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**Computer
Fundamentals
Solved MCQs With
Answers**

For

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Computer Fundamentals Solved MCQs With Answers

Q.1: All the output which is Printed on a paper is called----- ?

- A. Soft Copy
- B. Hard Copy
- C. Both A And B
- D. None of these

Answer B

Q.2: In MS PowerPoint if you want to edit a chart you can ?

- A. Triple click the chart object
- B. Click and drag the chart object
- C. Double click the chart object
- D. Click the chart object

Answer C

Q.3: When was MS Windows operating system introduced ?

- A. 1975
- B. 1985
- C. 1990
- D. 2000

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Answer B

Q.4: Shimmer Sparkle text Blinking Background et are known as----- ?

- A. Word art
- B. Font styles
- C. Text effects
- D. Font effects

Answer B

Q.5: MS-Word automatically moves the text to the next line when it reaches the right edge of the screen and is called ?

- A. Carriage Return
- B. Enter
- C. Word Wrap
- D. None of the above

Answer C

Q.6: Which option in File pull-down menu is used to close a file in MS Word ?

- A. New
- B. Quit
- C. Close
- D. Exit

Answer C

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Q.7: In Microsoft Word shortcut key CTRL+W is used for----- ?

- A. open the Print dialog box
- B. Update the current Web page
- C. close the current window
- D. None of these

Answer C

Q.8: How can you insert a sound file in your word document ?

- A. From insert -> sound menu option
- B. From insert -> file menu option
- C. From insert -> object menu option
- D. None of These

Answer C

Q.9: Why Drop Caps are used in document ?

- A. To drop all the capital letters
- B. To automatically begin each paragraph with capital letter
- C. To begin a paragraph with a large dropped initial capital letter
- D. None of These

Answer C

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Q.10: If you will be displaying or printing your document on another computer you'll want to make sure and select the ----- option under the Save tab ?

- A. Embed Fonts
- B. Embed True Type Fonts
- C. Save True Type Fonts
- D. Save Fonts

Answer B

Solved Information Technology MCQs With Answers

Q.1: "Ctrl + End" Shortcut key is used in Ms Word to----- ?

- A. Moves the cursor to the end of Line
- B. Moves the cursor to the end of Document
- C. Moves the cursor to the end of Paragraph
- D. None of the Above

Answer B

Q.2: Ctrl + W Shortcut is used in Microsoft Word to----- ?

- A. Save and Print the Document
- B. Save and Close Word Application

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- C. Save and Close document
- D. Without Save Close Document

Answer C

**Q.3: Ctrl + U Shortcut is used in Microsoft Word to--
----- ?**

- A. Undelete the previously deleted text
- B. Undo the last changes
- C. Underline the document name
- D. Underline the selected text

Answer D

**Q.4: Ctrl + Z Shortcut is used in Microsoft Word to--
----- ?**

- A. Undo the last Action
- B. Redo the last Action
- C. Add the new page
- D. Paste the contents from clipboard

Answer A

Q.5: FAT stands for ----- ?

- A. Frequent Allocation Table
- B. File Allocated Table

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- C. File Allocation Table
- D. File Allocation Theory

Answer C

Q.6: Page Down Keyboard Key is used in Microsoft Word to----- ?

- A. Moves the cursor one line down
- B. Moves the cursor one page down
- C. Moves the cursor one screen down
- D. Moves the cursor one paragraph down

Answer C

Q.7: BASIC stands for ----- ?

- A. Basic All Purpose Symbolic Instruction Codes
- B. Beginners All Purpose Symbolic Instruction Codes
- C. Beginners All Purpose Symbolic Intelligent Codes
- D. Beginners Anti Purpose Symbolic Instruction Codes

Answer B

Q.8: WINDOWS stands for ----- ?

- A. Wide interactive Network Development for Office work solution
- B. World interactive Network Development for Office work solution
- C. Wide internet Network Development for Office work solution
- D. Wide interact Network Development for Office work solution

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Answer A

Q.9: In Excel which key is used for format number in comma format ?

- A. Ctrl+Shift+1
- B. Ctrl+Shift+4
- C. Ctrl+1
- D. Shift+1

Answer A

Q.10: The hardware parts of computer are ----- ?

- A. Firmware components
- B. Physical components
- C. Logical components
- D. All of these

Answer B

Short Question And Answer On Computer Networking **Quiz Test**

**Q.1: Ctrl + R Shortcut is used in Microsoft Word to--
----- ?**

- A. Re-Open the last closed document
- B. Re-Print the last printed page

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- C. Re-Apply the last paragraph formatting
- D. Right align the selected Paragraph

Answer D

Q.2: A network which is used for sharing data software and hardware among several users owning microcomputers is called ----- ?

- A. WAN
- B. MAN
- C. LAN
- D. VAN

Answer C

Q.3: XML stands for ----- ?

- A. Extensible Meria Letters
- B. Extensible Media Language
- C. Xtensible Markup Language
- D. Extensible Markup Language

Answer D

Q.4: SQL stands for ----- ?

- A. Straight Query Langaage
- B. Structured Query Langaage

- C. Structured Query Laison
- D. Structured Query Linear

Answer B

Q.5: Which tab in Font dialog box contains options to apply Font effects ?

- A. Text Effects
- B. Standard Toolbar
- C. Font tab
- D. Character Spacing

Answer C

Q.6: What is the extension of Microsoft Word files ?

- A. DOT
- B. TXT
- C. FIL
- D. DOCX

Answer D

Q.7: In Ms Word the AutoCorrect was originally designed to replace ----- words as you type ?

- A. Grammatically incorrect
- B. Short repetitive
- C. Misspelled

D. None of the above

Answer C

Q.8: Which feature helps you to insert the contents of the Clipboard as text without any formatting in Ms Word ?

- A. Paste Special
- B. Format Painter
- C. Page Setup
- D. Styles

Answer A

Q.9: ARP stands for ----- ?

- A. Address resolution protocol
- B. Allied resolution protocol
- C. Address resolution process
- D. Address rectification protocol

Answer A

Q.10: In Excel which key is used for format number in percentage format ?

- A. Ctrl+Shift+6
- B. Ctrl+Shift+3
- C. Ctrl+Shift+5
- D. Ctrl+1

Answer C

Computer Basics Objective Type Question Answers

Q.1: Which of the following tab is not present in the control panel program in the start menu?

- A. Web B.
- Index C.
- Search
- D. Contents

Answer A

Q.2: What is the use of "All Caps" feature in Microsoft Word ?

- A. It changes all selected text into Capital Letter
- B. It adds captions for selected Image
- C. It shows all the image captions
- D. None of the above

Answer A

Q.3: The-----is firmware that contain a computers startup instruction ?

- A. POST
- B. BIOS
- C. CMOS
- D. DIOS

Answer B

Q.4: In Excel which key is used for format number in date format ?

- A. Ctrl+Shift+6
- B. Ctrl+Shift+4
- C. Ctrl+Shift+3
- D. Shift+1

Answer C

Q.5: In Excel which key is used for format number in time format ?

- A. Ctrl+Shift+6
- B. Ctrl+Shift+3
- C. Ctrl+Shift+5
- D. Ctrl+Shift+2

Answer D

Q.6: WWW stands for ----- ?

- A. World Wide Web Wireless
- B. World Wide Web Worm

- C. World Wide Wonderful Wine
- D. World Wide Web Wrestling

Answer B

Q.7: GIF stands for ----- ?

- A. Graphic Interchangeable File
- B. Graphic Internet File
- C. Graphic Interchangeable Format
- D. Graphic Internet Format

Answer C

Q.8: Window key + F1 ?

- A. show system properties
- B. Help
- C. Show Desktop (toggle)
- D. Run

Answer B

Q.9: How many different positions can you set for drop cap in Ms Word ?

- A. 1
- B. 2
- C. 3
- D. 4

Answer B

Q.10: What should you do if you require pasting the same format in many places ?

- A. Double click the format painter then go on pasting in many places
- B. Click the format painter then go on pasting to many places holding Ctrl Key
- C. Click the Format painter and go on pasting in many places holding Alt Key
- D. All of above

Answer A

Solved Computer for Objective Type Tests

Q.1: in Ms Word The ----- is a special toolbar that displays a series of names each of which represents a list of commands that can be used to perform tasks ?

- A. scroll bar
- B. status bar
- C. title bar
- D. menu bar

Answer D

Q.2: Small squares called ----- on the selection rectangle that surrounds a graphic can be used to

change the dimensions of the graphics in Ms Word ?

- A. scroll boxes
- B. sizing handles
- C. status indicators
- D. move handles

Answer B

Q.3: HDD stands for ----- ?

- A. High Density Disk
- B. Heavy Duty Diesel
- C. Heating Degree Days
- D. Hard Disk Drive

Answer D

Q.4: What is the default number of lines to drop for drop cap is -----?

- A. 3
- B. 7
- C. 10
- D. 15

Answer A

Q.5: When was the first electro-mechanic Computer developed ?

- A. 1880

- B. 1944
- C. 1960
- D. 1980

Answer B

Q.6: WhatsApp was founded in 2009 by:----- ?

- A. Brian Acton
- B. Jan Koum
- C. Mark Zuckerberg
- D. Both A And B

Answer D

Q.7: What is the use of Document Map in Ms Word ?

- A. to quickly format the document
- B. to quickly print required page
- C. to quickly navigate the document
- D. to quickly correct spelling mistakes

Answer C

Q.8: Latest MS Windows is----- ?

- A. Windows 8
- B. Windows 16
- C. Windows 10
- D. Windows 7

Answer C

Q.9: In power point ellipse motion is----- ?

- A. Animation
- B. Slide Timing
- C. Visual Widgets
- D. None of these

Answer A

Q.10: COBOL stands for ----- ?

- A. Common Book Oriented Language
- B. Common Basic Oriented Language
- C. Common Boot Oriented Language
- D. Common Business Oriented Language

Answer D

Computer Science Short Question Answers
Solved MCQs

Q.1: Shortcut key to double underline the selected text is ----- ?

- A. Ctrl + Alt + D
- B. Shift + Alt + U
- C. Ctrl + Shift + U
- D. Ctrl + Shift + D

Answer D

Q.2: Shortcut to quit Microsoft Word Powerpoint Access Excel etc is ----- ?

- A. Alt + F4
- B. Ctrl + W
- C. Shift + F4
- D. Alt + W

Answer A

Q.3: On the works cited page list works by each authors last name and ----- the title of the work ?

- A. italicize or underline
- B. boldface or italicize
- C. underline or boldface
- D. enlarge or underline

Answer A

Q.4: How do you magnify your document in Ms Word ?

- A. View Zoom B.
- Format Font C.
- Tools Options
- D. Tools Customize

Answer A

Q.5: The effect applied to display when slides changes in slide show view is ----- ?

- A. Custom Animation

- B. Slide Animation
- C. Slide Transition
- D. Custom Transition

Answer C

Q.6: Which of the following is/ are operating systems ?

- A. Windows
- B. Unix
- C. OS/2
- D. All of these

Answer D

Q.7: Which menu do you choose to shade words and paragraph ?

- A. format borders and shading
- B. insert borders and shading
- C. view shading
- D. none of the above

Answer A

Q.8: The Column Command in Ms Word is located on the ----- tab ?

- A. Insert
- B. Home
- C. View
- D. Page Layout

Answer D

Q.9: To insert a hyperlink in a slide ?

- A. Choose Insert >> Hyperlink
- B. Press Ctrl + K
- C. Hyperlinks cant be inserted in slides
- D. Both a And b

Answer D

Q.10: The PowerPoint view that displays only text (title and bullets) is ?

- A. Slide show
- B. Slide sorter view
- C. Notes page view
- D. Outline view

Answer D

Q1.The file type _____ indicates the file is a Word document.

- A. .msw
- B. .wor
- C. .wrd

D. .docx ANS

Q2.Ms Word, by default, places a tab stop at every mark on the ruler.

A. .25"

B. .5" ANS

C. .75"

D. 1"

Q3.If you need to hide some paragraphs, how can you do it in Ms Word?

- A. From Paragraph dialog box
- B. From Font dialog box ANS**
- C. From Options Dialog box
- D. None of above

Q4.What is the tool in Word that copies only the format of selected text so that you can apply on other text?

- A. Copy
- B. Paste
- C. Format Painter ANS**
- D. Paste Special

Q5.Which of the following function key activates the speller in Ms Word?

- A. F5
- B. F7 ANS**
- C. F9
- D. Shift + F7