

# OS-CIT FINAL EXAM TOP SELECTED MCQ

BY

## AMA COMPUTER ACADEMY



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## IMPORTANT QUESTIONS:

1. In PowerPoint what does the “Trim Video” feature allow you to do?

- A) Add filters to a video
- B) Resize a video frame
- C) Cut out unwanted parts of a video
- D) Split a video into parts

Correct answer: Cut out unwanted parts of a video

2. Which platform helps citizens raise grievances with the government?

- A) PMO site
- B) eHealth
- C) Public Grievance Portal
- D) UMANG

Correct answer: Public Grievance Portal

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

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

Correct answer: wrnv

4. Which of the following manages memory in a computer system?

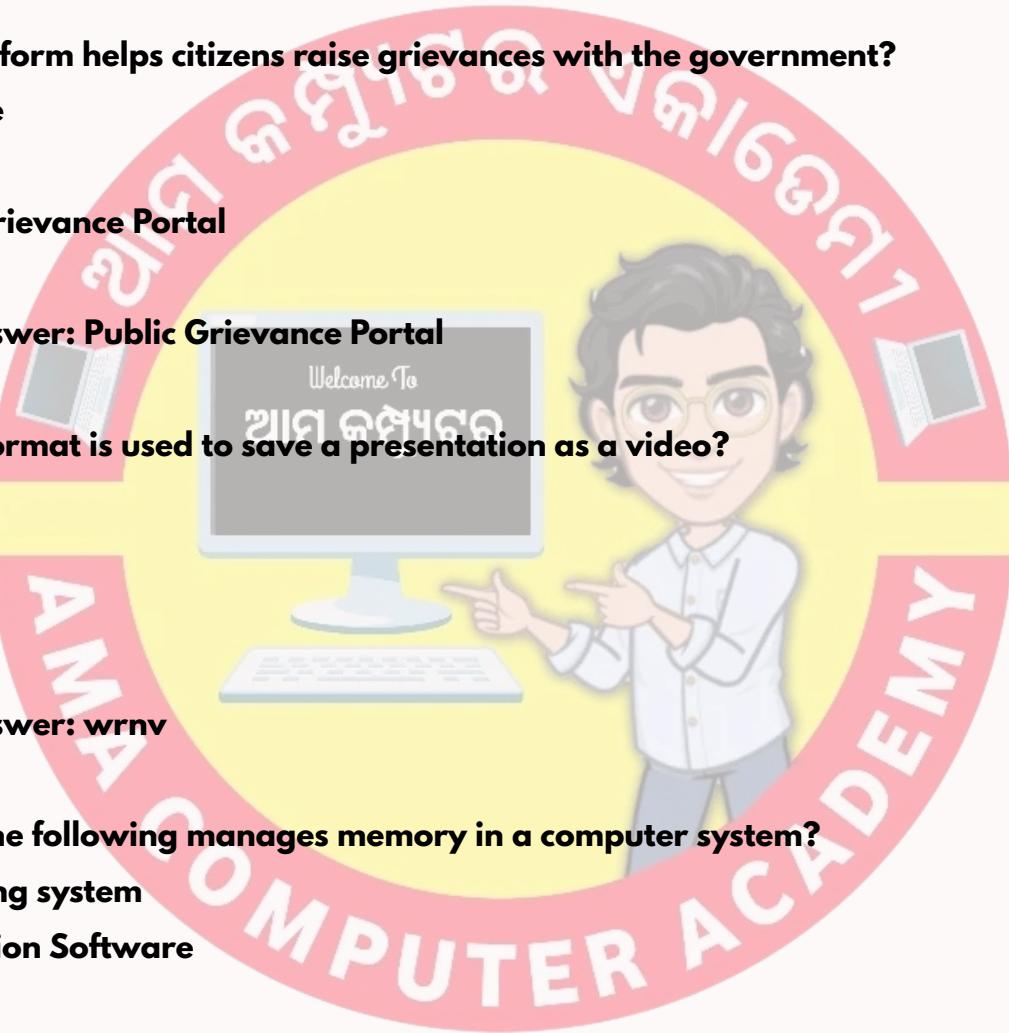
- A) Operating system
- B) Application Software
- C) Printer
- D) BIOS

Correct answer: Operating system

5. Which option is used to check spelling in MS Word?

- A) Editor
- B) Proofing
- C) Review
- D) Spell check

Correct answer: Review



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6.What is the use of “SmartArt” in PowerPoint?

- A) Insert hyperlink
- B) Add transitions
- C) Draw shapes
- D) Create diagrams

Correct answer: Create diagrams

7. What does the “Data Validation” tool do in Excel?

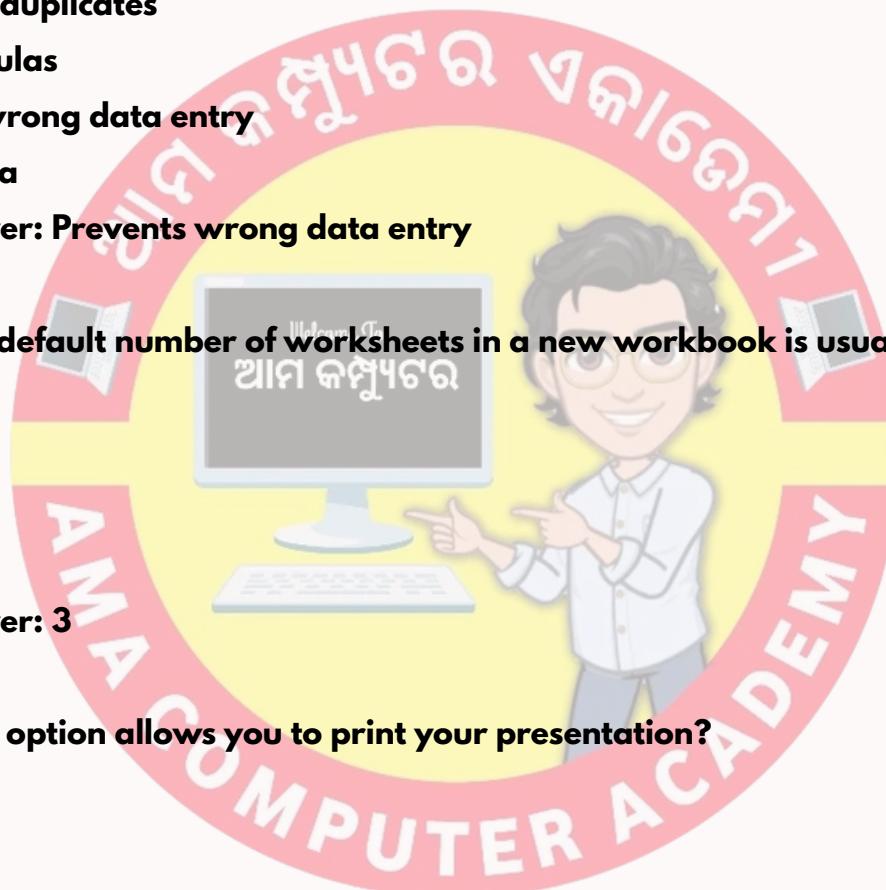
- A) Highlights duplicates
- B) Adds formulas
- C) Prevents wrong data entry
- D) Copies data

Correct answer: Prevents wrong data entry

8. In Excel the default number of worksheets in a new workbook is usually?

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

Correct answer: 3



9.Which menu option allows you to print your presentation?

- A) Home
- B) Insert
- C) File
- D) View

Correct answer: File

10.Google Assistant helping you set an alarm is an example of:

- A) Manual input tool
- B) Gaming tool
- C) AI assistant
- D) Malware

Correct answer: AI assistant

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11. Which of these is not a proper use of AI?

- A) Playing music
- B) Making fake videos of someone
- C) Checking grammar
- D) Summarizing news

Correct answer: Making fake videos of someone

12. What is the Internet?

- A) A programming language
- B) A global network of networks
- C) A browser
- D) A computer

Correct answer: A global network of networks

13. What is the “Rule of 20-20-20” for?

- A) Phone safety
- B) Battery saving
- C) Making passwords
- D) Resting your eyes

Correct answer: Resting your eyes

14. Which key is used to cancel an action in Excel?

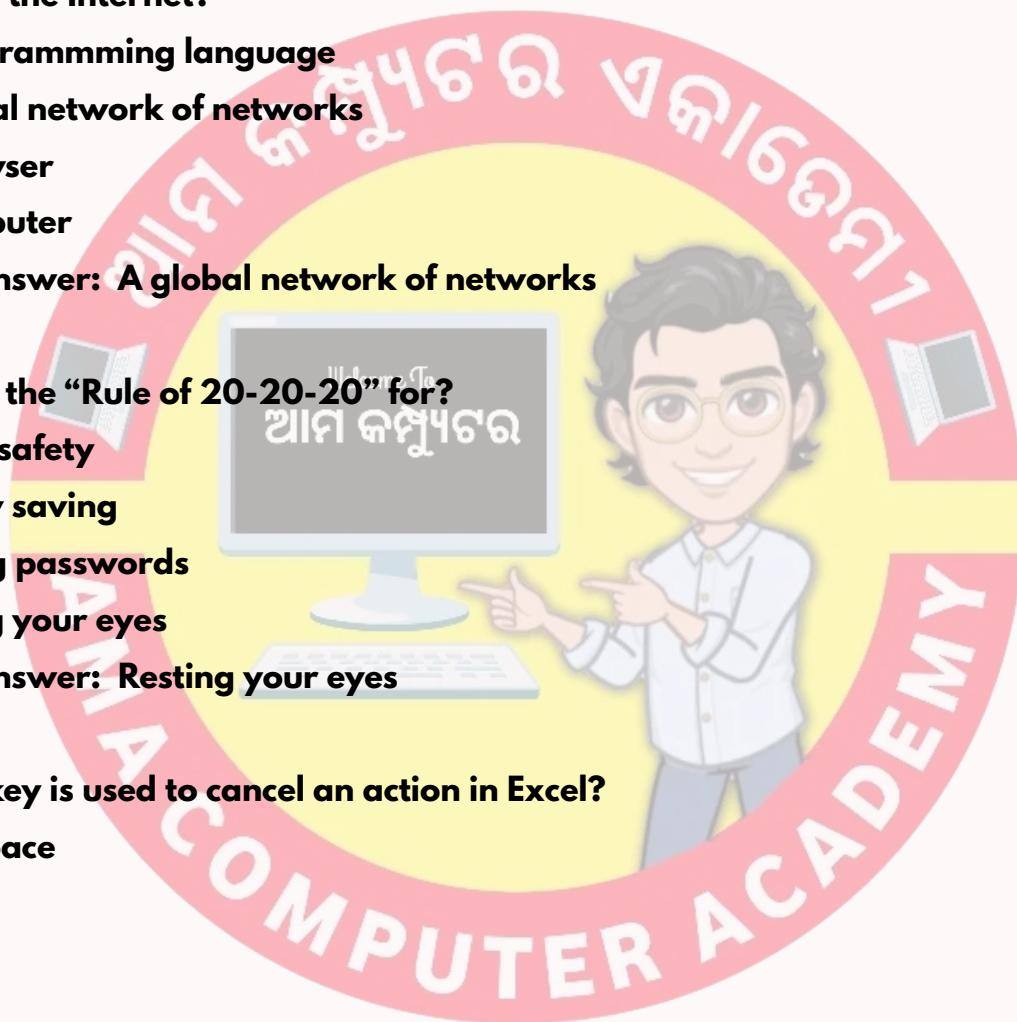
- A) Backspace
- B) Esc
- C) Ctrl
- D) Delete

Correct answer: Esc

15. What is the use of the “Transitions” tab in Powerpoint?

- A) Insert images
- B) Set slide effects
- C) Changes layout
- D) Create charts

Correct answer: Set slide effects



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16. What is 'Phishing' ?

- A) Hacking a game
- B) Tricking someone into giving personal information
- C) Fixing bug
- D) Sending large files

Correct answer: Tricking someone into giving personal information

17. Which function is used to find the lowest value in a range?

- A) LOW()
- B) SUM()
- C) MIN()
- D) MAX()

Correct answer: MIN()

18. What is a 'Call to Action' (CTA) in social media?

- A) A link to buy or sign up
- B) A random picture
- C) A meme
- D) A hashtag

Correct answer: A link to buy or sign up

19. Which one is a social media app?

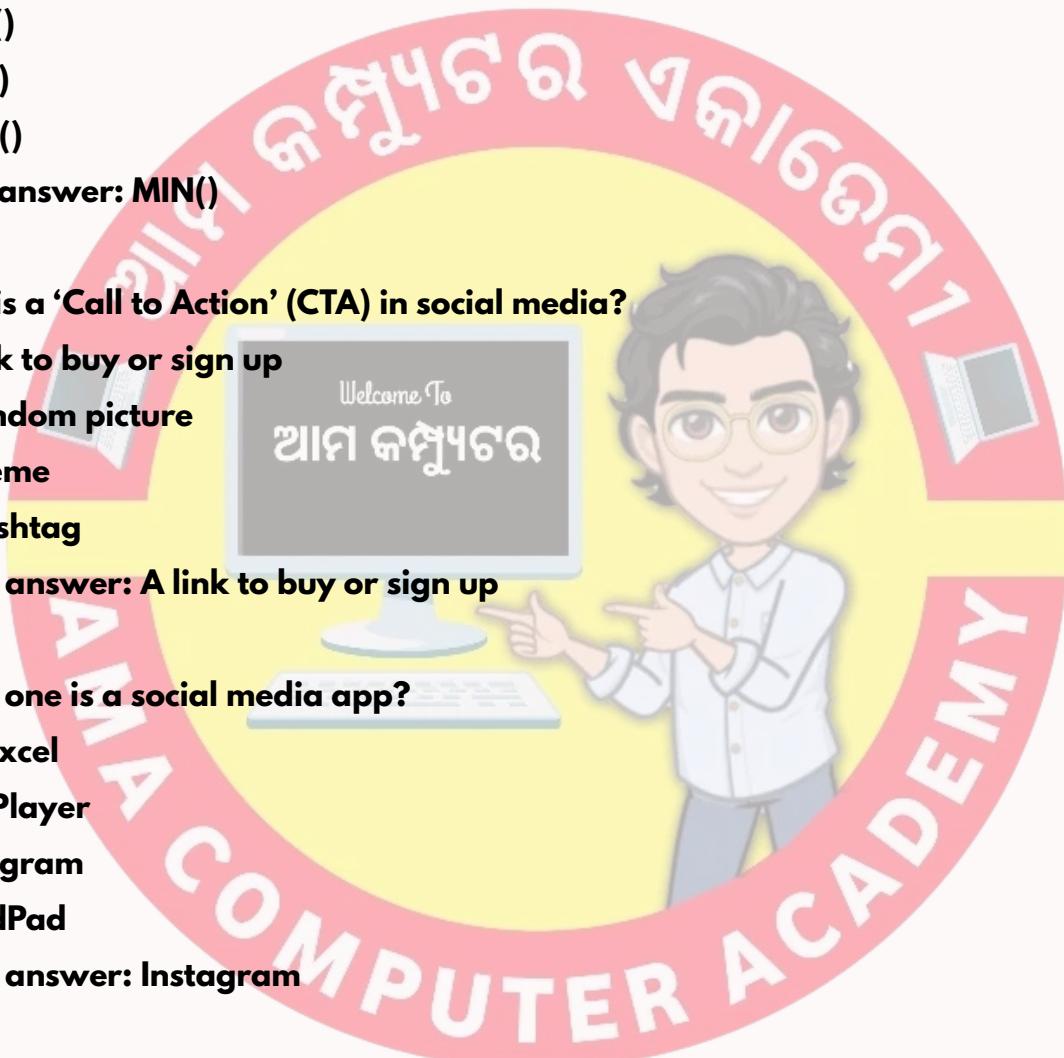
- A) MS Excel
- B) VLC Player
- C) Instagram
- D) WordPad

Correct answer: Instagram

20. In HTML tags consist of keywords enclosed within?

- A) angular brackets <>
- B) square brackets []
- C) flower brackets {}
- D) parentheses ()

Correct answer: angular brackets <>



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21. If you want to show your project to people who can give you a job, which platform should you use?

- A) WhatsApp
- B) LinkedIn
- C) Instagram
- D) Snapchat

Correct answer: LinkedIn

22. Which option allows embedding a font within a presentation?

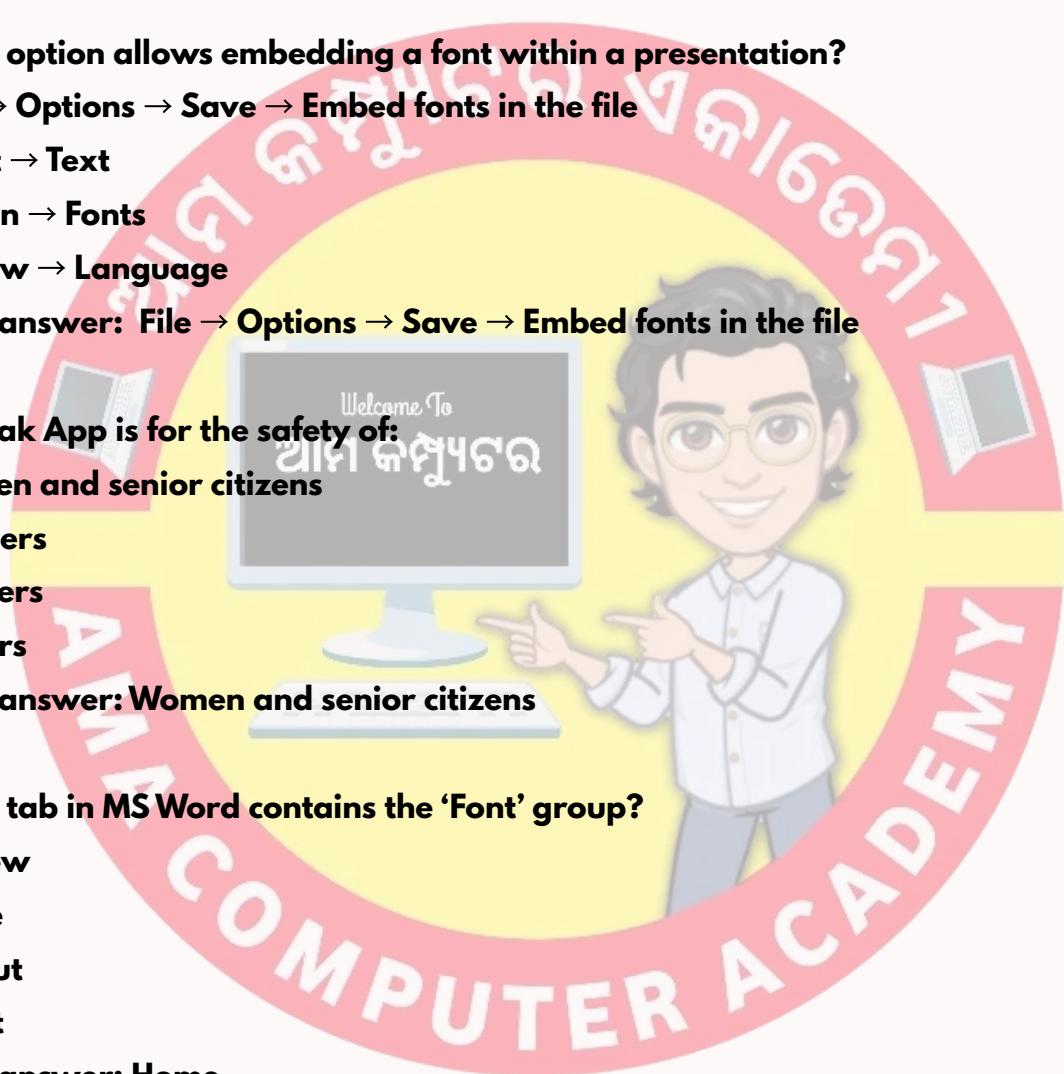
- A) File → Options → Save → Embed fonts in the file
- B) Insert → Text
- C) Design → Fonts
- D) Review → Language

Correct answer: File → Options → Save → Embed fonts in the file

23. Rakshak App is for the safety of:

- A) Women and senior citizens
- B) Teachers
- C) Farmers
- D) Drivers

Correct answer: Women and senior citizens



24. Which tab in MS Word contains the 'Font' group?

- A) Review
- B) Home
- C) Layout
- D) Insert

Correct answer: Home

25. Which is an AI application in education?

- A) Writing notes by hand
- B) Printing textbooks
- C) Chalkboard teaching only
- D) Personalized learning recommendation

Correct answer: Personalized learning recommendation

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26. Which part of the OS loads first when a computer starts?

- A) GUI
- B) Kernel
- C) File Explorer
- D) Desktop

Correct answer: Kernel

27. The file system used in windows 10 is:

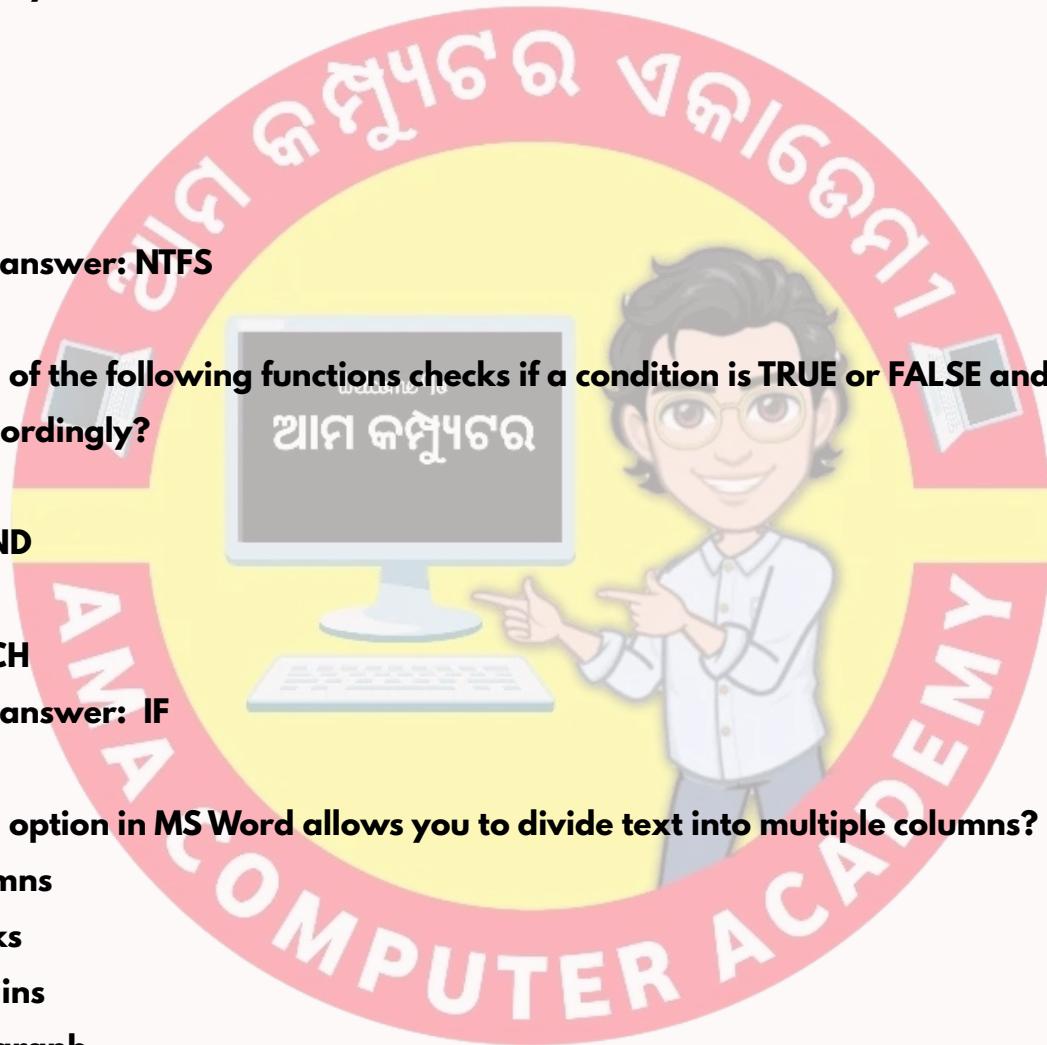
- A) NTFS
- B) EXT3
- C) HFS
- D) FAT

Correct answer: NTFS

28. Which of the following functions checks if a condition is TRUE or FALSE and returns values accordingly?

- A) IF
- B) ROUND
- C) FIND
- D) MATCH

Correct answer: IF



29. Which option in MS Word allows you to divide text into multiple columns?

- A) Columns
- B) Breaks
- C) Margins
- D) Paragraph

Correct answer: Columns

30. Which feature is used to apply the same formatting to multiple texts?

- A) Format Painter
- B) Format Brush
- C) Font Dialogue Box
- D) Style Tool

Correct answer: Format Painter

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

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

Correct answer: AVERAGE()

32. What is the purpose of the 'Macros' feature in MS Word?

- A) Record voice notes
- B) Protect document
- C) Automate repetitive tasks
- D) Insert citations

Correct answer: Automate repetitive tasks

33. You can insert a table in MS Word using the 'Insert' tab.

- A) TRUE
- B) FALSE

Correct answer: TRUE

34. What is output?

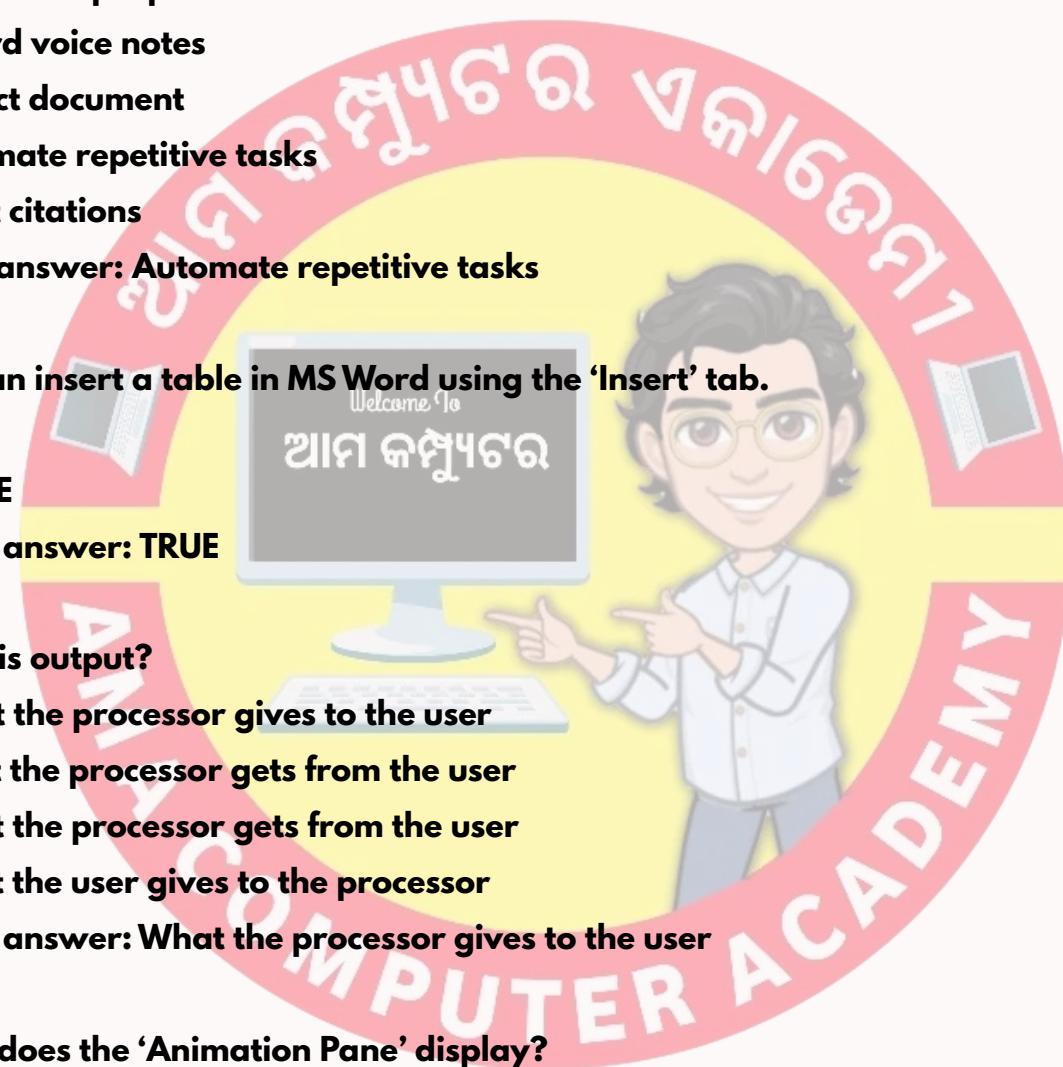
- A) What the processor gives to the user
- B) What the processor gets from the user
- C) What the processor gets from the user
- D) What the user gives to the processor

Correct answer: What the processor gives to the user

35. What does the 'Animation Pane' display?

- A) Slide timings
- B) Notes
- C) Slide order
- D) Animation order and settings

Correct answer: Animation order and settings



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36. What is Instagram mostly used for?

- A) Making charts
- B) Typing documents
- C) Sharing photos and videos
- D) Sending faxes

Correct answer: Sharing photos and videos

37. In a computer most of the processing takes place in.

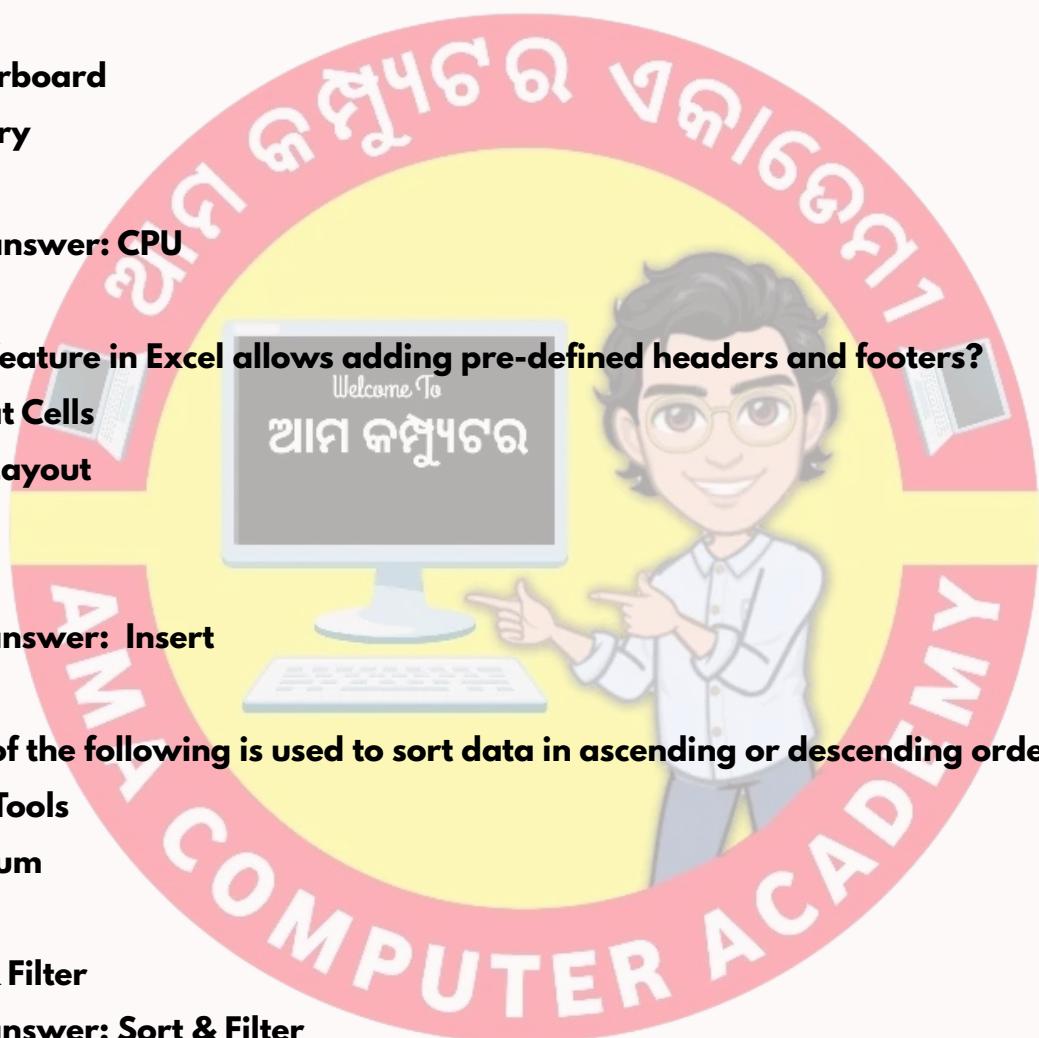
- A) RAM
- B) Motherboard
- C) Memory
- D) CPU

Correct answer: CPU

38. Which feature in Excel allows adding pre-defined headers and footers?

- A) Format Cells
- B) Page Layout
- C) Insert
- D) View

Correct answer: Insert



39. Which of the following is used to sort data in ascending or descending order?

- A) Table Tools
- B) AutoSum
- C) View
- D) Sort & Filter

Correct answer: Sort & Filter

40. An educational institution would generally have the following in its domain name?

- A) .com
- B) .edu
- C) .inst
- D) .org

Correct answer: .edu

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41. What does GUI stands for?

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

Correct answer: Graphical User Interface

42. Which tab contains the 'FONT' group in MS Word?

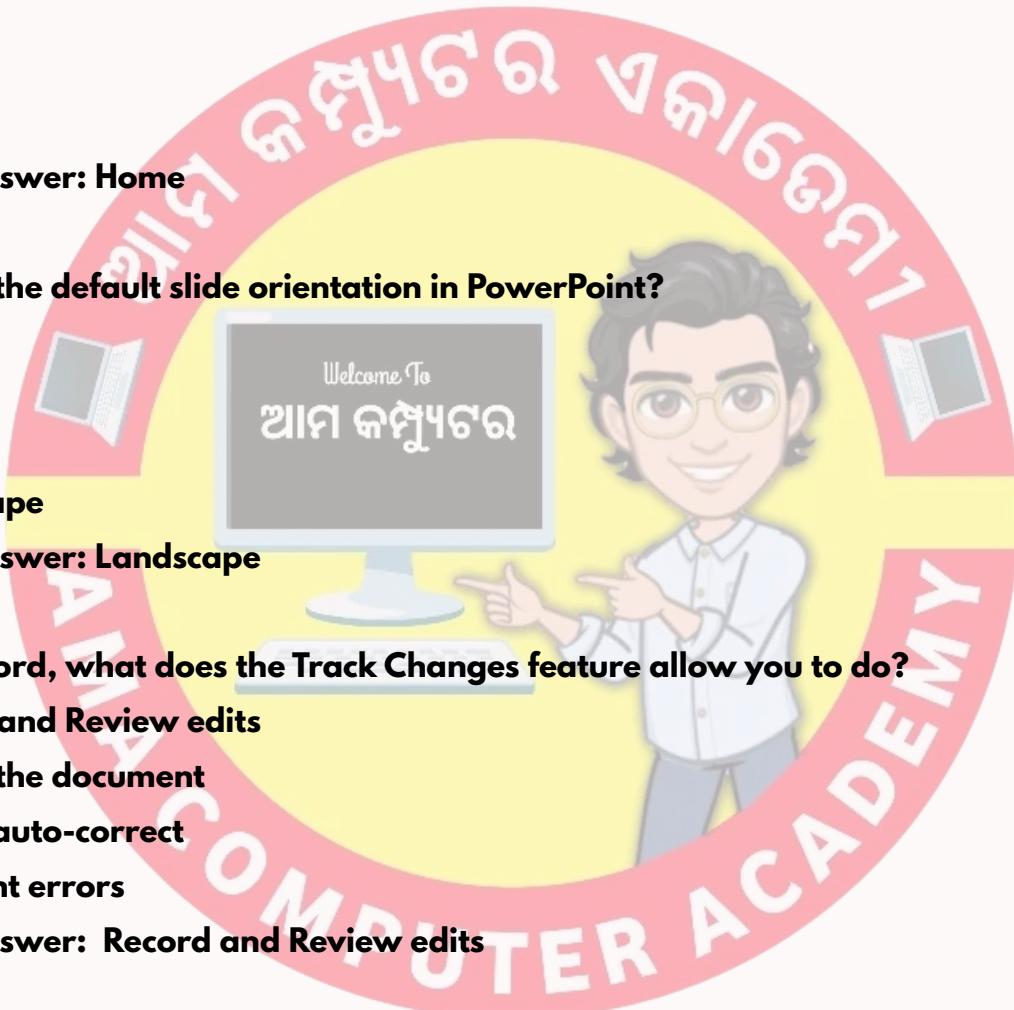
- A) Review
- B) Home
- C) Layout
- D) Insert

Correct answer: Home

43. What is the default slide orientation in PowerPoint?

- A) Square
- B) Custom
- C) Portrait
- D) Landscape

Correct answer: Landscape



44. In MS Word, what does the Track Changes feature allow you to do?

- A) Record and Review edits
- B) Protect the document
- C) Enable auto-correct
- D) Highlight errors

Correct answer: Record and Review edits

45. In MS Word, which tab provides access to the 'Track Changes' feature?

- A) Insert
- B) Review
- C) Home
- D) References

Correct answer: Review

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

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

Correct answer: Object Linking and Embedding

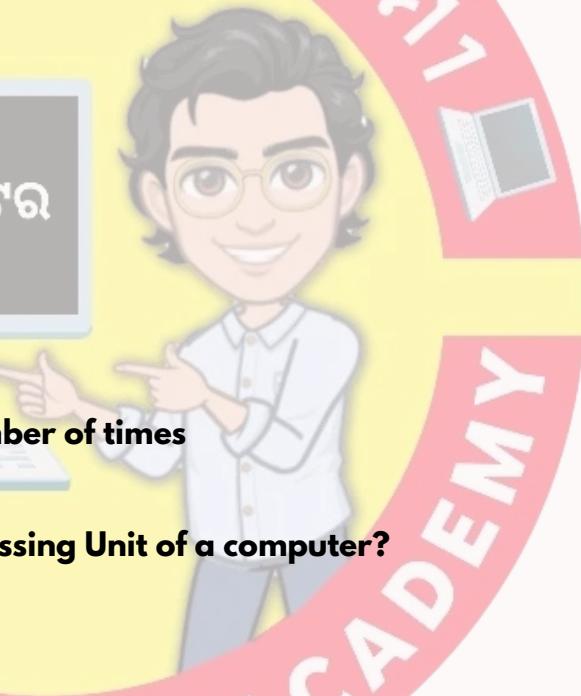
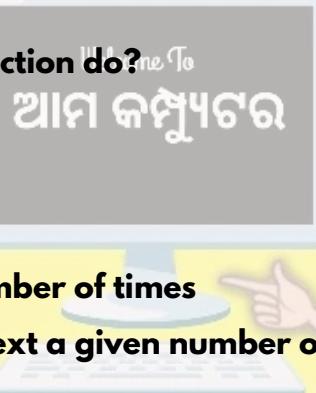
47. To file an RTI online, which platform is used?

- A) myrti.in
- B) rtionline.gov.in
- C) digitindia.gov.in
- D) indiaRTI.org

Correct answer: rtionline.gov.in

48. What does the REPT() function do?

- A) Returns part of string
- B) Replaces part of text
- C) Removes spaces
- D) Repeats text a given number of times



49. What is the function of the Central Processing Unit of a computer?

- A) Performs calculations and processing
- B) Corrupts the data
- C) Deletes data
- D) Creates invoices

Correct answer: Performs calculations and processing

50. Which is an example of a browser?

- A) File Explorer
- B) Chrome
- C) Notepad
- D) Paint

Correct answer: Chrome