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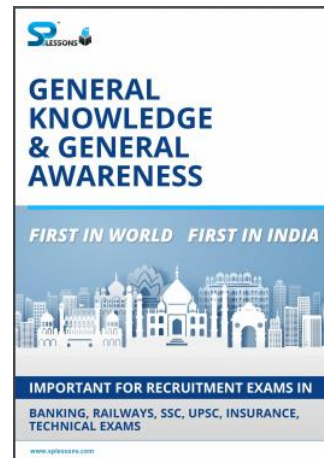
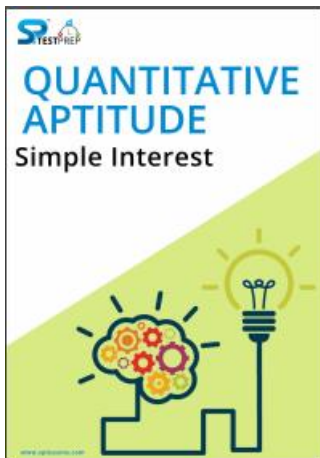
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1. Microsoft Office is a _____.

- A. Shareware
- B. Public-domain software
- C. Open source software
- D. An application suit
- E. None of these

Answer: D

2. Which term is not related with font?

- A. Font face
- B. Font size
- C. Font color
- D. Font grammar
- E. None of these

Answer: D

3. The valid format of MS Word is _____.

- A. .jpeg
- B. .png
- C. .doc
- D. .exe
- E. None of these



Answer: C

4. Which of the following option may be used to change page-size and margins?

- A. Page Layout
- B. View
- C. Tools
- D. Data
- E. None of these

Answer: A

5. To justify the selected text, the shortcut key is _____.

- A. Ctrl + 1
- B. Ctrl + J
- C. Ctrl + U
- D. Ctrl + Alt + K



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E. None of these

Answer: B

6. Workbook is a collection of _____ in MS Excel?

- A. page set-up
- B. buttons
- C. diagrams
- D. charts
- E. worksheets

Answer: E

7. In order to move from one worksheet to another in MS-Excel workbook. One should click _____.

- A. active cell
- B. scroll bar
- C. sheet tab
- D. tab button
- E. None of these

Answer: C

8. In a spreadsheet, a _____ is a number you will use in a calculation.

- A. label
- B. cell
- C. field
- D. value
- E. None of these

Answer: D

9. In Power Point, which of the following will not advance the slides in a slide show view?

- A. Esc key
- B. The spacebar
- C. The Enter key
- D. The mouse button
- E. None of these

Answer: A



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10. In Microsoft PowerPoint, two kinds of sound effects files that can be added to the presentation are

- A. .wav files and .mid files
- B. wav files and .gif files
- C. wav files and .jpg files
- D. jpg files and .gif files
- E. None of these

Answer: A

11. Which PowerPoint view displays each slide of the presentation as a thumbnail and is useful for rearranging slides?

- A. Slide Sorter
- B. Slide Show
- C. Slide Master
- D. Notes Page
- E. Slide Design

Answer: A

12. If you want to insert a chart to your slide then go to _____.

- A. Insert – Chart
- B. Home – Chart
- C. Format – Chart
- D. Table – Chart
- E. None of these

Answer: A

13. Which of the following is not a type of Microsoft access database object?

- A. Table
- B. Worksheets
- C. Modules
- D. Macros
- E. None of these

Answer: B

14. Row in an Access table is also known as _____.

- A. field
- B. record



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- C. data
- D. type
- E. None of these

Answer: B

15. Queries in Access can be used as _____.

- A. View, change and analyse data in different ways
- B. A source of records for forms and reports
- C. to access internet
- D. Both a and b
- E. None of these

Answer: D

16. Pressing F8 key for three times selects

- A. A word
- B. A sentence
- C. A paragraph
- D. Entire document
- E. None of these

Answer: B

17. What happens if you press Ctrl + Shift + F8?

- A. It activates extended selection
- B. It activates the rectangular selection
- C. It selects the paragraph on which the insertion line is.
- D. Both (A) and (C)
- E. None of these

Answer: B

18. How can you disable extended selection mode?

- A. Press F8 again to disable
- B. Press Del to disable
- C. Press Esc to disable
- D. Press Enter to disable
- E. It cannot be disabled

Answer: C

19. What does EXT indicator on status bar of MS Word indicate?



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- A. It indicates whether the external text is pasted on document or not
- B. It indicates whether extended add-ons are installed on MS Word or not
- C. It indicates whether Extended Selection mode is turned on or off
- D. Both (A) and (B)
- E. None of these

Answer: C

20. What is the maximum number of lines you can set for a drop cap?

- A. 3
- B. 10
- C. 15
- D. 20
- E. 50

Answer: B

21. What is the default number of lines to drop for drop cap?

- A. 3
- B. 10
- C. 15
- D. 20
- E. 7

Answer: A

22. What is the shortcut key you can press to create a copyright symbol?

- A. Alt+Ctrl+C
- B. Alt + C
- C. Ctrl + C
- D. Ctrl + Shift + C
- E. None of these

Answer: A

23. How many columns can you insert in a word document in maximum?

- A. 35
- B. 63
- C. 55
- D. 65
- E. 60





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Answer: B

24. What is the smallest and largest font size available in Font Size tool on formatting toolbar?

- A. 8 and 72
- B. 8 and 64
- C. 12 and 72
- D. 10 and 40
- E. None of these

Answer: A

25. Select all the text in MS Word document by:

- A. Ctrl + S
- B. Ctrl + 1
- C. Shift + A
- D. Ctrl + A
- E. None of these

Answer: D

26. MS Word is _____ software.

- A. System
- B. Application
- C. Programming
- D. Compiler
- E. None of these



Answer: B

27. The shortcut key for paste selected text/picture in MS Word is _____.

- A. Ctrl + X
- B. Ctrl + C
- C. Ctrl + V
- D. Ctrl + Z
- E. None of these

Answer: C

28. Using Print Preview is useful. When you want to

- A. colour the document
- B. save the document



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- C. delete the document
- D. copy the document
- E. view how the document will appear when printed

Answer: E

29. To indent the first paragraph of your report, you should use this key.

- A. Space bar
- B. Return key
- C. Tab key
- D. Shift key
- E. None of these

Answer: C

30. In Excel, the contents of the active cell are displayed in the _____.

- A. footer bar
- B. tool bar
- C. task bar
- D. menu bar
- E. formula bar

Answer: E

31. _____ appear at the bottom of the Excel Window.

- A. Work sheet tabs
- B. Name box
- C. Formula bar
- D. Title bar
- E. None of these

Answer: A

32. In MS excel _____ are numbered from 1 to onwards and _____ are numbered from A to onwards.

- A. Columns, rows
- B. Rows, slides
- C. Slides, rows
- D. Rows, columns
- E. None of these

Answer: D



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33. What is the default column width of MS Excel?

- A. 5.5
- B. 2.98
- C. 8.43
- D. 6.49
- E. None of these

Answer: C

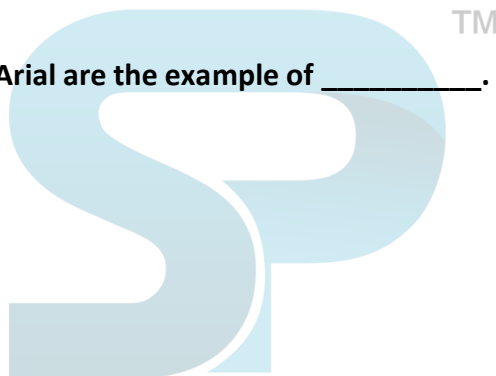
34. To insert a new slide go to _____ tab, in the Slides group, click New Slide.

- A. Home
- B. View
- C. Animations
- D. Slide show
- E. None of these

Answer: A

35. Times new Roman, Cambria, Arial are the example of _____.

- A. Font face
- B. Themes
- C. SmartArt
- D. Clipart
- E. None of these



Answer: A

36. In Access a _____ is the collection of data items of all the fields pertaining to one entity.

- A. field
- B. record
- C. form
- D. report
- E. None of these

Answer: B

37. A table of how many columns can you insert in a word document in maximum.

- A. 55
- B. 42
- C. 32
- D. 63



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E. As you wish

Answer: D

38. In MS Access a _____ name must be unique within a database.

- A. Field
- B. Record
- C. Table
- D. Character
- E. None of these

Answer: C

39. The minimum number of rows and columns in MS Word document is

- A. 1 and 1
- B. 2 and 1
- C. 2 and 2
- D. 3 and 3
- E. None of these

Answer: A

40. Thesaurus tool in MS Word is used for

- A. Spelling suggestions
- B. Grammar options
- C. Synonyms and Antonyms words
- D. All of the above
- E. None of these

Answer: C





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