

**Assistant Computer Operator Questions 2074**

सहायक कम्प्युटर अपरेटर वैक तथा वित्तिय संस्था, संगठित संस्थाहरुमा कम्प्युटर विषयमा सोध्न सकिने सम्भावित प्रश्नहरु

**वहुवैकल्पिकप्रश्न**

**Key ( D )** २०७४/२१७/७७

समय - ४५ मिनेट पूर्णाङ्क - ५०

विषय - सेवा सम्बन्धी ।

प्रस्तुत बहुउत्तर (५०×१ अङ्क ) :

उत्तरपुस्तिकाका प्रश्नचक्रको KEY अनिवार्य रूपले उल्लेख गर्नुपर्नेछ । उल्लेख नगरेमा उत्तरपुस्तिका रद्द हुनेछ । साथै परीक्षामा Calculator, Mobile प्रयोग गर्न पाइने छैन ।

1. FAT stands for  
(A) File Accomodation Table (B) File Access Tape  
(C) File Allocation Table (D) File Activity Table
2. Which command will be used to display a file within the specified directory of pathname?  
(A) Dir\pathname (B) Dir\pathname\pathname  
(C) Dir/ch (D) Dir\pathname\filename
3. Which command is used to delete the directory that is empty?  
(A) Del \*.\* (B) RD (C) Erase (D) MD
4. If you need to duplicate the entire disk, which command will you use?  
(A) Copy (B) Diskcopy (C) Chkdsk (D) Format
5. Portrait and landscape are  
(A) Page Orientation (B) Paper size (C) Page layout (D) All of the above
6. Which of the following is not a font style?  
(A) Bold (B) Italics (C) Regular (D) Superscript
7. Which of the following task is accomplished by using bookmarks?  
(A) To add anchors in web page  
(B) To mark the ending of a paragraph of document  
(C) To quickly jump to specific location in document  
(D) To add hyperlinks in webpage
8. Thesaurus tool in MS Word is used for  
(A) Spelling suggestions (B) Grammar options  
(C) Synonyms and antonyms words (D) All of the above
9. In word, the mailing list is known as the .....  
(A) Data sheet (B) Source (C) Data source (D) Sheet
10. Which of the following line spacing is invalid?  
(A) Single (B) Double (C) Triple (D) Multiple
11. Ctrl + j is used for .....  
(A) Align justify (B) Insert hyperlink (C) Search (D) Print
12. Which of the following is not available on the Ruler of MS Word screen?  
(A) Tab stop box (B) Left indent (C) Right indent (D) Center indent
13. What is gutter margin?  
(A) Margin that is added to the left margin when printing  
(B) Margin that is added to right margin when printing  
(C) Margin that is added to the binding side of page when printing  
(D) Margin that is added to the outside of the page when printing
14. .... is the ghosted text behind the content on the page  
(A) Earmark (B) Watermark (C) Inkmark (D) Ghostmark
15. What is a portion of a document in which you set different page formatting options than rest of the document?  
(A) Page (B) Document (C) Section (D) Page setup

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16. The shortcut key for the format painter is  
(A) CTRL + SHIFT + C (B) ALT + CTRL + C (C) ALT + SHIFT + C (D) None of the above
  17. Which of the following is not a type of page margin?  
(A) Left (B) Right (C) Center (D) Top
  18. The dimension of A4 size paper is  
(A) 8.17" × 11.69" (B) 8.27" × 11.96" (C) 8.27" × 11.69" (D) 8.5" × 11.69"
  19. When you copy a formula in Excel, Excel  
(A) Erase the original copy of the formula (B) Adjusts cell references in the newly copied formula  
(C) Adjusts absolute cell references (D) Does not adjust relative cell references
  20. NOT, AND, OR and XOR are  
(A) Logical operators (B) Arithmetic operators (C) Relational operators (D) Binary operator
  21. Formatting a cell in number format you cannot set  
(A) Decimal place (B) Use 1000 separator (C) Negative numbers (D) Currency symbol
  22. Which shortcut key is used to hide entire column in Excel?  
(A) Ctrl+7 (B) Ctrl+0 (Zero) (C) Ctrl+H (D) Ctrl+C
  23. The shortcut key is used to switch between sheets  
(A) Ctrl + page up (B) Ctrl+ page down (C) Alt + page up (D) Both A and B
  24. The result of  $3^2 - 2^4 + 1$  is  
(A) 29 (B) 2 (C) 35 (D) 0
  25. The shortcut key for filter in Ms-Excel.....  
(A) Alt+Ctrl+L (B) Ctrl+Shift+L (C) Alt+Ctrl+F (D) Ctrl+Shift+F
  26. The formula " $= T(\text{Value})$ " is used to check whether a value is .....  
(A) Text (B) Number (C) Text (D) True
  27. Which chart is better represents the progress of stock market on daily basis  
(A) Pie chart (B) Row chart (C) Line chart (D) Column chart
  28. Which formula is used to display current date & time in Ms-Excel?  
(A) = date () (B) = today () (C) = now () (D) = time ()
  29. How are data organized in a spreadsheet?  
(A) Lines and spaces (B) Layers and planes (C) Rows and columns (D) Height and width
  30. A function inside another function is called a ..... function.  
(A) Nested (B) Round (C) Sum (D) Text
  31. In a datasheet, what does each row represents  
(A) Record (B) Field (C) Database (D) Table
  32. In Ms-Access, "Hyperlink" data type can store.....  
(A) Web address (B) Email Address (C) Path of a file (D) All of the above
  33. What do you call a primary key field included in another table?  
(A) Foreign key (B) Parent key (C) Child key (D) Index
  34. In MS Power Point, file with readymade styles that can be used for a presentation is called  
(A) Auto style (B) Template (C) Wizard (D) Pre formatting
  35. Which view in power point can be used to enter speaker comments?  
(A) Normal (B) Slide show (C) Slide sorter (D) Notes page view
  36. What is full form of SMPS?  
(A) Switch Mode Power Supply (B) Simple Mode Power Supply  
(C) Storage Mode Power Supply (D) Storage Mode Power Shortage
  37. The section of the CPU that selects, interprets and sees to the execution of program instructions  
(A) Memory (B) Register unit (C) Control unit (D) ALU
  38. Firmware is contained in  
(A) SRAM (B) DRAM (C) ROM (D) Cache
  39. What invention enabled developers to create microcomputers?  
(A) Integrated circuits (B) Transistor (C) Vacuum tube (D) Magnetic disk
  40. Choose the Odd one:  
(A) Mouse (B) Plotter (C) Touch panel (D) Scanner

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41. Computer cannot do anything without a  
(A) chip (B) memory (C) output device (D) program
42. What is the ASCII code for capital "C"?  
(A) 67 (B) 76 (C) 99 (D) 43
43. .... enables computer to communicate via telephone line.  
(A) Modem (B) Mother Board (C) NIC (D) ISP
44. EBCDIC stands for  
(A) Extended Binary Coded Decimal Interchange Code  
(B) Extended Bit Code Decimal Interchange Code  
(C) Extended Bit Case Decimal Interchange Code  
(D) Extended Binary Case Decimal Interchange Code
45. Before a disk drive can access any sector record, a computer program has to provide the record's disk address. What information does this address specify?  
(A) Track number (B) Sector number (C) Surface number (D) All of the above
46. The secondary storage devices can only store data but they cannot perform  
(A) Arithmetic Operation (B) Logic operation  
(C) Fetch operation (D) All of the above
47. A computer program that converts assembly language to machine language is  
(A) Compiler (B) Interpreter (C) Assembler (D) Comparator
48. The communication mode that supports two-way traffic but only one direction at a time is  
(A) Simplex (B) Half duplex (C) Duplex (D) Multiplex
49. An error is also known as:  
(A) bug (B) debug (C) cursor (D) icon
50. RESTORE command is used to  
(A) Restore files from disks made using the BACKUP command  
(B) Restore files which are deleted  
(C) Restore files from recycle bin  
(D) Restore files which are deleted recently

~ The End ~

Thank You