

WINDOWS 10

MCQ (Page 07- 17)

1 .How can we sort by Desktop icon?

- (a) Name
- (b) Size
- (c) Item type
- (d) Date modified

(e) Above of all

2. Recycle Bin is used as astore.

- (a) Temporary
- (b) Permanent
- (c) Both a and b

(d) Only a

(e) Only b

3. Taskbar is the bar normally displayed across right side of your windows screen.

(a) True

(b) False

4. Taskbar is changeable at.....

- (a) Right
- (b) Left
- (c) Top
- (d) Bottom

(e) Above of all

5. How can we change desktop background colors?

- (a) Mouse Right Click -> Personalize -> Color -> Choose color.
- (b) Mouse Right Click -> Display setting -> Color -> Choose color.

(c) Only a

(d) Both a & b

6. What to do if taskbar is not working?

(a) CTRL+TAB+ESC

(b) CTRL+SHIFT+ESC

(c) TAB+CTRL+ESC

(d) CTEL+F12

7. The Windows 10 is
- a. Application software
 - b. OS
 - c. **Only b**
 - d. Both a & b
8. I Can change windows 10 to classic view.
- (a) **True**
 - (b) False
9. How many ways to change date & Time in Windows 10?
- (a) **2 ways**
 - (b) 3 ways
 - (c) 4 ways
 - (d) None of these
10. Where are windows 10 themes stored?
- (a) **Personalize option**
 - (b) Taskbar option

Page (18-28)

1. The concept of selecting an item (such as a window's Title Bar), and then moving it while keeping the mouse button pressed is often called-
- a. Dragging
 - b. Drag
 - c. Drop
 - d. **All of the above**
2. What did we do during moving an item from one location to another location?
- a. Drag > Drop>select
 - b. **Select>Drag>Drop**
 - c. Select>Drop>Drag
3. Dragging action with the mouse button pressed is called-
- a. **Drag and drop**
 - b. Drop and Drag

4. To manipulate a data within Windows 10, we have to select it and only then we can manipulate the respective data.

a. **True**

b. False

5. We can apply text formatting without selecting the text.

a. True

b. **False**

6. How can we open a file?

a. **By single click**

b. **By double click**

c. **Run the item that was selected**

7. An item is selected by-

a. **Left hand mouse button**

b. Right hand mouse button

8. Active program run and primarily stored in-

a. **RAM(Random Access Memory)**

b. ROM-BIOS

c. Memory Card

9. After closing a program, we can re run it from-

a. RAM

b. **External Disk**

c. **Internal Disk**

10. Which one is true for Windows 10?

a. **It is a multitasking operating system**

b. It is not a multitasking operating system

c. **It can run lots of programs simultaneously**

d. It can't run lots of programs at the same time

11. The WordPad program will be displayed within a on the Windows Desktop.

- a. File
- b. **Window**
- c. Drive
- d. Folder

12. How can we modify the computer date and time?

- a. **Start button>control panel> Clock, language and region>Date and time>Change date and time.**
- b. Start button>control panel> Clock, language and region>Region>Change location
- c. Start button>control panel> Clock, language and region>region >Change date and time.
- d. Start button>control panel> Clock, language and region>Date and time>Change location.

13. How can we set keyboard and other regional settings?

- a. Start button>control panel> Clock, language and region>Date and time>Change date and time.
- b. **Start button>control panel> Clock, language and region>Region>Change location**
- c. Start button>control panel> Clock, language and region>region >Change date and time.
- d. Start button>control panel> Clock, language and region>Date and time>Change location.

14. The area located at the top of the window is known as-

- a. Task bar
- b. **Title bar**
- c. Tool bar
- d. Ribbon

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ITS Concept, Assessment- MCQ (page-29-39)

1 . where all your active programs are stored when they are running?

- a. ROM
- b. RAM**
- c. ROM-BIOS
- d. RAM & ROM

2 . Which option for installing and uninstalling for software?

- a. Manu bar
- b. Task bar
- c. Control panel**
- d. Search option

3. 'Multitasking' means ?

- a. it can run lots of programs at the same time.**
- b.it can run one program at the same time.
- c. no programs at the same time.
- d. can run lots of different programs simultaneously.**

4. Whai is Word Processing Software?

- a. Word 2016**
- b. WordPad**
- c. Microsoft Excel
- d Microsoft PowerPoint.

5. keyboard shortcuts to close the applications?

- a. Alt+F4**
- b. Alt+F7
- c. Alt+ctri+F4

6. Which option similar to Word 2016?

- a. WordPad**
- b. Notepad

7. How to Save The File?

a. **Ctrl+S**

b. Ctrl+p

c. Ctrl+X

d. Ctrl+V

8. How to Print The Document?

a. Ctrl+V

b. **Ctrl+p**

c. Ctrl+S

d. Ctrl+Z

9. How to pasting The Document?

a. Ctrl+S

b. Ctrl+X

c. Ctrl+P

d. **Ctrl+V**

10. Which bar running across the top of the application window?

a. **Title Bar**

b. The ribbon Bar

c. Task bar

d. Status Bar

11. Status Bar Means?

a. the bar running across the top of the application window and normally displays the title of the program window

b. normally contains tabs, which in turn contain buttons and other controls allowing you to interact with the program.

c. **normally displayed along the bottom edge of the application window. It can display status information, such as the number of pages contained within a document.**

1. Notepad is a 'text only' _____
 - a. Writer
 - b. Editor**
 - c. Reader
 - d. Viewer
2. Notepad insert _____
 - a. Text and pictures
 - b. Only text Only**
 - c. Pictures All
 - d. Above
3. Chooses the builtin ID -----
 - a. WordPad**
 - b. Notepad**
 - c. Ms word
 - d. Ms excel
4. Using Notepad we can formatting text____
 - a. True
 - b. False**
5. Which one is not found in Notepad Menu?
 - a. File
 - b. Edit
 - c. Insert**
 - d. View
6. The Control Panel window will be displayed as-----
 - a. System & Security**
 - b. user account**
 - c. Network & Internet**
 - d. Hardware & Sound**
 - e. Program**
7. Easy Access is the sub menu of -----
 - a. File Explorer
 - b. Control Panel**
 - c. Program
 - d. Notepad
8. Step of Uninstalling programs ---
 - a. Control Panel - program
 - b. Start menu -Control Panel - program
 - c. Search -- Control Panel - program**
9. Programs are normally supplied on ---
 - a. CD**
 - b. DVD**
 - c. Pendrive
 - d. Hard Disk
10. How we can Shutting down the computer?
 - a. Right click on the Start button and from the popup menu displayed click on Shut down or Sign Out.**
 - b. Left click on the Start button and from the popup menu displayed click on Shut down.

c. Double click on the Start button and from the popup menu displayed click on Shut down.

11. Which sub menu we can found Shutdown menu--

- a. **Sleep**
- b. **Sign out**
- c. **Shut down**
- d. **Restart**

12. The keyboard shortcut to close the active window is

- a. **Alt+F4** .
- b. Ctrl+F5
- c. Alt+F5
- d. Alt+Ctrl+F5

13. Right click on an empty part of the Windows

- a. Menu Bar
- b. **Taskbar**
- c. Status Bar
- d. Start Menu

14. Right click over the This PC icon within the Windows

- a. Menu Bar display
- b. **File Explorer display**
- c. Status Bar display

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•What is OneDrive?

a. Internal drive b. virtual drive c. Java Class d. **a storage location in the ‘cloud’**

•Where OneDrive is held on?

a. Google servers b. **Microsoft servers** c. Apple server d. Linux server

•What is the disadvantage of cloud storage?

a. **available to spy agencies** b. Slow response c. Paid service d. Need high speed internet

•What is NSA and GCHQ?

a. Java Class b. **Spy agencies** c. Special security d. Jumbled words

•The local area network group that you have access to is known as ?

a. intranet b. Extranet c. **Homegroup** d. LAN

•Where we can link up individual computers, printers and other devices?

a. Within office group b. Within public area c. Within intranet d. **Within the homegroup**

•To display the contents of the Documents folder, where we have to click?

a. Music folder b. List folder c. Class folder d. **Documents folder**

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Definitions

Q-0:Default file sorting order on windows 10 is

a. Date of modification

b. File size

c. **Alphabetical order of file names**

d. File's type

e. All of the above

Multiple Choice Question(MCQ)

Q-1:Files can be sorted based on

f. Alphabetical order of file names

g. Date of modification

h. File size

i. File's type

j. **All of the above**

Q-2:Files can be sorted base according to reverse alphabetical order or descending order of file size

a. **True**

b. False

Q-3:How can we sort a list of files according to alphabetical order?

a. Clicking on "Date modified" showing above the files.

b. **Clicking on "Name" showing above the files.**

c. Clicking on "Size" showing above the files.

d. It's not possible.

Q-4:Whics serves as logical pointers to the different physical drives you have access to?

a. Drive size

b. Date of drive creation

c. **A system of drive letter**

d. It's not possible to get access to drive

Q-5: Choose the right option

i. A folder can be created inside a drive.

ii. A drive can be created inside a folder.

a. Only i is correct.

b. Only ii is correct.

c. Both i and ii are correct.

d. Both i and ii are incorrect.

Q-6: Which of the following orders are valid??

a. Drive>Folder>File

b. Folder>Drive>File

c. Drive>Folder>Folder>File

d. File>Drive>Folder

e. Drive>File>Folder

Q-7: Operating system of a computer is stored in

a. RAM

b. BIOS

c. Hard Disk

d. CD-ROM

Q-8: Which one is the largest unit of file size?

a. Bit

b. TB

c. MB

d. GB

Q-9: Process of creating a folder.

a. Place the pointer on a folder>right click on mouse>New>Folder

b. Place the pointer over the empty space of a window>right click on mouse>New>Folder

c. Place the pointer over any place of a window>right click on mouse>New>Folder

d. Place the pointer over the empty space of a window>right click on mouse>Folder

Q-10: While naming a folder we must consider about

a. Using a meaningful name for the files or folders.

b. If a file or folder relates to a particular organization you could include the name of the organization within the name.

c. Sometimes it may be useful to include date or year information within the name.

d. All of the above.

Q-11:How to rename a folder or file?

- a. Select the folder or file>press F4>Write on the editable area>Press Enter
- b. Select the folder or file>press F2>Write on the editable area> Press Enter**
- c. Select the folder or file>press F2>Write on the editable area> Press Enter
- d. Press Enter>Press F2>Write on the editable area>

Q-12:Which one is correct short cut for creating a folder?

- a. Press Ctrl+N
- b. Press Ctrl+Alt+N
- c. Press Alt+Shift+N
- d. Press Ctrl+Shift+N**

Q-13:How to delete a file or folder?

- a. Select the file or folder>press delete button from keyboard
- b. Select the file or folder>Right click on mouse>Select delete from>Press enter
- c. Select the file or folder>Press Shift> Press Delete
- d. By performing all of the above**

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1. A folder contains a range of different types Of

- a. Page
- b. Virus
- c. File**
- d. Program

2. The files that contain programs which you can 'run'

- a. Executable Files**
- b. Program files
- c. Language files
- d. Application Files**

3. Example of executable files

- a. Photo editor
- b. Videos editor
- c. Word processor**
- d. Spreadsheet program**

4. Text documents contain

- a. only text**
- b. Only picture
- c. Both a & B

5. Bitmap is type of

- a. File Format
- b. Picture format**
- c. Videos format
- d. Audio format

6. Which is picture format

- a. GIF & JPEG**
- b. MP3 & M3P

c. MP4 & M4P

d. A & C

7. Microsoft Office Word Documents :

a. **These are documents created using the Microsoft Word, word processing program**

8. Which Document contain spreadsheet program

a. **Microsoft Excel**

b. Microsoft Word

c. Microsoft PowerPoint

d. Microsoft Office Access

9. Microsoft PowerPoint program use for

a. Programming

b. **Presentation**

c. Gaming

d. Chatting

10. Which one is Database program

a. Microsoft Excel

b. Microsoft Word

c. Microsoft PowerPoint

d. **Microsoft Office Access**

11. Meaning of HTML

a. Hyperlink Markup Language

b. Hypertext Makeup Language

c. **Hypertext Markup Language**

d. Hypartax Markup Language

12. Which one called compressed files

a. **Zipped**

b. Portable

c. Convertible

d. Both a & b

13. PDF is short for Document Format

a. Convertible

b. **Portable**

c. Both a & b

d. None of above

14. PDF format was introduced by a company called

a. **Adobe**

b. Max

c. Lunax

d. None of above

15. Files that store sound, normally music or speech called

a. Videos files

b. **Audio files**

c. JPG files

d. PNG files

16. The format of a Audio files is

a. MP4

b. M4P

c. M3P

d. **MP3**

17. Which file called Video files

a. **AVI,**

- b. **Video files**
- c. **MPG & WMV**
- d. **MP4 / M4P**

18. The name implies, are normally created as temporary files which are deleted after use called

- a. Permanent files
- b. **Temporary files**
- c. Readable files
- d. Editable files

19. To select more than one file you need to use

- a. Click on the file called Dog. Then press the Ctrl key
- b. Click on the file called Dog. Then press the Alt key
- c. **Click on the file called Dog. Then press the Ctrl key (and keep it pressed).**
- d. Click on the file called Dog. Then press the Alt key (and keep it pressed)

20. Sometimes you may wish to select a block of files that are displayed next to one another. To do this we use

- a. **Click on the file called Dog. Press the Shift key and keep it pressed.**
- b. Click on the file called Dog. Press the Ctrl+ Alt key and keep it pressed
- c. Press the Shift key and keep it pressed
- d. Both a & c

21. Click on a different file and the multiple files are no longer selected we need to click

- a. Shift keys
- b. Alt keys
- c. Control keys
- d. **Shift or Control keys**

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1. The total size of the compressed folder is ---- the total file size of the original separate files.
a. Equal to

b. Smaller than

c. Larger than

d. None of the above

2. Shortcut key for selecting all item is—

a. Ctrl + A

b. Ctrl + C

c. Ctrl + V

d. Ctrl + X

3. Shortcut key for closing a program is—

a. Alt + F4

b. Ctrl+ x

c. Alt + F7

d. Alt + F5

4. Third party programs to compress or uncompress files and folders are –

a. WINRAR

b. WINZIP

c. PKZIP

d. All of the above

5. Which one is true for compressing files?

a. Make the size of files smaller

b. Save the space on a disk

c. Take lots of space on a disk

d. Make the size of a files larger

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Q-1:We can search for files by

a. Size

b. Kind

c. Files content

d. All of the above

Q-2:From which option of control panel we will find settings of printer?

a. System and Security

b. Programs

c. Hardware and Sound

d. Network and Internet

Q-3:Key board shortcut for printing -----

a. Ctrl+n

b. Ctrl+s

c. Ctrl+delete

d. Ctrl+p

Q-4: Often ----- is used to collect marketing information

a. Antivirus

b. Virus

c. Spyware

d. Cookie

Q-5:Usually which program stores small information about you in your pc?

a. Virus

b. Spyware

c. Firewall

d. Cookie

Q-6:Built in antivirus of windows 10 is

a. Avast

b. Windows Defender

c. Norton

d. Kaspersky

Q-7:Virus checking software need to be updated regularly

a. False

b. True