

AMA COMPUTER ACADEMY
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 |

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

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

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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

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?

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- | | |
|-----------------|-------------------------------|
| 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() |

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 |

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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 |

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 |
|------------|------------|

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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

51. WHICH OF THESE IS AN AI-POWERED CHATBOT?

A. WHATSAPP

B. CHATGPT ✓

C. GMAIL

D. VLC

52. WHICH OF THE FOLLOWING IS REQUIRED TO CONNECT TO THE INTERNET?

A. SCANNER

B. ROUTER ✓

C. PRINTER

D. JOYSTICK

53. WHAT IS THE SHORTCUT TO CREATE A NEW EXCEL WORKBOOK?

A. CTRL + N ✓

B. CTRL + W

C. CTRL + S

D. CTRL + SHIFT + N

54. MS WORD IS WHICH TYPE OF SOFTWARE?

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| | |
|---|--|
| A. SPREADSHEET | B. WORD PROCESSING ✓ |
| C. PRESENTATION | D. DATABASE |
| 55. WHICH WINDOWS OS ALLOWS CORTANA ASSISTANT? | |
| A. WINDOWS XP | B. WINDOWS 7 |
| C. WINDOWS 10 ✓ | D. WINDOWS VISTA |
| 56. WHICH OF THESE IS NOT A MEANS OF PERSONAL COMMUNICATION ON THE INTERNET? | |
| A. CHAT | B. INSTANT MESSAGING |
| C. INSTANOTES ✓ | D. ELECTRONIC MAIL |
| 57. WHAT DOES THE 'DATA VALIDATION' TOOL DO IN EXCEL? | |
| A. HIGHLIGHTS DUPLICATES | B. PREVENTS WRONG DATA ENTRY ✓ |
| C. ADDS FORMULAS | D. COPIES DATA |
| 58. WHICH OPTION HELPS TO APPLY THE SAME TRANSITION TO ALL SLIDES? | |
| A. APPLY ALL ✓ | B. DUPLICATE TRANSITION |
| C. REPEAT ALL | D. TRANSITION MASTER |
| 59. WHICH TAB IS USED TO ADD PAGE BORDERS IN MS WORD? | |
| A. LAYOUT | B. DESIGN ✓ |
| C. HOME | D. REFERENCES |
| 60. IN MS WORD, WHAT DOES THE TRACK CHANGES FEATURE ALLOW YOU TO DO? | |
| A. HIGHLIGHT ERRORS | B. ENABLE AUTO-CORRECT |
| C. RECORD AND REVIEW EDITS ✓ | D. PROTECT THE DOCUMENT |
| 61. WHAT IS 'PHISHING'? | |
| A. HACKING A GAME | B. TRICKING SOMEONE INTO GIVING PERSONAL INFORMATION ✓ |
| C. SENDING LARGE FILES | D. FIXING BUGS |
| 62. WHICH PART OF THE OS LOADS FIRST WHEN A COMPUTER STARTS? | |
| A. KERNEL ✓ | B. GUI |
| C. DESKTOP | D. FILE EXPLORER |
| 63. WHICH FEATURE IN EXCEL ALLOWS QUICK DATA ENTRY BY RECOGNIZING PATTERNS? | |
| A. FLASH FILL ✓ | B. AUTOFILL |
| C. FILL SERIES | D. DATA FILL |
| 64. WHAT DOES 2FA STAND FOR? | |
| A. TWO-FACTOR AUTHENTICATION ✓ | B. TWO-FINGER ACCESS |
| C. TWO-FILE AGREEMENT | D. TWO-FACTOR ANALYSIS |

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65. WHICH SHORTCUT KEY COMBINATION IS USED TO CLOSE EXCEL APPLICATION?

- | | |
|----------------------|---------------|
| A. ALT + F4 | B. CTRL + F4 |
| C. CTRL + W ✓ | D. SHIFT + F4 |

66. AI IN AGRICULTURE CAN HELP IN:

- | | |
|-----------------------------|------------------------|
| A. CROP MONITORING ✓ | B. MANUAL PLOWING ONLY |
| C. PAINTING | D. STORY WRITING |

67. WHICH OF THE FOLLOWING IS AN OPERATING SYSTEM?

- | | |
|------------------|------------------------|
| A. MS WORD | B. WINDOWS 10 ✓ |
| C. GOOGLE CHROME | D. ADOBE READER |

68. WHICH OF THE FOLLOWING IS A TRANSITION EFFECT?

- | | |
|------------------|-----------|
| A. FADE ✓ | B. ZOOM |
| C. PULSE | D. FLY IN |

69. IN MS WORD, WHICH TAB CONTAINS THE NAVIGATION PANE GROUP?

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

70. WHICH OF THE FOLLOWING VIEWS IS USED TO DESIGN THE LAYOUT OF A SLIDE?

- | | |
|-------------------------------|--------------------|
| A. SLIDE MASTER VIEW ✓ | B. NORMAL VIEW |
| C. SLIDE SORTER VIEW | D. SLIDE SHOW VIEW |

71. A WEBSITE ADDRESS IS A UNIQUE NAME THAT IDENTIFIES A SPECIFIC _____ ON THE WEB?

- | | |
|---------------------|---------|
| A. WEB BROWSER | B. PDA |
| C. WEBSITE ✓ | D. LINK |

72. WHAT IS THE USE OF 'SMARTART' IN POWERPOINT?

- | | |
|----------------------|-----------------------------|
| A. DRAW SHAPES | B. CREATE DIAGRAMS ✓ |
| C. INSERT HYPERLINKS | D. ADD TRANSITIONS |

73. WHICH KEY COMBINATION IS USED TO SELECT ALL CONTENT IN MS WORD?

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

74. WHICH IS A GREEN WAY TO SHARE BIG FILES?

- | | |
|----------------------|--|
| A. ALWAYS EMAIL THEM | B. SHARE THROUGH GOOGLE DRIVE ✓ |
| C. PRINT AND SEND | D. SEND CDs |

75. IN MS WORD, WHICH FEATURE ALLOWS YOU TO AUTOMATICALLY GENERATE A LIST OF FIGURES OR TABLES BASED ON CAPTIONS?

- | | |
|----------|-------------------------------|
| A. INDEX | B. TABLE OF CONTENTS ✓ |
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C. TABLE OF FIGURES

D. CROSS-REFERENCE

76. WHICH OF THE FOLLOWING IS NOT PART OF THE WINDOWS INTERFACE?

A. TASKBAR

B. RECYCLE BIN

C. FINDER ✓

D. DESKTOP

77. WHICH OF THESE IS NOT A PROPER USE OF AI?

A. CHECKING GRAMMAR

B. PLAYING MUSIC

C. MAKING FAKE VIDEOS OF SOMEONE ✓

D. SUMMARIZING NEWS

78. WHAT IS THE USE OF IMEI NUMBER IN PHONES?

A. STORES CONTACTS

B. MAKES INTERNET FAST

C. TRACKS LOST/STOLEN PHONES ✓

D. DOWNLOADS GAMES

79. THE PHYSICAL COMPONENTS OF A COMPUTER SYSTEM ARE KNOWN AS:

A. SOFTWARE

B. HARDWARE ✓

C. ALU

D. CONTROL UNIT

80. WHAT IS THE PURPOSE OF THE EXACT() FUNCTION?

A. CHECKS IF TWO TEXT STRINGS ARE IDENTICAL ✓

B. REMOVES DUPLICATES

C. SORTS VALUES ALPHABETICALLY

D. COUNTS CHARACTERS