

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>BC1</b>	IPOS stands for _____.	Input, Processing, Output, Storage	Input, Programming, Output, Storage	Input, Processing, Output, Sequencing	Input, Programming, Output, Sequencing	A
<b>BC2</b>	Data that has been made meaningful and useful is called _____.	Process	Information	Input	Output	B
<b>BC3</b>	A megabyte equals approximately _____ bytes.	One thousand	One million	One billion	One trillion	B
<b>BC4</b>	_____ transforms a computer into a terminal, which can connect to a multiuser computer system.	Word processing software	Graphics software	Telecommunications software	Database	C
<b>BC5</b>	_____ are the steps that one must follow to accomplish a specific computer-related task.	Programs	Procedures	Policies	Guidelines	B
<b>BC6</b>	In a mainframe computer system, a _____ processor is responsible for handling data retrieval operations.	Host	Front-end	Backend	None of the above	C
<b>BC7</b>	The _____ has sometimes been called a 'supermicro'.	Workstation	Microcomputer	Mainframe	Minicomputer	A
<b>BC8</b>	Video game players use _____.	Portable computers	Embedded computers	Smart cards	PDA's	B

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>BC9</b>	Second generation computers were programmed using _____.	Machine language	Assembly language	High-level language	Low-level language	C
<b>BC10</b>	In ALU, _____ stores the results of arithmetic operations temporarily before they are put out to the computer's memory.	Instruction Register	Program Counter	Accumulator	General-purpose Registers	C
<b>BC11</b>	The main purpose of cache memory is to _____.	Store the results of calculations	Store the start-up instructions	Be used as a hard drive	Accelerate the computer's speed while keeping the price low	D
<b>BC12</b>	OMR stands for _____.	Optical Mark Recognition	Optical Message Recorder	Optical Mark Reader	Optical Message Recognition	A
<b>BC13</b>	DIB stands for _____.	Dual Industry Bus	Dual Independent Bus	Disk Independent Bus	Drive Independent Bus	B
<b>BC14</b>	Which of the following is not a General Purpose Program?	Desktop Publishing	Word Processing	TurboTax- A tax preparation package	Graphics Software	C
<b>BC15</b>	The full form of PCI is _____.	Public Component Interconnect	Personal Computer Interconnection	Peripheral Component Industry	Peripheral Component Interconnect	D
<b>BC16</b>	Optical mouse uses _____ to detect the mouse's movement.	Metal ball	Optical sensors	Laser	None of the above	C

<u>q_id</u>	<u>q_desc</u>	<u>op1</u>	<u>op2</u>	<u>op3</u>	<u>op4</u>	<u>ans</u>
BC17	Which of the following is not a characteristic of useful information?	Relevant	Timely	Accurate	Redundant	D
BC18	PMT stands for _____.	Picture Multiplier Tube	Photo Multiplier Tube	Picture Magnifier Tube	Photo Magnifier Tube	B
BC19	Hand-held scanners are often called _____ scanners.	Sheet-fed	Flatbed	Drum	Half-page	D
BC20	Which of the following is used in objective tests for entrance examinations?	MICR	OCR	OMR	Bar Code Reader	C
BC21	Monochrome monitors display _____ color(s).	One	Two	Three	Four	B
BC22	The full form of SVGA is _____.	Super Video Graphics Adapter	Soft Video Graphics Array	Soft Video Graphics Adapter	Super Video Graphics Array	D
BC23	Resolution is an indication of _____.	data than can be transmitted in a fixed amount of time	the vertical distance between each pixel on the screen	how sharply an individual pixel appears on the screen	how densely the pixels are packed	D
BC24	Which of the following is a non-impact printer?	Daisy-wheel printer	Dot-matrix printer	Line printer	Laser printer	D

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>BC25</b>	_____ is an input device that can read text or illustrations printed on paper and translate the information into a form that the computer can use.	Scanner	Joystick	Keyboard	MICR	A
<b>BC26</b>	The full form of DVD is _____.	Digital Versatile Disc	Digital Video Disc	Both A and B	Neither A nor B	C
<b>BC27</b>	Which of these is useful in transferring data from one computer to another?	RAM	ROM	Hard disk	None of the above	C
<b>BC28</b>	_____ printers produce letter-quality type.	Daisy-wheel	Dot-matrix	Ink-jet	Laser	A
<b>OS1</b>	During the Process Management functioning of an Operating System, a _____ is defined as a program in execution.	Procedure	Process	Task	Job	B
<b>OS2</b>	Which of the following is not a function of the operating system?	Process Management	Device Management	Arithmetic Calculations	Command Interpretation	C
<b>OS3</b>	In an Operating system, _____ is the interval from the time of submission of a job to the system for processing to the time of completion of the job.	Throughput	Response Time	Turnaround Time	Completion Time	C
<b>OS4</b>	In an Operating system, when a process is in the suspended state, the process is _____.	Currently able to run, but must wait until CPU becomes available	Currently waiting on I/O	Currently able to run, but for some reason the operating system	In memory, will execute in given CPU time	C

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>OS5</b>	PCB stands for _____.	Program Control Block	Process Control Block	Procedure Control Block	None of the above	B
<b>OS6</b>	In an Operating System with threads facility, what is the basic unit of CPU utilization?	Process	Task	Program	Thread	D
<b>OS7</b>	In Operating System, _____ refers to the ability of a computer system to support more than one processor.	Multitasking	Multiprocessing	Multithreading	Multiprogramming	B
<b>OS8</b>	Which of the following is not achieved using a time-sharing operating system?	Data Redundancy	Reduction in CPU idle time	Quicker response time	Good computing facility to small users	A
<b>OS9</b>	Which file operation is used to position the read/write pointer to a specific place in the file?	Position	Seek	Set Attributes	None of the above	B
<b>OS10</b>	Which of the following situation requires real-time processing?	Error in a nuclear reactor thermal power plant	Error in study material	Car breakdown	None of the above	A
<b>OS11</b>	Which of the following is the Sun Microsystem's version of UNIX?	HP-UX	Linux	Solaris	Windows	C
<b>OS12</b>	Which one of the following is the most recent version of Windows operating system by Microsoft?	Windows 95	Windows 7	Windows 98	Windows Vista	B

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>OS13</b>	In Windows 7, the feature _____ automatically maximizes a window when it is dragged to the top of the screen.	Aero Peek	Aero Snap	Quick Launch	Virtual Hard Disk	B
<b>OS14</b>	Windows 7 is available in ____ editions.	Five	Six	Seven	Eight	B
<b>OS15</b>	GUI stands for _____.	Graphical User Interface	Gaming User Interface	Graphical User Intelligence	Generic Usage Index	A
<b>OS16</b>	A _____ is a list from which we can give an instruction by clicking a command.	Icon	Dialog Box	Window	Menu	D
<b>OS17</b>	The _____ is the place where Windows temporarily stores the deleted files.	Start Menu	Recycle Bin	Notification Area	Trash	B
<b>OS18</b>	Using the feature of _____ in Windows 7, we can capture images of screen areas.	Calculator	Math Input Panel	Sticky Notes	Snipping Tool	D
<b>OS19</b>	In Windows 7, _____ feature enables the user to log on and operate the computer with a more secure standard user account.	User Account Control	Control Panel	Credential Manager	None of the above	A
<b>OS20</b>	Which of the following statement is false?	An operating system is an interface between hardware and user.	A file is a collection of related information defined by its	Multitasking is a method with multiple tasks processes sharing	File management is not done by Operating System.	D

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>OS21</b>	Which of the following is not a shut-down option available in Windows 7?	Log off	Lock	Sleep	Hibernate	D
<b>OS22</b>	RTOS stands for _____.	Run Time Operating System	Real Time Operating System	Real Time Operational Source	None of the above	B
<b>OS23</b>	In Windows 7 Taskbar shortcut menu, which of the following command displays the windows on top of each other, with the title bar of each window visible and the contents of only the top window visible?	Show windows stacked	Show windows side by side	Cascade windows	Show the desktop	C
<b>OS24</b>	What is the full form of DLL?	Drastic Link Library	Dynamic Link Library	Diagrammatically Linked Library	None of the above	B
<b>OS25</b>	Which of the following is not a valid execution state in the lifespan of a process?	Executing	Waiting	Charged	Blocked	C
<b>OS26</b>	To improve the performance of a computer system, it is desirable to maximize _____.	Throughput	Turnaround Time	Response Time	Completion Time	A
<b>OS27</b>	In Operating System, which of the following is not contained in a Process Control Block?	Process Identifier	Process State	Program File Name	Program Counter	C
<b>OS28</b>	In Operating System, threads in multithreading refer to _____.	Different parts of a single process	Different programs	Different processes	Different users' processes	A

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>OS29</b>	In case of _____ operating system, the user views the system as a 'Virtual Uniprocessor'.	Distributed	Centralized	Network	Real-time	A
<b>OS30</b>	The version of DOS shipped with IBM's PCs was called _____.	MS-DOS	PC-DOS	IBM-DOS	None of the above	B
<b>OS31</b>	Which of the following is not a feature of Windows 7 operating system?	Media Management	Communication tools	Games	Windows Calendar	D
<b>OS32</b>	What is the full form of RDP in windows 7?	Region Desktop Protocol	Remote Desktop Protocol	Remote Data Protocol	Real-time Desktop Protocol	B
<b>OS33</b>	A/An _____ is a collection of updates, fixes and/or enhancements to a software program delivered in the form of a single installable package.	Microsoft update	Update Pack	Service Pack	Service Patch	C
<b>WO1</b>	In MS Word 2010, which of the following is not a view provided by the Navigation Pane?	Headings View	Thumbnail Page View	Search Results View	Snapshot view	D
<b>WO2</b>	In MS Word 2010, _____ is a large area just below the ruler where the desired content can be inserted.	Ruler	Text Area	Title Bar	None of the above	B
<b>WO3</b>	In MS Word 2010, _____ displays the title of the document on which we are currently working.	Title Bar	Text Area	Ruler	Header	A



<b><u>q_id</u></b>	<b><u>q_desc</u></b>	<b><u>op1</u></b>	<b><u>op2</u></b>	<b><u>op3</u></b>	<b><u>op4</u></b>	<b><u>ans</u></b>
<b>WO4</b>	Which of the following is a "Protect Document" option available in MS Word 2010?	Mark as Final	Encrypt with Password	Restrict Editing	All of the above	D
<b>WO5</b>	In MS Word 2010, which of the following is not a type of the issues detected by the "Accessibility Checker"?	Error	Warning	Threat	Tip	C
<b>WO6</b>	In MS Word 2010, an Accessibility _____ is given for content that in most, but not all, cases makes a file difficult for people with disabilities to understand.	Error	Warning	Threat	Tip	B
<b>WO7</b>	In MS Word 2010, a _____ is a preset document layout with a collection of styles which are saved to a file and can be applied to other documents.	Template	Screenshot	Style	Agenda	A
<b>WO8</b>	In MS Word 2010, which of the following option is not available in the Insert Toolbar?	Tables	Illustrations	Home	Symbols	C
<b>WO9</b>	In MS Word 2010, _____ option automatically resizes the table to fit in a Web browser window when we change the window size.	Autofit to window	Fixed column width	Fixed row width	Autofit to contents	A
<b>WO10</b>	In MS Word 2010 Tables, the option _____ deletes the entire column of the table where we clicked in.	Delete entire row	Delete entire column	Shift cells left	Shift cells right	B
<b>WO11</b>	In MS Word 2010, which of the following is not an option in the Illustrations group of the Insert Ribbon?	Picture	Chart	Screenshot	Font	D

<b><u>q_id</u></b>	<b><u>q_desc</u></b>	<b><u>op1</u></b>	<b><u>op2</u></b>	<b><u>op3</u></b>	<b><u>op4</u></b>	<b><u>ans</u></b>
<b>WO12</b>	In MS Word 2010, _____ is the ratio between picture width and picture height which can be maintained even when resizing a picture.	Resolution	Aspect Ratio	Pixel width	None of the above	B
<b>WO13</b>	In MS Word 2010, a _____ identifies a location or a selection of text that we name and identify for future reference.	Template	Threat	Bookmark	Screenshot	C
<b>WO14</b>	Which of the following is a group under the Mailings Ribbon of MS Word 2010?	Create	Start Mail Merge	Finish	All of the above	D
<b>WO15</b>	In MS Word 2010, the option of _____ lets the user to flip, rotate, move or resize all shapes or objects at the same time as though they were a single shape or object.	Cropping	Grouping	Editing	Ungrouping	B
<b>WO16</b>	In MS Word 2010, _____ helps in selecting individual objects to change the order and visibility of objects in the document.	Selection Pane	Navigation Pane	Screenshot	None of the above	A
<b>WO17</b>	In MS Word 2010, a _____ is a series of commands that we can use to automate a repeated task, and can be run whenever we have to perform the task.	Symbol	Macro	Equation	None of the above	B
<b>WO18</b>	In MS Word 2010, which of the following is a group under Page Layout tab?	Themes	Page Setup	Page Background	All of the above	D
<b>WO19</b>	In MS Word 2010, which of the following is an invalid option?	Count the words as we type	Count the number of words in a text box	Count the number of pages	None of the above	D

<b><u>q_id</u></b>	<b><u>q_desc</u></b>	<b><u>op1</u></b>	<b><u>op2</u></b>	<b><u>op3</u></b>	<b><u>op4</u></b>	<b><u>ans</u></b>
<b>WO20</b>	In MS Word 2010, which of the following is not an option under Captions group in References Ribbon?	Insert Table of Figures	Update Table	Cross-Reference	Formula Bar	D
<b>WO21</b>	In MS Word 2010, which of the following sequence of steps need to be followed to write an equation?	Insert -> Symbols -> Equation	Page Layout -> Size > Equation	View -> Page Layout -> Size -> Equation	Data -> Sort -> Equation	A
<b>WO22</b>	In MS Word 2010, _____ is a gallery where we can create, store, and find reusable pieces of content, including AutoText, document properties and fields as displayed.	Themes	Macro	Quick Parts	WordArt	C
<b>WO23</b>	In MS Word 2010, when we open a document, it may be in any of the following modes.	Word 2010	Word 2007 Compatibility Mode	Word 97-2003 Compatibility Mode	All of the above	D
<b>WO24</b>	In MS Word 2010, the extension "rtf" stands for _____.	Reversible Text Format	Rich Text Format	Return Text File	Return Text Figure	B
<b>WO25</b>	In MS Word 2010, _____ allows the user to copy multiple text and graphical items from Office documents or other programs and paste them into another Office document.	Clipboard	Format Painter	Macro	Navigation Pane	A
<b>WO26</b>	In MS Word 2010, the option _____ makes the selected text appear to be raised off the page in relief.	Outline	Emboss	Engrave	Subscript	B
<b>WO27</b>	In MS Word 2010 Table, the shortcut key to move to the last cell in column is _____.	Alt + End	Shift + Tab	Alt + PgDn	Alt + PgUp	C

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>WO28</b>	In MS Word 2010, a _____ is a list of sources, usually placed at the end of a document that we consulted or cited in creating the document.	Bookmark	Bibliography	WordArt	SmartArt	B
<b>WO29</b>	In MS Word 2010, _____ lists the references in a legal document, along with the numbers of the pages the references appear on.	Bookmark	Bibliography	WordArt	Table of Authorities	D
<b>WO30</b>	In MS Word 2010, _____ view displays the final document with all tracked changes and comments showing.	Final	Original Showing Markup	Final Showing Markup	Original	C
<b>WO31</b>	In MS Word 2010, which of the following option is invalid under Changes group in Review Ribbon?	Accept	Reject	Next	First	D
<b>WO32</b>	In MS Word 2010, which of the following option is present in the Compare drop-down menu under Compare group in Review Ribbon?	Compare	Combine	Show Source Documents	All of the above	D
<b>WO33</b>	In MS Word 2010, _____ effect makes the selected text appear to be imprinted or pressed into the page.	Outline	Emboss	Engrave	Subscript	C
<b>WO34</b>	In MS Word 2010, under which tab the option Start Mail Merge is available?	Page Layout	View	Mailings	Home	C
<b>WO35</b>	In MS Word 2010, which of the following option is not available in the Links group on the Insert Ribbon?	Hyperlink	Bookmark	Cross-reference	SmartArt	D

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>WO36</b>	Which of the following is not a valid Document View in MS Word 2010?	Web Layout	Live Preview	Outline	Draft	B
<b>WO37</b>	_____ is a fixed layout electronic file format that preserves document formatting and enables file sharing in MS Word 2010.	UDS	XLS	DOC	PDF	D
<b>WO38</b>	In MS Word 2010, which option is not available under the Proofing Group on the Review Ribbon?	Spelling & Grammar	Research	Word Count	Mark Citation	D
<b>WO39</b>	In MS Word 2010, _____ option in Text group under Insert Ribbon inserts the date and time in the Word document.	Date & Time	Signature Line	Object	None of the above	A
<b>WO40</b>	In MS Word 2010, the shortcut key that is used to insert a hyperlink is _____.	Ctrl + K	Ctrl + H	Ctrl + M	None of the above	A
<b>WO41</b>	In MS Word 2010, to remove the Drop Cap from a paragraph that contains the Drop Cap, follow these steps.	Highlight the paragraph that contains the Drop Cap, Click Text ->	Highlight the paragraph that contains the Drop Cap, Click Insert ->	Highlight the paragraph that contains the Drop Cap, Click Insert ->	Highlight the paragraph that contains the Drop Cap, Click	B
<b>WO42</b>	In MS Word 2010, which of the following statements is false?	A ruler spans on top of the Word document.	Themes have a palette of 12 colors.	Margins define the amount of white space that appears at the top, bottom,	None of the above	D
<b>WO43</b>	In MS Word 2010, a _____ is a translucent image that appears behind the primary text in a document.	Bookmark	Watermark	Bibliography	None of the above	B

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>WO44</b>	In MS Word 2010, the _____ option under Arrange group on the Page Layout Ribbon lets the text flow around the image and hugs its shape.	Square	Through	Tight	Behind Text	C
<b>WO45</b>	In MS Word 2010, which of the following statement is true?	The TextArea is a large area just above the ruler.	The TextArea is an area where the desired text can be inserted.	The horizontal scrollbars are used to move up and down the	None of the above	B
<b>WO46</b>	In MS Word 2010, which of the following statements is false?	An embedded object can be created in a Word document.	AutoText is a reusable content that we can store and access again	A macro once created can never be deleted.	The Headings view under Navigation Pane provides a	C
<b>WO47</b>	In MS Word 2010, which of the following statement is true?	Macro name must begin with a letter.	Macro name must not contain any space.	Macro name must not contain any unusual characters.	All of the above	D
<b>WO48</b>	The ____ feature of MS Word 2010 is used to create a set of documents, such as forms, envelopes, letters etc. to be sent to many customers.	Macros	Format Painter	Spell Checker	Mail Merge	D
<b>WO49</b>	In MS Word 2010, _____ is the keyboard shortcut key to open an existing document.	Ctrl + O	Ctrl + S	Ctrl + V	Ctrl + Alt + A	A
<b>WO50</b>	In MS Word 2010, the shortcut key to use Format Painter is _____.	Ctrl + Alt + C	Ctrl + Tab + C	Ctrl + Shift + C	Ctrl + Alt + A	C
<b>WO51</b>	In MS Word 2010, the shortcut key to go to the File tab is _____.	Ctrl + F	Alt + F	Shift + F	None of the above	B

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>WO52</b>	Suppose we have a Word document containing four pages and we are printing five copies of it. Now we want them in the page 1-4 order for each of the five sets. What is to be done in the following situation?	Print them collated	Print them uncollated	Print them with Portrait orientation	Print them with Landscape orientation	A
<b>WO53</b>	The 'x' in the docx file extension stands for _____.	XPS	XHTML	XML	XCESS	C
<b>WO54</b>	In MS-Word 2010, a _____ is a combination of characters that is written as a glyph, which is written as though it is a single character.	Ligature	Font	Style	Template	A
<b>WO55</b>	In MS-Word 2010, which of the following option is available under Paragraph group of Home tab?	Bullets	Indentation	Sort	All of the above	D
<b>WO56</b>	In MS-Word 2010, under various Add-In Categories option, the "Document Related Add-Ins" are the _____.	Add-Ins registered and currently running in our Office program	Template files referred to by open documents	Add-Ins present on our computer but not currently loaded	Add-Ins automatically disabled because it causes Office	B
<b>WO57</b>	In MS-Word 2010, the _____ macro runs when Word is opened.	AutoOpen	AutoExec	AutoNew	None of the above	B
<b>WO58</b>	Which of the following is the shortcut key to select an entire MS-Word 2010 document?	Ctrl + S	Ctrl + C	Ctrl + A	Ctrl + M	C
<b>WO59</b>	In MS-Word 2010, which SmartArt graphic should be used to create an Organization Chart?	Process	Hierarchy	Pyramid	Any of the above	B

<b><u>q_id</u></b>	<b><u>q_desc</u></b>	<b><u>op1</u></b>	<b><u>op2</u></b>	<b><u>op3</u></b>	<b><u>op4</u></b>	<b><u>ans</u></b>
<b>WO60</b>	In MS-Word 2010 document, the red wavy underline indicates _____.	Spelling errors	Grammar errors	Address Block	None of the above	A
<b>WO61</b>	The task of changing the appearance of a Word 2010 document is referred to as _____.	Editing	Proofing	Inserting	Formatting	D
<b>WO62</b>	In MS-Word 2010, the insertion point in a table can be moved using _____ key(s).	Tab	Shift + Tab	Arrow	All of the above	D
<b>WO63</b>	In MS-Word 2010 document, which key deletes a character to the right of the cursor?	End	Delete	Home	Backspace	B
<b>WO64</b>	_____ commands are used to move selected text from one place to another in a MS-Word 2010 document.	Move and Paste	Copy and Paste	Cut and Paste	Delete and Paste	C
<b>WO65</b>	By default, on which page of a Word 2010 document, the header or the footer is printed?	On first page	On last page	On every page	On alternate page	C
<b>WO66</b>	Which of the following can be achieved using Mail Merge in MS-Word 2010?	A set of Labels or Envelopes	Different sets of templates	A set of form letters, email messages, or fax	A set of numbered coupons	B
<b>WO67</b>	In MS-Word 2010, which simplifies the process of formatting text if the same formatting is required in more than one location?	Auto Text	Format Painter	Font dialog box	None of the above	B



<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>WO68</b>	Which is true when we insert an Excel worksheet into a Word document?	Word is the destination document	Excel is the destination document	The worksheet is the destination document	The document is the source document	A
<b>WO69</b>	In MS Word 2010, an _____ lists the terms and topics that are discussed in a document, along with the pages that they appear on.	Hyphen	Bibliography	Bookmark	Index	D
<b>WO70</b>	In MS-Word, AutoText and AutoCorrect are _____ tools.	Styling	Editing	Designing	None of the above	B
<b>EX1</b>	VBA stands for _____.	Visual Basic for Applications	Visual Basic for Abacus	Visual Basic Appliances	None of the above	A
<b>EX2</b>	The Excel 2010 worksheet contains _____ columns.	10,000	26,284	16, 000	16,384	D
<b>EX3</b>	Formulas in Excel 2010 usually begin with _____.	=	+	-	%	A
<b>EX4</b>	A cell reference in a MS Excel 2010 spreadsheet can refer to _____.	A cell in a different sheet within the same spreadsheet	A cell in another spreadsheet entirely	A value from a remote application	All of the above	D
<b>EX5</b>	In Excel 2010, a cell on a different sheet of the same spreadsheet is addressed as _____.	<sheet name>:<cell reference>	<sheet name>\$<cell reference>	<sheet name>!<cell reference>	<sheet name>@<cell reference>	C

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>EX6</b>	Full form of OLE is _____.	Object Linking and Embedding	Object Loading and Embedding	Object Linking and Exchange	Outward Linking Exchange	A
<b>EX7</b>	Keyboard shortcut to show a shortcut menu in MS Excel 2010 is _____.	Shift + F10	Shift + F1	Shift + F11	Shift + F12	A
<b>EX8</b>	Keyboard key in Excel 2010 to close the visible menu, or, with a submenu visible, close the submenu only, is _____.	Home	Alt	End	Esc	D
<b>IN24</b>	Internet bookmarks are _____.	Stored URLs that can be retrieved	Web pages that are hosted on one or more web servers	Links that connect to other web pages	None of the above	A
<b>IN25</b>	_____ web sites are used to preserve valuable electronic content threatened with extinction.	Blog	Archive	Affiliate	Flash	B
<b>IN26</b>	URL stands for _____.	Uniform Resource Locator	Universal Resource Locator	Ubiquitous Resource Locator	Useful Resource Locator	A
<b>IN27</b>	A search engine operates in the following order:	Web crawling, Searching, Indexing	Indexing, Web crawling, Searching	Indexing, Searching, Web crawling	Web crawling, Indexing, Searching	D
<b>IN28</b>	The Starter button in the File/Edit toolbar of Navigator Gold 2.0 _____.	Opens the document in the browser window	Displays information about web creation	Starts to search for text in the current document	Prints the current document	B

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
IN29	Which of the following is not a limitation of Navigator Gold?	Editor window does not display tables.	Forms support in editor window is not stable.	JavaScript capabilities are limited.	Drag and drop capability is not supported.	D
IN30	In Internet, _____ refers to a specification by which programs can communicate with a Web server.	AJAX	CGI	CSS	HTML	B
IN31	A device that connects the computer to the Internet is _____.	Browser	Modem	Network Neighbourhood	None of the above	B
IN32	Sending unwanted e-mails in bulk is known as _____.	Pornography	Spamming	Virus threat	None of the above	B
IN33	_____ is a program or a tool that helps in locating a file anywhere on the Net.	Archie	Veronica	Jughead	None of the above	A
IN34	_____ is a network protocol used to transfer data from one computer to another through a network.	Telnet	SMTP	FTP	IRC	C
IN35	_____ is a small tool to extract links/files from one or multiple website or directory listings and save them to a specified directory.	Webcow	ScanDL	LeechGet	LeechGet2001	A
IN36	In the Internet address http://mail.icai.org, the domain name is _____.	http	mail	icai	org	C

<b><u>q_id</u></b>	<b><u>q_desc</u></b>	<b><u>op1</u></b>	<b><u>op2</u></b>	<b><u>op3</u></b>	<b><u>op4</u></b>	<b><u>ans</u></b>
<b>IN37</b>	_____ is a document containing words that connect to other documents.	Hyperlink	HyperText	Webpage	Website	B
<b>IN38</b>	_____ server presents its contents as a hierarchically structured list of files.	POP	IMAP	Gopher	None of the above	C
<b>IN39</b>	ICMP and ARP protocols work in _____ layer of OSI reference model.	Physical	Data Link	Network	Transport	C
<b>IN40</b>	Which of the following is not an advantage of Internet?	Faster and more reliable communication	Information availability	E-Commerce	None of the above	D
<b>IN41</b>	VAN stands for _____.	Value Addition Network	Valid Addition Network	Value Added Network	None of the above	C
<b>IN42</b>	In EDI, a/an _____ contains one or more documents for the same trading partner.	Internal Format File	Transmission File	External Format File	EDI document	B
<b>IN43</b>	In EDI, _____ is a standard protocol for securing credit card transactions over insecure networks, specifically, the Internet.	NET	CAT	https	SET	D
<b>IN44</b>	_____ involves the electronic movement of funds and fund information between financial institutions.	ATM	EFT	Credit Cards	EDI	B

<b><u>q_id</u></b>	<b><u>q_desc</u></b>	<b><u>op1</u></b>	<b><u>op2</u></b>	<b><u>op3</u></b>	<b><u>op4</u></b>	<b><u>ans</u></b>
<b>IN45</b>	Online advertising can be categorised in two types, these are _____.	Broadcast and billboard advertising	Web based and portal based advertising	Internal and external advertising	Active and Passive advertising	D
<b>EX9</b>	Excel 2010 gives a ____ extension to the template file.	.xlsx	.xltx	.dotx	None of the above	B
<b>EX10</b>	In Excel 2010, use _____ to move up to the row above.	Tab	Shift + Tab	Enter	Shift + Enter	D
<b>EX11</b>	Which function is used in Excel 2010 to enter current date under the tab Date & Time?	Date	CurrentDate	Today	Workday	C
<b>EX12</b>	To delete selected rows in Excel 2010, click the arrow next to Delete in Cells group in Home Tab, and then click _____.	Delete	Delete Rows	Delete Sheet Rows	None of the above	C
<b>EX13</b>	To copy data to a different sheet in Excel, press _____ while dragging the selection to the sheet's tab.	Ctrl + Enter	Shift + Tab	Ctrl + Alt + N	Ctrl + Alt	D
<b>EX14</b>	Keyboard shortcut to save a workbook in Excel 2010 is _____.	F10	F11	F12	F13	C
<b>EX15</b>	References to cells in other workbooks of MS Excel 2010 are called _____.	Links	Hyperlinks	Connections	Relative Cell References	A

<b><u>q_id</u></b>	<b><u>q_desc</u></b>	<b><u>op1</u></b>	<b><u>op2</u></b>	<b><u>op3</u></b>	<b><u>op4</u></b>	<b><u>ans</u></b>
<b>EX16</b>	To fix the formula in a cell so that absolute cell reference is used, _____ key is used in Excel 2010.	F1	F2	F3	F4	D
<b>EX17</b>	In Excel 2010, when E\$5 is copied across, the _____ reference can change.	Row	Column	Either A or B	Both A and B	B
<b>EX18</b>	In Excel 2010, a range is defined by the addresses of two opposite corner cells separated by a _____.	Colon	Semicolon	Comma	Dot	A
<b>EX19</b>	Which of these is a valid range name in Excel 2010?	A12	A\$12	___A.B	1a	C
<b>EX20</b>	How to name a range in Excel 2010?	Use the Name Box in the Formula Bar	Use the Define Name command from the Formulas Ribbon	Create a name from a row or column	All of the above	D
<b>EX21</b>	While creating range names from a row or column, if the label for a column or row contains spaces, Excel replaces the space with a/an _____.	Hyphen	Caret	Underscore	Asterisk	C
<b>EX22</b>	Which operator is used for exponentiation in Excel 2010?	Asterisk	Caret	Forward slash	Backslash	B
<b>EX23</b>	In Excel 2010, _____ are structured programs that calculate a specific result.	Functions	Formulas	Ranges	Equations	A

<u>q_id</u>	<u>q_desc</u>	<u>op1</u>	<u>op2</u>	<u>op3</u>	<u>op4</u>	<u>ans</u>
EX24	_____ category of functions in Excel 2010 searches for and returns values from a range.	Logical	Information	Engineering	Lookup and reference	D
EX25	In Excel 2010, FACT(2.9) returns _____.	2	4	6	Error #NUM!	A
EX26	In Excel 2010, LOG function returns the _____.	Natural logarithm of a number	Logarithm of a number to a specified base	Base-10 logarithm of a number	Base-2 logarithm of a number	B
EX27	In Excel 2010, MOD(-5, -3) returns _____.	2	-2	-3	-4	B
EX28	In Excel 2010, MROUND(1.3, 0.2) returns _____.	1.4	1.2	1.3	1.5	A
EX29	In Excel 2010, _____ returns the average of the absolute deviations of data points from their mean.	AVEDEV	VARA	COVAR	STDEV	A
EX30	In Excel 2010, _____ error message is given if the formula contains a reference to a non-existent cell.	#NAME?	#Value	#####	#REF!	D
EX31	The process of examining a MS Excel 2010 worksheet for errors in formulas is referred to as _____.	Checking	Auditing	Inspecting	Assessing	B

<b><u>q_id</u></b>	<b><u>q_desc</u></b>	<b><u>op1</u></b>	<b><u>op2</u></b>	<b><u>op3</u></b>	<b><u>op4</u></b>	<b><u>ans</u></b>
<b>EX32</b>	In Excel 2010, _____ error message is given if the formula contains text that Excel doesn't recognize.	#NAME?	#REF!	#####	#DIV/0!	A
<b>EX33</b>	To manually calculate all the formulas in a worksheet of MS-Excel 2010, press _____.	F6	F7	F8	F9	D
<b>EX34</b>	To have column and row headings visible while scrolling the worksheet of MS Excel 2010, _____ feature is used.	Splitting Panes	Freeze Panes	Radar Panes	Format	B
<b>EX35</b>	Keyboard shortcut to open Format Cells dialog box in Excel 2010, is _____.	Ctrl + F	Ctrl + 1	Ctrl + Alt	Ctrl + 0	B
<b>EX36</b>	To define a table in MS-Excel 2010, select a cell in the data set and press _____.	Ctrl + T	Ctrl + L	Either A or B	Neither A nor B	C
<b>EX37</b>	In Excel 2010, if a row is selected and Delete key is pressed, _____.	The contents of the row are cleared but the emptied row remains in place	The contents of the row are cleared as well as the row is removed but the	The contents of the row are cleared as well as the row is removed and the	The row is removed and the contents are moved in the	C
<b>EX38</b>	By default, MS-Excel 2010 aligns text to the _____ of the cell.	Left	Center	Right	Justified mode	A
<b>EX39</b>	While wrapping text in Excel 2010, the number of wrapped lines is dependent on _____.	The width of the column	The length of the cell contents	Both A and B	Nothing	C



<b><u>q_id</u></b>	<b><u>q_desc</u></b>	<b><u>op1</u></b>	<b><u>op2</u></b>	<b><u>op3</u></b>	<b><u>op4</u></b>	<b><u>ans</u></b>
<b>EX40</b>	If cells A2, A3, B2 and B3 in a worksheet of MS Excel 2010 are merged, the cell reference for the merged cell is _____.	A2	A3	B2	B3	A
<b>EX41</b>	A _____ chart in Excel, shows the relationship of individual items to the whole, comparing the contribution of each value to a total across categories.	Clustered Column	Stacked Column	100% Stacked Column	3-D Column	B
<b>EX42</b>	In MS-Excel 2010, a 3-D column chart uses three axes - a horizontal axis, a vertical axis, and a _____ axis.	Depth	Length	Breadth	Width	A
<b>EX43</b>	Volume-open-high-low-close subtype of stock charts in Excel 2010, requires _____ columns of data.	3	4	5	6	D
<b>EX44</b>	In Excel 2010, a _____ is useful when user wants to find optimum combinations between two sets of data.	Surface Chart	Area Chart	Doughnut Chart	Bubble Chart	A
<b>EX45</b>	In Excel 2010, a 3-D surface chart without color is called a _____ 3-D surface chart.	Wired	Contour	Wireframe	None of the above	C
<b>EX46</b>	In Excel 2010, if user wants to create a hyperlink to a specific location in the file or on the Web page, click _____ in the Insert Hyperlink dialog box.	Current Folder	Recent Files	Bookmark	Browse the Web	C
<b>EX47</b>	When a record is deleted using a data form in Excel 2010, _____.	It doesn't get deleted	It gets deleted but it can be restored	It gets deleted and cannot be restored	Whether the deletion is permanent or temporary is	C

<u>q_id</u>	<u>q_desc</u>	<u>op1</u>	<u>op2</u>	<u>op3</u>	<u>op4</u>	<u>ans</u>
EX48	In Excel 2010, user can add a _____ to the table, which is a special row in a list that provides a selection of aggregate functions useful for working with numerical data.	Table row	Total row	Aggregate row	List row	B
EX49	In Excel 2010, the user can sort up to _____ levels using the Sort dialog box.	1	2	3	4	C
EX50	In Excel 2010, the default criteria setting for AutoFilter in each field is _____.	Top10	Bottom10	Top half	All	D
EX51	Subtotal option is in _____ group of Data tab in Excel 2010.	Sort & Filter	Outline	Data Tools	Calculation	B
EX52	External data source for an Excel 2010 workbook can be _____.	A text file	A database	An OLAP cube	All of the above	D
EX53	Which of the following cannot store connection information of an external data source in Excel 2010?	Workbook	.odc file	.htm file	.udcx file	C
EX54	UDC stands for _____.	Ubiquitous Data Connection	Universal Data Connection	Universal Data Continuity	User Digital Connection	B
EX55	The default pivot chart type in Excel 2010 is a _____ chart.	Column	Line	Scatter	Bubble	A

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
EX56	Macros option is in Code group of _____ Ribbon in Excel 2010.	Insert	Data	Home	Developer	D
EX57	_____ is not a type of sparkline in MS-Excel 2010.	Line	Row	Column	Win/Loss	B
EX58	In a PivotTable report in Excel 2010, nonnumeric fields are added to the _____ area of the layout section, by default.	Row Labels	Column Labels	Values	Report Filter	A
EX59	_____ are easy-to-use filtering components that enable the user to quickly filter the data in a PivotTable report in MS-Excel 2010.	Sparklines	Slicers	Macros	Data Forms	B
EX60	In Excel 2010, _____ function is used to create validation based on dependent drop-down lists.	DIRECT	DEPENDENT	INDIRECT	LOOKUP	C
EX61	In Excel 2010, range C3:C6 indicates _____.	Cells C3 through C6	Cell C3 and Cell C6	Cell C4 and Cell C5	None of the above	A
EX62	The first cell in an Excel 2010 worksheet is labeled as _____.	AA	A1	A0	1A	B
EX63	In Excel 2010, which function is used to return the remainder after a number is divided by a divisor?	ROUND	FACT	MOD	DIV	C

<b><u>q_id</u></b>	<b><u>q_desc</u></b>	<b><u>op1</u></b>	<b><u>op2</u></b>	<b><u>op3</u></b>	<b><u>op4</u></b>	<b><u>ans</u></b>
<b>EX64</b>	Microsoft Excel 2010 is a powerful _____.	Spreadsheet package	Communication software package	Word processing package	DBMS package	A
<b>EX65</b>	In Excel 2010, which of the following is Text Concatenation operator?	"	!	#	&	D
<b>EX66</b>	To select multiple non-adjacent cells in an Excel 2010 worksheet, click them holding _____ key.	Ctrl	Alt	Shift	Ctrl + Shift	A
<b>EX67</b>	If we want to sort an employee file so that they would be listed alphabetically by last name and first name within individual zip codes (smallest to largest), which of the following would be the correct sorting order?	Zip codes (ascending), then last name (ascending), then	Last name (ascending), then first name (ascending), then	Zip codes (descending), then last name (ascending), then	Last name (descending), then first name (descending),	A
<b>EX68</b>	A quick way to return to a specific area of a worksheet in Excel 2010 is to type the cell address or range name in the _____.	Name Box	Formula Bar	Zoom Box	Sheet Tab	A
<b>EX69</b>	In MS-Excel 2010, the Name Box shows the _____.	Name of the workbook currently working on	Name of the worksheet currently working on	Name of the cell or range currently working on	Formula in the cell currently working on	C
<b>EX70</b>	We want to set such that when we type Baishakh and drag the fill handle, Excel should produce Jeshtha, Aashadh and so on. What should we set to effect that?	Custom List	AutoFill Options	Fill Across Worksheet	Fill Series	A
<b>EX71</b>	In Excel 2010, what is represented by the small black square in the lower-right corner of an active cell or range?	Copy handle	Fill handle	Insert handle	Border	B

<u>q_id</u>	<u>q_desc</u>	<u>op1</u>	<u>op2</u>	<u>op3</u>	<u>op4</u>	<u>ans</u>
EX72	If we want all of the white cats grouped together in an Excel 2010 worksheet of all the animals, we need to sort by _____.	Color, then Gender	Pet Type, then Color	Pet Type, then Gender	Color, then Pet Name	B
EX73	Suppose we accidentally erased a record in an Excel worksheet. Which command can be used to restore it immediately?	Insert	Replace	Paste	Undo	D
EX74	Which of the following is a valid cell address in MS Excel 2010?	96g	79 64	AB	A5	D
EX75	Which of these is the best way to show the monthly rainfall in an Excel 2010 report?	Insert a calendar	Insert a photograph of rainfall	Insert a chart showing rainfall amounts	Insert a database of rainfall	C
EX76	Suppose you are editing a MS Excel 2010 worksheet that you had previously saved. If you want to save the edited sheet without losing the original one, which command should you use?	New	Save As	Edit	Save	B
EX77	In order to arrange the names of the students from those with the highest marks to those with the lowest in an Excel worksheet, we need to sort on the marks field in _____ order.	Ascending	Descending	Alphabetical	Random	B
EX78	In order to perform a calculation in an Excel 2010 worksheet, we need to use a _____.	Table	PivotTable	Formula	Chart	C
EX79	Which of the following functions would give the sum of the contents of cells A3 and A4 in MS-Excel 2010 worksheet?	SUM(A1:A4, A3:A5)	SUM(A1:A4 A3:A5)	SUM(A1:A4 : A3:A5)	SUM(A1:A4 ^ A3:A5)	B

<b><u>q_id</u></b>	<b><u>q_desc</u></b>	<b><u>op1</u></b>	<b><u>op2</u></b>	<b><u>op3</u></b>	<b><u>op4</u></b>	<b><u>ans</u></b>
<b>EX80</b>	In MS-Excel 2010, which of the following operator has the highest precedence?	Range	Union	Negation	Exponentiation	A
<b>EX81</b>	In MS-Excel 2010, the option to disable the printing of gridlines along with the text is available on _____ tab of Page Setup dialog box.	Page	Margins	Header/Footer	Sheet	D
<b>EX82</b>	Which of the following is not a category of functions in MS-Excel 2010?	Financial	Engineering	Agricultural	Information	C
<b>PP1</b>	A _____ is a set of colors, fonts, and special effects that provides attractive backgrounds for the PowerPoint 2010 slides.	Theme	Style	Template	Effect	A
<b>PP2</b>	In MS-PowerPoint 2010, which tab provides the facility to add a video and audio to the presentation?	Home	Insert	Animations	Transitions	B
<b>PP3</b>	Using _____ tab of Chart Tools in MS-PowerPoint 2010, we can control the chart type, layout, styles, and locations.	Design	Layout	Format	None of the above	A
<b>PP4</b>	Which technology provides the facility to share and edit a PowerPoint presentation by multiple users?	SharePoint Foundation 2010	Microsoft SharePoint Server 2010	Microsoft Office Live Workspace	All of the above	D
<b>PP5</b>	In MS-PowerPoint 2010, the _____ option prints images that contain variations of gray tones between black and white.	Graystyle	Colorscale	Grayscale	None of the above	C

<b><u>q_id</u></b>	<b><u>q_desc</u></b>	<b><u>op1</u></b>	<b><u>op2</u></b>	<b><u>op3</u></b>	<b><u>op4</u></b>	<b><u>ans</u></b>
<b>PP6</b>	The shortcut key to start the slide show of a PowerPoint 2010 presentation is _____.	F2	F3	F4	F5	D
<b>PP7</b>	Which change is not observed in PowerPoint features when a PowerPoint 2010 slide show is broadcasted online?	Any transitions in the presentation are shown as Fade transitions in the	Audio is not transmitted to the audience through the browser	Any animations in the presentation are shown as Fade animations	Video played in the presentation is not shown to the audience.	C
<b>PP8</b>	What is a slide transition in MS-PowerPoint 2010?	Overheads	Letters	A slide effect used to introduce a slide in a slide show	The way one slide looks	C
<b>PP9</b>	How can we exit the slide show of a MS Powerpoint 2010 presentation?	By pressing down arrow key	By pressing left arrow key	By pressing Esc key	By pressing Tab key	C
<b>PP10</b>	_____ is a template used to create consistent layouts throughout the MS PowerPoint 2010 presentation.	Notes Master	Slide Master	Handout Master	Clip Art	B
<b>PP11</b>	In MS PowerPoint 2010, _____ tool can be used to select part of a window while taking a screenshot.	Screen Clipping	Screen Cropping	Clip Art	None of the above	A
<b>PP12</b>	In MS-PowerPoint 2010, which playback option should be used to play an audio clip continuously?	Automatically	Play across slides	On Click	Loop until Stopped	D
<b>PP13</b>	The animation effect _____ determines how an object moves around a slide in a MS Powerpoint 2010 presentation.	Entrance	Exit	Motion Paths	Emphasis	C

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>PP14</b>	Slide _____ are motion effects that occur in slideshow view when we move from one slide to the next during a MS PowerPoint 2010 presentation.	Animations	Transitions	Narrations	Views	B
<b>PP15</b>	While printing full page slides in a MS Powerpoint 2010 presentation, select _____ to print a thin border around slides.	Border Slides	Frame Slides	High Quality	Scale to Fit Paper	B
<b>PP16</b>	The _____ feature in MS-PowerPoint 2010 enables presenters to share a slide show with anyone, anywhere, over the Web.	Broadcast Slide Show	Share Slide Show	Collaborate Slide Show	Feature Slide Show	A
<b>PP17</b>	In MS-PowerPoint 2010, the protection option _____ installs Window Rights Management service to restrict permissions to access the presentation.	Mark as Final	Encrypt with Password	Restrict Permission by People	Add a Digital Signature	C
<b>CA1</b>	In CAAT, a _____ is a redundant digit that is added to a code to enable the accuracy of other digits in the code.	Valid digit	Check digit	Slab digit	Block digit	B
<b>CA2</b>	In Field checks under CAAT, which of the following code type lists attributes of an entity in the order of importance?	Serial code	Block sequence code	Hierarchical code	Association code	C
<b>CA3</b>	In Field checks under CAAT, which of the following code type has the demerit of low mnemonic value?	Serial code	Block sequence code	Hierarchical code	Association code	A
<b>CA4</b>	_____ is the type of batch checks defined as the grand totals calculated for any code on a document in the batch.	Financial totals	Hash totals	Document totals	Record counts	B



<u>q_id</u>	<u>q_desc</u>	<u>op1</u>	<u>op2</u>	<u>op3</u>	<u>op4</u>	<u>ans</u>
CA5	Under Data Integrity related controls in CAAT, which of the following is not a report protocol?	Print control data for internal tables	Print run to run control totals	Print suspense account entries	None of the above	D
CA6	Under Data Integrity related controls in CAAT, which of the following is not an update protocol?	Print suspense account entries	Maintain suspense account	Sequence check on transaction and master files	Ensure all records on files are processed	A
CA7	Under Systems tests in CAAT, in _____ testing, individual modules are coded and tested individually and then assembled, to be tested as a whole.	Incremental	Top-down	Bottom-up	Big bang	D
CA8	In CAAT, _____ audit technique software is used by the auditor to compare the executable version of a program with a secure master copy.	Audit Software	Core Image Comparison	Database Analyzers	Program Code Analysis	B
CA9	Under Audit techniques, Mapping is a software used by the auditors to _____.	list unused program instructions	examine dates of changes made to the executable library	compare the source version of a program with a secure master copy	read and analyze records of machine activity	A
CA10	The aspects of information quality include _____.	Efficiency	System response time	Accuracy	Ease of use	C
CA11	_____ testing is specification-based.	White box	Black box	Incremental	System	B
CA12	ITF stands for _____.	Incremental Test Facility	Internal Test Facility	Integrated Test Facility	Interleaved Test Facility	C

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
CA13	Source code which does not meet user requirements is _____ code.	Erroneous	Unauthorized	Ineffective	Inefficient	C
CA14	Under the popular methods for randomly selecting a sample of transactions, the systematic sampling method _____.	Selects transactions based on a random number assignment	Selects transactions based on a sampling rate	Both A and B	Neither A nor B	B
CA15	_____ is the process of obtaining key ratios and totals from an organization's data for comparison with previous year's ratios and totals or industry wide ratios and totals.	Functional Review	Core Image Comparison	Analytical Review	None of the above	C
CA16	_____ are enhanced productivity tools that are part of a sophisticated operating systems environment.	Package programs	Utility programs	System Management programs	Purpose-written programs	C
CA17	_____ includes a comprehensive series of tests designed to detect indicators of a wide range of frauds.	Traditional Analysis	Transactional Analysis	Data Analysis	Fraud Analysis	B
CA18	Under System security, _____ ensures that information is not accessed by unauthorized persons.	Confidentiality	Integrity	Authentication	Privacy	A
CA19	Under System security, _____ ensures that the originators of messages cannot deny that they in fact sent the messages to the recipients.	Access control	Availability	Repudiation	Non-repudiation	D
CA20	The activity of taking backups is performed while maintaining _____.	Physical security	Operational security	System security	Network security	C

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>CA21</b>	In which order the following steps are performed in an audit procedure: 1. Event Selection 2. Event Detection	1, 2, 4, 5 and 3	3, 4, 1, 5 and 2	3, 5, 1, 4 and 2	5, 1, 3, 2 and 4	A
<b>CA22</b>	In IDEA, _____ function is used to find the day of the week, given a date.	WEEKDAY	DAYOFWEEK	dow	day	C
<b>CA23</b>	Full form of PBX is _____.	Public Breach Exchange	Private Breach Exchange	Private Broad Extraction	Public Breach Extension	B
<b>CA24</b>	In IDEA, for analyzing the data, _____ can be used to identify unusual or strange items.	Statistical sampling	Duplicates testing	Exception testing	Gaps testing	C
<b>CA25</b>	The Analysis ToolPak in Excel has a _____ tool that provides the auditor with an easy way to calculate summary statistics for a set of sample data.	Statistics	Summary Statistics	Descriptive Statistics	None of the above	C
<b>CA26</b>	Which among the following is not a strategy for system testing?	Big bang	Incremental	Decremental	None of the above	C
<b>CA27</b>	Which controls are not a part of Application Controls?	Input Controls	Output Controls	Management Controls	Processing Controls	C
<b>CA28</b>	_____ is defined as the process of grouping together transactions that bear some type of relationship to one another.	Grouping	Batching	Range	All of the above	B

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
CA29	In Data Analysis Techniques, _____ law is used to identify statistically unlikely occurrences of numeric data.	Benford	Benfish	Benjamin	None of the above	A
CA30	An input check that verifies that employees are paid not less than minimum wage but not more than a preset limit per hour would be a _____.	Limit check	Reasonableness check	Range check	Sign check	C
CA31	All input records in a batch might have to be of a particular type is verified in _____ type of batch checks.	Control Totals	Transaction	Sequence Check	Batch serial number	B
CA32	Functions of Generalized audit software include _____.	File access/File reorganization	Statistical/Arithmetic operations	Stratification and Frequency analysis functions	All of the above	D
CA33	Which of the following is not an objective of source code review?	Identifying erroneous code	Identifying unauthorized code	Identifying ineffective code	Identifying processes	D
CA34	_____ are used by an entity to perform common data processing functions, such as sorting, creating and printing files.	Package programs	Purpose-written programs	Utility programs	System Management Programs	C
CA35	Under System security, _____ reduces the threat to information assets through fear.	Deterrence	Prevention	Recovery	Detection	A
CA36	_____ audit technique involves taking a picture of a file of data or a transaction passing through the system at a particular point in time.	Source Comparison	Snapshots	Modelling	On-line Testing	B

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
CA37	_____ auditing techniques cover or collect data as the transaction is being processed.	Post implementation	Concurrent	General	All of the above	B
PP18	While checking a presentation, the Accessibility Checker gives an accessibility _____ for content that people with disabilities can understand, but that might be better organized or presented in a way that would maximize their experience.	Error	Tip	Warning	Bug	B
PP19	In MS-PowerPoint 2010, _____ view is the main editing view where we can write and design the slides of a presentation.	Normal	Slide Sorter	Slide Show	Reading	A
PP20	Which of the following statement is false for MS PowerPoint 2010 presentations?	Multiple authors can simultaneously change the same presentation stored	A user can use the mouse or the keyboard to navigate through	Powerpoint 2010 provides a pen and highlighter tool so that we can write	None of the above	D
PP21	Which file format can be added to a MS PowerPoint 2010 presentation?	.gif	.wav	.jpg	All of the above	D
PP22	A chart can be inserted in a MS PowerPoint 2010 presentation using _____.	Insert -> Pictures -> Chart	Insert -> Images -> Chart	Insert -> Illustrations -> Chart	Insert -> Symbols -> Chart	C
PP23	Which of the following is not a valid type of animation effects in MS-PowerPoint 2010 presentation?	Motion Paths	Exit	Entrance	Italics	D
PP24	_____ controls how the information is arranged on the slide in MS-PowerPoint 2010.	Slide Layout	Slide Transition	Theme	Slide Animation	A

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>PP25</b>	To open an existing MS PowerPoint 2010 presentation, press _____.	Ctrl + A	Ctrl + N	Ctrl + M	Ctrl + O	D
<b>DB1</b>	Processed data is called _____.	Datum	Information	Database	DBMS	B
<b>DB2</b>	The _____ part of a database system consists of instructions and rules that govern the design and use of the system.	Hardware	Software	Data	Procedure	D
<b>DB3</b>	_____ are responsible to oversee the general operations of the database system.	Database administrators	Systems administrators	End users	Database designers	B
<b>DB4</b>	Which of the following is not an advantage of using a DBMS?	Data independence	Data integrity and security	Decentralized data	Reduced application development time	C
<b>DB5</b>	The first level of data modelling builds the conceptual model of the data, using _____.	E-R Diagram	Normalization	Physical Database	Logical Database	A
<b>DB6</b>	What is the cardinality of the relationship between Student and Batch?	1:1	1:N	N:1	M:N	C
<b>DB7</b>	In a relational database, a record is also known as a _____.	Field	Table	Tuple	Attribute	C

<u>q_id</u>	<u>q_desc</u>	<u>op1</u>	<u>op2</u>	<u>op3</u>	<u>op4</u>	<u>ans</u>
DB8	Which of these is not a relational database rule proposed by Codd?	Physical Data Independence	Logical Data Independence	Distribution Independence	Conceptual Data Independence	D
DB9	In SQL, _____ is used for query, insertion, deletion and updation of information stored in the database.	DDL	DML	DCL	DA	B
DB10	Databases created in MS-Access 2007 have the file extension _____.	.acc	.accdb	.mdb	.db	B
DB11	In MS-Access 2007, _____ modules are attached to forms or reports.	Class	Standard	Interface	All	A
DB12	In MS-Access 2007, a table's properties can be set in table's property sheet under _____ view.	Design	Datasheet	PivotTable	PivotChart	A
DB13	Which of these is not a benefit of using relationships in MS-Access 2007?	Consistency	Comprehensibility	Ambiguity	Efficiency	C
DB14	_____ is a web site that can be displayed in a browser and includes an interface for displaying lists and libraries in a secure database.	SharePoint	ShareLogo	ShareWare	ShareSite	A
DB15	Which character can occur in a field name in MS-Access 2007?	_	#	whitespace	\$	C

<u>q_id</u>	<u>q_desc</u>	<u>op1</u>	<u>op2</u>	<u>op3</u>	<u>op4</u>	<u>ans</u>
DB16	When we create a new table, MS-Access 2007 automatically creates a primary key of _____ data type.	Text	Memo	Number	AutoNumber	D
DB17	In MS-Access 2007, the table property "LinkChildFields" is used to _____.	List the fields in the table or query used for the subdatasheet that	List the primary key field(s) in this table that match the child fields for the	Specify whether a subdatasheet should appear in Datasheet view	Specify which table or query should supply the rows in the	A
DB18	In MS Access 2007, _____ data type fields do not offer common filters.	Number	Attachment	Hyperlink	OLE Object	D
DB19	In MS-Access 2007, filtering on a partial selection is not available for _____ fields.	Single-valued	Multivalued	AutoNumber	Attachment	B
DB20	In MS-Access 2007, when specifying in a filter text box, enclose a character in ____ to disregard its special meaning.	()	{}	[]	"	C
DB21	In database systems, _____ is a mechanism for retrieving information from a database and consists of questions presented to the database in a predefined format.	Query	Form	Report	Hyperlink	A
DB22	In MS-Access 2007, query once created using query wizard can always be modified using _____ view.	Datasheet	Form	Design	Layout	C
DB23	In MS-Access 2007, which of the following controls can be used to insert Yahoo! Toolbar in a form?	Insert Chart	Insert Page	Insert ActiveX Control	Insert Yahoo	C



<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>DB24</b>	In Access, _____ are procedures which get triggered on an associated activity of a control.	Commands	Events	Actions	Forms	B
<b>DB25</b>	In MS-Access 2007 reports, the _____ section is used to calculate summaries for all the detail records in a group.	Group Footer	Page Footer	Report Footer	Page Header	A
<b>DB26</b>	In MS-Access, _____ controls are also known as memory variables.	Bound	Calculated	Unbound	None of the above	C
<b>DB27</b>	In MS-Access 2007, use _____ table property to define a criteria to display only matching rows in Datasheet view.	Filter	Filter On Load	Validation Rule	Validation Text	A
<b>DB28</b>	Which of the following is not a table template available in MS-Access 2007?	Contacts	Events	Assets	Liabilities	D
<b>DB29</b>	In database, a good database design is one that _____.	divides the information into subject-based tables to reduce	helps support and ensure the accuracy and integrity of the	accommodates the data processing and reporting needs	All of the above	D
<b>DB30</b>	One should always start designing a database by first creating its _____.	Tables	Sheets	Modules	Forms	A
<b>DB31</b>	Codd proposed _____ rules for a relational DBMS.	10	12	14	16	B

<b><u>q_id</u></b>	<b><u>q_desc</u></b>	<b><u>op1</u></b>	<b><u>op2</u></b>	<b><u>op3</u></b>	<b><u>op4</u></b>	<b><u>ans</u></b>
<b>DB32</b>	A DBMS that supports a database distributed across several different sites is called a _____ DBMS.	Centralized	Distributed	Multiple	None of the above	B
<b>DB33</b>	In MS-Access 2007, which of the following data type creates a field that allows the user to choose a value from another table or from a list of values by using a list box or combo box?	OLE Object	Memo	Hyperlink	Lookup Wizard	D
<b>DB34</b>	In a table, _____ uniquely identifies each record that is stored in the table.	Unique Key	Foreign Key	Primary Key	Record Key	C
<b>DB35</b>	DCL provides commands to perform actions like _____.	Changing the structure of tables	Creating views and indexes	Authorizing access and other control over database	Inserting, updating or deleting records	C
<b>DB36</b>	A database _____ presents summarized information retrieved from a table in a preformatted, attractive manner.	Form	Query	Macro	Report	D
<b>DB37</b>	In MS-Access 2007, which type of query extracts the data from one or more existing tables and puts them into separate table?	Parameter query	Update query	Crosstab query	Make Table query	D
<b>DB38</b>	In an MS-Access report, in which section we can keep the sum[Sales] to calculate the total sales for each month?	In the Report Header Section	In the Report Footer Section	In the Page Footer Section	In the Month Group Footer Section	D
<b>DB39</b>	What is the first step in creating a form or report using the Form Wizard or the Report Wizard in MS-Access 2007?	Selecting the fields that we want to appear in the form or report	Selecting the underlying table or query on which we want to base the	Reading several screens of mostly useless information and clicking next	Selecting how the form or report should be formatted	B

<u>q_id</u>	<u>q_desc</u>	<u>op1</u>	<u>op2</u>	<u>op3</u>	<u>op4</u>	<u>ans</u>
DB40	The process of arranging data in a logical sequence is called _____.	Classifying	Filtering	Sorting	Summarizing	C
DB41	If some chunk of data is stored at two places in a database, then _____.	Storage space is wasted	Changing the data at one place only will cause data inconsistency	It can be more easily accessed	Both A and B	D
DB42	In MS-Access, what data type can be used for a phone number field in a database?	Number	Text	Memo	Any of the above	B
DB43	Which of the following can be a primary key in an employee database?	Employee Code	Employee Name	Date of Birth	Joining Date	A
DB44	Which of the following is a Database Management System?	Java	Oracle	Lotus 1-2-3	MS-Outlook	B
DB45	Which of the following is not a data type in MS-Access 2007?	Memo	Yes/No	Image	AutoNumber	C
DB46	In MS-Access 2007, _____ queries are best suitable to summarize information and looking for trends.	Crosstab	Parameter	Action	None of the above	A
DB47	Which of the following is not a section in Report Design view in MS-Access 2007?	Report Header Section	Page Header Section	Detail Section	Summary Section	D

<b><u>q_id</u></b>	<b><u>q_desc</u></b>	<b><u>op1</u></b>	<b><u>op2</u></b>	<b><u>op3</u></b>	<b><u>op4</u></b>	<b><u>ans</u></b>
<b>DB48</b>	Which of the following is not an action query in MS-Access 2007?	Add	Delete	Make Table	Update	A
<b>DB49</b>	In MS-Access 2007, which data type is best suitable for storing the price of a commodity?	Text	Number	Currency	AutoNumber	C
<b>DB50</b>	In MS-Access 2007, the _____ control in the form lets the user insert a picture into the it.	Title	Logo	Picture	Graphic	B
<b>DB51</b>	Which query should be used to retrieve the following information from table of databases "Which employees earn more than Rs.30,000 a month?"	Search Query	Make Table Query	Aggregate Query	Select Query	D
<b>DB52</b>	Queries in MS-Access 2007 can be used as _____.	View, change and analyze data in different ways	A source of records for forms and reports	Both A and B	Neither A nor B	C
<b>DB53</b>	What is a form in MS-Access?	It is a printed page where users will enter data	It is a Data Entry Screen to make viewing, entering and editing data in	It is a part of database used by the analysts to draw conclusions	None of the above	B
<b>DB54</b>	Which of the following degree of relationship cannot be applied in MS-Access 2007?	One-to-One	One-to-Many	Many-to-Many	None of the above	D
<b>DB55</b>	In an ER model, a/an _____ is any object, place, person, event or concept about which an enterprise records data.	Entity	Attribute	Relationship	None of the above	A

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>MO1</b>	The Outlook 2007 Calendar sheet is divided into _____ increments.	One hour	Half hour	Fifteen minutes	Two hours	B
<b>MO2</b>	In Outlook 2007 Calendar, the _____ icon in front of an appointment indicates a private appointment.	Bell	Lock	Double arrow	Exclamation	B
<b>MO3</b>	In MS-Outlook 2007, AutoPick Next button is used to _____.	Find the next time that is open to all the attendees	Find the next attendee	Find the next time that is open to a particular attendee	None of the above	A
<b>MO4</b>	In MS-Outlook 2007, scheduling a resource such as conference room or a slide projector for a meeting requires _____.	Microsoft Exchange	Netscape	Microsoft Office Live Meeting	All of the above	A
<b>MO5</b>	Refresh Free/Busy option in an Outlook 2007 group schedule _____.	Displays the working hours specified in the schedule	Displays details of all calendar items	Finds available times for all group members	connects to the server and obtains the latest free/busy	D
<b>MO6</b>	In MS-Outlook 2007, Folder List option is available from the _____ menu.	Go	Tools	View	Actions	A
<b>MO7</b>	A single Outlook 2007 user profile can contain _____ Microsoft Exchange account(s).	One	Many	Two	Three	A
<b>MO8</b>	In Outlook 2007, the number next to the word "Inbox" in the Folder List indicates _____.	The number of read messages	The number of unread messages	The total number of e-mails	None of the above	B

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>MO9</b>	Which of the following cannot be done using the Field Chooser in Outlook 2007?	Adding fields	Removing fields	Modifying fields	Rearranging fields	C
<b>MO10</b>	In MS-Outlook 2007, if a mailing list is moderated and _____ is enabled, any UNSUBSCRIBE message to this list will be forwarded to the moderator.	Moderator Control Leave	Moderator Control	Moderator Leave	Moderator Control Join	A
<b>MO11</b>	In MS-Outlook 2007, the maximum time limit for scheduling an automatic Send/Receive (for an RSS Feed) is _____.	100 minutes	60 minutes	1440 minutes	3600 minutes	C
<b>MO12</b>	When an e-mail message in Outlook 2007 is opened, its contents are displayed in the _____.	Message List pane	Reading pane	Navigation pane	Folder List	B
<b>MO13</b>	In Outlook, the e-mail addresses should be separated with _____ if one wants to send an e-mail to multiple recipients.	Comma	Semi-colon	Colon	Percentage	B
<b>TL1</b>	In case of Personal Accounts, rule is _____.	Debit what comes in, Credit what goes out	Debit the Receiver, Credit the Giver	Debit what goes out, Credit what comes in	Debit all Expenses, Credit all Income	B
<b>TL2</b>	Accounting in simplest terms, is keeping track of our _____. This is true for a business, for a household or for an individual.	Income	Expenses	Assets and Liabilities	All of the above	D
<b>TL3</b>	Which of the following is a basic document used in the Financial Accounting System, where transactions are entered chronologically.	Voucher	Ledger	Journal	Trial Balance	C

<u>q_id</u>	<u>q_desc</u>	<u>op1</u>	<u>op2</u>	<u>op3</u>	<u>op4</u>	<u>ans</u>
TL4	_____ gives the consolidated list of various accounts and their balances.	Trial Balance	Balance Sheet	P&L Report	Voucher	A
TL5	In Tally.ERP 9, we can maintain company data for _____ financial years.	5	10	20	any number of	D
TL6	In Tally.ERP 9, we cannot export the data in _____ format.	HTML	Excel	XML	ASCII	A
TL7	Tally.ERP 9 offers a data encryption option called _____.	Tally Vault	Tally Audit	Tally Backup	None of the above	A
TL8	In Tally.ERP 9, one can delete the ledger by pressing _____ in the Alteration Mode.	Ctrl + D	Shift + D	Alt + D	None of the above	C
TL9	During voucher entry in Tally.ERP 9, we can pre-fill the voucher narration for a specific ledger/voucher entry by pressing _____.	Ctrl + R	Shift + R	Both A and B	Neither A nor B	A
TL10	In the Accounting Vouchers screen of Tally.ERP 9, press _____ to create a payment voucher.	F4	F5	F6	F7	B
TL11	In Tally.ERP9, we can pass _____ for any kind of Purchase Returns, Escalation/De-escalation in price or any other expenses incurred by us on behalf of the party, etc.	Credit Note voucher	Stock Journal	Physical Stock Voucher	Debit Note voucher	D

<b><u>q_id</u></b>	<b><u>q_desc</u></b>	<b><u>op1</u></b>	<b><u>op2</u></b>	<b><u>op3</u></b>	<b><u>op4</u></b>	<b><u>ans</u></b>
<b>TL12</b>	Which of the following is not an asset?	Buildings	Cash balance	Debtors	Car Loan from Axis Bank	D
<b>TL13</b>	The _____ feature in Tally.ERP 9 allows the user to create multiple levels of security as per requirements.	Security Controls	Tally Vault	Backup	Tally Audit	A
<b>TL14</b>	In Tally.ERP 9, we use F12 function key for _____.	Features	Company Info	Configurations	Gateway of Tally	C
<b>TL15</b>	We can record any money received from debtors against sales invoices using _____ voucher in Tally.ERP 9.	Payment	Receipt	Contra	Sales	B
<b>TL16</b>	To enable Debit/Credit Notes in Tally.ERP 9, press _____ and set Use Debit/Credit Notes to Yes.	F3	F5	F8	F11	D
<b>TL17</b>	In the Bills Outstanding screen of Gateway of Tally, we can toggle between Payables or Receivables reports by clicking the function key_____.	F4	F5	F6	F7	A
<b>TL18</b>	Which of the following is not a type of analytical report in Tally.ERP 9?	Cash Flow Statement	Fund Flow Statement	Ratio Analysis	Ledger	D
<b>TL19</b>	In accounting, a _____ is a financial statement that reports a firm's financial position at a specific time.	Balance Sheet	Cash Book	Day Book	Trial Balance	A



<u>q_id</u>	<u>q_desc</u>	<u>op1</u>	<u>op2</u>	<u>op3</u>	<u>op4</u>	<u>ans</u>
TL20	Which of the following is not an Account Type?	Profit	Asset	Liability	Income	A
TL21	Which of the following is not a step in Accounts compilation?	Recording	Summarising	Delimiting	Classifying	C
TL22	Which of the following is not a feature of Tally.ERP 9?	Power	Flexibility	Scalability	Redundancy	D
TL23	Which of the following is not a type of Company Features in Tally.ERP 9?	Accounting Features	Auditing Features	Inventory Features	Tally.NET features	B
TL24	In Tally.ERP 9, which key is used to select Statutory & Taxation Features in Company Features menu?	F1	F2	F3	F4	C
TL25	In Tally.ERP 9, the ____ company features consist of configurations/ functionalities, which affect accounting transactions and reports.	Statistical	Inventory	Accounting	Statutory & Taxation	C
TL26	In Tally.ERP 9, the Inventory company features are further sub-divided into ____ sections.	6	7	8	9	B
TL27	In Tally.ERP 9, there are ____ predefined groups which are widely used in Chart of Accounts of many trading organizations.	28	29	30	31	A

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
TL28	The shortcut key to view predefined ledgers in Tally.ERP 9 is _____.	Ctrl + G	Ctrl + L	Alt + G	Alt + L	B
TL29	Which of the following is not a type of voucher in Tally.ERP 9?	Payment Voucher	Sales Voucher	Contra Voucher	Bill Voucher	D
TL30	_____ is an indicator of the operating performance of a business.	Ratio Analysis	Cash Flow Statement	Budgeting and Controls	Fund Flow Statement	A
TL31	_____ provides information on the difference between the actual vs the budgeted figures.	Fund Flow Statement	Variance Analysis Report	Ratio Analysis	Cash Flow Statement	B
TL32	The first document where a financial transaction is entered is called a _____.	Voucher	Journal	Ledger	Group	A
TL33	The closing stock of finished goods is treated as an _____ in the Profit & Loss statement.	Income	Asset	Expense	Liability	A
TL34	In Accounting, the ledger accounts are usually posted every _____.	Year	Half-year	Month	Week	C
TL35	Cash A/c is an example of _____ Account.	Personal	Revenue	Real	Nominal	C

<u>q_id</u>	<u>q_desc</u>	<u>op1</u>	<u>op2</u>	<u>op3</u>	<u>op4</u>	<u>ans</u>
TL36	The methods LIFO, FIFO, Moving Average are used to value _____.	Closing stock	Clearing stock	Expense stock	Opening stock	A
TL37	The Sundry Debtors are placed in the Balance sheet on the _____.	Income side	Assets side	Expense side	Liabilities side	B
TL38	The first step in Tally.ERP 9 before any transaction is entered or saved is creating a _____.	File	Company	Project	Application	B
TL39	A payment is made to a creditor ABC - Rs.10,000 by cash, it should be entered into the _____ Voucher.	Loan	Payment	Receipt	Sales	B
TL40	The Tally.ERP 9 license file is _____.	Tally_lck.lic	Tally.lic	Tally9.lic	lck.lic	A
TL41	Which of the following is true when a company is splitted in Tally.ERP 9?	The date specified in the Split from field in the Split Company Data	The date specified in the Split from field in the Split Company Data	One day after the date specified in the Split from field in the Split	One day before the date specified in the Split from field in the Split	A
TL42	Every financial transaction in an organization has _____ aspects.	One	Two	Three	Four	B
TL43	In Tally.ERP 9, we can pass Debit Note Voucher in Invoice mode using the shortcut key _____.	Ctrl + F8	Ctrl + V	Ctrl + G	Ctrl + I	B

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>TL44</b>	If we forget the Tally Vault password in Tally.ERP 9, which of the following can be done to break it?	Answer the question which has been specified as the password hint	The Tally Vault password cannot be broken by any means.	Change some of the settings of Tally Vault to get it.	None of the above	B
<b>TL45</b>	Which of the following is a predefined accounting voucher in Tally.ERP 9?	Contra Voucher	Payment Voucher	Receipt Voucher	All of the above	D
<b>TL46</b>	In Tally.ERP 9, we can pass _____ for recording the actual stock which is verified or counted.	Physical Stock Voucher	Stock Journal	Credit Note Voucher	None of the above	A
<b>TL47</b>	_____ in Tally.ERP 9 provides information on critical ratios (viz., operating cost percentage, return on working capital etc.) in a single report.	Bank Reconciliation Report	Ratio Analysis Report	Variance Analysis Report	None of the above.	B
<b>TL48</b>	_____ is used to view Bank transactions for a month in Tally.ERP 9.	Day Book	Month Book	Bank Book	Bank Register	C
<b>TL49</b>	To view Ageing Analysis Report in Tally.ERP 9, press _____ in the Bills Outstanding screen.	F4	F6	F8	F10	B
<b>TL50</b>	While viewing Bank Reconciliation Statement in Tally.ERP 9, press _____ to reconcile.	F3	F5	F7	F9	B
<b>IN1</b>	Full form of ISP is _____.	Internal Service Provider	Internet Service Provider	Internet Serial Protocol	Internal Serial Protocol	B

<b><u>q_id</u></b>	<b><u>q_desc</u></b>	<b><u>op1</u></b>	<b><u>op2</u></b>	<b><u>op3</u></b>	<b><u>op4</u></b>	<b><u>ans</u></b>
<b>IN2</b>	The knowledge of _____ operating system is required to use the Internet with dial up connection.	Linux	Windows	Unix	Symbian	C
<b>IN3</b>	Which of these is not an ISP?	VSNL	CSC	BSNL	CMC	B
<b>IN4</b>	Mirror servers can be used to _____.	Ease the load of data transfer	Log into remote computers	Provide e-mail facilities to the users of the Internet	Search for information on the Internet	A
<b>IN5</b>	_____ is also known as shell accounts.	Dedicated access	Dial up access	ISP	VoIP	B
<b>IN6</b>	VoIP stands for _____.	Voice of Internet Protocol	Voice over Internet Protocol	Voice of Internal Protocol	Voice over Internal Protocol	B
<b>IN7</b>	_____ is an activity allowing two or more Internet users to converse in writing in real time.	E-mail	E-commerce	Chat room	Business transaction	C
<b>IN8</b>	Full form of HTTP is _____.	HyperText Transport Protocol	HyperText Transfer Protocol	HyperText Timing Protocol	None of the above	B
<b>IN9</b>	Which of the following is not a characteristic of e-mail?	Fast	Expensive	Easy to filter	Secure transmission	B

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>IN10</b>	Jughead stands for _____.	Jonzy's Useful Gopher Hierarchy Excavation And Display	Jonzy's Universal Gopher Hierarchy Excavation And Display	Jonzy's Universal Gopher Hierarchy Excavation Area Display	Jonzy's Universal Gopher Hierarchy Excavation Area Download	B
<b>IN11</b>	A channel name in Internet Relay Chat begins with a _____.	+	\$	*	#	D
<b>IN12</b>	SDCC stands for _____.	Secure Direct Client to Client	Safe Direct Client to Client	Self Direct Client to Client	Segregated Direct Client to Client	A
<b>IN13</b>	WAISMAN is written using _____.	C	Toolbook	C++	Java	B
<b>IN14</b>	Which program is required to unzip a ".zip" file in Windows?	Unzip	Zip	WinZip	ZipUnzip	C
<b>IN15</b>	DHTML stands for _____.	Defined HyperText Markup Language	Dynamic HyperText Markup Language	Divided HyperText Markup Language	Designed HyperText Markup Language	B
<b>IN16</b>	Which of the following language for Internet applications is used for carrying information?	HTML	DHTML	XHTML	XML	D
<b>IN17</b>	An ASP.NET file has the file extension _____.	.aspx	.asp	.net	.aspnet	A

<b><u>q_id</u></b>	<b><u>q_desc</u></b>	<b><u>op1</u></b>	<b><u>op2</u></b>	<b><u>op3</u></b>	<b><u>op4</u></b>	<b><u>ans</u></b>
<b>IN18</b>	Dial-up connection is _____.	Analog	Digital	VoIP	Either A or B	A
<b>IN19</b>	SONET stands for _____.	Serial Optical Networking	Subscriber Optical Networking	Symmetric Optical Networking	Synchronous Optical Networking	D
<b>IN20</b>	.org TLD is used for _____.	Organizations	Profit-making organizations	Non-profit organizations	None of the above	C
<b>IN21</b>	ICANN stands for _____.	Internet Corporation for Assigned Names and Numbers	Internal Corporation for Assigned Names and Numbers	Intranet Corporation for Assigned Names and Numbers	Internet Committee for Assigned Names and Numbers	A
<b>IN22</b>	In Internet, OSI model contains _____ layers.	4	5	6	7	D
<b>IN23</b>	NNTP stands for _____.	Network News Transport Protocol	Network News Transfer Protocol	Network News Transmission Protocol	None of the above	B
<b>IN46</b>	In EDI, _____ define the procedural format and data content requirements for specified business transactions.	Transaction Control Standards	Transaction Set Standards	Data Dictionary and Segment Dictionary	All of the above	B
<b>IN47</b>	In EDI software, every EDI sender and receiver should have an EDI _____.	Translator	Compiler	Interpreter	None of the above	A

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>IN48</b>	The main advantage of EDI is that it helps in reducing _____.	Paper based document transfer system	Corruption	Service time	None of the above	A
<b>IN49</b>	Electronic commerce that is conducted between businesses is referred to as _____.	B2C	C2C	B2B	C2B	C
<b>IN50</b>	The _____ of EDI sends and receives transmission files to and from the trading partners either directly or by using party service called VAN.	Application Service	Communication Service	Translation Service	File Service	B
<b>IN51</b>	Which of the following is not a type of Electronic Payment?	Credit Cards	Electronic Cheques	Electronic Purses	Cash Payment	D
<b>IN52</b>	EDIFACT stands for _____.	EDI for Administration, Commerce and Transport	EDI for Accounting, Commerce and Transport	EDI for Accounting, Commerce and Text	EDI for Administration, Commerce and Techniques	A
<b>IN53</b>	An API _____.	Provides network I/O to remote file systems	Logically attaches portions of file systems on remote NFS server to local	Is a library of functions that provide an interface to the transport	Filters calls by processes on one host to be executed on	A
<b>EF1</b>	The process of electronically filing Income Tax returns through the Internet is known as _____.	E-marketing	E-Filing	E-Learning	None of the above	B
<b>EF2</b>	UTN stands for _____.	Universal Transaction Number	Unique Transmission Number	Unique Transaction Number	Ultra Toll Numeric	C



<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>EF3</b>	_____ form is for individuals having income from Salary / Pension / Family Pension or Interest income.	ITR-2	ITR-1	ITR-3	ITR-4	B
<b>EF4</b>	_____ is the Annual Salary Statement issued by the employer.	Form No. 15	Form No. 15A	Form No. 16	Form No. 16A	C
<b>EF5</b>	In case digital certificate is not used to file tax return, ITR-V is to be mailed to the Karnataka ITD within _____ days of transmitting the data electronically.	15	20	30	60	C
<b>EF6</b>	Which of the following is not a benefit of E-filing?	Accuracy	Duplication	Security	Convenience	B
<b>EF7</b>	ITR stands for _____.	Indirect Tax Return	Interest Tax Return	Income Tax Return	Independent Tax Return	C
<b>EF8</b>	_____ are required to file tax return on paper.	Companies requiring statutory audit u/s 44AB	Married persons filing a separate return, and live in a community	Individuals who are partners in a partnership firm	Individuals having income from a proprietary business or	B
<b>EF9</b>	SRN stands for _____.	Service Request Notification	Service Return Number	Service Request Number	Storage Request Number	C
<b>EF10</b>	_____ refers to the deduction in respect of medical treatment.	Section 80DDB	Section 80E	Section 80G	Section 80C	A

<u>q_id</u>	<u>q_desc</u>	<u>op1</u>	<u>op2</u>	<u>op3</u>	<u>op4</u>	<u>ans</u>
EF11	Which of the following statement is incorrect?	SSL stands for Secure Sockets Layer.	SSL is a global standard security technology.	SSL is all about encryption.	SSL is not used in E-filing.	D
EF12	The Income Tax Return form launched by Income Tax Department is known as _____.	Saral	Suraj	Sarat	None of the above	A
EF13	____ refers to the deduction in respect of interest on loan taken for higher education.	Section 80D	Section 80C	Section 80E	Section 80GG	C
EF14	Which of the following form is for individuals who are partners in a partnership firm?	ITR-1	ITR-2	ITR-3	ITR-5	C
EF15	_____ is a form that is received from all the payers who have got their tax deducted.	Form No. 16	Form No. 15	Form No. 15A	Form No. 16A	D
EF16	Which of these is also known as ITR-Acknowledgement?	ITR-2	ITR-V	ITR-5	ITR-X	B
EF17	Which of the following a user cannot do while filling an income tax return electronically?	Leave optional fields blank	Add more rows in multi-row schedules, if required	Delete sheets from the utility, if not required	Make multiple copies of their Excel utility and save them for	C
EF18	Which of the following is not a way of filing an income tax return?	By furnishing the return in a paper form	By furnishing the return electronically under digital	By furnishing a bar-coded paper return	None of the above	D

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>EF19</b>	How many copies of the ITR-1 form need to be filled and submitted to the ITD?	1	2	3	4	A
<b>DS1</b>	Any mark made with the intention of authenticating the marked document is called _____.	Authentication mark	Signature	Evidence	Digital Signature	B
<b>DS2</b>	The writer of a signature is a _____.	Writer	Signer	Signatory	Both B and C	D
<b>DS3</b>	Which of these is not present in a Digital Certificate?	Issue date	Expiration date of the public key	Name of the issuer	Digital Signature of the issuer	A
<b>DS4</b>	CA stands for _____.	Certification Authority	Centralized Authority	Caller Authority	None of the above	A
<b>DS5</b>	_____ are used by individuals when they exchange messages with other users or online services.	Server Certificates	Developer Certificates	Personal Digital Certificates	None of the above	C
<b>DS6</b>	Benefits of digital signatures include _____.	Authentication	Integration	Efficiency	All of the above	D
<b>DS7</b>	_____ serves the ceremonial and approval functions of a signature and establishes the sense of having legally consummated a transaction.	Server Certificate	Cryptography	Affirmative Act	Legal Act	C

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>DS8</b>	CRL stands for _____.	Certificate Renovation Lists	Certified Revocation Listing	Certificate Revocation Lists	Certified Remedial Lists	C
<b>DS9</b>	The cost of establishing and utilizing certification authorities, repositories, and other important services, as well as assuring quality in the performance of their functions is referred to as _____.	Institutional prospect	Company expense	Institutional overhead	Implementation overhead	C
<b>DS10</b>	The recipient of the digital certificate uses the _____ listed in the certificate to verify that the digital signature was created with the corresponding private key.	Public key	User key	Private key	Key certificate	A
<b>DS11</b>	_____ helps the verifier to determine if the digital signature was created during the operational period.	Company stamp on the digital signature	User stamp on the digital signature	Time-stamp on the digital signature	Digital stamp on the digital signature	C
<b>DS12</b>	The digital certificate that offers assurance of verification of the owner's personal identity is of _____ level.	Class 1	Class 4	Class 3	Class 2	D
<b>DS13</b>	In Digital Certificates, the prospective signer holding the corresponding private key is termed as the _____.	Recipient	Subscriber	Subject	Server	B
<b>DS14</b>	_____ are on-line databases of certificates and other information available for retrieval and use in verifying digital signatures.	Re-storage	Repositories	Recipients	Data records	B
<b>DS15</b>	While downloading software from Internet, Developer Certificate is used in conjunction with _____ technology.	Microsoft AuthorityTM	Microsoft software key	Microsoft Authentication message	Microsoft AuthenticodeTM	D

<b>q_id</b>	<b>q_desc</b>	<b>op1</b>	<b>op2</b>	<b>op3</b>	<b>op4</b>	<b>ans</b>
<b>DS16</b>	In Digital Signatures, _____ refers to any act of disclaiming responsibility for a message.	Authentication	Integrity	Repudiation	Efficiency	C
<b>CA38</b>	ODBC stands for _____.	Other Database Connection	Open Database Clients	Open Database Connectivity	Open Data Cost	C
<b>CA39</b>	In _____ check ,it is checked that data entry follows a particular order while checking the records.	Limit	Sequence	Range	None of the above	B
<b>CA40</b>	Under Data Analysis Techniques, _____ identifies missing sequential data.	Duplicates testing	Gaps testing	Summing and Totalling	Digital Analysis	B
<b>CA41</b>	_____ is a computer aided audit tool.	IDEA	ACL	MS-Excel	All of the above	D
<b>CA42</b>	In the context of system tests, hybrid tests are	Top down tests	Bottom up tests	A combination of both	None of the above	C
<b>CA43</b>	Under Data Integrity related updated protocols, whenever monetary transactions are processed against master files, the update program should maintain a _____ to record such transactions that does not have a matching master file	Transaction account	Master account	Suspense account	Sequence account	C
<b>CA44</b>	The Core Image Comparison audit technique compares the _____.	Database with master table	Executable program with secure master copy	Transaction data with master transaction	Module programs with snapshots	B

<b><u>q_id</u></b>	<b><u>q_desc</u></b>	<b><u>op1</u></b>	<b><u>op2</u></b>	<b><u>op3</u></b>	<b><u>op4</u></b>	<b><u>ans</u></b>
CA45	The sample data created and used for the purpose of testing the application system is called _____.	Test data pack	Table data	Item data	Record data	A
CA46	The stream of test data generated with test tools such as correctness proof, data flow analysis and control flow analysis, is called _____.	Test item block	Test data pack	Test program pack	Test record pack	B
CA47	The step involved in Review Methodology wherein when an auditor expands the extent of substantive tests to determine the impact of defects on the attainment of program objectives, it is called as _____.	Cross reference listing	Formulating flaw hypotheses	Correct listing	Formulating correct hypotheses	B
CA48	The purpose-written audit programs are used for _____.	Sorting, creating, and printing files	Data retrieval, code comparison	Reading data, selecting and analyzing information	Specific tasks with original or modified programs	D
CA49	The audit functions of attributes sampling, variables sampling, stratified sampling are included in _____ functions.	Stratification	Selection	Statistical	Reporting	C