

Ama Computer Academy

OS-CIT Final Exam Top 50 MCQ s

1. 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
2. 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
3. The **Recycle Bin** stores:
A) Permanently deleted files
B) Files deleted from USB
C) Temporarily deleted files from computer
D) System files
Correct: C
4. 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
5. Which shortcut opens the **Run** dialog box?
A) Ctrl + R
B) Win + R
C) Alt + R
D) Shift + R
Correct: B
6. What does "Slide Sorter" view show?
A) Slide notes
B) All slides as thumbnails
C) Animation pane
D) Slide master
Correct: B
7. Which device converts **digital signals to sound**?
A) Scanner
B) Microphone
C) Speaker
8. What is the extension of an Excel file?
A) .pptx
B) .xlsx
C) .docx
D) .txt
Correct: B
9. **Ctrl + Z** is used for:
A) Redo
B) Undo
C) Copy
D) Paste
Correct: B
10. Which among these is a **cloud storage service**?
A) MS Paint
B) OneDrive
C) VLC
D) Notepad
Correct: B
11. What is the main purpose of **Google Forms**?
A) Edit videos
B) Create surveys
C) Draw diagrams
D) Compile code
Correct: B
12. 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
13. The **Find and Replace** option is under which tab in MS Word?
A) Insert
B) Home
C) Layout
D) Review
Correct: B
14. 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

