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 : ଘ୦୧.୦୦ମିନିଟ୍ ମୋଟ୍ 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 ପଢ଼ନ୍ତୁ । ଏହି ପୁସ୍ତିକାରେ ଇଂରାଜୀ ଭାଷାରେ କମ୍ପ୍ୟୁଟର ମୌଳିକ ଦକ୍ଷତା ସମ୍ବନ୍ଧୀୟ 50 ଟି ବିବିଧ ଉତ୍ତର ଯୁକ୍ତ ସଂକ୍ଷିପ୍ତ ପ୍ରଶ୍ନ ଦିଆଯାଇଅଛି ।

INSTRUCTIONS FOR CANDIDATES	ପ୍ରାର୍ଥୀ/ପ୍ରାର୍ଥିନୀ ମାନଙ୍କପାଇଁ ନିର୍ଦ୍ଦେଶାବଳୀ
1. This Booklet contains in all 50 questions with objective multiple choice answers.	୧. ଏହି ପୁସ୍ତିକାରେ ମୋଟ ୫୦ଟି ବିବିଧ ଉତ୍ତର ଯୁକ୍ତ ସଂକ୍ଷିପ୍ତ ପ୍ରଶ୍ନ ଅଛି ।
2. All questions are compulsory and carry equal mark.	୨. ସମସ୍ତ ପ୍ରଶ୍ନ ବାଧ୍ୟତାମୂଳକ ଏବଂ ପ୍ରତ୍ୟେକର ମାର୍କ ସମାନ
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.	୩. କୌଣସି ପ୍ରଶ୍ନର ଉତ୍ତରଦେବା ଆଗରୁ ପୁସ୍ତିକାଟି ତନ୍ନତନ୍ନ ଦେଖନ୍ତୁ କି ଏଥିରେ ୮ଟି ପୃଷ୍ଠା ଅଛି ଓ କୌଣସି ପୃଷ୍ଠା ଛାଡ଼ି, ନଷ୍ଟ କିମ୍ବା ପୁନରାବୃତ୍ତି ହୋଇନାହିଁ । କୌଣସି ତ୍ରୁଟିଥିଲେ ତାକୁ ଶୀଘ୍ର ବଦଳ କରାଇନିଅନ୍ତୁ ।
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.	୪. ପରୀକ୍ଷକ ଆପଣଙ୍କୁ ସ୍ୱତନ୍ତ୍ରଭାବେ ଓଏମାର ଉତ୍ତରପତ୍ର ଦେବେ । ଉତ୍ତରପତ୍ରର ବାମ ପାର୍ଶ୍ୱରେ ଯଥା ସ୍ଥାନରେ ଆପଣଙ୍କ ରୋଲନମ୍ବର, ପ୍ରଶ୍ନପୁସ୍ତିକା କ୍ରମିକନମ୍ବର ଏବଂ ପ୍ରଶ୍ନପୁସ୍ତିକା ସିରିଜ୍ କୋଡ଼ ଉଲ୍ଲେଖ କରନ୍ତୁ ଏବଂ ଅନୁରୂପ ବୃତ୍ତ/ଅଣ୍ଡାକୃତିକୁ କେବଳ କଳା/ନୀଳ କାଳିର ବଲପଏଣ୍ଟ ପେନ ଦ୍ୱାରା କାଳି କରନ୍ତୁ । ଏଠାରେ ପ୍ରଦତ୍ତ ନିର୍ଦ୍ଦିଷ୍ଟ ସ୍ଥାନରେ ପରୀକ୍ଷାର ନାମ, ତାରିଖ ଓ କେନ୍ଦ୍ର ନିଶ୍ଚିତ ଭାବେ ଲେଖନ୍ତୁ ଏବଂ କୌଣସି ପ୍ରଶ୍ନର ଉତ୍ତରଦେବା ଆଗରୁ ଆପଣଙ୍କ ପୂରା ଦସ୍ତଖତ ଦିଅନ୍ତୁ ।
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.	୫. ଓଏମାର ଉତ୍ତରପତ୍ରରେ ଆପଣ ଉଲ୍ଲେଖ କରିଥିବା ସାଙ୍କେତିକ ତଥ୍ୟକୁ ଗୋଟିଏ ଯନ୍ତ୍ର ପଠନ କରିବ । ତେଣୁ ଆପଣଙ୍କ ଏହି ପ୍ରଦତ୍ତ ତଥ୍ୟ ଯଦି ଦରଖାସ୍ତ ଫର୍ମରେ ଦିଆଯାଇଥିବା ତଥ୍ୟଠାରୁ ଫରକ କିମ୍ବା ଅସମ୍ପୂର୍ଣ୍ଣ ହୁଏ, ଆପଣଙ୍କୁ ଶୂନ୍ୟ ମାର୍କ ପ୍ରଦାନ କରାଯିବ ।
6. These instructions must be complied with fully failing which your Answer Sheet will not be evaluated and Zero mark will be awarded.	୬. ଏହି ନିର୍ଦ୍ଦେଶାବଳୀକୁ ସମ୍ପୂର୍ଣ୍ଣଭାବେ ନିଷ୍ଠିତ ପାଳନକରନ୍ତୁ , ଅନ୍ୟଥା ଆପଣଙ୍କ ଉତ୍ତରପତ୍ର ମୂଲ୍ୟାୟନ କରାଯାଇ ପାରିବ ନାହିଁ ଏବଂ ଶୂନ୍ୟ ମାର୍କ ପ୍ରଦାନ କରାଯିବ ।
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.	୭. ଉତ୍ତର ପତ୍ରର ଡାହାଣ ପାର୍ଶ୍ୱରେ ଥିବା ସମ୍ପୃକ୍ତ ପ୍ରଶ୍ନ ସଂଖ୍ୟାର ଅନୁରୂପ ବୃତ୍ତ/ଅଣ୍ଡାକୃତିକୁ କେବଳ କଳା/ନୀଳ କାଳିର ବଲପଏଣ୍ଟ ପେନ ଦ୍ୱାରା ନିଷ୍ଠିତ ସମ୍ପୂର୍ଣ୍ଣଭାବେ କାଳି କରି ଭରନ୍ତୁ । କଳା/ନୀଳ ବଲ ପଏଣ୍ଟ ପେନ୍ ଦ୍ୱାରା ଦର୍ଶାଯାଇ ନ ଥିବା ଉତ୍ତର ପାଇଁ କୌଣସି ମାର୍କ ଦିଆଯିବ ନାହିଁ ।
8. Failure to hand over the Answer Sheet to the Invigilator before leaving the examination hall/room will make you liable to penal action.	୮. ପରୀକ୍ଷା ହଲ/କୋଠରୀ ଛାଡ଼ିବା ପୂର୍ବରୁ ଆପଣଙ୍କ ଉତ୍ତରପତ୍ର ପରୀକ୍ଷକଙ୍କୁ ହସ୍ତାନ୍ତର ନ କରି ପାରିଲେ ଆପଣ ଆଇନାନୁଯାୟୀ ଦଣ୍ଡନୀୟ ହେବେ ।
9. Read carefully the instructions of answering each question before answering it.	୯. ଉତ୍ତର ଦେବାପୂର୍ବରୁ ପ୍ରତ୍ୟେକ ପ୍ରଶ୍ନର ଉତ୍ତର ପ୍ରଦାନ ନିର୍ଦ୍ଦେଶାବଳୀ ଯତ୍ନ ସହକାରେ ପଢ଼ନ୍ତୁ ।
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.	୧୦. ଯେତେ ଶୀଘ୍ର ଓ ଯତ୍ନ ସହକାରେ ପାରିବେ ପ୍ରଶ୍ନ ଗୁଡ଼ିକର ଉତ୍ତର ଦିଅନ୍ତୁ । କେତେକ ପ୍ରଶ୍ନ ସହଜ ଓ ଅନ୍ୟ କେତେକ କଠିନ ହୋଇପାରେ । କୌଣସି ପ୍ରଶ୍ନରେ ଅଧ୍ୟଧିକ ସମୟ ନଷ୍ଟକରନ୍ତୁ ନାହିଁ ।
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.	୧୧. ଓଏମାର ଉତ୍ତରପତ୍ରରେ ରଫ୍ କାମ କରିବେ ନାହିଁ । ଯେଉଁଠି ଦରକାର ପ୍ରଶ୍ନଗୁଡ଼ିକର ତଳେ ରଫ୍ କାମ ପାଇଁ ଖାଲିଜାଗା ଦିଆଯାଇଅଛି ।

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.
	୧୨. ପ୍ରବେଶ ପତ୍ର ବ୍ୟତୀତ କୌଣସି ବହି, ଛାପା/ହାତଲେଖା କାଗଜ, ମୋବାଇଲ ଫୋନ୍ କିମ୍ବା ବୈଦ୍ୟୁତିକ ଉପକରଣ ଆପଣ ପରୀକ୍ଷା ହଲ/କୋଠରୀ ଭିତରକୁ ନେଇ ପାରିବେ ନାହିଁ ।
	        ଉପରୋକ୍ତ ନିର୍ଦ୍ଦେଶାବଳୀରୁ କୌଣସିଟି ଅନୁପାଳନରେ ଖିଲାପକଲେ ଏହାକୁ ଅସତ୍ ଉପାୟ ଅବଲମ୍ବନ ବୋଲି ବିବେଚନା କରାଯିବ ଏବଂ ଭଳଘଟନକାରୀଙ୍କ ବିରୁଦ୍ଧରେ ଯଥୋଚିତ କାର୍ଯ୍ୟ 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
   (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

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

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

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

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