

- a. BPM b. MNC
c. ISP d. Call centre
- Q.10- Which of the following is not an equipment used for diagnosis of diseases?
a. BHIM
b. Sphygmomanometer
c. EEG
d. Glucometer
- Q.11- Which keys are the guide keys?
a. A, F b. A, J
c. F, J d. None of these
- Q.12- It is used as a keyboard shortcut key in combination with other keys.
a. Shift b. Ctrl
c. Esc d. Alt
- Q.13- It returns the cursor to the beginning of a line, document, page or screen.
a. Insert b. End
c. Page Down d. None of these
- Q.14- While typing keep your elbows bent at _____ angle.
a. Obtuse b. Right
c. Acute d. None of these
- Q.15- _____ uses optical sensors to detect motion of the ball.
a. Mechanical Mouse
b. Opto-mechanical Mouse
c. Optical Mouse
d. None of these
- Q.16- Which of the following is/are mouse actions?
a. Click b. Double-click
c. Scroll d. All of these
- Q.17- Which of the following are the benefits of touch typing?
a. Speed b. Accuracy
c. Time d. All of these
- Q.18- According to the difficulty level, which of the following is the third level of course in Rapid typing?
a. Introduction b. Beginner
c. Experienced d. None of these
- Q.19- Each _____ key has its own LED indicator on the keyboard.
a. Toggle b. Function
c. Combination d. Numeric
- Q.20- The dashed lines colour in the Statistics is _____.
a. Green b. Yellow
c. Blue d. None of these
- Q.21- The written form of communication is _____ than oral communication.
a. more formal and less flexible
b. more flexible and more formal
c. more flexible and less formal
d. less flexible and less formal
- Q.22- A group of words that make complete sense is called a :
a. Phrase b. Subject
c. Sentence d. Predicate
- Q.23- Which of the following is not a kind of sentence?
a. Assertive b. Empirical
c. Interrogative d. Exclamatory
- Q.24- A _____ is the part of a sentence that contain a verb and which states what is said about the subject.
a. Predicate b. Preposition
c. Prefix d. Pronoun
- Q.25- A message should be _____ to convey the right meaning to others.
a. difficult b. complex
c. clear d. coded
- Q.26- Which of these is not a barrier to effective communication?
a. Hearing and Visual problems
b. Lack of interest
c. Noise and Distraction
d. Listening attentively
- Q.27- Which one of the following is not a method of communication?
a. Verbal communication
b. Visual communication
c. Non-verbal communication
d. Non-visual communication
- Q.28- Examples of Non-verbal communication include :
a. Voicemails b. Gesture
c. Tone d. Both (b. & (c.
- Q.29- Perspective is an individual's :
a. Belongings b. Future
c. Point of view d. Activity
- Q.30- The checklist comprising of various elements of communication skills is called :
a. 7 E's of communication
b. 7 C's of communication
c. 5 E's of communication
d. 5 C's of communication
- Q.31- The 'S' in SMART strategy stands for :
a. Short b. Schedule
c. Specific d. Systematic

- Q.32- A _____ target informs you whether you are reprogressing at the right pace or not.
- efined
 - schedule-bound
 - time-bound
 - accountable
- Q.33- Skill is the ability to use your time, energy and resources effectively to achieve goals.
- Organisation
 - Accountability
 - Scheduling
 - TimeManagement
- Q.34- It is important to prepare a _____ to accommodate the planned tasks and other activities.
- Schedule
 - Planning
 - Data-Sheet
 - Task Sheet
- Q.35- A _____ attitude helps one to focus on the possible solutions.
- good
 - time-bound
 - problem-centred
 - solution-centred
- Q.36- Prevents a child from developing resilience and coping with stress and failure.
- Authoritative Parenting
 - Over protective Parenting
 - Regular Schooling
 - Playing
- Q.37- Adversely affects self-confidence of a child.
- Over protective parenting
 - Physical punishment
 - Love and care
 - Both (a) and (b).
- Q.38- Cultural competence comprises an understanding of all aspects of a culture that is, social, education, and
- Emotional
 - Institutional
 - Organisational
 - Situational
- Q.39- People with self-confidence have a outlook.
- Negative
 - Outward
 - Arrogant
 - Positive
- Q.40- People with low confidence are :
- Smart
 - Unprepared
 - Pleasant
 - Arrogant
- Q.41- By default labels are _____ aligned in a cell.
- Left
 - Right
 - Center
 - Justified
- Q.42- If you begin a formula with '+' or '-' sign Calc automatically adds the _____ sign before it.
- ()
 - =
 - /
 -
- Q.43- _____ key is pressed to check the spellings in the current sheet.
- F12
 - F10
 - F9
 - F7
- Q.44- Press Ctrl + ? to move to the _____ of the worksheet.
- First row
 - First Column
 - Last row
 - Last Column
- Q.45- There are _____ number of cells in a worksheet.
- 1,073,741,824
 - 1,073,741,842
 - 1,073,714,824
 - 1,073,714,842
- Q.46- The extension of calc file is _____ .
- .osd
 - .odf
 - .ods
 - .calc
- Q.47- =if(4 > 40; "ordered"):
will return _____ by default.
- ordered
 - False
 - True
 - Error
- Q.48- =if(200 < 2000; 1/0;"Good Value"):
will return _____ by default.
- #DIV/0!
 - #Value!
 - Good Value
 - #Name?
- Q.49- _____ is the last valid column header in Calc.
- AMJ
 - AJ
 - AZ
 - AJM
- Q.50- When you open a new spreadsheet, by default it has a sheet named _____ .
- Sheet1
 - Sheet_1
 - Sheet 1
 - None of these
- Q.51- A formula to refer cell A3 in sheet named S1 is _____ .
- =S1A3
 - =S1.A3
 - "S1". A3
 - None of these
- Q.52- In a computer spreadsheet, absolute cell reference can be represented as _____ .
- A3
 - \$A\$3
 - A\$3
 - \$A3

- Q.53- In calc the cell that is highlighted with the heavy border is called _____ .
- Active cell
 - Cell containing formula
 - Locked cell
 - Cell

- Q.54- Based on the given table answer the following questions:

	A	B	C
1			4
2			8
3			7
4			3
5			9
6			
7	sum		
8	average		
9	max		
10	min		
11	count		
12			

- sum = 31
- sum = 32
- sum = 33
- none of these

- Q.55- _____ is used to enter today's date.
- =Today
 - =Date
 - both (a) & (b)
 - None of these

- Q.56- _____ is a formula to calculate the average of cell B1 to B5 and display the result in cell B8.
- =Average(B1:B5)
 - =Average(B1,B2,B3,B4,B5)
 - =Average(B1-B5)
 - Both (a) and (b)

- Q.57- Write the formula to find the largest no. from cell B1 to B5 and display the result in cell B9.
- Max(B1:B5)
 - Max(B1-B5)
 - Largest (B1:B5)
 - Largest (B1-B5)

- Q.58- =Sum(26, B2, B5, TRUE) returns the result as _____ .
- #DIV/0!
 - #Value!
 - 44
 - 43

- Q.59- =Sum(26,2,FALSE)-(Count(B4,B5,B3)) returns the result as _____ .
- 25
 - 24
 - 26
 - #DIV/0!

- Q.60- =A7 & A11 will returns the result as _____ .
- sumcount
 - sum count
 - countsum
 - count sum

- Q.61- _____ allows the user to extend a series of data and thus results into speeding of data entry.
- Fill handle
 - Data filtering
 - Sorting
 - Copying

- Q.62- There are _____ number of rows in a worksheet.
- 1048576
 - 1047576
 - 1048567
 - 104756763.

- Q.63- An _____ is a person who is self-employed, is willing to take a calculated risk and brings in a new idea to start a business.
- Software Engineer
 - Entrepreneurship
 - Civil Engineer
 - Mechanical Engineer

- Q.64- What is the aim of entrepreneurship?
- Earn a profit
 - Solve customers' need innovatively
 - Both (a) and (b)
 - None of these

- Q.65- Entrepreneurship is a _____ .
- process to make a profit
 - process of developing business plan
 - launching a business using innovation to meet customer needs
 - All of these

- Q.66- When a person begins a business, he or she may encounter several challenges and failures. Even while taking a significant risk, an entrepreneur must think _____ .
- positively
 - negatively
 - Both (a) & (b)
 - None of these

- Q.67- The industrial development and intensive agriculture that provides the goods for our increasingly consumer-oriented society uses up large amounts of natural resources, such as _____ .
- water
 - minerals
 - wood and petroleum products
 - All of these

- Q.68- Which activities are damaging our earth and environment?
 a. Overexploitation
 b. Mining
 c. Deforestation & Pollution
 d. All of these
- Q.69- Because of the use of fossil fuels, the earth is becoming hotter (coal, petrol, diesel, etc.). Global warming is caused by these gases, which trap and prevent the earth's heat from leaving. This is known as _____.
 a. Greenhouse Effect
 b. Redhouse Effect
 c. Brownhouse Effect
 d. None of these
- Q.70- Cleaning chemicals, coolants in refrigerators and air conditioners, etc., release ozone depleting substances, such as _____ in the atmosphere.
 a. Chlorofluorocarbons
 b. Carbons
 c. Carbon dioxide
 d. None of these
- Q.71- _____ skills help us to communicate, run our business and stay connected with our family and friends.
 a. ICT b. ITI
 c. Mobile App d. None of these
- Q.72- How we can save Information in digital form?
 a. Using Computer
 b. Hand Written on paper
 c. Typed using typewriter
 d. All of these
- Q.73- Which one is the ICT device _____ ?
 a. Tablet b. Smart Phone
 c. Laptops d. All of these
- Q.74- The ICT skills that you need are :
 a. knowing how to operate computer
 b. knowing how to browse the Internet for collecting
 c. storing and dissemination information
 d. all of these
- Q.75- Modern ICT employs a variety of media forms, which includes :
 a. Text & Graphics
 b. Audio & Video
 c. Animation
 d. All of these
- Q.76- _____ are some of the most popular smart phone operating systems.
 a. Android OS
 b. Apple iOS
 c. Windows Mobile
 d. All of these
- Q.77- A _____ is a small computer with input, output and process.
 a. Micro Computer
 b. Mini Computer
 c. Super Computer
 d. Mainframe Computer
- Q.78- _____ device is used to receive broadcast audio sound.
 a. Radio b. TV
 c. Computer d. Laptop
- Q.79- This is a short-range wireless technology that allows you to communicate with other devices within 30 feet of you. You can send messages and songs once you've linked.
 a. Cellular network connectivity
 b. Bluetooth
 c. Both (a) and (b)
 d. None of these
- Q.80- Computer consists of three main units : Input Unit, _____ and Output Unit.
 a. Central Processing Unit
 b. Digital Unit
 c. Computer Unit
 d. None of these
- Q.81- Example of Input Device
 a. Keyboard b. Mouse
 c. Scanner d. All of these
- Q.82- _____ unit perform all the mathematical and logical calculations.
 a. Arithmetic Logic Unit
 b. Control Unit
 c. Memory Unit
 d. None of these
- Q.83- The smallest storage unit :
 a. Bit b. Byte
 c. KB d. MB
- Q.84- You can talk or send messages to people all around the world quickly and easily.
 a. E-mail b. Chatting
 c. Both (a) & (b) d. None of these

- Q.85- What does Carbon Copy (CC) mean?
- Recipients are visible to all of the other recipients of the message in CC
 - Recipients are invisible to all of the other recipients of the message in CC
 - Recipients are invisible to only one recipient of the message in CC
 - None of these
- Q.86- Word processing is a computer software to _____ the document.
- Edit & format
 - Store & retrieve
 - Print
 - All of these
- Q.87- GUI Stands for _____.
- Graphic User Interface
 - General User Interface
 - Graphical User Interface
 - None of these
- Q.88- What are the features of Word processing software?
- Create, edit, save, retrieve and print the document
 - Move the text from one location to another by selecting it and moving it.
 - Change the font size, font style of the text
 - All of these
- Q.89- By mistake, you have made some change and you want to erase the last change done using _____.
- Undo
 - Redo
 - Delete
 - None of these
- Q.90- After the undo command, if you want to go back then you can use _____.
- Undo
 - Redo
 - Delete
 - None of these
- Q.91- The tool bar appears below the Menu Bar.
- Title Bar
 - Menu Bar
 - Standard Toolbar
 - None of these
- Q.92- To select a single word at a time in digital documentation _____.
- Double click on the word
 - Triple click on the word
 - Quadruple click on the word
 - None of these
- Q.93- Shortcut key for selecting complete document in digital documentation _____.
- Ctrl + A
 - Ctrl + V
 - Ctrl + H
 - None of these
- Q.94- If text is not continuous and you want to select which shortcut key you will use _____.
- Ctrl Key + Using mouse select the text
 - Alt Key + Using mouse select the text
 - Shift Key + Using mouse select the text
 - None of these
- Q.95- Give the example of non-printing characters in digital documentation _____.
- Space Bar
 - Tab Key
 - Both (a) and (b)
 - None of these
- Q.96- The shortcut key of left alignment _____.
- Ctrl + L
 - Ctrl + E
 - Ctrl + R
 - Ctrl + J
- Q.97- _____ check whether document is prepared as needed, such as indentation, border, etc. and ready to print.
- Print
 - Print Preview
 - Page setup
 - None of these
- Q.98- In mail merge the file holding the mailing addresses is called as _____.
- Data Source
 - Data Type
 - Data Container
 - None of these
- Q.99- In the _____ page orientation the height of the page is less than its width.
- Landscape
 - Portrait
 - Margin
 - None of these
- Q.100- Headers appear at the _____ and footers appear at the _____ of every page.
- Left and Right
 - Top and Bottom
 - Center and Corner
 - None of these

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