



OS-CIT FINAL EXAM SELECTED MCQ'S

1. In MS Word, "Header" appears at the:

- a. Bottom
- b. Top
- c. Left side
- d. Right side

Correct: B

2. Which among the following is an **input device**?

- a. Monitor
- b. Printer
- c. Keyboard
- d. Speaker

Correct: C

3. A group of related worksheets in Excel is called a:

- a. Workbook
- b. Folder
- c. File
- d. Page

Correct: A

4. Ctrl + S is used to:

- a. Save
- b. Select
- c. Scroll
- d. Split

Correct: A

5. The speed of a mouse pointer is called:

- a. Sensitivity
- b. Acceleration
- c. DPI
- d. Resolution

Correct: C

6. Which button starts a slideshow from the beginning?

- a. F1
- b. F5
- c. F7
- d. F9

Correct: B

7. The full form of **HTTP** is:

- a. Hyper Text Transmission Protocol
- b. Hyper Transfer Text Program
- c. Hyper Text Transfer Protocol
- d. Hyper Terminal Transfer Process

Correct: C

8. Which file stores cookies?

- a. Browser
- b. Excel
- c. Word
- d. PowerPoint

Correct: A

9. Excel cell address A1 represents:

- a. Column A, Row 1
- b. Row A, Column 1
- c. Sheet A, Page 1
- d. Cell 1 of A

Correct: A

10. Which device is needed for **biometric authentication**?

- a. Mouse
- b. Fingerprint scanner
- c. Web camera
- d. USB drive

Correct: B

11. In Word, "Bold" shortcut is:

- a. Ctrl + I
- b. Ctrl + B
- c. Ctrl + U
- d. Ctrl + L

Correct: B

12. Gmail is owned by:

- a. Microsoft
- b. Apple
- c. Google
- d. IBM

Correct: C

13. The first page of a document is known as:

- a. Index
- b. Cover page
- c. Title page
- d. Reference page

Correct: C

14. Which is NOT social media?

- a. Facebook
- b. Instagram
- c. Telegram
- d. MS Excel

Correct: D

15. The full form of **PDF** is: (repeat question type but unique way)

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

Correct: C

16. What is **phishing**?

- a. Sending money
- b. Online fraud
- c. Buying products
- d. Video editing

Correct: B

17. Excel's **AutoFill** feature helps to:

- a. Add images
- b. Fill patterns automatically
- c. Delete text
- d. Print pages

Correct: B

18. Which button closes a window?

- a. —
- b. □
- c. X
- d. +

Correct: C

19. Which is used to connect computers?

- a. Switch
- b. CPU
- c. RAM
- d. UPS

Correct: A

20. Which shortcut opens **Task Manager**?

- a. Ctrl + Alt + Delete
- b. Ctrl + Shift + Esc
- c. Ctrl + P
- d. Shift + Tab

Correct: B

21. Function of “Gridlines” in Excel?

- a. Adds color
- b. Shows cell boundaries
- c. Changes layout
- d. Adds borders

Correct: B

22. Which file format is for images?

- a. .wav
- b. .jpeg
- c. .exe
- d. .mp3

Correct: B

23. Which of these is **open-source**?

- a. Windows
- b. Linux
- c. iOS
- d. Android (partial)

Correct: B

24. The shortcut for **redo** is:

- a. Ctrl + Z
- b. Ctrl + A
- c. Ctrl + Y
- d. Ctrl + C

Correct: C

25. Which option sends an email?

- a. Forward
- b. Reply
- c. Send
- d. Delete

Correct: C

26. Which is a **wired communication**?

- a. Bluetooth
- b. Wi-Fi
- c. USB
- d. NFC

Correct: C

27. What does BIOS stand for?

- a. Basic Input Output System
- b. Binary Internal Operating Signal
- c. Basic Integrated Operating Setup
- d. Basic Internal Output Screen

Correct: A

28. Which file contains **spreadsheet data**?

- a. .xlsx
- b. .ppt
- c. .avi
- d. .mp3

Correct: A

29. Which browser is developed by Microsoft?

- a. Chrome
- b. Firefox
- c. Edge
- d. Opera

Correct: C

30. Spam messages are usually:

- a. Illegal
- b. Unwanted
- c. Promotional
- d. All of the above

Correct: D

31. Which memory is **temporary**?

- a. Hard Disk
- b. RAM
- c. ROM
- d. Pen Drive

Correct: B

32. Excel feature to freeze rows:

- a. Freeze Panes
- b. Lock Cells
- c. Protect Sheet
- d. Split Screen

Correct: A

33. Which website is used for railway booking?

- a. irctc.co.in
- b. india.gov.in
- c. nrega.gov.in
- d. uidai.gov.in

Correct: A

34. What is a **domain name**?

- a. Home page
- b. Website address
- c. Email ID
- d. File name

Correct: B

35. Shortcut to minimize all windows?

- a. Win + M
- b. Win + D
- c. Ctrl + M
- d. Alt + M

Correct: B

36. Which function counts numbers only?

- a. COUNTA
- b. COUNTIF
- c. COUNT
- d. SUM

Correct: C

37. Which is an **output device**?

- a. Mouse
- b. Printer
- c. Keyboard
- d. Scanner

Correct: B

38. What is “Clip Art”?

- a. Pictures collection
- b. Fonts
- c. Charts
- d. Videos

Correct: A

39. WordArt is used for:

- a. Stylish text
- b. Spelling check
- c. Table border
- d. Page numbering

Correct: A

40. Which command closes a tab?

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

Correct: A

41. Google Drive provides:

- a. Storage
- b. Video editing
- c. Music player
- d. Browser

Correct: A

42. What is the default font in Word (latest versions)?

- a. Calibri
- b. Arial
- c. Times New Roman
- d. Verdana

Correct: A

43. PowerPoint slide layout defines:

- a. Animation
- b. Design
- c. Placeholder arrangement
- d. Printing

Correct: C

44. A computer network in a small area is called:

- a. WAN
- b. MAN
- c. LAN
- d. GAN

Correct: C

45. Word's "Orientation" changes:

- a. Text width
- b. Page direction
- c. Table size
- d. Margin color

Correct: B

46. Which format is used for audio?

- a. .xls
- b. .mp3
- c. .doc
- d. .png

Correct: B

47. Which is needed for online payment?

- a. ATM Card
- b. Computer
- c. Internet
- d. All of the above

Correct: D

48. A computer that stores websites is called:

- a. Client
- b. Server
- c. Router
- d. Browser

Correct: B

49. CAPTCHA is used to:

- a. Save file
- b. Check if user is human
- c. Fix errors
- d. Install apps

Correct: B

50. Which option zooms a Word document?

- a. View → Zoom
- b. Home → Size
- c. Insert → View
- d. Layout → Read

Correct: A