Odisha LTR Practice Mock Test Computer Awareness

Q1. Which of the following is a non-impact printer?
(a) Daisy wheel
(b) Dot matrix
(c) Drum
(d) Laser

Q2. In PowerPoint, two kind of sound effect files that can be added to the presentation are -
(a) .wav and mid files
(b) .wav and .gif files
(c) .wav and .jpg files
(d) .jpg and gif files

Q3. The purpose of run command in start menu is to-
(a) Launch Internet Browser
(b) Start Programs
(c) Search File
(d) Open System Lock

Q4. Find the odd one out :
(a) ORACLE
(b) MYSQL
(c) MS ACCESS
(d) C++

Q5. How many characters are supported by ASCII – 7 coding system?
(a) 356
(b) 128
(c) 512
(d) 256

Q6. Which one is not view option in PowerPoint?
(a) Outline view
(b) Normal view
(c) Slide sorter view
(d) Slide show view

Q7. Which program helps the user to view different web sites on the internet?
(a) System program
(b) Server program
(c) Browser program
(d) Search engine

Q8. In the CD-R type of CD, data can be _____.
(a) Only read once
(b) Written once, read many times
(c) Written many times, read once
(d) Only written once

Q9. Which of the following formula in Excel is correct to find sum of cell A1, A2, A3 and A4?
(a) = sum (A1 to A4)
(b) = sum (A1; A4)
(c) = sum (A1 : A4)
(d) = sum (A1 – A4)

Q10. What is the smallest and largest font size available in font size toolbar on formatting toolbar?
(a) 6 and 68
(b) 8 and 68
(c) 6 and 72
(d) 8 and 72

Q11. Which shortcut key is used to delete a file permanently in Windows?
(a) Shift + Delete
(b) Delete
(c) Backspace
(d) F2

Q12. Which of the following features allow you to narrow down the data in your work sheet?
(a) Sorting
(b) Merge Cells
(c) Fill Handle
(d) Filters

Q13. Which data type is NOT in M.S. Excel?
(a) Number
(b) Currency
(c) Label
(d) Date

Q14. Which of the following devices can perform both input and output functions?
(a) trackball
(b) communication device
(c) keyboard
(d) mouse

Q15. In MS Word, when the page margins are altered or when the text does not fit on the current line, which feature automatically moves the text to the next line?
(a) Word Wrap
(b) Word Enter
(c) Word Format
(d) Word Scroll

Q16. BIOS is a part of which of the following?
(a) RAM
(b) LAN
(c) ROM
(d) WAN

Q17. Which of the following is a database software?
(a) Microsoft Word
(b) Adobe Photoshop
(c) Microsoft Access
(d) VLC Media Player

Q18. Which of the following is used to work online in MS Office?
(a) MS Word
(b) MS Excel
(c) MS PowerPoint
(d) Office 365

Q19. Arrange the following in descending order of size: KB, GB, TB, MB.
(a) KB, MB, GB, TB
(b) TB, GB, MB, KB
(c) GB, TB, MB, KB
(d) MB, GB, TB, KB

Q20. What is Artificial Intelligence (AI)?
(a) A machine that cleans like a human
(b) Making a machine intelligent
(c) A software for graphic design
(d) A tool for data entry

Solutions

S1. Ans.(d)
Sol. Laser printer is a non-impact printer. A non-impact printer is a type of printer that does not use a physical striking mechanism to transfer ink onto paper. Instead, it uses other methods such as heat or light to create the image.
Important Key Points:
1. **Laser Printer:** Laser printers use a laser beam to project the image of the page onto a photosensitive drum, which then transfers the image onto paper using toner. This process does not involve any physical impact, making it a non-impact printer.
2. **Daisy Wheel Printer:** Daisy wheel printers use a wheel with spokes, each containing a character, that strikes the paper through a ribbon. This is an impact printer.
3. **Dot Matrix Printer:** Dot matrix printers use a print head with pins that strike the paper through a ribbon to create characters. This is also an impact printer.
4. **Drum Printer:** Drum printers use a rotating drum with characters embossed on it, which strikes the paper through a ribbon. This is another example of an impact printer.
Knowledge Booster:
- **Inkjet Printer:** Another type of non-impact printer, inkjet printers use tiny nozzles to spray ink onto the paper to form the image.
- **Thermal Printer:** Thermal printers use heat to produce the image on special heat-sensitive paper, making them non-impact printers as well.
- **LED Printer:** Similar to laser printers, LED printers use an array of LEDs to project the image onto the photosensitive drum, making them non-impact printers.

S2. Ans.(a)

Sol. In PowerPoint, you can add various types of sound effect files to your presentation. Two common types of sound files that can be added are **.wav and .mid files.**

Important Key Points:

1. **.wav Files:** WAV (Waveform Audio File Format) is a standard audio file format developed by Microsoft and IBM. It is commonly used for storing high-quality audio and is widely supported in multimedia applications, including PowerPoint.
2. **.mid Files:** MIDI (Musical Instrument Digital Interface) files are used to store musical information, such as notes, tempo, and instrument settings. These files are smaller in size compared to .wav files and are also supported in PowerPoint for adding background music or sound effects.

Knowledge Booster:

- **.gif Files:** GIF (Graphics Interchange Format) is an image format commonly used for animations and simple graphics. It is not used for sound effects.
- **.jpg Files:** JPEG (Joint Photographic Experts Group) is an image format used for storing digital photographs and other images. It is not used for sound effects.
- **Other Supported Audio Formats:** PowerPoint also supports other audio formats like .mp3, .aiff, and .au, providing flexibility in the types of sound files you can use in your presentations.

S3. Ans.(b)

Sol. The Run command in the Start menu is used to **start programs**, open files, or access system tools by typing the name of the program, file, or command directly.

Important Key Points:

1. **Start Programs:** The primary purpose of the Run command is to allow users to quickly launch programs or open files by typing the appropriate command or file path.
2. **Access System Tools:** The Run command can also be used to access various system tools and utilities by entering specific commands, such as **cmd** to open the Command Prompt or **services.msc** to open the Services management console.
3. **Efficiency:** The Run command provides a quick and efficient way to start programs or access system features without navigating through menus or searching for files.

Knowledge Booster:

- **Launch Internet Browser:** While you can use the Run command to launch an internet browser by typing the browser's executable name (e.g., **iexplore** for Internet Explorer or **chrome** for Google Chrome), this is not its primary purpose.
- **Search File:** The Run command is not designed for searching files. For file searches, you would typically use the Search function in Windows Explorer or the Start menu's search bar.
- **Open System Lock:** The Run command is not used to open system locks. System locks and security settings are managed through other system tools and settings.

S4. Ans.(d)

Sol. The odd one out in the given options is **C++.** C++ is a programming language, not a DBMS.

Important Key Points:

1. **C++:** C++ is a high-level programming language developed by Bjarne Stroustrup. It is used for system/software development, game development, and other applications. It is not a database management system.
2. **ORACLE:** Oracle is a relational database management system (RDBMS) developed by Oracle Corporation. It is widely used for managing large databases and enterprise applications.
3. **MYSQL:** MySQL is an open-source relational database management system. It is commonly used for web applications and is known for its reliability and performance.
4. **MS ACCESS:** MS Access is a database management system developed by Microsoft. It is part of the Microsoft Office suite and is used for creating and managing databases.

Knowledge Booster:
- **Database Management Systems (DBMS):** ORACLE, MYSQL, and MS ACCESS are all examples of database management systems used to store, retrieve, and manage data.
- **Programming Languages:** C++ is a programming language used to write software applications. It is not related to database management systems.

S5. Ans.(b)
Sol. The **ASCII (American Standard Code for Information Interchange)** coding system, specifically the 7-bit ASCII, supports **128 characters.**
Important Key Points:
1. **7-bit ASCII:** The 7-bit ASCII coding system uses 7 bits to represent each character. Since 7 bits can represent $2^7=128$ different values, ASCII-7 supports 128 characters.
2. **Character Set:** These 128 characters include uppercase and lowercase letters, digits, punctuation marks, and control characters.
3. **Standardization:** ASCII-7 is a widely accepted standard for encoding text in computers and communication equipment.
Knowledge Booster:
- **Extended ASCII:** There is also an 8-bit extended ASCII coding system that supports 256 characters. The additional 128 characters (from 128 to 255) are used for various symbols, accented letters, and other special characters.
- **Unicode:** For a much larger character set, Unicode is used, which supports over a million characters, covering almost all the writing systems in the world.

S6. Ans.(d)
Sol. In PowerPoint, the **"Slide show view"** is **not** considered a standard view option in the same category as Outline view, Normal view, and Slide sorter view. Instead, it is a **presentation mode** used to display the slides in a full-screen format for presenting to an audience.
Important Key Points:
1. **Outline View:** This view displays the text content of your slides in an outline format, making it easier to organize and edit the text.
2. **Normal View:** This is the default view in PowerPoint, which shows the slide, the notes pane, and the thumbnails of all slides on the left side. It is used for creating and editing slides.
3. **Slide Sorter View:** This view displays thumbnails of all the slides in your presentation, allowing you to easily rearrange, add, or delete slides.
4. **Slide Show View:** This is not a standard view option but rather a presentation mode. It is used to present the slides in a full-screen format, typically for an audience.
Knowledge Booster:
- **Reading View:** Another view option in PowerPoint is the Reading view, which displays the slides in a format similar to the Slide show view but with additional controls for navigation.
- **Master Views:** PowerPoint also includes master views, such as Slide Master, Handout Master, and Notes Master, which are used to customize the layout and design of slides, handouts, and notes pages.

S7. Ans.(c)
Sol. A **browser program**, also known as a web browser, is software that allows users to view and interact with web pages on the internet.
Important Key Points:
1. **Browser Program:** Examples of web browsers include Google Chrome, Mozilla Firefox, Microsoft Edge, and Safari. These programs retrieve and display web content, allowing users to navigate the internet.
2. **System Program:** System programs are software that manage computer hardware and provide basic functionality to other software. Examples include operating systems and device drivers.
3. **Server Program:** Server programs run on servers and provide services to other programs or clients. Examples include web servers, database servers, and email servers.
4. **Search Engine:** A search engine is a tool that helps users find information on the internet by searching for keywords or phrases. Examples include Google, Bing, and Yahoo.

Knowledge Booster:
- **Web Browsers:** Web browsers use HTTP (Hypertext Transfer Protocol) to communicate with web servers and display web pages.
- **Functionality:** Browsers offer features like bookmarking, tabbed browsing, and extensions to enhance the user experience.

S8. Ans.(b)
Sol. CD-R (Compact Disc-Recordable) is a type of optical disc that allows data to be **written once and read many times.**
Important Key Points:
1. **CD-R:** CD-R discs are designed for one-time recording. Once data is written to a CD-R, it cannot be erased or rewritten. However, the data can be read multiple times.
2. **Write-Once:** The "write-once" nature of CD-R makes it suitable for archiving data, distributing software, and creating permanent backups.
3. **Read-Many:** The ability to read the data many times ensures that the information stored on a CD-R can be accessed repeatedly without loss.

Knowledge Booster:
- **CD-RW:** In contrast, CD-RW (Compact Disc-ReWritable) discs can be written to multiple times, allowing data to be erased and rewritten.
- **DVD-R and DVD-RW:** Similar to CD-R and CD-RW, DVD-R (DVD-Recordable) and DVD-RW (DVD-ReWritable) discs offer higher storage capacity and the same write-once/read-many and rewritable capabilities, respectively.

S9. Ans.(c)
Sol. In Excel, the correct formula to find the sum of cells A1, A2, A3, and A4 is **=SUM(A1:A4)**.
Important Key Points:
1. **Correct Syntax:** The **SUM** function in Excel is used to add a range of cells. The correct syntax for specifying a range of cells is to use a colon (**:**) between the starting and ending cells of the range.
2. **Range Notation: A1:A4** specifies a range that includes cells A1, A2, A3, and A4.
3. **Function Usage:** The **SUM** function adds all the values in the specified range.

Knowledge Booster:
- **Incorrect Syntax:**
- **= sum (A1 to A4)** is incorrect because Excel does not recognize "to" as a valid range separator.
- **= sum (A1; A4)** is incorrect because the semicolon (**;**) is not used to specify a range in Excel.
- **= sum (A1 – A4)** is incorrect because the hyphen (**-**) is not used to specify a range in Excel.
- **Other Functions:** Excel provides many other functions for performing calculations, such as **AVERAGE**, **COUNT**, **MAX**, and **MIN**, each with its specific syntax and usage.

S10. Ans.(d)
Sol. In the font size toolbar on the formatting toolbar in Microsoft Office applications (such as Word, Excel, and PowerPoint), the **smallest font size** available by **default is 8** and the **largest font size** available by **default is 72**.
Important Key Points:
1. **Font Size Range:** The font size toolbar typically provides a range of font sizes from 8 to 72.
2. **Custom Sizes:** While the toolbar shows a default range, you can also enter custom font sizes by typing the desired size into the font size box.

Knowledge Booster:
- **Extended Range:** Although the default range is from 8 to 72, you can manually enter font sizes outside this range if needed. For example, you can enter a font size of 6 or even larger than 72 by typing the number directly into the font size box.
- **Accessibility:** The font size toolbar is designed to provide quick access to commonly used font sizes, making it easier to format text according to your needs.

S11. Ans.(a)
Sol. The shortcut key **Shift + Delete** is used to permanently delete a file in Windows without moving it to the Recycle Bin. This is different from the regular **Delete** key, which moves the file to the Recycle Bin where it can still be restored.
Important Key Points:
1. **Recycle Bin:** The Recycle Bin temporarily stores deleted files, and they can be restored unless permanently deleted.
2. **Permanently Deleting Files:** When a file is permanently deleted, it is removed from the file system and cannot be easily recovered without specialized software.
3. **Undo Delete:** Files deleted with the **Delete** key can often be restored from the Recycle Bin, while those deleted with **Shift + Delete** require more complex recovery methods.
Knowledge Booster:
- **Shift + Delete:** This key combination is used for permanently deleting files, bypassing the Recycle Bin.
- **Delete:** When you press the **Delete** key, the file is moved to the Recycle Bin, allowing recovery if needed.
- **Backspace:** The **Backspace** key is generally used for navigation or deleting text, not files.
- **F2:** The **F2** key is a shortcut for renaming a selected file, not deleting it.

S12. Ans.(d)
Sol. The **Filters** feature allows users to narrow down data by hiding irrelevant information and displaying only data that meets specific criteria.
Important Key Points:
1. **Filters:** Help to focus on relevant data by hiding rows or columns that don't match the applied criteria.
2. **Data Analysis:** Widely used in data analysis to quickly locate specific information.
Knowledge Booster:
- **Sorting:** Organizes data in ascending or descending order, but does not hide information.
- **Merge Cells:** Combines multiple cells into one, used for formatting rather than data filtering.
- **Fill Handle:** Used to copy data or extend a data series, not for filtering data.

S13. Ans.(c)
Sol. Label is not considered a data type in MS Excel. Excel recognizes types such as numbers, dates, and currency, but "Label" typically refers to text or descriptions, which are categorized under the "Text" data type.
Important Key Points:
1. **Text:** In Excel, labels are treated as text entries, used for headings or descriptions.
2. **Data Types:** Excel supports numeric, date, and currency formats for calculations and data processing.
Knowledge Booster:
- **Number:** A common data type used for numeric calculations.
- **Currency:** Specialized numeric format for financial data.
- **Date:** Used for date-based entries and calculations.

S14. Ans.(b)
Sol. Communication devices like modems and network cards are capable of both input (receiving data) and output (transmitting data) functions in a computer system.
Important Key Points:
1. **Communication Devices:** Devices like modems and NICs send and receive data, fulfilling both input and output roles.
2. **Network Communication:** They are vital for internet connectivity and data transfer between systems.
Knowledge Booster:
- **Trackball:** An input device used for cursor control.
- **Keyboard:** An input device for text and commands.
- **Mouse:** An input device for navigation and selection.

S15. Ans.(a)
Sol. Word Wrap automatically moves text to the next line when it reaches the end of the current line or margin, ensuring the text fits within the page layout.
Important Key Points:
1. **Word Wrap:** Automatically adjusts text flow, ensuring that lines don't extend beyond the margins.
2. **Text Layout:** Helps maintain a neat and readable format without manual breaks.
Knowledge Booster:
- **Word Enter:** Not a feature in MS Word.
- **Word Format:** Refers to formatting text or paragraphs, unrelated to line breaks.
- **Word Scroll:** Used for navigating through the document, not for line management.

S16. Ans.(c)
Sol. BIOS (Basic Input/Output System) is stored in the **ROM** (Read-Only Memory) of a computer. It initializes hardware during the booting process.
Important Key Points:
1. **BIOS:** Stored in ROM, responsible for booting up the computer and hardware initialization.
2. **Firmware:** BIOS is a type of firmware that provides instructions to the computer during startup.
Knowledge Booster:
- **RAM:** Random Access Memory, used for temporary data storage while the system is running.
- **LAN:** Local Area Network, used for communication between devices.
- **WAN:** Wide Area Network, a larger network covering geographical areas.

S17. Ans.(c)
Sol. Microsoft Access is a database management system (DBMS) used to store, retrieve, and manage data. It provides users with a platform to create and manage databases effectively.
Important Key Points:
1. **Microsoft Access** allows users to create tables, queries, forms, and reports for data management.
2. It is primarily used for small to medium-sized database applications.
Knowledge Booster:
- **Microsoft Word**: A word processing software, not a DBMS.
- **Adobe Photoshop**: A graphic design software.
- **VLC Media Player**: A media player for audio and video files.

S18. Ans.(d)
Sol. Office 365 is a subscription-based service that allows users to work on **MS Office applications** online, including Word, Excel, and PowerPoint, with cloud integration and collaboration features.
Important Key Points:
1. **Office 365** provides cloud storage and real-time collaboration features.
2. It enables users to access and edit their documents from anywhere with an internet connection.
Knowledge Booster:
- **MS Word, Excel, PowerPoint**: These are individual applications within the **Office 365** suite, but Office 365 enables online collaboration and access.

S19. Ans.(b)
Sol. The correct descending order of data storage sizes is **TB > GB > MB > KB**. A terabyte (TB) is larger than a gigabyte (GB), which is larger than a megabyte (MB), and a kilobyte (KB) is the smallest.
Important Key Points:
1. **1 TB = 1024 GB**, **1 GB = 1024 MB**, **1 MB = 1024 KB**.
2. Storage units follow a hierarchical structure based on powers of 1024 in the binary system.
Knowledge Booster:
- **Kilobyte (KB)** is the smallest in this hierarchy.
- **Terabyte (TB)** is the largest in this sequence.

S20. Ans.(b)

Sol. Artificial Intelligence (AI) refers to the concept of making machines **intelligent**, enabling them to simulate human-like decision-making, problem-solving, and learning.

Important Key Points:

1. **AI** involves creating algorithms that allow machines to perform tasks that typically require human intelligence, such as learning, reasoning, and self-correction.
2. AI is used in various fields, including robotics, data analysis, and natural language processing.

Knowledge Booster:

- **Machine cleaning**: While AI could be used in robotics for cleaning tasks, AI's broader definition is about **intelligence** in machines.
- **Graphic design**: AI is not exclusively a tool for graphic design but has applications in design through automation.
- **Data entry**: AI can assist in data processing but is not a data entry tool itself.