MS-Windows Shortcut Keys

Keys	Description
Delete	Delete characters to the right of cursor
Backspace	Delete characters to the left of the cursor
Ctrl + A	Select all
F3	Search for a file or folder
Alt + Enter	View properties for the selected item
Alt + F4	Close the active item or quit the active program
Alt + Spacebar	Opens the shortcut menu for the active window
F2	Rename selected item

Keys	Description
Ctrl + Right Arrow	Move the insertion point to the beginning of the next word
Ctrl + Left Arrow	Move the insertion point to the beginning of the previous word
Ctrl + Alt + Del	Restart the computer
Ctrl + Esc	Display the Start menu
F5	Refresh the active window
Esc	Cancel the current task
Window	To display or hide the Start menu
Window + D	To display the desktop
Window + L	To lock the keyboard

QUESTION BANK

1. In Windows NT, NT stands for
(1) New Terminology   (2) New Technique
(3) New Technology   (4) Normal Technique

2. If you are performing Windows 98 operating system to Windows XP you are performing a(n)   **[IBPS Clerk 2014]**
(1) push up   (2) China
(3) patch   (4) pull down
(5) update

3. Which of the following is not a feature of Windows 98?
(1) It supports Internet Explorer 4.0.1
(2) It supports many peripheral devices
(3) It was the first operating system to use the WDM
(4) It provides multiple firewall

4. In Windows ME, what does ME stand for?
(1) Millennium Edition   (2) Micro Expert
(3) Macro Expert   (4) Multi Expert

5. Windows XP released in
(1) 2000   (2) 1998
(3) 1999   (4) 2001

6. Which of the following is an example of a system software?
(1) Windows 7   (2) MS Word 2010
(3) MS PowerPoint 2010 (4) OpenOffice Writer

7. Windows 95, Windows 98 and Windows NT are known as what?
(1) Processors   (2) Domain names
(3) Modems   (4) Operating systems

8. Which of the following is not a version of the Windows operating system software for the PC?   **[IBPS PO 2015]**
(1) ME   (2) 98   (3) XP   (4) Linux
(5) 95

9. Which of the following is not an in-built software application found in MS Windows?
(1) Paint   (2) CD Player
(3) Disk Defragmentor   (4) Volume Control
(5) MS Word

10. What is Windows Explorer? **[SBI Clerk 2014]**
(1) Personal Computer   (2) Network
(3) File Manager   (4) Drive
(5) Web Browser

11. A screen in a software program that permits the user to view several programs at one time is called a   **[SSC CGL 2018]**
(1) Spreadsheet   (2) Word processor
(3) Window   (4) Shareware

12. Background screen of computer is known as
(1) application   (2) window
(3) desktop   (4) frame

13. The background image of desktop is called as
(1) graphics
(2) deskcover
(3) wallback
(4) wallpaper

14. The desktop of a computer refers to
(1) the visible screen
(2) the area around the monitor
(3) the top of the mouse pad
(4) the inside of a folder

15. A blinking indicator that shows you where your next action will happen, is
(1) CPU
(2) cursor
(3) toolbar
(4) boot

16. Graphical pictures that represent an object like file, folder, etc., are **[RBI Grade B 2014]**
(1) task bar
(2) windows
(3) desktop
(4) icons
(5) None of these

17. A/An .... contains programs that can be selected.
(1) pointer (2) menu (3) icon (4) button

18. To open disk, mouse pointer is placed on disk icon and then
(1) mouse is dragged pushing the button
(2) mouse is double-clicked
(3) mouse is rotated around
(4) mouse is clicked after rotating it

19. When you want to move an icon on your desktop, this is called
(1) double clicking
(2) highlighting
(3) dragging
(4) pointing

20. To display the contents of a folder in Windows Explorer, you should .... **[SBI PO 2013]**
(1) click on it
(2) collapse it
(3) name it
(4) give it a password
(5) rename it

21. Factor making Windows popular is
(1) multitasking capacity
(2) desktop features
(3) user friendly
(4) being inexpensive

22. All the deleted files go to
(1) Recycle Bin
(2) Task Bar
(3) Tool Bar
(4) Computer

23. Generally, you access the recycle bin through an icon located
(1) on the desktop
(2) on the hard drive
(3) on the shortcut menu
(4) in the properties dialog box

24. Which of the following is used to access a file from the computer store? **[IBPS Clerk Mains 2017]**
(1) Insert
(2) Retrieve
(3) File
(4) Print
(5) Find

25. The taskbar is located
(1) on the start menu
(2) at the bottom of the screen
(3) on the quick launch toolbar
(4) at the top of the screen

26. In the split window mode, one title bar looks darker than the other, because **[RBI Grade B 2012]**
(1) darker title bar shows window not in use
(2) darker title bar shows active window
(3) darker title bar shows unavailable window
(4) Both (1) and (2)
(5) None of the above

27. Date and time are available on the desktop at
(1) Keyboard
(2) Recycle Bin
(3) My Computer
(4) Task Bar
(5) None of these

28. Which of the following is an appropriate method to shutdown computer?
(1) Click 'Start' then select 'Shut down'
(2) Click 'Start' then select 'Restart'
(3) Click 'Start' then switch user
(4) Switch off monitor

29. End menu is available at which button?
(1) End
(2) Start
(3) Turn off
(4) Restart

30. When you install a new program on your computer, it is typically added to the menu
(1) All Programs
(2) Select Programs
(3) Start Programs
(4) Desktop Programs

31. Why do you log-off from your computer when going out from your office?

[IBPS Clerk Mains 2017]

(1) Someone might steal your files, passwords, etc.
(2) In order to save electricity
(3) Logging off is essential to increase performance
(4) Logging off is mandatory before you go out
(5) Logging off is a good exercise to perform regularly

32. Which of the following refers to the rectangular area for displaying information and running programs? **[SBI PO 2013]**

(1) Desktop   (2) Dialog box
(3) Menu   (4) Window
(5) Icon

33. Title bar, ribbon, status bar, views and document workspace are components of .... program.

(1) windows   (2) browser
(3) explorer   (4) Website

34. Active window means the
(1) active window is designated by a different color toolbar that other open window
(2) window that is currently open
(3) Both (1) and (2)
(4) window that is last used

35. To 'maximize' a window means to
(1) fill it to the capacity
(2) expand it to fit the desktop
(3) put only like files inside
(4) drag it to the recycle bin

36. To shrink a window to an icon,
(1) open a group window
(2) minimize a window
(3) maximize a window
(4) restore a window

37. Which of the following are lists of commands that appear on the screen? **[IBPS Clerk 2015]**

(1) GUIs   (2) Icons
(3) Menus   (4) Windows
(5) Stacks

38. Commands at the top of a screen such; FILE-EDIT-FONT-TOOLS to operate and change things within program comes under

(1) menu bar   (2) tool bar
(3) user friendly   (4) word processor

39. What is an on-screen display listing of available options of functions on a computer? **[SBI Clerk 2015]**

(1) Document   (2) View
(3) Tool   (4) Format
(5) Menu

40. Menus are the part of   **[RBI Grade B 2014]**
(1) hardware   (2) user interface
(3) status bar   (4) monitor
(5) None of these

41. For creating a new document, you use which command at File menu?
(1) Open   (2) Close   (3) New   (4) Save

42. What menu is selected to cut, copy and paste?
(1) File   (2) Tools   (3) Special   (4) Edit

43. Help menu is available at which button?
(1) End   (2) Start
(3) Turn off   (4) Restart

44. It is easier to change the name of file using .... process.
(1) transforming   (2) christening
(3) renaming   (4) retagging

45. The steps involved to open a document are

[RBI Grade B 2013]

(1) select the document to open from the File down menu
(2) click on the Open option in the Tools menu
(3) Both (1) and (2)
(4) can be different for different Word document
(5) None of the above

46. A computer message is ''Do you really want to delete the selected file(s)''? The user clicks 'Yes' key. It is called
(1) program response
(2) user output
(3) user response
(4) program output

47. A symbol or question on the screen that prompts you to take action and tell the computer what to do next, is
(1) scanner   (2) questionnaire
(3) information seeker   (4) prompt and dialog box
(5) None of these

48. .... menu type is also known as a drop down menu.
(1) Fly-down   (2) Pop-down
(3) Pop-up   (4) Pull-up
(5) Pull-down

49. A .... is an additional set of commands that the computer displays after you make a selection.
(1) dialog box   (2) sub menu
(3) menu selecting   (4) All of these

50. Anything written on the screen is called
(1) cursor   (2) text
(3) folder   (4) boot
(5) None of these

51. ...... lets you leave a screen or program.
(1) Boot   (2) Programs
(3) Exit   (4) Text

52. A .... is an icon on the desktop that provides a user with immediate access to a program or file.
(1) kernel   (2) buffer
(3) shortcut   (4) spooler

53. What is the full form of RTF?
[IBPS Clerk Mains 2017]
(1) Richer Text-Formatting
(2) Rich Text Format   (3) Right Text Fishing
(4) Right Text Font   (5) Rich Text Font

54. The extension(s) of paint file is/are
(1) .png   (2) .jpg
(3) .bmp   (4) All of these

55. Which of the following options is used to open calculator?
(1) Start button → All Programs → Accessories → Calculator
(2) Start button → All Programs → Calculator
(3) Start button → Accessories → Calculator
(4) All of the above

56. .... is an easy-to-use interface to play digital media files.
(1) WordPad   (2) Notepad
(3) Media player   (4) Games

57. When you cut or copy information it gets place in the .... **[IBPS Clerk 2013]**
(1) clipart   (2) clipboard
(3) motherboard   (4) Both (1) and (2)
(5) None of these

58. A clipboard   **[RBI Grade B 2014]**
(1) is used to save data on disk in the event of a power failure
(2) is able to retain the contents even when computer is switched OFF
(3) is available only in Microsoft Word
(4) is a temporary storage in computer memory and temporarily stores the cutted or copied data
(5) None of the above

59. What is the command used to remove text or graphics from a document, the information is then stored on a clipboard so you can paste it?
(1) Chop   (2) Cut
(3) Clip   (4) Cart away

60. A saved document is referred to as a
(1) file   (2) word
(3) folder   (4) project
(5) None of these

61. The name given to a document by the user is called
(1) file name   (2) program
(3) data   (4) record

62. A .... is a collection of information saved as a unit.
(1) folder   (2) file
(3) path   (4) file extension

63. A file is often referred to as a
[RBI Grade B 2012]
(1) wizard   (2) document
(3) pane   (4) device
(5) documentation

64. Which of the following statements is a false conceiving file names? **[IBPS Clerk 2014]**
(1) Every file in the same folder must have a unique name
(2) The file name comes before the dot (.)
(3) File extension is another name for the type
(4) The file extension comes before the dot (.) followed by the file name
(5) Files may share the same name or the same extension, but not both at the same time

65. File extensions are used in order to
(1) name the file
(2) ensure the file name is not lost
(3) identify the file
(4) identify the file type

66. Which of the following contained at the end of the file name and help to determine the type of file? **[SBI Clerk 2014]**
(1) File property   (2) File type
(3) File name   (4) File subname
(5) File extension

67. What are .bas, .doc, .htm examples of in computing? **[IBPS PO 2015]**
(1) Extensions   (2) Protocols
(3) Database   (4) Domains
(5) None of these

68. What is the default file extension for all Word documents? **[RBI Asstt. 2012]**
(1) WRD   (2) TXT   (3) DOC   (4) FIL
(5) WD

69. You organise files by storing them in **[RBI Grade B 2012]**
(1) archives   (2) lists
(3) indexes   (4) folders
(5) None of these

70. .... may be included in other folder while making hierarchical structure folder.
(1) Mini-folder   (2) Small folder
(3) Sub-folder   (4) Object folder

71. Which of the following refers to containers used to store related documents located on the computer? **[SBI Clerk 2014]**
(1) Labels   (2) Indexes
(3) Programs   (4) Folders
(5) Sections

72. You can keep your personal files/folders in
(1) My Folder   (2) Documents
(3) My Files   (4) My Text

73. When embedding object into document, one of the following occurs. **[RBI Grade B 2014]**
(1) Embedded object becomes a part of the document
(2) Embedded object remains outside object to the document, but loaded with document
(3) Both becomes a zip file
(4) Both (1) and (2)
(5) None of the above

74. Which of the following shortcut keys represents the correct sequence for copy, paste and cut commands?
(1) Ctrl + V; Ctrl+C; Ctrl+V
(2) Ctrl + C; Ctrl+V; Ctrl+X
(3) Ctrl + X; Ctrl+C; Ctrl+V
(4) Ctrl + C; Ctrl+X; Ctrl+V

75. Which of the following keys is used to delete characters to the left of the cursor? **[SBI PO 2014]**
(1) Alt + Delete   (2) Shift
(3) Esc   (4) Delete
(5) Backspace

76. To restart the computer, following combination of keys is used.
(1) Del + Ctrl
(2) Backspace + Ctrl
(3) Esc + Ctrl
(4) Ctrl + Alt + Del

77. Which of the following shortcut keys is used to close current or active window? **[IBPS RRB PO Mains 2018]**
(1) Alt+F4   (2) Ctrl+F4
(3) Alt+F6   (4) Ctrl+F6
(5) Ctrl+Esc

ANSWERS

1. *(3)*	2. *(5)*	3. *(4)*	4. *(1)*	5. *(4)*	6. *(1)*	7. *(4)*	8. *(4)*	9. *(5)*	10. *(3)*
11. *(3)*	12. *(3)*	13. *(4)*	14. *(1)*	15. *(2)*	16. *(4)*	17. *(3)*	18. *(2)*	19. *(3)*	20. *(1)*
21. *(2)*	22. *(1)*	23. *(1)*	24. *(2)*	25. *(2)*	26. *(2)*	27. *(4)*	28. *(1)*	29. *(2)*	30. *(1)*
31. *(1)*	32. *(4)*	33. *(1)*	34. *(3)*	35. *(2)*	36. *(2)*	37. *(3)*	38. *(1)*	39. *(5)*	40. *(2)*
41. *(3)*	42. *(4)*	43. *(2)*	44. *(3)*	45. *(3)*	46. *(3)*	47. *(4)*	48. *(5)*	49. *(1)*	50. *(2)*
51. *(3)*	52. *(3)*	53. *(2)*	54. *(4)*	55. *(1)*	56. *(3)*	57. *(2)*	58. *(4)*	59. *(2)*	60. *(1)*
61. *(1)*	62. *(2)*	63. *(2)*	64. *(4)*	65. *(4)*	66. *(5)*	67. *(1)*	68. *(3)*	69. *(4)*	70. *(3)*
71. *(4)*	72. *(2)*	73. *(1)*	74. *(2)*	75. *(5)*	76. *(4)*	77. *(1)*			