

CS001-Computer Proficiency
Solved MCQ(S)
From Midterm Papers (1 TO 22 Lectures)

MidTerm Papers Solved MCQS with Reference (1 to 22 lectures)

1. _____ is an example of an input device.

- A speaker
- **A mouse**
- A monitor
- A printer

Examples of input devices include keyboards, **mouse**, scanners, digital cameras and joysticks.

2. During writing a letter you typed a wrong character in notepad. How will you go back and remove that character?

- Using Alt Key
- Using CTRL Key
- Using Delete Key
- **Using Backspace key**

PG # 12

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3. A program that can copy itself and infect a computer without the permission or knowledge of the owner/user of that computer is called _____

- ☐ Task Manager
- ☐ **Virus**
- ☐ Control Panel
- ☐ Anti Virus

4. What are the two broad categories of software?

- ☐ MS Word and Spreadsheet
- ☐ Windows and Mac
- ☐ Microsoft and Apple
- ☐ **System and Application**

PG # 23

5. Which of the following is not a storage device?

- ☐ DVD
- ☐ Hard Disk
- ☐ Floppy Disk
- ☐ **Mouse**

Mouse is an input device it not storage device.

6. Computers designed for mobile use are called _____

- ☐ Personal computers
- ☐ Super computers
- ☐ Mainframe computers
- ☐ **Portable computers**

PG # 8

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7. _____, when pressed with other keys, perform special operations.

- Backspace key
- **Ctrl key**
- Enter key
- Arrow keys

PG # 10

Shift, Alt and **Control(ctrl) keys are special keys and when pressed with other keys, perform special operations.** For example, ctrl+c will copy the selected file or text, shift+ character key will print that character in capital.

8. To go to next line in the document, you need to press_____.

- **Enter key**
- Backspace key
- Alt key
- Scroll key

PG # 11

9. Key used to generate space between two characters is called_____.

- **Space key**
- Enter key
- Tab key
- Backspace key

PG # 11

10. Keys used to navigate the cursor in different directions are called_____.

- **Arrow keys**
- Functional keys
- Toggle keys
- Character keys

PG # 11

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11. Physical elements of computer are called_____.

- Shareware
- Software
- **Hardware**
- Freeware

PG # 21

Hardware refers to the physical elements of a computer. Examples of hardware in a computer are the keyboard, the monitor, the mouse and the processing unit

12. To move an icon on desktop, we have to_____.

- Double click it first
- **Select it first**
- Select "arrange icons by" option
- Refresh desktop first

PG # 33

13. Windows is software developed by_____.

- Sun
- Apple
- Dell
- **Microsoft**

PG # 29

Window is software developed by Microsoft which is usually called Microsoft windows. Window has different versions like window 95, window NT, window 2000, window XP window 7,8, 10 etc.

14. _____resides at the bottom of the window.

- **Status bar**
- Menu bar
- Standard bar
- Title bar

PG # 30

Status bar: It resides at the bottom of the window. It provides some information related to that window.

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15. The area you will see after the computer starts is called_____.

- Window
- **Desktop**
- Icons
- Monitor

PG # 29

The area you will see on the *monitor screen*, after computer a start is called *desktop*.

16. Desktop Icon is a link to_____.

- Hardware
- **Application**
- Storage
- Input/output Devices

17. Taking backup of data means_____.

- Copying the data on some primary storage device
- Copying the data to modify it
- **Copying the data on some secondary storage device**
- Copying the data to apply password on it

PG # 27

18. Start button resides at the left side of the_____.

- Menu bar
- Tool bar
- Status bar
- **Task bar**

PG # 29

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19. Scroll bars are used to see the_____.

- Properties of the window
- Version of the window
- **Content of the window**
- Panels of the window

PG # 34

With the help of **scroll bars**, we can see the **content of window**, which wasn't visible before. There are two kinds of scroll bars in window.

1- Vertical scroll bar to scroll the window in up and down direction.

2- Horizontal scroll bar to scroll it left and right direction.

20. Floppy drive is a (an)_____.

- **Mass storage device**
- Output device
- Processing device
- Primary storage device

PG # 7

21. _____, when pressed with other keys, it perform special operations.

- **Shift key**
- Arrow keys
- Enter key
- Backspace key

PG # 10

Shift, Alt and Control(ctrl) keys are special keys and when pressed with other keys, perform special operations. For example ctrl+c will copy the selected file or text, shift+ character key will print that character in capital.

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22. Caps lock, num lock and scroll lock keys are called_____.

- **Toggle keys**
- Application keys
- Arrow keys
- Functional keys

PG # 11

Caps lock, Num lock and Scroll lock keys are toggle keys. At the top right corner, there are three small lights to show the status of these locks. When pressed one, corresponding light is turned on.

23. Every key in keyboard sends_____when it is pressed.

- **Unique information to computer**
- Encoded information to computer
- Alphabetic information to computer
- Numeric information to computer

PG # 10

24. Computer takes input and produces output after_____the given input.

- Execution
- Correction
- **Processing**
- Saving

PG # 6

Computer is a machine that **process** thousands of instructions in less than a second and **produces outputs** as instructed or programmed.

25. Fastest computers are called_____.

- Personal computers
- **Super computers**
- Portable computers
- Mini computers

PG # 8

Super Computers Are the fastest computers, and because of their speed and memory, are capable of performing

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operations that would not be practical for PCs or mainframes.

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26. To arrange icons on the desktop

- Right click on the desktop and select "refresh" option
- Right click on some desktop icon and select "arrange icons by" option
- Select all desktop icons and select "arrange icons by" option
- **Right click on the desktop and select "arrange icons by" option**

PG # 33

27. Taskbar shows the_____.

- Completed tasks
- **Tasks being carried out in computer**
- History of tasks
- Summary of tasks being carried out

PG # 29

Taskbar is the bar at the bottom area of desktop (monitor screen). Icons of our tasks and software being used will appear here. It is called taskbar because it shows **the tasks being carried out in computer.**

28. System clock exists in_____.

- **System tray**
- Status tray
- Standard tray
- Task Bar

PG # 29

29. Data is saved in form of_____.

- Folders
- Content
- Icons
- **Files**

PG # 34

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30. We can not change the order of icons at desktop if_____.

- Properties option is selected
- Auto grid option is selected
- **Auto arrange option is selected**
- Icons are already arranged

PG # 33

If auto arrange option is selected for desktop icons, we can not change icon's location. If icon is moved, it will go back to its place.

31. The main components of the computer, communicates with each other with the help of_____.

- **System bus**
- Memory
- Keyboard
- Monitor

32. Computer takes data as_____.

- Software
- Storage
- Output
- **Input**

PG # 6

Computer is an electronic device that takes data, instructions and information as input and produce output (information) after processing it.

33. Which of the following is not the advantage of computer?

- Efficiency
- Reliability
- **Safety**
- Fast results

PG # 8

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Advantage of computer: Efficiency, Reliability, Storage, Fast results

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34. Storage is also referred as_____.

- Data
- Instructions
- Files
- **Memory**

PG # 7

35. Key used to exit from certain type of applications is called_____.

- Space key
- **Escape key**
- Enter key
- Backspace key

PG # 10 and 11

36. Which of the following is non-typing key?

- Tab key
- Enter key
- Space key
- **Shift key**

PG # 12

Alt, Ctrl and shift keys are non-typing keys. They don't print anything when pressed. These when pressed with other keys, modify the usual operation of that key. For example Alt + F4 close the active window.

37. Three small lights at the keyboard shows the on/off status for_____.

- **Toggle keys**
- Special keys
- Functional keys
- Arrow keys

PG # 11

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38. We can resize a window by_____.

- Single clicking on window
- Double clicking on window
- Pressing F5
- **Dragging the edges of window with mouse**

PG # 34

To resize a window, select window's bottom right edge and drag inside or outside without releasing the mouse. **We can resize a window by dragging any of its edge with mouse pointer.**

39. Menu bar resides below the_____.

- Standard bar
- Status bar
- Tool bar
- **Title bar**

PG # 30

40. List of folders and files is called_____.

- **File and folder tree**
- File and folder browser
- File and folder navigator
- File and folder panel

PG # 35

41. Desktop can't be seen when_____.

- Windows is minimized
- Clicking on the Start button
- **Windows is maximized**
- Clicking on My computer

PG # 30

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42. The blinking symbol on the computer screen is called_____.

- Mouse
- Logo
- Hand
- **Cursor**

PG # 48

43. Which is the advanced form of text editor?

- Notepad
- EDpad
- Phrase Processor
- **Word Processor**

PG # 24

44. A long bar line is blinking in the notepad. This line is called_____.

- **Cursor**
- Long Bar
- Pad Pointer
- Character setter

PG # 51

45. RAM is a_____.

- **Volatile memory**
- Non-volatile memory
- Read Only memory
- Secondary memory

PG # 18

46. To go to the start of any Microsoft Word document, we press_____keys.

- **Ctrl + home**
- Ctrl + end
- Shift + Home

PG # 12

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- Shift + End

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47. Keyboard is used to input_____.

- **Text**
- Images
- Video
- Sound

48. Key used to go to next page in a document is called_____.

- Insert key
- Tab key
- **Page down key** **PG # 12**
- Page up key

49. Tab key is a_____.

- Non-typing key
- **Typing key** **PG # 12**
- Toggle key
- Application key

Tab key is a typing key and used to put more than one space within characters or words.

50. Devices used to give data, instructions or information to computer are called_____.

- Output devices
- Storage devices
- Processing devices
- **Input devices** **PG # 6**

An input device is any peripheral (piece of computer hardware equipment) used to provide data and instruction to computer, for example keyboard and microphone

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51. To view properties of a folder, we need to_____.

- Press F4
- **Right click on folder and select properties**
- Double click on folder
- Left click on folder and select properties

PG # 36

To view the properties of a folder

1. Select the folder. Go to File menu and click on Properties. A new window call Properties Panel will open.

2. Right click on a folder. Go to Properties.

52. Latest computers are example of_____.

- Mechanical devices
- **Electronic devices**
- Electromechanical devices
- Electrical devices

PG # 6

53. To type characters “H”, we use_____key.

- Num lock
- Pause lock
- **Caps lock**
- Scroll lock

PG # 11

Characters become capital when the caps lock is on.

54. Which of the following is primary storage?

- Hard disk
- Floppy disk
- **RAM**
- Optical disk

PG # 18

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Types of primary storage

There are two types of primary storage devices 1- ROM 2- RAM

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55. Key used to generate particular number of spaces between two characters is called_____.

- Tab key
- **Space key**
- Enter key
- Backspace key

PG # 11

56. System tray shows icon for the programs which_____.

- Needs data backup
- **Run in the background**
- Consume more memory
- Run in the foreground

PG # 29

System tray exist at the right side of the task bar, which may contains some icons like antivirus programs, firewall software etc. **Icons in system tray represent programs which work in background.**

57. Which of the following is secondary storage?

- RAM
- ROM
- **Hard Disk**
- Cache

PG # 19

58. Suppose you have written your all text in notepad file then what task you will perform after this?

- Open this file
- **Save this file**
- Delete this file
- Move this file

PG # 42

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59. Which of the following is intangible?

- **Software**
- Hard disk
- Optical disk
- Computer Mouse

PG # 8

Software is intangible (you can not hold it like hardware).

It is weightless.

It does not exist as hardware.

Note: Give me a feedback and your Suggestion also If you find any mistake in mcqz plz inform me Viva Contact us Page on our Site. And tell me your answer with references.

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