

WINDOWS

1. GUI stands for?
 - (a) Geographical User Interface
 - (b) Geological User Interface
 - (c) Graphical User Interface
 - (d) None of these

2. Small pictures appearing on Desktop are called as____?
 - (a) Photos
 - (b) Icons
 - (c) Pictures
 - (d) e-cons

3. Start button on the desktop is placed on _____ bar
 - (a) Task
 - (b) Scroll
 - (c) Menu
 - (d) None of these

4. Right click of mouse is used to get_____
 - a) Open the icon
 - b) shortcut menu options
 - c) Close the icon
 - d) None of the above

5. To insert a letter or text by replacing existing one we have to use _____ button from keyboard.
 - (a) Delete
 - (b) Insert
 - (c) Ctrl+Delete
 - (d) Ctrl+Insert

6. Initial procedure when computer starts is known as?
- (a) Booting
 - (b) Starting
 - (c) Tasking
 - (d) Programming
7. Operating system is a _____?
- (a) Application software
 - (b) Computer Language
 - (c) Application hardware
 - (d) System Software
8. Running computer without operating system is _____
- (a) Impossible
 - (b) Sometime possible
 - (c) Possible
 - (d) None of the above
9. To go to the beginning of the document _____ command can be used:
- (a) Ctrl+Home
 - (b) Alt+Home
 - (c) Ctrl+End
 - (d) Ctrl+Delete
10. To go to the end of the document _____ command can be used:
- (a) Ctrl+Home
 - (b) Alt+Home
 - (c) Ctrl+End
 - (d) Ctrl+Delete

11. To get all capital letters while typing we have to _____.
- a) Keep Ctrl button pressed b) keep caps lock on
c) Keep caps lock off d) None of the above
12. Typed matter/document is to be saved in_____.
- (a) Folder (b) File
(c) Hard disk (d) CD- ROM
13. Folder may contain:
- (a) Files and sub folders
(b) Only files.
(c) Only sub folders.
(d) None of the above.
14. To copy selected matter from one place to another _____ key option may be used
- a) Ctrl+S
b) Ctrl+P
c) Ctrl+V
d) Ctrl+C
15. To paste copied matter from one place to another _____ key option may be used
- (a) Ctrl+S (b) Ctrl+P
(c) Ctrl+V (d) Ctrl+X

16. In "MS Word" MS stands for

- (a) Master Server
- (b) Micro Service
- (c) Microsoft
- (d) Mega Series

17. _____ stores the text, picture, graphics for temporarily

- (a) Hard disk
- (b) CD
- (c) Clipboard
- (d) Pen drive

18. Which of the following is not operating system

- a) Windows 95
- b) Windows 98
- c) Windows 96
- d) Windows 2000

19. _____ plays as interface between user and computer hardware

- (a) Mouse
- (b) Keyboard
- (c) Operating System
- (d) Internet

20. Which of the following is not a computer language

- a) C++
- b) Lotus 123
- c) Oracle
- d) Microsoft

21. Double click of mouse is used to____

- (a) Close file/folder
- (b) Open file/folder

- (c) Remove file/folder
- (d) Delete file/folder
22. Back space key on the keyboard is used for ____
- (a) Deleting text towards right side of cursor
- (b) Deleting text towards left side of cursor
- (c) Inserting text towards right side of cursor
- (d) Inserting text towards left side of cursor
23. Task bar can be placed at ____ :
- (a) Bottom of the screen only (b) Right side of the screen only
- (c) Any side of screen (d) Bottom and Top side of screen only
24. Last 15 documents opened can be viewed with the ____ option of start button
- (a) Programmes
- (b) Documents
- (c) Setting
- (d) Search
25. Recently used menus will appear on _____ as shortcut keys :
- (a) Task Bar
- (b) Menu Bar
- (c) Standard tool bar
- (d) None of the above
26. While typing right hand side number keys of the key board can be used provided _____ :
- (a) Num Lock button is on

- (b) Caps Lock button is on
- (c) Num Lock button is off
- (d) None of the above
27. To find saved file from the computer we may use _____ option from start button
- (a) Document
- (b) Help and Support
- (c) Search
- (d) Run
28. When any file or folder is deleted, it will be parked in _____ of the computer
- a) Memory Bin b) Recycle Bin
- c) My computer d) None of the above
29. The activity of inter-linking of different networks is known as _____?
- (a) LAN (b) Internet
- (c) Homepage (d) None of the above
30. Background screen of window is called as _____.
- (a) Desktop.
- (b) Windows environment
- (c) Windows application.
- (d) None of these.