



BIHAR STATE ELECTRONICS DEVELOPMENT CORPORATION LTD.

(A Bihar Government undertaking)
Beltron Bhawan, Shastri Nagar,
Patna - 800 023. Bihar,(India)

Participant ID	[REDACTED]
Participant Name	[REDACTED]
Test Center Name	iON Digital Zone iDZ5 Patliputra
Test Date	23/12/2019
Test Time	9:00 AM - 10:00 AM
Subject	Data Entry Operator
Marks Obtained	50.00000



Section : MCQ for Data Entry Operator

Q.1 A _____ is a software used to create documents such as letters, lists, poems, etc.

- Ans
- 1. MS Paint
 - 2. MS Word
 - 3. Windows Media Player
 - 4. Audacity

Question Type : MCQ
Question ID : 6182781995
Status : Answered
Chosen Option : 2
Marks : 1.00

Q.2 A _____ is the address of a World Wide Web page.

- Ans
- 1. URL
 - 2. HTTP
 - 3. Protocol
 - 4. ISP

Question Type : MCQ
Question ID : 6182782040
Status : Answered
Chosen Option : 1
Marks : 1.00

Q.3 _____ software are programs designed to help end user perform certain types of work.

- Ans
- 1. Utility
 - 2. Application
 - 3. System
 - 4. Management

Question Type : MCQ

Question ID : 6182781987
Status : Answered
Chosen Option : 2
Marks : 1.00

Q.4 Mail Merge in MS Word is used for creating _____ copies of a letter to be sent to different recipients.

- Ans
- 1. Quadruple
 - 2. single
 - 3. multiple
 - 4. triple

Question Type : MCQ
Question ID : 6182782006
Status : Answered
Chosen Option : 3
Marks : 1.00

Q.5 Which option of MS-PowerPoint helps display a series of slides on the full computer screen?

- Ans
- 1. Slide Show
 - 2. Placeholder
 - 3. Zoom Control
 - 4. Slide Sorter

Question Type : MCQ
Question ID : 6182782033
Status : Answered
Chosen Option : 4
Marks : 0.00

Q.6 Which key combination is used to select a column in a worksheet?

- Ans
- 1. Caps Lock + Spacebar
 - 2. Shift + Spacebar
 - 3. Alt + Spacebar
 - 4. Ctrl + Spacebar

Question Type : MCQ
Question ID : 6182782011
Status : Answered
Chosen Option : 4
Marks : 1.00

Q.7 A workbook in _____ is assigned a default name as Book1.

- Ans
- 1. MS Word
 - 2. MS PowerPoint
 - 3. MS Access
 - 4. MS Excel

Question Type : MCQ
Question ID : 6182782010

Status : Answered
Chosen Option : 4
Marks : 1.00

Q.8 In Mail Merge, _____ is a placeholder where the actual data from the data source will be inserted.

- Ans
- 1. data source
 - 2. merge field
 - 3. template
 - 4. main document

Question Type : MCQ
Question ID : 6182782008
Status : Answered
Chosen Option : 4
Marks : 0.00

Q.9 What is the short cut key to select entire row in a worksheet?

- Ans
- 1. Alt + R
 - 2. Ctrl + R
 - 3. Shift + Spacebar
 - 4. Ctrl + A

Question Type : MCQ
Question ID : 6182782022
Status : Answered
Chosen Option : 3
Marks : 1.00

Q.10 A _____ document is created in Mail Merge when one merges the main document with the data source.

- Ans
- 1. saved
 - 2. printed
 - 3. edited
 - 4. merged

Question Type : MCQ
Question ID : 6182782005
Status : Answered
Chosen Option : 4
Marks : 1.00

Q.11 When you start MS PowerPoint 2016, it opens a new presentation with the title _____.

- Ans
- 1. Presentation@1
 - 2. Presentation_1
 - 3. Presentation1
 - 4. Presentation-1

Question Type : MCQ
Question ID : 6182782031
Status : Answered

Chosen Option : 3
Marks : 1.00

Q.12 In MS-PowerPoint, to move to the next slide, press the _____ arrow key from the keyboard.

- Ans
- 1. Esc
 - 2. Down
 - 3. Shift
 - 4. Up

Question Type : MCQ
Question ID : 6182782035
Status : Answered
Chosen Option : 2
Marks : 1.00

Q.13 MS-Excel में यदि आप किसी यूज़र्स को वर्कशीट तक पहुँचने से सुरक्षित रखना चाहते हैं, तो अपनी फ़ाइल को _____ दें।

- Ans
- 1. फ़ाइलनेम
 - 2. मेसेज
 - 3. पासवर्ड
 - 4. नंबर

Question Type : MCQ
Question ID : 6182782023
Status : Answered
Chosen Option : 3
Marks : 1.00

Q.14 In MS Excel, the Protect Workbook option is available under _____ tab.

- Ans
- 1. View
 - 2. Design
 - 3. Review
 - 4. Layout

Question Type : MCQ
Question ID : 6182782024
Status : Answered
Chosen Option : 3
Marks : 1.00

Q.15 There are no restrictions on the passwords with regard to length, use of characters or numbers; however, passwords are _____ in MS Excel.

- Ans
- 1. Fixed
 - 2. Limited
 - 3. not case-sensitive
 - 4. case-sensitive

Question Type : MCQ
Question ID : 6182782017
Status : Answered
Chosen Option : 4

Marks : 1.00

Q.16 Which of the following represents the extension to save PowerPoint presentations?

- Ans
- 1. .ppx
 - 2. .pptx
 - 3. .ptx
 - 4. .px

Question Type : MCQ
Question ID : 6182782032
Status : Answered
Chosen Option : 2
Marks : 1.00

Q.17 You can _____ your Mail Merge to a file so that all the documents are in one file.

- Ans
- 1. rewrite
 - 2. accept
 - 3. print
 - 4. delete

Question Type : MCQ
Question ID : 6182782009
Status : Answered
Chosen Option : 3
Marks : 1.00

Q.18 _____ is an interconnection of networks.

- Ans
- 1. Internet
 - 2. Modem
 - 3. Router
 - 4. Antenna

Question Type : MCQ
Question ID : 6182782036
Status : Answered
Chosen Option : 1
Marks : 1.00

Q.19 A computer only understands the _____ language.

- Ans
- 1. denary
 - 2. binary
 - 3. Decimal
 - 4. third generation

Question Type : MCQ
Question ID : 6182781988
Status : Answered
Chosen Option : 2
Marks : 1.00

Q.20 The _____ option is used to stop the action of the Undo option.

- Ans
- 1. Redo
 - 2. Cut
 - 3. do
 - 4. Paste

Question Type : MCQ
Question ID : 6182782001
Status : Answered
Chosen Option : 1
Marks : 1.00

Q.21 A computer displays the date and time using the _____.

- Ans
- 1. folder
 - 2. System clock
 - 3. start button
 - 4. file

Question Type : MCQ
Question ID : 6182781990
Status : Answered
Chosen Option : 2
Marks : 1.00

Q.22 Different software programs have different _____ that help in identifying them visually.

- Ans
- 1. icons
 - 2. software
 - 3. document
 - 4. folder

Question Type : MCQ
Question ID : 6182781993
Status : Answered
Chosen Option : 1
Marks : 1.00

Q.23 _____ provides options to choose settings for printing a document.

- Ans
- 1. Document Preview
 - 2. Print Preview
 - 3. Web Layout
 - 4. Reading Layout

Question Type : MCQ
Question ID : 6182781999
Status : Answered
Chosen Option : 2
Marks : 1.00

Q.24 The Wrap Text button is available under the _____ group of the Home tab in MS Excel 2016.

Ans

- 1. Clipboard
- 2. Alignment
- 3. Number
- 4. Font

Question Type : MCQ
Question ID : 6182782014
Status : Answered
Chosen Option : 2
Marks : 1.00

Q.25 A _____ translates the entire program in one go.

- Ans
- 1. program
 - 2. interpreter
 - 3. assembler
 - 4. compiler

Question Type : MCQ
Question ID : 6182781989
Status : Answered
Chosen Option : 4
Marks : 1.00

Q.26 In MS Excel, to go to a cell directly, you can type its cell address in the _____.

- Ans
- 1. Status Bar
 - 2. Title Bar
 - 3. Formula Bar
 - 4. Name Box

Question Type : MCQ
Question ID : 6182782013
Status : Answered
Chosen Option : 4
Marks : 1.00

Q.27 Watch Window फ़ंक्शन MS Excel 2016 में _____ मेनू के तहत उपलब्ध है।

- Ans
- 1. Formula
 - 2. Review
 - 3. File
 - 4. Home

Question Type : MCQ
Question ID : 6182782018
Status : Answered
Chosen Option : 2
Marks : 0.00

Q.28 An _____ is an example of system software.

- Ans
- 1. MS Excel
 - 2. MS Word

3. Paint

4. Linux

Question Type : MCQ
Question ID : 6182781986
Status : Answered
Chosen Option : 4
Marks : 1.00

Q.29 A _____ is used to type letters, numbers and characters.

Ans 1. mouse

2. keyboard

3. printer

4. scanner

Question Type : MCQ
Question ID : 6182781983
Status : Answered
Chosen Option : 2
Marks : 1.00

Q.30 You can use a _____ to let other users know that the file is created by you.

Ans 1. watermark

2. copy

3. merge

4. hyperlink

Question Type : MCQ
Question ID : 6182782026
Status : Answered
Chosen Option : 1
Marks : 0.00

Q.31 Which of the following objects is a part of typing area in MS Word?

Ans 1. Title bar

2. Status bar

3. ruler

4. Scroll bar

Question Type : MCQ
Question ID : 6182781997
Status : Answered
Chosen Option : 3
Marks : 1.00

Q.32 You can apply colour variations to the SmartArt graphics in MS Excel 2016 by clicking the Change Colors drop-down menu from the SmartArt Styles under the _____ tab.

Ans 1. Insert

2. Home

3. Format

4. Design

Question Type : MCQ
Question ID : 6182782030
Status : Answered
Chosen Option : 1
Marks : 0.00

Q.33 The _____ bar in MS Word displays the name of the document and the software name.

- Ans 1. title
 2. status
 3. open
 4. scroll

Question Type : MCQ
Question ID : 6182781996
Status : Answered
Chosen Option : 1
Marks : 1.00

Q.34 What is the short cut key to open a new MS Word file?

- Ans 1. Ctrl + O
 2. Ctrl + M
 3. Ctrl + N
 4. Ctrl + W

Question Type : MCQ
Question ID : 6182781998
Status : Answered
Chosen Option : 1
Marks : 0.00

Q.35 The Spelling & Grammar check option is available in _____ group of the Review tab in MS Word 2016.

- Ans 1. Tracking
 2. Changes
 3. Proofing
 4. Language

Question Type : MCQ
Question ID : 6182782003
Status : Answered
Chosen Option : 3
Marks : 1.00

Q.36 The picture in the background of the desktop in a computer system is called the desktop

- Ans 1. text
 2. background
 3. image
 4. picture

Question Type : MCQ
Question ID : 6182781991
Status : Answered
Chosen Option : 2
Marks : 1.00

Q.37 The speed of modem is measured in _____.

- Ans
- 1. tetra bytes
 - 2. bits per second
 - 3. megabytes
 - 4. bytes per hour

Question Type : MCQ
Question ID : 6182782038
Status : Answered
Chosen Option : 3
Marks : 0.00

Q.38 A _____ used in a formula in MS Excel is called a cell reference.

- Ans
- 1. Row address
 - 2. Data
 - 3. cell address
 - 4. Column address

Question Type : MCQ
Question ID : 6182782025
Status : Answered
Chosen Option : 3
Marks : 1.00

Q.39 In MS Excel, we can change the cell contents by pressing _____ after selecting the cell.

- Ans
- 1. F1
 - 2. F2
 - 3. F3
 - 4. F4

Question Type : MCQ
Question ID : 6182782019
Status : Answered
Chosen Option : 2
Marks : 1.00

Q.40 Which of these is a type of computer?

- Ans
- 1. Disc frame
 - 2. Main frame
 - 3. Blue frame
 - 4. Wire frame

Question Type : MCQ
Question ID : 6182781982

Status : **Answered**
Chosen Option : **2**
Marks : **1.00**

Q.41 By default, in a Word document, a spelling mistake is highlighted with a _____ wavy line.

- Ans
- 1. blue
 - 2. orange
 - 3. red
 - 4. green

Question Type : **MCQ**
Question ID : **6182782002**
Status : **Answered**
Chosen Option : **4**
Marks : **0.00**

Q.42 The parts of a system that can be seen and touched are called _____.

- Ans
- 1. application
 - 2. hardware
 - 3. system software
 - 4. utility software

Question Type : **MCQ**
Question ID : **6182781984**
Status : **Answered**
Chosen Option : **2**
Marks : **1.00**

Q.43 To delete an entire column in a worksheet, click on _____ option in the Delete Cells drop-down list.

- Ans
- 1. Delete Sheet Rows
 - 2. Delete Sheet Columns
 - 3. Delete Sheet Cells
 - 4. Delete Sheet

Question Type : **MCQ**
Question ID : **6182782020**
Status : **Answered**
Chosen Option : **2**
Marks : **1.00**

Q.44 _____ पहली बार कंप्यूटर में एक सॉफ्टवेयर या हार्डवेयर डालने को संदर्भित करता है।

- Ans
- 1. अप्रूवल
 - 2. इंस्टालेशन
 - 3. जनरेशन
 - 4. एक्टिवेशन

Question Type : **MCQ**
Question ID : **6182781994**
Status : **Answered**
Chosen Option : **2**

Marks : 1.00

Q.45 In MS Excel, to change the column width we move the mouse pointer over the line of the column heading till it appears as a _____ arrow.

- Ans
- 1. single
 - 2. cursor
 - 3. small
 - 4. double

Question Type : MCQ
Question ID : 6182782021
Status : Answered
Chosen Option : 4
Marks : 1.00

Q.46 A type of chart used to compare data using horizontal bar is called _____ chart.

- Ans
- 1. Bar chart
 - 2. Pie chart
 - 3. column chart
 - 4. Line chart

Question Type : MCQ
Question ID : 6182782028
Status : Answered
Chosen Option : 1
Marks : 1.00

Q.47 In MS Excel, a _____ accepts the arguments and returns the result.

- Ans
- 1. hyperlink
 - 2. picture
 - 3. function
 - 4. chart

Question Type : MCQ
Question ID : 6182782027
Status : Answered
Chosen Option : 3
Marks : 1.00

Q.48 Where is the Merge & Center option in MS Excel 2016 found?

- Ans
- 1. In the Alignment group on the Home tab
 - 2. In the Alignment group on the Page Layout tab
 - 3. In the Links group on the Insert tab
 - 4. In the Cells group on the Home tab

Question Type : MCQ
Question ID : 6182782015
Status : Answered
Chosen Option : 1
Marks : 1.00

Q.49 You can _____ your workbook from being accidentally changed its format and text or from other users to get access to it.

- Ans
- 1. add
 - 2. protect
 - 3. hide
 - 4. delete

Question Type : MCQ
Question ID : 6182782016
Status : Answered
Chosen Option : 2
Marks : 1.00

Q.50 A table in MS Word 2016 can have unlimited rows and a maximum of _____ columns.

- Ans
- 1. 256
 - 2. 100
 - 3. 63
 - 4. 81

Question Type : MCQ
Question ID : 6182782004
Status : Answered
Chosen Option : 3
Marks : 1.00

Q.51 The cell address for the first and the last cells in MS Excel 2010, are _____ respectively.

- Ans
- 1. D1 and XFD1048578
 - 2. B1 and XFD1048576
 - 3. A1 and XFD1048575
 - 4. C1 and XFD1048577

Question Type : MCQ
Question ID : 6182782012
Status : Answered
Chosen Option : 3
Marks : 1.00

Q.52 A _____ is an arrangement of all the items that make up a slide in a presentation of MS-PowerPoint.

- Ans
- 1. Slide Sorter
 - 2. Slide Show
 - 3. slide layout
 - 4. New Slide

Question Type : MCQ
Question ID : 6182782034
Status : Answered
Chosen Option : 4
Marks : 0.00

Q.53 Which of the following is not an input device?

- Ans
- 1. mouse
 - 2. keyboard
 - 3. joystick
 - 4. monitor

Question Type : MCQ
Question ID : 6182781985
Status : Answered
Chosen Option : 4
Marks : 1.00

Q.54 _____ provides the highest speed Internet access.

- Ans
- 1. Dial-up
 - 2. ISP
 - 3. TCP
 - 4. Broadband

Question Type : MCQ
Question ID : 6182782037
Status : Answered
Chosen Option : 4
Marks : 1.00

Q.55 WWW stands for:

- Ans
- 1. Water way web
 - 2. Web wise world
 - 3. World Wide Web
 - 4. World wise web

Question Type : MCQ
Question ID : 6182782039
Status : Answered
Chosen Option : 3
Marks : 1.00

Q.56 _____ is generally made of semiconductors.

- Ans
- 1. Hard disk
 - 2. RAM
 - 3. Floppy disk
 - 4. CD

Question Type : MCQ
Question ID : 6182781981
Status : Answered
Chosen Option : 4
Marks : 0.00

Q.57 The Shapes drop-down button is available under the _____ group of the Insert tab in MS Excel 2016.

- Ans
- 1. Tables

- 2. Charts
- 3. Text
- 4. Illustrations

Question Type : MCQ
Question ID : 6182782029
Status : Answered
Chosen Option : 4
Marks : 1.00

Q.58 It is easy to locate files on a computer when they are stored in a _____.

- Ans
- 1. folder
 - 2. file
 - 3. box
 - 4. cabinet

Question Type : MCQ
Question ID : 6182781992
Status : Answered
Chosen Option : 1
Marks : 1.00

Q.59 Before performing any action such as copying, moving etc., on a text in MS Word, you need to _____ the text.

- Ans
- 1. delete
 - 2. edit
 - 3. highlight with colour
 - 4. select

Question Type : MCQ
Question ID : 6182782000
Status : Answered
Chosen Option : 4
Marks : 1.00

Q.60 In mail merge, if you are creating the data source for the first time, choose the _____ radio button.

- Ans
- 1. Audacity
 - 2. MS Excel
 - 3. MS Paint
 - 4. Type a new list

Question Type : MCQ
Question ID : 6182782007
Status : Answered
Chosen Option : 4
Marks : 1.00