ANSWER-QUESTIONS Final

1. Which one of the following can lead to permanent back injury for computer users who use it for a long time?
    a. Low screen resolution
    b. Lack of proper lightening
    c. Not using adjustable chair
    d. Lack of proper cabling

2. =SUM (B3:B7), here SUM is a:
    a. Formula
    b. Function
    c. Cell headings
    d. None of the above

3. Which type of window/file is running in memory?
    a. Closed
    b. Minimized
    c. Deleted
    d. None of the above

4. In MS-Word, the Help window does NOT allow you to search for a topic. This statement is:
    a. True
    b. False

5. How can you select a word in MS office?
    a. Double click anywhere in the word.
    b. Triple click anywhere in the word.
    c. Single click anywhere in the word.
    d. Right click anywhere in the word.

6. Which one is not an example off-site backup?
    a. Backup data into another Hard Disk
    b. Backup data into a CD/DVD
    c. Backup data into a pen drive
    d. Backup data into an online database

7. What is the name of the button which you see at the bottom left of your screen?
    a. Network button
    b. Computer button
    c. Sound button
    d. Start button

8. "You can change default search engine of your browser." This statement is:
    a. True
    b. False

9. Input Masks only work with _____ data types.
    a. Number & Currency
    b. Text & Currency
    c. Text & Number
    d. Text & Date

10. Which one is both input and output device
    a. Headphone
    b. Modem
    c. Touch pad
    d. Speaker

11. Speaker is an input device. The statement is_____.
    a. True
    b. False

ANSWER-QUESTIONS_Final

12. Which of the following is a self-replicating computer program that sends copies of itself to other computers via a network without the user's knowledge?
    a. Viruses
    b. Trojans
    c. Spam
    d. Worms

13. After preparing an email when you save and close it, in which folder would it be saved?
    a. Inbox
    b. Sent
    c. Draft
    d. Spam

14. Which one is the correct file extension of MS Word 2016?
    a. .doc
    b. .docx
    c. .docs
    d. .doxs

15. In MS-Office, as the width of the ribbon decreases, the size, shape, and presence of buttons on the ribbon adapt to the available
    a. Horizontal
    b. Vertical
    c. Dynamic
    d. None of the above

16. If you click on maximize button the window will maximize and the button name will replace with ____.
    a. Minimize
    b. Remain Maximize
    c. Restore down
    d. All of the above

17. Data and programs stored in RAM _____
    a. Are permanent
    b. Are temporary
    c. Can be reopened after restarting the PC
    d. Both B & C

18. Antivirus software can detect viruses which the software knows about or not. The statement is _____.
    a. True
    b. False

19. The hard disk where the operating system stores is called _____.
    a. Internal Hard Disk
    b. External Hard Disk
    c. Secondary Hard Disk
    d. All of the above

20. Application software work among hardware to run a machine. The statement is _____.
    a. True
    b. False

21. In MS-Excel, to make a complicated workbook much easier to understand you should use meaningful names for your worksheets instead of the default names Sheet1, Sheet2 etc. This statement is:
    a. True
    b. False

22. Which of the following should you use if you want all the slides in the presentation to have the same look?
    a. The slide layout option

    b. Add a slide option

    c. Add different style slide

    d. Presentation design template

23. Which one of the following secures your network from access by unauthorized user?

    a. RAM

    b. Operating System

    c. Firewall

    d. Internet Explorer

24. To open or run an item on your Desktop which one you might do?

    a. Single click on left mouse button

    b. Double click on left mouse button

    c. Single click on the right mouse button

    d. Double click on the right mouse button

25. .doc, .jpg are the examples of _____.

    a. File Name

    b. Folder Name

    c. File Extensions

    d. File Title

26. Animation effect can be added on _____ of your slides.

    a. Text and Graphics

    b. Graphics only

    c. Text only

    d. Tables only

27. Which one is NOT true about web browsers?

    a. You can change Home Page from your browser.

    b. You can bookmark any page to remember

    c. You cannot delete history from your browser

    d. You can set multiple Home Pages in your browser

28. abc@gmail.com here gmail is called _____.

    a. User name

    b. Sub-domain

    c. Top level domain

    d. Er****** user name

29. A _____ is a way of providing content such as radio programs in a form which can easily downloaded and listened to later on a PC or mobile devices.

    a. Podcast

    b. Radio

    c. Television

    d. None of the above

30. Which one of the following indicates that the slide is hidden in MS PowerPoint 2016?

    a. A diagonal line through at the slide number.

    b. A horizontal line through at the slide number

    c. A vertical line through at the slide number

    d. None of the above

31. How can you return to Normal view from Reading view in MS PowerPoint 2016?

    a. Press Esc button on keyboard.

    b. Click on normal view icon.

    c. Press Ctrl + Z.

    d. Both A & B is correct.

32. A code which is attached to an email to uniquely identify the send is called _____.
    a. Spam
    b. Email data
    c. Digital signature
    d. Attachment

33. abc@gmail.com here abc is called _____.
    a. User name
    b. Sub-domain
    c. Top level domain
    d. End of user name

34. Which one of the following is used to move, copy & delete slides from the presentation easily when you have many slides?
    a. Slide Master View
    b. Slide Sorter View
    c. Reading View
    d. Slide show View

35. Which of the following is NOT true about bookmarks?
    a. You can bookmark a site to reuse it.
    b. Bookmarking a site permanently deletes it from browser history
    c. You can save a bookmark item in a specific folder.
    d. You can delete a bookmark folder.

36. If you want to set logo at the same position on all slides which options do you choose?
    a. Hands Out
    b. Out Line
    c. Slide Master
    d. All of the above

37. Which one is the protocol name of the URL: http://www.google.com?
    a. http
    b. www
    c. google
    d. com

38. Which of the following indicates a secured website in a browser?
    a. Refresh
    b. Search
    c. Padlock
    d. https://

39. When you create a video in MS PowerPoint 2016 it will be by default saved in _____ file format.
    a. .mp4
    b. .avi
    c. .flv
    d. .mov

40. On your browser where you type the web address is called _____.
    a. Title bar
    b. Address bar
    c. Web bar
    d. All of the above

41. "CC stands for carbon copy and all recipients can see the CC email address easily." The statement is _____.
    a. True
    b. False

42. Phishing is used by _____.
    a. Banks to obtain your information
    b. Credit Card companies to obtain your information
    c. Criminals to obtain your information
    d. Debit Card companies obtain your information

43. Which of the following is correct when you set multiple web pages as home pages of your browser?
    a. Only first web page will open when you start browser.
    b. Different web pages open at different times when you start browser.
    c. Web pages saved as home pages open when you open the browser
    d. Only last web page will page will open when you start browser.

44. Web browser keeps a log of the Web sites you have visited. This is called _____.
    a. History
    b. Cookie
    c. Spyware
    d. Fraud

45. "When you insert a chart in MS PowerPoint 2016 a small Excel worksheet will appear by default". This statement is:
    a. True
    b. False

46. In which view of presentation are the slide thumbnails displayed to the left and the selected slide is displayed to the right?
    a. Normal View
    b. Slide Sorter View
    c. Reading View
    d. Slide Show View

47. When you send a mail from the Draft folder then what will happen?
    a. The mail will be sent and a copy will be saved in Draft.
    b. The mail will be transferred to you Inbox Items.
    c. The mail will be sent and a copy will be saved in the Sent Items folder.
    d. The mail will be sent without saving a copy anywhere

48. Which one of the following enables you to insert text anywhere in your slide in MS-PowerPoint?
    a. Text Box
    b. Placeholder of template
    c. Title place holder
    d. None of the above

49. "BCC stands for blind carbon copy and all recipients can see the BCC email address easily." This statement is _____.
    a. True
    b. False

50. "When you open an email account you entered data and submit it." It is actually a _____.
    a. Table
    b. Database
    c. Form
    d. None of the above

51. A code which is attached to an email to uniquely identify the sender is called _____.
    a. Spam
    b. Email data
    c. Digital signature
    d. Attachment

52. If you click on Reply to all which replying to a mail, who will receive the mail?
    a. Only Sender of the mail
    b. Both sender and the persons whose email addresses are in the Cc of the original mail
    c. You, sender and Cc of the mail
    d. None of the above

53. Which bar of your browser alerts your security related conditions?
    a. Address bar
    b. Information bar
    c. Title bar
    d. None of the above

54. By using whiuch key you can take a picture of your screen?
    a) Print Screen key
    b) Home Key
    c) Insert Key
    d) Esc Key

55. Which one is not a paragraph formatting in MS Word?
    a) Specify paragraph spacing
    b) Using uppercase of lowercase
    c) Using indent
    d) Specify line space

56. Which one is the disadvantage of broadband internet connection?
    a) Always on
    b) Flat fee payment
    c) Risk of intruder attack
    d) All of above

57. When you open an email account you can enter data and submit it. It is actually a _____
    a) Table
    b) Database
    c) Form
    d) None of the above

58. To find out the exact phrase you have entered in the search engine during search which one is appropriate format?
    a) "Film Review
    b) Film Review
    c) "Film Review"
    d) #Film Review#

59. "BCC stands for bnlind corbon copy and all recipients can see the BCC email address easily. This statetment is_____.
    a) True
    b) False

60. An MS-Word templeate can only be used onece. This statement is:
    a) Closed
    b) Minimized
    c) Deleted
    d) None of the above

61. When you insert a chart in MS PowerPoint 2016 a small Excel worsheet will appear by default. This statement is:
    a) True
    b) False

62. If you want to copy a row and past it a as a column in MS Excel, which option of Paste Special must you select?
    a) Paste link
    b) Transpose
    c) Skip black
    d) formulas

63. In MS-Word, pressing the F1 key:
    a) displays the pen dialog box
    b) Displays formatting dialog box
    c) Diosplays the Help window
    d) inserts the Clipboard conternts

64. Which one is an example of download?
    a) Insert an image from your PC to a website
    b) Copy a video from your computer to client server
    c) Copy a file from your computer to another computer
    d) Copy an application from another PC to your PC

65. If you set validation rule for a field data user can enter any value without any restriction. The statement is---
    a) True
    b) False

66. Shareware is a permanet free version of a software. The statement is _____
    a) True
    b) False

67. More RAM results in
    a) Higher clock spped of the CPU
    b) More space for files stored on disk
    c) More space for working files and programs
    d) Decrese in computer's speed

68. A _____ is a way of providing content such as radio programs in a form which can be easily downloaded and listened to later on a the PC or moblile devices.
    a) Prodcast
    b) Radio
    c) Television
    d) None of the above

69. The keyboard shortcut for creating a new Word document is
    a) Ctrl + A
    b) Alt + N
    c) Ctrl + G
    d) Ctrl + N

70. Which one is the highest storage capacity meansurmenent unit of the following?
    a. MB
    b. GB
    c. KB
    d. TB

71. From which option of Windows 10 can we customize our desktop theme and background?
    a) Display option
    b) Personalization option
    c) Screen Saver Settings option

    d) Desktop Icon Settings option

72. Which one is the disadvantage of E-Commerce?
   a. Twenty-four hours service available
   b. Passible credit card fraud
   c. Detail product information
   d. Ability to compare price

73. Backup files which have been newly created or modified since the last backup is called
   a. Incremental backup
   b. Complete backup
   c. Online backup
   d. Offline backup

74. What will happen when you click on minimize button?
   a. It will close
   b. It will display widely
   c. It will have disappeared and stay to taskbar
   d. All of the above
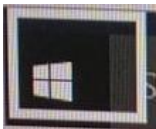
75. Who is responsible for personal data disclose?
   a. Data controller
   b. Person who provide own data
   c. Authority who gathered data
   d. Both A & C are correct

76. Which of the following programs hide themselves on your disks and can destroy all
   a. Spyware
   b. Virus
   c. Cookies
   d. None of the above

77. The recorded navigation bar is located at the _____of your screen, once you have opened a table.
   a. a) Bottom-Left
   b) Bottom-Right
   c) Top-Left
   d) Top-Right

78. What is the name of above button of your windows 10?
   a. Menu Button
   b. Start Button
   c. Show Hide Button
   d. Network Button

79. The basic unit of a worksheet into which you enter data in Excel is called a ------
   a. a) Cell
   b) Field
   c) Box
   d) Text Box

99. MS-Word is:

  a) An application software
  b) A compiler
  c) A system
  d) A programming language

14. To display a character above the normal text line (e.g., $E=mc^2$) which formatting is ap0plied? a) Hanging indent
  b) Small font size
  c) Superscript
  d) Subscript

15. Which one is the mandatory element to make up a computer?
  a) CD Drive
  b) Sound box
  c) RAM
  d) Webcam

16. Which type of memory does a PC share for graphic when graphic card being low?
  a) ROM
  b) RAM
  c) CPU
  d) HDD

17. Which of the following is a parental control application for safe browsing?
  a) Cyber patrol
  b) CM Security
  c) Avast
  d) MS PowerPoint

18. What is part shown in red square used for?
  a) Changing front size
  b) Changing text formatting
  c) Changing zoom level
  d) Changing alignment

19. Which is dangerous and cause of a potential fire hazard?
  a) Improper network cabling
  b) Overloading of a power point
  c) Low loading of a power point
  d) Misconnection of peripheral devices

20. Which type of connection is accessed by authorized members of an organization?
  a) a) Internet
  b) Intranet
  c) Extranet
  d) All of the above

21. By convention which drive is called Hard Drive?
  a) A
  b) B
  c) C

        d) D

22. If you click on Reply to all while replying to a mail who will receive the mail?
    a) Only Sender of the mail
    b) Both sender and the persons whose email address are in the CC of the original mail
    c) You, sender and CC of the mail
    d) None of the above

23. Which one is not the example of Really Simple Syndication (RSS)?
    a) Tickertapes
    b) VoIP
    c) Podcasts
    d) News headlines

24. Using many colors for fonts on a single page in an official document:
    a) Gives your document a professional look
    b) Gives an unprofessional look to your document
    c) Proves that Vou are an expert MS-Word user
    d) You do not know paragraph formatting

25. If you want to insert a column after column B in MS Excel, which column should you select?
    a) Column B
    b) Column C
    c) Column A
    d) Column D

26. When you display a Web site within your Web Browser, a copy of the information (both text and pictures) is saved on your hard disk is known as
    a) History
    b) Internet cache
    c) Both of the above
    d) None of the above.

27. MS-Excel, to take a complicated workbook much easier to understand you should use meaningful names for your worksheets instead of the default names Sheet, Sheet2. Etc. This statement is:

    a) a) True

        b) False

28. To close your computer which option do you click?
    a) Shut down
    b) Sign Out
    c) Sleep
    d) Restart

29. Application Software work among hardware to run a machine. The statement is _____

    a) a) True

    b) False

30. Which one is the protocol name of the URL: http://www.google.com?
    a) http (Protocol)
    b) www (Sub-domain)
    c) google (Root domain)
    d) .com (Top level domain)

31. Which one is correct for drag and drop?
    a) Copy and paste a file
    b) Cut and paste a file
    c) Moving a file keeping left mouse button press and release another place
    d) Nome of the above

32. Which part of CPU is responsible for controlling the sequencing and timing of the other elements?
    a) a) Control Unit
    b) Arithmetic Logic Unit
    c) Registers
    d) BUS

33. The physical component of a computer is known as _____
    a) Hardware
    b) Software
    c) Malware
    d) Operating System

34. Portrait and Landscape are Two type of _____
    a) Program files
    b) Data files
    c) Both A and B
    d) None of the above

35. CC stands for carbon copy and all recipients can see the CC email address easily. The statement is _____
    a) a) True.
    b) False

36. What is the task of registers?
    a) It transports data between the memory and registers
    b) Mathematical calculation
    c) It is responsible for controlling the sequencing
    d) It holds the data that is worked on by the ALU

37. Which one of the following is not he factor that affect computer performance?
    a) CPU Speed
    b) HDD
    c) RAM
    d) Graphics Card

38. Which one of the following not only to display test on a monitor but also to read the text to you?
    a) Speakers
    b) Headphones
    c) Speech synthesizers
    d) All of the above

39. What type of network WLAN is?

        a. Local area Network using cable

        b. Local area network using wireless technology

        c. Local area network using switch/hub, cable and connector

        d. None of the above

1. Which one of the following is the CPU speed measurement unit?
   - (a) GHz
   - (b) MB
   - (c) MBps
   - (d) None of the above

2. Portrait and Landscape are two types of_____.
   - (a) Page size
   - (b) Page Layout
   - (c) Page Orientation
   - (d) Page Margin

3. Which one is the available screen saver of Windows 10?
   - (a) Bubbles
   - (b) 3D text
   - (c) Photos
   - (d) All of the above

4. In MS- Word, using the option Save As instead of just Save allows you to:
   - (a) Delete the file from disk
   - (b) Save the file in a different folder
   - (c) Save the file as a database
   - (d) Save the file in the ROM

5. "Web browser Keeps a log of the Web sites you have visited and this is called a cookie." This statement is____
   - (a) True
   - (b) False

6. Animation effect can be added on _____of your slides.
   - (a) Text and graphics
   - (b) Graphics only
   - (c) Text only
   - (d) Tables only

7. The bar normally displayed along the bottom edge of the application window is called_____.
   - (a) Task bar
   - (b) Status bar
   - (c) Title bar
   - (d) Menu bar

8. Which one of the following can lead to potential fire hazard for a computer user?
   - (a) Over-loading of a power socket
   - (b) Lack of proper lightening
   - (c) Not using adjustable chair
   - (d) Lack of proper display

9. You can enter, edit, and manipulate the information in a database in many ways through_____.
   - (a) Database Type

    (b) Database objects

    (c) Database Relationship

    (d) None of the above

10. What will happen when you single click left mouse button on a file in windows 10?

    (a) Open it

    (b) Select it

    (c) A pop up menu open

    (d) Move it

11. In MS- Excel, in order to select multiple cells that are NOT next to each other, click on the first cell you need to select pressed click on the other cells;

    (a) Shift

    (b) Ctrl

    (c) Alt

    (d) Windows

12. Which type of memory does a PC share for graphic when graphic card being low?

    (a) ROM

    (b) RAM

    (c) CPU

    (d) HDD

13. Which of the following would you do to select a single word in MS- Word?

    (a) Double click anywhere on the word

    (b) Use shift and arrow keys to select the word

    (c) Both A and B are Correct

    (d) Use Ctrl key and the mouse to select the word

14. Where does show Hidden icon located?

    (a) Left bottom of your desktop

    (b) Right bottom of your desktop

    (c) Left top of your desktop

    (d) Right top of your desktop

15. Which one of the following do you use to measure internet speed?

    (a) MB

    (b) MBps

    (c) GB

    (d) GHz

16. What is the task of BUS?

    (a) It transports data between the memory and registers

    (b) It is responsible for controlling the sequencing

    (c) Mathematical calculation

    (d) It holds the data that is worked on by the ALU

17. Speaker is an input device. The statement is_____

    (a) True

    (b) False

18. Changing the an case of text means changing the text's;

    (a) Font size

    (b) Capitalization

(c) Alignment

(d) Position

19. The hard disk you can plug into your computer to store backup is called_____.

(a) Internal Hard Disk

(b) Primary Hard Disk

(c) External Hard Disk

(d) All of the above

23. "abc@gmail.com" here abc is called_____.

(a) User name

(b) Sub-domain

(c) top level domain

(d) end of use name

24. Which type of printers are used for high volume/ low quality printing?

(a) Dot Matrix printers

(b) Laser printers

(c) Colour laser printers

(d) Inkjet printers

25. Which function is used to count how many numbers are there in a list in Excel?

(a) COLUMNS

(b) COUNT

(c) COUNTA

(d) MAX

1. If you click on Reply button of an incoming email what will happen?
   a) An email will be created with all recipient email Address.
   b) An email will be created create with the orginal sender email address.
   c) An email will be created with sender email address and will be sent.
   d) None of the above

2. If you click on "Always Allow Pop-Ups from this Site"From the information bar of a browser it will allow you browser. This statement is:
   a) True
   b) False

3. Animation effect can be added on _____ of your slides.
   a) Text and graphics
   b) Graphics only
   c) Text only
   d) Tables only

4. Which of the following statement is true about cut, copy and paste?
   a) If you cut a word and paste it in another palkce it nwill apper in both place
   b) If you copy a word and paste it in another place it will apper in both places
   c) You can paste anyt word anywhere without cut or copy
   d) None of the above

5. The bar normally displayed along the botom edge of the application window is called____
   a) Task bar
   b) Status bar
   c) Title bar
   d) Menu bar

6. You cannot rename or reorder worksheets in MS-Excel. This statement is:
   a) True
   b) False
7. Which one of the following field is not suitable to be set as a primary key in MS-Access?
   a) Passport number
   b) Driving Licence number
   c) Name
   d) TIN number
8. Which type of memory is used for on-screen pictures and video?
   a) RAM
   b) ROM
   c) Video Rom
   d) Rom-Bios
9. Application software work among hardware to run a machine. The statemet if _____
   a) True
   b) False
10. How can you dispaly a calendar?
    a) Clicking on Show Hidden icon
    b) Clicking on windows icons
    c) Clicking on the time display
    d) Clicking on network icon
11. When are the table tools commands in MS Word displayed on the ribbon?
    a) When you selet anywhere in a table
    b) When you select the title of a table
    c) When you select anywhere on the page where the table located
    d) All of the above
12. Antivirus softwre can detect viruses which the software knows about or not. The statement is _____
    a) True
    b) False
13. IF is a _____ Function?
    a) Text
    b) Fantional
    c) Logical
    d) Date and Time
14. Which one of the following is the CPU speed mesurment unit?
    a) GHz
    b) MB
    c) MBps
    d) None of the above
15. When you open an email account you can enter data and submit it "It is actually
    a) Table
    b) Database
    c) Form
    d) None of the above
16. Shareware is a permanent free version of a software. The statement is _____
    a) True

       b) False

17. Windows 10 icon is same for all computer weather it regular installation or custom installation. "The statement is"
    a) True
    b) False

1) More Ram result in

    a) Higher clock speed of the CPU
    b) More space for files stored on disk
    c) More space for working files and programs
    d) Decrease in computer's speed

2) What is the name of following comparison in access 2016?

    <>

    a) Equal to
    b) Not Equal to
    c) Less than
    d) Grater then

3) If is a _____ function?
    a) Text
    b) Financial
    c) Logical
    d) Date & time

4) When you more the mouse pointer over a _____ it changes to the shape of a hand.
    a) Text
    b) Picture

    c) Hyperlink
    d) None of the above

5) An MS-word template can only be used once. This statement is:
    a) True
    b) False

6) Which one is not an example of a common hand portable digital device?
    a) Personal digital assistant
    b) Computer
    c) Mobile phone
    d) Media players

7) In MS excel, you cannot add or remove worksheets from a workbook. This statement is:
    a) True
    b) False

8) If you solwly move the mouse pointer over the web page displayed on your screen, the mouse pointer changes to the shapes of a small hand what does is indicate?
    a) Hyperlink
    b) Cookies
    c) Virus
    d) All of a above

9) What should password ideally be?
    a) At least 8 characters long & only word
    b) At least 8 characters long & only number
    c) At least 8 characters long & only contain a mixture of words and numbers
    d) At least 8 characters long & familiar name to remember

10) Which one is the appropriate way to uninstall an installed program?
   a) Delete directly from installed folder
   b) Uninstall using control panel
   c) Delete files created with that application
   d) All of the above

11) When you display a web site within your web Brower, a copy of the information (both text and picture) is saved on your history:
   a) History
   b) Internet cache
   c) Both of the above
   d) None of the above

12) Which one of the required to manipulate an item in windows 10?
   a) Copy
   b) cut
   c) Select
   d) Delete

13) Which type of printers are used for high volume/low quality printing?
   a) Dot matrix printers
   b) Laser printer
   c) Color laser printer
   d) Inject printer

14) How can you display a calendar?
   a) Clicking on show hidden icon
   b) Clicking on windows icon
   c) Clicking on the time display
   d) Clicking on window

15) What is the task of ALU?
   a) It is transports data between the memory and registers
   b) Mathematical calculation
   c) It is responsible for controlling the sequencing
   d) It holds the data that is worked on by the ALU

16) Which of the following is a storage measurement unit?
   a) MB
   b) MBps
   c) Kbps
   d) GHz

17) The bar normally displayed across the bottom of your windows screen is called_____?
   a) Status bar
   b) Menu bar
   c) Task bar
   d) Side bar

18) Which type of windows / file is running in memory?
   a) Closed
   b) Minimized
   c) Deleted
   d) None of above

19) Which one is the disadvantage of teleworking?
   a) Reduce communication time
   b) Focus on one task
   c) Impact on teamwork
   d) Flexible schedule

20) In ms word, using the option save as instead of just save allows you to:

a) Delete the file from disk
b) Save the file in a different folder
c) Save the file as a database
d) Save the file in the Rom

21) Antivirus software can detect viruses which the software know about or not. The statement is_____
a) True
b) False

1. Which one is buy and sale application through internet?
a) E-Commerce
b) E-Learning
c) E-Banking
d) E-Media

2. What is the task of control unit?
a) Mathematical calculation
b) It holds the data that is worked on by the ALU
c) It is responsible for controlling the sequencing
d) It transports data between the memory and registers

3. You cannot change default search engine of your browser. "This statement is:
a) True
b) False

4. By using which key you can take a picture of your screen?
a) Print Screen key
b) Home key
c) Insert key
d) Esc key

5. Which one enable your two-Way communication including audio and video?
a) Digital camera
b) Microphone
c) Webcam
d) Sound Box

6. MS –Word is:
a) An application software
b) A compiler
c) A system
d) A programming language

7. Which one of the following is generally used for exploring your computer's disks, folders and files in Windows 10?
a) Windows Explorer
b) File Explorer
c) Internet Explorer
d) None of the above

8. Which one of the following field is suitable to be set as a primary key in MS Access?
a) Father's Name
b) School's Name
c) Name
d) Voter ID number

9. Which of the following is the default page orientation of slides in PowerPoint?
a) Vertical
b) Portrait
c) Landscape

      d) None of the above

10. Where does windows taskbar generally located?
    a) UP of the windows
    b) Bottom of the windows
    c) Right side of the windows
    d) Left side of the windows

11. Which one is not windows taskbar icon?
    a) Windows icon
    b) Clock icon
    c) Recycle Bin icon
    d) Running application icon

12. Which type of printer use tonner instead of ink?
    a) Laser printers
    b) Color laser printers
    c) Inkjet printers
    d) Both A & B are correct

13. Windows can run more than one program at a time. The statement is _____
    a) True
    b) False

1. The collection of instructions which makes the computer work is called _____
    a) Software
    b) Hardware
    c) Data
    d) None of the above

2. When you click on start button a serch box appers that allows you to:
    a) Search for content on web.
    b) Search for a file on your Hard Disk
    c) Search for a folder on you Hard Disk
    d) All of the above

3. In MS-Excel, in order to create a new blank Workbook you can use which of the following keyboard
    a) Ctrl + N
    b) Ctrl +W
    c) Ctrl + Shift +W
    d) Ctrl + A

4. Which one is an example of upload?
    a) Save an image from a website
    b) Copy a video from client server to your computer
    c) Copy a file from your computer to another computer
    d) Copy an application from another PC to you PC

5. Server is a less powerful PC than a client PC the statement is _____
    a) True
    b) False

6. In Ms-Word, each time you click on the Increase Indent icon, the paragraph is:
    a) Indented further to the right
    b) Moved up
    c) Indented further to the left
    d) Moved down

7. Which port enable you to connect printer?
   a) Network port
   b) Serial Port
   c) Parallel Port
   d) FireWire Port

1. What is ergonomics cover?
   a) Physical environment of an employee
   b) Design of computer desk
   c) Design the chair and lighting
   d) All of the above

2. If you move any desktop icon keeping press on it and release different position,
   a) It will stay earlier position
   b) It will stay new position
   c) It will change position
   d) Bothe B & C are correct

3. ISP Stands for _____
   a) Internet Survey Period
   b) Integrated Service Provider
   c) Internet Service Provider
   d) Internet Security Protocol

4. What is the task of BUS?
   a) It transports data between the memory band registers
   b) It is responsible for controlling the sequencing
   c) Mathematical calculation
   d) It holds the data that is worked on by the ALU

5. Which type of license agreement enable programming code available to anyone who
   a) Freeware
   b) Shareware
   c) Open source
   d) All of the above

6. What type of telecommunications hardware allows you to access the web?
   a) Browser
   b) Modern
   c) FTP protocol
   d) None of the above

7. Which one of the following break copyright issue?
   a) Purchase other software and use it
   b) Never copy unauthorized application
   c) Share purchase copy with other
   d) Use freeware of any application

8. If you right click on an empty part of your desktop, what will happen?
   a) You can see a desktop icon
   b) You can see a popup menu
   c) You can see a bar
   d) You can see a new folder created

9. Which feature of MS Word do you use to prepare a newspaper like document?
   a) Columns
   b) Tab stop
   c) Table

      d) Indent

10. What is the purpose of the function COUNTIF?
    a) Counts the number of cells in a range that contain a numerical value
    b) Counts the number of cells in a range that are not empty
    c) Counts the number of cells in a range without using criteria
    d) Counts the number of cells in a range that meet some given criteria

11. Data and program store in RAM
    a. Are permanent
    b. Are temporary
    c. Can be reopen after restarting the PC
    d. Both B & C

12. Which one is normally used to log on a computer
    a. Internet connection
    b. User ID
    c. LAN connection
    d. Power Button

13. In MS-Word, the file tab, ribbon tab, groups and the dialog box launcher are used to
    a. Organized various, commands and option a MS-Word
    b. Insert picture in a document
    c. Insert a database
    d. Create a list

14. Saving your MS-Word document to disk means:
    a. you have written the file to the RAM
    b. you have written the file to the ROM
    c. you can reopen this file from your hard disk later
    d. you have lost the file forever

15. Which one of the following enables you to create a numbered list in your MS Word document?
    a. Type 1. and press space bar.
    b. Type 1. and press tab key.
    c. Both A & B are correct.
    d. Type 1 and press space bar.

16. Which one of the following is a computer accessibility improving application?
    a. Word processing software
    b. Spreadsheet software
    c. Voice recognition software
    d. Database software

17. When you insert a line break or soft paragraph mark by pressing Shift + Enter, then the text after the line break (up to the next paragraph mark) will be treated as:
    a. a header
    b. a footer
    c. a single paragraph
    d. symbols

18. To move an open window which area of the window you have to press and release with left mouse button?
    a. Empty part of title bar
    b. Empty part of status bar
    c. Any area of status bar
    d. None of the above

19. The hard disk you can plug into your computer to store backup is called ___?

    a. Internal Hard Disk

    b. Primary Hard Disk

    c. External Hard Disk

    d. All of the above

20. "Input Masks are used to restrict how data is entered in MS Access 2016." The statement is___?

    a. True

    b. False

21. Store your data centrally, on a network server is called____?

    a. Network Drive

    b. Pen Drive

    c. Hard Drive

    d. CD Drive

22. Which button of widows 10 generally you click to open an installed application of your PC?

    a. Menu Button

    b. Start Button

    c. Show Hide Button

    d. Network Button

23. which one of the following is used to move, copy & delete slides from the presentation easily when you have many slides?

    a. Slide master view

    b. Slide sorter view

    c. Reading view

    d. Slide show view