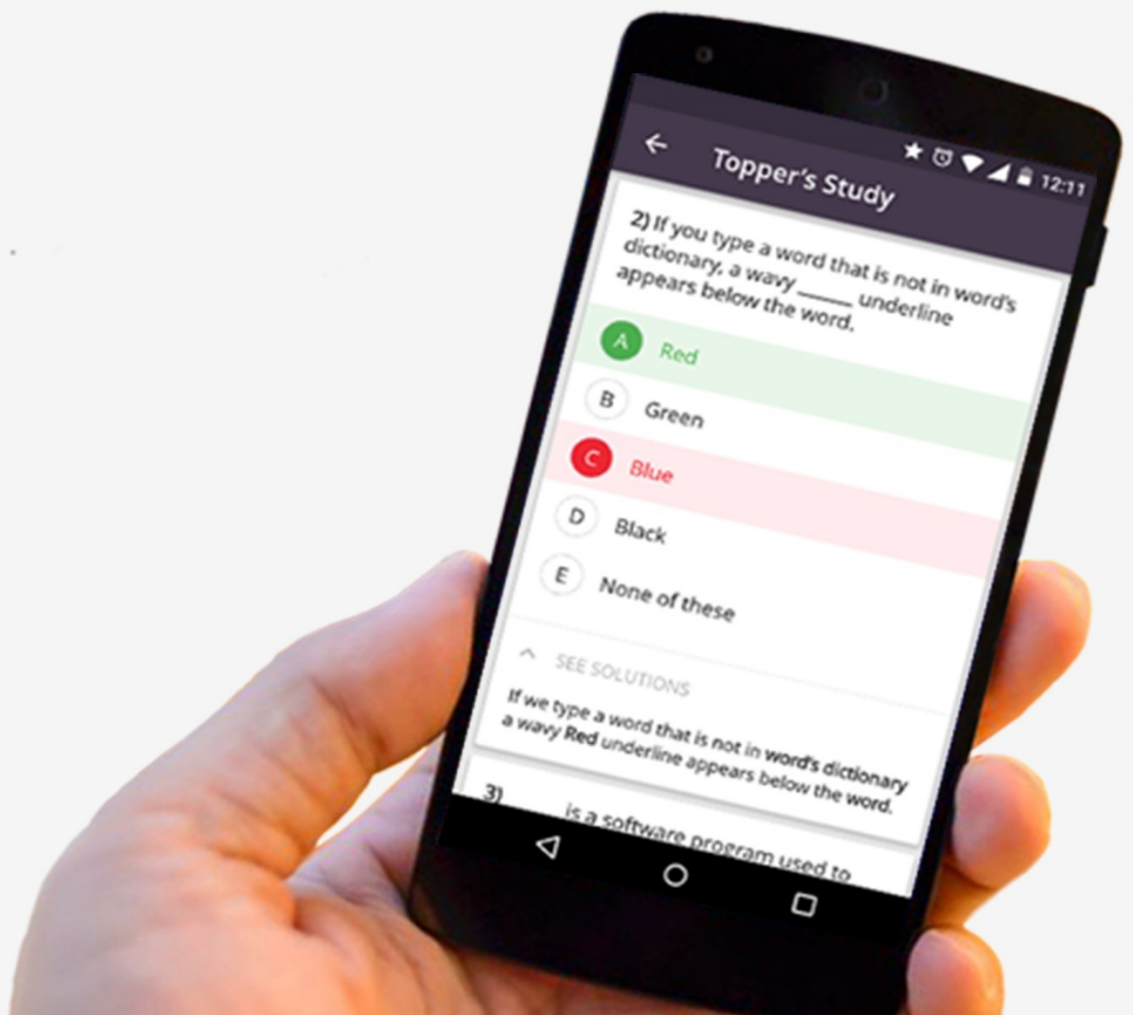




gradeup

MP Patwari 2017 Exam Computer Digest



Computer Awareness Digest-2017

Basics & Fundamentals of Computer

Computer: A **computer** is a truly amazing machine that performs a specified sequence of operations as per the set of instructions (known as **programs**) given on a set of data (**input**) to generate desired information (**output**).

A complete computer system consists of four parts:

➤ Hardware: Hardware represents the physical and tangible components of the computer.	➤ User: The computer operators are known as users.
➤ Software: Software is a set of electronic instructions consisting of complex codes (Programs) that make the computer perform tasks.	➤ Data: Consists of raw facts, which the computer stores and reads in the form of numbers.

Hardware :

Input Devices	Processing Devices	Output Devices	Storage Devices
Keyboard	Mother board	Monitor	Magnetic Disk
Microphone	Processor	Printer	Optical Disk
Mouse	RAM	Speaker	Flash Memory
Web camera	ROM		Magnetic Tape
Touch Screen	SMPS		
Light Pen			

The following features characterize this electronic machine:

- ✓ Speed
- ✓ Accuracy
- ✓ Storage and Retrieval
- ✓ Repeated Processing Capabilities
- ✓ Reliability
- ✓ Flexibility
- ✓ Low cost

Software

Utility Software	Application Software	System Software (OS)	
		Single user	Multi User
Utility Tools	Text	DOS	Unix
Customized Software	Graphics	Mac-OS	Windows Server
	Multimedia	Windows xp,7,8.1	
	Language		
	Accounting		

Computer hardware consists of the following components:

1. **CPU (Central Processing Unit):** CPU is considered as the brain of the computer. It performs all types of data processing operations, stores data, intermediate results and instructions (program).It controls the operation of all parts of computer.

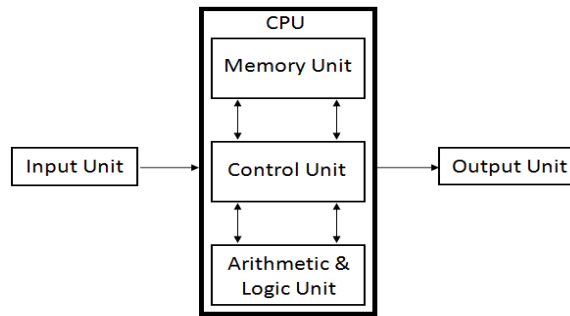


Fig: The relationship between different hardware components

[A] CPU itself has following three components:

- ✓ **ALU (Arithmetic Logic Unit):** When the control unit encounters an instruction that involves mathematical calculation or decision/logic, it passes the control to the second component, i.e., the arithmetic logic unit (ALU). The ALU includes a group of registers - memory locations built directly into the CPU - that are used to hold data that are being processed by the current instruction.
- ✓ **Registers:** The register is the smallest high-speed storage area in the CPU. All data must be represented in a register before it can be processed.
- ✓ **Control Unit:** This unit controls the operations of all parts of computer but does not carry out any actual data processing operations

[B] Primary memory consists of mainly two types of memories:

- ✓ **Random Access Memory (RAM):** RAM is the internal memory of the CPU for storing data, program and program result. It is read/write memory which stores data until the machine is working. As soon as the machine is switched off, data is erased.
- ✓ **RAM is volatile,** i.e. data stored in it is lost when we switch off the computer or if there is a power failure. Hence a backup uninterruptible power system (UPS) is often used with computers. RAM is small, both in terms of its physical size and in the amount of data it can hold.
- ✓ **Static Random Access Memory (SRAM):** A type of memory that is faster and less volatile than DRAM, but requires more power and is more expensive. The term static is derived from the fact that it does not need to be refreshed like DRAM.
- ✓ **Synchronous Dynamic Random Access Memory (SDRAM):** A type of DRAM that can run at much higher clock speeds.
- ✓ **Read Only Memory (ROM):** The memory from which we can only read but can not write on it. This type of memory is **non-volatile**. The information is stored permanently in such memories during manufacture. A ROM, stores such instructions that are required to start a computer. This operation is referred to as bootstrap.

There are mainly three types of RAM available:

- ✓ **Dynamic Random Access Memory (DRAM):** A type of physical memory used in most personal computers. The term dynamic indicates that the memory must be constantly refreshed (reenergized) or it loses its contents. This type of memory is more economical.

There are mainly three types of ROM available:

- ✓ **MROM (Masked ROM):** The very first ROMs were hard-wired devices that contained a pre-programmed set of data or instructions. These kinds of ROMs are known as masked ROMs which are inexpensive.
- ✓ **PROM (Programmable Read only Memory):** PROM is read-only memory that can be modified only once by a user. The user buys a blank PROM and enters the desired contents using a PROM program
- ✓ **EPROM (Erasable and Programmable Read Only Memory):** The EPROM can be erased by exposing it to ultra-violet light for a duration of up to 40 minutes. Usually, an EPROM eraser achieves this function.
- ✓ **EEPROM (Electrically Erasable and Programmable Read Only Memory):** The EEPROM is programmed and erased electrically. It can be erased and reprogrammed about ten thousand times. Both erasing and programming take about 4 to 10 ms (milli second).

Memory

A memory is just like a human brain. It is used to store data and instructions. Computer memory is the storage space in computer where data is to be processed and instructions required for processing are stored. The memory is divided into large number of small parts called cells. Each location or cell has a unique address which varies from zero to memory size minus one.

Memory				
Primary Memory		Secondary Memory		
Cache Memory	Main Memory		<ul style="list-style-type: none"> ➤ Magnetic Disk(HDD) ➤ Optical Disk (CD, DVD,BRD) ➤ Flash Memory(Memory card, Pen Drive) 	
Registers	RAM			
	SRAM	DRAM		ROM
				PROM
				EEPROM

Memory is primarily of three types

- **Cache Memory:** It is a very high speed semiconductor memory which can speed up CPU. It acts as a buffer between the CPU and main memory.
 - **Primary Memory/Main Memory:** Primary memory holds only those data and instructions on which computer is currently working. It has limited capacity and data is lost when power is switched off.
 - **Secondary Memory:** This type of memory is also known as external memory or non-volatile. It is slower than main memory. These are used for storing data/Information permanently.
2. **Secondary Storage (External Storage Devices) :** Floppy diskettes, hard disk, tapes and optical disks come under the category of external storage devices or ancillary storage devices. These devices are very sensitive to environmental conditions (humidity and temperature) as well as to external magnetic fields and need to be stored carefully.
 - ✓ **Floppy Disk :** Floppy disks are primarily used on PCs. Information on a floppy disk is recorded in the magnetized states of particles of iron oxides evenly placed upon concentric circles known as tracks.
 - ✓ **Hard Disk:** It is a non-removable enclosed magnetic disk included in most PCs. It contains a stack of metal platters, each coated with iron oxide, that spin on a spindle and the entire unit is encased in a sealed chamber.
 - ✓ **Magnetic Tape:** This is plastic tape, usually made of Mylar that is coated with iron oxide, thereby enabling the introduction (writing); retention (memory) and reading of magnetically recorded information. The best use of tape storage is for data that you do not use very often.
 3. **Peripherals:** Peripheral devices are devices connected to the computer externally. If a peripheral device is disconnected, the computer will still be able to work; only functions performed by this peripheral device will not be available.

Mainly there are following types of peripheral devices:

1. **Input Devices (How to tell it what to do):** This unit makes link between user and computer. The input devices translate the information into the form understandable by computer.
 - **Keyboard-** The most common and very popular input device which helps in inputting data to the computer
 - **Joy Stick-** To move cursor position on a monitor screen. It is mainly used in Computer Aided Designing (CAD) and playing computer games.
 - **Mouse-** Mouse is the most popular pointing device and cursor-control device having a small palm size box with a round ball at its base which senses the movement of mouse and sends corresponding signals to CPU when the mouse buttons are pressed.
 - **Light pen-** It is used to select a displayed menu item or draw pictures on the monitor screen.
 - **Track Ball-** Mostly used in notebook or laptop computer, instead of a mouse .This is a ball which is half inserted and by moving fingers on ball, pointer can be moved

- **Scanner-** A scanner allows you to scan printed material and convert it into a file format that may be used within the PC.
- **Digitizer-** It converts analog information into digital form.
- **Microphone-** Microphone is an input device to input sound that is then stored in digital form.
- **Magnetic Ink Card Reader (MICR)-** MICR input device is generally used in banks because of a large number of check to be processed every day.
- **Optical Character Reader (OCR)-** OCR scans text optically character by character, converts

them into a machine readable code and stores the text on the system memory.

- **Bar Code Reader-** A device used for reading bar coded data (data in form of light and dark lines). Bar coded data is generally used in labeling goods, numbering the books.
- **Optical Mark Reader (OMR)-** A special type of optical scanner used to recognize the type of mark **made** by pen or pencil.

2. **Output Devices: (How it shows you what it is doing)** Output devices translate the computer's output into the form understandable by users.

Monitors: Monitors, commonly called as Visual Display Unit (VDU), are the main output device of a computer. It forms images from tiny dots, called pixels that are arranged in a rectangular form. The sharpness of the image depends upon the number of pixels.

There are two kinds of viewing screen used for monitors.

- **Cathode-Ray Tube (CRT):** The CRT display is made up of small picture elements called pixels. The smaller the pixels, the better the image clarity, or resolution
- **Flat- Panel Display:** The flat-panel display refers to a class of video devices that have reduced volume, weight and power requirement in comparison to the CRT.

Printer: Printer is an output device, which is used to print information on paper.

- **Impact Printers:** The impact printers print the characters by striking them on the ribbon which is then pressed on the paper.
- **Non-Impact Printers:** Non-impact printers print the characters without using ribbon. These printers print a complete page at a time so they are also called as Page Printers. Laser Printers, Inkjet Printers.

Note:

- ✓ **Data:** Data can be defined as a representation of facts, concepts or instructions in a formalized manner which should be suitable for communication, interpretation, or processing by human or electronic machine.
- ✓ **Information:-** Information is organized or classified data which has some meaningful values for the receiver. Information is the processed data on which decisions and actions are based.
- ✓ **Data Processing Cycle:** Data processing is the re-structuring or re-ordering of data by people or machine to increase their usefulness and add values for particular purpose. Data processing consists of basic steps input, processing and output.
These three steps constitute the data processing cycle.
- ✓ **Input -** Input data is prepared in some convenient form for processing. The form will depend on the processing machine. For example, when electronic computers are used, the input data could be recorded on any one of several types of input medium, such as magnetic disks, tapes and so on.
- ✓ **Processing -** In this step input data is changed to produce data in a more useful form. For example, paychecks may be calculated from the time cards, or a summary of sales for the month may be calculated from the sales orders.
- ✓ **Output -** The result of the proceeding processing step are collected. The particular form of the output data depends on the use of the data. For example, output data may be pay-checks for employees.

Language Processors:

- ✓ **Assembler:** This language processor converts the program written in assembly language into machine language.
- ✓ **Interpreter:** This language processor converts a HLL(High Level Language) program into machine language by converting and executing it line by line.
- ✓ **Compiler:-** It also converts the HLL program into machine language but the conversion manner is different. It converts the entire HLL program in one go, and reports all the errors of the program along with the line numbers.

Classification of Computers:

Computers can be broadly classified by their speed and computing power:

Sr. No.	Type	Specifications
1	PC (Personal Computer)	It is a single user computer system having moderately powerful microprocessor.
2	WorkStation	It is also a single user computer system which is similar to personal computer but have more powerful microprocessor.
3	Mini Computer	It is a multi-user computer system which is capable of supporting hundreds of users simultaneously. Software technology is different from minicomputer.
4	Main Frame	It is a multi-user computer system which is capable of supporting hundreds of users simultaneously. Software technology is different from minicomputer.
5	Supercomputer	It is an extremely fast computer which can execute hundreds of millions of instructions per second.

Following are the main memory storage units:

S.No.	Unit	Description
1	Bit(Binary Digit)	A binary digit is logical 0 and 1 representing a passive or an active state of a component in an electric circuit.
2	Nibble	A group of 4 bits is called nibble .
3	Byte	A group of 8 bits is called byte . A byte is the smallest unit which can represent a data item or a character. (1 byte = 8 bits)
4	Word	A computer word, like a byte, is a group of fixed number of bits processed as a unit which varies from computer to computer but is fixed for each computer. The length of a computer word is called word-size or word length and it may be as small as 8 bits or may be as long as 96 bits. A computer stores the information in the form of computer words.

Few higher storage units are following:

S.No.	Unit	Description
1	Kilobyte (KB)	1 KB = 1024 Bytes
2	Megabyte(MB)	1 MB = 1024 KB
3	GigaByte (GB)	1 GB = 1024 MB
4	TeraByte (TB)	1 TB = 1024 GB
5.	PetaByte (PB)	1 PB = 1024 TB

Software

Software: software represents the set of programs that govern the operation of a computer system and make the hardware run. **There are two types of software**

- **System Software:** The system software is collection of programs designed to operate, control, and extend the processing capabilities of the computer itself. System software are generally prepared by computer manufactures. System software serves as the interface between hardware and the end users. **Examples:** Operating System, Compilers, Interpreter, Assembler etc.
- **Application Software:** It is the set of programs necessary to carry out operations for a specified application.

Application software can subdivide into three categories:

(A) Packages:-

Packages	
Word Processing	A package that process textual matter and creates organized and flawless documents.
Spreadsheets	An electronic spreadsheet is a program that accepts data in a tabular form and allow users to manipulate , calculate, analyze data in the desired manner.
Database Management Systems	DBMS is a package that can handle and manage bulk of stored data.
Desktop Publishing Software	Handles page layout by combining the functions of a traditional typesetter and a layout artist.
Graphics, Multimedia and Presentation applications	Application software that manipulates images is known as Graphics software.

(B) Utilities: Utilities are those application programs that assists the computer by performing housekeeping functions like backing up disk or scanning viruses etc.

Utilities	
Text Editor	Program is used for creating, editing text files.
Backup Utility	Program facilities the backing-up of disk.
Compression Utility	Large files can be compressed so that it takes less storage area.
Disk Defragmentor	It speeds up disk access by rearranging the files and free space on your computer.
Antivirus Software	It scans yours disk for viruses and removes them if any virus is found.

(C) Customized Software: This type of software is tailor-made software according to a user's requirements.

Following are the main five generations of computers:

S. No.	Generation & Description
1	First Generation (1946-1959) Vacuum tube based
2	Second Generation (1959-1965) Transistor based
3	Third Generation (1965-1971) Integrated Circuit based
4	Fourth Generation (1971-1980) VLSI microprocessor based
5	Fifth Generation (1980-onwards) ULSI microprocessor based

Boot: When computer starts, the operating system is first loaded (as it is essential for running all other programs), this process is known as booting.

Cold Boot: -When you turn the computer ON from an OFF position.

Warm Boot: - When you reset the computer that is already ON.

Motherboard: The motherboard serves as a single platform to connect all of the parts of a computer together. A motherboard connects CPU, memory, hard drives, optical drives, video card, sound card, and other ports and expansion cards directly or via cables. It can be considered as the backbone of a computer.

Combinational Circuit: It consist of AND,OR , NOT,NAND,NOR Gate. Output will depend on input and there is no time gap between input and output There are different type of combination circuit used for different purpose.

Multiplexer:- It has multiple input and Single output. Multiplexer may be of different type like 4×1 MUX, 8×1 MUX, 16×1 MUX etc.

De Multiplexer:- It perform opposite function of Multiplexer. It has single input line and multiple output line. $n \times 2^n$.

Decoder:- It is use to convert one code system to anther like Binary to Octal digit or Binary to Hexadecimal digit.

Adder:- Adder is use to add bits Adder is of to type Half adder and full Adder. Half Adder is use to add two bits and full Adder is use to add three bits.

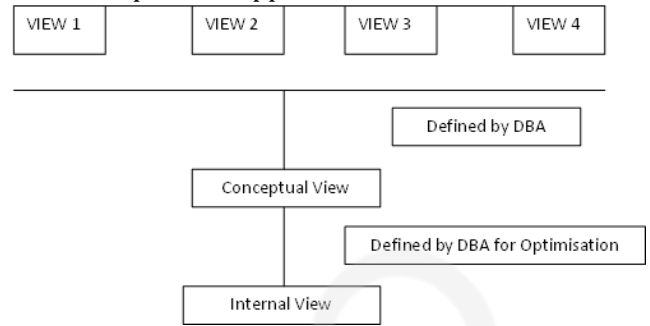
DBMS – Data Base Management System

DBMS: DBMS is the acronym of Data Base Management System. DBMS is a collection of interrelated data and a set of programs to access this data in a convenient and efficient way. It controls the organization, storage, retrieval, security and integrity of data in a database.

Architecture of DBMS divided into three levels:

- 1. External view or User view/View Level:** It is the highest level of data abstraction. This includes only those portions of database of concern to a user or Application program. Each user has a different external view and it is described by means of a scheme called external schema.
- 2. Conceptual view/Logical Level:** All the database entities and the relationship among them are included. One conceptual view represents the entire database called conceptual schema.
- 3. Internal view/Physical Level:** It is the lowest level of abstraction, closest to the physical storage method. It describes how the data is stored, what is the structure of data storage and the method of accessing these data. It is represented by internal schema.

Encoder : It perform opposite function of Decoder;



Keys in DBMS:

super key of an entity set is a set of one or more attributes whose values uniquely determine each entity.

candidate key of an entity set is a set of fields from which primary key can be selected. It is an attribute or a set of attributes that can act as a primary key for a table to uniquely identify each record in a table.

Primary key is a candidate key that is most appropriate to become main key of the table. It is a key that uniquely identifies each record in the table

Operating System:-

An Operating system is a program, which acts as an interface between a user and the hardware.

Characteristics of Operating System:

- ✓ **Memory Management** -- keeps tracks of primary memory i.e. what part of it is in use by whom, what part is not in use etc. and allocates the memory when a process or program requests it.
- ✓ **Processor Management** -- allocates the processor(CPU) to a process and de-allocates processor when it is no longer required.
- ✓ **Device Management** -- keeps track of all devices. This is also called I/O controller that decides which process gets the device, when, and for how much time.
- ✓ **File Management** -- allocates and de-allocates the resources and decides who gets the resources.
- ✓ **Security** -- prevents unauthorized access to programs and data by means of passwords and similar other techniques.
- ✓ **Job accounting** -- keeps track of time and resources used by various jobs and/or users.
- ✓ **Control over system performance** -- records delays between request for a service and from the system.
- ✓ **Interaction with the operators** -- The interaction may take place via the console of the computer in the form of instructions. Operating System acknowledges the same, does the corresponding action and informs the operation by a display screen.
- ✓ **Error-detecting aids** -- Production of dumps, traces, error messages and other debugging and error-detecting methods.
- ✓ **Coordination between other software and users** -- Coordination and assignment of compilers, interpreters, assemblers and other software to the various users of the computer systems.

MS - Window

MS-Windows is a GUI based operating system. In Windows Operating system multiple applications can be simultaneously run in different windows.

- In **MS-Windows**, the screen upon which icons, windows, too are displayed is known as **desktop**.
- An **icon** is a graphic symbol that represents a window element like, file, folder, or **shortcut**.
- Loading up of operating system files into the computer's memory is called **booting up**.
- The **taskbar** is a bar, which is usually located at the bottom of the screen.
- **My computer** is helpful for viewing the contents of a single folder or drive.
- **Windows Explorer** is another way of seeing what is on your computer. Windows Explorer shows the computer's contents as a hierarchy.
- **File**: A program or document stored on a disk.
- **Toolbar**: A set of button you click to perform common tasks.
- A **folder** is a location in which you can store files and other folders.
- To create a new folder, **File—New—Folder** commands are clicked in My Computer windows.
- To find files or folders, **Start---Find---Files** or **Folder** commands are clicked.
- To create a **shortcut** to a file, firstly select the file or folder, whose shortcut is to be created. Then drag the file icon through right mouse button to desired location where shortcut to be placed, and then select create shortcut(s).
- **To shut down** the computer, **Start—Shut Down** commands are clicked.

MS-Word

- ✓ A **word processor** is a package that processes textual matter and creates organized and flawless documents.
- ✓ The word processor offers very useful features like speed, powerful editing and formatting features, permanent storage, Graphics, object linking and embedding, spell check and mail merge etc.
- ✓ The word processor automatically fits the typed text within the specified left and right margins. This feature is called word wrapping.
- ✓ Margins can be four type viz. left, right, top and bottom.
- ✓ The distance between text boundaries and page margins is called indent. The indent can be positive, negative or hanging indent.
- ✓ The text layout
- ✓ In Word, paragraphs can be formatted through Paragraph option of Format menu and the borders can be applied through Borders and shading option of Format menu.
- ✓ The page formatting in Word can be controlled through Page Setup ... option of **File** menu. The header and footer can be created and formatted using Header and Footer option of the view menu.
- ✓ In word, the document can either be printed through print button of standard toolbar or through the Print.. option of **File** menu. The help is available in Word through the Help menu.
- ✓ In word, spelling and grammar can be checked either through the **spelling and Grammar** option of Tools menu.
- ✓ The Autocorrect feature of Word converts shorthand into longer strings. You can create your own Autocorrect entries by clicking to **Autocorrect** command to **Tools** menu.
- ✓ Tables can be inserted in a Word document through Table button of Standard toolbar and can be manipulated through the table drop menu.
- ✓ In MS-Word, **the mail merge** involves two files – Main document and data source file to produce the merged document. The main document and data source can handled through Mail Merge option of Tools menu.

Shortcuts

Shortcut	Description
Ctrl+W	Close the active window / document
Ctrl+Z	Undo an action
Ctrl+Y	Redo the last action or repeat an action
Ctrl+S	Save a document
Ctrl+P	Print a document
Ctrl+K	Insert a hyperlink.
Alt+Right.	Arrow Go forward one page.
Ctrl+C	Copy selected text or graphics to the Office Clipboard.

Ctrl+V	Paste the most recent addition to the Office Clipboard.
Ctrl+Shift+A	Format all letters as capitals.
Ctrl+B	Applies or removes bold formatting.
Ctrl+I	Applies or removes italic formatting.
Ctrl+=	Apply subscript formatting (automatic spacing).
F1	Open Help
F4	Repeat the last action performed(Word 2000+)
F5	Open the Find, Replace, and Go To window in Microsoft Word
F7	Spellcheck and grammar check selected text or document
F12	Save As

Some of the valid file names are as follows:

Type of File	File name and Extension
Notepad File	Type.txt
Paintbrush File	Painting.bmp
Word	Document.doc
Excel	Book.xls
PowerPoint	Presentation.ppt
Database	Db1.mdb
Executable	Game.exe

MS-EXCEL

- ✓ A **spreadsheet** is a software tool that lets one enter, calculate, manipulate and analyze set of numbers.
- ✓ A **Worksheet** is a grid of cells made up of horizontal rows and vertical columns.
- ✓ A workbook is a group of worksheets.
- ✓ Three types of data can be entered in a worksheet (i) **number** (ii) **Text** (iii) **Formulas**.
- ✓ Cell can be referenced in three ways (i) **relative** (ii) **absolute** (iii) **mixed**
- ✓ A **cell can be edited either by overwriting or by partially modifying the cell contents**.
- ✓ A **range** can selected using mouse or keyboard.
- ✓ A range can be either through **copy** and **paste** operations or by dragging the fill handle.
- ✓ A range can be moved either through cut and paste operations or by dragging the range border.
- ✓ A range can be cleared through **Edit--Clear** command.
- ✓ To erase everything from a worksheet ,select all the cells in the worksheet and then use **Edit—Clear—All**.
- ✓ To save a workbook use **File- Save** command.
- ✓ To open a workbook use **File—Open** command.
- ✓ To insert cells, rows or columns in worksheet, use **Insert---Cells----**, **Insert-----Rows** or **Insert-----Column** command respectively.
- ✓ General arrangement of data is known as formatting.
- ✓ Formatting does not affect the actual cell value only the appearance change.
- ✓ Formatting is performed in MS-Excel through options available in Format menu.
- ✓ Charts are the pictorial representation of worksheet data.
- ✓ Various chart types in MS- Excel are area chart, column chart, bar chart, line chart, pie chart, XY(Scatter) chart.
- ✓ Chart in MS-Excel saved in two ways : (i) embedded chart (ii) chart sheet
- ✓ Embedded chart is a chart object that is placed on a worksheet and saved with that work sheet.
- ✓ Chart sheet is a sheet in workbook that contains only a chart.
- ✓ Charts are created using chart wizard.

Powerpoint

- ✓ The application software that can create professional looking visual aids is called Presentation Graphics Software.
- ✓ **MS-PowerPoint** can be started by clicking at Start—Program---Microsoft PowerPoint.
- ✓ A slide can contain one or more of these components: **Titles, Graphs, Drawing objects, ClipArt** and **Pictures**.
- ✓ The slide components that are used for reference are: **Handouts, Notes ,Outlines**.
- ✓ A new presentation can be created through one of these methods:(i) **Auto content Wizard** (ii)

Design Templates (iii) Sample Presentation and (iv) Blank Presentation

- ✓ A new slide can be added by either clicking at **Common Tasks** options of **Formatting** toolbar and then selecting New Slide option, by clicking at Insert menu's **New Slide** option.
- ✓ A presentation in PowerPoint can viewed in any of these views: **Normal, Outline, Slide, Slide Sorter, Slide Show** and **Notes Page View**.
- ✓ To apply new design to slides, click either at Apply Design Template option of **Common Tasks** options of **Formatting** toolbar, or at Format menu's Apply Design Template option or ever from the shortcut menu.
- ✓ A color scheme is a combination of various colors used for text and other presentation elements.
- ✓ A color scheme can be changed by clicking at **Slide Color Scheme** option of Format menu.

- ✓ Background color can be changed by clicking at **Format---Background** command or even through slide's shortcut menu.
- ✓ You can change text font and style by using **Format---Font** command.
- ✓ Header and Footer information can be viewed and changed by clicking at **View---Header** and Footer option.
- ✓ The slide ---shorter view in useful for viewing the slides in miniature forms and for rearranging them.
- ✓ Movies (Vedio) & Sound can be inserted by using Insert—**Movies & Sounds** command.
- ✓ While creating slide shows you can add transitions to slides by using Slide Show --- Slide Transition command.
- ✓ To add animation, you can use Slide **Show-----Custom** Animation commands.

Internet

- The **Internet** is a global system of interconnected computer networks that use the standard Internet protocol suite (TCP/IP) to link several billion devices worldwide. It also known as "**network of networks**" that consists of millions of private, public, academic, business, and government networks.

Various Applications of Internet are:

- ✓ Exchange messages using e-mail (Electronic mail).
 - ✓ Transfer files as well as software.
 - ✓ Browse through information on any topic on web.
 - ✓ Communicate in real time (chat) with others connected to the Internet.
 - ✓ Search databases of government, individuals and organizations.
 - ✓ Read news available from leading news groups.
 - ✓ Send or receive animation and picture files from distant places.
 - ✓ Set up a site with information about your company's products and services.
- The **World Wide Web** commonly known as the Web or www developed founded by **Tim Berners - Lee** in 1989, is a system of interlinked hypertext documents that are accessed via the Internet. These multimedia pages are ever-changing.
 - A **web browser** (commonly referred to as a browser) is a software application for retrieving, presenting and traversing information resources on the World Wide Web.

Various features of a Web Browser are:

- ✓ **Menu bar:** The menu bar, located at the very top of the screen, can be accessed using the mouse. Actions that are in black can be performed, while actions that cannot be performed will be in gray or lightened.
- ✓ **Tool bar:** The tool bar is located at the top of the browser; it contains navigational buttons for the Web. Basic functions of these buttons include:

<u>Command</u>	<u>Function</u>
Home	Opens or returns to starting page
Back	Takes you to the previous page
Forward	Takes you to the next page
Print	Prints current page
Stop	Stops loading a page
Reload	Refresh/redisplays current page
Search	Accesses search engine

- ✓ **Location bar:** The location bar, below the tool bar, is a box labelled "Location," "GoTo," or "Address." You can type in a site's address, and press the Return or Enter key to open the site.

- ✓ **Status bar:** The status bar is located at the very bottom of the browser window. You can watch the progress of a web page download to determine if the host computer has been contacted and text and images are being downloaded.
- ✓ **Scroll bar:** The scroll bar is the vertical bar located on the right of the browser window. You can scroll up and down a web page by placing the cursor on the slider control and holding down the mouse button.
- ✓ A **website** is a set of related web pages served from a single web domain.
- ✓ The **Uniform Resource Locator**, abbreviated as URL is the Address for web sites. Most of them begin with http (Hyper Text Transfer Protocol), followed by a colon and two slashes.. In most web browsers, the URL of a web page is displayed on top inside an address bar. An example of a typical URL would be "**http://www.gradestack.com**".
- ✓ A **Home page, index page, or main page** is a page on a website. A home page usually refers to:
- ✓ A **Hyperlink** is a reference to data that the reader can directly follow either by clicking or by hovering or that is followed automatically.
- ✓ **Downloading** means to receive data to a local system from a remote system, or to initiate such a data transfer.
- ✓ **Uploading** refers to the sending of data from a local system to a remote system such as a server or another client with the intent that the remote system should store a copy of the data being transferred.
- ✓ An **email attachment** is a computer file sent along with an email message. One or more files can be attached to any email message, and be sent along with it to the recipient. The first email was sent by **Ray Tomlinson** to himself in 1971.
- ✓ **CC (Carbon Copy)** in e - mail indicates those who are to receive a copy of a message addressed primarily to another. The list of CCed recipients is visible to all other recipients of the message.
- ✓ An additional **BCC (blind carbon copy)** field is available for hidden notification; recipients listed in the BCC field receive a copy of the message, but are not shown on any other recipient's copy (including other BCC recipients).
- ✓ The **Drafts folder** retains copies of messages that you have started but are not yet ready to send.
- ✓ **Hotmail**, a free e-mail service provided by Microsoft which was established in 1995 was co - founded by an Indian American entrepreneur Sabeer Bhatia along with Jack Smith in July of 1996.
- ✓ An **Internet Protocol address** (also known as an **IP address**) is a numerical label assigned to each device (e.g., computer, printer) participating in a computer network. It acts as an identifier for a computer. It is a unique address for every computer.
- ✓ **Top-level domain:** Each part of a domain name contains certain information. The first field is the host name, identifying a single computer or organization. The last field is the top-level domain, describing the type of organization and occasionally country of origin associated with the address. For e.g. - .com – **Commercial**, .edu – **Educational**.

Important Key in a Keyboard

Toggle keys- toggle the input from a group of keys on a keyboard between two different input modes.

- ✓ Caps Lock
- ✓ Num Lock
- ✓ Scroll Lock
- ✓ Insert

Modifier Keys - In computing, a modifier key is a special key (or combination) on a computer keyboard that temporarily modifies the normal action of another key when pressed together. For e.g.-

- ✓ Shift
- ✓ Alt
- ✓ Ctrl
- ✓ Fn

Function keys – A function key is a key on a computer or terminal keyboard which can be programmed so as to cause an operating system command interpreter or application program to perform certain actions, a form of soft key. For e.g. - **F1 through F12** keys are known as function keys. Each keys perform different functions.

Computer Viruses:

A virus is a parasitic program that infects another legitimate program, which is sometimes called the host. To infect the host program, the virus modifies the host so that it contains a copy of the virus.

Boot sector viruses: A boot sector virus infects the boot record of a hard disk. The virus allows the actual boot sector data to be read as through a normal start-up were occurring.

Cluster viruses: If any program is run from the infected disk, the program causes the virus also to run . This technique creates the illusion that the virus has infected every program on the disk.

Worms: A worm is a program whose purpose is to duplicate itself.

Bombs: This type of virus hides on the user's disk and waits for a specific event to occur before running.

Trojan Horses: A Trojan Horses is a malicious program that appears to be friendly. Because Trojan Horses do not make duplicates of themselves on the victim's disk. They are not technically viruses.

Stealth Viruses: These viruses take up residence in the computer's memory, making them hard to detect.

Micro Viruses: A macro virus is designed to infect a specific type of document file, such as Microsoft Word or Microsoft Excel files. These types of documents can include macros, which are small programs that execute commands.

Some expected and important questions of Computer Awareness for upcoming examinations

Computer Questions

1. How many vacuum tubes was used if ENIAC?
 - A. 8,498
 - B. 19,230
 - C. 17,468
 - D. 13,621
 - E. None of these

Ans: C

ENIAC contained 17,468 **vacuum tubes**, 7200 crystal diodes, 1500 relays, 70,000 resistors, 10,000 capacitors and approximately 5,000,000 hand-soldered joints.

2. Vacuum Tube is the inventiongeneration.
 - A. 1st generation
 - B. 2nd gen
 - C. 4th gen
 - D. 5th gen
 - E. None of these

Ans: A

In **first Generation** (1940-1956), the first computers used **vacuum tubes** for circuitry and magnetic drums for memory and were often enormous, taking up entire rooms.

3. The computer size was very large in ____.
 - A. First Generation
 - B. Second Generation
 - C. Third Generation
 - D. Fourth Generation
 - E. None of these

Ans: A

First generation computers used **1000s of vacuum tubes** that required **lot of space** made them gigantic in size. **Single transistor** could replace 1000 vacuum tubes and a single IC chip replaced **1000s of transistors** made computers smaller and more speedy.

4. ____ is responsible for overall control and co-ordination of instruction execution.
 - A. CPU
 - B. ALU
 - C. RAM
 - D. Control Unit
 - E. None of these

Ans: D

The **control unit** (CU) is a component of a computer's **central processing unit** (CPU) that directs operation of the processor. It tells the computer's **memory, arithmetic/logic unit, input** and **output** devices how to respond to a program's instructions.

5. Which of the following is the fastest type of computer?
 - A. Mini computer
 - B. Mainframe computer

- C. Supercomputer
- D. Digital computer
- E. None of these

Ans: C

A **supercomputer** is a computer with great **speed** and **memory**. supercomputer channels all its power into executing a few **programs** as fast as possible.

6. Which of these is a not a computer manufacturer?
- A. IBM
 - B. Apple
 - C. Microsoft
 - D. Sun
 - E. None of these

Ans: C

Microsoft manufactures a variety of **software programs** and its **Operating System** Windows is one of the most popular Operating Systems around. It however does not manufacture computers.

7. Which of the following is not an input device?
- A. OCR
 - B. Optical scanners
 - C. Voice recognition device
 - D. COM (Computer Output to Microfilm)
 - E. None of these

Ans: D

An **input device** is a peripheral used to provide data and control signals to an information processing system such as a computer or information appliance. **Examples** of input devices include **keyboards, mice, Optical scanners, digital cameras, Voice recognition device, OCR and joysticks**.

8. Who among the following is the odd one ____?
- A. Mouse
 - B. Scanner
 - C. Printer
 - D. Keyboard
 - E. None of these

Ans: C

Except **Printer** (Output device) all are examples of input devices (**keyboards, mouse, scanners**).

9. What is Skylake?
- A. NASA's new mission
 - B. Upcoming James Bond's Movie
 - C. **Core Processors**
 - D. China's New Fourth Generation Aircraft
 - E. None of these

Ans: C

Skylake is Intel's Sixth generation **Core Processors**.

10. Which is not a storage device?
- A. Printer
 - B. CD
 - C. Hard disk
 - D. Floppy Disk
 - E. DVD

Ans: A

Storage device is a piece of **computer** equipment on which information can be **stored**. But **Printer** is the **External device** that **communicates** with another **digital device** to **print** what a user sees on a **screen**.

11. ___ technologies is used by banks for faster processing of large volumes of cheques.

- A. OCR
- B. OMR
- C. MICR
- D. Bar code
- E. None of these

Ans: C

Magnetic Ink Character Recognition Code is a character-recognition technology used mainly by the banking industry to ease the processing and clearance of cheques and other documents.

12. Who invented Analytical engine?

- A. Blaise Pascal
- B. George Bool
- C. Charles Babbage
- D. Dr. Herman Hollerith
- E. None of these

Ans:C

The **Analytical Engine** was a proposed mechanical **general-purpose computer** designed by English mathematician and computer pioneer **Charles Babbage**.

13. Memory which forgets every thing when you switch off the power is known as_____.

- A. Corrupted
- B. Volatile
- C. Non-Volatile
- D. Non-Corrupted
- E. None

Ans: B

Non-volatile keeps memory when the computers power is switched off. **Volatile** dumps everything in RAM when the computer **loose** power.

14. Which of the following code used in present day computing was developed by IBM Corporation?

- A. ASCII
- B. Hollerith Code
- C. EBCDIC Code
- D. Baudot Code
- E. None of these

Ans: C

Extended Binary Coded Decimal Interchange Code (**EBCDIC**) is an 8-bit character encoding used mainly on **IBM mainframe** and **IBM** midrange computer **operating systems**.

15. An image editing software in which we can draw and edit images is?

- A. PageMaker
- B. MS-Paint
- C. Coral Draw
- D. Photo Image
- E. Front page

Ans: C

Corel Draw is a vector graphics editor. A **vector graphics editor** is a computer program that allows users to compose and edit vector graphics images interactively on a **computer**.

16. In DOS, Which of the following command is used to delete all the files as well as sub-directories of a directory?

- A. Delete
- B. Del
- C. Deltree
- D. Move
- E. None of

Ans: C

Deltree command is used to **delete** all the files as well as sub-directories of a directory.

17. Physical components that make up your computer are known as_____.

- A. Software
- B. Operating Systems
- C. Hardware
- D. Web Browsers
- E. None of these

Ans: C

The most common **hardware** components are Monitor, Keyboard, Mouse, CPU etc.

18. In MS- Word WYSIWYG stands for_____?

- A. Preview
- B. What you see is what you get
- C. What you see is where you get
- D. Print
- E. None of these

Ans: B

WYSIWYG is an acronym for "**What you see is what you get**".

19. Which of the following is suitable after you install new drivers?

- A. Shut Down
- B. Restart
- C. Sleep
- D. Hibernate
- E. None of these

Ans: B

Restart is suitable after you install new drivers.

20. Which of the following cannot be shared?

- A. Printer
- B. Scanner
- C. Plotter
- D. Mouse
- E. None of these

Ans:D

Mouse is a **pointing device** that detects two-dimensional motion relative to a surface. **Mouse** cannot be shared.

21. A terabyte comprises_____.

- A. 1025 byte
- B. 1024 byte
- C. 1024 bits
- D. 1024 gigabyte
- E. None of these

Ans: D

A **terabyte** (TB) is a measure of **computer storage** capacity approximately **1,024 gigabytes** (GB).

22. What does MICR stand for?

- A. Magnetic Ink character Register
- B. Magnetic Ink Code Reader
- C. Magnetic Ink Code Register
- D. Magnetic Ink character Recognition
- E. Magnetic Ink cases Reader

Ans: D

Magnetic Ink Character Recognition (MICR) is a character-recognition technology used mainly by the banking industry to ease the **processing** and clearance of **cheques** and other documents.

23. Virtual memory is_____?

- A. Memory on the hard disk that the CPU uses an extended RAM

- B. Access the page table
- C. CPU generates a physical address
- D. Automatic storage allocation
- E. None of these

Ans: A

Virtual memory is a feature of an **operating system** (OS) that allows a computer to compensate for shortages of physical memory by temporarily transferring pages of data from **random access memory** (RAM) to **disk storage**.

24. In DVD, V stands for_____.

- A. Video
- B. Versatile
- C. Both A and B
- D. Volatile
- E. None of these

Ans: B

DVD (digital **versatile** disc or digital **video** disc) is a digital optical disc storage format, invented and developed by Philips, **Sony**, **Toshiba** and **Panasonic** in 1995.

25. What is the full form of SIM?

- A. Station Identity Module
- B. System Identity Module
- C. Subscriber Identity Module
- D. Subscriber Trunk Dialling
- E. None of these

Ans: C

A **Subscriber Identity Module** card is a portable memory chip, that enables you to make **phone calls** from any corner of the Globe, where you get the subscriber's Network.

26. Who among the following has coined The term 'Multimedia' ?

- A. Bob Goldstein
- B. Tay Vaughan
- C. NASA
- D. Mc Graw Hills
- E. None of these

Ans: A

The term **multimedia** was coined by singer and artist **Bob Goldstein** to promote the **July 1966** opening of his "**LightWorks at L'Oursin**" show at **Southampton**, Long Island.

27. What is GIS stands for?

- A. Geological Information System
- B. Genetics Information Systems
- C. Geographic Information Systems
- D. Gene Information systems
- E. None of these

Ans: C

A **geographic information system** (GIS) is a system designed to capture, store, manipulate, analyze, manage, and present all types of spatial or **geographical data**.

28. A _____ is a software program used to view Web pages.

- A. Site
- B. Host
- C. Link
- D. Browser
- E. None of these

Ans: D

A **browser** is a software application used to locate, retrieve and display **content** on the **World Wide Web**, including **Web pages, images, video** and **other files**.

29. Micro-programming introduced by _____?

- A. John Mauchley
- B. Maurice Wilkies
- C. William Shockley
- D. Blaise pascal
- F. None of these

Ans: B

In 1951, **Maurice Wilkies** was developed the concept of **microprogramming** from the realization that the **Central Processing Unit** of a computer could be controlled by a miniature, **highly specialised computer program** in high-speed ROM.

30. On color monitor each pixel is composed of ____.

- A. two mini dots
- B. five mini dots
- C. six mini dots
- D. three mini dots
- E. None of these

Ans: D

On **color monitors**, each pixel is actually composed of **three dots a red, a blue and a green one**.

31. Numbers and formulae entered in a cell are called ____.

- A. Labels
- B. Numeric entries
- C. Intersection
- D. Text
- E. Fellers

Ans: B

When **entering numbers** in a **cell** the spreadsheet interprets the **data** as being numbers, which makes the use of mathematical formulas on the data possible. **By default** the data recognized as being numbers will be **right justified** in the cell.

32. Fax machines are used to send documents through a?

- A. Telephone line
- B. Modems
- C. Co-axial wire
- D. All of these
- E. None of these

Ans: A

Fax is the **telephonic transmission** of scanned printed material normally to a telephone number connected to a printer or other output device.

33. Date and time are available on the desktop at _____.

- A. Keyboard
- B. Recycle bin
- C. My computer
- D. Task bar
- E. None of these

Ans: D

A **taskbar** is an element of a **graphical user interface**. It shows which programs or applications are running on the device as well as provide links or shortcuts to other programs or places, such a **start menu, notification area and clock**.

34. To save an existing file with new name at a new location we should use _____ command .

- A. Save
- B. Save and replace
- C. Save as
- D. New file
- E. None of these

Ans: C

Choosing "**Save As**" brings up a prompt to save your work as a **file** with a different name. **Just be sure to rename** the file **something new** when you choose "**Save As**" or you will overwrite the current saved version.

35. You can use ____to copy selected text and ____ to paste it in a document.

- A. ctrl+c, ctrl+ v
- B. ctrl+ c, ctrl+p
- C. ctrl+ s, ctrl+z
- D. shift+ c, alt+ p
- E. ctrl+d , ctrl+a

Ans: A

We can use **ctrl+c** to **copy** selected text and **ctrl+v** to **paste** it to the document.

36. A red wavy line under a word indicates that the word_____.

- A. Is too long for the line of text
- B. Is not in the dictionary file and therefore might be spelt incorrectly
- C. Is not appropriate for that particular sentence
- D. Is a verb
- E. None of these

Ans: B

MS word can check the text for **correctness** and allows you to make **amends**. If there is a **spelling mistake**, the **word** gets **underlined** with a **red color line** indicating the **error**.

37. Windows xp, windows 7, windows 8.1 are known as what?

- A. Processors
- B. Domain names
- C. Modems
- D. Operating system
- E. None of these

Ans: D

An **operating system** is system software that manages **computer** hardware and software resources and provides **common services** for computer programs.

38. _____ is when the more power-hungry components, such as the monitor and the hard drive are put in idle.

- A. Hibernation
- B. Power down
- C. Standby mode
- D. The shutdown procedure
- E. None of these

Ans: C

When **electronic devices** are receiving power but are not running, they are in **standby mode**. A **computer in standby mode** requires a small amount of current called a "**trickle charge**" that keeps the current state of running software saved in the computer's RAM.

39. Video-conferencing requires a microphone, speakers and a _____ attached to your computer.

- A. Mouse
- B. Keyboard
- C. Video camera
- D. Scanner
- E. Light pen

Ans: C

Video-conferencing is a set of **telecommunication** technologies which allow two or more locations to communicate by simultaneous two-way video and audio transmissions. For a videoconferencing system **video camera, computer monitor, television, projector** are required.

40. Which of the following is an operating system?

- A. Linux
- B. Debugger

- C. Mozilla
- D. Google chrome
- E. Intel 8085

Ans: A

Linux is a **Unix-like** computer **operating system** assembled under the model of **free** and **open-source** software development and distribution.

41. What is Dr. Watson?
- A. IT Expert
 - B. Application Debugger
 - C. Surgeon
 - D. Operating system
 - E. None

Ans: B

Dr. Watson is an application debugger included with the Microsoft Windows operating system.

42. Which of the following cables can transmit data at high speeds?
- A. Flat cables
 - B. Coaxial cable
 - C. Optic fiber cable
 - D. Twisted pair cable
 - E. UTP cable

Ans: C

A **fiber optic cable** consists of a bundle of **glass** threads, each of which is capable of **transmitting** messages modulated onto **light waves**.

43. Which of the following is not a binary number?
- A. 11101
 - B. 110
 - C. 233
 - D. 1001
 - E. 10010

Ans: C

A **binary number** is a number expressed in the **binary numeral system** which represents numeric values using two different symbols, typically **0** and **1**.

44. What does the computer abbreviation MB used for?
- A. Mega Bit
 - B. Million Bytes
 - C. Mega Bytes
 - D. Million Bit
 - E. Micro Bytes

Ans: C

The **megabyte** is a multiple of the **unit byte** for digital information. Its recommended **unit** symbol is **MB**.

45. What is the base of hexadecimal number system?
- A. 2
 - B. 8
 - C. **16**
 - D. 10
 - E. None of these

Ans: C

The **hexadecimal numeral system**, is a numeral system made up of 16 symbols (base 16).

46. RTGS stand for_____.
- A. Real Time Gross Settlement
 - B. Real Time General Settlement
 - C. Run Time gross Settlement

- D. Regular Time General Settlement
- E. None of these

Ans: A

Real-time gross settlement (RTGS) systems are specialist **funds transfer systems** where transfer of money or securities **takes place** from **one bank** to another on a "**real time**" and on "**gross**" basis.

47. What is the name given to the temporary storage area that a web browser uses to store pages and graphics that it has recently opened?
- A. Niche
 - B. Webspaces
 - C. Cache
 - D. Cellar
 - E. None of these

Ans: C

Images are often stored in a **cache** so the next time you request for that **image** it is obtained locally rather than from the **website**.

48. Oracle is an example of _____ application software.
- A. Database
 - B. Word processing
 - C. Project management
 - D. Presentation graphics
 - E. Desktop

Ans: A

Database software tools are **primarily** used for **storing, modifying, extracting** and **searching** for information within a **database**.

49. MySQL is _____?
- A. a hierarchical model
 - B. a RDBMS
 - C. a relational model
 - D. a database scheme
 - E. None of these

Ans: B

MySQL is a **relational database management system (RDBMS)**. It was the world's second most widely used RDBMS and the most widely used **open-source** RDBMS.

50. Primary key is a _____?
- A. Common key
 - B. Unique key
 - C. Input key
 - D. Output key
 - E. None of these

Ans: B

A **primary key** is a key in a **relational database** that is **unique** for each record. It is a unique identifier, such as a **driver license number, telephone number** or **vehicle identification number (VIN)**. A relational database must always have one and only **one primary key**.

51. Which of the following computer language is a mathematically oriented languages used for scientific problems?
- A. FORTRAN
 - B. COBOL
 - C. LISP
 - D. PROLOG
 - E. APPLE

Ans:A

FORTRAN is used for scientific & Engineering while **COBOL** is oriented language commercial and PROLOG is a general purpose **logic programming language** associated with artificial intelligence and computational linguistics.

52. Which of the following is NOT a computer programming language?

- A. C
- B. C++
- C. Java
- D. COBOL
- E. Microsoft

Ans: E

C, C++, Java, COBOL are the computer **programming languages** while **Microsoft** is an **application software**.

53. Which of the following is not an operating system?

- A. DOS
- B. UNIX
- C. MAC(OS)
- D. DBMS
- E. Windows XP

Ans: D

Operating system is a **system software** that manages **computer hardware** and **software** resources and provides common services for computer programs.

54. One nibble is equal to how many bits ?

- A. 4 bits
- B. 8 bits
- C. 12 bits
- D. 16 bits
- E. None of these

Ans: A

In computing, a **nibble** is a **four-bit** aggregation. It is also known as **half-byte**.

55. Verification of a Login name and password is known as_____.

- A. Configuration
- B. Accessibility
- C. Authentication
- D. Logging in
- E. None of these

Ans: C

Authentication is the process of **identifying** an individual, usually based on a **login name** and **password**.

56. Which of the following can be used to select the entire document?

- A. Ctrl+A
- B. Alt+F5
- C. Shift+A
- D. Ctrl+K
- E. Ctrl+H

Ans: A

For **selecting** entire document we use **Ctrl+ A**.

57. Which of the following will you require to hear music on your computer?

- A. Video Card
- B. Sound Card
- C. Mouse
- D. Joy Stick
- E. None of these

Ans: B

A **sound card** is used to **generate** sound and **provides** audio output to external devices like **speakers** and **headphones**.

58. What is the meaning of OSI, in terms of computers?

- A. Open Software Interrelation
- B. Open System Interrelation
- C. Open System Interconnection
- D. Open Software Interconnection
- E. None of these

Ans: C

The **Open Systems Interconnection (OSI)** model is a conceptual model that **characterizes** and **standardizes** the communication functions of **computing system** without regard of their underlying **internal structure** and **technology**.

59. Father of 'C' programming language_____.

- A. Dennis Ritchie
- B. Prof Jhon Kemeny
- C. Thomas Kurtz
- D. Bill Gates
- E. None

Ans: A

Dennis Mac Alistair Ritchie was an American computer scientist. He created the **C programming language**.

60. Which of the following is not a method of accessing the web?

- A. modem
- B. ISDN
- C. DSL
- D. CPU
- E. None of these

Ans: D

CPU (central Processing Unit) is **a part** of the **computer**. All the others can be used to **access** the net.

61. Yahoo (www.yahoo.com) is a _____.

- A. Website for Consumers
- B. Portal
- C. Organization that allocates web addresses
- D. Super Computer
- E. None of these

Ans: B

Yahoo is one of the **largest portals** in the **world**. A portal is **a website** intended to be a **starting point** for exploring and searching the www.

62. Time during which a job is processed by the computer is_____.

- A. Execution Time
- B. Delay Time
- C. Real Time
- D. Waiting Time
- E. None of these

Ans: A

Time during which **a job** is processed by the **computer** is **Execution Time**.

63. Internet Explorer is a _____.

- A. Web Browser
- B. Graphing Package
- C. News Reader
- D. Any person browsing the net
- E. None of these

Ans: A

Internet Explorer (IE) is the most common **web browsers** . **Web Browser** is a program that you use to surf the internet.

64. USB in data cables stands for?

- A. Unicode smart Bus
- B. Universal structural Bus
- C. Unicode Serial Bus
- D. Universal serial Bus
- E. None of these

Ans: D

Universal Serial Bus (USB) is an industry standard **developed** in the mid-**1990s** that defines the cables, connectors and communications protocols used in a bus for connection, communication, and **power supply** between **computers** and **electronic devices**.

65. You must install a (n) _____ on a network if you want to share a broadband Internet connection.
- A. router
 - B. modem
 - C. node
 - D. cable
 - E. None of these

Ans: A

A **router** is a device that forwards data packets along networks. A **router** is connected to at least two networks. Routers are located at gateways, the places where two or more networks connect.

66. To reload a web page, press the ____ button.
- A. Redo
 - B. Reload
 - C. Restore
 - D. Ctrl
 - E. Refresh

Ans: E

In general **refresh** is another way of saying **reload** or updating what is being displayed in **web page**.

67. ____ mouse uses laser rays for the movement of cursor.
- A. Mechanical mouse
 - B. Optical mouse
 - C. Magnetic mouse
 - D. Normal mouse
 - E. None of these

Ans: B

An **optical computer mouse** uses only a **light source**, typically a **laser** and a light detector, such as an array of photodiodes to detect movement relative to a surface.

68. Full form of PSU which is an internal component used to supply the power.
- A. Power supply unit
 - B. Permanent supply unit
 - C. Placement supply unit
 - D. Programmable supply unit
 - E. None of these

Ans: A

A **power supply unit (PSU)** converts mains AC to **low-voltage** regulated **DC power** for the internal components of a computer. Modern personal computers universally use a **switched-mode power** supply.

69. Disk access times are measured in ____?
- A. minute
 - B. Milliseconds
 - C. Hours
 - D. seconds
 - E. None of these

Ans: B

Disk access times are measured in **milliseconds**, often abbreviated as ms.

70. Blaise Pascal has introduced _____?

- A. Adding machine
- B. Abacus
- C. Calculator
- D. difference engine
- E. None of these

Ans: A

In 1642, **Blaise Pascal** has introduced an **adding machine** that could perform **additions** and **subtractions** directly and multiplication and divisions by repetition.

71. Sending an e-mail is similar to _____.

- A. Petering an event
- B. Narrating a store
- C. Writing a letter
- D. Creating a drawing
- E. None of these

Ans: C

Creating and **sending an e-mail** message is in many ways similar to **writing** a letter **without** a stamp.

72. You can use the _____ bar to type a URL and display a webpage or type a keyword to display a list of related webpages.

- A. Menu
- B. Title
- C. Search
- D. Web
- E. Address

Ans: E

The graphical control element **address bar** shows the **current URL** and accepts a typed **URL** that **navigates** the user to a chosen website in a **web browser**.

73. Which one of the following is a search engine?

- A. Airtel
- B. Jagran
- C. Live hindustan
- D. Google
- E. None of these

Ans: D

A **web search engine** is a software system that is designed to search for information on the World Wide Web. The **search** results are generally presented in a line of results often referred to as **search engine results pages**.

74. A web _____ consists of one or more Web pages located on a Web server.

- A. Hub
- B. Site
- C. Story
- D. Template
- E. None of these

Ans: B

A **web site** is a set of related **web pages** typically served from a **single** web domain.

75. _____ are used to identify a user who returns to a Website.

- A. Cookies
- B. Plug-ins
- C. Scripts
- D. ASPs
- E. None of these

Ans: A

An HTTP **cookie** is a small piece of data sent from a website and stored in a **user's web browser** while the user is browsing that website.

76. The _____ specifies the operation to be performed and the operands provide the data on which the operation is to be performed
- A. source code
 - B. opcode
 - C. object code
 - D. program code
 - E. None of these

Ans: B

An **opcode** is the portion of a **machine language** instruction that **specifies** the operation to be performed. Beside the opcode itself, **instructions** usually specify the data they will process, in form of operands.

77. Which of the following is Open Source Software?
- A. Windows
 - B. Linux
 - C. IOS
 - D. Adobe Photoshop
 - E. None of these

Ans: B

Linux is a Unix-like **computer operating system** (OS) assembled under the **model of free** and **open-source software** development and distribution.

78. What is the name of the software that allows us to browse through web pages called?
- A. Browser
 - B. Mail client
 - C. FTP client
 - D. Messenger
 - E. None of these

Ans: A

A **web browser** is a **software application** for retrieving, presenting and traversing information resources on the **World Wide Web**.

79. When you purchase a product over a Mobile Phone, the transaction is called_____.
- A. Web commerce
 - B. e- commerce
 - C. m-commerce
 - D. Mobile Purchase
 - E. None of these

Ans: C

M-commerce (mobile commerce) is the **buying** and **selling** of goods and services through **wireless** handheld devices such as **cellular telephone** and **personal digital assistants** (PDAs).

80. Named collection of fields which represent a complete unit of information is called_____.
- A. Field
 - B. Record
 - C. Table
 - D. File
 - E. None of these

Ans: B

A **record** is a collection of elements, typically in **fixed number** and **sequence** and typically indexed by serial numbers or identity numbers. The **elements of records** may also be called fields or members.

81. A _____ is a grid with labeled columns and rows.
- A. Dialog box
 - B. Worksheet
 - C. Clipboard

- D. Toolbar
 - E. None of these
- Ans: B

An Excel **worksheet** is a single spreadsheet that contains cells organized by **rows** and **columns**.

82. An example of a telecommunication device is a_____.

- A. Keyboard
- B. Mouse
- C. Modem
- D. Printer
- E. Scanner

Ans:C

Modem is one that turns the **digital data** of a computer into **modulated electrical signal** for transmission over **telephone lines and** demodulated by another **modem** at the receiver side to recover the **digital** data.

83. Programs that automatically submit your search request to several search engines simultaneously are called_____.

- A. Metasearch engines
- B. Webcrawlers
- C. Spiders
- D. Hits
- E. None of these

Ans: A

Metasearch engine is a search tool that uses another search engine's data to produce their own results from the Internet.

84. What kind of Protocol is used to provide Internet access from mobile?

- A. TCP/IP
- B. ISD
- C. WAP
- D. HTTP
- E. None of these

Ans: C

WAP (Wireless Application Protocol) is a **technical standard** for accessing information over a **mobile** wireless network.

85. What is the slowest transmission medium?

- A. Twisted pair wire
- B. Coaxial cable
- C. Fiber optic cable
- D. All of above
- E. None of these

Ans: A

Twisted pair wire is the most widely used but slowest medium for telecommunication. It consists of **copper wires** that are twisted into pairs. The **transmission speed** ranges from **2 million bits per second** to **10 billion bits per second**.

86. What is an e-mail attachment?

- A. A receipt sent by the recipient
- B. A separate document from another program sent along with an e-mail message
- C. A malicious parasite that feeds off of you messages and destroys the contents
- D. A list of CC and BCC recipients
- E. None of these

Ans: B

An email **attachment** is a computer file sent **along with an email message**. One or more files can be attached to any email message and be sent along with it to the recipient.

87. The _____program compresses large files into a smaller file.

- A. WinZip
- B. WinShrink
- C. WinStyle

- D. Microsoft
- E. None of above

Ans: A

WinZip is a program that lets you archive and compress files so that you can store or distribute them more efficiently.

88. The _____ folder retains copies of message that you have started but are not yet ready to send.

- A. Inbox
- B. Outbox
- C. Drafts
- D. Sent Items
- E. Address Book

Ans: C

A **draft** is simply an **email message** you haven't yet sent. It's not the same thing as an email waiting to be sent.

89. Which is not an internet protocol?

- A. HTTP
- B. FTP
- C. STP
- D. UDP
- E. None of these

Ans: C

The **Internet Protocol (IP)** is the principal communications protocol in the Internet protocol suite for relaying datagrams across network boundaries. Some protocols are TCP, IP, UDP, POP, SMTP, HTTP, FTP.

90. What kind of server converts IP addresses to domain names?

- A. DNS
- B. MNS
- C. UTP
- D. RTP
- E. None of these

Ans:A

The **Domain Name System (DNS)** is a hierarchical distributed **naming system** for computers, services, or any resource connected to the Internet or a private network.

91. POST stands for_____.

- A. Power On Selfie Test
- B. Power One Self Test
- C. Power On Self Test
- D. Power On Self Testing
- E. None of these

Ans: C

The first thing that the BIOS does when it boots the PC is to perform what is called the **Power-On Self-Test**. The POST is a built-in diagnostic program that checks your hardware to ensure that everything is present and functioning properly, before the BIOS begins the actual boot.

92. Which of the following is a network in which computers are located physically close together, often in the same building?

- A. LAN
- B. WAN
- C. RAM
- D. ROM
- E. None of these

Ans: A

A **local area network (LAN)** is a computer network that interconnects computers within a limited area such as a residence, school, laboratory, or office **building**.

93. Programs such as Mozilla Firefox that serve as navigable windows into the Web are called_____.

- A. Internet
- B. Data card

- C. Web browsers
- D. RAM
- E. None of these

Ans: C

Mozilla Firefox is a free and open-source **web browser** developed by the **Mozilla Foundation** and its subsidiary, the Mozilla Corporation.

94. Who invented the language 'C' ?

- A. Dennis M. Ritchie
- B. Niklaus Writh
- C. Seymour Papert
- D. Donald Kunth
- E. None of these

Ans:A

Dennis MacAlistair Ritchie was an American computer scientist. He created the **C** programming language.

95. You click at B to make the text _____.

- A. Italics
- B. Underlined
- C. Italics and under lined
- D. Bold
- E. None of these

Ans: D

If i **click** at **B** it makes the text **Bold**.

96. Each _____ on a menu performs a specific action.

- A. Client
- B. Server
- C. Node
- D. Command
- E. None of these

Ans: D

Command is a directive to a **computer program** acting as an interpreter of some kind in order to perform a specific task.

97. An e-mail address typically consists of a user ID followed by the ____ sign and the name of the e-mail server that manages the user's electronic post office box.

- A. @
- B. #
- C. &
- D. *
- E. None of these

Ans: A

An **e-mail** address typically consists of a user ID followed by **@ sign** and the name of the **e-mail** server that manages the user's **electronic** post office box.

98. _____are devices used to transmit data over telecommunications lines.

- A. Drives
- B. Drives bays
- C. Modems
- D. Platform
- E. None of these

Ans: C

A **modem** is a device that **modulates** signals to **encode** digital information and **demodulates** signals to **decode** the transmitted information. This device used to transmit data over telecommunication.

99. What is the file extension of MS-Power point ?

- A. .exe
- B. .xls
- C. .ppt
- D. .pst
- E. None of these

Ans: C

.ppt is a **file extension** for a presentation file format used by **Microsoft PowerPoint**, the popular **presentation** software commonly used for office and educational slide shows.

100. The information stored in the catalog is called _____.

- A. Meta-data
- B. Mini-world
- C. Record
- D. All of these
- E. None of these

Ans: A

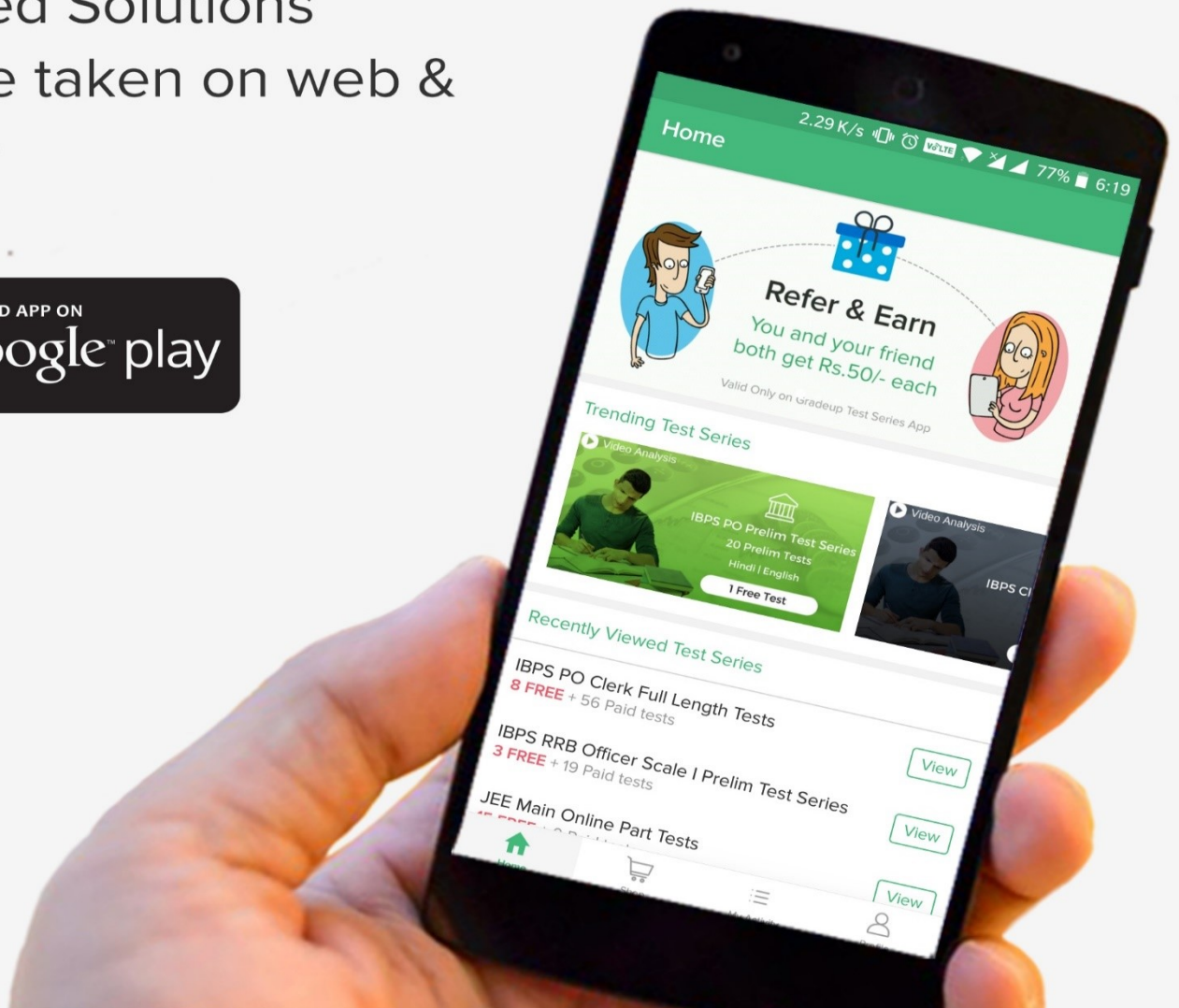
The system **catalogs** are the place where a **relational database management system** stores schema **metadata**, such as information about **tables** and **columns** and internal **book keeping** information.



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