



J A G R A N
Josh
your guide to success

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Union Bank of India Clerk Exam Computer
Knowledge Solved Question Paper 2011

1. You organize files by storing them in—
(A) archives (B) folders
(C) indexes (D) lists
(E) None of these
2. Hackers—
(A) all have the same motive
(B) break into other people's computers
(C) may legally break into computers as long as they do not do any damage
(D) are people who are allergic to computers
(E) None of these
3. In page preview mode—
(A) You can see all pages of your document
(B) You can only see the page you are currently working
(C) You can only see pages that do not contain graphics
(D) You can only see the title page of your document
(E) None of these
4. The first computers were programmed using—
(A) assembly language
(B) machine language
(C) source code
(D) object code
(E) spaghetti code
5. How many different documents can you have open at any one time?
(A) No more than three
(B) Only one
(C) As many as your computer memory will hold
(D) No more than you taskbar can display
(E) None of these
6. 'GUI' stands for—
(A) Gnutella Universal Interface
(B) Graphical User Interface
(C) Graphic Uninstall/Install
(D) General Utility Interface
(E) None of these
7. Junk e-mail is also called—
(A) spam (B) spoof
(C) sniffer script (D) spool
(E) None of these
8. In order to create columnar data in Word you need to—
(A) Tab consecutively until your cursor reaches the desired place
(B) Set tabs or use the Table menu
(C) You need to use Excel
(D) Press the space bar until your cursor reaches the desired place
(E) None of these
9. What type of computers are client computers (most of the time) in a client-server system?
(A) Mainframe
(B) Mini-computer
(C) Microcomputer
(D) PDA
(E) None of these
10. A CPU contains—
(A) a card reader and a printing device
(B) an analytical engine and a control unit
(C) a control unit and an arithmetic logic unit
(D) an arithmetic logic unit and a card reader
(E) None of these
11. A computer cannot 'boot' if it does not have the—
(A) Compiler
(B) Loader
(C) Operating System
(D) Assembler
(E) None of these
12. When you want to move some text from one page to a different page, the best method is—
(A) drag and drop
(B) cut and paste
(C) delete and retype
(D) find and replace
(E) None of these
13. To view information on the web you must have a—
(A) cable modem
(B) web browser
(C) Domain Name Server
(D) hypertext viewer
(E) None of these
14. In word you can force a page break—
(A) By positioning your cursor at the appropriate place and pressing the F1 key
(B) By using the Insert/Section Break
(C) By positioning your cursor at the appropriate place and pressing Ctrl + Enter
(D) By changing the font size of your document
(E) None of these
15. A word in a web page that, when clicked, opens another document—
(A) anchor (B) URL
(C) hyperlink (D) reference
(E) None of these

16. Which of the following refers to a small, single-site network ?
 (A) LAN (B) DSL
 (C) RAM (D) USB
 (E) CPU
17. Example of non-numeric data is—
 (A) Employee address
 (B) Examination score
 (C) Bank balance
 (D) All of these
 (E) None of these
18. Coded entries which are used to gain access to a computer system are called—
 (A) Entry codes
 (B) Passwords
 (C) Security commands
 (D) Code words
 (E) None of these
19. What characteristic of read-only memory (ROM) makes it useful ?
 (A) ROM information can be easily updated.
 (B) Data in ROM is nonvolatile, that is, it remains there even without electrical power.
 (C) ROM provides very large amounts of inexpensive data storage.
 (D) ROM chips are easily swapped between different brands of computers.
 (E) None of these
20. represents raw facts, whereas is data made meaningful.
 (A) Information, reporting
 (B) Data, information
 (C) Information, bits
 (D) Records, bytes
 (E) Bits, bytes
21. What type of resource is most likely to be a shared common resource in a computer network ?
 (A) Printers
 (B) Speakers
 (C) Floppy disk drives
 (D) Keyboards
 (E) None of these
22. Which keystroke will take you at the beginning or the end of a long document ?
 (A) Ctrl + PageUp and Ctrl + PageDown
 (B) Shift + Home and Shift + End
 (C) Ctrl + Home and Ctrl + End
 (D) The only way is by using the right scroll bar
 (E) None of these
23. Saving is a process—
 (A) To copy the document from memory to storage medium
 (B) To bring change in present status of the document
 (C) To change the face or entire form
 (D) To develop the document by recording the text with the use of keyboard
 (E) None of these
24. Directory in directory is called—
 (A) Mini directory
 (B) Junior directory
 (C) Part directory
 (D) Sub-directory
 (E) None of these
25. For doing some specific work, a key is used jointly with which of the following ?
 (A) Function (B) Arrow
 (C) Space bar (D) Control
 (E) None of these
26. How many are the margins on page ?
 (A) Two (header and footer)
 (B) Four (Upper, lower, right, left)
 (C) Two (Landscape, portrait)
 (D) Two (Upper and lower)
 (E) None of these
27. Where are data and programme stored when the processor uses them ?
 (A) Main memory
 (B) Secondary memory
 (C) Disk memory
 (D) Programme memory
 (E) None of these
28. Which one of the following four words is odd ?
 (A) Application (B) Peripheral
 (C) Programme (D) Software
 (E) None of these
29. If formation of computer, the hardware are used.
 (A) Monitor, Central Processing Unit (CPU), Keyboard, Mouse, Software and Network
 (B) Monitor, Central Processing Unit (CPU), Keyboard, Mouse Programme and Network
 (C) Monitor, Central Processing Unit (CPU), Keyboard, Mouse, Printer and Modem
 (D) Monitor, Central Processing Unit (CPU), Keyboard, Mouse, Application and Network
 (E) None of these
30. Aligning of text in column is—
 (A) Justified (B) Right
 (C) Centre (D) Left
 (E) None of these
31. Why are unknown e-mails deleted ?
 (A) You may be sentenced to jail
 (B) That man can identify and harm you
 (C) These are dirty manners
 (D) The e-mail may consists of virus that may damage your computer
 (E) None of these
32. What is embedded system ?
 (A) The programme which arrives by being wrapped in box.
 (B) The programme which is the permanent part of the computer
 (C) The computer which is the part of a big computer
 (D) The computer and software system that control the machine
 (E) None of these
33. Selection of command—
 (A) Opens the copy of the document in preview
 (B) Prints the copy of displayed document
 (C) Brings change in expansion of displayed document
 (D) Saves the copy of displayed document
 (E) None of these
34. The amount of vertical space between lines of text in a document is called—
 (A) double-space
 (B) line spacing
 (C) single space
 (D) vertical spacing
 (E) None of these
35. A red wavy line under a word indicates that the word—

- (A) is too long for the line of text
 (B) is not in the dictionary file and therefore might be spelt incorrectly
 (C) is not appropriate for that particular sentence
 (D) is a verb
 (E) None of these
36. What type of computer could be found in a digital watch ?
 (A) Mainframe computer
 (B) Super computer
 (C) Embedded computer
 (D) Notebook computer
 (E) None of these
37. is the appearance of typed characters.
 (A) Size (B) Format
 (C) Point (D) Colour
 (E) None of these
38. A(n) is a combination of hardware and software that facilitates the sharing of information between computing devices.
 (A) network
 (B) peripheral
 (C) expansion board
 (D) digital device
 (E) None of these
39. The on the keyboard enables you to enter numbers quickly.
 (A) alphabetic keys
 (B) numeric keypad
 (C) control keys
 (D) function keys
 (E) None of these
40. The settings are automatic and standard.
 (A) icon (B) default
 (C) CPU (D) peripheral
 (E) None of these
41. The arrow keys can be used to—
 (A) delete text
 (B) move the cursor in the text that has already been entered
 (C) save the document
 (D) move the cursor while deleting text
 (E) None of these
42. When creating a word-processed document, this step involves the user changing how words on the page appear, both on the screen and in printed form—
 (A) Editing text
 (B) Inserting tables and indexes
 (C) Formatting text
 (D) Proofing documents
 (E) None of these
43. When a file is saved for the first time—
 (A) a copy is automatically printed
 (B) it must be given a name to identify it
 (C) it does not need a name
 (D) it only needs a name if it is not going to be printed
 (E) None of these
44. To insert a word into the middle of a sentence—
 (A) move the cursor to the desired location in the sentence and type the new word
 (B) move the cursor to the desired location in the sentence, press Enter key, and type the new word
 (C) move the cursor to the beginning of the sentence and start typing
 (D) retype the whole sentence
 (E) None of these
45. If the file saved earlier is edited, then—
 (A) It is essential to save the file again to store the change
 (B) The change will automatically be saved in the file
 (C) If the length is more than a page, the file will be needed to be saved
 (D) The name will be needed to be changed
 (E) None of these
46. Office LANS, which are scattered geographically on large scale, can be connected by the use of corporate—
 (A) CAN (B) LAN
 (C) DAN (D) WAN
 (E) TAN
47. You will work on which groupings, while formatting the text in word ?
 (A) Table, paragraph and index
 (B) Paragraph, index and section
 (C) Character, paragraph and section
 (D) Index, character and table
 (E) None of these
48. First page of Website is termed as—
 (A) Homepage
 (B) Index
 (C) JAVA script
 (D) Bookmark
 (E) None of these
49. Which of the following controls the process of interaction between the user and the operating system ?
 (A) User interface
 (B) Language translator
 (C) Platform
 (D) Screen saver
 (E) None of these
50. Such a pre-made document, which has coordinating font, layout and background, is—
 (A) Guide (B) Model
 (C) Ruler (D) Template
 (E) None of these

Answer: Computer Knowledge

1	B	26	B
2	B	27	A
3	A	28	B
4	B	29	C
5	C	30	A
6	B	31	D
7	A	32	D
8	E	33	C
9	C	34	B
10	C	35	B
11	C	36	C
12	B	37	B
13	B	38	A
14	C	39	B
15	C	40	B
16	A	41	B
17	A	42	C
18	B	43	B
19	B	44	A
20	B	45	A
21	A	46	D
22	C	47	B
23	A	48	A
24	D	49	A
25	D	50	D