

100 Most Important Computer Awareness MCQ

1. The software tools that enable a user to interact with a computer for specific purposes are known as—

- (A) Hardware
- (B) Networked Software
- (C) Shareware
- (D) Applications

Correct Answer : (D)

2. A.....shares hardware, software, and data among authorized users.

- (A) network
- (B) protocol
- (C) hyperlink
- (D) transmitter

Correct Answer : (A)

3. Computer programs are written in a high-level programming language; however, the humanreadable version of a program is called—

- (A) cache
- (B) instruction set
- (C) source code
- (D) word size

Correct Answer : (C)

4. In word processing, an efficient way to move the 3rd paragraph to place it after the 5th paragraph is—

- (A) copy and paste
- (B) copy, cut and paste
- (C) cut, copy and paste
- (D) cut and paste

Correct Answer : (D)

5. Which of the following is not a function of the control unit ?

- (A) Read instructions
- (B) Execute instructions
- (C) Interpret instructions
- (D) Direct operations

Correct Answer : (D)

6. Software for organizing storage and retrieval of information is a(n)—

- (A) operating system
- (B) database
- (C) database program
- (D) data warehouse

Correct Answer : (C)

7. A set of step-by-step procedures for accomplishing a task is known as a(n)—

- (A) algorithm
- (B) hardware program
- (C) software bug
- (D) firmware program

Correct Answer : (A)

8. Which of the following is not true about RAM ?

- (A) RAM is a temporary storage area
- (B) RAM is the same as hard disk storage
- (C) RAM is volatile
- (D) Information stored in RAM is gone when you turn the computer off

Correct Answer : (B)

9. The main directory of a disk is called the.....directory.

- (A) root
- (B) sub
- (C) folder
- (D) network

Correct Answer : (A)

10. The physical arrangement of elements on a page is referred to as a document's.....

- (A) features
- (B) format
- (C) pagination
- (D) grid

Correct Answer : (B)

11. =SUM (B1 : B8) is an example of a—

- (A) function
- (B) formula
- (C) cell address
- (D) value

Correct Answer : (B)

12. Which of the following storage media provides sequential access only ?

- (A) Floppy disk
- (B) Magnetic disk
- (C) Magnetic tape
- (D) Optical disk

Correct Answer : (B)

13. Compilers and translators are one form of—

- (A) ROM
- (B) RAM
- (C) Hard disk
- (D) Software

Correct Answer : (D)

14. Data representation is based on the.....number system, which uses two numbers to represent all data.

- (A) binary
- (B) biometric
- (C) bicentennial
- (D) byte

Correct Answer : (A)

15. The most common input devices include—

- (A) Monitor and keyboard
- (B) Monitor and mouse
- (C) Mouse and keyboard
- (D) Printer and mouse

Correct Answer : (C)

16. www means—

- (A) world wide wonder
- (B) world wide wizard
- (C) world wide web
- (D) wide world web

Correct Answer : (C)

17.processing is used when a large mail-order company accumulates orders and processes them together in one large set.

- (A) Batch
- (B) Online
- (C) Real-time
- (D) Group

Correct Answer : (A)

18. What is the difference between a CDROM and a CD-RW ?

- (A) They are the same—just two different terms used by different manufacturers
- (B) A CD-ROM can be written to and a CDRW cannot
- (C) A CD-RW can be written to, but a CDROM can only be read from
- (D) A CD-ROM holds more information than a CD-RW

Correct Answer : (C)

19. Holding the mouse button down while moving an object or text is known as—

- (A) Moving
- (B) Dragging
- (C) Dropping
- (D) Highlighting

Correct Answer : (B)

20. A.....is a collection of data that is stored electronically as a series of records in a table.

- (A) spreadsheet
- (B) presentation

(C) database

(D) web page

Correct Answer : (C)

21. The.....primarily take(s) care of the behind-the-scenes details and manage(s) the hardware.

- (A) operating system
- (B) application software
- (C) peripheral devices

22. A.....is a professionally designed 'empty' document that can be adapted to the user's needs.

- (A) file
- (B) guide
- (C) template
- (D) user guide file

Correct Answer : (C)

23. A group of 8 bits is known as a—

- (A) Byte
- (B) Kilobyte
- (C) Binary digit
- (D) Megabit

Correct Answer : (A)

24. The hardware device commonly referred to as the 'brain' of the computer is the—

- (A) RAM chip
- (B) Data input
- (C) CPU
- (D) Secondary storage

Correct Answer : (C)

25. What is the intersection of a column and a row on a worksheet called?

- (A) Column
- (B) Value
- (C) Address
- (D) Cell

Correct Answer : (D)

26.are often delivered to a PC through an e-mail attachment and are often designed to do harm.

- (A) Viruses
- (B) Spam
- (C) Portals
- (D) Email messages

Correct Answer : (A)

27. What is the storage area for e-mail messages called ?

- (A) A folder
- (B) A directory
- (C) A mailbox
- (D) The hard disk

Correct Answer : (C)

28. A desktop computer is also known as a—

- (A) Palm Pilot
- (B) PC
- (C) Laptop
- (D) Mainframe

Correct Answer : (B)

29. When a file contains instructions that can be carried out by the computer, it is often called a(n)file.

- (A) data
- (B) information
- (C) executable
- (D) application

Correct Answer : (C)

30. Documents converted to.....can be published to the Web.

- (A) a.doc file
- (B) http
- (C) machine language
- (D) HTML

Correct Answer : (D)

31. If a user needs information instantly available to the CPU, it should be stored—

- (A) on a CD
- (B) in secondary storage
- (C) in the CPU
- (D) in RAM

Correct Answer : (B)

32. To what temporary area can you store text and other data, and later paste them to another location ?

- (A) The clipboard
- (B) ROM
- (C) CD-ROM
- (D) The hard disk

Correct Answer : (A)

33. In a spreadsheet, a.....is a number you will use in a calculation.

- (A) label
- (B) cell
- (C) field
- (D) value

Correct Answer : (D)

34. After slide-directed time, if you want to move ahead automatically, click in.....check box in transition of this slide group in tab of animations—

- (A) Transition timer
- (B) Automatically opter
- (C) Transition opter

(D) Automatic timer

Correct Answer : (B)

35. All are included in removable media except the following—

- (A) CD-ROMs
- (B) Diskette
- (C) DVDs
- (D) High disk drive

Correct Answer : (D)

36. If you open some menu and then decide that you do not want to select some option, then click the menu title again or press the..... key to layout the menu.

- (A) shift
- (B) tab
- (C) escape
- (D) F1

Correct Answer : (C)

37. Using the.....process, it is easy to change the name of the file.

- (A) transforming
- (B) crash
- (C) renaming
- (D) retagging

Correct Answer : (C)

38.view shows that how will content on printed page, alongwith footer and margin header, appear.

- (A) Draft
- (B) Full screen reading
- (C) Outline
- (D) Page layout

Correct Answer : (D)

39. Using....., the text can be entered and edited very efficiently.

- (A) spreadsheet
- (B) typewriter
- (C) word processing programme
- (D) desktop publishing programme

Correct Answer : (D)

40. Other folders, named subfolders, can remain in the folders while creating hierarchical structure—

- (A) Mini folder
- (B) Teard folder
- (C) Subfolders
- (D) Object

Correct Answer : (C)

41. By using slide....., the characteristics of the fonts of all the slides in presentation, can be changed.

- (A) theme
- (B) icon
- (C) master
- (D) style

Correct Answer : (B)

42. Though several programmers can be opened simultaneously yet only.....programmed can be active.

- (A) four
- (B) three
- (C) two
- (D) one

Correct Answer : (B)

43. Straight and Uniform margins on both the sides indicate that there isin the document.

- (A) full justification
- (B) full alignment
- (C) left justification
- (D) right justification

Correct Answer : (A)

44. Among the typical computer programming languages used today, the following is not included in—

- (A) C++
- (B) JAVA
- (C) Visual Basic.NET
- (D) Machine language

Correct Answer : (D)

45. In table in excel, there are typical labels alongwith.....

- (A) Letters
- (B) Numbers
- (C) Names
- (D) Formulae

Correct Answer : (B)

46.makes available the commands to righten the software. Instructions are translated step by-step and executed by the processor so that some objective can be achieved or some problem can be solved.

- (A) Software patch
- (B) AI language
- (C) Presentation language
- (D) Programming language

Correct Answer : (C)

47. As you create documents, graphs and pictures your computer holds the data in—

- (A) Restore file
- (B) Backup drive
- (C) Clip board

- (D) Memory

Correct Answer : (D)

48. Which of the following terms is used for the form in which the word will appear on the page ?

- (A) Text formatting
- (B) Character formatting
- (C) Point size
- (D) Type face

Correct Answer : (A)

49.helps to capture the raw data and enter into the computer system.

- (A) CPU
- (B) Integrated circuit
- (C) Input device
- (D) Motherboard

Correct Answer : (C)

50. The following are included in the world programmeTitle Bar, Ribbon, Status Bar, Views, Document workspace.

- (A) Window
- (B) Browser
- (C) Explorer
- (D) Website

Correct Answer : (A)

51. Which of the following are advantages of CD-ROM as a storage media ?

- (A) CD-ROM is an inexpensive way to store large amount of data and information
- (B) CD-ROM disks retrieve data and information more quickly than magnetic disks do
- (C) CD-ROMs make less errors than magnetic media
- (D) All of these

Correct Answer : (D)

52. A is the term used when a search engine returns a Web page that matches the search criteria.

- (A) blog
- (B) hit
- (C) link
- (D) view

Correct Answer : (C)

53. The is the term used to describe the window that is currently being used.

- (A) Web Window
- (B) display area
- (C) WordPad Window
- (D) active window

Correct Answer : (D)

54. CPU is an abbreviation for—

- (A) central programming unit
- (B) central processing unit
- (C) computer processing unit
- (D) computer protocol unit

Correct Answer : (B)

55. A microprocessor is the brain of the computer and is also called a(n)—

- (A) microchip
- (B) macrochip
- (C) macroprocessor
- (D) calculator

Correct Answer : (A)

56. Storage and memory differ with respect to which of the following characteristics?

- (A) Price
- (B) Reliability
- (C) Speed
- (D) All of these

Correct Answer : (D)

57. What are two examples of freeware?

- (A) WinZip and Linux
- (B) Shareware and file sharing
- (C) Microsoft Word and the Google toolbar
- (D) Instant messaging and the Google toolbar

Correct Answer : (D)

58. If a disk drive fails but the computer application running and using it can continue processing, this application is said to have been designed with this feature—

- (A) 100 per cent uptime
- (B) fault tolerance
- (C) high reliability
- (D) All of these

Correct Answer : (B)

59. What is e-commerce ?

- (A) Buying and selling international goods
- (B) Buying and selling products and services over the Internet
- (C) Buying and selling products and services not found in stores
- (D) Buying and selling products having to do with computers

Correct Answer : (B)

60. What are the four things needed to connect to the Internet?

- (A) Telephone line, modem, computer, and an ISP
- (B) Modem, computer, PDA and ISP
- (C) Telephone line, PDA, modem and computer

(D) Computer, ISP, modem and communication software

Correct Answer : (A)

61. Which of the following functions are not performed by servers?

- (A) Email processing
- (B) Database sharing
- (C) Processing Web sites
- (D) Word processing

Correct Answer : (D)

62. Which media have the ability to have data/information stored (written) on them by users more than once ?

- (A) CD-R disks
- (B) CD-RW disks
- (C) Zip disks
- (D) OptiDisks

Correct Answer : (A)

63. The process of transferring files from a computer on the Internet to your computer is called—

- (A) downloading
- (B) uploading
- (C) FTP
- (D) JPEG

Correct Answer : (C)

64. The.....controls a client computer's resources.

- (A) application program
- (B) instruction set
- (C) operating system
- (D) server application

Correct Answer : (D)

65. To reload a Web page, press the button.

- (A) Redo
- (B) Reload
- (C) Restore
- (D) Refresh

Correct Answer : (D)

66. Which of the following could be digital input devices for computers ?

- (A) Digital camcorder
- (B) Microphone
- (C) Scanner
- (D) All of the above

Correct Answer : (D)

67. The.....enables you to simultaneously keep multiple Web pages open in one browser window.

- (A) tab box

- (B) pop-up helper
- (C) tab row
- (D) address bar

Correct Answer : (A)

68. You can use the.....bar to type a URL and display a Web page, or type a keyword to display a list of related Web pages.

- (A) menu
- (B) Title
- (C) Search
- (D) Address

Correct Answer : (D)

69. Storage media such as a CD read and write information using—

- (A) a laser beam of red light
- (B) magnetic dots
- (C) magnetic strips
- (D) All of these

Correct Answer : (D)

70. Vendor-created program modifications are called—

- (A) patches
- (B) antiviruses
- (C) holes
- (D) fixes

Correct Answer : (D)

71. Cache and main memory will lose their contents when the power is off. They are—

- (A) dynamic
- (B) static
- (C) volatile
- (D) non-volatile

Correct Answer : (C)

72. The collection of links throughout the Internet creates an interconnected network called the—

- (A) WWW
- (B) Web
- (C) World Wide Web
- (D) All of the above

Correct Answer : (D)

73. Every computer has a(n); many also have.

- (A) operating system, a client system
- (B) operating system; instruction sets
- (C) application programs; an operating system
- (D) operating system; application programs

Correct Answer : (E)

74. Main memory works in conjunction with—

- (A) special function cards
- (B) RAM
- (C) CPU
- (D) Intel

Correct Answer : (C)

75. A sales clerk at a checkout counter scanning a tag on an item rather than keying it into the system, is using—

- (A) input automation
- (B) item data automation
- (C) scanning automation
- (D) source data automation

Correct Answer : (C)

76. A(n).....is composed of several computers connected together to share resources and data.

- (A) Internet
- (B) network
- (C) backbone
- (D) hyperlink

Correct Answer : (B)

77. Which of the following is a storage device that uses rigid, permanently installed magnetic disks to store data/information—

- (A) floppy diskette
- (B) hard disk
- (C) permanent disk
- (D) optical disk

Correct Answer : (B)

78. Microsoft Office is an example of a—

- (A) closed-source software
- (B) open-source software
- (C) horizontal-market software
- (D) vertical-market software

Correct Answer : (A)

79. A popular way to learn about computers without ever going to a classroom is called—

- (A) i-learning
- (B) isolated learning
- (C) e-learning
- (D) close learning

Correct Answer : (C)

80. A person who used his or her expertise to gain access to other people's computers to get information illegally or do damage is a—

- (A) spammer
- (B) hacker
- (C) instant messenger
- (D) programmer

Correct Answer : (B)

81. Which of the following is an example of storage devices?

- (A) Magnetic disks
- (B) Tapes
- (C) DVDs
- (D) All of these

Correct Answer : (D)

82. The.....folder retains copies of messages that you have started but are not yet ready to send.

- (A) Inbox
- (B) Outbox
- (C) Drafts
- (D) Sent Items

Correct Answer : (C)

83. Which of the following is an example of an optical disk?

- (A) Digital versatile disks
- (B) Magnetic disks
- (C) Memory disks
- (D) Data bus disks

Correct Answer : (A)

84. The main job of a CPU is to—

- (A) carry out program instructions
- (B) store data/information for future use
- (C) process data and information
- (D) Both (A) and (C)

Correct Answer : (D)

85.are attempts by individuals to obtain confidential information from you by falsifying their identity.

- (A) Phishing trips
- (B) Computer viruses
- (C) Spyware scams
- (D) Phishing scams

Correct Answer : (E)

86. An example of a processing device would be—

- (A) a magnetic ink reader
- (B) a tablet PC
- (C) special function cards
- (D) scanners

Correct Answer : (B)

87. Which of the following is not a type of computer software which can be bought?

- (A) Off-the-shelf
- (B) Tailor-made
- (C) Custom-developed
- (D) Off-the-shelf with alterations

Correct Answer : (D)

88. You can use ... to copy selected text, and ... to paste it in a document.

- (A) CTRL + C, CTRL + V
- (B) CTRL + C, CTRL + P
- (C) CTRL + S, CTRL + S
- (D) SHIFT + C, ALT + P

Correct Answer : (A)

89. Video processors consist of and, which store and process images.

- (A) CPU and VGA
- (B) CPU and memory
- (C) VGA and memory
- (D) VGI and DVI

Correct Answer : (C)

90. The main memory of a computer can also be called—

- (A) primary storage
- (B) internal memory
- (C) primary memory
- (D) All of these

Correct Answer : (C)

91. Computer software can be defined as—

- (A) the computer and its associated equipment
- (B) the instructions that tell the computer what to do
- (C) computer components that act to accomplish a goal
- (D) an interface between the computer and the network

Correct Answer : (B)

92. When speaking of computer input and output, input refers to—

- (A) any data processing that occurs from new data input into the computer
- (B) data or information that has been entered into the computer
- (C) the transmission of data that has been input into the computer
- (D) Both (B) and (C) above

Correct Answer : (D)

93. A is a set of rules.

- (A) resource locator
- (B) domain
- (C) hypertext
- (D) protocol

Correct Answer : (D)

94. The connection between your computer at home and your local ISP is called—

- (A) the last mile
- (B) the home stretch

- (C) the home page
- (D) the backbone

Correct Answer : (C)

95. All of the logic and mathematical calculations done by the computer happen in/on the—

- (A) system board
- (B) central control unit
- (C) central processing unit
- (D) mother board

Correct Answer : (C)

96. There are several primary categories of procedures. Which of the following is not a primary category of procedures ?

- (A) Testing
- (B) Backup and recovery
- (C) Firewall development
- (D) Design

Correct Answer : (C)

97. The operating system called UNIX is typically used for—

- (A) desktop computers
- (B) laptop computers
- (C) supercomputers
- (D) All of these

Correct Answer : (D)

98. The.....file format is a method of encoding pictures on a computer.

- (A) HTML
- (B) JPEG
- (C) FTP
- (D) URL

Correct Answer : (B)

99. Press.....to move the insertion point to the Address box, or to highlight the URL in the Address box.

- (A) ALT + D
- (B) ALT + A
- (C) SHIFT + TAB
- (D) TAB + CTRL

Correct Answer : (A)

100. Computer systems are comprised of—

- (A) hardware, programs, information, people and networks
- (B) hardware, software, procedures, networks and people
- (C) hardware, programs, information, people and procedures
- (D) hardware, programs, processors, procedures, networks and people

Correct Answer : (A)

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