

S.S. JAIN SUBODH P.G. COLLEGE, JAIPUR

Elementary Computer (MCQs) Skill Enhancement Courses

Unit I: Computer Fundamentals (25 MCQs)

Q1. The physical components of a computer are called:

- a) Software
- b) Hardware
- c) Data
- d) Program

Answer: b) Hardware

Q2. Which generation of computers used vacuum tubes?

- a) First
- b) Second
- c) Third
- d) Fourth

Answer: a) First

Q3. ALU is a part of:

- a) Input Unit
- b) Memory Unit
- c) CPU
- d) Output Unit

Answer: c) CPU

Q4. Which device is an example of an input device?

- a) Monitor
- b) Keyboard
- c) Printer
- d) Speaker

Answer: b) Keyboard

Q5. Which of the following is volatile memory?

- a) ROM
- b) Hard Disk
- c) RAM
- d) CD-ROM

Answer: c) RAM

Q6. Which memory is the fastest?

- a) Cache
- b) Main Memory
- c) Hard Disk
- d) Flash Drive

Answer: a) Cache

Q7. Mainframe computers are used for:

- a) Small businesses
- b) Scientific research
- c) Large organizations
- d) Personal use

Answer: c) Large organizations

Q8. Translator that converts high-level language into machine code line by line is:

- a) Compiler
- b) Interpreter
- c) Assembler
- d) Linker

Answer: b) Interpreter

Q9. Which of these is system software?

- a) Antivirus
- b) Word Processor
- c) Compiler
- d) Spreadsheet

Answer: c) Compiler

Q10. Which is not an example of output device?

- a) Printer
- b) Plotter
- c) Scanner
- d) Monitor

Answer: c) Scanner

Q11. Which of the following is not a type of computer?

- a) Analog
- b) Digital
- c) Mechanical
- d) Hybrid

Answer: c) Mechanical

Q12. Registers are located in:

- a) CPU
- b) Hard Disk
- c) RAM
- d) Cache

Answer: a) CPU

Q13. WinZip is used for:

- a) Scanning
- b) Compressing files
- c) Formatting disks
- d) Encrypting data

Answer: b) Compressing files

Q14. Antivirus software is an example of:

- a) Utility software
- b) System software
- c) Application software
- d) Firmware

Answer: a) Utility software

Q15. Computer language directly understood by CPU is:

- a) Assembly
- b) High-level language
- c) Machine language
- d) Java

Answer: c) Machine language

Q16. In memory hierarchy, which is at the top (fastest)?

- a) Secondary
- b) Cache
- c) Primary
- d) Registers

Answer: d) Registers

Q17. Which computer is smallest in size?

- a) Mini
- b) Micro
- c) Mainframe
- d) Super

Answer: b) Micro

Q18. Which device is an output device?

- a) Mouse
- b) Joystick
- c) Monitor
- d) Keyboard

Answer: c) Monitor

Q19. Software that manages computer hardware is:

- a) Utility
- b) Application
- c) System Software
- d) Firmware

Answer: c) System Software

Q20. Compiler converts:

- a) Assembly to Machine
- b) High-level to Machine
- c) Machine to High-level
- d) Binary to Decimal

Answer: b) High-level to Machine

Q21. A device used to digitize documents is:

- a) Printer
- b) Scanner
- c) Plotter
- d) Monitor

Answer: b) Scanner

Q22. Which generation of computers used integrated circuits?

- a) First
- b) Second
- c) Third
- d) Fourth

Answer: c) Third

Q23. Which is not an application software?

- a) MS Word
- b) Excel
- c) Compiler
- d) PowerPoint

Answer: c) Compiler

Q24. Which memory is non-volatile?

- a) RAM
- b) Cache
- c) ROM
- d) Registers

Answer: c) ROM

Q25. Hybrid computer is a combination of:

- a) Analog + Digital
- b) Digital + Micro
- c) Analog + Mainframe
- d) None

Answer: a) Analog + Digital

Unit II: Word Processing (25 MCQs)

Q1. Which tab in MS Word contains the Font group?

- a) Insert
- b) Home
- c) Layout
- d) View

Answer: b) Home

Q2. Shortcut to save a document in MS Word is:

- a) Ctrl + S
- b) Ctrl + O

- c) Ctrl + N
- d) Ctrl + P

Answer: a) Ctrl + S

Q3. Mail Merge feature is used for:

- a) Creating charts
- b) Sending bulk letters
- c) Spell check
- d) Drawing

Answer: b) Sending bulk letters

Q4. The default file extension of MS Word document is:

- a) .doc
- b) .docx
- c) .txt
- d) .xls

Answer: b) .docx

Q5. Track Changes is useful for:

- a) Formatting text
- b) Reviewing documents
- c) Printing documents
- d) Opening files

Answer: b) Reviewing documents

Q6. Which option is used to insert page numbers in MS Word?

- a) Header & Footer
- b) Insert → Page Number
- c) Layout → Margins
- d) References

Answer: b) Insert → Page Number

Q7. Which feature finds and replaces words in MS Word?

- a) Track Changes
- b) Spell Check
- c) Find & Replace
- d) Mail Merge

Answer: c) Find & Replace

Q8. WordArt is used for:

- a) Drawing shapes
- b) Artistic text
- c) Chart making
- d) Clipart

Answer: b) Artistic text

Q9. Macro in Word is:

- a) Animation
- b) Recording of tasks
- c) Equation editor

d) Table format

Answer: b) Recording of tasks

Q10. Which option sets page orientation?

a) References

b) Page Layout → Orientation

c) Insert

d) Review

Answer: b) Page Layout → Orientation

Q11. To check spelling and grammar, press:

a) F2

b) F5

c) F7

d) F9

Answer: c) F7

Q12. Shortcut key for creating a new document is:

a) Ctrl + N

b) Ctrl + C

c) Ctrl + D

d) Ctrl + E

Answer: a) Ctrl + N

Q13. Which feature combines text with data source?

a) Track Changes

b) Mail Merge

c) Find

d) Format Painter

Answer: b) Mail Merge

Q14. The smallest font size in MS Word is:

a) 6

b) 8

c) 10

d) 12

Answer: a) 6

Q15. Which tab contains the Table option?

a) Insert

b) Design

c) View

d) Review

Answer: a) Insert

Q16. MS Word is an example of:

a) Spreadsheet software

b) Word processing software

c) DBMS

d) Presentation software

Answer: b) Word processing software

Q17. Header appears at:

a) Top of page

b) Bottom of page

c) Both top and bottom

d) Only once

Answer: a) Top of page

Q18. Footer appears at:

a) Top of page

b) Bottom of page

c) Center of page

d) Margin

Answer: b) Bottom of page

Q19. Format Painter is used for:

a) Copying text

b) Copying formatting

c) Copying files

d) Copying pictures

Answer: b) Copying formatting

Q20. To insert a hyperlink, we use:

a) Ctrl + H

b) Ctrl + K

c) Ctrl + L

d) Ctrl + P

Answer: b) Ctrl + K

Q21. Which menu helps in setting margins?

a) Insert

b) Layout

c) Design

d) Review

Answer: b) Layout

Q22. Shortcut to print document is:

a) Ctrl + O

b) Ctrl + P

c) Ctrl + S

d) Ctrl + N

Answer: b) Ctrl + P

Q23. Which view shows document in reduced size?

a) Print Layout

b) Outline

c) Draft

d) Zoom

Answer: d) Zoom

Q24. To insert symbol, go to:

a) Insert → Symbol

b) Layout → Symbols

c) Design → Text

d) Review → Insert

Answer: a) Insert → Symbol

Q25. MS Word was developed by:

a) IBM

b) Apple

c) Microsoft

d) Google

Answer: c) Microsoft

Unit III: Spreadsheet Software (25 MCQs)

Q1. In Excel, rows are labeled as:

a) A, B, C

b) 1, 2, 3

c) Both

d) None

Answer: b) 1, 2, 3

Q2. Columns in Excel are labeled as:

a) Numbers

b) Letters

c) Symbols

d) Colors

Answer: b) Letters

Q3. Default file extension of Excel 2016 is:

a) .xls

b) .xlsx

c) .docx

d) .txt

Answer: b) .xlsx

Q4. A cell is identified by:

a) Row number only

b) Column letter only

c) Column + Row

d) File name

Answer: c) Column + Row

Q5. Which function adds values?

- a) SUM()
- b) AVERAGE()
- c) COUNT()
- d) IF()

Answer: a) SUM()

Q6. Formula in Excel starts with:

- a) +
- b) =
- c) #
- d) \$

Answer: b) =

Q7. Conditional Formatting is used to:

- a) Filter data
- b) Highlight cells
- c) Change formulas
- d) Add comments

Answer: b) Highlight cells

Q8. Which chart shows data as slices?

- a) Bar
- b) Line
- c) Pie
- d) Column

Answer: c) Pie

Q9. Shortcut to create a new workbook is:

- a) Ctrl + N
- b) Ctrl + S
- c) Ctrl + O
- d) Ctrl + P

Answer: a) Ctrl + N

Q10. Data Validation restricts:

- a) File size
- b) User input
- c) Fonts
- d) Charts

Answer: b) User input

Q11. Function to calculate average is:

- a) ADD()
- b) AVERAGE()
- c) MEAN()
- d) TOTAL()

Answer: b) AVERAGE()

Q12. To insert a row, use:

- a) Right click → Insert
- b) Ctrl + C
- c) Ctrl + V
- d) Delete

Answer: a) Right click → Insert

Q13. Which symbol locks cell reference?

- a) &
- b) \$
- c) #
- d) %

Answer: b) \$

Q14. Filter option is found under:

- a) Data tab
- b) Home tab
- c) Review tab
- d) View tab

Answer: a) Data tab

Q15. COUNT() function is used to:

- a) Add cells
- b) Count numbers
- c) Count text
- d) None

Answer: b) Count numbers

Q16. Excel is an example of:

- a) Word processor
- b) Spreadsheet
- c) DBMS
- d) Presentation software

Answer: b) Spreadsheet

Q17. Autofill is used to:

- a) Fill formulas
- b) Fill series
- c) Both
- d) None

Answer: c) Both

Q18. Shortcut to save workbook is:

- a) Ctrl + S
- b) Ctrl + P
- c) Ctrl + O
- d) Ctrl + Z

Answer: a) Ctrl + S

Q19. In Excel, cell reference A\$1 means:

- a) Row fixed
- b) Column fixed
- c) Both fixed
- d) None

Answer: a) Row fixed

Q20. Financial function to calculate interest is:

- a) PMT()
- b) SUM()
- c) COUNT()
- d) IF()

Answer: a) PMT()

Q21. Shortcut to undo is:

- a) Ctrl + Y
- b) Ctrl + U
- c) Ctrl + Z
- d) Ctrl + R

Answer: c) Ctrl + Z

Q22. A worksheet is a collection of:

- a) Charts
- b) Tables
- c) Cells
- d) Workbooks

Answer: c) Cells

Q23. MAX() function is used to:

- a) Minimum value
- b) Maximum value
- c) Average value
- d) Median

Answer: b) Maximum value

Q24. Which date function returns current date?

- a) NOW()
- b) DATE()
- c) TODAY()
- d) TIME()

Answer: c) TODAY()

Q25. To print worksheet, use shortcut:

- a) Ctrl + N
- b) Ctrl + P
- c) Ctrl + O
- d) Ctrl + F

Answer: b) Ctrl + P

Unit IV: Database + Presentation Software (25 MCQs)

Q1. In DBMS, a table is also called:

- a) Record
- b) Relation
- c) Field
- d) Query

Answer: b) Relation

Q2. Each row in a table is known as:

- a) Field
- b) Record
- c) Column
- d) Attribute

Answer: b) Record

Q3. Each column in a table is called:

- a) Record
- b) Tuple
- c) Field
- d) Key

Answer: c) Field

Q4. Primary Key is:

- a) Duplicate key
- b) Unique identifier
- c) Foreign key
- d) None

Answer: b) Unique identifier

Q5. Which SQL query is used to retrieve data?

- a) SELECT
- b) UPDATE
- c) DELETE
- d) INSERT

Answer: a) SELECT

Q6. In MS Access, forms are mainly used for:

- a) Data entry
- b) Data storage
- c) Data deletion
- d) Data backup

Answer: a) Data entry

Q7. Reports in DBMS are used to:

- a) Print data in formatted way
- b) Delete data
- c) Insert data

d) Encrypt data

Answer: a) Print data in formatted way

Q8. Which is the default extension of PowerPoint 2016?

a) .ppt

b) .pptx

c) .pps

d) .docx

Answer: b) .pptx

Q9. Shortcut key to start slideshow from the beginning is:

a) F2

b) F5

c) F7

d) F9

Answer: b) F5

Q10. Master Slide in PowerPoint is used to:

a) Add animations

b) Maintain design consistency

c) Insert sound

d) Insert tables

Answer: b) Maintain design consistency

Q11. In DBMS, a query is used to:

a) Enter data

b) Retrieve/manipulate data

c) Delete database

d) Create reports

Answer: b) Retrieve/manipulate data

Q12. Foreign Key in DBMS is used to:

a) Ensure uniqueness

b) Link two tables

c) Delete duplicates

d) Create indexes

Answer: b) Link two tables

Q13. In PowerPoint, which view is used to see all slides at once?

a) Normal View

b) Outline View

c) Slide Sorter View

d) Reading View

Answer: c) Slide Sorter View

Q14. DBMS stands for:

a) Database Managed System

b) Database Management System

c) Data Basic Managed Software

d) Digital Base Managed System

Answer: b) Database Management System

Q15. Which is NOT a type of database model?

a) Hierarchical

b) Network

c) Relational

d) Linear

Answer: d) Linear

Q16. In PowerPoint, transitions are applied to:

a) Text only

b) Slide changes

c) Images only

d) Tables only

Answer: b) Slide changes

Q17. A form in DBMS is mainly used for:

a) Data entry and editing

b) Printing reports

c) File compression

d) Data backup

Answer: a) Data entry and editing

Q18. Which button is used for next slide during presentation?

a) Spacebar

b) Enter

c) Right arrow

d) All of these

Answer: d) All of these

Q19. Which key is used to end a slideshow in PowerPoint?

a) Esc

b) F1

c) F4

d) Tab

Answer: a) Esc

Q20. Which type of database stores data in rows and columns?

a) Hierarchical

b) Network

c) Relational

d) Object-oriented

Answer: c) Relational

Q21. Which option in PowerPoint is used to apply the same design to all slides?

a) Slide Sorter

b) Slide Master

c) Animation Pane

d) Design Ideas

Answer: b) Slide Master

Q22. In DBMS, a set of related records is called:

a) File

b) Field

c) Tuple

d) Key

Answer: a) File

Q23. Which feature in PowerPoint allows inserting clickable links?

a) Hyperlink

b) Action Button

c) Bookmark

d) Footer

Answer: a) Hyperlink

Q24. Which SQL command is used to remove a table?

a) DELETE

b) DROP

c) REMOVE

d) CLEAR

Answer: b) DROP

Q25. PowerPoint was developed by:

a) Apple

b) Google

c) Microsoft

d) IBM

Answer: c) Microsoft