

RASTRIYA COPMPUTER LITERACY DRIVE

Name: _____

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