



spardhaguru2022



Spardhaguru Current affairs



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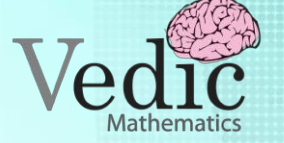
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1) In Windows operating system it is a window that is used to display text or to receive text from you. The type of text it displays or the type of text you are asked to provide depends on the application or the situation.

- a) Control's Focus
- b) Dialog Boxes
- c) Command Buttons
- d) Text Boxes

2) Anything written on the screen is called _____

- a) cursor
- b) text
- c) folder
- d) boot

3) To change written work already done.

- a) file
- b) edit
- c) cut
- d) close

4) A _____ contains buttons and menus that provide quick access to commonly used commands.

- a) toolbar
- b) menu bar
- c) window
- d) find

5) A symbol or question on the screen that prompts you to take action and tells the computer what to do next _____.

- a) scanner
- b) questionnaire
- c) prompts and dialog box
- d) information seeker

6) A (n) _____ is created by an application.

- a) executable file
- b) software program
- c) document
- d) operating system

7) A key that will erase information from the computer's memory and characters on the screen.

- a) edit
- b) delete key
- c) dummy out
- d) trust key

8) Ctrl, shift and alt are called _____ keys.

- a) adjustment
- b) function
- c) modifier

9) Applications are often referred to as

- a) data file
- b) executable files
- c) system software
- d) the operating system

10) What menu is selected to cut, copy and paste?

- a) File
- b) Edit
- c) Tools
- d) Table

11) The blinking symbol which indicates the next character will appear at which place, is called

- a) Delete key
- b) Control key
- c) Cursor
- d) Return key

12) To display the contents of a folder in Windows Explorer you should _____.

- a) click on it
- b) collapse it
- c) name it
- d) give a password

13) To shrink a window to an icon _____.

- a) open a group window
- b) minimise a window
- c) maximise a window
- d) restore a window





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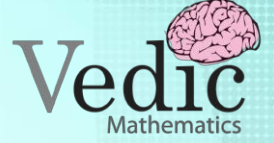
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14) What is the name given to those applications that combine text, sound, graphics, motion video, and/ or animation?

- a) motionware
- b) anigraphics
- c) videoscapes
- d) multimedia

15) Which of the following statements is false concerning file names?

- a) Files may share the same name or the same extension but not both.
- b) Every file in the same folder must have a unique name.
- c) File extension is another name for file type.
- d) The file extension comes before the dot (.) followed by the file name.

16) Powerful key that lets you exit a program when pushed

- a) arrow keys
- b) spacebar
- c) escape key
- d) return key

17) In Windows operating system when you delete a file or folder, it doesn't actually get deleted right away, it goes to the _____.

- a) Recycle Bin
- b) Dust Bin
- c) Cycle Bin
- d) None of these

18) The _____ key and the _____ key can be used in combination with other keys to perform shortcuts and special tasks.

- a) Control, Alt
- b) Function, toggle
- c) Delete, Insert
- d) Caps Lock, Num Lock

19) In addition to the basic typing keys, desktop and notebook computer keyboards include a(n) _____ keypad to efficiently move the screen-based insertion point.

- a) editing
- b) number
- c) locked
- d) docked

20) The _____ settings are automatic and standard.

- a) default
- b) CPU
- c) peripheral
- d) user-friendly

21) Which of these keys is not on the number keypad?

- a) Ctrl
- b) Del
- c) Enter
- d) Num Lock

22) To restart the computer _____ key is used.

- a) Del + Ctrl
- b) Backspace + Ctrl
- c) Ctrl + Alt + Del
- d) Reset

23) If you do not want to select any option after opening a menu then click menu title again or press key _____ to close the menu.

- a) Shift
- b) Tab
- c) Escape
- d) F1

24) It is a visual aspect that indicates that a control is ready to receive input from you in Windows operating system

- a) Control's Focus
- b) Dialog Boxes
- c) Command Buttons





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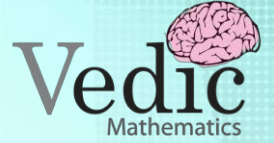
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d) Text Boxes

25) Windows 95, Windows 98 and Windows NT are known as

- a) processors
- b) domain names
- c) modems
- d) operating systems

26) Keyboard shortcuts are used to move the

- a) I-beam
- b) insertion point
- c) scrollbar
- d) mouse

27) _____ is a Window utility program that locates and eliminates unnecessary fragments and rearranges files and unused disk space to optimize operations.

- a) Backup
- b) Disk Cleanup
- c) Disk Defragmenter
- d) Restore

28) The information you put into the computer is called

- a) facts
- b) data
- c) files
- d) directory

29) In Window ME, what does ME stand for?

- a) Millennium
- b) Micro-Expert
- c) Macro-Expert
- d) Multi-Expert

30) Help menu is available at which button?

- a) End
- b) Start
- c) Turnoff
- d) Restart

31) ____ is a Window utility program that locates and eliminates unnecessary fragments and rearranges files and unused disk space to optimize operations.

- A) Disk Defragmenter
- B) Restore
- C) Disk Cleanup
- D) Backup

32) The input device to be used to get a printed diagram into a computer, is

- A) Touch pad
- B) Scanner
- C) Mouse
- D) Printer

33) The basic operation performed by a computer is

- A) Storage and retrieval operations
- B) Logic operations
- C) Arithmetic operations
- D) All of the above

34) Which of the following operating systems is not owned and licensed by a company?

- A) Windows
- B) Mac
- C) Linux
- D) Unix

35) ____ are graphical objects used to represent commonly used application.

- A) Windows
- B) Icons
- C) Drivers
- D) GUI

36) File ____ shrinks the size of a file so it requires less storage space.

- A) Compression
- B) Defragmenting
- C) Synthesizing
- D) Scanning





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37) The file that is linked with an e-mail and sent to the receiver of the e-mail is referred to as ____

- A) Annexure
- B) Appendage
- C) Attachment
- D) Add-on

38) Help Menu is available at which button?

- A) Restart
- B) Turnoff
- C) Start
- D) End

39) Different applications and documents of windows desktop are represented by

- A) Icon
- B) Graph
- C) Labels
- D) Symbols

40) Which of the following is not an output device of a computer?

- A) VDU
- B) Keyboard
- C) Printer
- D) CRT screen

41) Which of the following is MS Office Suite's software program?

- a) Microsoft Word
- b) Microsoft Excel
- c) Microsoft PowerPoint
- d) All of the above

42) Microsoft Word is a ____.

- a) Computer Hardware Program
- b) Computer Non-application Program
- c) Computer Application Program
- d) None of the above

43) What is MS Word used for?

- a) Design Pictures
- b) Design Videos

- c) Paint
- d) Design Texts

44) Which of the following is NOT present in MS Word?

- a) Word Count
- b) Font Size
- c) Brush
- d) Page Margin

45) Documents can be ____ with MS Word.

- a) Created
- b) Edited
- c) Saved
- d) All of the above

46) Microsoft Word was released in which year?

- a) 1981
- b) 1982
- c) 1983
- d) 1984

47) What was the initial name of Microsoft Word when it was released?

- a) Multi-Technique Word
- b) Multi-Transition Word
- c) Multi-Type Word
- d) Multi-Tool Word

48) What is meant by the concept of WYSIWYG in MS Word?

- a) What You See Is What You Get
- b) What You Seek Is What You Get
- c) What You See Is What You Give
- d) What You Seek Is What You Give

49) Office Button is symbolized with which feature on MS Word?

- a) Paper
- b) Ribbon
- c) Arrow
- d) Office





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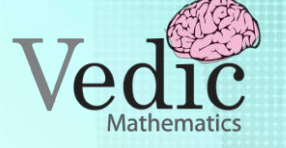
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50) Which of the following option is provided by Office Button?

- a) Open
- b) Save
- c) Print
- d) All of the above

