RASHTRIYA COMPUTER LITERACY DRIVE

Full Marks: 50

1. What is the primary function of a computer?
   a) Data storage
   b) Data processing
   c) Data transmission
   d) Data display

2. Which component is considered the brain of a computer?
   a) RAM
   b) CPU
   c) Hard Disk
   d) Motherboard

3. Which generation of computers used vacuum tubes?
   a) First
   b) Second
   c) Third
   d) Fourth

4. What is the smallest unit of digital information?
   a) Byte
   b) Bit
   c) Kilobyte
   d) Megabyte

5. How many bits are there in a byte?
   a) 4
   b) 8
   c) 16
   d) 32

6. Which number system is used by computers internally?
   a) Decimal
   b) Binary

c) Octal
d) Hexadecimal

7. What is the function of the ALU in a computer?
   a) Stores data
   b) Performs arithmetic and logical operations
   c) Manages memory
   d) Controls input devices

8. Which memory is volatile in nature?
   a) ROM
   b) RAM
   c) Hard Disk
   d) Flash Memory

9. Which generation of computers introduced integrated circuits?
   a) First
   b) Second
   c) Third
   d) Fourth

10. What is the base of the octal number system?
    a) 2
    b) 8
    c) 10
    d) 16

11. What is the primary interface of the Windows operating system?
    a) Command Line
    b) GUI
    c) Terminal
    d) BIOS

12. Which feature in Windows allows changing the desktop background?
    a) Control Panel
    b) File Explorer
    c) Personalization Settings
    d) Task Manager

13. What is the default file management tool in Windows?
    a) Notepad
    b) File Explorer
    c) Taskbar
    d) Registry Editor

14. Which key combination opens the Start menu in Windows?
   a) Ctrl + Alt
   b) Windows Key
   c) Alt + F4
   d) Ctrl + Shift

15. What is the purpose of the Recycle Bin in Windows?
   a) Permanent file deletion
   b) Temporary storage of deleted files
   c) File compression
   d) File encryption

16. Which Windows feature allows users to partition a hard drive?
   a) Disk Management
   b) Task Manager
   c) Control Panel
   d) File Explorer

17. How can you access the personalization settings in Windows?
   a) Right-click on Desktop > Personalize
   b) Open File Explorer > Settings
   c) Press Ctrl + Alt + Delete
   d) Open Task Manager

18. What is the default drive letter for the primary hard disk in Windows?
   a) A:
   b) C:
   c) D:
   d) Z:

19. What does MS-DOS stand for?
   a) Microsoft Disk Operating System
   b) Main System Disk Operating Software
   c) Microsoft Data Operating System
   d) Multi-System Disk Operation

20. Which command is used to display the contents of a directory in MS-DOS?
   a) DIR
   b) CD
   c) DEL
   d) COPY

21. What is the extension of an executable file in MS-DOS?

a) .txt
b) .exe
c) .doc
d) .pdf

22. Which MS-DOS command changes the current directory?
   a) DIR
   b) CD
   c) MD
   d) RD

23. What does the MS-DOS command "DEL" do?
   a) Creates a file
   b) Deletes a file
   c) Copies a file
   d) Renames a file

24. Which command creates a new directory in MS-DOS?
   a) MKDIR
   b) RMDIR
   c) COPY
   d) MOVE

25. What is the purpose of the "TYPE" command in MS-DOS?
   a) Deletes a file
   b) Displays file contents
   c) Copies a file
   d) Renames a file

26. What is the primary function of the File tab in MS Word?
   a) Formatting text
   b) Managing document settings
   c) Inserting images
   d) Creating tables

27. Which section in MS Word contains options for line spacing?
   a) Home > Paragraph
   b) Insert > Table
   c) Layout > Margins
   d) View > Zoom

28. How can you insert a cover page in MS Word?
   a) Insert > Cover Page
   b) Home > Cover

c) Layout > Page Setup
d) File > New

29. Which tab in MS Word contains the Table option?
   a) Home
   b) Insert
   c) Layout
   d) View

30. What is the shortcut key to bold text in MS Word?
   a) Ctrl + B
   b) Ctrl + I
   c) Ctrl + U
   d) Ctrl + S

31. Which MS Word feature allows creating a biodata format?
   a) Mail Merge
   b) Templates
   c) SmartArt
   d) Chart

32. How can you insert a picture in MS Word?
   a) Insert > Pictures
   b) Home > Insert
   c) Layout > Images
   d) File > Import

33. What does the "SmartArt" feature in MS Word create?
   a) Charts
   b) Diagrams
   c) Tables
   d) Text boxes

34. Which tab contains the option to insert a chart in MS Word?
   a) Home
   b) Insert
   c) Layout
   d) Reference

35. What is the purpose of the "Links" section in MS Word?
   a) Inserting hyperlinks
   b) Formatting text
   c) Creating tables
   d) Managing references

36. Which MS Word feature allows sending bulk emails?
   a) Mail Merge
   b) SmartArt
   c) Table
   d) Cover Page

37. How do you adjust page margins in MS Word?
   a) Home > Paragraph
   b) Layout > Margins
   c) Insert > Page Setup
   d) View > Ruler

38. Which tab contains the "Table of Contents" option in MS Word?
   a) Insert
   b) Reference
   c) Home
   d) Layout

39. What is the shortcut key to save a document in MS Word?
   a) Ctrl + S
   b) Ctrl + P
   c) Ctrl + C
   d) Ctrl + V

40. Which MS Word feature formats images after insertion?
   a) Picture Format
   b) Table Tools
   c) SmartArt Tools
   d) Layout Options

41. What is the function of the "Layout" tab in MS Word?
   a) Inserting objects
   b) Adjusting page setup
   c) Formatting text
   d) Managing references

42. Which MS Word feature allows inserting citations?
   a) Mail Merge
   b) Reference > Citations
   c) Insert > Links
   d) Home > Styles

43. How can you create a hyperlink in MS Word?

a) Insert > Hyperlink
b) Home > Link
c) Layout > Links
d) Reference > Hyperlink

44. What is the purpose of the "Paragraph" section in MS Word?
    a) Inserting images
    b) Formatting text alignment and spacing
    c) Creating charts
    d) Managing page layout

45. Which command clears the MS-DOS screen?
    a) CLS
    b) DIR
    c) DEL
    d) TYPE

46. What is the purpose of the "Mailings" tab in MS Word?
    a) Formatting text
    b) Creating envelopes and labels
    c) Inserting tables
    d) Adjusting margins

47. Which MS Word option allows inserting a pre-designed table?
    a) Insert > Table
    b) Home > Table
    c) Layout > Table
    d) Reference > Table

48. What does the "Format Painter" do in MS Word?
    a) Copies formatting from one text to another
    b) Inserts images
    c) Creates tables
    d) Adjusts margins

49. Which MS Word feature allows creating organizational charts?
    a) Table
    b) SmartArt
    c) Chart
    d) Picture

50. Which MS-DOS command displays the contents of a text file?
    a) TYPE
    b) DIR

c) DEL
d) COPY