CHAPTER 1

INTRODUCTION TO COMPUTERS

Multiple Choice Questions

1. The first recognized calculating device was
a) ABACUS b) UNIVAC-1 c) MARK-1

2. Npier's Bones and Slide Rule were developed in
a) 17^{th} Century b) 16^{th} Century c).18^{th} Century

3. The first mechanical calculator was developed by
a) Blaise Pascal b) Chales Babbage c) John Napier

4. Introduced Punch cards for the Power looms
a) Joseph Jacquard b) Howard H aiken c) Gottfried

5. Difference Engine was developed in
a) 1723 b) 1833 c) 1823

6. Difference Engine was developed by
a) Charles Babbage b) Blaise Pascal c) Herman Hollerith

7. Give the idea of Analytic Engine
a) Charles Babbage b) Gottfried Jecquard

8. In 1890, for the first time used punched cards in his machines
a) Howard H Aiken b) John Mauchly c) Herman Hollerith

9. ENIAC was developed by
a) Howard H Aiken b) John Mauchly and J.P Eckert c) Charles Babbage

10. ENIAC was developed in
a) 1946 b) 1950 c) 1955

11. EDVAC was developed by
a) John Mauchly b) John Neumann c) Blaise Pascal

12. EDVAC was developed in
a) 1960 b) 1940 c) 1950

13. The first commercial computer was
a) UNIVAC-1 b) MARK-1 c) ABACUS

14. There are generations of computer
a) Four b) Five c) Six

15. First generation computer used
a) Transistors b) Vacuum Tubes c) ICs

16. ENIAC, EDVAC and UNIVAC were the generation computers
a) First b) Second c) Third

17. First generation computers were developed between
a) 1955-1965 b) 1970-1980 c) 1945-1955

18. Were used in 2nd generation computers
a) Transistors b) Vacuum Tubes c) Microchip

19. UNIVAC-II, IBM 1401 were the generation computers
a) First b) Second c) Third

20. Second generation computers were developed between
a) 1955-1966 b) 1970-1980 c) 1945-1954

21. The third generation computers used
a) ICs b) Vacuum Tubes c) Microchip

22. IBM system/350 series were the generation computers
a) First b) Second c) Third

23 Third generation computers were developed between
a) 1964-1970 b) 1956-1960 c) 1945-1955

24. Microprocessors were used in generation computers
a) 4th b) 2nd c) 3rd

25. Microcomputers are belonging to generation of computers
a) 4th b) 2nd c) 3rd

26. Computers can be classified into types
a) Two b) Three c) Four

27. Hybrid computer is the mixture of computers
a) Digital and Analog b) Analog and Analog c) Digital and Digital

28. Digital computers can be classified into types
a) Three b) Two c) Four

29. Computers represent physical quantities like speed, weight
a) Digital b) Analog c) Hybrid

30. Analog clock, Analog Thermometer are the examples of computers
a) Digital b) Analog c) Hybrid

31. ABACUS was developed by
a) Americans b) Chinese c) Britain

32. Analytic Engine consists of units

a) Two b) Four c) Five

33. HLL stands for
a) Hardware Label List b) High Level Language

34.The rules of a computer language are called of language
a) Syntax b) Logic c) Style

35. The computer languages that are closed to human language are called
a) High Level Language b) Low level Language

36. The programs inside the computer are called
a) Software b) Hardware c) Firmware

37.There are types of software a) 3 b) 2 c) 4
38. Fortran stands for

a) Formula Translation b) Formula Techniques
39. Java is a language

a) Object Oriented b) Non Structured
40. IBM stands for
a) International Business Management b) International Bar Member c) International Business Machine

41. IC stands for
a) Integrated Circuit b) Intelligent Computer c) Intelligent Cylinder

42. CRAY1, CRAY2 computers re the examples of computers
a) Super b) Mini c) Micro

43. UPC stands for
a) Universal Production Code b) Untreatable Power Cylinder

44. CAI stands for
a) Computer Aided Instructions b) Computer Assisted Instructions

45. CAI systems have major types
a) Four b) Five c) Three

46. CMI stands for
a) Computer Managed Intelligent b) Computer Managed Instructions
47. CAD stands for
a) Computer Aided Design b) Computer Assisted Design c) Computer Area Design

48. BASIC language was developed in
a) 1945 b) 1964 c) 1970

49. BASIC language was developed by
a) John Kemeny b) Blaise Pascal c) John Backus

50. FORTRAN was developed in
a) 1945 b) 1957 c) 1960

51. FORTRAN was developed by
a) John Kemeny b) Blaise Pascal c) John Backus

52. COBOL was developed in
a) 1959 b) 1970 c) 1980

53. PASCAL language was developed by
a) Professor Niclaus Wirth b) Blaise Pascal c) JohnBackus

54. C language is developed in late
a) 1950's b) 1960's c) 1970's
55.Unix operating system is developed in language
a) C b) Pascal c) Cobol

56. C++ was developed by
a) John Kemeny b) Bjarne Stroustrup c) John Backus

57. C++ was developed in the early
a) 1980s b) 1970s c) 1960s

58. JAVA language is developed in
a) 1991 b) 1980 c) 1970s

59. Assembler is used to convert language program into machine language
a) Assembly b) High level language c) Pascal

60. A computer cannot directly understand level language
a) Low b) High c) Middle

61. A Compiler is software
a) System b) Application c) Productivity

62. An Assembler is software
a) System b) Application c) Productivity

63. A Compiler is used to convert level language program into machine language
a) Low b) High c) Middle

64. A program written by the programmer in any language is called
a) Source program b) Object program c) Executable program

65. The output from the compiler or assembler is called program
a) System b) Object c)Executable

66. Interpreter is software
a) System b) Application c) Firmware

67. Interpreter is used to convert level language program into machine language
a) Low b) High c) Middle

68. Interpreter converts the source code into machine language
a) Whole program b) Line by line

69.Compiler compiles the program at a time
a) Whole b) Line by line

70. Which of the following is not an object oriented language
a) Pascal with object b) Java c) Fortran

71.Which of the following is not an operating system
a) MS OFFICE b) Windows 98 c) OS/2

72. Which of the following is a low level language
a) C++ b) FORTRAN c) Machine Language

73. Which of the following is not a High level language
a) C++ b) FORTRAN c) LINUX

74 Which of the following is an example of Firmware
a) Instructions written in BIOS b) DOS c) Windows 2000
75. The program that contain instructions to operate a device is called
a) Device driver b) Device operator c) Device Linking
76. Which of the following is not application packages a) Excel b) Unix c) Win Word

CHAPTER 2
COMPUTER COMPONENTS

1. Microcomputers have basic components
a) Three b) Two c) Four

2. Devices that are used to receive data inside the computer are called devices
a) Input b) Out put

3. Is the most common input device
a) Mouse b) Joystick c) Keyboard

4. CPU stands for
a) Central Processing Unit b) Control Panel Unit c) Control Processing Unit

5. Is a volatile memory
a) RAM b) ROM c) PROM

6. Is a non-volatile memory
a) RAM b) ROM c) PROM

7. Is a directly accessible temporary memory
a) RAM b) ROM c) CDROM

8. Printer and Monitor are examples of
a) Input devices b) Output devices c) Control devices

9. The backbone of computer is its
a) Computer Bus b) Control Panel c) Computer Ports

10. CU stands for
a) Control Unit b) Control Universal c) None of these

11. ALU perform
a) Arithmetic functions b) Control functions c) None of these

12. MU stands for
a) Management Unit b) Memory Unit c) None of these

13. The function of MU is to
a) Store Information b) Perform arithmetic functions c) Control devices

14. Unit controls the execution of instructions inside the computer
a) Memory b) Control c) ALU

15. The input/output operations of the computer is controlled by
a) Control Unit b) ALU c) MU

16. ALU consists of sections
a) Three b) Two c) Four

17. Arithmetic operations in the ALU are performed by section
a) Arithmetic b) Memory c) Control

18. Section of ALU performs logical operations
a) Control b) Memory c) Logical

19. Is the memory of CPU to hold data or instructions
a) RAM b) ROM c) Register

20. The registers that hold memory address are called register
a) Address b) Stack c) Accumulator

21. The computer bus that carry data is called
a) Data Bus b) Address Bus c) Control Bus

22. Accumulator register can be used as byte register
a) 1 Byte b) 2 Byte c) Both of them

23. Information is processed by the in the computer
a) CPU b) ALU c) MU

24. The output is taken by the unit in the computer
a) Input b) CPU c) Output

25. A is the smallest unit of the memory
a) Bit b) Byte c) Word

26. A nibble consists of bits
a) 2 b) 4 c) 6

27. A Byte consists of bits
a) 4 b) 6 c) 8

28. A Byte consists of bits
a) 20 b) 16 c) 8

29. 1 Kilo Byte consists of bytes
a) 1000 b) 1024 c)2040

30. 1 Mega Byte consists of Kilobytes
a) 1000 b) 1024 c)2040

31. MB stands for
a) Mega Byte b) Mega Bit c) Magnetic byte

32. GB stands for
a) Giga Byte b) Giga Bit c) None of these

33. TB stands for
a) Tera Byte b) Tera Bit c) Tetra Byte

34. 1 GB consists of MB
a) 1000 b) 1024 c) 2040

35. 1 TB consists of GB
a) 1024 b) 1000 c) 2040

36. Controls and supervises all the units of a computer
a) CPU b) ALU c) CU

37. Addition, subtraction is done by
a) CPU b) ALU c) CU

38. Logical operations are done by
a) CPU b) ALU c) CU

39. Is like the traffic e policeman
a) CPU b) ALU c) CU

40. RAM consists of chips
a) Blank b) Filled c) Conductor

41. Numerically, an ON is represented by a
a) 0 b) 1 c) 2

42. EDP stands for
a) Electronic Data Projector b) Electronic Data Processing c) Electric data Post

43. The physical components of a computer are called
a) Hardware b) Software c) Firmware

44. Keyboard, mouse is the examples of
a) Hardware b) Software c) Firmware

45. Computer software is divided into categories
a) Three b) Four c) Two

46. Software is the procedure written by the user to solve their problems
a) System b) Application

47. Is a temporary storage device
a) Register b) Hard disk c) CPU

CHAPTER 3
INPUT/OUTPUT DEVICES

1. The devices through which information is transferred into a computer are called
a) Input Devices b) Output Devices c) Both

2. Devices, which enable a computer to transfer information to humans or other devices are called
a) Input Devices b) Output Devices c) Both

3. Backing storage devices are
a) Magnetic Tape b) Magnetic Disk c) Both

4. Punched card readers, paper tape readers are some old types of devices
a) Input b) Output c) Both

5. A keyboard may be divided into general area
a) Two b) Three c) Four

6. F1, F2, F3 keys are keys
a) Special b) Function c) Control

7. F1 key is used for function in GW Basic language
a) Help b) List c) Load

8. F2 key is used for in GW Basic
a) Run b) List c) Load

9. F3 key is used for function in GW Basic language
a) Help b) List c) Load

10. F4 key is used for function in GW Basic language
a) Save b) List c) Load

11. F5 key is used for function in GW Basic language
a) Count b) LPT c) TRON

12. F6 key is used for function in GW Basic language
a) Help b) LPT c) TRON

13. F7 key is used for function in GW Basic language
a) TROFF b) LPT c) TRON

14. F8 key is used for function in GW Basic language
a) TROFF b) LPT c) TRON

15. F9 key is used for function in GW Basic language
a) TROFF b) KEY c) TRON

16. F10 key is used for function in GW Basic language
a) SCREEN b) List c) Load

17. F1 key in Word package is used for function
a) Help b) Save c) Load

18. F2. key in Word package is used to
a) move text or graphic b) delete text or graphic c) copy text

19. F3 key in Word package insert an
a) Clipart b) Auto text c) Auto shape

20. F4 key in Word package repeat the
a) Last Action b) Previous Action c) None of them

21. F5 key in Word package is for
a) GoTo b) Delete c) None of them

22. F6 key in Word package is used to go to
a) Next page b) Next frame c) None of them

23. F7 key in Word package chooses the
a) Next page b) Next frame c) None of them

24. F8 key in Word package extends the
a) Next page b) Next frame c) None of them

25. F10 key in Word package activate the
a) Menu bar b) Task bar c) Ruler

26. F11 key in Word package is used to go to the
a) Next page b) Next file c) Next frame

27. F12 key in Word package is short cut key of option
a) Save as b) Save c) Close

28. Ctrl key is a
a) Special Key b) Function Key c) Control Key

29. There are basic types of keyboard
a) Four b) Three c) Two

30. The two basic types of keyboards are
a) PC XT b) AT c) Both

31. A mouse is a device
a) Input b) Pointing c) Both

32. A joystick is a device
a) Input b) Pointing c) Output

33. A joystick is used for
a) Drawings b) Animations c) Playing Games

34. A scanner is an device
a) Input b) Output c) Storage

35. A scanner converts an image into form
a) Digital b) Analog c) Both

36. OCR stands for
a) Optical Character Recognition b) Optical Character Reader c) None

37. There are types of scanners
a) Three b) Two c) Four

38. The two types of scanners are
a) Flatbed b) Handheld c) Both

39. Scanners differ in

a) Resolution b) Speed c) Both

40. A trackball is a device
a) Output b) Pointing c) None of them

41. A light pen is a device
a) Input b) Pointing c) Output

42. A light pen consists of
a) Pencil b) Photocell c) Both

43. MICR stands for
a) Magnetic ink character reader b) Magnetic ink character recognition
c) Magnetic ink character writer

44. Video digitizer is also a device
a) Input b) Output c) Pointing

45. Translating voice to text is known as
a) Voice Recognition b) Voice Translation c) None

46. There are steps involved in speech recognition
a) Two b) Three c) Four

47. Digital cameras operate on the same basis as
a) Basic Camera b) Scanner c) Plotter

48. The Traditional camera uses film while digital camera uses a
a) CD b) CCD c) Hard disk

49. CCD stands for
a) Charged Coupled Device b) Compact CD c) None of them

50. CRT stands for
a) Compact Relay Time b) Cathode Ray Tube c) Cathode Ray Technique

51. A video monitor consists of
a) CRT b) CCD c) Picture

52. Monitor is just like a
a) VCR b) TV c) Both

53. There are types of monitor
a) Four b) Two c) Three

54. Daisy wheel printer produces a quality print
a) Low b) High c) Moderate

55. Line printers are used with computers
a) Mini b) Mainframe c) Both

56. The line printers print line at a time
a) One b) Two c) Three

57. The speed of line printers is greater than lines per minute
a) 1000 b) 1200 c) 1400

58. Line printer is divided into categories
a) Three b) Two c) Four

59. Non-impact printers are much faster than printers
a) Impact b) Laser c) Both

60. Printers can only print on a special heat sensitivity waxy paper
a) Laser b) Dot Matrix c) Electro Thermal

61. The speed of inkjet printer is about
a) 100 cps b) 200 cps c) 300 cps

62. Laser printers use technology
a) Laser b) Electro photography c) Both

63. The plotter is a special device
a) Input b) Output c) Pointing

64. Plotters are used to
a) Draw Maps b) Playing Games c) Animations

65. There are types of plotters
a) Two b) Three c) Four

66. Two types of plotters are
a) Drum b) Flatbed c) Both

67. Drum plotters are used to produce output
a) Continuous b) Page wise c) Both

68. The storage capacity of CDROM is
a) 400 MB b) 700 MB c) 900 MB

69. Cassettes store data
a) Sequentially b) Directly c) Randomly

70. There are types of floppy discs according to storage capacity
a) Two b) Three c) Four

71. Floppy disks and hard disk are the types of
a) Magnetic Disks b) Magnetic Tape c) None

72. Double density and High density are the capacities of
a) Hard Disk b) Floppy Disk c) Both

73. A holographic memory is made on special recording medium similar to
a) Photographic b) Laser c) Both

74. Hard disk is faster as compared to
a) Magnetic Tape b) Floppy Disk c) Both

75. Hard store more data than
a) Magnetic Tape b) Floppy Disk c) Both

CHAPTER 4
STORAGE DEVICES

1. Computer storage is also referred as computer
a) Memory b) Begin c) Both

2. Computer storage is divided into types
a) 2 b) 3 c) 4

3. Bit stands for digit
a) Binary b) Begin c) Best

4. The value of bit is
a) 0,1 b) 0,2 c) 0,4

5. The storage capacity of computer is measured in
a) Byte b) Bit c) Both of them

6. Main memory is also called memory
a) Primary b) Secondary c) Both of them

7. Main memory is the extension of
a) CPU b) Hard disk c) Magnetic Tape

8. Main memory is directly accessible by
a) CPU b) Hard Disk c) Both of them

9. The function of main memory is controlled by the
a) ALU b) CPU c) Hard Disk

10. Min memory accepts data from the unit
a) Input b) Output c) None of them

11. Also stores the data which is being used by the CPU
a) Main Memory b) Hard disk c) Both

12.The most common kind of semi conductor memories is
a) RAM and ROM b) Hard Disk c) Magnetic Tape

13.Is active only when the computer is on
a) RAM b) Hard Disk c) Magnetic Tape

14. RAM has a very speed
a) Low b) High c) Moderate

15. Most of the today's computers use technology of RAM
a) CMOS b) Solid state c) Laser

16. SIMM stands for
a) Single inline memory module b) Static internal memory module

17. SIMMs are circuit boards with links directly to
a) Motherboard b) Processor c) Ports

18. SRAM is than DRAM
a) Faster b) Slower c) None

19. In case of larger RAM windows can run
a) Slower b) Faster c) Normal

20. DIP stands for
a) Double input processor b) Dual inline pin c) Double inline protocol

21. ROM cannot be by the program
a) Altered b) Moved c) Inserted

22. ROM is designed by the
a) Manufacturers b) Software developers c) Users themselves

23. Program stored in ROM are called
a) Firmware b) Shareware c) Standard

24. Flash memory is a type of memory
a) Volatile b) Non-volatile c) Secondary

25. Flash memory is easily altered by the user
a) Altered b) Deleted c) Inserted

26. DIMMs stands for
a) Dual inline memory module b) Double inline memory model

27. Refers to the rate at which work can be performed by a computer system
a) Throughput b)Speed

28. Is faster than RAM
a) ROM b) PROM c) Cache Memory

29. Memory stores a bulk of information
a) Primary b) Secondary c) Cache

30. Cache memory holds only those instructions and data that are likely to be needed by
a) MU b) CPU c) Hard Disk

31. Auxiliary storage is of types
a) Three b) Two c) Four

32. Sequential access is
a) Addressable b) Non-addressable c)None of them

33. Direct access is
a) Addressable b) Non-addressable c)None of them

34. Direct access storage devices come in forms
a) Three b) Two c) Four

35. Magnetic tape is coated with
a) Laser technology b) Ferrous oxide c) None of them

36. Magnetic tape is available in forms
a) 2 Primary b) 3 Primary c) 4 Primary

37. Magnetic tape is coated on side with magnetic material
a) One b) Two c) Three

38. Magnetic tape is slower than
a) Hard Disk b) Cassettes c) None of them

39. Magnetic tape process data
a) Directly b) Sequentially c) None of them

40. Magnetic disc is made up of rotating platters
a) 1 or more b) 2 or more c) 3 or more

41. Magnetic disc process data
a) Directly b) Sequentially c) None of them

42. Magnetic discs are divided into
a) Hard disk b) Floppy disc c) Both

43. Hard disks are
a) Interchangeable b) Not Interchangeable c) None of them

44. Floppy discs are than hard disks
a) Smaller b) Bigger c) None of them

45. Floppies are available in sizes
a) 2.1” and 4.5” b) 3.5” and 5.25” c) None of them

46. Double density 5.25” disc has capacity of KB
a) 720 b) 650 c) 360

47. High density 5.25” disc has capacity of MB
a) 1.2 b) 1.44 c) 760

48. Double density 3.5” has the capacity of MB
a) 720 b) 650 c) 360

49. High density 3.5” disc has capacity of MB
a) 1.2 b) 1.44 c) 760

50. The storage capacity of each sector on a particular track is
a) 700 b) 650 c) 512

51. Each sector is assigned a unique
a) Number b) Character c) String

CHAPTER 5
DATA REPRESENTATION

1. The ASCII is a code
a) 5 bit b) 6 bit c) 7 bit

2. The EBSIDC is a code
a) 5 bit b) 8 bit c) 7 bit

3. The set of characters including 26 characters of English alphabets and 10 digits is called data
a) Alphabetic b) Alphanumeric c) Numeric

4. The number of bytes in a word in called
a) Storage capacity b) Word length c) None

5. Computers directly understands digits
a) Binary b) Decimal numbers c) Octal number

6. Computers did not directly understands
a) Letters b) Decimal numbers c) Both

7. Raw facts are called
a) Information b) Data c) Program

8. Processed data is called
a) Information b) Data c) Program

9. Data is classified into types
a) 3 b) 4 c) 5

10. Numeric data contains
a) Letters b) Numbers c) Symbols

11. Numeric data can be integer or data
a) Real b) Positive c) Even

12. Integer data consists of negative or positive
a) Fractions b) Whole numbers c) None of them

13. Real data contains numbers which may be
a) Fractions b) Whole numbers c) None of them

14. Alphabetic data includes combination of
a) Letter & alphabets b) Numbers c) Symbols

15. The decimal number system consists of number
a) 8 b) 7 c) 10

16. The base of decimal number system is

a) 8 b) 7 c) 10

17. The base of octal number system is

a) 8 b) 7 c) 10

18. The base of Hexadecimal number system is

a) 8 b) 16 c) 10

CHAPTER 6

BOOLEAN ALGEBRA

1. Boolean Algebra derives its name from the British mathematician
a) George Boole b) Charles Boole c) None of them

2. A Boolean variable can only have one of the values
a) 3,1 b) 2,0 c) 0,1

3. An OR Gate has at least _____ inputs
a) 2 b) 3 c) 4

4. An AND Gate has at least _____ inputs
a) 2 b) 3 c) 4

5. A Not Gate has only inputs
a) 3 b) 2 c) 1

6. In order to get high output in AND gate all inputs must be
a) Low b) High c) Equal

7. In order to get high output in OR gate one of inputs must be
a) Low b) High c) Equal

8. The output of the NOT gate is always the of the original value
a) Same b) Reverse c)None

9. In Boolean Algebra the AND operation is represented by the sign
a) + b) . c) *

10. In Boolean Algebra the OR operation is represented by the sign
a) + b) . c) *

11. An inverter is also called
a) Same b) Not c) Yes

12. In Boolean Algebra x + 0 = _____
a) x b) 0 c) 1

13. In Boolean Algebra x + 1 = _____
a) x b) 0 c) 1

14. Truth table shows all possible combinations of
a) Input b) Output c) Both

15. The complement of a product equals the of the complements
a) Sum b) Product c) Reverse

16. Boolean operators and Boolean variables combine to form Boolean
a) Expression b)Output

17. The Boolean expression depicts law
a) Commutative b) Associative c) Distributive

18. The Boolean expression x + (y + z) = (x + y) + z depicts law
a) Commutative b) Associative c) Distributive

19. The Boolean expression x . (y . z) = (x . y) . z depicts law
a) Commutative b) Associative c) Distributive

20. The Boolean expression x . (y + z) = x . y + x . z depicts law
a) Commutative b) Associative c) Distributive

21. The Boolean expression (x + y) . (x + z) = x +(y . z)depicts law
a) Commutative b) Associative c) Distributive

22. In Boolean Algebra x . x = _____
a) x b) 0 c) 1

23. Logic gate is similar to the function of two series switches
a) AND b) OR c)NOT

24. Logic gate is similar to the function of two parallel switches
a) AND b) OR c)NOT

CHAPTER 7

COMPUTER SOFTWARE

1. The program inside the computer is called
a) Software b) Hardware c) Shareware

2. There are types of software
a) Four b) Three c) Two

3. The system software is used to control the
a) Software b) Hardware c) Shareware

4. Operating system is a software
a) System b) Application c) Shareware

5. Set of programs that coordinate the computers software and hardware is called
a) Operating System b) Application Software c) Shareware

6. I/O stands for
a) Integration/ Output b) Input /Output c) None of them

7. UNIX is an
a) Operating System b) Application Software c) Shareware

8. DOS is a user operating system
a) Multi b) Multitasking c) Single

9. UNIX is a user operating system
a) Multi b) Multitasking c) Single

10. Windows 2000 is a user operating system
a) Multi b) Multitasking c) Single

11. NT stands for
a) Number Techniques b) New Technology c) None of them

12. Windows operating system is developed by corporation
a) Dell b) Compaq c) Microsoft

13.UNIX operating system is developed in language
a) Pascal b) C c) Cobol

14. Macintosh operating system is used in computers
a) Apple b) Dell c) Compaq

15. Service software is divided into types
a)Four b) Two c) Three

16. Data compression helps us to

a) Reduce the size b) Increase the size c) No effect

17. Application software can be divided into types.

a) 4 b) 5 c) 6

18. Productivity software is divided into types.

a) 4 b) 5 c) 6

19. Word processing software is the backbone of

a) Counting work b) Office automation c) Animation

20. Word processing software produce

a) Documents b) Animation c) Calculation work