



1. Which key combination is used to **select all** text in MS Word?

- a. Ctrl + C
- b. Ctrl + A
- c. Ctrl + X
- d. Ctrl + S

Correct: B

2. The **Recycle Bin** stores:

- a. Permanently deleted files
- b. Files deleted from USB
- c. Temporarily deleted files from computer
- d. System files

Correct: C

3. Which chart is best to show **trends over time** in Excel?

- a. Pie chart
- b. Line chart
- c. Column chart
- d. Bar chart

Correct: B

4. Which shortcut opens the **Run** dialog box?

- a. Ctrl + R
- b. Win + R
- c. Alt + R
- d. Shift + R

Correct: B

5. What does "Slide Sorter" view show?

- a. Slide notes
- b. All slides as thumbnails
- c. Animation pane
- d. Slide master

Correct: B

6. Which device converts **digital signals to sound**?

- a. Scanner
- b. Microphone
- c. Speaker
- d. Monitor

Correct: C

7. What is the extension of an Excel file?

- a. .pptx
- b. .xlsx
- c. .docx
- d. .txt

Correct: B

8. **Ctrl + Z** is used for:

- a. Redo
- b. Undo
- c. Copy
- d. Paste

Correct: B

9. Which among these is a **cloud storage service**?

- a. MS Paint
- b. OneDrive
- c. VLC
- d. Notepad

Correct: B

10. What is the main purpose of **Google Forms**?

- a. Edit videos
- b. Create surveys
- c. Draw diagrams
- d. Compile code

Correct: B

11. A **strong password** should contain:

- a. Only small letters
- b. Only numbers
- c. A mix of letters, numbers & symbols
- d. Only capital letters

Correct: C

12. The **Find and Replace** option is under which tab in MS Word?

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

Correct: B

13. Which device is used to take a **backup**?

- a. Keyboard
- b. Pen Drive
- c. Monitor
- d. Speaker

Correct: B

14. Which is NOT a web browser?

- a. Chrome
- b. Firefox
- c. Safari
- d. Windows

Correct: D



15. The **taskbar** is located at:

- a. Top of screen
- b. Middle of screen
- c. Bottom of screen
- d. Left side

Correct: C

16. Excel formulas always start with:

- a. &
- b. =
- c. #
- d. @

Correct: B

17. The internet in India is regulated by:

- a. NASSCOM
- b. TRAI
- c. IRCTC
- d. UIDAI

Correct: B

18. What is used for **video conferencing**?

- a. MS Word
- b. Zoom
- c. VLC
- d. Paint

Correct: B

19. **PDF** stands for:

- a. Printed Document Format
- b. Portable Data File
- c. Portable Document Format
- d. Public Data File

Correct: C

20. What is "AutoCorrect" in Word?

- a. Fixes spelling automatically
- b. Adds tables
- c. Changes page size
- d. Creates charts

Correct: A

21. Which command is used to save a file for the first time?

- a. Save
- b. Save As
- c. Export
- d. Print

Correct: B

22. The **CPU** is known as the:

- a. Brain of computer
- b. Heart of computer
- c. Storage of computer
- d. Input device

Correct: A

23. Which of these is a **search engine**?

- a. YouTube
- b. Google
- c. Facebook
- d. WhatsApp

Correct: B

24. In Excel, rows are labeled with:

- a. Numbers
- b. Letters
- c. Symbols
- d. Colors

Correct: A

25. Which device is needed for internet connection?

- a. CPU
- b. Modem
- c. Speaker
- d. Scanner

Correct: B

26. Which software is used to **compress** files?

- a. WinRAR
- b. Chrome
- c. WordPad
- d. Paint

Correct: A

27. In PowerPoint, **Ctrl + M** inserts:

- a. New slide
- b. New picture
- c. New chart
- d. New video

Correct: A

28. Which protocol is used for receiving emails?

- a. HTTP
- b. POP3
- c. FTP
- d. IMEI

Correct: B

29. The smallest unit of memory:

- a. Byte
- b. Bit
- c. MegaByte
- d. GigaByte

Correct: B

30. Which feature protects a Word document?

- a. Save As
- b. Restrict Editing
- c. Page Layout
- d. Columns

Correct: B

31. Which icon represents a **folder**?

- a. Blue document
- b. Yellow directory
- c. Red warning
- d. Green tick

Correct: B

32. Which key opens **help**?

- a. F1
- b. F5
- c. F10
- d. F3

Correct: A

33. PowerPoint file extension:

- a. .pptx
- b. .xls
- c. .pdf
- d. .html

Correct: A

34. Which type of software is Windows?

- a. Application
- b. Operating System
- c. Programming Tool
- d. Game

Correct: B

35. Which command refreshes a webpage?

- a. F2
- b. F5
- c. F7
- d. F10

Correct: B



36. What is **spam**?

- a. Fake messages
- b. Irrelevant unwanted email
- c. A type of game
- d. A virus

Correct: B

37. Which unit measures the speed of CPU?

- a. Mbps
- b. GHz
- c. Inches
- d. DPI

Correct: B

38. Which key copies selected text?

- a. Ctrl + V
- b. Ctrl + C
- c. Ctrl + X
- d. Ctrl + P

Correct: B

39. What is used to store data permanently?

- a. RAM
- b. ROM
- c. Hard Disk
- d. Cache

Correct: C

40. Which is a **video file format**?

- a. .mp4
- b. .jpg
- c. .docx
- d. .xls

Correct: A

41. In Excel, **SUM()** is used to:

- a. Calculate text
- b. Add numbers
- c. Count items
- d. Sort items

Correct: B

42. Which software is used for email?

- a. MS Word
- b. Outlook
- c. Notepad
- d. VLC Player

Correct: B

43. A website's home page is the:

- a. Last page
- b. First page
- c. Hidden page
- d. Print page

Correct: B

44. Which shortcut **prints** a document?

- a. Ctrl + P
- b. Ctrl + L
- c. Ctrl + B
- d. Ctrl + K

Correct: A

45. What is the full form of URL?

- a. Universal Resource Locator
- b. Uniform Resource Locator
- c. Unified Resource Link
- d. Universal Routing Link

Correct: B

46. Antivirus software is used to:

- a. Delete files
- b. Protect from viruses
- c. Increase RAM
- d. Format disks

Correct: B

47. In Word, which option adjusts spacing between lines?

- a. Line Spacing
- b. Wrap Text
- c. Orientation
- d. Font

Correct: A

48. What is **Bluetooth** used for?

- a. Charge phone
- b. Short-range wireless communication
- c. Protect data
- d. Increase speed

Correct: B

49. Excel allows sorting through:

- a. Review tab
- b. Data tab
- c. Insert tab
- d. View tab

Correct: B

50. What is a keyboard shortcut to **open a new tab** in a browser?

- a. Ctrl + N
- b. Ctrl + T
- c. Ctrl + W
- d. Ctrl + Shift + N

Correct: B

