Basic Computer Concept & I/O Devices – MCQs (1–50)

Basic Computer Concepts (1–25)

1. A computer is an electronic machine that:
A) Only calculates numbers
B) Processes data into information
C) Stores papers
D) Prints documents only
Answer: B

2. The term CPU stands for:
A) Central Processing Unit
B) Computer Processing Unit
C) Central Program Unit
D) Control Processing Unit
Answer: A

3. Which of the following is a characteristic of a computer?
A) Speed
B) Accuracy
C) Diligence
D) All of the above
Answer: D

4. The brain of the computer is:
A) RAM
B) Hard Disk
C) CPU
D) Monitor
Answer: C

5. Which unit performs arithmetic and logical operations?
A) CU
B) ALU
C) RAM
D) ROM
Answer: B

6. CU stands for:
A) Central Unit
B) Control Unit
C) Computer Unit

D) Command Unit
Answer: B

7. The full form of RAM is:
A) Random Access Memory
B) Read Access Memory
C) Rapid Access Memory
D) Run Access Memory
Answer: A

8. Which memory is non-volatile?
A) RAM
B) Cache
C) ROM
D) Register
Answer: C

9. 1 Kilobyte (KB) equals:
A) 1000 bytes
B) 1024 bytes
C) 100 bytes
D) 512 bytes
Answer: B

10. Which of the following is a storage device?
A) Keyboard
B) Mouse
C) Hard Disk
D) Monitor
Answer: C

11. Which storage unit is the largest?
A) KB
B) MB
C) GB
D) TB
Answer: D

12. Input is:
A) Processed data
B) Raw data
C) Output
D) Stored data
Answer: B

13. Output is:
A) Raw data
B) Instructions
C) Processed information
D) Memory
Answer: C

14. Which of the following is volatile memory?
A) ROM
B) Hard Disk
C) RAM
D) DVD
Answer: C

15. The basic units of computer system are:
A) Input, Process, Output
B) CPU only
C) Memory only
D) Printer only
Answer: A

16. Cache memory is:
A) Slow
B) Secondary memory
C) High-speed memory
D) External memory
Answer: C

17. Which device stores data permanently?
A) RAM
B) Hard Disk
C) Register
D) Cache
Answer: B

18. The smallest unit of data is:
A) Bit
B) Byte
C) KB
D) MB
Answer: A

19. One byte equals:
A) 4 bits
B) 8 bits
C) 16 bits

D) 2 bits
Answer: B

20. The processing cycle of computer is:
A) Input → Output → Process
B) Process → Input → Output
C) Input → Process → Output
D) Output → Process → Input
Answer: C

21. A computer works on the principle of:
A) Intelligence
B) Emotions
C) Instructions
D) Guessing
Answer: C

22. Which is primary memory?
A) Hard Disk
B) Pen Drive
C) RAM
D) CD
Answer: C

23. Which unit controls all operations of computer?
A) ALU
B) CU
C) RAM
D) Monitor
Answer: B

24. ROM is mainly used for:
A) Temporary storage
B) Permanent instructions
C) Output
D) Input
Answer: B

25. Gigabyte is equal to:
A) 1024 MB
B) 1000 MB
C) 512 MB
D) 2048 MB
Answer: A

26. Keyboard is a:
A) Output device
B) Storage device
C) Input device
D) Processing device
Answer: C

27. Mouse is used to:
A) Print
B) Type
C) Point and click
D) Store data
Answer: C

28. Joystick is mainly used for:
A) Printing
B) Gaming
C) Typing
D) Scanning
Answer: B

29. Scanner converts:
A) Soft copy to hard copy
B) Hard copy to soft copy
C) Audio to video
D) Video to audio
Answer: B

30. Webcam is used for:
A) Printing
B) Video capturing
C) Typing
D) Scanning documents
Answer: B

31. Monitor is a:
A) Input device
B) Output device
C) Storage device
D) Processing unit
Answer: B

32. Soft copy output means:
A) Printed output
B) Digital display
C) Paper output
D) Ink output
Answer: B

33. Printer is a:
A) Input device
B) Soft copy device
C) Hard copy device
D) Storage device
Answer: C

34. Dot matrix printer works by:
A) Laser beam
B) Ink spray
C) Impact pins
D) Heat
Answer: C

35. Inkjet printer prints using:
A) Pins
B) Laser
C) Ink spray
D) Carbon
Answer: C

36. Laser printer uses:
A) Ink ribbon
B) Toner and laser beam
C) Pins
D) Water
Answer: B

37. Plotter is mainly used for:
A) Photos
B) Large drawings
C) Typing
D) Games
Answer: B

38. Speakers are:
A) Input devices
B) Output devices
C) Storage devices

D) Processing units
Answer: B

39. Projector is used to:
A) Print
B) Store data
C) Display large image
D) Type
Answer: C

40. Hard copy output is produced on:
A) Screen
B) Paper
C) Speaker
D) RAM
Answer: B

41. Which device is used to capture images?
A) Scanner
B) Keyboard
C) Speaker
D) Monitor
Answer: A

42. Which device is used to move cursor?
A) Printer
B) Mouse
C) Speaker
D) Plotter
Answer: B

43. Which printer is fastest?
A) Dot Matrix
B) Inkjet
C) Laser
D) Plotter
Answer: C

44. Which is NOT an input device?
A) Keyboard
B) Mouse
C) Monitor
D) Scanner
Answer: C

45. Which is NOT an output device?
A) Speaker
B) Printer
C) Keyboard
D) Monitor
Answer: C

46. Joystick controls:
A) Cursor movement in games
B) Printing
C) Scanning
D) Storage
Answer: A

47. Webcam is mostly used in:
A) Video conferencing
B) Printing
C) Storage
D) Scanning
Answer: A

48. Monitor displays information in:
A) Hard copy
B) Soft copy
C) Printed copy
D) Audio form
Answer: B

49. Which device produces audio output?
A) Printer
B) Monitor
C) Speaker
D) Scanner
Answer: C

50. The complete computer system includes:
A) Only hardware
B) Only software
C) Hardware and software
D) Printer only
Answer: C

Computer Memory, Processor, Number System & Logic Gates

MCQs (51–100)

51. Memory hierarchy is arranged based on:
A) Color
B) Speed and cost
C) Shape
D) Brand
Answer: B

52. The fastest memory in a computer is:
A) Hard Disk
B) RAM
C) Cache
D) Magnetic Tape
Answer: C

53. Registers are located inside the:
A) Hard disk
B) CPU
C) Monitor
D) Keyboard
Answer: B

54. Processor registers are used to store:
A) Permanent data
B) Temporary data and instructions
C) Printed data
D) External files
Answer: B

55. Which memory is closest to CPU?
A) Hard disk
B) RAM
C) Cache
D) DVD
Answer: C

56. RAM is a:
A) Secondary memory
B) Volatile memory
C) Permanent memory
D) Optical memory
Answer: B

57. ROM is used for:
A) Temporary storage

B) Permanent storage of instructions
C) Output
D) Input
Answer: B

58. Hard disk is an example of:
A) Primary memory
B) Secondary storage
C) Cache
D) Register
Answer: B

59. Magnetic tape is mainly used for:
A) Gaming
B) Backup storage
C) Printing
D) Typing
Answer: B

60. Floppy disk is:
A) Optical storage
B) Magnetic storage
C) Primary memory
D) Cache memory
Answer: B

61. CD-ROM stands for:
A) Compact Disk Read Only Memory
B) Computer Disk Read Only Memory
C) Central Disk ROM
D) Compact Data RAM
Answer: A

62. DVD-ROM has capacity greater than:
A) Hard disk
B) RAM
C) CD-ROM
D) Cache
Answer: C

63. CD-R means:
A) Compact Disk-Rewrite
B) Compact Disk-Recordable
C) Compact Disk-Random
D) Compact Disk-Read
Answer: B

64. CD-RW means:
A) Read only
B) Rewritable
C) Random write
D) Rapid write
Answer: B

65. USB flash drive is also known as:
A) Floppy
B) Hard disk
C) Pen drive
D) Cache
Answer: C

66. Mass storage devices are used to:
A) Display data
B) Store large amount of data
C) Print data
D) Scan data
Answer: B

67. Disk partition is used to:
A) Increase CPU speed
B) Divide disk into sections
C) Format RAM
D) Connect printer
Answer: B

68. File system is used to:
A) Control monitor
B) Organize files on storage
C) Increase RAM
D) Run games
Answer: B

69. Basic processor architecture consists of:
A) ALU, CU, Registers
B) Monitor, Printer
C) Mouse, Keyboard
D) Hard disk only
Answer: A

70. Processor speed is measured in:
A) Bytes
B) Hertz
C) Meters

D) Volts
Answer: B

71. GHz stands for:
A) Giga Hertz
B) Global Hertz
C) General Hertz
D) Graphic Hertz
Answer: A

72. Dual-core processor means:
A) Two computers
B) Two processing units in one CPU
C) Two monitors
D) Two hard disks
Answer: B

73. Multi-core processor improves:
A) Printing
B) Performance
C) Typing
D) Storage size
Answer: B

74. Secondary storage is:
A) Temporary
B) Permanent
C) Inside CPU
D) Volatile
Answer: B

75. Cache memory improves:
A) Storage size
B) Processing speed
C) Printing quality
D) Display resolution
Answer: B

🔢 Number Systems & Logic Gates (76–100)

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76. Decimal number system has base:
A) 2

B) 8
C) 10
D) 16
Answer: C

77. Binary number system has base:
A) 2
B) 8
C) 10
D) 16
Answer: A

78. Octal number system has base:
A) 2
B) 8
C) 10
D) 16
Answer: B

79. Hexadecimal number system has base:
A) 2
B) 8
C) 10
D) 16
Answer: D

80. Binary digits are:
A) 0–9
B) 0–7
C) 0 and 1
D) A–F
Answer: C

81. Hexadecimal digits include:
A) 0–7
B) 0–9 and A–F
C) 0–1
D) 1–16
Answer: B

82. $(1010)_2$ in decimal equals:
A) 8
B) 9
C) 10
D) 12
Answer: C

83. $(15)_{10}$ in binary is:
A) 1010
B) 1111
C) 1100
D) 1001
Answer: B

84. $(17)_8$ in decimal equals:
A) 15
B) 16
C) 14
D) 13
Answer: A

85. $(A)_{16}$ in decimal equals:
A) 8
B) 9
C) 10
D) 12
Answer: C

86. AND gate output is 1 when:
A) Both inputs are 1
B) One input is 1
C) Both inputs are 0
D) Any input is 0
Answer: A

87. OR gate output is 1 when:
A) Both inputs are 0
B) At least one input is 1
C) Both inputs are 1 only
D) Inputs are different
Answer: B

88. NOT gate is also called:
A) Inverter
B) Buffer
C) Adder
D) Multiplier
Answer: A

89. NAND gate is combination of:
A) AND + NOT
B) OR + NOT
C) OR + AND

D) NOT + NOT
Answer: A

90. NOR gate is combination of:
A) AND + NOT
B) OR + NOT
C) NAND + NOT
D) XOR + NOT
Answer: B

91. Universal gates are:
A) AND, OR
B) NAND, NOR
C) NOT only
D) XOR only
Answer: B

92. Output of AND gate for inputs (1,0) is:
A) 1
B) 0
C) 2
D) -1
Answer: B

93. Output of OR gate for inputs (0,0) is:
A) 1
B) 0
C) 2
D) -1
Answer: B

94. Output of NOT gate for input 1 is:
A) 1
B) 0
C) 2
D) -1
Answer: B

95. Binary addition of 1 + 1 equals:
A) 10
B) 11
C) 01
D) 00
Answer: A

96. Which gate gives output 0 only when all inputs are 1?
A) AND
B) OR
C) NAND
D) NOR
Answer: C

97. Which gate gives output 1 only when all inputs are 0?
A) AND
B) OR
C) NAND
D) NOR
Answer: D

98. $(100)_2$ equals in decimal:
A) 2
B) 3
C) 4
D) 5
Answer: C

99. $(20)_{10}$ equals in binary:
A) 10100
B) 10010
C) 11000
D) 11100
Answer: A

100. Logic gates are used in:
A) Printers
B) Digital circuits
C) Speakers
D) Monitors
Answer: B

Computer Software, Internet & Networking

MCQs (101–150)

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🖥 Computer Software (101–120)

101. Software is a collection of:
A) Hardware parts
B) Programs and instructions
C) Cables

D) Chips
Answer: B

102. The relationship between hardware and software is that:
A) Hardware works without software
B) Software controls hardware
C) Hardware controls software
D) Both are unrelated
Answer: B

103. Which of the following is system software?
A) MS Word
B) Windows OS
C) Tally
D) Photoshop
Answer: B

104. Operating system is a type of:
A) Application software
B) System software
C) Utility
D) Language
Answer: B

105. Application software is used for:
A) Managing hardware
B) User-specific tasks
C) Controlling CPU
D) Booting system
Answer: B

106. Compiler is used to:
A) Execute hardware
B) Translate high-level language into machine language
C) Design websites
D) Store data
Answer: B

107. Which is a high-level language?
A) Machine language
B) Assembly language
C) C
D) Binary code
Answer: C

108. Which of the following is NOT a high-level language?
A) Java
B) Python
C) Assembly language
D) C++
Answer: C

109. Free domain software is also known as:
A) Paid software
B) Open-source software
C) Hardware
D) Firmware
Answer: B

110. Example of application software:
A) Linux
B) Windows
C) MS Excel
D) BIOS
Answer: C

111. BIOS is stored in:
A) RAM
B) Hard disk
C) ROM
D) Cache
Answer: C

112. System software helps in:
A) Playing games only
B) Running computer system
C) Printing only
D) Typing only
Answer: B

113. Which software manages files and memory?
A) Compiler
B) Operating System
C) MS Word
D) Browser
Answer: B

114. C++ is a:
A) Hardware
B) High-level language
C) Storage device

D) Network
Answer: B

115. Python is mainly used for:
A) Cooking
B) Programming
C) Printing
D) Scanning
Answer: B

116. The main function of compiler is:
A) Edit text
B) Convert source code into object code
C) Print document
D) Scan file
Answer: B

117. Firmware is:
A) Hardware only
B) Software embedded in hardware
C) Internet
D) Application
Answer: B

118. MS Word is an example of:
A) System software
B) Utility
C) Application software
D) Compiler
Answer: C

119. Linux is an example of:
A) Application
B) Operating System
C) Browser
D) Compiler
Answer: B

120. Software is intangible means:
A) Can be touched
B) Cannot be touched
C) Is hardware
D) Is cable
Answer: B

121. Internet is a:
A) Single computer
B) Network of networks
C) Software
D) Printer
Answer: B

122. WWW stands for:
A) World Wide Web
B) World Web Window
C) Wide World Web
D) Web Wide World
Answer: A

123. A web browser is used to:
A) Print documents
B) Access websites
C) Store data
D) Compile programs
Answer: B

124. Example of web browser:
A) Chrome
B) Windows
C) Linux
D) MS Word
Answer: A

125. Surfing the Internet means:
A) Swimming
B) Browsing websites
C) Printing
D) Typing
Answer: B

126. E-mail stands for:
A) Electronic Mail
B) Easy Mail
C) Electric Mail
D) Express Mail
Answer: A

127. Which is used to send email?
A) Browser
B) Email client
C) Printer
D) Scanner
Answer: B

128. Chatting on internet means:
A) Printing
B) Online communication
C) Storage
D) Formatting
Answer: B

129. The history of Internet began from:
A) ARPANET
B) Windows
C) Linux
D) Google
Answer: A

130. Network is defined as:
A) Single device
B) Collection of interconnected computers
C) Printer
D) Software
Answer: B

131. LAN stands for:
A) Local Area Network
B) Large Area Network
C) Long Area Network
D) Light Area Network
Answer: A

132. WAN stands for:
A) Wide Area Network
B) Wireless Area Network
C) World Area Network
D) Web Area Network
Answer: A

133. MAN stands for:
A) Main Area Network
B) Metropolitan Area Network
C) Manual Area Network

D) Mega Area Network
Answer: B

134. Node in network refers to:
A) Cable
B) Connecting point
C) Printer
D) Monitor
Answer: B

135. Host is:
A) Client computer
B) Main server computer
C) Printer
D) Software
Answer: B

136. Bandwidth is related to:
A) Storage size
B) Data transmission speed
C) Printing
D) Typing
Answer: B

137. Server is a computer that:
A) Requests data
B) Provides services to clients
C) Prints documents
D) Stores keyboard
Answer: B

138. Client is a computer that:
A) Provides service
B) Requests service
C) Controls printer
D) Compiles programs
Answer: B

139. Communication media includes:
A) Cable and wireless
B) CPU
C) Monitor
D) Printer
Answer: A

140. Wireless network uses:
A) Cable only
B) Radio signals
C) Paper
D) Ink
Answer: B

141. Example of wireless technology:
A) Wi-Fi
B) USB
C) CD
D) DVD
Answer: A

142. Email address must contain:
A) #
B) @
C) &
D) %
Answer: B

143. Web page is written in:
A) C
B) HTML
C) Java
D) Python
Answer: B

144. HTTP stands for:
A) Hyper Text Transfer Protocol
B) High Transfer Text Protocol
C) Hyper Transfer Text Program
D) Host Text Transfer Program
Answer: A

145. Download means:
A) Sending data
B) Receiving data
C) Printing
D) Deleting
Answer: B

146. Upload means:
A) Receiving data
B) Sending data
C) Printing

D) Editing
Answer: B

147. Web server stores:
A) Hardware
B) Web pages
C) Printer
D) Mouse
Answer: B

148. Workstation is:
A) Powerful computer for specific task
B) Printer
C) Cable
D) Browser
Answer: A

149. Network components include:
A) Server and Client
B) Keyboard only
C) Mouse only
D) Printer only
Answer: A

150. Internet is widely used for:
A) Communication
B) Information sharing
C) Online services
D) All of the above
Answer: D

Operating System – Windows

MCQs (151–200)

📑 Basics of Windows & User Interface (151–170)

151. Windows is a type of:
A) Application software
B) Operating System
C) Compiler
D) Browser
Answer: B

152. The main screen of Windows is called:
A) Folder
B) Desktop
C) Icon
D) Taskbar
Answer: B

153. The bar at the bottom of the desktop is called:
A) Menu bar
B) Title bar
C) Taskbar
D) Status bar
Answer: C

154. An icon represents:
A) File or program
B) Printer
C) CPU
D) Mouse
Answer: A

155. The My Computer icon is used to:
A) Play games
B) Access drives and files
C) Print documents
D) Open browser
Answer: B

156. Deleted files are stored temporarily in:
A) My Computer
B) Recycle Bin
C) Control Panel
D) Notepad
Answer: B

157. The Start button is used to:
A) Shut down monitor
B) Access programs and settings
C) Print files
D) Delete folders
Answer: B

158. Status bar shows:
A) Date only
B) Time only
C) Information about current window

D) Wallpaper
Answer: C

159. Double-clicking an icon is used to:
A) Rename file
B) Delete file
C) Open file/program
D) Close window
Answer: C

160. Right-clicking the mouse opens:
A) File
B) Context menu
C) Browser
D) Control Panel
Answer: B

161. The arrow on screen is called:
A) Cursor
B) Icon
C) Menu
D) Folder
Answer: A

162. To move an icon, we use:
A) Double click
B) Drag and drop
C) Print command
D) Restart
Answer: B

163. Title bar displays:
A) File size
B) Window name
C) Date
D) Time
Answer: B

164. The minimize button is used to:
A) Close window
B) Reduce window to taskbar
C) Delete window
D) Resize permanently
Answer: B

165. The maximize button is used to:
A) Close program
B) Restore window
C) Enlarge window to full screen
D) Delete file
Answer: C

166. The close button is represented by:
A) –
B) □
C) X
D) O
Answer: C

167. Windows Explorer is used to:
A) Browse internet
B) Manage files and folders
C) Play music
D) Compile programs
Answer: B

168. A folder is used to:
A) Store files
B) Print documents
C) Connect internet
D) Run CPU
Answer: A

169. File extension indicates:
A) File name
B) File type
C) File size
D) File date
Answer: B

170. Shortcut icon has a:
A) Arrow mark
B) Star mark
C) Circle mark
D) Square mark
Answer: A

📁 **File & Folder Management (171–185)**

171. To create a new folder, we use:
A) Delete option
B) Rename option
C) New → Folder
D) Restart
Answer: C

172. Renaming a file can be done using:
A) Right-click → Rename
B) Print
C) Refresh
D) Paste
Answer: A

173. Copy command is used to:
A) Delete file
B) Duplicate file
C) Rename file
D) Close file
Answer: B

174. Cut command is used to:
A) Remove and move file
B) Duplicate file
C) Rename file
D) Open file
Answer: A

175. Paste command is used to:
A) Print file
B) Insert copied/cut file
C) Delete file
D) Rename file
Answer: B

176. To permanently delete a file, press:
A) Ctrl
B) Alt
C) Shift + Delete
D) Enter
Answer: C

177. File path shows:
A) File color
B) File location
C) File size

D) File date
Answer: B

178. Directory is another name for:
A) File
B) Folder
C) Program
D) Window
Answer: B

179. To open multiple windows, we:
A) Restart
B) Minimize
C) Open programs separately
D) Shut down
Answer: C

180. Refresh option is used to:
A) Delete window
B) Update screen view
C) Close program
D) Print file
Answer: B

181. To search a file, use:
A) Control Panel
B) Search box
C) Wallpaper
D) Sound
Answer: B

182. File properties show:
A) Name, size, type
B) Wallpaper
C) CPU speed
D) Printer details
Answer: A

183. Hidden files can be viewed using:
A) Delete option
B) Folder options
C) Print
D) Shut down
Answer: B

184. To restore a file from Recycle Bin:
A) Delete
B) Restore option
C) Rename
D) Close
Answer: B

185. Opening and closing windows can be done using:
A) Mouse
B) Keyboard
C) Buttons on title bar
D) All of the above
Answer: D

⚙ **Windows Settings & Accessories (186–200)**

186. Control Panel is used to:
A) Manage system settings
B) Play games
C) Browse internet
D) Print only
Answer: A

187. Wallpaper is:
A) File
B) Desktop background
C) Program
D) Icon
Answer: B

188. Screen saver is used to:
A) Save screen from damage
B) Delete files
C) Print documents
D) Rename folders
Answer: A

189. Date and time settings can be changed through:
A) Control Panel
B) Recycle Bin
C) Notepad
D) Taskbar
Answer: A

190. Sound settings are managed in:
A) Windows Explorer
B) Control Panel
C) Notepad
D) Browser
Answer: B

191. Help option is used to:
A) Delete file
B) Get assistance
C) Print file
D) Rename file
Answer: B

192. Windows Setup is used to:
A) Install Windows
B) Delete files
C) Print documents
D) Create folder
Answer: A

193. Notepad is used for:
A) Image editing
B) Text editing
C) Video editing
D) Printing
Answer: B

194. Notepad is found in:
A) Windows Accessories
B) Control Panel
C) BIOS
D) Hardware
Answer: A

195. Calculator is a part of:
A) Windows Accessories
B) Hardware
C) BIOS
D) Compiler
Answer: A

196. Paint is used for:
A) Typing
B) Drawing
C) Programming

D) Networking
Answer: B

197. Advanced Windows feature allows:
A) Multi-tasking
B) Printing only
C) Typing only
D) Scanning only
Answer: A

198. Shortcut key to open Run dialog box:
A) Ctrl + R
B) Windows + R
C) Alt + R
D) Shift + R
Answer: B

199. Task Manager is opened by:
A) Ctrl + Alt + Delete
B) Ctrl + C
C) Ctrl + V
D) Alt + F4
Answer: A

200. Windows allows users to:
A) Run multiple programs
B) Manage files
C) Change settings
D) All of the above
Answer: D

📝 Basics of MS Word (201–220)

201. MS Word is a type of:
A) Operating System
B) Word Processing Software
C) Compiler
D) Browser
Answer: B

202. MS Word is part of:
A) Windows
B) MS Office
C) Linux
D) Google
Answer: B

203. The default file extension of Word 2007 is:
A) .doc
B) .txt
C) .docx
D) .xls
Answer: C

204. To save a document, use:
A) Ctrl + O
B) Ctrl + S
C) Ctrl + P
D) Ctrl + N
Answer: B

205. To open an existing document, use:
A) Ctrl + N
B) Ctrl + O
C) Ctrl + S
D) Ctrl + W
Answer: B

206. To close a document, use:
A) Ctrl + W
B) Ctrl + S
C) Ctrl + N
D) Ctrl + P
Answer: A

207. "Save As" is used to:
A) Close document
B) Save with new name/location
C) Print document
D) Delete document
Answer: B

208. Ribbon in Word contains:
A) Tabs and Groups
B) Only icons
C) Only menus
D) Printer options
Answer: A

209. The blinking line in document is called:
A) Cursor
B) Icon
C) Pointer

D) Tab
Answer: A

210. To select all text, use:
A) Ctrl + A
B) Ctrl + C
C) Ctrl + X
D) Ctrl + V
Answer: A

211. To copy selected text:
A) Ctrl + X
B) Ctrl + C
C) Ctrl + V
D) Ctrl + Z
Answer: B

212. To paste text:
A) Ctrl + P
B) Ctrl + V
C) Ctrl + C
D) Ctrl + S
Answer: B

213. To undo last action:
A) Ctrl + Z
B) Ctrl + Y
C) Ctrl + A
D) Ctrl + D
Answer: A

214. To redo last action:
A) Ctrl + Z
B) Ctrl + Y
C) Ctrl + X
D) Ctrl + P
Answer: B

215. Find command is used to:
A) Delete text
B) Search text
C) Replace text
D) Print text
Answer: B

216. Replace command is used to:
A) Search only
B) Replace existing text
C) Print
D) Close file
Answer: B

217. Spell Check is used to:
A) Count words
B) Correct spelling mistakes
C) Print document
D) Format page
Answer: B

218. Word count shows:
A) Page color
B) Number of words
C) Printer details
D) File size
Answer: B

219. Status bar shows:
A) Word count and page number
B) Wallpaper
C) CPU speed
D) Printer model
Answer: A

220. Print preview is used to:
A) Edit text
B) See document before printing
C) Save file
D) Delete file
Answer: B

Formatting & Editing (221–240)

221. Bold formatting shortcut is:
A) Ctrl + B
B) Ctrl + I
C) Ctrl + U
D) Ctrl + P
Answer: A

222. Italic shortcut is:
A) Ctrl + B
B) Ctrl + I
C) Ctrl + U
D) Ctrl + O
Answer: B

223. Underline shortcut is:
A) Ctrl + U
B) Ctrl + I
C) Ctrl + B
D) Ctrl + S
Answer: A

224. Paragraph alignment options include:
A) Left
B) Right
C) Center
D) All of the above
Answer: D

225. Line spacing option is available in:
A) Insert tab
B) Home tab
C) Review tab
D) View tab
Answer: B

226. Font size is measured in:
A) Inches
B) Points
C) Pixels
D) Bytes
Answer: B

227. Page orientation options are:
A) Portrait & Landscape
B) Left & Right
C) Top & Bottom
D) Up & Down
Answer: A

228. Margins are set in:
A) Insert tab
B) Page Layout tab
C) Review tab

D) Help tab
Answer: B

229. Header appears at:
A) Bottom
B) Top of page
C) Middle
D) Side
Answer: B

230. Footer appears at:
A) Top
B) Bottom
C) Middle
D) Side
Answer: B

231. Page number is inserted from:
A) Insert tab
B) Home tab
C) Review tab
D) File tab
Answer: A

232. Editing includes:
A) Inserting text
B) Deleting text
C) Modifying text
D) All of the above
Answer: D

233. AutoCorrect is used to:
A) Correct common mistakes automatically
B) Print document
C) Delete file
D) Save file
Answer: A

234. Thesaurus is used to:
A) Check grammar
B) Find synonyms
C) Print
D) Save
Answer: B

235. Grammar check is available in:
A) Review tab
B) Insert tab
C) View tab
D) File tab
Answer: A

236. Page break is used to:
A) Delete page
B) Start new page
C) Print
D) Close document
Answer: B

237. Columns option is available in:
A) Home
B) Page Layout
C) Review
D) File
Answer: B

238. Watermark is used for:
A) Decoration
B) Background text/logo
C) Print
D) Delete
Answer: B

239. Zoom option is found in:
A) Status bar
B) Insert tab
C) File menu
D) Control Panel
Answer: A

240. Template is used to:
A) Create new document format
B) Delete document
C) Print
D) Close
Answer: A

241. Table is inserted from:
A) Insert tab
B) Review tab
C) File tab
D) View tab
Answer: A

242. Chart is used to represent:
A) Text
B) Data graphically
C) File name
D) Printer
Answer: B

243. Picture can be inserted from:
A) Insert tab
B) File tab
C) Review tab
D) Help
Answer: A

244. Shapes are inserted from:
A) Insert tab
B) Review tab
C) File tab
D) Help
Answer: A

245. WordArt is used for:
A) Normal text
B) Decorative text
C) Printing
D) Saving
Answer: B

246. SmartArt is used for:
A) Graphics diagrams
B) Printing
C) Saving
D) Deleting
Answer: A

247. Mail Merge is used to:
A) Send same letter to many recipients

B) Delete file
C) Print only
D) Save file
Answer: A

248. Mail Merge requires:
A) Main document & Data source
B) Printer only
C) Folder only
D) CPU only
Answer: A

249. Labels and Envelopes are created using:
A) Mailings tab
B) Insert tab
C) View tab
D) Help
Answer: A

250. Wizard helps to:
A) Guide step-by-step process
B) Delete file
C) Print
D) Save
Answer: A

251. Macro is used to:
A) Automate repetitive tasks
B) Print
C) Delete
D) Close
Answer: A

252. Macros are recorded from:
A) View tab
B) Review tab
C) Insert tab
D) File tab
Answer: A

253. Document template extension is:
A) .docx
B) .dotx
C) .xls
D) .ppt
Answer: B

254. To protect document, use:
A) Save
B) Restrict Editing
C) Print
D) Close
Answer: B

255. Print command shortcut is:
A) Ctrl + P
B) Ctrl + O
C) Ctrl + S
D) Ctrl + N
Answer: A

256. Table rows run:
A) Vertical
B) Horizontal
C) Circular
D) Diagonal
Answer: B

257. Table columns run:
A) Horizontal
B) Vertical
C) Circular
D) None
Answer: B

258. Merge Cells option is used to:
A) Divide cell
B) Combine cells
C) Delete table
D) Print table
Answer: B

259. Split Cells option is used to:
A) Combine cells
B) Divide cell
C) Delete
D) Save
Answer: B

260. Track Changes is found in:
A) Review tab
B) Insert tab
C) File tab

D) Help
Answer: A

261. Comments are inserted from:
A) Review tab
B) Insert tab
C) File tab
D) View tab
Answer: A

262. Document layout includes:
A) Margins
B) Orientation
C) Size
D) All of the above
Answer: D

263. Page color is changed from:
A) Page Layout tab
B) Insert tab
C) File tab
D) View tab
Answer: A

264. Hyperlink is inserted from:
A) Insert tab
B) Review tab
C) File tab
D) View tab
Answer: A

265. To insert symbol, use:
A) Insert tab
B) Review tab
C) File tab
D) Help
Answer: A

266. Equation tool is available in:
A) Insert tab
B) File tab
C) Review tab
D) Help
Answer: A

267. Document inspection is used for:
A) Remove hidden data
B) Print
C) Delete
D) Save
Answer: A

268. Compatibility mode is used to:
A) Open older version files
B) Delete file
C) Print
D) Save
Answer: A

269. Quick Access Toolbar contains:
A) Frequently used commands
B) Wallpaper
C) CPU
D) Printer
Answer: A

270. Ribbon was introduced in:
A) Word 2003
B) Word 2007
C) Word 2000
D) Word 1997
Answer: B

271. File tab is also called:
A) Backstage view
B) Home
C) Insert
D) Review
Answer: A

272. Document properties include:
A) Author name
B) Title
C) Subject
D) All of the above
Answer: D

273. Protected view is used for:
A) Safe opening of documents
B) Printing
C) Deleting

D) Saving
Answer: A

274. MS Word supports:
A) Text only
B) Text and graphics
C) Audio only
D) Video only
Answer: B

275. MS Word is mainly used for:
A) Programming
B) Document creation
C) Networking
D) Hardware design
Answer: B

Basics of Spreadsheet & Workbook (276–295)

276. MS Excel is a:
A) Word Processor
B) Spreadsheet Software
C) Operating System
D) Browser
Answer: B

277. Excel file is called a:
A) Document
B) Workbook
C) Presentation
D) Database
Answer: B

278. A workbook contains:
A) Only one sheet
B) Multiple worksheets
C) Only charts
D) Only tables
Answer: B

279. Default file extension of Excel 2007 and later is:
A) .xls
B) .xlsx
C) .docx
D) .pptx
Answer: B

280. Intersection of row and column is called:
A) Table
B) Box
C) Cell
D) Sheet
Answer: C

281. Rows are identified by:
A) Letters
B) Numbers
C) Symbols
D) Colors
Answer: B

282. Columns are identified by:
A) Numbers
B) Letters
C) Symbols
D) Shapes
Answer: B

283. Active cell is indicated by:
A) Dotted border
B) Bold text
C) Thick border
D) Highlighted row
Answer: C

284. To save a workbook, use:
A) Ctrl + O
B) Ctrl + S
C) Ctrl + P
D) Ctrl + N
Answer: B

285. To create a new workbook:
A) Ctrl + N
B) Ctrl + S
C) Ctrl + O
D) Ctrl + W
Answer: A

286. To delete a worksheet, use:
A) Right-click → Delete
B) Ctrl + D
C) Print

D) Save
Answer: A

287. To insert a new worksheet:
A) Home → Delete
B) Insert → Worksheet
C) Review
D) Print
Answer: B

288. Data in Excel can be:
A) Text
B) Numbers
C) Formulas
D) All of the above
Answer: D

289. Formula in Excel always starts with:
A) @
B) #
C) =
D) &
Answer: C

290. To edit a cell, press:
A) F1
B) F2
C) F3
D) F4
Answer: B

291. To move cell content, use:
A) Copy & Paste
B) Cut & Paste
C) Delete
D) Print
Answer: B

292. AutoFill feature is used to:
A) Delete data
B) Fill series automatically
C) Print sheet
D) Save file
Answer: B

293. Dragging fill handle is used for:
A) Copying formulas
B) Deleting sheet
C) Printing
D) Closing file
Answer: A

294. Workbook name appears on:
A) Status bar
B) Title bar
C) Formula bar
D) Taskbar
Answer: B

295. Formula bar displays:
A) Chart
B) Cell content
C) Printer
D) Sheet name
Answer: B

Functions & Formulas (296–320)

296. SUM() function is used to:
A) Count text
B) Add numbers
C) Find average
D) Multiply
Answer: B

297. AVERAGE() function calculates:
A) Sum
B) Mean value
C) Maximum
D) Minimum
Answer: B

298. MAX() function returns:
A) Largest value
B) Smallest value
C) Count
D) Text
Answer: A

299. MIN() function returns:
A) Largest
B) Smallest
C) Total
D) Average
Answer: B

300. COUNT() function counts:
A) Text cells
B) Numeric cells
C) Blank cells
D) All cells
Answer: B

301. IF() function is:
A) Mathematical
B) Logical
C) Statistical
D) Text
Answer: B

302. TODAY() function gives:
A) Current date
B) Time only
C) Month
D) Year
Answer: A

303. NOW() function returns:
A) Date only
B) Time only
C) Current date and time
D) Year only
Answer: C

304. CONCATENATE() function is used for:
A) Addition
B) Joining text
C) Division
D) Multiplication
Answer: B

305. PMT() function belongs to:
A) Financial
B) Text
C) Logical

D) Date
Answer: A

306. Function Wizard helps to:
A) Delete sheet
B) Insert function easily
C) Print sheet
D) Close file
Answer: B

307. Relative reference changes when:
A) Copied
B) Deleted
C) Printed
D) Saved
Answer: A

308. Absolute reference uses symbol:
A) #
B) @
C) $
D) &
Answer: C

309. Operator for multiplication is:
A) +
B) *
C) /
D) %
Answer: B

310. Division operator is:
A) *
B) /
C) +
D) -
Answer: B

311. Power operator is:
A) ^
B) *
C) %
D) &
Answer: A

312. Logical operator AND returns TRUE when:
A) Any condition true
B) All conditions true
C) All false
D) One false
Answer: B

313. Text function LEFT() extracts:
A) Right characters
B) Left characters
C) Middle
D) All text
Answer: B

314. LEN() function counts:
A) Words
B) Characters
C) Numbers
D) Cells
Answer: B

315. ROUND() function is used to:
A) Add
B) Round numbers
C) Delete
D) Multiply
Answer: B

316. Date function YEAR() extracts:
A) Month
B) Year
C) Day
D) Hour
Answer: B

317. Time function HOUR() extracts:
A) Minute
B) Hour
C) Second
D) Day
Answer: B

318. Statistical function MEDIAN() gives:
A) Average
B) Middle value
C) Maximum

D) Sum
Answer: B

319. Logical function OR returns TRUE when:
A) All false
B) At least one true
C) All true
D) None
Answer: B

320. Error "#DIV/0!" appears when:
A) Dividing by zero
B) Adding numbers
C) Saving file
D) Printing
Answer: A

📈 Formatting, Charts & Advanced Tools (321–350)

321. Cell alignment options include:
A) Left
B) Right
C) Center
D) All of the above
Answer: D

322. Currency format is used for:
A) Date
B) Money values
C) Text
D) Chart
Answer: B

323. Date format is used to display:
A) Numbers
B) Dates
C) Text
D) Chart
Answer: B

324. To add border to cells:
A) Insert
B) Home → Borders
C) Review

D) View
Answer: B

325. Font change option is available in:
A) Home tab
B) Review
C) View
D) Data
Answer: A

326. Chart is used to:
A) Show data graphically
B) Delete data
C) Save file
D) Close sheet
Answer: A

327. Column chart represents data using:
A) Horizontal bars
B) Vertical bars
C) Lines
D) Circles
Answer: B

328. Pie chart shows:
A) Comparison
B) Parts of whole
C) Trend
D) Table
Answer: B

329. Line chart is used for:
A) Trends over time
B) Currency
C) Text
D) Delete
Answer: A

330. Chart preview option helps to:
A) Delete chart
B) View before finalizing
C) Save file
D) Print
Answer: B

331. Pivot Table is used to:
A) Summarize data
B) Delete sheet
C) Print
D) Save
Answer: A

332. Goal Seek is used to:
A) Find required input value
B) Delete cell
C) Print sheet
D) Save file
Answer: A

333. Data Filter is used to:
A) Sort and filter data
B) Delete sheet
C) Print
D) Save
Answer: A

334. Scenario Manager is used for:
A) What-if analysis
B) Delete data
C) Print
D) Close file
Answer: A

335. Sort option arranges data in:
A) Random order
B) Ascending or descending order
C) Delete mode
D) Print mode
Answer: B

336. Conditional Formatting is used to:
A) Highlight data
B) Delete sheet
C) Print
D) Save
Answer: A

337. Freeze Panes is used to:
A) Lock rows/columns
B) Delete sheet
C) Print

D) Save
Answer: A

338. Print preview in Excel shows:
A) Chart
B) Output before printing
C) File name
D) Sheet color
Answer: B

339. Page layout view is used for:
A) Printing layout
B) Delete
C) Save
D) Close
Answer: A

340. Header and Footer are used for:
A) Extra data
B) Page information
C) Chart
D) Delete
Answer: B

341. Integrating Excel with Word allows:
A) Data sharing
B) Delete sheet
C) Print only
D) Close file
Answer: A

342. Excel data can be inserted into web pages using:
A) Export
B) Copy-Paste/Embedding
C) Delete
D) Print
Answer: B

343. Workbook protection prevents:
A) Editing
B) Viewing
C) Printing
D) Saving
Answer: A

344. Sheet tab is located at:
A) Top
B) Bottom
C) Side
D) Center
Answer: B

345. Cell reference A1 means:
A) Row A Column 1
B) Column A Row 1
C) Both same
D) None
Answer: B

346. Multiple cells selected together form a:
A) Group
B) Range
C) Sheet
D) Table
Answer: B

347. Data validation is used to:
A) Restrict input
B) Delete
C) Print
D) Save
Answer: A

348. Wrap Text option is used to:
A) Hide text
B) Display text in multiple lines
C) Delete
D) Print
Answer: B

349. Merge & Center option is used to:
A) Split cells
B) Combine cells and center text
C) Delete
D) Save
Answer: B

350. MS Excel is mainly used for:
A) Data calculation and analysis
B) Programming
C) Networking

D) Hardware design
Answer: A

351. MS PowerPoint is used to create:
A) Documents
B) Spreadsheets
C) Presentations
D) Databases
Answer: C

352. PowerPoint file extension (2007 and later) is:
A) .docx
B) .xlsx
C) .pptx
D) .txt
Answer: C

353. A PowerPoint file is called a:
A) Worksheet
B) Document
C) Presentation
D) Workbook
Answer: C

354. To create a new presentation, use:
A) Ctrl + N
B) Ctrl + O
C) Ctrl + S
D) Ctrl + P
Answer: A

355. To open an existing presentation:
A) Ctrl + N
B) Ctrl + O
C) Ctrl + S
D) Ctrl + W
Answer: B

356. To save a presentation:
A) Ctrl + P
B) Ctrl + S
C) Ctrl + X
D) Ctrl + Z
Answer: B

357. "Save As" is used to:
A) Delete file
B) Save with new name/location
C) Print file
D) Close file
Answer: B

358. A presentation consists of:
A) Sheets
B) Slides
C) Pages
D) Cells
Answer: B

359. Default slide layout is:
A) Blank
B) Title Slide
C) Chart
D) Table
Answer: B

360. Slide pane shows:
A) All slides
B) Only one slide
C) Charts
D) Notes
Answer: A

361. Notes pane is used to:
A) Add speaker notes
B) Insert chart
C) Delete slide
D) Print file
Answer: A

362. Status bar shows:
A) Slide number
B) CPU speed
C) Printer name
D) Internet
Answer: A

363. Ribbon contains:
A) Tabs and Groups
B) Only slides
C) Only charts

D) Only images
Answer: A

364. To close presentation:
A) Ctrl + W
B) Ctrl + O
C) Ctrl + S
D) Ctrl + P
Answer: A

365. Slide Sorter View is used to:
A) Edit text
B) Rearrange slides
C) Print
D) Save
Answer: B

🎨 Working with Slides & Formatting (366–380)

366. To add a new slide:
A) Ctrl + M
B) Ctrl + S
C) Ctrl + P
D) Ctrl + X
Answer: A

367. Slide layout can be changed from:
A) Insert tab
B) Home tab
C) Design tab
D) Review tab
Answer: B

368. Themes are used to:
A) Delete slide
B) Change overall design
C) Print
D) Close
Answer: B

369. Background style is changed from:
A) Design tab
B) Insert tab
C) Review tab

D) View tab
Answer: A

370. To add text in slide, use:
A) Text Box
B) Chart
C) Table
D) Picture
Answer: A

371. Font formatting options include:
A) Bold
B) Italic
C) Underline
D) All of the above
Answer: D

372. Paragraph alignment includes:
A) Left
B) Center
C) Right
D) All of the above
Answer: D

373. Bullets and numbering are used for:
A) Formatting list
B) Printing
C) Deleting
D) Saving
Answer: A

374. To insert picture:
A) Insert tab
B) Review tab
C) File tab
D) Help
Answer: A

375. Clip Art is used to:
A) Add graphics
B) Delete slide
C) Save file
D) Print
Answer: A

376. Shapes are inserted from:
A) Insert tab
B) View tab
C) Review tab
D) File tab
Answer: A

377. SmartArt is used for:
A) Text editing
B) Graphic diagrams
C) Printing
D) Closing
Answer: B

378. To duplicate slide:
A) Ctrl + D
B) Ctrl + C
C) Ctrl + V
D) Ctrl + X
Answer: A

379. To delete slide:
A) Delete key
B) Ctrl + P
C) Ctrl + S
D) Ctrl + N
Answer: A

380. Slide Master is used to:
A) Edit one slide
B) Apply common design to all slides
C) Delete file
D) Print file
Answer: B

📹 Slide Show & Advanced Features (381–400)

381. Slide Show tab is used to:
A) Edit text
B) Run presentation
C) Insert picture
D) Save file
Answer: B

382. Shortcut to start slide show from beginning:
A) F5
B) F2
C) F3
D) F4
Answer: A

383. To start slide show from current slide:
A) Shift + F5
B) Ctrl + F5
C) Alt + F5
D) F6
Answer: A

384. Rehearse Timing is used to:
A) Delete slide
B) Practice slide timing
C) Print
D) Save
Answer: B

385. Record Narration is used to:
A) Add audio explanation
B) Delete file
C) Print
D) Save
Answer: A

386. Transition effect is applied between:
A) Text lines
B) Slides
C) Words
D) Cells
Answer: B

387. Animation is applied to:
A) Slide
B) Objects/Text
C) Printer
D) File
Answer: B

388. Photo Album option is used to:
A) Insert multiple pictures
B) Delete images
C) Print

D) Close
Answer: A

389. Handouts are used for:
A) Audience reference
B) Delete slide
C) Save file
D) Close
Answer: A

390. Print Preview shows:
A) Final output before printing
B) CPU
C) Internet
D) Taskbar
Answer: A

391. To print slides, use:
A) Ctrl + P
B) Ctrl + S
C) Ctrl + O
D) Ctrl + M
Answer: A

392. Presenter View is useful for:
A) Audience
B) Speaker
C) Printer
D) CPU
Answer: B

393. Zoom option is available in:
A) Status bar
B) Insert tab
C) File tab
D) Review tab
Answer: A

394. Hyperlink is inserted from:
A) Insert tab
B) Review tab
C) File tab
D) Help
Answer: A

395. Chart in PowerPoint is inserted from:
A) Insert tab
B) View tab
C) Review tab
D) File tab
Answer: A

396. Table is inserted from:
A) Insert tab
B) File tab
C) Review tab
D) View tab
Answer: A

397. To change slide size, use:
A) Design tab
B) Insert tab
C) Review tab
D) View tab
Answer: A

398. Custom Slide Show allows:
A) Select specific slides for presentation
B) Delete slide
C) Save file
D) Close
Answer: A

399. Slide Show can be ended by pressing:
A) Esc
B) Enter
C) Tab
D) Shift
Answer: A

400. MS PowerPoint is mainly used for:
A) Data calculation
B) Document typing
C) Visual presentation
D) Programming
Answer: C