

IBPS Computer Knowledge Paper I for PO

1. Which function calculates the largest value in a set of numbers ?
- (1) Average
 - (2) Count
 - (3) Minimum
 - (4) Maximum
 - (5) None of these

Ans: (4)

2. What do you use to create a chart ?
- (1) Pie Wizard
 - (2) Excel Wizard
 - (3) Data Wizard
 - (4) Chart Wizard
 - (5) None of these

Ans: (4)

3. What displays the content of the active cell ?
- (1) Name box
 - (2) Row Headings
 - (3) Formulabar
 - (4) Taskpane
 - (5) None of these

Ans: (3)

34. By default, your documents print in _ mode.
- (1) Landscape
 - (2) Portrait
 - (3) Page Setup
 - (4) Print View
 - (5) None of these

Ans: (2)

5. What is the best way to have a data and the slide number appear on every slide ?
- (1) choose Tools, Header and Footer, click Slide tab, select the desired options, click Apply to All
 - (2) choose Insert, Header and Footer, click Slide tab, select the desired options, click Apply to All
 - (3) choose View, Header and Footer, click Slide tab, select the desired options, click Apply to All
 - (4) choose File, Header and Footer, click Slide tab, select the desired options, click Apply to All
 - (5) None of these

Ans: (2)

6. To move to the bottom of a document, press _ .
- (1) Insert key

- (2) Home key
- (3) Ctrl key + End key
- (4) End key
- (5) None of these

Ans: (3)

7. Which one of the following four words is odd?
- (1) Application
 - (2) Peripheral
 - (3) Programme
 - (4) Software
 - (5) None of these

Ans: (2)

8. If formation of computer, the hardwares.....are used.
- (1) Monitor, Central Processing Unit (CPU), Keyboard, Mouse, Software and Network
 - (2) Monitor, Central Processing Unit (CPU), Keyboard, Mouse Programme and Network
 - (3) Monitor, Central Processing Unit (CPU), Keyboard, Mouse, Printer and Modem
 - (4) Monitor, Central Processing Unit (CPU), Keyboard, Mouse, Application and Network
 - (5) None of these

Ans: (3)

9. In page preview mode-
- (1) You can see all pages of your document
 - (2) You can only see the page you are currently working
 - (3) You can only see pages that do not contain graphics
 - (4) You can only see the title page of your document
 - (5) None of these

Ans: (1)

10. A CPU contains-
- (1) a card reader and a printing device
 - (2) an analytical engine and a control unit
 - (3) a control unit and an arithmetic logic unit
 - (4) an arithmetic logic unit and a card reader
 - (5) None of these

Ans: (3)

11. Which of the following controls the process of interaction between the user and the operating system?
- (1) User interface
 - (2) Language translator
 - (3) Platform
 - (4) Screen saver
 - (5) None of these

Ans: (1)

12. You will work on which groupings, while formatting the text in word?

- (1) Table, paragraph and index
- (2) Paragraph, index and section
- (3) Character, paragraph and section
- (4) Index, character and table
- (5) None of these

Ans: (2)

13. When you want to move some text from one page to a different page, the best method is-

- (1) drag and drop
- (2) cut and paste
- (3) delete and retype
- (4) find and replace
- (5) None of these

Ans: (2)

14. The first computers were programmed using-

- (1) assembly language
- (2) machine language
- (3) source code
- (4) object code
- (5) spaghetti code

Ans: (2)

15. How many are the margins on page?

- (1) Two (header and footer)
- (2) Four (Upper, lower, right, left)
- (3) Two (Landscape, portrait)
- (4) Two (Upper and lower)
- (5) None of these

Ans: (2)

16. An is a combination of hardware and software that facilitates the sharing of information between computing devices.

- (1) network
- (2) peripheral
- (3) expansion board
- (4) digital device
- (5) None of these

Ans: (1)

17. The settings are automatic and standard.

- (1) icon

- (2) default
- (3) CPU
- (4) peripheral
- (5) None of these

Ans: (2)

18. Coded entries which are used to gain access to a computer system are called-

- (1) Entry codes
- (2) Passwords
- (3) Security commands
- (4) Code words
- (5) None of these

Ans: (2)

19. To view information on the web you must have a-

- (1) cable modem
- (2) web browser
- (3) Domain Name Server
- (4) hypertext viewer
- (5) None of these

Ans: (2)

20. Which of the following commands is given to reboot the computer ?

- 1) Ctrl + Alt + Del
- 2) Ctrl + Shift + ?
- 3) Ctrl + Shift + Del
- 4) Ctrl + Alt + shift
- 5) Ctrl + Alt + Tab

Ans: (1)

21. By default, your documents print in _ mode.

- 1) Landscape
- 2) Portrait
- 3) Page Setup
- 4) Print View
- 5) None of these

Ans: (2)

22. To find and load a file that has been saved _.

- 1) select the Close command
- 2) select the New command
- 3) select the Save command
- 4) select the Open command
- 5) None of these

Ans: (4)

23. Which function calculates the largest value in a set of numbers ?

- 1) Average
- 2) Count
- 3) Minimum
- 4) Maximum
- 5) None of these

Ans: (4)

24. Which of the following statements is true ?

- 1) Minicomputer works faster than Microcomputer
- 2) Microcomputer works faster than Minicomputer
- 3) Speed of both the computers is the same
- 4) The speeds of both these computers. cannot be compared with the speed of advanced computer
- 5) None of these

Ans: (1)

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