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60. A man covers half of his journey at 6 Km/hr and the remaining half at 3 Km/hr. What is the average speed of his journey?

ଜଣେ ଲୋକ ତା ଯାତ୍ରାର ଅଧା ବାଟ ଘଣ୍ଟାପ୍ରତି 6 କିଲୋମିଟର ବେଗରେ ଏବଂ ଅବଶିଷ୍ଟ ଅଧା ଘଣ୍ଟାପ୍ରତି 3 କିଲୋମିଟର ବେଗରେ ଯାଏ । ତେବେ ଯାତ୍ରାର ହାରାହାରି ବେଗ କେତେ?

- A) 9Km/hr B) 4.5Km/hr C) 4Km/hr D) 3Km/hr

Part-II

BASIC COMPUTER SKILL

SECTION-A: 80 Marks

Instructions : Each question under this section carries two marks. Please read each question carefully and answer them by selecting the right one out of the multiple answers given below each as A, B, C and D.

61. To edit a chart, we can-
- A) double click the chart object. B) click and drag the chart object.
C) triple click the chart object. D) click the chart object.
62. Read the following statements and answer which of these is/are correct using the codes given below.
- i. The 'Save As' dialog box is used to open a saved Excel file.
ii. The 'Save As' dialog box is used for saving the file for the first time.
iii. The 'Save As' dialog box is used for saving the file by some alternative name.
- A) only i correct B) i & ii are correct
C) ii & iii are correct D) None of these
63. A worksheet is made of columns and rows, wherein-
- A) columns run horizontally and rows run vertically
B) columns run vertically and rows run horizontally
C) the run is dependent on the application being used
D) Both B and C
64. How can you select the text without using the Mouse?
- A) It is not possible
B) Use the F7 key
C) Use the arrow keys while holding down a Ctrl key
D) Use the arrow keys while holding down a Shift key
65. "Ctrl + Right Arrow" is used to-
- A) move the cursor one word to the right. B) move the cursor to the end of the line.
C) move the cursor to the end of the document. D) move the cursor one Paragraph down.
66. Which of the following syntax is correct regarding use of SUM function in Excel?
- A) =SUM(A1,B1) B) =SUM(A1:B9)
C) =SUM(A1:A9, B1:B9) D) All of these
67. Which option will be used to join some cells and place the content at the middle of the joined cell in MS Office word 2007 and onwards?
- A) From Format Cells dialog box click on Merge Cells check box.
B) From Format Cells dialog box select the Center Alignment.
C) From Format Cells dialog box choose Merge and Center check box.
D) None of these
68. What is/are the function/s of a backup?
- A) To restore the backed up information.
B) To retrieve the system files.
C) To restore the system in the event of a system crash or failure.
D) All of the above

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69. Drop Cap is used in document of MS Word?
- A) To drop all the capital letters
 - B) To automatically begin each paragraph with capital letter
 - C) To begin a paragraph with a large dropped initial capital letter
 - D) None of above
70. Which type of charts can 'EXCEL' produce?
- A) Line graph and pie charts only
 - B) Only line graphs
 - C) Bar charts, line graphs and pie charts
 - D) Bar charts and Line graphs only
71. The size of the Organization chart object in MS Power Point-
- A) is determined by the presentation design and cannot be changed
 - B) is determined by the presentation design but can be changed in Power Point
 - C) is dependent on the amount of text within the Organization chart
 - D) Both B and C
72. An output device translates -
- A) the processed information from computer into a form that human can understand.
 - B) the data and programs that human can provide into a form that the computer can process.
 - C) It never translates.
 - D) None of these.
73. A red wavy line under a word indicates that the word
- A) is too long for the line of text
 - B) is not in the dictionary file and therefore might be misspelled.
 - C) is not appropriate for that particular sentence
 - D) is a verb
74. Match the keyboard shortcuts with the command and find the correct combination.
- | | |
|---------------------------|---------------------------------|
| a) End | i) End of document |
| b) Alt + End | ii) End of line |
| c) Ctrl + End | iii) End of window |
| d) Alt + Ctrl + Page Down | iv) End of the row in the table |
- A) a-i, b-iii, c-ii, d-iv
 - B) a-ii, b-iv, c-iii, d-i
 - C) a-ii, b-iv, c-i, d-iii
 - D) a-iv, b-iii, c-ii, d-i
75. Which of the following describes how to select all the cells in a single column?
- A) Right click on column and select Pick from list
 - B) Use data-- text to columns menu item
 - C) Left click on the gray column title button
 - D) Pressing Ctrl +A on the keyboard
76. One kilobyte = _____ bits.
- A) 1250
 - B) 2088
 - C) 8192
 - D) 1000
77. The purpose of Undo button is to-
- A) restore a deleted file from the disk.
 - B) remove both the existing text and the previous one permanently.
 - C) remove the existing text and restore the pre-edited text.
 - D) all of the above

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78. What happens when you delete a text box object from a slide in PPT?
- The object is deleted but text box and the text inside is left on the slide.
 - The text box is deleted and the text is pasted on the slide.
 - Both the text box and text are deleted.
 - None of the above
79. 'Save As' dialog can be used-
- for saving the file for the first time
 - to save file in format other than Word
 - to save file by some alternative name
 - Any of the above
80. What is gutter margin?
- Margin that is added to the left margin when printing
 - Margin that is added to right margin when printing
 - Margin that is added to the binding side of page when printing.
 - Margin that is added to the outside of the page when printing
81. Which of the following statements about the difference between virus and a worm is false?
- A virus corrupts and changes the location of files; but a worm usually does not.
 - A virus enters into and infects a file or executable program as they run; but a worm does not usually infect files or programs, rather replicates itself and consumes space in the computer memory.
 - A virus spreads only when the user transmits the infected files to other users; but a worm spreads to other systems without even user intervention.
 - A virus spreads in the computer systems faster than a worm.
82. Match the keyboard shortcut with command
- | | |
|--------------|------------------|
| (a) Ctrl + A | (i) Print |
| (b) Ctrl + P | (ii) Paste |
| (c) Ctrl + V | (iii) Select All |
| (d) Ctrl + Z | (iv) Undo |
- a - i, b - ii, c-iii, d- iv
 - a - iii, b - i, c - ii, d- iv
 - a - iv, b- iii, c - i, d - ii
 - a - i, b - iii, c - iv, d - ii
83. A user wishes to remove a spreadsheet from a workbook. Which is the correct sequence of events that he will do for this?
- Go to File-Save As, Type -Excel worksheet
 - Right click on the Spreadsheet tab and select Delete
 - Right click on the Spreadsheet and select Insert-Entire Column
 - None of the above
84. You can create a new presentation by all of the following except-
- Clicking the New Slide button and then selecting the required slide on the standard toolbar
 - Clicking New from the File menu
 - Clicking Open from the File menu
 - Pressing ctrl + N
85. What do you mean by "what-if" analysis?
- The process of observing the effect of changing one or more cells.
 - The process of adding more cells.
 - Excel does not have such function
 - The process of comparing two cells.

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86. Match "Column A" with 'Column B".

Column A

- a) Software
- b) Processing
- c) Operating system
- d) Data
- e) Hardware

- A) a-1, b-2, c-5, d-3, e-4
- C) a-3, b-5, c-1, d-2, e-4

Column B

1. A set of computer programmes that enables hardware to perform different tasks.
2. Transforming data into information
3. The presentation of a fact or idea (unprocessed information)
4. Any part of the computer that you can physically touch.
5. The most common type of system software that controls the way in which the computer system functions

- B) a-4, b-2, c-3, d-2, e-1
- D) a-2, b-4, c-5, d-1, e-3

87. WYSIWYG stands for -

- A) What you see is what you get
- B) What you smell is what you get
- C) Where you suspect is where you go
- D) None of these

88. You can use the horizontal and vertical scroll bars to-

- A) split a worksheet into two panes.
- B) view different rows and columns to edit the contents of a cell.
- C) edit the contents of a Cell.
- D) view different Worksheets.

89. In Data Base Management System (DBMS), each table is made up of columns and rows called ___ and ___ respectively.

- A) Fields and Records
- B) Records and Fields
- C) Query and Forms
- D) None of these

90. What happens when you press Ctrl + X after selecting some cells in Excel?

- A) The cell content of selected cells disappear from cell and get stored in clipboard.
- B) The cells selected are marked for cutting.
- C) The selected cells are deleted and the cells are shifted left.
- D) The selected cells are deleted and cells are shifted up.

91. Which of the following commands is not applicable in MS-Word?

- A) Ctrl + I to italicize the selected text
- B) Ctrl + B to bold the selected text
- C) Ctrl + U to underline the selected text
- D) None of the above

92. Match the key board shortcuts with command and find the correct combination.

- a) Ctrl + C
 - b) Ctrl + B
 - c) Ctrl + X
 - d) Ctrl + S
- i) Save
 - ii) Cut
 - iii) Bold
 - iv) Copy

- A) a-ii, b-iii, c-iv, d-i
- B) a-iv, b-iii, c-i, d-ii
- C) a-ii, b-iii, c-i, d-iv
- D) a-iv, b-iii, c-ii, d-i

93. A clipboard is-

- A) used to save data on disk in the event of a powerful failure
- B) able to retain the contents even when computer is switched off
- C) available only in Microsoft Word
- D) a storage in the computer memory for temporarily storing the cut or copied data.

94. Selecting the Columns G and H and choosing Insert->Column will lead to-
- 2 Columns will be inserted after Column-F
 - 2 Columns will be inserted after Column-G
 - 2 Columns will be inserted after Column-H
 - 2 Columns will be inserted after Column-I
95. What do you mean by trigger in the context of animations?
- An action button that advances to the next slide
 - An item on the slide that performs an action when clicked
 - The name of a motion path
 - All of above
96. What is the term used when you press and hold the left mouse key and move the mouse around the slide?
- Moving
 - Monitoring
 - Dragging
 - Highlighting
97. Match the following.
- | | |
|--------------|------------------|
| 1. Scanner | A. Input Device |
| 2. OCR | B. Output Device |
| 3. Light pen | |
| 4. Printer | |
- A) 1A, 2B, 3A, 4A
B) 1A, 2A, 3A, 4B
C) 1A, 2A, 3B, 4B
D) 1A, 2B, 3A, 4B
98. Match the appropriate application software with their respective functions and find out the correct combination.
- | | |
|----------------|----------------------------|
| a) MS-Word | i) Database Management |
| b) MS-Access | ii) Word Processing |
| c) Power Point | iii) Spreadsheet |
| d) Excel | iv) Presentation of slides |
- A) a-iv, b-iii, c-ii, d-i
B) a-ii, b-iii, c-iv, d-i
C) a-ii, b-iv, c-i, d-iii
D) a-ii, b-i, c-iv, d-iii
99. Which of the following functions is not performed by the 'Operating System'?
- Co-ordinates and controls memory, processor, storage and peripheral devices.
 - Works as interface between the user and the computer system.
 - Loads and runs the application programs.
 - The Operating System complies "C" programs.
100. How do you change column width to fit the contents?
- Single-click the boundary to the left to the column heading
 - Double click the boundary to the right of the column heading
 - Press Alt and single click anywhere in the column
 - All of above

B.C.S.: SECTION-B: 20 Marks

Instructions : Each question under this section carries one mark. Please read each question carefully and answer them by selecting the right one out of the multiple answers given below each as A, B, C and D.

101. To select one hyper link after another during a slide presentation, what do you press?
- TAB
 - Ctrl +K
 - Ctrl +H
 - All of these
102. In Microsoft Power Point two kinds of sound effect files that can be added to the presentation are _____.
- WAV files and MID files
 - WAV files and GIF files
 - WAV files and JPG files
 - JPG files and GIF files

103. Which of the following is an instruction to calculate or process data in MS Excel?
A) Worksheet B) Formula C) Range D) Text entries
104. Formatting option is available in which menu in MS-Excel?
A) Format B) Edit C) Windows D) File
105. Portrait and Landscape are:
A) Page Orientation B) Paper Size C) Page Layout D) All of the above
106. VIRUS stands for-
A) Virtual Important Resource Under Search B) Vital Information Resource Under Seize
C) Verify Interchange Result Until Source D) Very Important Record User Searched
107. Where was India's first Computer installed and when?
A) Indian Institute of Technology, Delhi, in 1977
B) Indian Institute of Science, Bangalore, in 1971
C) Indian Iron & Steel Co. Ltd., in 1968
D) Indian Statistical Institute, Calcutta, in 1955
108. Personal digital Assistants and Smart phones are the most widely used.....
A) Handheld Computer B) Minicomputer
C) Supercomputer D) None of these
109. If you need to edit "Header" or "Footer" of a document which menu/tab should you access in MS Office word 2007 and onwards?
A) Insert B) Edit C) View D) Tools
110. What is the default format for saving a word document in MS-Word 2007 and above?
A) .doc B) .docx C) .txt D) .dcmt
111. What is the shortcut key you can press to create a copyright symbol?
A) Alt +Ctrl +C B) Alt +C C) Ctrl +C D) Ctrl +Shift +C
112. What is the formula to be used to add two cells (A1 and A2) in MS-EXCEL?
A) =A1+A2 B) =Add (A1+A2) C) =Together (A1:A2) D) A1 plus A2
113. Which command will you choose to convert a column of data into row in MS Excel?
A) Cut and Paste B) Edit>> Paste Special >> Transpose
C) Both of the above D) None of the above
114. Which file format can be added to a Power Point show?
A) .gif B) .jpg C) .wav D) All of above
115. Which short cut key inserts a new slide in current presentation?
A) Ctrl + N B) Ctrl+M C) Ctrl+S D) All of the above
116. Which of the following one is in correct order?
A) Megabyte >Kilobyte >Byte >Bit B) Kilobyte >Megabyte >Byte >Bit
C) Byte >bit >Megabyte >Kilobyte D) None of these
117. The term QWERTY keyboard means the keyboard layout of the __ alphabetic characters found on the top row of keys displaying letters.
A) First Six B) Last Six C) First Three D) Last Three
118. Which of the following can be used to animate how the presentation moves from one slide to the next.
A) Transmission B) Transitions C) Translation D) Transformation
119. What process should be used to recall a document saved previously?
A) Copy B) Save C) Open D) Enter
120. Find and Replace utility is available in
A) MS- Word B) MS- Excel C) MS- Power Point D) All of the above