

1. THE MAIN FUNCTION OF AN OPERATING SYSTEM IS:

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|-----------------------|------------------------------|
| A. FILE MANAGEMENT | B. MEMORY MANAGEMENT |
| C. PROCESS MANAGEMENT | D. ALL OF THE ABOVE ✓ |

2. WHICH PLATFORM HELPS CITIZENS RAISE GRIEVANCES WITH THE GOVERNMENT?

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|-------------------------------------|------------|
| A. PMO SITE | B. UMANG |
| C. PUBLIC GRIEVANCE PORTAL ✓ | D. EHEALTH |

3. YOUR FRIEND GOT A LINK SAYING 'YOU WON A PRIZE, GIVE BANK DETAILS'. WHAT SHOULD HE DO?

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|-------------------------------|----------------------|
| A. ENTER DETAILS | B. FORWARD TO OTHERS |
| C. REPORT IT AS FAKE ✓ | D. SAVE IT FOR LATER |

4. IN MS WORD, WHICH TAB IS USED TO INSERT COMMENTS IN A DOCUMENT?

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|--------------------|-----------|
| A. HOME | B. INSERT |
| C. REVIEW ✓ | D. VIEW |

5. WHICH EXCEL FUNCTION RETURNS THE REMAINDER AFTER DIVISION?

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|-------------------|---------------|
| A. MOD() ✓ | B. DIV() |
| C. ROUND() | D. QUOTIENT() |

6. WHICH IS NOT A POPULAR COMPUTER MANUFACTURING BRAND?

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| A. ACE | B. NOKIA ✓ |
| C. HP | D. HCL |

7. WHICH TAB IN POWERPOINT ALLOWS YOU TO INSERT PICTURES, CHARTS, OR SMARTART?

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|--------------------|----------------|
| A. DESIGN | B. TRANSITIONS |
| C. INSERT ✓ | D. HOME |

8. WHAT DOES 'REACH' MEAN ON SOCIAL MEDIA?

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|---------------------------|---|
| A. NUMBER OF POSTS SHARED | B. NUMBER OF UNIQUE PEOPLE WHO SAW YOUR POST ✓ |
| C. NUMBER OF LIKES ONLY | D. NUMBER OF HASHTAGS USED |

9. WHICH OPTION IS USED TO INSERT A PICTURE IN A POWERPOINT SLIDE?

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| A. INSERT -> PICTURES ✓ | B. HOME -> LAYOUT |
| C. DESIGN -> THEMES | D. VIEW -> ZOOM |

10. WHICH COMPANY CREATED GOOGLE ASSISTANT?

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|--------------------|-----------|
| A. MICROSOFT | B. AMAZON |
| C. GOOGLE ✓ | D. APPLE |

11. WHICH COMMAND IS USED TO DUPLICATE A SLIDE QUICKLY IN POWERPOINT?

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|-----------------------|--------------------------|
| A. CTRL+C THEN CTRL+V | B. CTRL+SHIFT+D ✓ |
|-----------------------|--------------------------|

C. ALT+D	D. SHIFT+ENTER
12. WHICH OF THESE IS NOT A CYBER THREAT?	
A. MALWARE	B. PHISHING
C. STRONG PASSWORDS ✓	D. RANSOMWARE
13. WHICH FEATURE IN EXCEL ALLOWS ADDING PRE-DEFINED HEADERS AND FOOTERS?	
A. PAGE LAYOUT	B. INSERT ✓
C. FORMAT CELLS	D. VIEW
14. WHICH PLATFORM HELPS IN CHECKING PROVIDENT FUND (PF) BALANCE ONLINE?	
A. NSDL	B. EPFO PORTAL ✓
C. UAN APP	D. PAYTM
15. WHICH PORTAL IS USED TO APPLY FOR STARTUP RECOGNITION IN INDIA?	
A. STARTINDIA.GOV.IN	B. STARTUPINDIA.GOV.IN ✓
C. STARTUP.NIC.IN	D. INNOVINDIA.COM
16. WHICH EXCEL TOOL CAN SPLIT FIRST NAME AND LAST NAME INTO SEPARATE COLUMNS?	
A. SPLIT TEXT	B. TEXT TO COLUMNS ✓
C. SEPARATE DATA	D. COLUMN BREAK
17. WHICH EXCEL TOOL HELPS YOU FIND AND HIGHLIGHT INCONSISTENT FORMULAS?	
A. TRACE PRECEDENTS	B. ERROR CHECKING ✓
C. EVALUATE FORMULA	D. TRACE DEPENDENTS
18. WHAT DOES THE CONCATENATE FUNCTION DO IN EXCEL?	
A. DELETES MULTIPLE CELLS	B. ADDS NUMBERS
C. JOINS TEXT FROM TWO OR MORE CELLS ✓	D. HIGHLIGHTS ERRORS
19. WHICH FEATURE IN MS WORD ALLOWS YOU TO LOCK PARTS OF A DOCUMENT WHILE LETTING OTHERS EDIT?	
A. PROTECT DOCUMENT	B. TRACK CHANGES
C. RESTRICT EDITING ✓	D. PASSWORD PROTECT
20. WHICH WINDOWS VERSION WAS WIDELY USED IN ATMs?	
A. WINDOWS XP ✓	B. WINDOWS 95
C. WINDOWS 8	D. WINDOWS 7
21. WHICH OF THE FOLLOWING DATABASE IS SUITABLE FOR OBJECTS?	
A. HIERARCHICAL DBMS	B. NETWORK DBMS
C. OBJECT-ORIENTED DBMS ✓	D. RELATIONAL DBMS

A. INSERT AUDIO	B. MANAGE ANIMATIONS ✓
C. VIEW NOTES	D. CHANGE FONT
23. TO RELOAD A WEB PAGE, PRESS THE _____ BUTTON?	
A. REDO	B. RELOAD
C. RESTORE	D. REFRESH ✓
24. WHICH OF THE FOLLOWING MANAGES MEMORY IN A COMPUTER SYSTEM?	
A. APPLICATION SOFTWARE	B. OPERATING SYSTEM ✓
C. BIOS	D. PRINTER
25. WHICH MS WORD TOOL CAN BE USED TO COMPARE TWO VERSIONS OF A DOCUMENT?	
A. TRACK CHANGES	B. COMPARE ✓
C. REVIEW PANE	D. SMART LOOKUP
26. WHICH VIEW IN MS WORD SHOWS PAGE LAYOUT AND MARGINS CLEARLY?	
A. READ MODE	B. OUTLINE
C. PRINT LAYOUT ✓	D. DRAFT
27. WHICH TOOL ALLOWS RECORDING THE SCREEN IN POWERPOINT?	
A. RECORD AUDIO	B. SCREEN RECORDING ✓
C. SNIP TOOL	D. RECORD NOTES
28. WHAT DOES THE 'REHEARSE TIMINGS' FEATURE DO IN POWERPOINT?	
A. SETS TIME AUTOMATICALLY ✓	B. RECORDS AUDIO
C. ADDS ANIMATIONS	D. CHANGES LAYOUT
29. IN MS WORD, WHICH TAB CONTAINS THE 'TABLE OF AUTHORITIES' GROUP?	
A. LAYOUT	B. REFERENCES ✓
C. REVIEW	D. VIEW
30. WHICH FUNCTION IS USED TO FIND THE LARGEST VALUE IN A RANGE?	
A. LARGE()	B. BIG()
C. MAX() ✓	D. TOP()
31. WHICH FUNCTION IS USED TO COUNT CELLS THAT MEET A SPECIFIC CONDITION?	
A. SUMIF	B. COUNTIF ✓
C. AVERAGE	D. MAX
32. IF YOU WANT TO SHOW YOUR PROJECT TO PEOPLE WHO CAN GIVE YOU A JOB, WHICH PLATFORM SHOULD YOU USE?	
A. INSTAGRAM	B. SNAPCHAT
C. LINKEDIN ✓	D. WHATSAPP

33. WHICH OPTION CONTROLS THE SPEED OF A TRANSITION IN POWERPOINT?

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|----------------------|-----------|
| A. DURATION ✓ | B. LAYOUT |
| C. NOTES | D. FORMAT |

34. TO TRACK ALL CHANGES MADE BY DIFFERENT USERS IN A DOCUMENT, WHICH FEATURE IS USED?

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|-------------------|---------------------------|
| A. MAIL MERGE | B. TRACK CHANGES ✓ |
| C. FIND & REPLACE | D. HEADER & FOOTER |

35. WHICH FUNCTION IS USED TO COUNT ONLY CELLS CONTAINING NUMBERS?

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|---------------------|-----------------|
| A. COUNT() ✓ | B. COUNTA() |
| C. COUNTIF() | D. COUNTBLANK() |

36. WHICH AI MODEL IS DESIGNED TO MIMIC THE HUMAN BRAIN?

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|----------------------------|--------------------|
| A. NEURAL NETWORK ✓ | B. DATA WAREHOUSE |
| C. HARD DISK DRIVE | D. BARCODE SCANNER |

37. WHICH FEATURE ALLOWS YOU TO REHEARSE SLIDE TIMINGS IN POWERPOINT?

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|----------------------|------------------------------|
| A. RECORD SLIDE SHOW | B. REHEARSE TIMINGS ✓ |
| C. SLIDE SORTER | D. ANIMATION PANE |

38. A WEB PAGE IS LOCATED BY USING A:

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|------------------------------|--------------------------------------|
| A. UNIFORMLY REACHABLE LINKS | B. UNIFORM RESOURCE LOCATOR ✓ |
| C. UNIVERSAL RECORD LINKING | D. UNIVERSAL RECORD LOCATOR |

39. WHICH MS WORD FEATURE ALLOWS YOU TO LOCK PARTS OF A DOCUMENT WHILE LETTING OTHERS EDIT?

- | | |
|------------------------------|---------------------|
| A. PROTECT DOCUMENT | B. TRACK CHANGES |
| C. RESTRICT EDITING ✓ | D. PASSWORD PROTECT |

40. WHAT DOES THE CONCATENATE FUNCTION COMBINE IN EXCEL?

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|---|------------------|
| A. NUMBERS ONLY | B. DATES ONLY |
| C. TEXT FROM TWO OR MORE CELLS ✓ | D. FORMULAS ONLY |

41. WHICH EXCEL FUNCTION CALCULATES THE AVERAGE OF A RANGE OF NUMBERS?

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|-----------------------|------------|
| A. SUM() | B. MEAN() |
| C. AVERAGE() ✓ | D. COUNT() |

42. WHAT IS THE SHORTCUT KEY TO SAVE A DOCUMENT IN MS WORD?

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|-----------|--------------------|
| A. CTRL+P | B. CTRL+S ✓ |
| C. CTRL+Z | D. CTRL+X |

C. KEYBOARD ✓	D. SPEAKER
44. WHICH FILE FORMAT IS USED TO SAVE A POWERPOINT PRESENTATION?	
A. .DOCX	B. .XLSX
C. .PPTX ✓	D. .PDF
45. WHAT DOES 'RAM' STAND FOR IN COMPUTERS?	
A. READ ACCESS MEMORY	B. RANDOM ACCESS MEMORY ✓
C. RAPID ACCESS MODULE	D. READ AND MANAGE
46. WHICH KEY IS USED TO START A POWERPOINT SLIDESHOW FROM THE BEGINNING?	
A. F1	B. F3
C. F5 ✓	D. F7
47. WHICH EXCEL FUNCTION ADDS ALL VALUES IN A SELECTED RANGE?	
A. COUNT()	B. TOTAL()
C. ADD()	D. SUM() ✓
48. WHAT IS THE FULL FORM OF 'CPU'?	
A. CENTRAL PROCESSING UNIT ✓	B. COMPUTER PROCESSING UNIT
C. CORE PROCESSING UNIT	D. CONTROL POWER UNIT
49. WHICH NETWORK TYPE COVERS A SMALL AREA LIKE AN OFFICE OR HOME?	
A. WAN	B. MAN
C. LAN ✓	D. CAN
50. WHICH MS WORD FEATURE AUTOMATICALLY CORRECTS SPELLING MISTAKES WHILE TYPING?	
A. SPELL CHECK	B. AUTOCORRECT ✓
C. FIND & REPLACE	D. GRAMMAR CHECK
51. WHICH OF THESE IS AN AI-POWERED CHATBOT?	
A. WHATSAPP	B. CHATGPT ✓
C. GMAIL	D. VLC
52. WHICH OF THE FOLLOWING IS REQUIRED TO CONNECT TO THE INTERNET?	
A. SCANNER	B. ROUTER ✓
C. PRINTER	D. JOYSTICK
53. WHAT IS THE SHORTCUT TO CREATE A NEW EXCEL WORKBOOK?	
A. CTRL + N ✓	B. CTRL + W
C. CTRL + S	D. CTRL + SHIFT + N

A. SPREADSHEET	B. WORD PROCESSING ✓
C. PRESENTATION	D. DATABASE
55. WHICH WINDOWS OS ALLOWS CORTANA ASSISTANT?	
A. WINDOWS XP	B. WINDOWS 7
C. WINDOWS 10 ✓	D. WINDOWS VISTA
56. WHICH OF THESE IS NOT A MEANS OF PERSONAL COMMUNICATION ON THE INTERNET?	
A. CHAT	B. INSTANT MESSAGING
C. INSTANOTES ✓	D. ELECTRONIC MAIL
57. WHAT DOES THE 'DATA VALIDATION' TOOL DO IN EXCEL?	
A. HIGHLIGHTS DUPLICATES	B. PREVENTS WRONG DATA ENTRY ✓
C. ADDS FORMULAS	D. COPIES DATA
58. WHICH OPTION HELPS TO APPLY THE SAME TRANSITION TO ALL SLIDES?	
A. APPLY ALL ✓	B. DUPLICATE TRANSITION
C. REPEAT ALL	D. TRANSITION MASTER
59. WHICH TAB IS USED TO ADD PAGE BORDERS IN MS WORD?	
A. LAYOUT	B. DESIGN ✓
C. HOME	D. REFERENCES
60. IN MS WORD, WHAT DOES THE TRACK CHANGES FEATURE ALLOW YOU TO DO?	
A. HIGHLIGHT ERRORS	B. ENABLE AUTO-CORRECT
C. RECORD AND REVIEW EDITS ✓	D. PROTECT THE DOCUMENT
61. WHAT IS 'PHISHING'?	
A. HACKING A GAME	B. TRICKING SOMEONE INTO GIVING PERSONAL INFORMATION ✓
C. SENDING LARGE FILES	D. FIXING BUGS
62. WHICH PART OF THE OS LOADS FIRST WHEN A COMPUTER STARTS?	
A. KERNEL ✓	B. GUI
C. DESKTOP	D. FILE EXPLORER
63. WHICH FEATURE IN EXCEL ALLOWS QUICK DATA ENTRY BY RECOGNIZING PATTERNS?	
A. FLASH FILL ✓	B. AUTOFILL
C. FILL SERIES	D. DATA FILL
64. WHAT DOES 2FA STAND FOR?	
A. TWO-FACTOR AUTHENTICATION ✓	B. TWO-FINGER ACCESS
C. TWO-FILE AGREEMENT	D. TWO-FACTOR ANALYSIS

65. WHICH SHORTCUT KEY COMBINATION IS USED TO CLOSE EXCEL APPLICATION?

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|----------------------|---------------|
| A. ALT + F4 | B. CTRL + F4 |
| C. CTRL + W ✓ | D. SHIFT + F4 |

66. AI IN AGRICULTURE CAN HELP IN:

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|-----------------------------|------------------------|
| A. CROP MONITORING ✓ | B. MANUAL PLOWING ONLY |
| C. PAINTING | D. STORY WRITING |

67. WHICH OF THE FOLLOWING IS AN OPERATING SYSTEM?

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|------------------|------------------------|
| A. MS WORD | B. WINDOWS 10 ✓ |
| C. GOOGLE CHROME | D. ADOBE READER |

68. WHICH OF THE FOLLOWING IS A TRANSITION EFFECT?

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|------------------|-----------|
| A. FADE ✓ | B. ZOOM |
| C. PULSE | D. FLY IN |

69. IN MS WORD, WHICH TAB CONTAINS THE NAVIGATION PANE GROUP?

- | | |
|------------------|---------------|
| A. VIEW ✓ | B. REFERENCES |
| C. LAYOUT | D. REVIEW |

70. WHICH OF THE FOLLOWING VIEWS IS USED TO DESIGN THE LAYOUT OF A SLIDE?

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|-------------------------------|--------------------|
| A. SLIDE MASTER VIEW ✓ | B. NORMAL VIEW |
| C. SLIDE SORTER VIEW | D. SLIDE SHOW VIEW |

71. A WEBSITE ADDRESS IS A UNIQUE NAME THAT IDENTIFIES A SPECIFIC _____ ON THE WEB?

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|---------------------|---------|
| A. WEB BROWSER | B. PDA |
| C. WEBSITE ✓ | D. LINK |

72. WHAT IS THE USE OF 'SMARTART' IN POWERPOINT?

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|----------------------|-----------------------------|
| A. DRAW SHAPES | B. CREATE DIAGRAMS ✓ |
| C. INSERT HYPERLINKS | D. ADD TRANSITIONS |

73. WHICH KEY COMBINATION IS USED TO SELECT ALL CONTENT IN MS WORD?

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|----------------------|-------------|
| A. CTRL + A ✓ | B. CTRL + S |
| C. CTRL + P | D. CTRL + Z |

74. WHICH IS A GREEN WAY TO SHARE BIG FILES?

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| A. ALWAYS EMAIL THEM | B. SHARE THROUGH GOOGLE DRIVE ✓ |
| C. PRINT AND SEND | D. SEND CDs |

C. TABLE OF FIGURES	D. CROSS-REFERENCE
76. WHICH OF THE FOLLOWING IS NOT PART OF THE WINDOWS INTERFACE?	
A. TASKBAR	B. RECYCLE BIN
C. FINDER ✓	D. DESKTOP
77. WHICH OF THESE IS NOT A PROPER USE OF AI?	
A. CHECKING GRAMMAR	B. PLAYING MUSIC
C. MAKING FAKE VIDEOS OF SOMEONE ✓	D. SUMMARIZING NEWS
78. WHAT IS THE USE OF IMEI NUMBER IN PHONES?	
A. STORES CONTACTS	B. MAKES INTERNET FAST
C. TRACKS LOST/STOLEN PHONES ✓	D. DOWNLOADS GAMES
79. THE PHYSICAL COMPONENTS OF A COMPUTER SYSTEM ARE KNOWN AS:	
A. SOFTWARE	B. HARDWARE ✓
C. ALU	D. CONTROL UNIT
80. WHAT IS THE PURPOSE OF THE EXACT() FUNCTION?	
A. CHECKS IF TWO TEXT STRINGS ARE IDENTICAL ✓	B. REMOVES DUPLICATES
C. SORTS VALUES ALPHABETICALLY	D. COUNTS CHARACTERS