PREPARATION WITH SIR TAUQEER

Computer Past Papers 2026-2008

Computer Past Papers 2026

- The full form of AI? **Artificial Intelligence**
- OTP stands for? **One time password**
- What does DOS stand for? **Disk Operating System**
- The file extension of PowerPoint is? **.pptx**
- In the memory hierarchy, which memory is the fastest? **Registers**
- The commerce conducted through the internet is called? **E-commerce**
- The F5 key is used in PowerPoint for? **Start Slide Show from beginning**
- The shortcut key to find a word in MS Word is? **Ctrl+F**
- Pictures are saved as _____? **JPG / JPEG**
- Which formula is used in Excel to add numbers? **=SUM()**
- Which symbol is used to separate the username and domain in an email address? **@**
- Which device is used to convert digital signals into analogue signals? **Modem**
- What is Ctrl + N used for? **Open new Window/document**
- Which computer memory is used for storing program and data currently being processed by the CPU? **Internal memory**
- The name of a webpage used to identify and locate resources? **URL**
- Android OS was primarily developed by? **Google**
- Virtual memory is primarily stored in? **Hard Disk**
- Which type of network is the Internet? **WAN**
- What is the storage capacity of a standard CD-ROM? **700 MB**
- What is the primary shortcut key used to repeat the last action in Excel? **F4 (Ctrl+Y)**
- Which key will be used if we want to go back on the last action? **Ctrl+Z**
- Headers and Footers are visible in which view? **Print Layout View**
- In Microsoft Word, from which menu can you insert Header and Footer? **Insert Menu**
- What shortcut key is used to start the presentation from the current slide? **Shift+F5**
- What does GUI stand for? **Graphical User interface**
- What does ASCII stand for? **American standard code for information interchange**
- Of the following, which is an open-source operating system? **Linux**
- Which shortcut is used to insert a new slide? **Ctrl+M**
- Row data into column or column data into row is displayed by which function? **Transpose**
- For file compression, which software is used? **Winzip**
- In what is the speed of CPU measured? **Gigahertz**
- On the internet, which one was the first search engine? **Archie**
- What is the name of the first virus developed? **Creeper**
- If a computer does not have the ___, it cannot boot? **Operating System**
- Of the following, which is the correct order to select the entire document? **Home> Editing > Select > Select All**

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- Who are Microsoft co-founder? **Bill Gates & Paul G Allen**
- A USB is a type of storage device? **Secondary Storage Device**
- A compiler is used for? **To translate high-level language into machine code**
- To a PowerPoint presentation, how can you apply a theme? **Design Tab**
- Microsoft Word uses which language to create macros? **Visual Basic**
- In Excel, what is the function of the IF function? **Performs logical test and return a value based result**
- To send Email, which network protocol is used? **SMTP**
- Which of the following network devices connects two or more network? **Router**
- In Word, what is the default alignment for a paragraph? **Left**
- The basic unit of a computer worksheet in which you enter text and numbers is known as? **Cell**
- In Excel, which key is used to edit the selected cell? **F2**
- To move to the next sheet in a workbook, what is the shortcut key? **Ctrl+Page Down**
- In which tab is the pivot table inserted? **Insert Tab**
- IPv6 is based on? **128 bits**
- What is a foreign key? **A column containing the primary key of another table**
- For AI, which language is used? **Lisp**
- In MS Word, what is the default font size used? **11**
- In a database, what is the smallest logical unit of data? **Field**
- Binary numbers are which? **0 and 1**
- Files are primarily recognized by their? **File extension**
- Google Docs is? **Word processor**
- What is the process called of finding and correcting errors in the program code? **Debugging**
- What is a decentralized, distributed digital ledger consisting of records called? **Blockchain**
- In Excel, what is the function of the VLOOKUP function? **To perform a vertical lookup and return a value based on specific criteria**
- The highest number in Excel is found using which function? **MAX ()**
- The total sum of given values is calculated using which function? **SUM ()**
- What does ALU perform? **Arithmetic and logical operations**
- In Windows 10, which of the following is a valid option for backing up a hard drive using backup and store? **USB Drive**
- A table is also called what in a relational database? **Relation**
- Which number system does a computer primarily use? **Binary**
- In MS Word, from where can a table of contents be inserted? **References Tab**
- In Excel, which function would you use if you want the remainder after dividing two whole numbers? **MOD()**
- What is macOS? **Operating System**
- The rule for communication between computers is defined by? **Network Protocol**

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- In networking, Bandwidth refers to? **The maximum data transfer rate of a network connection**
- Without any user action, which type of malware replicates itself? **Worm**
- Of the following, which is not a valid formula syntax in Excel? **SUM(Sales)/(10-5)**
- In PowerPoint, what is a presentation a collection of? **Slides**
- Indexing has what purpose? **To speedup data search**
- In computing, XML is called? **Extensible Markup Language**
- Microprocessors are used by which generation of computers? **4th**
- In Excel, what is the shortcut key to insert the date? **Ctrl+;**
- What was the old name of MS Word? **Multi Tool Word**
- Which type of AI is designed to create new content by learning patterns from a massive existing database? **Generative AI**
- By whom was email invented? **Ray Tomlinson**
- Which of the following techniques is used by a 3D printer? **Additive manufacturing**
- The time trend changes are shown by which chart? **Line Chart**
- "Patch" software has what function? **Fixes bugs and security**
- In advanced monitors, which type of panels are used? **IPS**
- A compiler has what function? **Converts into machine codes**
- Which one of the following is not a programming language? **MS Word**
- In PowerPoint, how many slides can be inserted? **Unlimited**
- In which year was the first email sent? **1971**
- What is the software embedded in hardware called? **Firmware**
- Website surfing is done by? **Web Browser**
- Which component of a computer is used to set the time for data transfer? **Clock**
- By default, what is the colour of a Hyperlink in MS Word? **Blue**
- Which technology is used in a touch screen to identify multiple simultaneous touches? **Capacitive**
- What does "SQL" stand for? **Structured query Language**
- To convert a PowerPoint presentation into video, which option is used? **File>Export >create video**
- In MS Excel, how can a filter be added? **Data>Filter**
- To split the window into two, which menu option can be used? **View> window> split**
- What passes into and out of the computer via its ports, can you tell? **Bytes/Data**

Computer Past Papers 2025

- For connected keyboard and mice, which one is used? **Bluetooth**
- What is the time a computer takes to perform a task called? **Execution Time**
- What is the method of communication called in which transmission takes place in both directions, but only one at a time? **Half Duplex**
- Which program of the following is not Utility? **Web Browser**
  Emails are downloaded to your device and deleted from the server by which protocol? **POP3**

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- Than a soft real-time operating system, a hard real-time operating system has __ letter? **Less**
- Anti-virus is a type of? **Utility Software**
- Who is a person who programs and analyzes data? **Data Analyst**
- Secondary memory is which one of the following? **Hard Disk**
- Cache is a? **Volatile**
- What does WWW stand for? **World Wide Web**
- For hyperlink, which shortcut key is used? **Ctrl + K**
- By what are grammatical and misspelled words corrected? **F7**
- Which shortcut key is used for Slide Show in PowerPoint? **F5**
- Which shortcut key is used for Print Preview in MS Word? **Ctrl + F2**
- In excel, the VLOOKUP function is used to do? **Search Data Vertical in the left most column of table.**
- What are Landscape and Portrait? **Page Orientation**
- To see a document in printed form, what do we use? **Print Layout**
- Animations are applied to what in PowerPoint? **Objects in slides**
- Rows are indicated by what in MS Excel? **Numbers**
- What does "IOT" stand for? **Internet of things**
- In power point, what is the purpose of slide master? **To apply consistent formatting, fonts and layouts**
- In MS-Word, where are set of design elements and layouts given? **Theme**
- "Default chart" in MS-Excel is a? **Column chart**
- Which one displays the name of the application or open file? **Title Bar**
- What does SSD stand for? **Solid State Drive**
- PTZ stands for? **Pan-Tilt-Zoom**
- Task Manager is a? **Utility Program**
- Where is the H.Q of the famous computer company INTEL located? **Santa Clara, California**
- Digital computer was invented by? **John Vincent Atanasoff**
- The founder of Wikipedia is? **Jimmy Wales**
- What is "Disk Cleanup"? **Utility program**
- ATM stands for? **Automated Teller Machine**
- What is the arrangement of data in a logical sequence known as? **Sorting**
- What is a compact disc that can be written, read many times, erased, and written again called? **CD-RW**
- VLSI stands for? **Very large scale integration**
- The device that is the "brain" of a computer system is which one? **CPU**
- CAI stands for? **Computer-Assisted Instruction**
- The co-founder of Apple Computers is? **Steve Wozniak**
- Data that is properly arranged is called? **Information**

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Jobs PREPARATION WITH SIR TAUQEER

FOR THE POST OF

- PPSC/ FPSC
- SPSC/BPSC
- AJKPSC/ KPPSC
- DEPUTY ACCOUNTANT
- CSS MPT
- PMS GK
- LAT
- STS/IBA
- NAIB TEHSILDAR
- AD & INSPECTOR FIA
- MES
- ISLAMABAD POLICE JOBS

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STUDY PLAN

- GENERAL KNOWLEDGE
- PAK STUDIES
- WORLD MAP
- GEOGRAPHY
- CURRENT AFFAIRS
- HISTORY
- COMPUTER SCIENCE
- GENERAL SCIENCE
- MATHEMATICS
- ISLAMIC STUDIES
- PEDAGOGY
- ENGLISH
- URDU

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- Artificial Intelligence is? **Artificial Intelligence is a field that aims to develop intelligent machines**
- What is the Zoom app used for? **Video Conferencing**
- Which device converts the digital signal to an analog signal? **Modem**
- Which short cut key is used for decreasing font size? **Ctrl+shift+<**
- Conditional formatting is used for what in MS Excel? **Color to certain condition**
- The function of "plug and play" is? **No need to install driver**
- In which application is Track changer available? **MS word**
- Transitions are applied on what in PowerPoint? **Slides**
- 16 Bits are equal to? **2 Byte**
- In MS Word, which shortcut key is used to open the Font dialog box? **Ctrl+D**
- In a file, what is the ".exe" extension used for? **Execution**
- Which link provides the facility to go to another website page? **Hyperlink**
- Which printer produces the worst quality of graphics in reproduction? **Dot Matrix printer**
- In MS Excel, what does AVERAGE(B1:B10)show? **Average B1 to B10**
- DVD stands for? **Digital Versatile Disc**
- "ICT" stands for? **Information and Communication Technology**
- In email, "BCC" stands for? **Blind Carbon Copy**
- What happens when you click Insert >> Picture >> Clip Art? **Opens the Clip Art task pane**
- Which of these is "Application Software"? **Microsoft Word**
- The "Print" option is located in which menu? **File**
- What is the device called that is most commonly recognized as both an input and output device? **Touch Screen**
- Which feature automatically saves a document? **AutoSave**
- Which of the following is not a font style? **Superscript**
- Which sign is used to expand the content and increase the zoom size? **Plus (+)**
- In computing, what is the primary purpose of 'Blockchain' technology? **Decentralized**
- The sum of rows and columns is calculated using which function? **SUM**
- Of the following, which one is not a type of page margin? **Center**
- For what is Notepad used? **Editing plain text**
- In PowerPoint, what does Ctrl + O do? **Open an existing presentation**
- Raw facts converted into meaningful form are called ___? **Information**
- What does Bit stand for? **Binary Digit**
- The file is saved with Ctrl+S? **The same name**
- What is a diagram showing the program flow? **Flowchart**
- What is the "SUMIF" function in Excel? **Adds a range of cells based on a condition**
- On what are IP addresses stored? **Network Interface**
- A webcam is an? **Input**
- What type of software is MS Access? **Database**
- Which key deletes the character from the left of the cursor? **Backspace**

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- What shortcut key is used to change font case? **Shift+F3**
- For what is shortcut key F1 used? **Help**
- What is a fault called that prevents a computer program from running smoothly? **Bug**
- The quality of a screen depends upon? **Resolution**
- In MS Word, what is indicated by a red wavy line? **Spelling Mistake**
- What is it called to set a register or counter to the all-zero state? **Reset**
- In a computer lab, which type of computers are used? **Micro Computers (PCs)**
- What does USB stand for? **Universal Serial Bus**
- Why is the incognito or private feature used? **It prevents the saving of history, cookies, and searches on the browser**
- Basically, what are AND, NAND, and OR? **Logical Gates**
- Under which tab is the conditional formatting option present in MS Excel? **Home**
- VLC is? **Media player**
- In PowerPoint, which shortcut is used to insert a new slide? **Ctrl+M**
- In MS Word, which tab is used to insert a footnote? **References**
- To assist in generating text for emails, which AI platform is used? **ChatGPT**
- In MS Excel, which of the following is the maximum zoom percentage? **400%**
- What is the process called of removing the unwanted part of an image? **Cropping**
- In a URL, what does the .org extension indicate? **An organization**
- What is the correct format of an email address? **You@website.info**
- In MS Word, what is used to put an item a little below the normal text as subscript? **Ctrl + =**
- Software called __ is used by search engines to search for documents on the internet? **Spider**
- In MS Word, an endnote is placed at the __ of the document? **End**
- To locate a device over the network, __ is used? **IP Address**
- On ___ are processor and memory located? **Motherboard**
- Which one is not wireless? **Optical fiber**
- Shortcut key for Find and Replace? **Ctrl+H**
- What shows the contents of the active cell? **Formula Bar**
- Which shortcut key is used to switch to the next window? **Alt+Tab**
- What is the file extension of Notepad? **.txt**
- The first part of an email address is called? **User name**
- Surena was the name of? **Robot**
- The opening page of a document is? **Cover Page**
- Which shortcut key is used to decrease the font size by one point? **Ctrl+[**
- Which key is used for left-aligning text? **Cntrl+L**
- .pptx is the file extension of? **PowerPoint**
- The margin added on the binding side of a page during printing is called? **Gutter margin**
- What is the data entered into a computer called? **Input**
- Which language is used in artificial intelligence? **Python**

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- Program used to create spreadsheets? **Excel**
- In MS word, Ctrl + 5 is? **1.5 line spacing**
- Feature used to carry out calculations in Excel? **Formula**
- In MS Word, what is the purpose of Outline View? **To view the document in a structure form, show heading and sub heading**
- In the OSI model, which layer is responsible for data encryption and decryption? **Presentation Layer**
- Which language is used to design web pages? **HTML**
- In MS Word, under which tab is the Equation feature found? **Insert**
- Main purpose of a watermark in MS Word? **Display background text**
- Objects on slides that contain text are called? **Placeholder**
- In MS Excel, what is the use of Format Painter? **Copy formatting one cell to other**
- In MS Office, a macro is used for? **repetitive task automatically**
- In MS Excel, what is the function of VLOOKUP? **retrieve data vertically from table**
- In Word 2016, what is the file extension of a document? **.docx**
- What is the full form of VIRUS? **Vital Information Resources under Siege**
- What is the main purpose of MS PowerPoint? **Presentation**
- What is the difference between HDD and SSD? **HHD used magnetic storage, SSD used flash memory**
- Who is the founder of the supercomputer? **Seymour Cray**
- In MS Word, a small text reference shown at the bottom of the page is called? **Footnote**
- Shortcut key for Copy? **Cntrl +C**
- What command is used to specify one or more cell ranges for printing instead of the entire worksheet? **Print area**
- In Excel, which method is used to create a chart from selected data? **Insert chart**
- In MS Excel, what is the purpose of Freeze Panes? **To lock specific rows or column**
- Which feature allows you to change the order of animations on a slide? **Animation pane**
- Which element is used in transistors and computer chips? **Silicon**
- Pakistan.docx here docx is? **File Extension**
- What is the main difference between a laser printer and an inkjet printer? **Inkjet printer sprays liquid ink liquid ink and laser printer use toner and laser technology**
- Which shortcut key is used to paste an image after copying it from the database? **Ctrl+V**
- What does Presenter View allow a user to do in PowerPoint? **View notes and next slides privately**
- Which option is used to adjust the font size of text in a cell? **Font group on home tab**
- Which file extension is used for an MS Excel 2016 workbook? **.xlsx**
- Which control is used to choose or unchoose multiple options? **Check box**
- What is the device that provides power to the computer? **PSU**
- What is the full form of VPN? **Virtual Private Network**
- Which feature is used to keep the header and footer the same on all slides saving time by preventing the need to edit individual slides? **Slide master**

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- Which protocol is used to transmit electronic mail over a network? **SMTP**
- A computer file contains several records. What does each record contain? **Fields**
- What is the use of the CONCATENATE function in Excel? **To combine two or more cells in one cell**
- What is a browser bookmark? **Access favorite website**
- What is the term for sending data to the server? **Uploading**
- What does DBMS stand for? **Database management system**
- In computer terminology, what does the term machine refer to? **Hardware**
- Which feature ensures secure long-term storage in electronic record keeping? **Cloud based digital preservation**
- What is the purpose of the Forward function in email? **Send received email to another recipient**
- Who is an email service provider? **Gmail**
- Who helped found Google? **Larry Page**
- What is the primary purpose of cookies on a website? **Save login details**
- Which cable is commonly used for connecting a monitor to a computer? **HDMI**
- What does SSL stand for? **Secure sockets layer**
- Who invented the World Wide Web (WWW) in 1989, which is helpful in the field of computers? **Tim Berners-Lee**
- Which generation of computers uses ULSI chips and AI? **5th**
- What is a data repository for a specific purpose called? **Data bank**
- What is meant by phishing? **fake email designed for personal information**
- Which device is not an output device? **Scanner**
- In PowerPoint, animations are applied to? **Objects in slides**
- In MS Excel, rows are represented by? **Numbers**
- Which protocol downloads emails to your device and removes them from the server? **POP3 (Post Office Protocol version 3)**
- In MS word, the same letter for many recipients? **Mail Merge**
- What is the Excel function that combines text from different cells into a single cell called? **CONCATENATE**
- What correct grammatical and misspelled words? **F7**
- In MS Excel, a spreadsheet consists of? **Rows & Columns**
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- _____ is raw facts converted into meaningful _____? **Data, Information**
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- Ctrl + S is used to save the file with? **The same name**
- A diagram that shows the flow of a program is? **Flowchart**

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- Where is an IP address assigned in a computer? **Network Interface**
- What is the main purpose of blockchain technology in computing? **Decentralized**
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- What is an example of freeware? **Spotify**
- In MS Excel, under which tab is the Conditional Formatting option available? **Home**
- VLC is a _____? **Media player**
- In PowerPoint, which shortcut key is used to add a new slide? **Ctrl+M**
- In MS Word, which tab is used to add a footnote? **References**
- A defect in a computer program that prevents it from running properly is called? **Bug**
- The quality of a screen depends on? **Resolution**
- What does a red wavy line indicate in MS Word? **Spelling Mistake**
- Which AI platform is used to help generate text for emails? **ChatGPT**
- What is the highest zoom percentage allowed in MS Excel? **400%**
- The process of removing an unwanted part of an image is called? **Cropping**
- In a URL, what does the .org extension indicate? **An organization**
- What is the proper format of an email address? **You@website.info**
- In MS Word, an endnote is placed at the end of the document? **End**
- _____ is used to identify a device on the network? **IP Address**
- Which language is commonly used for artificial intelligence? **Python**
- Who established the Android system? **Google**
- The Android operating system is used in which devices? **Mobile**
- Which program initializes/checks memory during the booting process? **BIOS**
- What is the full form of CCTV? **Closed Circuit Television**
- What is the full form of MB in computing? **Megabyte**
- What is the amount of data transmitted in a given period of time called? **Bandwidth**
- Who is regarded as the inventor of Artificial Intelligence? **John McCarthy**

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- Which Excel feature is used to display specific data? **Filters**
- Which feature makes social media messages secure so that only the sender and receiver can read them? **End-to-end encryption**
- What is an example of a physical access control system? **Biometric fingerprint scanner**
- Which one is a brand of smartphone? **Apple**
- Which MS Word feature is used to remove extra spaces? **Find and Replace**
- In MS Excel, what is the point where a row and a column intersect called? **Cell**
- What is the standard page size used in MS Word? **A4**
- Who founded Microsoft? **Bill Gates**
- A computer that processes both analog and digital data is called? **Hybrid computer**
- The process of producing results from processed data to obtain useful information is known as? **output**
- Which file extensions are used for compression? **.zip**
- Microsoft PowerPoint is used for creating? **Presentations**
- In PowerPoint, which key is used to start the Slide Show from the beginning? **F5**
- In PowerPoint, under which tab can Themes be found? **Design tab**
- What does the IF function do in Excel? **To perform a logical test and return a value based on the result**
- What is the name of the symbol ()?**Parentheses**
- Who is recognized as the inventor of the first mechanical computer? **Charles Babbage**
- Which non-impact printer uses a print head containing many tiny nozzles to spray ink onto the paper? **Inkjet Printer**
- What is the spacing at the start of a paragraph called? **Indentation**
- Which language is primarily used by computers for direct processing? **Machine language**
- Who established ENIAC? **J. Presper Eckert and John Mauchly**
- In Microsoft Word, what does the shortcut key Ctrl + 5 do? **1.5-line spacing**
- What is the space between the binding side and the text called? **Gutter Margin**
- In MS Word, Portrait and Landscape are examples of ____? **Page Orientation**
- Which command is used to find the highest value in an Excel sheet? **=MAX()**
- In MS Word, from which tab can headers and footers be inserted? **Insert tab**
- Artificial Intelligence (AI) is linked with which generation of computers? **Fifth (5th) Generation**
- In Excel, which key is used to enter a new line within the same cell? **Alt + Enter**
- Two or more computers connected to one another for sharing information are called a? **Network**
- Which is a well-known cloud storage service? **Dropbox**
- Which key is used to open Help? **F1**
- Who founded Netscape? **Marc Andreessen and James Clark**
- In MS Word, comments can be added through which tab? **Review tab**
- What is the main function of the camera in a smartphone? **To capture photos and videos**

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- What is the default file extension of a Microsoft Excel workbook? **xlsx**
- What occurs when a Word file is converted into a PDF document? **It appears as a read-only document**
- What is Ctrl + N used for? **New Document**
- In the given path C > Documents and files > Desktop > City > Market > Computer, which is the innermost final directory? **Computer**
- In MS Word, which tab is used to add bibliography and citation? **References**
- Which of the following is a function key? **F5, F6, F7**
- Which operating system is open-source? **Linux**
- What is the smallest unit of memory in a computer called? **Bit**
- By default, how many worksheets are included in a new Microsoft Excel workbook? **1**
- The Master Document feature in MS Word is used to allow? **Manage and edit multiple subdocuments within**
- What does the Ctrl + C shortcut key do? **Copy**
- What is the shortcut key used to insert a hyperlink? **Ctrl + K**
- Which search engine is used most commonly? **Google**
- Which Excel function returns the current time? **=NOW()**
- Cyber security is a system created to protect computer networks and/or guard against? **Unauthorized access, Exploitation, Modification**
- Who translates program language into machine language? **Compiler**
- In Microsoft Word, where is the word count displayed? **Status bar**
- What is a common application of the Python programming language? **Web development**
- What does the COUNTA() function do? **Counts non-empty cells**
- In Microsoft Word, which feature allows you to adjust margins, indentations, and tabs? **Ruler**
- What is the full form of SQL? **Structured Query Language**
- The IP address 192.168.0.1 belongs to which class of IP address? **Class C**
- What is the purpose of a URL? **To access a specific website**
- Which feature lets you add speaker notes to your presentation? **Notes Pane**
- The computer's brain is called? **Central Processing Unit (CPU)**
- Which feature allows you to check spelling and grammar in a document? **Spell Check**
- What is the full form of ISR? **Interrupt Service Routine**
- Which application is used for editing photos? **Adobe Photoshop**
- What is the full form of the acronym "PDF"? **Portable Document Format**
- Which of the following is a web browser? **Mozilla Firefox**
- Which software is commonly used for managing databases? **MySQL**
- What is the term for the space between the margin and the start of the text? **Indentation**
- Which feature enables you to quickly fill a range of cells with data or a pattern based on the contents of other cells? **Autofill**

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- How can a video from a website be embedded into your PowerPoint slide? **Using the Online Video option in the insert tab**
- Which of the following is a video conferencing platform? **Zoom**
- What is Google Drive used for? **To provide cloud storage**
- Which computer is not classified on the basis of size? **Digital Computer**
- What is a pixel? **the smallest resolvable part of a picture**
- In Microsoft Word, the document name appears in the? **Title Bar**
- In MS Word, which bar is located at the top? **Title Bar**
- A firewall in a computer is mainly used for? **Enhancing computer security by blocking unauthorized access to the system or network**
- In Microsoft Excel, how are rows identified? **Numbers**
- An IPv6 address consists of how many bits? **128 Bits**
- How is an integer variable declared in C++? **int x;**
- By default, what is the maximum number of undo actions possible in Microsoft Excel? **100**
- What is the full form of SSL? **Secure Sockets Layer**
- In a Windows operating system, where are recently deleted files usually stored? **Recycle Bin**
- Which font effect can be found in the PowerPoint Font dialog box? **Strikethrough**
- In Microsoft Excel, where is the cell name displayed? **Name Box**
- What is the name of the computer terminal that provides a paper printout? **Hard Copy Terminal**
- Which of the following is not a Database Management System (DBMS)? **COBOL**
- In Microsoft Word, which steps are correct to crop an image? **Select the image, navigate to the "Picture format" tab, and click the "Crop" button**
- DHCP is used to dynamically assign what to an end user? **IP Address**
- What is Bluetooth an example of? **Personal Area Network**
- Which device is generally used to print large-format documents like architectural drawings or maps? **Plotter**
- Email, Gmail, and Yahoo are? **Email Service Providers**
- Another term for free-of-cost software is? **Freeware**
- Google was established by? **Larry Page and Sergey Brin**
- Which of the following is an operating system? **macOS**
- _____ uses information systems to do an activity cheaper faster accurately and consistently? **Robotics**
- Which key is used to specify italic text in MS Word? **Ctrl + I**
- A program used to view WWW pages is called? **web browser**
- What is the function of Justify? **It aligns the text equally from all sides**
- Windows settings are mainly recorded in? **Windows Registry**
- What is the Excel function called that combines text into a single cell from different cells? **CONCATENATE**
- Who developed FORTRAN? **John Backus**



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- Who invented the WWW in 1989? **Tim Berners-Lee**
- Brain virus was created by which brothers? **Pakistani**
- The list of Excel functions is displayed in the? **Insert Function dialog box**
- The common term for the crime of stealing passwords is? **Spoofing**
- The closest-range connection technology is? **NFC**
- Which software is used to convert a DOC file into PDF? **Adobe Acrobat**
- We can open an MS Word file by typing _____ in the Run dialog box? **Winword.exe**
- Text, images, and objects can be moved efficiently in Microsoft PowerPoint by using? **Animation**
- Who invented the first mechanical calculator? **Blaise Pascal**
- Google+ serves as an alternative to which other website? **Facebook**
- What is the default file extension for every Word document? **.docx**
- The format or arrangement of data is called? **Syntax**
- Another term for free software is? **Open-source software**
- Who was the inventor of integrated circuits? **Jack Kilby**
- To send emails automatically from one account to another, you use? **Forwarding rule**
- What is the highest number of rows available in Microsoft Excel (Excel 2016 and later)? **1,048,576**
- A printed copy is a type of? **Hard copy**
- How many bits are there in a byte? **8**
- What is the largest attachment size permitted in Gmail? **25 MB**
- Which keyboard shortcut is used to increase the font size in Microsoft Word on Windows? **Ctrl + Shift + >**
- Which is a well-known online cloud storage service? **Drop Box**
- What is the highest zoom percentage in Microsoft PowerPoint? **400%**
- What does the keyboard shortcut Ctrl + X do? **Cut**
- What is the name of the intersection of a row and a column in a spreadsheet (MS Excel)? **Cell**
- The .ppt file extension is used for files made in? **MS PowerPoint**
- MS Word, the Copy and Paste functions are found in which group on the Home tab? **Clipboard**
- In a LAN (Local Area Network) system, the operation mainly relies on the? **Server**
- What are cookies used for in a web browser? **Storing user data and preferences**
- What is the default text alignment in MS Word? **Left**
- What is the term for arranging data in a logical order? **Sorting**
- Which keyboard shortcut is used to move between open applications in Windows 10? **Alt+ Tab**
- Shimmer, Sparkle text, Blinking Background, etc. are called? **Text effects**
- Which keyboard shortcut is used to change the letter case of selected text in Microsoft Word? **Shift + F3**

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- Which keyboard shortcut is used in Excel to create a formula that adds all the cells above the active cell? **Alt + =**
- What is the default file extension for Notepad? **.txt**
- What is the measure of the amount of data that can be transmitted over a network at a given time? **Bandwidth**
- Which protocol is used to provide email service between different hosts on the internet? **SMTP**
- The World Wide Web (WWW) is used for? **Accessing and sharing information over the internet**
- Which type of computer data usually takes up the most memory? **Graphics**
- MS Word belongs to which type of software? **Application Software**
- Which feature of MS Excel is used to quickly complete a series of data? **Auto-Fill**
- What is the entire area of a chart called? **Chart Area**
- Which function in MS Excel counts the number of cells in a range that satisfy a given condition? **COUNTIF**
- Which one is database software? **MS Access**
- If you want to use the formatting of one page on another page without copying the text, which tool should you use? **Format Painter**
- What is Ctrl + Q used for? **Remove Paragraph formatting (Line Space and Paragraph Space)**
- In which tab of the Ribbon can the Protect Document option be found? **Review**
- Which of the following is not a genuine version of Microsoft Office? **Office Vista**
- The firmware that manages and configures a computer's hardware components during startup is called? **BIOS**
- Which one is a database management system? **MS Access**
- Which PowerPoint view displays only text (title and bullet points)? **Outline view**
- In Microsoft Excel, a formula always begins with which symbol? **=**
- What is the full form of HTTP? **Hyper Text Transfer Protocol**
- In MS PowerPoint, the On Mouse Click option is used for? **Transition/ change the slide**
- What is the predefined set of colors, fonts, and visual effects in PowerPoint that you apply to your slides for a consistent, professional look? **Theme**
- In Microsoft Excel, what is sorting data from A to Z called? **Ascending Order**
- Which of the following is not a type of character spacing? **Raised**
- What is meant by indentation in MS Excel? **Moving cell content away from the cell border**
- Who founded Microsoft Corporation? **Bill Gates & Paul Allen**
- In MS Word 2016, where is the Zoom option located? **View tab, status bar**
- Which software is used for managing projects and tracking tasks? **ASANA**
- Which is the most commonly used networking connector in the network interface cards of PCs? **RJ-45**
- What is the most accurate definition of the Internet? **A global computer network connecting millions of devices**

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- MS Word provides different views for a document? **Five**
- A computer that contains more than one processor is called? **Multiprocessor**
- Which tool in MS Word enables users to send letters or documents to multiple contacts? **Mail Merge**
- Which shortcut key is used to minimize a workbook window in MS Excel? **Ctrl + F9**
- Which results in a single link between the host and the destination in a network? **Point-to-point connection**
- Which formula is used in Excel to calculate the remainder after division? **MOD**
- What is a group of linked web pages called? **Website**
- What is software used for? **To instruct the computer hardware to perform functions and tasks**
- If you want to hide a paragraph in Microsoft Word, in which dialog box is the "Hidden" checkbox option available? **Font Dialog Box**
- Which Microsoft Office application is generally used for creating flowcharts and presentations? **MS PowerPoint**
- What is the default name of a new workbook in Microsoft Excel? **Book1**
- The silicon chip used in a computer for data processing is called? **Microprocessor**
- ADA belongs to which category? **Programming Language**
- Which language is mainly used for creating web pages? **HTML**
- In Microsoft Word, in which view can headers and footers be seen? **Print Layout**
- Which formula is used in Excel to calculate the average of cells B3 to E5? **=AVERAGE (B3:E5)**
- Which keyboard shortcut is used to increase the font size in Microsoft Word? **Ctrl + Shift + >**
- Which keyboard shortcut is used to expand the selection downward in a Microsoft Excel worksheet? **Shift + Down Arrow**
- A loop that has another loop inside its body is called? **Nested Loop**
- The first generation of computers used? **Vacuum Tubes**
- Which has the least access time (fastest memory)? **Register**
- Which keyboard shortcut is used to apply subscript to selected text in Microsoft Word? **Ctrl + =**
- In Microsoft Word, what is the space between the lines of a paragraph called? **Line Spacing**
- Which technology was used in the third generation of computers? **Integrated Circuits (ICs)**
- What is the first slide of a PowerPoint presentation called? **Title Slide**
- Which keyboard shortcut is used to copy the selected text? **Ctrl + C**
- 1 GB is equal to how many MB? **1024**
- Servers are computers that provide resources to other computers linked to a? **Network**
- Which technology is used in the fifth generation of computers? **Artificial Intelligence**
- Which cloud service provider provides EC2, S3, and Lambda? **Amazon Web Services**
- HTML is used for? **Developing webpages**

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- What is the application of technology used to protect networks and software from attacks? **Cybersecurity**
- Which process is used to display slides continuously? **Slideshow**
- In MS Word, macros are used for? **Automating repetitive tasks**
- Which one is not a computer brand? **Intel**
- Which directs users from multiple sources to a single link or destination? **Landing page**
- Which part of the computer controls all the other parts? **CPU**
- Which application is commonly used for listening to music on computers and mobile phones? **Spotify**
- Encryption and decryption are part of which area? **Cryptography**
- Half of a Byte is known as? **Nibble**
- What are the primary components of a CPU (Central Processing Unit)? **Control Unit and Arithmetic Logic Unit (ALU)**
- What is the instruction given directly to a computer called? **Command**
- In C++, the library function exit() causes? **Exit from the program**
- "Portrait" and "Landscape" are kinds of? **Page orientations**
- Which one controls all the main slide management tasks for your presentation? **Task Pane/ Slide Pane**
- Nvidia's most advanced technology is associated with? **Graphics Processing Units (GPUs)**
- What is the primary function of a firewall in computer networks? **To block unauthorized access to or from a private network**
- What does CAD stand for? **Computer Aided Design**
- Which function is used to calculate the monthly mortgage payment? **PMT**
- Which file extension is most commonly linked with graphics card drivers? **.INF**
- Unwanted repeated messages, such as unsolicited bulk email, are known as? **Spam**
- Auto-correct is used for _____ words in a document? **Misspelled**
- What is meant by overclocking in computing? **Increasing the clock speed of the CPU or GPU beyond factory settings**
- What does UNIVAC stand for? **Universal automatic computer**
- MRI works with the help of? **Magnetic field**
- Received messages are stored in which folder? **Inbox**
- In DBMS, data is organized in? **Tables**
- Which one is not available in MS Word? **Brush**
- In MS Word, which menu option is used to add a table? **Insert tab**
- Which is the correct format of an email address? **Username@website.com**
- Which shortcut key is used to close a program? **Alt+F4**
- Which shortcut key is used for center alignment? **Ctrl + E**
- File transfer from the internet to a computer? **Downloading**
- In a records management system, metadata is used for? **Store Context**
- Which tab is not shown on the left panel when we create a presentation? **Notes**

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- Which category do drum printers belong to? **Line printer**
- Machine learning is sub area of? **Artificial Intelligence**
- Ctrl + Backspace = **Delete the word left of the cursor**
- In Excel, what is referred to by the term "filter"? **To temporarily hide certain data based on specific criteria**
- In a typical office environment, what does the acronym PDF usually stand for? **Portable Document Format**
- Ctrl + Y = **Redo previously undone function**
- It is crucial, when recording data electronically, to? **Ensure accuracy and consistency in data entry**
- Which factors does not affect motion blur in a photograph? **ISO sensitivity**
- What is Shift + Alt + D? **Insert the current date**
- In this context, when you encounter a document marked "CC" on the receipt list, what does CC typically stand for? **Carbon copy**
- Which feature in Excel allows rows and columns to remain visible while scrolling by freezing them? **Freeze panes**
- In Excel, what are the small squares called that are arranged in rows and columns? **Cells**
- In MS Word, which feature allows you to track changes made to a document? **Track changes**
- Compared to "JPEG", what does the "RAW" image format offer? **Higher image quality and greater editing flexibility**
- In an MS PowerPoint Presentation, which key is used to add a new slide? **Ctrl+M**

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- What does URL stand for? **Uniform Resource Locator**
- In a Microsoft Excel worksheet, how many rows are there? **1,048,576**
- In a computer, what is used to transfer data between internal components? **Bus**
- In PowerPoint, slide design is found in? **Design tab**
- Word processing programs create which type of file? **Document file**
- In MS Word, you can use which key to delete a character to the left of the cursor? **Backspace key**
- Which one is considered a valid encoding format? **UTF-8**
- Eight bits are equal to? **Byte**
- In MS Excel, which one is not a function? **AVG**
- What can a computer virus not affect? **Keyboard**
- In MS Word, what is the shortcut used for inserting a page break? **Ctrl + Enter**
- In the Run dialog box, which command is used to find temporary files? **%temp%**
- What are the files in browsing history commonly known as? **Cache**
- Which is the heart of the processor that performs many different operations? **Arithmetic and Logic Unit**

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- What are the physical parts of a computer called? **Hardware**
- What is the file extension of an MS Word document? .**docx**
- In MS Word, which position is not available for fonts? **Centered**
- In the context of network protocol, POP stands for _____? **Post office protocol**
- In Windows, which command is used to find and open Command Prompt? **cmd**
- Which can store more data than a DVD? **Blu ray disk**
- In Microsoft Word, which tool is used to find antonyms and synonyms for a selected word? **Thesaurus**
- What are the system programs called that control and co-ordinate the overall operations of a computer system? **Operating system**
- What can be used to navigate documents? **Hyperlinks**
- What was the capacity of a 3.5 inch floppy disk? **1.44 MB**
- Microsoft Word is what type of software? **Application**
- In a computer, which is the smallest unit of data? **Bit**
- In Microsoft Word, what is the function of Ctrl + P? **Open print Dialog**
- GUI stands for? **Graphical User Interface**
- In Microsoft Word, which shortcut is used to open the “Find and Replace” dialog box? **Ctrl+H**
- In MS-Word, the Shapes option is contained in which tab? **Insert**
- In Microsoft Word, which shortcut key is used for spell check? **F7**
- In an MS-Word document, single spacing causes line spacing of how many points? **12**
- Which was the first network that started the Internet? **ARPANET**
- What does MB stand for? **Megabyte**
- Who founded Microsoft? **Bill Gates**
- Which device is not an input device? **Plotter**
- A cursor is a _____? **Thin blinking line**
- In MS Excel, which symbol is used for executing formulas? **=**
- In MS Word, what is the term for a character that is smaller and raised above the baseline? **Superscript**
- In MS Word, which key is used to delete the character to the right of the cursor? **Delete**
- Which view is commonly used to create and edit slides in PowerPoint? **Normal view**
- Which is not a nomenclature used in MS Excel? **Document**
- Computer Hard Disk was first introduced by? **IBM**
- Ctrl, Shift, and Alt are called which keys? **Modifier**
- In MS Word, which shortcut is used for Undo? **Ctrl + Z**
- A program used to prepare a _____ is Excel? **Spreadsheet**
- Which type of table constraints will prevent duplicate rows from being entered? **Primary key**
- By selecting which option, can we remove / hide the border of a shape? **No outline**
- In MS Word, what is the shortcut key for "Decrease Font Size"? **Ctrl + Shift + <**
- In Excel, which command is used to add cells? **SUM**

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- What is the shortcut-key in MS Word for a manual line break? **Shift+ Enter**
- In the drop down menu of MS Word, what is the largest font size available? **72**
- Ctrl+5 is used to add how many points of line spacing? **1.5**
- In one byte, how many bits are there? **8 bits**
- What was the first network called? **ARPANET**
- What is the AutoSum feature? **Automatically adds range of cell values**
- In Word, what does 5*2 mean? **5 columns and 2 rows**
- Where is RAM located? **Motherboard**
- The slide that introduces a topic and sets the tone for the presentation is called? **Title slide**
- Which pane is not available in the Task Pane? **Word Art**
- Which one is not a paper size? **Landscape**
- When will a smart tag be removed from a cell? **The data in the cell is changed or deleted**
- In a Spreadsheet, what is the function of the F4 key? **Repeat the last action**
- Which type of computer memory can retain stored information even after the power is removed? **Non-Volatile memory**
- Which one is not part of the computer spreadsheet interface? **Pencil work**
- An Excel workbook is a collection of? **Worksheets**
- Which one is an output device? **Printer**
- Which one is not a characteristic of a computer? **Intelligence**
- Who is known as the father of the Internet? **Vint Cerf**
- Which shortcut is used to select the whole document? **Ctrl+ A**
- In a compact disk, which technology is used to store data? **Laser**
- What does HTTP stand for? **Hypertext Transfer Protocol**
- What does MICR stand for? **Magnetic Ink Character Recognition**
- What is MS Excel used for? **To organize data**
- What is a set of instructions called that directs a computer's hardware to perform a task? **Program**
- Which refers to pre-made images that are ready for use in MS-Word documents? **Clipart**
- What is meant by a light pen? **Optical Input Device**
- In MS Excel, which is the valid data type? **Boolean**
- What does BIOS stand for? **Basic Input Output System**
- What is the printed output from a computer called? **Hardcopy**
- Which shortcut is used to copy the text? **Ctrl+ C**
- Who is known as the father of Computer? **Charles Babbage**
- What is the alternative computer jargon for bug? **Glitch**
- Which device is not portable? **Desktop computer**
- In MS Word, which view is the default one? **Print Layout**
- A storage device that uses lasers and light technology for reading and writing information is known as? **Optical storage**

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- In PowerPoint, what are the dotted areas on an empty slide called? **Placeholders**
- In MS Word, what is the gutter margin? **Margin that is added to the binding side of page when printing**
- Which is the full form of Wi-Fi? **Wireless Fidelity**
- What is the difference between memory and storage? **Temporary, Permanent**
- Which shortcut is used to save the document? **Ctrl+ S**
- In MS Excel, the Go to command is located in? **find**
- Unauthorized access to your computer is prevented by? **Encryption**
- The type of mouse that uses laser technology to detect**? Optical mouse**
- Which protocol is used on the internet to secure a computer? **HTTPS**
- Times New Roman and Arial are examples of? **Fonts**
- A group of related files in a computer is called a? **Database**
- Which is the extension of Graphics Interchange Format? **.gif**
- Which is not related to the spelling dialogue box? **Edit**
- In e-mail, what does BCC mean? **Blind Carbon Copy**
- On what can a border be applied? **Paragraph, Text, Cell**
- What does CAD stand for? **Computer aided design**
- Edit > Delete command of a cell? **Deletes selected cells**
- Data being obtained from a cell located in another sheet is called? **Referencing**
- By default, which Page Orientation is used in MS Word? **Portrait**
- In MS Word, which shortcut key is used to open an existing file? **Ctrl+ O**
- In MS PowerPoint, on mouse click option can be used in? **Transition & on mouse click**
- In MS Excel, B2:B6 represents? **Range of cells**
- What is used to open your account? **Log in**
- Which storage device is circular in shape? **Disk**
- In the Computer, all devices are attached with? **Motherboard**
- What is meant by a dedicated computer? **Which is assigned one and only one task**
- In MS Excel, which key is used to move from one cell to another? **Tab**
- What does ICT stand for? **Information and Communication Technology**
- MS-DOS is which type of operating system? **Command Line Interface**
- Which type of connection is used to connect a printer directly to a network? **Ethernet cable**
- In Excel, which part shows the contents of the active cell? **Formula Bar**
- Which is a dynamic mathematical calculation used to show a single value for a specific field? **Aggregate function**
- The “Ctrl + Page Down” shortcut key in MS Word is used to? **Move the cursor to next page**
- A light-sensitive device that converts drawings, printed text, and other images into digital form is? **Scanner**
- Which software is used to create a presentation? **MS PowerPoint**
- Which key is used to reload the current window? **F5**

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- Email is used to send? **Audio, Video, File**
- In MS Word, by default, on which page is the header or footer printed? **Every page**
- Internet access that is provided by transmitting digital data over the wires of a local telephone network is called? **Digital Subscriber Line**
- Which keyboard shortcut is used to increase the font size in Microsoft Word? **Ctrl+]**
- Authentication refers to? **Password, Username**
- Which one is a single-user operating system? **MS-DOS**
- AND, OR, XOR, NOT, NAND, and NOR are which type of gates? **Logic gate**
- Presentation pages in PowerPoint are called? **Slide**
- A worksheet in MS Excel consists of a set of _____? **Rows and Columns**
- Which basic language is used to create a web page? **HTML**
- EBCDIC refers to? **Extended Binary Coded Decimal Interchange Code**
- What is the full form of DMA? **Direct Memory Access**
- RAM refers to? **Random Access Memory**
- The output displayed on the computer monitor is called? **Soft copy**
- What is used to store data permanently in a computer? **ROM**
- Which shortcut key is used to align the selected text to the center? **Ctrl+ E**
- Which one is not an output device? **Keyboard**
- A type of software that can damage your computer is called? **Virus**
- What is defined by the handout master? **Layout of Handout**
- A wireless technology built into electronic gadgets that is used to transfer data over short distances is? **Bluetooth**
- Picture, Text Box, and Chart can be accessed from which menu? **Insert**
- Which program is executed by BIOS to check that the hardware components are functioning properly when the computer is turned on? **POST (Power-On Self-Test)**
- Which one is not a function in MS Excel? **AVG**
- What is used to identify a user who returns to a website? **Cookies**
- The fundamental unit of a worksheet where you enter data in Excel is called? **Cell**
- The process of loading an operating system when the user switches on a computer is known as? **Booting**
- The operating system is the most common type of which software? **System**
- MS Word provides different views of a document? **5**
- Binary codes are in the form of? **0, 1**
- Which shortcut key is used to justify the text in a Microsoft Word document? **Ctrl+ J**
- If the system time and date shown are incorrect, you can reset them using? **Control Panel**
- When creating a computer program, the person who designs the program's? **System Analyst**
- No computer can perform anything without a? **Program**
- To remove the selected text, press? **Delete**
- Which pane is not present in the Task Pane? **Master slide**

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- What is the term used for the organized collection of software that manages the overall operation of a computer? **Operating system**
- We use _____ to send audio, video, and text? **Email**
- Crimes carried out using computers and the internet are called? **Cybercrime**
- Which key is used to rename? **F2**
- Which protocol offers e-mail service among different hosts? **SMTP**
- Which one is not a valid data type in Excel? **Character**
- WAN refers to? **Wide Area Network**
- A user interface that is simple to use is considered to be? **User Friendly**
- A computer program that converts one program instruction at a time into machine language is called an? **Interpreter**
- What is the file extension for the PowerPoint application? .**pptx**
- Which type of memory stores the computer startup routine? **ROM**
- A feature that automatically fixes common spelling mistakes is called? **Auto Correct**
- Which shortcut key is used to shut a tab in a browser? **Ctrl+ W**
- What should be done after fixing a problem, installing a new application, or making changes in a computer's configuration? **Restart**
- The physical components of a computer are known as? **Hardware**
- Which one is not a valid data type in MS Access? **Picture**
- In the latest generation of computers, the instructions are executed? **Both Parallel and Sequential**
- In MS Excel, what is a function inside another function called? **Nested**
- An optical disk is a digital data storage medium that can be read from and written to by using which beam? **low-powered laser**
- Which temporarily stores data and processing instructions until the CPU requires them? **Main memory**
- A smaller character raised above the baseline is known as? **Superscript**
- A group of related tables is called? **Database**
- Microsoft PowerPoint is an example of? **Presentation software**
- Which key is used in MS Excel to enter the current time in a workbook? **Ctrl+ Shift+;**
- If you press ____ , the cell takes your typing as its contents? **Enter**
- Which key is used to move one screen down in MS Word? **Page Down Key**
- A group of four bits is called? **Nibble**
- In magnetic disks, data is arranged on the platter in concentric circles called? **Tracks**
- Which component includes input, output, and storage? **Hardware**
- The COUNT function in MS Excel is used to find which kind of cells? **Numeric**
- The processed output produced by a computer is also called? **Information**
- Hyperlinks may be? **Text, Drawing object, Pictures**
- You can arrange files by keeping them in? **Folder**
- What do we call a combination of a row and a column? **Cell**

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- In MS Excel, the function used to return one value if a condition is true and another value if it is false is? **If function**
- A set of instructions used by a computer is called? **Program**
- Which one is temporary memory? **RAM**
- CTRL+S is used for? **Save the document with same name**
- The process of confirming the identity of a user is termed as? **Authentication**
- Which function is used to obtain the current date? **Today()**
- Microsoft Word is an example of? **Application Software**
- Which one is not a version of Windows? **Windows 9**
- The primary window in a computer spreadsheet is called? **Worksheet**
- The Basic Input/Output System (BIOS) is used in a computer by? **Operating System**
- Cryptography is a method in which data is protected and safe from? **Attack**
- In MS-Excel, the two common wildcards are? *** and ?**
- Which cell reference does not change when copied? **Absolute**
- In what form are instructions and memory addresses represented? **Binary codes**
- An electronic spreadsheet consists of? **Rows, Columns, Cells**
- A computer is commonly used in an office for? **Word Processing**
- Which formula is used in MS Excel to add cells A1 and A2 together? **=A1+A2**
- Which device is needed for hearing and playing? **Sound card and speakers**
- Which command is used to create a series of values directly from the values in the selected cells? **Auto Fill**
- Which type of computer is the most powerful? **Super computer**
- In MS Excel, which command is used to combine the consecutively selected cells and center-align them? **Merge & Center**
- The arguments of Microsoft Excel functions are always written in? **Parentheses**
- What are the components found in the CPU? **CU and ALU**
- In MS Word, adding ghost text, such as “Confidential,” behind the text is done using? **Watermark**
- Operating systems, editors, and debuggers are? **System software**
- By default, on which pages are footers printed? **All pages**
- Which menu/group is used if we want to change the typeface of the selected text? **Format**
- The Portrait and Landscape options come under? **Page Orientation**
- What is the act of retrieving existing data from memory called? **Read from, Read out, Read**
- Where are the date and time displayed? **System tray**
- Which program in the Microsoft Office suite is the spreadsheet program? **MS Excel**
- Which shortcut key is used for a manual line break? **Shift+ Enter**
- In Microsoft Word, what are superscript, subscript, and strikethrough known as? **Font Effect**
- What does word wrap mean? **Moving text automatically to the next line**

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- To what can we apply a border? **Cell, Paragraph, Table**
- Which keyboard shortcut is used to change the case? **Shift+F3**
- What is the End key used for? **Moves the cursor end of the line**
- In Microsoft Word, when a user is reading a document on the screen and wants to hide all the elements except the document, he chooses? **Full Screen reading view**
- How can you use the Format Painter multiple times before turning it off? **Double clicking the format painter button**
- What is Ctrl+N used for? **New document**
- What is Ctrl+I used for? **Italic**
- The circular divisions of a disk used to store and retrieve data are known as? **Tracks**
- What is the shortcut key for Mark Citation in MS Word? **Alt+ Shift+ I**
- A group of eight bits is called a? **Byte**
- In MS Word, which shortcut key is used for redo? **CTRL+Y**
- To view headers and footers, you must switch to? **Print layout view or Print preview mode**
- What is Ctrl+B used for? **Bold**
- Which menu item is used to insert a chart in MS Excel 2016? **Insert**
- What is the default name of a newly created MS Word file? **Document1**
- What is a gutter margin? **Margin that is added to the binding side of page when printing**
- Which one is not antivirus software? **Oracle**
- Which shortcut key is used to change the font in MS Word? **Ctrl+ Shift+ F**
- How can you quickly insert a row in a table in MS Word? **Press Tab**
- What is the storage capacity of a standard floppy disk? **1.44 MB**
- What are inserted as cross-reference in Word? **Word fields**
- Which command shows the contents of the active cell in Excel? **Formula bar**
- By which method can you not close the MS Word application? **From File menu choose close submenu**
- Where is the ON/OFF power button typically located? **Front of the device**
- _____ and _____ are the smallest and largest font sizes available in the Font Size tool on the formatting toolbar in MS Office? **8 and 72**
- By default, after every _____, MS Word automatically saves AutoRecovery information for any document? **10 mins**
- What is the shortcut key to clear all formatting from the selected text? **Ctrl+ Spacebar**
- Which function is used to display the current date and time in a cell? **Now( )**
- Which sign is used in a formula for an absolute reference? **$**
- What is the Word Wrap feature? **Automatically moves text to the next line when necessary**
- A desktop computer usually refers to? **Microcomputer**
- In MS Excel, what can the Chart Wizard do? **Can place a chart on new chart sheet or on any sheet in the workbook**
- What is Ctrl+U used for? **Underline**

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- What is a theme in the context of computer applications? **Change the overall color and font**
- Which shortcut is used to underline text in MS Word? **Ctrl+ U**
- Which physical part of the computer is responsible for connecting various peripheral components? **Motherboard**
- What is the smallest unit of information in a database record called? **Field**
- In Excel, what do you first do to create a formula? **Type the equals sign (=) to tell Excel that you're about to enter a formula**
- RJ45 UTP cable contains _____ pairs of cables? **4 pair**
- What is a value used in a formula that does not change called? **Constant**
- What does the VLOOKUP function do? **Searches for a value in the column**
- What is the main feature of AutoCorrect in MS Word? **Spelling correction**
- In MS Excel 2016, a window can be divided into two parts by? **View > Window > Split**
- BASIC is a _____ language? **Procedural**
- Suppose there is text in a document that is bold, red in color, and has a green background. We want to apply all this formatting to another paragraph at once? **Format Painter**
- By default, which is the smallest heading tag in HTML? **H6**
- Which Excel feature is associated with the line that appears around a selected cell? **Active Cell Highlighting**
- What is the default page orientation in MS Word? **Portrait**
- Which is the least expensive memory device? **Magnetic tape**
- A computer cannot boot if it does not have? **Operating system**
- To open an existing workbook in MS-Excel, you can click the Open button on the _____ toolbar? **Standard**
- Which option is used to display a particular row or column on every printed page? **Print Title**
- Which one is an input device? **Keyboard**
- Which is not an element of the computer spreadsheet interface? **Pencil work**
- Who invented the first calculator? **Blaise Pascal**
- Which formula automatically capitalizes the first letter of a word? **Proper**
- The only language that the computer understands is? **Machine Level Language**
- Which is a valid font style? **Regular**
- How can selected text be deleted in Word? **Press Delete**
- When a formula references a cell that contains text instead of a numerical value, what error does Excel display? **#VALUE!**
- Which key is used to copy the formula from the cell above? **Ctrl+'**
- What is the primary purpose of Format Painter in Microsoft applications? **To copy formatting from one place and paste to another place**
- Which class of computer cannot support multiple users at the same time? **Micro computer**
- A compiler is a? **System program that converts instructions to Machine Language**

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- The distance between the margin and the beginning of a paragraph is called? **Indentation**
- In which temporary area do you store text and other data and later paste them to another location? **Clipboard**
- In Excel, the columns are labeled as? **A, B, C**
- Which shortcut is used for spell check in MS Word? **F7**
- What is the F12 key used for in MS Word? **Open save as dialogue box**
- Which key is used to duplicate the selected text so that it can be used in another place? **Ctrl+ C**
- What is the shortcut key for opening a new MS Word document? **Ctrl + N**
- Which Excel tool lets you set specific conditions for data entry to ensure accuracy and consistency in your data? **Data Validation**
- Which operation adds content from the Clipboard to your Word document? **Paste**
- In MS Excel, ready-made templates are available under the _____ tab? **File**
- Which shortcut key is used to print the document? **Ctrl+ P**
- Which operation is usually associated with the Clipboard? **Copy and Paste data**
- Which is a valid cell address? **A5**
- MS Excel is commonly used for? **Organize data**
- Which one is an absolute cell reference? **A1**
- Which type of computers are large in size? **Super Computer**
- An ABC computer is used for? **Specific purpose computer**
- A feature of MS Word that automatically saves the document after a certain interval is? **Auto Recover**
- Which option in the File menu is used to close a file in MS Word? **Close**
- Which is a term used in MS Excel? **Row**
- How many read-write heads are there in the disk of a 9-trac magnetic tape? **9**
- A group of commands collected together that we can run? **Macros**
- Which shortcut key is used to decrease the font size of the text? **Ctrl+ Shift+<**
- What does the Recycle Bin do? **Store deleted file**
- What happens when data is entered into a memory location? **It will erase the previous content**
- The default page size of a new document is _____ inches by _____ inches? **8.5 and 11**
- What is the highest zoom percentage in MS Word? **500%**
- Which Microsoft Office suite allows you to create visually engaging presentations? **MS PowerPoint**
- Which key is used for help in MS Word? **F1**
- What is meant by vertical separation between columns? **Gutter**
- Which print mode should be selected to view the entire document? **Print Preview**
- Which key do you press while clicking to select multiple files or folders? **Ctrl**
- Ctrl + End is used for? **Moves the cursor to the end of Document**
- Which key is pressed to enter data in a cell of Excel? **Enter**

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- A collection of cells in MS Excel is known as? **Range**
- Which device is used as an input device? **Scanner**
- In MS Word, Go To is a part of? **Find**
- What is located to the left of the horizontal scroll bar? **View buttons**
- In MS Word, "Ctrl + Page Up" is used for? **Moves the cursor one Page Up**
- Which scroll bar should be clicked in MS Word to view the left side of the page? **Horizontal Scroll Bar**
- Which panes keep specific rows or columns visible while the rest of the worksheet scrolls? **Freezing pane**
- What is the greatest angle by which you can rotate text within a cell in MS Excel? **90**
- The least significant bit in a binary number that corresponds to any odd decimal number is? **1**
- What is used in MS Word to reset highlighted text to the default font? **Ctrl+ Spacebar**
- What is the title of the page of a Microsoft Word document called? **Cover page**
- On which tab in MS Word are the Header and Footer commands located? **Insert**
- Cropping is associated with? **Image**
- Which file type indicates a compressed version of one or more files? **ZIP**
- Which one is not a valid data type in Excel? **Character**
- Which is not an essential component for performing a Mail Merge operation? **Word field**
- Which keyboard shortcut is used to switch among open apps in Windows 10? **Alt+ Tab**
- What is the default slide page setup orientation in PowerPoint? **Landscape**
- What does the term DNS stand for? **Domain Name system**
- What is the F7 key commonly used for? **Checking spelling and grammar**
- Which key is used to toggle the display of the Ribbon? **Ctrl + F1**
- PowerPoint is a Microsoft tool that is used to create? **Presentation**
- Which type of malware is a program or piece of code that is installed on a person's computer without his knowledge and works against his wishes? **Virus**
- What is the unique address of every web page called? **URL**
- An application program that allows a user to set page numbers and check the spelling of a document is known as? **Word Processor**
- On what can process synchronization be done? **Both hardware and software level**
- Which method cannot be used to modify the contents of a cell? **Pressing the Alt key**
- Under which command are Portrait and Landscape present? **Page Layout**
- The most basic unit of information in a digital system is? **Bit**
- In Microsoft Word, Ctrl + Backspace is used to? **Delete the word just before the cursor**
- What is 1024 KB equal to? **1 MB**
- A proxy server is used for which one of the following? **To provide security against unauthorized users**
- In PowerPoint, the objects on a slide that are used to hold text are called? **Placeholders**
- The responsibility for file management lies with? **Operating system**

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- Which file is responsible for starting MS PowerPoint? **Powerpnt.exe**
- _____ is converted into information by the computer? **Data**
- The "On Mouse Click" option in MS PowerPoint can be used by? **Transition & animations**
- Which PowerPoint feature allows the user to create a simple presentation without having to spend much time on it? **AutoContent Wizard**
- How can a chart be added to a presentation in PowerPoint? **Insert > Illustration > Chart**
- Which shortcut key is used to preview the page before printing? **Ctrl+F2**
- ____ is not present in a slide layout? **Animations**
- Which option in Microsoft Word allows you to copy the formatting of text and apply it in multiple places? **Format Painter**
- Which view in PowerPoint shows the slides and their arrangement as miniature slide representations? **Slide sorter view**
- Users often use a _____ to access a mainframe or supercomputer? **Terminal**
- How many generations of computers are there? **5**
- Which feature in Microsoft Word adjusts the spacing between certain pairs of characters? **Kerning**
- When typing text in a document, the Enter key is usually pressed at the end of every? **Paragraph**
- The transfer of files from a computer to the internet is called? **Uploading**
- The maximum number of points available in the Font Size formatting toolbar is? **72**
- Which case contains the electronic components of a computer that are used to process data? **System unit**
- To access a website, you will need to open a _____? **Browser**
- What does the internet use to communicate between devices and networks? **Internet protocol**
- A decoder is needed in the case of a? **Vertical Microinstruction**
- What type of device is a headphone? **Output**
- What is the main purpose of an operating system? **To make the most efficient use of the computer hardware**
- Which _____ file runs MS PowerPoint? **Powerpnt.exe**
-
- Who started the development of the World Wide Web in 1989? **Tim Berners-Lee**
- What is Ctrl + C used for? **Copy text**
- The time a computer takes to process a job or instruction is called? **Execution time**
- What is used to create a chart in MS Excel? **F11**
- Which device stores data on a permanent basis? **Flash disk, Hard disk , DVD**
- What is the file extension of a Microsoft Excel file? **xlsx**
- A byte is made up of? **Eight bits**
- Whereas a computer mouse moves over the table surface, a trackball is? **Stationary**
- What does EEPROM stand for? **Electrically Erasable Programmable Read-Only Memory**

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- Which option in MS-Word allows the user to send the same letter to different recipients? **Mail merge**
- If the page size increases, what happens to the internal fragmentation? **Increases**
- A collection of possible data values is called? **Domain**
- The Page Down key on the keyboard is used in Microsoft Word to? **Moves the cursor one screen down**
- In which device is the numeric pad present? **Keyboard**
- Which one is not an operating system? **Oracle**
- A hybrid computer is? **Resembles both a digital and analogue computer**
- Which keyboard key can be used to view the slide show in MS PowerPoint? **F5**
- What is the default number of lines for Drop Cap? **03**
- Which key should be pressed to begin a new paragraph in MS-Word? **Enter**
- Which is the correct format of an email address? **Name@website.com**
- What ensures the authentication of an email? **Digital signature**
- To move to a specific location in a document, we use? **Bookmarks**
- What is the software that contains rows and columns called? **Spreadsheet**
- In MS Excel 2016, which of the following options can be used to split windows into two? **View > Window > Split**
- An operating system can be described as? **System software**
- What is Ctrl + Right Arrow used for? **Moves the cursor one word right**
- In computing, what does NOS stand for? **Network Operating system**
- In MS Word, what is the Ctrl + N shortcut key used for? **Create a new document**
- Which function key is used for refreshing the current window? **F5**
- Which file starts MS Word? **Winword.exe**
- What does line spacing refer to? **The space between the lines of text**
- What is the Page Up keyboard key used for in Microsoft Word? **Moves the cursor one screen up**
- What is Ctrl + Left Arrow used for? **Moves the cursor one word left**
- API is an abbreviation for? **Application programming interface**
- What is used in a computer to protect a network server from harm by those who log into it? **Firewall**
- "Ctrl + Home" is used for? **Moves the cursor to the beginning of Document**
- Which key is used to close the active window? **Alt+F4**
- Which feature helps you insert the contents of the Clipboard as unformatted text in MS Word? **Paste special**
- The feature that tracks the right margin? **Word-wrap**
- Which type of diagram would be used to compare the performance of two employees in the year 2021? **Column chart**
- Who is regarded as the father of computers among Muslims? **Al-Khawarizmi**
- In Microsoft Excel, which key should be pressed to enter a new line within a cell? **Alt+ Enter**

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- MS Excel, MS PowerPoint, and MS Word are parts of? **Microsoft Office Suite**
- What is the use of the Home key? **Moves the cursor beginning of the line**
- How many kinds of references are used in Excel? **3**
- What is the main function of a register in a CPU? **Quickly accept, store, and transfer data and instructions**
- What is the file extension for MS PowerPoint? .**ppt**
- The intersection of a row and a column in a worksheet is called? **Cell**
- What is the shortcut key to justify a paragraph in Word? **Ctrl+ J**
- In MS Excel, what must we do to insert a SUM formula in a cell? **= sum(A1:A2)**
- In which menu can you find features such as Slide Design and Slide Layout in PowerPoint 2003? **Format Menu**
- Which is not a valid version of MS Office? **Office Vista**
- What does the IF function do in Excel? **To perform a logical test and return a value based on the result**
- Which technique is used to improve your website's ranking in search engine results? **SEO**
- In Microsoft Word, there is a feature known as 'Gutter Margin'. What is this feature used for? **Give provision for better document binding**
- When you first start PowerPoint, it adds a blank slide by default? **Title Slide**
- On which bar can we see the current position of the slide in MS PowerPoint? **Status bar**
- Which feature in Microsoft Word lets a person proofread a document and mark suggested edits and deletions? **Track changes**
- When applying conditional formatting, you can check the conditions against_____? **Cell value, Formula**
- Which symbol is used to enter a formula in MS Excel? **=**
- Which symbol is used in an email address to separate the username and the domain name? **@**
- What is Microsoft Office Inter-Connect? **Business-relationship database**
- In MS Word, what is used to insert virtual text (ghost text) in the background of the odd content? **Watermark**
- What is a note or comment that an author or reviewer adds to a document? **Comment**
- What is the purpose of the SUM function in Excel? **To add up a range of cells**
- Times New Roman, Arial, etc. are examples of? **Font**
- In MS Word, “Ctrl + Right Arrow” is used to do? **Moves the cursor one word right**
- Programs designed to perform specific tasks are known as? **Application software**
- Which is safe to back up data in electronic record keeping? **Encrypt your data**
- Which types of fonts are most suitable for titles and headlines in MS PowerPoint? **Sans serif fonts**
- Which type of application is used to display the location of your family members and workplace? **Life 360**
- What is Microsoft Office Accounting? **A tool for managing business finance**
- To view the left side of the page in an MS Word document, which scroll bar should be used? **Horizontal scroll bar**

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- Which field in an e-mail shows the purpose of that e-mail? **Subject**
- What is the maximum number of columns that can be inserted in a Word document? **63**
- The hardware or software used to block traffic information? **Firewall**
- When printing individual slides or an entire presentation, _____ bypasses the Print dialog box? **The print button**
- Which language was primarily used for computers? **Machine language**
- What is the Ctrl + S shortcut used for in Microsoft Word? **Save Document with same name**
- In which place is page orientation located? **Page Layout**
- What is MS Access used for? **Database development**
- In MS Excel, the dollar sign is used to _____ data? **Fix**
- Which option in Microsoft Excel helps you arrange, summarize, and group large sets of data? **Pivot table**
- Which shortcut key is used for saving a PowerPoint presentation? **Ctrl + S**
- Which option allows you to print multiple slides on a single page? **Handouts**
- What is the name of the default PowerPoint view in which slide thumbnails appear on the left and the current slide is shown in the main window? **Normal view**
- Who invented the computer? **Charles Babbage**
- Which tab is used to insert a new slide in MS PowerPoint? **Home tab**
- What is the meaning of CC in an email? **Carbon copy**
- In a Word document, which alignment is used to align the text to both the left and right margins of the page? **Justified alignment**
- In MS-Word, which of the following cannot be a tab stop alignment? **Justify Alignment**
- Which key is used for the Print Screen function? **PrtScn**
- What are transitions used for? **To move between slides**
- In the References tab, what are the Citation and Bibliography tools used for? **To insert Citation and Bibliography**
- What is the shortcut key for centering the selected text? **Ctrl+ E**
- In PowerPoint, under which tab can Themes be found? **Design tab**
- Which function is used in Excel to insert the current date and time? **=NOW()**
- Who developed the C programming language? **Dennis Ritchie**
- Who created Linux? **Linus Torvalds**
- What are the arrow keys on the keyboard called? **Navigation keys**
- What is the purpose of the Slide Show tab in PowerPoint? **To preview and control the slide show**
- Who developed the first compiler? **Grace Hopper**
- What is the full form of LSI? **Large-Scale Integration**
- Who invented the Pascal programming language? **Niklaus Wirth**
- What is .docx? **File extension**
- What is the function of "Reply to All" in an email? **It replies to the sender and any other recipients of the email**

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- Who created the first Turing Machine? **Alan Turing**
- What is the process of converting information or data into a code to prevent unauthorized access? **Encryption**
- Which shortcut key is used to apply superscript formatting in MS Word? **Ctrl+Shift++**
- What is another name for junk mail? **Spam**
- What types of files can be sent as attachments in email? **Documents, images, videos**
- In PowerPoint, in which view are editors and markers removed so that only the slides are shown? **Slide show view**
- What is the main purpose of the Document Inspector in Microsoft Word? **To identify and remove hidden or sensitive information**
- Which tab is used in Microsoft Word to change the page orientation from landscape to portrait? **Page Layout**
- Which shortcut key is used to select a word in MS Word? **Ctrl+ Shift+ Arrow key**
- Which shortcut key is used to undo the last action in a document? **Ctrl + Z**
- What is conditional formatting used for? **Highlights values or cells based on a condition or criteria**
- Who developed the first email system, and when was it developed? **1971, Ray Tomlinson**
- What is Google Drive mainly used for? **Storage and file sharing**
- Which of the following is a semiconductor device used to increase the power of incoming signals while preserving the shape of the original signal? **Transistor**
- Who is known as the father of the microprocessor? **Marcian Edward Ted Hoff**
- What is phishing used for? **A type of cyber-attack aimed at stealing personal information through**
- What should we do to remove an email from the inbox if we do not want to delete it permanently? **Archive it**
- By default, MS-Word automatically saves a document in? **My Documents**
- In computer systems, what is Unix? **A multiuser, multitasking operating system**
- Which shortcut key is used for Find and Replace in MS Word? **Ctrl + H**
- The Paste Special command is used to copy? **Formatting, Formula, Validation**
- What does the MATCH function do in Excel? **It finds the position of a value in a range or array.**
- In PowerPoint, in which view can you see notes while presenting slides? **Presenter view**
- A Word Template stores common documents? **Structure**
- Which statement is correct about a computer program? **it is understood by a computer**
- Which feature in MS Excel is used to quickly sum a range of numbers? **AutoSum**
- What is the first step in creating a Pivot Table? **Select data that needs to be analyzed**
- In a computer, processed data is known as? **Information**
- Which wireless technology is built into electronic gadgets and used for exchanging data over short distances? **Bluetooth**
- What actions can be performed with your browsing history? **View previous visited sites**
- What can hyperlinks be? **Text, Drawing objects, Image**

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- In which respect are human beings superior to computers? **Intelligence**
- Window 10 is an example of? **Operating system**
- Who founded Facebook? **Mark Zuckerberg**
- Which is not a mode of online payment? **Cash on Delivery**
- Which explains E-commerce? **Doing business electronically**
- Which tab is unavailable on the left panel when you open a presentation in PowerPoint? **Notes**
- What is meant by a slide transition? **A special effect used to introduce a slide in a slide show**
- What is the use of a firewall in a computer? **Protect against unauthorized access and threats**
- Which software is used to browse the World Wide Web (www)? **Web Browser**
- What is the method by which passwords and usernames can be stolen? **Phishing**
- If we want to open the homepage of a merchant website, we use a? **Web Browser**
- Which is a part of the management of data integrity? **Accuracy**
- A set of rules needed for effective data communication? **Protocol**
- Who proposed the idea of a universal machine that formed the basis for modern computing? **Alan Turing**
- The default name of a newly created MS Word file? **Document1**
- What is the temporary memory of a computer called? **RAM**
- 1 Gigabyte is equal to? **1024 Megabytes**
- Silicon Valley is well known for? **Computers**
- Ctrl+5 is used for? **1.5 line spacing**
- Filtering is a helpful way to view only the data that you want to be shown in ___ databases? **Access**
- One byte is equal to how many bits? **8**
- In Microsoft PowerPoint, a Page is called a? **Slide**
- CPU stands for? **Central Processing Unit**
- Which kind of signals usually travel through traditional telephone lines? **Analog signals**
- How many columns does one Microsoft Excel sheet have? **16,384**
- Which is not a category based on size? **Digital computer**
- Which option changes a Word file into PDF in MS Word? **Save as**
- Telecommunication is another term for? **Long distance communication**
- The components of a computer system are generally divided into ___ parts? **5**
- Which process is used to change digital signals into analog signals for transmission over communication channels? **Modulation**
- What does VGA stand for? **Video Graphics Array**
- Which tab is used to open the Save file option in MS Word? **File tab**
- MS Word and MS Excel are? **Application software**
- A paper clip sent with an email indicates? **Attachment**

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- In MS-Excel, when you are entering a formula into a cell, the first thing that must be typed is? **An equal sign**
- 1 KB is equal to how many bytes? **1024**
- In relation to computer systems, what is the full form of GIGO? **Garbage in Garbage Out**
- Add New Hardware option is found in? **Control Panel**
- Which is the file and folder manager of the operating system? **Windows Explorer**
- How many bits are equal to 4 bytes? **32 bits**
- What is the shortcut key to go to cell A1 in a spreadsheet? **Ctrl+Home**
- If you press ____, the cell accepts what you have typed as its contents? **Enter**
- Which shortcut key is used to align the selected text to the left in MS Word? **Ctrl+ L**
- Slide _____ are the effects that decide how a slide enters and leaves the view in the Slideshow? **Transition**
- What is the storage capacity of commonly used floppy disks? **1.44 MB**
- A key used to show the relationship between tables is called? **Foreign key**
- How can you make a consistent appearance by adding a background image to all slides? **Edit the slide master**
- BarCode Reader is what type of device? **Input**
- Which kinds of data can you enter into worksheet cells? **Labels, values, and formulas**
- Which tab contains the row or column option in MS Word? **Layout tab**
- The purpose of a web browser is to? **Display content from the internet**
- To move the cursor to the start of a line in a text, which key should you press? **Home**
- In MS-Excel, which function is used to organize the data in ascending/descending order? **Sort**
- Which of the following is a well-known search engine? **Google**
- For what reason is Two-Factor Authentication (2FA) used to secure online accounts? **It adds an extra layer of protection and makes it more difficult for attackers to gain access**
- What is the shortcut key for a manual line break in MS Word? **Shift + Enter**
- Which kind of storage keeps data after the power is turned off? **Non-volatile storage**
- To get the remainder after a number is divided by a divisor in Excel, we use the function? **MOD**
- GUI stands for? **Graphical User Interface**
- An electronic device that changes a computer's digital signals into analogue form for transmission through a telephone line is called? **Modem**
- CRT means? **Cathode Ray Tube**
- Which keyboard shortcut is used to open the font dialog box in Microsoft Word? **Ctrl+D**
- Which program is used to access the Internet? **Browser**
- Which symbol is used to make an absolute cell reference in MS Excel? **$**
- To rapidly insert a row at the bottom of a table in Microsoft Word, click the final cell in the last row, and then press the key? **Tab**
- The computer's CPU is made up of the following components? **Control Unit and ALU**
- Which data type in MS Access is suitable for storing large amount of texts? **Memo**

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- The BIOS (Basic Input/Output System) operates on which type of memory? **ROM**
- In PowerPoint, which view lets users see all the slides in a presentation as small thumbnail previews? **Slide Sorter View**

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- What items are placed at the end of a document? **End Note**
- What is the basic correct form in MS Excel? **A6**
- Light pen is what type of device? **Input optical device**
- What is a predefined combination of colors, fonts, and visual effects that you apply to your slides? **Theme**
- Which wildcard characters are identified by Excel? *** and ?**
- HTTPS provides what kind of communication over a computer network? **Secure**
- Name the function that is used to determine the length of a string? **strlen ()**
- In MS Word, where are the header and footer inserted? **On every page**
- What is the minimum and maximum font size available in the font size tool on the formatting toolbar? **8 and 72**
- Which key is used to save a document in MS Office Word? **Ctrl + S**
- Which command is used to open a PowerPoint? **powerpnt.exe**
- Which bar is used in MS Excel for entering formulas and data? **Formula bar**
- When you insert an Excel file into a Word document, the data is? **Embedded**
- The 4G technology is how many times faster than 3G? **Ten**
- The first page of a website is called? **Home page**
- We set page numbers in a _____ kind of document? **Word Processor**
- Which function key is used to open Help? **F1**
- Ctrl+Shift+< is used for? **Font size**
- Specific information added on the top of the page is called? **Header**
- When you open web browser which page is open? **Home page**
- Which value stays unchanged in MS Excel? **Constant**
- A _____ is a unit of information in a _____? **Field, Record**
- If 8/9 is entered in Excel without a formula, then it shows? **Date**
- In Excel, what is returned by the NOW() function? **Current date and time**
- Which key is used to redo in MS Word? **Ctrl+Y**
- Which is used to move the cursor one word at a time to the right in MS Word? **CTRL+RIGHT ARROW**
- What is the page used to create a presentation in PowerPoint called? **Slide**
- In MS Word, the F12 key is used for? **Save as**
- To type 2 in x^2 in Word, which key do we use? **CTRL+SHIFT+=**
- To select a group of worksheets, which key do we press and hold while selecting the sheets we want? **Ctrl**
- What is used to display the list of all objects? **Selection pane**
- What is the faded text behind the content on a page in Microsoft Word? **Watermark**

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- Which option is used in MS Word to save automatically after 10 minutes? **Auto recover**
- Which software is used for spreadsheets? **MS Excel**
- Which one is the most appropriate reason for using a Macro in MS Office? **To automate repetitive tasks**
- What is used to add text to a slide? **Text box**
- What do we use to view a website? **Browser**
- Which key is used to make a chart in MS Excel? **F11**
- What is used to move from one page to another? **Hyperlink**
- A feature in MS Word that automatically saves the document after every ____ minutes? **10**
- Which command would you use in PowerPoint if you want to change the color of different objects without changing the content? **Color scheme**
- In Excel, how is a Data Series defined? **A collection of related data**
- Output displayed on the computer monitor? **Soft copy**
- How much storage capacity does a CD-ROM have? **680 MB**
- The hardware parts of computer are? **Physical components**
- _____ can be used to convert Word to PDF by? **Save as**
- What can be used for quick access to frequently used commands and tools? **Tool bar**
- Who came up with the idea of the Universal Turing Machine that became the foundation for the first computer? **Alan Turing**
- A computer program that converts one program instruction at a time into machine language is called? **Interpreter**
- Which one is the outcome of the output produced by a computer? **Information**
- An application program that allows a user to set page numbers and check the spelling of a document is known as? **Word processor**
- What executes instructions? **CPU**
- Internet Explorer is what kind of software? **Browser**
- Which part of the computer is connected to the motherboard and supplies power to the different parts? **Power supply**
- MS Office is a _____ type of software? **Horizontal market**
- What is the process of removing an unwanted part of an image called? **Cropping**
- Who made the first mechanical calculating machine? **Blaise Pascal**
- The tangible parts of a computer are known as? **Hardware**
- When applying conditional formatting, you can check the conditions against _____ data? **Formula, Cell value**
- It is the main communication backbone of a computer, to which all components and external peripherals are connected? **Motherboard**
- What is the fastest memory component? **Registers**
- BASIC is a _____ language? **a procedural**
- Which option is used to permanently delete a file without sending it to the Recycle Bin? **Shift + Delete key**

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- In MS Word, what does the ruler help with? **To set tabs, To set indents, To change page margins**
- Which is used for communication purposes through presentations? **PowerPoint**
- The shortcut key used to close a document is? **CTRL+W**
- How many default layout pages are there in MS PowerPoint? **9**
- What does a floppy disk contain? **Both circular tracks and sectors**
- Which shortcut key is used to move one word to the right of the cursor? **Ctrl+Right arrow**
- Which one is a spreadsheet application in which data can be entered in the form of tables? **MS Excel**
- A computer on the internet is identified by? **IP address**
- What is the brain of any computer system? **CPU**
- In MS Access, which data type is suitable for storing large text and numbers? **Memo**
- The additional space added to the binding side of a page so that the text is not hidden by the binding is called _____ in MS Word? **Gutter**
- A System that represents eight symbols is called? **Octal**
- Which is a type of cyber crime? **Hacking**
- What is latency time? **Time to spin the needed data under head**
- MS Excel shows the address of the active cell in the? **Name Box**
- What does animation mean? **Accelerated static images**
- Which shows the contents of the active cell in MS Excel? **ormula Bar**
- To keep a computer safe from viruses, you should install ___ on your computer? **Antivirus**
- Electronic crime is a type of which crime? **Cyber crime**
- In which language is a source program written? **High level**
- Which file is stored on the computer that helps perform functions quickly while browsing? **Cache**
- C++, COBOL, Java, etc. are examples of which type of languages? **High-level programming languages**
- Which key is used to open a new tab in Internet Explorer? **CTRL+T**
- In what is blockchain technology used? **Crypto currency**
- What does URL stand for? **Uniform Resource Locator**
- On which tab is Slide Sorter available in PowerPoint? **View**
- Who built the first computer mouse? **Douglas Engelbart**
- Which memory contains information permanently in the computer? **ROM**
- Which shortcut key is used to minimize a workbook window in MS Excel? **Ctrl+F9**
- Which one is an input device? **Scanner**
- Times New Roman is an example of? **Font**
- What does MODEM stand for? **Modulator and Demodulator**
- How many bits are there in BCD code? **4**
- Which menu option is used to divide the window into two? **View > Window > Split**

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- Which key is used to move the cursor one word to the left? **Ctrl+Left Arrow**
- Which computers are also known as personal computers? **Micro**
- Which one is not application software? **Windows NT**
- ROM stores data? **Permanently**
- A computer performs better than a mechanical calculator because of? **Speed**
- What is not system software? **Entertainment**
- In Gmail, what do we attach? **Audio, Video, Text**
- How many characters can ASCII 8-bit code represent? **256 characters**
- What does RAM stand for? **Random Access Memory**
- What function in Excel returns the highest value in a set of data that you specify? **MAX**
- Outlook Express is a? **Email client**
- What part of the CPU controls the sequence of the instructions? **CU**
- What memory is used to start the computer? **ROM**
- How many bytes are in one kilobyte (KB)? **1024**
- If a person ___ a program, it is hidden on the taskbar? **Minimize**
- What is the default alignment for a paragraph? **Left**
- In machine language, instructions are written as? **Binary Code**
- What is the smallest meaningful unit of data in a database called? **Field**
- Which is the fastest memory? **Registers**
- In MS Excel, which function automatically totals a column or row of values? **SUM**
- An element of an array is identified by its? **Subscript**
- By what are arithmetic operations performed? **ALU**
- If you need to change the color of different objects in PowerPoint, which option/command will you use? **Color Scheme**
- A barcode reader is what type of device? **Input**
- Which tab is used to add a document citation? **References**
- In which year was Microsoft Word released? **1983**
- Which keys are used in MS Excel to enter the current time in a workbook? **Ctrl + Shift + ;**
- What is Cray T90 an example of? **Super computer**
- Which is also referred to as a mechanical agent? **Robots**
- The set of instructions that is given to a computer to perform a specific task? **Software**
- Existing Excel data can be edited by pressing which key? **F2 key**
- How many commands are there in the Reference tab? **6**
- Flat panels are usually used in? **Laptops**
- In which topology is a computer directly connected to a central computer? **Star**
- What does MAN stand for? **Metropolitan Area Network**
- Which is the second tab on the Ribbon? **Insert**
- In a network with 25 computers, which topology would need the most extensive cabling? **Mesh**
- Which is the largest unit of RAM measurement? **Gigabyte**
- Which card is used to play a video game? **Graphic**

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- Cache memory acts between? **CPU and RAM**
- What was the original name of Microsoft Word when it was released? **Multi-Tool Word**
- An Excel workbook is a collection of? **Worksheets and Charts**
- What is used in security systems and criminal investigations? **Fingerprint reader**
- Which of these is application software? **MS-Excel**
- In MS Excel, ready-made templates are available under the ____ tab? **File**
- In MS Word, the Office Button is represented by which feature? **Office**
- Which option is provided by Office? **Open, Save, Print**
- Which slot has the highest speed? **AGP**
- What can be added by using the Insert tab? **Table, Picture, Clip Art**
- Which is not a command on the Insert tab? **Style**
- Getting data from a cell located in another sheet is called? **Cell Referencing**
- Which is not a type of bus in a computer? **Power bus**
- Which can be changed by using the Page Layout tab? **Theme, Page Setup, Arrange**
- Which document settings can be changed from the Home tab? **Font Size, Adding Bullets, Adjusting Styles**
- Where is the Office Button located in MS Word? **Left Upper**
- What are the programs stored in ROM called? **Firmware**
- What is Microsoft Office InterConnect? **Business-relationship database**
- Which domains are used by profit-making businesses? **.com**
- The basic unit of a computer worksheet in which data is entered is known as? **Cell**
- What must a computer have to be connected to the internet? **Have a unique IP address**
- How can a cell comment be viewed? **Position the mouse pointer over the cell**
- What are user-developed instructions for Excel called? **Macros**
- To insert slide numbers, choose Insert >>? **Slide Number**
- At what place can we insert a page number in Microsoft Word? **Header**
- Which Microsoft product is not available in the Linux operating system? **MS Access**
- Which of these is a sound file type? **WAV files**
- In a computer spreadsheet, how are rows labeled? **By numbers**
- Which toolbar offers various options in different master views? **Common tasks toolbar**
- What is the default style for new data entered in a new workbook? **Normal**
- Where, we find any and every command? **Menu bar**
- A Text Box, Picture, Chart, etc. can be accessed from which of these menus? **Insert**
- Which was the first network that formed the basis for the internet? **ARPANET**
- Using what is the web page code written? **Hypertext markup language**
- What is the name of a computer spreadsheet cell that is highlighted with a heavy border? **Active cell**
- Which function converts row data into a column or column data into a row? **TRANSPOSE**
- What term is used when a clip art image changes the direction it was originally facing? **Rotate, Flip**
- Which view is used to display only the text (title and bullets)? **Outline view**

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- Which page setup orientation is the default for slides in PowerPoint? **Landscape**
- In which menu does the "Draft" option appear? **View**
- In a computer memory hierarchy, where does most data go first? **RAM**
- FTP is the abbreviation for? **File Transfer Protocol**
- A regular mobile phone communicates by using? **Radio waves**
- ".mpg" is the extension for? **Video**
- By default, what is the font color of text in an MS Word document? **Black**
- Which shortcut key is used to paste the selected and copied text? **Ctrl + V**
- Specialized programs that help users find information on the Web are called? **Search engines**
- What is the default page size of a Word document? **letter**
- Which corner of the Word window contains the zoom control? **Lower-Right**
- CD-ROM is the abbreviation for? **Compact Disc Read Only Memory**
- XML is the abbreviation for? **Extensible Markup Language**
- Modifying the appearance of a document is called? **Formatting**
- COBOL is extensively used in applications? **Commercial**
- Changing between portrait and landscape modes is done by? **Page Setup Dialog Box**
- Predefined document formats/layouts that can be used for a Word document are called? **Templates**
- The shortcut key for aligning text on both the left and right margins is? **Ctrl + J**
- Which shortcut key is used to center-align the text? **Ctrl + E**
- The basic unit of a worksheet in MS Excel where you enter data is? **Cell**
- A digital cellular phone belongs to which generation? **2G**
- The shortcut key for checking spelling and grammar errors is? **F7**
- A screen element in MS Word, usually found below the title bar, that provides multiple options? **Menu Bar**
- The primary page of a website is called? **Home page**
- Which key removes the character to the left of the cursor? **Backspace**
- MS Office saves the Outlook file with which extension? **.pst**
- The shortcut key for saving any document in MS Office is? **Ctrl + S**

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- In PowerPoint, in which group on the Insert tab can the Header and Footer button be found? **Text group**
- What is Mozilla Firefox? **Web browser**
- Which part of the computer is known as the "brain of the computer"? **Central Processing Unit**
- What is the shortcut key for a hyperlink in MS Word? **Ctrl+ K**
- A high-quality CAD system uses which of the following for printing drawings and graphs? **Digital Plotter**
- MS Excel is used for preparing? **Spreadsheet**

- Which one is not hardware? **Windows XP**
- What are the minimum and maximum font sizes available in the formatting toolbar? **8 and 72**
- Which key is used to get Help? **F1**
- HTML is the ___ of a website? **Language**
- Email spam is ___ messages that are sent in bulk by email? **Unwanted**
- Junk e-mail is also known as? **Spam**
- Google Chrome, Mozilla Firefox and Opera are the examples of? **Web Browser**
- Which key is used to undo? **CTRL+Z**
- Which key is used to open print preview? **CTRL+F2**
- What is the use of the PROPER text in MS Excel? **Convert your input text to proper case**
- Which one is regarded as an unsolicited commercial email? **Spam**
- Which key is used for printing? **CTRL+P**
- What sign is used to start a formula in MS Excel? **Equal sign**
- An email account has two parts? one is the user name and the other is? **Domain name**
- Electronic record keeping is key to creating? **Paperless environment**
- PNG, JPEG, and GIF are the formats of which files? **Image**
- What does HTML stand for? **Hyper Text Markup Language**
- Into how many generations can a computer be classified? **05**
- The basic architecture of the computer was developed by? **John Von Neumann**
- Magnetic tape is a _____? **Serial access medium**
- A binary choice offers how many options? **two**
- Which section is not present in a slide layout? **Animations**
- In Microsoft Word, when the user is reading a document on the screen and may want to hide all menus and toolbars, which option do we choose? **Full screen reading view**
- Creating a new e-mail account is called? **Sign up**
- A computer virus is? **Software**
- The process of transferring data from a computer to the internet is called? **Uploading**
- A light-sensitive device that converts drawings, printed text, or other images into digital form is? **Scanner**
- What does GUI stand for? **Graphical user interface**
- In MS Excel, which formula looks for a value in the leftmost column of a table and then returns a value in the same row for a specific column? **Vertical Lookup**
- When was the first email sent? **1971**
- Which file launches MS Word? **Winword.exe**
- Which memory is used as high-speed memory in the computer? **Cache**
- Where is the computer BIOS stored? **Flash**
- Smart card is? **Microprocessor card**
- In MS PowerPoint, Record Slide Show can record? **Slide and animation timings**
- The view that shows the slides of a presentation as miniature versions of the slides is called? **Slide Sorter view**

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- In MS Excel, from which tab can we call a chart? **Insert**
- In MS Word, Ctrl + U is used as an alternative to? **Underline the selected text**
- The process of placing data into a storage location is called? **Writing**
- In MS Excel, the absolute cell reference is indicated with which sign? **$**
- MS Access organizes the data in? **Tables**
- Which tab is not present on the left panel when you open a presentation? **Notes**
- Starting a paragraph with a large dropped initial capital letter is called? **Drop cap**
- Which key is used to open a new tab in Internet Explorer? **CTRL+T**
- Which option is used to narrow the search results? **Advance search**
- Which key is used to refresh a webpage? **F5**
- What is the topic of the email called? **Subject**
- Personal records of diary entries published on the web are known as? **Blogs**
- Which cannot be included in an E-mail address? **Space ( )**
- Which key is used to highlight a column in Excel? **CTRL+ space**
- MOD () function is used in MS Excel to obtain? **Remainder**
- Which is the default alignment in MS Word? **Left-Align**
- In MS Excel, which key is used to insert a new worksheet? **Shift+ F11**
- Which allows access to the world of online information by using two simple user interface operations? **World-wide web**
- Sending an E-mail is similar to? **Writing a letter**
- Which function is used to calculate the monthly mortgage payment? **PMT**
- In MS Office, the current window is __ by using CTRL+W? **Close**
- SEO is the process of getting traffic by? **Organic**
- HTML is used for? **Developing pages**
- Which key is used to align text to the left in MS Word? **CTRL+ L**
- Which key is used to align text to the right in MS Word? **CTRL+ R**
- The formula palette can be used to do? **Create and edit formula containing functions**
- Which symbol is used in Excel to include all the cells between the two endpoint cell references? **Single Colon**
- The Home key moves the cursor to the? **Beginning of line**
- In MS Excel, to add cells A1 and A2 together, which of the following formula is used? **=A1+A2**
- The file extension of MS Word is? **.docx**
- Deleted items in files directly go to which place? **Recycle Bin**
- The crop function is used to crop? **Images**
- Which shortcut key is used to go to the next page? **Pg Dn**
- Binary-coded decimal is a combination of? **Four Binary Digits**
- Which key is used to move the cursor to the end of the line? **End**
- In PowerPoint, on which tab can the Header and Footer button be found? **Insert tab**
- _____ are word processing programs? **MS Word**
- To convert Word into PDF using? **Save as**

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- Which key is used to paste in MS Word? **Ctrl + V**
- When you open a new presentation, a slide with the default ___ layout appears? **Title**
- What is the capacity of a floppy disk? **1.44 MB**
- How can you use the Format Painter several times before turning it off? **Double clicking the format painter button**
- Which is not a component of the Control Panel? **My documents**
- 1000 million bytes are equal to? **Giga Byte**
- For printing a PowerPoint presentation, which shortcut key has to be pressed? **Ctrl+P**
- Which enables text to be drawn in an MS Word document? **WordArt**
- Which includes superscript, subscript, outline, emboss, and engrave? **Font Effects**
- Which term is used when a person has to press and hold the mouse key and move the mouse around the slide? **Dragging**
- Which software application was not included in the first version of Microsoft Office? **Outlook**
- A computer mainly consists of electronic? **Circuits**
- Normally a spreadsheet contains? **Rows and Columns**
- Which special effects are used to introduce slides in a presentation? **Transitions**
- In which MS program can we create spreadsheets? **Excel**
- Microsoft PowerPoint is what type of program? **Presentation**
- Which view is not one of the PowerPoint views? **Presentation**
- The tool used to find a similar word in a document is known as? **Thesaurus**
- In MS Excel, what is the term for a value used in a formula that remains unchanged? **Constant**
- In ___, the default page setup orientation of a slide in PowerPoint is? **Landscape**
- To stop a slide show, we can press? **Escape**
- In an MS Word document, _____ are the minimum numbers of rows and columns? **1 and 1**
- Which feature is used to change the selected sentence into all capital letters or small letters? **Change Case**
- MS Excel uses the _____ functions while creating a data table? **Table**
- Format Painter in PowerPoint is related to? **To copy formatting from one object**
- In MS Excel, =NOW() is used? **To show current date and time**
- A _____ is a set of predefined design elements and color schemes? **Theme**
- Which allows access from one cell to another? **Cell Address**
- CTRL+A is used to select text? **Whole**
- Which one is included in a desktop computer? **CPU, Motherboard, Hard disk**
- In MS Word, we can create another copy of documents by? **Save as**
- Which key is used to insert a comment in Excel? **Shift+F2**
- In MS Excel, data can be arranged by? **Data Sort**
- In MS Word, CTRL+E aligns text at the? **Center**
- What is the default orientation of a printed page? **Portrait**

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- What does IP stand for? **Internet Protocol**
- Which is used to transfer from the Internet to your computer? **FTP**
- Which one is used to present one's own work, report, or performance? **MS PowerPoint**
- What is .ppt the extension of? **PowerPoint**
- In MS Excel, the name box is used to obtain the ___ of the current cell? **Address**
- Which keyboard shortcut restores selected text to the default font in MS Word? **CTRL+ Spacebar**
- Which is the storage area for an e-mail account? **Mailbox**
- Internet is ___ that enables us to share information with other people? **Network of network around the world**
- MS Excel is which type of software? **Application software**
- Which is used to place an item below the normal text? **CTRL+=**
- Which software does a search engine use to find documents on the internet? **Spider**
- In MS Word, an end note is placed at the ___ of the document? **End**
- RAM is what type of memory? **Volatile**
- In Microsoft Office, what is the series of commands grouped together called? **Macros**
- What does DNS stand for? **Domain name system**
- On a website, we move from one place to another through? **Web links**
- Which is not an operating system that supports multitasking? **DOS**
- What is the capacity of a compact disk? **700 MB**
- Which is the best technology for saving data on a disk? **Laser**
- The language that a computer can understand and execute is called? **Machine Language**
- The graphics and text can be viewed clearly on? **Print layout**
- What is the file extension of Notepad? **.txt**
- HTML stands for Hyper Text Markup Language and is used for creating? **Web Pages**
- Which key is used to minimize the Excel workbook window? **Ctrl+F9**
- What is the file extension of PowerPoint? **.PPTX**
- Dot Matrix is a type of? **Printer**
- The earliest computers were programmed using? **Machine Language**
- Which template provides the design concept, fonts, and color scheme? **Design template**
- Eight bits are equal to ____ byte? **1**
- What does LCD stand for? **Liquid Crystal Display**
- The computer cannot start if it cannot the? **Operating system**
- Which function in Excel gives the remainder of a division? **MOD**
- What is the shortcut key for a new slide in PowerPoint? **CTRL+M**
- Which toolbar is used to quickly access the menu bar and toolbar? **Standard Toolbar**
- What is an output device? **Printer**
- What is the slowest response while gathering data? **Email**
- What is the shortcut to open a presentation in PowerPoint? **Ctrl+ O**
- Which key is used for Help? **F1**
- When was the first operating system developed? **1956**

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- GENERAL KNOWLEDGE
- PAK STUDIES
- WORLD MAP
- GEOGRAPHY
- CURRENT AFFAIRS
- HISTORY
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- GENERAL SCIENCE
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- What does IC stand for? **Integrated circuit**
- What is a hybrid computer? **Both Digital and Analog**
- In a database, what is each row called? **Record**
- How many rows are there in an MS Excel sheet? **1048576**

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- Blank DVDs on which data can be erased and rewritten are known as? **DVD + RW**
- Which feature in Excel enables users to assess values and return a result? **Formulas**
- Who proposed the idea of combining the Internet with the hypertext concept? **Tim Berners-Lee**
- Shortcut key to move a selected paragraph up? **Alt + shift + up arrow**
- Which component of the computer is also regarded as its "heart"? **Microprocessor**
- A Word template stores a common document? **Structure**
- Ctrl+B shortcut key is used in MS Word to? **Bold the selected text**
- On a Windows PC, which shortcut key is used to redo the last action in Microsoft PowerPoint? **CTRL + Y**
- Which was the first computer to use the "practical Stored Program Concept"? **EDSAC**
- Which are used for displaying data? **Output devices**
- For the computer to connect to the internet, it must be connected to an? **Internet Service Provider**
- In MS Excel 2016, what can be used to divide the window into two? **View > window > split**
- What displays the document name and information? **Title Bar**
- How many different documents can be opened at one time? **As many as your computer memory will hold**
- Which one is a database management system? **Oracle**
- Which is not an MS PowerPoint view? **Orientation View**
- Which shortcut key is used to move the cursor one page down? **PageDown**
- In MS Word 2016, where is the Screenshot option located? **Insert**
- Which command can be used to allow or restrict a cell entry? **Data validation**
- In the field of computers, BASIC (Beginners All-Purpose Symbolic Instruction Code) is? **A Programming language**
- In what is an analog signal measured? **Volts**
- In MS Word 2016, which keys should be pressed on the keyboard to extend a selection one line up? **SHIFT + UP ARROW**
- What does OCR stand for? **Optical Character Recognition**
- Which allows us to send the same letter to different persons? **Mail Merge**
- The Illustrations group is in which tab? **Insert**
- In MS Word 2016, which of the following shortcut keys is used for Paste Special? **CTRL + ALT + V**
- What is the process called of transferring files from the Internet to your computer? **Downloading**

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- In Microsoft Excel, the file that you create and edit is called? **A workbook**
- To make text italic? **Ctrl+I**
- In Excel, where is Conditional Formatting? **Home Tab**
- Which is not a kind of chart? **T-graph**
- Under which option are indent setting, margin changing, and tab setting shown? **Ruler**
- The "Mail Merge" option is in which tab? **Mailings tab**
- On what is Slide Transition done? **Current Slide**
- "Header" and "Footer" are in which tab? **Insert**
- What is the beginning point of a website? **Home page**
- To keep values fixed in Excel, we use? **Absolute reference**
- Which is used to open a website? **Browser**
- One Kilobyte is equal to? **1024 bytes**
- A word on a web page that, when clicked, opens another document? **Hyperlink**
- Which shortcut key is used to begin the slideshow? **F5**
- Which alignment option distributes the data across the width of the cell? **Distributed**
- What is the Clipboard in Home used for? **Copy and paste**
- What is used to add text in a slide? **Text box**
- ALU and CU are parts of? **CPU**
- Pressing F8 three times selects? **Sentence**
- Which can be given a new name? **Worksheet and workbook both**
- The Mac operating system is developed by which company? **Apple**
- A hard disk becomes completely inaccessible when a computer virus damages its? **Partition Table**
- How many kinds of page orientation are there? **2**
- Which symbol must every formula begin with? **=**
- What is the shortcut key for finding something? **Ctrl+F**
- What is the shortcut key for the next slide? **Space**
- Which keystrokes update a bibliography field? **F9**
- What is the minimum number of rows and columns in an MS Word table? **1 by 1**
- What is the maximum zoom percentage in PowerPoint? **400%**
- What is Ctrl+N used for? **New Document**
- How do you select multiple slides? **Ctrl+click**
- Reusable optical storage typically has which acronym? **RW**
- Who, along with Robert Cailliau, invented the World Wide Web (WWW)? **Tim Berners Lee**
- In MS Word 2016, in which place is the option 'Multilevel List' available? **Home**
- Which shortcut can we use to move between worksheets in an MS Excel workbook? **Ctrl + Page up**
- CRT stands for? **Cathode Ray Tube**
- Which shortcut will create a new folder in a Windows folder? **Ctrl + Shift + N**
- Which shortcut keys are used to "cut selected items" in the File menu? **CTRL + X**

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- In MS Excel 2016, which option do you have to go to for setting or clearing the print area? **Page Layout**
- In MS Word 2016, to increase the font size by 1 point, press? **CTRL +]**
- What is BIOS used for? **Loading operating system**
- What is the main language of the World Wide Web? **HTML**
- To open a template in Word, first go to File and? **Click New**
- Which technique is used to send more than one call over a single line? **Multiplexing**
- Which of the following is the correct command to change the line height to 1.5? **Ctrl + 5**
- Which key is used to select the whole document? **Ctrl+A**
- Where is the numeric pad? **Keyboard**
- What operation will you perform if you need to move a block of text? **Cut and Paste**
- What is a network called that covers a large area, a city, a country, and beyond? **WAN**
- In which folder are incoming messages stored? **Inbox**
- What are speakers? **Output Devices**
- Many programmers refer to writing the software program as? **Coding**
- HTML is the fundamental language used to create? **Web pages**
- In MS Word 2016, the 'Watermark' option is found in? **Design**
- DPI is short for? **Dots per inch**
- The page orientation in MS Word can be changed from? **Layout Tab**
- In MS Word 2016, where is the 'Cover Page' option available? **Insert**
- In what form is data stored in a computer? **Binary**
- In MS Excel 2016, = Now ( ) is used for? **To show current date and time**
- In MS Excel 2016, in which menu is the 'Print Titles' option available? **Page Layout**
- "Adobe Flash" is an example of? **Multimedia software**
- What are Hybrid Computers? **Analog and Digital Computers**
- Which shortcut key is used to lock the computer/screen? **Windows key + L**
- The purpose of what is to act as a holding area, enabling the CPU to manipulate data before transferring it to a device? **Buffer**
- MS-Excel is? **Spreadsheet**
- An email cannot be sent without? **Receiver's email address**
- Where is the address of the active cell displayed? **Name box**
- In Excel, the rows of a table correspond to? **Record**
- Statistical calculations and the preparation of tables and graphs can be done using? **Excel**
- Which shortcut key is used to insert an endnote in MS-Word 2016? **Alt+Ctrl+D**
- What must be connected to get connected with the internet? **Modem**
- Which program is run by BIOS to check whether the hardware components are working properly when the computer is turned on? **POST (Power-On Self-Test)**
- Who invented the C language? **Dennis Ritchie**
- A terabyte is approximately equal to? **1 trillion bytes**
- Which one is not part of the MS Office Package? **MS Photo Editor**

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- Ctrl, Shift and Alt are known as which keys? **Modifier**
- A hyperlink is a clickable link that can be attached to? **Objects, Text, pictures**
- Which program is used to translate high-level programming into low-level machine code? **Compiler**
- What is the effect of the Ctrl + = key? **Subscript**
- In which memory is data permanently stored? **Hard Disk**
- The word processing feature that detects most random typographical errors and misspellings is called? **Spell checker**
- What is the shortcut key to expand your current selection by one word to the left? **Ctrl+Shift+Left Arrow**
- The initial phase of the systems development life cycle is? **Systems investigation**
- What is the name of the person who founded the Zoom video conferencing app? **Eric Yuan**
- The digital computer was primarily developed in? **USA**
- Which shortcut key is used for updating the selected fields? **F9**
- To make a formula, you can use? **Value and cell references**
- Who invented the World Wide Web (WWW)? **Tim Berners-Lee**
- CAI stands for? **Computer Assisted Instruction**
- In MS Office, Portrait and Landscape are called? **Page Orientation**
- In computing, what connects two similar network segments? **Bridge**
- Which printer gives the best quality for graphics production? **Plotter**
- In MS Excel, what does the Insert tab include? **Chart**
- This shows the position of text, tabs, margins, indents, and other elements on the page? **Ruler**
- What are the effects called that occur when you move from one slide to the next during a PowerPoint presentation? **Slide transitions**
- In which type of operating system is the time interval to process and respond to inputs very small? **Real time operating system**
- Which allows you to enter new data at the current cursor position? **Insertion Mode**
- Under which tab are readymade templates available in the New option? **File**
- In computing, DOS stands for? **Disk Operating System**
- "Add or Remove Programs" is? **Utility program**
- In MS Windows, which one is a program group? **Accessories**
- What is the shortcut key to switch to the next window? **Alt + Tab**
- In computing, what does PDF stand for? **Portable Document Format**
- What is a common name for software errors? **Bugs**
- What is a computer virus? **A computer programme**
- In a Windows PC, in Microsoft PowerPoint, what is the shortcut CTRL + K used for? **Inserting a hyperlink**
- In which place does the WordArt option exist? **Text**
- What is the file called that contains ready-made styles which can be used for a presentation? **Template**

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- What are the instructions that tell a computer what to do? **Software**
- In a computer, what does OS stand for? **Operating System**
- What is the distinguishing feature of a spreadsheet program that allows you to do? **Perform calculations on data**
- What is another name for free software? **Open-source software**
- MS PowerPoint is an example of? **Presentation software**
- What is the area called that generally contains My Computer, My Documents, and Recycle Bin? **Desktop**
- In MS PowerPoint, in which tab is the Slide Master option available? **View**
- To move to the previous cell in a table inserted in a document, which key should be pressed? **Shift + Tab**
- In banks, which device is used to read the data on cheques? **MICR**
- Which alignment is used in newspapers, magazines, and novels? **Full justification**
- What is the process called in which files are transferred from the internet to your computer? **Downloading**
- Which is a valid program used to access the internet? **Google Chrome**
- How can the risk of unauthorized access to a computer system be reduced when it is connected to the internet? **By using a firewall**
- What does a red wavy line under a text indicate? **Spelling mistakes**
- Which uses information systems to perform an activity more cheaply, quickly, accurately, and consistently? **Automation**
- In MS Word, which shortcut key is used to align the selected line in the center? **Ctrl + E**
- Which operation is performed to move a block of text in MS Word? **Cut and Paste**
- Which one is not a binary number? **102**
- What is required to send an email? **Receiver's email address**
- What is the full form of Wi-Fi? **Wireless Fidelity**
- Which contains information such as text, image, or music? **File**
- Which one is used to create pictures, 3D images, and animation? **Graphic software**
- To search for and view a web page, which software is used? **Web Browser**
- Who created the Linux operating system? **Linus Torvalds**
- In an Excel worksheet, what is the label of the first cell? **A1**
- Which acts as butter between the CPU and the main memory? **Cache memory**
- What is the storage capacity of a two-sided DVD? **9.4 GB**
- In computer communication, verification is the process of? **Authentication**
- Larry Page is best known as one of the co-founders of which company? **Google**
- Which one is not an operating system? **Oracle**
- Which maintains a database of web pages containing information on a variety of topics? **Search engine**
- What does IBM stand for? **International Business Machines**
- Microsoft Windows is the great invention of? **Bill Gates, Paul Allen**
- Which is the correct format of an email address? **Abc@name.com**

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- Which American computer company is known as Big Blue? **IBM**
- What is the combination of a digital and an analog computer? **Hybrid computer**
- In MS Word, what is 'Ctrl + Page Up' used for? **Move the cursor one page up**
- Vacuum tube belongs to which generation of computers? **First**
- In MS Excel, from where can you zoom? **10 to 400%**
- The binary system consists of the values 1 and 0, where 0 indicates? **Off**
- Which silicon chip carries out a set of instructions and processes data efficiently and accurately? **Processor**
- Dot Matrix Printers belong to which type of printers? **Impact Printer**
- Which key on the keyboard can be used for a slide show? **F5**
- Which one is a hypertext language? **HTML**
- A computer on a network is identified by its? **IP Address**
- Which program is commonly used in architectural design? **Auto CAD**
- In MS Word, the "Delete" key deletes letters from which side of the cursor? **Right**
- What allows you to create a new presentation by selecting ready-made font colors and graphic effects in PowerPoint? **Design Template**
- Which memory is volatile? **RAM**
- Which method cannot be used to enter data in an MS Excel cell? **Pressing the Esc key**
- In MS Word, to combine the cells of a table's row/column, you use the cells? **Merge**
- The earliest network is called? **ARPANET**
- In MS Word, what is the "Ctrl + D" shortcut key used for? **Open the Font Dialog Box**
- Replied e-mails are stored in which folder? **Sent**
- An e-mail address consists of two parts? username or ID and? **Domain name**
- Which menu gives you options like Animation Scheme, Custom Animation, and Slide Transition? **Slide Show Menu**
- What is unwanted bulk e-mail called? **Spam**
- Which generation of computers used transistors? **Second generation**
- Organizing data in a logical sequence is known as? **Sorting**
- Which program reduces large files into a smaller file? **WinZip**
- Which one of the following is the most powerful type of computer? **Super Computer**
- In Microsoft Excel, what is the intersection of columns and rows called? **Cell**
- In computing, what does MB stand for? **Megabyte**
- Paint programs keep track of every _____ put on the screen? **Pixel**
- Microsoft Office is a kind of? **Application software**
- The smallest unit of computer memory is? **Bit**
- The World Wide Web is standardized by? **W3C**
- Which one is not a search engine? **Windows**
- What does ROM stand for? **Read only Memory**
- In internet terminology, what does IP stand for? **Internet Protocol**
- In computer science, a half-byte is also called? **Nibble**

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- In MS Office, what is the Ctrl + G shortcut used for? **Open Find and replace Dialog box with activating Go to Tab**
- To start the presentation from the current slide, which shortcut key would be used? **Shift + F5**
- Which button do you click to calculate the sum of a series of numbers? **The autosum button**
- Hard copy is a term used to describe _____? **Printed output**
- Which view shows all the slides in your presentation as horizontally arranged thumbnails? **Slide Sorter View**
- In PowerPoint, a file that contains ready-made styles which can be used for a presentation is called? **Template**
- Which shortcut key in MS Excel is used to select the entire column? **Ctrl + Space Bar**
- What is the complete form of BASIC? **Beginners All Purpose Symbolic Instruction Code**
- What is the Ctrl + B shortcut for? **Bold The Selected Text**
- To begin a new paragraph in MS Word, which key is used? **Enter**
- What is the complete form of USB? **Universal Serial Bus**
- Which option in the File pull-down menu is used to shut a file in MS Word? **Close**
- Which shortcut key shows the preview of a printed page? **Ctrl + F2**
- If the CPU runs multiple programs at the same time, what is it known as? **Multitasking**
- Loading the operating system (OS) into computer memory is called? **Booting**
- Which is not a valid data type in MS Excel? **Character**
- Which area in an Excel window is used to enter values and formulas? **Formula Bar**
- Virtual memory is usually located on? **Hard Drive**
- The process of connecting to an internet account is? **LOG IN**
- A graphic format commonly used on the web is? **GIF**
- What is the default left margin in a Word 2003 document? **1.25"**
- Which option is not available on the Ruler of the MS Word screen? **Center Indent**
- In MS PowerPoint, the view that displays only text titles and bullets is called ___ view? **Outline**
- What are the two types of main memory in a computer? **RAM and ROM**
- Which feature provides graphical illustrations and diagrams that can be added to a document? **SmartArt**
- Integrated Circuits (ICs) are associated with which generation of computers? **Third Generation**
- Which allows you to make multiple changes in a document at once? **Replace Command**
- When you save a file as a Web page, Word converts the contents of the document into? **HTML**
- What stores graphics, text, styles, macros, customized Word command settings, and AutoText entries? **Template**
- How is data organized in a spreadsheet? **Rows and Columns**
- Which function in Excel counts the number of characters in a cell? **LEN**
- Which is not a function of the operating system? **Virus Protection**

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- What is meant by access time? **Time required to locate and retrieve stored data**
- What is needed for an inkjet printer? **A cartridge**
- Which one is application software? **MS-Excel**
- A user interface that is easy to use is considered to be? **User-friendly**
- To add up a large range of data in MS Excel, one can simply select a tool button called? **Auto Sum**
- Which allows the data to be arranged in ascending or descending order? **Data, Sort**
- Which is the default page orientation setting for a slide in PowerPoint? **Landscape**
- MS PowerPoint is a ___ program? **Presentation**
- You can edit existing Excel data by pressing? **F2 key**
- In MS Word, which following two page orientations are available? **Portrait and Landscape**
- On which tab can Spelling & Grammar checking be found? **Review**
- Which one is a web browser? **Firefox**
- In MS Word, by default, on which page is the header or footer printed? **On every page of the document**
- Which is the file extension of a Word document? **.docx**
- The ____ displays all the websites and pages that you have visited over a period of time? **History list**
- From the following symbols, which one does Excel use for division? **/**
- Which is appropriate after you install new drivers? **Restart**
- Which refers to the memory in your computer? **RAM**
- In MS Excel, what is the shortcut key to add a new comment to a cell? **Shift + F2**
- What holds the ROM, CPU, RAM, and expansion cards? **Motherboard**
- Which function in Microsoft Excel rotates the contents of columns into rows and rows into columns? **Transpose**
- Which key is used to select all text in a text box, on a slide, or all slides in a presentation? **Ctrl + A**
- What collection of media files is available at Office.com? **Clip Art**
- PowerPoint is used for the purpose of? **Presentation**
- On which tab is the Online Picture option located? **Insert**
- From where can we start the application? **Run**
- Which key is used to move to the next slide in Slide Show view? **Spacebar**
- To create a consistent appearance by adding a background image to all slides, you? **Edit the Slide Master**
- The ____, known as the Web, contains billions of documents? **World Wide Web**
- The image decreases the resolution and file size? **Compressing**
- Which key is used to close a document? **Ctrl + W**
- You can open the Picture Styles Gallery by right-clicking the style button as well as from the _____ tab? **Format**
- To delete a file without allowing it to be stored in the Recycle Bin? **Press Shift + Delete key**

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- In Microsoft Windows, what is the graphical pattern on the desktop used as the background for windows called? **Wallpaper**
- Which shortcut key is used to insert a hyperlink? **Ctrl + K**
- In Excel, which function displays row data in a column or column data in a row? **Transpose**
- Which shortcut key is used for Find and Replace? **Ctrl + H**

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- In MS Word 2016, which command is unavailable in the Insert menu? **Columns**
- What type of computer program would be used to create an invitation card? **Desktop publishing**
- The Macintosh series of personal computers was developed by which company? **Apple**
- What does the term terabyte mean? **Roughly a trillion bytes**
- CRT is the technology used in which device? **Monitor**
- What word is used for a picture that has been resized by a percentage? **Scaled**
- Which is not application software? **Windows NT**
- What software is used to create a presentation? **PowerPoint**
- To copy an image of the screen to the Clipboard, use? **Print Screen Key**
- Who is known as the Father of Computers? **Charles Babbage**
- Microsoft Windows uses a GUI environment. GUI stands for? **Graphical User Interface**
- Which device is used to transmit digital data over telephone lines? **Modem**
- Which number key is pressed with Shift to type %? **5**
- The shortcut key used to close a selected window is? **Alt + F4**
- In a computer, what does RAM stand for? **Random Access Memory**
- The movement of data from one location to another is called? **Data communication**
- Which shortcut key is used to insert a new slide in the current PowerPoint presentation? **Ctrl + M**
- In computing, NOS refers to? **Network Operating System**
- What is the largest font size that can be applied to any character in MS Word? **1638**
- In MS Excel, if a numeric value begins with _____, then this value can be treated as a label? **Apostrophe**
- In MS Excel, which function automatically adds up a row or column of values? **SUM**
- What is bulk email called? **Spam**
- A program that is able to destroy all of your computer programs? **Virus**
- Page orientation can be set to? **Landscape & Portrait Style**
- What is MS Excel used for? **Organize Data**
- In MS Word 2007, which feature is used to move directly to a specific location in a document? **Bookmarks**
- A bus with 32 data lines can carry how many bits at one time? **32 bits**
- The shortcut key used for undo is? **CTRL+Z**
- What is the full form of DSL in information technology? **Digital Subscriber Line**

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- Who invented the computer mouse? **Doughlas Carl Engelbart**
- Which is not an example of an internet browser? **File Zila**
- CPU is an example of? **Hardware**
- To print a PowerPoint presentation, press? **Ctrl + P**
- The word Pentium is associated with? **Microprocessor**
- In MS Excel, the horizontal and vertical scroll bars can be used to? **View different rows and columns**
- 'Amazon' is the best example of? **E-Commerce Site**
- A computer cannot work without? **Operating System**
- In PowerPoint, which one contains predefined? **Theme**
- In MS Excel, cells can be uniquely identified by? **Column letters and row numbers**
- From which location are the first computer instructions obtained during boot up? **ROM BIOS**
- Docx is the extension of? **MS Word**
- In MS Word, which shortcut key combination is used to underline the selected text? **Ctrl + U**
- Which key should be used to begin a new line in MS-Word? **Enter Key**
- Computers that handle both analog and digital data are called? **Hybrid computers**
- How would you define Linux? **Operating system**
- Through which menu can Slide Sorter be accessed? **View**
- A collection of system programs that controls and coordinates the overall operations of a computer system is called? **Operating system**
- On a Windows PC, what is the shortcut key for restoring the last action in Microsoft PowerPoint? **Ctrl + Y**
- Who was the co-founder of Hotmail in 1996 and later sold it to Microsoft? **Sabeer Bhatia**
- A webpage has a unique address known as? **URL**
- What technology is used in compact discs? **Laser**
- Portrait and Landscape are? **Page Orientation**
- Which function is used to calculate the greatest value in a group of numbers? **Max**
- One gigabyte is equal to? **1024 MB**
- What are MS Word and MS Excel? **Applications Software**
- Who is called the father of the Internet? **Vint Cerf**
- If a computer has more than one processor, then what is it known as? **Multiprocessor**
- In a computer, which part is the most complex? **CPU**
- To begin the slide show of a presentation? **F5**
- The physical components of a computer that can be seen and touched are called? **Hardware**
- A single page in a PowerPoint presentation is called? **Slide**
- Which describes the size, style, and spacing in MS Word documents? **Formatting**
- How much data can a single-sided, single-layer DVD store? **4.7 GB**
- In which year was the YouTube video surfing and sharing website founded? **2005**

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- The most suitable orientation to fit the maximum number of columns on a single printed sheet is _____? **Landscape**
- Which of these terms means the sharpness or clarity of an image? **Resolution**
- On a Windows PC, what is the shortcut key for saving a Word document? **CTRL + S**
- A standard single-layer, double-sided DVD can store a maximum of? **9.4**
- Excel is a? **A Spreadsheet Program**
- Working area of MS Excel is called? **Worksheet**
- A bit can be? **1 and 0**
- To send an email which is necessary? **Receiver's Email Id**
- What language was used by first-generation computers? **Machine language**
- A set of instructions that operates various parts of the Computer Hardware is called? **Software**
- Which device is used for permanent data storage? **Hard Disk**
- Which is not a part of standard MS Office suite? **File Manager**
- A compact disc that can be written on, read many times, erased, and written again is called? **CD-RW**
- A combination of 16 bits is called? **Word**
- The first computer was invented by Charles Babbage, who was from? **Britain**
- Embedded formulas in MS Excel can be deleted by pressing? **DELETE**
- Which file have an'mpg' extension? **Video**
- What is the largest font size available in the drop-down menu of MS Word 2016? **72**
- Which one is not a multitasking operating system? **DOS**
- By whom was the computer mouse invented in 1964? **Douglas Engelbart**
- In computing, what does BIOS stand for? **Basic Input/Output System**
- In MS Word, to extend a selection down by one screen, press? **SHIFT + PAGE DOWN**
- Which keystroke combination selects the entire document? **Ctrl + A**
- Internet was first developed in? **1960s**
- In MS Word one can undo last actions using which key? **CTRL + Z**
- In Microsoft PowerPoint, what are the two types of sound effect files that can be inserted into a presentation? .**wav files and .mid files**
- In MS Access, to create a new table, in which method you don't need to specify the field type and size? **Create Table by Entering data**
- Which device is required for internet connection? **Modem**
- A computer on the Internet is identified by its? **IP Address**
- To access directly font dialogue box in PowerPoint which shortcut key is used? **Ctrl + T**
- Computer software Company "Microsoft" is located in? **U.S.A.**
- One MB is equal to? **1024 Kilo Bytes**
- Which is not a page margin? **Centre**
- In a computer, what is used to safeguard a network server from damage by those who log into it? **Firewall**
- In Internet terminology, what is meant by "IP"? **Internet Protocol**

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- In MS Excel, chart wizard term data series refers to? **A collection of chart data markers**
- Shortcut key used to delete one word to the left of the cursor? **Ctrl+ Backspace**
- A small high speed memory inside CPU is? **Register**
- The cursor on the screen can be moved by? **Mouse**
- Which is software application? **Microsoft Office**
- Microsoft Excel is a software package for electronic spreadsheets? **Spreadsheet**
- In a Windows PC, Ctrl+Y in Microsoft Power point is the shortcut for? **Redoing**
- Which key is used to perform the last action again? **F4**
- In E-mail which word is used for files? **Attachment**
- Which is the correct shortcut key to check grammar in MS Word? **F7**
- Shut down option is available on? **Start menu**
- Which shortcut key combination is used to open the Start menu? **CTRL + ESC**
- Which one is an Operating System? **Windows 2000**
- URL is the abbreviation for? **Uniform resource locator**
- From which menu you can insert Header and Footer? **Insert menu**
- Dot-matrix is a type of? **Printer**
- Data on a hard disk is commonly backed up using a? **Magnetic tape**
- Which is not a system tool? **Virus scanning**
- Which is the view of power point in which you can watch all slides at once? **Slide sorter view**
- Which shortcut key is used to clear character formatting? **Ctrl + spacebar**
- A joystick is device? **Input Device**
- Programs written to make computers function in a desired manner are called? **Software**
- In MS Access, which of the following data type allows alphanumeric characters and special symbols? **Text**
- In Microsoft Excel, rows are identified as? **1, 2, 3, etc**
- In Windows Operating System, which is known as a File Manager? **Windows Explorer**
- A type of malware that is frequently disguised as legitimate software is? **Trojan Horse**
- Which is known as father of Internet? **VintCerf**
- The shortcut key used to paste copied text is? **Ctrl + V**
- One way to open the Help menu quickly is to press this shortcut key? **F1**
- Microprocessors used as switching devices are linked with which generation of computers? **Fourth Generation**
- Which is the key to close a run dialog box in window? **ESC**
- Who invented the QWERTY keyboard? **Christopher Latham Sholes**
- The thin black cross-shaped pointer in MS Excel is used to? **Complete lists and fill patterns**
- Which is not one of Excel's "what-if" features? **Auto Outline**
- "Add New Hardware" option exist in? **Control Panel**
- When creating a new table, which method is used to choose fields from standard databases and tables? **Create table using wizard**

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- In a Windows PC, the shortcut for copying in Microsoft Word is? **CTRL + C**
- The electronic form of data, such as a Tile, shown on a computer screen is called? **Soft copy**
- Function of which is similar to that of a mouse? **Joystick**
- In computer science, what is Linux? **An operating System**
- Which is the smallest unit of storage? **Bit**
- In which transmission mode is communication two-way, with both connected devices using the channel at the same time? **Full duplex**
- In E-mail, the provider comes after which sign? **@**
- Which type of computer memory is the fastest? **Registers**
- After Registers, faster memory type is? **Cache**
- On a computer, 'Notepad' can be used for? **Text**
- In MS Word 2007, which shortcut key is used to switch to outline view? **ALT+CTRL+O**
- 1 KB =? **1024 bytes**
- In Microsoft Window 7, which can give you information about weather? **Gadgets**
- In MS Word, what do red underlines indicate? **Spelling mistake**
- Background colour on a document is not visible in? **Print Preview**
- In MS Word 2007, press which keys to extend a selection to the start of a paragraph? **CTRL + SHIFT + UP ARROW**
- Which is the largest (biggest) search engine of internet? **Google**
- What is the keyboard shortcut key used to create a chart from the selected range of cells? **F11**
- In Excel, where is the address of the active cell shown? **Name box**
- In the field of computers, a "bit" can be? **1 or 0**
- In which version of Windows was the 'My Computer' feature first introduced? **Windows 95**
- Mac Operating System (OS) is developed by an American Company? **Apple Inc**
- Different computers connected to each other called? **Network**
- The default font for Microsoft word is? **Calibri**
- Date and time of computer changes from? **Control panel**
- When a comment is inserted into a document, it appears in a? **Balloon**
- What is the function of Logical Unit in a computer? **To perform arithmetic and logic operations**
- Which software is used to create a table of rows and columns for statistical or mathematical calculations in a spreadsheet? **Excel**
- In MS Excel 2016, we can go to cell A1 by pressing? **Ctrl + Home**
- Which is not necessary for the functioning of a standalone computer? **LAN Card**
- Which function in Microsoft Excel is used to count items in a cell range? **COUNT**
- The first mechanical calculating machine was invented by? **Blaise Pascal**
- Which is not a MS Power Point view? **Orientation View**
- Which command is used for saving the document? **Ctrl + S**

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- Which of the following networks is larger than a LAN but smaller than a WAN? **MAN (Metropolitan Area Network)**
- The key F12 opens a dialog box which contains _____ option? **Save As**
- Shortcut key used to close a window or an application? **Alt + F4**
- When first Windows version of MS Word was released? **1989**
- The main unit of a computer is? **CPU**
- Short key to increase font size? **CTRL+SHIFT+>**
- Which shortcut key is used for underlining a sentence? **CTRL + U**
- The device that displays output to users is? **Monitor**
- ALT + F9 short key in Microsoft is used for? **To toggle all fields in your document**
- In MS Word, the shortcut key Ctrl + C is used for? **Copy command**
- What is the function of "Save as" in Microsoft Office? **It asks the file name and stores data in the desired location**
- In MS Word, the shortcut for searching in a file is? **Ctrl + F**
- MS Access is related to? **Database**
- Which search engine is the most popular in China? **Baidu**
- Which software will you use for producing presentations? **MS Power Point**
- Which bar is not available in MS Word? **Formula Bar**
- MS Word 2007 can maximum zoom in a document? **500%**
- Which keys are used to increase the font size of the selected text in MS Word? **Ctrl +]**
- Which is an INPUT device? **Mouse**
- In Excel, the LOWER function? **Converts All Upper Letters In A Test String To Lower Case**
- Which option in the following is an example of hardware? **Hard disk**
- In MS Word, what does the Ctrl + I shortcut key do? **It applies Italic formatting of the selected text**
- In MS Excel, to select a column the easiest method is to? **Click the column heading**
- In which network topology does a single long cable act as a backbone to connect all the devices in a network? **Bus Topology**
- Ctrl + B key in MS Word? **Makes the selected text bold**
- An MS Excel sheet is composed of? **Rows & Columns**
- If you want to repair software bug, it is available free of cost on internet and it is called? **Patch**
- _____ is a tiny computer program that interferes with the normal working of the computer? **Virus**
- If we press F8 key thrice in MS Word, we will? **Select a Sentence**
- In PowerPoint, the motion path is referred to as? **A Method of Moving Items On A Slide**
- You have computerized your office.What software will you suggest to Account Department for calculating monthly salary and other expenditures? **Microsoft Excel**
- On an Excel sheet, the active cell is indicated by? **A dark wide border**
- In a spreadsheet, rows are labeled? **By numbers**

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- To display a PowerPoint presentation on multiple monitors, we use the option? **Use Presenter View**
- Operating system is _____ software? **System**

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- Which key is used to move to the end of a line? **END Key**
- When you are working on a document, Word saves your document automatically by default? **Every 10 minutes**
- A _____ is a data communication system within a building, plant, or campus, or between nearby buildings? **LAN**
- Which is not a device used for input? **Monitor**
- OS stands for? **Operating System**
- Which term is known as a half-byte? **Nibble**
- In MS Excel, a worksheet range is a? **A group of cells**
- Which material is used in the making of computer chips? **Silicon**
- Which files have an 'mpg' extension? **Video**
- What is the full form of RAM in a computer? **Random Access Memory**
- Which is used for weather forecasting? **Super computers**
- Servers are computers that provide resources to other computers connected to a? **Network**
- A Hyperlink is? **A word phrase that, when clicked, displays another document**
- ATM is abbreviation of? **Automated Teller Machine**
- Which is an operating system? **Windows 2000**
- HP is a famous brand of computer equipment. What does HP stand for? **Hewlett-Packard**
- What is meant by Boot in computing language? **To load an operating system**
- In MS Word 2007, you want to create a built-in cover page for your report. You go to the? **Insert tab**
- The keys F1, F2 to F12 are called? **Function Keys**
- In email account ___ contains a list of names and email addresses? **Address book**
- What does CAD stand for in computing? **Computer Aided Design**
- How do you delete a column in MS Excel? **Right click the column heading you want to delete and select delete from the shortcut menu**
- In a Windows PC, the shortcut for copy in MS Word is? **CTRL + C**
- Which pane is not available in Task Pane of PowerPoint? **Word Art**
- Which shortcut is used to italicize text? **Ctrl + I**
- Combination of keys is used to maximize or restore a selected window? **CTRL + F10**
- In computing GB stands for? **Gigabyte**
- 1 byte is equal to? **8 bit**
- In MS Word 2007, which shortcut key is used to go to a page, bookmark, footnote, table, comment, graphic, or other location? **CTRL + G**

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- In MS Word 2007 which shortcut key is used to move one word to the left? **CTRL + LEFT ARROW**
- Ctrl +] is used for? **Increase the font size**
- In MS Word, the shortcut key Ctrl + W is used for? **Close the current window**
- In MS Word, a master document contains __ of a subdocument? **Links**
- The default language in Microsoft Word is? **USA English**
- In MS Word Landscape is for? **Page Orientation**
- What does the abbreviation PDF represent in the field of computers? **Portable Document Format**
- What PowerPoint feature will you use to apply motion effects to different objects of a slide? **Animation Scheme**
- In MS Excel, by pressing the Shift and Space keys at the same time on the keyboard, you can select? **One Row of the worksheet**
- Which web search engines is owned and operated by famous Microsoft Company? **Bing**
- Which is a binary number? **1001**
- Which PowerPoint feature enables the user to create a simple presentation quickly? **AutoContent Wizard**
- In computing, what does FDD stand for? **Floppy Disk Drive**
- You want to monitor the progress of the stock market on a daily basis. Which type of chart should you use? **Line chart**
- ALU stand for? **Arithmetic Logic Unit**
- What is the name of the software program that converts high-level source code written in a high-level programming language into low-level object code in machine language? **Compiler**
- In a computer system, ___ work in the similar fashion as files in folders are physically maintained in real world offices? **Directories**
- Which search engine was invented by Larry Page and Sergey Brain? **Google**
- A connection in which phone line is directly connected to modem for internet is called? **Dial up connection**
- In MS Word the process of removing the unwanted part of an image is called? **Cropping**
- In MS Word 2007 which of the following shortcut key is used to insert a Hyperlink? **CTRL + K**
- Twitter is a? **Social network service**
- Slide _ are the effects that determine how a slide moves in and out of the view in the Slideshow? **Transition**
- In MS Word, 'Ctrl + Page Up' is used to? **Move the cursor one page up**
- In MS Word the Tool used for finding a similar word in a Document is called? **Thesaurus**
- A device cannot work properly if _____ is not installed? **Device driver**
- Which is an internal memory of a computer? **RAM**
- How can you delete a column in MS Excel? **Right click the column heading you want to delete and select delete from the shortcut menu.**
- Which Internet search engine was founded by Larry Page and Sergey Brin? **Google**

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- The speed of a line printer is measured in? **Lines per minute**
- The output quality of a printer is measured by? **Dots per inch**
- PNG is a file extension for? **Image**
- In MS Word which of the following is not a font style? **Superscript**
- Which one is not an operating system? **AVG**
- In MS Word, to combine cells of a table's row/column you ___ the cells? **Merge**
- In Computer Science, a device that encodes characters by pressing keys is known as? **Keyboard**
- In MS-Word, what does Ctrl + = key effect? **Subscript**
- HP is a famous brand of computer equipment. What does HP stand for? **Hewlett-Packard**
- Servers are computers that provide resources to other computers that are connected to a? **Network**
- In MS Excel 2007, what symbol is used before a number to make it a label? **(apostrophe)**
- 8 bits are equivalent to? **1 byte**
- Microsoft Power Point is used to create? **Presentations**
- An electronic pathway that carries signals from one part of the computer to another is called a? **Bus**
- The computer program that contains instructions to operate a device is called? **Device driver**
- _____ files are used to assist in recovering lost data if the program or computer stops abnormally? **TEMP**
- Which command will you use in PowerPoint if you need to change the color of different objects without changing the content? **Colour Scheme**
- What is a terabyte? **Roughly a trillion bytes**
- In MS Word 2007, which shortcut key is used to add a comment? **ALT + CTRL + M**
- In MS Word 2007, which shortcut key is used to replace text or particular formatting? **CTRL + H**
- When two people collaborate on an online document at the same time, they are collaborating? **Synchronously**
- In MS Word, a master document includes multiple _____ of subdocument? **Links**
- In computing, GB stands for? **Gigabyte**
- In MS Word 2007, which shortcut key is used for "Go to a page, bookmark, footnote, table, comment, graphic or other location"? **CTRL + G**
- Which material is used to make chips containing micro-circuits for computers and other electronic equipment? **Silicon**
- What is the shortcut key for inserting a page break in MS Word? **CTRL + Enter**
- In a Word document this describes the size, weight, and spacing of a character? **Font**
- On a Windows PC, the shortcut for saving a Word document is? **CTRL + S**
- Which file is responsible to start MS Word? **Winword.exe**
- The speed of a LaserJet printer is measured in? **Page per minute**
- The shortcut key to bold the text is? **Ctrl + B**

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- What is Internet2? **A research consortium for advance internet and research and development**
- To ensure that a graphic that you insert in a document is not distorted when you resize it, select? **Lock aspect ratio**
- Optical Fiber System is? **Telecommunication system**
- In Microsoft Windows 7, _____ can provide you with information about the weather? **Gadgets**
- When using computers which of the following involves reducing the electricity consumed or environmental waste generated? **Green Computing**
- In word processing, what does an I-beam help with? **Highlighting text**
- Which is an example of Database Management System? **ORACLE**
- A scanner is a/an? **Input Device**
- DMA stands for? **Direct memory access**
- In MS Word 2007, to extend the selection to the end of the document, press? **CTRL+ SHIFT + END**
- In MS Word, the column can be broken? **Pressing Ctrl + shift + enter**
- Which key combination is used to underline text? **CTRL + U**
- Business conducted through the internet is called? **E-commerce**
- Which software is used for preparing presentations? **Power point**
- With regard to the internet, the acronym ISP refers to? **Internet service provider**
- In a computer, spelling mistakes are corrected by? **Auto correct**
- In MS PowerPoint, the Clip Art option is available in the ____ menu? **Insert**
- Which of the following keys can be used to apply Center Alignment to a paragraph? **Ctrl + E**
- Who created the Java language? **James Gosling**
- Which is a data communication system inside a building, plant, or campus, or between nearby buildings? **LAN**
- A computer of hybrid type? **Resembles both a digital and analogue computer**
- UPS means? **Uninterruptible Power Supply**
- Which is not a view of PowerPoint? **Presentation view**
- Which is a read-only memory storage device? **CD Rom**
- Ctrl + C is? **Copy**
- A cursor refers to a? **Thin blinking line**
- Which part of the computer is known as the “brain of the computer”? **Central Processing Unit**
- PNG (Portable Network Graphics) is a type of? **Raster graphics or bitmaps**
- A high-quality CAD system uses the following for printing drawings and graphs? **Digital plotter**
- All files deleted from the computer are initially moved to? **Recycle Bin**
- Which one is not an image editing program? **Power Point**
- Answering an E-mail that has been received is called _____ an E-mail? **Reply**
- Which transfers information between processors and peripherals? **Data Bus**

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- In MS Word 2007, which shortcut key is used for moving a selected paragraph upward? **ALT + SHIFT + UP ARROW**
- In computer science, a half-byte is also referred to as? **Nibble**
- Which one is not an internet search engine? **Linux**
- Which is a unique name selected by a user while creating an e-mail? **Username**
- 1024 kilobytes are equal to? **1 Mega Byte**
- The dots in an image are called? **Pixels**
- Which key is used to close Microsoft Excel? **ALT + F4**
- To save a document with a new name, you press? **Click File, then save as**
- The protocol that assigns an IP address to a client connected to the internet is? **DHCP**
- The INDEX function in Excel? **Returns the value at given position in a Range or Array**
- What is the device called that converts digital signals into analog signals? **Modem**
- An operating system is which type of software? **System Software**
- What is the program specifically designed for email called? **Outlook Express**
- The device used to convert alternating current into direct current is called? **Rectifier**
- The "Edit, Clear" command does not include the _____ function? **Delete cells**
- In MS Excel, the horizontal cell name that comes after Z is? **AA**
- Which part of the computer is used for calculation and comparison? **ALU**
- All memory units are represented as powers of? **2.0**
- In which year was the first Apple computer introduced? **1976**
- The first microprocessor developed by the Intel Corporation was called? **4004**
- Which term is used to describe the starting point of a website? **Home page**
- Which shortcut key is used to find a word in a document? **CTRL + F**
- The maximum number of columns that can be inserted in an MS Word table? **63**
- The Internet was originally a project of a government agency called? **Arpa**
- Which type cannot be attached to an email? **exe**
- Which computer language is the oldest? **FORTRAN**
- What is the extension of MS Word? **.docx**
- In MS Word, we use a shortcut key to split a table? **Ctrl+shift+Enter**
- What is the complete form of ROM? **Read Only Memory**
- Which key is used to select all in PowerPoint? **CTRL + A**
- What font sizes are available in the Font Size tool of MS Word on the Formatting toolbar? **8 to 72**
- Which shortcut key is used to activate the Undo command in Word? **CTRL + Z**
- Can the font size in Microsoft Word be set by typing the size manually for the font? **1638**
- In MS Word 2007, what is the maximum zoom level of a document? **500%**
- The intersection of rows and columns is called? **Cell**
- Which is the right alignment in PowerPoint? **CTRL + R**
- Which technology is used by an optical disk drive? **Laser Technology**
- The word COMPUTER is derived from which language? **Latin**

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- Which shortcut key is used to insert the current time in any cell of an Excel worksheet? **Ctrl + Shift + ;**
- The fastest way to create a PowerPoint presentation is to use the? **Auto content wizard**
- Who is known as the Father of Computer? **Charles Babbage**
- Text concatenation is performed by using? **Ampersand (&)**
- Which term is associated with a database? **Oracle**
- It is the shortcut key used to select the entire column in Excel? **Ctrl-space**
- What is the purpose of the Auto Calculate feature? **Provides a quick way to view the result of an arithmetic operation on a range of cells**
- Microprocessors were introduced for the first time in? **4th generation computers**
- Verification of a login name and password is called? **Authentication**
- Which formula is used to perform multiple calculations? **Array**
- In MS Excel, the function key used to go to a specific cell is? **F5**
- What was the computer designed by Babbage? **Analytical Engine**
- All formulas start with which symbol? **=**
- The VLOOKUP function is used for? **Finds related records**
- How do we set slide timing? **Slide show**
- Which is the correct format of an email address? **Name@website.com**
- A digital camera is what type of device? **Input**
- Which shortcut key is used to set the line spacing to 1.5? **CTRL + 5**
- CDs or DVDs are what type of devices? **Storage**
- Which Is used at the end of a Word document to provide more information about something in your document? **Endnote**
- Which is the fundamental unit of a worksheet where data is entered? **Cell**
- A cell may be edited by? **Double clicking the cell to edit it in-place**
- How do you open a file in Microsoft Word? **Ctrl + O**
- In which application is the Conditional Formatting feature used? **MS Excel**
- When we consider the cost, which computer is the most expensive? **Super Computers**
- In Microsoft Word, Ctrl + S is used for? **Save a document**
- Which has the fastest access time? **Semiconductor Memories**
- What do you call the diagram that shows the proportion of how one or more data elements are related to other data elements? **Pie Chart**
- In MS Word, what gets selected by pressing the F8 key three times? **Sentence**
- Style sets are saved in? **Quick Style gallery**
- Which command is used to exit Microsoft Word? **ALT + F4**
- What does Shift + F5 do in MS Word? **Jump between edits**
- Microsoft Excel is which type of software? **Application Software**

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- Which device is used for permanent data storage? **Hard Disk**
- A relational database consists of a collection of? **Tables**

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- The shortcut key to close a selected window is? **ALT + F4**
- What does SIM stand for? **Subscriber Identity Module**
- The term attribute refers to a which of a table? **Column**
- Which one extends a private network over public networks? **Virtual Private Network**
- The network layer concerns with? **Packets**
- The total number of pixels stored in a graphics system's frame buffer is known as? **Resolution**
- Which focuses on the discovery of (previously) unknown properties on data? **Data mining**
- Bluetooth is an example of? **Personal area network**
- The network layer protocol of Internet is? **Internet protocol**
- Which is a sample of an Operating System? **Microsoft Windows**
- In Ms-Word 2013, Quick Access toolbar allows you to access common? **Commands**
- Which serves as a buffer between the CPU and main memory? **Cache Memory**
- W3C stands for? **World Wide Web Consortium**
- An e-mail address consists of two parts, username or ID and? **Domain Name**
- ICMP is primarily used for? **Error and diagnostic functions**
- By default, on which page is the Header or Footer printed in MS Word? **On every page**
- In Information Technology what does HTML stand for? **Hyper Text Markup Language**
- When was the very first email ever sent? **1971**
- The major language for World Wide Web is? **HTML**
- The software that contains rows and columns is called? **Spreadsheet**
- In the field of computers what is BASIC (Beginners All-Purpose Symbolic Instruction Code)? **A Programming language**
- In MS Word 2007, which shortcut key is used to increase left Indent? **Ctrl + M**
- In MS-Word, the Home key moves the cursor to the? **Beginning of the line**
- What is used in a computer to protect a network server from damage by those who log into it? **Firewall**
- With which view you can see how texts and graphics appear on the printed page? **Print Layout**
- In MS Word, “Ctrl + Page Down” is used to move the cursor? **One Page Down**
- The Unit that controls all parts and components of a computer is? **CPU**
- PDF is a text format designed by Adobe. What does the abbreviation PDF mean? **Portable Document Format**
- The display device on a computer, similar to a television screen is called? **Monitor**
- A network that covers a large area, a city, a country, and beyond is called? **WAN**
- Which Power Point feature allows the user to create a simple presentation quickly? **Auto Content Wizard**
- A computer processor can only understand? **Machine Language**
- The program that contains instructions to operate a device is called? **Device driver**
- In the field of IT, FTP stands for? **File Transfer Protocol**

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- USB Flash Drive is commonly used portable device to store data. What does USB stand for? **Universal Serial Bus**
- Which term refers to the ability of a computer to automatically configure a new hardware component that is added to it? **Plug and play**
- The Tool used for finding a similar word in a Document is called? **Thesaurus**
- A group of 8 bits is called? **Byte**
- Which helps in reducing spelling errors in a document being typed? **Auto Correct**
- Keys starting with characters F1 to F12 are? **Function Keys**
- MICR stands for? **Magnetic Ink Character Recognition**
- UPS stands for? **Uninterruptible Power Supply**
- Macintosh, a personal computer, was developed by? **Apple**
- The process of transferring files from the internet to your computer is called? **Downloading**
- Hyperlink Shortcut key is? **CTRL + K**
- WAN is a type of network; its full form is? **Wide Area Network**
- Ctrl + N in MS Word is used to? **Open New Document**
- In MS Excel, if you accidentally delete a record on the sheet, which command can be used to restore it immediately? **Undo**
- What is the shortcut key for making text "Bold" on a PC? **Ctrl + B**
- Which can be used to mark a multiple-choice test? **Optical mark reader**
- Which is also known mechanical agent? **Robot**
- In MS Word 2007, which shortcut key is used to switch to Print Layout view? **ALT+CTRL+P**
- Is used for criminal investigations and security system. Some computers use it for login and user authentication? **Finger print reader**
- Individual dots that make up a picture on the monitor screen are called? **Pixels**
- Which is a collection of programs that supervises and control overall function of a computer? **Operating system**
- “Fax Viewer” is a/an? **Utility program**
- URL is an abbreviation of? **Uniform Resource Locator**
- Which is a grid of individual pixels that together make up an image? **Raster graphic or bitmap**
- What shortcut key is used to replace text or specific formatting? **CTRL+H**
- Encyclopedia is an example of _____ software? **Reference**
- Which is used to create visual presentations with the help of audio and video clips? **Multimedia software**
- Which is a program used to view and manage images? **Image viewer**
- In MS Word 2007, which shortcut key n used to insert a comment? **ALT+CTRL+M**
- PCI is an expansion slot, it stands for? **Peripheral Component Interconnect**
- Which controls, coordinates, and directs all the operations performed by the computer? **CU (Control Unit)**
- What does RAM in a computer stand for? **Random Access Memory**

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- _____ is a silicon chip that executes a set of instructions and processes data efficiently and accurately? **Processor**
- Which devices hold data and instructions? **Storage**
- _____ could tell you the price of a bar of biscuit? **Bar code reader**
- What is the full form of UNIVAC? **Universal Automatic Computer**
- LED printer uses _____ to cause toner adhesion to the printer drum? **An array of LEDs**
- "Adobe Flash" is a type of? **Multimedia software**
- _____ contains a magnetic strip? **Credit card**
- Devices that are used to input data into a computer are known as? **Input devices**
- In Windows Operating System ___ is known as a File Manager? **Windows Explorer**
- _____ loads the system files into the computer's RAM and provides a user interface? **Operating system**
- Types of computer memory are? **Two**
- A device cannot function properly if _____ has not been installed? **Device driver**
- Which is used to identify physical and logical problems of a disk? **Disk scanner**
- CD-ROM stands for? **Compact Disk Read Only Memory**
- Windows Media Player is a/an? **Entertainment software**
- Which is used to transmit digital data over telephone lines? **Modem**
- ___ is a series of light and dark bars (lines) of varying widths pasted on different products, which contains information about the product? **Barcode**
- Which helps user to locate, rename, move, copy and delete files? **File Manager**
- A long, narrow socket on the motherboard into which different expansion cards can be inserted is called? **Expansion slot**
- Daisy wheel printing was invented in? **1969**
- Which are used to show data? **Output devices**
- "Add or Remove programs" is a(an)? **Utility program**
- Daisy Wheel Printing is a type of? **Impact Printing**
- ___ are programs that control and coordinate the operations of computer hardware? **System Software**
- Computer hardware drivers are? **System software**
- Which is temporary storage area for data before and after it is processed? **RAM**
- What does VGA stand for? **Video Graphics Array**
- Which memory contains startup instructions of the computer and information about its hardware devices? **ROM**
- A light pen consists of? **Light sensitive elements**
- MS Excel, Lotus 1-2-3 and Corel's Quatro Pro are examples of? **Productivity Software**
- Which part of a computer functions like the human brain? **Processor**
- Barcode Reader is a/an? **Input device**
- Is used for creating pictures, 3D images, and animation? **Graphics software**
- 3D printing is also known as? **Additive Manufacturing (AM)**

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- Who invented the computer mouse? **Douglas Carl Engelbart**
- Software is also called? **Computer program**
- CDR (Corel Draw) is a type of? **Vector graphics**
- The shortcut Ctrl + F is used for? **Searching in a file**
- MIN(E3:E9) indicates? **Minimum value from 3rd to 9th cell in column E**
- Most installations start through the AutoRun feature; otherwise, the installation can be started by choosing? **setup.exe**
- Bold, Italic and underline are? **Font Styles**
- Why are Excel files referred to as a WorkBook? **They contain a number of Work sheets and Chart sheets**
- IF, NOT, OR, XOR are called? **Logical functions**
- In what form is data represented when it is copied from Excel to Word? **In a table of MS Word**
- Which is not Application Software? **Windows XP**
- _____ is the storage device that stores the operating system and application programs? **Hard disk**
- The part of a database that holds one type of information is? **Field**
- Which shortcut key is used to hide a column? **Ctrl + 0**
- The software that is available free of cost is called? **Freeware**
- What shortcut key is used for line break? **Shift + Enter**
- By using which shortcut key does the presentation start from the current slide? **Shift + F5**
- Shortcut key for selecting all text? **Ctrl + A**
- What is the purpose of Justify? **It aligns the text**
- F11 is used in MS Excel for? **To insert chart for the selected cells**
- The terms push and pop are associated with? **Stack**
- A PowerPoint presentation generally contains many? **Slides**
- Generally, the most useful help document during software installation is? **Installation guide**
- Which option of menu bar shows textbox, pictures, and animations in MS Power Point? **Insert**
- "Portrait and landscape" in MS Word are called? **Page orientation**
- A Nibble consists of? **4 bits**
- In MS Word, key F12 opens? **Save as dialogue box**
- A series of instructions that can be followed to obtain desired outcomes is called? **Algorithm**
- The source programs are in which language? **High level language**
- Which is the short key to jump to the first of the presentation? **Ctrl+ Home**
- F7 is used for? **Spell checking**

Computer Past Papers 2016

- The shortcut key for printing a document in MS Word is? **Ctrl + P**

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- Which search engine has been developed by Microsoft? **Bing**
- 'Cryptology' is the study of? **Codes**
- Which is the agreed-upon format for transmitting data between two devices? **Protocol**
- In a computer, what does OS mean? **Operating System**
- A computer mouse is what type of device? **input**
- The unique address of a webpage is called? **URL**
- Which of these is not an input device? **Monitor**
- What is the full form of LED? **Light Emitting Diode**
- Which is made of glass or plastic and carries signals in the form of light? **Optical Fiber**
- Which is a data communication system used within a building or between nearby buildings? **Local Area Network (LAN)**
- There is a small file that helps the computer communicate with certain hardware devices. What is it called? **Driver**
- A program, document utility that is not hardware on a computer is called? **Software**
- Which ports are usually used in a computer? **USB**
- What is the full form of 'www'? **World Wide Web**
- In MS Word, which is not a type of page margin? **Centre**
- To receive step-by-step instructions while going through the Word mail merge process, use? **The Mail Merge Wizard**
- Spam or fraudulent e-mails are also known as? **Junk mail**
- Which is the standard term used for pre-released software? **Beta**
- How many bytes of data does each sector on a hard drive store? **512**
- What can you use Outlook Tasks for? **Manage to-do items**
- A temporary place for storing information in a computer is called? **Buffer**
- Google+ is another alternative to which website? **Facebook**
- A _____ is the main database object used to present information in a printable page layout? **report**
- While inserting a graphic into a worksheet, you can move to cell A1 by pressing? **CTRL+HOME**
- An unauthorized user is a network ___ problem? **Security**
- 'Amazon' is the best example of which type of site? **E-Commerce**
- The most common kinds of storage devices are? **Magnetic**
- Instructions developed by the user for Excel are called? **Macros**
- To remain compatible with earlier versions of Microsoft Word, a Word 2013 document should be saved using this extension? **.doc**
- Do-while is a _____ loop? **Exit control**
- Which is an example of microblogging? **Twitter**
- What are fibre optic cables used for? **To transmit Data**
- Which devices receive data from outside the computer and send it to the CPU? **Input devices**
- What term is used to describe a picture that has been resized by a percentage? **Scaled**

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- What does an I-beam help with? **Highlighting text**
- Which term is used for shaped text? **WordArt**
- Which data type automatically generates consecutive numbers? **Auto number**
- What does the term "page orientation" refer to? **Whether a page is laid out vertically or horizontally**
- In Microsoft PowerPoint, _____ will not move the slides forward in Slide Show view? **Esc key**
- What term is used for a feature that provides Excel with enhanced capability? **Add-in**
- The most suitable tool to use for creating a hierarchical flow chart in Word is? **SmartArt**
- While you are working on a document, Word automatically saves your document? **Every 10 minutes**
- The inner core of an optical fiber is _____ in its composition? **Glass or plastic**
- What is the shortcut to change the font? **Ctrl+ Shift+ F**
- There are two different ways to insert content from one application into another—embedding and? **Linking**
- Protecting a worksheet refers to? **To lock cells in the worksheet so that a user cannot inadvertently change them**
- This refers to the size, weight, and spacing of a character in a Word document? **Font**
- Where is the address of the currently active cell shown? **Name Box**
- The rules that determine how the different parts of a formula are written in a table and elsewhere are called? **Syntax**
- Which technique is used to send more than one call over a single line? **Multiplexing**
- Which alignment option spreads the data across the width of the cell? **Distributed**
- When you want to merge cells in any specific row of a table, you? **Merge**
- The smallest unit of memory is? **Bit**
- Which one is a spreadsheet? **MS Excel**
- One byte contains _____ bits? **8**
- To see Word field codes in your document, press? **Alt+F9**
- Indentation is called a? **Left space of paragraph**
- I/O is the abbreviation for? **Input/ Output**
- A file that contains ready-made styles for use in presentations is called? **Template**
- Which option in the Find/Replace dialog box makes the search case-sensitive? **Match case**
- What is the file name extension for an Outlook data file? **PST**
- In Microsoft PowerPoint, to add a header or footer to your handout, you can use? **The handout master**
- A(n) _____ query finds data from one or more tables? **Select**
- You can change alignment, line spacing, and paragraph spacing in the? **Paragraph dialog box**
- A virus that duplicates itself is called? **Worm**
- In a laser printer, the _____ carries the image to the paper? **Drum**
- To place a sound into a Word document, you would use which feature of Windows? **OLE**

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- A message with replies in a newsgroup is often called a? **Thread**
- In MS Word, the shortcut key CTRL+W is used for? **Close the current window**
- What does GUI stand for? **Graphical User Interface**
- Drive access time is measured in? **Milliseconds**
- Which key is used to begin a new paragraph in MS Word? **Enter Key**
- Which protocol is used to open web pages on the World Wide Web? **HTTP**
- There are two ways you can move text—cut and paste or? **Drag and drop**
- What is the meaning of HTML? **Hypertext Markup Language**
- What does the AVERAGE function compute for a range of cells? **Mean**
- Microsoft PowerPoint is a? **Presentation program**
- Changing to newer, usually more powerful or more advanced versions of hardware components, is called? **Upgrading**
- To install an internal card in a computer, it must have an available? **Expansion slot**
- In Microsoft PowerPoint, the two types of sound effect files that can be added to a presentation are? **.wav files and .mid files**
- The browser's _____ stores a list of web pages you have visited during the current session? **History**
- Which function automatically adds up a column or row of values? **SUM**
- What is another term for pointer? **cursor**
- Which term most accurately describes Outlook? **Messaging client**
- Every computer must have? **Operating System**
- The first part of a complete URL is the _____ required to access the web resource? **Protocol**
- A word on a web page that, when clicked, opens another document? **Hyperlink**
- What represents one billion characters? **Gigabyte**
- Ctrl, Shift and Alt are called ___ keys? **Modifier**
- This will eliminate gaps in justified text in a Word document? **Hyphenation**
- Which protocol provides e-mail facility among different hosts? **SMTP**
- Which is the software tool to store or access data? **DBMS**
- The hard-disk space used as extended RAM is termed? **Virtual memory**
- The dots that run from a table of contents entry to the page number are called? **A leader**
- To _____ text, select it, keep the mouse button pressed, and move the mouse? **Drag**
- Data that is copied from an application is stored in the? **Clipboard**
- A cable has an inner copper core and a second conducting outer sheath? **Coaxial**
- Software mistakes during coding are known as? **Bugs**
- This feature identifies and corrects commonly misspelled words? **AutoCorrect**
- Which topology requires a central controller or hub? **Star**
- In Microsoft PowerPoint, to view all the slides on one screen, use? **View, Slide Sorter**
- If you have sent an e-mail message, what folder would you access to read it? **Sent items**
- Which key should be pressed to move to the end of a line of text? **End**

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- In what way are font sizes specified? **Points**
- Which keystrokes updates a bibliography field? **F9**
- Which feature determines how the contents of a cell are positioned within the cell? **Cell Alignment**
- Which type of memory is non-volatile? **ROM**
- CBT stands for? **Computer Based Testing**
- This is the part of the computer system that one can touch? **Hardware**
- An IPv4 address is made up of how many bits? **32**
- Which is not an example of a pointing device? **Bar code reader**
- Which function eliminates the decimal part of a value? **TRUNC**
- Which shortcut is used to italicize text? **Ctrl + I**
- In a computer, what does DPI mean? **Dots per Inch**
- Who is the founder of Apple Computers? **Steve Jobs**
- URL is an abbreviation of? **Uniform Resource Locator**
- The business activity carried out with the help of the Internet is called? **E-commerce**
- In the fields of Computers VGA stands for? **Video Graphics Array**
- The ALU of a computer reacts to the commands coming from? **Control section**
- Which is used to change margins in MS Office? **Page setup dialog box**
- A software program that controls a piece of hardware is called? **Driver**
- In computer system word 'BOOT' is used for? **To start a computer**
- The function sprintf() works like printf(), but it operates on? **String**
- Objects on the slide that hold text are called? **Placeholders**
- The shortcut key used for Redo in "MS OFFICE" is? **CTRL+Y**
- Keys starting with characters F1 to F12 are? **Function Keys**
- Reusable optical storage usually has the acronym _____? **RW**
- Which is associated with Excel program? **Spreadsheet**
- Which files use the 'mpg' extension? **Video**
- In the world of computer science what is LINUX? **Operating System**
- In Internet terminology, what is the full form of "IP"? **Internet Protocol**
- Which programme is generally used for preparing slide presentation? **PowerPoint**
- In MS Excel, what do you do first to create a formula? **Select the cell you want to place the formula into**
- In Microsoft Excel, the file you create and edit is called? **A workbook**
- Linux is a(n) _____ type of operating system? **Open source**
- Two types of memories 'RAM' and 'ROM' are part of? **Main memory**
- A keyboard, a mouse, and a document reader are examples of? **Input devices**
- Which of the following keyboard shortcuts is used to change the case? **Shift + F3**
- What connects two similar network segments? **Bridge**
- MHz stands for? **Megahertz**
- LAN is the abbreviation of? **Local Area Network**
- The dots that compose the image of a digital photograph are called? **Pixels**

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- CPU is made up of which of the following parts? **Control unit and ALU**

Computer Past Papers 2015

- Which monitor would offer the highest level of performance? **SVGA (Super Video Graphics Array)**
- The information that you enter into the computer is called? **Data**
- What does HTTP stand for? **Hyper text transfer protocol**
- The binary system is based on powers of? **2**
- Which command is used to save an existing file with a new name or in a new location? **Save as**
- A DNS converts a domain name into? **IP**
- ___ is a device used for input? **Mouse**
- Which command is used to reboot the computer? **Ctrl + Alt + Del**
- The taskbar is found? **At the bottom of the screen**
- Which is an output device? **Monitor**
- Which is a processor? **Pentium**
- One kilobyte is equal to how many bytes? **1024**
- When you save a file for the first time, then? **It must be given a name to identify it**
- What is the full form of LAN? **Local Area Network**
- "Google" is a? **Search Engine**
- What is used to add text to a slide? **Text Box**
- In what is computer memory measured? **Gigabytes**
- LED technology is energy-efficient. What is the full form of LED? **Light Emitting Diode**
- What is the shortcut key for the "Find and Replace" dialog box? **Ctrl + H**
- Changing between Portrait and Landscape mode involves the? **Page setup dialog box**
- A set of eight bits is called? **Byte**
- What is the most effective way to protect the data on your hard drive? **Regular backups**
- The unit used to measure the capacity of a hard drive is? **GB**
- Which key do you press to insert a Page Break? **Ctrl + Enter**
- What is the shortcut key for "Undoing" the last action in a document? **Ctrl + Z**
- Entering data and instructions into the computer is known as? **Input**
- A light-sensitive device that converts drawings, printed text, or other images into digital form is? **Scanner**
- What is the clipboard? **A temporary storage location for items that have been cut or copied**
- What does KB stand for? **KiloBytes**
- Before submitting your work, what will you use if you want to find any misspelled words? **Spell checker**
- What does BASIC stand for? **Beginners all purpose symbolic instruction code**
- Which indicates an audio file name? **poem.mp3**
- Which text formatting feature changes the thickness of the letters? **Bold**
- The hard disk in a computer is a/an? **Storage Device**

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- A scanner is? **Input Device**
- If a computer has more than one processor, then it is known as? **Multiprocessor**
- The keys on the right side of the keyboard that are similar to those on a calculator are called? **Numeric Keys**
- What are optic fibres mainly used for? **Communication**
- Which makes the process of formatting text easier when the same formatting is needed in more than one place? **Format Painter**
- A section of text automatically added at the end of an outgoing e-mail is called? **Signature**
- In a computer, the keyboard is used as an _____ device? **Input**
- What is the minimum font size available in the font size tool on the formatting toolbar? **8**
- A group of computers that are linked together is called? **Network**
- What is the maximum font size available in the font size tool on the formatting toolbar? **72**
- The smallest number of rows and columns in an MS Word document is? **1 and 1**
- A standard CD-ROM can usually store up to how much data? **680 MB**
- Any crime that involves a computer and the internet is? **Cyber Crime**
- Which of these is not a web search engine? **YouTube**
- A computer mainly consists of electronics? **circuits**
- Programs written to make a computer work in a desired way are called? **Software**
- What is the hard copy of a document? **Print out**
- What is the Internet? **Network of Networks**
- What is meant by Wikipedia? **An online Encyclopedia**
- The extension of a PowerPoint file is? **.pptx**
- What is the shortcut key for decreasing the text size? **Ctrl + [**
- Data arranged in an understandable form is called? **Information**
- The columns in MS Excel are made up of? **Alphabets**
- What is a macro in MS Excel? **It is a set of instructions**

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Computer Past Papers 2014

- Small files that are stored on a user's hard drive when they visit a website are best described as? **Cookies**
- A computer cannot perform anything without? **Program**
- Bill Gates is the founder of? **Microsoft**
- Which is a well-known email provider? **Gmail**
- Cybercrime is associated with? **Information Technology**
- What is E-Commerce? **On-Line Trade**
- What does SIM stand for? **Subscriber identity module**
- What term is used for the unauthorized and illegal access to computer programs, often with criminal intent? **Hacking**
- What is used to protect data and passwords? **Encryption**

- What is the name of the computer device that is like a TV? **Monitor**
- The unit used to measure the storage capacity of a hard disk is? **GB**
- Browsers ____ maintain a list of web pages you have visited during the current session? **History**
- A ____ certificate is a notice that guarantees that a user or a website is legitimate? **Digital**
- Which is the correct format of an e-mail address? **ppsc@punjab.gov.pk**
- Which is not a search engine? **Facebook.com**
- Which one is a URL? **www.yahoo.com**
- From which menu can you insert the Header and Footer? **Insert Menu**
- The most widely used internet search engine in the world is? **Google**

Computer Past Papers 2012

- Which is an output device? **Printer**
- The time a computer takes to find and transfer data is called? **Access time**
- The area within a computer where data and instructions are stored is called? **Memory**
- Which is not a component of a personal computer? **Modem**
- What is an extremely small piece of silicon on which integrated circuits are fabricated called? **Chip**
- What term is used to describe the unwanted and illegal access to unauthorized programs, often with criminal intent? **Hacking**
- A device that encodes characters by pressing keys is known as? **Keyboard**
- A computer program that translates an entire program into machine language is called a/an? **Compiler**

Computer Past Papers 2011

- Printer resolution is measured in? **DPI**
- The central processing unit consists of? **Arithmetic logic and control unit**
- Which area in the Excel window is used for entering values and formulas? **Formula bar**
- A cell in an Excel worksheet has? **Intersection of Column and ROWS**
- A home page forms part of a(n)? **Website**
- The code used to gain access to a locked system is? **Password**
- Which command brings you to the first slide in your presentation? **Ctrl + Home**
- By what means can you copy the screen? **PrtScn**
- An error in a computer program that causes it to run improperly is called? **Bug**
- Which is the default page setup orientation of a slide in PowerPoint? **Landscape**
- A device that allows a computer to connect to another computer through a telephone line is? **Modem**
- Which keyboard shortcut makes the selected text bold? **Ctrl + B**
- Which button do you click to add a series of numbers? **Auto sum button**
- Which key moves your cursor form one cell to the next cell in a table? **Tab**
- How many bytes are there in a Megabyte (MB)? **1,048,576 bytes**

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- The print quality of a dot matrix printer is measured by? **Dot per inch**
- An Excel workbook is a collection of? **Worksheets and Charts**
- A page has how many margins? **Four (Top, Bottom , left, right)**
- The computer that handles both digital and analog data is called? **Hybrid computer**
- A laser printer uses? **Toner cartridge**
- To save a Word document as a web page? **Save as Html**
- What is the default port of HTTP? **80**
- A computer port is used for? **Communicate with other computer peripherals**
- The word processing task associated with changing the appearance of a document? **Formatting**
- How many megabytes make up a gigabyte? **1024**
- What is Microsoft Word? **application software**
- Which file extension indicate graphic files? **BMP and GIF**
- What does URL mean? **Address of Page on WEB**
- Which shortcut key is used to save a file under two names? **F12**
- How can you highlight the text without using a mouse? **Use the arrow key while holding shift key**
- MS Excel belongs to which category of software? **Spreadsheet**
- To save a document with a different name, you need? **Use the save as command**
- What does VGA stand for? **Video graphic array**
- Which kinds of computers are known for their high level of accuracy? **Digital**
- What do you understand by a computer monitor? **Output device**
- FORTRAN, a computer programming language, is mainly used for? **Scientific Research**
- Who developed the first digital computer? **John V. Atanasoff**
- Compared to earlier computers, modern computers are? **Faster and smaller**

Computer Past Papers 2009

- Who is referred to as the "Father of Computer"? **Charles Babbage**
- 1 nibble is made up of? **4 bits**
- How can you insert a new slide in MS PowerPoint? **Insert+ New Slide**
- The microprocessor is the _____ of the computer, and it carries out all the computational tasks? **brain**
- A group of 16 bits is called? **Word**
- Which memory loses its contents when the power is lost? **RAM**
- The unit that controls every part of the computer is? **CPU**
- 1024 bytes are equal to? **One Kilo byte**
- MS PowerPoint is an example of? **Presentation software**
- In Computer Networking, WAN service is associated with? **Wide Area Network**
- Which famous scientist gave the idea of data storage? **J. Von Neumann**
- Which of the following is a graphical application in MS Window? **Paint**

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- The space within a computer frame and secondary storage where data and instructions are kept is called? **Memory**
- What does FAST stand for? **Federation Against Software Theft**

Computer Past Papers 2008

- CPU stands for? **Central Processing Unit**
- Recognize "Software" in computer technology? **Collection of programs**
- The full form of SIM is? **Subscriber Identity Module**
- "One Terabyte" is equal to? **1024 Gigabytes**
- DNS refers to? **Domain Name System**
- A digital computer operates on? **Binary system**
- Optical Fibre System is used in? **Telecommunication system**
- Silicon Valley in California, USA is famous for? **Computer industries**

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