

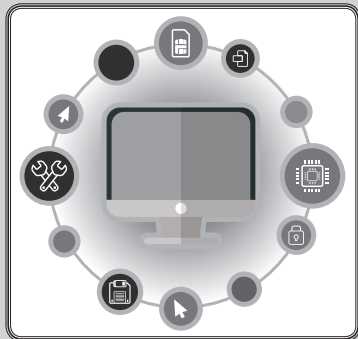
Preface to NSQF Level-3 Compliant Revised Edition

Directorate General of Training (DGT) under the Ministry of Skill Development & Entrepreneurship, being the apex organization for development and coordination of vocational training at the national level, undertakes steps from time to time to improve its various aspects in line with changing market and industry requirements. Effective from **September 2022 Admission session**, the curriculum for COPA has been revised by introducing new Modules and much more advanced software. New syllabus also provides opportunity to students to select from **Elective Modules on Programming in Python** and **Programming in Java**. Students can select either of the two Elective Modules for their training. In the revised curriculum, COPA trade has been fixed at NSQF level-3 under IT & ITeS Sector.

This Q-bank has been prepared strictly in accordance with the Latest curriculum prescribed by DGT from admission session September 2022 covering subject matter sequentially through different Modules, each containing fairly large number of multiple choice questions on All India Trade Test pattern.

With best wishes to all trainees for success in their careers

– Author



Contents

1.	Introduction to Computer Fundamentals	...	1
2.	Hardware and Software Concepts	...	6
3.	Introduction to Operating System	...	12
4.	Windows 10 Operating System	...	15
5.	LINUX Operating System	...	20
6.	Word Processing: MS-Word	...	24
7.	Electronic Spreadsheets: MS-Excel	...	29
8.	Electronic Presentations: MS-PowerPoint	...	34
9.	Concepts of Database Management System	...	38
10.	Networking, Internet and Web Designing	...	43
11.	Introduction to JavaScript	...	47
12.	Advanced Excel Concepts	...	52
13.	Electronic Commerce	...	55
14.	Cyber Security and IT-Act 2000 (With Amendments)	...	60
15.	Cloud Computing & Application Development Life Cycle	...	63
	Elective Module I : An Introduction to Programming in Python	...	66
	Elective Module II : An Introduction to Programming in JAVA	...	70