Bank Probationary Officers Common Written Exam, 2011
Computer Knowledge – (Held on 18-09-2011)

1. Computer uses the …… number system to store data and perform calculations.
a)Binary
b)Octal
c)Decimal
d)Hexadecimal
e)None of these

2. A disk's content that is recorded at the time of manufacture and that cannot be changed or erased by the user is –
a)Memory-only
b)Write-only
c)Once-only
d)Run-only
e) Read-only

3. Which of the following can be used to select the entire document?
a) CTRL+A
b)ALT+F5
c)SHIFT+A
d)CTRL+K
e)CTRL+H

4. …….are attempts by individuals to obtain confidential information from you by falsifying their identity.
a) Phishing
b)Computer Viruses
c)Spyware Scams
d)Viruses
e)None of the above

5. Part number, part description, and number of parts ordered are examples of ——
a)Control
b)Output
c)Processing
d)Feedback
e) Input

6. A Web site's main page is called its—
a) Home page

b)Browser page
c)Search page
d)Bookmark
e)None of these

7. The Simultaneous processing of two or more programs by multiple processors is —
   a)Multiprogramming
   b)Multitasking
   c)Time-sharing
   d) Multiprocessing
   e)None of these

8. Codes consisting of lines of varying widths or lengths that are computer readable are
   known as —
   a)an ASCII code
   b)a maganetic tape
   c)an OCR scanner
   d) a bar code
   e)none of these

9. To instruct work to fit the width of a column to the contents of a table automatically,
   click the … button and then point to AutoFit contents.
   a)Fit to From
   b)Format
   c)Autosize
   d) Contents
   e)AutoFit

10. Why is it unethical to share copy-righted files with your friends?
    a)It is not unethical, because it is legal.
    b)It is unethical because the files are being given for free.
    c) Sharing copyrighted files without permission breaks copyright laws.
    d)It is not unethical because the files are being given for free
    e)It is not unethical-anyone can access a computer.

11. Reusable optical storage will typically have the acronym—
    a)CD
    b)DVD
    c)ROM
    d) RW
    e)ROS

12. The most common type of storage devices are—
    a)Persistent
    b)Optical
    c)Magnetic
    d) Flash
    e)Steel

13. A device that connects to a network without the sue of cables is said to be
    a)Distributed
    b) Free
    c)Centralized
    d)Open source
    e)None of these

14. A person who used his or her expertise to gain access to other people's computers to get information illegally or do damage is—
    a) Hacker
    b)Analyst
    c)Instant messenger
    d)Programmer
    e)Spammer

15. To access properties of an object, the mouse technique to use is—
    a)Dragging
    b)Dropping
    c) Right-clicking
    d)Shift-clicking
    e)None of these

16. To change selected text to all capital letters, click the change case button, then click—
    a) UPPERCASE
    b)UPPER ALL
    c)CAPS LOCK
    d)LOCK UPPER
    e)LARGE SIZE

17. The basic unit of a worksheet into which you enter data in Excel is called a–
    a)Tab
    b) Cell
    c)Box
    d)Range
    e)None of these

18. You can keep your personal files/folders in—
    a)My Folder
    b) My Documents
    c)My Files
    d)My Text
    e)None of these

19. In Word you can force a page break—
    a)By positioning your cursor at the appropriate place and pressing the F1 key
    b) By positioning your cursor at the appropriate place and pressing CTRL+Enter
    c)By using the Insert/Section Break
    d)By changing the font size of your document
    e)None of these

20. A DVD is an example of a(n)—
    a)Hard disk
    b) Optical disk
    c)Output devices
    d)Solid-state storage device
    e)None of these

21. The default view in Excel is —— view.
    a)Work
    b)Auto
    c) Normal
    d)Roman
    e)None of these

22. The process of transferring files from a computer on the internet to your computer is called—
    a) Downloading
    b)Uploading
    c)FTP
    d)JPEG
    e)Downsizing

23. …….. is the process of dividing the disk into tracks and sectors.
    a)Tracking
    b) Formatting
    c)Crashing

d)Allotting
e)None of these

24. Help menu is available at which button?
   a)End
   b) Start
   c)TurnOff
   d)Restart
   e)Reboot

25. The contents of ………….. are lost when the computer turns off.
   a)Storage
   b)Input
   c)Output
   d) Memory
   e)None of these

26. When you save to this, your data will remain intact even when the computer is turned off—
   a)RAM
   b)Motherboard
   c) Secondary Storage Device
   d)Primary storage device
   e)None of these

27. A central computer that holds collection of data and programs for many PCs, workstations, and other computers is a(n)—
   a)Supercomputer
   b)Minicomputer
   c)Laptop
   d) Server
   e)None of these

28. The ……. Folder retains copies of messages that you have started but are not yet ready to send.
   a)Drafts
   b) Outbox
   c)Address Book
   d)Sent Items
   e)Inbox

29. Grouping and processing all of a firm's transactions at one time is called—
    a)A database management system
    b) Batch processing
    c)A real-time system
    d)An online system
    e)None of these

30. The….. enables you to simultaneously keep multiple Web pages open in one browser window.
    a)Tab box
    b)Pop-up helper
    c) Tab row
    d)Address bar
    e)ESC key

31. Which ports connect special types of music instruments to sound cards?
    a)BUS
    b)CPU
    c) USB
    d)MIDI
    e)MINI

32. You can ….. a search by providing more information the search engine can use to select a smaller, more useful set of results.
    a) Refine
    b)Expand
    c)Load
    d)Query
    e)Slowdown

33. What is the permanent memory built into your computer called?
    a)RAM
    b)Floppy
    c)CPU
    d)CD-ROM
    e) ROM

34. What displays the contents of the active cell in Excel?
    a) Namebox
    b)RowHeadings
    c)Formulabar
    d)Taskpane
    e)None of these

35. The piece of hardware that converts your computer's digital signal to an analog signal that can travel over telephone lines is called—
a)Red wire
b)Blue cord
c)Tower
d) Modem
e)None of these

36. Video processors consist of —— and ———, which store and process images
a)CPU and VGA
b)CPU and memory
c) VGA and memory
d)VGI and DVI
e)None of these

37. If you want to connect to your own computer through the internet from another locations, you can use—
a)Email
b)FTP
c)Instant messages
d) Telnet
e)None of these

38. To reload a web page, press the .... button.
a)Redo
b)Reload
c)Restore
d)CTRL
e) Refresh

39. The first step in the transaction processing cycle captures business data through various modes such as optical scanning or at an electronic commerce website—
a)Document and report generation
b)Database maintenance
c)Transaction processing start-up
d) Data Entry
e)None of these

40. A(n) …… is a special visual and audio effect applied in Power-point to text or content.
a) Animation
b)Flash
c)Wipe

d)Dissolve
e)None of these

41. When the pointer is positioned on a ……., it is shaped like a hand
   a)Grammar error
   b)Formatting error
   c)Screen Tip
   d)Spelling Error
   e) Hyperlink

42. Personal computers can be connected together to form a—
   a)Server
   b)Supercomputer
   c) Network
   d)Enterprise
   e)None of these

43. A…. is the term used when a search engine returns a Web page that matches the search criteria.
   a)Blog
   b)Hit
   c)Link
   d)View
   e) Success

44. ……. are words that a programming language has set aside for its own use.
   a)Control words
   b)Control structures
   c) Reserved words
   d)Reserved Keys
   e)None of these

45. Mobile commerce is best described as—
   a)The use of Kiosks in marketing
   b)Transporting products
   c) Buying and selling goods/services through wireless handheld devices
   d)Using notebook PC's in marketing
   e)None of the above

46. Which of the following is a storage device that uses rigid, permanently installed magnetic disks to store data/information—
   a)Floppy diskette

b) Hard disk
c)Permanent disk
d)Optical disk
e)None of these

47. The computer abbreviation KB usually means—
    a)Key block
    b)Kernel Boot
    c) Key Byte
    d)Kit Bit
    e)**Kilo Byte**

48. What is the process of copying software programs from secondary storage media to the hard disk called?
    a)Configuration
    b)Download
    c)Storage
    d) Upload
    e)Installation

49. In Excel, ……. allows users to bring together copies of work books that other users have worked on independently.
    a) Copying
    b) Merging
    c) Pasting
    d) Compiling
    e) None of these

50. Which of the following are advantages of CD-ROM as a storage media?
    a)CD-ROM is an inexpensive way to store large amount of data and information.
    b)CD-ROM disks retrieve data than magnetic disks do
    c)CD-ROMs make less errors that magnetic media
    d) All of the above
    e)None of the above