



# Teachingninja.in



**Latest Govt Job updates**



**Private Job updates**



**Free Mock tests available**

**Visit - [teachingninja.in](https://teachingninja.in)**

# Mizoram LDC

**Previous Year Paper  
(Computer Knowledge)  
12 Aug, 2024**



**OFFICE OF THE REGISTRAR  
COOPERATIVE SOCIETIES**

**WRITTEN EXAMINATION  
FOR THE POST OF  
LDC (PE)**

**PAPER - II:  
COMPUTER  
KNOWLEDGE**

CODE NO: \_\_\_\_\_  
(For official use)

Signature of Invigilator \_\_\_\_\_

**MARKS TABULATION**

PART	MARKS OBTAINED
COMPUTER KNOWLEDGE (50 x 2 = 100 marks)	

Signature of Examiner \_\_\_\_\_

**OFFICE OF THE REGISTRAR  
COOPERATIVE SOCIETIES**

**WRITTEN EXAMINATION  
FOR THE POST OF  
LDC (PE)**

**PAPER - II:  
COMPUTER  
KNOWLEDGE**

ROLL NO.: \_\_\_\_\_  
(To be filled in by candidate)

CODE NO: \_\_\_\_\_  
(For official use)

Signature of Candidate \_\_\_\_\_

Signature of Invigilator \_\_\_\_\_

PAPER - II : COMPUTER KNOWLEDGE

I. FUNDAMENTALS OF COMPUTER (TOTAL-20 MARKS)

1. The fourth generation was based on integrated circuits.

- a) True ( )
- b) False ( )

2. User communicates with a computer with the help of which devices?

- a) Input device ( )
- b) Output device ( )
- c) Software device ( )
- d) Both a and b ( )

3. What is a CPU register?

- a) A temporary storage area within the CPU ( )
- b) A type of computer monitor ( )
- c) A network interface card ( )
- d) A software application ( )

4. What is the smallest memory size?

- a) Terabyte ( )
- b) Gigabyte ( )
- c) Petabyte ( )
- d) Kilobyte ( )

5. Magnetic tape is a type of \_\_\_\_\_ access device.

- a) Sequential ( )
- b) Direct access ( )
- c) Step ( )
- d) Indirect ( )

6. The display of LCD monitor is \_\_\_\_\_ than that of LED monitor.

- a) lighter ( )
- b) heavier ( )
- c) brighter ( )
- d) duller ( )

7. Which of the following is designed to control the operations of a computer?

- a) Application Software ( )
- b) System Software ( )
- c) Utility Software ( )
- d) User ( )

8. Assembler is used as a translator for?

- a) Low level language ( )
- b) High Level Language ( )
- c) COBOL ( )
- d) C ( )

9. Which of the following is not a common use for supercomputers?

- a) Weather forecasting ( )
- b) Protein folding simulations ( )
- c) Cryptocurrency mining ( )
- d) Nuclear weapons simulations ( )

10. Which of these terms best explains putting one picture on top of another to create a scene in a movie?

- a) Animate ( )
- b) Simulate ( )
- c) Superimposed ( )
- d) Deformed ( )

II. OPERATING SYSTEMS (TOTAL -16 MARKS)

11. Which of the following is not an operating system?

- a) Windows ( )
- b) Linux ( )
- c) Oracle ( )
- d) DOS ( )

12. Latest version of Window OS is?

- a) Windows 10 ( )
- b) Windows 11 ( )
- c) Windows 12 ( )
- d) Windows 2024 ( )

PAPER - II : COMPUTER KNOWLEDGE

13. Icon on Windows Desktop is the?

- a) Symbol of a folder stored in the computer ( )
- b) Name of a file stored in hard disk ( )
- c) Name of a folder stored in hard disk ( )
- d) Symbol of an object stored in the computer ( )

14. \_\_\_\_\_ is the shortcut key to create 'New Folder'?

- a) Ctrl + Shift + N ( )
- b) Ctrl + Shift + F ( )
- c) Ctrl + N ( )
- d) Ctrl + F ( )

15. What is the term for a collection of files and folders stored on a computer's storage device?

- a) Database ( )
- b) Directory ( )
- c) Repository ( )
- d) Archive ( )

16. What is the primary purpose of the Windows Control Panel?

- a) Gaming ( )
- b) File management ( )
- c) Web browsing ( )
- d) System maintenance ( )

17. Shortcut can be created on the Desktop for internet address?

- a) True ( )
- b) False ( )

18. What is the default file extension of Wordpad?

- a) .rtf ( )
- b) .pdf ( )
- c) .docx ( )
- d) .pptx ( )

III. OFFICE AUTOMATION SOFTWARE  
(TOTAL - 64 MARKS)

A. Word Processing (24 marks)

19. What is the default setting for the 'Print Range' in Microsoft Word?

- a) Print Selection ( )
- b) Print Current Page ( )
- c) Print All Pages ( )
- d) Print Document ( )

20. Which tab in the Ribbon contains options for changing the font type and size in Microsoft Word?

- a) Home ( )
- b) Insert ( )
- c) Review ( )
- d) View ( )

21. Which feature in Microsoft Word allows you to automatically adjust the spacing between lines in a paragraph?

- a) Line Spacing ( )
- b) Margins ( )
- c) Indentation ( )
- d) Alignment ( )

22. To center-align text in a document, you would use the alignment options located in which group on the Home tab?

- a) Font ( )
- b) Paragraph ( )
- c) Styles ( )
- d) Editing ( )

23. What is the primary purpose of the AutoCorrect feature in Microsoft Word?

- a) To format text automatically ( )
- b) To check spelling and grammar ( )
- c) To replace common typos and misspellings with the correct text ( )
- d) To adjust page margins ( )

PAPER - II : COMPUTER KNOWLEDGE

24. To customize the spelling and grammar settings in Microsoft Word, you need to access which option?

- a) File > Options > Proofing ( )
- b) Home > Editing > Proofing Options ( )
- c) Review > Language > Proofing Settings ( )
- d) View > Proofing Tools > Options ( )

25. What does the 'Find' function in Microsoft Word do?

- a) It replaces specified text with new text ( )
- b) It highlights all instances of the text you are searching for ( )
- c) It searches for text within the document ( )
- d) It changes the formatting of the text ( )

26. What can you do with the 'Shading' tab in the 'Borders and Shading' dialog box?

- a) Add or remove borders around text or paragraphs ( )
- b) Set background colors or patterns for selected text or paragraphs ( )
- c) Adjust margins for the document ( )
- d) Apply styles to headings ( )

27. Where can you find the options to add or modify bullets and numbering in Microsoft Word?

- a) Home > Paragraph ( )
- b) Insert > Bullets ( )
- c) Design > Bullets ( )
- d) Layout > Numbering ( )

28. If you want to change the shape of the WordArt text, such as making it arc or follow a curve, which feature do you use?

- a) Text Effects > Transform ( )
- b) WordArt Styles > Shape ( )
- c) Format > Shape Fill ( )
- d) Design > Text Shape ( )

29. What does the 'AutoFit' feature do for a table in Microsoft Word?

- a) Automatically adjusts the row height ( )
- b) Adjusts the table size to fit the contents ( )
- c) Changes the table style to a preset format ( )
- d) Aligns the table to the center of the page ( )

30. What is the first step in the Mail Merge process?

- a) Create the main document ( )
- b) Choose the recipients ( )
- c) Select the type of document ( )
- d) Write your letter ( )

B. Spreadsheet Package: (16 marks)

31. What is the default file format for saving an Excel workbook in latest version of Microsoft Excel?

- a) .xls ( )
- b) .xlsx ( )
- c) .csv ( )
- d) .xlsm ( )

32. Which symbol is used to begin a formula in Microsoft Excel?

- a) \$ ( )
- b) # ( )
- c) @ ( )
- d) = ( )

33. What is the correct way to create an absolute reference in a formula?

- a) Use A1 ( )
- b) Use \$A\$1 ( )
- c) Use A\$1 ( )
- d) Use \$A1 ( )

PAPER - II : COMPUTER KNOWLEDGE

34. Which tab in the Ribbon allows you to change the font type and size for a selected cell?

- a) Home ( )
- b) Insert ( )
- c) Page Layout ( )
- d) Data ( )

35. Which setting allows you to print only the selected cells in a worksheet?

- a) Print Entire Workbook ( )
- b) Print Active Sheets ( )
- c) Print Selection ( )
- d) Print Current Page ( )

36. To find the number of non-empty cells in a range, which function would you use?

- a) =COUNTA() ( )
- b) =COUNT() ( )
- c) =COUNTIF() ( )
- d) =SUM() ( )

37. Which feature allows you to see how changes in one or two variables impact the results of a formula?

- a) Goal Seek ( )
- b) Scenario Manager ( )
- c) Data Table ( )
- d) Solver ( )

38. What feature allows you to add labels or descriptions to specific data points in a chart?

- a) Data Labels ( )
- b) Chart Title ( )
- c) Axis Titles ( )
- d) Data Series ( )

C. Presentation Package: (10 marks)

39. What is the primary purpose of a "Slide Master" in PowerPoint?

- a) To create individual slides ( )
- b) To customize the design and layout for all slides ( )
- c) To add transitions between slides ( )
- d) To set up slide timings ( )

40. Which view is used to present the slideshow to an audience, showing only the slides and not the editing tools?

- a) Normal View ( )
- b) Slide Sorter View ( )
- c) Reading View ( )
- d) Slide Show View ( )

41. What does the "Title Slide" layout typically include?

- a) A title and subtitle ( )
- b) A title and a bulleted list ( )
- c) An image and a caption ( )
- d) A chart and a data table ( )

42. Which animation type causes an object to appear on the slide?

- a) Entrance ( )
- b) Emphasis ( )
- c) Exit ( )
- d) Motion Path ( )

43. To set the timing for when an animation starts, which option would you use?

- a) Duration ( )
- b) Start ( )
- c) Delay ( )
- d) Speed ( )

PAPER - II : COMPUTER KNOWLEDGE

D. Internet Technology: (14 marks)

44. Who is credited with inventing the World Wide Web?

- a) Tim Berners-Lee ( )
- b) Vinton Cerf ( )
- c) Robert Kahn ( )
- d) Mark Zuckerberg ( )

45. What is a web browser used for?

- a) To manage computer hardware ( )
- b) To create and edit documents ( )
- c) To access and view websites on the internet ( )
- d) To download and install software ( )

46. What does URL stand for in the context of the internet?

- a) Uniform Resource Locator ( )
- b) Universal Resource Link ( )
- c) Uniform Retrieval Locator ( )
- d) Universal Resource Locator ( )

47. Which protocol is used to securely transfer data over the internet?

- a) HTTP ( )
- b) FTP ( )
- c) HTTPS ( )
- d) SMTP ( )

48. Which part of an email address comes before the "@" symbol?

- a) Domain ( )
- b) Host ( )
- c) Username ( )
- d) Server ( )

49. Which protocol is used to retrieve emails from a server to a client?

- a) SMTP ( )
- b) FTP ( )
- c) IMAP ( )
- d) HTTP ( )

50. What is the purpose of the "CC" field in an email?

- a) To specify the recipient who is directly addressed ( )
- b) To add recipients who should receive a copy of the email but are not the primary recipients ( )
- c) To add attachments to the email ( )
- d) To encrypt the email ( )