Ama Computer Academy
OS-CIT Final Exam Top 50 MCQ s

1. • In MS Word, "Header" appears at the:
   A) Bottom
   B) Top
   C) Left side
   D) Right side
   Correct: B

2. • Which among the following is an **input device**?
   A) Monitor
   B) Printer
   C) Keyboard
   D) Speaker
   Correct: C

3. • A group of related worksheets in Excel is called a:
   A) Workbook
   B) Folder
   C) File
   D) Page
   Correct: A

4. • Ctrl + S is used to:
   A) Save
   B) Select
   C) Scroll
   D) Split
   Correct: A

5. • The speed of a mouse pointer is called:
   A) Sensitivity
   B) Acceleration
   C) DPI
   D) Resolution
   Correct: C

6. • Which button starts a slideshow from the beginning?
   A) F1
   B) F5
   C) F7
   D) F9
   Correct: B

7. • The full form of **HTTP** is:
   A) Hyper Text Transmission Protocol
   B) Hyper Transfer Text Program
   C) Hyper Text Transfer Protocol
   D) Hyper Terminal Transfer Process
   Correct: C

8. • Which file stores cookies?
   A) Browser
   B) Excel
   C) Word
   D) PowerPoint
   Correct: A

9. • Excel cell address A1 represents:
   A) Column A, Row 1
   B) Row A, Column 1
   C) Sheet A, Page 1
   D) Cell 1 of A
   Correct: A

10. • Which device is needed for **biometric authentication**?
    A) Mouse
    B) Fingerprint scanner
    C) Web camera
    D) USB drive
    Correct: B

11. • In Word, "Bold" shortcut is:
    A) Ctrl + I
    B) Ctrl + B
    C) Ctrl + U
    D) Ctrl + L
    Correct: B

12. • Gmail is owned by:
    A) Microsoft
    B) Apple
    C) Google
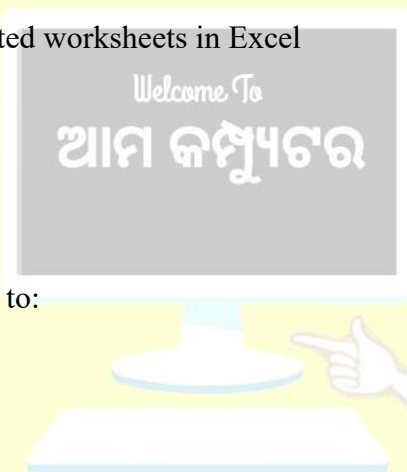   D) IBM
    Correct: C

13. • The first page of a document is known as:
    A) Index
    B) Cover page
    C) Title page
    D) Reference page
    Correct: C

14. • Which is NOT social media?
    A) Facebook
    B) Instagram
    C) Telegram

D) MS Excel
Correct: D

15. • The full form of **PDF** is:
   (repeat question type but unique way)
   A) Portable Document File
   B) Public Document Format
   C) Portable Document Format
   D) Processor Data File
   Correct: C

16. • What is **phishing**?
   A) Sending money
   B) Online fraud
   C) Buying products
   D) Video editing
   Correct: B

17. • Excel's **AutoFill** feature helps to:
   A) Add images
   B) Fill patterns automatically
   C) Delete text
   D) Print pages
   Correct: B

18. • Which button closes a window?
   A) _
   B) □
   C) X
   D) +
   Correct: C

19. • Which is used to connect computers?
   A) Switch
   B) CPU
   C) RAM
   D) UPS
   Correct: A

20. • Which shortcut opens **Task Manager**?
   A) Ctrl + Alt + Delete
   B) Ctrl + Shift + Esc
   C) Ctrl + P
   D) Shift + Tab
   Correct: B

21. • Function of "Gridlines" in Excel?
   A) Adds color
   B) Shows cell boundaries
   C) Changes layout
   D) Adds borders
   Correct: B

22. • Which file format is for images?
   A) .wav
   B) .jpeg
   C) .exe

D) .mp3
Correct: B

23. • Which of these is **open-source**?
   A) Windows
   B) Linux
   C) iOS
   D) Android (partial)
   Correct: B

24. • The shortcut for **redo** is:
   A) Ctrl + Z
   B) Ctrl + A
   C) Ctrl + Y
   D) Ctrl + C
   Correct: C

25. • Which option sends an email?
   A) Forward
   B) Reply
   C) Send
   D) Delete
   Correct: C

26. • Which is a **wired communication**?
   A) Bluetooth
   B) Wi-Fi
   C) USB
   D) NFC
   Correct: C

27. • What does BIOS stand for?
   A) Basic Input Output System
   B) Binary Internal Operating Signal
   C) Basic Integrated Operating Setup
   D) Basic Internal Output Screen
   Correct: A

28. • Which file contains **spreadsheet data**?
   A) .xlsx
   B) .ppt
   C) .avi
   D) .mp3
   Correct: A

29. • Which browser is developed by Microsoft?
   A) Chrome
   B) Firefox
   C) Edge
   D) Opera
   Correct: C

30. • Spam messages are usually:
   A) Illegal
   B) Unwanted
   C) Promotional

D) All of the above
Correct: D

31. • Which memory is **temporary**?
A) Hard Disk
B) RAM
C) ROM
D) Pen Drive
Correct: B

32. • Excel feature to freeze rows:
A) Freeze Panes
B) Lock Cells
C) Protect Sheet
D) Split Screen
Correct: A

33. • Which website is used for railway booking?
A) irctc.co.in
B) india.gov.in
C) nrega.gov.in
D) uidai.gov.in
Correct: A

34. • What is a **domain name**?
A) Home page
B) Website address
C) Email ID
D) File name
Correct: B

35. • Shortcut to minimize all windows?
A) Win + M
B) Win + D
C) Ctrl + M
D) Alt + M
Correct: B

36. • Which function counts numbers only?
A) COUNTA
B) COUNTIF
C) COUNT
D) SUM
Correct: C

37. • Which is an **output device**?
A) Mouse
B) Printer
C) Keyboard
D) Scanner
Correct: B

38. • What is "Clip Art"?
A) Pictures collection
B) Fonts
C) Charts

D) Videos
Correct: A

39. • WordArt is used for:
A) Stylish text
B) Spelling check
C) Table border
D) Page numbering
Correct: A

40. • Which command closes a tab?
A) Ctrl + W
B) Ctrl + T
C) Ctrl + N
D) Ctrl + P
Correct: A

41. • Google Drive provides:
A) Storage
B) Video editing
C) Music player
D) Browser
Correct: A

42. • What is the default font in Word (latest versions)?
A) Calibri
B) Arial
C) Times New Roman
D) Verdana
Correct: A

43. • PowerPoint slide layout defines:
A) Animation
B) Design
C) Placeholder arrangement
D) Printing
Correct: C

44. • A computer network in a small area is called:
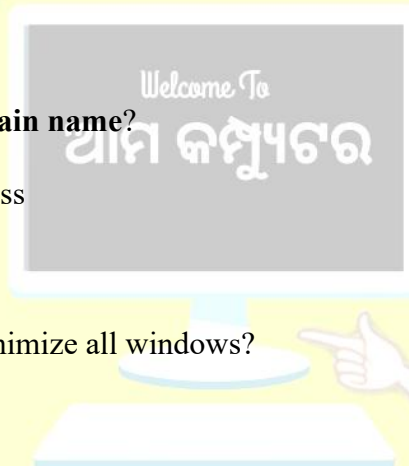A) WAN
B) MAN
C) LAN
D) GAN
Correct: C

45. • Word's "Orientation" changes:
A) Text width
B) Page direction
C) Table size
D) Margin color
Correct: B

46. • Which format is used for audio?
A) .xls
B) .mp3
C) .doc

D) .png
Correct: B

47. • Which is needed for online payment?
A) ATM Card
B) Computer
C) Internet
D) All of the above
Correct: D

48. • A computer that stores websites is called:
A) Client
B) Server
C) Router
D) Browser
Correct: B

49. • CAPTCHA is used to:
A) Save file
B) Check if user is human
C) Fix errors
D) Install apps
Correct: B
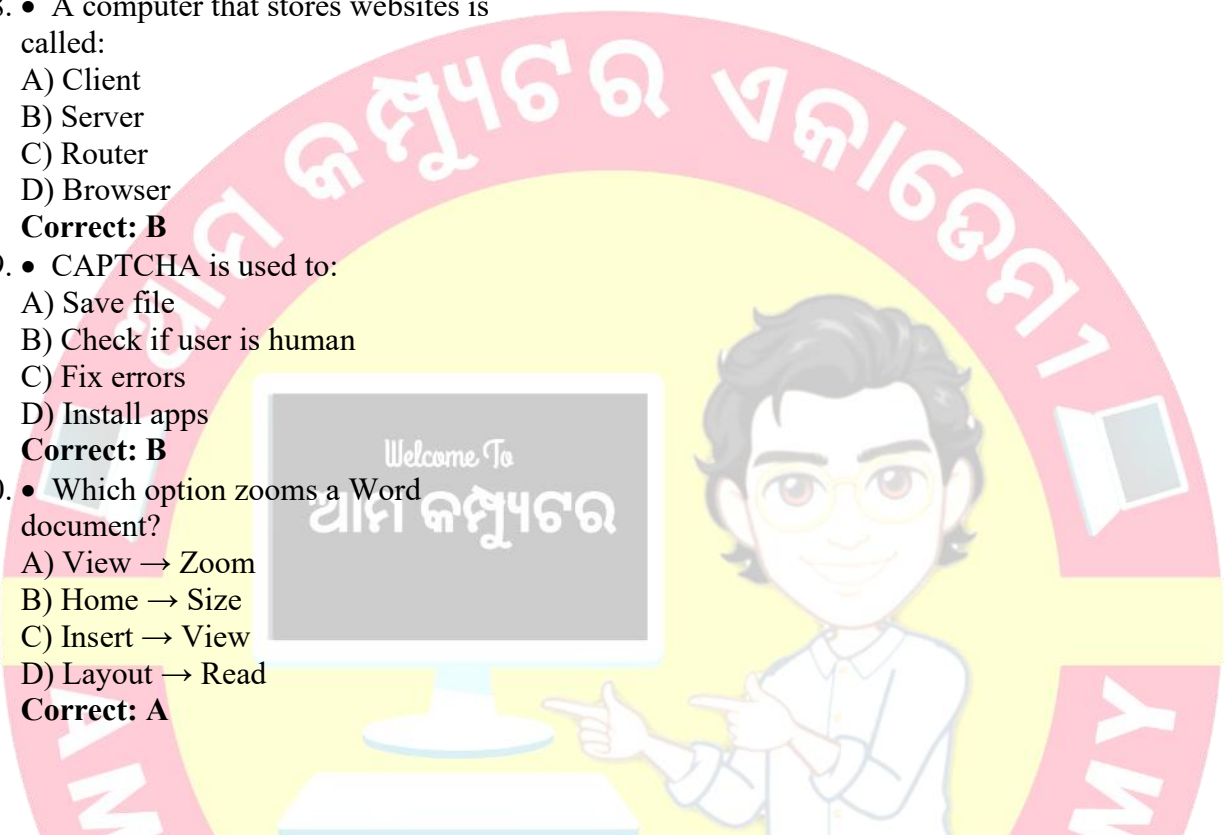
50. • Which option zooms a Word document?
A) View → Zoom
B) Home → Size
C) Insert → View
D) Layout → Read
Correct: A