

Book For
Institute of Banking Personnel Selection



Institute of Banking
Personnel Selection

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(1) In Windows ME, what does ME stand for?

- [A] Millennium-Edition
- [B] Micro-Expert
- [C] Macro-Expert
- [D] Multi-Expert

Answer : [A]

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(2) All the deleted files go to

- [A] recycle bin
- [B] task bar
- [C] tool bar
- [D] my computer

Answer : [A]

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(3) MS-DOS is usually supplied on a

- [A] hard disk
- [B] cartridge tape
- [C] CD ROM
- [D] floppy disk

Answer : [A]

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(4) Which of the following operating systems is also known as single user operating system?

- [A] Windows
- [B] Linux
- [C] Unix
- [D] DOS

Answer : [D]

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(5) In DOS, the 'label' command is used to

- [A] create the label of disk
- [B] change the label of disk
- [C] remove the label of disk
- [D] Both '1' and '2'

Answer : [D]

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(6) BIOS stands for

- [A] Bias Integrated Output System
- [B] Bias Integrated Operator System

[C] Basic Input Output Software

[D] Basic Input Output System

Answer : [D]

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(7) '>' symbol in DOS commands is used to

[A] compare two values

[B] redirect input

[C] redirect output

[D] filter data

Answer : [C]

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(8) What is the shortcut key for centering the text selected by the user in word?

[A] Ctrl + A

[B] Ctrl + B

[C] Ctrl + C

[D] Ctrl + E

Answer : [D]

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(9) It is a grid of cells made up of horizontal and vertical columns

[A] worksheet

[B] sheet

[C] excel sheet

[D] page

Answer : [A]

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(10) In order to choose the font for a sentence in a word document

[A] select font in the format menu

[B] select font in the edit menu

[C] select font in the tools menu

[D] select font in the view menu

Answer : [A]

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(11) The maximum zoom percentage in MS Power Point is

[A] 100%

[B] 200%

[C] 400%

[D] 500%

Answer : [C]

(12) It is a software tool that lets one enter, calculate, manipulate set of numbers

- [A] speedsheet
- [B] spreadsheet
- [C] slide sheet
- [D] All of these

Answer : [B]

(13) Which of the following is a binary number equivalent to octal number (.431)₈?

- [A] (100011001)₂
- [B] (.100011001)₂
- [C] (100110100)₂
- [D] (.100110001)₂

Answer : [B]

(14) Which of the following statements is true?

- [A] 1 gigabyte is equivalent to 1024 kilobyte
- [B] Mb stands for megabyte
- [C] Octal number system having 8 digits
- [D] Decimal number system cannot contain binary digits

Answer : [C]

(15) Modern computers represent characters and numbers internally using one of the following number systems

- [A] penta
- [B] octal
- [C] hexa
- [D] binary

Answer : [D]

(16) Which of the following is an example of binary number?

- [A] 6AH1
- [B] 100101
- [C] 005
- [D] ABCD

Answer : [B]

(17) 'DOS' operating system does not have

- [A] a boot record
- [B] a file allocation table
- [C] a root directory
- [D] a virtual memory

Answer : [D]

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(18) Binary system is also called

- [A] base one system
- [B] base two system
- [C] base system
- [D] binary system

Answer : [B]

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(19) When a file contains instructions that can be carried out by the computer, it is often called a(n) file.

- [A] data
- [B] information
- [C] executable
- [D] application

Answer : [C]

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(20) Which one of the following DOS commands sends contents of the screen to an output device?

- [A] BREAK
- [B] DISK COPY
- [C] MORE
- [D] ASSIGN

Answer : [B]

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