

उम्मीदवार इस पुस्तिका के सबसे ऊपरी सील को खोलकर पृष्ठ संख्या 2 और 3 के मध्य स्थापित OMR उत्तर शीट को निकाल लें।
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.

परीक्षा पुस्तिका सं. :
Test Booklet No. :

**A1-R5 : Information Technology Tools and
Network Basics
SET - 01**

परीक्षा पुस्तिका शृंखला : **11**
Test Booklet Series :

निर्धारित समय : 3 घंटे
Time Allowed : 3 Hours

अधिकतम अंक : 100
Maximum Marks : 100

रोल नं. :
Roll No. :

उत्तर शीट सं. :
Answer Sheet No. :

प्रश्नों के उत्तर देने से पहले निम्नलिखित अनुदेशों को ध्यान से पढ़ लें। / Read the following instructions carefully before you begin to answer the questions.

उम्मीदवारों के लिए अनुदेश	Instructions to the Candidates
<p>1. प्रश्नों के उत्तर लिखना आरंभ करने से पहले आप इस पुस्तिका की जाँच करके सुनिश्चित कर लें कि इसमें पूरे पृष्ठ (12) हैं तथा कोई पृष्ठ या उसका भाग कम या दुबारा तो नहीं आ गया है। यदि आप इस पुस्तिका में कोई त्रुटि पाएं, तो तत्काल इसके बदले दूसरी पुस्तिका ले।</p> <p>2. ओएमआर उत्तर-शीट प्रश्न पुस्तिका में ही उपलब्ध रहेगी। कृपया सुनिश्चित करें कि ओएमआर शीट संख्या और परीक्षा पुस्तिका संख्या समान हैं। ओएमआर शीट पर जानकारी भरने से पहले ओएमआर शीट पर छपे निर्देशों को ध्यान से पढ़ें। आपको ओएमआर उत्तर-पत्रक पर सभी विवरणों को सही ढंग से पूरा और कोड करना होगा, ऐसा न करने पर आपकी उत्तर पुस्तिका का मूल्यांकन नहीं किया जा सकता है। प्रश्नों का उत्तर देना शुरू करने से पहले आपको ओएमआर उत्तर-पत्रक पर दिये गए निर्धारित स्थान पर अपने हस्ताक्षर करने होंगे। इन निर्देशों का पूर्ण रूप से पालन किया जाना चाहिए, ऐसा न करने पर आपकी ओएमआर उत्तर-पुस्तिका का मूल्यांकन नहीं किया जा सकता है।</p> <p>3. इस पुस्तिका में कुल 100 बहुविकल्पीय प्रश्न हैं जो कि केवल इंग्लिश भाषा में उपलब्ध हैं। प्रत्येक प्रश्न के 4 विकल्प दिए गए हैं, (A), (B), (C) और (D)। किसी भी स्थिति में प्रत्येक प्रश्न का केवल एक विकल्प ही सही उत्तर है। यदि आपको एक से अधिक विकल्प सही लगें तो सबसे अधिक उचित एक विकल्प का चुनाव करें और उत्तर शीट में सम्बंधित प्रश्न के सामने वाले उपयुक्त गोले को काला करें।</p> <p>4. प्रत्येक सही उत्तर के लिए 1 अंक दिया जाएगा। गलत उत्तर के लिए कोई नकारात्मक अंकन नहीं है।</p> <p>5. गोले को काला करने के लिए केवल काले/नीले बॉल प्वाइंट पेन का प्रयोग करें। गोले को एक बार काला करने के बाद इसको मिटाने या बदलने की अनुमति नहीं है। यदि किसी प्रश्न के सामने एक से ज्यादा गोले काले किये गए हों तो मशीन द्वारा उसके लिए शून्य अंक दिया जाएगा।</p> <p>6. किसी भी स्थिति में उत्तर शीट को न मोड़ें।</p> <p>7. उत्तर-पुस्तिका पर कोई भी रफ कार्य नहीं करना है। रफ कार्य के लिए इस पुस्तिका में स्थान दिया गया है।</p> <p>8. परीक्षा हॉल/कमरों में मोबाइल फ़ोन तथा बेतार संचार साधन पूरी तरह निषिद्ध हैं। उम्मीदवारों को उनके अपने हित में सलाह दी जाती है कि मोबाइल फ़ोन/किसी अन्य बेतार संचार साधन को स्विच ऑफ करके भी अपने पास न रखें। इस प्रावधान का अनुपालन न करने को परीक्षा में अनुचित उपायों का प्रयोग माना जायेगा और उनके विरुद्ध कार्यवाही की जाएगी, जिसमें उनकी उम्मीदवारी रद्द करना भी शामिल है।</p> <p>9. अभ्यर्थी अपनी उत्तर पुस्तिका पर्यवेक्षक को सौंपे बिना और अपने रोल नंबर के सामने उचित स्थान पर उपस्थिति पत्रक पर हस्ताक्षर किए बिना परीक्षा हॉल/कक्ष से बाहर नहीं जा सकता। इसके अलावा अभ्यर्थी को उपस्थिति पत्रक पर हस्ताक्षर करने से पहले यह भी सुनिश्चित करना चाहिए कि बुकलेट नंबर, बुकलेट सीरीज और ओएमआर उत्तर पुस्तिका संख्या सही ढंग से लिखी गई हो। ऐसा ना करने पर, ओएमआर उत्तर पुस्तिका को अमान्य माना जाएगा/मूल्यांकन नहीं किया जा सकता है।</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>4. For each correct answer One mark will be given and no negative marking for incorrect answer.</p> <p>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.</p> <p>6. Do not fold answer sheet in any case.</p> <p>7. No rough work should be done on the Answer-Sheet. Space for rough work has been provided in this booklet.</p> <p>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.</p> <p>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.</p>

जब तक आपसे कहा न जाए तब तक प्रश्न-पुस्तिका न खोलें / DO NOT OPEN THE QUESTION BOOKLET UNTIL YOU ARE TOLD TO DO SO.

उम्मीदवार का नाम/Name of Candidate :

उम्मीदवार के हस्ताक्षर/Signature of Candidate :

1. Which of the following is the search engine?
 - (A) Google Chrome
 - (B) Internet Explorer
 - (C) Google
 - (D) Mozilla Firefox

2. UMANG app helps to avail the services such as :
 - (A) Filling income tax
 - (B) Making Aadhaar and PF
 - (C) Booking a gas cylinder
 - (D) All of the above

3. _____ is a file extension for template in LibreOffice Writer.
 - (A) .odt (B) .ott
 - (C) .txt (D) .pdf

4. What does BHIM stands for ?
 - (A) Bharat Interface for Money
 - (B) Bharat Interface for Machine
 - (C) Bharat Internet for Money
 - (D) Bharat Interface to Money

5. Which of the following is **NOT** the use of signature in LibreOffice ?
 - (A) Integrity
 - (B) Authentication
 - (C) Non-Repudiation
 - (D) Readability

6. Which of the following action you can't assign to an action button or slide object ?
 - (A) Run a Macro
 - (B) Hyperlink
 - (C) Play a sound
 - (D) Delete Presentation

7. _____ is a LibreOffice tool that allow us to produce multiple documents from a single document using a data source.
 - (A) Spreadsheet (B) Mail compress
 - (C) Mail merge (D) Macro

8. Which is the default location to save in LibreOffice Writer ?
 - (A) Desktop (B) Document
 - (C) Downloads (D) OneDrive

9. WLAN stands for :
 - (A) Wireless Local Area Network
 - (B) Wired Local Area Network
 - (C) Wireless Local Ambiguity Network
 - (D) Wired Latent Area Network

10. For a better readability, it is preferable that bullet points are :
 - (A) Long sentences
 - (B) page of text
 - (C) Short phrases or partial sentences
 - (D) Complete paragraphs

11. Which of the following is invalid cell address ?
 (A) A1 (B) Z249
 (C) 71A (D) M54
12. What is default page orientation of LibreOffice ?
 (A) Landscape (B) Portrait
 (C) A4 (D) A3
13. 1 Petabytes (PB) of memory is equal to how many Gigabytes (GB) ?
 (A) 1024 GB (B) 1048576 GB
 (C) 524288 GB (D) 4194304 GB
14. Which of the following is the example of web browser ?
 (A) Airtel (B) BSNL
 (C) JIO (D) DuckDuckGo
15. Which of the following methods can be used to send money over UPI ?
 (A) Mobile Number
 (B) VPA
 (C) Bank Account Number
 (D) Aadhar number
16. Which is not type of e-commerce ?
 (A) Business to Business (B2B)
 (B) Business to Customer (B2C)
 (C) Alpha-commerce
 (D) M-commerce
17. Range of cell C2 : C7 includes _____ cells.
 (A) 4 (B) 5
 (C) 6 (D) 7
18. If you want your logo in the same position on every slide, automatically then insert it in _____.
 (A) Handout master
 (B) Note master
 (C) Slide master
 (D) Title slide
19. In the beginning _____ was the most widely used word processing software.
 (A) Word Start (B) WordStar
 (C) Writer (D) Microsoft Word
20. Saving an existing document with some other name using the Save As option.
 (A) Replaces current Document
 (B) Leaves current document intact
 (C) Is not possible
 (D) Close current document
21. Undo and redo can be done with which of the following shortcut keys ?
 (A) ctrl + z, ctrl + y
 (B) ctrl + y, ctrl + z
 (C) ctrl + alt + z, ctrl + alt + y
 (D) ctrl + alt + y, ctrl + alt + z

22. Spreadsheet is **NOT** used for
 (A) Managing financial & accounting docs
 (B) Creating data report
 (C) Data Analysis
 (D) Creating presentations
23. In presentations, which of the following can be inserted ?
 (A) Sound Clips
 (B) Movie Clips
 (C) Both (A) & (B)
 (D) None of the above
24. Which of the following chart shows values as circular sectors of the total circle ?
 (A) Bar chart (B) Circular chart
 (C) Oval chart (D) Pie chart
25. Which of the following devices allows a user to copy an external document and save it in electronic form onto a computer ?
 (A) Printer (B) Scanner
 (C) Joystick (D) Spammer
26. E-mail stands for :
 (A) Electronic man
 (B) Electromagnetic mail
 (C) Electronic mail
 (D) Engine Mail
27. Which is the type of page orientation in LibreOffice writer ?
 (A) Portrait
 (B) Landscape
 (C) Slide
 (D) Both Portrait and Landscape
28. What is full form of PDF ?
 (A) Portable Document File
 (B) Portable Data Format
 (C) Portable Document Format
 (D) Partial Data File
29. Which of the following is **NOT** a part of the operating system ?
 (A) Input/output control Program
 (B) Job control programs
 (C) Performance Monitor
 (D) Supervisor
30. Placing the mouse cursor over any icon displays a small box called _____ which gives a brief explanation of the icon.
 (A) Toolbar (B) Toolbox
 (C) Tooltip (D) Toolkit
31. Which of the following data cannot be typed into a spreadsheet cell?
 (A) Formulae (B) Text
 (C) Numbers (D) mp3
32. Which of the following provides a printed copy of your presentation ?
 (A) Outline
 (B) Speaker notes
 (C) Audience handouts
 (D) Print option

33. Which of the following is the example of ISP ?
 (A) Chrome
 (B) Firefox
 (C) Internet Explorer
 (D) Airtel
34. _____ gets propagated through networks and technologies like SMS, Bluetooth, wireless medium, USBs and infrared to affect mobile phones.
 (A) Worms (B) Antivirus
 (C) Malware (D) Multimedia Files
35. The correct full form of WWW is?
 (A) Web World Wide
 (B) World Wide Web
 (C) Wide Web world
 (D) Wide Wired Web
36. Which of the following is NOT an example of 'Social site' ?
 (A) Twitter (B) Amazon
 (C) Instagram (D) LinkedIn
37. The correct full form for UPI is _____.
 (A) Unified Payment Interface
 (B) Intermediate Payment Interface
 (C) Unified Pay Interface
 (D) Unified Peoples Interface
38. Which option is used to insert the related hints of a slide ?
 (A) Note Master
 (B) Presentation Master
 (C) Slide Master
 (D) Hint Master
39. Which of the following is not an application of artificial intelligence ?
 (A) Face Recognition System
 (B) Chatbots
 (C) LIDAR
 (D) DBMS
40. The term word processing was invented by _____.
 (A) IBM (B) HP
 (C) Intel (D) Microsoft
41. A flame is a/an _____.
 (A) Online Chain Letter
 (B) Expert Programmer
 (C) Message expressing strong opinion
 (D) Who breaks rule of netiquette
42. A block of text automatically added to the end of outgoing email is called _____.
 (A) Encryption (B) Decryption
 (C) Draft (D) Signature
43. If you want to share a document and you want people to just see it and not edit it then who should you use ?
 (A) ODT (B) DOCX
 (C) PDF (D) DOC
44. Which among the following is not a pointing device ?
 (A) Digitizer (B) Mouse
 (C) Joystick (D) Light pen

45. Which of the following is not a spreadsheet software ?
- (A) Microsoft Excel
(B) OpenOffice Calc
(C) LibreOffice Calc
(D) LibreOffice Draw
46. In a computer spreadsheet, block of cells is called :
- (A) Columns (B) Workbook
(C) Function (D) Range
47. In which menu is the option to add comments in LibreOffice ?
- (A) Format (B) Insert
(C) View (D) Style
48. Presentations are widely used as :
- (A) Note outlines for teachers
(B) Communication of planning
(C) Project presentation by students
(D) All of the above
49. Version 6 of IP Address has how many bits ?
- (A) 64 (B) 128
(C) 32 (D) 256
50. A program that is used to view websites is called _____.
- (A) Browser (B) Web Viewer
(C) Spreadsheet (D) Writer
51. Which of the following is an example of open-source software ?
- (A) Adobe Photoshop
(B) Microsoft Word
(C) Libre Office
(D) Skype
52. Spreadsheet data can be viewed in the forms of
- (A) Graphs
(B) Charts
(C) Charts or Graphs
(D) Data
53. A preprogrammed formula is basically a _____.
- (A) Cell (B) Graph
(C) Range (D) Function
54. Any expression that begins with an equals '=' is treated as _____.
- (A) Function (B) Formula
(C) Graph (D) Chart
55. Which option should be used to type CO₂ to get 2 at its proper place ?
- (A) Bold (B) Underline
(C) Subscript (D) Superscript
56. Which of the following is an online payment mode ?
- (A) Cash on Delivery
(B) Cash before Delivery
(C) Demand Draft
(D) NEFT

57. A _____ is a collection of design choices that include color, font and special effects.
 (A) Data (B) Theme
 (C) Table (D) Slide
58. A _____ is an application that allows the user to compose, format and edit simple documents.
 (A) Word Processing
 (B) Email Utility
 (C) Browser
 (D) Word processor
59. Which menu is used to apply various effects to the text in a slide ?
 (A) Animation (B) Design
 (C) Transitions (D) Slide Show
60. What is default margin in LibreOffice writer document ?
 (A) 0.5 (B) 0.2
 (C) 10 (D) 1
61. Which of the following is the file extension of the PowerPoint application ?
 (A) .ppt (B) .jpg
 (C) .html (D) .docx
62. For which of the following Android is mainly developed ?
 (A) Mobile Devices (B) Servers
 (C) Desktops (D) Laptops
63. _____ allows user to send a file with email.
 (A) Draft (B) Messenger
 (C) Sent (D) Attachments
64. When you conduct a what-if analysis, you will change specific values to see the impact of these changes on the results. What is the term for the values you will change ?
 (A) Prediction Values
 (B) Result Values
 (C) What if Values
 (D) Assumption Values
65. Cloud in cloud computing means _____.
 (A) Wireless (B) Hard-Drive
 (C) People (D) Internet
66. Which of the following technology was used in third generation computers ?
 (A) VLSI technique
 (B) Transistors
 (C) Vacuum Tubes
 (D) Integrated circuits
67. How many scroll bars will appear when zooming the document to 300% ?
 (A) 1 (B) 2
 (C) 3 (D) 4
68. Hardware Address is known as _____.
 (A) MAC Address
 (B) IP Address
 (C) Network Interface Address
 (D) Address Resolution Protocol

69. Firewall is type of :
 (A) Virus (B) threat
 (C) Security (D) Worm
70. _____ Format can't be saved in LibreOffice Writer document.
 (A) xml (B) doc
 (C) docx (D) mp3
- 71 59. Is it possible to convert presentation into a video or pdf ?
 (A) Yes (B) No
 (C) May be (D) Can't say
72. Which of the following function calculate average in LibreOffice Calc ?
 (A) AVG() (B) AVERAGE()
 (C) AVR() (D) MEAN()
73. _____ is being used by internet of things.
 (A) Satellite
 (B) Cables
 (C) Radio Identification Technology
 (D) Broadband
74. The handout master contains placeholders for all of the following except
 (A) Slide number (B) Title
 (C) Footer (D) Header
75. Which of the following function is used to display current date and time ?
 (A) Date() (B) Today()
 (C) Now() (D) Time()
76. Which of the following is not used as blogging platform ?
 (A) Pinterest (B) Blogger
 (C) TypePad (D) WordPress
77. Address of the first cell in the spreadsheet is
 (A) A (B) A0
 (C) A1 (D) 1A
- 78 67. Which of the following will not advance the slides in a slide show view ?
 (A) Esc key (B) Spacebar
 (C) Enter key (D) Mouse button
79. Who is the father of internet ?
 (A) Chares Babbage (B) Vint Cerf
 (C) Denis Riche (D) Martin Cooper
80. Dotted areas in empty slide are called :
 (A) Template (B) Placard
 (C) Placeholders (D) Themes
81. The _____ is a handy tool that allows you to create a presentation quickly.
 (A) Template
 (B) Blank Presentation
 (C) Standard Test bar
 (D) Auto content wizard
82. The acronym OCR stands for :
 (A) Outsized Character Reader
 (B) Optical Character Reader
 (C) Operational Character Reader
 (D) Only Character Reader

83. A _____ is a saved sequence of commands or keystrokes that are stored for later use.
- (A) Macro (B) Automation
(C) Indentation (D) Mail merge
84. Cut, copy and paste options are available in _____ menu.
- (A) File (B) Edit
(C) Format (D) View
85. The full form of URL is
- (A) Useful Resource Logo
(B) Uniform Resource Locator
(C) Useful Resource Language
(D) Uniform Resource Language
86. In spreadsheet, letters are used to represent _____.
- (A) Columns (B) Block
(C) Rows (D) Cells
87. Who has been entrusted with the task of railway reservations by Indian Railways ?
- (A) NIC (B) NAC
(C) BHEL (D) IRCTC
88. Which among the following is NOT an open-source operating system ?
- (A) Ubuntu (B) Windows
(C) Drupal (D) Linux
89. Which of the following should be used when you want to add a slide to an existing presentation ?
- (A) File, add a new slide
(B) Insert, new slide
(C) File, Open
(D) File, new
90. The slide that is used to introduce a topic and set the tone for the presentation is called :
- (A) Bullet slide (B) Table Slide
(C) Title Slide (D) Graph Slide
91. The active cell is M10. If you press the enter key, then you will reach at
- (A) N10 (B) M11
(C) M9 (D) M12
92. Why is one time password safe ?
- (A) Easy to generate
(B) Not sharable
(C) Different for every access
(D) Encrypted password

93. <http://www.google.com> is an example of _____.
- (A) Protocol (B) Access Code
(C) URL (D) EMAIL
94. Where is the file name displayed ?
- (A) Title bar (B) Taskbar
(C) Status bar (D) Scroll bar
95. Which of the following documents appears blurred behind the text ?
- (A) Background (B) Watermark
(C) Front land (D) Image
96. In a computer spreadsheet, absolute cell reference can be represented as :
- (A) A3 (B) \$A\$3
(C) A\$3 (D) \$A3
97. Special effects used to introduce slides in a presentation are called _____.
- (A) Effects
(B) Custom animations
(C) Transitions
(D) Present animations
98. Which option can be used to set custom timings for slides in a presentation ?
- (A) Slide Timings
(B) Slide Timer
(C) Rehearsal
(D) Slide show setup
99. What is slide transition ?
- (A) Letters
(B) Overheads
(C) Animations
(D) Visual effect in slide show
100. Extension of LibreOffice Calc file is _____.
- (A) .ods (B) .xls
(C) .odx (D) .txt

- o O o -

SPACE FOR ROUGH WORK

SPACE FOR ROUGH WORK