

AMA COMPUTER ACADEMY
OS-CIT FINAL EXAM SELECTED QUESTION & ANSWER
NOVEMBER EXAM EVENT 2025 SELECTED

Q1. Connection or link to other documents or web pages that contain related information is called

- A) e-cash
- B) hyperlink
- C) electronic connection
- D) dial-up

Correct Answer: B) hyperlink

Q2. Which Excel tool can split first name and last name into separate columns?

- A) split text
- B) separate data
- C) Text to Column
- D) column break

Correct Answer: C) Text to Column

Q3. What happens when you click on “Slide Show → From Current Slide”?

- A) starts from current slide
- B) starts from first slide
- C) opens in edit mode
- D) ends presentation

Correct Answer: A) starts from current slide

Q4. To verify and update Aadhaar details, which website is used?

- A) nsdl.in
- B) uaidi.gov.in
- C) aadharcard.com
- D) panseva.in

Correct Answer: B) uaidi.gov.in

Q5. The physical components of a computer system are known as

- A) ALU
- B) Hardware
- C) Software
- D) Control Unit

Correct Answer: B) Hardware

Q6. What is the default file extension for Word 2019 documents?

- A) .doc
- B) .txt
- C) .pdf
- D) .docx

Correct Answer: D) .docx

Q7. What is the use of “Ctrl + Z” in MS Word?

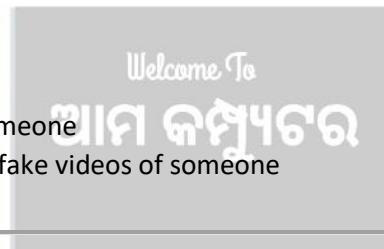
- A) cut
- B) save
- C) undo
- D) redo

Correct Answer: C) undo

Q8. Which of these is NOT a proper use of AI?

- A) checking grammar
- B) summarizing news
- C) playing music
- D) making fake videos of someone

Correct Answer: D) making fake videos of someone



Q9. Which function can be used to check multiple conditions in Excel?

- A) IF()
- B) AND()
- C) Both A & B
- D) OR()

Correct Answer: B) AND()

Q10. MS Word is developed by which company?

- A) Google
- B) Microsoft
- C) IBM
- D) Apple

Correct Answer: B) Microsoft

Q11. Which of the following can input graphical images and pictures for a computer?

- A) Printer
- B) Mouse
- C) Plotter
- D) Scanner

Correct Answer: D) Scanner

Q12. What is the full form of VPN?

- A) Verified personal number
- B) Virtual private network
- C) Virtual public network
- D) Visual protection node

Correct Answer: B) Virtual private network

Q13. Which online portal helps MGNREGA work details?

- A) manrega.org
- B) graminrojgar.com
- C) nrega.nic.in
- D) mgrega.gov.in

Correct Answer: C) nrega.nic.in

Q14. What is the use of the “Slide Zoom” feature in newer PowerPoint versions?

- A) to jump dynamically to a specific slide
- B) to view in slideshow mode
- C) to adjust image size
- D) to highlight text

Correct Answer: A) to jump dynamically to a specific slide

Q15. What does antivirus software do?

- A) Find and removes viruses
- B) speeds up phone
- C) Help shopping
- D) Back up Data

Correct Answer: A) Find and removes viruses

Q16. In MS Word, which feature allows linking content from one document so that updates in the source file reflect in the destination file?

- A) Bookmark
- B) Paste Special Link
- C) Hyperlink
- D) Cross-reference

Correct Answer: B) Paste Special Link

Q17. What is AI ethics?

- A) using free tools
- B) using AI in a fair and correct way

- C) using shortcuts
- D) writing code fast

Correct Answer: B) using AI in a fair and correct way

Q18. Which shortcut is used to start the slideshow from the beginning?

- A) Ctrl + F5
- B) Shift + F5
- C) F5
- D) Alt + F5

Correct Answer: C) F5

Q19. Which function calculates the average of numbers, ignoring text?

- A) AVERAGE()
- B) AVERAGETEXT()
- C) MEAN()
- D) AVERAGEIF()

Correct Answer: A) AVERAGE()

Q20. Which shortcut key is used to insert a chart in Excel?

- A) Ctrl + F2
- B) Shift + F2
- C) Alt + F1
- D) F11

Correct Answer: C) Alt + F1

Q21. Which feature allows you to create dynamic reports by summarizing large datasets?

- A) Power Query
- B) Scenario Manager
- C) Goal Seek
- D) Pivot Table

Correct Answer: D) Pivot Table

Q22. Which feature allows you to broadcast your presentation online to a remote audience?

- A) Broadcast Slide Show
- B) Presenter View
- C) Slide Show Recording
- D) Slide Sorter

Correct Answer: A) Broadcast Slide Show

Q23. Which feature allows you to insert live data from Excel into a PowerPoint slide?

- A) SmartArt
- B) Paste Special
- C) Screenshot
- D) Object Linking and Embedding (OLE)

Correct Answer: D) Object Linking and Embedding (OLE)

Q24. To verify and update Aadhaar details, which website is used?

- A) aadharcard.com
- B) uaidi.gov.in
- C) panseva.in
- D) nsdl.in

Correct Answer: B) uaidi.gov.in

Q25. Which of the following is NOT a function of an Operating System?

- A) typing documents
- B) process management
- C) file management
- D) memory management

Correct Answer: A) typing documents



Q26. Which AI model is designed to mimic the human brain?

- A) Neural Network
- B) Hard Disk Drive
- C) Data Warehouse
- D) Barcode Scanner

Correct Answer: A) Neural Network

Q27. Which MS Word tool allows you to record repetitive actions so you can run them later?

- A) Compare
- B) SmartArt
- C) Macros
- D) Protect Document

Correct Answer: C) Macros

Q28. What is the function of "Custom Slide Show" in PowerPoint?

- A) to create a different slide order for different audiences
- B) to print handouts
- C) to hide all slides
- D) to record narration

Correct Answer: A) to create a different slide order for different audiences

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Q29. Which file format is used to save a presentation as a video?

- A) .mp3
- B) .wmv
- C) .docx
- D) .jpeg

Correct Answer: B) .wmv

Q30. The file system used in Windows 10 is

- A) EXT3
- B) GFS
- C) FAT
- D) NTFS

Correct Answer: D) NTFS

Q31. What does GUI stand for?

- A) Graphical User Interface
- B) Graphical Utility Input
- C) General User Input
- D) General Unit Interface

Correct Answer: A) Graphical User Interface



Q32. In Excel, the default number of worksheets in a new workbook is usually

- A) 10
- B) 5
- C) 1
- D) 3

Correct Answer: D) 3

Q33. Codes consisting of bars or lines of varying widths or lengths that are computer-readable are known as

- A) ASCII Code
- B) Magnetic tape
- C) Bar code
- D) OCR scanner

Correct Answer: C) Bar code

Q34. Which feature in MS Word lets you create a clickable Table of Contents?

- A) SmartArt
- B) Hyperlink
- C) Table of Contents

D) Bookmarks

Correct Answer: C) Table of Contents

Q35. Which Windows feature allows switching between open apps?

A) Alt + Tab

B) Alt + F4

C) Ctrl + Esc

D) Ctrl + Tab

Correct Answer: A) Alt + Tab

Q36. Which of the following is used to design the layout of a slide?

A) Slide Master

B) Normal View

C) Slide Show View

D) Slide Sorter View

Correct Answer: A) Slide Master

Q37. What does the Data Validation tool do in Excel?

A) highlight duplicates

B) copies data

C) prevents wrong data entry

D) adds formulas

Correct Answer: C) prevents wrong data entry

Q38. Cloud computing provides access to resources via

A) CDs

B) Floppy disk

C) Local server

D) Internet

Correct Answer: D) Internet

Q39. Which function is used to calculate the smallest value in a range?

A) SMALL()

B) LEAST()

C) MIN()

D) LOW()

Correct Answer: C) MIN()

Q40. Which of these is good email etiquette?

A) using ALL CAPS in subject line

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- B) sending blank emails
- C) writing clearly and politely
- D) ignoring greetings

Correct Answer: C) writing clearly and politely

Q41. Which view is used to see all slides as thumbnails?

- A) Reading View
- B) Slide Sorter View
- C) Notes Page View
- D) Normal View

Correct Answer: B) Slide Sorter View

Q42. In MS Word, which option allows you to break text and continue in the next column?

- A) Breaks
- B) Line Spacing
- C) Section Breaking
- D) Column

Correct Answer: A) Breaks

Q43. What is the full form of USB?

- A) Unique System Bus
- B) Unique Serial Bus
- C) Universal Serial Bus
- D) Universal System Bus

Correct Answer: C) Universal Serial Bus

Q44. Which energy source is renewable?

- A) Diesel
- B) Coal
- C) Petrol
- D) Solar

Correct Answer: D) Solar

Q45. Which command is used to create a new document in MS Word?

- A) Close
- B) New
- C) Open
- D) Save As

Correct Answer: B) New

Q46. What is phishing?

- A) hacking a game
- B) fixing bugs
- C) sending large files
- D) tricking someone into giving personal information

Correct Answer: D) tricking someone into giving personal information

Q47. Which of the following is a search engine?

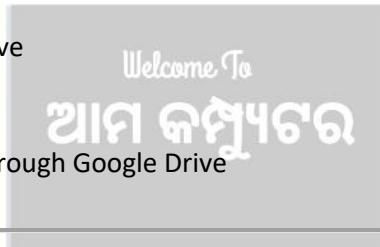
- A) Gmail
- B) Bing
- C) Chrome
- D) Facebook

Correct Answer: B) Bing

Q48. Which is a green way of sending a big file?

- A) send CDs
- B) share through Google Drive
- C) always email them
- D) print and send

Correct Answer: B) share through Google Drive



Q49. Which function returns the position of a value in a range?

- A) SEARCH()
- B) MATCH()
- C) LOOKUP()
- D) INDEX()

Correct Answer: B) MATCH()

Q50. In MS Word, which field code is used to insert dynamic information like date, page number etc.?

- A) Page
- B) AutoText
- C) DocVariable
- D) IncludeText

Correct Answer: C) DocVariable