

# 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

