

OS-CIT SELECTED FINAL EXAM MCQ

- 1) In PowerPoint what does the “Trim Video” feature allow you to do?
- a) Add filters to a video
 - b) Resize a video frame
 - c) Cut out unwanted parts of a video
 - d) Split a video into parts

Correct answer: Cut out unwanted parts of a video

- 2) Which platform helps citizens raise grievances with the government?
- a) PMO site
 - b) eHealth
 - c) Public Grievance Portal
 - d) UMANG

Correct answer: Public Grievance Portal

- 3) Which file format is used to save a presentation as a video?
- a) wrnv
 - b) .jpeg
 - c) .docx
 - d) .mp3

Correct answer: wrnv

- 4) Which of the following manages memory in a computer system?
- a) Operating system
 - b) Application Software
 - c) Printer
 - d) BIOS

Correct answer: Operating system

- 5) Which option is used to check spelling in MS Word?
- a) Editor
 - b) Proofing
 - c) Review
 - d) Spell check

Correct answer: Review

6) What is the use of “SmartArt” in PowerPoint?

- a) Insert hyperlink
- b) Add transitions
- c) Draw shapes
- d) Create diagrams

Correct answer: Create diagrams

7) What does the “Data Validation” tool do in Excel?

- a) Highlights duplicates
- b) Adds formulas
- c) Prevents wrong data entry
- d) Copies data

Correct answer: Prevents wrong data entry

8) In Excel the default number of worksheets in a new workbook is usually?

- a) 10
- b) 1
- c) 3
- d) 5

Correct answer: 3

9) Which menu option allows you to print your presentation?

- a) Home
- b) Insert
- c) File
- d) View

Correct answer: File

10) Google Assistant helping you set an alarm is an example of:

- a) Manual input tool
- b) Gaming tool
- c) AI assistant
- d) Malware

Correct answer: AI assistant

11) Which of these is not a proper use of AI?

- a) Playing music
- b) Making fake videos of someone
- c) Checking grammar
- d) Summarizing news

Correct answer: Making fake videos of someone

12) What is the Internet?

- a) A programming language
- b) A global network of networks
- c) A browser
- d) A computer

Correct answer: A global network of networks

13) What is the “Rule of 20-20-20” for?

- a) Phone safety
- b) Battery saving
- c) Making passwords
- d) Resting your eyes

Correct answer: Resting your eye

14) Which key is used to cancel an action in Excel?

- a) Backspace
- b) Esc
- c) Ctrl
- d) Delete

Correct answer: Esc

15) What is the use of the “Transitions” tab in Powerpoint?

- a) Insert images
- b) Set slide effects
- c) Changes layout
- d) Create charts

Correct answer: Set slide effects

16) What is 'Phishing' ?

- a) Hacking a game
- b) Tricking someone into giving personal information
- c) Fixing bug
- d) Sending large files

Correct answer: Tricking someone into giving personal information

17) Which function is used to find the lowest value in a range?

- a) LOW()
- b) SUM()
- c) MIN()
- d) MAX()

Correct answer: MIN()

18) What is a 'Call to Action' (CTA) in social media?

- a) A link to buy or sign up
- b) A random picture
- c) A meme
- d) A hashtag

Correct answer: A link to buy or sign up

19) Which one is a social media app?

- a) MS Excel
- b) VLC Player
- c) Instagram
- d) WordPad

Correct answer: Instagram

20) In HTML tags consist of keywords enclosed within?

- a) angular brackets <>
- b) square brackets []
- c) flower brackets {}
- d) parentheses ()

Correct answer: angular brackets <>

21) If you want to show your project to people who can give you a job, which platform should you use?

- a) WhatsApp
- b) LinkedIn
- c) Instagram
- d) Snapchat

Correct answer: LinkedIn

22) Which option allows embedding a font within a presentation?

- a) File → Options → Save → Embed fonts in the file
- b) Insert → Text
- c) Design → Fonts
- d) Review → Language

Correct answer: File → Options → Save → Embed fonts in the file

23) Rakshak App is for the safety of:

- a) Women and senior citizens
- b) Teachers
- c) Farmers
- d) Drivers

Correct answer: Women and senior citizens

24) Which tab in MS Word contains the 'Font' group?

- a) Review
- b) Home
- c) Layout
- d) Insert

Correct answer: Home

25) Which is an AI application in education?

- a) Writing notes by hand
- b) Printing textbooks
- c) Chaikboard teaching only
- d) Personalized learning recommendation

Correct answer: Personalized learning recommendation

26) Which part of the OS loads first when a computer starts?

- a) GUI
- b) Kernel
- c) File Explorer
- d) Desktop

Correct answer: Kernel

27) The file system used in windows 10 is:

- a) NTFS
- b) EXT3
- c) HFS
- d) FAT

Correct answer: NTFS

28) Which of the following functions checks if a condition is TRUE or FALSE and returns values accordingly?

- a) IF
- b) ROUND
- c) FIND
- d) MATCH

Correct answer: IF

29) Which option in MS Word allows you to divide text into multiple columns?

- a) Columns
- b) Breaks
- c) Margins
- d) Paragraph

Correct answer: Columns

30) Which feature is used to apply the same formatting to multiple texts?

- a) Format Painter
- b) Format Brush
- c) Font Dialogue Box
- d) Style Tool

Correct answer: Format Painter

31) Which function calculates the average of numbers, ignoring text?

- a) MEAN()
- b) AVERAGEIF()
- c) AVERAGETEXT()
- d) AVERAGE()

Correct answer: AVERAGE()

32) What is the purpose of the 'Macros' feature in MS Word?

- a) Record voice notes
- b) Protect document
- c) Automate repetitive tasks
- d) Insert citations

Correct answer: Automate repetitive tasks

33) You can insert a table in MS Word using the 'Insert' tab.

- a) TRUE
- b) FALSE

Correct answer: TRUE

34) What is output?

- a) What the processor gives to the user
- b) What the processor gets from the user
- c) What the processor gets from the user
- d) What the user gives to the processor

Correct answer: What the processor gives to the user

35) What does the 'Animation Pane' display?

- a) Slide timings
- b) Notes
- c) Slide order
- d) Animation order and settings

Correct answer: Animation order and settings

36) What is Instagram mostly used for?

- a) Making charts
- b) Typing documents
- c) Sharing photos and videos
- d) Sending faxes

Correct answer: Sharing photos and videos

37) In a computer most of the processing takes place in.

- a) RAM
- b) Motherboard
- c) Memory
- d) CPU

Correct answer: CPU

38) Which feature in Excel allows adding pre-defined headers and footers?

- a) Format Cells
- b) Page Layout
- c) Insert
- d) View

Correct answer: Insert

39) Which of the following is used to sort data in ascending or descending order?

- a) Table Tools
- b) AutoSum
- c) View
- d) Sort & Filter

Correct answer: Sort & Filter

40) An educational institution would generally have the following in its domain name?

- a) .com
- b) .edu
- c) .inst
- d) .org

Correct answer: .edu

41) What does GUI stands for?

- a) General User Input
- b) General Unit Interface
- c) Graphical Utility Input
- d) Graphical User Interface

Correct answer: Graphical User Interface

42) Which tab contains the 'FONT' group in MS Word?

- a) Review
- b) Home
- c) Layout
- d) Insert

Correct answer: Home

43) What is the default slide orientation in PowerPoint?

- a) Square
- b) Custom
- c) Portrait
- d) Landscape

Correct answer: Landscape

44) In MS Word, what does the Track Changes feature allow you to do?

- a) Record and Review edits
- b) Protect the document
- c) Enable auto-correct
- d) Highlight errors

Correct answer: Record and Review edits

45) In MS Word, which tab provides access to the 'Track Changes' feature?

- a) Insert
- b) Review
- c) Home
- d) References

Correct answer: Review

46) Which feature allows you to insert live data from Excel into a PowerPoint slide?

- a) Object Linking and Embedding
- b) SmartArt
- c) Paste Special
- d) Screenshot

Correct answer: Object Linking and Embedding

47) To file an RTI online, which platform is used?

- a) myrti.in
- b) rtionline.gov.in

Correct answer: rtionline.gov.in

48) What does the REPT() function do?

- a) Returns part of string
- b) Replaces part of text
- c) Removes spaces
- d) Repeats text a given number of times

Correct answer: Repeats text a given number of times

49) What is the function of the Central Processing Unit of a computer?

- a) Performs calculations and processing
- b) Corrupts the data
- c) Deletes data
- d) Creates invoices

Correct answer: Performs calculations and processing

50) Which is an example of a browser?

- a) File Explorer
- b) Chrome
- c) Notepad
- d) Paint

Correct answer: Chrome