





**NCO CLASS 4 (COMPUTER)**



**Total Questions: 35**

**Time: 1 hr.**



**Section – 1 :** Patterns, Alphabet Test, Coding-Decoding, Ranking Test, Mirror Images, Geometrical Shapes



and Solids, Embedded Figures, Direction Sense Test, Days and Dates & Possible Combinations, Analogy and



Classification.



**Section – 2 :** About Computers (General Information), Evolution of Computers, Parts of Computer, Input and



Output Devices, Hardware, Software, MS-Word(Formatting a Word document, Font group, Format Painter,



Search using Find and Replace option, Checking Spelling and Grammar using Thesaurus), Using Windows







**Section – 3** : Higher Order Thinking Questions - Syllabus as per Section – 2.



**SECTION 01 LOGICAL REASONING**



1. CDF, DFH, EHJ, \_\_\_\_\_, GLN



A. FJL



B. FIM



C. FJM



D. FGH



2. If in a certain language RACHI is coded as SBDIJ, how is BIHAR coded in that language?



A. HSPES



B. CJIBS



C. JGHS



D. CIBSJ



3. Look at the series: 40, 35, 30, 25, \_\_\_\_\_. What number should come next?











4. If  $2x$  means  $2 \times 2$ , thus  $2x = 4$  and if  $3x$  means  $3 \times 3$ , thus  $3x = 9$ , then  $4x$  is equal to?











5. Richa went for shopping with her mother at 1:30pm and returned back after 5 and a half hour later. The time she



came back home is



A. 3pm



B. 5pm



C. 7pm



D. 6pm







6. Internet can be used for



A. Railways reservation



B. Online Classes



C. E-mailing



D. All of these



7. OMR is a \_\_\_\_\_ device.



A. Input Device



B. Output device



C. Processing Device



D. All of these





8. We can search information with the help of \_\_\_\_\_?



A. Desk



B. Input device



C. Browser





9. 1024 Kilobyte(KB) equals to .



A. 1 Nibble



B. 1 Megabyte (MB)



C. 1 Gigabyte (GB)



D. 1 Character



10. Who is known as the father of computers?



A. Charles Babbage



B. John Napier



C. Blaise Pascal



D. Lady Ada Augusta Lovelace



11. While working with MS-Paint which option is used to add name to your drawing?



A. Text tool



B. Pencil tool



C. Air brush tool



D. Erase tool



12. Which of the following is a correct internet address?



A. [www.facebook.com](http://www.facebook.com)









13. In MS-Word, we can underline a text (LIKE) by clicking on



A. A







D. Both (A) and (B)



14. IT stands for



A. Information Technology



B. International Technology



C. Intelligent Technology



D. Interesting Technology



15. Which of the following computer cannot do?



A. Think



B. Store



C. Process



D. Input



16. When we talk about a pointing device, we mean



A. Mouse



B. Light pen



C. Joystick



D. All of these



17. Which of the following program is an interactive program which has audio, video, text and animation in it.



A. Multimedia



B. LOGO



C. MS Word



D. None of these







18. We cannot do this in MS Word



A. Add and edit text



B. Add pictures and Clip Art



C. Make and edit slides



D. Add and edit bullets and numbering



19. Identify the storage device from the following:



A. Scanner





C. Monitor



D. Pen drive



20. The computer monitor is which type of a device?



A. Output



B. Input



C. Processor



D. None of these



21. The \_\_\_\_\_ version of Paint makes use of the ribbon UI.



A. Windows 7



B. Windows 98



C. Windows Vista



D. Windows XP



22. Which of the following refers to the fastest, biggest and most expensive computers?



A. Personal Computers



B. Super computers



C. Laptops



D. Notebooks



23. To get a straight line, in MS-Paint, we use a line tool while holding\_\_\_\_\_key.



A. Shift



B. Control



C. Alt



D. Backspace



24. Multimedia is used for many purposes like .



A. Education



B. Advertising



C. Playing games



D. All of these



25. Find the odd term out.



A. Scanner



B. Mouse



C. OMR





26. The small picture representing a program in Windows 7 is called .



A. Icon



B. Pictures



C. Images



D. Drive



27. While working in MS-Paint, the option which is used to show the drawing in a small reference window



Is \_\_\_\_.



A. Grid



B. Zoom in



C. Bitmap



D. Thumbnail



28. What is the default extension for MS- EXCEL file?



A. .XLS

B. .JPG

C. .DOC

D. .TXT



29. Which of the following devices emit computer audio as an audible audio?



A. Trackball



B. Cursor



C. Webcam



D. Speaker





30. Which of the following is NOT a Windows 7 Aero feature?



A. Snap



B. Peek



C. Bump



D. Shake



**SECTION 03 ACHIVER'S SECTION**



31. A pop-up menu is displayed when we do right click on a desktop icon. Which of the following options hold the



pop-up menu depicted in the given image in Windows 7?



- Open
- Map network drive...
- Disconnect network drive...
- Create shortcut
- Delete







32. Which of the following type of network is used to connect computers all over the world?



A. CAN



B. PAN





D. SAN



33. Internet is used for audio and video calling across geographies. A popular tool for such internet calls is



A. skype™

B. Google

C. YAHOO! D. ebay™





34. Which of the following type of expansion cards can be inserted into a computer motherboard via expansion slot, to



allow television signals to be received by a computer system?







35. Games are developed using



A. MS-DOS



B. MS Word



C. Unix



D. Multimedia



