

# Institute Of Computer Science & Technology (I.C.S.T)

कम्प्यूटर विज्ञान एवं प्रौद्योगिकी संस्थान (आई. सी. एस. टी.)

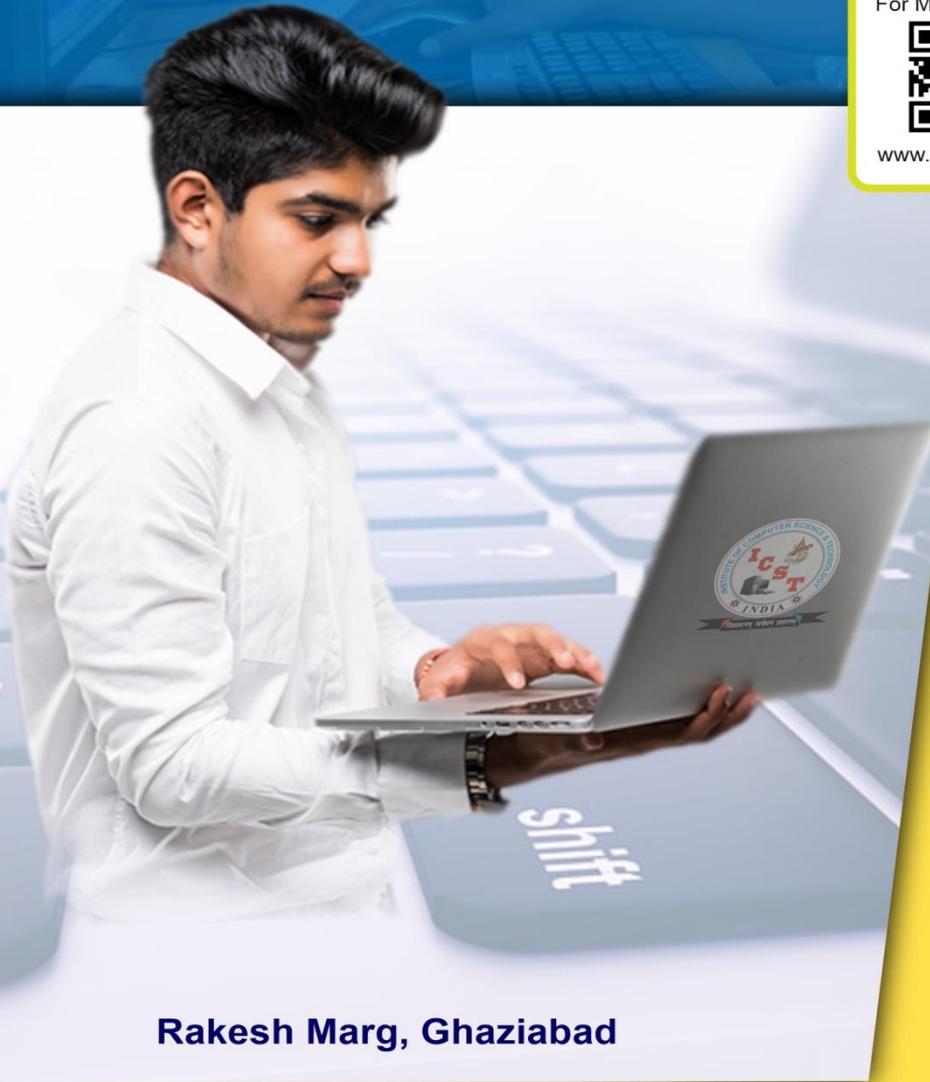
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**SAMPLE QUESTION ANSWER FOR MCQ EXAMINATION**

**&**

**Effective Preparation for Various Interview Questions**

**For**

**BASIC COMPUTER & MS OFFICE**

Prepared by :- **Abhishek Sir**

**BASIC COMPUTER & MS OFFICE**  
Sample Question Answer for MCQ Examination

1. **What type of software is Notepad?**

- A) Spreadsheet
- B) Word Processor
- C) Text Editor
- D) Presentation Tool

*Answer: C) Text Editor*

2. **What is the default file extension for Notepad?**

- A) .docx
- B) .txt
- C) .pdf
- D) .xls

*Answer: B) .txt*

3. **Which of the following allows you to open Notepad quickly?**

- A) typing "notepad" in Run dialog
- B) typing "write"
- C) typing "pad"
- D) none of these

*Answer: A) typing "notepad" in Run dialog*

4. **Which key combination is used to save a file in Notepad?**

- A) Ctrl + S
- B) Ctrl + P
- C) Alt + S
- D) Ctrl + Shift + S

*Answer: A) Ctrl + S*

5. **Which shortcut key is used to open a new Notepad window?**

- A) Ctrl + N
- B) Ctrl + Shift + N
- C) Alt + N
- D) None of these

*Answer: A) Ctrl + N*

6. **To open the Print dialog box, which shortcut key is used?**

- A) Ctrl + P
- B) Alt + P
- C) Shift + P

D) Ctrl + Shift + P

*Answer: A) Ctrl + P*

7. **Which option is NOT found in Notepad's File menu?**

- A) Save As
- B) Open
- C) Paste
- D) Print

*Answer: C) Paste*

8. **Which menu contains the 'Find' option?**

- A) File
- B) Edit
- C) Format
- D) View

*Answer: B) Edit*

9. **Which shortcut key is used to undo the last action in Notepad?**

- A) Ctrl + Z
- B) Ctrl + Y
- C) Ctrl + X
- D) Ctrl + U

*Answer: A) Ctrl + Z*

10. **Which feature in Notepad helps find a word quickly?**

- A) Replace
- B) Find
- C) Copy
- D) Format

*Answer: B) Find*

11. **Which menu contains the Word Wrap option?**

- A) File
- B) Format
- C) View
- D) Help

*Answer: B) Format*

12. **Which option allows you to change the font in Notepad?**

- A) View

- B) Format
- C) File
- D) Edit

*Answer: B) Format*

**13. Notepad saves files as:**

- A) Plain text
- B) Rich text
- C) PDF
- D) HTML by default

*Answer: A) Plain text*

**14. Shortcut for Select All in Notepad?**

- A) Ctrl + A
- B) Ctrl + Shift + A
- C) Alt + A
- D) Shift + A

*Answer: A) Ctrl + A*

**15. Which menu contains the Time/Date option?**

- A) File
- B) Edit
- C) Format
- D) View

*Answer: B) Edit*

**16. Shortcut key for inserting Date and Time in Notepad?**

- A) F5
- B) F2
- C) Ctrl + D
- D) Alt + D

*Answer: A) F5*

**17. Which feature is NOT available in Notepad?**

- A) Bold Text
- B) Italics
- C) Text Alignment
- D) All of these

*Answer: D) All of these*

**18. What is the default font in Notepad (Windows 10)?**

- A) Arial
- B) Lucida Console
- C) Calibri
- D) Times New Roman

*Answer: B) Lucida Console*

**19. Does Notepad support images or graphics?**

- A) Yes

- B) No

*Answer: B) No*

**20. Which option lets you search and replace text?**

- A) Find
- B) Replace
- C) Word Wrap
- D) Go To

*Answer: B) Replace*

**21. Shortcut key to open Replace dialog box?**

- A) Ctrl + F
- B) Ctrl + H
- C) Ctrl + R
- D) Ctrl + Shift + H

*Answer: B) Ctrl + H*

**22. Notepad was developed by:**

- A) Google
- B) Microsoft
- C) IBM
- D) Apple

*Answer: B) Microsoft*

**23. In which year was Notepad first released with Windows?**

- A) 1985
- B) 1995
- C) 2001
- D) 2010

*Answer: A) 1985*

**24. Which is the correct extension to save Notepad file?**

- A) .txt
- B) .doc
- C) .ppt
- D) .xlsx

*Answer: A) .txt*

**25. Which key is used to close Notepad quickly?**

- A) Alt + F4
- B) Ctrl + Q
- C) Ctrl + F4
- D) Shift + F4

*Answer: A) Alt + F4*

**26. Which feature helps move to a particular line number in Notepad?**

- A) Go To
- B) Replace
- C) Word Wrap

- D) View  
*Answer: A) Go To*
27. Which menu contains Go To option?  
A) File  
B) Edit  
C) Format  
D) View  
*Answer: D) View*
28. Is there a spell check feature in Notepad?  
A) Yes  
B) No  
*Answer: B) No*
29. Which menu contains the Status Bar option?  
A) File  
B) Format  
C) View  
D) Help  
*Answer: C) View*
30. What happens if Word Wrap is enabled?  
A) Text automatically moves to the next line  
B) Font changes  
C) Page layout changes  
D) File saves automatically  
*Answer: A) Text automatically moves to the next line*
31. Notepad allows changing text color?  
A) Yes  
B) No  
*Answer: B) No*
32. Notepad allows saving files in which encoding format?  
A) ANSI  
B) DOCX  
C) PDF  
D) RTF  
*Answer: A) ANSI*
33. Which shortcut opens the Find dialog box?  
A) Ctrl + F  
B) Ctrl + H  
C) Ctrl + G  
D) Ctrl + E  
*Answer: A) Ctrl + F*
34. Which feature helps you see current line and column number?  
A) Status Bar  
B) Word Wrap  
C) Font  
D) Help  
*Answer: A) Status Bar*
35. To change font size and style, which option is used?  
A) Format > Font  
B) Edit > Font  
C) View > Font  
D) File > Font  
*Answer: A) Format > Font*
36. Default Left and Right margin setting in Page Setup?  
A) 1 inch  
B) 2 inches  
C) 0 inch  
D) 1.5 inches  
*Answer: A) 1 inch*
37. Does Notepad support formatting like Bold and Italics?  
A) Yes  
B) No  
*Answer: B) No*
38. Is Notepad available in all versions of Windows?  
A) Yes  
B) No  
*Answer: A) Yes*
39. What does the 'Save As' option do?  
A) Save the file with a new name  
B) Print the file  
C) Close the file  
D) Exit Notepad  
*Answer: A) Save the file with a new name*
40. Which of the following can you NOT do in Notepad?  
A) Insert Picture  
B) Save File  
C) Open File  
D) Print File  
*Answer: A) Insert Picture*
41. Which menu contains the Page Setup option?  
A) File  
B) Edit  
C) Format  
D) View  
*Answer: A) File*

42. **Shortcut key for opening a file in Notepad?**

- A) Ctrl + O
- B) Ctrl + N
- C) Ctrl + S
- D) Ctrl + P

*Answer: A) Ctrl + O*

43. **Which option helps you print Notepad files?**

- A) File > Print
- B) Edit > Print
- C) View > Print
- D) Help > Print

*Answer: A) File > Print*

44. **Default orientation for printing in Notepad?**

- A) Portrait
- B) Landscape
- C) None
- D) Both

*Answer: A) Portrait*

45. **Shortcut for creating a new document in Notepad?**

- A) Ctrl + N
- B) Ctrl + Shift + N
- C) Alt + N
- D) None

*Answer: A) Ctrl + N*

46. **Can Notepad open .html files as text?**

- A) Yes
- B) No

*Answer: A) Yes*

47. **Maximum number of undo actions in Notepad?**

- A) 1
- B) 2
- C) Unlimited
- D) 5

*Answer: A) 1*

48. **What is the default view of Notepad?**

- A) Full Screen
- B) Normal Window
- C) Split Screen
- D) None

*Answer: B) Normal Window*

49. **What does the F1 key do in Notepad?**

- A) Opens Help
- B) Save

- C) Exit
- D) Print

*Answer: A) Opens Help*

50. **What is the extension of Notepad backup files?**

- A) .bak
- B) .tmp
- C) .doc
- D) .txt

*Answer: A) .bak*

51. **What type of software is WordPad?**

- A) Spreadsheet
- B) Text Editor
- C) Presentation Tool
- D) Graphics Editor

*Answer: B) Text Editor*

52. **What is the default file extension in WordPad?**

- A) .doc
- B) .txt
- C) .rtf
- D) .pdf

*Answer: C) .rtf*

53. **Which of the following is NOT supported by WordPad?**

- A) Bold
- B) Italics
- C) Inserting Images
- D) Creating Tables

*Answer: D) Creating Tables*

54. **Which key combination is used to save a file in WordPad?**

- A) Ctrl + S
- B) Ctrl + P
- C) Alt + S
- D) Ctrl + Shift + S

*Answer: A) Ctrl + S*

55. **Which tab contains Font style options?**

- A) Home
- B) View
- C) File
- D) Insert

*Answer: A) Home*

56. **Which option in WordPad allows you to change line spacing?**

- A) Paragraph
- B) Font
- C) View

D) Insert

*Answer: A) Paragraph*

57. Which option lets you insert a picture in WordPad?

A) Insert > Picture

B) File > Open

C) View > Zoom

D) Edit > Paste

*Answer: A) Insert > Picture*

58. Shortcut for opening a new WordPad document?

A) Ctrl + N

B) Ctrl + Shift + N

C) Alt + N

D) Ctrl + Alt + N

*Answer: A) Ctrl + N*

59. Which format is NOT supported by WordPad for saving?

A) .rtf

B) .txt

C) .docx

D) .xls

*Answer: D) .xls*

60. Which option in WordPad allows changing text color?

A) Font Color

B) Paragraph

C) Styles

D) View

*Answer: A) Font Color*

61. What does RTF stand for?

A) Read Text File

B) Rich Text Format

C) Real Text File

D) Rich Table Format

*Answer: B) Rich Text Format*

62. Can WordPad open .docx files?

A) Yes

B) No

*Answer: A) Yes (with limited features)*

63. Can you print documents from WordPad?

A) Yes

B) No

*Answer: A) Yes*

64. WordPad is available on which Operating System?

A) Windows

B) Linux

C) Android

D) Mac OS

*Answer: A) Windows*

65. Shortcut for opening Print Dialog Box in WordPad?

A) Ctrl + P

B) Ctrl + Shift + P

C) Alt + P

D) Ctrl + Alt + P

*Answer: A) Ctrl + P*

66. Can you change the page margin in WordPad?

A) Yes

B) No

*Answer: A) Yes*

67. Does WordPad support word count feature?

A) Yes

B) No

*Answer: B) No*

68. Where can you find the Zoom option in WordPad?

A) View Tab

B) Home Tab

C) File Tab

D) Edit Tab

*Answer: A) View Tab*

69. Which of the following is a feature in WordPad?

A) Bullets

B) Table Insertion

C) Mail Merge

D) Track Changes

*Answer: A) Bullets*

70. Which file extension is used for plain text format in WordPad?

A) .txt

B) .rtf

C) .docx

D) .odt

*Answer: A) .txt*

71. Which tab contains Paragraph spacing and alignment tools?

A) Home

B) View

C) Format

D) Edit

Answer: A) Home

72. Which is the default zoom level in WordPad?

- A) 100%
- B) 75%
- C) 150%
- D) 50%

Answer: A) 100%

73. Which group in WordPad contains the Bold, Italic, and Underline tools?

- A) Font
- B) Paragraph
- C) Clipboard
- D) Image

Answer: A) Font

74. To cut selected text, which shortcut is used in WordPad?

- A) Ctrl + X
- B) Ctrl + C
- C) Ctrl + V
- D) Ctrl + S

Answer: A) Ctrl + X

75. Which key combination pastes text in WordPad?

- A) Ctrl + V
- B) Ctrl + P
- C) Ctrl + Shift + V
- D) Alt + V

Answer: A) Ctrl + V

76. Can you insert objects from other programs in WordPad?

- A) Yes
- B) No

Answer: A) Yes

77. WordPad comes under which category of software?

- A) Word Processing
- B) Spreadsheet
- C) Presentation
- D) Web Browser

Answer: A) Word Processing

78. Which is NOT a save format option in WordPad?

- A) .odt
- B) .txt
- C) .rtf

D) .docx

Answer: A) .odt

79. To increase font size, which shortcut works in WordPad?

- A) Ctrl + Shift + >
- B) Ctrl + >
- C) Alt + >
- D) Shift + >

Answer: A) Ctrl + Shift + >

80. Can you apply strikethrough in WordPad?

- A) No
- B) Yes

Answer: A) No

81. Which command allows you to paste copied formatting in WordPad?

- A) There is no Format Painter
- B) Format Painter
- C) Paint Format
- D) Paste Special

Answer: A) There is no Format Painter

82. Which shortcut opens the Open file dialog?

- A) Ctrl + O
- B) Ctrl + N
- C) Ctrl + S
- D) Ctrl + P

Answer: A) Ctrl + O

83. Can WordPad display rulers?

- A) No
- B) Yes

Answer: A) No

84. Which function helps to insert Date and Time in WordPad?

- A) Insert > Date and Time
- B) Format > Date
- C) View > Date
- D) File > Properties

Answer: A) Insert > Date and Time

85. Which of the following helps you save WordPad file with a different name?

- A) Save As
- B) Save
- C) Print
- D) New

Answer: A) Save As

86. Is spell check available in WordPad?

- A) No

B) Yes  
Answer: A) No

87. Which tab contains the Print option?

- A) File
- B) View
- C) Home
- D) Edit

Answer: A) File

88. What is the function of the 'Find' option in WordPad?

- A) Search for text
- B) Save file
- C) Open file
- D) Print file

Answer: A) Search for text

89. Which is NOT an alignment option in WordPad?

- A) Top Align
- B) Left Align
- C) Center
- D) Right Align

Answer: A) Top Align

90. Which menu lets you change page orientation?

- A) File > Page Setup
- B) View
- C) Home
- D) Edit

Answer: A) File > Page Setup

91. Maximum Zoom percentage in WordPad?

- A) 500%
- B) 200%
- C) 300%
- D) 400%

Answer: A) 500%

92. Minimum Zoom percentage in WordPad?

- A) 10%
- B) 25%
- C) 50%
- D) 5%

Answer: A) 10%

93. Can WordPad support multi-page documents?

- A) Yes
- B) No

Answer: A) Yes

94. Which option lets you insert an object (like Excel chart) in WordPad?

- A) Insert > Object
- B) View > Object
- C) Home > Object
- D) File > Object

Answer: A) Insert > Object

95. Which tool in WordPad helps in pasting data from clipboard?

- A) Paste
- B) Copy
- C) Cut
- D) Save

Answer: A) Paste

96. Does WordPad support printing in color?

- A) Yes
- B) No

Answer: A) Yes

97. Which shortcut is used for Undo in WordPad?

- A) Ctrl + Z
- B) Ctrl + U
- C) Ctrl + R
- D) Ctrl + Shift + Z

Answer: A) Ctrl + Z

98. Does WordPad allow highlighting text with color?

- A) Yes
- B) No

Answer: A) Yes

99. Where is the Zoom Slider located in WordPad?

- A) Bottom Right
- B) Top Left
- C) Center
- D) Bottom Left

Answer: A) Bottom Right

100. Can WordPad handle images along with text?

- A) Yes
- B) No

Answer: A) Yes

101. What is MS Paint?

- A) Word processing software
- B) Graphics editing program
- C) Spreadsheet software
- D) Database software

Answer: B) Graphics editing program

102. Which operating system commonly includes Paint?

- A) Windows
- B) Linux
- C) Mac OS
- D) Android

Answer: A) Windows

103. Which tool is used to draw freehand in Paint?

- A) Line Tool
- B) Pencil Tool
- C) Eraser Tool
- D) Fill Tool

Answer: B) Pencil Tool

104. Which tool is used to spray paint effect in MS Paint?

- A) Brush Tool
- B) Airbrush Tool
- C) Line Tool
- D) Text Tool

Answer: B) Airbrush Tool

105. What is the default background color of a new Paint file?

- A) Black
- B) White
- C) Blue
- D) Green

Answer: B) White

106. Which tool helps to fill an area with a single color?

- A) Pencil Tool
- B) Fill with Color Tool
- C) Eraser Tool
- D) Text Tool

Answer: B) Fill with Color Tool

107. Which tool is used to add text to your drawing?

- A) Text Tool
- B) Line Tool
- C) Brush Tool
- D) Magnifier Tool

Answer: A) Text Tool

108. Which tool allows you to zoom into part of an image?

- A) Magnifier Tool
- B) Pencil Tool
- C) Eraser Tool

D) Color Picker

Answer: A) Magnifier Tool

109. Which tool helps in selecting a specific area of the drawing?

- A) Select Tool
- B) Fill Tool
- C) Airbrush Tool
- D) Eraser Tool

Answer: A) Select Tool

110. Which tool helps erase parts of your drawing?

- A) Eraser Tool
- B) Line Tool
- C) Color Picker
- D) Pencil Tool

Answer: A) Eraser Tool

111. Which tool is used to pick a color from the drawing?

- A) Pencil Tool
- B) Color Picker (Eyedropper) Tool
- C) Fill Tool
- D) Text Tool

Answer: B) Color Picker (Eyedropper) Tool

112. Shortcut key to open a new file in Paint:

- A) Ctrl + N
- B) Ctrl + O
- C) Ctrl + S
- D) Ctrl + P

Answer: A) Ctrl + N

113. Which file format is NOT supported by Paint for saving?

- A) .bmp
- B) .jpg
- C) .png
- D) .mp3

Answer: D) .mp3

114. Which key should you hold to draw a straight line?

- A) Alt
- B) Ctrl
- C) Shift
- D) Tab

Answer: C) Shift

115. What is the default file extension for MS Paint files?

- A) .docx
- B) .txt
- C) .bmp

D) .pdf

Answer: C) .bmp

116. Which tool allows you to rotate an image?

- A) Rotate Tool
- B) Eraser Tool
- C) Text Tool
- D) Pencil Tool

Answer: A) Rotate Tool

117. Which option lets you flip an image horizontally or vertically?

- A) Flip/Rotate
- B) Select Tool
- C) Fill Tool
- D) Brush Tool

Answer: A) Flip/Rotate

118. To draw a perfect circle using the Oval tool, hold which key?

- A) Ctrl
- B) Alt
- C) Shift
- D) Tab

Answer: C) Shift

119. Which menu contains the Save As option?

- A) File Menu
- B) View Menu
- C) Home Menu
- D) Edit Menu

Answer: A) File Menu

120. Can Paint save files in PNG format?

- A) Yes
- B) No

Answer: A) Yes

121. Which file extension does MS Word use by default?

- A) .xls
- B) .ppt
- C) .docx
- D) .mdb

Answer: The default extension is .docx

122. Which shortcut key is used to copy selected text?

- A) Ctrl + X
- B) Ctrl + C
- C) Ctrl + V
- D) Ctrl + P

Answer: Ctrl + C

123. What does the 'Undo' button do?

- A) Redoes an action

B) Cancels last action

C) Saves the file

D) Opens a new document

Answer: It cancels the last action.

124. Which tab contains the 'Page Setup' group?

- A) Insert
- B) Home
- C) Page Layout
- D) Review

Answer: The Page Layout tab.

125. How can you select an entire word?

- A) Click once on the word
- B) Double-click the word
- C) Right-click the word
- D) Triple-click the word

Answer: By double-clicking the word.

126. Which shortcut key is used to save a document?

- A) Ctrl + N
- B) Ctrl + O
- C) Ctrl + S
- D) Ctrl + P

Answer: The shortcut key is Ctrl + S

127. Which feature lets you combine mail with a document?

- A) Mail Merge
- B) Macro
- C) Template
- D) Bookmark

Answer: The feature is Mail Merge

128. Which is NOT a font style?

- A) Bold
- B) Italic
- C) Regular
- D) Superscript

Answer: Superscript is not a font style.

129. Which key combination is used to paste text?

- A) Ctrl + X
- B) Ctrl + V
- C) Ctrl + Z
- D) Ctrl + B

Answer: The paste shortcut is Ctrl + V

130. What is the default font in MS Word 2016?

- A) Arial
- B) Times New Roman
- C) Calibri
- D) Verdana

**Answer:** The default is **Calibri**

131. What does Ctrl + B do?

- A) Italicizes text
- B) Makes text bold
- C) Underlines text
- D) Copies text

**Answer:** It makes text **bold**

132. Which option is used to find a word in a document?

- A) Replace
- B) Find
- C) Go To
- D) Review

**Answer:** The option is **Find**

133. Which is NOT a document view in MS Word?

- A) Print Layout
- B) Draft
- C) Outline
- D) Datasheet

**Answer:** **Datasheet** is not a view.

134. Which bar shows the name of the document?

- A) Status Bar
- B) Menu Bar
- C) Title Bar
- D) Tool Bar

**Answer:** The **Title Bar** shows it.

135. Which tab has the 'Header and Footer' option?

- A) Insert
- B) Review
- C) Home
- D) View

**Answer:** It's under the **Insert** tab.

136. How do you create a page break?

- A) Ctrl + Enter
- B) Ctrl + Shift + P
- C) Alt + P
- D) Ctrl + Page Down

**Answer:** Press **Ctrl + Enter**

137. What is a macro?

- A) Small image
- B) Virus
- C) Recorded series of commands
- D) Font style

**Answer:** It's a **recorded command series**

138. Which of the following is NOT in the Home tab?

- A) Font group
- B) Clipboard group
- C) Paragraph group
- D) Animation group

**Answer:** **Animation group** is not there.

139. Which shortcut key is used for Print Preview?

- A) Ctrl + S
- B) Ctrl + P
- C) Alt + F4
- D) Ctrl + F2

**Answer:** It is **Ctrl + F2**

140. Which option aligns text to both left and right margins?

- A) Left Align
- B) Right Align
- C) Center Align
- D) Justify

**Answer:** The option is **Justify**

141. Which feature corrects spelling errors automatically?

- A) AutoFormat
- B) AutoCorrect
- C) AutoSave
- D) Mail Merge

**Answer:** The feature is **AutoCorrect**

142. Which is the default page orientation?

- A) Landscape
- B) Portrait
- C) Square
- D) Custom

**Answer:** The default is **Portrait**

143. Where can you insert page numbers?

- A) Header/Footer
- B) Status Bar
- C) Title Bar
- D) Clipboard

**Answer:** Use **Header/Footer**

144. How to open a new blank document?

- A) Ctrl + O

- B) Ctrl + N
- C) Ctrl + M
- D) Ctrl + P

**Answer:** Use **Ctrl + N**

145. **What does Ctrl + Z do?**

- A) Undo
- B) Redo
- C) Save
- D) Open

**Answer:** It performs **Undo**

146. **Which is used to set margins?**

- A) Insert Tab
- B) Review Tab
- C) Page Layout Tab
- D) View Tab

**Answer:** Use the **Page Layout** tab.

147. **Which feature creates a duplicate of the text?**

- A) Cut
- B) Copy
- C) Paste
- D) Find

**Answer:** The **Copy** feature does it.

148. **Which group contains Bullets and Numbering?**

- A) Clipboard
- B) Font
- C) Styles
- D) Paragraph

**Answer:** The **Paragraph** group.

149. **How to select the whole document?**

- A) Ctrl + A
- B) Ctrl + D
- C) Ctrl + F
- D) Ctrl + H

**Answer:** Use **Ctrl + A**

150. **Which is NOT a type of indent?**

- A) First Line
- B) Hanging
- C) Left
- D) Justify

**Answer:** **Justify** is not an indent.

151. **What is the default file extension of an Excel 2016 workbook?**

- A) .docx
- B) .pptx
- C) .xlsx
- D) .xlsm

**Answer:** The default file extension for a standard Excel workbook is **.xlsx**

152. **Which symbol must a formula in Excel begin with?**

- A) + (Plus sign)
- B) = (Equal sign)
- C) - (Minus sign)
- D) \* (Asterisk)

**Answer:** A formula must always begin with an **= (Equal sign)**.

153. **Which function adds up a range of cells?**

- A) COUNT()
- B) SUM()
- C) AVERAGE()
- D) MAX()

**Answer:** To add numbers, you use **SUM()**.

154. **Which function finds the largest value in a range?**

- A) MIN()
- B) MAX()
- C) LARGE()
- D) BIG()

**Answer:** The function is **MAX()**.

155. **Which shortcut key is used to save a workbook?**

- A) Ctrl + O
- B) Ctrl + P
- C) Ctrl + S
- D) Ctrl + N

**Answer:** **Ctrl + S**.

156. **Which key edits the active cell?**

- A) F1
- B) F2
- C) F3
- D) F4

**Answer:** The key is **F2**.

157. **Which chart type best shows proportions of a whole?**

- A) Line Chart
- B) Column Chart
- C) Pie Chart
- D) Bar Chart

**Answer:** A **Pie Chart** shows parts of a whole.

158. **Which operator is used for multiplication?**

- A) \* (Asterisk)
- B) x (Letter x)
- C) X (Capital X)

D) / (Forward slash)

**Answer:** Excel uses the \*(Asterisk) for multiplication.

159. Which tab contains the 'Conditional Formatting' feature?

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

**Answer:** The Home tab.

160. Which function counts only numeric cells?

- A) COUNTA()
- B) COUNTIF()
- C) COUNT()
- D) COUNTBLANK()

**Answer:** COUNT() counts numeric values.

161. What does the Fill Handle do?

- A) Deletes data
- B) Copies formatting
- C) Extends a series or formula
- D) Opens Help

**Answer:** It extends a series or copies formulas.

162. Which function returns the average of numbers?

- A) MEAN()
- B) MEDIAN()
- C) MODE()
- D) AVERAGE()

**Answer:** The function is AVERAGE().

163. Which feature removes duplicate rows?

- A) Filter
- B) Sort
- C) Remove Duplicates
- D) Data Validation

**Answer:** The feature is Remove Duplicates.

164. Which function returns today's date?

- A) NOW()
- B) DATE()
- C) TIME()
- D) TODAY()

**Answer:** TODAY() returns the current date.

165. Which cell reference type is locked with a dollar sign?

- A) Relative reference
- B) Absolute reference
- C) Mixed reference

D) Named range

**Answer:** The dollar sign makes it an Absolute reference.

166. Which function counts blank cells?

- A) COUNT()
- B) COUNTA()
- C) COUNTIF()
- D) COUNTBLANK()

**Answer:** The correct function is COUNTBLANK().

167. Which chart type best shows data trends over time?

- A) Pie Chart
- B) Scatter Chart
- C) Line Chart
- D) Bubble Chart

**Answer:** A Line Chart shows trends over time.

168. Which key combination closes the workbook?

- A) Ctrl + W
- B) Ctrl + N
- C) Ctrl + S
- D) Ctrl + P

**Answer:** The shortcut is Ctrl + W.

169. Which operator joins text in Excel?

- A) + (Plus sign)
- B) & (Ampersand)
- C) \* (Asterisk)
- D) # (Hash)

**Answer:** Text is joined using the & (Ampersand).

170. What does Wrap Text do?

- A) Joins cells
- B) Splits text
- C) Moves text to next cell
- D) Displays text on multiple lines within one cell

**Answer:** It displays text on multiple lines.

171. What does Merge & Center do?

- A) Splits cells
- B) Hides rows
- C) Joins cells and centers text
- D) Wraps text

**Answer:** It joins cells and centers the text.

172. Which of these is not a valid function in Excel?

- A) SUM()

- B) ADD()
- C) AVERAGE()
- D) COUNT()

**Answer:** ADD() is not valid.

173. **What is the intersection of a row and a column called?**

- A) Chart
- B) Table
- C) Cell
- D) Sheet

**Answer:** It is called a Cell.

174. **Which function finds the smallest number?**

- A) MAX()
- B) SMALL()
- C) MIN()
- D) LOWER()

**Answer:** The correct function is MIN().

175. **What does Format Painter do?**

- A) Copies formatting
- B) Copies data
- C) Deletes formatting
- D) Changes language

**Answer:** It copies formatting.

176. **Which tab lets you insert a PivotTable?**

- A) File
- B) Insert
- C) Data
- D) Review

**Answer:** The Insert tab.

177. **Which view shows how a sheet will look when printed?**

- A) Normal View
- B) Page Break Preview
- C) Page Layout View
- D) Web Layout View

**Answer:** The view is Page Layout View.

178. **Which feature arranges data alphabetically or numerically?**

- A) Filter
- B) Sort
- C) Data Validation
- D) Freeze Panes

**Answer:** The feature is Sort.

179. **Which menu option freezes rows or columns?**

- A) Insert
- B) View

- C) Data
- D) Review

**Answer:** The View tab has Freeze Panes.

180. **Which key combination opens the Save As dialog?**

- A) F12
- B) F1
- C) F2
- D) F5

**Answer:** The shortcut is F12.

181. **Which key combination opens the Format Cells dialog box?**

- A) Ctrl + F
- B) Ctrl + 1
- C) Ctrl + Shift + F
- D) F2

**Answer:** The shortcut is Ctrl + 1.

182. **Which symbol means 'greater than or equal to' in Excel formulas?**

- A) >=
- B) =>
- C) <=
- D) =>=

**Answer:** The correct operator is >=.

183. **What is the default number of worksheets in a new workbook in Excel 2016?**

- A) 1 worksheet
- B) 2 worksheets
- C) 3 worksheets
- D) 5 worksheets

**Answer:** By default, there is 1 worksheet.

184. **Which function returns the current date and time?**

- A) TODAY()
- B) NOW()
- C) TIME()
- D) DATE()

**Answer:** The correct function is NOW().

185. **Which key cancels cell entry?**

- A) Enter
- B) Esc
- C) F2
- D) Tab

**Answer:** The key is Esc.

186. **Which is not a valid alignment option in Excel?**

- A) Left Align
- B) Right Align

C) Middle Align

D) Top Align

**Answer:** Middle Align is not an alignment option; it's Center Align.

187. What does the VLOOKUP function do?

A) Looks up data vertically in a table

B) Looks up data horizontally

C) Counts cells

D) Adds values

**Answer:** VLOOKUP looks up data vertically in a table.

188. Which function counts cells that meet a single condition?

A) COUNT()

B) COUNTA()

C) COUNTIF()

D) COUNTIFS()

**Answer:** The function is COUNTIF().

189. Which feature shows only rows that meet a condition?

A) Sort

B) Filter

C) Freeze

D) Merge

**Answer:** The feature is Filter.

190. Which operator is used for division?

A) \* (Asterisk)

B) / (Forward slash)

C) % (Percent)

D) \ (Backslash)

**Answer:** The division operator is / (Forward slash).

191. Which feature locks rows/columns so they stay visible?

A) Filter

B) Sort

C) Freeze Panes

D) Split

**Answer:** The feature is Freeze Panes.

192. What is the default column width in characters?

A) 8.43 characters

B) 10.00 characters

C) 12.75 characters

D) 15.00 characters

**Answer:** The default width is 8.43 characters.

193. Which tab contains the 'Data Validation' option?

A) File

B) Insert

C) Data

D) Review

**Answer:** It's under the Data tab.

194. What does the CONCATENATE function do?

A) Adds numbers

B) Finds average

C) Joins text strings

D) Rounds numbers

**Answer:** It joins text strings.

195. Which of these is not a valid Excel error?

A) #DIV/0!

B) #NAME?

C) #VALUE!

D) #ERROR!

**Answer:** #ERROR! is not valid.

196. Which tool finds and replaces data?

A) Filter

B) Sort

C) Find & Select

D) Validation

**Answer:** The tool is Find & Select.

197. Which function returns the remainder after division?

A) ROUND()

B) MOD()

C) QUOTIENT()

D) INT()

**Answer:** The function is MOD().

198. Which tab lets you insert charts?

A) File

B) Insert

C) Page Layout

D) Review

**Answer:** Use the Insert tab.

199. Which function rounds a number up to the nearest integer?

A) ROUND()

B) CEILING()

C) FLOOR()

D) TRUNC()

**Answer:** The function is CEILING().

200. Which view lets you add headers and footers?

- A) Normal View
- B) Page Layout View
- C) Page Break Preview
- D) Custom View

**Answer:** Use the **Page Layout View**.

**201. What is the default file extension of a PowerPoint presentation in Office 2016?**

- A) .docx
- B) .pptx
- C) .xlsx
- D) .mdb

**Answer:** The default file extension is **.pptx**

**202. Which view shows slides in thumbnail form?**

- A) Slide Sorter View
- B) Slide Show View
- C) Reading View
- D) Normal View

**Answer:** The view is **Slide Sorter View**

**203. Which shortcut starts the slideshow from the beginning?**

- A) F5
- B) Shift + F5
- C) Ctrl + F5
- D) F7

**Answer:** The shortcut is **F5**

**204. Which tab allows you to add a new slide?**

- A) Home
- B) Insert
- C) Design
- D) View

**Answer:** You use the **Home** tab

**205. Which pane shows slide thumbnails on the left side?**

- A) Notes Pane
- B) Slide Pane
- C) Outline Pane
- D) Slides Pane

**Answer:** It's the **Slides Pane**

**206. Which shortcut duplicates a slide?**

- A) Ctrl + C
- B) Ctrl + D
- C) Ctrl + M
- D) Ctrl + N

**Answer:** The shortcut is **Ctrl + D**

**207. Which option adds a background design to slides?**

- A) Animation
- B) Design
- C) Transitions
- D) Review

**Answer:** The **Design** tab

**208. Which feature adds movement to slide objects?**

- A) Transition
- B) Animation
- C) Layout
- D) Slide Master

**Answer:** It's **Animation**

**209. Which feature changes how one slide moves to the next?**

- A) Animation
- B) Transition
- C) Design
- D) Layout

**Answer:** It is called a **Transition**

**210. Which view is best for editing slide content?**

- A) Slide Sorter
- B) Slide Show
- C) Normal View
- D) Notes Page

**Answer:** The best is **Normal View**

**211. Which key moves to the next slide in Slide Show View?**

- A) Spacebar
- B) Backspace
- C) Esc
- D) Tab

**Answer:** Press **Spacebar**

**212. Which tab lets you insert charts?**

- A) File
- B) Insert
- C) Design
- D) View

**Answer:** Use the **Insert** tab

**213. What is the maximum zoom percentage in PowerPoint?**

- A) 100%
- B) 200%
- C) 400%
- D) 500%

**Answer:** The maximum is **400%**

**214. Which file format is used to save a slideshow with timings?**

- A) .pptx
- B) .ppsx
- C) .xlsx
- D) .docx

**Answer:** The format is **.ppsx**

**215. Which function adds speaker notes?**

- A) Slide Sorter
- B) Outline View
- C) Notes Pane
- D) Master View

**Answer:** The **Notes Pane**

**216. Which view prints handouts?**

- A) Slide Show
- B) Normal
- C) Handout Master
- D) Notes Page

**Answer:** Use **Handout Master**

**217. Which button hides the cursor during a slideshow?**

- A) Right-click
- B) Ctrl + H
- C) Ctrl + P
- D) Shift + F5

**Answer:** The shortcut is **Ctrl + H**

**218. Which menu option is used to record narration?**

- A) Home
- B) Insert
- C) Slide Show
- D) Design

**Answer:** Use the **Slide Show** tab

**219. Which is not a slide layout type?**

- A) Title Slide
- B) Title and Content
- C) Comparison
- D) Merge Cells

**Answer:** **Merge Cells** is not a layout

**220. Which key exits Slide Show?**

- A) Esc
- B) F5
- C) F1
- D) Tab

**Answer:** The **Esc** key

**221. Which view displays an outline of slide text?**

- A) Slide Sorter
- B) Outline View
- C) Slide Master
- D) Reading View

**Answer:** The **Outline View**

**222. Which feature automatically advances slides?**

- A) Slide Master
- B) Transition Timing
- C) Animation Pane
- D) Gridlines

**Answer: Transition Timing**

**223. Which option creates custom slide shows?**

- A) Custom Animation
- B) Slide Sorter
- C) Custom Slide Show
- D) Slide Master

**Answer: Custom Slide Show**

**224. Which tab adds audio or video?**

- A) Design
- B) Slide Show
- C) Insert
- D) Transitions

**Answer: The Insert tab**

**225. Which is not a valid PowerPoint view?**

- A) Normal
- B) Reading
- C) Slide Sorter
- D) Web Layout

**Answer: Web Layout** is not a PowerPoint view

**226. Which icon shows an object has animation?**

- A) Yellow Star
- B) Green Tick
- C) Red Circle
- D) Blue Square

**Answer: A Yellow Star**

**227. Which option changes slide orientation?**

- A) Slide Master
- B) Design Tab
- C) Transitions Tab
- D) Review Tab

**Answer: The Design Tab**

**228. Which feature arranges slides in logical order?**

- A) Slide Sorter
- B) Slide Show
- C) Slide Master
- D) Notes Page

**Answer: Slide Sorter**

**229. Which file type saves a template?**

- A) .pptx
- B) .potx
- C) .ppsx
- D) .xlsx

**Answer: The template format is .potx**

**230. Which option checks spelling?**

- A) Insert Tab
- B) Review Tab
- C) View Tab
- D) Slide Show Tab

**Answer: The Review Tab**

**231. Which is used to add SmartArt?**

- A) File
- B) Insert
- C) Design
- D) Slide Show

**Answer: Use the Insert tab**

**232. Which is the default slide size?**

- A) A4
- B) Letter
- C) Widescreen (16:9)
- D) Standard (4:3)

**Answer: Widescreen (16:9)**

**233. Which key shows the shortcut menu?**

- A) Shift + F10
- B) Ctrl + F1
- C) F5

D) Esc

**Answer: It is Shift + F10**

**234. Which view displays the presentation in full screen?**

- A) Slide Sorter
- B) Slide Show
- C) Normal
- D) Notes Page

**Answer: The Slide Show View**

**235. Which feature shows animation order?**

- A) Animation Pane
- B) Transition Pane
- C) Slide Master
- D) Outline View

**Answer: The Animation Pane**

**236. Which shortcut inserts a new slide?**

- A) Ctrl + N
- B) Ctrl + M
- C) Ctrl + D
- D) Ctrl + S

**Answer: The shortcut is Ctrl + M**

**237. Which tool aligns objects on a slide?**

- A) Animation
- B) Arrange
- C) Transition
- D) Review

**Answer: Use Arrange**

**238. Which key jumps to the last slide in Slide Show?**

- A) End
- B) Home
- C) Esc
- D) Tab

**Answer: Press End**

**239. Which option compresses media files?**

- A) File > Compress Media
- B) Insert > Compress Media
- C) Design > Compress Media
- D) View > Compress Media

**Answer: Use File > Compress Media**

**240. Which tab edits slide master?**

- A) Insert
- B) Slide Show
- C) View
- D) Design

**Answer: Use the View Tab**

**241. Which file extension saves as macro-enabled?**

- A) .pptx
- B) .potx
- C) .ppsx
- D) .pptm

**Answer: The extension is .pptm**

**242. Which feature reuses slides?**

- A) Slide Master
- B) Reuse Slides
- C) Slide Sorter
- D) Custom Slide Show

**Answer: Use Reuse Slides**

**243. Which menu allows adding hyperlinks?**

- A) Home
- B) Insert
- C) Design
- D) View

**Answer: Use the Insert Tab**

**244. Which option runs slideshow continuously?**

- A) Loop until Stopped
- B) Advance Manually
- C) Slide Sorter
- D) Slide Master

**Answer: It's Loop until Stopped**

245. Which format exports slides as pictures?

- A) .docx
- B) .jpeg
- C) .xlsx
- D) .pptx

**Answer:** Use **.jpeg**

246. Which feature changes theme fonts?

- A) Insert Tab
- B) Home Tab
- C) Design Tab
- D) View Tab

**Answer:** Use the **Design Tab**

247. Which is NOT a SmartArt graphic?

- A) Process
- B) Cycle
- C) Hierarchy
- D) Format Painter

**Answer:** **Format Painter**

248. Which shortcut shows print preview?

- A) Ctrl + P
- B) Ctrl + S
- C) Ctrl + N
- D) Ctrl + M

**Answer:** The shortcut is **Ctrl + P**

249. Which effect is NOT an animation type?

- A) Entrance
- B) Emphasis
- C) Exit
- D) Formula

**Answer:** **Formula** is not an animation.

250. Which view helps rehearse timings?

- A) Slide Show
- B) Slide Sorter
- C) Slide Master
- D) Reading View

**Answer:** Use **Slide Show**

251. Which of these is a permanent storage device?

- A) RAM
- B) Cache
- C) Hard Disk Drive
- D) Register

**Answer:** The **Hard Disk Drive** is a permanent storage device.

252. What is the purpose of file extension?

- A) To increase file size
- B) To hide the file
- C) To determine file type
- D) To compress the file

**Answer:** It is used to **determine the file type.**

253. Which of these is NOT an operating system file type?

- A) .exe
- B) .sys
- C) .dll
- D) .mp3

**Answer:** **.mp3** is an audio file, not an OS file.

254. What is the maximum filename length in Windows?

- A) 64 characters
- B) 128 characters
- C) 255 characters
- D) 512 characters

**Answer:** The maximum is **255 characters.**

255. Which file operation removes a file permanently?

- A) Rename
- B) Copy
- C) Move
- D) Delete

**Answer:** **Delete** removes a file.

256. What does 'Backup' mean in data management?

- A) Moving data
- B) Copying data for safety
- C) Compressing data
- D) Encrypting data

**Answer:** It means **copying data for safety**.

**257. Which key is used to rename a file in Windows?**

- A) F1
- B) F2
- C) F3
- D) F5

**Answer:** **F2** is the rename key.

**258. Which file system is used by Windows?**

- A) FAT
- B) NTFS
- C) EXT4
- D) HFS+

**Answer:** Windows mostly uses **NTFS**.

**259. Which storage is volatile?**

- A) SSD
- B) HDD
- C) RAM
- D) Flash Drive

**Answer:** **RAM** is volatile storage.

**260. Which option compresses file size?**

- A) Encrypt
- B) Backup
- C) Zip
- D) Extract

**Answer:** To compress, we **Zip** the file.

**261. Which is NOT a valid storage device?**

- A) CD
- B) Pen Drive
- C) RAM
- D) CPU

**Answer:** The **CPU** is not a storage device.

**262. What does .pdf stand for?**

- A) Portable Document Format
- B) Protected Data File
- C) Printed Document File
- D) Public Document Folder

**Answer:** It stands for **Portable Document Format**.

**263. Which software manages files and folders?**

- A) Word Processor
- B) Operating System
- C) Compiler
- D) Database

**Answer:** The **Operating System** manages files.

**264. Which operation copies data to another location?**

- A) Delete
- B) Cut
- C) Copy
- D) Rename

**Answer:** **Copy** duplicates data.

**265. Which tool helps search for files?**

- A) Clipboard
- B) Recycle Bin
- C) File Explorer
- D) Task Manager

**Answer:** Use **File Explorer**.

**266. Which folder temporarily stores deleted files?**

- A) Backup
- B) Recycle Bin
- C) Temp
- D) System32

**Answer:** The **Recycle Bin** stores deleted files.

**267. Which key combination deletes a file permanently?**

- A) Ctrl + Z
- B) Shift + Delete
- C) Alt + F4
- D) Ctrl + X

**Answer:** Use **Shift + Delete**.

**268. What is defragmentation?**

- A) Deleting files
- B) Formatting drive
- C) Rearranging files for efficiency
- D) Encrypting files

**Answer:** It means **rearranging files for efficiency**.

**269. Which of these is NOT an input device?**

- A) Keyboard
- B) Mouse
- C) Hard Disk
- D) Scanner

**Answer:** The **Hard Disk** is storage, not input.

**270. What is a directory?**

- A) A file extension
- B) A compressed file
- C) A folder that stores files
- D) A file virus

**Answer:** It is a **folder that stores files**.

**271. What does NTFS stand for?**

- A) New Technology File System
- B) Network Transfer File System
- C) Normal Text File System
- D) Non-Tangible File System

**Answer:** It stands for **New Technology File System**.

**272. Which command shows file properties?**

- A) Ctrl + X
- B) Right-click + Properties
- C) Ctrl + V
- D) Ctrl + P

**Answer:** Use **Right-click + Properties**.

**273. Which device is used for backup storage?**

- A) Printer
- B) Scanner
- C) External Hard Drive
- D) Monitor

**Answer:** Use an **External Hard Drive**.

**274. Which file type is executable?**

- A) .txt
- B) .exe
- C) .jpg
- D) .pdf

**Answer:** **.exe** is executable.

**275. What is cloud storage?**

- A) Local storage
- B) External storage
- C) Online storage
- D) Temporary storage

**Answer:** It is **Online storage**.

**276. Which operation combines files into one?**

- A) Zip
- B) Unzip
- C) Cut
- D) Encrypt

**Answer:** To combine, you **Zip** files.

**277. What does 'Restore' mean in file management?**

- A) Delete file
- B) Copy file
- C) Recover deleted file
- D) Encrypt file

**Answer:** It means to **Recover deleted file**.

**278. What does 'Path' refer to?**

- A) Storage device
- B) Location of a file
- C) File extension

D) Backup file

**Answer:** It means the **Location of a file.**

**279. Which is NOT a file format?**

- A) .ppt
- B) .doc
- C) .xls
- D) .CPU

**Answer:** .CPU is not a file format.

**280. What is file encryption?**

- A) Making a backup
- B) Compressing the file
- C) Locking file with password
- D) Formatting the drive

**Answer:** It means **Locking file with password.**

**281. Which file system is used in Pen Drives?**

- A) NTFS
- B) FAT32
- C) EXT3
- D) HFS+

**Answer:** Mostly, it is **FAT32.**

**282. What is the function of Recycle Bin?**

- A) Permanently store deleted files
- B) Temporary store deleted files
- C) Format drives
- D) Encrypt files

**Answer:** It **Temporarily stores deleted files.**

**283. What does formatting do?**

- A) Deletes files only
- B) Changes file extension
- C) Encrypts files
- D) Erases all data on drive

**Answer:** It **Erases all data on drive.**

**284. Which is NOT a backup device?**

- A) Pen Drive
- B) External HDD

C) Cloud Storage

D) Monitor

**Answer:** The **Monitor** is not a backup device.

**285. What is the shortcut to copy?**

- A) Ctrl + C
- B) Ctrl + V
- C) Ctrl + X
- D) Ctrl + Z

**Answer:** The shortcut is **Ctrl + C.**

**286. Which software compresses files?**

- A) Word
- B) Excel
- C) WinZip
- D) Paint

**Answer:** Use **WinZip.**

**287. Which file type is for spreadsheets?**

- A) .doc
- B) .ppt
- C) .xls
- D) .mp4

**Answer:** The format is **.xls.**

**288. What does 'Extract' mean?**

- A) Compress files
- B) Open zip files
- C) Encrypt files
- D) Delete files

**Answer:** It means **Open zip files.**

**289. Which command pastes copied data?**

- A) Ctrl + X
- B) Ctrl + V
- C) Ctrl + C
- D) Ctrl + P

**Answer:** Use **Ctrl + V.**

**290. What does cloud backup need?**

- A) Printer
- B) Internet connection
- C) DVD Drive
- D) UPS

**Answer:** It needs an **Internet connection**.

**291. Which file attribute protects from editing?**

- A) Archive
- B) Hidden
- C) Read-only
- D) System

**Answer:** The **Read-only** attribute.

**292. Which folder holds system files?**

- A) My Documents
- B) Downloads
- C) System32
- D) Desktop

**Answer:** The **System32** folder.

**293. Which file system supports large files?**

- A) FAT16
- B) FAT32
- C) NTFS
- D) EXT2

**Answer:** **NTFS** supports large files.

**294. Which command selects all files?**

- A) Ctrl + C
- B) Ctrl + X
- C) Ctrl + V
- D) Ctrl + A

**Answer:** Use **Ctrl + A**.

**295. Which of these is not storage?**

- A) SSD
- B) HDD
- C) RAM
- D) Mouse

**Answer:** The **Mouse** is not storage.

**296. Which is the smallest data unit?**

- A) Bit
- B) Byte
- C) KB
- D) MB

**Answer:** The smallest is **Bit**.

**297. What is a file manager?**

- A) Virus
- B) Storage device
- C) Software to manage files
- D) Printer

**Answer:** It is **Software to manage files**.

**298. Which is volatile storage?**

- A) SSD
- B) HDD
- C) RAM
- D) Flash Drive

**Answer:** **RAM** is volatile.

**299. Which command undoes an action?**

- A) Ctrl + C
- B) Ctrl + V
- C) Ctrl + Z
- D) Ctrl + A

**Answer:** Use **Ctrl + Z**.

**300. Which is used for large backups?**

- A) SSD
- B) Tape Drive
- C) Monitor
- D) CPU

**Answer:** Use a **Tape Drive**.