

Q1. To delete the selected item permanently, which of the following shortcut key combination should be used?

- (a) Alt + Delete
- (b) Shift + D
- (c) Shift + Delete
- (d) Alt + D
- (e) None of these

Q2. Which of the following is related to simplex communication?

- (a) Single wire and two-sided communication
- (b) Television
- (c) Two-wire communication
- (d) Walkie-talkie
- (e) None of these

Q3. Which of the following technologies is used in answer sheets to check them electronically?

- (a) MICR
- (b) OMR
- (c) OCR
- (d) Bar code
- (e) None of these

Q4. Which of the following is a unique name that you give to a file of information?

- (a) Device letter
- (b) Folder
- (c) File name
- (d) File name extension
- (e) None of these

Q5. Which of the following appropriately relates with starting up an operating system?

- (a) Starting
- (b) Entering
- (c) Formatting
- (d) Booting
- (e) None of these

Q6. What is a Firewall in Computer Network?

- (a) The physical boundary of Network
- (b) An operating System of Computer Network
- (c) A system designed to prevent unauthorized access
- (d) A web browsing Software
- (e) None of these

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Q7. Which term is not related with font?

- (a) Font face
- (b) Font size
- (c) Font color
- (d) Font grammar
- (e) None of these

Q8. Which key should you use to indent the first paragraph of your report?

- (a) tab key
- (b) return key
- (c) space bar
- (d) shift key
- (e) None of these

Q9. What is decorative text called, that you can add to a document?

- (a) Table
- (b) Symbol
- (c) WordArt
- (d) Image
- (e) None of the above

Q10. If a word is typed that is not in MS Word's dictionary, a wavy underline appears below the word. What is the color of the underline that appears in this situation?

- (a) Blue
- (b) Red
- (c) Green
- (d) Black
- (e) Pink

Q11. A type of instruction that can produce several lines of machine language code is called a _____.

- (a) Mnemonic
- (b) Address
- (c) Macro
- (d) Assemble
- (e) None of these

Q12. Word processing, spreadsheet, and photo-editing are examples of which type of software?

- (a) Application software
- (b) System software
- (c) Operating system software
- (d) Platform software
- (e) None of these

Q13. The difference between people with access to computers and the Internet and those without this access is known as the:

- (a) digital divide
- (b) Internet divide
- (c) Web divide
- (d) broadband divide
- (e) None of these

Q14. Which of the following kind of devices allows the user to add components and capabilities to a computer system?

- (a) System boards
- (b) Storage devices
- (c) Input devices
- (d) Output devices
- (e) Expansion slots

Q15. Which shortcut key is used to create a new folder in MS Windows?

- (a) Right Click Button+W+Enter
- (b) Ctrl+W+Shift
- (c) Right Click Button+F+Enter
- (d) Right Click Button+Q+Enter
- (e) Ctrl+Shift+N

Q16. Which of the following is the type of software that controls the internal operations in the computer and controls how the computer works with all its parts?

- (a) Shareware
- (b) Public domain software
- (c) Application software
- (d) Operating system software
- (e) None of these

Q17. The basic input/output system (BIOS) is stored in:

- (a) RAM
- (b) ROM
- (c) ALU
- (d) Peripherals
- (e) None of the above

Q18. File extensions are used order to:

- (a) Name the file
- (b) Ensure the filename is not lost
- (c) Identify the file
- (d) Identify the file type
- (e) None of these

Q19. What is meant by a dedicated computer?

- (a) Which is used by one person only
- (b) Which is assigned one and only one task
- (c) Which uses one kind of software
- (d) which is meant for application software
- (e) None of these

Q20. _____ has the shortest access times.

- (a) Cache Memory
- (b) Virtual Memory
- (c) Secondary Memory
- (d) All of the above
- (e) None of these

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