

OS-CIT FINAL EXAMINATION

AMA COMPUTER ACADEMY

COMPUTER INFORMATION TECHNOLOGY | MULTIPLE CHOICE QUESTIONS | CIRCLE THE CORRECT ANSWER

1. THE MAIN FUNCTION OF AN OPERATING SYSTEM IS:

- A. FILE MANAGEMENT
- B. MEMORY MANAGEMENT
- C. PROCESS MANAGEMENT
- D. ALL OF THE ABOVE ✓

2. WHICH PLATFORM HELPS CITIZENS RAISE GRIEVANCES WITH THE GOVERNMENT?

- A. PMO SITE
- B. UMANG
- C. PUBLIC GRIEVANCE PORTAL ✓
- D. EHEALTH

3. YOUR FRIEND GOT A LINK SAYING 'YOU WON A PRIZE, GIVE BANK DETAILS'. WHAT SHOULD HE DO?

- A. ENTER DETAILS
- B. FORWARD TO OTHERS
- C. REPORT IT AS FAKE ✓
- D. SAVE IT FOR LATER

4. IN MS WORD, WHICH TAB IS USED TO INSERT COMMENTS IN A DOCUMENT?

- A. HOME
- B. INSERT
- C. REVIEW ✓
- D. VIEW

5. WHICH EXCEL FUNCTION RETURNS THE REMAINDER AFTER DIVISION?

- A. MOD() ✓
- B. DIV()
- C. ROUND()
- D. QUOTIENT()

6. WHICH IS NOT A POPULAR COMPUTER MANUFACTURING BRAND?

- A. ACE
- B. NOKIA ✓
- C. HP
- D. HCL

7. WHICH TAB IN POWERPOINT ALLOWS YOU TO INSERT PICTURES, CHARTS, OR SMARTART?

- A. DESIGN
- B. TRANSITIONS
- C. INSERT ✓
- D. HOME

8. WHAT DOES 'REACH' MEAN ON SOCIAL MEDIA?

- A. NUMBER OF POSTS SHARED
- B. NUMBER OF UNIQUE PEOPLE WHO SAW YOUR POST ✓
- C. NUMBER OF LIKES ONLY
- D. NUMBER OF HASHTAGS USED

9. WHICH OPTION IS USED TO INSERT A PICTURE IN A POWERPOINT SLIDE?

- A. INSERT -> PICTURES ✓
- B. HOME -> LAYOUT
- C. DESIGN -> THEMES
- D. VIEW -> ZOOM

10. WHICH COMPANY CREATED GOOGLE ASSISTANT?

- A. MICROSOFT
- B. AMAZON
- C. GOOGLE ✓
- D. APPLE

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11. WHICH COMMAND IS USED TO DUPLICATE A SLIDE QUICKLY IN POWERPOINT?

- A. CTRL+C THEN CTRL+V
- B. CTRL+SHIFT+D ✓
- C. ALT+D
- D. SHIFT+ENTER

12. WHICH OF THESE IS NOT A CYBER THREAT?

- A. MALWARE
- B. PHISHING
- C. STRONG PASSWORDS ✓
- D. RANSOMWARE

13. WHICH FEATURE IN EXCEL ALLOWS ADDING PRE-DEFINED HEADERS AND FOOTERS?

- A. PAGE LAYOUT
- B. INSERT ✓
- C. FORMAT CELLS
- D. VIEW

14. WHICH PLATFORM HELPS IN CHECKING PROVIDENT FUND (PF) BALANCE ONLINE?

- A. NSDL
- B. EPFO PORTAL ✓
- C. UAN APP
- D. PAYTM

15. WHICH PORTAL IS USED TO APPLY FOR STARTUP RECOGNITION IN INDIA?

- A. STARTINDIA.GOV.IN
- B. STARTUPINDIA.GOV.IN ✓
- C. STARTUP.NIC.IN
- D. INNOVINDIA.COM

16. WHICH EXCEL TOOL CAN SPLIT FIRST NAME AND LAST NAME INTO SEPARATE COLUMNS?

- A. SPLIT TEXT
- B. TEXT TO COLUMNS ✓
- C. SEPARATE DATA
- D. COLUMN BREAK

17. WHICH EXCEL TOOL HELPS YOU FIND AND HIGHLIGHT INCONSISTENT FORMULAS?

- A. TRACE PRECEDENTS
- B. ERROR CHECKING ✓
- C. EVALUATE FORMULA
- D. TRACE DEPENDENTS

18. WHAT DOES THE CONCATENATE FUNCTION DO IN EXCEL?

- A. DELETES MULTIPLE CELLS
- B. ADDS NUMBERS
- C. JOINS TEXT FROM TWO OR MORE CELLS ✓
- D. HIGHLIGHTS ERRORS

19. WHICH FEATURE IN MS WORD ALLOWS YOU TO LOCK PARTS OF A DOCUMENT WHILE LETTING OTHERS EDIT?

- A. PROTECT DOCUMENT
- B. TRACK CHANGES
- C. RESTRICT EDITING ✓
- D. PASSWORD PROTECT

20. WHICH WINDOWS VERSION WAS WIDELY USED IN ATMs?

- A. WINDOWS XP ✓
- B. WINDOWS 95
- C. WINDOWS 8
- D. WINDOWS 7

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21. WHICH OF THE FOLLOWING DATABASE IS SUITABLE FOR OBJECTS?

- A. HIERARCHICAL DBMS
- B. NETWORK DBMS
- C. OBJECT-ORIENTED DBMS ✓
- D. RELATIONAL DBMS

22. WHAT DOES THE 'ANIMATION PANE' ALLOW YOU TO DO IN POWERPOINT?

- A. INSERT AUDIO
- B. MANAGE ANIMATIONS ✓
- C. VIEW NOTES
- D. CHANGE FONT

23. TO RELOAD A WEB PAGE, PRESS THE _____ BUTTON?

- A. REDO
- B. RELOAD
- C. RESTORE
- D. REFRESH ✓

24. WHICH OF THE FOLLOWING MANAGES MEMORY IN A COMPUTER SYSTEM?

- A. APPLICATION SOFTWARE
- B. OPERATING SYSTEM ✓
- C. BIOS
- D. PRINTER

25. WHICH MS WORD TOOL CAN BE USED TO COMPARE TWO VERSIONS OF A DOCUMENT?

- A. TRACK CHANGES
- B. COMPARE ✓
- C. REVIEW PANE
- D. SMART LOOKUP

26. WHICH VIEW IN MS WORD SHOWS PAGE LAYOUT AND MARGINS CLEARLY?

- A. READ MODE
- B. OUTLINE
- C. PRINT LAYOUT ✓
- D. DRAFT

27. WHICH TOOL ALLOWS RECORDING THE SCREEN IN POWERPOINT?

- A. RECORD AUDIO
- B. SCREEN RECORDING ✓
- C. SNIP TOOL
- D. RECORD NOTES

28. WHAT DOES THE 'REHEARSE TIMINGS' FEATURE DO IN POWERPOINT?

- A. SETS TIME AUTOMATICALLY ✓
- B. RECORDS AUDIO
- C. ADDS ANIMATIONS
- D. CHANGES LAYOUT

29. IN MS WORD, WHICH TAB CONTAINS THE 'TABLE OF AUTHORITIES' GROUP?

- A. LAYOUT
- B. REFERENCES ✓
- C. REVIEW
- D. VIEW

30. WHICH FUNCTION IS USED TO FIND THE LARGEST VALUE IN A RANGE?

- A. LARGE()
- B. BIG()
- C. MAX() ✓
- D. TOP()

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31. WHICH FUNCTION IS USED TO COUNT CELLS THAT MEET A SPECIFIC CONDITION?

- A. SUMIF
- B. COUNTIF ✓
- C. AVERAGE
- D. MAX

32. IF YOU WANT TO SHOW YOUR PROJECT TO PEOPLE WHO CAN GIVE YOU A JOB, WHICH PLATFORM SHOULD YOU USE?

- A. INSTAGRAM
- B. SNAPCHAT
- C. LINKEDIN ✓
- D. WHATSAPP

33. WHICH OPTION CONTROLS THE SPEED OF A TRANSITION IN POWERPOINT?

- A. DURATION ✓
- B. LAYOUT
- C. NOTES
- D. FORMAT

34. TO TRACK ALL CHANGES MADE BY DIFFERENT USERS IN A DOCUMENT, WHICH FEATURE IS USED?

- A. MAIL MERGE
- B. TRACK CHANGES ✓
- C. FIND & REPLACE
- D. HEADER & FOOTER

35. WHICH FUNCTION IS USED TO COUNT ONLY CELLS CONTAINING NUMBERS?

- A. COUNT() ✓
- B. COUNTA()
- C. COUNTIF()
- D. COUNTBLANK()

36. WHICH AI MODEL IS DESIGNED TO MIMIC THE HUMAN BRAIN?

- A. NEURAL NETWORK ✓
- B. DATA WAREHOUSE
- C. HARD DISK DRIVE
- D. BARCODE SCANNER

37. WHICH FEATURE ALLOWS YOU TO REHEARSE SLIDE TIMINGS IN POWERPOINT?

- A. RECORD SLIDE SHOW
- B. REHEARSE TIMINGS ✓
- C. SLIDE SORTER
- D. ANIMATION PANE

38. A WEB PAGE IS LOCATED BY USING A:

- A. UNIFORMLY REACHABLE LINKS
- B. UNIFORM RESOURCE LOCATOR ✓
- C. UNIVERSAL RECORD LINKING
- D. UNIVERSAL RECORD LOCATOR

39. WHICH MS WORD FEATURE ALLOWS YOU TO LOCK PARTS OF A DOCUMENT WHILE LETTING OTHERS EDIT?

- A. PROTECT DOCUMENT
- B. TRACK CHANGES
- C. RESTRICT EDITING ✓
- D. PASSWORD PROTECT

40. WHAT DOES THE CONCATENATE FUNCTION COMBINE IN EXCEL?

- A. NUMBERS ONLY
- B. DATES ONLY
- C. TEXT FROM TWO OR MORE CELLS ✓
- D. FORMULAS ONLY

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41. WHICH EXCEL FUNCTION CALCULATES THE AVERAGE OF A RANGE OF NUMBERS?

- A. SUM()
- B. MEAN()
- C. AVERAGE() ✓
- D. COUNT()

42. WHAT IS THE SHORTCUT KEY TO SAVE A DOCUMENT IN MS WORD?

- A. CTRL+P
- B. CTRL+S ✓
- C. CTRL+Z
- D. CTRL+X

43. WHICH OF THE FOLLOWING IS AN INPUT DEVICE?

- A. MONITOR
- B. PRINTER
- C. KEYBOARD ✓
- D. SPEAKER

44. WHICH FILE FORMAT IS USED TO SAVE A POWERPOINT PRESENTATION?

- A. .DOCX
- B. .XLSX
- C. .PPTX ✓
- D. .PDF

45. WHAT DOES 'RAM' STAND FOR IN COMPUTERS?

- A. READ ACCESS MEMORY
- B. RANDOM ACCESS MEMORY ✓
- C. RAPID ACCESS MODULE
- D. READ AND MANAGE

46. WHICH KEY IS USED TO START A POWERPOINT SLIDESHOW FROM THE BEGINNING?

- A. F1
- B. F3
- C. F5 ✓
- D. F7

47. WHICH EXCEL FUNCTION ADDS ALL VALUES IN A SELECTED RANGE?

- A. COUNT()
- B. TOTAL()
- C. ADD()
- D. SUM() ✓

48. WHAT IS THE FULL FORM OF 'CPU'?

- A. CENTRAL PROCESSING UNIT ✓
- B. COMPUTER PROCESSING UNIT
- C. CORE PROCESSING UNIT
- D. CONTROL POWER UNIT

49. WHICH NETWORK TYPE COVERS A SMALL AREA LIKE AN OFFICE OR HOME?

- A. WAN
- B. MAN
- C. LAN ✓
- D. CAN

50. WHICH MS WORD FEATURE AUTOMATICALLY CORRECTS SPELLING MISTAKES WHILE TYPING?

- A. SPELL CHECK
- B. AUTOCORRECT ✓
- C. FIND & REPLACE
- D. GRAMMAR CHECK