

Objective questions on MRT-14

1. The contents of are lost when the computer is switched off.
 - a. ROM
 - b. RAM
 - c. CPU
 - d. None of the above

2. are the fastest computers available at this time.
 - a. Microcomputers
 - b. Supercomputers
 - c. Mainframe
 - d. Minicomputers

3. The software tools that enable a user to interact with computer for specific purposes are known as
 - a. Applications
 - b. hardware
 - c. network
 - d. Shareware

4. Values of normal margin in inches in MS Word 2007 is
 - a. left 0.5, right 0.5, top 0.5, bottom 0.5
 - b. Left 0.75, right 0.75, top 0.5, bottom 0.5
 - c. left 1, right 1, top 1, bottom 1
 - d. left 1.5, right 1.5, top 1, bottom 1

5. Every computer must have..... to run other programs
 - a. Memory
 - b. Internet
 - c. Operating System
 - d. None of the above

6. Fifth generation computing devices are based on
 - a. Transistors
 - b. Integrated Circuits
 - c. Artificial Intelligence
 - d. None of the above

7. Which was the First Electronic Computer?
 - a. ENIAC
 - b. Howard Mark 1
 - c. UNIVAC
 - d. None of the Above

8. What is the full form of IC
 - a. Indian Circuit
 - b. International Circuit
 - c. Integrated Circuit
 - d. Indigenous Circuit

9. Which of the following is a third Generation Computer
 - a. IBM 1620
 - b. ENIAC
 - c. IBM 360
 - d. STAR-1000

10. The full form of CPU is
 - a. Central Processing Unit
 - b. Central Processing Unit
 - c. Central Producing Unit
 - d. None of the above

11. Which one of the below is a secondary storage device
 - a. Scanner
 - b. Hard Disk
 - c. Printers
 - d. None of the Above

12. Which of the following device is connected to computer system to give the output in readable form?
 - a. CPU
 - b. Monitor
 - c. Mouse
 - d. None of the above

13. What is the full form of ENIAC,
- Electrical Numerical Integrator and Calculator
 - Electronic Numerical Integrator and Calculator
 - Electronic Numerical Integrator and Calculator
 - None of the Above
14. The term 'Computer' is derived from
- Latin
 - German
 - French
 - Arabic
15. Who is the father of computers?
- Alan Turing
 - Charles Babbage
 - Simur Cray
 - Augusta Adaming
16. You organize files by storing them in
- archives
 - folders
 - indexes
 - Lists
17. RAM stands for
- Random origin money
 - Random only memory
 - Read only memory
 - Random access memory
18. 1 Byte equals
- 8 bits
 - 4 bits
 - 2 bits
 - 9 bits
19. To move a copy of a file from one computer to another over a communication channel is called?
- File transfer
 - File encryption
 - File modification
 - File copying

20. Physical structure of computer is called
- Software
 - Hardware
 - Human ware
 - All of these
21. The first ribbon-tab on all MS Office Application is
- Home
 - Taskbar
 - Tool-first
 - Insert
22. Which one is a spreadsheet program in MS Office
- MS Outlook
 - MS PowerPoint
 - MS Access
 - MS Excel
23. The Quick access Toolbar in MS Excel exist in which corner
- Top Right
 - Top Left
 - Centre
 - None of the Above
24. Which among following is associated with Excel
- Graphic Program
 - Spreadsheet
 - Microsoft Word
 - None of the above
25. The cell reference for a range of cells that start in cell c and go over to column H and down to row 10 is
- C1:10H
 - C1:H10
 - C1:H-10
 - C1:H:10

26. What function display row data in a column or column data in a row

- a. Hyperlinks
- b. Rows
- c. Index
- d. Transpose

27. With which of the following all formulas in excel starts

- a. /
- b. *
- c. \$
- d. =

28. On an Excel sheet the active cell is indicated by

- a. A dotted border
- b. By italic text
- c. A dark wide border
- d. A blinking border

29. Which of the following methods cannot be used to enter data in a cell

- a. Pressing the tab key
- b. Pressing the Esc key
- c. Pressing an arrow key
- d. Clicking on the formula bar

30. A value used in a formula that does not change is called

- a. Constant
- b. Variable
- c. Cell Address
- d. Static

31. A Spreadsheet contains

- a. Columns
- b. Rows
- c. Rows & Columns
- d. None of Above

32. Which of the following network is designed for a town or city

- a. LAN
- b. WAN
- c. MAN
- d. None of the above

33. Method or set of rules by which two computers agree to communicate is known as
- Protocol
 - FTP
 - Telnet
 - HTTP
34. Full form of URL and WWW is
- Unique Resource Locator & World Wide Web
 - Uniform Request Locator & World Wide Website
 - Uniform Resource Locator & World Wide Web
 - None of the above
35. What is the internet?
- a single network
 - a vast collection of different networks
 - interconnection of local area networks
 - interconnection of wide area networks
36. What is the full form of LAN
- Low Area Network
 - Local Area Network
 - Line Area Network
 - None of the Above
37. A web address is also called a
- URL
 - ULR
 - RLU
 - LUR
38. Which of the following is not a term pertaining to the Internet?
- Keyboard
 - Link
 - Browser
 - Search engine

39. An educational institution would generally have the following in its domain name.

- a. .org
- b. .edu
- c. .com
- d. .inst

40. Internet was developed in the

- a. 1950s
- b. 1960s
- c. 1970s
- d. 1980s

41. 1 nibble equals to how many bits

- a. 2
- b. 4
- c. 8
- d. 1

42. Storage which stores or retains data after power off is called

- a. Volatile storage
- b. Non-volatile storage
- c. Sequential storage
- d. Direct storage

43. USB type storage device is

- a. Secondary
- b. Auxiliary
- c. Tertiary
- d. Primary

44. Which device is used to backup the data

- a. Floppy disk
- b. Tape
- c. Network drive
- d. All of the above

45. Main memory of computer is

- a. Internal
- b. External
- c. A & B both
- d. Auxiliary

46. From which menu you can insert Header and Footer?
- Insert Menu
 - View Menu
 - Format menu
 - Tools Menu
47. To get to the 'Symbol' dialog box in Excel, click on the _____ menu and choose 'Symbol'.
- Insert
 - Format
 - Tool
 - Table
48. _____ option from clipboard is used to move data from one place to another in a document.
- Copy & Paste
 - Cut & Paste
 - Bold
 - Justify
49. _____ is an option in Font Group.
- Strikethrough
 - Find
 - Replace
 - Change Styles
50. In MS word, Shortcut for document views toolbar is situated in _____ bar.
- Task bar
 - Status bar
 - Toolbar
 - Title bar
51. In MS PowerPoint, Bullets and Numbering is in _____ tab.
- Home tab
 - Insert tab
 - Page Layout tab
 - View Tab

52. An excel workbook is a collection of
- Workbooks
 - Worksheets and Charts
 - Charts
 - Worksheets
53. Excel files have a default extension of
- Xls
 - Xlw
 - Wk1
 - 123
54. How is data organized in a spreadsheet?
- Lines and spaces
 - Layers and planes
 - Rows and columns
 - Height and width
55. Hyperlinks can be
- Text
 - Drawing objects
 - Pictures
 - All of the above
56. When the formula bar is activated, you can see
- The Edit Formula button
 - The Cancel button
 - The Enter button
 - All of above
57. Which file format can be added to a PowerPoint show?
- jpg
 - gif
 - png
 - All of the above
58. In order to edit a chart, you can
- Triple click the chart object
 - Click and drag the chart object
 - Double click the chart object
 - Click the chart object

59. To exit the PowerPoint
- click the application minimize button
 - click the document close button
 - double click the applications control menu icon
 - double click the document control menu icon
60. What is the term used when you press and hold the left mouse key and move the mouse around the slide?
- Highlighting
 - Moving
 - Selecting
 - Dragging
61. What is animation?
- Moving the static images
 - Print out.
 - Changing the pictures in the graph.
 - To make a picture
62. Which of the following is not one of PowerPoint's views?
- Slide show view
 - Slide Sorter view
 - Normal view
 - Outline view
63. Which PowerPoint view works best for adding slide transitions?
- Slide show view
 - Slide sorter view
 - Slide view
 - Notes view
64. Which menu provides you options like Animation Scheme, custom Animation, Slide transition?
- Insert Menu
 - Format Menu
 - Tools Menu
 - Slide Show Menu

65. In which menu can you find features like Slide Design, Slide Layout etc.?
- Insert Menu
 - Format Menu
 - Tools Menu
 - Slide Show Menu
66. Which of the following is not a font style?
- Bold
 - Italics
 - Regular
 - Superscript
67. Which of the following is not a type of page margin?
- Left
 - Right
 - Center
 - Top
68. The ability to combine name and addresses with a standard document is called
- Document formatting
 - Database management
 - Mail merge
 - Page Setup
69. Background color or effects applied on a document is not visible in
- Web layout view
 - Print Layout view
 - Reading View
 - Print Preview
70. Which of the following is not a term used in MS Word :
- Footer
 - Replace
 - Find
 - Resource
71. Which type of Chart is useful for comparing values over categories
- Pie chart
 - column chart
 - line chart
 - Dot graph

72. Which toolbar provides the table tool ?
- Format
 - View
 - File
 - Insert
73. Comments can be added to cells using
- Edit -> Comments
 - Insert -> Comment
 - File -> Comments
 - View -> Comments
74. Page Background Color is changed by which title bar menu :
- Reference.
 - Review.
 - View.
 - Design.
75. The spelling tool is placed on _____ toolbar
- Standard
 - Formatting
 - Drawing
 - Reviewing
76. Which of the following is not a valid data type in Excel?
- Number
 - Character
 - Label
 - Date/Time
77. Which function in Excel tells how many numeric entries are there
- NUM
 - COUNT
 - SUM
 - CHKNUM
78. Which menu option can be used to split windows into two in MS Excel ?
- Format -> Window
 - View -> Window-> Split
 - Window -> Split
 - View -> Split

79. You can activate a cell by
- Pressing the Tab key
 - Clicking the cell
 - Pressing an arrow key
 - All of above
80. To move to the previous worksheet press
- Ctrl+PgDn
 - Ctrl+PgUp
 - Shift+tab
 - ctrl+tab
81. Which of the following is not a browser ?
- Google
 - Internet Explorer
 - Opera
 - Microsoft
82. Which of the following groups consist only of output devices ?
- Scanner,Monitor, Printer.
 - Keyboard,Monitor, Printer.
 - Mouse,Monitor, Printer.
 - Plotter, Printer, Monitor
83. Formatting toolbar is used for
- Editing the text.
 - Changing look of text.
 - Inserting Table, Pictures etc. into the text.
 - all of above
84. Ashares hardwares,softwares and data among authorised users
- Network
 - protocol
 - hyperlink
 - transmitter
85. Which of the following is not a valid version of MS Office?
- Office XP
 - Office Vista
 - Office 2007
 - None of above

86. The key F12 opens a
- Save As dialog box
 - Open dialog box
 - Save dialog box
 - Close dialog box
87. What is the shortcut key to display the Open dialog box?
- F12
 - Shift+ F12
 - Alt + F12
 - Ctrl + F12
88. A feature of MS Word that saves the document automatically after certain interval is available on
- Save tab on Options dialog box
 - Save As dialog box
 - Both of above
 - None of above
89. Which file starts MS Word?
- Winword.exe
 - Word.exe
 - Msword.exe
 - Word2003.exe
90. Borders can be applied to
- Cells
 - Paragraph
 - Text
 - All of above
91. Which of the following is not a type of page margin?
- Left
 - Right
 - Center
 - Top
92. Portrait and Landscape are
- Page Orientation
 - Paper Size
 - Page Layout
 - All of above

93. Main bar in MS Word Contains:
- Edit, Format, Page Layout
 - View, Review, Italics.
 - Page Layout, Insert, Design.
 - Font Color, Design, Align.
94. _____ is a table consisting of rows and columns.
- Worksheet
 - Cell
 - Workbook
 - Range
95. The numeric data entered in the worksheet is _____ aligned by default.
- Left
 - Right
 - Center
 - Top
96. To insert a chart to excel, click on _____ tab.
- Insert
 - Home
 - Formulas
 - View
97. Which of the following is the default page setup orientation for slides in PowerPoint?
- Vertical
 - Landscape
 - Portrait
 - None of above
98. Which of the following is not a shortcut key used in MS Word ?
- Ctrl + K
 - Ctrl + P
 - Ctrl + X
 - Ctrl + Z
99. _____ is at the top of the window and it displays the name of the application.
- Menu bar
 - Title bar
 - Toolbar
 - Tool box

100. _____ is displayed below the title bar
- Menu bar
 - Title bar
 - Toolbar
 - Tool box
101. In Excel 2007, there are ____ worksheets in a workbook
- 2
 - 3
 - 1
 - 5
102. MS Word does not have the feature of
- Animating Documents
 - Editing Documents.
 - Formatting Documents
 - Printing Documents.
103. Scroll Arrow is on the
- Left side of Screen
 - Right side of Screen
 - Bottom of Screen
 - Top of Screen
104. Ruler is on the:
- Left Side of Screen
 - Top of Screen
 - Right Side of Screen
 - Bottom of Screen
105. Cut option is present in _____ menu.
- Menu bar
 - Edit menu
 - Toolbar
 - Type menu
106. Bottom Bar is known as:
- Status Bar
 - Menu Bar
 - Title Bar.
 - Scroll Bar

107. Data can be arranged in ascending or descending order by using
- Sort command from data menu
 - Sort command from table menu
 - Sort command from tool menu
 - None of the above
108. What is the intersection of a column and a row on a worksheet is called.
- column
 - Value
 - Address
 - Cell
109. Which key do you press to check spelling in MS Word?
- F3
 - F5
 - F7
 - F9
110. Which of the following is not a term of MS-Excel?
- Cells
 - Rows
 - Columns
 - Document
111. What happens when you press Ctrl+X after selecting some cells in Excel?
- .The cell content of selected cells disappear from cell and stored in clipboard
 - The cells selected are marked for cutting
 - The selected cells are deleted and the cells are shifted left
 - The selected cells are deleted and cells are shifted up
112. The page to create Presentation in PowerPoint is called
- Sheet
 - Slide
 - Paper
 - document
113. ----- has a slide design option in PowerPoint
- Drawing toolbar
 - Standard toolbar
 - Formatting toolbar
 - None of these

114. A----- is a collection of design choices that includes colours fonts and special effects

- a. Data
- b. Theme
- c. Table
- d. slide

115. Shortcut key for the slide show view is

- a. F1
- b. F5
- c. F3
- d. F4

116. Which of the following section does not exist in slide layout

- a. Titles
- b. Lists
- c. Charts
- d. Animations

117. What is gutter margin?

- a. Margin that is added to the left margin when printing
- b. Margin that is added to the right margin when printing
- c. Margin that is added to the binding side of page when printing
- d. Margin that is added to the outside of the page when printing

118. Which of the following is not a function of control unit?

- a. Read instructions
- b. Execute instructions
- c. Interpret instructions
- d. Direct instructions

119. Which of the following is not true about RAM?

- a. RAM is temporary storage area
- b. RAM is same as hard disk storage
- c. RAM is volatile
- d. Information stored in RAM is gone when you turn the computer off

120. The hardware device commonly referred to as the brain of the computer is the

- a. RAM chip
- b. Data input
- c. CPU
- d. Secondary storage

121. What is the full form of CMM?

- a. Centre of material management
- b. Coach maintenance management
- c. Central organization of material management
- d. Computerized material method

122. FMM refers to

- a. Freight maintenance management
- b. Freight material management
- c. Fog moving method
- d. Any of the above

123. Which of the following not covered under CMM?

- a. POH booked
- b. POH arising
- c. ineffective data
- d. ROH

124. FMM not covered

- a.DVS
- b.POH overdue
- c.BPC
- d. Trip schedule of diesel loco

125. What is the full form of IP?

- a. Internet program
- b. Internet protocol
- c. Interface program
- d. Interface protocol