

**Computer Operator and Programming Assistant 1st Semester -
Module 1 & 2: Safe Working Practice &
Introduction to Computer Components**

Questions: Level 1

- | | |
|--|--|
| <p>1 Which is the sequence, in which computer operates?</p> <p>A Input, output, process</p> <p>B Input, process, output</p> <p>C Process, input, output</p> <p>D Output, process, input</p> | |
| <p>2 Which is the first general purpose programmable electronic computer?</p> <p>A ENIAC</p> <p>B EDVAC</p> <p>C EDSAC</p> <p>D UNIVAC</p> | |
| <p>3 What type of device is computer?</p> <p>A Electrical device</p> <p>B Electronic device</p> <p>C Electro magnetic</p> <p>D Electro mechanical</p> | |
| <p>4 Who is considered as father of computer?</p> <p>A Charles Babbage</p> <p>B John Lickert</p> <p>C John Mauchy</p> <p>D M.V Wilkes</p> | |
| <p>5 Who invented Analytical engine?</p> <p>A Charles Babbage</p> <p>B John Lickert</p> <p>C John Mauchy</p> <p>D M.V Wilkes</p> | |
| <p>6 What is the main electronic component of the first generation computer?</p> <p>A Integrated circuit</p> <p>B Microprocess</p> <p>C Transistors</p> <p>D Vacuum tubes</p> | |

Questions: Level 2

1 How does the parallel port transfer a byte?

- A** Bit by bit
- B** 2 bits at a time
- C** 4 bits at a time
- D** 8 bits at a time

2 Which is an internal power supply units of CPU?

- A** CVT
- B** UPS
- C** SMPS
- D** Stablizer

3 What is the purpose of expansion slot in mother board ?

- A** To insert the RAM
- B** To insert the mouse
- C** To insert the keyboard
- D** To insert the additional peripherals

4 What is the purpose of memory unit in a computer?

- A** Accepts data
- B** Displays data
- C** Process data
- D** Stores data

5 How many pins are there in DIMM?

- A** 138
- B** 148
- C** 158
- D** 168

6 How many pins are there in SIMMs?

- A** 32 - 72
 - B** 42 - 82
 - C** 52 - 92
 - D** 62 -102
-

**Module 1 & 2 : Safe Working Practice &
Introduction to Computer Components - Key paper**

Questions: Level 1

SL.No	Key
1	B
2	A
3	B
4	A
5	A
6	D

Questions: Level 2

SL.No	Key
1	D
2	C
3	D
4	D
5	D
6	A

**Computer Operator and Programming Assistant 1st Semester -
Module 3 : Windows Operating System**

Questions: Level 1

1 Which one is an example for OS?

- A** Antivirus
 - B** Windows
 - C** MS Office
 - D** Macromedia
-

2 Which acts as an intermediate between a user and a computer?

- A** Macros
 - B** Antivirus
 - C** MS Office
 - D** Operating system
-

3 What is the function of OS?

- A** calculation
 - B** word processing
 - C** drawing pictures
 - D** process & memory management
-

4 Where does the minimized application reside in windows?

- A** Task bar
 - B** My computer
 - C** My Document
 - D** Recent documents
-

Questions: Level 2

- 1 Which tool in control panel is used to adjust your computer setting to control computer with voice command?
- A System and security
 - B Appearance and personalization
 - C Hardware and sound
 - D Ease of access
-
- 2 Which control panel applet gives the information of computer?
- A System and security
 - B Hardware and sound
 - C Programs
 - D Appearance and personalization
-
- 3 What is the extension of applet files in control panel?
- A . Ctl
 - B . Cpl
 - C . Cal
 - D . Csl
-
- 4 Which shortcut key is used to copy and paste a file folder?
- A Ctrl+ X and Ctrl + V
 - B Ctrl + A and Ctrl + V
 - C Ctrl + Z and Ctrl + V
 - D Ctrl + C and Ctrl + V
-
- 5 Which shortcut key is used to refresh windows desktop?
- A F1
 - B F2
 - C F5
 - D F12
-
- 6 Which is the order of files and directories in Windows Explore?
- A Serially
 - B Sequentially
 - C hierarchically
 - D Aplhabtically
-
- 7 Where does the pinned application stayed in Windows Os?
- A Desktop
 - B Notification Area
 - C Start Button
 - D Task Bar
-

Questions: Level 3

- 1** What steps should be taken, if windows not updated automatically?
- A** start - control panel - settings - add programs - enable automatic update
- B** start - setting - control panel - system - enable automatic updated
- C** re- install windows Os
- D** restart windows
-
- 2** What should be done, if the pen drive is not deducted?
- A** Device Manger → right click on USB root hub → disable device
- B** Device Manger → right click on USB root hub → enable device
- C** Device Manger → right click on USB root hub → scan for hardware changes
- D** Device Manger → right click on USB root hub → Update drives
-

Module 3 : Windows Operating System - Key paper

Questions: Level 1

SL.No	Key
1	B
2	D
3	D
4	A

Questions: Level 2

SL.No	Key
1	D
2	A
3	B
4	D
5	C
6	C
7	D

Question: Level 3

SL.No	Key
1	B
2	B

Computer Operator and Programming Assistant 1st Semester
Module 4 : Computer Basics and Software Installation

Questions: Level 1

1 What is the capacity of typical DVD?

- A** 40 MB
- B** 50 MB
- C** 60 MB
- D** 4.7 Gb

2 Which process is used to record data on to an optical disc?

- A** Burning
- B** Reading
- C** Accepting
- D** Accessing

3 Which software interface the major hardware components of the computer with OS?

- A** BIOS
- B** CMOS
- C** DOS
- D** POST

4 What is BIOS?

- A** firmware
 - B** Hardware
 - C** Middleware
 - D** Software
-

Questions: Level 2

- 1 What is the purpose of Nero StartSmart?
A Format HDD
B Burn CD/DVD
C Format pen drive
D Format CD/DVD
-
- 2 Which system is used by bluetooth for board casting?
A Satellite
B Microwaves
C Telephone lines
D Radio waves
-
- 3 Which one is used as authentication for paring bluetooth devices?
A Keyboard
B Keycode
C Passcode
D Password
-
- 4 Which program is used to enable the devices to work with OS ?
A Antivirus
B Device driver
C System Software
D Application Software
-
- 5 What is the name of the smaller divisions made in Hard disk?
A Head
B Partitions
C Sectors
D Tacks
-
- 6 Which key is used to open CMOS setup utility?
A Alt
B Del
C Enter
D Tab
-
- 7 What is the process of deleting all the data on the hard drive?
A Delete
B Erase
C Formatting
D Uninstall
-

Questions: Level 3

- 1** What is the purpose of BIOS shadow?
- A** Copying RAM to ROM
 - B** Coping ROM to RAM
 - C** Copying HD to RAM
 - D** Copying RAM to HD
-
- 2** What should be done, after fixing a problem or installing a new application or making configuration in a computer?
- A** Hibernate
 - B** Restart
 - C** Shutdown
 - D** Sleep
-

Module 4 : Computer Basics and Software Installation - Key paper

Questions: Level 1

SL.No	Key
1	D
2	A
3	A
4	A

Questions: Level 2

SL.No	Key
1	B
2	D
3	C
4	B
5	B
6	B
7	C

Question: Level 3

SL.No	Key
1	B
2	B

Computer Operator and Programming Assistant 1st Semester
Module 5 : DOS & LINUX Operating Systems

Questions: Level 1

1 What is the name of hierarchical file system in DOS?

- A** Tree structure
- B** Root structure
- C** Hybrid structure
- D** Directory structure

2 Which DOS command is used to delete a directory?

- A** RD
- B** REMOVE
- C** DEL
- D** DELETE

3 Which character is used to represent parent directory in Linux?

- A** .
- B** ..
- C** ~
- D** *

4 Which character is used to redirect output in to an existing file in Linux?

- A** >
- B** >>
- C** <
- D** <<

5 Which command is used to specify the location of files or folders in MSDOS?

- A** dir
- B** path
- C** sub directories
- D** tree

6 How the directories under the root directory are called?

- A** dir
 - B** path
 - C** sub directories
 - D** tree
-

Questions: Level 2

1 Which filename will matches the command.
DIR????T.Txt in DOS?

- A TIME . TXT
- B TEXT . TXT
- C TEMP . TXT
- D TEMPT . Txt

2 What is the used of CD command in DOS?

- A create a directory
- B change the device name
- C create root directory
- D change the path of current directory

3 What is the maximum number of character allowed as file name in DOS?

- A 3 characters
- B 6 characters
- C 7 characters
- D 8 characters

4 Which one of the following is the wildcard character?

- A * and /
- B ? and /
- C * and ?
- D ? and @

5 Which DOS command is used to create a text file?

- A List
- B Type
- C Copycon
- D Dir

6 Which one of the following is the directory separator in Linux?

- A /
- B \
- C //
- D \\

7 Which character is used to represent a range of values in Linux?

- A ()
- B []
- C { }
- D < >

8 Which character redirects the output of one command to another in Linux?

- A . dot
 - B | pipe
 - C : colon
 - D ; semicolon
-

9 Which Linux command list the content of all sub directory?

- A ls ~
- B ls */
- C ls /
- D ls ../

10 Which Linux command list the contents of parent directory?

- A ls ~
- B ls */
- C ls /
- D ls ../

11 What is use of 'who' command in Linux?

- A login user
- B logout user
- C login password
- D logout password

12 Which command is used to hide the file?

- A attrib -h filename
- B attrib +h filename
- C attrib /h filename
- D attrib \h filename

13 Which command is used to release the read only permission?

- A attrib -r filename
- B attrib +r filename
- C attrib /r filename
- D attrib \r filename

14 Write the Linux command to remove all the permission to the user and group on the directory 'software'?

- A chmod ug - rwx software
- B chmod ug - a software
- C chmod ug - A software
- D chmod ug - Rwx software

15 Which DOS command is used to display system time?

- A Now
 - B TIME
 - C SYSTEM
 - D SYSTEMTIME
-

Questions: Level 3

- 1 What is the result of the DOS command
PROMPT \$D\$G?
- A Prompt >
 - B D : >
 - C Current date >
 - D Current time >
-
- 2 Which DOS command is used to list all com files in D drive?
- A DIR D :\ com
 - B DIR D :\ com. *
 - C DIR D :\ * .com
 - D DIR D :\ * com *
-
- 3 Which Linux command is used to sort the text file 'network' in descending order?
- A Sort / r network
 - B Sort - r network
 - C Sort + r network
 - D Sort \ r network
-
- 4 Which Linux command is used to set the permission 'x' to user, 'rw' to others and 'rwx' to group for the file launcher?
- A chmod 176 launcher
 - B chmod 671 launcher
 - C chmod 167 launcher
 - D chmod 166 launcher
-

Module 5 : DOS & LINUX Operating Systems - Key paper

Questions: Level 1

SL.No	Key
1	B
2	A
3	B
4	B
5	B
6	C

Questions: Level 2

SL.No	Key
1	D
2	D
3	D
4	C
5	C
6	A
7	B
8	B
9	B
10	D
11	A
12	B
13	A
14	A
15	A

Question: Level 3

SL.No	Key
1	C
2	C
3	B
4	C

Computer Operator and Programming Assistant 1st Semester
Module 6: Word Processing Software

Questions: Level 1

1 Which command is used to store the active document permanently?

- A** Save
- B** Send
- C** Prepare
- D** Save as

2 Which shortcut key is used to high light the entire word document?

- A** ctrl + A
- B** ctrl + O
- C** ctrl + S
- D** ctrl + E

3 Which tool in MS Word is used to keep the familiar and repeated options?

- A** title bar
- B** task bar
- C** scroll bar
- D** quick access tool bar

4 Which area in MS Word is used to enter the text?

- A** work space
- B** work sheet
- C** slides
- D** work book

5 Which bar contains the current position of the cursor in MS Word?

- A** layout
- B** title bar
- C** status bar
- D** horizontal ruler

6 Where does the close button appear in MS Word?

- A** top left corner of the window
- B** bottom left corner of the window
- C** top right corner of the window
- D** bottom right corner of the window

7 Which one of the following is a word processor?

- A** MS Word
- B** MS Excel
- C** MS Access
- D** MS Office publisher

8 Which one of the following is text styling feature of MS Word?

- A** word fill
- B** word art
- C** word colour
- D** word font

9 Which option is used to store the duplicate of the active document permanently?

- A** Save
- B** Send
- C** Save as
- D** Rename

10 Which option is used to view an exiting word document?

- A** new
- B** open
- C** publish
- D** prepare

11 Which document view given an appearance as in web browser?

- A** Draft view
- B** Outline view
- C** Web layout view
- D** Full screen reading

12 How many groups are there in Home Menu?

- A** 4
- B** 5
- C** 6
- D** 7

13 Which group includes superscript, subscript, strike through options in MS Word?

- A** Clipboard
- B** Font
- C** Paragraph
- D** Style


Questions: Level 2

1 What is the purpose of quick access toolbar?

- A** To hold advance function
- B** To hold special function
- C** To hold basic function
- D** To hold familiar and repeated function

2 What is the purpose of gutter margin?

- A** Margin that is added to the left margin when printing
- B** Margin that is added to the right margin when printing
- C** Margin that is added to binding side of page when printing
- D** Margin that is added to the outside of the page when printing

3 What is the purpose of  button?

- A** Close button
- B** Office button
- C** Maximize buttons
- D** Minimize button

4 What is the purpose of zoom option?

- A** Enlarge and reduce document / text size
- B** Move up and down document / picture
- C** Scroll left and right document / picture
- D** Minimize and maximize the document / picture

5 Which option is used for tab setting?

- A** horizontal ruler
- B** status bar
- C** vertical ruler
- D** vertical scroll bar

6 What is the purpose of vertical scroll bar?

- A** Move the document up and down
- B** Move the document left side
- C** Move the document right side
- D** Move the document only upwards

7 What is the purpose of undo action in MS Word?

- A** Restore previous action
- B** Get the current action
- C** Goes to previous page
- D** Goes to previous paragraph

8 Which option is used to activate and deactivate ruler?

- A** View → grids
 - B** View → ruler
 - C** Insert → tool bar
 - D** Insert → ruler
-

9 What is the purpose of cover page?

- A** Allows to fill title, author, date and other information
- B** Fills the list of people intent to mail
- C** To view the mailed list
- D** Contains details of the documents

10 Which menu contains, Symbol option in MS Word?

- A** tools
- B** table
- C** format
- D** insert

11 Which operation is to be performed before paste?

- A** Ctrl + V
- B** Cut / copy
- C** Select all
- D** Select text

12 Which option is used to locate any specific character, symbols or formulas in a document?

- A** Find
- B** Searching text
- C** Replace
- D** Selecting text

13 Which feature is used to create a newspaper type document?

- A** Tables
- B** Tab stops
- C** Columns
- D** Bullets and numbering

14 Which sequence of operation is required to insert bullets for list of data?

- A** Paragraph group → numbering button → select any number type
 - B** Paragraph group → number button → select none
 - C** Paragraph group → bullet button → type of bullets
 - D** Paragraph group → bullet button → select none
-

-
- 15** Which sequence of operation is required to remove numbering from a list of data?
- A** Number button → select none from number type
 - B** Number button → select number from number list
 - C** Bullet button → select none from bullet type
 - D** Bullet button → select bullets from bullets list
-
- 16** Which sequence of operation is required to remove tab stop markers from ruler?
- A** Drag the tab stop makers out of the ruler
 - B** Double click the tab marker and clear all
 - C** Right click the tab stop marker and choose remove
 - D** Left click the tab stop marker and choose remove
-
- 17** Which feature is used to adjust the amount of space between words for alignment in MS Word?
- A** Spacing
 - B** Scaling
 - C** Justifying
 - D** Positioning
-
- 18** Which shortcut key is used to invoke thesaurus dialog box in MS Word?
- A** Shift+F7
 - B** Ctrl+F7
 - C** Alt+F7
 - D** Ctrl+Alt+F7
-

Questions: Level 3

- 1 Where does the file name of the active document displays?
- A title bar
 - B task bar
 - C menu bar
 - D status bar
-
- 2 How can we rectify the errors occurs while typing?
- A Auto entry
 - B Auto add
 - C Auto spell
 - D Auto correct
-
- 3 Which sequence of operation is required to force page break in word document?
- A by using insert / selection black on the insert tab
 - B by positioning the cursor at the appropriate place and press enter
 - C by positioning the cursor at the appropriate place and press F1 key
 - D by position the cursor at the apporpliate place and pressing ctrl + enter
-
- 4 What is the purpose of inserting header and footer in document?
- A To make the starting and ending page
 - B To entrance the appearance of the document
 - C To make larger document more readable
 - D To allow page headers and footer appear on the document
-
- 5 What is the purpose of word wrap?
- A Aligning text with the right margin
 - B Inserting space between paragraphs
 - C Inserting space automatically between words
 - D Moving text automatically to the next line
-
- 6 What is purpose of thesaurus tool is MS Word?
- A Grammar option
 - B Spelling suggestion
 - C Synonyms and antonyms words
 - D Auto correction
-

Module 6 : Word Processing Software - Key paper

Questions: Level 1

SL.No	Key
1	A
2	A
3	D
4	A
5	C
6	C
7	A
8	B
9	C
10	B
11	C
12	B
13	B

Questions: Level 2

SL.No	Key
1	D
2	C
3	A
4	A
5	A
6	A
7	A
8	B
9	A
10	D
11	B
12	A
13	C
14	C
15	A
16	A
17	C
18	A

Question: Level 3

SL.No	Key
1	A
2	D
3	D
4	D
5	A
6	C

Computer Operator and Programming Assistant - 1st Semester
Module 7 : Spread Sheet Application

<p>Questions: Level 1</p> <p>1 How Cells are named in MS Excel? A Alphabetically B Numerically C Alphanumerically D Special Character</p> <hr/> <p>2 What is the maximum limit of rows in MS Excel 2010? A 1084567 B 1048567 C 1048576 D 1084576</p> <hr/> <p>3 What is the maximum limit of column in MS Excel 2010? A 16384 B 16438 C 16843 D 16348</p> <hr/> <p>4 Which bar lies top of the window in Excel Screen? A Status Bar B Ruler C Title Bar D Scroll Bar</p> <hr/> <p>5 How rows are numbered in MS Excel? A Alphabetically B Numerically C Alphanumerically D Special characters</p> <hr/> <p>6 How columns are named in MS Excel? A Alphabetically B Numerically C Alphanumerically D Special characters</p> <hr/> <p>7 Which tab is used to include pivot table, charts, hyperlinks to a spread sheet? A Insert B Page Layout C Data D Review</p> <hr/>	<p>8 Which tab in Excel is used when importing, querying, outlining and subtotaling the data placed into a worksheet's data list? A Formula B Data C Review D Insert</p> <hr/> <p>9 Which tab in Excel is used for proofing, protecting, and marking up a spread sheet? A Formula B Data C Review D View</p> <hr/> <p>10 What type of software is MS Office? A Application Software B Operating System C Programming Language D System Software</p> <hr/> <p>11 Which tool in Ms office is best for organizing data and making lists? A Access B Excel C Power Point D Word</p> <hr/> <p>12 What is the file extension of Excel 2010? A xls B xlsb C xlsx D xlsm</p> <hr/> <p>13 How does the single element in a worksheet known as in Excel? A Cell B Column C Range D Row</p> <hr/> <p>14 What do you mean by A3,B13:B20,C7 reference in Excel? A Range B Union C Formula D General</p> <hr/>
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-
- 15** Which type of key should combine with ctrl key to create a macro key in Excel?
- A** Numeric
 - B** Alphabetic
 - C** Alphanumeric
 - D** Special characters
-

Questions: Level 2

-
- 1 Which bar is used to display the sheet information and insertion point location in MS Excel?
- A Ruler
B Scroll Bar
C Status Bar
D Title Bar
-
- 2 Which function key is used to open save as dialogue box in MS Excel?
- A F2
B F5
C F7
D F12
-
- 3 Which tab is used to change the display of worksheet area and the data it contains?
- A Page Layout
B Data
C Review
D View
-
- 4 Which view in Excel displays the pages exactly as they appear when printed?
- A Custom View
B Full screen View
C Page Break View
D Page Layout view
-
- 5 Which one of the following will starts with “=” sign in Excel 2010?
- A Data
B Text
C Numbers
D Formulas
-
- 6 Which tab is used for creating, formatting and editing a spreadsheet?
- A Data
B Home
C Insert
D Review
-
- 7 Which function is used to count the number of cells that contain numbers, in a range?
- A Count ()
B Countif()
C Sum()
D Sumif()
-

-
- 8 Which function is used to add the values in a range?
- A Count()
B Sum()
C ABS()
D Sumif()
-
- 9 which symbol is used to excute formulas in MS Excel?
- A =
B ‘
C #
D “
-
- 10 Where does the result displays when a formula is entered in Excel?
- A Current Cell
B Next Cell
C Previous Cell
D Formula Bar
-
- 11 Which function in Excel is used to find the biggest value in a range?
- A Ceiling
B DMAX
C LEN
D MAX
-
- 12 Which one of the following is a text function in MS Excel?
- A MID()
B NOW()
C COUNT()
D SIGN
-
- 13 Which one of the following is a ‘Date & Time’ function in Excel?
- A FIND()
B MOD()
C NOW()
D MID()
-
- 14 Which function is used to find the middle number in a range?
- A MEDIAN()
B MID()
C TRIM()
D MODE()
-
- 15 What is the purpose ‘Tab’ key in MS Excel?
- A Moves cell pointer to previous column
B Moves cell pointer to next column
C Moves cell pointer previous row
D Moves cell pointer next row
-

-
- 16** What is the purpose of 'Enter Key' in MS Excel?
- A** Moves cell pointer to previous column
 - B** Moves cell pointer to next column
 - C** Moves cell pointer to previous row
 - D** Moves cell pointer to next row
-
- 17** Which function key is used to open goto dialogue box in MS Excel?
- A** F2
 - B** F5
 - C** F7
 - D** F11
-
- 18** Which option in MS Excel is used to display the rows that meet certain conditions?
- A** Find
 - B** Filter
 - C** Format
 - D** Sort
-
- 19** Which option in Excel is used to rearrange the rows base on the content of a particular column?
- A** Find
 - B** Filter
 - C** Sort
 - D** Format
-
- 20** Which type of addressing is used to keep rows constant and column changes and vice versa while copying a formula from one area of the worksheet to another in Excel?
- A** Mixed
 - B** General
 - C** Relative
 - D** Absolute
-

Questions: Level 3

- 1 Which one of the following is 'no argument' function?
- A Now()
 - B Lower()
 - C Max()
 - D IF()
-
- 2 Which key is used to move the insertion point to the beginning of the current sheet?
- A Pageup
 - B Home
 - C Ctrl + pageup
 - D Ctrl + Home
-
- 3 Which sequence of operation is used to insert the hidden formula bar in Excel worksheet?
- A View → Show/hide → Formula bar
 - B Insert → show/hide → Formula bar
 - C Data → show/hide → Formula bar
 - D Home → show/hide → formula bar
-
- 4 Which option is used to change the direction where the cursor moves when you press the enter key in Excel?
- A Excel options → Advance → Enable auto complete for cell values
 - B Excel options → Advance → Extend data range formats
 - C Excel options → Advance → choose direction by clicking down arrow next to check box
 - D Excel options → Advance → Enable fill handle and cell drag and drop
-
- 5 Which key is used to make multiple line in a single cell?
- A Alt+ ↵
 - B Tab+ ↵
 - C Ctrl+ ↵
 - D Shift+ ↵
-

Module 7 : Spread Sheet Application - Key paper

Questions: Level 1

SL.No	Key
1	C
2	C
3	A
4	C
5	B
6	A
7	A
8	B
9	C
10	A
11	B
12	D
13	A
14	A
15	B

Questions: Level 2

SL.No	Key
1	C
2	D
3	D
4	D
5	D
6	B
7	A
8	B
9	A
10	A
11	D
12	A
13	C
14	A
15	B
16	D
17	B
18	B
19	C
20	A

Question: Level 3

SL.No	Key
1	A
2	D
3	A
4	C
5	A

Computer Operator and Programming Assistant - 1st Semester
Module - 8 : Image Editing, Presentation

Questions: Level 1

- 1** Which item, contains text graphics, charts, sound, video, etc., in power point
 - A** Slides
 - B** Folder
 - C** Handouts
 - D** Desktop screen
- 2** Which contains miniature representation of slides?
 - A** Slides
 - B** Handout
 - C** Template
 - D** Slide master
- 3** Which button is used to add instant animation to the presentation and helps interactive presentation?
 - A** Add button
 - B** Start button
 - C** Insert button
 - D** Action button
- 4** What type of software program is power point?
 - A** Word Processor
 - B** Spread Sheet
 - C** Presentation Graphics
 - D** Database Management
- 5** Which tool allows user to select different layout for slide?
 - A** Apply design
 - B** Bullets
 - C** New slide
 - D** Slide Layout
- 6** Which key is used to stop a power point presentation?
 - A** ESC
 - B** Tab
 - C** Ctrl
 - D** Enter

- 7** Which shortcut key is used to create new presentation in powerpoint?
 - A** Ctrl + P
 - B** Ctrl + N
 - C** Ctrl + M
 - D** Ctrl + X
- 8** How many panes are these in backstage view in power point 2010?
 - A** 3
 - B** 5
 - C** 7
 - D** 9
- 9** Which menu is used to apply various effects to the text in a slide?
 - A** Animation
 - B** Design
 - C** Transitions
 - D** Slide show
- 10** Which menu is used to apply various visual effects to the slide in power point?
 - A** Animation
 - B** Design
 - C** Slide show
 - D** Transitions
- 11** Which menu is used to select a predefined chart style?
 - A** Animation
 - B** Design
 - C** Slide show
 - D** Transitions

Questions: Level 2

- 1 Which template makes specify common design elements in all slides in the presentation?
- A Fax template
B User template
C Data template
D Master template
-
- 2 Which dialog box in Power Point allows to change slides automatically in a period of time?
- A Action setting
B Slide transition
C Slide animation
D Custom animation
-
- 3 Which shortcut key is used to invoke thesaurus dialog box in Power Point?
- A Shift+F7
B Ctrl+F7
C Alt+F7
D Ctrl+Alt+F7
-
- 4 Which option is used to create a presentation automatically in Power Point?
- A Template
B Blank Presentation
C Auto content wizard
D Standard test bar
-
- 5 Which option offers a built in design through a dialog box?
- A Auto content wizard
B Blank Presentation
C Standard tool bar
D Template
-
- 6 Which function key is used to run a powerpoint presentation?
- A F3
B F5
C F7
D F9
-
- 7 Which shortcut key is used to create a new slide in power point?
- A Ctrl + C
B Ctrl + N
C Ctrl + M
D Ctrl + S
-

- 8 Which holder holds text, title and picture in power point?
- A Contemt Holder
B Image Holder
C Place Holder
D Slide Holder
-
- 9 Which one of the following is extension of power point 2010 presentation file?
- A .potx
B .pptx
C .ppsx
D .thmx
-
- 10 Which option is used to insert the related hints of a slide?
- A Note Master
B Presentation Master
C Slide Master
D Hints Master
-
- 11 Which combination of key is used to select all slides from current slide to first slide?
- A Alt + Home
B Ctrl + Home
C Shift + Home
D Tab + Home
-
- 12 Which view hides the hidden slides in Power Point?
- A Normal
B Notes Page
C Reading view
D Slide Sorter
-
- 13 Which option is used to display the selected slides only for presentation?
- A From Beginning
B From current slide
C Broadcast slide show
D Custom slide show
-
- 14 Which one of the following is a effect option in power point presentation?
- A Diamond
B Fade
C Push
D Reveal
-

Questions: Level 3

- 1 Which combination of key is used to show the laser pointer during slide show?
- A Alt + left mouse button
 - B Alt + right mouse button
 - C Ctrl + left mouse button
 - D Ctrl + right mouse button
-

Module 8 : Image Editing, Presentation - Key paper

Questions: Level 1

SL.No	Key
1	A
2	B
3	D
4	C
5	A
6	A
7	B
8	A
9	A
10	D
11	B

Questions: Level 2

SL.No	Key
1	D
2	B
3	A
4	C
5	D
6	B
7	C
8	C
9	B
10	A
11	C
12	C
13	D
14	A

Question: Level 3

SL.No	Key
1	C

Computer Operator and Programming Assistant 1st Semester
Module 9 : Database Management Systems

Questions: Level 1

- 1 What is the maximum number of characters allowed in text field in Access?
- A 255
B 256
C 64000
D 65000
-
- 2 What is the expansion of OLE in Access?
- A object linking and embedding
B object linking and encrypting
C object linking and editing
D object linking
-
- 3 What is the maximum length of the field name in Access?
- A 16 characters
B 32 characters
C 64 characters
D 128 characters
-
- 4 Which view is used to arrange table data in different graphical layouts to summarize data?
- A Table view
B Design view
C Data sheet view
D Pivot chart view
-
- 5 Which view allows to modify table's structure in Access?
- A Design view
B Datasheet view
C Pivot table view
D Pivot chart view
-
- 6 Which object stores information about related data?
- A Document
B Table
C Page
D Screen
-

Questions: Level 2

1 Which key stroke is used to move the active cell towards right, in access table?

- A Ctrl + Tab
- B Alt + Tab
- C Tab
- D Shift + Tab

2 Which key stroke moves the active cell towards left in Access table?

- A F2
- B F5
- C Tab
- D Shift + Tab

3 Which combination of key zooms the content of active cell in Access table?

- A Ctrl + F2
- B Ctrl + F5
- C Shift + F2
- D Shift + F5

4 Which combination of key allows user to move to the first field in the first record in Access table?

- A Ctrl + Tab
- B Shift + Tab
- C Shift + Home
- D Ctrl + Home

5 Which command quickly locates the data in Access table?

- A Find
- B Locate
- C Search
- D Edit

6 Which technique prevents invalid data being saved in Access table?

- A Index
- B Filter
- C Validation rule
- D Input mark

7 Which validation rule accepts only a - z letters for fields in Access?

- A Is null or NOT like "[! a - z]*"
 - B Is null or NOT like "[a - z]*"
 - C Is null or NOT like "[*! a - z]*"
 - D Is null or NOT like "[! a - z]"
-

8 Which validation rule allows only 0 - 9 for fields in Access?

- A Is Null or Not Like "[* ! 0 - 9]*"
- B Is Null or Not Like "[! 0 - 9]"
- C Is Null or Not Like "[*[0 - 9]*"
- D Is Null or Not Like "[*!0-9]*"

9 Which validation rule allows only positive numbers for fields in?

- A Is Null or > = 0
- B Is Null or Positive
- C Is Null or < 0
- D Is Null or = "+"

10 What is allowed the input mark symbol # in Access?

- A Letter or digit
- B Letter A through Z
- C A digit 0 - 9 with +/- sign
- D A digit 0 - 9 without +/- sign

11 Which validation rule allows exactly digits for number fields in Access?

- A Is Null or Between 100000 and 99999
 - B Is Null or Like "????"
 - C Is Null or >= 0 AND < = 99999
 - D Is Null or < = 99999
-

Questions: Level 3

- 1 What is the output when the data '1678.95' is set to the number format '###0.00' in Access?
- A 1670.00
B 1670.95
C 1678.00
D 1678.95
-
- 2 Which of the following is a valid time format is Access?
- A hh:mm:ss AM/PM
B hh.mm.ss AM/PM
C hh-mm-ss AM/PM
D hh/mm/ss AM/PM
-
- 3 Write the output when the data 'Primary Key' is set to the text < in Access?
- A Primary key
B primary key
C PRIMARY KEY
D Primary Key
-
- 4 What is the output when the data "FOREIGN key" is set to the text format > in Access?
- A foreign key
B FOREIGN KEY
C Foreign Key
D Foreign key
-
- 5 What is the reason for not accepting zero in the fields of Access tables?
- A Fields is set with is Null or > 0
B Fields is set with is Null or < = 0
C Fields is set with is Null or! [0]
D Fields is set with is Null or like "?"
-

Module 9 : Database Management Systems - Key paper

Questions: Level 1

SL.No	Key
1	A
2	A
3	C
4	D
5	A
6	B

Questions: Level 2

SL.No	Key
1	C
2	D
3	C
4	D
5	A
6	C
7	A
8	D
9	A
10	C
11	C

Question: Level 3

SL.No	Key
1	D
2	A
3	B
4	B
5	A

Computer Operator and Programming Assistant 1st Semester
Module 10 & 11 : Networking Concepts & Internet Concepts

<p>Questions: Level 1</p> <p>1 Which layer in OSI model performs network routing, flow control and error control function?</p> <p>A Network layer B Session layer C Physical layer D Data link layer</p> <hr/> <p>2 What is the full form of IP?</p> <p>A internet protect B intranet protocol C internet protocol D international protocol</p> <hr/> <p>3 What is the full form of TCP?</p> <p>A Test Control Protocol B Transfer Control Protocol C Transport Control Protocol D Transmission Control Protocol</p> <hr/> <p>4 Which layer is the layer 2 in OSI network model?</p> <p>A Session layer B Physical layer C Data link layer D Transport layer</p> <hr/> <p>5 Which layer is the layer 4 in OSI model?</p> <p>A Session layer B Network layer C Data link layer D Transport layer</p> <hr/> <p>6 Which is the 6th layer in OSI communication model?</p> <p>A Session layer B Network layer C Application layer D Presentation layer</p> <hr/> <p>7 What is the abbreviation of OSI?</p> <p>A Open Source Internet B Open System Interaction C Open Source Interconnection D Open System Interconnection</p> <hr/>	<p>8 What is the full form of EFT?</p> <p>A Electronic Form Transfer B Electronic Fund Transfer C Electronic Field Transfer D Electronic Format Transfer</p> <hr/> <p>9 Which is an example for WAN?</p> <p>A Ethernet B Home network C Campus network D Bluetooth network</p> <hr/> <p>10 What is the full form of ADSL?</p> <p>A Asymmetrical Digital System Line B Automatic Digital Subscriber Line C Asymmetrical Digital Subscriber Line D Asynchronous Digital Subscriber Line</p> <hr/> <p>11 Which is the layer 3 in OSI model?</p> <p>A Network layer B Session layer C Physical layer D Data link layer</p> <hr/>
---	--

Questions: Level 2

1 Which is a reference tool for understanding data communication between any two network system?

- A** LAN
- B** WAN
- C** ISO model
- D** OSI model

2 What is called the interconnected computer systems located at different places?

- A** internet
- B** computer layout
- C** computer network
- D** connectivity of computer

3 Which topology combines characteristics of linear bus and star topologies?

- A** Bus
- B** Star
- C** Tree
- D** Mesh

4 How many pairs of wires contains in category 5 UTP cable?

- A** 3
- B** 4
- C** 5
- D** 6

5 What is the maximum speed supported by category 5 UTP cable?

- A** 1mbps
- B** 10mbps
- C** 100mbps
- D** 1000mbps

6 Which of the following cable transmits messages in the form of light waves?

- A** STP cable
- B** UTP cable
- C** Co-axial cable
- D** Optical fibre cable

7 Which device is installed in a subscriber's telephone line to allow both ADSI and regular voice (telephone) services to be used at the same time?

- A** Hub
- B** Switch
- C** MODEM
- D** Micro filter

8 Which layer of OSI Model, transfer data between network entities?

- A** Layer 1
- B** Layer 2
- C** Layer 3
- D** Layer 4

9 Which device connects multiple network segments along with the data link layer?

- A** Hub
- B** Bridge
- C** Router
- D** Switch

10 Which device is used to amplify or regenerate digital signals received while sending them from one port of a network into another?

- A** Hub
- B** Bridge
- C** Switch
- D** Repeater

11 Which device modulates analog signal to encode digital information and demodulates carrier signal to decode the transmitted information over the telephone network?

- A** Hub
- B** Bridge
- C** Switch
- D** MODEM

12 Which device is used to connect one network with another network that uses different protocols?

- A** Hub
- B** Router
- C** Switch
- D** Gateway

13 Which device forwards data packet between computer network?

- A** Hub
- B** Router
- C** Switch
- D** Gateway

14 What is the speed of standard 10 base T cable?

- A** 1 mbps
 - B** 10 mbps
 - C** 100 kbps
 - D** 100 mbps
-

-
- 15** Which type of cable is used in 10 base-FL cable standard?
- A** UTP
 - B** STP
 - C** Co-axial
 - D** Fibre optic
-
- 16** What is the speed of 100BASE-TX cable?
- A** 1 mbps
 - B** 10 mbps
 - C** 100 kbps
 - D** 100 mbps
-
- 17** Which is the standard connector for category-5, unshielded twisted pair cabling?
- A** RJ11
 - B** RJ14
 - C** RJ25
 - D** RJ45
-
- 18** How many pairs of wires are there in category 1 UTP cables?
- A** 1
 - B** 2
 - C** 3
 - D** 4
-
- 19** Which is an application layer of internet standard protocol used by local e-mail clients to retrieve e-mail from a remote server over a TCP/IP connection?
- A** IP
 - B** FTP
 - C** UDP
 - D** POP
-

Questions: Level 3

- 1 Which layer in OSI model provides transfer the data between end users?
- A Session layer
 - B Network layer
 - C Data link layer
 - D Transport layer
-
- 2 What is the purpose of the last three layers in OSI model?
- A common application services
 - B data presentation within the end-user system
 - C passing traffic through the network to an end system
 - D manage the dialogue between end user application process
-
- 3 Which layers of OSI model is the router operate?
- A Layer 2
 - B Layer 3
 - C Layer 6
 - D Layer 7
-
- 4 Which layer of OSI network model does repeater works?
- A Layer 1
 - B Layer 2
 - C Layer 3
 - D Layer 4
-
- 5 Which is a standard network protocol used to transfer files from one host or to another host over a TCP based network, such as the internet?
- A FTP
 - B TCP
 - C UDP
 - D SMTP
-
- 6 Which is a network protocol used on the internet or LAN to provide a bi-directional interactive text oriented communication facility using a virtual terminal connection?
- A FTP
 - B TCP
 - C UDP
 - D Telnet
-

Module 10 & 11 : Networking Concepts & Internet Concepts - Key paper

Questions: Level 1

SL.No	Key
1	A
2	C
3	D
4	C
5	D
6	D
7	D
8	B
9	A
10	C
11	A

Questions: Level 2

SL.No	Key
1	D
2	C
3	C
4	B
5	C
6	D
7	D
8	D
9	B
10	D
11	D
12	D
13	B
14	B
15	D
16	C
17	D
18	A
19	D

Question: Level 3

SL.No	Key
1	D
2	C
3	B
4	A
5	A
6	D

Computer Operator and Programming Assistant - 1st Semester
Module - 12: Designing Static WebPages

Questions: Level 1

1 What is the first tag in html document?

- A** <html>
- B** <head>
- C** <title>
- D** </html>

2 The tag makes the enclosed text bold, which other html tag is used to make text bold?

- A** <dark>
- B** <bold>
- C** <th>
- D**

3 Which html tag is used to display a picture in a web page?

- A** <src>
- B**
- C**
- D** <image>

4 what is the full form of HTTP?

- A** Hyper text testing protocol
- B** Hyper text transfer protocol
- C** Hyper test transfer protocol
- D** Hyper text transfer program

5 Which html tag inserts a line horizontally in a page?

- A** <lr>
- B** <l>
- C** <hr>
- D** <line>

6 What is the full form of CSS?

- A** Computer style sheet
- B** Cascading style sheet
- C** Cascading system style
- D** Customized style sheet

7 Which html tag is the smallest heading?

- A** <h1>
- B** <h2>
- C** <h6>
- D** <head>

8 What is the another name of web address?

- A** URL
- B** Html
- C** Http
- D** Webpage

9 What are the two main parts, available in html document?

- A** Title and Body
- B** Head and title
- C** Head and Body
- D** Head and document

10 Which character in html is used to indicate end tag?

- A** \
- B** /
- C** !
- D** <#

11 Which symbols starts with html comments?

- A** <!
- B** </
- C** <#
- D** <\

12 Which is used to publish the webpage to a web hosting server?

- A** Http
- B** Php
- C** Kompozer
- D** Blogger

Questions: Level 2

- 1 Which attribute is used with <td> tag to merge two cells horizontally?
- A Colspan = 2
B Rowspan = 2
C Mergerows
D mergecols
- 2 Which tag creates a checkbox for a form in html?
- A <check box>
B <input check box>
C <input = check box>
D <input type = "check box">
- 3 Which html tag is used to add a row in a table?
- A <tr> and </tr>
B <cr> and </cr>
C <th> and </th>
D <td> and </td>
- 4 Which html tag is used to divide a row into data cells?
- A <tr> and </tr>
B <cr> and </cr>
C <th> and </th>
D <td> and </td>
- 5 Which is the correct syntax for adding alternate text for image, if the image cannot be displayed?
- A
B
C
D
- 6 Which is the correct H1 tag for right alignment?
- A <h1 align = "right">.....</h1>
B <h1 tag align = "right">.....</h1>
C <h1 align = "r">.....</h1>
D <h1 alignment = "right">.....</h1>
- 7 What is the use of forms in HTML?
- A To display a table
B To display a list
C To send the data to server
D To display email contents

- 8 What is the correct syntax for making a hyperlink?
- A <http: // nimi.gov.in">
B <url = "http: // nimi.gov.in">nimi
C nimi
D nimi
- 9 Which is the correct tag for adding iframe in html?
- A <iframe http://nimi.gov.in> </iframe>
B <iframe ="http: // nimi.gov.in"></iframe>
C <iframe src = "http: //nimi.gov.in"></iframe>
D <iframe href = "http: //nimi.gov.in"></iframe>
- 10 what is the correct html tag for adding a background color?
- A <body color = "Yellow">
B <body bgcolor = "Yellow">
C <body background = "Yellow">
D <body bg = "Yellow">
- 11 How do you add a link which will allow the visitor to send an email from the page?
- A
B
C <a="mailto">
D <href = "mailto">
- 12 What will happen, If the background image is smaller than the screen, what will happen?
- A It will be stretched
B It will leave a blank space at the bottom of the page
C It will leave a blank space at the top of the page
D It will be repeated
- 13 Which is the correct css syntax?
- A body: color = black;
B body { color; black}
C {body: color : black;}
D {body : color = black;}
- 14 which is the correct html tag for making a text input field?
- A <text type = "Text">
B <input type = "text">
C <input type = "textfield">
D <input type = "textbox">

-
- 15** Which is the correct html tag for creating password field?
- A** <text type = "password">
 - B** <input type = "pwd">
 - C** <input type = "password">
 - D** <input type = "passcode">
-
- 16** What is the correct html code for inserting a background image?
- A** <Body background = "image.jpg">
 - B** <body = "image.jpg">
 - C** <background = "image.jpg">
 - D** <body background = image.jpg>
-
- 17** Which option will match, while making bulleted list?
- A** Square, disc, polygon
 - B** triangle, disc, circle
 - C** triangle, square, circle
 - D** disc, circle, square
-
- 18** What is the meaning of increase the cell padding?
- A** Increase the thickness of table border
 - B** Increase the space between cells
 - C** Increase the distance between cell and content
 - D** Increase the no of cells
-
- 19** Which property of cells will how many rows a cell should span?
- A** Colspan = 5
 - B** Rowspan = 5
 - C** Cellspan = 5
 - D** Span = 5
-
- 20** Which web language give more control over the HTML elements and allows them to change at any time without returning to the Web server?
- A** BML
 - B** XML
 - C** HTML
 - D** DHTML
-

Questions: Level 3

- 1 What will be the output of the following HTML code?

```
<html>
<body>
<p><strong>NIMI</strong></p>
<p>CHENNAI</p>
</body>
</html>
```

- A **NIMI** CHENNAI
B **NIMI**
CHENNAI
C CHENNAI
NIMI
D CHENNAI NIMI

-
- 2 What is the output of the following html?

```
<html>
<body>
<h2>NIMI<small>CHENNAI</small>
formatting</h2>
</body>
</html>
```

- A NIMI chennai
B NIMI CHENNAI
C NIMI chennaiformatting
D NIMICHENNAI**formatting**

-
- 3 What is the output of the following html code?

```
<html>
<body>
<p>NIMI<sup>CHENNAI</sup></p>
</body>
</html>
```

- A NIMI^{chennai}
B NIMI_{chennai}
C NIMI chennai
D NIMI - CHENNAI
-

-
- 4 How will the following html code appear in the browser?

```
<html>
<body>
<h1> my first heading</h1>
<p>my first paragraph</p>
</body>
</html>
```

- A **My first heading**
My first paragraph
B My first heading
My first **paragraph**
C My first heading
My first paragraph
D My first **heading**
My first **paragraph**

-
- 5 Which of the following code is used to add a plain color background to the web page?

- A <body bgcolor = "36, 2437">
B <body color = "#FF000">
C <body bgcolor = "#FF000">
D <bgcolor = "blue">
-

Module 12 : Designing Static WebPages - Key paper

Questions: Level 1

SL.No	Key
1	A
2	D
3	C
4	B
5	C
6	B
7	C
8	A
9	C
10	B
11	A
12	C

Questions: Level 2

SL.No	Key
1	A
2	D
3	A
4	D
5	A
6	A
7	C
8	C
9	C
10	B
11	A
12	D
13	B
14	B
15	C
16	A
17	D
18	C
19	B
20	D

Question: Level 3

SL.No	Key
1	B
2	C
3	A
4	A
5	C

Computer Operator and Programming Assistant 2nd Semester - Module 1 : JavaScript and Creating Web Page

Questions: Level 1

1 What is the process of writing instruction to be get executed by the computer?

- A** Debugging
- B** Executing
- C** Presenting
- D** Programming

2 Which is a statement terminator in javascript?

- A** ,
- B** ;
- C** :
- D** . .

3 Who developed javascript?

- A** Brendan Eich
- B** Brendan Rich
- C** John Eckerl
- D** John Mauchy

4 Which programming language's syntax influences javascript syntex?

- A** C
- B** COBOL
- C** Java
- D** JDK

5 Which web server provides good custeomer support if it had any issues?

- A** Apache
- B** IIS
- C** Lite speed
- D** Nginx

6 Which web server has high performance stability simple configuration and low resosource usge?

- A** Apache
- B** IIS
- C** Lite speed
- D** Nginx

7 Which key is used to declare a variable in javascript?

- A** const
- B** dec
- C** dim
- D** var

8 Which is a variable seperator if more than one variable declared in one statement?

- A** ,
- B** :
- C** -
- D** /

9 Which brackets is used to write array in java script?

- A** Curve bracket
- B** Square bracket
- C** Curly bracket
- D** Corner bracket

10 Which bracket is used to write object in javascript?

- A** Curve bracket
- B** Square bracket
- C** Curly bracket
- D** Corner bracket

11 How many types of operation are there in javascript?

- A** 3
- B** 4
- C** 6
- D** 8

12 What is the purpose module (%) operator in javascript?

- A** Percentage value
- B** Product value
- C** Remainder value
- D** Quotient value

13 How many part are there in 'For' loop?

- A** 2
- B** 3
- C** 4
- D** 5

14 Which part in loop evaluates the conditions?

- A** Condition part
- B** Increment /Decrement part
- C** Initialisation part
- D** Looping part

-
- 15** How many types of error are there in javascript programming?
- A** 3
B 4
C 6
D 8
-
- 16** How many different values can be returned by the error name property in javascript ?
- A** 3
B 4
C 5
D 6
-
- 17** Which object method is used to return the value rounded down to its nearest interger?
- A** abs()
B ceil()
C floor()
D round()
-
- 18** Which special variable holds more than one value at a time?
- A** Array
B Element
C Function
D Object
-
- 19** Which is the parameter name separator in javascript?
- A** ,
B :
C -
D /
-
- 20** Which function in javassript converts a number to a string?
- A** Num()
B Str()
C String()
D to string()
-
- 21** Which allows developers to bundle all functionality under a unique application - specific name?
- A** Class
B Name space
C Object
D Property
-

-
- 22** Which is a valid js code to sort element of an array tracle?
- A** Trade.sort:
B Trade.sort();
C Sort.trade();
D Sort.(trade);
-
- 23** What is the full form of BOM?
- A** Browser Object Method
B Browser Object Model
C Browser Oriented Method
D Browser Oriented Model
-
- 24** What is the full form of TOC?
- A** Text of content
B Time of calculation
C Table of content
D Terminator of content
-
- 25** Which is the first phase of System Development Life Cycle?
- A** Testing
B Planning
C Developing
D Defining
-
- 26** What is the abbreviation of W3C in Dom?
- A** Word Wide Web Curriculum
B World Wide Web Consortium
C World Wide Web Centre
D World Wide Web Content
-

Questions: Level 2

1 What is the main purpose of JavaScript?

- A Client side validation
- B Create web browsers
- C Read and write files
- D Store data in the server

2 Which one is responsible of running javascript code?

- A Browser
- B Notepad++
- C Sublime Text
- D Visual studio code

3 Which one enables the hosting providers to mange multiple domains on a single server?

- A Network server
- B SQL server
- C Web server
- D Database server

4 Which sign an 'assignment' operator in javascript?

- A =
- B #
- C ==
- D < >

5 Which data type in javascript returns the value 'True' or 'Flase'?

- A Boolean
- B Dynamic
- C Object
- D String

6 Which operator is used to check both value and type in javascript?

- A #
- B =
- C ==
- D ===

7 Which assignment operator is equivalent to $a = a * 5$?

- A $a = 5 * 9$
- B $a = * 5$
- C $a * = 5$
- D $a = 5$

8 Which single charcter escape sequence represents 'line feed' javascript?

- A \b
- B \f
- C \n
- D \t

9 What is the purpose of Initialisation part in 'for' loop?

- A exit the loop
- B evaluate the condition
- C increase or decrease the initial variable
- D Initiate the variable

10 Which keyword in switch case statement specifies the code to run if there is no case match?

- A Break
- B Case
- C Default
- D End

11 Which statement is used to test a block of code for errors?

- A Catch
- B Finally
- C Throe
- D Try

12 Which statement is used to handle the error?

- A Try
- B Catch
- C Throw
- D Finally

13 Which statement is used create custom error in javascript?

- A Catch
- B Finally
- C Throw
- D Try

14 Which statement is used to execute code after try and catch?

- A Finally
- B Syntax error
- C Throw
- D Type error

15 Which error indicates that the numbers is outside the range of legal values?

- A Range Error
- B Reference Error
- C Type Error
- D URI Error

16 Which error indicates that the variable used is not declared?

- A Eval Error
 - B Range Error
 - C Reference Error
 - D Syntax Error
-

<p>17 Which error indicates that the value is outside the range of expected type?</p> <p>A Eval Error B Range Error C Syntax Error D Type Error</p>	<p>25 Which variable declared outside a function in Javascript?</p> <p>A Function variable B Global variable C Local variable D Object variable</p>
<p>18 Which is used to access individual value in an array?</p> <p>A Content Number B Element Number C Table Number D Variable Number</p>	<p>26 Which feature in Javascript has properties and methods?</p> <p>A Array B Function C Object D Controls</p>
<p>19 What is the purpose of length property in array?</p> <p>A Returns number of array element B Returns number of characters C Returns number of fields in object array D Returns number of highest array index</p>	<p>27 Which variable are deleted in JavaScript when the page is closed?</p> <p>A Function variable B Global variable C Local variable D Object variable</p>
<p>20 Which method joins all array element into string with specified separator?</p> <p>A Join() B Pop() C Push() D To string()</p>	<p>28 Which method is called at the moment of instantiation of an object?</p> <p>A Constructor B Inheritance C Polymorphism D Property</p>
<p>21 Which method removes the last elements from an array?</p> <p>A Join() B Push() C Pop() D Shift()</p>	<p>29 Which is an instance of class?</p> <p>A Class B Name space C Object D property</p>
<p>22 Which method is used to add new element to an array?</p> <p>A Join() B Push() C Pop() D Shift()</p>	<p>30 Which is window method is used to move the current window?</p> <p>A Move() B Move to() C Window move() D Window.move to()</p>
<p>23 Which method removes the first array element?</p> <p>A Join() B Pop() C Push() D Shift()</p>	<p>31 Which is property returns the width of the visitor's screen in pixels?</p> <p>A Width() B Screen width() C Screen.width() D Width.screen()</p>
<p>24 Which variable works as function argument in java script?</p> <p>A Function variable B Global variable C Local variable D Object variable</p>	<p>32 Which is property returns the URL of the current page?</p> <p>A href() B < herf > C Location.herf D herf.location</p>

33 Which property is used to transfer files from one host to another host over internet?

- A** IP
- B** FTP
- C** HTTP
- D** SMTP

34 Which open source software is used to upload from client to server or download from server to client?

- A** PHP
 - B** Perl
 - C** HTTP
 - D** FILEZILLA
-

Questions Level 3

1 How will javascript treat a number, when it is enclosed with double or single quotes?

- A** Error
 - B** Number
 - C** String
 - D** Zero
-

2 What will be the output for the following Javascript code?

```
var x = 13 + "03"  
Alert(x);
```

- A** 16
 - B** 133
 - C** 1303
 - D** 13 03
-

3 What will be the output, if the javascript code is executed

```
var x = 1324;  
var y = new Number(1324);  
if( x === y)  
alert("Yes");  
else  
alert("No")
```

- A** Infinity
 - B** Error
 - C** No
 - D** Yes
-

4 What is the output of the following javascript code?

```
var x = " ITI ";  
var y = " GOVT ";  
var o = y concat(x)  
document.write(o);
```

- A** ITI GOVT
 - B** ITIGOVT
 - C** GOVTITI
 - D** GOVT ITI
-

5 What is the output of the following javascript code?

```
var name = " Kanya Kumari" ;  
var x = name.substr(8,2);  
document.write(x);
```

- A** um
 - B** ma
 - C** ar
 - D** Ku
-

Module 1 : JavaScript and Creating Web Page - Key paper

Questions: Level 1

SL.No	Key
1	D
2	B
3	A
4	A
5	B
6	D
7	D
8	A
9	B
10	C
11	D
12	C
13	B
14	A
15	A
16	D
17	C
18	A
19	A
20	D
21	B
22	B
23	B
24	C
25	B
26	B

Questions: Level 2

SL.No	Key
1	A
2	A
3	A
4	A
5	A
6	D
7	C
8	C
9	D
10	C
11	D
12	B
13	C
14	A
15	A
16	C
17	D
18	B
19	A
20	A
21	C
22	B
23	D
24	C
25	B
26	C
27	B
28	A
29	C
30	D
31	C
32	B
33	B
34	D

Questions: Level 3

SL.No	Key
1	C
2	C
3	D
4	C
5	B

Computer Operator and Programming Assistant 2nd Semester - Module 2 : Programming with VBA

Questions: Level 1

- 1 Which VBA built in function returns location at the second string occurs within the first string?
A Mid()
B Chr()
C ASC()
D Instr()
- 2 Which keyword is used to declare the variables in project scope?
A Static
B Private
C Public
D Protect
- 3 In VBA, How many types of access specifiers available in VBA?
A 2
B 3
C 4
D 6
- 4 Which type of variable cannot be declared within a procedure in VBA?
A Project scope
B Local scope
C Global scope
D Module scope
- 5 Which variable recognized only within the procedure in which it is declared?
A Local scope
B Module scope
C Global scope
D Project scope
- 6 How many levels of variable scope available in VBA?
A 2
B 3
C 4
D 7
- 7 What will be the output of the following VBA code?
Debug.printformat(#1/1/2017#,"yyyy/mm/dd")
A 1/1/2017
B Sun, Jan01, 2017
C 2017/01/01
D Sunday, January 01, 2017

- 8 Which function returns true if the expression is a valid date, otherwise it returns false in VBA?
A CDate()
B IsDate()
C Day()
D Dateadd()
- 9 What is the full form of UDF in VBA?
A User Data Functions
B User Defined Functions
C Undefined Functions
D Used Data Functions
- 10 Which function returns the day of the month (number from 1 to 31) given date value in VBA?
A Day()
B Date()
C Month()
D Date part()
- 11 Which function returns the current system date and time in VBA?
A Date()
B Day()
C Hour()
D Now()
- 12 Which function extracts the first 5 characters from a string in VBA?
A Right(str,5)
B Left(str,5)
C Mid(str,5)
D Substr(str,5)
- 13 Which color of dot indicate the breakpoint in VBA?
A Grey
B Yellow
C Maroon
D Red
- 14 Which shortcut key is used to set the properties of form while designing?
A F4
B Ctrl + F4
C Alt + F4
D Shift + F4

<p>15 Which shortcut key is used to open code window in VBA?</p> <p>A F7</p> <p>B Alt + F7</p> <p>C Ctrl + F7</p> <p>D Shift + F7</p>	<p>23 How many numeric data types available in Excel VBA?</p> <p>A 4</p> <p>B 5</p> <p>C 7</p> <p>D 8</p>
<p>16 Which code is used to display a user form in VBA?</p> <p>A Load user Form1</p> <p>B User Form1.Show</p> <p>C User Form1.Show False</p> <p>D User Form1.Load</p>	<p>24 What is the another name for keywords in VBA?</p> <p>A Literals</p> <p>B Variables</p> <p>C User defined words</p> <p>D Reserved words</p>
<p>17 Which mathematical function returns square root of a specified number in VBA?</p> <p>A Sqt()</p> <p>B Squr()</p> <p>C Sqrt()</p> <p>D Sqr()</p>	<p>25 Which key word is used to declare the variable in VBA?</p> <p>A Sub</p> <p>B Declare</p> <p>C Dim</p> <p>D AS</p>
<p>18 Which VBA function is used to convert the string from uppercase to lowercase?</p> <p>A Lcase()</p> <p>B Lower()</p> <p>C Ucase()</p> <p>D Upper()</p>	<p>26 Which data type can hold any type of values in VBA?</p> <p>A Variant</p> <p>B Variable</p> <p>C Constant</p> <p>D Keyword</p>
<p>19 Which of the following is logical operator in VBA?</p> <p>A +</p> <p>B -</p> <p>C *</p> <p>D And</p>	<p>27 Which entitie hold data in VBA?</p> <p>A Literals</p> <p>B Constants</p> <p>C Keywords</p> <p>D Variables</p>
<p>20 Which character is to be suffixed for long data type in VBA?</p> <p>A &</p> <p>B !</p> <p>C #</p> <p>D @</p>	<p>28 Which worksheet method is used to copy a sheet to another location in the workbook?</p> <p>A Activate</p> <p>B Copy</p> <p>C Save AS</p> <p>D Select</p>
<p>21 What is the storage size of decimal data type in VBA?</p> <p>A 2 bytes</p> <p>B 4 bytes</p> <p>C 8 bytes</p> <p>D 12 bytes</p>	<p>29 Which VBA worksheet property return or sets a string value that represents the object name?</p> <p>A Name</p> <p>B Index</p> <p>C Range</p> <p>D Cells</p>
<p>22 What is the storage size of currency data type in VBA?</p> <p>A 2 bytes</p> <p>B 4 bytes</p> <p>C 8 bytes</p> <p>D 12 bytes</p>	<p>30 Which method displays the data form associated with the worksheet in VBA?</p> <p>A Copy</p> <p>B Printout</p> <p>C Show Data Form</p> <p>D Select</p>

- 31** Which VBA property returns a range object that represents all the cells on the worksheet?
- A** Cells
 - B** Rows
 - C** Index
 - D** Name
-
- 32** Which object is member of the workbook?
- A** Sheets
 - B** Workbook
 - C** Worksheet
 - D** Range
-
- 33** Which type of work book method cannot be modified in VBA?
- A** Close
 - B** Save
 - C** Save AS
 - D** Protect
-
- 34** Which workbook property returns a string value that represents the name of the object in VBA?
- A** Full name
 - B** Name
 - C** Path
 - D** Worksheets
-
- 35** Which workbook property returns the name of the object including its path on disk in VBA?
- A** Full name
 - B** Name
 - C** Path
 - D** Worksheets
-
- 36** Which can hold lot of data with one variable in VBA?
- A** Arrays
 - B** Collections
 - C** Groups
 - D** Methods
-
- 37** Which type of list box enables one choice of adjacent choice in VBA?
- A** Drop down list
 - B** Single - selection list box
 - C** Multiple - selection list box
 - D** Extended - selection list box
-
- 38** Which button has three states in VBA?
- A** Option button
 - B** Spin button
 - C** Push button
 - D** Command button

- 39** Which box groups related controls into one visual unit in a rectangle with an optional label?
- A** Label box
 - B** Group box
 - C** List box
 - D** Combo box
-
- 40** Which is used to create user interface forms?
- A** C
 - B** VBA
 - C** HTML
 - D** Javascript
-
- 41** Where does Excel come in object hierarchy of VBA?
- A** Range object
 - B** Workbook object
 - C** Worksheet object
 - D** Application object
-
- 42** Which shortcut key is used to open project explorer window in VBA?
- A** Ctrl + R
 - B** Ctrl + P
 - C** Ctrl + W
 - D** Ctrl + E
-
- 43** Which shortcut key is used to open VBA Editor from the Excel worksheet?
- A** Ctrl + F11
 - B** Alt + F11
 - C** Ctrl + V
 - D** Ctrl + F7
-
- 44** What is the Full form of IDE?
- A** Integrated Development Element
 - B** Internal Development Environment
 - C** Integrated Development Environment
 - D** Internal Distributed Environment
-
- 45** Which shortcut key is used to step into line - by - line execution in VBA?
- A** F2
 - B** F4
 - C** F5
 - D** F8
-
- 46** What is called the set of commands bundled together under one name?
- A** Properties
 - B** Macros
 - C** Procedures
 - D** Events

-
- 47** What is called the set of statement that are executed under one name?
- A** Macros
 - B** Properties
 - C** Procedures
 - D** Events
-
- 48** Which one is attributes of an object in VBA?
- A** Procedures
 - B** Events
 - C** Macros
 - D** Properties
-
- 49** What is called double clicking an object in VBA?
- A** Events
 - B** Macros
 - C** Procedures
 - D** Methods
-
- 50** Which is used to type / edit the programming code in VBA?
- A** Form window
 - B** Properties window
 - C** Immediate window
 - D** Visual basic editor
-
- 51** What is the alternate name of Bugs?
- A** Errors
 - B** Keywords
 - C** Variables
 - D** Constants
-
- 52** Which shortcut key is used to open the Visual Basic Editor In VBA?
- A** Alt + F11
 - B** Ctrl + F11
 - C** Shift + F11
 - D** Shift + Ctrl + F11
-

Questions: Level 2

1 Which simplifies the work to be eliminating or rewriting the code in VBA?

- A** Class
- B** Object
- C** Macros
- D** Functions

2 Which type of variable can be accessed or used by subroutines outside the modules in VBA?

- A** Static
- B** Private
- C** Protect
- D** Public

3 Where there is no difference between dim and private in VBA?

- A** Local scope
- B** Module scope
- C** Global scope
- D** Project scope

4 Which method is used to pass the reference to the arguments?

- A** Ref
- B** Val
- C** Reference
- D** By Ref

5 Which function is used to check whether the given input is numeric or Not in VBA?

- A** Numeric()
- B** Isnumber()
- C** Isnumeric()
- D** Isnum()

6 Which function returns specified part of a given date in VBA?

- A** Day()
- B** Datevalue()
- C** Datediff()
- D** Datepart()

7 Which function returns the difference between two date values based on the interval specified in VBA?

- A** Datediff()
 - B** Day()
 - C** Daydiff()
 - D** Datedif()
-

8 What is the return type of CSng function in VBA?

- A** Boolean
- B** Variant
- C** Single
- D** String

9 Which VBA code is used to load user form into memory but do not display?

- A** User form1.Show
- B** Load userform1
- C** Userform1.load
- D** Show userform1

10 Which VBA code is used to remove the user form from memory?

- A** Unload me
- B** Userform1.hide
- C** Unload userform1
- D** User form show false

11 Which window displays the watched expression including the one just added?

- A** Module window
- B** Immediate window
- C** Watch window
- D** Debug window

12 Which one is indicated by a red dot with a line of code highlighted in red in VBA?

- A** Break point
- B** Start point
- C** End point
- D** Error point

13 Which is used to repeats the same steps in case of frequency needed actions in VBA?

- A** Class
- B** Object
- C** Functions
- D** Macros

14 Which function returns the integer portion of a number in VBA?

- A** Int()
- B** Format()
- C** Abs()
- D** Sign()

15 Which function returns the hyperbolic cosine of the specified angle in VBA?

- A** Abs()
 - B** Cos()
 - C** Cosh()
 - D** hcos()
-

<p>16 Which mathematical function generates a random number in VBA?</p> <p>A Random() B Rnd() C Rand() D Round()</p>	<p>24 Which is a proper object hierarchy in VBA?</p> <p>A Worksheet, Workbook, Application, Range B Range, Application, Worksheet, Workbook C Range, Worksheet, Workbook, Application D Application, Workbook, Worksheet, Range</p>
<p>17 Which operators are concatenation operator in VBA?</p> <p>A + and - B & and - C & and + D & and *</p>	<p>25 What is the shortcut key to run the current procedure in VBA?</p> <p>A F2 B F4 C F5 D F8</p>
<p>18 Which type of words cannot use for any other purpose in VBA?</p> <p>A Literals B Keywords C Constants D Variables</p>	<p>26 Which window displays the entire list of local variables and their current values in VBA?</p> <p>A Locals window B Watch window C Immediate window D Debugging window</p>
<p>19 Which is a series of items where all items share the same properties and methods in VBA?</p> <p>A Arrays B Groups C Methods D Collections</p>	<p>27 Which window is similar to the locals window, but it is used to tracing the variables in VBA?</p> <p>A Call stack window B Watch window C Immediate window D Debugging window</p>
<p>20 Which button allows a single choice within a limited set of mutually exclusive choice?</p> <p>A Button B Option button C Spin button D Toggle button</p>	<p>28 Which shortcut key is used to open the immediate window?</p> <p>A Ctrl + G B Ctrl + L C Alt + G D Alt + L</p>
<p>21 Which box has three states in VBA?</p> <p>A List box B Combo box C Check box D Group box</p>	<p>29 What is the another name trigger for an action in VBA?</p> <p>A Methods B Modules C Events D Macros</p>
<p>22 Which one creates a box with a scrollable list containing a number of input values in VBA?</p> <p>A Combo box B Option button C Text box D List box</p>	<p>30 Which shortcut key allows debugger to run the current procedure and go line after line called the procedure in VBA?</p> <p>A Ctrl + Shift + F6 B Ctrl + Shift + F7 C Ctrl + Shift + F8 D Ctrl + Shift + F9</p>
<p>23 Which control is suitable to collect the input from the user in VBA?</p> <p>A Label B Text box C Command button D User form</p>	<p>31 While debugging code, which statement allows to go to the highlighted line?</p> <p>A Step into B Step over C Step out D Show next</p>

-
- 32** Which control is used to increase or decrease a value, such as a number time or date?
- A** Scroll Bar
 - B** Spin Button
 - C** Combo Box
 - D** Toggle Button
-

Questions: Level 3

1 Which VBA function compares given strings and returns -1 if the first string is smaller than the second string, returns 0 if both are equal and 1 if the first string is greater than second string?

- A** Strcmp
- B** Strcomp
- C** Compare
- D** Scmp

2 Which scope does the variable declared with dim and remains in the existence only as long as the procedure in which it is declared is running?

- A** Global scope
- B** Local scope
- C** Module scope
- D** Project scope

3 What will be the output of the following VBA code?

```
Sub test()  
a = 9  
Debug.Print Sqr(a)  
End sub
```

- A** 3
- B** 9
- C** 18
- D** 81

4 What will be the output for the following VBA code?

```
Debug.print  
DateDiff("yyyy","1/12/2016","31/1/2017")
```

- A** 0
- B** 1
- C** 11
- D** 30

5 What will be the output of the following VBA code?

```
Sub test()  
x = "institute"  
Debug.print Format(x,">")  
End sub
```

- A** Institute
- B** institute
- C** INSTITUTE
- D** instiTUTE

6 What will be the output of the following VBA code?

```
Sub test()  
Dim S AS string  
S = "wholehearted"  
Debug.Print mid(s,6,4)  
End sub
```

- A** arte
- B** hear
- C** hole
- D** eart

7 What will be the output of the following VBA code?

```
Sub test()  
a = " Computer operator"  
Debug.Print left(a,10)  
End sub
```

- A** Operator
- B** Computer o
- C** Computer
- D** Computer operator

8 What will be the output of the following VBA code?

```
Sub test()  
Dim l as integer  
Dim S as string  
S = "Time is money"  
l = len(s)  
Debug.print "The length is " & l  
End sub
```

- A** 13
- B** The length is 11
- C** The length is 13
- D** THE LENGTH IS 13

9 What will be the output of the following VBA function?

```
Sub stg()  
Str = "Mathematics"  
Debug.Print right(str,6)  
End sub
```

- A** matics
- B** Mathem
- C** Mathemat
- D** Mathematics

Module 2 : Programming with VBA - Key paper

Questions: Level 1

SL.No	Key
1	D
2	C
3	A
4	D
5	A
6	C
7	C
8	B
9	B
10	A
11	D
12	B
13	D
14	A
15	A
16	B
17	D
18	A
19	D
20	A
21	D
22	C
23	C
24	D
25	C
26	A
27	D
28	B
29	A
30	C
31	A
32	C
33	D
34	B
35	A
36	B
37	C
38	A

Questions: Level 2

SL.No	Key
39	B
40	B
41	D
42	A
43	B
44	C
45	D
46	B
47	C
48	D
49	A
50	D
51	A
52	A

SL.No	Key
1	C
2	D
3	B
4	D
5	C
6	D
7	A
8	C
9	B
10	C
11	C
12	A
13	D
14	A
15	C
16	B
17	C
18	B
19	D
20	B
21	C
22	D
23	B
24	D
25	C
26	A
27	B
28	A
29	C
30	C
31	D
32	B

Questions: Level 3

SL.No	Key
1	A
2	B
3	A
4	B
5	C
6	B
7	B
8	C
9	A

Computer Operator and Programming Assistant 2nd Semester - Module 3 : Using Accounting Software

Questions: Level 1

- | | |
|--|--|
| <p>1 What type of software is Tally?</p> <p>A Accounting Software</p> <p>B Application Software</p> <p>C Language Translator</p> <p>D System Software</p> <hr/> <p>2 What is the purpose of financial management feature in Tally?</p> <p>A Importing and exporting data</p> <p>B For stock transfer</p> <p>C To get daily balances and Transaction value</p> <p>D To prepare purchase records</p> <hr/> <p>3 Which area in Tally screen provides quick access to different options?</p> <p>A Button bar</p> <p>B Calculator</p> <p>C Product info</p> <p>D Work area</p> <hr/> <p>4 Which is prepared to ascertain actual profit or loss of the business?</p> <p>A Balance sheet</p> <p>B Book-keeping</p> <p>C Profit and loss account</p> <p>D Trading account</p> <hr/> <p>5 What is meant by current date in Tally?</p> <p>A Calendar date</p> <p>B Last voucher date</p> <p>C Last worked date</p> <p>D System date</p> <hr/> <p>6 Which are the things and properties for resale that converts into cash?</p> <p>A Current assets</p> <p>B Business Transaction</p> <p>C Liabilities</p> <p>D Purchase</p> <hr/> <p>7 Who receives benefits without giving money immediately but liable to pay in future?</p> <p>A Creditor</p> <p>B Debtor</p> <p>C Owner</p> <p>D Worker</p> <hr/> | <p>8 Which function key is used to record fund transfer between cash and bank account?</p> <p>A F4</p> <p>B F5</p> <p>C F6</p> <p>D F7</p> <hr/> <p>9 Which document is issued by the receiver of cash to the giver of cash acknowledging the cash received voucher?</p> <p>A Ledgers</p> <p>B Journals</p> <p>C Receipts</p> <p>D Vouchers</p> <hr/> <p>10 What is a summarized record of all the transactions to every person, every property and every type of service?</p> <p>A Account</p> <p>B Journals</p> <p>C Ledgers</p> <p>D Vouchers</p> <hr/> <p>11 Which is the main book of final entry for accounts?</p> <p>A Balance sheet</p> <p>B Ledger</p> <p>C Receipts</p> <p>D Vouchers</p> <hr/> <p>12 What is termed as excess of credit side total amount over debit side total amount in profit and loss account?</p> <p>A Credit</p> <p>B Debit</p> <p>C Loss</p> <p>D Profit</p> <hr/> <p>13 Which book is used to record transactions relating to return of goods to suppliers?</p> <p>A Purchase Book</p> <p>B Purchase Return Book</p> <p>C Sales Book</p> <p>D Sales Return Book</p> <hr/> <p>14 Which is a statement of assets and liabilities?</p> <p>A Balance sheet</p> <p>B Journals</p> <p>C Ledgers</p> <p>D Trial balance</p> <hr/> |
|--|--|

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- 15** Which accounting system is incomplete and unscientific?
- A** Double Entry System
 - B** Single Entry System
 - C** Triple Entry System
 - D** Multi Entry System
-
- 16** What is the rule for real account?
- A** Debtor the receiver, Creditor the giver
 - B** Debtor the giver, Creditor the receiver
 - C** Debit comes in, Credit goes out
 - D** Debit goes out, Credit comes in
-
- 17** Which shortcut key is used to activate calculator in Tally?
- A** Ctrl + C
 - B** Ctrl + M
 - C** Ctrl + N
 - D** Ctrl + T
-
- 18** Which activity in Tally is used to find out the financial position of the organisation?
- A** Balance sheet
 - B** Book-keeping
 - C** Trading
 - D** Profit and loss
-
- 19** What is referred to as buying and selling of goods?
- A** Normal account
 - B** Real account
 - C** Profit and loss account
 - D** Trading account
-
- 20** Which factor determines the cost of the product?
- A** Direct cost
 - B** Elements of cost
 - C** Indirect cost
 - D** Standard cost
-
- 21** What is the shortcut key to export the report in ASCII, SDF, HTML or XML format?
- A** Alt + C
 - B** Alt + D
 - C** Alt + E
 - D** Alt + X
-
- 22** Who gives benefits without receiving money, but will claim in future?
- A** Creditor
 - B** Debtor
 - C** Owner
 - D** Worker
-

Questions: Level 2

- 1 Which is the ledger grouping for bills receivable in Tally ERP9?
A Fixed asset
B Current asset
C Direct expenses
D Indirect expenses
-
- 2 What is the purpose of financial management feature in Tally?
A Handles different types of vouchers
B Allows importing and exporting data
C Provides budgeting option
D Provides option for data backup
-
- 3 What is the purpose of Inventory Management Feature in Tally?
A Provides option for data backup
B Provides all relevant information for any stock item in a single screen
C Provides daily balance and transaction value
D Provides option to upload reports on the website directly
-
- 4 What is the purpose of security feature in Tally?
A Provides budget option
B Provides option for data backup
C Provides option to upload reports
D Provides statement of accounts
-
- 5 Which term is used for receiving aspects of a transaction?
A Credit
B Debit
C Profit
D Receipt
-
- 6 What is the purpose of Tally audit feature in Tally ERP 9?
A Allows easy analysis of result / reports with graphical values
B Allows statutory reporting for VAT, CST, TCS, TDS, FBT, GST
C Allows splitting of company data into multiple compaines
D Verify, validate and accept accounting information
-

- 7 Which combination of key is used to change the financial period in Tally?
A F2
B Alt + F2
C Ctrl + F2
D Shift + F2
-
- 8 Which combination of key is used to open "Tally Reference Manual"?
A Alt + H
B Alt + M
C Alt + R
D Alt + T
-
- 9 Which function of key is used the list / select a company in Tally?
A F1
B F3
C F5
D F7
-
- 10 Where does the transactions are entered, before taken to the appropriate ledger account?
A Balance sheet
B Journals
C Receipts
D Vouchers
-
- 11 Which term is used for the amount invested for starting a business by a person?
A Asset
B Capital
C Debit
D Liabilities
-
- 12 What is the purpose of Technological feature in Tally?
A Allows importing and exporting data
B Flexible units of measure
C Provides budgeting option
D Provides option for data backup
-
- 13 Which term is used for giving aspect of a transaction?
A Credit
B Debit
C Journal
D Voucher
-

<p>14 Which term is used for all the amounts payable by a business concern to outsiders?</p> <p>A Assets B Capitals C Debits D Liabilities</p>	<p>22 Which sequence of option is used to view the trial balance on the screen?</p> <p>A Gateway of Tally → Trial balance B Gateway of Tally → Display → Trial Balance C Gateway of Tally → Accounts Info → Trial Balance D Gateway of Tally → Display → Account Book → Trial balance</p>
<p>15 Which is a statement of all the ledger account balance prepared at the end of particular period to verify the accuracy of the entries?</p> <p>A Journals B Receipts C Trial Balance D Vouchers</p>	<p>23 Which report displays the summary of all the cost centres under a cost category?</p> <p>A Category summary B Cost centre Break-up C Group Break-up D Ledger break-up</p>
<p>16 What is the purpose of Ctrl + Q key is the Gateway of Tally screen?</p> <p>A Close the tally screen B Quit tally current screen C Exit with confirmation D Exit without confirmation</p>	<p>24 Which function key is used to enter purchase?</p> <p>A F6 B F7 C F8 D F9</p>
<p>17 What is the purpose of Alt + W key in Tally?</p> <p>A Change the financial period B Invoke Tally Reference Manual C Open default web browser D Exist Tally without confirmation</p>	<p>25 Which function key is used to enter receipts?</p> <p>A F2 B F4 C F6 D F8</p>
<p>18 Which combination of function key is used to open inventory voucher's entry menu?</p> <p>A Alt + F1 B Alt + F3 C Alt + F5 D Alt + F7</p>	<p>26 Which shortcut key is used to open debit Note Voucher?</p> <p>A Alt + F9 B Alt + F10 C Ctrl + F9 D Ctrl + F10</p>
<p>19 Which combination of key is used to save the information in Tally?</p> <p>A Ctrl + A B Ctrl + I C Ctrl + S D Ctrl + X</p>	<p>27 Which shortcut key is used to remove a line in a report in report screen?</p> <p>A Alt + I B Alt + R C Alt + S D Alt + X</p>
<p>20 Which shortcut key is used to shut a company from the gateway of Tally screen?</p> <p>A Alt + F1 B Alt + F3 C Alt + F5 D Alt + F7</p>	<p>28 Which feature offers a parallel classification of stock item?</p> <p>A Stock categories B Stock group C Stock item D Stock query</p>
<p>21 Which register is used to post the journal entries periodically?</p> <p>A Bill book B Cash book C Ledger D Trial balance</p>	<p>29 Which budget is prepared for a very short period?</p> <p>A Current budget B Long term budget C Rolling budget D Short term budget</p>

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- 30** Which ratio evaluate the availability of cash to pay debit?
- A** Activity ratio
 - B** Debit ratio
 - C** Liquidity ratio
 - D** Market ratio
-
- 31** Which function key is used to enter payment?
- A** F3
 - B** F5
 - C** F7
 - D** F9
-
- 32** Which report displays ledgers and group summary information for the selected cost centre?
- A** Category summary
 - B** Cost centre Break-up
 - C** Ledger break-up
 - D** Group Break-up
-
- 33** Which name indicates the decreasing value of an Asset?
- A** Current asset
 - B** Depreciation
 - C** Indirect expenses
 - D** Sundry debtor
-
- 34** Which shortcut key is used to cancel a voucher in Day book / List of vouchers in Tally?
- A** Alt + D
 - B** Alt + I
 - C** Alt + S
 - D** Alt + X
-

Module 3 : Using Accounting Software - Key paper

Questions: Level 1

SL.No	Key
1	A
2	C
3	A
4	C
5	C
6	A
7	B
8	A
9	C
10	A
11	B
12	D
13	B
14	A
15	B
16	C
17	C
18	A
19	D
20	B
21	C
22	A

Questions: Level 2

SL.No	Key
1	B
2	C
3	B
4	B
5	B
6	D
7	B
8	A
9	A
10	B
11	B
12	A
13	A
14	D
15	C
16	D
17	C
18	A
19	A
20	A
21	C
22	B
23	A
24	D
25	C
26	C
27	B
28	A
29	A
30	C
31	B
32	B
33	B
34	D

Computer Operator and Programming Assistant 2nd Semester - Module 4 : E - Commerce

Questions: Level 1

- | | |
|---|---|
| <p>1 What is the full form of EDI?</p> <p>A Electronic Data Interchange</p> <p>B Electronic Direct Interchange</p> <p>C Electronic Data Information</p> <p>D Electronic Data Interconnection</p> <hr/> <p>2 What is the abbreviation of CGI?</p> <p>A Computer Gateway Interface</p> <p>B Common Gateway Interface</p> <p>C Computer Gateway Interconnection</p> <p>D Common Gateway Interconnection</p> <hr/> <p>3 Which type of E - Commerce is payment Gateway?</p> <p>A b2b</p> <p>B b2c</p> <p>C g2c</p> <p>D g2b</p> <hr/> <p>4 Which type of E - Commerce is tenders and submission of application?</p> <p>A b2b</p> <p>B b2c</p> <p>C g2c</p> <p>D g2b</p> <hr/> <p>5 Which type of E - Commerce is Amazon?</p> <p>A b2b</p> <p>B b2c</p> <p>C g2b</p> <p>D g2c</p> <hr/> <p>6 What is called sale or purchase of items without physically visiting a shop?</p> <p>A E - Commerce</p> <p>B POS</p> <p>C Traditional Commerce</p> <p>D E - Service</p> <hr/> <p>7 Which scope of E- Commerce business platforms like amazon, ebay, etc?</p> <p>A National</p> <p>B Local</p> <p>C Global</p> <p>D Virtual</p> <hr/> | <p>8 What is the full form of COD in E - Commerce?</p> <p>A Cash on Delivery</p> <p>B Cash on Demand</p> <p>C Commerce on Delivery</p> <p>D Cart on Delivery</p> <hr/> <p>9 Which one is E - Commerce site?</p> <p>A Yahoo</p> <p>B Bing</p> <p>C Google</p> <p>D Amazon</p> <hr/> <p>10 Which one is a online payment?</p> <p>A Flipkart</p> <p>B Paytm</p> <p>C Gmail</p> <p>D Reliance jio</p> <hr/> <p>11 Which type of attack is a method of defeating a cryptographic scheme of trying a large number of possibilities?</p> <p>A Teardrop attack</p> <p>B Brute force attack</p> <p>C Phlashing</p> <p>D Smurf attack</p> <hr/> |
|---|---|

Questions: Level 2

-
- 1** Which is the model in E - Commerce, if the seller and buyer are both business firms?
- A** Consumer to Business
B Business to Consumer
C Business to Business
D Consumer to Consumer
-
- 2** Which is the model in E - Commerce, if the seller is a business and the individual is an consumer?
- A** Consumer to Business
B Business to Consumer
C Business to Business
D Consumer to Consumer
-
- 3** Which is the model in E - Commerce, if the seller is an individual and the buyer is a business firm?
- A** Consumer to Business
B Business to Consumer
C Business to Business
D Consumer to Consumer
-
- 4** Which is the model in E - Commerce, if the seller and the buyer are the both individuals?
- A** Consumer to Business
B Business to Consumer
C Business to Business
D Consumer to Consumer
-
- 5** Which option in E - Commerce, helps to keep selected products until checkout / payment?
- A** Basket
B Cart
C Tray
D COD
-
- 6** Which is the function of specifying access rights to resources related to information security?
- A** OTP
B Pin
C Authoriztion
D Passcode
-
- 7** Which refers to paying the money back to the buyer after the price has been deducted from the account?
- A** Refund
B Return
C Deduction
D Charge bace
-

-
- 8** Which card permits online payment using balance amount available in bank account?
- A** Credit card
B Paypal
C Debit card
D Wallet
-
- 9** Which is the set of rules that limits access to information?
- A** Availability
B Integrity
C Authenticity
D Confidentiality
-
- 10** Which is the process of ensuring the data, transactions, communication or documents are genuine?
- A** Availability
B Integrity
C Authenticity
D Confidentiality
-
- 11** What is the purpose of OLX web site?
- A** Uploading Files
B Buying and selling products
C Searching Documents
D Recovering files
-
- 12** Which of the following authenticates and handles credit card payment for E-Commerce?
- A** Payment gateway
B E - Commerce gateway
C Software gateway
D E-Wallets
-
- 13** What is the another name called PDoS?
- A** Brute force attack
B Non technical attack
C Phlashing
D Smurf attack
-

Module 4 : E - Commerce - Key paper

Questions: Level 1

SL.No	Key
1	A
2	B
3	C
4	D
5	B
6	A
7	C
8	A
9	D
10	B
11	B

Questions: Level 2

SL.No	Key
1	C
2	B
3	A
4	D
5	B
6	C
7	A
8	C
9	D
10	C
11	B
12	A
13	C

**Computer Operator and Programming Assistant 2nd Semester -
Module 5 : Cyber Security**

Questions: Level 1

- 1** When the Indian parliament passed the IT Act?
- A** 1990
B 1992
C 2000
D 2005
-
- 2** What is the full form of LDAP?
- A** Light Weight Directory Access Provider
B Light Weight Directory Access Protocol
C Light Weight Directory Access Program
D Light Weight Directory Access Protection
-
- 3** What is called the collective terms of malicious software, such as viruses, worms and trojans?
- A** Spam
B Phishing
C Malware
D Harm
-

Questions: Level 2

- 1 What is called protecting data from online attacks, deletions, malwares?
A Physical security
B Cyber security
C Cyber attack
D Virus
-
- 2 What is called the protection of information and data from unauthorized Access?
A Physical security
B Link security
C Risk management
D Information security
-
- 3 What is the full form of CIA under information security?
A Confidentiality Integrity Availability
B Criminal Investigation Agency
C Cost Information Agency
D Credit Integrity Assement
-
- 4 What is called periodic assessment of security vulnerability in computer system?
A Threat
B Attack
C Hacking
D Security audit
-
- 5 What is called a single point of access for several networking services?
A Phishing
B Web service
C Directory service
D Worms
-
- 6 Which activities endanger the sovereignty and integrity of nation?
A Cyber Terrorism
B Cyber vandalism
C Cyber squatting
D Carding
-
- 7 Which crime involves the use of computer networks to create, distribute or access materials that sexually exploit underage persons?
A Assault by Threat
B Cyber squatting
C Cyber vandalism
D Child pornography
-

- 8 What is called the unauthorized control/aces over the computer system and destroys the data?
A Defamation
B Carding
C Hacking
D Cyber - stalking
-
- 9 Which method go through all the files or network elements with an intention to detect something unusual?
A Probing
B Phishing
C Infecting
D Scanning
-

Module 5 : Cyber Security - Key paper

Questions: Level 1

SL.No	Key
1	C
2	B
3	C

Questions: Level 2

SL.No	Key
1	B
2	D
3	A
4	D
5	C
6	A
7	D
8	C
9	D