



GG RS LEARNING HUB PVT. LTD.

### NCO CLASS 4

**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, Analog 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 10, Introduction to Internet and Its Uses, Computer Networks, MS-Paint, Latest Developments in the Field of IT.

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

#### SECTION 01 LOGICAL REASONING

- CDF, DFH, EHJ, \_\_\_\_\_, GLN  
A. FJL  
B. FIM  
C. FJM  
D. FGH
- 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
- Look at the series: 40, 35, 30, 25, \_\_\_\_\_. What number should come next?  
A. 15  
B. 10  
C. 20  
D. 5
- If  $2x$  means  $2 \times 2$ , thus  $2x = 4$  and if  $3x$  means  $3 \times 3$ , thus  $3x = 9$ , then  $4x$  is equal to?  
A. 15  
B. 16  
C. 20  
D. 9
- Richa went for shopping with her mother at 1:30pm and returned back after 5 and a half hour later. The time came back home is

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  - C. 20
  - D. 9
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. 6:30pm
  - B. 7:00pm
  - C. 6:00pm
  - D. CIBSJ
3. Look at the series: 40, 35, 30, 25, \_\_\_\_\_. What number should come next?
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  - C. 20
  - D. 9
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

### SECTION 02 COMPUTER AND INFORMATION TECHNOLOGY

6. Internet can be used for
  - A. Railways reservation
  - B. Online Classes



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  - A. 6:30pm
  - B. 7:00pm
  - 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. Output device
  - D. Processing Device



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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  
  - C. Browser
  - D. Printer
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



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  - A. 6:30pm
  - B. 7:00pm
  - C. 7:30pm
  - 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
  - B. www.news.co
  - C. www.gmail.com
  - D. www.indiatime.comm



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    - B. 16
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    - D. 9
  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
13. In MS-Word, we can underline a text (LIKE) by clicking on
- A. A
  - B. I
  - C. U
  - 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?





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  - B. 16
  - C. 20
  - D. 9
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. 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



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  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  
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:



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  - D. 9
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. Scanner
  - B. Printer
  - 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



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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. 6:30pm
  - 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



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  - A. 15
  - B. 16
  - C. 20
  - D. 9
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
  - 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



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  - D. 9
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. 6:30pm
  - B. 7:00pm
  - C. 7:30pm
  - D. Printer
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. Printer



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  - A. 6:30pm
  - B. 7:00pm
  - C. 7:30pm
  - 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



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  - A. 15
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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. 6:30pm
  - 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?





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    - B. 16
    - C. 20
    - D. 9
  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 \_\_\_\_\_.
32. Which of the following type of network is used to connect computers all over the world?
  - A. CAN
  - B. PAN
  - C. WAN
  - D. SAN
33. Internet is used for audio and video calling across geographies. A popular tool for such internet calls is \_\_\_\_\_.
- A.  B.  C.  D. 



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  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 \_\_\_\_\_.
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?
- A. 
- B. 
- C. 
- D. 
35. Games are developed using
- A. MS-DOS
  - B. MS Word
  - C. Unix
  - D. Multimedia



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