

## NCO CLASS 3 (COMPUTER)

**Total Questions: 35**

**Time: 1 hr.**

**Section – 1 :** Patterns, Analogy and Classification, Alphabet Test, Coding-Decoding, Ranking Test, Grouping of Figures and Figure Matrix, Mirror Images, Geometrical Shapes, Embedded Figures, Days and Dates & Possible Combinations.

**Section – 2 :** Fundamentals of Computer, General Information about Computers, Storage Devices, Parts of Computer, Uses of Computer, Input and Output Devices, Introduction to Internet, MS-Paint, Introduction to MS-Word (Opening, Closing, Saving and Printing a Word document, Components of MS-Word window, Editing commands like Cut, Copy, Paste, Undo and Redo, Moving in a document using Home and End Keys), Latest Developments in the Field of IT.

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

### SECTION 01 LOGICAL REASONING

1. Find the odd one out.



2. Complete the number sentence:  $8 + \underline{\quad} = 16$

A. 7

B. 8

C. 9

D. 6




3. What is the code of BRUSH, if PAINTER is coded as RETNIAP?

A. RUSHB

B. USHBR

C. HSURB

D. SHRUB

4. If  is to  then  is to \_\_\_\_\_.



5. If today is Wednesday, what day will be the day after tomorrow?

A. Friday

B. Thursday

C. Saturday

D. Tuesday

### SECTION 02 COMPUTER AND INFORMATION TECHNOLOGY

6. Which command is used to copy a text in MS word?

A. ctrl+v

B. ctrl+s

C. ctrl+c

D. ctrl+x

7. Find the odd term out.

A. Monitor

B. Mouse

C. Keyboard

D. Scanner

8. CPU controls the

A. Working of the computer keyboards.

B. Flow of electricity within the computer.

C. Flow of data in the computer.

D. Performance of all arithmetic and logical operations.

9. Which of the following icons is used to insert text in MS- Paint?



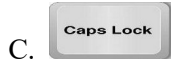
D. NONE OF THE THESE

10. Which of the following is an Output device?



D. Both (A) and (B)

11. Which of the following key used to write capital letters



12. Find the odd term out.

A. Hard disk

B. CD

C. Pen drive

D. Joystick

13. Which of the following is an example of the search engine?

A. Gmail

B. Facebook

C. Google

D. MS Excel

14. TFT stands for?

A. Thick Film Technology

B. Thin Film Technology

C. Thick Film Transmitter

D. Thin – Film – Transistor

15. Input and output devices are connected to the computer through the

A. Monitor

B. Keyboard

C. Port

D. RAM

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

A. Windows 7

B. Windows 98

C. Windows Vista

D. Windows XP

17. What is the name of the tablet from Microsoft?

A. Microsoft Pad

B. Microsoft LT

C. Microsoft Tablet

D. Microsoft Surface Pro 3

18. \_\_\_\_\_ shows the title of the active program.

A. Taskbar

B. Menu bar

C. Spacebar

D. Title bar

19. How do you open an icon on your desktop?

A. Click the icon.

B. Right click the icon

C. Double-click the icon

D. Drag the icon

20. \_\_\_\_\_ is the developer of an Android mobile operating system.

A. Google

B. Yahoo

C. Apple Inc

D. Samsung


21. What is iCloud?

A. A free online storage service from Apple Inc.

B. A new mobile phone from Apple Inc.

C. A new tablet from Apple Inc.

D. A new music player from Apple Inc.

22. What does the key  display?

A. Save dialog box.

B. Open dialog box.

C. Close dialog box.

D. Save as dialog box.

23. The arrow keys are generally used to \_\_\_\_\_.

A. Delete text within the document

B. Navigate within the document

C. Save the document.

D. Print the document

24. Which of the following cannot be done by computer?  
A. Drawing                      B. Playing games                      C. Cooking food                      D. Playing Music
25. Small pictures on the desktop are called  
A. Figures                      B. Clipart                      C. Images                      D. Icons
26. \_\_\_\_\_ key is used to make the Cursor move to the beginning of the line in MS Word.  
A. Enter                      B. Backspace                      C. Home                      D. Tab
27. Which tool in MS Paint is used to give the effect of spray paint?  
A. Airbrush                      B. Line                      C. Brush                      D. Free Form
28. Short cut key to print a document .  
A. Ctrl + C                      B. Ctrl + V                      C. Ctrl + P                      D. Ctrl + O
29. Select the Storage device from the following options.  
A. Printer                      B. Scanner                      C. Light pen                      D. Pen Drive
30. Computers cannot do the following function.  
A. Book Tickets                      B. Play Games                      C. Think                      D. Play Music

### SECTION 03 ACHIVER'S SECTION

31. 'QWERTY' is  
A. The name of the person who invented computer.                      B. A type of mouse that is connected to a computer  
C. An important part of CPU                      D. The name given to standard keyboard layout
32. Sangeeta wants to create a shortcut for MS-Word 2010, so that she can quickly access it. But she does not know the correct sequence of steps required to follow to create a desktop shortcut. Help her by rearranging the given steps in the CORRECT order.
1. Select/click All Programs
  2. Click Microsoft Office folder
  3. Click Desktop (create shortcut) option
  4. Click on Start button
  5. Right click
  6. Go to Microsoft Word 2010
  7. Select 'Send to' from the pop-up menu
- A. 4 → 1 → 2 → 6 → 5 → 7 → 3                      B. 1 → 2 → 4 → 7 → 3 → 6 → 5  
C. 4 → 3 → 2 → 7 → 1 → 5 → 6                      D. 6 → 1 → 5 → 7 → 2 → 4 → 3
33. Rio, Seasons, Space and Star Wars are special editions of which of the following computer games?



A.



B.



C.



D.






34. Match the following.

Column-I

1. This tool is used to apply color to a large area of an image.
2. This tool is used to select a rectangular portion of an image.
3. This tool is used to select a portion of a drawing in any shape and size.
4. This tool is used to spray colors on an image.
5. This tool is used to write captions, titles, labels, etc.

- A. 1-(d), 2-(b),3-(e),4-(c),5-(a)  
B. 1-(c), 2-(e),3-(d),4-(a),5-(b)  
C. 1-(d), 2-(e),3-(b),4-(c),5-(a)  
D. 1-(c), 2-(b),3-(e),4-(d),5-(a)

Column-II

- (a)   
(b)   
(c)   
(d)   
(e) 

35. \_\_\_\_\_ is the 2D jumping game released by Game loft.



- A. Ninja UP                      B. Ninja                      C. Ninja jump                      D. Jumping Ninja