

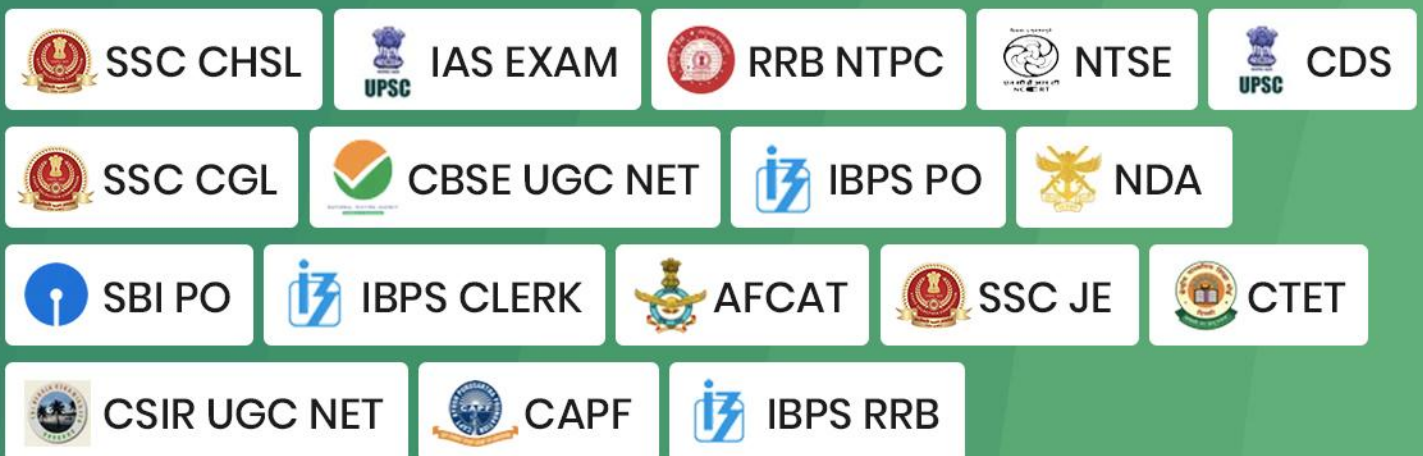


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# NABARD GRADE A

PHASE I Computer Awareness Previous  
Paper

Simplifying  
Government Exams



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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

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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