

**REGIONAL TRAINING CENTRE LESCO**  
**DEPARTMENTAL PROMOTION TRAINING EXAM**  
**BASIC IT TRAINING FOR LDC (IT-100)**  
**(Objective Part)**

Time Allowed: 1 Hour

Total Marks 50

Name \_\_\_\_\_ Roll No \_\_\_\_\_

**Note: Cutting / over Writing is not allowed.**

Question No 1 Tick the true or False Statement

(15)

True False

		True	False
1	A computer is an electronic device.		
2	A computer cannot think.		
3	Computer is more intelligent than human being.		
4	Printer is an input device .		
5	Title Bar contains the name of the software and current file name		
6	Mouse is an input device.		
7	Calibri is a font size.		
8	In MS Word Ctrl + P is short key to paste the text.		
9	Mouse left and right clicks performs the same actions.		
10	“Ctrl + k” is a short key to cut the text.		
11	Pressing F 8 key for three times selects a sentence.		
12	Short key “Ctrl + I” is used to increase the font size.		
13	“Ctrl + E” is s short key to center the text.		
14	A bar where the start button is located is called task bar.		
15	Shift + F3 is a short key to change the text case.		

Question No 2 Write the full form of the following:

(10)

1	CPU	
2	GB	
3	MS	
4	USB	
5	RAM	
6	DVD	
7	WWW	
8	LAN	
9	LCD	
10	ROM	

Question No 3 Fill in the blanks

(10)

1. ----- is used to open a web site.
2. "Ctrl +A" is a short key used to ----- in MS word.
3. To bold the text short key is -----.
4. In order to cut the text short key is -----.
5. In MS word by default font size is -----.
6. To make the paragraph justify short key is -----.
7. Any software can be closed by using ----- button.
8. When we delete a file, it transferred to -----.
9. The basic purpose of MS word is to write-----.
10. CPU is called-----of the computer.

A. From which you can insert header and Footer?

- 1) Insert Menu    2) View Menu    3) Format Menu    4) Tools Menu

B. Which of the following is the type of permanent storage device?

- 1) Hard Disk    2) USB Drive    3) CD    4) All given options

C. Bullets and numbering are in which tab.

- 1) Home Tab    2) Insert Tab    3) view tab    4) page layout tab

D. Following is the example of storage device

- 1) MS Word    2) CPU    3) Hard Disk    4) LAN

E. Microsoft office 2007 file can be converted into office 2003 format using

- 1) Save    2) Save As    3) New File    4) Exit

F. The most powerful computers are

- 1) Mini Computers    2) Super Computers    3) Micro Computers    4) None of these

G. Raw data is processed by computer into

- 1) Number Sheets    2) information    3) Paragraph    4) prints

H. Pressing F8 key for three times selects

- 1) A Word    2) A Sentence    3) A Paragraph    4) Entire Document

I. What is smallest and largest font size available in font size tool on formatting toolbar

- 1) 8 and 72    2) 8 and 64    3) 12 and 72    4) 8 and 54

J. which of the following is the graphic solution for word processors?

- 1) Clip Art    2) Word Art    3) Drop Art    4) All given options

k. Thesaurus tool in MS word is used for

- 1) Spelling Suggestions
- 2) Grammer Options
- 3) Synonyms and Antonyms Option

L. Modem is used for

- 1) Storing Data
- 2) Internet
- 3) Networking
- 4) Graphical function

M. What short key is used to Align Center

- 1) Ctrl + A
- 2) Ctrl + E
- 3) Ctrl + C
- 4) Ctrl + B

N. What short Key is used to make the text italic

- 1) Ctrl + U
- 2) Ctrl + I
- 3) Ctrl + X
- 4) Ctrl + E

O. Power supply is a type of

- 1) Hard ware
- 2) Soft Ware
- 3) Operating System
- 4) Application Software

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**DEPARTMENTAL PROMOTION TRAINING EXAM**  
**BASIC IT TRAINING FOR LDC (IT-100)**

**(Subjective Part)**

Time Allowed: 1 Hour

Total Marks 40

Name \_\_\_\_\_ Roll No \_\_\_\_\_

Question No 1: **Give short answers of following questions.** (30)

i) What is CPU?

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ii) Write input devices related to computer?

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iii) List down output devices related to computer?

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iv) What is RAM?

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v) What are the numeric Keys?

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vi) What is the difference hardware and software?

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vii) What are the primary storage devices and secondary storage devices?

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viii) What is the difference between hard copy and soft copy?

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ix) Explain the title bar?

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x) What is mail merge?

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xi) What is Hyperlink?

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xii) How we can insert table in MS Word?

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xiii) How we can paste screen print in MS word?

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xiv) What is difference between bold and font size command?

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xv) Write against each?

a) 1 Mega Byte = ----- Kilo Bytes

b) 1 Gega Byte = -----Mega Bytes

Question No 02: **What are the advantages of computer?**

**(05)**

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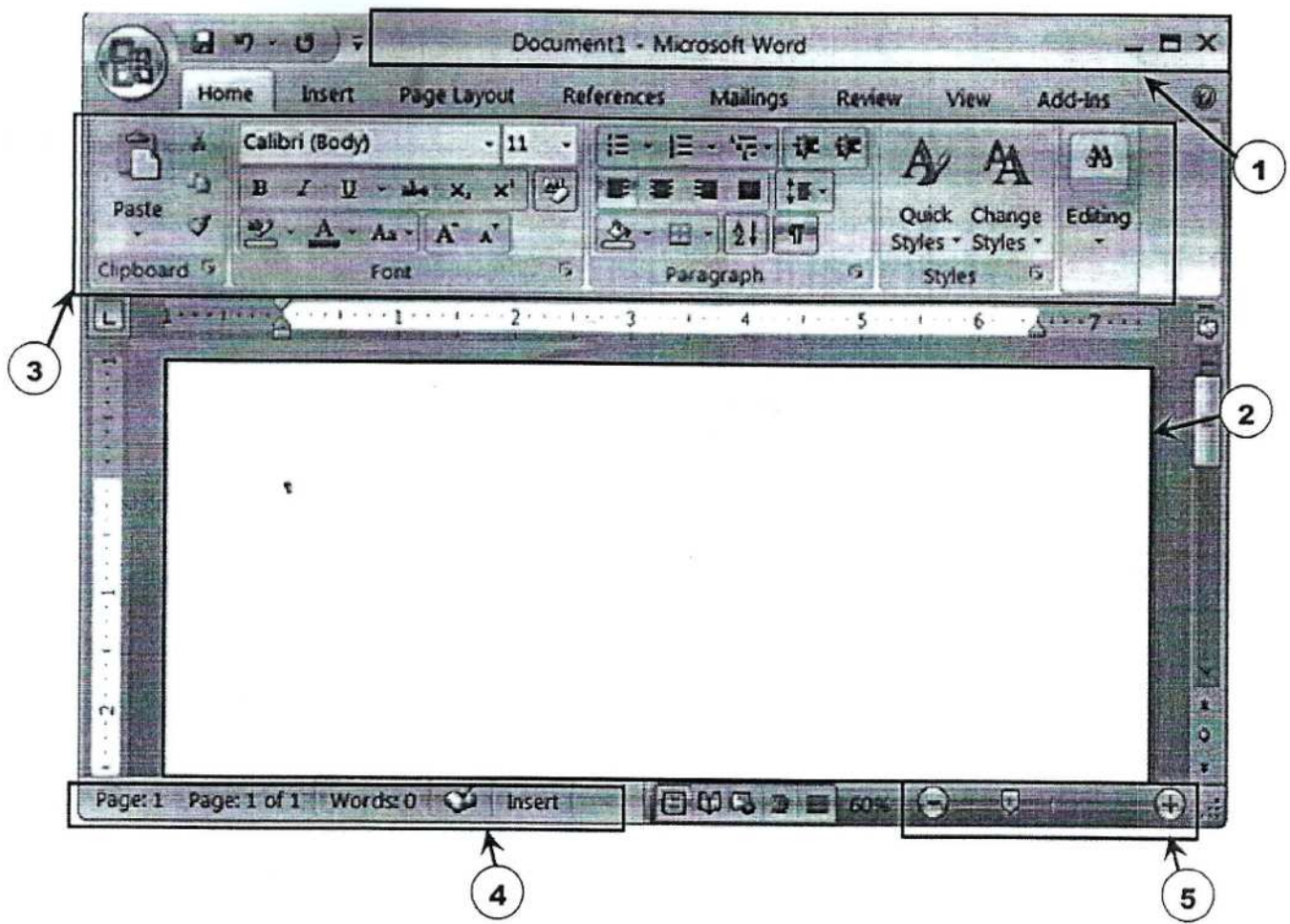
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Question No. 3 Provide the name indicated by arrows below:

[5]



- 1. \_\_\_\_\_
- 3. \_\_\_\_\_
- 5. \_\_\_\_\_

- 2. \_\_\_\_\_
- 4. \_\_\_\_\_