National Institute for Empowerment of Persons with Multiple Disabilities (Divyangjan)

(DEPwDs (Divyangjan) Ministry of Social Justice & Empowerment, GOI.)
Department of Adult Independent Living

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Name: **Date:**

Model Question paper

Diploma in Office Automation and Assistive Technology Question Paper
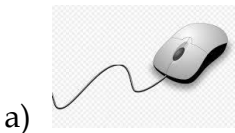
Total Time: 45 minutes   **Marks: 30**

Answer all questions, All carry equal marks, No Negative marks for wrong answers

I.	Multiple Choice Questions:-

1. _____ is used for moving to items on the computer screen?
   a) CPU
   b) Monitor
   c) Mouse
   d) CD

2. What does CPU Stands for?
   e) Central Processing Unit
   a) Control Processing Unit
   b) Computer Processing Unit
   c) Computer Programming Unit

3. Computers are commonly used in Hospitals / Supermarkets / Shops to provide,
   a) Vaccination
   b) Medical checkup
   c) Bills
   d) Treatment

4. What button will you click finally to send an e-mail?
   a) Forward
   b) Replay
   c) Send
   d) Delete

5. What will you do for copying a text from one place to another in a document?
   a) Cut and Paste
   b) Copy and Paste
   c) Select and Paste
   d) Copy and Delete

6. What will you connect to hear music in your computer?
   a) Mic
   b) Mouse
   c) Printer
   d) Headphones

7. What is used commonly to save and backup data from computers now?
   a) CD
   b) Pen / USB Drive
   c) Floppy
   d) Tape

8. Which key in the keyboard is used to Delete a file?
   a) Insert
   b) Delete
   c) Home
   d) End

9. The device used for displaying the text typed in a computer is,
   a) Monitor
   b) Printer
   c) Keyboard
   d) Scanner

10. What can you do with a Computer?
    a) Draw
    b) Type Letters
    c) Online Banking and Shopping
    d) All the above

11. A Keyboard has _____ keys.
    a) Numbers
    b) Alphabets
    c) Symbols
    d) All of the above

12. To type in mobile phone, we use ---------?
    a) Paint
    b) Keypad
    c) Calculator
    d) None of the above

13. Which one of the following is a mouse?

a)

b)

c)

d)

14. Which device is used to take print out?

a)

b)

c)

d)

15. Which tool is used to erase a drawing in the paint?
    a) Delete
    b) Color picker
    c) Text
    d) Eraser

16. Can you send a picture drawn in a computer to your friend?
    a) Yes
    b) No
    c) Maybe

17. Which device is required for internet connection?
    a) Joystick
    b) Modem
    c) CD Drive
    d) RAM

18. Find the social media app in the below?
    a) Google
    b) WhatsApp
    c) Outlook
    d) Zoom

19. What application do you use for watching Online Videos?
    a) MS Office
    b) Paint
    c) You Tube
    d) Media Player

20. Computers and Mobile phones are used in our daily life. Their operating system mostly used is Windows in Computers and Android or iOS in Mobile phones.
    Are the above statements True or False?
    a) True
    b) False
    c) Not sure

21. How many zeros are there in One Thousand?
   a) One
   b) Two
   c) Three
   d) Four
22. How many 2 Rupee Coins will a shopkeeper give for one 10 Rupee Note?
   a) 7
   b) 5
   c) 2
   d) 8
23. In India, cars, bikes are driven in _____ side of the road.
   a) Right
   b) Left
   c) Side
   d) None of the above
24. Sun rises in the _____ and sets in the West.
   a) South
   b) North
   c) East
   d) West
25. When you walk on the road, you move
   a) Forward
   b) Backward
   c) Sideward
   d) Stand still
26. You are travelling from NIEPMD to Thiruvanmiyur by bus which is 19 Kilometers in 1 hour. Adyar is 3 Kilometers from there. How much distance will you travel to reach Adyar from NIEPMD?
   a) 21 Kilometers
   b) 24 Kilometers
   c) 19 Kilometers
   d) 22 Kilometers
27. Indian Independence Day is celebrated on?
   a) January 26th
   b) October 2nd
   c) January 1st
   d) August 15th
28. NIEPMD is located in
   a) Bengaluru
   b) Puducherry
   c) Kanchipuram
   d) Chennai
29. From which city or town are you coming from?

   _____

30. Write your Name, Parent's Name and Parent's Phone Number.

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