

Section-A

Multiple Choice Questions (MCQ's)

Q.1 Choose the correct answer for each from the given options.

- (i) The device that converts hard copy into soft copy is:
(a) printer (b) plotter (c) scanner (d) barcode reader
- (ii) The volatile memory:
(a) is permanent (b) loses contents as the power is disconnected
(c) possesses large storage
(d) manages hardware resources
- (iii) The software which performs all basic tasks is:
(a) antivirus (b) start menu (c) operating system
(d) office automation
- (iv) A program that enables user to interact with computer is called:
(a) my document (b) start menu (c) desktop (d) interface

- (v) The topology in which all computers are connected to a central device called hub is:
(a) Bus (b) Star (c) Ring (d) Tree
- (vi) The process of checking computer, starting operating system and making it ready to work is referred to as:
(a) resources management (b) booting
(c) error checking (d) file management
- (vii) Charts are basically used to _____ purpose.
(a) Show the quantities and their relationship graphically
(b) Design table (c) Organised data table
(d) Sort data in different columns
- (viii) A collection of wires connecting the CPU with main memory that is used to identify particular locations is:
(a) control bus (b) data bus (c) address bus (d) memory bus
- (ix) _____ is a legal instrument that provides legal rights for program designer or author.
(a) Patent (b) Copy Rights (c) Trade mark (d) stamp paper
- (x) The software which performs all basic tasks is:
(a) antivirus (b) start menu (c) operating system
(d) office automation
- (xi) The number of user(s) that can access the resources simultaneously on a Multiuser OS is / are:
(a) one (b) two (c) many (d) only administrators
- (xii) The group of programs that helps office workers to do a number routine task easily and efficiently is called:
(a) operating system (b) e-mail (c) anti-virus (d) office automation
- (xiii) Charts are basically used to:
(a) design tables (b) organize data in tables
(c) Short data in different columns
(d) show the quantities and their relationships graphically
- (xiv) The tag used to automatically add line space before and after the containing text
(a)
 (b) <hr> (c) <p> (d) <pre>