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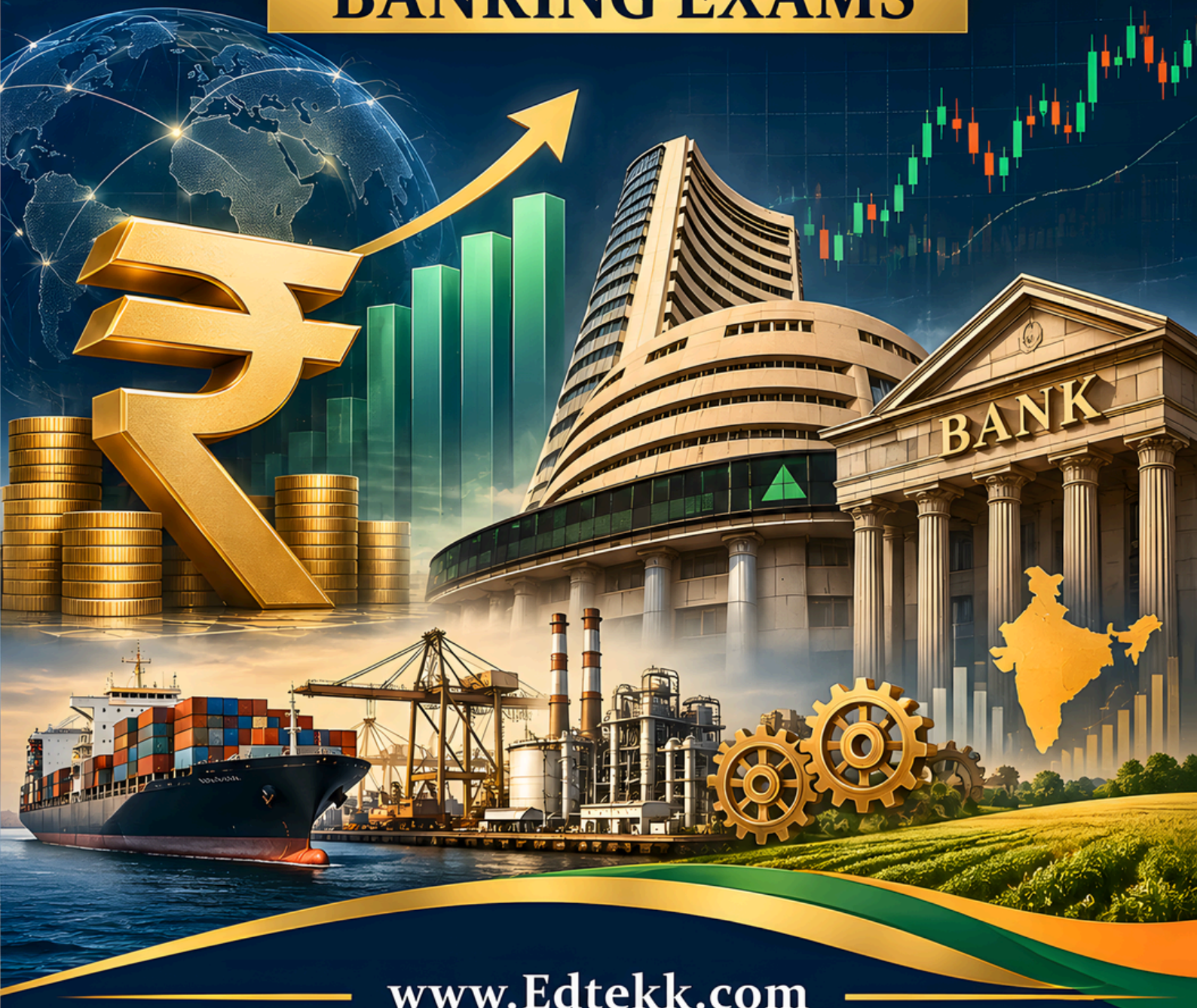

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Computer and IT

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Suitable for: Police Constable, Police SI

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COMPUTER AND IT PRACTICE PAPERS
Computer and IT – Paper 1

Q1. Which method describes computer algorithms using a combination of natural language and programming-like structures?
(A) Node
(B) Flowchart
(C) Array
(D) Pseudocode

Q2. Who pioneered the application of binary logic and arithmetic to computer programming?
(A) John Backus
(B) Noam Chomsky
(C) Leslie Lamport
(D) Claude Shannon

Q3. Which email field specifies the primary recipient of a message?
(A) Subject
(B) Signature
(C) To
(D) From

Q4. Which of the following is an audio-editing tool?
(A) Avidemux
(B) Dscaler
(C) Ardour
(D) Blender

Q5. Which CPU unit controls and directs the operations of the processor?
(A) Data Unit
(B) Memory Unit
(C) Arithmetic Logic Unit
(D) Control Unit

Q6. In the context of IT services, what is the full form of BCP?
(A) Business Continuity Plan
(B) Business Confirmation Protocol
(C) Business Continuity Protocol
(D) Business Confirmation Plan

Q7. What is the full form of W3C?
(A) World Wide Web Consolidation
(B) World Wide Web Consortium
(C) World Wise Web Consolidation
(D) World Wise Web Consortium

Q8. When you open a new workbook in MS Excel, which of the following appears at the top of the screen?
(A) Status bar
(B) Vertical scroll bar
(C) Horizontal scroll bar
(D) Title bar

Q9. Which of the following is a supercomputer developed by India?
(A) Param Yuva 2
(B) Onshape
(C) Venngage
(D) Pixlr

Q10. In which email folder are unsolicited bulk messages generally stored?
(A) inbox
(B) spam
(C) trash
(D) draft

Q11. What type of software is Safari?
(A) browser
(B) operating system
(C) printer
(D) input device

Q12. What is the full form of MAN in the context of the Internet?
(A) Makeshift Area Network
(B) Master Area Network
(C) Massive Area Network
(D) Metropolitan Area Network

Q13. Which MS Word feature draws a straight line through selected text in a document?
(A) Replace
(B) Eraser
(C) Format Painter

(D) Strikethrough

Q14. Which of the following is NOT a valid option in the Change Case feature in MS Word?
(A) Toggle case
(B) Uppercase
(C) Pascal case
(D) Lowercase

Q15. Where can users find organised categories of functions in Microsoft Excel?
(A) AutoSum
(B) Styles
(C) Function Library
(D) Formula bar

Q16. Which country is represented by the Internet domain extension .au?
(A) Antigua
(B) Australia
(C) African Union
(D) Austria

Q17. In which email folder are deleted messages generally stored?
(A) draft
(B) sent
(C) trash
(D) inbox

Q18. Which Microsoft Word feature displays information about the current document?
(A) Drawing toolbar
(B) Status bar
(C) View Button
(D) Tab stop

Q19. Which computer device performs a function opposite to that of a keyboard?
(A) Trackball
(B) Printer
(C) Mouse
(D) Joystick

Q20. What are cookies that reappear after deletion commonly called?
(A) zombie
(B) third party
(C) persistent
(D) session

COMPUTER AND IT PRACTICE PAPERS
Computer and IT – Paper 2

Q1. Who is popularly known as the "father of supercomputing"?
(A) Seymour Cray
(B) Alan Perlis
(C) Vint Cerf
(D) Ken Thompson

Q2. Which keyboard shortcut is used to paste clipboard contents into an MS Word document?
(A) Ctrl + Z
(B) Ctrl + C
(C) Ctrl + V
(D) Ctrl + X

Q3. Which icon is commonly used to add an attachment to an email?
(A) Paper clip icon
(B) Emoji icon
(C) GIF icon
(D) Stationery icon

Q4. Which browser feature allows users to save their favourite websites for quick access?
(A) Cookie
(B) Blog
(C) Bookmark
(D) Search engine

Q5. Which Microsoft Word setting aligns text at specific horizontal positions within a line?
(A) Numbering
(B) Indentation
(C) Bullets
(D) Tabs

Q6. Which of the following is NOT an operating system?
(A) Microsoft Windows
(B) Linux
(C) Mozilla Firefox
(D) Apple macOS

Q7. If you select cell A1, hold down the Shift key and then click cell C5 in an MS Excel worksheet, how many cells will be selected?
(A) 10
(B) 15
(C) 14
(D) 8

Q8. Where does the Zoom option appear in MS Excel?
(A) title bar
(B) status bar
(C) formula bar
(D) horizontal scroll bar

Q9. Which of the following devices is NOT used to enter data into a computer?
(A) Mouse
(B) Keyboard
(C) Monitor
(D) Scanner

Q10. Which keyboard shortcut can be used to indent paragraphs in an MS Word document?
(A) Alt + I
(B) Ctrl + M
(C) Alt + T
(D) Ctrl + I

Q11. Which of the following is a six-pin mini-DIN interface traditionally used to connect a keyboard or mouse to a compatible PC?
(A) RS-232 port
(B) Ethernet port
(C) VGA port
(D) PS/2 port

Q12. What is the process of starting a computer and loading the operating system into RAM called?
(A) Swiping
(B) Mapping
(C) Booting
(D) Tagging

Q13. In which year did the development of the World Wide Web begin?
(A) 1959
(B) 1979
(C) 1969
(D) 1989

Q14. Which CPU register holds an instruction fetched from memory for decoding and execution?
(A) Memory Buffer Register (MBR)
(B) Memory Address Register (MAR)
(C) Program Counter (PC)
(D) Instruction Register (IR)

Q15. Which keyboard shortcut opens the Font dialog box in MS Word?
(A) CTRL + D
(B) CTRL + F
(C) ALT + F
(D) ALT + T

Q16. Which register temporarily stores an instruction that is not to be executed immediately?
(A) Instruction Buffer Register (IBR)
(B) Current Instruction Register (CIR)
(C) Memory Address Register (MAR)
(D) Program Counter (PC)

Q17. Which of the following can be used to change the width of columns in a table in MS Word?
(A) Table properties
(B) Define
(C) Insert
(D) Translate

Q18. What is the area of computer memory that stores frequently accessed data for rapid retrieval called?
(A) Cache
(B) Cookie
(C) Plug-in
(D) Token

Q19. Which high-level, interpreted, general-purpose programming language is widely used in software development?
(A) Spider
(B) Penguin
(C) Python
(D) Cookie

Q20. What is the full form of POP, the email retrieval protocol?
(A) Post Office Progress
(B) Post Office Protocol
(C) Partial Order Protocol
(D) Partial Order Program

COMPUTER AND IT PRACTICE PAPERS
Computer and IT – Paper 3

Q1. A hard disk is an example of which type of data-storage device?
(A) Secondary Storage
(B) Primary Storage
(C) Offline Storage
(D) Tertiary Storage

Q2. How many worksheets are included by default in an MS Excel 2007 workbook?
(A) 1
(B) 2
(C) 4
(D) 3

Q3. Which of the following refers to a central collection of related webpages?
(A) Web site
(B) Web browser
(C) Web host
(D) Search engine

Q4. How many dots separate the four octets in an IPv4 dotted-decimal address?
(A) five
(B) four
(C) two
(D) three

Q5. Which type of malware disguises itself as legitimate software?
(A) Ransomware
(B) Trojan
(C) Rootkit
(D) Keylogger

Q6. Which of the following is NOT a component of an email address?
(A) Domain name of the e-mail provider
(B) Password
(C) @ symbol
(D) Username (local part)

Q7. Which device is also known as a Visual Display Unit (VDU)?
(A) Printer
(B) Monitor
(C) Track Ball
(D) Scanner

Q8. Which of the following is NOT an example of a markup language?
(A) XML
(B) HTML
(C) QBE
(D) SGML

Q9. Which email protocol is used to send messages between mail servers?
(A) HTTP
(B) SMTP
(C) ICMP
(D) ARP

Q10. Which keyboard shortcut is used to insert a hyperlink in an MS Word document?
(A) Alt + K
(B) Ctrl + K
(C) Ctrl + L
(D) Alt + L

Q11. Which character-formatting feature in Microsoft Word applies bold and italic styles?
(A) Size
(B) Font color
(C) Font style
(D) Effects

Q12. Which of the following best describes Microsoft Word?
(A) It is a word processor.
(B) It is a system software.
(C) It is a firmware.
(D) It is a GUI-based operating system.

Q13. Which type of light is used to erase data stored in EPROM?
(A) ultraviolet light
(B) magnetic signals
(C) electrical signals
(D) radio signals

Q14. What does the term MODEM stand for in computer networking?
(A) Modem Dynamics
(B) Modulator-Demodulator
(C) Modulator-Defragmenter
(D) Modem Machine

Q15. What is a finite sequence of instructions designed to accomplish a specific task called?
(A) array
(B) algorithm
(C) data
(D) node

Q16. Which keyboard shortcut is used to cut data from a cell in MS Excel?
(A) Ctrl + V
(B) Ctrl + Z
(C) Ctrl + C
(D) Ctrl + X

Q17. Who among the following was one of the co-founders of Twitter?
(A) Jack Dorsey
(B) Tim Berners-Lee
(C) Narayana Murthy
(D) Bill Gates

Q18. Which of the following applications allows users to store, organise, calculate and manipulate data in tabular format?
(A) Microsoft Powerpoint
(B) Microsoft Excel·
(C) Notepad
(D) Microsoft Word

Q19. Which folder is generally used to store incoming email messages?
(A) Inbox
(B) Spam
(C) Outbox
(D) Send

Q20. PivotTable is a feature of which of the following software applications?
(A) Microsoft Word
(B) Microsoft Excel
(C) Microsoft Access
(D) Microsoft Powerpoint

COMPUTER AND IT PRACTICE PAPERS
Computer and IT – Paper 4

Q1. What type of file is an HTML document?
(A) Audio
(B) Text
(C) Image
(D) Video

Q2. Which keyboard shortcut resets the zoom level to its default setting in Google Chrome?
(A) CTRL + R
(B) CTRL + D
(C) CTRL + 9
(D) CTRL + 0

Q3. What is the default horizontal alignment of text in an MS Excel cell?
(A) Top
(B) Centre
(C) Left
(D) Right

Q4. Which Microsoft Word toolbar provides options such as Bold, Italic and Underline?
(A) Formatting toolbar
(B) Standard toolbar
(C) Menu bar
(D) Status bar

Q5. What is the minimum number of worksheets required in an Excel workbook?
(A) three
(B) one
(C) two
(D) five

Q6. Which type of application enables real-time messaging between individuals and groups?
(A) E-MAIL
(B) VIRUS
(C) BLOG
(D) Instant messenger

Q7. Which keyboard shortcut opens the Downloads page in Google Chrome?
(A) Alt + D
(B) Alt + J
(C) Ctrl + J
(D) Ctrl + D

Q8. What is a computer or server connected to the Internet commonly called?
(A) Address
(B) Host
(C) URL Address
(D) IP Address

Q9. Which of the following is NOT an operating system?
(A) SQL
(B) Unix
(C) Linux
(D) Mac OS

Q10. Which of the following font effects is NOT available in the Font dialog box in MS Word 2010?
(A) Small Cap
(B) Superscript
(C) Equalize Character Height
(D) Double Strikethrough

Q11. Which of the following can be applied using the Borders and Shading option in Table Properties in MS Word 2007?
(A) Orientation
(B) Borders
(C) mailings
(D) Margins

Q12. Which of the following is NOT an option for cell alignment in a table in MS Word 2007?
(A) Align top left
(B) Align bottom right
(C) Align center
(D) Align across

Q13. Which option in Gmail allows users to create a new email message?
(A) Settings

(B) Compose
(C) Outbound
(D) Drafts

Q14. Which of the following is NOT a search engine?
(A) Yahoo
(B) Ask
(C) Safari
(D) Bing

Q15. Which of the following is NOT an example of a web browser?
(A) Apple Safari
(B) Facebook
(C) Google Chrome
(D) Opera

Q16. What is the result of the formula =16/2^3 in an MS Excel cell?
(A) 124
(B) 2
(C) 6
(D) 512

Q17. In Windows 10, which keyboard shortcut is used to display or hide the desktop?
(A) Windows logo key + H
(B) Windows logo key + D
(C) Windows logo key + C
(D) Windows logo key + G

Q18. Which markup language is used to store, structure and exchange data?
(A) SGML
(B) HTML
(C) EML
(D) XML

Q19. In which year was Google incorporated as a private company?
(A) 2000
(B) 1998
(C) 2005
(D) 2002

Q20. Who is credited with inventing the World Wide Web (WWW)?
(A) Bill Gates
(B) Tim Berners-Lee
(C) Steve Jobs
(D) Alan Turing

COMPUTER AND IT PRACTICE PAPERS
Computer and IT – Paper 5

Q1. What is another name for a nibble in computer terminology?
(A) Bit
(B) Half bit
(C) Half byte
(D) Byte

Q2. Which of the following is NOT a Robotic Process Automation (RPA) tool?
(A) Power Center
(B) Blue Prism
(C) UiPath
(D) Automation Anywhere

Q3. In which communication mode can data be transmitted simultaneously in both directions?
(A) Simplex
(B) Full duplex
(C) Half duplex
(D) Multiplex

Q4. Which of the following is NOT a magnetic disk?
(A) Disk pack
(B) DVD
(C) Winchester disk
(D) Zip disk

Q5. What is the block of text automatically added to the end of an outgoing email called?
(A) Subject
(B) Formatting options
(C) Signature
(D) Attachments

Q6. Which government organisation provides network infrastructure and e-governance support in India?
(A) NASSCOM
(B) NIC
(C) State Bank of India
(D) Department of Information Technology

Q7. Which symbol is essential in a standard email address?
(A) #
(B) @
(C) %
(D) -

Q8. Which type of computer is also known as a notebook computer?
(A) Microcomputer
(B) Multi Core
(C) Laptop Computer
(D) Work Station

Q9. Which HTML input type creates a single-line text-entry field?
(A) TYPE = "PASSWORD"
(B) TYPE = "TEXT"
(C) TYPE = "RADIO"
(D) TYPE = "CHECKBOX'

Q10. Which of the following is NOT a valid paragraph-alignment option in MS Word?
(A) Justify
(B) Top
(C) Right
(D) Left

Q11. CryptoLocker is an example of which type of malware?
(A) Adware
(B) Spyware
(C) Ransomware
(D) Worms

Q12. Which e-commerce business model does Flipkart primarily follow?
(A) Business to Government
(B) Government to Business
(C) Business to Consumer
(D) Government to Consumer

Q13. What is the keyboard shortcut for centre-aligning text in Microsoft Office software?

(A) Ctrl + E
(B) Ctrl + C
(C) Ctrl + G
(D) Ctrl + A

Q14. What is the full form of URL in Internet terminology?
(A) Unique Reference Line
(B) Uniform Resource Locator
(C) Universal Resource Line
(D) Unidentified Resource Locator

Q15. Which of the following correctly identifies the two types of volatile semiconductor memory?
(A) DRAM and ROM
(B) RAM and ROM
(C) SRAM and DRAM
(D) SRAM and ROM

Q16. Which high-speed storage components inside a CPU temporarily hold data during processing?
(A) Arithmetic and Logic Unit (ALU)
(B) Registers
(C) Auxiliary Memory
(D) Control Unit

Q17. Which of the following appears at the bottom of a worksheet in MS Excel?
(A) Title bar
(B) Formula bar
(C) Vertical scrollbar
(D) Horizontal scrollbar

Q18. What is the full form of FDD in information and communication technology?
(A) Folder Disk Drive
(B) Floppy Disk Drive
(C) Folder Data Drive
(D) Floppy Data Drive

Q19. Which keyboard shortcut is used to insert a new line within a cell in an MS Excel worksheet?
(A) Down arrow
(B) Enter
(C) Ctrl + Enter
(D) Alt + Enter

Q20. In Windows 11 File Explorer, under which tab or menu is the "Hidden items" option available?
(A) share
(B) View
(C) File
(D) Home

COMPUTER AND IT PRACTICE PAPERS
Computer and IT – Paper 6

Q1. Which component of an MS Excel worksheet displays the contents of the selected cell?
(A) Title bar
(B) Status bar"
(C) Name box
(D) Formula bar

Q2. What is the process of starting a computer and loading its operating system into memory called?
(A) Loading
(B) Saving
(C) Booting
(D) Execution

Q3. What is the keyboard shortcut for cutting selected text in MS Word?
(A) Alt + X
(B) Alt + Ctrl + C
(C) Ctrl + C
(D) Ctrl + X

Q4. Which generation of computers first introduced transistor technology?
(A) Second
(B) Third
(C) First
(D) Fourth

Q5. Which type of cookies can track users across different websites and potentially compromise their online privacy?
(A) Third-party Cookies
(B) Persistent Cookies
(C) Zombie Cookies
(D) Session Cookies

Q6. Which keyboard shortcut is used to open an existing DOC file in MS Word?
(A) Alt + N
(B) Ctrl + O
(C) Alt + Ctrl + O
(D) Ctrl + N

Q7. Which electronic component was primarily used in second-generation computers?
(A) Integrated circuits
(B) Vacuum tubes
(C) Transistors
(D) Microprocessors

Q8. What is the default document view in Microsoft Word 2007?
(A) Draft
(B) Outline
(C) Print Layout
(D) Web Layout

Q9. At which OSI model layer does a router primarily operate?
(A) Network layer
(B) Transport layer
(C) Physical layer
(D) Application layer

Q10. Which of the following statements about computer memory is TRUE?
(A) ROM is non-volatile memory
(B) Primary memory is non volatile
(C) Secondary memory is volatile
(D) RAM is non-volatile memory

Q11. Which type of computer virus remains in memory and can continue operating even after the infected program has closed?
(A) File
(B) Resident
(C) Polymorphic
(D) Rootkit

Q12. Which early computer network laid the foundation for the modern Internet?
(A) Clusters
(B) HTTP
(C) ARPANET
(D) SSID

Q13. Which of the following is NOT an open-source operating system?
(A) Windows
(B) Ubuntu
(C) Debian
(D) Fedora

Q14. Which keyboard shortcut opens a new Incognito window in Google Chrome?
(A) Ctrl + Shift + N
(B) Alt + Ctrl + N
(C) Ctrl + P
(D) Ctrl + N

Q15. Which of the following appears at the extreme right of a worksheet in MS Excel?
(A) Menu bar
(B) Vertical scroll bar.
(C) Horizontal scroll bar
(D) Status bar

Q16. Which of the following is NOT a part of an email address?
(A) Email service provider's domain
(B) @ symbol
(C) Photo
(D) Username

Q17. In Gmail, which function allows you to send a received message to someone who was not included in the original To or Cc fields?
(A) Print
(B) Report Spam
(C) Forward
(D) Show original

Q18. Which of the following is NOT an Internet service?
(A) E-mail
(B) Ethernet
(C) FTP
(D) World Wide web

Q19. Which Microsoft Word view displays a document as it would appear when printed?
(A) Web Layout
(B) Print Layout
(C) Normal Layout
(D) Reading Layout

Q20. Which number system is used by digital computers to represent and process data?
(A) Octal
(B) Hexadecimal
(C) Binary
(D) Ternary

COMPUTER AND IT PRACTICE PAPERS
Computer and IT – Paper 7

Q1. Which of the following refers to a worldwide system of interconnected computer networks?
(A) Intranet
(B) Webpage
(C) Internet
(D) Website

Q2. Which buttons are present by default on the Quick Access Toolbar in MS Word 2010?
(A) Save, Undo, Redo
(B) Undo, Redo, Cut
(C) Paste, Redo, Copy
(D) Undo, Redo, Name

Q3. What is the full form of RAM in computer terminology?
(A) Repeated Access Memory
(B) Rapid Access Memory
(C) Random Access Memory
(D) Regular Access Memory

Q4. Which of the following displays both the application name and the spreadsheet name in MS Excel?
(A) Toolbar
(B) Title bar
(C) Task bar
(D) Menu bar

Q5. Which keyboard shortcut shows or hides the Bookmarks bar in Google Chrome?
(A) Ctrl + Shift + K
(B) Alt + Ctrl + K
(C) Ctrl + Shift + C
(D) Ctrl + Shift + B

Q6. What is the full form of PDF in computer terminology?
(A) PowerPoint Document Format
(B) Portable Details Format
(C) Personal Document Format
(D) Portable Document Format

Q7. Who developed the first Internet search engine, Archie?
(A) Alan Emtage
(B) David Filo
(C) Matthew Gray
(D) Martijn Koster

Q8. In which corner of the Excel application window is the Zoom slider generally located?
(A) top-right
(B) bottom-right
(C) bottom-left
(D) top-left

Q9. What is the diameter of a standard Blu-ray Disc?
(A) 115 mm
(B) 120 mm
(C) 100 mm
(D) 110 mm

Q10. What is the part of an email address before the @ symbol called?
(A) domain name
(B) username
(C) system name
(D) mail server

Q11. Which feature in MS Word is used to create small letters above the text line?
(A) Superscript
(B) Strikethrough
(C) Subscript
(D) Underline

Q12. Which email field indicates the topic or purpose of a message?
(A) Subject
(B) To
(C) Bcc
(D) From

Q13. What is the full form of PaaS in cloud computing?
(A) Protocol as a Service

(B) Platform as a Service
(C) Performance as a Service
(D) Payment as a Service

Q14. Which type of formatting controls paragraph alignment, indentation and spacing in Microsoft Word?
(A) Sentence formatting
(B) Paragraph formatting
(C) Word formatting
(D) Font formatting

Q15. What are the small symbols placed before items in an unordered list in Microsoft Word called?
(A) Indentation
(B) Bullets
(C) Numbering
(D) Tabs

Q16. What type of computer hardware is a dot-matrix device?
(A) Tape
(B) Disk
(C) Printer
(D) Bus

Q17. Which term refers to the unique address of a resource, such as a webpage, on the Internet?
(A) URL
(B) HTTP
(C) FTP
(D) WWW

Q18. Which protocol suite is used for communication over the Internet?
(A) SNMP
(B) TCP/IP
(C) DMZ
(D) DNS

Q19. What is the full form of ISP in Internet terminology?
(A) Internal Service Provider
(B) Intranet Service Provider
(C) Internet Service Provider
(D) International Service Provider

Q20. Which feature is used to type very small letters or numbers just above the text line?
(A) Subscript
(B) Strikethrough
(C) Superscript
(D) Format painter

COMPUTER AND IT PRACTICE PAPERS
Computer and IT – Paper 8

Q1. Which function is used to set facing pages in an MS Word 2007 document?
(A) Wider Margins
(B) Mirror Margins
(C) Default Margins
(D) Custom Margins

Q2. Which folder is generally used to store deleted email messages?
(A) Trash
(B) Junk
(C) Sent
(D) Draft

Q3. Which symbol commonly represents an attachment in an email?
(A) Emoji
(B) Paper Clip
(C) Phone
(D) Smiley

Q4. Which print setting in MS Word 365 allows users to select specific pages to print?
(A) Print All Pages.
(B) Custom Print
(C) Print Current Page
(D) Print Selection

Q5. Which of the following is NOT a character-formatting option in MS Word?
(A) Font
(B) Size
(C) Alignment
(D) Font style

Q6. Which type of electromagnetic waves is used by conventional television remote controls?
(A) Infrared waves
(B) Ultrasonic waves
(C) Laser technology
(D) Bluetooth technology

Q7. Who developed the Linux kernel while studying at a university in Finland?
(A) Leslie Lamport
(B) Barbara Liskov
(C) Leonard M. Adleman
(D) Linus Torvalds

Q8. What is Ubuntu in computer terminology?
(A) A firewall developed by Microsoft
(B) Open source Linux operating system
(C) An ERP system from SAP
(D) Latest financial software package by Infosys

Q9. What is the default horizontal alignment of numerical values in MS Excel cells?
(A) Right
(B) Center
(C) Left
(D) Justified

Q10. Which light-sensitive device is used to convert images into digital form?
(A) Scanner
(B) Printer
(C) Monitor
(D) RAM

Q11. In which email folder are unfinished messages stored before being sent?
(A) Trash
(B) Sent
(C) Drafts
(D) Spam

Q12. Which keyboard shortcut is used to bookmark the currently open page in Google Chrome?
(A) Ctrl+M
(B) Alt+B
(C) Ctrl+D
(D) Ctrl+B

Q13. Which of the following is NOT an example of mass communication?
(A) Radio

(B) Television
(C) Films
(D) door to door campaign

Q14. Which of the following is NOT a program included in the LibreOffice software suite?
(A) LibreOffice Excel
(B) LibreOffice Writer
(C) LibreOffice Calc
(D) LibreOffice Impress

Q15. What is the electronic exchange of business documents between companies in a standardised format called?
(A) Electronic Data Instruction
(B) Emergency Data Interchange
(C) Electronic Data Interchange
(D) Electronic Data Information

Q16. Which of the following is NOT an operating system?
(A) Unix
(B) Ubuntu
(C) MS-Excel
(D) MS-DOS

Q17. Which of the following is NOT a video-conferencing application?
(A) WebEx
(B) Rediffmail
(C) Zoom
(D) Go To Meeting

Q18. Which keyboard shortcut is used to copy selected content in most Windows applications?
(A) Ctrl + X
(B) Ctrl + C
(C) Ctrl + Z
(D) Ctrl + V

Q19. Which of the following is NOT a text function in MS Excel 2007?
(A) RIGHT
(B) COMBIN
(C) MID
(D) LEFT

Q20. Which key is used to select a continuous range of cells in an MS Excel worksheet?
(A) Tab
(B) Shift
(C) Ctrl
(D) Alt

COMPUTER AND IT PRACTICE PAPERS
Computer and IT – Paper 9

Q1. Which keyboard shortcut moves through open tabs from left to right in Google Chrome?
(A) Alt + Tab
(B) Ctrl + N
(C) Ctrl + Tab
(D) Alt + N

Q2. Which pair of digits is used in the binary number system?
(A) 3 and 4
(B) 2 and 3
(C) 0 and 1
(D) 1 and 2

Q3. What is the process of transferring files from a computer to the Internet called?
(A) Deleting
(B) Uploading
(C) Downloading
(D) Accessing

Q4. Which character-formatting feature in Microsoft Word places a line beneath selected text?
(A) Underline
(B) Effects
(C) Size
(D) Font style

Q5. To which category of functions does the LEN function in Microsoft Excel belong?
(A) Financial
(B) Logical
(C) Text
(D) Math and Trig

Q6. Which component in MS Excel displays the address of the current selection or active cell?
(A) Row heading
(B) Name box
(C) Column heading
(D) Formula bar

Q7. Which type of malware infects files, replicates itself and can damage computer data and software?
(A) e-mail
(B) Blog
(C) Instant messenger
(D) Virus

Q8. Which of the following devices is also known as a USB flash drive?
(A) Disk Array
(B) HDD
(C) Pen drive
(D) SSD

Q9. Which toolbar in older versions of Microsoft Word contains commands such as Save, Print, Cut and Copy?
(A) Standard toolbar
(B) Menu bar
(C) Formatting toolbar
(D) Status bar

Q10. What does GUI stand for in computer science?
(A) Graphical User Interface
(B) Graphic User Integration
(C) Group User Integration
(D) Group User Interface

Q11. What is real-time online communication through instant message exchanges called?
(A) CHAT
(B) VLOG
(C) E-MAIL
(D) BLOG

Q12. What is the cell address at the intersection of the seventh row and the tenth column in an MS Excel worksheet?
(A) 10G
(B) 7J
(C) J7
(D) G10

Q13. What are electronic documents available on the Internet commonly called?
(A) printed pages
(B) hardcopy
(C) web pages
(D) Colour pages

Q14. Which malicious tools record keyboard inputs to steal passwords and other sensitive information?
(A) Virus
(B) Keyloggers
(C) Worms
(D) Ransomware

Q15. What is another name for net banking?
(A) e-transfer
(B) e-banking
(C) e-process
(D) e-commerce

Q16. Which early computer network is widely regarded as a principal precursor to the modern Internet?
(A) APNET
(B) ANET
(C) ARPANET
(D) PANET

Q17. Which worksheet component displays the address of the selected cell in MS Excel?
(A) Formula bar
(B) Name box
(C) Status bar
(D) Title bar

Q18. What does the Ctrl + E keyboard shortcut do in MS Word 365?
(A) centre align the selected text
(B) justify the selected text
(C) right align the selected text
(D) display the file menu options

Q19. What is the database used by Microsoft Windows to store configuration information called?
(A) Record
(B) Registry
(C) Cache
(D) Cookie

Q20. Which of the following is NOT antivirus software?
(A) Avast
(B) Norton
(C) Linux
(D) Kaspersky

COMPUTER AND IT PRACTICE PAPERS
Computer and IT – Paper 10

Q1. What is the main printed circuit board of a computer called?
(A) ROM (Read only Memory)
(B) CPU (Central Processing Unit)
(C) Motherboard
(D) RAM (Random Access Memory)

Q2. Which interface was traditionally used as a dedicated mouse port on personal computers?
(A) PS/2
(B) Video Graphics Array (VGA)
(C) High-Definition Multimedia Interface (HDMI)
(D) FireWire

Q3. Which keyboard shortcut displays the HTML source code of the current webpage in Google Chrome?
(A) CTRL + U
(B) ALT + U
(C) ALT + S
(D) CTRL + S

Q4. Where were frequently used command icons displayed in older versions of Microsoft Excel?
(A) Menu Bar
(B) Formula Bar
(C) Title Bar
(D) Toolbar

Q5. In which unit is the clock speed of a computer's CPU measured?
(A) Hertz (Hz)
(B) Gigabyte (GB)
(C) Terabyte (TB)
(D) Kilobyte (KB)

Q6. What is the default name of the first worksheet in an MS Excel workbook?
(A) Sheet1
(B) WSheet1
(C) Worksheet1
(D) WS1

Q7. Which of the following file extensions is commonly used for temporary files?
(A) .tar
(B) .tnt
(C) .tmp
(D) .txt

Q8. Which MS Excel function displays the current date and time?
(A) DATE
(B) TIME
(C) NOW
(D) DATEVALUE

Q9. Which keyboard shortcut moves the cursor one word to the right while editing data in an MS Excel cell?
(A) Ctrl + Shift + Left Arrow
(B) Ctrl + Right Arrow
(C) Ctrl + Left Arrow
(D) Ctrl + Shift + Right Arrow

Q10. What was the name of India's first indigenous supercomputer, developed in 1991 under the leadership of Vijay Bhatkar?
(A) Prayas 3000
(B) Prayog 2000
(C) Param 8000
(D) Pragati 5000

Q11. Which folder in an email application stores incoming messages?
(A) Draft
(B) Trash
(C) Outbox
(D) Inbox

Q12. Which keyboard shortcut is used to centre-align a paragraph in MS Word?
(A) Ctrl + E
(B) Ctrl + C
(C) Alt + C
(D) Ctrl + J

Q13. Which MS Excel function removes non-printable characters from text?
(A) CODE
(B) CHAR
(C) CLEAN
(D) REPLACE

Q14. How is Facebook classified as an Internet platform?
(A) Internet service provider
(B) Browser
(C) Search engine
(D) Social network site

Q15. Which Internet-based information space contains interconnected documents and digital resources?
(A) World Wide Web
(B) Protocol
(C) Web browser
(D) File Explorer

Q16. How many cells will be selected if you select cell C9, hold down the Ctrl key and then click cell A1 in an MS Excel worksheet?
(A) 2
(B) 12
(C) 1
(D) 27

Q17. What is the storage capacity of a standard 3.5-inch high-density floppy disk?
(A) 1.44 MB
(B) 2.0 MB
(C) 4.0 MB
(D) 2.44 MB

Q18. What is the keyboard shortcut for selecting all the content in a Microsoft Word document?
(A) ALT + L
(B) ALT + A
(C) CTRL + C
(D) CTRL + A

Q19. What is the full form of IP in the context of Internet connectivity?
(A) Internal Protocol
(B) Internet Protocol
(C) International Partner
(D) Internet Partner

Q20. Which key is used to cancel the editing of a cell in MS Excel?
(A) ENTER
(B) ESC
(C) ALT + ENTER
(D) TAB

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