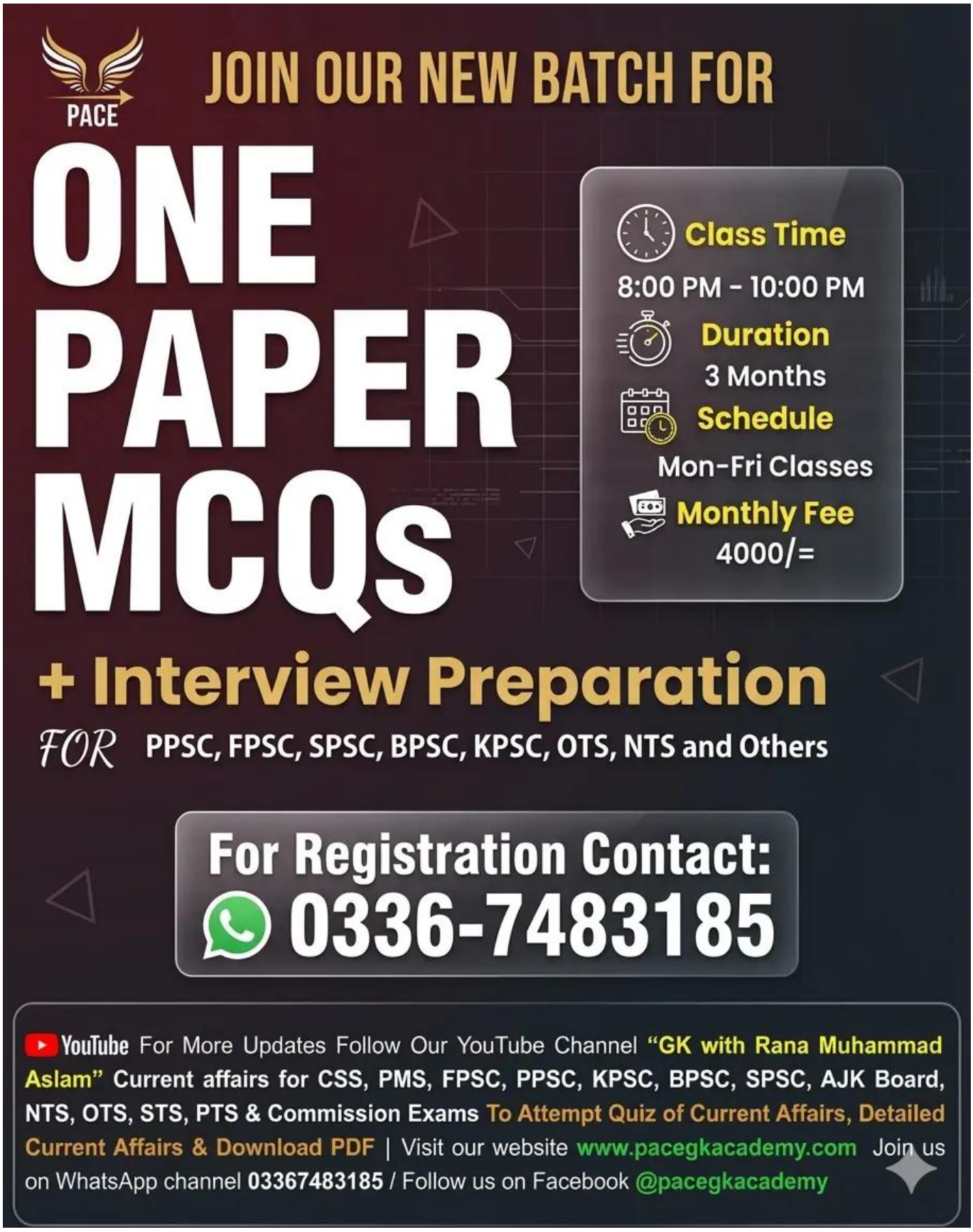
Service Centre Officials

(Land Record Authority)



Service Centre Officials

Q.1: In a Windows PC CTRL + K in Microsoft Power point is the shortcut for:
A. Shifting
B. Highlighting
C. Dragging
D. **Inserting a hyperlink**

Q.2: In MS Word, which shortcut key is used to center the selected line?
A. Ctrl + F
B. **Ctrl + E**
C. Ctrl +M
D. Ctrl + D

Q.3: In MS word 2016 , which shortcut key is used to replace text or specific formatting?
A. Ctrl +K
B. Ctrl + T
C. **Ctrl + H**
D. Ctrl + Shift + M

Q.4: A File which contains readymade styles that can be used for a preséntation is called?
A. Auto style
B. Wizard
C. **Template**
D. Pre formatting

Q.5: MS PowerPoint is a/an example of:.
A. **Multimedia software**
B. Graphics software
C. Spread sheet
D. Entertainment software

Q.6: In MS PowerPoint slide master option is available in _____tab,
A. Home
B. Insert
C. **View**
D. Design

Q.7: What are the effects that occur when you move from one slide to the next during a Power Point presentation called?
A. Customs animations
B. **Slide transitions**
C. Present animations
D. Loom effects

Q.8: Word Art option exists in.
A. Set up
B. **Text**
C. Timing
D. Slides

Q.9: The contents of two or more consécutive cells could be put together using:
A. Shrink to fit
B. Wrap Text
C. **Merge Cells**
D. Center Alignment

Q.10: Sorting can be done by _____
A. Alphabetically only
B. Numerically only
C. Date and time
D. **All of these**

Q.11: In MS Excel, On the Insert tab includes:
A. **Chart**
B. Alignment
C. style
D. All of these

Q.12: Readymade templates are available under _____ tab in Now option.
A. Home
B. **File**
C. Insert
D. Data

Q.13: The distinguishing feature of a spreadsheet program is that it allows you to:
A. Enter data
B. **Perform calculations on data**
C. Format data
D. Print data

Q.14: This allows to enter new data at the current position of the cursor:
A. Word Wrap
B. insert Text
C. **Insertion Mode**
D. Overtype Mode

Q.15: Which of the following step is Wrong to change the paper size?
A. Click the Page Layout tab
B. In Page Setup group click the Size command
C. **With a left click select thede$red paper size**
D. To customize page size click the 'Customize Sizes' option

Q.16: This displays the positioning of text, tabs, margins, indents and other elements on the page:
A. **Ruler**
B. Status Bar
C. Document Window
D. Cursor

Q.17: In MS Word, while assigning a shortcut key to a symbol, try to select a key combination that is;
A. Having same font size and font style
B. Assigned to another task
C. **Unassigned to any other task**
D. Having same font family as the symbol

Q.18: _____ alignment is used in newspaper magazines and novels
A. **Full justification**
B. Justification
C. Left justification
D. Right justification

Q.19: _____maintain(s) database of webpage containing Information on variety of topics.
A. Newsgroup
B. News server
C. **Search Engines**
D. World Wide Web

Q.20: Which of the following is not a binary number?
A. 001
B. 100
C. **102**
D. 110

Q.21: How can the risk of unauthorized computer system access be reduced when connected an internet?
A. By installing anti-spam software
B. **By using a firewall**
C. By setting up a WAN
D. By encrypting all data store in the syste

Q.22: To search and view a Web page, the software used is _____.
A. Web
B. World Wide Web
C. **Web Browser**
D. Search Engine

Q.23: Which is the full form of Wi-Fi?
A. **Wireless Fidelity**
B. Wired Fidelity
C. Wireless Focus
D. Wireless Field

Q.24: Common methods of Internet access by use include:
A. Broadband over coaxial cable
B. Fiber optics or copper wires
C. Wi-Fi
D. **All of these**

Q.25: Data that changes continuously and cant have discrete values is called:
A. **Continuous Data**
B. Analogue Data
C. Both A and B
D. None ofthese

Q.26: A /an _____contains Information like imago or music.
A. Gadget
B. **File**
C. Keyboard
D. internet browser

Q.27: In which type of operäting system time Intervals to process and respond to inputs is very small."
A. Distributed operating system
B. Network operating system
C. **Real time Operating system**
D. Time sharing operating system

Q.28: In a computer what does OS stand for?
A. Optical Sensibility
B. Order of Significance
C. **Operating System**
D. Organized Software

Q.29: The area that generally contains My Computer, My Document and Recycle Bin is called:
A. **Desktop**
B. Screen
C. Tiptop
D. None of these

Q.30: From which of the following can the User Account be changed?
A. Settings
B. **Control Panel**
C. System Restore
D. Computer Name

Q.31: In computing, what does DOS stand for?
A. Data Only System
B. Disk Only System
C. Data Operating System
D. **Disk Operating System**

Q.32: In MS Windows which of the following is program group?
A. **Accessories**
B. Paint
C. Word
D. All of these

Q.33: A common name for software errors is:
A. **Bugs**
B. Trojans
C. Logic bombs
D. Viruses

Q.34: In computing, PDF stands for.
A. Peripheral Device Front
B. **Portable Document Format**
C. Peripheral Document Format
D. Portable Device Form

Q.35: _____ are instructions. that tell a computer what to do.
A. Input devices
B. Hardware
C. Memo cards
D. **Software**

Q.36: 'Add or Remove program is a(an):
A. Productivity software
B. File manager
C. **utility program**
D. Device driver

Q.37: A computer virus is;
A. A Micro organism
B. Electromagnetic waves entering corpputer through a network
C. A useful micro component of a computer
D. **A computer programme**

Q.38: Name of the current head of IMF8? .
A. Rober William
B. **Kristalina Georgieva**
C. Angela Markel
D. None of these

Q.39: Which key should be pressed to start a new paragraph in MS-Word?
A. Down Cursor Key
B. **Enter Key**
C. Shift + Enter
D. Ctrl +.Enter

Q.40: Shortcut Keys to switch to the' next windows:
A. **Alt + Tab**
B. Shift + Tab.
C. Alt + Ctrl
D. Ctrl + Tab

Service Centre Officials
(Answer Key)

1. **D**	2. **B**	3. **C**	4. **C**	5. **A**	6. **C**	7. **B**	8. **B**	9. **C**	10. **D**
11. **A**	12. **B**	13. **B**	14. **C**	15. **C**	16. **A**	17. **C**	18. **A**	19. **C**	20. **C**
21. **B**	22. **C**	23. **A**	24. **D**	25. **A**	26. **B**	27. **C**	28. **C**	29. **A**	30. **B**
31. **D**	32. **A**	33. **A**	34. **B**	35. **D**	36. **C**	37. **D**	38. **B**	39. **B**	40. **A**