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1) In windows NT, NT stands for

- a) New Terminology
- b) New Technique
- c) New technology
- d) Normal technique

c) Modems

d) Operating systems

2) If you are performing Windows 98 operating system to Windows XP you are performing a(n)

- a) Push up
- b) China
- c) Patch
- d) Pull down
- e) Update

8) Which of the following is not a version of the Windows operating system software for the PC?

- a) ME
- b) 98
- c) XP
- d) Linux
- e) 95

3) Which of the following is not a feature of Windows 98?

- a) It supports Internet Explorer 4.0.1
- b) It supports many peripherals devices
- c) It was the first operating system to use the WDM
- d) It provides multiple firewall

9) Which of the following is not an in - built software application found in MS Windows?

- a) Paint
- b) CD player
- c) Disk defragmentor
- d) Volume Control
- e) MS Word

4) In windows ME, what does ME stand for?

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

10) What is Windows Explorer?

- a) Personal computer
- b) Network
- c) File manager
- d) Drive
- e) Web browser

5) Windows XP released in

- a) 2000
- b) 1998
- c) 1999
- d) 2001

11) A screen in a software program that permits the user to view several programs at one time is called a

- a) Spreadsheet
- b) Word processor
- c) Window
- d) Shareware

6) Which of the following is an example of a system software?

- a) Windows 7
- b) MS Word 2010
- c) MS Power Point 2010
- d) Open Office Writer

12) Background screen of computer is known as

- a) Application
- b) Window
- c) Desktop
- d) Frame

7) Windows 95, windows 98 and Windows NT are known as what?

- a) Processors
- b) Domain names

13) The background image of desktop is called as

- a) Graphics
- b) Desk cover
- c) Wallback
- d) Wallpaper

14) The desktop of a computer refers to

- a) The visible screen
- b) The area around the monitor
- c) The top of the mouse pad
- d) The inside of a folder





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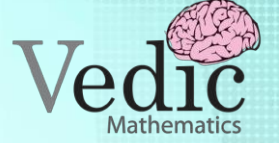
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15) A blinking indicator that shows you where your next action will happen, is

- a) CPU
- b) Cursor
- c) Toolbar
- d) Boot

16) Graphical pictures that represent an object like file, folder, etc..., are

- a) Task bar
- b) Windows
- c) Desktop
- d) Icons
- e) None of these

17) A / An contains programs that can be selected

- a) Pointer
- b) Menu
- c) Icon
- d) Button

18) To open disk, mouse pointer is placed on disk icon and then

- a) Mouse is dragged pushing the button
- b) Mouse is doubled - clicked
- c) Mouse is rotated around
- d) Mouse is clicked after rotating it

19) When you want to move an icon on your desktop, this is called

- a) Double clicking
- b) Highlighting
- c) Dragging
- d) Pointing

20) To display the contents of a folder in Windows Explorer, you should

- a) Click on it
- b) Collapse it
- c) Name it
- d) Give it password
- e) Rename it

21) Factor making Windows popular is

- a) Multitasking capacity
- b) Desktop features
- c) User friendly

d) Being inexpensive

22) All the deleted files go to

- a) Recycle bin
- b) Task bar
- c) Tool bar
- d) Computer

23) Generally, you access the recycle bin through an icon located

- a) On the desktop
- b) On the hard drive
- c) On the shortcut menu
- d) In the properties dialog box

24) Which of the following is used to access a file from the computer store?

- a) Insert
- b) Retrieve
- c) File
- d) print
- e) Find

25) The task bar is located

- a) On the start menu
- b) At the bottom of the screen
- c) On the quick launch toolbar
- d) At the top of the screen

26) In the split window mode, on little bar looks darker than the other, because

- a) Darker title bar shows window not in use
- b) Darker title bar shows active window
- c) Darker title bar shows unavailable window
- d) Both a and b
- e) None of the above

27) Date and time are available on the desktop at

- a) Keyboard
- b) recycle bin
- c) My computer
- d) Task bar
- e) None of these

28) Which of the following is an appropriate method to shutdown computer?

- a) Click 'Start' then select 'Shut Down'





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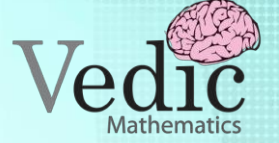
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- b) Click 'Start' then select 'Restart'
- c) Click 'Start' then select 'Switch user'
- d) Switch off monitor

- b) Window that is currently open
- c) Both a and b
- d) Window that is last used

29) End menu is available at which button?

- a) End
- b) Start
- c) Turn off
- d) Restart

35) To 'maximize' a window means to

- a) Fill it to the capacity
- b) Expand it to fit the desktop
- c) Put only like files inside
- d) Drag it to the recycle bin

30) When you install a new program on your computer, it is typically added to the menu

- a) All programs
- b) Select programs
- c) Start programs
- d) Desktop programs

36) To shrink a window to an icon

- a) Open a group window
- b) Minimize a window
- c) Maximize a window
- d) Restore a window

31) Why do you log - off from your computer when going out from your office?

- a) Someone might steal your files, passwords etc
- b) In order to save electricity
- c) Logging off is essential to increase performance
- d) Logging off is a good exercise to perform regularly

37) Which of the following are lists of commands that appear on the screen?

- a) GUIs
- b) Icons
- c) Menus
- d) Windows
- e) Stacks

32) Which of the following refers to the rectangular area for displaying information and running programs?

- a) Desktop
- b) Dialog box
- c) Menu
- d) Window
- e) Icon

38) Commands at the top of a screen such; FILE - EDIT - FONT - TOOLS to operate and change things within program comes under

- a) Menu bar
- b) Tool bar
- c) User friendly
- d) Word processor

33) Title bar, ribbon, status bar, views and document workspace are components of program

- a) Windows
- b) Browser
- c) Explorer
- d) Website

39) What is an on - screen display listing of available options of functions on a computer?

- a) Document
- b) View
- c) Tool
- d) Format
- e) Menu

34) Active window means the

- a) Active window is designated by a different colour toolbar that another open window

40) Menus are the part of

- a) Hardware
- b) User interface
- c) Status bar
- d) Monitor
- e) None of these





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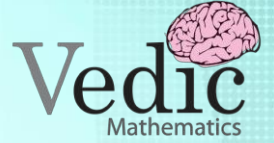
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41) For creating a new document, you use which command at file menu?

- a) Open
- b) Close
- c) New
- d) Save

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

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

43) Help menu is available at which button?

- a) End
- b) Start
- c) Turn off
- d) Restart

44) It is easier to change the name of file using Process

- a) Transforming
- b) Christening
- c) Renaming
- d) Retagging

45) The steps involved to open a document are

- a) Select the document to open from the File down menu
- b) Click on the Open option in the Tools menu
- c) Both a and b
- d) Can be different for different word document
- e) none of the above

46) a computer message is "Do you really want to delete the selected files(s)"? The user clicks 'Yes' key. It is called

- a) Program response
- b) User output
- c) User response
- d) Program output

47) A symbol or questions on the screen that prompts you to take action and tell the computer what to do next, is

- a) Scanner
- b) Questionnaire
- c) Information seeker

- d) Prompt and dialog box
- e) None of these

48) Menu type is also known as a drop down menu

- a) Fly - menu
- b) Pop - down
- c) Pop - up
- d) Pull - up
- e) Pull - down

49) A is an additional set of commands that the computer displays after you make a selection

- a) Dialog box
- b) Bub menu
- c) Menu selecting
- d) All of these

50) Anything written on the screen is called

- a) Cursor
- b) Text
- c) Folder
- d) Boot
- e) None of these

51) lets you leave a screen or program

- a) Boot
- b) Programs
- c) Exit
- d) Text

52) A is an icon on the desktop that provides a user with immediate access to a program or file

- a) Kernel
- b) Buffer
- c) Shortcut
- d) Spooler

53) What is the full form of RTF?

- a) Richer Text Formatting
- b) Rich Text Format
- c) Right Text Finishing
- d) Right Text Font
- e) Rich Text Font

54) The extension(s) of paint file is / are

- a) .png
- b) .jpg
- c) .bmp
- d) All of these





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55) Which of the following options is used to open calculator?

- a) Start button – All programs – Accessories – Calculator
- b) Start button – All programs – Calculator
- c) Start button – Accessories – Calculator
- d) All of the above

56) is an easy – to – use interface to play digital media files

- a) WordPad
- b) Notepad
- c) Media player
- d) Games

57) When you cut or copy information it gets place in the

- a) Clipart
- b) Clipboard
- c) Motherboard
- d) Both a and b
- e) None of these

58) A clipboard

- a) Is used to save data on disk in the event of a power failure
- b) Is able to retain the contents even when computer is switched OFF
- c) Is available only in Microsoft Word
- d) Is a temporary storage in computer memory and temporary stores the cutted or copied data
- e) None of these

59) What is the command used to remove text or graphics from a document, the information is then stored on a clipboard so you can paste it?

- a) Chop
- b) Cut
- c) Clip
- d) Cart away

60) A saved document is referred to as a

- a) File
- b) Word
- c) Folder
- d) Project
- e) None of these

61) The name given to a document by the user is called

- a) File name
- b) Program
- c) Data
- d) Record

62) A is a collection of information saved as a unit

- a) Folder
- b) File
- c) Path
- d) File extension

63) A file is often referred to as a

- a) Wizard
- b) Document
- c) Pane
- d) Device
- e) Documentation

64) Which of the following statements is a false conceiving file name?

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

65) File extensions are used to order to

- a) Name the file
- b) Ensure the file name is not lost
- c) Identify the file
- d) Identify the file type

66) Which of the following contained at the end of the file name and help to determine the type of file?

- a) File property
- b) File type
- c) File name
- d) File subtitle
- e) File extension

67) What are .bas, .doc, .htm examples of in computing?





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- a) Extensions
- c) Database
- e) None of these

- b) Protocols
- d) Domains

68) What is the default file extension for all word documents?

- a) WRD
- b) TXT
- c) DOC
- d) FIL
- e) WD

69) You organize files by storing them in

- a) Archives
- b) Lists
- c) Indexes
- d) Folders
- e) None of these

70) May be included in other folder while making hierarchical structure folder

- a) Mini - folder
- b) Small folder
- c) Sub - folder
- d) Object folder

71) Which of the following refers to containers used to store related documents located on the computer?

- a) Labels
- b) Indexes
- c) Programs
- d) Folders
- e) Sections

72) You can keep your personal files / folders in

- a) My folder
- b) Documents
- c) My files
- d) My text

73) When embedding object into document, one of the following occurs

- a) Embedded object becomes a part of the document
- b) Embedded object remains outside object to the document, but loaded with document
- c) Both becomes a zip file
- d) Both a and b
- e) None of the above

74) Which of the following shortcut keys represents the correct sequence for copy, paste and cut commands?

- a) Ctrl + V; Ctrl + C; Ctrl + V
- b) Ctrl + C; Ctrl + V; Ctrl + X
- c) Ctrl + X; Ctrl + C; Ctrl + V
- d) Ctrl + C; Ctrl + X; Ctrl + V

75) Which of the following keys is used to delete characters to the left of the cursor?

- a) Alt + Delete
- b) Shift
- c) Esc
- d) Delete
- e) Backspace

76) To start the computer, following combination of keys is used

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

77) Which of the following shortcut keys is used to close current or active window?

- a) Alt + F4
- b) Ctrl + F6
- c) Alt + F6
- d) Ctrl + F6
- e) Ctrl + Esc

