

Ama Computer Academy

OS-CIT Final Exam Top 50 MCQ s

- Which key combination is used to **select all** text in MS Word?
A) Ctrl + C
B) Ctrl + A
C) Ctrl + X
D) Ctrl + S
Correct: B
- What is the full form of **URL**?
A) Universal Resource Locator
B) Uniform Resource Locator
C) Unified Resource Link
D) Universal Routing Link
Correct: B
- The **Recycle Bin** stores:
A) Permanently deleted files
B) Files deleted from USB
C) Temporarily deleted files from computer
D) System files
Correct: C
- Which chart is best to show **trends over time** in Excel?
A) Pie chart
B) Line chart
C) Column chart
D) Bar chart
Correct: B
- Which shortcut opens the **Run** dialog box?
A) Ctrl + R
B) Win + R
C) Alt + R
D) Shift + R
Correct: B
- What does "Slide Sorter" view show?
A) Slide notes
B) All slides as thumbnails
C) Animation pane
D) Slide master
Correct: B
- Which device converts **digital signals to sound**?
A) Scanner
B) Microphone
C) Speaker
D) Monitor
Correct: C
- What is the extension of an Excel file?
A) .pptx
B) .xlsx
C) .docx
D) .txt
Correct: B
- Ctrl + Z** is used for:
A) Redo
B) Undo
C) Copy
D) Paste
Correct: B
- Which among these is a **cloud storage service**?
A) MS Paint
B) OneDrive
C) VLC
D) Notepad
Correct: B
- What is the main purpose of **Google Forms**?
A) Edit videos
B) Create surveys
C) Draw diagrams
D) Compile code
Correct: B
- A **strong password** should contain:
A) Only small letters
B) Only numbers
C) A mix of letters, numbers & symbols
D) Only capital letters
Correct: C
- The **Find and Replace** option is under which tab in MS Word?
A) Insert
B) Home
C) Layout
D) Review
Correct: B
- Which device is used to take a **backup**?
A) Keyboard
B) Pen Drive

C) Monitor

D) Speaker

Correct: B

15. Which is NOT a web browser?

A) Chrome

B) Firefox

C) Safari

D) Windows

Correct: D

16. The **taskbar** is located at:

A) Top of screen

B) Middle of screen

C) Bottom of screen

D) Left side

Correct: C

17. Excel formulas always start with:

A) &

B) =

C) #

D) @

Correct: B

18. The internet in India is regulated by:

A) NASSCOM

B) TRAI

C) IRCTC

D) UIDAI

Correct: B

19. What is used for **video conferencing**?

A) MS Word

B) Zoom

C) VLC

D) Paint

Correct: B

20. **PDF** stands for:

A) Printed Document Format

B) Portable Data File

C) Portable Document Format

D) Public Data File

Correct: C

21. What is "AutoCorrect" in Word?

A) Fixes spelling automatically

B) Adds tables

C) Changes page size

D) Creates charts

Correct: A

22. Which command is used to save a file for the first time?

A) Save

B) Save As

C) Export

D) Print

Correct: B

23. The **CPU** is known as the:

A) Brain of computer

B) Heart of computer

C) Storage of computer

D) Input device

Correct: A

24. Which of these is a **search engine**?

A) YouTube

B) Google

C) Facebook

D) WhatsApp

Correct: B

25. In Excel, rows are labeled with:

A) Numbers

B) Letters

C) Symbols

D) Colors

Correct: A

26. Which device is needed for internet connection?

A) CPU

B) Modem

C) Speaker

D) Scanner

Correct: B

27. Which software is used to **compress** files?

A) WinRAR

B) Chrome

C) WordPad

D) Paint

Correct: A

28. In PowerPoint, **Ctrl + M** inserts:

A) New slide

B) New picture

C) New chart

D) New video

Correct: A

29. Which protocol is used for receiving emails?

A) HTTP

B) POP3

C) FTP

D) IMEI

Correct: B



30. The smallest unit of memory:

- A) Byte
- B) Bit
- C) MegaByte
- D) GigaByte

Correct: B

31. Which feature protects a Word document?

- A) Save As
- B) Restrict Editing
- C) Page Layout
- D) Columns

Correct: B

32. Which icon represents a **folder**?

- A) Blue document
- B) Yellow directory
- C) Red warning
- D) Green tick

Correct: B

33. Which key opens **help**?

- A) F1
- B) F5
- C) F10
- D) F3

Correct: A

34. PowerPoint file extension:

- A) .pptx
- B) .xls
- C) .pdf
- D) .html

Correct: A

35. Which type of software is Windows?

- A) Application
- B) Operating System
- C) Programming Tool
- D) Game

Correct: B

36. Which command refreshes a webpage?

- A) F2
- B) F5
- C) F7
- D) F10

Correct: B

37. What is **spam**?

- A) Fake messages
- B) Irrelevant unwanted email
- C) A type of game
- D) A virus

Correct: B

38. Which unit measures the speed of CPU?

- A) Mbps
- B) GHz
- C) Inches
- D) DPI

Correct: B

39. Which key copies selected text?

- A) Ctrl + V
- B) Ctrl + C
- C) Ctrl + X
- D) Ctrl + P

Correct: B

40. What is used to store data permanently?

- A) RAM
- B) ROM
- C) Hard Disk
- D) Cache

Correct: C

41. Which is a **video file format**?

- A) .mp4
- B) .jpg
- C) .docx
- D) .xls

Correct: A

42. In Excel, **SUM()** is used to:

- A) Calculate text
- B) Add numbers
- C) Count items
- D) Sort items

Correct: B

43. Which software is used for email?

- A) MS Word
- B) Outlook
- C) Notepad
- D) VLC Player

Correct: B

44. A website's home page is the:

- A) Last page
- B) First page
- C) Hidden page
- D) Print page

Correct: B

45. Which shortcut **prints** a document?

- A) Ctrl + P
- B) Ctrl + L
- C) Ctrl + B
- D) Ctrl + K

Correct: A



46. Antivirus software is used to:

- A) Delete files
- B) Protect from viruses
- C) Increase RAM
- D) Format disks

Correct: B

47. In Word, which option adjusts spacing between lines?

- A) Line Spacing
- B) Wrap Text
- C) Orientation
- D) Font

Correct: A

48. What is **Bluetooth** used for?

- A) Charge phone
- B) Short-range wireless communication
- C) Protect data
- D) Increase speed

Correct: B

49. Excel allows sorting through:

- A) Review tab
- B) Data tab
- C) Insert tab
- D) View tab

Correct: B

50. What is a keyboard shortcut to **open a new tab** in a browser?

- A) Ctrl + N
- B) Ctrl + T
- C) Ctrl + W
- D) Ctrl + Shift + N

Correct: B



The banner features a blue background with two students. On the left, a male student with a backpack and headphones is using a laptop. On the right, a female student with glasses and headphones is also using a laptop. In the center, there is a logo for 'OS-CIT' (Odisha State-Certificate in Information Technology). Above the logo, the text 'AMA COMPUTER ACADEMY' is written in large, bold, green letters, and 'ONLINE MODE LEARNING' is written in white. Below the logo, the text 'FINAL EXAM & CERTIFICATION BY ODISHA STATE OPEN UNIVERSITY, SAMBALPUR' is written in white. The entire banner is framed by a decorative yellow and black border.

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