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Computer MCQs

First Computer for home use was introduced in 1981 by which company?

A. IBM
B. Apple
C. Intel
D. Dell

IBM Stands for _____?

A. International Business Machine
B. Integrated Business Machine
C. Information Business Machines
D. International Business Model

who invented the difference engine and analytical engine?

A. Vint cerf
B. Mark zukerberg
C. Charles Babbage
D. None

What does Ctrl + = key effect?

A. Superscript
B. Subscript
C. All Caps
D. Shadow

How can you make the selected character super-scripted in Ms Word?

A. Ctrl + =
B. Ctrl + Shift + =
C. Alt + Ctrl + Shift + =
D. None of above

When typing in a word field manually, what must you press to insert the code's brackets?

A. Ctrl + F6
B. Ctrl + F9
C. Alt + F11
D. Shift + F12

Which key is used to increase left indent in Ms Word?

A. Ctrl+I
B. Ctrl+M
C. Alt+I
D. F10

Changing the appearance of a document is called_____?

A. Proofing
B. Editing
C. Formatting
D. All of above

Select a _____ to apply a predefined format to a Word 2016 table?

A. Table style
B. Table format
C. Format Style
D. None of above

To change margin settings in Word 2016, click _____ on the menu bar and then point to the Page Margins.

A. File
B. Layout
C. Format
D. Tools

If you need to change the typeface of a document, which menu will you choose?

A. Edit
B. View

C. Format
D. Tools

Which simplifies the process of formatting text if the same formatting is required in more than one location?

A. Auto Text
B. Format Painter
C. Font dialog box
D. None of the above

Pressing the _____ key instructs Word to replace an AutoText entry name with the stored AutoText entry

A. f1
B. f2
C. f3
D. f4

HTTP stands for_____?

A. Hypertext transfer processor
B. Hypertext Transfer Protocol
C. High transfer protocol
D. None

Which of the following is the latest version of MS Excel?

A. Excel 2016
B. Excel 2017
C. Excel 2019
D. Office 365

Which of the following button will allow you to add, delete, or change records in your Data Source?

A. 'Data Source' button
B. 'Edit' button

C. 'Edit Data Source' button
D. 'Data Editing' button

By default, your document prints with_____?

A. 1 inch top and bottom margins
B. a portrait orientation
C. 1.25 inches left and right margins
D. all of the above

What do you call 'a collection of character and paragraph formatting commands'?

A. the defaults
B. a template
C. a style
D. a boilerplate

What is a Document Outline View in Ms Word?

A. A preview in a full screen
B. A preview with margins
C. A View with a margins and gutter
D. A view with a structure of heading at various levels

The _____ in the Resume Wizard dialog box indicates the wizard is ready to create the document.

A. Start panel
B. Finish panel
C. Add/Sort Heading panel
D. Address panel

How much space in minimum must be provided between columns?

A. 0″
B. 0.5″
C. 1″
D. 1.5″

Word is preset to use standard 8.5-by-11-inch paper with _____ margins?

A. 1-inch left, right, top, and bottom
B. 1.25-inch left, right, top, and bottom
C. 1.25-inch left and right margins and 1-inch top and bottom

Which keystroke is used for updating a field in Ms Word?

A. F6
B. F9
C. F11
D. F12

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

A. F5
B. F7
C. F9
D. Shift + F7

The MLA style specifies that a superscript be used for a note reference mark to signal an explanatory note exists either at the bottom of the page as a(n) _____.

A. footnote or at the end of the document as a startnote
B. headnote or at the end of the document as an endnote
C. footnote or at the end of the document as an endnote
D. headnote or at the end of the document as a startnote

Although it is not shown in normal view, to view a header, click _____ on the menu bar and then click Header and Footer.

A. View
B. Edit
C. Format
D. Tools

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

A. Copy
B. Paste
C. Format Painter
D. Paste Special

_____ are types of wizards and templates in the Resume Wizard dialog box.

A. Standard, Contemporary, and Sophisticated
B. Professional, Contemporary, and Elegant
C. Formatted, Unformatted, and Graphic
D. Basic, Comprehensive, and Formatted

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

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

Word stores all frames associated with a Web page in a single file called the _____.

A. authoring page
B. text page
C. frames page
D. hyperlink page

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

A. .25″
B. .5″
C. .75″
D. 1″

The file type _____ indicates the file is a Word document.
0

A. .msw
B. .wor

C. .wrd
D. .doc

What happens when you insert an AutoShape by simply clicking in the document?

A. it appears near the insertion point
B. it is inserted in its default size
C. is selected
D. all of the above

Which menu do you choose to create header in Office 365?

A. format, header and footer
B. view, header
C. insert, header and footer
D. view, header and footer

Footnotes, endnotes, and indexes are all inserted as _____?

A. bookmarks
B. cross-references
C. hyperlinks
D. word fields

When you save a file as a Web page, Word converts the contents of the document into _____.

A. Java
B. Perl
C. HTML
D. Unix

Where is the quick Access Toolbar and when should you use it?

A. upper-left corner and use it for your favorite commands
B. floats over your text and use it when you need to make formatting changes
C. Home tab and use it when you need to quickly launch or start new document
D. None of above

Which key deletes the character to the left of the cursor?

A. End
B. Backspace
C. Home
D. Delete

To advance rightward from one cell to the next in a table, press the _____ key.

A. tab
B. backspace
C. home
D. enter

Which of the following typically appear at the end of document for citation of source?

A. End notes
B. Foot notes
C. Header
D. Footer

To display more of the document on the screen in print layout view, the _____ can be hidden

A. white space at the top of the pages
B. white space at the bottom of the pages
C. gray space between pages
D. all of the above

The paragraph mark (¶) is a formatting mark that indicates where the _____ was pressed

A. Tab key
B. Spacebar
C. Enter key
D. Shift key

Which of the following do you use to change margins in Ms Word?

A. formatting toolbar
B. page setup dialog box
C. Standard toolbar
D. paragraph dialog box

A screen element of MS Word that is usually located below the title bar that provides categorized options is_____?

A. Menu bar
B. Tool Bar
C. Status Bar
D. All of the above

When the Language bar is _____, it means that you do not see it on the screen but it will be displayed the next time you start your computer.

A. restored
B. hidden
C. minimized
D. closed

Which of the following is not essential component to perform a mail merge operation?

A. Main document
B. Data source
C. Merge fields
D. Word fields

The ability to combine name and addresses with a standard document is called _____?

A. document formatting
B. database management
C. mail merge
D. form letters

Which corner of the Word window has the zoom control?

A. upper-left
B. upper-right
C. lower-left
D. lower-right

Which of the following position is not available for fonts on MS Word?

A. Normal
B. Raised
C. Lowered
D. Centered

Which option enables automatic updates in destination documents?

A. embedding
B. objects
C. links
D. relationships

A _____ is a formatting mark at the end of a line that moves the insertion point to the beginning of the next physical line.

A. paragraph break character
B. nonbreaking space
C. line break character
D. nonbreaking hyphen

The _____ indents all the lines of a paragraph except first line in Ms Word.

A. First Line Indent Marker
B. Hanging Indent Marker
C. Left Indent Marker
D. Right Indent Marker

How can you break the current column and start a new column immediately in Ms Word?

A. Press Ctrl + Shift + Enter
B. Press Alt + Enter

C. Press Ctrl + Enter
D. Press Alt + Shift + Enter

How can you remove tab stop markers from ruler?

A. Double click the tab marker and choose Clear All
B. Drag the tab stop marker out of the ruler
C. Right click the tab stop marker and choose remove
D. All of above

In Word, the default alignment for paragraphs is_____?

A. left-aligned, or flush margins at the left edge and uneven edges at the right edge
B. centered, or equidistant from both the left edge and the right edge
C. right-aligned, or flush margins at the right edge and uneven edges at the left edge
D. justified, or flush margins at both the left and right edges

Ctrl + J Shortcut key is used in Microsoft Word to_____?

A. Align Justify
B. Insert Hyperlink
C. Search
D. Print

Which of the following is not one of the three 'Mail Merge Helper' steps?

A. merge the two files
B. create the main document
C. set the mailing list parameters
D. create the data source

What is the shortcut-key for manual line break?

A. CTRL + Enter
B. Alt + Enter
C. Shift + Enter
D. Space + Enter

What is the shortcut key to display field codes?

A. Alt + F9
B. Ctrl + F9
C. Shift + F9
D. Space + F9

. **Press _____ to create a line break, which advances the insertion point to the beginning of the next physical line – ignoring any paragraph formatting instructions**

A. shift+enter
B. ctrl+enter
C. shift+tab
D. ctrl+tab

Essential business letter elements include the _____.

A. date line and inside address
B. message
C. signature block
D. all of the above

What is placed to the left of horizontal scroll bar in Ms Word

A. Tab stop buttons
B. View buttons
C. Split buttons
D. Indicators

The ribbon in Word 2007 consists of a series of_____?

A. Gates
B. Smaller ribbons
C. Tabs
D. Icons

When you point to a text entry in the Office Clipboard gallery in the Clipboard task pane, _____.

A. the first several characters of text in the item display as a ScreenTip
B. the text entry is deleted from the Office Clipboard gallery

C. the text entry is pasted into the document at the location of the insertion point
D. all of the above

The shortcut keys for the _____ character formatting are Ctrl+ Shift+ Plus sign

A. case of letters
B. underline words, not spaces
C. superscript
D. all capital letters

A _____ is not attached to an edge of the Word window; that is, it displays in the middle of the Word window and can be moved anywhere in the window

A. floating toolbar
B. scroll bar
C. status toolbar
D. menu bar

The _____ is a short horizontal line indicating the conclusion of a document.

A. insertion point
B. end mark
C. status indicator
D. scroll box

switching between portrait and landscape modes involves the_____?

A. header and footer toolbar
B. print layout view
C. page setup dialog box
D. none of the above

Change the _____ to create a document in wide format in ms Word

A. Page Orientation
B. Page margins
C. Paper Style
D. Paper Source

The Word Count command on the Tools menu displays the number of words as well as the number of _____ in the current document.

A. lines
B. characters
C. paragraphs
D. all of the above

Ctrl + C Shortcut key is used in Microsoft Word to_____?

A. Copy the selected text
B. Cut the selected text
C. Print the selected text
D. Paste the selected text

To instruct Word to stop bulleting paragraphs, do any of the following except _____.

A. press the enter key twice
B. click the Undo button on the Standard toolbar
C. press the backspace key to remove the bullet
D. click the Bullets button on the Formatting toolbar

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The term 'Computer' is derived from_____?

A. Latin
B. German
C. French
D. Arabic

Who is the father of Computer?

A. Allen Turing
B. Charles Babbage
C. Simur Cray
D. Augusta Adaming

The basic operations performed by a computer are_____?

A. Arithmetic operation
B. Logical operation
C. Storage and relative
D. All the above

Who is the father of Internet ?

A. Chares Babbage
B. Vint Cerf
C. Denis Riche
D. Martin Cooper

If a computer has more than one processor then it is known as_____?

A. Uni-process
B. Multiprocessor
C. Multi-threaded
D. Multi-programming

A light sensitive device that converts drawing, printed text or other images into digital form is_____?

A. Keyboard
B. Scanner
C. OMR
D. None of these

WWW stands for_____?

A. World Whole Web
B. Wide World Web
C. Web World Wide
D. World Wide Web

A collection of system programs that controls and co-ordinates the overall operations of a computer system is called_____?

A. System software
B. Operating system
C. Utility program
D. Device driver

What type of operating system MS-DOS is?

A. Command Line Interface
B. Graphical User Interface
C. Multitasking
D. Menu Driven Interface

Which technology is used in compact disks?

A. Mechanical
B. Electrical
C. Electro Magnetic
D. Laser