

1. What is **four bits** of information called? **Nibble**
2. Byte is equal to **8 bits**.
3. In what year was the “ @ “ chosen for its use in e-mail **1972**.
4. Centre for Development of Advanced Computing (C-DAC) is based at **Pune**.
5. Megabyte is equal to **million bytes**.
6. The latest Operating System (OS) from Microsoft is **Windows Vista**.
7. iPhone was made by -----
8. Steve Ballmer is the CEO of **Microsoft** .
9. The following **statement correct** -----
 - a. **DOS stands for Disk Operating System.**
 - b. **GPS stands for Global Positioning System.**
 - c. **ASCII stands for American Standard Code for Information Interchange.**
 - d. **KPO stands for Knowledge Process Outsourcing.**
10. The following **statement correct** -----
 - a. **EKA is name of the super computer designed and made by Tata group company “ Computational Research Laboratory.**
 - b. **SWAN stands for State Wide Area Network.**
 - c. **Nibble is equal to 4 bits or half a byte.**
 - d. **Kbps stands for Kilo bytes per second.**
11. What is one thing that must be compatible with everything else in the computer- **Mother Board**.
12. What is the purpose of the operating system- **To control programs on the computer**.
13. **Computer hardware** includes all of the following except - **Application programs**.
14. **Storage** Holds **data, instructions and information for future use**.
15. All modem is **Communication device that enables computer to communicate via telephone line**.
16. On a personal computer, all of the processors functions typically reside on a single chip, often called a **Micro processor**
17. What was the **first ARPANET “ 10 “**.
18. BAK extension refers usually to what kind of file - **Backup file**.
19. **JPG extension** refers usually to what kind of file – **Image file**.
20. **MPG extension** refers usually to what kinds of file – **Movie file**.
21. Who developed yahoo – **David filio, Jery yang**.
22. OS computer abbreviation usually means – **Operating system**.

23. What is the term to ask the computer to put information in order numerically or alphabetically – **Sort**.
24. What is **the part of a database that holds only one type of information** – **Field**
25. On the task bar the time is shown in the - **Notification area or tray**.
26. The letters DOS stands for **Disk Operating System**.
27. Hardware devices that are not part of the main computer system and are often added later to the system – **Peripheral**.
28. The main computer that stores the files are networked together is – **File server**.
29. Another word for **the CPU** is – **Microprocessor**.
30. Which was an early **mainframe computer** – **ENIAC**.
31. Which of the following **word processors came first** – **Word Star**.
32. The general term describes the physical equipment of a computer system, such as monitor, keyboard, CPU etc., - **Hardware**.
33. What small, hand-held device is used to move the cursor to a specific location on the screen - **Mouse**.
34. What is the function of a disk drive – **To read from or write information to a floppy disk/cd**.
35. Which of the following is used to **indicated the location** on the **computer monitor** - **Cursor**.
36. Mrs. Kavitha needs to design an invitation for her ladies club's function. What type of computer programmer would she most likely to use – **Desktop publishing**.
37. Creating a MS-Word document would accomplish all of the following tasks excepts - **Calculating expenditure**.
38. Which key moves the cursor to the beginning of the next line of the text - **Enter**.
39. Which of the following special function key would be used to key the sentence “ Sakshi News Daily “ - **Shift**.
40. Which combination of keys needs to be pressed to **make percents sign (%)** ----- **Shift+5**
41. For correct keyboard, what is the recommended placement of fingers on the home row keys – **Fingers on the left-hand side on A-S-D-F and Fingers on the right hand side on J-K-L-**.
42. Ms. Bhargavi is entering a paragraph in MS-Word. When the cursor gets to the end of the line, what is the best way for her to get the cursor to the next line - **Just keep typing**.
43. Yesterday Mr. Krishna Koushik wrote an essay using MS-Word. Today he wants to print the essay. What must he do before can print the essay - **Retrieve the essay document** .
44. What process would be used to recall a document saved previously -**Retrieve**.
45. Mr. Akhil has typed a document and realized that he left out a paragraph. Which of the following is most efficient thing to do - **Place the cursor where he needs to type that paragraph and insert the needed text**.

46. A computer terminology refers to **Programme to convert high level language to machine level language**
47. Logarithm tables were developed by **John Napier**
48. Who of the following is regarded as '*Father of Modern Computer*'? **Charles Babbage**
49. Punched Card was invented in 1801 by **Joseph Jacquard**
50. The first business-oriented computer developed in 1952 and used by US Bureau of Census was **UNIVAC-1**
51. Vacuum tube is a _____. **A fragile glass device that can control and amplify electronic signals**
52. Second generation computers used _____ technology. **Transistors**
53. Speed of computers in third generation was measured in **Nano-seconds**
54. Hybrid computers are used in which of the following works ----- **Launching a rocket**
55. The numbering system used by today's computers is called _____. **Binary system**
56. The base of numbering system is called _____. **Radix**
57. The power on position is represented by _____. **1**
58. Binary equivalent of 30 (decimal number) is _____. **11110**
59. What is the decimal equivalent number for the binary number 1110010 ----- **114**
60. In hexa-decimal system the 26 (decimal equivalent) is denoted by _____. **1A**
61. Octal number system is also known as _____ system. **Base-8**
62. A binary digit (0 or 1) that a computer understands is called _____. **Bit**
63. The standard by which all characters are represented by a combination of binary digits all over the world is called _____. **ASCII**
64. BCD stands for _____. **Binary Coded Decimal**
65. 1 Gigabyte is equal to _____ Mega Bytes. **1024**
66. The physical components of a computer are called _____. **Hardware**
67. The user can provide data to the computer with the help of _____. **Input Devices**
68. Printer is **Output** device.
69. CPU, also known as the heart of the computer, stands for _____. **Central Processing Unit**
70. Which of the following secondary storage devices can store more volume of data? **DVD**
71. Set of programme(s) developed to control the operation of computer system is known as _____ **System software**
72. Which of the following is NOT an 'Operating System'? **MS-Office (Windows, MS-DOS, Unix is a Operating System)**
73. The command used to place a file in one directory into another directory is _____. **Move**

74. The character that can represent one or more characters in a file name is known as _____. **Wild character**
75. The small pictures seen on the 'desktop' of a computer are known as ____ **Icons**
76. _____ company has developed the popular 'Windows' operating system? **Microsoft**
77. The process of loading the operating system and other programmes when the computer is switched on is known as _____. **Booting**
78. The 'unit' of stored data or programmes is known as _____. **File**
79. The 'minimise, maximize, close' buttons are seen in _____. **Title Bar**
80. Keyboard shortcut keys used to **select entire data in an open file** are _____. **Ctrl + A**
81. Cut, copy, paste options are available in **Edit** menu
82. The utility used to check hard disk for logical and physical errors is _____. **Scan disk**
83. The word processor utility provided by Windows operating system is _____. **Wordpad**
84. COBOL stands for _____. **Common Business Oriented Language**
85. The application software that helps to search, view and read websites on the web/internet is known as _____. **Browser**
86. The following is a famous search engine(**Google, Alta Vista, Yahoo**)
87. The smallest unit of data is _____. **Field** (Record, Data, File what about this)
88. The single organized collection of instructed data stored with a minimum of duplication of data items is known as _____. **Database**
89. Which of the following is an RDBMS that is used in our Bank? **Oracle**
90. In MS-Word, most frequently used options are placed as icons in ____ tool bar. **Standard**
91. The facility available in MS-Word to prepare and send a letter to multiple recipients is _____. **Mailmerge**
92. The option available in MS Word to automatically number the paragraphs or place special characters before the paragraphs is _____. **Bullets and numbering**
93. Key board short cut to move to the end of document is ____ **Ctrl + End**
94. A series of commands which can be grouped together as a single command is known as _____. **Macro**
95. _____ is the connection between two documents or parts of same document and is commonly used in internet sites. **Hyperlink**
96. How many types of alignments are available in MS-Word? **4**
97. The intersection of row and column is known as _____ in spreadsheet. **Cell**
98. The file created in MS-Excel is generally known as _____. **Workbook**
99. To enter a formula in a cell, the sign to be used at the beginning of the formula is _____. **=**

1. An interactive table that quickly combines and compares large amounts of data is known as _____.
Pivot Table
2. _____ is a quick and easy way to find and work with a subset of data (list) on the work sheet without rearranging the data. **Filtering**
3. The file extension of an Excel file is _____. **Xls**
4. Central Data Centre (CDC) of Core Banking Department is situated at **Belapur, Navi Mumbai**
5. The name of the anti-virus software used by SBI is _____. **Symantec**
6. Which is the **Microsoft's latest Operating System?** **Windows Vista**
7. When you know the desired result of a single formula but not the input value the formula needs to determine the result, you can use the _____ feature in MS-Excel. **Goal seek.**