

Candidates should open the top side of the seal of this Booklet and take out the OMR Answer Sheet placed between page no. 2 and 3.

Test Booklet No. :

**A1-R5 : Information Technology Tools and  
Network Basics**

Test Booklet Series : **21**

Time Allowed : 2 Hours

Maximum Marks : 100

Roll No. :

Answer Sheet No. :

Read the following instructions carefully before you begin to answer the questions.

**INSTRUCTIONS TO THE CANDIDATES**

1. Before you start to answer the questions you must check this booklet and ensure that it contains all the pages (12) and see that no page or portion thereof is missing or repeated. If you find any defect in this Booklet, you must get it replaced *immediately*.
2. OMR Answer-Sheet is within the Question Booklet. Please ensure OMR Answer-Sheet number and Test Booklet No. of Question Paper are same. Read the instructions printed on OMR Answer-Sheet carefully before filling the information on the OMR Answer-Sheet. You must complete and code all the details on the OMR answer sheet correctly, failing which your answer sheet may not be evaluated. You must also put your signature on the OMR Answer-Sheet at the prescribed place before you start answering the questions. These instructions must be fully complied with, failing which, your OMR Answer-Sheet may not be evaluated.
3. This booklet consists of **100** Multiple Choice Questions and are printed in English language only. Each question has 4 (four) alternatives (A), (B), (C) and (D). In case if you find more than one correct answer, then choose the most appropriate single option and darken the appropriate circle in the answer sheet against the related question.
4. For each **correct** answer One mark will be given and **no negative marking** for incorrect answer.
5. Use Black/Blue ball point Pen to darken the circle. Answer once darkened is not allowed to be erased or altered. Against any question if more than one circle is darkened, machine will allot **zero mark** for that question.
6. Do not fold answer sheet in any case.
7. No rough work should be done on the Answer-Sheet. Space for rough work has been provided in this booklet.
8. Mobile phones and wireless communication devices are completely banned in the examination hall/rooms. Candidates are advised not to keep mobile phones/any other wireless communication devices with them even in switched off mode, in their own interest. Failing to comply with this provision will be considered as using unfair means in the examination and action will be taken against them including cancellation of their candidature.
9. Candidate should not leave the examination hall/room without handing over his/her Answer-Sheet to the invigilator and without signing on the attendance sheet at proper place against your roll number. Further candidate should also ensure that booklet no., booklet series and OMR Answer-Sheet No. are correctly written on attendance sheet before signing on it, failing in doing so, may lead to disqualification/ no evaluation of OMR Answer-Sheet will be done.

**DO NOT OPEN THE QUESTION BOOKLET UNTIL YOU ARE TOLD TO DO SO.**

Name of Candidate : \_\_\_\_\_ Signature of Candidate : \_\_\_\_\_

1. Comments in LibreOffice Calc can be \_\_\_\_\_.  
 (A) Edited (B) Shown  
 (C) Deleted (D) All the above
2. Banks use this machine to process large number of cheques :  
 (A) OMR (B) OCR  
 (C) Barcode Reader (D) MICR
3. During presentation slides can be changed \_\_\_\_\_.  
 (A) Manually  
 (B) By clicking on background  
 (C) By using mouse as pen  
 (D) All of the above
4. Track changes in LibreOffice Writer does not allow one to \_\_\_\_\_.  
 (A) Accept (B) Reject  
 (C) Delete (D) Accept All
5. An image map is a group of one or more :  
 (A) Images (B) Pics  
 (C) Hotspots (D) Maps
6. Which is not a valid Formatting mark in LibreOffice Calc ?  
 (A) Non-breaking space  
 (B) Non-breaking hyphen  
 (C) Word Joiner  
 (D) Sentence Joiner
7. LibreOffice Writer gives an option to export the document as \_\_\_\_\_.  
 (A) PDF  
 (B) EPUB  
 (C) Both PDF and EPUB  
 (D) Only JPG
8. Software piece of code that replicates to cause a damage in computer system :  
 (A) Virus (B) Bacteria  
 (C) Tram (D) Spam
9. Shortcut to insert a function in LibreOffice Calc ?  
 (A) CTRL+F2 (B) CTRL+F1  
 (C) CTRL+F3 (D) CTRL+F9
10. Connectors are anchored to particular places in LibreOffice Impress using \_\_\_\_\_.  
 (A) Fixer (B) Glue  
 (C) Point (D) GluePoint
11. Shortcut to start the presentation from the current slide is :  
 (A) F5 (B) F4  
 (C) Shift+F5 (D) Shift+F4
12. To protect sensitive information portion / content in a file in LibreOffice Impress it is recommended to use :  
 (A) Redact (B) Protect  
 (C) React (D) Hide

13. Shortcut key for "Save As" is \_\_\_\_\_.
- (A) CTRL+S  
(B) CTRL+SHIFT+S  
(C) CTRL+ALT+S  
(D) None of the above
14. UMANG do not provides services for :
- (A) Farmers (B) Hunters  
(C) Students (D) Pensioners
15. LibreOffice Calc shortcut key for automatic spell check :
- (A) Shift+F7 (B) CTRL+F7  
(C) Shift+F9 (D) CTRL+F9
16. Create a batch of documents that are personalized for each recipient :
- (A) Customised files  
(B) Personalised Emails  
(C) Mail merge utility to merge  
(D) None of the above
17. Name the first Super Computer developed in India :
- (A) Sahasra (B) Saga  
(C) Param Yuva (D) Param 8000
18. What you will use in 3D printing material ?
- (A) Resins (B) Nintinol  
(C) Rubber (D) All the above
19. Which is not a valid option to Arrange in LibreOffice Calc ?
- (A) Bring to Front (B) Send to Back  
(C) Send to Front (D) Forward One
20. Which is not a firewall technique ?
- (A) Packet filters  
(B) Application Gateways  
(C) Proxy Server  
(D) Fire Proxy Service
21. Spreadsheet file created in LibreOffice Calc is saved with extension :
- (A) .ods (B) .odt  
(C) .ott (D) .odf
22. A utility software to help deliver protection to mobile cyber threats and online scams :
- (A) Norton Mobile Security  
(B) Norton Mobile Guard  
(C) Norton Anti-Virus Mobile safety  
(D) None of the above
23. To revert the formatting of a manually formatted object on a slide to the style defined in the master slide use \_\_\_\_\_.
- (A) Clear  
(B) Clear Format  
(C) Clear Direct Formatting  
(D) Format Eraser

24. The number of digits printed on ATM Debit card is \_\_\_\_\_.
- (A) 10 (B) 12  
(C) 11 (D) 13
25. To jump to last edited slide in Impress use shortcut keys :
- (A) CTRL+Shift+F4  
(B) Alt+Shift+F4  
(C) Alt+Shift+F5  
(D) CTRL+Shift+F5
26. Which is not a valid presentation mode in LibreOffice Impress ?
- (A) Full Screen  
(B) Half Screen  
(C) In a Window  
(D) Loop and Repeat
27. Presentation file created in LibreOffice Impress is saved with the extension \_\_\_\_\_.
- (A) .ods (B) .odt  
(C) .ott (D) .odp
28. OSI Reference Layer responsible for routing is \_\_\_\_\_.
- (A) Physical (B) Network  
(C) Data link (D) Transport
29. Which is not a packet switched WAN ?
- (A) ATM (B) ISDN  
(C) Frame Replay (D) X.25
30. Spreadsheet file can be digitally signed using a certificate of standard \_\_\_\_\_.
- (A) X.502 (B) X.503  
(C) X.510 (D) X.509
31. Which of the following is an OpenSource Software ?
- (A) Photoshop (B) MS Word  
(C) Skype (D) LibreOffice
32. Which is not a valid step in Chart Wizard in LibreOffice Calc ?
- (A) Data Series (B) Chart Series  
(C) Chart Elements (D) Chart Type
33. \_\_\_\_\_ is the Fastest technique to instantly transfer funds electronically between different banks.
- (A) NEFT (B) RTGS  
(C) SMPS (D) IMPS
34. To Digitally sign a document in LibreOffice Writer we use Digital Signature menu option from \_\_\_\_\_.
- (A) File (B) Edit  
(C) Insert (D) Tools
35. One can access database fields in the document using option.
- (A) Add Database  
(B) Add Table  
(C) Add Relation  
(D) Exchange Database

36. Open Remote option opens file from \_\_\_\_\_.
- (A) Desktop (B) Hard disk  
(C) Pen drive (D) Services
37. AutoCorrect entry can help to create \_\_\_\_\_.
- (A) Replacements  
(B) Exceptions  
(C) Word Completions  
(D) All the above
38. Impress allows a user to \_\_\_\_\_ macros.
- (A) Run (B) Edit  
(C) Organise (D) All of the above
39. Anchors can be placed to \_\_\_\_\_.
- (A) Character (B) Paragraph  
(C) Frame (D) All the above
40. Twitter text posted as Tweet can be of \_\_\_\_\_ length.
- (A) 140 (B) 240  
(C) 260 (D) 280
41. What can be done by Inserting Cross Reference in LibreOffice Writer ?
- (A) Jump to Specific text passages  
(B) Insert References as Fields in the single document  
(C) Use Objects with Caption and bookmarks as targets.  
(D) All the above are possible
42. Conditional formatting can be done in LibreOffice Calc based on :
- (A) Date (B) Formula  
(C) Cell Value (D) All the above
43. Shortcut to trace dependents in LibreOffice Calc is \_\_\_\_\_.
- (A) Shift+F2 (B) Shift+F5  
(C) Shift+F3 (D) Shift+F9
44. Shortcut Key to AutoFilter in LibreOffice Calc is \_\_\_\_\_.
- (A) CTRL+Shift+L (B) CTRL+Shift+A  
(C) CTRL+Shift+F (D) CTRL+Shift+K
45. Which is not true about Bookmarks ?
- (A) @ character cannot be used as a bookmark name  
(B) Navigator is opened by F5 and to jump to specific bookmark  
(C) Lower list contain all the bookmarks in the current document  
(D) To Delete a bookmark, select and press Delete button
46. Shortcut for Find and Replace in Presentation file created in LibreOffice Impress is :
- (A) CTRL+G (B) CTRL+F  
(C) CTRL+I (D) CTRL+H
47. An extension of multiprogramming OS is \_\_\_\_\_.
- (A) Time sharing  
(B) Multitasking  
(C) Only Time sharing  
(D) Both Time sharing and Multitasking

48. Which is not a valid paper format in Impress Slide property ?  
 (A) Length (B) Width  
 (C) Height (D) Orientation
49. Which is not required hardware for LAN ?  
 (A) NIC (B) File Server  
 (C) Coaxial Cable (D) Monitor Server
50. The best option to relate a process is a \_\_\_\_\_.  
 (A) An Operating System itself  
 (B) Complete software package  
 (C) Program in execution  
 (D) Interrupt handler
51. Netiquette is a rule related to \_\_\_\_\_.  
 (A) Food habits (B) Cyber habits  
 (C) Retailing habits (D) Banking habits
52. LinkedIn can be used to \_\_\_\_\_.  
 (A) Build connections  
 (B) Stay in touch with colleagues  
 (C) Search jobs  
 (D) All the above
53. What will be the JAVA extension file used in IoT ?  
 (A) .c (B) .py  
 (C) .exe (D) .jar
54. Two shapes in Presentation file created in LibreOffice Impress can be connected using \_\_\_\_\_.  
 (A) Joint (B) Fix  
 (C) Attacher (D) Connector
55. Presentation cannot be converted to \_\_\_\_\_.  
 (A) Bitmap (B) Metafile  
 (C) 2D (D) 3D
56. Ready queue in OS is maintained by \_\_\_\_\_.  
 (A) Array (B) Stack  
 (C) Linked List (D) Tree
57. Which service provides dynamic IP addressing to clients ?  
 (A) WINS (B) DNS  
 (C) DHCP (D) PPP
58. \_\_\_\_\_ is a secure cloud based platform for storage, sharing and verification of documents & certificates.  
 (A) Amazon Web Services  
 (B) Oracle Cloud  
 (C) Google Cloud  
 (D) Digilocker
59. AADHAR is a unique identity number issued by \_\_\_\_\_.  
 (A) UBI (B) UIAI  
 (C) UIDAI (D) UBDAI

60. Which is not an Operating System service given to users ?
- (A) I/O  
(B) Process management  
(C) Compilation  
(D) File management
61. In order to copy the format of the text document in another text document we use :
- (A) Format Painter  
(B) Copy Formatting  
(C) Paint Formatting  
(D) Clone Formatting
62. LibreOffice Calc doesnot provide following Toolbar :
- (A) Media Playback (B) 3D settings  
(C) Painting (D) Drawing
63. Different meanings of words in a document can be searched from \_\_\_\_\_.
- (A) Dictionary (B) Google  
(C) Thesaurus (D) Spelling
64. In the multithreaded model scheduling of thread execution is a task of \_\_\_\_\_.
- (A) Input  
(B) Output  
(C) Memory  
(D) Operating System
65. Spreadsheet file can be emailed as in LibreOffice Calc as \_\_\_\_\_.
- (A) OpenDocument (B) Microsoft Excel  
(C) PDF (D) All the above
66. Total types of IoT platforms and voice communication is \_\_\_\_\_.
- (A) 4, 3 (B) 3, 4  
(C) 2, 4 (D) 3, 2
67. Which address is permitted not to use two forward slashes ?
- (A) Http URL (B) SMTP URL  
(C) News Address (D) Telnet URL
68. Which is not true for Flip action in LibreOffice Calc ?
- (A) Flipping a selection converts it into a floating selection  
(B) Flip Horizontal flips the left side to the right side  
(C) Flip Horizontal flips the right side to the left side  
(D) Flip Vertical flips the top to the bottom
69. To Toggle print preview option one can use the following keys \_\_\_\_\_.
- (A) CTRL+P (B) CTRL+T+P  
(C) CTRL+O (D) CTRL+Shift+O

70. E-payments can be done through \_\_\_\_\_.
- (A) Wallets  
(B) Digital Wallets  
(C) Cash  
(D) None of the above
71. It is not possible to insert \_\_\_\_\_ in a document.
- (A) Image (B) Shape  
(C) Video (D) 3D Model
72. Emails and its related data is stored on :
- (A) Attachment  
(B) Computer hard disk  
(C) Mailbox  
(D) Google Drive
73. Document file created in LibreOffice Writer is saved with extension :
- (A) .doc (B) .odt  
(C) .ott (D) .odf
74. What is the shortcut for Print Preview in LibreOffice Writer ?
- (A) CTRL+Shift+O (B) CTRL+Shift+P  
(C) CTRL+Shift+PP (D) CTRL+P+P
75. Footnote is placed \_\_\_\_\_.
- (A) At bottom of all pages but same  
(B) At bottom of each page but different  
(C) Inside the footer of the page  
(D) Inside the header of the page
76. Which is **not** an example of LAN based messaging ?
- (A) Domino (B) IIS  
(C) Exchange (D) Groupwise
77. Third Generation of Computers used \_\_\_\_\_.
- (A) VLSI  
(B) Integrated Circuits  
(C) Transistors  
(D) Vacuum Tubes
78. LibreOffice Calc does not remotely save the file on \_\_\_\_\_.
- (A) Google Drive (B) One Drive  
(C) IBM Lotus Notes (D) FTP
79. Track changes in LibreOffice does not allow to \_\_\_\_\_.
- (A) Merge Document  
(B) Compare Document  
(C) Record  
(D) Split Document
80. A new slide that contains an unordered list from the titles of the slides that follow the selected slide is called \_\_\_\_\_.
- (A) Outline Slide  
(B) Preview Slide  
(C) Preview Presentation  
(D) Summary Slide



81. \_\_\_\_\_ is used to send an email to some other person in addition to the main subject receiver without disclosing details to all.
- (A) Carbon Copy  
 (B) Blind Carbon Copy  
 (C) Double Blind Copy  
 (D) Xerox Copy
82. Software which is developed and modified freely is called \_\_\_\_\_.
- (A) Synchronous Software  
 (B) Package  
 (C) Middleware  
 (D) OSS
83. Which is not a valid property of Transition on slide ?
- (A) Variant                      (B) Sound  
 (C) Duration                      (D) Color
84. Which is not a valid Style in LibreOffice Calc ?
- (A) Heading 1                      (B) Good  
 (C) Bad                              (D) Poor
85. Master slide presentation file created in LibreOffice Impress has :
- (A) everything appears by default on all the slides  
 (B) everything appears by default on the first slide  
 (C) everything appears by default on the last slide  
 (D) none of the above
86. Telegram is used for \_\_\_\_\_.
- (A) Making E-Payments  
 (B) Sending messages across different platforms  
 (C) Emailing Application  
 (D) None of the above
87. Which of the following statement is/are true for Repeaters ?
- (A) Layer one devices  
 (B) Connect two maximum length segments  
 (C) Active powered device  
 (D) All the above
88. Through which network does Open IoT manage registration, deployment of sensors ?
- (A) LSM                              (B) HTTP  
 (C) X-GSN                              (D) GSN
89. One format for LAN OS \_\_\_\_\_.
- (A) Common Server (B) Place to Place  
 (C) CSMA/CD                      (D) Peer to Peer
90. To exit LibreOffice what is the shortcut key ?
- (A) Ctrl+E                              (B) Ctrl + W  
 (C) Ctrl + T                              (D) Ctrl + Q
91. In a Form which field cannot be added ?
- (A) Date                              (B) Time  
 (C) Numerical                      (D) String

92. In LibreOffice Writer which style option is not available :
- (A) Emphasis  
 (B) Strong Emphasis  
 (C) Quotation  
 (D) Double Quotation
93. The Image Map is stored in a layer below the picture is called :
- (A) Server side Image Map  
 (B) Pics Image Map  
 (C) Client side Image Map  
 (D) None of the above
94. Shortcut to activate Extension Manager in LibreOffice Calc is \_\_\_\_\_.
- (A) CTRL+E            (B) CTRL+Alt+E  
 (C) CTRL+Shift+E   (D) CTRL+F9
95. A POS is a \_\_\_\_\_ system to process card payments at retail stores.
- (A) Software            (B) Middleware  
 (C) Firmware           (D) Hardware
96. Which property of Snap Object can be adjusted in LibreOffice Impress ?
- (A) X-Position           (B) Y-Position  
 (C) Vertical Type       (D) All the above
97. Popular access method for Computer Network :
- (A) Bus token            (B) Ethernet  
 (C) Token Ring         (D) P2P
98. LibreOffice Calc doesnot give a wizard for \_\_\_\_\_.
- (A) Letter                (B) Fax  
 (C) Agenda               (D) Email
99. Formatting marks can be toggled using \_\_\_\_\_ shortcut keys.
- (A) CTRL+F10           (B) CTRL+F9  
 (C) CTRL+F7            (D) CTRL+F8
100. CEO of the Facebook is \_\_\_\_\_.
- (A) Mark Zuckerberg  
 (B) Mark Saverin and Andrew McCollum  
 (C) Dustin Biden and Chris Hughes  
 (D) None of the above

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**SPACE FOR ROUGH WORK**

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