

Computer Basics

Name: _____

Date: _____

1. What is the blank space outside the printing area on a page?
(A) Clipart
(B) Margins
(C) Header
(D) Footer
2. Which of the following is an example of page orientation?
(A) Landscape
(B) Subscript
(C) Superscript
(D) A4
3. Formatting is performed on
(A) Text
(B) Table
(C) Menu
(D) Both (a) and (b)
4. Which of the following software is used for making resume?
(A) MS Excel
(B) MS Word
(C) Dev C
(D) Java
5. Press _____ to open the help window in MS word document.
(A) F1
(B) F2
(C) F9
(D) F11
6. 'SIM' stands for _____.
(A) Subscriber Identity Module
(B) Station Interactive Module
(C) Super Interactive Module
(D) Super Identity Module.
(E) System Identity Module
7. The ability to recover and read deleted or damaged files from a criminal's computer is an example of a law enforcement specialty called what?
(A) Virus
(B) Cyber Crime
(C) Simulation.
(D) Computer forensics
(E) Hacking
8. Which of the following is an examples of Word processing spreadsheet and photo-editing?
(A) System software
(B) System hardware
(C) Application software
(D) Platform software
(E) None of these

9. What is the base of hexadecimal number system?
(A) 2 (B) 9 (C) 26 (D) 32 (E) 16

10. 1 GB = _____ KB.
(A) 128×1024 (B) 1024×1024 (C) 256×1024 (D) $128 \times 1024 \times 256$

11. _____ is the shortcut to save as in ms office?
(A) Ctrl+A (B) Alt+F+S (C) F12 (D) F5

12. Save and Save as are same? True/False

13. If you are going to a site you use often, instead of having to type in the address every time, you should _____
(A) Save it as a file
(B) Make a copy of it
(C) Delete it
(D) Bookmark it

14. Choose the odd one out
(A) Linux
(B) Android
(C) Windows
(D) MAC OS

15. _____ is the shortcut to centre align
(A) Ctrl+E
(B) Ctrl+C
(C) Ctrl+T
(D) Alt+C

16. Shortcut key for find and replace
(A) Ctrl+H
(B) Alt+H
(C) Ctrl+Alt+H
(D) Ctrl+Alt+F

17. URL stands for
(A) Uniform Region Locator
(B) Universal Resource Locator
(C) Universal Region Locator
(D) Uniform Resource Locator

18. Which one is not a search engine?
(A) Programmed Document Format
(B) Portable Data Format
(C) Portable Document Format
(D) Portable Document File

19. Which key is used to start slideshow in power point?
(A) F5 (B) F7 (C) F1 (D) F9

20. Shortcut to edit a cell in MS Excel
(A) Ctrl+E
(B) F2
(C) Alt+E
(D) F7