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 : **24**

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. Spreadsheet file can be emailed as in LibreOffice Calc as _____.

   (A) OpenDocument (B) Microsoft Excel

   (C) PDF (D) All the above

2. Which property of Snap Object can be adjusted in LibreOffice Impress ?

   (A) X-Position (B) Y-Poistion

   (C) Vertical Type (D) All the above

3. LibreOffice Calc doesnot provide following Toolbar :

   (A) Media Playback (B) 3D settings

   (C) Painting (D) Drawing

4. In a Form which field cannot be added ?

   (A) Date (B) Time

   (C) Numerical (D) String

5. One can access database fields in the document using option.

   (A) Add Database

   (B) Add Table

   (C) Add Relation

   (D) Exchange Database

6. Spreadsheet file created in LibreOffice Calc is saved with extension :

   (A) .ods (B) .odt

   (C) .ott (D) .odf

7. LibreOffice Calc does not remotely save the file on _____.

   (A) Google Drive (B) One Drive

   (C) IBM Lotus Notes (D) FTP

8. Shortcut to activate Extension Manager in LibreOffice Calc is _____.

   (A) CTRL+E (B) CTRL+Alt+E

   (C) CTRL+Shift+E (D) CTRL+F9

9. UMANG do not provides services for :

   (A) Farmers (B) Hunters

   (C) Students (D) Pensioners

10. What will be the JAVA extension file used in IoT ?

    (A) .c (B) .py

    (C) .exe (D) .jar

11. During presentation slides can be changed _____.

    (A) Manually

    (B) By clicking on background

    (C) By using mouse as pen

    (D) All of the above

12. 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

13. Presentation cannot be converted to _____.

    (A) Bitmap (B) Metafile

    (C) 2D (D) 3D

14. Shortcut to trace dependents in LibreOffice Calc is _____.

(A) Shift+F2   (B) Shift+F5

(C) Shift+F3   (D) Shift+F9

15. In LibreOffice Writer which style option is not available :

(A) Emphasis

(B) Strong Emphasis

(C) Quotation

(D) Double Quotation

16. Twitter text posted as Tweet can be of _____ length.

(A) 140   (B) 240

(C) 260   (D) 280

17. The number of digits printed on ATM Debit card is _____.

(A) 10   (B) 12

(C) 11   (D) 13

18. Which is not a firewall technique ?

(A) Packet filters

(B) Application Gateways

(C) Proxy Server

(D) Fire Proxy Service

19. Track changes in LibreOffice Writer does not allow one to _____.

(A) Accept   (B) Reject

(C) Delete   (D) Accept All

20. LibreOffice Calc shortcut key for automatic spell check :

(A) Shift+F7   (B) CTRL+F7

(C) Shift+F9   (D) CTRL+F9

21. A POS is a _____ system to process card payments at retail stores.

(A) Software   (B) Middleware

(C) Firmware   (D) Hardware

22. Which is not a valid presentation mode in LibreOffice Impress ?

(A) Full Screen

(B) Half Screen

(C) In a Window

(D) Loop and Repeat

23. Impress allows a user to _____ macros.

(A) Run   (B) Edit

(C) Organise   (D) All of the above

24. It is not possible to insert _____ in a document.

(A) Image   (B) Shape

(C) Video   (D) 3D Model

25. Emails and its related data is stored on :

(A) Attachment

(B) Computer hard disk

(C) Mailbox

(D) Google Drive

26. Comments in LibreOffice Calc can be _____.

(A) Edited   (B) Shown

(C) Deleted   (D) All the above

27. 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

28. Document file created in LibreOffice Writer is saved with extension :

(A) .doc   (B) .odt

(C) .ott   (D) .odf

29. Two shapes in Presentation file created in LibreOffice Impress can be connected using _____.

(A) Joint   (B) Fix

(C) Attacher   (D) Connector

30. _____ 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

31. LinkedIn can be used to _____.

(A) Build connections

(B) Stay in touch with colleagues

(C) Search jobs

(D) All the above

32. _____ 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

33. To exit LibreOffice what is the shortcut key ?

(A) Ctrl+E   (B) Ctrl + W

(C) Ctrl + T   (D) Ctrl + Q

34. 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

35. 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

36. LibreOffice Calc doesnot give a wizard for _____.

(A) Letter (B) Fax

(C) Agenda (D) Email

37. Name the first Super Computer developed in India :

(A) Sahasra (B) Saga

(C) Param Yuva (D) Param 8000

38. Which is not a valid Formatting mark in LibreOffice Calc ?

(A) Non-breaking space

(B) Non-breaking hyphen

(C) Word Joiner

(D) Sentence Joiner

39. Shortcut to insert a function in LibreOffice Calc ?

(A) CTRL+F2 (B) CTRL+F1

(C) CTRL+F3 (D) CTRL+F9

40. Shortcut to start the presentation from the current slide is :

(A) F5 (B) F4

(C) Shift+F5 (D) Shift+F4

41. AutoCorrect entry can help to create _____.

(A) Replacements

(B) Exceptions

(C) Word Completions

(D) All the above

42. 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

43. Presentation file created in LibreOffice Impress is saved with the extension _____.

(A) .ods (B) .odt

(C) .ott (D) .odp

44. Which is not a valid step in Chart Wizard in LibreOffice Calc ?

(A) Data Series (B) Chart Series

(C) Chart Elements (D) Chart Type

45. Shortcut Key to AutoFilter in LibreOffice Calc is _____.

(A) CTRL+Shift+L (B) CTRL+Shift+A

(C) CTRL+Shift+F (D) CTRL+Shift+K

46. Track changes in LibreOffice does not allow to _____.

(A) Merge Document

(B) Compare Document

(C) Record

(D) Split Document

47. 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

48. Formatting marks can be toggled using _____ shortcut keys.

(A) CTRL+F10   (B) CTRL+F9

(C) CTRL+F7   (D) CTRL+F8

49. 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

50. An extension of multiprogramming OS is _____.

(A) Time sharing

(B) Multitasking

(C) Only Time sharing

(D) Both Time sharing and Multitasking

51. Which is not a valid property of Transition on slide ?

(A) Variant   (B) Sound

(C) Duration   (D) Color

52. Open Remote option opens file from _____.

(A) Desktop   (B) Hard disk

(C) Pen drive   (D) Services

53. AADHAR is a unique identity number issued by _____.

(A) UBI   (B) UIAI

(C) UIDAI   (D) UBDAI

54. Which service provides dynamic IP addressing to clients ?

(A) WINS   (B) DNS

(C) DHCP   (D) PPP

55. Banks use this machine to process large number of cheques :

(A) OMR   (B) OCR

(C) Barcode Reader (D) MICR

56. Total types of IoT platforms and voice communication is _____.

(A) 4, 3   (B) 3, 4

(C) 2, 4   (D) 3, 2

57. _____ is the Fastest technique to instantly transfer funds electronically between different banks.

(A) NEFT   (B) RTGS

(C) SMPS   (D) IMPS

58. 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

59. 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

60. Ready queue in OS is maintained by _____.

(A) Array   (B) Stack

(C) Linked List   (D) Tree

61. 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

62. Popular access method for Computer Network :

(A) Bus token   (B) Ethernet

(C) Token Ring   (D) P2P

63. Software piece of code that replicates to cause a damage in computer system :

(A) Virus   (B) Bacteria

(C) Tram   (D) Spam

64. LibreOffice Writer gives an option to export the document as _____.

(A) PDF

(B) EPUB

(C) Both PDF and EPUB

(D) Only JPG

65. E-payments can be done through _____.

(A) Wallets

(B) Digital Wallets

(C) Cash

(D) None of the above

66. One format for LAN OS _____.

(A) Common Server   (B) Place to Place

(C) CSMA/CD   (D) Peer to Peer

67. To Digitally sign a document in LibreOffice Writer we use Digital Signature menu option from _____.

(A) File   (B) Edit

(C) Insert   (D) Tools

68. OSI Reference Layer responsible for routing is _____.

(A) Physical   (B) Network

(C) Data link   (D) Transport

69. Netiquette is a rule related to _____.

(A) Food habits   (B) Cyber habits

(C) Retailing habits (D) Banking habits

70. Telegram is used for _____.

(A) Making E-Payments

(B) Sending messages across different platforms

(C) Emailing Application

(D) None of the above

71. 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

72. An image map is a group of one or more :

(A) Images   (B) Pics

(C) Hotspots   (D) Maps

73. Conditional formatting can be done in LibreOffice Calc based on :

(A) Date   (B) Formula

(C) Cell Value   (D) All the above

74. Which is **not** an example of LAN based messaging ?

(A) Domino   (B) IIS

(C) Exchange   (D) Groupwise

75. 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

76. Through which network does Open IoT manage registration, deployment of sensors ?

(A) LSM   (B) HTTP

(C) X-GSN   (D) GSN

77. Spreadsheet file can be digitally signed using a certificate of standard _____.

(A) X.502   (B) X.503

(C) X.510   (D) X.509

78. Different meanings of words in a document can be searched from _____.

(A) Dictionary   (B) Google

(C) Thesaurus   (D) Spelling

79. Which is not required hardware for LAN ?

(A) NIC   (B) File Server

(C) Coaxial Cable   (D) Monitor Server

80. Anchors can be placed to _____.

(A) Character   (B) Paragraph

(C) Frame   (D) All the above

81. 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

82. In the multithreaded model scheduling of thread execution is a task of _____.

(A) Input

(B) Output

(C) Memory

(D) Operating System

83. 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

84. Which of the following is an OpenSource Software ?

(A) Photoshop   (B) MS Word

(C) Skype   (D) LibreOffice

85. 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

86. Which is not a valid Style in LibreOffice Calc ?

(A) Heading 1   (B) Good

(C) Bad   (D) Poor

87. What you will use in 3D printing material ?

(A) Resins   (B) Nintinol

(C) Rubber   (D) All the above

88. Software which is developed and modified freely is called _____.

(A) Synchronous Software

(B) Package

(C) Middleware

(D) OSS

89. 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

90. Shortcut key for "Save As" is _____.

(A) CTRL+S

(B) CTRL+SHIFT+S

(C) CTRL+ALT+S

(D) None of the above

91. Which address is permitted not to use two forward slashes ?

(A) Http URL   (B) SMTP URL

(C) News Address   (D) Telnet URL

92. Third Generation of Computers used _____.

(A) VLSI

(B) Integrated Circuits

(C) Transistors

(D) Vaccum Tubes

93. Which is not a valid paper format in Impress Slide property ?

(A) Length   (B) Width

(C) Height   (D) Orientation

94. Connectors are anchored to particular places in LibreOffice Impress using _____.

(A) Fixer   (B) Glue

(C) Point   (D) GluePoint

95. 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

96. 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

97. Which is not a packet switched WAN ?

(A) ATM   (B) ISDN

(C) Frame Replay   (D) X.25

98. 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

99. 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

100. Which is not an Operating System service given to users ?

(A) I/O

(B) Process management

(C) Compilation

(D) File management

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