RABINDRANATH TAGORE YOUTH COUNCIL

SUBJECT: DIPLOMA IN OFFICE MANAGEMENT
TIME: 1 hr 30 min

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70 X 1 = 70

1. The only language which the computer understands:
    a) Assembly Language
    b) Binary Language
    c) Basic
    d) C Language

2. The smallest unit of data in computer is:
    a) Byte
    b) Nibble
    c) Bit
    d) KB

3. One nibble is equal to how many bits:
    a) 2
    b) 4
    c) 8
    d) 1

4. Which of the followings describes the correct format of an input instructions?
    a) IN 82
    b) INPUT 82
    c) INP 82
    d) 82 INP

5. The process of producing useful information for the user is called:
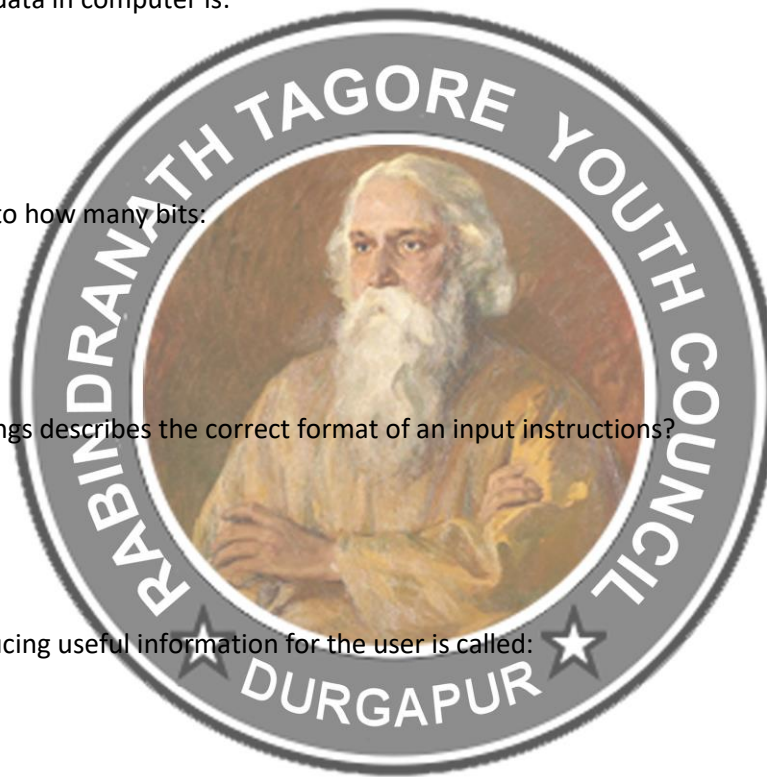   a) Controlling
    b) Outputting
    c) Inputting
    d) Processing

6. VDU stands for
    a) Virtual Display Unit
    b) Visual Display Unit
    c) Virtual Detection Unit
    d) Visual Detection Unit

7. Which of the following is non-volatile storage
    a) Backup
    b) Secondary
    c) Primary
    d) Cache

8. The ALU gives the output of the operations and the output is stored in the
    a) Memory Devices
    b) Registers
    c) Flags
    d) Output Units

9. Which of the following is not a characteristic of a computer
   a) Diligence
   b) I.Q
   c) Accuracy
   d) Versatility

10. Photoshop is used for:
    a) Typing
    b) Animation
    c) Graphics
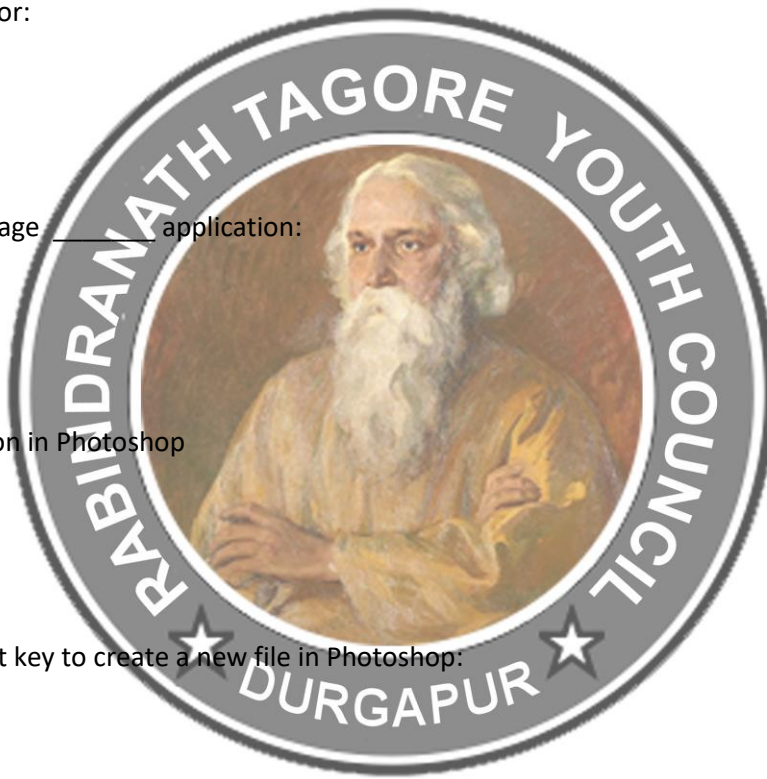   d)Programming

11. Photoshop is an image _____ application:
    a) Sharing
    b) Downloading
    c) Editing
    d) Deleting

12. What is file extension in Photoshop
    a) Tiff
    b) Txt
    c) Psd
    d) Bmp

13. What is the shortcut key to create a new file in Photoshop:
    a) Shift + N
    b) Ctrl + N
    c) Ctrl + Shift + N
    d) None of the above

14. How many types of Gradiant are there in Photoshop
    a) 2
    b) 3
    c) 5
    d) 6

15. In the Photoshop, this tools helps to make the image look like attractive painting
    a) Filters
    b) Smudging
    c) Smoothening
    d) None of the above

16. If we want to select the image in the rectangle or elliptical area, then we can use this tool:
    a) Magic Wand
    b) Lasso
    c) Marquee
    d) Zoom

17. The tool that is used for making dark some area of the image
    a) Burn Tool
    b) Smoothening
    c) Marquee
    d) Magic Wand

18. The Tool that is used to copy the information from one area to other
    a) Burn Tool
    b) Fuzzy Tool
    c) Clone Stamp
    d) Dodge

19. This tool helps us to select the colour from the opened image :
    a) Fuzzy
    b) Dodge
    c) Eye Dropper
    d) None of the above

20. Corel Draw is developed by
    a) Microsoft Inc
    b) Google
    c) Corel Corporation
    d) None of the above

21. Corel Draw is written in:
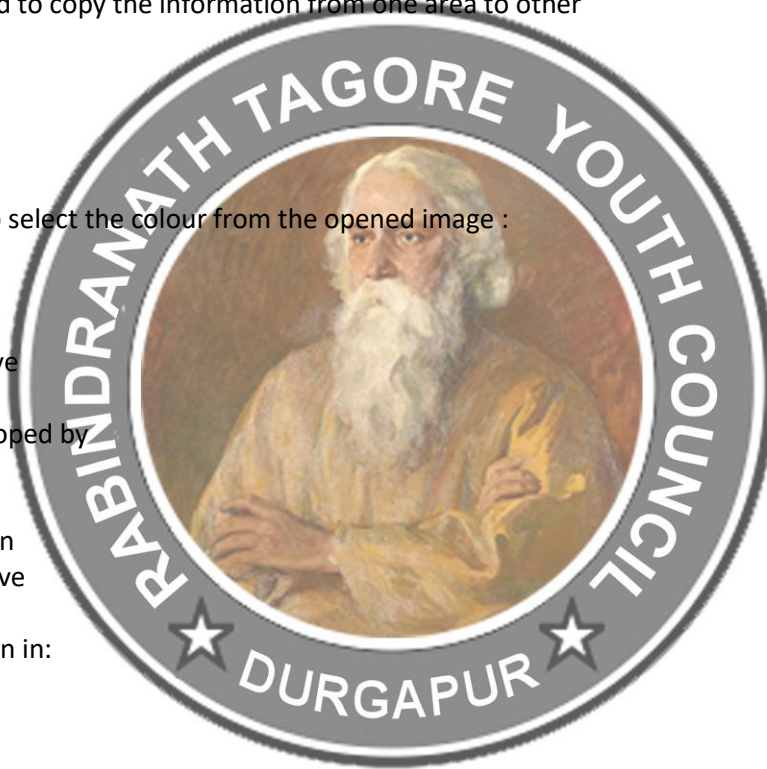   a) Java
    b) Python
    c) Angular
    d) C++ & C#

22. Corel draw is a _____ based drawing based application package
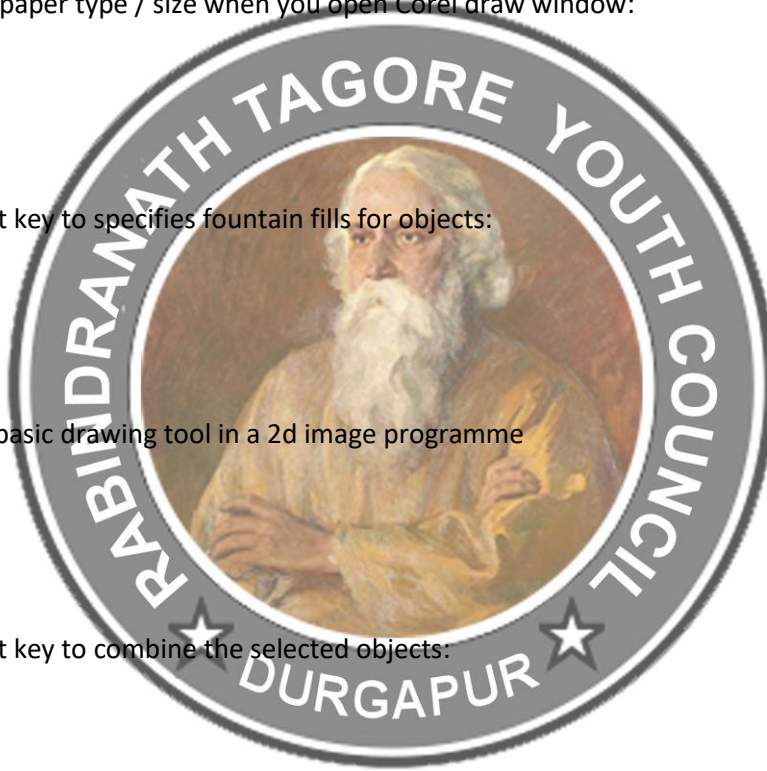   a) Scalar
    b) Vector
    c) Bitmap
    d) Photo paint

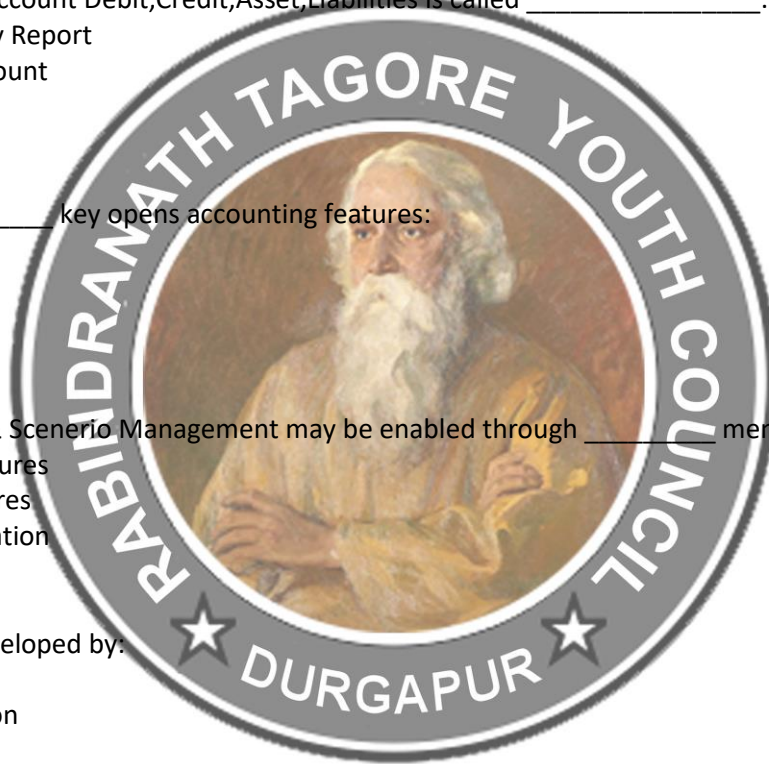23. How many color separation in Corel draw
    a) 3
    b) 4
    c) 2
    d) 5

24. We can get how many types of pattern in Corel draw:
    a) 3
    b) 5
    c) 7
    d) None of the above

25. Which of the following submenu convert the .cdr file in jpeg format
    a) Filter
    b) Import
    c) Export
    d) Text

26. What is the default paper type / size when you open Corel draw window:
    a) B2
    b) A4
    c) Letter
    d) Postcard

27. What is the shortcut key to specifies fountain fills for objects:
    a) F6
    b) F11
    c) F10
    d) F8

28. Which tool is not a basic drawing tool in a 2d image programme
    a) Pencil
    b) Bezier
    c) Freehand
    d) Eyedropper

29. What is the shortcut key to combine the selected objects:
    a) Ctrl + Q
    b) Ctrl + Y
    c) Ctrl + K
    d) Ctrl + L

30. What is corel draw
    a) Word Editor
    b) Vector Graphics Editor
    c) Operating System
    d) None of the above

31. To change the current date from Gateway of Tally press the key
    a) F1
    b) F2
    c) F3
    d) F4

32. Tally support _____ system of Accounting:
    a) Single Entry
    b) Double Entry
    c) No Entry
    d) Null Entry

33. Tally can maintain _____ for stock keeping, so that fresh inventory may arrive before old stock exhausted
    a) Reorder Level
    b) Profit
    c) Loss
    d) Cash

34. The Statement of Account Debit,Credit,Asset,Liabilities is called _____:
    a) Stock & Inventory Report
    b) Profit & Loss Account
    c) Balance Sheet
    d) Cash Balance

35. Pressing _____ key opens accounting features:
    a) ALT + F3
    b) F11
    c) F5
    d) F6

36. Payroll,Budgeting & Scenerio Management may be enabled through _____ menu in Tally
    a) Accounting Features
    b) Inventory Features
    c) Statutory & Taxation
    d) None of them

37. Tally package is developed by:
    a) Tally Solutions
    b) Tally Corporation
    c) Tally Company
    d) Tata Company

38. Tally is a _____ software
    a) Spreadsheet
    b) Accounting
    c) Publishing
    d) Animation

39. To change the current date from Gateway of Tally press the key
    a) F1
    b) F2
    c) F3
    d) F4

40. Tally support _____ system of Accounting:
    a) Single Entry
    b) Double Entry
    c) No Entry
    d) Null Entry

41. Tally generates _____ reports automatically based on voucher / journal entries:
    a) Balance Sheet
    b) Stock Report
    c) Profit & Loss
    d) All of them

42. POS stands for in Accounting / Tally
    a) Purchase of Sale
    b) Point of Safety
    c) Purpose of sale
    d) Point of Sale

43. In Taxation TCS stands for:
    a) Tax Creation at Source
    b) Tax Collected at Source
    c) Tax Combined at Source
    d) Tariff collected at station

44. In Taxation VAT stands for
    a) Value assigned Tax
    b) Value added Tax
    c) Value added Transactions
    d) Value approved tax

46. How many inbuilt Accounts group are in Tally by default
    a) 29
    b) 31
    c) 25
    d) 34

47. Bottom of Tally Screen Shows
    a) Button Bar
    b) List of Vouchers
    c) List of Companies
    d) Calculator

48. To activate MRP feature from gateway of Tally initially we need to press
    a) F11
    b) F12
    c) F10
    d) Alt + F1

49. Which menu appears after starting Tally for the first time
    a) Gateway of Tally
    b) Company info
    c) Display
    d) None of those

50. A stylus used to provide input through CRT monitor is called
    a) Scanner
    b) Digital Tablet
    c) Light Pen
    d) Printer

51. In computer monitors, CRT stands for
    a) Cudmium Ray Tube
    b) Cathode Ray Tube
    c) Cathode Ray Twist
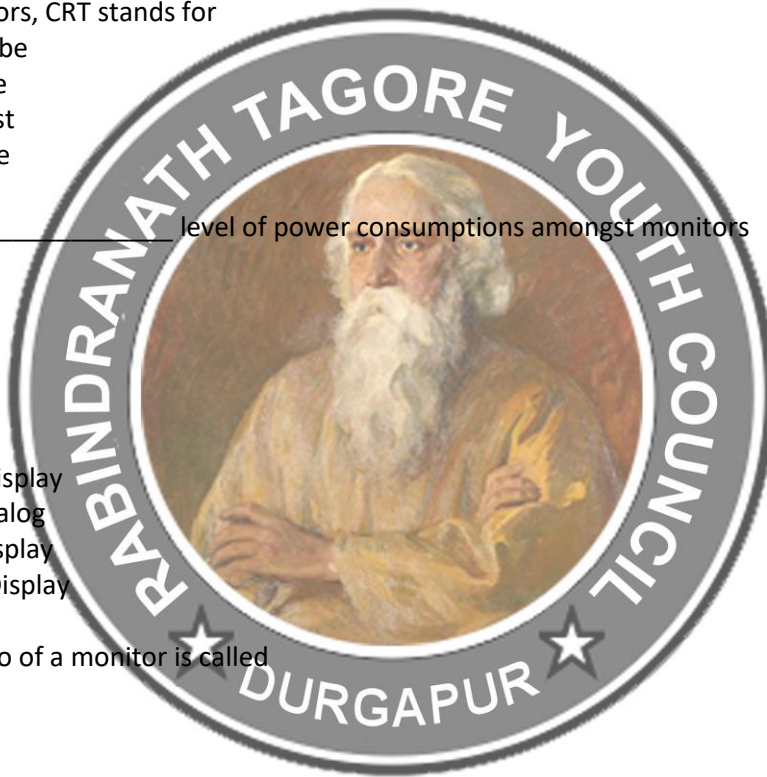   d) Cathode Rim Tube

52. CRT Monitor has _____ level of power consumptions amongst monitors
    a) Highest
    b) Lowest
    c) Zero
    d) Least

53. LCD is expended as
    a) Linear Crystal Display
    b) Liquid Crystal Dialog
    c) Liquid Crystal Display
    d) Liquid canister Display

54. Height to width ratio of a monitor is called
    a) Aspect Ratio
    b) Length Ratio
    c) Width Ratio
    d) Diagonal Ratio

55. The type of printer which hits the paper to produce print is called
    a) Monitor
    b) Scanner
    c) Non-Impact type Printer
    d) Impact type printer

56. Full form of SMPS in computer is called
    a) Sync mode power supply
    b) Switch mode power supply
    c) Stake mode power supply
    d) Switch mode power socket

57. In a desktop computer , _____ produces ratio frequency interference
    a) SMPS
    b) Micro - Processor
    c) RAM
    d) Mouse

58. Broadband connection may be connected through _____ port
    a) RJ45 / Ethernet
    b) USB
    c) PS /2
    d) VGA

59. PS/2 stands for
    a) Registered Jack 11
    b) Registered Jack 45
    c) Personal System 2
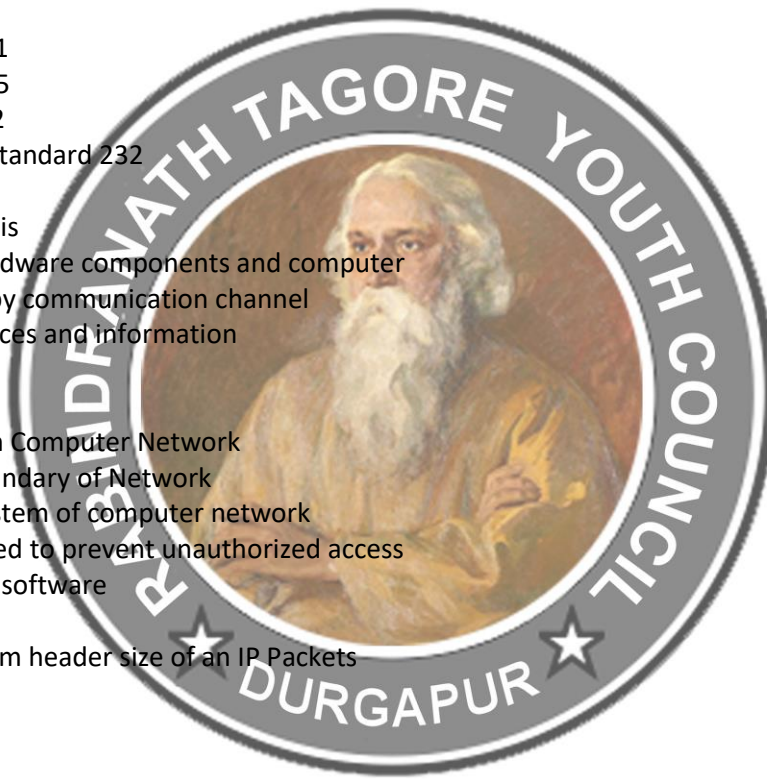   d) Recommended Standard 232

60. Computer Network is
    a) Collection of hardware components and computer
    b) Interconnected by communication channel
    c) Sharing of resources and information
    d) All of the above

61. What is a Firewall in Computer Network
    a) The Physical boundary of Network
    b) An operating system of computer network
    c) A system designed to prevent unauthorized access
    d) A web browsing software

62. What is the minimum header size of an IP Packets
    a) 16 bytes
    b) 10 bytes
    c) 20 bytes
    d) 32 bytes

63. Which of the following is not the possible ways of data exchange
    a) Simplex
    b) Multiplex
    c) Half - duplex
    d) Full - duplex

64. What is the sixe of MAC Address
    a) 16 bits
    b) 32 bits
    c) 48 bits
    d) 64 bits

65. Which of the following is not networking Devices
    a) Gateways
    b) Linux
    c) Routers
    d) Firewalls

66. What does www stand for
    a) Working window web
    b) Web Window Word
    c) World wide web
    d) None of those

67. What is the URL of a website
    a) It is the location of website on internet
    b) It is used to create internet
    c) It is location of peripheral on internet
    d) None of those

68. Putting files to the server from the computer is
    a) Downloading
    b) Uploading
    c) Trashing
    d) Transferring

69. The address of a website is also known as
    a) Location
    b) Mail-id
    c) URL
    d) None of the above

70. Which is these is non-profit domain
    a) . com
    b) . in
    c) . org
    d) All of those

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