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NABARD GRADE A

PHASE I Computer Awareness Previous Paper

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1. _____ is a set of computer programs used on a computer to help perform tasks.
a) An instruction
b) Software
c) Memory
d) A processor
Ans: b

2. System software is the set of programs that enables your computer's hardware devices and _____ software to work together.
a) Management
b) Processing
c) Utility
d) Application
Ans: d

3. The PC (Personal Computer) and the Apple Macintosh are examples of two different:
a) Platforms
b) Applications
c) Programs
d) Storage devices
Ans: a

4. Apple Macintoshes (Macs) and PCs use different _____ to process data and different operating systems.
a) Languages
b) Methods
c) CPUs
d) Storage devices
Ans: c

5. Servers are computers that provide resources to other computers connected to a:
a) Network
b) Mainframe
c) Supercomputer
d) Client
Ans: a

6. _____ are specially designed computers that perform complex calculations extremely rapidly.
a) Servers
b) Supercomputers
c) Laptops
d) Mainframes
Ans: b

7. A _____ is approximately one billion bytes:
a) Kilobyte
b) Bit
c) Gigabyte
d) megabyte
Ans: c

8. A _____ is approximately a million bytes.
a) Gigabyte
b) Kilobyte
c) Megabyte
d) terabyte
Ans: c

9. _____ is any part of the computer that you can physically touch.
a) Hardware
b) A device
c) A peripheral
d) An application
Ans: a

10. The components that process data are located in the:
a) input devices
b) output devices
c) system unit
d) storage component
Ans: c

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11. Which of the following is Microsoft word's native file format?
a) .word
b) .doc
c) .docx
d) Both b and c
Ans: d

12. Which of the following option is used to display information such as title and page number of the document?
a) Title Bar
b) Menu Bar
c) Header and Footer
d) Page Heading
Ans: c

13. Which is the bar at the top of the window that bears the name of the window?
a) Title Bar
b) Menu Bar
c) Header and Footer
d) Page Heading
Ans: a

14. Which is the screen element that is usually located below the title bar in MS word that provides categorized option?
a) Title Bar
b) Menu Bar
c) Header and Footer
d) Task Bar
Ans: b

15. What is used to find a synonym for a word in the document?
a) Wordfinder
b) Thesaurus
c) Search
d) Find
Ans: b

16. What creates a hyperlink from the selected text?
a) Create Hyperlink
b) Insert Hyperlink
c) Hyperlink
d) Mark Hyperlink
Ans: b

17. What is the function of Ctrl + shift + Spacebar shortcut key?
a) makes letters bold
b) creates a non-breaking space
c) makes letters Italic
d) makes letters underline
Ans: b

18. What is the function of Ctrl + B shortcut key?
a) makes letters bold
b) creates a non-breaking space
c) makes letters Italic
d) makes letters underline
Ans: a

19. What is the function of Ctrl + I shortcut key?
a) makes letters bold
b) creates a non-breaking space
c) makes letters Italic
d) makes letters underline
Ans: c

20. What is the function of Ctrl + U shortcut key?
a) makes letters bold
b) creates a non-breaking space
c) makes letters Italic
d) makes letters underline
Ans: d

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