

MENTAL ABILITY

- Arrange the words given below in a meaningful sequence.
 - Presentation
 - Recommendation
 - Arrival
 - Discussion
 - Introduction
 - 5, 3, 4, 1, 2
 - 3, 5, 4, 2, 1
 - 3, 5, 1, 4, 2
 - 5, 3, 1, 2, 4
- A is B's sister. C is B's mother. D is C's father. E is D's mother. Then, how is A related to D?
 - Grandfather
 - Grandmother
 - Daughter
 - Granddaughter
- How many such pairs of digits are there in the number 421579368 each of which has as many digits between them in the number as when they are arranged in ascending order?
 - Four
 - One
 - Two
 - Three
- If South-East becomes North, North-East becomes West and so on. What will West become?
 - North-East
 - North-West
 - South-East
 - South-West
- If you write down all the numbers from 1 to 100, then how many times do you write 3?
 - 11
 - 18
 - 20
 - 21
- In a row of boys, if A who is 10th from the left and B who is 9th from the right interchange their positions, A becomes 15th from the left. How many boys are there in the row?
 - 23
 - 31
 - 27
 - 28
- Choose the missing terms out of the given alternatives:
2Z5, 7Y7, 14X9, 23W11, 34V13, ?
 - 47U15
 - 47V14
 - 45U15
 - 27U24
- Complete the series:
1, 3, 10, 21, 64, 129, ?, 777
 - 356
 - 259
 - 388
 - 144
- If $2 \times 3 = 812$, $4 \times 5 = 1620$ then $6 \times 7 = ?$
 - 42
 - 1214
 - 2428
 - 2442
- A lady is 5 years younger to her husband and he is 5 times as old as his daughter. If the daughter was 5 years old 3 years back, what is the present age of the lady?
 - 25
 - 45
 - 35
 - 30

COMPUTERS

11. Gaurav's boss asked him to change the font on all 78 slides of a presentation that is needed in 10 minutes. Which of the following is the quickest course of action for Gaurav?

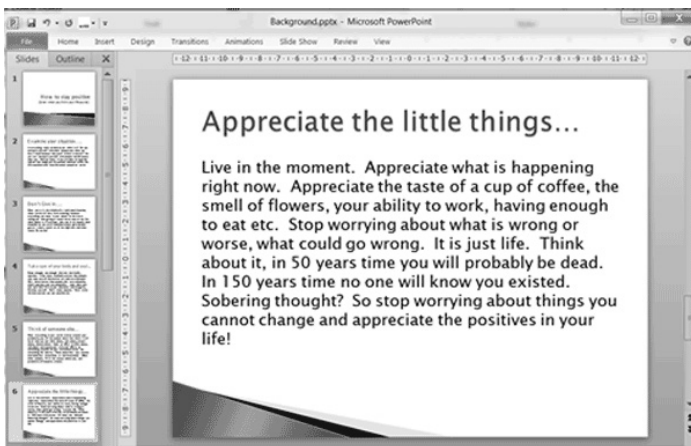
- (1) Select all the slides in the presentation and change the font by selecting the desired font in the font group under the home tab.
- (2) quickly work through the slides changing the fonts for each slide individually to the desired font.
- (3) Select the desired font from the font list in the themes gallery to apply to the entire presentation.
- (4) None of the above options are correct.

12. Rohan asked Gaurav: it is possible to apply different themes to the same presentation by selecting the slides to apply a theme to.

Rohan replied: yes

- (1) Rohan is correct.
- (2) Rohan is wrong.
- (3) Can't say.
- (4) None of these

13. Study the screenshot:



Gaurav leaned over his laptop to answer the telephone and now all the buttons on the ribbon has

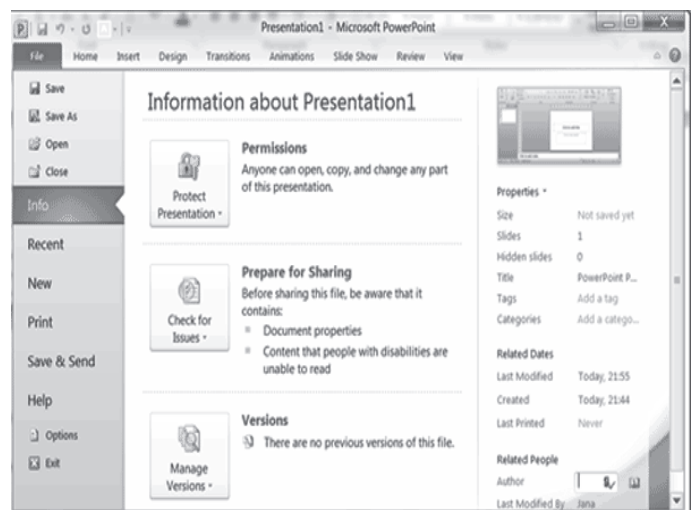
disappeared although the tab names are still visible. What happened and what is the solution?

- (1) He has deleted the ribbon. He needs to close powerpoint and re-open the program.
- (2) The slide view is set to zoom. He needs to zoom out of the slide in order to get the ribbon back.
- (3) The ribbon is minimized. He needs to right click the tabs still visible and click on: Minimize the ribbon to deselect it.
- (4) The ribbon is disabled. He needs to click on file, launch options and find the display ribbon function.

14. Under which tab will you find options to preview and play all the slides, including transitions and animations in a presentation?

- (1) Under the home tab click on the play button to preview all the slides in the presentation.
- (2) Under the slide show tab click on the from beginning button in the start slide show group.
- (3) Under the preview tab, select the view slideshow option and choose a time duration for your presentation.
- (4) Under the view tab, click on the from beginning button in the start slide show group.

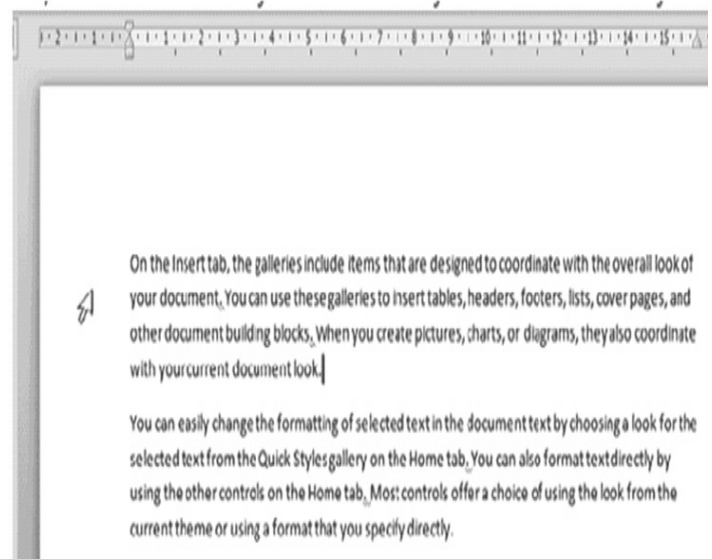
Study the screenshot



15. Which of the options below best describes the view type selected in this screenshot?
- (1) This is called the slide show view. It provides information, printing and saving options.
 - (2) This is called the behind the scenes view. It provides information, printing and saving options.
 - (3) This is called the backstage view. It provides information, printing and saving options.
 - (4) None of the above options are correct.
16. You can save a powerpoint presentation in multiple formats depending on what the slides will be used for. Which of the following is NOT a file format available in powerpoint?
- (1) Saving as a shareable un-editable document: PDF (Portable Document Format).
 - (2) Saving as a watchable video: Windows Media Video.
 - (3) Saving as an image: jpeg, gif or png file.
 - (4) As an executable list of slides in excel: .xls file.
17. Which of the following is the shortcut to quickly save a powerpoint presentation?
- (1) Pressing ctrl+shift+S will save the slides.
 - (2) Pressing ctrl+S will save the slides.
 - (3) Pressing F12 will save the slides.
 - (4) Pressing shift+S will save the slides.
18. Rohan created two powerpoint presentations the previous week but now cannot find where they are saved. She could use the search function built into windows to try and locate them, but she is not sure what she named them either. Is there a quick solution available to her?
- (1) If she clicks on recent in the backstage view, she will have a list of recent presentations visible from which she may be able to identify her missing presentations.

- (2) If she clicks on the find button under the home tab, she can search for key words to locate the missing presentations.
- (3) If she uses the shortcut: ctrl+F, she can search for key words to locate the missing presentations.
- (4) All of the above options are correct.

Study the screenshot



19. Study the screenshot above. Which of the following best describes what will happen when you left click once with the cursor in this position?
- (1) The entire paragraph to the right of the cursor will be selected.
 - (2) The entire sentence to the left of the cursor will be selected.
 - (3) The entire line of text to the left of the cursor will be selected.
 - (4) None of the above options are correct.
20. Which of the following is the shortcut key combination for selecting an entire document?
- (1) The combination: Ctrl+A
 - (2) The combination: Ctrl+shift+A
 - (3) The combination: Shift+A
 - (4) Holding down the ctrl key while triple clicking anywhere in the document.

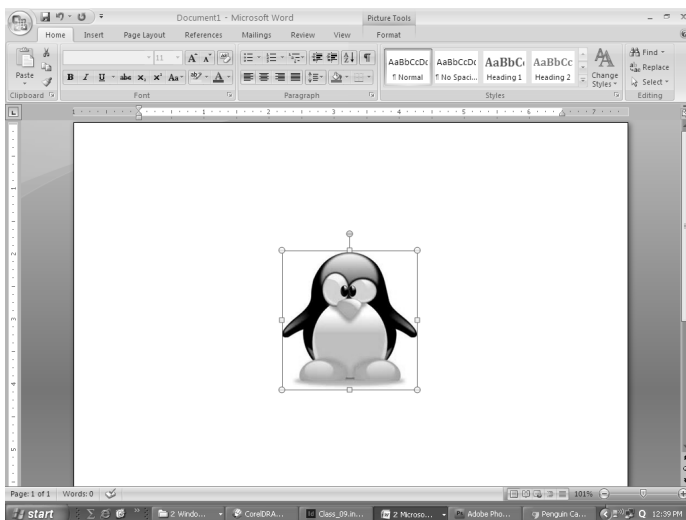
21. How do you insert characters that are located at the top of keys on your keyboard, for example the question mark symbol?

- (1) Hold down the ctrl key while pressing the required key.
- (2) Hold down the shift key while pressing the required key.
- (3) Hold down the key containing the character you require until the correct character appears.
- (4) Hold down the spacebar while pressing the required key.

22. What happens when you double click on a word in a paragraph in MS word?

- (1) Nothing happens.
- (2) The line, the word is positioned is selected.
- (3) The character that is double clicked is selected.
- (4) The word you double click is selected.

23. Study the screenshot of a document below this question. Gaurav wants to make changes to this document but keep the original document intact. What should he do?



- (1) Press save as, give the document a new name. Make changes as needed.
- (2) Make changes to the document, press save and close the document.

(3) Press save as and give the document the same name as it currently has. Make changes as needed.

(4) Make changes as needed to the document, press save and then save the document with a new name.

24. Which of the following shortcut combinations will open the print options area of the backstage view?

- (1) Control + alt + enter
- (2) Control + W
- (3) Control + P
- (4) P + control

25. Which of the following shortcuts is NOT associated with saving a document?

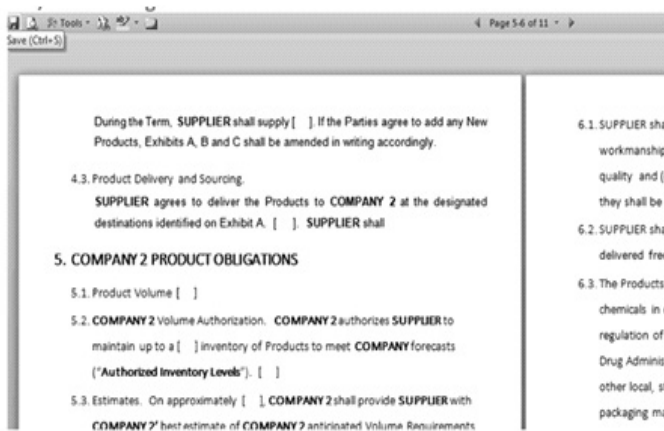
- (1) F12
- (2) Control + W
- (3) Control + S
- (4) All of the above options are associated with saving a document.

26. How do you get a print preview of all the pages in your document?

- (1) Select all the pages in your document before going to the print options area in the backstage view.
- (2) In the print options area of the backstage view, use the page navigation buttons at the bottom left-hand corner of the print preview screen to move backwards and forwards through all the pages in the document.
- (3) In the print options area of the backstage view, click on the 1 page per sheet button and change it to however many pages the document contains to view all pages.
- (4) Use the zoom slider located on the bottom right-hand corner of the print preview to scroll through all the pages.

27. To prevent microsoft word attachments you open from outlook to automatically display in full screen reading view, which of the following actions will be successful?
- (1) After the document opens in full screen reading view, click on the view tab and change the view to print layout view.
 - (2) Gaurav “Close” to exit the full screen reading view and continue reading the document in the draft view. This will set a precedent and word will in future open all documents from outlook in draft view.
 - (3) Uncheck the default option in full screen reading view located under view options that says “don’t open attachments in full screen reading view”.
 - (4) All of the above options are correct.

Study the screenshot



28. Can you identify which view type it represents?
- (1) The outline view.
 - (2) The draft view.
 - (3) The print layout view.
 - (4) The reading view.
29. Which of the following computer language is used for artificial intelligence?
- (1) FORTRAN
 - (2) PROLOG

- (3) C
 - (4) COBOL
30. Translator for low level programming language were termed as
- (1) Assembler
 - (2) Compiler
 - (3) Linker
 - (4) Loader
31. “log₂’ function is used for
- (1) Calculating log of two numbers.
 - (2) Calculate log to the base 2.
 - (3) Calculate log of 2 with given no as base.
 - (4) None of these
32. What is right way to create a 3x3 matrix A?
- (1) Matrix(A,3,3)
 - (2) A[123,123,123]
 - (3) A(3,3)
 - (4) A[123; 123; 123]
33. Which of the following is not case sensitive language?
- (1) C
 - (2) Java
 - (3) C++
 - (4) None
34. Which of the following factors should be considered while selecting a programming language for application development?
- (1) Nature of the application.
 - (2) Ease of learning the language.
 - (3) Familiarity with the language.
 - (4) All of above
35. A paradigm incorporating encapsulation, inheritance and dynamic type binding.
- (1) Imperative
 - (2) Functional
 - (3) Non procedural
 - (4) Object oriented

36. Find the output of the following program.

```
#include<stdio.h>
#include<conio.h>
void main()
{
int x=5;
if(i=0)
{
Printf(“ = am in Zero”)
}
Else
{
Printf(“ = am in :ero”)
)
}
getch();
}
```

- (1) I am in ero
- (2) I am in Zero
- (3) Error
- (4) None of above

37. Which of the following is application software?

- (1) Tally
- (2) AutoCAD
- (3) MS office
- (4) All of above

38. To move a copy of file from one computer to another over a communication channel is called

- (1) File transfer
- (2) File encryption
- (3) File modification
- (4) File copying

39. What is the purpose of the status bar in powerpoint?

- (1) It gives information about the slideshow such as slide number, theme applied and language.
- (2) It gives information about the status of publication of slides in a presentation.
- (3) It shows you how close to completion a slideshow is.
- (4) None of the above options are correct.

40. The operating system is the most common type of _____ software.

- (1) Communication
- (2) Application
- (3) System
- (4) Word-processing software

INTERACTIVE SECTION

41. _____ are specially designed computer chips that reside inside other devices, such as your car or your electronic thermostat.

- (1) Server
- (2) Embedded computers
- (3) Robotic computers
- (4) Mainframes

42. The primary purpose of an operating system is _____

- (1) To make the most efficient use of the computer hardware.

- (2) To allow people to use the computer.
- (3) To keep systems programmers employed.
- (4) To make computers easier to use.

43. Match the following:

I.	Mainframe	A.	The most expensive computers that perform complex calculations extremely rapidly.
II.	Supercomputer	B.	A computer that provides resources to other computers connected to a network.

51. What in multiprogramming OS provides a foolproof method of implementing memory protection to avoid program interference?
- (1) DMA
 - (2) Privileged MODE
 - (3) Memory protection
 - (4) Both 2 and 3
52. Which of these is a not a computer manufacturer?
- (1) IBM
 - (2) Microsoft
 - (3) Apple
 - (4) Sun
53. A simulated experience generated by computer, like visiting the surface of the sun is called
- (1) Virtual demo
 - (2) Extended experience
 - (3) Virtual reality
 - (4) Vicarious actuality
54. A device that creates machine readable data right from the source is called
- (1) Direct entry
 - (2) Smart terminal
 - (3) Keyboarding
 - (4) RAM
55. You work as a helpdesk technician for samsung.com. You have a new computer that has windows Vista home basic edition. You need to be able to watch and record live television feeds and be able to rip DVDs. What do you need to do that is the most cost effective?
- (1) Upgrade the system to windows vista home premium.
 - (2) Upgrade the system to windows vista business edition.
 - (3) Upgrade the system to windows vista ultimate.
 - (4) You do not have to do anything windows home basic edition already has this functionality.
56. Which protocol works on the top of TCP/IP that run on most microsoft network is responsible for establishing logical names on the network, establishing a logical connection between two computers and support reliable transfer between two computers using the SMB protocols?
- (1) NETBEUI
 - (2) NETBIOS
 - (3) IPX
 - (4) None of these
57. Which of the following refers to the process of removing a file from a compressed archive?
- (1) Installing
 - (2) Putting
 - (3) Extracting
 - (4) Uninstalling
58. A computer program that converts an entire program into machine language is called
- (1) Interpreter
 - (2) Modem
 - (3) Compiler
 - (4) Commander
59. What is gutter margin?
- (1) Margin that is added to the binding side of page when printing.
 - (2) Margin that is added to the outside of the page when printing.
 - (3) Margin that is added to the left margin when printing.
 - (4) Margin that is added to right margin when printing.
60. On PC power supplies, the wire attached to pin one is usually:
- (1) Blue or red.
 - (2) Blue or white.
 - (3) White or orange.
 - (4) Red or white.



END OF THE EXAM