

## NCO CLASS 7

**Total Questions: 50**

**Time: 1 hr.**

**Section – 1 :** Verbal and Non-Verbal Reasoning.





**Section – 2 :** Fundamentals of Computer, Evolution of Computers, Memory & Storage Devices, Algorithms & Flowcharts (Introduction and Basic Symbols), Using Windows 10, MS-Word(Links, Mail Merge, Macros, Exploring Styles group), MS-PowerPoint (Working with Slides Master and Themes, Advancing slides using Hyperlink and Actions, Customizing Slide Shows), MS-Excel (Components of MS-Excel window, Editing and formatting cells in a worksheet, Introduction to Formulas, Sorting and filtering data, Macros, Features of Insert and Page layout tabs), Programming in QBasic, Internet & Viruses, Networking, Latest Developments in the Field of IT.

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

### SECTION 01 LOGICAL REASONING

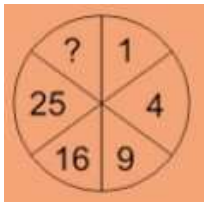
1. How many times does the number 3 occur in unit's place for numbers ranging from 1 to 100?
  - A. 20
  - B. 11
  - C. 10
  - D. 19
2. In a certain code language NUBBINESS is written as BBEINSSU and DARJEELING is written as ADEEGIJLNR then how will SIGNATURE be written in that code language?
  - A. SINAGTURE
  - B. AEGINRSTU
  - C. AEGISTUNR
  - D. AEGINRUST
3. January 12, 1979 was Friday. What among the following days will be January 12, 1981?
  - A. Sunday
  - B. Monday
  - C. Tuesday
  - D. Wednesday
4. Era walks 6 km towards north and then she turns towards right and walks 8 km. Again she turns towards right and walks 2 km. Now she turns back and walks 4 km. How far is she from her starting point?
  - A. 10.33 km.
  - B. 11.31 km.
  - C. 23.12 km.
  - D. 25.45 km.
5. How will the paper appear when cutted and opened in a pattern:



- A. 
- B. 
- C. 
- D. 





6. Out of the four alternatives given in each of the following questions, find the one which is different from the rest.
- Count: Countess
  - Waiter: Waitress
  - Governor: Governess
  - Host: Hostess
7. Complete the given series:- BJ, CL, EN, HP, ?
- LR
  - KR
  - MR
  - KS
8. In a certain code language red is called rage, rage is called passion, passion is called bike, bike is called honda and honda is called craze. What is the code for honda passion?
- red bike
  - red rage
  - red passion
  - craze bike
9. A, B, C, D and E are sitting in a line facing west. A and B are sitting together. C is sitting at south end and D is sitting at north end. E is neighbour of B and C. Who is sitting in the middle?
- A
  - B
  - C
  - D
10. In the following question, select the number which can be placed at the sign of question mark (?) from the given alternatives.

- 36
- 49
- 50
- 64



### SECTION 02 COMPUTER AND INFORMATION TECHNOLOGY

11. Upgrading which of the following components may solve the given below problem?  
You are not able to work with images on your computer. You are also not able to run several programs easily on your computer. Your computer keeps giving messages like “Insufficient Memory for this Operation”.
- RAM
  - Processor
  - CD drive
  - Sound card
12. Tannya has been using her computer for many years. Over the time, performance of the computer has deteriorated. What should she do to improve the performance of his computer?
- Run backup utility
  - Run the disk defragmenter
  - Run snipping tool
  - Completely format his system
13. By using \_\_\_\_\_ you can select recipients for mail merge.
- Selecting Outlook contacts
  - Using existing data source list
  - Typing new list
  - All of these
14. Macros can be assigned to \_\_\_\_\_.
- Keyboard shortcuts
  - Command buttons
  - Ribbon tabs
  - Both (A) and (B)

15. \_\_\_\_\_ is the name of a system that is used to locate objects or people inside a building. Using radio waves or sensory information collected by mobile devices?
- Intelligent planetary system
  - Indoor positioning system
  - Mobile planetary
  - Space position system
16. Identify which of the following components of computer directs the manner and sequence of operations for all other components?
- Memory Unit
  - Input Unit
  - Control Unit
  - Output Unit
17. Mail-merge is not use to create\_\_\_\_\_.
- A set of labels or envelopes
  - A Set of tables
  - A set of form letters, e-mail messages or faxes
  - A set of numbered coupons
18. VOIP is technology that enables users to make calls over the Internet. Which of the following conditions shall be met to make a call using VOIP?
- The phone shall be wired.
  - It must have a Line in Line out jack.
  - The telephone shall be connected to a network cable.
  - None of these
19. Which among the following is a mechanical analog computer that uses wheel and disc mechanisms to solve differential equations?
- UNIVAC
  - EDSAC
  - Differential Analyser
  - ENIAC
20. Which of the following statements does not hold true, when evaluating magnetic tapes?
- Data on a tape is accessed and processed sequentially.
  - It is a secondary storage device
  - It is the fastest medium for storing and accessing data.
  - The surface can record data by magnetization.
21. Favicon stands for favorite icon that represents a tiny version of a company or web site's logo. Which of the following is a current favicon used for Google?
- 
  - 
  - 
  - 
22. Among the following is a series of Word commands that you group together as a single operation to accomplish a task with a single click.
- Macro
  - Automation
  - Execution
  - Statements
23. What would be displayed in the cell when you type the given expression and then press the Enter key?
- $$= 476 + 28 * (100 - (10)^2)$$
- Consider the given expression entered in a cell.
- #DIV/0!
  - 476
  - #NAME?
  - 0
24. Identify the following:

- It is a set of commands, instructions, rules and syntax.
- It is used to create a software program.

- A. Software package
- B. Integrated chip
- C. Programming language
- D. Operating system

25. Choose from the given options what is the output of the following QBASIC code?

x = 8 IF (x = 5) THEN

PRINT "You selected 5" ELSEIF (x =6 THEN)PRINT "You selected 6" ELSEIF (x = 7) THEN

PRINT "You selected 7" ELSE

PRINT "You made an invalid choice" END IF

- (A) You selected 5
- (B) You selected 6
- (C) You selected 7
- (D) You made an invalid choice

26. Identify the reasons for which dial up connections were taken over by DSL?

- A. DSL were cheaper than dial up access
- B. DSL provides a continuous connection to the internet and is faster.
- C. In DSL, a user calls the ISP's access phone number to establish the connection, hence it is more secure.
- D. All of these

27. Identify the following:

- It is typically integrated directly within the CPU chip.
- It improves processing by acting as a temporary high speed holding area between the main memory and CPU.

- A. CD
- B. RAM
- C. Cache Memory
- D. ROM

28. Which generation of computers used magnetic disks as backing store medium and introduced programming languages such as COBOL and BASIC.

- A. First
- B. Second
- C. Third
- D. None of these

29. \_\_\_\_\_ is an online storage service?

- A. 
- B. 
- C. 
- D. 

30. For mail merge, \_\_\_\_\_ consists of the list of names and addresses to be printed on labels and envelopes.

- A. Website
- B. New document
- C. Main document
- D. Data Source

31. You have a computer that runs windows 7. To view the processes that are currently trying to access a network resource. You should \_\_\_\_\_.



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- A. Open Windows Task Manager and click the Network tab
  - B. Open Resource Monitor and click the Network tab
  - C. Open Performance Monitor and add all the counters for network interface.
  - D. Open Event Viewer and examine the NetworkProfile Operational log.
32. What is the other name for video glasses?
- A. Head mounted display
  - B. Desktop media viewers
  - C. Google Goggle
  - D. Both (A) and (B)
33. Identify from the following statements which statements hold(s) true with respect to Mail Merge feature?
- Statement 1:** You can add an address to your letter using Address Block.
- Statement 2:** You cannot add greeting line to your document
- A. Only statement 1
  - B. Only statement 2
  - C. Both Statement 1 and Statement 2
  - D. Neither Statement 1 nor Statement 2
34. What is the name of command button that allows you to add a custom layout in Slide Master View?
- A. Create Layout
  - B. Insert Layout
  - C. Add Layout
  - D. Copy Layout
35. \_\_\_\_\_ commands can be used to put a dot on screen with specified coordinate values when a graphics screen mode is used ?
- A. GOSUB
  - B. PSET
  - C. SCREEN
  - D. LINE
36. Which is the method to acquire sensitive information like usernames, passwords and banking details – like credit card PIN. Etc.
- A. Phishing
  - B. Encrypting
  - C. Infecting
  - D. Sprucing
37. Which is a set of routines that performs a variety of generalized operations such as sorting. Searching, merging, copying, printing and maintenance on data files in your computer.
- A. File utilities
  - B. File activator
  - C. File concernner
  - D. FTP
38. Identify the following:
- It is larger than microcomputer.
  - CDC-160A and Micro VAX 3100 are its examples.
- A. Desk Computer
  - B. Mobile PC
  - C. Minicomputer
  - D. Supercomputer
39. Unscramble the given word and select the option with which it relates, ROCOPRESS
- A. SATA
  - B. Intel Core i7
  - C. Device Driver
  - D. Microsoft Edge

40. Match the following:

Column – I	Column –II
(A) OMR	(i) Consists of a fiat surface and a stylus
(B) Touch Screen	(ii) Performs the job similar to concept keyboard
(C) Graphic Tablet	(iii) A technique for inputting text into a computer by means of a document reader

- A. (A) – (i). (B) – (iii), (C) – (ii)
- B. (A) – (ii). (B) – (i), (C) – (iii)
- C. (A) – (ii). (B) – (iii), (C) – (i)
- D. (A) – (iii). (B) – (ii), (C)–(i)

41. Identify the true statement for a Boot Sector Virus?

- A. It infects boot/master boot records on a hard disk.
- B. It is most active while a computer system is booting.
- C. Disk Killer is a well-known boot virus.
- D. All of these

42. Match the QBASIC operator names given in Column-I with their corresponding operators given in Column-II.

Column – I	Column –II
(A) Logical Operators	(i) +, -, *, /, ^
(B) Relational Operators	(ii) AND, OR, NOT
(C) Arithmetic Operators	(iii) =, <>, >, <, <=, >=

- A. (A) – (iii). (B) – (i), (C) – (ii)
- B. (A) – (ii). (B) – (i), (C) – (iii)
- C. (A)–(ii).(B)–(iii),(C)–(i)
- D. (A) – (i). (B) – (ii), (C) – (iii)

43. \_\_\_\_\_are computer programs that can replicate themselves without any human action and cause harm to the computer by consuming memory or network bandwidth.

- A. Web Spider
- B. Worms
- C. Metasearch
- D. None of these

44. Identify when action assigned to an object can be performed during a slide show.

- A. Object is clicked
- B. Mouse is hovered over the object
- C. A key combination is pressed
- D. Both (A) and (B)

45. SIMM is a module that contains one or more memory chips in a small circuit board. For which of the following types of memory chips it is used?



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- A. EROM
- B. RAM
- C. ROM
- D. PROM

**SECTION 03 ACHIVER'S SECTION**

46. \_\_\_\_\_ is NOT a feature of second generation computers.
- A. Transistors were used.
  - B. Magnetic core memory was developed and used.
  - C. Time sharing operating systems were used.
  - D. Easier to program than first generation computers.
47. In twisted pair cables, two insulated wires are twisted around one another to \_\_\_\_\_.
- A. Provide wireless transmission
  - B. Increase the speed of data transfer
  - C. Eliminate hindrance of signals due to adjacent pair or another resources
  - D. Both (A) and (B)
48. Bookmark identifies a specific location in a document. To add a bookmark you must assign a name to it. Which of the following is a valid name for a bookmark?
- A. 1st\_heading
  - B. First\_heading
  - C. First heading
  - D. 1st heading
49. Which computers perform complex scientific calculations speedily?
- A. Servers
  - B. Supercomputers
  - C. Laptops
  - D. PDA
50. Linking the taskbar prevents you from \_\_\_\_\_ in Windows 7.
- (i) Enabling 'Auto-hide the taskbar' feature
  - (ii) Customizing the Notification area
  - (iii) Resizing it
- A. Only (i)
  - B. Both (i) and (ii)
  - C. Only (ii)
  - D. Only (iii)