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Computer Basics

What is Computer?



Computer is a device that transforms data into meaningful information. Data can be anything like marks obtained by you in various subjects. It can also be name, age, sex, weight, height, etc. of all the students in a class.

Computer can also be defined in terms of functions it can perform. A computer can

- i) Accept Data
- ii) Store Data
- iii) Process Data
- iv) Retrieve the stored data as and when required
- v) Print the result in desired format.

The major characteristics of a computer are high speed, accuracy, diligence, versatility and storage.

Father Of Computer - Charles Babbage

Father of Modern Computer - Alan Turing

Father of WWW - Tim Berners-Lee

Father of Internet - Vint Cerf

Generation of Computers

- First Generation - (1940-56) - Vacuum Tubes
Second Generation - (1956-63) - Transistors
Third Generation - (1964-71) - Integrated Circuits
Fourth Generation - (1971-80) - Microprocessors
Fifth Generation - (1980-Present) - Semi Conductors



Generation Languages

- First Gen - Machine & Assembly Language
Second Gen - Assembly Language & High level Language (FORTRAN , COBOL)
Third Gen - High Level Languages (COBOL , PASCAL , BASIC)
Fourth Gen - High Level Languages (FORTRAN 77 , PASCAL , COBOL)
FIFTH Gen - High Level Languages - (C , C++ , Java , .Net)





Types of Computers

There are five types of computers:-



1. Supercomputer - Supercomputers are designed such that they can process a huge amount of data, like processing trillions of instructions or data just in a second. This is because of the thousands of interconnected processors in supercomputers. It is basically used in scientific and engineering applications such as weather forecasting, scientific simulations, and nuclear energy research. It was first developed by Roger Cray in 1976.



2. Mainframe computer - Mainframe computers are designed in such a way that it can support hundreds or thousands of users at the same time. It also supports multiple programs simultaneously. So, they can execute different processes simultaneously.



3. Minicomputer - Minicomputer is a medium size multiprocessing computer. In this type of computer, there are two or more processors, and it supports 4 to 200 users at one time. Minicomputers are used in places like institutes or departments for different work like billing, accounting, inventory management etc.



4. Workstation - Workstation is designed for technical or scientific applications. It consists of a fast microprocessor, with a large amount of RAM and high speed graphic adapter. It is a single-user computer. It generally used to perform a specific task with great accuracy.



5. PC (Personal Computer) - It is also known as a microcomputer. It is basically a general-purpose computer and designed for individual use. It consists of a microprocessor as a central processing unit(CPU), memory, input unit, and output unit. This kind of computer is suitable for personal work such as making an assignment, watching a movie, or at office for office work, etc. For example, Laptops and desktop computers.



Based on Work On the basis of work, computers are categorized as follows

1. Analog Computer - These computers carry out arithmetic and logical operations by manipulating and processing of data.



2. Digital Computer - These do work by calculating the binary digits. Adigital computer, not only performs mathematical calculations, but also combines the bytes to produce desired graphics, sounds.

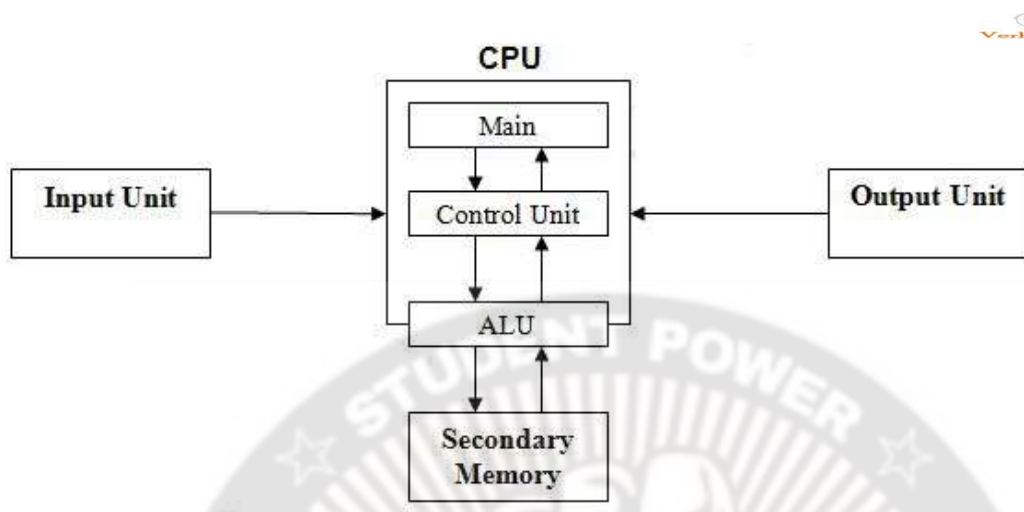


3. Hybrid Computer - These are the combination of analog and digital computers. Machines used in hospitals like ECG and DIALYSIS are the commonly used hybrid computers.





COMPUTER ORGANISATION



1. Input - This is the process of entering data and programs into the computer system.

2. Output - This is the process of producing results from the data for getting useful information.

3. Control Unit (CU) - The process of input, output, processing and storage is performed under the supervision of a unit called 'Control Unit'. It decides when to start receiving data, when to stop it, where to store data, etc. It takes care of step-by-step processing of all operations inside the computer.

4. Memory Unit - Computer is used to store data and instructions.

5. Arithmetic Logic Unit (ALU) - The major operations performed by the ALU are addition, subtraction, multiplication, division, logic and comparison.

PERIPHERAL DEVICES

Peripheral devices are connected to the computer externally. These devices are used for performing some specific functions.

1. Input Devices
2. Output Devices



Input Devices - Input Devices accept data and Instructions from the user. Following are the examples of various input devices , which are connected to the computer for this purpose.

1. Keyboard
2. Mouse
3. Light Pen
4. Optical Scanner
5. Touch Screen
6. Microphone
7. Trackball
8. Webcam
9. Scanner
10. Biometric Sensor



1. **Keyboard** - It is one of the most common input devices. The user can type text and command using this device. The layout of the keyboard was borrowed from the regular typewriter with some additional keys. Keyboard is used to enter data or information in a computer system, which may be in numeric form or alphabetic form. When key is pressed, keyboard interacts with a keyboard controller and keyboard buffer. QWERTY keyboard contains total 104 keys.



2. **Mouse** - A mouse is an electro-mechanical, hand-held device. It is used as a pointer. It can perform functions like selecting menu commands, moving icons, resizing windows, starting programs, and choosing options.



3. **Light pen** - An input device that utilizes a light-sensitive detector to select objects on a display screen.



4. **Optical Scanner** - These devices are used for automatic data collection. The devices of this category completely eliminate manual input of data.



5. **Touch Screen** - Touch panel displays and pads are now being offered as alternatives to keyboard. Here the input can be given through the computer screen, that accepts the input through monitor; users touch electronic buttons displayed on the screen or they may use light pen.



6. **Microphone** - Microphone is an input device, which takes voice as input. The voice communication is more error-prone than information through keyboard. There are two types of microphones

- A. Desktop Microphone
- B. Hand held Microphone



7. **Trackball** - A pointing device, is a mouse lying on its back. To move the pointer, you rotate the ball with your thumb, your fingers, or the palm of your hand. There are usually one to three buttons next to the ball, which you use just like mouse buttons.



8. **Webcam** - It is a video capturing device. Webcam is a digital camera attached to computers and can be used for video conferencing, online chatting, etc. A camera connected



to a computer allows anyone, those are connected to the Internet, to view either a still picture or motion video of a user or other object.



9. **Scanner** - It is used to convert the data and image on paper into the digital form. Scanner is an optical input device and uses light as an input source to convert an image into an electronic form that can be stored on the computer.



10. **Biometric Sensor** - It is a device which recognises physical or behavioural traits of the individual. Biometric sensors are used for marking attendance of employees/students in organisations/institutions.



Output Devices - Output devices return processed data that is information, back to the user. some of the commonly used output devices are

1. Monitor
2. Printer
3. Plotter
4. Speaker



1. **Monitor** - The monitor is just like a television screen and it is used to display data and information. When some data or instruction is being keyed in, the monitor displays the characters being typed.

Types of monitor are -



i. **Cathode Ray Tube (CRT)** - It is a typical rectangular shaped monitor that you see on a desktop computer. The CRT works in a same way as a television. CRT has a vacuum tube. CRT works by moving an electron beam back and forth across the back of the screen. A screen covered with a fine layer of phosphorescent elements, called phosphores.



ii. **Liquid Crystal Display (LCD)** - These screens are used in laptops and notebook sized PCs. A special type of liquid is sandwiched between two plates. It is a thin, flat and light weight screen made up of any number of color or monochrome pixels arranged in front of a light source.



iii. **Liquid/Light Emitted Diode (LED)** - It is an electronic device that emits light when electrical current is passed through it. LEDs usually produce red light, but today's LEDs can produce RGB (Red, Green and Blue) light, and white light as well.



iv. **3-D Monitor** - It is a television that conveys depth perception to the viewer. 3-D describes an image that provides the perception of length. When 3-D images are made interactive then user feels involved with the scene and this experience is called virtual reality.





2. **Printer** - A printer prints information and data from the computer onto a paper. It can print documents in color as well as in black and white.

Types of Printers :-



i. **Laser Printer** - A laser printer produces high quality print that one normally finds in publishing. It is extremely fast and quiet. Moreover, the operation of a laser printer is easy with automatic paper loading and no smudging or messing up of ink ribbons.



ii. **Inkjet Printer** - It is a printer that places extremely small droplets of ink onto paper to create an image. It sprays ink onto paper to form characters and prints high quality text and graphics.



iii. **Dot Matrix Printer** - The dot matrix printer was very popular at one point of time. It is a very versatile and inexpensive output device. In dot matrix printer the print head physically "hits" the paper through the ribbon and produces text (or images) by combinations of dots; hence the name dot matrix printer. Its speed is measured in characters per second (CPS).



iv. **Line Printer** - It is a high-speed printer capable of printing an entire line of text at once instead of one or more characters at a time. These are impact shaped character printers which print one line at a time. Print quality of line printer is not high.



3. **Plotter** - A plotter is a special kind of output device that, like a printer, produces images on paper, but does so in a different way. Plotters are designed to produce large drawings or images, such as construction plans for buildings or blueprints for mechanical objects. A plotter can be connected to the port normally used by a printer.

Plotters usually come in two designs:-

Flat Bed - Plotters of small size to be kept on table with restriction of paper size.

Drum - These plotters are of big size using rolls of paper of unlimited length.



4. **Speakers** - Speakers are another type of output device, which allow you to listen to voice like music, and conversation with people



COMPUTER MEMORY

Computer memory is just like the human brain. It is a data storage unit or a data storage device where data is to be processed and instructions required for processing are stored. It can store both the input and output can be stored here.



Types of Memory :-



1. Primary memory or Main memory
2. Secondary memory or Auxiliary memory

1. **Primary Memory** :- Primary memory is the memory that is accessed by the processor directly. It is also known as main memory or internal memory. It helps in executing applications that are temporarily stored in a specific memory location. Primary memory is of two types – RAM and ROM.



i. **Random Access Memory (RAM)** - Random Access Memory (RAM) is the type of memory in which it is possible to randomly select and use any location of the memory directly to store and retrieve data. It is also called as read/write memory. Since it is volatile, the data from RAM is lost as soon as the power to the computer is switched off.

Two main types of RAM are :-



Static RAM (SRAM) :- In this type of RAM, data is stored using the state of a six transistor memory cell. Static RAM is mostly used as a cache memory for the processor (CPU).



Dynamic RAM (DRAM) :- It is a type of RAM which allows you to store each bit of data in a separate capacitor within a specific integrated circuit. Dynamic RAM is a standard computer memory of the many modern desktop computers.



ii. **Read Only Memory (ROM)** - This is another type of primary memory from which data can only be read. We cannot write or modify data once written on to the ROM. Also this type of primary memory is not volatile. The storage of program and data in the ROM is permanent. The ROM stores some standard processing programs supplied by the manufacturers to operate our computer. The Basic Input Output System (BIOS) is stored in the ROM. It examines and initializes the start up process of the computer and also checks various peripheral devices attached to the PC when the computer is turned ON. Types of ROMs are :-



Programmable Read Only Memory (PROM) :- You know that it is not possible to modify or erase programs stored in ROM, but it is possible for you to store your program in PROM chip. Once the programs are written it cannot be changed. Also the program is not lost even if power is switched off.



Erasable Programmable Read Only Memory (EPROM) :- This type of ROM overcomes the problem of PROM and ROM. EPROM chip can be programmed time and again by erasing the information stored earlier in it. Information stored in EPROM can be erased by exposing it

to ultraviolet light. This memory can be reprogrammed using a special programming facility. When the EPROM is in use, information can only be read.



Electrically Erasable Programmable Read Only Memory (EEPROM) :- This type of ROM is somewhat similar to EPROM. The only difference is that unlike EPROM, electrical signals are used to erase the contents of EEPROM. Also, this type of ROM need not be completely erased. Partial modification of ROM is possible.



Other Memory which helps Primary Memory :-



Cache Memory :- Cache memory is an extremely fast memory type that acts as a buffer between RAM and the CPU. It holds frequently requested data and instructions so that they are immediately available to the CPU when needed. Cache memory is used to reduce the average time to access data from the Main memory. The cache is a smaller and faster memory that stores copies of the data from frequently used main memory locations.



2. **Secondary Memory** :- In this type of memory the operating speed is slower than that of the primary memory. Huge volume of data are stored here on permanent basis and transferred to the primary storage as and when required. It is the slower and cheaper form of memory. It is also non-volatile in nature. Due to this, the data remain in the secondary storage as long as it is not overwritten or deleted by the user. Most widely used secondary storage devices are hard disks, CDs, DVDs and pen drives. Types of Secondary Memory are as follows :-



i. **Magnetic Tape** :- These tapes are made of a plastic film-type material coated with magnetic materials to store data permanently. It can be 12.5 mm to 25 mm wide plastic film-type and 500 meter to 1200 meter long which is coated with magnetic material. The deck is connected to the central processor and information is fed into or read from the tape through the processor. It is similar to a cassette tape recorder.



ii. **Floppy Disk** :- A floppy disk is an obsolescent type of disk storage composed of a thin and flexible disk of a magnetic storage medium in a square or nearly square plastic enclosure lined with a fabric that removes dust particles from the spinning disk. Floppy disks store digital data which can be read and written when the disk is inserted into a floppy disk drive (FDD) connected to or inside a computer or other device. Floppy disk is available in three sizes - 8inch , 5¼inch & 3½inch.



iii. **Hard Disk** :- A hard disk is the most commonly used secondary storage device. It is fixed inside the CPU cabinet but still external hard disks are also available. It can store huge amount of data and also and provides relatively quick access to data stored on it. A hard

disk is a set of numerous disks stacked one above the other with a cylindrical spindle in-between. The data is recorded electromagnetically in the form of concentric circles called tracks. The tracks are further divided into blocks. In the hard disk drive, there is a Read/Write head mounted on the arm placed next to the stacked disks. This head moves horizontally and vertically to read or write data on the disks.



iv. Optical Disk :- An information storage device for a computer in the shape of a round flat plate which can be rotated to give access to all parts of the surface. Types of Optical disks are CD , DVDs etc.



v. Pen Drive :- A USB flash drive (also called a thumb drive in the US, or a memory stick in the UK) is a data storage device that includes flash memory with an integrated USB interface. It is typically removable, rewritable and much smaller than an optical disc. Flash drives are available in various storage capacities as 256MB, 512MB, 1GB, 4GB, 16GB etc. They are widely used as an easy and small medium to transfer and store the information from the computers.



vi. Memory Cards :- A memory card is a type of storage device that is used for storing media and data files. It provides a permanent and non-volatile medium to store data and files from the attached device. Memory cards are commonly used in small, portable devices, such as cameras and phones. A memory card is also known as a flash card.



Basic Units of Memory Measurements



1 Bit = Binary Digit (0 or 1)

4 Bits = 1 Nibble

8 Bits = 1 Byte

1024 Bytes = 1 KB (KiloByte)

1024 KB = 1 MB (MegaByte)

1024 MB = 1 GB (GigaByte)

1024 GB = 1 TB (TeraByte)

1024 TB = 1 PB (PetaByte)

1024 PB = 1 EB (ExaByte)

1024 EB = 1 ZB (ZettaByte)

1024 ZB = 1 YB (YottaByte)

1024 YB = 1 BB (BrontoByte)

1024 BB = 1 GeopByte



PORTS

Ports are the connecting points on the CPU. Monitor, keyboard, printer and other peripheral devices are connected to the computer through ports. Some of the ports are :-

Serial Ports :- A serial port is also called a communication port and they are used for connection of external devices like a modem, mouse, or keyboard (basically in older PCs). Serial cables are cheaper to make in comparison to parallel cables and they are easier to shield from interference. There are two versions of it, which are 9 pin model and 25 pin model. It transmits data at 115 KB/sec.



Parallel Port :- Parallel ports are generally used for connecting scanners and printers. It can send several bits at the same time as it uses parallel communication. Its data transfer speed is much higher in comparison with the serial port. It is a 25 pin model. It is also known as Printer Port or Line Printer Port.



USB Port :- USB stands for Universal Serial Bus. It is becoming popular day by day and is used to connect variety of devices like printers, scanners, mouse, keyboard, speakers etc. It is a simple and an easy to use port.



VGA Ports :- VGA ports also known as Video Graphic Array connector are those which connect the monitor to a computer's video card. VGA port has 15 holes and it is similar to the serial port connector. But VGA Ports have holes in it and the serial port connector has pins in it.



InfraRed Port :- An Infrared(IR) port is used to sends and receives infrared signals from other devices. It is a kind of wireless type port with a limited range of 5-10ft.



Ethernet Port :- It helps to connect to a network and high-speed Internet(provided by LAN or other sources). It connects the network cable to a computer and resides in a Ethernet card. It provides a data travel speed of 10 Mb to 1000 Mb(megabits) per second.



KEYBOARD SHORT CUT KEYS

1. Copy, paste and other general keyboard shortcuts



Press this Key	To do this
Ctrl + X	Cut the selected item
Ctrl+C (or Ctrl+Insert)	Copy the selected Text
Ctrl+V (or Shift+Insert)	Paste the selected item
Ctrl+Z	Undo an action
Alt+Tab	Switch between open apps
Alt+F4	Close the active item, or exit the active app.

Window key + L	Lock your PC
Window Key + D	Display and hide the desktop
F2	Rename the selected item
F3	Search for a file or folder in File Explorer
F4	Display the address bar list in File Explorer
F5	Refresh the active window
F6	Cycle through screen elements in a window or on the desktop
F10	Activate the Menu bar in the active app
Alt+A	Set focus to the first icon in the Suggested action menu
Alt+F8	Show your password on the sign in screen
Alt+Esc	Cycle through items in the order in which they were opened
Alt+underlined letter	Perform the command for that letter
Alt+ Enter	Display properties for the selected item
Alt+Space bar	Open the shortcut menu for the active window
Alt + Left arrow	go back
Alt + Right Arrow	Go forward
Alt + page Up	Move up one screen
Alt + page Down	Move down one screen
Ctrl + F4	Close the active document
Ctrl + A	Select all items in a document or window
Ctrl + D (or Delete)	Delete the selected item and move it to the Recycle bin
Ctrl + E	Open Search (in most apps)
Ctrl + R (or F5)	Refresh the active windows
Ctrl + Y	Redo an action
Ctrl + Right arrow	Move the cursor to the beginning of the next word
Ctrl + Left arrow	Move the cursor to the beginning of the previous word
Ctrl + Down arrow	Move the cursor to the beginning of the next paragraph
Ctrl + Up arrow	Move the cursor to the beginning of the previous paragraph
Ctrl + Alt + Tab	Use the arrow keys to switch between all open apps
Alt + Shift + arrow keys	When a group or tile is in focus on the Start menu, move it in the direction specified
Ctrl + Shift + Arrow keys	When a tile is in focus on the start menu, move it into another tile to create a folder
Ctrl + Arrow keys	Resize the Start menu when it's open
Ctrl + Arrow Key (to move to an item) + Space bar	Select multiple individual items in a window or on the desktop
Ctrl + Shift with an arrow	Select a block of text

key	
Ctrl + Esc	Open Start
Ctrl + Shift = Esc	open task manager
Ctrl + Shift	Switch the keyboard layout when multiple keyboard layouts are available
Ctrl + Space bar	Turn the Chinese input method editor (IME) on or off.
Shift + F10	Display the shortcut menu for the selected item
Shift with any arrow key	Select more than one item in a window or on the desktop or select text in a document
Shift + Delete	Delete the selected item without moving it to the recycle bin first
Right arrow	Open the next menu to the right or open a submenu
Left arrow	Open the next menu to the left or close a submenu
Esc	Stop or leave the current task
PrtScn	take a screenshot of your whole screen and copy it to the clipboard



2. Windows logo Key keyboard shortcuts



Press this key	To do this
Windows logo key	Open or close Start
Windows logo key + A	Open Quick Settings
Windows logo key + B	Set focus to the first icon in the Taskbar corner
Windows logo key + C	Open Chat from Microsoft teams
Windows logo key + Shift + C	Open the charms menu
Windows logo key + Ctrl + C	Turn on colour filters
Windows logo key + D	Display and hide the desktop
Windows logo key + E	Open File Explorer
Windows logo key + F	Open Feedback Hub and take a screenshot
Windows logo key + G	Open Xbox Game Bar when a game is open
Windows logo key + Alt + B	Turn HDR on or off
Windows logo key + + H	Launch voice typing. updated in Windows 11
Windows logo key + I	Open Settings
Windows logo key + J	Set Focus to a windows tip when one is available.
Windows logo key + K	Open Cast from Quick Settings
Windows logo key + Alt + K	Toggle microphone mute in apps that support Call. Mute.

Windows logo key + L	Lock your PC or switch accounts
Windows logo key + M	minimize all windows
Windows logo key + Shift + M	Restore minimized windows on the desktop
Windows logo key + N	open Notification centre and calendar
Windows logo key + O	Lock device orientation
Windows logo key + P	Choose a presentation display mode
Windows logo key + Ctrl + Q	Open Quick Assist
Windows logo key + R	Open the Run dialog box
Windows logo key + Alt + R	record video of game window in focus (Using Xbox Game Bar)
Windows logo key + S	Open Search
Windows logo key + Shift + S	Take a screen shot of part of your screen
Windows logo key + T	Cycle through apps on the taskbar
Windows logo key + U	Open Accessibility Settings
Windows logo key + V	open the Clipboard history
Windows logo key + Shift + V	Set focus to a notification
Windows logo key + W	Open Widgets
Windows logo key + X	Open the Quick Link menu
Windows logo key + Y	Switch input between Windows Mixed Reality and your desktop
Windows logo key + Z	Open the snap layouts
Windows logo key + period(.) or semi colon (;)	Open emoji panel
Windows logo key + Comma(,)	Temporarily peek at the desktop
Windows logo key + Pause	Opens START>SETTING>SYSTEM>About
Windows logo key + Ctrl + F	Search for PC's
Windows logo key + number	Open the desktop and start the app pinned to the taskbar in the position indicated by the number. If the app is already running. Switch to that app
Windows logo key + Shift + number	Open the desktop and start a new instance of the app pinned to the taskbar in the position indicated by the number
Windows logo key + Ctrl + number	Open the desktop and switch to the last active window of the app pinned to the taskbar in the position indicated by the number

Windows logo key + Alt + number	Open the desktop and open the Jump List for the app pinned to the taskbar in the position indicated by the number
Windows logo key + Ctrl + Shift + number	Open the desktop and open a new instance of the app located at the given position on the taskbar as an administrator
Windows logo key + tab	Open task View
Windows logo key + Up arrow	Maximize the window
Windows logo key + Alt + Up arrow	Snap window in focus to top half of screen
Windows logo key + Down Arrow	Remove current app from screen or minimize the desktop window
Windows logo key + Alt + Down Arrow	Snap window in focus to bottom half of screen
Windows logo key + Left arrow	Maximize the app or desktop window to the left side of the screen
Windows logo key + Right Arrow	maximize the app or desktop window to the right side of the screen
Windows logo key + Home	minimize all except the active desktop window (restores all windows on second stroke)
Windows logo key + Shift + Up Arrow	Stretch the desktop window to the top and bottom of the screen
Windows logo key + Shift + Down arrow	Restore/minimize active desktop windows vertically, maintaining width
Windows logo key + Shift + Left arrow or Right arrow	Move an app or window in the desktop from one monitor to another
Windows logo key + Shift + Space bar	Cycle backwards through language and keyboard layout
Windows logo key + Space bar	Switch input language and keyboard layout
Windows logo key + Ctrl + Space bar	Change to a previously selected input
Windows logo key + Ctrl + Enter	Turn on Narrator
Windows logo key + Plus(+)	Open Magnifier and Zoom In
Windows logo key + minus(-)	Zoom out in Magnifier
Windows logo key + Esc	Close Magnifier
Windows logo key +	Begin IME reversion

Forward slash(/)	
Windows logo key + Ctrl + Shift + B	Wake PC from blank or black screen
Windows logo key + PrtScn	Save full screen screenshot to file
Windows logo key + Alt + PrtScn	Save Screenshot of game window in focus to file (using Xbox Game Box)
Windows logo key + Alt + Enter (on taskbar item focus)	Open taskbar settings

3. Command prompt keyboard shortcuts



Press this key	To do this
Ctrl + C (or Ctrl + Insert)	Copy the selected text
Ctrl + V (or Shift + Insert)	Paste the selected text
Ctrl + M	Enter Mark mode
Alt + selection key	Begin selection in block mode
Arrow Keys	Move the cursor in the direction specified
Page up	Move the cursor by one page up
Page Down	Move the cursor by one page down
Ctrl + Home (Mark Mode)	Move the cursor to the beginning of the buffer
Ctrl + End (mark Mode)	Move the cursor to the end of the buffer
Ctrl + Up arrow	Move up one line in the output history
Ctrl + Down arrow	Move down one line in the output history
Ctrl + Home (History navigation)	If the command line is empty, move the view port to the top of the buffer. Otherwise, delete all the characters to the left of the cursor in the command line
Ctrl + End (History navigation)	If the command line is empty, move the viewport to the command line. Otherwise, delete all the characters to the right of the cursor in the command line

4. Dialog box Keyboard shortcuts



Press this key	To do this
F4	Display the items in the active list
Ctrl + Tab	Move forward through tabs
Ctrl + Shift + Tab	Move back through tabs
Ctrl + 1, 2, 3,.....	Move to that tab number

Tab	Move forward through options
Shift + Tab	Move backward through options
Alt + underlined letter	Perform the command (or Select the option) that is used with that letter
Space bar	Select or clear the check box if the active option is a check box
Back space	Open a folder one level up if a folder is selected in the Save As or Open dialog box
Arrow Keys	Select a button if the active option is a group of option buttons

5. File Explorer keyboard shortcuts



Press this key	To do this
Alt + D	Select the address bar
Ctrl + E	Select the search box
Ctrl + F	Select the search box
Ctrl + N	open a new window
Ctrl + T	Open a new tab and switch to it
Ctrl + W	Closes the active tab. Closes the window if there's only one tab open
Ctrl + Tab	Move to the next tab
Ctrl + Shift + Tab	Move to the previous tab
Ctrl + 1, 2, 3,	Move to that tab number
Ctrl + mouse scroll wheel	Change the size and appearance of file and folder icons
Ctrl + Shift + E	Display all folders above the selected folder
Ctrl + Shift + N	Create a new folder
Num lock + asterisk (*)	Display all subfolders under the selected folder
Num lock + plus(+)	Display the contents of the selected folder
Number lock + minus(-)	Collapse the selected folder
Alt + P	Display the preview panel
Alt + Enter	Open the Properties dialog box for the selected items
Alt + Right arrow	View the next folder
Alt + up arrow	View the folder that the folder was in
Alt + Left arrow	View the previous folder
Backspace	View the previous folder
Right arrow	Display the current selection (if it's collapsed), or select the first subfolder

Left arrow	Collapse the current selection (if it's expanded), or select the folder that the folder was in.
End	Display the bottom of the active window.
Home	Display the top of the active window.
F11	Maximize or minimize the active window

6. Virtual desktops keyboard shortcuts



Press this key	To do this
Windows logo key + Tab	Open Task View
Windows logo key + Ctrl + D	Add a virtual desktop
Windows logo key + Ctrl + Right arrow	Switch between virtual desktops you've created on the right.
Windows logo key + Ctrl + Left arrow	Switch between virtual desktops you've created on the left.
Windows logo key + Ctrl + F4	Close the virtual desktop you're using

7. Taskbar Keyboard Shortcuts



Press this key	To do this
Shift + click a taskbar button	Open an app or quickly open another instance of an app.
Ctrl + Shift + Click a taskbar button	Open an app as an administrator
Shift + right - click a taskbar button	Show the window menu for the app
Shift + right - click a grouped taskbar button	Show the window for the group
Ctrl + click a grouped taskbar button	Cycle through the windows of the group

8. Settings keyboard shortcuts



Press this key	To do this
Windows logo key + i	Open Settings.
Backspace	Go back to the settings home page
Type on any page with search box	Search settings.

OPERATING SYSTEMS



An operating system is system software that runs on a computer. An operating system (OS) is a program that acts as an interface between the user and the computer hardware. Operating system performs basic tasks, such as recognizing input from the keyboard, sending output to the display screen, keeping track of files and directories on the disk, and controlling peripheral devices such as disk drives and printers.



Functions Of Operating System :-

- i. Process Management
- ii. Memory Management
- iii. Input/Output Management
- iv. File and Disk Management
- v. User Interface



Types Of Operating System :-



i. **Microsoft Windows** :- Microsoft Windows is a group of OSs manufactured by Microsoft. Windows is available in 32 and 64-bit versions and offers a graphical user interface (GUI), multitasking functionalities, virtual memory management capabilities, and support for several peripheral devices. On November, 1985, Microsoft introduced Windows 1.0. Before Windows was unveiled, users had to type MS-DOS commands.



ii. **MS-DOS (Microsoft-Disk Operating System)** :- It was the First operating system & developed by IBM corporation in 1981. It is a single user operating system. It is the only operating system which can be loaded in the main memory of the computer using a single disk.



iii. **Linux** :- Linux is a free open source operating system (OS) based on UNIX that was created in 1991 by Linus Torvalds. Users can modify and create variations of the source code, known as distributions, for computers and other devices.



iv. **UNIX** :- Unix is a portable, multitasking, multiuser, time-sharing operating system (OS) originally developed in 1969 by a group of employees at AT&T. Unix was First programmed in assembly language but was reprogrammed in C in 1973.



v. **iOS** :- It is the popular mobile operating system developed by Apple Incorporation. This operating system is commonly used in Apple iPhone, iPod Touch, iPad etc. The latest version of iOS is iOS 16.1(20B82).



vi. **Android** :- Android is a mobile operating system based on a modified version of the Linux kernel and other open-source software, designed primarily for touchscreen mobile devices such as smartphones and tablets. The latest version of Android is Android 13.



vii. **Blackberry** :- BlackBerry OS is a proprietary mobile operating system developed by Research In Motion (RIM) for its BlackBerry line of smartphones. It is the most secure operating system used in leading Smartphones. The BlackBerry platform is perhaps best known for its native support for the corporate communication environment.



viii. **Symbian** :- Symbian is a discontinued Mobile OS and computing platform designed for smartphones. It was originally developed as a proprietary software OS for personal digital assistants in 1998 by the Symbian Ltd. consortium.



Microsoft Office



Microsoft Office is a software suite developed and published by Microsoft. It is widely used in business and educational environments to create, view, and edit documents, spreadsheets, and presentations. It was developed by Microsoft Inc in 1988.

There are five packages of MS-Office

1. MS Word
2. MS Excel
3. MS PowerPoint
4. MS Access
5. MS Outlook

1. Word Shortcut Keys

- Ctrl + A Select all contents of the page
- Ctrl + B Bold highlighted selection
- Ctrl + C Copy selected text
- Ctrl + X Cut Selected text
- Ctrl + N Open New/blank document
- Ctrl + O Open options
- Ctrl + P Open the print window
- Ctrl + F Open find box



- Ctrl + I Italicize highlighted selection
- Ctrl + K Insert Link
- Ctrl + U Underline highlighted selection
- Ctrl + V Paste
- Ctrl + Z Undo last action
- Ctrl + G Find and replace options
- Ctrl + H Find and replace options
- Ctrl + J justify paragraph alignment
- Ctrl + L Align selected text or line to the left
- Ctrl + Q Align selected paragraph to the left
- Ctrl + E Align selected text or line to the center
- Ctrl + R Align selected text or line to the right
- Ctrl + M Indent the paragraph
- Ctrl + T Hanging indent
- Ctrl + D Font options
- Ctrl + Shift + F Change the font
- Ctrl + Shift + > Increase selected font +1
- Ctrl +] Increase selected font +1
- Ctrl + Shift + < Decrease selected font -1
- Ctrl + [Decrease selected font -1
- Ctrl + Shift + * View or hide non printing characters
- Ctrl + f Move one word to the left
- Ctrl + g Move one word to the right
- Ctrl + h Move to beginning of the line or paragraph
- Ctrl + i Move to the end of the paragraph
- Ctrl + Del Delete word to right of cursor
- Ctrl + Backspace Delete word to left of cursor
- Ctrl + End Move cursor to end of document
- Ctrl + Home Move cursor to beginning of document
- Ctrl + Space Reset highlighted text to default font
- Ctrl + 1 Single – space lines
- Ctrl + 2 Double – space lines
- Ctrl + 5 1.5 – line spacing
- Ctrl + Alt + 1 Change text to heading 1
- Ctrl + Alt + 2 Change text to heading 2
- Ctrl + Alt + 3 Change text to heading 3
- F1 Open help
- Shift + F3 Change case of selected text

- Shift + Insert Paste
- F4 Repeat last action performed (Word 2000+)
- F7 Spell check selected text and / or document
- Shift + F7 Activate the thesaurus
- F12 Save as
- Ctrl + S Save
- Shift + F12 Save
- Alt + Shift + D insert the Current date
- Alt + Shift + T Insert the current time
- Ctrl + W Close document

2. Excel shortcut Keys



- F2 Edit the selected cell
- F5 Go to a specific cell
- F7 Spell check selected text and/ or document
- F11 Create chart
- Ctrl + Shift + ; Enter the current time
- Ctrl + ; Enter the current date
- Alt + Shift + F1 Insert new worksheet
- Shift + F3 Open the Excel formula window
- Shift + F5 Bring up search box
- Ctrl + A Select all contents of worksheet
- Ctrl + B Bold highlighted selection
- Ctrl + I italicize highlighted selection
- Ctrl + C Copy selected text
- Ctrl + V Paste
- Ctrl + D Fill
- Ctrl + K Insert link
- Ctrl + F Open find and replace options
- Ctrl + G open go-to options
- Ctrl + H Open find and replace options
- Ctrl + U Underline highlighted selection
- Ctrl + Y underline selected text
- Ctrl + 5 Strikethrough highlighted selection
- Ctrl + O open options
- Ctrl + N Open new document
- Ctrl + P open print dialog box

- Ctrl + S Save
- Ctrl + Z undo last action
- Ctrl + F9 minimize current window
- Ctrl + F10 Maximize currently selected window
- Ctrl + F6 Switch between open workbooks/windows
- Ctrl + Page Up & Page down Move between Excel worksheets in the same document
- Ctrl + Tab Move between two or more open excel files
- Alt + = Create formula to sum all of above cells
- Ctrl + Insert Value of above cell into current cell
- Ctrl + Shift + 1 Format number in comma format
- Ctrl + Shift + \$ Format number in currency format
- Ctrl + Shift + # Format number in date format
- Ctrl + Shift + % Format number in percentage format
- Ctrl + Shift + ^ Format number in scientific format
- Ctrl + Shift + @ Format number in time format
- Ctrl + g Move to next section of text
- Ctrl + Space Select entire column
- Shift + Space Select entire row
- Ctrl + W Close document

3. Power point shortcut Keys



- F5 View the Slide Show.
- Shift + Ctrl + Home Selects all text from cursor to the start of the active text box.
- Shift + Ctrl + End Selects all text from the cursor to the end of the active text box.
- Esc End the slide show
- Ctrl + A Select all items on the page or the active text box
- Ctrl + B Applies bold to the selected text.
- Ctrl + F Opens the find and replace dialog box with find tab.
- Ctrl + H Opens the find and replace dialog box with replace tab.
- Ctrl + I Applies italic to the selected text.
- Ctrl + M Inserts a new slide.
- Ctrl + N Opens a new blank presentation
- Ctrl + O Opens the Open dialog box.
- Ctrl + T Opens the Font dialog box.
- Ctrl + U Applies underlining to the selected text.
- Ctrl + V Paste the cutted or copied text

- Ctrl + W Closes the presentation.
- Ctrl + Y Repeats or undo the last command entered.
- Home Moves cursor to beginning of current line of text.
- End Moves cursor to end of current line of text.
- Ctrl + Home Moves cursor in beginning of presentation.
- Ctrl + End Moves cursor to end of presentation.
- F1 Opens the help dialog box.

4. Outlook Shortcut Keys

- Alt + S Send the email
- Ctrl + C Copy selected text
- Ctrl + X Cut selected text
- Ctrl + P Open print dialog box
- Ctrl + K Complete name/email typed in address bar
- Ctrl + B Bold highlighted selection
- Ctrl + I Italicize highlighted selection
- Ctrl + U Underline highlighted selection
- Ctrl + R Reply to an email
- Ctrl + F Forward an email
- Ctrl + N Create a new email
- Ctrl + Shift + A Create a new appointment to your calendar
- Ctrl + Shift + O Open the outbox
- Ctrl + Shift + I Open the inbox
- Ctrl + Shift + K Add a new task
- Ctrl + Shift + C Create a new contact
- Ctrl + Shift + J Create a new journal entry



Internet

A global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols.

Internet Connections

1. Dial-Up Connection :- Dial-up Internet access is a form of Internet access that uses the facilities of the public switched telephone network (PSTN) to establish a connection to an



Internet service provider (ISP) by dialing a telephone number on a conventional telephone line. Dial-up connections use modems to decode audio signals into data to send to a router or computer.



2. Broadband Connection :- It is high speed Internet connection. It uses a telephone line to connect to the Internet. Broadband access allows users to connect to the Internet at greater speed than a standard 256 KB modem or dial-up access.



3. Wireless Connection :- The wireless connection uses a radio frequency band to connect to the internet. It can be easily established in areas, where it is not feasible to deploy DSL or cable.



Internet Protocols

A protocol is a set of rules that govern data communications. A protocol defines what is communicated, how it is communicated and when it is communicated.

Some of the Protocols are :-



1. TCP/IP (Transmission Control Protocol/Internet Protocol) :- It is a suite of protocols that define the set of commands that specify the sender, receiver and the data that is being transmitted. It breaks the message into small units called packets and then transmits them over network. The packets when received are again reassembled back by TCP of the receiver. It also retransmits any part of data that was not received by the destination computer. The IP part of the protocol is concerned with the transmission of data to the right destination. It assigns a unique IP address to each and every recipient of the network. By this, it makes sure that the data is transmitted at the correct destination. TCP/IP can also be used as a communication protocol over a private network.



2. FTP (File Transfer Protocol) :- FTP defines the set of rules to transfer any type of file on a TCP/IP based network. It is most commonly used to download a file from a server or to upload a file to a server using Internet. FTP divides the file into multiple segments and assigns a reference number to each segment. These segments are then transmitted and reassembled at the destination computer so that the exact copy of the original file is received. FTP also performs automatic error detection and correction during the file transfers.



3. **HTTP (Hyper Text Transfer Protocol)** :- HTTP is the set of rules that are used to transfer hypertext on World Wide Web. Hypertext can be in the form of text, graphic, sound or video. HTTP is the language of web pages and consists of two forms

- i. the set of requests from browsers to servers
- ii. the set of responses from server to the browsers at the user end.



4. **Telnet Protocol** :- Telnet is a set of rules designed for connecting one system with another. The connecting process here is termed as remote login. The system which requests for connection is the local computer, and the system which accepts the connection is the remote computer.



5. **User Datagram Protocol (UDP)** :- UDP is a substitute communication protocol to Transmission Control Protocol implemented primarily for creating loss-tolerating and low-latency linking between different applications.



Internet Terminologies

1. **Webpage** :- The document that can be viewed in the web browser is known as the web page.



2. **Website** :- The collection of web pages interlinked with each other through hyperlinks is known as website. The first page of a website is known as the home page.



3. **World Wide Web (WWW)** :- It is a system of Internet servers that support documents formatted using HTML. These documents or web pages may contain links to other documents (hyperlinks), text, graphics, audio or video files. So a user can search for the desired data or information by navigating from one web page to another.



4. **Web Browser** :- A web browser is a free software application that is used to view web pages, graphics and almost any other online content. It is specifically designed to convert HTML and XML into readable document. A web browser helps us to navigate through the World Wide Web. Some of the common web browsers are Internet Explorer, Firefox, Google Chrome, Netscape Navigator and Safari.



5. **Web Server** :- It is the server on the World Wide Web that responds to the request made by the web browsers.



6. URL :- Every web page or file has a unique address assigned to it. This special format of the address is known as Uniform Resource Locator or URL. Hence a URL specifies the unique address assigned to each web resource.

The general format of URL is :- "type:// address/path"



Type - specifies the type of server or protocol

Address - specifies the name / address of the server on the Internet

path - specifies the location of file on the server



7. Domain Name :- Domain is a group of network resources assigned to a group of users. A domain name is a way to identify and locate computers connected to the Internet. A domain name must be unique. It always have two or more parts, separated by period/dot. Ex. google.com



Types of Domain Name

.com :- For commercial/companies/Organizations

.edu :- For educational organizations

.gov:- For government organizations

.mil :- For military bodies/regiments etc

.net :- For Network Bodies/Organizations

.org :- For non-profit organizations

.biz :- For business firms/bodies



8. IP Address - Every web page has a specific address. Similarly every computer on the network also has a unique address. This is called the Internet Protocol(IP) address. Any computer's IP address is a four part or eight-part electronic serial number with each part separated by dots (.) or colons(:). For example "212.30.0.220" is an IP address. Any device, may it be laptop, computer or smartphone that accesses the net, is assigned at least one IP address for tracking purposes.



9. HTML :- It stands for Hyper Text Markup Language. Here, 'hypertext' refers to the hyperlinks that an HTML page may contain and the 'markup language' refers to the way tags are used to define the page layout and the elements within the page and also to make the document interactive through hyperlinks. Hence it defines how web pages are formatted and displayed in the web browser. In simple terms, HTML specifies how to display text, pictures, images, videos or even hyperlinks in the browser. Please note that HTML is neither a word processing application nor a Desk Top Publishing (DTP) software nor a programming language. It is just a markup language that specifies the web page

layout and hyperlinks through special layout commands called tags. So we have separate tags for headings, titles, fonts, images, tables, hyperlinks etc.



10. ISP :- ISP or Internet Service Provider is either a private company or a government agency that offers varying services like viewing web pages, emailing, hosting and publishing web pages, blogging etc. Some of the examples of ISPs are Airtel , Jio , Vodafone etc. Generally these ISPs offer their services at various speed connections for a monthly fee.



Services of Internet

1. Email :- Email stands for Electronic Mail. It is a method to send messages from one computer to another computer through the internet. It is mostly used in business, education, technical communication, document interactions. It allows communicating with people all over the world without bothering them. In 1971, a test email sent Ray Tomlinson to himself containing text. Some of the popular email services are - Gmail & Outlook.



2. Video Conferencing :- Video conferencing is live & visual connection between two or more remote parties over the internet that simulates a face-to-face meeting. Each user or group of users who are participating in a video conference typically must have a computer, a camera, a microphone, a video screen and a sound system. Some of the popular video conferencing service providers are skype , zoom & Google meet.



3. Instant Messaging and Chat Rooms :- Instant Messaging (IM) is another Internet service that allows us to communicate with the people instantaneously. This communication is generally through text based messaging but now a days voice chat is also increasingly becoming popular. To avail this service, download the messenger program on the browser. Some of the messenger services available on the net are Skype, Whatsapp , Telegram , Google Talk etc.



4. E-banking :- e-Banking is a service provided by the banks, in which a customer is allowed to conduct transactions using the internet. It is an electronic payment system that allows users(customers) of any financial institutions(banks, insurance companies, brokerage firms, etc.) to perform financial transactions using the internet.



5. E-shopping :- E-shopping (Electronic Shopping) or online shopping is the process of buying goods and services from merchants who sell on the Internet. Popular E-shopping sites are Flipkart, Amazon, Myntra etc.



6. **E-reservation** :- E-reservation (Electronic Reservation) means making a reservation for a service via Internet. You need not personally go to an office or a counter to book/reserve railways, airways tickets, hotel rooms, tourist packages, etc. Popular sites are irctc.com , oyo.com , makemytrip.com etc



7. **Social Networking** :- The term social networking refers to the use of internet-based social media sites to stay connected with friends, family, colleagues, or customers. Social networking can have a social purpose, a business purpose, or both, through sites like Facebook, Twitter, Instagram, and Pinterest.



COMPUTER NETWORK

A computer network is a group of computers which are interconnected to exchange and share information. People can transfer or receive information at minimum cost and time using computer networks.



Network devices

Computer network devices are also known as communication devices and they constitute a data communication network. These devices are routers, switches, hubs, LAN cards, gateway, modems, hardware firewall, Channel Service Unit (CSU)/Data Service Unit (DSU), ISDN terminals and transceivers.



i. **Modem** :- A modem is a communication device that is used to provide the connectivity with the internet. Modem works in two ways i.e. modulation and demodulation. It converts the digital data into the analog and analog to digital.



ii. **RJ45 Connector** :- RJ45 is a type of connector commonly used for Ethernet networking. Since Ethernet cable have a RJ45 connector on each end, Ethernet cables are sometimes also called RJ45 cables. The 'RJ' in RJ45 stands for 'registered jack' since it is a standardized network interface. The '45' simply refers to the number of the interface standard.



iii. **Ethernet card** :- An Ethernet card is one kind of network adapter. These adapters support the Ethernet standard for high-speed network connections via cables. Ethernet cards are sometimes known as network interface cards (NICs). Ethernet is the most commonly used local network technology deployed with transmission speeds heading

upwards into the gigabits range. It is the most widely installed local area network (LAN) technology.



iv. Routers :- Routers are networking devices used to extend or segment networks by forwarding packets from one logical network to another. A router is a device that forwards data packets along networks. A router is connected to at least two networks, commonly two LANs or WANs or a LAN and its ISP's network. Routers are located at gateways, the places where two or more networks connect



v. Hub :- A hub is the most basic networking device that connects multiple computers or other network devices together. Hubs connect computer together in a star topology network.



Hubs can be of two types:-

Active hubs :- These devices not only function as regenerator, but also provide multiple ports for several computers to connect in a network.

Passive hubs :- These devices only provide multiple ports for several computers to connect to a network.



vi. Switches :- Switches are a special type of hub that offer an additional layer of intelligence to basic physical layer repeater hubs.



vii. Gateways :- A network gateway is an internetworking system capable of joining together two networks that use different base protocols. A network gateway can be implemented completely in software, completely in hardware, or as a combination of both. So gateway is a device used to connect networks using different protocols. Gateways operate at the network layer of the OSI model. In order to communicate with a host of other networks, an IP host must be configured with a route to the destination network.



viii. Bridges :- A bridge is a device that separates two or more network segments within one logical network. A bridge is usually placed between two separate groups of computers that talk with each other, but not that much with the computers in the other group. The job of the bridge is to examine the destination of the data packets one at a time and decide whether or not to pass the packets to the other side of the Ethernet segment.



Types of Networks

Three Main Types of Network are :-

- i. Local Area Network (LAN)
- ii. Metropolitan Area Network (MAN)
- iii. Wide Area Network (WAN)



1. Local Area Network (LAN) :- Local Area Network is confined to small geographical area, like in a building or group of buildings. Data transfer rate of LAN is very high even faster than data transmitted through telephone lines. It's a group of computers all belonging to the same organization, and are linked within a small geographic area using a network.



2. Metropolitan Area Network (MAN) :- Metropolitan Area Network or MAN is basically spread throughout a city, college campus or a small region. MANs are larger than LANs, and it enables its users to share information throughout the city.



3. Wide Area Network (WAN) :- Wide Area Network covers comparatively large geographic area than LAN and MAN, for ex. an entire country. It uses public network telephone lines and lease lines. This type of network can even be spread over the world. WAN provides network to the LAN and MAN. Wide Area Networks use optic fiber as their communication medium.



Network Topology



Network topology is the schematic description of a network arrangement, connecting various nodes (sender and receiver) through lines of connection.



i. Bus Topology :- In this type of topology all computers are connected by a single length of cable with a terminator at each end. Only one computer at a time can send a message. It transmits data only in one direction and every device is connected to a single cable.



ii. Star Topology :- The star network is used to connect one or more small computers or peripheral devices to a large host computer or CPU. Each computer on a star network communicates with a central hub that re-sends the message either to all the computers or only to the destination computer. Every node has a dedicated connection to the central hub.



iii. Ring Topology:- In this type of topology the workstations are connected in a circle using cable segments. In this layer each node is physically connected to only two other nodes. Ring topology can function without server.



iv. Mesh Topology:- It is a type of network setup where each of the computers and network devices are interconnected with one another. A mesh topology is most often used in large

backbone networks in which failure of a single switch or router can result in a large portion of a network going down. A mesh network topology is a decentralized design in which each node on the network connects to at least two other nodes.



v. Tree Topology:- The tree topology, also known as Hierarchical topology uses two or more star networks connected together. It could also employ a combination of bus and star topologies. This topology divides the network into multiple levels of network. It has a root node, intermediate node, and ultimate nodes.



Computer security

It is also known as cyber security or IT security. Computer security is a branch of information technology known as information security, which is intended to protect computers. It is the protection of computing systems and the data that they store or access.



Malware :- Malware stands for malicious software. Malware is a program designed to gain access to computer systems, normally for the benefit of some third party, without the user's permission. Malware includes computer viruses, worms, Trojan horses, ransomware, spyware and other malicious programs.



Some of them are discussed below :-

Viruses - VIRUS stands for Vital Information Resources Under Siege. A Virus is a malicious executable code attached to another executable file. The virus spreads when an infected file is passed from system to system. Viruses can be harmless or they can modify or delete data. Opening a file can trigger a virus. Once a program virus is active, it will infect other programs on the computer. The first computer virus Creeper created in 1971. Some Common viruses are Creeper , Melissa , I Love You , Code Red , Trojan , Rootkit , NetWorm etc.



Worms - Worms replicate themselves on the system, attaching themselves to different files and looking for pathways between computers. Worms usually slow down networks. A virus needs a host program to run but worms can run by themselves. After a worm affects a host, it is able to spread very quickly over the network.



Spyware - Its purpose is to steal private information from a computer system for a third party. Spyware collects information and sends it to the hacker.



Trojan horse - A Trojan horse is malware that carries out malicious operations under the appearance of a desired operation such as playing an online game. A Trojan horse varies from a virus because the Trojan binds itself to non-executable files, such as image files, audio files.



Ransomware - Ransomware grasps a computer system or the data it contains until the victim makes a payment. Ransomware encrypts data in the computer with a key which is unknown to the user. The user has to pay a ransom (price) to the criminals to retrieve data. Once the amount is paid the victim can resume using his/her system.



Keyloggers - Keylogger records everything the user types on his/her computer system to obtain passwords and other sensitive information and send them to the source of the keylogging program.



Preventive Measures (Computer Security)



1. Antivirus Software :- Antivirus software is a program that is created to search, detect, prevent and remove software viruses from your system that can harm your system. Most antivirus software operates in the background once installed, providing real-time protection against virus attacks.

Some popular Antiviruses are Avast , McAfee , Kaspersky , Quick Heal , Norton.



2. Firewall :- A firewall is a network security system that monitors and controls incoming and outgoing network traffic based on predetermined security rules. A firewall typically establishes a barrier between a trusted network and an untrusted network, such as the Internet.



3. Digital Signature - It is an electronic form of a signature that can be used to authenticate the identity of the sender of a message or the signer of a document, and also ensure that the original content of the message or document that has been sent is unchanged.



4. Password - It is a string of characters used for user authentication to prove identity or access approval to gain access to a resource. There are two common modes of password as follows -

(i) Weak Password - Easily remember just like names, birth dates, phone number etc.

(ii) Strong Password - Difficult to break and a combination of alphabets , numbers and symbols.



Computer Abbreviations



COMPUTER	Commonly Operated Machine Particularly Used for Trade/Technology, Education and Research
AAC	Advanced Audio Coding
AI	Artificial Intelligence
ALGOL	Algorithmic Language
ALU	Arithmetic Logic Unit
AOL	America Online
API	Application Program Interface
APT	Automatically Programmed Tooling
ARP	Address Resolution Protocol
ARPANET	Advanced Research Projects Agency Network
ASP	Active Server Pages
ASCII	American Standard Code for Information Interchange
AT	Advanced Technology
ATM	Asynchronous Transfer Mode
AUI	Attachment Unit Interface
AVI	Audio Video Interleave
B2B	Business to Business
B2C	Business to Consumer
BASIC	Beginner's All Purpose Symbolic Instruction Code
BCD	Binary Coded Decimal
BCC	Blind Carbon Copy
BHTML	Broadcast Hyper Text Markup Language
BIU	Bus Interface Unit
BMP	Bitmap BIOS Basic Input Output System
BPS	Bytes Per Second
CAI	Computer Aided Instruction
CAD	Computer Aided Design
CADD	Computer Aided Design and Drafting
CAM	Computer Aided Manufacturing
CC	Carbon Copy
CDMA	Code Division Multiple Access
CD	Compact Disk
CDRW	Compact Disk Rewritable
CDROM	Compact Disk Read Only Memory
CMD	Command CISC Complex Instruction Set Computers
COBOL	Common Business Oriented Language

CPI	Clock/Cycle Per Instruction
CPU	Central Processing Unit
CRT	Cathode Ray Tube
CROM	Computerized Range of Motion
CSS	Cascading Style Sheets
CUI	Character User Interface
DAT	Digital Audio Tape
DARPANET	Defense Advanced Research Project Agency Network
DBMS	Data Base Management System
DDR	Double Data Rate
DDR-SDRAM	Double Data Rate-Synchronous Dynamic Random Access Memory
DDL	Data Definition Language
DHTML	Dynamic Hyper Text Markup Language
DML	Data Manipulation Language
DNS	Domain Name System
DNA	Distributed Internet Architecture
DOS	Disk Operating System
DOC	Data optimizing Computer
Doc	Document
DPI	Dots Per Inch
DRAM	Dynamic Random Access Memory
DVD	Digital Versatile Disk
DVI	Digital Visual Interface
DVDR	Digital Versatile Disk Recordable
DVR	Digital Video Recorder
DVDRW	Digital Versatile Disk Rewritable
E - Commerce	Electronic Commerce
E - mail	Electronic Mail
EB	EXA BYTE
EDC	Electronic Digital Computer
EDGE	Enhanced Data Rate for GSM (Global System for Mobile Communication Evolution)
EDI	Electronic Data Interchange
EDP	Electronic Data Processing
EDSAC	Electronic Delay Storage Automatic Calculator
EDVAC	Electronic Discrete Variable Automatic Computer
EEPROM	Electronically Erasable Programmable Read Only Memory
EFS	Encrypted File System
EIB	EXBI BYTE
ENIAC	Electronics Numerical Integrator And Calculator

EPROM	Erasable Programmable Read Only Memory
EROM	Erasable Read Only Memory
FAT	File Allocation Table
FDC	Floppy Disk Controller
FDD	Floppy Disk Drive
FLOPS	Floating Point Operations Per Second
FM	Frequency Modulation
FORTTRAN	Formula Translation
FPS	Frames Per Second
FS	File System
FTP	File Transfer Protocol
GB	Giga Byte
GBPS	Gigabytes/Gigabits Per Seconds
GDI	Graphical Device Interface
GHz	GigaHertz
GIGO	Garbage In Garbage Out
GiB	GIBI BYTE
GIF	Graphical Interchangeable Format
GML	Geography Markup Language
GPRS	General Packet Radio Service
GSM	Global System for Mobile Communication
GUI	Graphical User Interface
HD	Hard Disk
HDD	Hard Disk Drive
HDMI	High Definition Multimedia Interface
HPC	Handheld Personal Computer/High Performance Computer
HP	Hewlett Packard/Horse Power
HSDPA	High Speed Downlink Packet Access
HTTP	Hyper Text Transfer Protocol
HTTPS	Hyper Text Transfer Protocol Secure
HTML	Hyper Text Markup Language
IBM	International Business Machines
IC	Integrated Circuit
ICT	Information Communication Technology
IMAP	Internet Message Access Protocol
INFO	Information
INTEL	Integrated Electronics
IO	Input Output
IOP	Input Output Processor
IP	Internet Protocol

IPV4	Internet Protocol Version 4
IPV6	Internet Protocol Version 6
ISO	International Organisation for Standardization
ISP	Internet Service Provider
IT	Information Technology
J2EE	Java 2 Platform Enterprise Edition
JAD	Java Application Description/Development
JAR	Java Archive
JPEG	joint Photographic Expert Group
JS	Java Script
JSP	Java Server Page
KB	KILOBYTE
KBD	Key Board
Kbps	Kilobytes/Kilobits Per seconds
LAN	Local Area Network
LCD	Liquid Crystal Display
LED	Light Emitting Diode
LLL	Low Level Language
MAN	Metropolitan Area Network
MB	Motherboard/Megabyte
MBPS	Megabytes/Megabits Per Second
MHz	Mega Hertz
MIME	Multipurpose Internet Mail Extensions
MIPS	Million Instruction Per Second
MICR	Magnetic Ink Character Recognition
MPEG	Motion Picture Experts Group
Mp3	MPEG Audio Layer 3
Mp4	MPEG – 4 AVC (Advanced Video Coding)
NAT	Network Address Translation
NIC	Network Interface Card
NIIT	National Institute of Information Technology
NTP	Network Time Protocol
NTFS	New Technology File System
OMR	optical Mark reader/Recognition
OOP	Object Oriented Programming
OPEN GL	Open Graphic Library
OS	Operating System
OSI	Open Systems Interconnection
PAN	Personal Area Network
PB	PETA BYTE

PC	Personal Computer
PCI	Peripheral Component Interconnect
PDF	Portable Document Format
PDA	Personal Digital Assistant
PDU	Protocol Data Unit/Power Distribution Unit
PHP	Hypertext Preprocessor
PiB	PEBI BYTE
PING	Packet Internet/Internetwork Groper
PNG	Portable Network Graphics
PNP	Plug and Play
POST	Power On Self Test
PPP	Point to Point Protocol
PPPoA	Point to Point Protocol Over ATM
PPPoE	Point to Point Protocol Over Ethernet
PROM	Programmable Read Only Memory
PSU	Power Supply Unit
RAM	Random Access Memory
RDBMS	Relational Data Base Management System
RIP	Routing Information Protocol
ROM	Read Only Memory
RPM	Revolutions Per Minute
RTF	Rich Text Format
SAM	Software Asset management/Sequential Access Method
SDD	Solid State Drive
SIM	Subscriber Identity Module
SIU	Serial Interface Unit
SMS	Short Message Services
SMPS	Switch Mode Power Supply
SMTP	Simple Mail Transfer Protocol
SNAP	Sub Network Access Protocol
SNOBOL	String Oriented Symbolic Language
SQL	Short Query Language
SRAM	Static Random Access Memory
SW	Software
TAPI	Telephony Application Programming Interface
TB	Tera Byte
TBPS	Tera Bytes Per Seconds
TCP	Transmission Control Protocol
TiB	TEBI BYTE
TXT	Text

UI	User Interface
UHF	Ultra High Frequency
UMTS	Universal Mobile Telecommunication System
UNIVAC	Universal Automatic Computer/Universal Non Integrated Vacuum Actuated Computer
UPS	Uninterruptible Power Supply
URL	Uniform Resource Locator
USB	Universal Serial Bus
VAN	Value Added Network
VCD	Video Compact Disk
VDU	Visual Display Unit
VGA	Video Graphics Array
VGA	Video/Visual Graphic Adapter
VHF	Very High Frequency
VIRUS	Vital Information Resource Under Seized
VOIP	Voice Over Internet Protocol
VPN	Virtual Private Network
VRAM	Video Random Access Memory
VRML	Virtual Reality Modelling Language
WAN	Wide Area Network
WAP	Wireless Application Protocol
WBMP	Wireless Local Area Network
WINS	Windows Internet Name Service
WLAN	Wireless Local Area Network
WMV	Windows Media Video
WML	Wireless Markup Language
WMA	Windows Media Audio
WORM	Write Once Read Many
WWW	World Wide Web
XHTML	Extensible Hyper Text Markup Language
XMF	Extensible Music File
XML	Extensible Music Language
XMS	Extended Memory Specification
XSL	Extensible Style Language
XT	Extended Technology
YAHOO	Yet Another Hierarchical Official Oracle
YB	YOTTA BYTE
YiB	YOBI BYTE
ZB	ZETTA BYTE
ZiB	Zebi Byte

Important Extensions



- .exe - Executable files
- .com - Command files
- .bat - Batch files
- .doc - Document files
- .txt - Text files
- .prg - Program files
- .ovr - Over lays
- .sys - System files



Computer (Introduction)

1. In Computer the data is stored in which forms.

Ans:- Binary



2. Which command is called as 3 finger salute in computers.

Ans:- Ctrl + Alt + Delete



3. Which Command is not used to switch off the computer.

Ans:- Hibernate



4. Control Unit is called the ___ of a computer.

Ans:- Nerve Center or Brain



5. Instructions to computer are given through _

Ans:- Input unit



6. What is the typed , submitted or transmitted data called in a computer system.

Ans:- Input



7. All the machinery and equipments of computer are called _.

Ans:- Hardware



8. Organized files can be stored in ___.

Ans:- Folder



9. What is a collection of information saved as a unit called.

Ans:- File

10. Cut , Copy and Paste option are found in ___ menu.

Ans:- Edit



11. What does an information becomes after input into a computer.

Ans:- Data



12. In which graphics, digital photos and scanned images are typically stored with extensions such as: .bmp , .png , .jpg , .gif.

Ans:- Bitmap



13. which Indian IT expert is called "the father of the Pentium processor".

Ans:- AnandChandrashekhar



14. Which Process refers to the starting up of a computer and the loading of the required parts of the operating system into the RAM.

Ans:- Booting



15. what is defined as "a set of instructions, data or programs used to operate computers and execute specific tasks".

Ans:- Software



16. A screen in a software program that permits the user to view several programs at one time is called

Ans:- Window



17. Small & Cheap Computers built into several home appliances are of which type ?

Ans:- Micro Computers



18. ENIAC was ___

Ans:- An Electronic Computer



19. Which was the First super computer purchased by India for medium range weather forecasting?

Ans:- CrayXMP-14



20. A portable, personal computer small enough to fit on your lap is called a

Ans:- Note-book computer



21. Which computer is used in Hospitals to measure the heartbeat of patients.

Ans:- Hybrid Computers



22. who created the Electronic Discrete Variable Automatic Computer (EDVAC) with a memory to hold both , a stored program as well as data.

Ans:- John Von Neumann



23. Chief Component of First generation computer was ____.

Ans:- Vaccum Tube



24. In 1991, India's First Indigenous supercomputer named _ was developed by Vijay Bhatkar.

Ans:- Param 8000



25. Second generation computers can be characterized largely by their use of ____.

Ans:- Transistors



26. The Period of the second generation computers was ____

Ans:- 1959-1964



27. The letter "G" used in "2G spectrum" stands for _

Ans:- Generation



28. What did the First electronic digital computer contain ?

Ans:- Valves



29. who invented the First Computer Mouse ?

Ans:- Douglas Engelbart



30. In which country was the First Electronic Numerical Integrator and Computer, the First programmable general purpose electronic digital computer, developed ?

Ans:- USA



31. Who has developed the Automatically Programmable Tool (APT) ?

Ans:- Douglas T Ross



32. who introduced the world's first laptop computer in the market ?

Ans:- Epson



33. Which company manufactured the First microprocessor 4004 ?

Ans:- INTEL Corporation

34. where was India's first computer installed ?

Ans:- Indian Statistical Institute, Calcutta

35. The First computer made available for commercial use was ?

Ans:- UNIVAC

36. what is the name of the first super computer of the world ?

Ans:- CDC 6600

37. The First barcode system was developed by

Ans:- Norman Joseph Woodland

38. The world wide web was invented in the year ___

Ans:- 1989

39. what is the name of India's fastest and first multi petaflops super computer unveiled at pune based India Institute of Tropical Meterology.

Ans:- Pratyush

40. who was the founder of the first search engine called "Archie".

Ans:- Alan Emtage

41. who pioneered binary logic and arithmetic in computers programming.

Ans:- Claude Shannon

42. who designed the first analog Computer in India.

Ans:- Samarendra Kumar Mitra

43. who is called Father of supercomputing.

Ans:- Seymour Cray

44. In which year did the javascript programming language come into existence.

Ans:- 1995



Programming Language

1. A bug in a Program is ___

Ans:- Error



2. The Computer program that converts assembly language to machine language is called

Ans:- Assembler



3. In C language, the Formating character should be preceded by the symbol ___

Ans:- %



4. A computer executes Program in the sequence of ___

Ans:- Fetch , Decode , Execute



5. FORTRAN Is called ___

Ans:- Formula Translator



6. The First computer language developed was ___

Ans:- FORTRAN



7. A computer program that translates one program instruction one at a time into machine language is called ___

Ans:- Interpreter



8. ___ is a program that places programs into memory and prepares them for execution.

Ans:- Loader



9. A computer programming language often used by children is

Ans:- LOGO



10. In programming, repeating some statements is usually called ___

Ans:- Looping



11. The symbols used in an assembly language are ___

Ans. Mnemonics



12. The basic application of an "AND" gate in computers is for ___

Ans. Multiplication



13. what is used to identify whether a data word has an odd or even number of "1"s

Ans:- Parity Bit



14. Double is a ___ data type

Ans:- Primitive



15. what is the name given to the cursor for the computer language "LOGO"

Ans:- Turtle



16. C++ is ___

Ans:- A programming language



17. _ is a collection of data values of same types having a common name.

Ans:- Array



18. A ___ is a collection of letters, digits, punctuation characters and so on.

Ans:- String



19. Coding is the process of ___

Ans:- writing out computer instructions



20. In the context of digital computer, which pairs of digits is referred to as binary code.

Ans:- 0 and 1.



21. who invented the computer language "COBOL".

Ans:- Grace Murray Hopper



22. _ is a diagrammatic representation of a program logic.

Ans:- Flowchart



23. The web uses the _ to request and serve web pages and programs.

Ans:- HTML



24. In HTML , tags consists of keyboards enclosed within ___

Ans:- Angular Brackets <>



25. The Language which was used to built Internet pages in the beginning of Internet Technology is

Ans:- HTML



26. A collection of HTML pages makes up the

Ans:- world wide web



27. In HTML , ___ tag is used to specify each item displayed in the list.

Ans:- <OPTION>



28. In HTML , ___ tag is used to construct drop down list boxes and scrolling list boxes.

Ans:- <SELECT>



29. In HTML , ___ pair defines a row of the table.

Ans:- <tr></td>



30. In HTML , ___ attributes is used for merging of two or more adjacent columns.

Ans:- COLSPAN



31. In HTML , ___ is at the bottom of the page and usually contains disclaimers , copyright information etc

Ans:- Footer area



32. Web application are designed to interpret ___ to display text , images etc.

Ans:- HTML



33. In HTML , ___ is a set of links Designed as buttons.

Ans:- Menu bar



34. In HTML , ___ attribute is used for merging of two or more adjacent rows.

Ans:- ROWSPAN



35. Every HTML file is a ___ file.

Ans:- Text



36. In HTML , ___ creates a place wherein one line of information can be typed

Ans:- TYPE="TEXT"



37. In HTML , ___ attribute is used display characters as asterisks.

Ans:- TYPE="PASSWORD"



38. what is the process of finding and removing errors in the program is called

Ans:- Debugging



39. who has created LISP , the programming Language for Artificial Intelligence.

Ans:- John McCarthy



40. What is a bug in computer terminology.

Ans:- An error in program



41. Majority of the errors blamed on computers are actually due to

Ans:- Data entry errors



42. Python is _

Ans:- High Level Language



43. In ___ the Data structures perform an important role.

Ans:- Program Design



44. In which communication mode , data can be transmitted in both directions at same time.

Ans:- Full duplex



45. The process of arranging data in logical sequence is called

Ans:- Sorting



46. Expansion of RDBMS ___

Ans:- Relational Database Management System



47. An attribute that uniquely identifies the rows of a table is known as the _ key

Ans:- Primary



48. In a Database management system, the content and the location of the data is defined by ___

Ans:- Meta data



49. The Database in which records are organised in a tree like structure is ___

Ans:- Hierarchical database



50. In IT , _ means that the data available in the database is both accurate and consistent.

Ans:- Data Integrity



Microsoft Word



Q1. In MS – Word 2010, which shortcut key is used to delete one word to the right side?

Ans. Ctrl + Delete



Q2. In MS – Word 2010, which shortcut key is used to delete one character to the left side?

Ans. Backspace



Q3. _____ features in MS – Word 2010 can be used to draw a straight line across the selected texts in a document?

Ans. Strikethrough



Q4. _____ is a shortcut key used in MS – Word 2010 to apply double spacing to the paragraph?

Ans. Ctrl+2



Q5. In MS – Word 2010, if you press the TAB key within table, the cursor moves to the next _____ of the table.

Ans. Cell



Q6. _____ effects is not available in MS – Word 2010 font dialog box?

Ans. Fancy



Q7. _____ keyboard shortcut key is used to align the paragraph to the right in MS – Word 2010?

Ans. Ctrl+R



Q8. _____ keyboard shortcut key equivalent to Ctrl+S to save an open file in MS –Word 2010?

Ans. Shift+F12



Q9. In MS – Word 2010, which shortcut key is used to delete a character to the right side?

Ans. Delete



Q10. Which key is used to run spell check in MS –Work 2010?

Ans. F7



Q11. When a document of MS – Word 2010 is already open, which keyboard shortcut is used to open a new document?

Ans. Ctrl+N



Q12. In MS –Word 2010, _____ cells mean that the adjacent cells are thereafter treated as a single cell, even though they did not start as a single cell.

Ans. Merging



Q13. Which alignment option will distribute your text evenly between the option margin in MS – Word 2010?

Ans. Justify



Q14. In MS – Word 2010, the _____ is a small customizable toolbar that displays frequently used commands like Save, Undo, Redo etc.

Ans. Quick Access toolbar



Q15. Which is not available in 'proofing' group of 'Review' tab in MS – Word 2010?

Ans. Comment



Q16. Which keyboard shortcut is used to center align the selected text in MS – Word 2010?

Ans. Ctrl+E



Q17. Which effects is not available in MS – Word 2010 font dialog box.

Ans. Equalize Character Height



Q18. The arrangement of data in rows and columns in MS – Word 2010 is called a _____.

Ans. Table



Q19. In MS – Word 2010, the keyboard shortcut Ctrl+X is used to _____.

Ans. Cut the selected items to the clipboard



Q20. Which keyboard shortcut key in MS – Word 2010 is used to change the paragraph spacing to 1.5 line spacing?

Ans. Ctrl+5



Q21. Which keyboard shortcut keys can be used to insert a hyperlink in an MS – Word 2010 document?

Ans. Ctrl+K



Q22. Consider the following word written in MS – Word 2010 document:

(Prestige)

Ans. The word has a strikethrough



Q23. Which shortcut key is used to increase the font size to the next larger point size available in the Font Size list box of MS – Word 2010?

Ans. Ctrl+Shift+>



Q24. Which feature in MS – Word 2010 is used to type very letters or numbers smaller than the normal line of type and set slightly above the line of text?

Ans. Superscript



Q25. Which command is used in MS – Word 2010 to open a file page to use backstage view?

Ans. Alt+F



Q26. Which keyboard shortcut is used to move the cursor up one paragraph in MS – Word 2010?

Ans. Ctrl+ UP arrow key



Q27. Which shortcut key is used to apply superscript formatting in MS – Word 2010?

Ans. Ctrl+Shift++



Q28. In MS – Word 2010, creating a larger capital letter used as decorative element at the beginning of a paragraph or section refers to _____.

Ans. Drop Cap



Q29. Instead of retyping the same text in MS – Word 2010, we can use _____ to reduce time and effort.

Ans. Copy and Paste



Q30. In MS – Word 2010, the page down key is used to

Ans. Move the cursor one screen down



Q31. In MS – Word, the function key F12 is used to _____.

Ans. Open the save As dialog box



Q32. A table in MS – Word 2010 can have unlimited rows and a maximum of columns.

Ans. 63



Q33. What is the minimum Zoom percentage in MS – Word 2010 application?

Ans. 10%



Q34. In paragraph formatting of MS – Word 2010 Ctrl+Q is used for which purpose.

Ans. Remove paragraph formatting of highlighted paragraph



Q35. Which is not a preconfigures watermark in MS – Word 2010?

Ans. “DO NOT COPY” watermark with gray vertical text



Q36. Which shortcut key is used to align the text to the left in MS – Word 2010?

Ans. Ctrl+L



Q37. In paragraph formatting of MS – Word 2010, the keyboard shortcut Ctrl+Q is used for which purpose?

Ans. Remove paragraph formatting from highlighted paragraph



Q38. What is the default font face in an MS – Word 2010 document?

Ans. Calibri



Q39. In _____ MS – Word 2010, all the lines other than the first line are indented.

Ans. Hanging indent



Q40. The _____ displays the application name of the document in MS – Word 2010.

Ans. Title Bar



Q41. Which of the following is true with reference to 'Style' in MS – Word 2010?

- A. Styles are nothing more than a named definition of how text should appear.
- B. Styles allow for quick formatting modifications throughout the document.

Ans. Both A and B



Q42. Which of the following is a valid page orientation in MS – Word 2010?

- A. Landscape
- B. Portrait

Ans. Both A and B



Q43. The _____ tab in MS – Word 2010 is the default tab which appears when you open the document.

Ans. Home



Q44. Which is not present in the Quick Access Toolbar by default in MS – Word 2010?

Ans. Cut



Q45. In MS – Word 2010, which is incorrect about Ruler?

Ans. It helps to change font styles



Q46. In MS – Word 2010, you can cut text from one area of a document and paste that text anywhere in that document. When you cut the text, it is stored on _____.

Ans. CUPBOARD



Q47. The distance between the written text and the edge of a paper in MS – Word 2010 is called _____.

Ans. Margin



Q48. The keyboard shortcut key to close the MS – Word 2010 document is _____

Ans. Ctrl +W



Q49. What will be the result if tOGLLEcASE is applied to the word 'Examination' in MS – Word 2010?

Ans. eXAMINATION



Q50. Which keyboard shortcut is used to save a MS – Word 2010 document?

Ans. Ctrl+S



Q51. Which operation adds content from clipboard to your document in MS Word 2010?

Ans. Paste



Q52. State whether following statements related to MS-Word 2010 are true or false?

A. In Landscape orientation, the height of a page is larger than its width.

B. In Portrait orientation, the width of page is larger than its height.

Ans. Both A and B are False.



Q53. After finishing the table in MS-Word 2010, in case you want to insert a new row at the bottom of a particular row in a table which of the following options can be used?

Ans. Insert Row Below



Q54. Which keyboard shortcut key in MS word 2010 is used to move the previous cell in a row of the table?

Ans. Shift+Tab



Q55. Which of the following is not an option of cell alignment in a table in MS – Word 2007?

A. Align Bottom Right

B. Align Center

C. Align Across

D. Align top left

Ans. Align Across



Q56. In MS – Word 2007, the table top keyboard and the shading option can be used to bring

Ans. Boarder



Q57. The font size of 36 points in MS – Word 2007 is equal to how many inches?

Ans. 0.5



Q58. Which menu tabs are Page Setup options usually available in MS – Word 2007?

Ans. Page Layout



Q59. Which can be used to change the width of the columns in a table of MS – Word?

Ans. Table Properties



Q60. Which shortcut is used to select a sentence in a paragraph in MS – Word?

Ans. Ctrl+click on the sentence to select it.



Q61. Which of the following is not a character formatting option in MS – Word?

- A. Font
- B. Font Style
- C. Task bar
- D. Alignment

Ans. Alignment



Q62. Which indent is used for moving the text lines to the left margin in MS – Word?

Ans. Left indent



Q63. Which of the following statement is/are FALSE?

- i. In MS-Word, a table cannot have more than 31 columns.
- ii. In MS-Word, table cannot have more than 255 rows.

Ans. Both i and ii



Q64. What will happen when you place the cursor in the last cell of the table in MS – Word document and press TAB key?

Ans. A new row will be added at the end of the table



Q65. In MS-Word, there is a font size drop down box. What is the smallest font size that can be selected from it.

Ans. 4



Q66. Which keyboard shortcuts opens the FONT dialogue box window in MS Word?

Ans. Ctrl+D



Q67. Which is called binary file format and used by the older versions of MS word, such as MS Word 97 to 2003?

Ans. .doc



Q68. Which of the following statements is/are true?

- i. In MS Word, an 18 points font size is approximately equivalent to 0.5 inch.
- ii. In MS Word, a paragraph cannot have more than 24 points spacing

Ans. only ii



Q69. Which of the following statements related to MS word is FALSE?

- A. Number of columns in a table cannot be more than the number of rows.
- B. A table can have even number of rows and columns
- C. A table can have different number of rows and columns
- D. A table can have odd number of rows and columns

Ans. (B) A table can have even number of rows and columns



Q70. What is the keyboard shortcut to open an already existing doc file in MS word?

Ans. Ctrl =O



Q71. State whether the following statements related to MS Word are true or false?

- i. When you open a new file in MS Word, by default it has Landscape orientation.
- ii. When you open a new file in MS Word, by default it has Portrait orientation.

Ans. Both False



Q72. Which appears as a part of the 'Editing' command group within the Home menu in recent versions of MS Word, such as Word 2016?

Ans. Replace



Q73. Which does not appear as a part of the 'Clipboard' command group under the Home menu in recent versions of MS Word, such as Word 2016?

Ans. Show/hide



Q74. State whether the following statements are true or false.

- i. In MS Word, all paragraphs can have right alignment
- ii. In MS Word, all paragraphs cannot have same hanging positions

Ans. i. True, ii. False



Q75. Which of the following statements about MS Word table is FALSE?

- A. Two or more consecutive cells of a row can be merged.
- B. Alternate cells of a row or column cannot be merged.

C. Two or more consecutive cells of a column can be merged.

D. The first and last cells of a table can be merged.

Ans. (D) The first and last cells of a table can be merged.



Q76. Which view options in MS Word shows the contents of a document as bulleted points?

Ans. Outline



Q77. When you open a new file in the newer version of MS Word such as Word 2016, the default margin is set as:

Ans. Normal



Q78. Which is not appears as the part of the 'Paragraph' command group within the Home menu in recent versions of MS Word, such as Word 2016?

Ans. Change Case



Q79. Which keyboard shortcuts is equivalent to Ctrl+S to save an open file in MS Word?

Ans. Shift+F12



Q80. State whether the following statements related to MS Word are true or false?

- i. A document file can have both, bulleted and numbered lists
- ii. Page margins in an MS Word document can be customized

Ans. i-true, ii-false



Q81. Which of the following statement(s) is/are correct?

- i. In MS – Word, a word is both lower-case (smaller) and upper case (larger) care can.
- ii. In MS – Word, the first word of a paragraph cannot be spelled.

Ans. Only i



Q82. MS-Word which mouse clicks is used to select a paragraph?

Ans. Late Luck



Q83. Which keyboard shortcuts is used to perform 'Paste' operation in MS-Word?

Ans. Ctrl+V



Q84. What is the least number of rows that can be in a table in MS-Word?

Ans. 1



Q85. Which appears as a part of the 'Font' command group within the Home menu in recent versions of MS Word, such as Word 2016?

Ans. Change case



Q86. Which of the following statements about a table in MS Word is False?

- A. A table cannot have prime number of columns.
- B. A table can have a single row only
- C. A table can have a single row and a single column only
- D. A table can have a single column only

Ans. (A) A table cannot have prime number of columns.



Q87. Which view options in MS word shows how your document would look as a web page?

Ans. Web Layout



Q88. State whether the following statements are true or false.

- i. In MS Word, 'Landscape' is a valid page margin option,
- ii. In MS Word, 'Portrait' is a valid page margins option

Ans. Both False



Q89. Which of the following statements is/are true?

- i. In MS Word, the default alignment of text is left.
- ii. In MS Word, every paragraph ends with a paragraph mark, which looks like a backward P.

Ans. Both i and ii



Q90. In MS Word, there is a font size dropdown box, what is the largest font size that can be selected from it?

Ans. 72



Q91. What will happen when you select any middle cell of a table in MS Word document and press Shift + Tab key?

Ans. The content of the cell which is previous (left) to the current cell will be selected.



Q92. In an MS Word document, use which keyboard shortcuts to insert hyperlinks?

Ans. Ctrl+K



Q93. While editing an MS Word document, we can determine the number of times to the broken H. By default, your document will be ____.

Ans. Two



Q94. State whether the following statements related to MS Word are true or false?

- i. In Landscape orientation, the height of a page is larger than its width.
- ii. In Portrait orientation, the width of a page is larger than its height.

Ans. Both False



Q95. Recent versions of MS Word, such as part of the 'paraph' command group under the home menu in Word 2016, which appears?

Ans. Bullets



Q96. In which tabs, the formatting tasks such as bolding, italicizing, changing the font and size of text found in MS Word 2007?

Ans. Home



Q97. Which of the following is not an option in the 'Table' menu of 'insert' tab in MS Word 2007?

- A. Quick Tables
- B. Draw Table
- C. Remove Header
- D. insert Table

Ans. C (Remove Header)



Q98. Which is a shortcut key to choose a document in MS – Word?

Ans. Ctrl + W



Q99. Which appears in MS-Word 2007 document area, as soon as a block of text is selected for formatting?

Ans. Mini tool bar



Q100. With reference to text formatting, 'Italic' options belongs to which category in MS Word?

Ans. Font Style



Q101. What is used to view the page or make adjustment before any document gets printed in MS – Word?

Ans. Print Review



Q102. _____ in MS Word is used to colour the background behind the selected text and paragraph?

Ans. Shading



Q103. Which of the following, with reference to opening an already existing document, is FALSE in MS Word 2007?

- A. Click on the "office button, then click on Open."

- B. Short cut key for opening existing word document is Ctrl+M
- C. Shortcut key for opening existing word document is Ctrl+O
- D. After clicking on open, from the window opened, double click on the file.

Ans. (B) Short cut key for opening existing word document is Ctrl+M



Q104. Which tool can be used to apply the font color and size of a text to multiple pieces of text in MS – Word?

Ans. Format Painter



Q105. What is the keyboard shortcut to open a new document in MS – Word?

Ans. Ctrl+N



Q106. _____ is used to create a table by drawing the borders, row and columns of a table in MS Word 2007?

Ans. Draw Table



Q107. Which of the following is not a feature that changes casing in MS Word?

- A. Un-capitalize each word
- B. Sentence Case
- C. Toggle Case
- D. Capitalize Each Word

Ans. (A)



Q108. _____ within Print preview is used to switch the page between portrait and landscape layouts in MS Word 2007?

Ans. Orientation



Q109. Which is the keyboard shortcut for making selected text on superscript in MS Word?

Ans. Press Ctrl, Shift and + at the same time



Q110. Which is the keyboard shortcut to cut selected text or graphics which will store on the clipboard in an MS Word document?

Ans. Ctrl+X



Q111. Which sequence is used in MS Word 2007 to go to print preview option?

Ans. Office button > Print> Print preview



Q112. _____ belongs to the 'Effects' category with reference to text formatting in MS word?

Ans. Strike through



Q113. Which feature in MS Word is used to create a link to a picture, program, web page or an email address?

Ans. Hyper Link



Q114. In MS Word, Ctrl+R is used to align the text to the ____ of the screen.

Ans. Right



Q115. To add a watermark in MS – Word 2010 document, one has to click on the _____ tab and then select the Watermark option provided in the _____ group.

Ans. Page Layout, Page Back Ground



Q116. Which keyboard shortcut is used to run Spelling and Grammar check in MS Word 2010?

Ans. F7



Q117. Which keyboard shortcut is used for closing an MS Word 2010 document?

Ans. Ctrl+W



Q118. Which tab in MS Word will have the 'Table' option that is used to insert a table?

Ans. Insert



Q119. Which keyboard shortcut is used to open the Print option in MS Word?

Ans. Ctrl+P



Q120. Which is a temporary storage area for data a user wants to copy from one place to another in MS Word?

Ans. Clipboard



Q121. What is the maximum font size that can be selected from the font size dropdown list in MS Word 2007?

Ans. 72



Q122. Match the following keyboard shortcuts of MS Word 2010 with their respective functionalities.

- | | |
|-------------------------------|------------|
| a. Italic | x. Ctrl+[|
| b. Decrease font size 1 point | y. Ctrl +] |
| c. Increase font size 1 point | z. Ctrl+I |

Ans. a-z, b-x, c-y



Q123. Which of the following buttons VANNOT be found in the Clipboard pane in MS Word 2010?

- A. Clear All
- B. Options
- C. Ok
- D. Paste All

Ans. (C)



Q124. Which tab is used to enable 'Ruler' option in MS Word 2010?

Ans. View



Q125. _____ is not a valid option of office button in MS Word 2007.

Ans. Presentation



Q126. Which can be used to change the column width of table in MS Word?

Ans. Ruler



Q127. Which keyboard shortcut is used to insert a hyperlink in an MS Word 2007 document?

Ans. Ctrl+K



Q128. Which is used to change the text colour in an MS Word document?

Ans. Font Colour



Q129. To compare two versions of an MS Word 2006 document, one must go to the ____ tab and click on the ____ option within the 'Compare' group

Ans. Review, Compare



Q130. What is the purpose of the keyboard shortcut 'Shift+F3' in MS Word 2010?

Ans. This shortcut switches the text between uppercase, lowercase and title case



Q131. In MS Word 2010, to use the Spelling and Grammar option, one has to click on the _____ tab and within the _____ group click on 'Spelling & Grammar'.

Ans. Review, Proofing



Q132. By default, an MS Word 2007 document opens in _____ view.

Ans. Print Layout



Q133. Which keyboard shortcut opens the 'Save as' option in MS Word?

Ans. F12



Q134. Which cannot be found within the editing group of the home menu in MS Word 2007?

Ans. Text



Q135. MS Word 2016 Watermark button is available under which tabs?

Ans. Design



Q136. _____ in MS Word is used to insert line numbers and section breaks while formatting text?

Ans. Page Setup



Q137. Which is MS Word 2007 allows us to quickly and easily convert date into a table

Ans. Convert Text to Table



Q138. _____ from the 'Insert' menu of an MS Word document can be used to insert a built in calendar?

Ans. Quick table



Q139. Which of the following is not an optionm within Print Preview in MS Word 2007?

- A. Print
- B. Zoom
- C. Quick Print
- D. Page Set Up

Ans. Quick Print



Q140. _____ feature of MS Word is used to assign a name to a specific point in a document?

Ans. Bookmark



Q141. Which is the maximum font size that can be set up manually in MS word 2007?

Ans. 1638



Q142. A document saved in MS Word 2013 has a _____ extension.

Ans. .docx



Q143. In MS Word 2010, _____ is used to adjust all the printing settings correctly so the print is accurate and contains all the content you need without distortions, cut or lost formatting.

Ans. Print Review



Q144. _____ is used to specify number of prints required in Print option in MS -Word 2010?

Ans. Copies



Q145. _____ Draw Borders group in design tab of table tools is used to remove specific border in a table to create merged cells in MS-Word 2010.

Ans. Eraser



Q146. _____ keyboard shortcut is used to cut the selected data in MS Word 2010.

Ans. Ctrl+X



Q147. _____ in MS Word 2010 is used to remove all the formatting from the selection leaving only unformatted text?

Ans. Clear All Formatting



Q148. Which text formatting task is achieved with the help of keyboard shortcut 'Ctrl+E' in MS Word 2010?

Ans. Align Center



Q149. Which built - in function is used to generate random text when creating a MS-Word 2010 document, template for mockup?

Ans. RAND



Q150. The 'Open' command that is used to open a MS - Word document is found in which tab?

Ans. File



Q151. Which is the feature that gives more control of how the content is displayed or functions when pasted from the Clipboard in MS Word 2010?

Ans. Paste Special



Q152. Which of the following is not an option of Menu bar in MS - Word 2006?

- A. Internet
- B. Page Layout
- C. Insert
- D. Home

Ans. Internet



Q153. Which of the following is not a valid 'Change Case' option in MS Word?

- A. Toggle Case
- B. Upper Case
- C. Pascal Case
- D. Lower Case

Ans. (C) Pascal Case



Q154. Which of the following statement is/are FALSE?

- i. In MS-Word, different letter of a word cannot be different font-colors.
- ii. In MS-Word, the show/hide command button can be used to display paragraph marks in a document

Ans. Only i



Q155. Which keyboard shortcuts can be used to indent paragraphs in MS Word document?

Ans. Ctrl+M



MS Excel 2010

Q1. In MS – Excel 2010 _____ is used for hiding columns within the sheet.

Ans. Ctrl+O



Q2. Which is used to combine and centre the contents of the selected cells in a new larger cell in MS Excel?

Ans. Merge & Center



Q3. In MS Excel, the 'Zoom' options appears as:

Ans. Status Bar



Q4. The ____ is a name for the lower edge of the worksheet window, which displays various information about an excel worksheet in MS – Excel 2010.

Ans. Status Bar



Q5. _____ tab in MS –Excel 2010 ribbon bar allows you to jump into the backstage view that contains the essential file – related commands and Excel option.

Ans. FILE



Q6. When you select a range of cells B3:G9, starting from B3, in an MS-Excel worksheet, what will display in the name box?

Ans. B3



Q7. Consider the following statement:

- A. Double - click the cell that contains the date that you want to edit.
- B. Click the cell that contains the data that you want to edit and then press F2.
- C. Click the cell that contains the date that you want to edit, and then press shift key.
- D. Click the cell that contains the date that you want to edit, and then press Ctrl key.

Which of the following statement are correct about starting to work in edit mode of MS - Excel 2010 worksheet?

Ans. Only A and B



Q8. Hide option is present in ___ tab in MS - Excel 2010 ribbon bar.

Ans. View



Q9. In MS - Excel 2010 _____ are named from A onwards and _____ are named from 1 onward.

Ans. Columns, Rows



Q10. In MS - Excel 2010 function provides only the current system date.

Ans. TODAY



Q11. _____ function in MS - Excel 2010 returns the total number of characters in a string.

Ans. LEN



Q12. What is the default alignment of numeric values that are entered into the cell of an MS - Excel 2010 worksheet?

Ans. Right



Q13. In MS - Excel 2010, we can collapse the ribbon to get extra space on the screen. Right click anywhere on the ribbon, and then click Collapse the Ribbon or process _____.

Ans. Ctrl + F1



Q14. In MS - Excel 2010 _____ function provides the current system date and time.

Ans. Now



Q15. Choose the correct option with respect of the MS - Excel 2010.

Ans. In MS - Excel 2010, we can save the file by using F3.



Q16. The _____ formula is MS - Excel 2010 has the primary function of summing numbers in specific cells.

Ans. SUM



Q17. Which of the following keyboard shortcuts is used to rename the table in MS – Excel 2010?

Ans. Ctrl + R



Q18. What is the maximum number of character that can be typed in a cell of MS – Excel 2010 worksheet?

Ans. 32767



Q19. Choose the wrong option with to MS – Excel 2010.

Ans. In MS – Excel 2010, Ctrl + R is used in replacing text within the sheet.



Q20. In MS – Excel 2010 _____ operation is used to arrange the data in a particular order.

Ans. SORT



Q21. Which is the correct about enabling edit mode in worksheets of MS – Excel 2010 and above?

Ans. Click File > Option > Advanced and under Editing options select the Allow editing directly in cells check box.



Q22. _____ shortcut key is used in MS – Excel 2010 to go to view tab.

Ans. Alt+W



Q23. When you select a range of cells B3:G9, starting from B3, in an MS-Excel 2010 worksheet, then what will display in the name box?

Ans. B3



Q24. What is the maximum Zoom percentage in MS – Excel 2010 application?

Ans. 400%



Q25. Tables created through table features of MS – Excel 2010 allow users to filter _____ by different values.

Ans. Columns



Q26. In MS – Excel 2010 _____ function key is used to edit a cell.

Ans. F2



Q27. In MS – Excel 2010 _____ is used in replacing text within the sheet.

Ans.Ctrl+H



Q28. Read this worksheet of MS – Excel 2010 carefully and accordingly choose the best suitable options for the question that follows.

What is the absolute address of the cell containing the numeric value of 10?

	A	B	C	D
1	A	B	C	D
2	15	10	5	
3	25	15	1	
4	100	120		140

Ans. \$b\$2



Q29. _____ is the shortcut key used to insert a new worksheet in an existing MS –Excel 2010 workbook?

Ans. Shift+F11



Q30. Counting the Number of cells in a Range with specific criteria in MS – Excel 2010 can be done using _____.

Ans. COUNTIF



Q31. Unhide option is present in _____ tab in MS – Excel 2010 ribbon bar.

Ans. View



Q32. Consider the following statement about EXACTO function of MS – Excel 2010:

- A. It compares two text strings and returns TRUE if they are exactly the same.
- B. It compares two text strings and returns 1 if they are not exactly the same.
- C. It compares two text strings and returns FALSE if they are not exactly the same.

Ans. Only A and C



Q33. _____ shortcut key is used to move to the previous sheet in MS – Excel 2010.

Ans. Ctrl+PageUp



Q34. _____ is used to display current date with time in the cell of MS – Excel 2010 worksheet?

Ans. Now0



Q35. _____ shortcut key is used to open the insert hyperlink dialog box in a MS – Excel 2010 worksheet?

Ans. Ctrl+K



Q36. In MS – Excel 2010, the _____ feature help us to add the content (numeric values) of a cluster of adjacent cells.

Ans. AutoSum



Q37. _____ shortcut key is used to move to next sheet in MS – Excel 2010 workbook.

Ans. Ctrl+PageDown



Q38. In MS – Excel 2010, _____ operation is used to open an already existing file.

Ans. OPEN



Q39. Which keyboard shortcut used to start a new line in the same cell in MS – Excel 2010 worksheet?

Ans. Alt+Enter



Q40. In MS – Excel 2010 _____ looks up values in reference or array.

Ans. MATCH



Q41. What is the output of the following expression in MS – Excel 2010? [=9/6*4+3-1]

Ans. 8



Q42. Which font style is not available in the MS –Excel 2010 font dialog box?

Ans. Superbold



Q43. In MS – Excel 2010 a _____ is a table of grouped values that aggregates the individual items of a more extensive table within one or more discrete catagories.

Ans. Pivot table



Q44. _____ function is used in MS – Excel 2010 for Rounding the number down.

Ans. FLOOR



Q45. In MS –Excel 2010, which shortcut key is used to bold the selected text?

Ans. Ctrl+B



Q46. _____ shortcut key is used in MS – Excel 2010 to select a row.

Ans. Shift+Spacebar



Q47. In MS – Excel 2010 _____ is used in finding text within the sheet.

Ans. Ctrl+F



Q48. In MS – Excel 2010, _____ operation is used on data tables for displaying only the rows that meet certain conditions and the other rows get hidden.

Ans. FILTER



Q49. Which is not the function in MS – Excel 2010.

Ans. Avg()



Q50. _____ shortcut key is used in MS – Excel 2010 to go to the date tab.

Ans. Alt+A



Q51. _____ tab in MS – Excel 2010 ribbon bar contains the most frequently used commands such as copying and pasting, sorting and filtering.

Ans. HOME



Q52. In MS – Excel 2010 ribbon, _____ is used for adding different objects in a worksheet such as images, charts, Pivot Tables, hyperlinks, special symbols, equations, headers and footers.

Ans. INSERT



Q53. Choose the wrong option with respect to MS – Excel 2010.

Ans. In MS – Excel 2010, to open a new blank file Ctrl+O is used.



Q54. _____ shortcut key is used in MS – Excel 2010 to select the entire sheet.

Ans. Ctrl+A



Q55. In an MS – Excel 2010 sheet, a cell with text overflow problem can be dealt with _____.

Ans. Text Wrapping



Q56. Which font effects is not available in MS – Excel 2010 font dialog box?

Ans. Super Italic



Q57. _____ tab in MS – Excel 2010 ribbon bar contains tools for inserting functions, defining names and controlling the calculation options.

Ans. FORMULA



Q58. _____ shortcut key is used in MS – Excel 2010 to select a column.

Ans. Ctrl+Spacebar



Q59. In MS – Excel 2010, ____ are used to make a graphical representation of any set of data.

Ans. Charts



Q60. _____ function in MS – Excel changes all the characters of the text to UpperCase.

Ans. UPPER



Q61. Choose the wrong option with respect to MS – Excel 2010.

Ans. In MS – Excel 2010, we can save the file by using F2



Q62. In MS-Excel 2010, to select two or more non – adjacent worksheets, click the tab for the first worksheet, then hold down the ____ key on your keyboard while you click the tabs of the other sheets you want to select.

Ans. Ctrl



Q63. Which MS-Excel 2010 function is used to convert a date that is stored as text to a serial number that Excel recognizes as a date?

Ans. DATEVALUE()



Q64. What is the address of the cell at the intersection of fifth row and fifth column in MS – Excel 2010?

Ans. E5



Q65. What is the address of the cell at the intersection of fifth row and fifth column in MS – Excel 2010?

Ans. E5



Q66. When contents of a cell in a worksheet of MS – Excel 2010 are being edited, the cell number is displayed in ____.

Ans. Name Box



Q67. Which of the following is a function in MS-Excel 2010?

- A. ADD
- B. SUM
- C. MINUS
- D. SUBTRACT

Ans. SUM



Q68. Which one of the following is a wrong declaration in MS-Excel 2010?

Ans. =TIMEVALUE("WEDNESDAY, SEPTEMBER7, 2022 6:35AM")



Q69. _____ is used in MS – Excel 2010 to open an already existing file.

Ans. Open



Q70. Header and Footer options is present in ____ tab in MS – Excel 2010 ribbon bar.

Ans. Insert



Q71. In MS –Excel 2010, _____ operation is used to save an already saved file under a different name.

Ans. Save as



Q72. _____ shortcut key is used in MS – Excel 2010 to open the review tab.

Ans. Alt+R



Q73. _____ tab in MS – Excel 2010 ribbon bar allows you to check spelling, track changes, add comments and notes, protect worksheets and workbooks.

Ans. REVIEW



Q74. _____ function in MS – Excel 2010 capitalizes the first letter in each word or a text value.

Ans. PROPER



Q75. _____ in MS – Excel 2010 ribbon bar provides commands for switching between worksheet views, freezing panes, viewing and arranging multiple windows.

Ans. VIEW



Q76. In MS – Excel 2010 _____ is used to represent the date in the form of bars and lines.

Ans. CHART



Q77. How many numbers of rows and columns on a worksheet of MS – Excel 2010?

Ans. 1,048,576 rows by 16,384 columns



Q78. _____ function in MS – Excel 2010 counts how many values are in the list of arguments.

Ans. COUNTA



Q79. In MS – Excel 2010, rows are identified by.

Ans. 1, 2, 3



Q80. _____ is used when you want a cell reference to stay fixed on specific cell in MS – Excel 2010.

Ans. Absolute cell reference



Q81. What will the function given below return in MS – Excel 2010?

=EXACT("Word","Word")

Ans. FALSE



Q82. _____ refers to the topmost areas of the application that contains menu items and toolbars available in MS – Excel 2010.

Ans. Ribbon



Q83. A _____ is a tool used in MS – Excel 2010 to calculate, summarize and analyse data and lets you see comparisons, patterns and trends in your data.

Ans. Pivot table



Q84. What is the default name of the first worksheet in an MS – Excel 2010 workbook?

Ans. Sheet1



Q85. When you open a new workbook in MS – Excel 2010, then which appears at the topmost position of the screen?

Ans. Title Bar



Q86. The button fx in MS-Excel 2010 represents _____ operation.

Ans. Insert Function



Q87. What will happen when you select a cell of an MS – Excel 2010 worksheet and press F2 key?

Ans. The cell will switch to editing mode so that its content can be modified.



Q88. In MS – Excel 2010 ribbon _____ contains tools for inserting functions, defining names and controlling the calculation options.

Ans. FORMULA



Q89. MS – Excel 2010, opens a new document with the temporary name as _____.

Ans. Document1



Q90. In MS – Excel 2010 _____ is used in hiding rows within the sheet.

Ans. Ctrl+9



Q91. _____ is one of the most popular functions in MS – Excel 2010, and it allows you to make logical comparisons between a value and what you expect.

Ans. IF



Q92. Choose the wrong option related to cell of MS – Excel 2010.

Ans. Cell address is denoted as 1, 2, 3



Q93. Columns in MS – Excel 2010 are identified by.

Ans. A, B, C



Q94. To quickly zoom the documenting MS – Excel 2010, use the minus and plus symbols in

Ans. Status Bar



Q95. Which shortcut key is used to add outline to selected cells in a worksheet of MS – Excel 2010?

Ans. Ctrl+Shift+Ampersand(&)



Q96. _____ is not valid MS –Excel 2010 Maths function.

Ans. OFF ()



Q97. What is the minimum zoom percentage in MS – Excel 2010 application?

Ans. 10%



Q98. Date validation option is present in _____ tab in MS – Excel 2010 ribbon bar.

Ans. Data



Q99. _____ function in MS Excel 2010 rounds a number to the nearest integer or to the nearest multiple of significance.

Ans. CEILING



Q100. Consider a formula “=B2+4” in cell A1 of MS – Excel 2010. If cell A1 is copied and pasted into D4, then what will be the formula in D4?

Ans. E5+4



Q101. In MS – Excel 2010 _____ function returns the year corresponding to a date.

Ans. Year



Q102. _____ shortcut key is used in MS – Excel 2010 to start a new line of text or add spacing between lines or paragraphs to text in a worksheet cell.

Ans. Alt+Enter



Q103. _____ function key is used to close a workbook in MS – Excel 2010.

Ans. Ctrl+F4



Q104. Choose the wrong option with respect to MS – Excel 2010.

Ans. In MS – Excel 2010, Alt+0 is used in hiding the columns within the sheet.



Q105. _____ Tab in MS – Excel 2010 ribbon bar provides tools to manage the worksheet appearance, both onscreen and printed. These tools control theme setting, gridlines, page margins, object aligning and print area.

Ans. Page Layout



Q106. _____ shortcut key is used in MS – Excel 2010 remaining the table.

Ans. Ctrl+R



Q107. What will be the address of a cell which lies at the intersection of the seventh row and tenth column in an MS –Excel 2010 worksheet?

Ans. J7



Q108. _____ shortcut key is used in MS – Excel 2010 to go to the insert tab.

Ans. Alt+N



Q109. By default how many worksheet are there in an MS-Excel workbook 2007?

Ans. 3



Q110. Which of the following is not a text function of MS – Excel 2007?

- A. COMBIN
- B. MID
- C. RIGHT
- D. LEFT

Ans. COMBIN



Q111. Which of the following is False with reference to cell editing in MS – Excel?

- A. Edit the cell by double clicking the cell where the content is located
- B. Select the cell and press the F2 function key on the keyboard to edit the content of the cell
- C. Select the cell, click on the formula bar and edit the content

D. Select the cell and press the F5 function key on the keyboard to edit the content of the cell Q

Ans. (D) Select the cell and press the F5 function key on the keyboard to edit the content of the cell Q



Q112. The 'LEN' function in MS – Excel belongs to which category.

Ans. Text



Q113. Which displays both the name of the application and name of the spreadsheet in MS – Excel?

Ans. Title Bar



Q114. Which is a valid cell address in MS – Excel?

Ans. ABS



Q115. Which key can be used to cancel the editing of a cell in MS -Excel?

Ans. ESC



Q116. What is the default horizontal alignment of numbers in the cell of an MS – Excel worksheet?

Ans. Right



Q117. In total how many cells will be selected when you select A1 cell, press the shift key, and then click on C5 cell in an MS EXCEL worksheet?

Ans. 15



Q118. When you open a new workbook in MS Excel which appears on the topmost portion of the screen?

Ans. Title Bar



Q119. What will be the result of MS Excel formula? =FCAT(0)+FACT(5)

Ans. 127



Q120. Which appears at the top of a worksheet in MS Excel?

Ans. Formula Bar



Q121. Which keys is used to select a range of continuous cells in an MS Excel worksheet?

Ans. Shift



Q122. What will be the result of the following MS Excel formula? =FACT(5-4)

Ans. 1



Q123. Which appears at the extreme right positions of a worksheet in MS Excel?

Ans. Vertical scroll bar



Q124. In MS-Excel 2010, click the cell that contains the data that you want to edit and then press ____ key. It starts edit mode and positions the cursor at the end of the contents.

Ans. F2



Q125. In MS-Excel 2010, which function returns the serial number of the current date and time?

Ans. NOW



Q126. Which function in MS-Excel 2010 converts a text string to all lowercase letter?

Ans. LOWER

Q127. What will be the result of the following MS Excel formula MS Excel formula?
 $=\text{FLOOR}(3,3)+\text{CEILING}(4,4)$

Ans. 7



Q128. Which can be used to create a new line inside the cell of cell of an MS Excel worksheet?

Ans. Alt+Enter



Q129. What is the result of the following MS Excel formula? $=\text{SUM}(4^3. 2-2/2)$

Ans. 65



Q130. Which will be the address of a cell which lies at the intersection of the seventh row and tenth column in an MS Excel worksheet?

Ans. J7



Q131. What will be the result of the following MS Excel formula? $=\text{EVEN}(3) + \text{ODD}(8)$

Ans. 13



Q132. The icons or pictures associated with some commands in menu will appear on the _____ of MS Excel.

Ans. Tool Bar



Q133. Which function in MS – Excel counts the number of cells within a range that meet the given conditions?

Ans. COUNTIF



Q134. Which shortcuts is used to move cursor on one word right while editing date in a cell in MS – Excel?

Ans. Ctrl+ →



Q135. Which shows the address of the current selection or active cell in MS Excel?

Ans. Name Box



Q136. Which functions returns the current date and time in MS Excel?

Ans. NOW



Q137. Which shortcut keys is used to cut date from a cell in MS – Excel?

Ans. Ctrl+X



Q138. In an MS-Excel worksheet, the “zoom” bar appears at the _____ portion of the worksheet.

Ans. Bottom Right



Q139. What is the value of the following MS – Excel formula? =MD(11,3)

Ans. 2



Q140. _____ step can be performed to edit the content of a cell in an MS – Excel worksheet?

Ans. Double-click on the cell



Q141. Which of the following statement with reference to MS Excel is Incorrect?

- A. To move the pointer one cell to the left, right, up or down, use the ‘Shift’ key.
- B. A darkened border, called cell pointer, is used to identify an active cell
- C. An active cell is a cell that receives the data or command you give it.
- D. Each cell has a unique cell address composed the cell’s column and row.

Ans. (A)



Q142. Which function of MS Excel 2007 removes all non printable character from text?

Ans. CLEAN



Q143. Which feature of MS Excel is used to make all content visible within a cell by displaying it on multiple lines?

Ans. Wrap Text



Q144. Which function in MS Excel 2007 returns an absolute value of a number, that is, a number without a sign?

Ans. ABS



Q145. Which cell reference is default in MS Excel?

Ans. Relative



Q146. Which is used to separate a workbook into specific worksheets in MS Excel?

Ans. Sheet tabs



Q147. What is the maximum height of a row in MS Excel 2010?

Ans. 409 points



Q148. In MS Excel 2010, a cell may display _____ if that cell contains a number or a date and the width of its column cannot display all the characters that is format requires.

Ans. #####



Q149. What is the value of the following MS Excel formula? =SUMSQ(1,2,3,4)

Ans. 30



Q150. The option of spell check can be selected from the ____ tab in MS Excel 2007.

Ans. Review



Q151. Which category of functions does not exist in MS Excel?

Ans. Scientific



Q152. Which keys on a QWERTY keyboard are used to move the cursor up or down one cell at a time in MS Excel?

Ans. Page Up and Page Down



Q153. The process of making the worksheet data looks more presentable and attractive by changing its appearance in MS Excel is called _____.

Ans. Formatting



Q154. What is the maximum number of rows in a MS Excel 2010 worksheet?

Ans. 1,048,576



Q155. When you right-click and select the 'Format Cells' option in MS Excel 2010, which of the following tab is not visible?

A. Font

- B. Boarder
- C. Alignment
- D. Sheet

Ans. (D) Sheet



Q156. What will be the value of the following MS Excel formula? =AVERAGE(5,4,4>3,6)

Ans. 4



Q157. In an MS Excel sheet, a cell address is composed of the _____.

Ans. cell's column and row



Q158. Which of the following is not a valid MS Excel 2007 formula?

- A. SUMIF
- B. SUM
- C. SUMPRODUCT
- D. SUMADD

Ans. (D)



Q159. Which function is used to display only current system date in MS – Excel 2010?

Ans. Today()



Q160. Which keyboard shortcuts is used to Strike through the content of a cell in MS Excel 2010?

Ans. Ctrl+5



Q161. Which keyboard shortcuts is used to open the 'Paste Special' dialogue box in MS Excel 2010?

Ans. Ctrl+Alt+V



Q162. By default, how many sheets are provided in MS Excel 2010 workbook?

Ans. Three



Q163. Which of the following statement is incorrect with reference to selecting a cell in MS Excel?

- A. The column heading of the selected cell will be highlighted
- B. The row heading of the selected cell will not be highlighted
- C. A cell will remain selected until another cell is clicked in the worksheet
- D. A boarder will appear around the selected cell

Ans. (B)



Q164. Which of the following statement with reference to workbooks in MS Excel?

- A. The name of a worksheet cannot be changed in MS Excel
- B. Each Microsoft Excel worksheet is made up of columns and rows.
- C. Worksheets are labelled Sheet1, Sheet2, and Sheet3 and so on
- D. A workbook is made up of worksheets.

Ans. (A)



Q165. Which of the following is not a way to insert a formula in an MS Excel sheet?

- A. Selecting a Formula from one of the groups in the 'Formulas' tab
- B. Using 'Insert Function' from the Home tab
- C. Typing a formula inside the cell
- D. Using the 'insert function' option from the 'Formulas' tab

Ans. (B)



Q166. Which notation is used to represent a cell range that includes cell A1, A2, A3, A4 and A5 in an MS Excel sheet?

Ans. A1:A5



Q167. Which displays the first, previous, next and last worksheets in a Workbook and also allows us to move another worksheet in MS Excel?

Ans. Navigation Buttons



Q168. What name do we give to the current cell in MS Excel that has a cell boundary around it?

Ans. Active Cell



Q169. _____ refers to workbook with reference to MS Excel?

Ans. Collection of Worksheet



Q170. _____ is an example of a mixed cell reference to MS Excel?

Ans. \$A5



Q171. Which function in MS Excel 2007 counts the number of cells in a range that is not empty?

Ans. COUNTA



Q172. In MS Excel 2010, which file tab is used to open a workbook which has to be created?

Ans. NEW



Q173. In MS – Excel 2010, _____ is a tool that applies formatting to your date depending on

the conditions you specify.

Ans. Conditional formatting



Q174. In MS Excel 2010, which shortcut is used to display the create table dialog box?

Ans. Ctrl+T



Q175. Which shows the address of the current selection or active cell in MS-Excel 2010?

Ans. Name box



Q176. In MS-Excel 2010, _____ keyboard shortcut is used to undo changes.

Ans. Ctrl+Z



Q177. Which is used to refer all cells in columns H through J MS-Excel 2010 formula?

Ans. H:J



Q178. The keyboard shortcut to paste special values in a worksheet in MS-Excel 2010, is _____.

Ans. Ctrl+Alt+V



Q179. The _____ function in MS-Excel 2010 is used to find average or mean of number.

Ans. AVERAGE



Q180. The dollar sign (\$) is used to make references _____ in MS Excel 2010.

Ans. Absolute



Q181. A _____ is a visual representation of data in a worksheet of MS – Excel 2010.

Ans. Graph



Q182. The _____ function in MS Excel 2010 is used to join several text items into one text item cell.

Ans. CONCATENATE




Q183. _____ is available under the data tab of MS-Excel 2010?

Ans. Filter



Q184. _____ icon refer to undo operation in MS-Excel 2010.

Ans. 



Q185. Which function of MS-Excel 2010 is used to sort the contents of a range or an array?

Ans. Sort



Q186. _____ is a small customizable toolbar at the top left corner of the worksheet window that contains a set of frequently used commands in MS-Excel 2010?

Ans. Quick Access Toolbar



Q187. The keyboard shortcut in MS Excel 2010 to preview the worksheet before you print is _____.

Ans. Ctrl +F2



Q188. The _____ shortcut key is used to select the entire row in MS-Excel 2010.

Ans. Shift+Spacebar



Q189. In MS-Excel 2010, which shortcut is used to open the delete dialog box to deleted selected cells?

Ans. Ctrl+ -



Q190. To reverse the changes done, in MS Excel 2010 sheet, _____ is used.

Ans. Ctrl+Z



Q191. In MS-Excel 2010, a _____ is at the bottom, where various information about the current mode or any special keys that are engaged can be seen.

Ans. Status Bar



Q192. Which is the correct way to refer the range of cells in Column A through E and rows 10 through 20 in MS Excel 2010 formula?

Ans. A10:E20



Q193. The keyboard shortcut key to open the format cels dialog box in MS Excel 2010 is _____.

Ans. Ctrl+Shift+F



Q194. In MS -Excel 2010, the remove duplicated function is found in the ribbon under the _____ tab.

Ans. Data



Q195. In MS-Excel 2010, which function is used to convert 'Text to Title' case?

Ans. Proper Case



Q196. The _____ keyboard shortcut to open a new workbook in MS-Excel 2010.

Ans. Ctrl+N



Q197. In MS – Excel, which keyboard shortcut key used for bold the text.
Ans. Ctrl+B



Q198. In MS-Excel 2010, the name of spreadsheet is represent in?
Ans. Title Bar



Q199. _____ function in MS-Excel 2010 enable a user to save the changes that have been made in the primary file in a new file.
Ans. Save as



INTERNET & NETWORKING

Q1. Which of the following is the symbol that must be used in email address?
Ans. @



Q2. Which of the following is a valid domain name in an email address?
1. gmail.com
2. outlook.com
3. yahoo.com
4. All of these
Ans. All of these



Q3. Copying a page onto a server is called ____ the page.
Ans. Uploading



Q4. A website containing a writer's or group of writer's own experiences, observations, opinions, etc is known as _____
Ans. BLOG



Q5. In dotted – decimal notation, IP version 4 addresses are represented by using exactly _____ dot (.) symbols.
Ans. Four



Q6. In which folders are unfinished emails are stored without sending them?
Ans. Drafts



Q7. A _____ is a collection of web pages and related content that is identified by a common domain name and published on at least one web server.

Ans. Website

Q8. Among the given folder, the unsent mails are stored in _____ folder.

Ans. Draft



Q9. _____ type of internet service does not require cable or phone lines.

Ans. Satellite



Q10. The ____ field indicates the sender's address i.e., who sent the e-mail.

Ans. From



Q11. Ethernet card is a network adaptor used to set up a wired network. It is also known as:

Ans. Network Interface Card



Q12. _____ can easily be spread to the computers connected to internet. Such attacks may cause your system to crash, or your important data may get deleted.

Ans. VIRUS



Q13. An IPv4 address is of _____ bits.

Ans. 32



Q14. The _____ field in an e-mail indicated the purpose of that e-mail.

Ans. Subject



Q15. _____ is not a service provided by internet.

Ans. Ethernet



Q16. _____ is the intercompany communication of business documents in a standard format.

Ans. Electronic Data Interchange



Q17. Online conversations in which you are immediately able to send messages back and forth to one another is called _____.

Ans. CHAT



Q18. Which of the following is/are services provided by internet?

- A. Websites
- B. Electronic mail
- C. Newsgroup



D. Discussion group

Ans. A, B and D



Q19. In G-mail, what do you use when you receive a message and want to send the new message to the original sender and all other recipients on the To and CC lines?

Ans. Reply All



Q20. In G-mail, what do you use when you receive a message and want to send the message to someone not on the To and CC lines?

Ans. Forward



Q21. Facebook is a _____.

Ans. Social Network



Q22. Which of the following is not a web mail provider?

- A. Bing
- B. Baidu
- C. Google
- D. Safari

Ans. Baidu



Q23. _____ refers to a huge database of internet resources such as web pages, newsgroups, programs, images etc and helps to locate information on World Wide Web.

Ans. Search Engine



Q24. _____ allows the user to send files along with e-mail.

Ans. Attachment



Q25. Secure communications is requires when two parties are communicating through internet, and they do not want any third party to intercept between them. Which of the following is a property of secure communication?

- A. Confidentially
- B. Accuracy

Ans. Only A



Q26. _____ is not a part of an email address?

Ans. User Domain



Q27. Which search engine is dominating amrket with maximum number of searches on it?

Ans. Google



Q28. Which is not an Internet etiquette?

Ans. Forwarding unwanted messages



Q29. _____ command in web browser that helps to move to the previous page from the current page.

Ans. Back



Q30. Unsolicited and unwanted junk email sent out in bulk to an indiscriminate recipient list is stored in ____ folder.

Ans. Spam



Q31. You can choose to create a _____ that will appear at the end of every email we send.

Ans. Signature



Q32. Bing is a/an _____

Ans. Search Engine



Q33. Hathway is an _____

Ans. Internet service provider



Q34. Flipkart is one of the leading e - commerce marketplace in India. It belongs to segment.

Ans. Business to Consumer



Q35. Which statement is correct about the use of Bling Carbon Copy (BCC) in Gmail?

Ans. It is used for sharing a copy of the email with someone without letting the primary recipient know about it.



Q36. _____ command in a web browser helps to move the next page from the current page.

Ans. Forward



Q37. An _____ is a folder in an email application that accepts incoming messages.

Ans. Inbox



Q38. The deleted mails can be found in the _____ folder.

Ans. Trash



Q39. A _____ is a telecommunication technology, which permits two or more people in different locations to interact via mutual video or audio transmission simultaneously.

Ans. Videoconferencing



Q40. Which is the slowest type of internet service?

Ans. Dial Up



Q41. The first part of the email address is _____.

Ans. Username



Q42. Every computer connected to the Internet needs an IP address. What is the full form of IP?

Ans. Internet Protocol



Q43. _____ icon is used to represent attachment in email.

Ans. Paper Clip



Q44. A collection of associated web pages is called _____.

Ans. Website



Q45. The development of World Wide Web was begun in which year?

Ans. 1989



Q46. _____ is a global communication system that links together thousands of individual networks.

Ans. Internet



Q47. Google Chrome is a _____

Ans. Browser



Q48. A service that allows us to send messages in electronic mode over the internet with a unique address. It offers an efficient, inexpensive, and real time means of distributing information among people.

Ans. Email



Q49. The rules governing the sending, travelling and receiving information within the internet are called.

Ans. Protocols

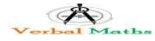


Q50. Where email is received and managed?

Ans. Inbox

Q51. Google Chrome is a web browsing software developed in the year ___ by Google Inc.

Ans. 2008



Q52. Which is the correct sequence of an email address?

Ans. User name, @, Domain name



Q53. Internet is a group of interconnected computers across the globe. Internet itself is a type of _____.

Ans. WAN



Q54. Which is not a component of email address?

Ans. System name



Q55. Which of the following is not a service offered by an internet service provider?

- A. Web administration
- B. Dial-up access
- C. Internet access registration
- D. Domain name

Ans. Web administration



Q56. Which of the given options best matches the items of List-1 with the item of list-2 with reference to web browsers and their vendors?

List - 1

List - 2

- | | |
|----------------------|-----------------------|
| i. Internet explorer | a. Mozilla FOundation |
| ii. Safari | b. Microsoft |
| iii. Sea Mankey | c. Apple |

Ans. i-b, ii-c, iii-a



Q57. Which is the full form of 'CC', a field of E - mail header?

Ans. Carbon Copy



Q58. Which of the following is not a search engine?

- A. Yahoo
- B. Bing
- C. Safari
- D. Ask

Ans. Safari



Q59. Which of the following is not a feature of internet?

- A. Accessibility
- B. Flexibility of communication
- C. Ease of use
- D. High Cost

Ans. High Cost



Q60. Which keyboard shortcut is used to switch to the last tab of the Chrome browser?

Ans. Ctrl+9



Q61. A MODEM is required for accessing internet through cable. What does the term MODEM mean?

Ans. Modulator – Demodulator



Q62. Which of the following statement is true?

- A. An email id cannot have both, lower case and upper case letters.
- B. An email id is always unique.
- C. An email id is generally case sensitive
- D. An email id cannot use dot (.) character.

Ans. An email id is always unique.



Q63. Who was the inventor of the World Wide Web (WWW)?

Ans. Tim Berner Lee



Q64. Which protocols pushes email messages to the server?

Ans. SMTP



Q65. In dotted decimal notation, an IP version 4 address is represented by using exactly _____ dot (.) symbol.

Ans. Three



Q66. Home page is the _____ page of a website.

Ans. First



Q67. POP is an email related protocol. What is the full form of POP?

Ans. Post Office Protocol



Q68. Internet Explorer is a web browsing software developed in the year 1995 by _____.

Ans. Microsoft



Q69. Match the following list of domain names with their meanings Domain Name Meaning

- | | |
|---------|--|
| P. .net | 1. Non – profit organizations |
| Q. .edu | 2. Commercial organizations |
| R. .org | 3. Educational organizations |
| S. .com | 4. Indicates state and national government agencies. |
| | 5. Department of Defense |
| | 6. Network organisation |

Ans. P-6, Q-3, R-1, S-2



Q70. Which of the following is not a web search engine?

- A. Baidu
- B. Google
- C. Bing
- D. Safari

Ans. Safari (D)



Q71. Which keyboard shortcuts is used to open a new window in incognito (private) mode in a Chrome browser?

Ans. Ctrl+Shift+N



Q72. POP3 is an email – related protocol. What does the numeric value '3' in POP3 represent?

Ans. Version of POP



Q73. Can an e – mail be an add – on or an end?

Ans. text, file, image all



Q74. An IP packet is _____ long

Ans. 32 Bytes



Q75. Which protocol is used to transfer files from one node to server over the internet?

Ans. FTP



Q76. IMAP is an email-related protocol. What is the full form of IMAP?

Ans. Internet Message Access Protocol



Q77. Which of the following is not a part of URL?

- A. Domain Address
- B. Protocol
- C. Query String

D. IP address

Ans. (D) IP address



Q78. Every computer connected to the internet needs an IP address. What is the full form of IP?

Ans. Internet Protocol



Q79. _____ represent a standard set of expressions in an email.

Ans. Emoticons



Q80. To specify an IP address in an understandable format, usually which notion is used?

Ans. Dotted - Decimal Notation



Q81. Chrome Browser to activate the browser tab on the side of the current tab, which keyboardshot is used?

Ans. Ctrl+Pageup



Q82. Which is a method to get internet at home or office?

Ans. Digital subscriber line



Q83. Which comprises the second part of an e - mails address?

Ans. Domain name



Q84. Which is a description of different related web pages?

Ans. Website



Q85. What is the full form of 'BCC', a field of E-mail header?

Ans. Blind Carbon Copy



Q86. Which refers to the specific address associated with each web page displayed on the internet?

Ans. URL



Q87. Electronic mails belong to which service on internet?

Ans. Communication services



Q88. A collection of related web pages is called:

Ans. Website



Q89. What does the term URL mean?

Ans. Uniform Resource Locator



Q90. Which character must be a part of an email id?

Ans. @



Q91. Which communication service of the internet is used to log on to a remote computer that is attached to the internet?

Ans. Telnet



Q92. In Yahoo!Mail, which folders is used to save all the sent mails?

Ans. Sent



Q93. Which is a system of e-banking where individuals, firms and corporate can electronically transfer funds from any bank branch to any any individual, firm or corporate having an account with any other bank branch in the country participating in the scheme?

Ans. NEFT



Q94. _____ is generally used to view and manage emails received?

Ans. Inbox



Q95. Which service is most commonly used with mobile phones to access internet?

Ans. 3G - 4G



Q96. What is the full form of HTTP with reference to internet protocols?

Ans. Hyper Text Transfer Protocol



Q97. Which was the first ever search engine to be developed?

Ans. Archie



Q98. The computer or server on the internet is also known as _____.

Ans. Host



Q99. Which email address fields contains a brief summary of the content of the email but is not mandatory while composing the email?

Ans. Subject



Q100. Match the following protocols with their descriptions

- | | |
|---------|--|
| 1. http | a. used to login over a TCP/IP connection |
| 2. FTP | b. this protocol used in the file transferring in the internet and within private networks |

3. telnet c. It is the application protocol used for distributed and collaborative hypermedia information system.

Ans. 1-c, 2-b, 3-a



Q101. The electronic pages seen on the internet are known as _____.

Ans. Sender mail ID



Q102. Which icon is used to add an attachment to an email?

Ans. Paper clip icon



Q103. Which is the slowest type of internet service?

Ans. Dial-up



Q104. _____ was the first web browser to implement the omnibox.

Ans. Google chrome



Q105. _____ is an information space on the internet where documents and other resources are stored.

Ans. World Wide Web



Q106. What is the full form of TCP/IP, with reference to internet protocols?

Ans. Transmission Control Protocol and Internet Protocol



Q107. Many email systems use _____ protocol to send messages from one server to another server.

Ans. SMTP



Q108. Which types of internet serviced does not require cable or phone lines?

Ans. Satellite



Q109. Which is a worldwide system of computer networks?

Ans. Internet



Q110. The development of the World Wide Web?

Ans. 1989



Q111. Which refers to a huge database of internet resources such as webpages, newgroups, programs, images etc, and helps to locate information of the World Wide Web?

Ans. Search Engine



Q112. Which of the following statements with reference to email addresses is incorrect?

- A. Space are not allowed in an email address
- B. The username and the domain name in an email addresses are separated by an @ symbol.
- C. An email is generally of the form username#domainname
- D. Email addresses are not case sensitive

Ans. (C)



Q113. Which is a communication service provided by the internet?

Ans. Email



Q114. Instant Messaging (IM) service come under which category of services?

Ans. Communication



Q115. Which of these symbols seprated the two parts of an email address?

- A. \$ B. @ C. & 4. *

Ans. @



Q116. Which of the following with reference to email is incorrect?

- A. Each email address in the world is unique.
- B. The first part of an email address consist of the domain name.
- C. An email is an online message delivery system.
- D. Gmail is a free web based email service.

Ans. (B)



Q117. _____ is a computer that hosts a website on the internet.

Ans. Web Server



Q118. _____ ISP provides access to internet through telephone line, cable wifi or fibre optics.

Ans. Access providers



Q119. Safari is a web browsing software developed by?

Ans. Apple



Q120. Mozilla is a web browsing software developed in the year ____, by the Mozilla Foundation?

Ans. 2002



Q121. A _____ is a type of malicious software, or malware, that spreads between computers and causes damage to data and software.

Ans. VIRUS



Q122. Typically _____ is used to send the email carbon copy to multiple recipients, expect each recipient cannot see who is on the list of other recipients.

Ans. BCC



Q123. A _____ is a regularly updated website or webpage, typically one run by an individual or small group that is written in an informal or conversational style.

Ans. Blog



Q124. _____ is a general domain used worldwide.

Ans. .com



Q125. Choose the wrong statement about a valid email address.

- A. The prefix appears to the left of the @ symbol.
- B. The domain appears to the right of the @ symbol.
- C. A valid email address consists of an email prefix and an email domain, both in acceptable formats.
- D. The domain appears to the left of the @ symbol.

Ans. (D)



Q126. Bing search engine is owned by _____.

Ans. Microsoft



Q127. _____ is not a search engine.

Ans. Gmail



Q128. CC is an email stand for:

Ans. Carbon Copy



Q129. The full form of URL is:

Ans. Uniform Resource Locator



Q130. The URL for a secured websites starts with _____.

Ans. https



Q131. FTP full form?

Ans. File Transfer Protocol



Q132. Which is not a method of internet access?

- A. Hotspot
- B. Wireless Connection
- C. Broadband
- D. Coolspots

Ans. (D)



Q133. The _____ of the email is a single line of text that the person sees when they get the email from anyone.

Ans. Subject line



COMPUTER AWARENESS

MESSAGE FROM AUTHOR



Hello Aspirants,
In India, many competitive exams like SSC, Banking, Railways etc. have been asking Questions from Computer Awareness. In new pattern of SSC, COMPUTER AWARENESS has been made compulsory to qualify if you want any job through these exams. To deal with this section, we have worked thoroughly on each topic and made this book. This book will definitely help you to get good marks in this subject. Thank you

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