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(1) Which of the following is appropriate method to shutdown computer?
[A] Click `start' then select `shut down'
[B] Click 'start' then select 'restart'
[C] Click 'start' then switch user
[D] Switch off monitor
Answer: [A]
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(2) An contains programs that can be selected.
[A] pointer
[B] menu
[C] icon
[D] button
Answer: [C]
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(3) Windows stores all systems setting in this file
[A] MAIN.INI
[B] SYSTEM.INI
[C] SETTING.INI
[D] WIN.INI
Answer: [D]
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(4) This type of software works with end-users, application software and computer hardware to handle the majority of technical details.
[A] Communications software
[B] System software
[C] Application software
[D] Utility software
Answer: [B]
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(5) The program is used to convert economic code to machine code.
[A] debug
[B] C ++
[C] FORTRAN
[D] assembler
Answer: [D]
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(6) HTML stands for -

[A] High Transfer Machine Language[B] High Transmission Markup Language

[C] Hyper text Markup Language
[D] Hyper Transfer Markup Language
Answer: [C]
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(7) Java is an exampleof a (n)
[A] machine language
[B] assembly language
[C] high level language
[D] fourth generation language
Answer: [C]
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(8) How many types of programming language are there?
[A] One
[B] Two
[C] Three
[D] Five
Answer: [B]
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(9) Which of the following displays the buttons for changing text style, alignment and size?
[A] Standard toolbar
[B] Status bar
[C] Drawing toolbar
[D] Formatting toolbar
Answer: [D]
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(10) What is the default size of the data type in MS Access?
[A] 50
[B] 60
[C] 70
[D] 80
Answer: [A]
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(11) In word, you can force a page break
[A] by positioning your cursor at the appropriate place and pressing the F1 key
[B] by positioning your cursor at the appropriate place and pressing the Ctrl + Enter
[C] by using the insert/section break
[D] by changing the font size of your document
Answer: [C]

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(12) Which of the following cannot be part of an E-mail address?
[A] Period (.)
[B] At Sign (@)
[C] Space ()
[D] Underscore (_)
Answer: [C]
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(13) The www is made up of the set of interconnected that are linked together over the Internet.
[A] electronic documents
[B] web pages
[C] files
[D] All of these
Answer: [A]
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(14) Word has a list of predefined typing, spelling, capitalisation and grammer errors that can defect and correct.
[A] auto entry
[B] auto correct
[C] auto add
[D] auto spell
Answer: [D]
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(15) Which of the following is not a font style?
[A] Bold
[B] Italics
[C] Regular
[D] Super script
Answer: [D]
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(16) FTP stands for
[A] File Transfer Protocol
[B] Fast Text Processing
[C] File Transmission Program
[D] Fast Transmission Processor
Answer: [A]
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(17) Which language is CPU dependent?

[A] C	
[B] Assembly	
[C] Java	
[D] All except Java	
Answer : [D]	
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(18) How many way	ys you can save a document?
[A] 3	
[B] 4	
[C] 5	
[D] 6	
Answer : [A]	
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(19) A device neede	d to communicate with computers using telephone lines is a
[A] disk	
[B] CPU	
[C] modem	
[D] VDU	
Answer : [C]	
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(20) A cell entry car	n be edited in the cell or in the
[A] menu bar	
[B] edit menu	
[C] function bar	
[D] formula bar	
Answer : [D]	
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