

Lab On Wheels
Basic Computer Course
MULTIPLE CHOICE QUESTIONS

Time Allowed: 30 minutes

Maximum Marks: 10

1. What does "MS" stand for in "**MS** Word"? [1]
a) Multi- b) Master Software
c) Microsoft d) Manuscript
2. What is the shortcut key to **save**? [1]
a) Ctrl + S b) Ctrl + C
c) Ctrl + Z d) Ctrl + V
3. What is the shortcut key to **close** the active app? [1]
a) Alt + C b) Ctrl + F4
c) Alt + F4 d) Ctrl + C
4. What is the full form of **HTML**? [1]
a) Hyper Text Markup Language b) High Tech Machine Learning
c) Hypertext Transfer Mechanism Language d) Hyperlink Text Management Logic
5. What is the shortcut key to **underline** a text in Word? [1]
a) Ctrl + L b) Ctrl + U
c) Alt + U d) Ctrl + I
6. What is a "cell" in Excel? [1]
a) A small electronic device used for data storage b) The intersection point of a row and a column
c) A unit of measurement for font size d) A bunch of boxes together
7. Which of the following formulas calculates the **average** of values in cells A1 through A5? [1]
a) =MAX(A1:A5) - MIN(A1:A5) b) =SUM(A1:A5) / 5
c) =A1+A2+A3+A4+A5 d) =AVERAGE(A1:A5)
8. Which part of the computer is often referred to as the "**brain**" of the computer? [1]
a) RAM b) CPU
c) Hard Drive d) Motherboard
9. Which file format is commonly used for sharing **Excel** presentations? [1]
a) .docx b) .pptx
c) .xlsx d) .pdf
10. Which of the following is a feature of **fonts** in word processing software? [1]
a) Transition b) Style
c) Alignment d) Animation