MPSC Meghalaya LDA: Computer Knowledge Guide
(100 Highest-Probability Solved MCQs)

Computer Awareness Series

Part I: Quick Strategy for Computer GK

- **Focus on MS Office:** As an Lower Division Assistant (LDA), a significant portion of your work and exam will focus on MS Word, MS Excel, and basic email operations. Memorize common shortcuts (Ctrl+C, Ctrl+V, Ctrl+Z).

- **Understand Hardware/Software Basics:** Know the difference between Input devices (Mouse, Keyboard, Scanner) and Output devices (Monitor, Printer, Speaker).

- **Memorize Abbreviations:** Computer exams love acronyms like RAM, ROM, URL, HTTP, and GUI.

- **Generations of Computers:** Have a basic idea of what defined each generation (e.g., Vacuum tubes, Transistors, Integrated Circuits).

- **Internet Basics:** Understand basic terminology like browsers, search engines, and protocols.

Part II: Practice MCQs (100 High-Probability Entries)

1. Who is known as the 'Father of Computer'?   **[Ans: (B) Charles Babbage]**

    (a) Alan Turing
    (b) Charles Babbage
    (c) Bill Gates
    (d) Blaise Pascal

2. What is the full form of RAM?   **[Ans: (A) Random Access Memory]**

    (a) Random Access Memory
    (b) Read Access Memory
    (c) Rapid Access Memory
    (d) Real Access Memory

3. Which part of the computer is considered its 'Brain'?   **[Ans: (C) CPU]**

    (a) Monitor
    (b) RAM
    (c) CPU
    (d) Hard Disk

4. 1 Byte is equal to how many bits?   **[Ans: (B) 8 bits]**

    (a) 4 bits
    (b) 8 bits
    (c) 16 bits
    (d) 1024 bits

5. Which of the following is an Input Device?   **[Ans: (A) Keyboard]**

   (a) Keyboard
   (b) Monitor
   (c) Printer
   (d) Speaker

6. MS Word is an example of: **[Ans: (B) Application Software]**

   (a) Operating System
   (b) Application Software
   (c) Hardware
   (d) System Software

7. Which key is used to refresh the active window?   **[Ans: (C) F5]**

   (a) F1
   (b) F2
   (c) F5
   (d) F11

8. What is the shortcut key to 'Undo' an action?   **[Ans: (D) Ctrl + Z]**

   (a) Ctrl + U
   (b) Ctrl + Y
   (c) Ctrl + X
   (d) Ctrl + Z

9. A collection of 8 bits is called: **[Ans: (B) Byte]**

   (a) Nibble
   (b) Byte
   (c) Word
   (d) Record

10. Which of the following is the smallest unit of data?   **[Ans: (A) Bit]**

    (a) Bit
    (b) Byte
    (c) KB
    (d) MB

11. WWW stands for: **[Ans: (B) World Wide Web]**

    (a) World Wide Work
    (b) World Wide Web
    (c) World Web Wide
    (d) Wide World Web

12. Which protocol is used to transmit files over the internet?   **[Ans: (C) FTP]**

    (a) HTTP
    (b) SMTP

(c) FTP

(d) TCP

13. What is the file extension of a basic MS Word document (newer versions)?   **[Ans: (B) .docx]**

    (a) .txt

    (b) .docx

    (c) .xls

    (d) .ppt

14. Which memory is non-volatile?   **[Ans: (B) ROM]**

    (a) RAM

    (b) ROM

    (c) Cache

    (d) Virtual

15. ALU stands for: **[Ans: (A) Arithmetic Logic Unit]**

    (a) Arithmetic Logic Unit

    (b) Array Logic Unit

    (c) Application Logic Unit

    (d) Alter Logic Unit

16. Which shortcut is used to copy selected text?   **[Ans: (B) Ctrl + C]**

    (a) Ctrl + V

    (b) Ctrl + C

    (c) Ctrl + X

    (d) Ctrl + K

17. In MS Excel, a formula always starts with: **[Ans: (C) =]**

    (a) +

    (b) #

    (c) =

    (d) @

18. What is the permanent memory built into your computer called?   **[Ans: (B) ROM]**

    (a) RAM

    (b) ROM

    (c) CPU

    (d) CD-ROM

19. URL stands for: **[Ans: (A) Uniform Resource Locator]**

    (a) Uniform Resource Locator

    (b) United Resource Link

    (c) Universal Radio Link

    (d) Uniform Radio Locator

20. Which of the following is an Operating System?   **[Ans: (D) Windows]**

(a) MS Office

(b) Google Chrome

(c) Photoshop

(d) Windows

21. The process of starting a computer is called: **[Ans: (C) Booting]**

(a) Starting

(b) Loading

(c) Booting

(d) Running

22. Which shortcut key is used to save a file? **[Ans: (A) Ctrl + S]**

(a) Ctrl + S

(b) Ctrl + A

(c) Ctrl + P

(d) Ctrl + F

23. A computer on the internet is uniquely identified by its: **[Ans: (B) IP Address]**

(a) Email Address

(b) IP Address

(c) MAC Address

(d) Home Address

24. Which language is directly understood by the computer? **[Ans: (C) Machine Language]**

(a) High-level Language

(b) C++

(c) Machine Language

(d) Java

25. What is the shortcut key for 'Paste'? **[Ans: (B) Ctrl + V]**

(a) Ctrl + P

(b) Ctrl + V

(c) Ctrl + C

(d) Ctrl + X

26. PDF stands for: **[Ans: (A) Portable Document Format]**

(a) Portable Document Format

(b) Print Document File

(c) Personal Data File

(d) Portable Data Format

27. Which of the following is a storage device? **[Ans: (D) All of the above]**

(a) Hard Disk

(b) Pen Drive

(c) DVD

(d) All of the above

28. Intersection of a row and a column in MS Excel is called: **[Ans: (B) Cell]**

   (a) Box
   (b) Cell
   (c) Range
   (d) Field

29. What is the full form of HTTP?   **[Ans: (C) Hypertext Transfer Protocol]**

   (a) Hyperlink Text Transfer Protocol
   (b) Hypertext Total Protocol
   (c) Hypertext Transfer Protocol
   (d) High Transfer Text Protocol

30. Which key is used to cancel a process?   **[Ans: (D) Esc]**

   (a) Enter
   (b) Shift
   (c) Alt
   (d) Esc

31. 1024 Megabytes is equal to: **[Ans: (B) 1 Gigabyte]**

   (a) 1 Kilobyte
   (b) 1 Gigabyte
   (c) 1 Terabyte
   (d) 1 Bit

32. Which of the following is NOT a web browser?   **[Ans: (D) Google]**

   (a) Firefox
   (b) Chrome
   (c) Safari
   (d) Google

33. Junk email is also called: **[Ans: (A) Spam]**

   (a) Spam
   (b) Spoof
   (c) Sniffer
   (d) Spool

34. Binary numbers use which base?   **[Ans: (B) 2]**

   (a) 10
   (b) 2
   (c) 8
   (d) 16

35. Which part of the computer performs calculations?   **[Ans: (C) ALU]**

   (a) Monitor

(b) Keyboard

 (c) ALU

(d) Printer

36. What is the shortcut key to select all text? **[Ans: (A) Ctrl + A]**

(a) Ctrl + A

(b) Ctrl + S

 (c) Alt + A

(d) Shift + A

37. LAN stands for: **[Ans: (B) Local Area Network]**

(a) Large Area Network

(b) Local Area Network

 (c) Long Area Network

(d) Logical Area Network

38. Which of the following is a primary memory? **[Ans: (A) RAM]**

(a) RAM

(b) Hard Disk

 (c) Floppy Disk

(d) Optical Disk

39. The shortcut to close the currently active application is: **[Ans: (C) Alt + F4]**

(a) Ctrl + F4

(b) Shift + F4

 (c) Alt + F4

(d) Esc + F4

40. CPU consists of: **[Ans: (D) Control Unit and ALU]**

(a) Input and Output

(b) RAM and ROM

 (c) Monitor and CPU

(d) Control Unit and ALU

41. Which memory is used to store data permanently in a computer? **[Ans: (B) Secondary Memory]**

(a) Primary Memory

(b) Secondary Memory

 (c) Cache Memory

(d) Virtual Memory

42. GUI stands for: **[Ans: (B) Graphical User Interface]**

(a) General User Interface

(b) Graphical User Interface

 (c) Global User Interface

(d) Guided User Interface

43. First generation computers used: **[Ans: (A) Vacuum Tubes]**

    (a) Vacuum Tubes
    (b) Transistors
    (c) ICs
    (d) Microprocessors

44. What is the shortcut key to print a document? **[Ans: (B) Ctrl + P]**

    (a) Ctrl + S
    (b) Ctrl + P
    (c) Alt + P
    (d) Shift + P

45. Verification of a login name and password is known as: **[Ans: (C) Authentication]**

    (a) Configuration
    (b) Accessibility
    (c) Authentication
    (d) Logging in

46. Which of the following is an Output device? **[Ans: (B) Monitor]**

    (a) Mouse
    (b) Monitor
    (c) Keyboard
    (d) Scanner

47. What is the full form of USB? **[Ans: (A) Universal Serial Bus]**

    (a) Universal Serial Bus
    (b) United Service Bus
    (c) Universal System Board
    (d) United Serial Bus

48. Computer virus is a: **[Ans: (B) Software Program]**

    (a) Hardware
    (b) Software Program
    (c) Bacteria
    (d) Part of ROM

49. Which of the following is the brain of the computer? **[Ans: (A) CPU]**

    (a) CPU
    (b) ALU
    (c) CU
    (d) Monitor

50. The process of copying a file from the internet to your computer is: **[Ans: (B) Downloading]**

    (a) Uploading
    (b) Downloading

(c) Storing

(d) Transferring

51. Shortcut for 'Cut' is: **[Ans: (C) Ctrl + X]**

   (a) Ctrl + C

   (b) Ctrl + K

   (c) Ctrl + X

   (d) Ctrl + V

52. A nibble is equal to how many bits?   **[Ans: (B) 4 bits]**

   (a) 2 bits

   (b) 4 bits

   (c) 8 bits

   (d) 16 bits

53. Which software is used to view web pages?   **[Ans: (C) Browser]**

   (a) Editor

   (b) Compiler

   (c) Browser

   (d) Interpreter

54. CD-ROM stands for: **[Ans: (A) Compact Disc Read Only Memory]**

   (a) Compact Disc Read Only Memory

   (b) Computer Disc Read Only Memory

   (c) Change Disc Read Only Memory

   (d) Compact Data Read Only Memory

55. IP stands for: **[Ans: (B) Internet Protocol]**

   (a) Internet Path

   (b) Internet Protocol

   (c) Internal Protocol

   (d) Indian Protocol

56. Which of the following is a volatile memory?   **[Ans: (A) RAM]**

   (a) RAM

   (b) ROM

   (c) Hard Disk

   (d) Floppy Disk

57. How many function keys are there on a standard keyboard?   **[Ans: (C) 12]**

   (a) 10

   (b) 11

   (c) 12

   (d) 13

58. What is the full form of KB in computer terminology?   **[Ans: (B) Kilobyte]**

    (a) Kernel Byte

    (b) Kilobyte

    (c) Key Byte

    (d) None of these

59. The main system board of a computer is called: **[Ans: (C) Motherboard]**

    (a) Fatherboard

    (b) Circuit Board

    (c) Motherboard

    (d) System Board

60. Which shortcut key is used to bold selected text?   **[Ans: (A) Ctrl + B]**

    (a) Ctrl + B

    (b) Ctrl + I

    (c) Ctrl + U

    (d) Ctrl + L

61. A webpage is written using: **[Ans: (C) HTML]**

    (a) HTTP

    (b) URL

    (c) HTML

    (d) FTP

62. HTML stands for: **[Ans: (B) Hypertext Markup Language]**

    (a) Hypertext Managing Language

    (b) Hypertext Markup Language

    (c) High Text Markup Language

    (d) Hyperlink Text Markup Language

63. Which of the following is used to move the cursor to the beginning of the next line?   **[Ans: (B) Enter]**

    (a) Space

    (b) Enter

    (c) Shift

    (d) Alt

64. OCR stands for: **[Ans: (A) Optical Character Recognition]**

    (a) Optical Character Recognition

    (b) Optical Code Reader

    (c) Operational Code Recognition

    (d) None of these

65. Which part is used for connecting a computer to the internet via phone line?   **[Ans: (B) Modem]**

    (a) USB

    (b) Modem

(c) CD-Drive

(d) CPU

66. Shortcut for 'New Document' in MS Word: **[Ans: (C) Ctrl + N]**

(a) Ctrl + M

(b) Ctrl + S

(c) Ctrl + N

(d) Ctrl + O

67. Moving from one website to another is called: **[Ans: (B) Surfing]**

(a) Moving

(b) Surfing

(c) Traveling

(d) Jumping

68. A program that translates high-level language to machine language is: **[Ans: (C) Compiler]**

(a) Driver

(b) Editor

(c) Compiler

(d) Linker

69. What is the full form of TB?   **[Ans: (B) Terabyte]**

(a) Total Byte

(b) Terabyte

(c) Ten Byte

(d) True Byte

70. Which key combination is used to reboot the computer?   **[Ans: (C) Ctrl + Alt + Del]**

(a) Ctrl + Del

(b) Alt + Del

(c) Ctrl + Alt + Del

(d) Shift + Del

71. Smallest font size available in MS Word formatting toolbar is: **[Ans: (B) 8]**

(a) 6

(b) 8

(c) 10

(d) 12

72. Maximum zoom percentage in MS Word is: **[Ans: (D) 500%]**

(a) 100%

(b) 200%

(c) 400%

(d) 500%

73. DNS stands for: **[Ans: (B) Domain Name System]**

(a) Data Name System

(b) Domain Name System

(c) Digital Name System

(d) Domain Network System

74. A spreadsheet file in Excel has the extension: **[Ans: (C) .xlsx]**

(a) .docx

(b) .pptx

(c) .xlsx

(d) .pdf

75. Which of the following is an example of an input device?   **[Ans: (D) Scanner]**

(a) Monitor

(b) Printer

(c) Speaker

(d) Scanner

76. What is the shortcut key for help?   **[Ans: (A) F1]**

(a) F1

(b) F2

(c) F5

(d) F12

77. The physical parts of a computer are called: **[Ans: (B) Hardware]**

(a) Software

(b) Hardware

(c) Firmware

(d) Malware

78. Which memory is fastest?   **[Ans: (C) Cache Memory]**

(a) RAM

(b) ROM

(c) Cache Memory

(d) Hard Disk

79. 1 Kilobyte is equal to: **[Ans: (B) 1024 Bytes]**

(a) 1000 Bytes

(b) 1024 Bytes

(c) 1048 Bytes

(d) 512 Bytes

80. Which language is used for Artificial Intelligence?   **[Ans: (C) PROLOG]**

(a) FORTRAN

(b) COBOL

(c) PROLOG

(d) C

81. What is the shortcut key to underline text?   **[Ans: (D) Ctrl + U]**

    (a) Ctrl + I
    (b) Ctrl + B
    (c) Ctrl + L
    (d) Ctrl + U

82. Who invented the World Wide Web?   **[Ans: (B) Tim Berners-Lee]**

    (a) Bill Gates
    (b) Tim Berners-Lee
    (c) Steve Jobs
    (d) Mark Zuckerberg

83. A computer cannot boot if it does not have the: **[Ans: (C) Operating System]**

    (a) Compiler
    (b) Loader
    (c) Operating System
    (d) Assembler

84. MS Excel is used for: **[Ans: (B) Spreadsheet]**

    (a) Writing letters
    (b) Spreadsheet
    (c) Presentation
    (d) Database

85. MS PowerPoint is used for: **[Ans: (C) Presentation]**

    (a) Spreadsheet
    (b) Database
    (c) Presentation
    (d) Design

86. The shortcut to find a word in a document is: **[Ans: (A) Ctrl + F]**

    (a) Ctrl + F
    (b) Ctrl + G
    (c) Ctrl + H
    (d) Ctrl + J

87. Which of the following is a social media site?   **[Ans: (C) Facebook]**

    (a) Amazon
    (b) Google
    (c) Facebook
    (d) Wikipedia

88. What is the shortcut to open a new tab in a browser?   **[Ans: (B) Ctrl + T]**

    (a) Ctrl + N

(b) Ctrl + T

(c) Alt + T

(d) Shift + T

89. USB stands for: **[Ans: (A) Universal Serial Bus]**

(a) Universal Serial Bus

(b) Universal Service Bus

(c) United System Bus

(d) United Service Bus

90. Which key is used to delete one character to the left? **[Ans: (B) Backspace]**

(a) Delete

(b) Backspace

(c) Shift

(d) Enter

91. Which key is used to delete one character to the right? **[Ans: (A) Delete]**

(a) Delete

(b) Backspace

(c) Esc

(d) End

92. What is the shortcut key for 'Italic'? **[Ans: (C) Ctrl + I]**

(a) Ctrl + B

(b) Ctrl + U

(c) Ctrl + I

(d) Ctrl + J

93. LAN covers: **[Ans: (B) Small Geographical Area]**

(a) Whole City

(b) Small Area

(c) Country

(d) World

94. WAN stands for: **[Ans: (C) Wide Area Network]**

(a) World Area Network

(b) Web Area Network

(c) Wide Area Network

(d) Wireless Area Network

95. A computer virus that replicates itself is: **[Ans: (B) Worm]**

(a) Trojan

(b) Worm

(c) Spam

(d) Phish

96. Which of the following is used in optical storage? **[Ans: (C) Laser]**

    (a) Magnetic field

    (b) Electric charge

    (c) Laser

    (d) Static

97. What is the full form of G-mail? **[Ans: (B) Google Mail]**

    (a) Great Mail

    (b) Google Mail

    (c) Global Mail

    (d) General Mail

98. The shortcut to print a preview is: **[Ans: (B) Ctrl + F2]**

    (a) Ctrl + P

    (b) Ctrl + F2

    (c) Alt + P

    (d) F2

99. In MS Excel, columns are identified by: **[Ans: (B) Letters]**

    (a) Numbers

    (b) Letters

    (c) Symbols

    (d) Names

100. In MS Excel, rows are identified by: **[Ans: (A) Numbers]**

    (a) Numbers

    (b) Letters

    (c) Symbols

    (d) Names

Part III: High-Probability Recap Table

Shortcut / Unit	Function / Value	Term	Full Form
Ctrl + C	Copy	RAM	Random Access Memory
Ctrl + V	Paste	ROM	Read Only Memory
Ctrl + X	Cut	CPU	Central Processing Unit
Ctrl + S	Save	URL	Uniform Resource Locator
Ctrl + P	Print	GUI	Graphical User Interface
Alt + F4	Close App	HTTP	Hypertext Transfer Protocol
F5	Refresh	HTML	Hypertext Markup Language
1 Byte	8 bits	IP	Internet Protocol
1 KB	1024 Bytes	USB	Universal Serial Bus
1 MB	1024 KB	WWW	World Wide Web