# CS001 MidTerm Solved MCQs Lecture Wise

## Module No 1:

1. CPL stand for --------------------?

**Computer Proficiency License**

2. Computer is an _____ that takes data, instructions and information as input and produce output after processing it.

**Electronic Device**

3. Whatever goes into the computer is called_____.

**input**

4. Anything that comes out of a computer is called_____.

**output**

5. The most common types of storage device are_____?

USB Drive

Hard Disks

CD ROM & DVD

**All of the above**

6. How many types of computers?

**5**

7. Mainframes are computers where all the processing is done centrally, and the user terminals are called _____ since they only input and output and do not process.

**Dumb terminals**

8. A _____ is a central electronic machine that exchange data with all linked machines.

**server**

9. PC is an abbreviation for a _____, it is also known as a Microcomputer.

**Personal Computer**

10. A _____ is a small personal computer designed for mobile use.

**portable computer**

11. _____ is a computing device that can set in hand easily.

**Mobile device**

12. Every _____ sends unique information to the computer.

**key**

13. There are usually _____ keys on standard keyboard.

**104**

14. _____ keys are used to enter alphabetic characters.

**Characters keys**

15. _____ keys are special keys and when pressed with other keys, perform special operations.

**Shift, ALT and Control**

16. F1, F2, F3 Keys are called _____ keys.

**Functions Keys**

17. Key use to insert or overwrite character within a word is called _____.

**insert key**

18. How many types of computer software?

**Three**

19. _____ Software belongs to this category helps in daily life tasks like calculation, presentation, text editing etc.

**Application Software**

20. _____ is the one of the biggest software companies in the world.

**Microsoft**

21. Devices used to point things at the computer screen are called _____?

**Pointing devices**

22. How many buttons on standard mouse??

**Two**

23. _____ is a surface used to sense the mouse motion.

**Mouse pad**

24. A Process of storing information in computer is Called _____?

**Storage**

25. How many types of storage devices?

**Two**

26. Storage devices which are installed at the mother board are called _____?

**primary storage devise**

27. How many types of primary storage device?

**Two**

28. ROM Stand for _____?

**Read Only Memory**

29. RAM Stand for _____?

**Read Only Memory**

30. RAM is a _____ memory?

**Temporary memory**

31. 1024 bytes =?

**1 kilo byte (kb)**

32. 1024 kilo bytes =?

**1 mega byte (mb)**

33. 1024 mega bytes =?

**1 giga byte (gb)**

34. How many types of secondary storage devise?

**Two**

35. Storage capacity of hard disk is _____ and high volume of data can be stored here.

**Very high**

36. The diameter of optical disk is _____ inch.

**4.75**

37. How many types of optical disks are _____?

**4**

38. CD ROM stand For_____?

**Compact Disk**

39. DVD Stand for _____?

**Digital Versatile disk**

40. How many types of Security risks_____?

**Six**

41. _____ is software that damage computer.?

**Virus**

42. _____ software is used to eliminate virus from computer.

**Antivirus**

43. How many types of computer output?

**Two**

44. How many types of printer?

**4**

45. Printing speed of a dot matrix printer is around _____ char/sec.

**300**

46. Printing speed of a line printer is around _____ lines/min.

**200**

47. Printing speed of a laser printer is upto _____ pg/min.

**6**

48. How many types of monitors_____?

**Two**

49. CRT Stand for_____?

**Cathode Ray Tubes**

50. LCD Stand For _____?

**Liquid Crystal Display**

51. ISL stand for _____?

**Internet service provider**

52. WWW stand for _____?

**world wide web**

53. Web site is a collection of related _____?

**web pages**

54. Every website has a unique _____ to access it.

**address**

# Module No 2:

55. The area you will see on the monitor screen, after computer a start is called _____?

**Desktop**

56. Window is software developed by Microsoft which is usually called _____?

**Microsoft windows**

57. The window that is in use has a dark colored title bar and is called _____?

**Active window**

58. The window that is not in use has a light colored title bar and is called _____?

**Inactive window**

59. Folder within the folder are called _____?

**Sub-folders**

60. The purpose of creating folders within folders is to organize our data in a _____ form.

**Structured**

# Module No 3:

61. What is the shortcut key to open new document in ms word?

**CTRL + N**

62. Opening an existing document shortcut key in ms word?

**CTRL + O**

63. Saving document in ms word shortcut key?

**CRTL + S**

64. Opening Multiple documents Simultaneously shortcut key in ms word?

**ALT + TAB**

65. To save a document to another location we use _____ feature of Microsoft Word.

**save as**

66. Getting help from Microsoft office shortcut keys in ms word?

**F1**

67. Closing a single document and closing word file shortcut key?

**ALT + F4**

68. How many ways are there to change the display page mode?

**Five**

69. Change zoom level in ms word shortcut keys?

**+ & -**


70. To undo the last action in MS Word shortcut keys?

**CTRL + Z**


71. To copy selected text in ms Word we use which shortcut key?

**CTRL + C**


72. To paste the selected text in ms Word we use which shortcut key?

**CTRL + V**


73. To cut selected text in ms Word we use which shortcut key?

**CTRL + X**


74. To find a certain word or in a document Shortcut keys?

**CTRL + F**


75. In Ms Word Text Bold Shortcut keys.

**CTRL + B**


76. In Ms Word Text Italic Shortcut keys.

**CTRL + I**


77. In Ms Word Text Underline Shortcut keys.

**CTRL + U**

78. To change Text colors in MS Word we use _____ Tab from Home Ribbon bar.

**Font**

79. Alignment Shortcut Keys For Left Side in Ms Word.

**CTRL + L**

80. Alignment Shortcut Keys For Right Side in Ms Word.

**CTRL + R**

81. Alignment Shortcut Keys For Center in Ms Word.

**CTRL + E**

82. Justification text in Ms word Shortcut keys.

**CTRL + J**

83. Hyperlink text shortcut key in Ms word.

**CTRL + K**

84. The last option in this drop down is _____.

**Border and Shading.**

85. Documents are also checked for its spelling and _____.

**Grammar mistakes**

86. How many methods are used to correct the such mistakes in documents.

**Two**

87. The files created using software and saved in computer called_____.

**Soft Copy**