIDATES

1. This Booklet contains in all 50 questions with objective multiple choice answers.
2. All questions are compulsory and carry equal mark.
3. 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.
4. 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.
5. 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.
6. These instructions must be complied with fully failing which your Answer Sheet will not be evaluated and Zero mark will be awarded.
7. 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.
8. Failure to hand over the Answer Sheet to the Invigilator before leaving the examination hall/room will make you liable to penal action.
9. Read carefully the instructions of answering each question before answering it.
10. 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.
11. No Rough work has to be done on the OMR Answer Sheet. Space for rough work has been provided below the questions wherever needed.
12. 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.

ପ୍ରାର୍ଥୀ/ପ୍ରାର୍ଥନୀ ମାନଙ୍କପାଇଁ ନିର୍ଦ୍ଦେଶାବଳୀ

1. ଏହି ପୁସ୍ତିକାରେ ମୋଟ ୫୦ ଟି ବିବିଧ ଉତ୍ତର ମୁକ୍ତ ସଂକଷିତ ପ୍ରଶ୍ନ ଅଛି ।
2. ସମ୍ପଦ ପ୍ରଶ୍ନ ବାଧାମଳକ ଏବଂ ପ୍ରତ୍ୟେକର ମାର୍କ ସମୟ
3. କୌଣସି ପ୍ରଶ୍ନର ଉତ୍ତରଦେବା ଆଗର ପୁସ୍ତିକାଟି ତମଖୁ ଦେଖନ୍ତିକି ଏଥରେ ୮ ଟି ମୁଖ୍ୟ ଅଛି ୭ କୌଣସି ପ୍ରଶ୍ନ ଛାଟି, ନଷ୍ଟ କିମ୍ବା ପୁନରାବୃତ୍ତି ହୋଇନାହିଁ । କୌଣସି ତୁଟିଥିଲେ ତାକୁ ଶାସ୍ତ୍ର ବଦଳ କରନିଅଛୁ ।
4. ପରାମାର୍କ ଆପଣଙ୍କୁ ସ୍ଵତ୍ତେଭାବେ ଓସମାର ଉତ୍ତରପର୍ଦ୍ଦ ଦେବେ । ଉତ୍ତରପର୍ଦ୍ଦ ବାମ ପାର୍ଶ୍ଵରେ ଯଥା ପ୍ଲାନରେ ଆପଣଙ୍କ ଗୋଲନମ୍ବର, ପ୍ରଶ୍ନପୁସ୍ତିକା କ୍ରମିକନମ୍ବର ଏବଂ ପ୍ରଶ୍ନପୁସ୍ତିକା ବିରିଜ କୋଡ୍ ଉଲ୍ଲେଖ କରନ୍ତୁ ଏବଂ ଅନ୍ତର୍ମୁଦ୍ରିତ ବୃତ୍ତ/ଅଞ୍ଚାକୃତିକୁ କେବଳ କଳା/ନାଳ କାଳିର ବଳପାଞ୍ଚ ପେନ ଦ୍ୱାରା କାଳି କରନ୍ତୁ । ୧୦ାରେ ପ୍ରଦତ୍ତ ନିର୍ଦ୍ଦେଶ ପାଇସାର ନାମ, ଜରିଷ ଓ କେନ୍ଦ୍ର ନିର୍ଦ୍ଦିତ ଭାବେ ଲେଖନ୍ତୁ ଏବଂ କୌଣସି ପ୍ରଶ୍ନର ଉତ୍ତରଦେବା ଆଗର ଆପଣଙ୍କ ପୁରୁଷ ବନ୍ଦମ୍ବ ଦିଅନ୍ତୁ ।
5. ଓସମାର ଉତ୍ତରପର୍ଦ୍ଦରେ ଆପଣ ଉଲ୍ଲେଖ କରିଥିବା ପାଇସିକି ଉପରେ କଥାକୁ ଗୋଟିଏ ଯନ୍ତ୍ର ପଠନ କରିବ । ତେଣୁ ଆପଣଙ୍କ ଏହି ପ୍ରଦତ୍ତ ଦ୍ୱାରା ବନ୍ଦମ୍ବ କରିଥିବା ଏବଂ ପ୍ରଶ୍ନର କଥାକୁ ଶୁଣ୍ୟ ମାର୍କ ପ୍ରଦାନ କରାଯିବ ।
6. ଏହି ନିର୍ଦ୍ଦେଶାବଳୀକୁ ସଂପୂର୍ଣ୍ଣଭାବେ ନିର୍ଦ୍ଦିତ ପାଇସକରନ୍ତୁ, ଅନ୍ୟଥା ଆପଣଙ୍କ ଉତ୍ତରପର୍ଦ୍ଦ ମୂଲ୍ୟାନ କରାଯାଇ ପାଇବ ନାହିଁ ଏବଂ ଶୁଣ୍ୟ ମାର୍କ ପ୍ରଦାନ କରାଯିବ ।
7. ଉତ୍ତର ପର୍ଦ୍ଦର ତାହାଶ ପାର୍ଶ୍ଵରେ ଥିବା ସଂକ୍ଷିତ ପ୍ରଶ୍ନ ସଂଖ୍ୟାର ଅନ୍ତର୍ମୁଦ୍ରିତ ବୃତ୍ତ/ଅଞ୍ଚାକୃତିକୁ କେବଳ କଳା/ନାଳ କାଳିର ବଳପାଞ୍ଚ ପେନ ଦ୍ୱାରା ନିର୍ଦ୍ଦିତ ସଂପୂର୍ଣ୍ଣଭାବେ କଳି କରି ଉତ୍ତର ଦିଅନ୍ତୁ । କଳା/ନାଳ ବଳ ପାଞ୍ଚ ପେନ ଦ୍ୱାରା ଦର୍ଶାଯାଇ ନ ଥିବା ଉତ୍ତରପର୍ଦ୍ଦ କଥାକୁ ନାହିଁ ।
8. ପରୀକ୍ଷା ହଳ/କୋଠରୀ ଛାତିକା ପୂର୍ବରୁ ଆପଣଙ୍କ ଉତ୍ତରପର୍ଦ୍ଦ ପରୀକ୍ଷାକର୍ତ୍ତର ନାମ କରି ପାଇଲେ ଆପଣ ଆଲାନ୍ଦୁସ୍ଥୀ ଦଶମୀୟ ହେବେ ।
9. ଉତ୍ତର ଦେବାପର୍ଦ୍ଦ ପ୍ରଶ୍ନ ଉତ୍ତର ପ୍ରଦତ୍ତ ନିର୍ଦ୍ଦେଶାବଳୀ ଯଦି ସହକାରେ ପଡ଼ନ୍ତୁ ।
10. ଯେତେ ଶାସ୍ତ୍ର ଓ ଯଦି ସହକାରେ ପାଇବେ ପ୍ରଶ୍ନ ଗୁଡ଼ିକର ଉତ୍ତର ଦିଅନ୍ତୁ । କେବେଳ ପ୍ରଶ୍ନ ସହକାରେ ଅନ୍ୟଥାକୁ ସମୟ ନଷ୍ଟକରନ୍ତୁ ନାହିଁ ।
11. ଓସମାର ଉତ୍ତରପର୍ଦ୍ଦରେ ରଧ୍ୟ ନାମ କରିବେ ନାହିଁ । ଯେତେ ଉତ୍ତରପର୍ଦ୍ଦ ପ୍ରଶ୍ନଗୁଡ଼ିକର ଉପରେ ରଧ୍ୟ ନାହିଁ ।
12. ପ୍ରବେଶ ପାତ୍ର ବ୍ୟାବୋଧ କୌଣସି ବେଶ, ଛାପା/ହାତଲେଖା କାଗଜ, ମୋବାଇଲ ଫୋନ୍ କିମ୍ବା ଦେବିଦୁଇକା ଉପରେ ରଧ୍ୟ ଅନୁଷ୍ଠାନ କରାଯିବ ।

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

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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 (C) Blaise Pascal	(B) Charles Babbage (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 (C) Arithmetic logic and input unit	(B) Control and output 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 (C) Magnetic ink in paper	(B) Punched holes in card (D) None of these
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6. Program on which of the following storage device is always virus free?

(A) Hard Disk	(B) Floppy Disk
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(C) Compact Disk	(D) None of these
------------------	-------------------

7. IBM 1401 is-

(A) First Generation Computer (C) Third Generation Computer	(B) Second 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 (C) Carbon layer	(B) Optical metallic oxide (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

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.



SPACE FOR ROUGH WORK

1. A man is driving a nail into the board. (A) getting a nail into the board (B) getting the nail into the board (C) putting the nail into the board (D) putting a nail into the board

2. A man is learning to play chess. (A) A man learns chess (B) A man learns chess (C) A man learns chess (D) A man learns chess

3. A man is driving a nail into the board. (A) getting a nail into the board (B) getting the nail into the board (C) putting the nail into the board (D) putting a nail into the board

4. A man is learning to play chess. (A) A man learns chess (B) A man learns chess (C) A man learns chess (D) A man learns chess

