

**B**

GOVERNMENT OF MIZORAM  
LOCAL ADMINISTRATION DEPARTMENT

EXAMINATION FOR RECRUITMENT  
TO THE POST OF SA  
2024

**PAPER II**  
**BASIC COMPUTER KNOWLEDGE**

FULL MARKS : 100  
TIME ALLOWED : 3 HOURS

**Candidate tana hriat tur**

1. A dik zawnah "✓" thai tur.
2. Thlan tur zingah hian answer dik pakhat chiah a awm
3. Question tinin mark hnih zel a pu.
4. A kawmah hian i Roll No. chiah ziak ang che.

Signature of Invigilator \_\_\_\_\_

**CODE NO.**

(LAD Office dah khah tur) \_\_\_\_\_

| No. of correct answers | Marks carried by one question | Marks Obtained |
|------------------------|-------------------------------|----------------|
|                        | 2                             |                |

Chhanna endiktu signature \_\_\_\_\_

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1. What does 'AI' stand for in the context of modern technology?

- A) Automated Interface ( )
- B) Artificial Intelligence ( )
- C) Analog Input ( )
- D) Advanced Internet ( )

2. What is the main purpose of a blockchain?

- A) To create spreadsheets ( )
- B) To encrypt email communications ( )
- C) To store digital transactions securely in a decentralized way ( )
- D) To manage network printers ( )

3. What is the shortcut key for 'Save As' in MS Word?

- A) Ctrl + S ( )
- B) Ctrl + A ( )
- C) F12 ( )
- D) Ctrl + P ( )

4. What is the purpose of Slide Sorter view in Microsoft PowerPoint?

- A) To create a custom slideshow ( )
- B) To rearrange slides ( )
- C) To add animations ( )
- D) To insert a new slide ( )

5. Which technology is used for creating 3D models and animations?

- A) CAD (Computer-Aided Design)( )
- B) CAM (Computer-Aided Manufacturing) ( )
- C) CNC (Computer Numerical Control) ( )
- D) CAE (Computer-Aided Engineering) ( )

6. Which of the following storage devices has no moving parts?

- A) Hard Disk Drive (HDD) ( )
- B) Solid State Drive (SSD) ( )
- C) CD-ROM ( )
- D) Floppy Disk ( )

7. What is the primary purpose of a DDoS attack?

- A) Data encryption ( )
- B) Data theft ( )
- C) Overloading a system to cause disruption ( )
- D) Data compression ( )

8. What is "Phishing" in the context of cybersecurity?

- A) Sending spam emails ( )
- B) Unauthorized access to networks ( )
- C) Fraudulent attempt to obtain sensitive information ( )
- D) Downloading files illegally ( )

9. What is a "Router" used for in computer networks?

- A) Store data ( )
- B) Print documents ( )
- C) Connect multiple networks and direct traffic ( )
- D) Edit video files ( )

10. Which one of the following is NOT an example of cloud computing service?

- A) Google Drive ( )
- B) Dropbox ( )
- C) External Hard Drive ( )
- D) Microsoft Azure ( )

11. In database management, what does SQL stand for?

- A) Simple Query Language ( )
- B) System Quality Language ( )
- C) Structured Query Language ( )
- D) Server Query Link ( )

12. Which of the following is not a type of computer virus?

- A) Trojan ( )
- B) Worm ( )
- C) Spyware ( )
- D) Firewall ( )

13. In Excel, what does the 'VLOOKUP' function do?

- A) Looks up a value in a vertical column ( )
- B) Counts the number of cells with numbers ( )
- C) Finds the maximum value in a range ( )
- D) Creates a pie chart ( )

14. What does HTTP stand for in web addresses?

- A) Hyper Text Transfer Protocol ( )
- B) Hyper Text Transmission Protocol ( )
- C) Hyper Transfer Text Protocol ( )
- D) Hyperlink Transfer Text Protocol ( )

15. What is the default file extension for a Word document in recent versions?

- A) .txt ( )
- B) .doc ( )
- C) .docx ( )
- D) .pdf ( )

16. In computing, what is 'Virtual Reality' (VR)?

- A) A programming language ( )
- B) A physical storage device ( )
- C) A simulation of a real or imagined environment ( )
- D) A type of software virus ( )

17. What does IoT stand for?

- A) Internet of Technology ( )
- B) Interconnected Objects Technology ( )
- C) Internet of Things ( )
- D) Intelligent Objects Technology ( )

18. What is the primary function of a VPN (Virtual Private Network)?

- A) Data encryption ( )
- B) Internet speed enhancement ( )
- C) Secure remote access ( )
- D) Data compression ( )

19. In computing, what does API stand for?

- A) Application Programming Interface ( )
- B) Advanced Programming Interface ( )
- C) Automated Programming Interface ( )
- D) Application Process Interface ( )

20. What is the primary function of an IP address?

- A) Encrypt files ( )
- B) Connect printers ( )
- C) Identify devices on a network ( )
- D) Control computer memory ( )

21. What does the term "Open Source Software" mean?

- A) Software that is free for download ( )
- B) Software whose source code is available for modification ( )
- C) Software that cannot be installed on multiple devices ( )
- D) Software that requires a subscription ( )

22. Which of the following is NOT an example of Artificial Intelligence?

- A) Voice assistants like Siri or Alexa ( )
- B) Automated email responses ( )
- C) Google search suggestions ( )
- D) Traditional calculator ( )

23. What is the main purpose of cache memory?

- A) To store frequently accessed data and instructions ( )
- B) To store the operating system ( )
- C) To backup data ( )
- D) To store multimedia files ( )

24. What is "IPv6"?

- A) A programming language ( )
- B) A version of the internet protocol with a larger address space ( )
- C) A type of virus ( )
- D) A software license ( )

25. In computing, what does the term "booting" refer to?

- A) Installing software ( )
- B) Connecting to the internet ( )
- C) Starting up a computer ( )
- D) Shutting down a computer ( )

26. Which port is commonly used to connect a keyboard to a computer?

- A) USB ( )
- B) VGA ( )
- C) HDMI ( )
- D) Ethernet ( )

27. What is the primary function of RAM (Random Access Memory) in a computer?

- A) To store the operating system permanently ( )
- B) To store files for long-term use ( )
- C) To provide temporary storage for currently used data and applications ( )
- D) To control the computer's hardware components ( )

28. What does "WWW" stand for?

- A) World Wide Web ( )
- B) World Wide Way ( )
- C) Web Wide World ( )
- D) Wide Web World ( )

29. Which of the following is an example of a search engine?

- A) Facebook ( )
- B) Chrome ( )
- C) Bing ( )
- D) Windows ( )

30. What does "cookies" in the context of a web browser do?

- A) Speed up the computer ( )
- B) Store user preferences and browsing history ( )
- C) Encrypt web traffic ( )
- D) Increase video quality ( )

31. Which number system is used by computers to perform calculations and processes?

- A) Decimal ( )
- B) Hexadecimal ( )
- C) Binary ( )
- D) Octal ( )

32. What is the primary purpose of a file extension in a computer system?

- A) To improve the speed of file access ( )
- B) To indicate the type of file and the software that can open it ( )
- C) To compress the file size ( )
- D) To encrypt the file for security ( )

33. What is the main difference between a bit and a byte?

- A) A bit is 8 bytes ( )
- B) A byte is 8 bits ( )
- C) A bit is 16 bytes ( )
- D) A byte is 16 bits ( )

34. What is the primary function of a computer's "power supply unit" (PSU)?

- A) To increase CPU speed ( )
- B) To provide internet access ( )
- C) To convert electrical power for computer use ( )
- D) To manage data storage ( )

35. What is "multitasking" in computing?

- A) Opening multiple windows simultaneously ( )
- B) Using a single program for multiple tasks ( )
- C) Running multiple applications at the same time ( )
- D) Creating multiple user accounts ( )

36. What does the term "formatting" refer to when preparing a storage device?

- A) Compressing files ( )
- B) Installing software ( )
- C) Removing and organizing files ( )
- D) Preparing the device for data storage by erasing all data ( )

37. What is "clipboard" used for in a computer?

- A) To save documents permanently ( )
- B) To temporarily store data for copying and pasting ( )
- C) To manage installed software ( )
- D) To display web content ( )

38. What does BIOS stand for?

- A) Basic Input Output System ( )
- B) Binary Input Output System ( )
- C) Base Input Output System ( )
- D) Basic Internal Output System ( )

39. Which protocol is used to send emails?

- A) FTP ( )
- B) HTTP ( )
- C) SMTP ( )
- D) SNMP ( )

40. What is the main circuit board of a computer called?

- A) CPU ( )
- B) Motherboard ( )
- C) Hard Drive ( )
- D) RAM ( )

41. Which of the following is NOT an example of an output device?

- A) Monitor ( )
- B) Keyboard ( )
- C) Printer ( )
- D) Speaker ( )

42. Which unit is used to measure the speed of a processor?

- A) Bytes ( )
- B) Hertz ( )
- C) Bits ( )
- D) Pixels ( )

43. What is the purpose of a firewall in computer networks?

- A) Speed up the internet ( )
- B) Protect against unauthorized access ( )
- C) Improve system performance ( )
- D) Store large amounts of data ( )

44. Which of the following is the smallest unit of data in a computer?

- A) Byte ( )
- B) Bit ( )
- C) Kilobyte ( )
- D) Megabyte ( )

45. What does "URL" stand for?

- A) Uniform Resource Locator ( )
- B) Uniform Research Language ( )
- C) Unique Resource Locator ( )
- D) User Resource Link ( )

46. Which of the following keys is known as the "toggle key"?

- A) Shift ( )
- B) Ctrl ( )
- C) Caps Lock ( )
- D) Alt ( )

47. In Microsoft Word, what does the 'Ctrl + E' shortcut do?

- A) Aligns text to the left ( )
- B) Aligns text to the right ( )
- C) Center aligns the text ( )
- D) Saves the document ( )

48. In Microsoft Word, what is the use of the 'Mail Merge' feature?

- A) To format a document ( )
- B) To check grammar ( )
- C) To create a data table ( )
- D) To send bulk letters with personalized details ( )

49. In Microsoft Excel, what symbol is used to start a formula?

- A) \$ ( )
- B) @ ( )
- C) = ( )
- D) # ( )

50. Which shortcut key is used to start a slideshow from the beginning in PowerPoint?

- A) F5 ( )
- B) Ctrl + S ( )
- C) Alt + F4 ( )
- D) Shift + F5 ( )