1. What is the correct way to open a file in read mode?

   (A) open('file.txt', 'r')

   (B) open('file.txt', 'w')

   (C) open('file.txt', 'rb')

   (D) open('file.txt', 'rw')

2. What is the correct sequence of steps to sort data in Microsoft Excel?

   (A) Select data range, click on the Sort button, choose sorting options

   (B) Select data range, choose sorting options, click on the Sort button

   (C) Choose sorting options, select data range, click on the Sort button

   (D) Click on the Sort button, select data range, choose sorting options

3. Which feature is used to create smooth movement between slides?

   (A) Animations

   (B) Transitions

   (C) Slide Show

   (D) Motion Graphics

4. What does SSD stand for?

   (A) Solid State Drive

   (B) Super Storage Device

   (C) Secure System Disk

   (D) Standard State Drive

5. What is the main advantage of blockchain?

   (A) Centralized control

   (B) Transparency and security

   (C) Fast internet speed

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6. Which of the following is used for encrypting data at the network level?

   (A) HTTP

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   (D) IPSEC

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7. To view the network settings of your computer, what is the command to use?
   (A) netview
   (B) ipconfig
   (C) ncpa.cpl
   (D) netstat

8. What does CSV stand for?
   (A) Comma-Separated Values
   (B) Computer System Validation
   (C) Common Source Versioning
   (D) Code Structured Variables

9. Which function finds the largest value in a range?
   (A) MAX()
   (B) MIN()
   (C) SUM()
   (D) COUNT()

10. Which of the following is an example of Bluetooth?
    (A) Wide area network
    (B) Virtual private network
    (C) Local area network
    (D) Personal area network

11. The keyboard shortcut to insert a blank row above current row in a spreadsheet is
    (A) Ctrl+I+W
    (B) Ctrl+R+I
    (C) Alt+I+R
    (D) Alt+B+R

12. When you want to insert a page break, what is the quickest shortcut key to achieve this in a Word document?
    (A) Ctrl+W
    (B) Ctrl+Shift+Enter
    (C) Ctrl+Page+Down
    (D) Ctrl+Insert

Please Turn Over

13. Bandwidth is measured in which of the following units?

    (A) Bytes

    (B) Bits per second

    (C) Gigahertz

    (D) Pixels

14. What is the Dark Web primarily used for?

    (A) Online shopping

    (B) Accessing encrypted data

    (C) Anonymous browsing

    (D) Internet gaming

15. What is a primary risk of using a single, weak password for all online services, and how does it relate to email security?

    (A) It increases the likelihood of a DDoS attack.

    (B) It limits the victim's bandwidth, reducing internet speed.

    (C) A compromised email account can lead to the compromise of other linked online accounts.

    (D) It makes the user's computer more vulnerable to viruses and malware.

16. What is the binary representation of the decimal number 10?

    (A) 1100

    (B) 1001

    (C) 1111

    (D) 1010

17. The attachment size limit in Gmail is

    (A) 10 MB

    (B) 15 MB

    (C) 20 MB

    (D) 25 MB

18. What is Ransomware?

    (A) A hardware failure

    (B) A malicious software that encrypts files for ransom

    (C) A password manager

    (D) A type of antivirus

19. Which of the following is the most advanced method for adding precise, custom layout elements such as grids, lines, and specific shapes with precise dimensions in Word?

   (A) Using the basic Table tools

   (B) Inserting Shapes and Smart Arts

   (C) Creating a text box and using extreme formatting options

   (D) Using Word's VBA (Visual Basic for Applications) to program custom elements

20. Which view is best for editing a document?

   (A) Print Layout

   (B) Outline

   (C) Draft

   (D) Web Layout

21. Which of the following best describes a zero-day vulnerability?

   (A) A vulnerability that has been publicly known for a long time

   (B) A vulnerability that has been patched by the vendor, but the patch is not yet applied

   (C) A vulnerability in software that is unknown to the public and the vendor

   (D) A vulnerability that only affects outdated operating systems

22. You cannot close MS Word application by _____.

   (A) pressing Alt+F4

   (B) choosing File menu then Exit submenu

   (C) clicking X button on title bar

   (D) Choosing Close submenu from File menu

23. What is the default file extension for MS Word 2016 documents?

   (A) .xls

   (B) .doc

   (C) .docx

   (D) .ppt

24. In MS Excel the formula =IF(5>3,"Yes","No") will return

   (A) 5

   (B) 3

   (C) Yes

   (D) No

25. The feature that fills up forms etc. automatically with preset values is
    (A) Filter
    (B) Auto Fill
    (C) Fill up
    (D) None of the above

26. Some viruses have delayed payload, which is sometimes called a
    (A) Bomb
    (B) Worm
    (C) SQL Injection
    (D) All of the above

27. Which port is not used to connect a monitor to a computer?
    (A) HDMI
    (B) VGA
    (C) DVI
    (D) PS/2

28. In Windows, the shortcut key Alt + Tab is used for
    (A) closing all windows.
    (B) switching between open applications.
    (C) minimizing all windows.
    (D) opening Task Manager.

29. You need to create a formula that will return a specific value if a condition is met, and a different value if it is not. It also needs to handle an optional third value if another condition is met. Which of the following formulae would correctly achieve this?
    (A) IF(Condition1, Value_If_True, IF(Condition2, Value_If_Another_True, Value_If_False))
    (B) OR(Condition1, Condition2, Value_If_True, Value_If_False)
    (C) IF(AND(Condition1, Condition2), Value_If_True, Value_If_False)
    (D) LOOKUP(Value If True. Condition 1. Condition2. Value If False)

30. Which symbol is used for absolute cell reference?
    (A) #
    (B) $
    (C) %
    (D) &

31. Which of the following is a type of cyber-attack?
    (A) Phishing
    (B) SQL Injections
    (C) Password Attack
    (D) All of the above

32. What does a VPN do?
    (A) Encrypts internet traffic and hides user identity.
    (B) Increases download speed.
    (C) Scans devices for malware.
    (D) Prevents phishing emails.

33. The "Presenter View" in PowerPoint allows
    (A) audience to control slides.
    (B) to show speaker notes on presenter's screen only.
    (C) to duplicate screen always.
    (D) to print slides.

34. What does 'BSOD' stand for in the context of computer errors?
    (A) Blue Screen Of Death
    (B) Broken Software On Drive
    (C) Bad Sector Of Drive
    (D) Bad System Of Disk

35. BCC in email means
    (A) Blind Carbon Copy
    (B) Backup Communication Channel
    (C) Base Central Copy
    (D) Broadcast Channel Copy

36. Which switch should be used in the DIR command to view files in all directories?
    (A) /s
    (B) /l
    (C) /p
    (D) /w

37. Which one is a Linux desktop environment?

   (A) GNOME

   (B) CMD

   (C) PowerShell

   (D) BIOS

38. The speed of a computer is measured in

   (A) Bytes per second

   (B) Hertz (Hz)

   (C) Gigabytes

   (D) Megapixels

39. Which of the following allows you to connect and login to a remote computer?

   (A) SMTP

   (B) HTTP

   (C) FTP

   (D) Telnet

40. WhatsApp end-to-end encryption is based on

   (A) AES

   (B) RSA

   (C) Signal Protocol

   (D) DES

41. Which of these is not a web browser?

   (A) Firefox

   (B) Chrome

   (C) Safari

   (D) WhatsApp

42. A PowerPoint design template is stored in any file with the extensions

   (A) pps

   (B) pptx

   (C) potx

   (D) pdt

43. Volatile data resides in
    (A) registries
    (B) cache
    (C) RAM
    (D) All of the above

44. If you receive a 'No bootable device' error message on startup, what should you check first?
    (A) Monitor connection
    (B) Hard drive status
    (C) RAM modules
    (D) Keyboard functionality

45. In Microsoft Excel, which function is used to calculate the sum of a range of cells?
    (A) =SUM()
    (B) =ADD()
    (C) =TOTAL()
    (D) =SUMTOTAL()

46. What is steganography?
    (A) A type of malware
    (B) A method of concealing information within digital files
    (C) A hacking technique
    (D) A forensic imaging tool

47. The shortcut to start a slide show from the beginning is
    (A) F2
    (B) F5
    (C) F7
    (D) F12

48. Which MS Office application is primarily used for email communication?
    (A) MS Word
    (B) MS Excel
    (C) MS Outlook
    (D) MS PowerPoint

Please Turn Over

49. In a data entry context, what does "data scrubbing" refer to?

   (A) The process of physically cleaning the keyboard

   (B) Removing errors and inconsistencies from a dataset

   (C) The digital removal of outdated files

   (D) Encrypting sensitive data for security

50. In contrast to IPv4, IPv6 uses _____ times more bits to address a device on the Internet.

   (A) 2

   (B) 8

   (C) 4

   (D) 6

51. Which of the following tools is used in Wi-fi hacking?

   (A) Wireshark

   (B) Aircrack-ng

   (C) Norton

   (D) None of the above

52. What is the purpose of password expiration in a policy?

   (A) To prevent users from forgetting their passwords

   (B) To ensure compliance with privacy laws

   (C) To limit the time window for potential compromise

   (D) To make passwords easier to remember

53. What is the purpose of a DHCP server in a wireless network?

   (A) To provide encryption keys

   (B) To assign IP addresses dynamically to devices

   (C) To amplify the Wi-Fi signal

   (D) To filter and block unwanted network traffic

54. Which of the following web browsers is not from Microsoft?

   (A) Edge

   (B) Internet Explorer

   (C) Internet Explorer 6.0

   (D) Safari

55. Which command is used to delete all the files with extension .txt on the current drive and directory?
   (A) Erase .txt
   (B) Del .txt
   (C) Del ./p
   (D) Del *.txt

56. Which of the following is NOT a part of MS Office Suite?
   (A) MS Word
   (B) MS Excel
   (C) MS Paint
   (D) MS PowerPoint

57. SFF in terms of computer cabinet means
   (A) Super Fast Factor
   (B) Small Form Factor
   (C) Small Fast Factor
   (D) Swift Fast Fine

58. In MS Word, Ctrl + L is used for
   (A) Left Align
   (B) Lock Document
   (C) Line Spacing
   (D) Insert Link

59. What is a key responsibility of data entry operators in terms of confidentiality and data security?
   (A) Troubleshooting errors
   (B) Communicating effectively with team members
   (C) Organizing and managing files
   (D) Following privacy policies, access restrictions, and confidentiality agreements

60. Which type of data entry method requires the operator to extract and input information from a scanned image of a document into a digital record?
   (A) Manual data entry
   (B) Voice-activated data entry
   (C) Optical Character Recognition (OCR) data entry
   (D) Direct data input

Please Turn Over

61. In a scenario requiring data entry from various sources (e.g., forms, handwritten documents), which technique would you employ to maintain consistency and prevent errors?

    (A) Using random data validation checks

    (B) Establishing clear data entry standards and using lookup tables

    (C) Relying on the system to automatically correct data

    (D) Prioritizing speed over strict adherence to standards

62. What is the purpose of Windows Defender?

    (A) To protect hard disk from crashing

    (B) To format hard drives

    (C) To protect against malware and viruses

    (D) To improve system performance

63. What is the primary function of optical character recognition (OCR) software?

    (A) Creating and editing text documents

    (B) Managing numerical data and calculations

    (C) Designing visual presentations

    (D) Converting printed or handwritten text into digital text

64. Which of the following is used to create a relationship between tables in Access?

    (A) Primary Key

    (B) Foreign Key

    (C) Composite Key

    (D) All of the above

65. What tool is commonly used to access the Dark Web?

    (A) Google Chrome

    (B) Mozilla Firefox

    (C) Tor Browser

    (D) Safari

66. The Mail Merge feature is used for

    (A) sending emails.

    (B) creating bulk letters with variable data.

    (C) formatting documents.

    (D) linking files.

67. What does "Run as Administrator" do?
   (A) Grants higher privileges to the program.
   (B) Speeds up the program.
   (C) Runs the program in background.
   (D) Opens the program with limited access.

68. What is the default port for HTTP?
   (A) 21
   (B) 22
   (C) 80
   (D) 443

69. Cache memory is located
   (A) inside CPU.
   (B) on Hard Disk.
   (C) in RAM.
   (D) on Motherboard only.

70. DNS is used for
   (A) encrypting data.
   (B) translating domain names into IP addresses.
   (C) sending emails.
   (D) hosting websites.