MIZORAM STATE COUNCIL FOR TECHNICAL EDUCATION
Certificate Course Examination, December, 2014
Certificate in Computer Application
Subject : Operating System (CCA-102)

Full Mark : 40   **Time : 1 hour**
A.   Abbreviation   **(10x1=10)**

1. **GUI**   :   Graphical User Interface
2. **FAT**   :   File Allocation Table
3. **PIXEL** :   Picture Element
4. **IE**   :   Internet Explorer
5. **ALU**   :   Arithmetic Logic Unit
6. **CRT**   :   Cathode Ray Tube
7. **DLL**   :   Dynamic Link Library
8. **I/O**   :   Input/Output
9. **BIOS**   :   Basic Input/Output System
10. **DOS**   :   Disk Operating System

B. Multiple choice question   **(10X1=10)**

1. A pre-coded program to perform over all set of instruction is
   a) Operating system   b) Pagemaker
   c) Photoshop   d) Microprocessor
   Ans : Operating System

2. An illusion of extremely large main memory is called
   a) Cache memory   b) Virtual memory
   c) RAM   d) ROM
   Ans : Virtual memory

3. The command RD or Rmdir:
   a) Root directory   b) Rename the directory
   c) Remove the directory   d) None computer
   Ans : Remove the directory

4. Pictorial representation of an item/program is called
   a) Small window ☐   b) Shortcut ☐
   c) Text ☐   d) Icon ☐
   Ans : Icon

5. The deleted file from the hard disk are contain in
   a) Temp ☐   b) A: drive ☐
   b) Recycle bin ☐   d) None ☐
   Ans : Recycle bin

6. What is the command to create a new directory in MSDOS
   a) CD ☐   b) MC ☐
   c) MCD ☐   d) MD ☐
   Ans : MD

7. Word Processor that comes with windows Operating System is
   a) MS paint ☐   b) MS Word ☐
   c) Wordpad ☐   d) Photoshop ☐
   Ans : Wordpad

8. What is the default size limitation of MS DOS filename :
   a) 8,3 ☐   b) 255,3 ☐
   c) 3,5 ☐   d) 8,16 ☐
   Ans : 8,3

9. Filename is of two parts, they are:
   a) Primary file name, extension ☐   b) Primary file name, icon ☐
   c) Icon, filenmae ☐   d) Icon, shortcut ☐
   Ans : Primary file name, extension

10. Process scheduling is performed by
    a) MS Office ☐   b) MS DOS ☐
    c) Operating System ☐   d) User ☐
    Ans : Operating System

C. **TRUE OR FALSE** (10X1=10)

1. System software is a software that enables you to solve specific problem or perform specific task. **T**
2. The User has direct access to the processor with a batch processing type of Operating System. **F**
3. Area occupied by each job residing simultaneously in the main memory is known as memory partition. **T**
4. Windows Xp is the character user interface. **F**
5. A Primary number has 4 digits. **F**
6. Command.com is one of the main part of DOS. **T**
7. DOS consist of two parts. **F**
8. Monitor is a peripheral device. **T**
9. OS is responsible for controlling and directing process. **F**
10. There are three type of DOS Command. **F**

D. **Fill in the blanks** (10X1=10)
1. File name extension is given by ………………… (user/**system**)
2. When a computer is first turned on or restarted, a special type of absolute loader called ……………………….. is executed (compiler/**bootstrap loader**)
3. MS DOS primary hard disk drive has drive letter ……. (A/**C**)
4. CPU Scheduling 'stack' is of ……………..(**FIFO**/FILO)
5. Software is of…………… type. (3/ **2**)
6. The default folder when all installed S/W are put into is …………….…………… (windows/**Program files**)
7. ………….……… open help window in windows OS (**F1**/F5)
8. DOS is a ………………….………..…… OS (**Character User Interface**/graphical User Interface)
9. Early operating system that were designed with little concern about structure are referred to as ………… used (Kernel OS/**Monolithic OS)**
10. Volatile memory is ………………….memory. (**primary**/ Secondary)

18. Consolidating fragmental file and folder on your hard disk is called
a) Scanning ☐   b) Defragment ☐
c) Analyze ☐   d) Disk cleaning ☐
Ans : **Defragment**

19. One of the word processor that comes with windows operating system is
a) Paint ☐   b) Calculator ☐
c) My Document ☐   d) Wordpad ☐
Ans : **Wordpad**

20. Notepad can open file with extension
a) BAT ☐   b) INI ☐
c) TXT ☐   d) All of these ☐
Ans : TXT

C. State TRUE OR FALSE   **(10X1=10)**

1. Shortcut icon contains physical data. (**F**)
2. Recycle bin provides temporary storage for files and folders that were deleted. (**T**)
3. Application program need to interact with the operating system for using hardware resources. (**T**)
4. Basic file and folder operation are selecting, creating, naming and opening. (**T**)
5. Run box allow you to run an program by typing name and location of a program (**T**)
6. With windows XP, you can make network files available offline (**T**)
7. File is a any collection of related information that is given a name and stored on a disk so that it can be read/write whenever required (**T**)
8. Security management is not one of the main function of an operating system. (**F**)
9. The control box is the small icon located on the right side of a title bar. (**F**)
10. Scheduling is not one of the system tool. (**F**)

MIZORAM STATE COUNCIL FOR TECHNICAL EDUCATION
Certificate Course Examination, December, 2015
Certificate in Computer Application
Subject : Operating System (CCA-102)

Full Mark : 40   **Time : 1 hour**
A. Write the full form of the following Abbreviations.   **(10x1=10)**
1. OS : Operating System
2. PPTP : Point to Point Tunneling Protocol
3. ICF : Internet Connection Firewall
4. CD : Compact Disc
5. MD : Make Directory
6. CLS : Clear the Screen
7. REN : Rename
8. ATTRIB: Attribute
9. BAT : Batch File
10. +R : Read Only

B. Choose the correct answer   **(20X1=20)**
1. Resource management comprised of
a) Processor management ☐   b) Memory Management ☐
c) Device management ☐   d) All of the above ☐
Ans : All of the above

2. The operating system is primarily concerned with allocating and de-allocating computer resources to.
a) One or more job ☐   b) 2 job only ☐
c) 3 job only ☐   d) More than one only ☐
Ans : One or more jobs

3. MS Windows is a
a) Multi tasking ☐   b) Single user ☐
c) Single tasking ☐   d) Both a&b ☐
Ans : Multi tasking

4. Windows 98 was launched
   a) October 1998 ☐ b) August 1998 ☐
   c) September 1998 ☐ d) July 1998 ☐
   Ans : September 1998

5. Shortcut icon are the icon with
   a) Small arrow in the lower left corner ☐
   b) Small arrow in the lower right corner ☐
   c) Small arrow in the upper left corner ☐
   d) Small arrow in the upper right corner ☐
   Ans : Small arrow in the lower left corner

6. There are 2 type of icon in the desktop they are
   a) Common icon and user icon ☐ b) Software icon and H/W icon ☐
   c) System icon and shortcut icon ☐ d) None of the above ☐
   Ans : System Icon and shortcut icon

7. Option button is also called
   a) Commence button ☐ b) Radio button ☐
   c) Click box ☐ d) List box ☐
   Ans : Radio Button

8. In window, the fundamental device for managing file is a
   a) Hard disk ☐ b) CD ☐
   c) Tree ☐ d) Folder ☐
   Ans : Folder

9. To rename file or folder, press_____key
   a) F3 ☐ b) F2 ☐
   c) F4 ☐ d) F5 ☐
   Ans : F2

10. A folder 'A' is invisible folder 'B', then folder 'A' is
    a) Parent folder of B ☐ b) A is leaf mode ☐
    c) A folder is subfolder of B ☐ d) B folder is subfolder of A ☐
    Ans : A folder is subfolder of B

11. Which one of the following contain many application you can run
    a) My recent application ☐ b) All Program ☐
    c) Control panel ☐ d) None of the above ☐
    Ans : All Program

12. Device and printer/ printer used faxes and formed in
    a) Start Menu ☐ b) task bar ☐
    c) Task button ☐ d) Notification area ☐
    Ans : Notification area

13. Control panel allows you to
    a) Install software ☐ b) Change different setting
    c) Manage file ☐ d) A&B
    Ans : A&B

14. To delete shortcut, which one do you do
    a) Select S/C, press del key to confirm detection ☐
    b) Right click the S/C to be deleted, choose delete and confirm detection ☐
    c) Select the S/C, click edit menu, click delete and confirm detection
    d) all of the above ☐
    Ans : all of the above

15. The shortcut icon once created can be renamed in this way
    a) Right click, click rename, type new name ☐
    b) Click two times, name is highlight, type new name ☐
    c) Only B ☐ d) Both a & b ☐
    Ans : Both a & b

16. The shortcut has extension
    a) dll ☐ b) dat ☐
    c) exe ☐ d) None ☐
    Ans : None

17. Essential windows tool are located in
    a) Control panel ☐ b) taskbar ☐
    c) Accessories ☐ d) All of the above ☐
    Ans :Accessories

38. _____is responsible for controlling and directing process
   1) BIOS   2) **Operating system**
   3) Computer   4) Microcomputer
39. CPU scheduling 'stack' is of _____
   1) **First in first out**   2) First in last out
   3) Round robin   4) None of the above
40. What is the default size limitation of MS DOS file name:?
   1) **8,3**   2) 255,3   3) 3,5   4) 8,16

MIZORAM STATE COUNCIL FOR TECHNICAL EDUCATION
Certificate Course Examination, December, 2016
Certificate in Computer Application
Subject : Operating System (DCA-102)

Full Mark : 40   **Time : 1 hour**

A. Choose the correct answer   **(1X40=40)**
   1. DLL
      1) Dual Library Linking   2) Dual Linking Library
      3) **Dynamic Linked Library**   4) Dual Library Linking
   2. GUI
      1) **Graphical User Interface**   2) Graphical User Interaction
      3) Graphical Utility Interchange 4) Graphical User Interface
   3. MS DOS primary hard disk drive has drive letter _____
      1) A   2) B   3) **C**   4) D
   4. What is the command to create a new directory in MS DOS?
      1) CD   2) MC   3) MCD   4) **MD**
   5. Process scheduling is performed by
      1) MS Office   2) MS DOS
      3) **Operating System**   4) User
   6. Early operating system that were designed with little concern about structure are referred to as _____
      1) DOS   2) Kernel OS
      3) **Monolithic OS**   4) All of the above
   7. Example of peripheral device are
      1) Monitor   2) Printer
      3) Keyboard   4) **All of the above**
   8. CRT
      1) Control   2) Counter
      3) **Cathode Ray Tube**   4) Cathode Ring Tube
   9. Option button is also called
      1) Commenced button   2) **Radio button**
      3) Check box   4) List Box
   10. The function key_____open help window in windows OS
      1) **F1**   2) F2   3) F3   4) F12
   11. DOS
      1) Direct operating System   2) Dual Operating System
      3) Disk Open System   d) **Disk Operating System**

12. BIOS
   1) **Basic Input Output System**   2) Binary input output system
   3) Basic input output service   d) Binary input output service
13. A binary number system has _____ digits.
   1) 1   2) **2**   3) 3   4) 4
14. The user has _____ to the processor with a batch processing type of OS
   1) Direct read/write   2) direct permission
   3) Direct access   4) **None of the above**
15. Area occupied by each job residing simultaneously in the main memory
   is known as a _____
   1) **Memory partition**   2) Memory allocation
   3) Direct access   4) Paging
16. FAT
   1) File Allocation Time   2) File Allotment Table
   3) **File Allocation Table**   d) File Allotment Time
17. The deleted file from the Hard Disk are contained in:
   1) Temp   2) A:Drive
   3) **Recycle Bin**   4) None of the above
18. The command RD or Rmdir:
   1) Root directory   2) Rename the directory
   3) **Remove the directory**   4) None of the above
19. _____ is the software that enables you to solve specific problem or
   perform specific task.
   1) System software   2) **Application software**
   3) Operating System   4) All of the above
20. DOS command divided into _____ commands
   1) **2**   2) 3   3) 4   4) 5
21. ISP
   1) Internet Service Personnel   2) Internal System processor
   3) **Internet Service Provider** 4) Internal Service provider
22. Word Processor that comes with window OS is
   1) MS Paint   2) MS Word
   3) **Word Pad**   4) Photoshop
23. Software is divided into _____ types.
   1) **Two**   2) Three
   3) More than one   d) is not divided
24. DOS is a _____ OS
   1) **Character user interface** 2) Graphical user interface
   3) Character user interchange 4) graphical user interchange

25. 25 file name extension is given by
   1) User   2) **System**
   3) Microsoft   4) IBM
26. Pictorial representation of an item/program is called
   1) Small window   2) Shortcut
   3) Text   4) **Icon**
27. When a computer is turned on, a special type of absolute loader called
   _____ is executed.
   1) Compiler   2) **Bootstrap loader**
   3) Command.com   4) Batch file
28. _____ is one of the main part of DOS
   1) **Command.com**   2) System.com
   3) Batch.com   4) Command.sys
29. PIXEL
   1) Picture in Excel   2) Picture and Element
   3) Picture in Element   4) **Picture Element**
30. A pre-coded program to perform over all set of instruction is:
   1) **Operating System**   2) PageMaker
   3) Photoshop   4) Microprocessor
31. Resource Management comprised of
   1) Processor management   2) Memory management
   3) Device management   4) **All of the above**
32. The default folder where all installed software are put into is
   1) Windows   2) **Program files**
   3) My Document   4) System
33. I/O
   1) Input and output   2) Input or Output
   3) **Input Output**   4) All of these
34. An illusion of extremely large main memory is called:
   1) Cache memory   2) **Virtual memory**
   3) RAM   4) ROM
35. Window XP is a _____
   1) Character User Interface   2) Character User Interaction
   3) **Graphical User Interface** 4) Graphical User Interaction
36. Volatile Memory is _____ memory
   1) **Primary**   2) Secondary
   3) Cache   4) Portable
37. File name is of two part, they are:
   1) **Primary file name, extension** 2) Primary file name, icon
   3) Icon, file name   4) Filename, shortcut

36. What is the full form of PIXEL
   1) Picture in Excel   2) Picture in Element
   3) Picture and Element   4) **Picture Element**
37. File name Extension is given by _____
   1) The user   2) Microsoft company
   3) **The system**   4) IBM Company
38. Word processor that comes with window OS is :
   1) MS Paint   2) **Word pad**
   2) MS Word   4) Photoshop
39. MS DOS primary hard disk drive has drive letter _____
   1) A   2) B   3) **C**   4) D
40. Process scheduling is performed by :
   1) MS Office   2) **Operating System**
   3) MS DOS   4) User

A. Choose the correct answer   (1X40=40)

1. _____is the software that enables particular device to perform its designated task.
   1) System Software   3) **Operating System**
   2) Application Software   4) All of the above
2. Resource management comprised of
   1) Processor management   3) Device management
   2) Memory management   4) **All of the above**
3. Software is divided into_____types
   1) **Two**   3) More than one
   2) Three   4) None of the above
4. What is the full form of LCD
   1) Light Controlled Disk   2) **Liquid Crystal Display**
   3) Liquid Control Display   4) Liquid Crystal Disk
5. The user has____to the processor with a batch processing type of OS
   1) Direct read/write   3) Direct Access
   2) Direct Permission   4) **None of the above**
6. Pictorial representation of an item/program is called:
   1) Small window   3) Text
   2) Short cut   4) **Icon**
7. What id the command to remove a directory in MS DOS
   1) **RD**   2) RMD   3) RCD   4) DEL
8. The function key____opens Save AS… dialogue box in an Application Progam
   1) F1   2) F2   3) F3   4) **F12**
9. What is the full form form of SCSI
   1) Small Computer Small Interface
   2) Small Computer Specific Interface
   3) Small Computer System Interface
   4) All of the above
10. Example of peripheral device are
   1) Monitor   2) Keyboard
   3) Printer   4) **All of the above**

11. What is the full form of PPP
    1) Peer to peer Programming   2) **Point to Point Protocol**
    3) Peer to peer Processor   4) Point to Point Processor
12. CPU scheduling 'Queue' is of _____
    1) **First in first out**   2) Round Robin
    3) First in last out   4) None of the above
13. What is the default size limitation of MS DOS filename:
    1) **8&3**   2) 3&5
    3) 255&3   4) 8&16
14. When a computer is turned on, a special type of absolute loader
    called_____is executed
    1) Compiler   2) Command.com
    3) **Bootstrap loader**   4) Batch file
15. What is the full form of IDE
    1) **Integrated Drive Electronic**   2) Integrated Device Electronic
    3) Inter Device Electronics   4) Inter Drive Electronic
16. DOS is a_____OS
    1) **Character User Interface**   2) Character User Interchange
    3) Graphical user Interface   4) Graphical User Interchange
17. File name is of two parts, they are:
    1) **Primary filename, extension**   2) Icon, Filename
    3) Primary Filename, icon   4) Filename, shortcut
18. _____is one of the main parts of DOS.
    1) **Command.com**   2) Batch.com
    3) System.com   4) Command.sys
19. Stack work as_____process scheduling.
    1) First in First out   2) **Last in First out**
    3) First in Last out   4) (2) and (3)
20. Early operating system that ware designed with little concern about
    structure are referred to as _____
    1) DOS   2) **Monolithic OS**
    3) Kernel OS   4) All of the above
21. A pre-coded program to perform overall set of specific task is:
    1) MS Office   2) Photoshop
    3) PageMaker   4) **All of the above**
22. Parsing the main memory for allocation is known as a_____
    1) Memory partition   2) Direct access
    3) **Memory allocation**   4) Paging

23. What is the full form of CUI
    1) **Character User Interface**   2) Character User Interaction
    3) Character Utility Interchange   4) Character Utility Interface
24. The default folder where all installed software are put into is
    1) Windows   2) My Document
    3) **Program Files**   4) System
25. What is the full form of DLL
    1) Dual library linking   2) **Dynamic Linked Library**
    3) Dual linking library   4) Dynamic Library Linking
26. A Hexadecimal number system has_____digits.
    1) 12   2) 8   3) **16**   4) 18
27. Volatile Memory is_____memory
    1) **Primary**   2) Cache
    3) Secondary   4) Portable
28. An illusion of extremely large main memory is called:
    1) Cache memory   2) RAM
    3) **Virtual Memory**   4) ROM
29. Window XP is a ____
    1) Character User Interface   2) **Graphical User Interface**
    3) Character User Interaction   4) Graphical User Interaction
30. The command tree displays:
    1) Root directory   2) Restructure the directories
    3) **The directories in the form of Tree** 4) None of the above
31. Option button is also called
    1) Commenced button   2) Check box
    3) **Radio Button**   4) List box
32. What is the full form of FAT
    1) File Allocation Time   2) **File Allocation Table**
    3) File Allotment Table   4) File Allotment Time
33. ____is responsible for controlling and directing process.
    1) BIOS   2) Memory
    3) **Operating System**   4) Processor
34. The deleted file from the Hard Disk are moves in:
    1) Temp   2) **Recycle Bin**
    3) A:Drive   4) None
35. DOS Command 'date' shows
    1) Current date and Time   2) Time Only
    3) **Date only**   4) Both 1and 3

33. Which of the following is not system icon in Windows 7
   a) My Computer
   c) My Network Place
   b) My Document
   d) **Desktop**
34. Which of the following taskbar elements are displayed in the center portion of a taskbar
   a) **Task button**
   c) Control Box
   b) Start Button
   d) Toolbar
35. In the element of Windows 7 the four edge that define the perimeter of windows are known as
   a) Screen area
   c) Desktop Area
   b) **Border**
   d) Control Box
36. In Windows7 option button are also called as
   a) **Radio Button**
   c) Choose Button
   b) Control Button
   d) Alter Button
37. A collection of information which is given a name and store in a Disk is called
   a) Data
   c) Extension Name
   b) Shortcut
   d) **File**
38. The fundamental file management tool in Windows 7 is
   a) Task Bar
   c) Directories
   b) **Folder**
   d) Control panel
39. If folder A is inside Folder B then the folder a is
   a) **Sub Folder of B**
   c) Mini Folder
   b) Parent Folder of B
   d) Tree Folder of A itself
40. To select all the items in a folder in Window XP based OS we press combined Keyboard keys
   a) Alt+A
   c) Ctrl+O
   b) **Ctrl+A**
   d) Shift+A

A. Choose the correct answer (1X40=40)

1. Utility Software package in Windows7 includes
   a) MS Word
   c) Resolution
   b) **Notepad**
   d) Power Management
2. To free up space on a hard drive by removing temporary file we can do
   a) Disk Defragment
   c) **Disk Cleanup**
   b) Format Local Disk
   d) Empty my Document
3. Calculator provided in windows can operate in two option namely
   a) Modern and classic
   c) Standard and Arithmetic
   b) Arithmetic and logical
   d) **Standard and Scientific**
4. A notepad is useful for
   a) **Editing textual data**
   c) Playing sound
   b) Editing Graphic
   d) Drawing
5. A windows tool that enable us to schedule specific job in a computer is known as
   a) Resource Management
   c) **Task scheduler**
   b) Task manager
   d) None of these
6. The full form of MS-DOS is
   a) Multiuser Disk Operating System
   b) Multi System Disk Operating System
   c) Microsoft Dual Operating System
   d) Microsoft Disk operating System
7. The full form of POST is
   a) Pre OS Timer
   c) Power On Switch Timer
   b) **Power On Self Test**
   d) None of the above
8. When a computer is switch on a program automatically run and load the OS then the computer is ready to be used, this process is called
   a) Scheduling
   c) Rebooting
   b) **Booting**
   d) Loading
9. DOS file system always begin with a directory called as
   a) **Root**
   c) System Directory
   b) Parent Directory
   d) None of these

10. DOS command format for COPY is
    a) Copy [destination][source]   c) **copy [source][destination]**
    b) Cpy [source][destination]   d) cp [source][destination]
11. A software program that control internal activities in a computer is called
    a) Startup Program   c) Application program
    b) **Operating system**   d) None of the above
12. The function of OS includes
    a) Processor Management   c) Scheduling
    b) Memory Management   d) **all of the above**
13. OS which allows only one user to work in a computer at a time is known as
    a) **Single user OS**   c) Freeware OS
    b) Stand Alone OS   d) none of these
14. Which of the following is Multi User Operating System
    a) **Linux**   c) MS-DOS
    b) Windows 95   d) None of these
15. What type of operating system support execution of more than one job at a time
    a) Multithread OS   c) **Multi-tasking OS**
    b) Multi-user OS   d) None of these
16. Which is not Microsoft Windows job
    a) Provide a way to start Application program
    b) Multi Tasking
    c) Uninterrupted power management
    d) Help in Internet access
17. In which year Microsoft Windows 3.0 introduced
    a) **1990**   c) 1983
    b) 1993   d) 2000
18. Full form of ICF is
    a) Internet Connection Format   c) **Internet Connection Firewall**
    b) Internal Connection Firewall   d) None of the above
19. Which of the following is world's largest selling OS for PC
    a) Mac OS   c) linux
    b) Android OS   d) **Microsoft Windows**
20. Which of the following Windows 7 features helps in connecting offices network computer even if the computer does not have internet connection
    a) Networking   c) **Internet connection sharing**
    b) LAN   d) File sharing
21. To open any object in a windows explorer or folder we can
    a) **Double click on its icon**   c) Click its Icon the Press F5
    b) Press Alt+Enter   d) All of the above

22. Which of the following is part of start menu in windows7
    a) MS Paint   c) **Search**
    b) Disk management   d) None of the above
23. Which Windows7 start menu allow us to run any program just by typing its name and location
    a) **Run**   c) Control panel
    b) Search   d) File Menu
24. Which menu display an Application Program menu in Windows 7
    a) Desktop Menu   c) Control panel
    b) **All program**   d) File menu
25. If we want to put our computer into low power state we use
    a) **Stand By**   c) Restart
    b) Log off   d) Shut off
26. Control panel in Windows 7 include setting of
    a) Date & Time   c) Password
    b) Sound   d) **All of the above**
27. A small file that link to a program, document or folder in windows7 is called
    a) System Application   c) **Short Cut**
    b) Small icon   d) Extension File
28. A shortcut in Windows7 can be created by using the create shortcut wizard or by using
    a) **Copy and paste**   c) Pressing Shift+S
    b) Pressing F11   d) Cut and Paste
29. The first step to create a shortcut using Shortcut Wizard is
    a) **Right Click on a file**   c) Search for a file
    b) Right click on Desktop   d) none of the above
30. In Windows7 System an Icon with an arrow in the lower left corner represent
    a) System Application   c) **Short Cut**
    b) Desktop icon   d) program Application
31. To change shortcut name in Windows7 we must do one of the following step
    a) **Right click on Shortcut**   c) Press Alt+Del
    b) Type the icon name in the RUN menu   d) Press Ctrl+F5
32. In windows 7 a temporary storage for file which we delete is called
    a) Recycle drive   c) **Recycle Bin**
    b) Public folder   d) Local Disk

D. Fill in the blanks by choosing the correct answer from the given words. **(10X1=10)**

1. File name has two parts ……………………..………… and ……………….………… (**primary, secondary**/first, second)

2. Shortcut icon contains an ……………….………… mark (**arrow**/cross)

3. When a computer is first turned on or restarted, a special type of absolute loader called ………………………………….. is executed (compiler/**bootstrap loader**)

4. File editing menu are found in …………………….…….. menu (view/**edit**)

5. ………………….……. Key is use to move backward from currently activated option (**Shift+tab**/Alt+tab)

6. Operating System can be classified as a ………………………… (**System software**/ Application Software)

7. Windows 8 is a (an) ……………….………….……… (**operating System**/Peripheral)

8. RAM is …………………………………..…… memory (**Primary**/Secondary)

9. To switch between two or more opened windows …………..…… key is use (Shift+tab/**Alt+ tab**)

10. The file extension is given by the ………… used (**Software**/user)

MIZORAM STATE COUNCIL FOR TECHNICAL EDUCATION
Certificate Course Examination, June, 2014
Certificate in Computer Application
Subject : Operating System (CCA-102)

Full Mark : 40   **Time : 1 hour**

A.   Write the full form of the following abbreviations   (10x1=10)

1. DLL   :   Dynamic Link Library
2. CUI   :   Character User Interface
3. O/P   :   Output
4. FAT   :   File Allocation Table
5. GUI   :   Graphical User Interface
6. LCD   :   Liquid Crystal Display
7. PIXEL   :   Picture Element
8. BIOS   :   Basic Input/Output System
9. ASCII   :   American Standard code for Information Interchange
10. bps   :   bits per second

B. Tick (√) the right answer from the following   (10X1=10)

1. The primary file name is given by the:
   a) Computer operating system   b) The user
   c) The Application Software   d) administrator
   Ans : The User

2. What command is used to create a new directory?
   a) MD   b) CD
   c) CHKDSK   d) CLS
   Ans : MD

3. Virtual memory is:
   a) An illusion of extremely large main memory
   b) An extremely large secondary memory
   c) An extremely large main memory

d) A type of memory used in super computer ☐
Ans : An illusion of extremely large main memory

4. What is the command to erase a file from a disk?
   a) erase ☐   b) del ☐
   c) delete ☐   d) kill ☐
   Ans : del

5. What are icons?
   a) shortcuts ☐   b) text ☐
   b) pictures ☐   d) small windows ☐
   Ans : pictures

6. To search a file, which command is use in MS DOS?
   a) DIR/D ☐   b) DIR/AD ☐
   c) DIR/A ☐   d) DIR/S ☐
   Ans : DIR/S

7. What is the default size limitation of MS DOS file name
   a) 255,3 ☐   b) 8,3 ☐
   c) 3,5 ☐   d) 5,16 ☐
   Ans : 8,3

8. Early computer operation system that are designed with little concerns about structure are typically referred to as
   a) Kernel OS ☐   b) Monolithic OS ☐
   c) Layered OS ☐   d) None of the above ☐
   Ans : Monolithic OS

9. What command is use to list directory in page wise?
   a) DIR/W ☐   b) DIR/S ☐
   c) DIR/P ☐   d) DIR/O ☐
   Ans : DIR/P

10. Image processor that comes with windows operating system is:
    a) Paintshop pro ☐   b) MS Paint ☐
    c) Photoshop ☐   d) Corel Paint ☐
    Ans : MS Paint

C. Write 'T' against the right ones and 'F' against the wrong ones
                                                    (10X1=10)

1. MS DOS is multitasking operating system. **F**

2. END command is use to close command prompt in windows. **F**

3. Folder and directory serve the same purpose. **F**

4. ? wild card replace one character. **T**

5. COMMAND.COM is one of the main part of a DOS. **T**

6. Hardware drivers are system software. **T**

7. Executable file have file extension .com. **F**

8. Internet explorer 7 comes with windows XP. **F**

9. Note pad is a system software. **T**

10. Binary number has three digits. **F**

4. Device drivers control the interaction between the I/O devices and
……………..
a) OS   b) hardware   c) S/W   d) Memory
Ans : OS

5. Image processor that comes with Windows OS is……………
a) Picasa   b) Photoshop   c) paint   d) Corel Paint
Ans : paint

6. In process scheduling stack is also known as …………….
a) FIFO   b) FILO   c) Queue   d) Shortest job first
Ans : FIFO

7. The wildcard in '.exe' represents …………… of executable file.
a) All primary file name   b) One character primary file name only
c) Only special character   d) None
Ans : One character primary file name only

8. Combo box can hold …………………..
a) Only one option   b) Only two option
c) Multiple option   d) Number only
Ans : Multiple Option

9. A …………… + delete key combination delete file permanently
after confirmation.
a) Alt   b) ctrl   c) F3   d) Shift
Ans : shift

10. ……………… key combination close an active window.
a) Alt+F4   b) Alt+F3   c) Alt+F2   d) Alt+F1
Ans : Alt+F4

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MIZORAM STATE COUNCIL FOR TECHNICAL EDUCATION
Certificate Course Examination, June, 2015
Certificate in Computer Application
Subject : Operating System (CCA-102)

Full Mark : 40   **Time : 1 hour**
A. Write the full form of the following Abbreviations.   **(10x1=10)**
1. ISP   :   Internet Service Provider
2. GUI   :   Graphical User Interface
3. AGP   :   Accelerated Graphic Port
4. MMX   :   Multimedia Extension
5. PPTP   :   Point to Point Tunneling Protocol
6. DVD   :   Digital Versatile (Video) Disk
7. EXE   :   Executable
8. RD   :   Remove Directory
9. REN   :   Rename
10. Attrib   :   Attribute

B. Choose the correct answer   **(10X1=10)**
1. One of the primary function of the Operating System is to provide
interface between the user and the
a) Hardware   b) Software
c) Peripheral   d) Bios
Ans : Hardware

2. Example of single taking OS is
a) Windows 3.1   b) Windows 3.2
c) Windows 95   d) Dos
Ans : Dos

3. Pressing Alt+- keys together opens the active Windows
a) Title bar   b) Control Box
c) Status bar   d) Tool Bar
Ans : Title Bar

4. Windows OS Communicates with the user using :
   a) Radio buttons ☐   b) Check boxes ☐
   c) Dialog boxes ☐   d) Menu ☐
   Ans : Dialog boxes

5. A file contain any kind of information like :
   a) A Programs ☐   b) Documents ☐
   b) Images ☐   d) All of the above ☐
   Ans : All of the above

6. In DOS, listing of file hierarchically is done using which of the commands.
   a) Dir ☐   b) Tree ☐
   c) Path ☐   d) None ☐
   Ans : Tree

7. LINUX is a
   a) Single user OS ☐   b) Multi user OS ☐
   c) Single tasking OS ☐   d) None ☐
   Ans : Multi user OS

8. A ? Wild-card character represents
   a) any character with special symbol ☐   b) only symbol ☐
   c) only character ☐   d) None ☐
   Ans : only character

9. C:\> attrib +h +S/d/S ????.???
   a) hide files whose name is of 4 characters of all file type ☐
   b) Hide all files ☐   c) Show all files ☐
   d) Hide all files from C drive ☐
   Ans : hide files whose name is of 4 characters of all file type

10. -s Command is use to
    a) turn the system off ☐ b) turn off the System attributes ☐
    c) turn on the system attributes ☐ d) Do nothing ☐
    Ans : turn off the system attributes

C. State TRUE OR FALSE   **(10X1=10)**

1. Operating System manages memory and Process scheduling. **F**
2. Intra-System Communication occurs within a Single Computer. **T**
3. To Open Calculator: Click Start button, Choose all programs, high light Accessories and then choose calculator. **T**
4. Example of character user interface is MSDOS. **T**
5. File name extension is of four characters. **F**
6. Among hardware only mouse don't need H/W driver. **F**
7. The main part of DOS is command.com. **T**
8. Directory and Folder is the same thing. **T**
9. DEL, DIR and Copy are external Command of DOS. **F**
10. Radio button allows Multiple Selections. **F**

D. Fill in the blanks   **(10X1=10)**

1. The name of the text editor included in DOS is ……….……
   a) Edit   b) Text   c) Doc   d) Wordpad
   Ans : Edit

2. The taskbar sits at …………………… of the desktop.
   a) Side of the window   b) Top of the window
   c) Bottom of the window   d) Top left corner of the window
   Ans : Bottom of the window

3. A pictorial representation of application, file command or a tool is called ………….
   a) menu   b) Tools   c) bars   d) icon
   Ans : icon

39. DIR, COPY, MD, CD, CLS, TIME are
    1) External command   2) Memory command
    3) **Internal command**   4) All of the above
40. When a computer is turned on, it conducts a series of self-diagnostic test called
    1) **Power on self test**   2) Command.com
    3) Bootstrap loader   4) Config.sis

Full Mark : 40   **Time : 1 hour**

A. **Choose the correct answer**   **(1X40=40)**
1. Which key combination delete file permanently after confirmation?
   1) Alt   2) Ctrl   3) F3   4) **Shift**
2. Which key combination close an active window?
   1) **Alt+F4**   2) Alt+F3   3) Alt+F2   4) Alt+F1
3. PPTP stands for
   1) Point to Point Tunneling Protocol
   2) Point to Point Tuning Protocol
   3) Peer to Peer Tunneling Protocol
   4) Peer to Peer Tuning Protocol
4. ……… consolidates fragmented files and folders on your computer''s hard disk.
   1) Disk cleanup   2) **Disk Defragmenter**
   3) Task Scheduler   4) None of the above
5. Which one of the following opens the text editor in DOS?
   1) **Edit**   2) Text   3) Doc   4) Wordpad
6. The taskbar is at the _____ of the desktop.
   1) Side   2) Top   3) **Bottom**   4) Top left corner
7. A pictorial representation of application, file command or a tool is called
   1) Menu   2) Tools   3) Bars   4) **Icon**
8. Device drivers control the interaction between the i/o devices and ___
   1) OS   2) **Hardware**   3) S/W   4) Memory
9. To open Calculator from windows run box you type
   1) Calcu   2) **Calc**   3) Cal   4) Clc
10. Example of character user interface is
    1) Windows 95   2) Windows 3.1
    3) **DOS**   4) None of the above
11. File name extension has ……………… characters
    1) 1   2) 2   3) **3**   4) 4
12. Amongst computer peripherals which one doesn''t need H/W driver?
    1) Printer   2) Mouse
    3) Scanner   4) **None of the above**

13. ISP stands for
    1) Internal server processing
    2) Internal service provider
    3) Internet server processing
    4) **Internet Service provider**
14. A "?" Wild-card character represents
    1) **Any character with special symbol**
    2) Only symbols
    3) Only character
    4) None of the above
15. C:\>attrib+h+S/d/S????.???
    1) **Hide file whose name is of 4 characters of all file type**
    2) Hide all files
    3) Show all files
    4) Hide all files from C Drive
16. GUI stands for
    1) Graphical User Interchange
    2) **Graphical User Interface**
    3) Graphical user Interconnected
    4) Graphical User Interfacing
17. One of the primary functions of the operating system is to provide interface between the user and the
    1) **Hardware**
    2) Peripherals
    3) Software
    4) Bios
18. AGP stands for
    1) Accelerated graphic Protocol
    2) Accelerated Graphic provider
    3) **Accelerated Graphic Port**
    4) Accelerated Graphic Program
19. Example of single tasking OS is
    1) Windows 3.1
    2) Windows 95
    3) Windows 3.2
    4) **DOS**
20. Pressing Alt+ - keys together opens the active windows
    1) Title bar
    2) Status Bar
    3) **Control Box**
    4) Tool Bar
21. Windows OS communicates with the user using
    1) Radio buttons
    2) Dialog boxes
    3) Check boxes
    4) **All of the above**
22. A file can contain any kind of information like
    1) Programs
    2) Images
    3) Documents
    4) **All of the above**
23. In DOS, listing of file hierarchically is done using which of the command?
    1) Dir
    2) Path
    3) **Tree**
    4) None of the above
24. LINUX is a
    1) Single User OS
    2) Single tasking OS
    3) **Multi user OS**
    4) None of the above

25. - s Command is use to
    1) Turn the system off
    2) **Turn off the system attribute**
    3) Turn on the system attribute
    4) Do nothing
26. ……….. manages Memory and Process scheduling
    1) Program
    2) **Operating system**
    3) Software
    4) Internet
27. Intra-System communication occurs
    1) **Within a single computer**
    2) Within a network
    3) Through the internet
    4) All of the above
28. MMX stands for
    1) Multimedia express
    2) Multimedia Enterprises
    3) Multimedia Execution
    4) **Multimedia Extension**
29. The main part of DOS is
    1) IO.sys
    2) Config.sys
    3) **Command.com**
    4) Autoexec.bat
30. Directory are listed in page wise using
    1) Dir/pw
    2) **Dir/p**
    3) Dir\pw
    4) Dir\p
31. Which one from the list is an external command of DOS?
    1) Del
    2) Date
    3) **Mem**
    4) type
32. Radio/option button allows ………….. of options
    1) **Multiple Selection**
    2) Only one selection
    3) Single selection
    4) No selection
33. Image Processor that comes with Windows OS is
    1) Picasa
    2) Photoshop
    3) **Paint**
    4) Corel paint
34. In Process scheduling stacks is also known as
    1) **FIFO**
    2) FILO
    3) Queue
    4) Shortest job first
35. The wildcard in „*.exe" represents_____of executable file.
    1) All primary file name
    2) Only special character
    3) One-character primary filename only
    4) **None of the above**
36. Combo box can hold
    1) Only one option
    2) Only two options
    3) **Multiple option**
    4) Numbers only
37. Ctrl+O is use to
    1) **Open an existing file**
    2) Operate an existing file
    3) Omit an existing file
    4) None of the above
38. Notepad can open files with the extension
    1) **.BAT**
    2) Both (a) and (b)
    3) _SYS
    4) None of the above

32. Which of the following is not Windows utility software
    1) **MS Office**   2) Notepad   3) Paint   4) Wordpad
33. If we want to run a specific Program every time our Windows based PC startup we can use
    1) Management Tools   2) MS-DOS
    3) **Task Scheduler Utility**   4) PC Timer
34. A word processor which is inbuilt with Windows XP is
    1) Notepad   2) Text Editor
    3) MS Office   4) **WordPad**
35. The Entertainment Tool in Windows XP does not include
    1) Volume Control   2) Windows Media Player
    3) **VLC Player**   4) Sound Recorder
36. The full form of GUI is
    1) Graphic utility Interface   2) Graphic Utility Interchange
    3) Graphical User Interaction   4) **Graphical User Interface**
37. The full form of POST is
    1) Pre OS Timer   2) Power on Switch Timer
    3) **Power On Self Test**   4) None of the above
38. When Booting an MS-DOS a program which is used to load the OS is stored in
    1) **ROM-BIOS**   2) USB Drive
    3) Hard Disk   4) RAM
39. DOS command to change active drive i.e from Drive C to Drive A we use
    1) **C:\>A**   2) A:\>C
    3) C:\dir\A   4) C:>REN A
40. DOS command to display a complete directory tree structure is
    1) C:\>display   2) C:\>ATTRIB
    3) C:\>dir   4) **C:\>Tree**

Full Mark : 40   **Time : 1 hour**

A. Choose the correct answer   **(1X40=40)**
1. Just after a PC is switch on which of the following program is loaded first
    1) Startup programs   2) Application Program
    3) **Operating System**   4) None of the above
2. Which of the following Operating System is Single Users
    1) Linux   2) Windows 2000
    3) **Windows XP**   4) Unix
3. Which of the following is not the main function of Operating System
    1) Input/ Output Management   2) Ram Management
    3) **Temperature Management**   4) Task management
4. Operating System is a
    1) Application Program   2) Device Used in CPU
    3) **Software Program**   4) None of the above
5. The primary function of Operating System is
    1) It decides which to be used first
    2) It priories the user inputs
    3) It decides deletion of dump file
    4) It decides which job to be executed first in a Computer System
6. Which is not Microsoft windows job
    1) Provide a way to start Application program
    2) Multi-Tasking
    3) Uninterrupted Power Management
    4) Help in Internet Access
7. In which year Microsoft start working on Windows
    1) 1923   2) 1993   3) **1983**   4) 2000
8. Full form of OEM is
    1) Original Equipment Manufacturer
    2) Original Equipment Machine
    3) Optical Equipment Machine
    4) None of the above

9. Which of the following is not Microsoft windows version
   1) Windows 3.0
   2) Windows 98
   3) Windows XP
   4) **Windows Live**

10. What is the main function of Active Movie in Windows 98
    1) **Media-Streaming**
    2) Movie Editor
    3) Movie player Application
    4) None of the above

11. In windows XP a default location of newly created document is
    1) Desktop
    2) Recycle Bin
    3) Public Folder
    4) **My Document**

12. Taskbar in Windows XP include
    1) Start menu Button
    2) Toolbar
    3) Notification Area
    4) **All of the above**

13. Which element of Windows XP display name of the program or document
    1) Border
    2) Control Box
    3) **Title Bar**
    4) None of the above

14. Text Box in Windows XP are also known as
    1) Text Editor
    2) **Edit Box**
    3) Word Editor
    4) Word Box

15. When a window in Windows XP is not a long enough to display its content we use
    1) **Scroll Bar**
    2) Close Button
    3) Maximize Button
    4) Minimize Button

16. To arrange multiple files in Windows XP we use
    1) **Folder**
    2) Task manager
    3) Desktop
    4) File Manager

17. A collection of information which is given a name and stored in a Disk is called
    1) Data
    2) Extension Name
    3) **File**
    4) None of the above

18. Which of the following process is not suitable while creating new file
    1) Right click on empty are of Desktop
    2) Press F5
    3) Right click inside a folder
    4) **Click file menu**

19. When we Right-Drag an object in Windows XP a shortcut menu appears which include
    1) Copy Here
    2) **Create shortcut**
    3) Move Here
    4) All of the above

20. To rename a file in Windows XP we press
    1) F2
    2) F1
    3) **F5**
    4) F8

21. Which of the following is not the content of start menu in Windows XP
    1) Run
    2) Search
    3) Control Panel
    4) **None of the above**

22. Which menu display an Application Program menu in Windows XP
    1) **All Programs**
    2) Control Panel
    3) Desktop Menu
    4) File Menu

23. In Windows XP we can run program by
    1) Left click on a program
    2) Left click on shortcut and Press F5
    3) **Typing Program name in Run Menu**
    4) None of the above

24. Which of the following process cannot be used to disconnect a computer from local network
    1) **Network setup wizard**
    2) Restart
    3) Log off
    4) Shut Down

25. Turn off Dialog Box in Windows XP does not include
    1) Restart
    2) Standby
    3) Switch off
    4) **Power Saver Mode**

26. In windows Xp system an icon with an arrow in the lower left corner represent
    1) System Application
    2) **Shortcut**
    3) Desktop icon
    4) Program Application

27. In windows XP system we can create a shortcut by using
    1) **Copy and Paste**
    2) Renaming a file
    3) By pressing F11
    4) All of the above

28. The first step to create a shortcut using shortcut wizard is
    1) Right click on a file
    2) Search for a file
    3) **Right click on Desktop**
    4) None of the above

29. Which of the following statement is true in respect to shortcut
    1) A shortcut is a small file which link to Document
    2) A shortcut is a small file which link to Program
    3) A shortcut is a small file which link to Folder
    4) **All of the above statement is true**

30. The correct step to delete a shortcut is
    1) **Select the icon and press delete**
    2) Select the icon and press F4
    3) Type the icon name in the run menu
    4) None of the above

31. To enhance efficiency of a computer system and gain access of file and folder we use
    1) System Tools
    2) Disk cleanup Tools
    3) Scheduling Tools
    4) **Disk Defragment Tools**

35. Which of the following is among the correct step while creating new file?
   a) Press Alt+F4   c) Hold Enter
   b) Left Click Mouse   d) **Right Click Mouse Inside a folder**
36. Which of the following windows element is located at the left end of a taskbar in windows 7
   a) **Start button**   c) Task Manager
   b) Sound Control   d) my Computer
37. The Main working in Microsoft windows where we usually start working is called
   a) Start Menu Button   c) **Desktop**
   b) My Computer   d) Toolbar
38. The final version of first Microsoft Windows was released in the year
   a) 1945   c) 2000
   b) 1955   d) **1985**
39. The most commonly used Operating System is
   a) Mac OS   c) **Microsoft Windows**
   b) DOS   d) Linux
40. Which of the following is not the function of Operating System?
   a) Processor management   c) **Virus Removal**
   b) Input/Output management   d) Scheduling

A. Choose the correct answer (1X40=40)

1. A computer Operating System provides
   a) **User Interface**   c) algorithm of RAM
   b) Download speed   d) Power Supply
2. After the computer is switch 'ON' the OS is loaded into Computer's
   a) Secondary Memory   c) Hard Disk
   b) **Main Memory**   d) none of the above
3. Operating System that support single user at a time is known as
   a) **Single User OS**   c) Single Core OS
   b) One time user OS   d) none of the above
4. Operating system which can execute only a single task at a time is known as
   a) Freeware OS   c) **Single tasking OS**
   b) Linux OS   d) Single User OS
5. Function of Microsoft Windows include
   a) Desktop Customization   c) Manage Files
   b) Start Application Program d) **All of the above**
6. Windows 3.0 was introduced in the year
   a) **1990**   c) 1983
   b) 1980   d) 2000
7. To ensure have the latest version of windows Microsoft introduce a feature a called
   a) Security Update   c) Software Package
   b) **Windows System update**   d) None of the above
8. In windows 7 a default location of newly created document is
   a) Desktop   c) **My Document**
   b) Public Folder   d) Temp Folder
9. In windows 7 which icon allow user to display the names of each server or computer of a same workgroup
   a) **Network**   c) System Info
   b) My Document   d) None of the above
10. The default web browser in Microsoft Windows 7 is
   a) Chrome   c) Safari Browser
   b) Mozilla   d) **Internet Explorer**

11. The fundamental file management tool in Windows 7 is
    a) **Folder**   c) Directories
    b) Task Bar   d) Control Panel
12. A collection of information which is given a name and stores in a Disk is called
    a) Excel Data   c) Local Data
    b) **File**   d) None of the above
13. When a folder is closed in Windows 7, all we see is
    a) Size or Folder   c) Content or Folder
    b) **Name and icon of Folder**   d) none of these
14. To rename a file in Windows 7 we press
    a) F1   b) F5   c) F8   d) **F2**
15. Which menu display an Application Program menu Windows 7
    a) Desktop Menu   c) Control Menu
    b) **All Programs**   d) File Menu
16. Which start menu allow us to change date and time
    a) My Recent Document   c) Run
    b) **Control Panel**   d) Search
17. To see status of printer windows 7 start menu items provide
    a) Printer status   c) Printer schedule
    b) My hardware   d) None of the above
18. In windows 7 system a shortcut icon has an arrow in the
    a) **Lower left corner of Icon** c) Right top corner of icon
    b) Middle of Icon   d) upper left corner of Icon
19. The correct step to rename a shortcut in windows 7 is
    a) Right click, click rename, type name
    b) Left click, click rename, type name
    c) Right click, press 5, type name
    d) All of the above
20. Which of the following statement is true in respect of shortcut?
    a) A shortcut is a small file which link to Document
    b) A shortcut is a small file which link to program
    c) A shortcut is a small file which link to Folder
    d) All of the above
21. Utility Software package in Windows 7 does not include
    a) Notepad   c) **Antivirus**
    b) Calculator   d) paint
22. Which of the following is not Windows Utility Software?
    a) Notepad   c) Paint
    b) **Adobe**   d) Wordpad

23. To use Calculator in Windows 7 we click Start button, choose all programs and then we highlight
    a) Calculator   c) Selected Program
    b) **Accessories**   d) User menu
24. The default software package to draw picture in Windows 7 is
    a) **Paint**   c) Corel Draw
    b) Notepad   d) Photoshop
25. DOS is single user OS which is developed in
    a) 1990's   c) **1980's**
    b) 2000's   d) 1960's
26. When a computer is switched on a program automatically run and load the OS then the computer is ready to be used, this process is called
    a) **Booting**   c) Rebooting
    b) Scheduling   d) Loading
27. A file name has two parts, which are
    a) First and second   c) **Primary and secondary**
    b) Main and sub   d) Number and number two
28. The DOS command C:\> indicate the user is
    a) Trying to create new attribute
    b) Currently working on sub folder of drive c drive
    c) Trying to exit from dos command
    d) Currently working on the local hard drive
29. The full form of GUI is
    a) Graphical User Interaction   c) Graphical Utility Interchange
    b) **Graphical User Interface** d) Graphics User Interface
30. To speed up and gain efficiency of a hard disk access time we use
    a) **Disk Defragment tools**   c) Empty Recycle bin
    b) Schedule Windows Update   d) Disk Cleanup tool
31. A shortcut in windows 7 can be created by using
    a) Cut and paste   c) Only option (a)
    b) Create shortcut wizard   **d) Both option (a) and (b)**
32. A shortcut can be located
    a) In Desktop only   c) In the Taskbar
    b) Anywhere on local disk   d) **All of the above**
33. To prepare our computer to be used by someone else for logging in we use
    a) **Log off**   c) Restart
    b) Remote Login   d) Shutdown
34. When we click on start button of Windows 7 the
    a) **Start Menu appear**   c) Search Menu Appear
    b) Computer Restart   d) My Computer is Open