Q. 1  Windows 95, Windows 98 and Windows NT are known as what?

[A]  Processor
[B]  Domain names
[C]  Modems
[D]  Operating systems

Answer  Option [D]

Q. 2  The `desktop' of a computer refers to

[A]  the visible screen
[B]  the area around the monitor
[C]  the top of the mouse pad
[D]  the inside of a folder

Answer  Option [A]

Q. 3  In Windows ME, what does ME stand for?

[B]  Micro-Expert
[C]  Macro-Expert
[D]  Multi-Expert

Answer  Option [A]

Q. 4  It is easier to change the name of file using .......... process.

[A]  transforming
[B]  christening
[C]  renaming
[D]  retagging

Answer  Option [C]

Q. 5  Windows XP released in

[A]  2000
[B]  1998
[C]  1999
[D]  2001

Answer  Option [D]
Q. 6  To `maximise' a window means to
[A] fill it to capacity
[B] expand it to fit the desktop
[C] put only like files inside
[D] drag it to the recycle bin
Answer  Option [B]

Q. 7  Files are organised after storing in
[A] archives
[B] folders
[C] indices
[D] lists
Answer  Option [B]

Q. 8  Background of screen is known as
[A] application
[B] window
[C] desktop
[D] frame
Answer  Option [C]

Q. 9  Which of the following refers to the rectangular area for displaying information and running programs?
[A] Desktop
[B] Dialog Box
[C] Menu
[D] Window
Answer  Option [D]

Q. 10 In Windows NT, NT stands for
[A] New Terminology
[B] New Technique
[C] New Technology
[D] Normal Technique
Answer  Option [C]
Q. 11  A small figure which depicts some application on the screen is called
[A] menu  
[B] photo  
[C] modem  
[D] icon  
Answer  Option [D]

Q. 12  When you install a new program on your computer, it is typically added to the menu.
[A] all programs  
[B] select programs  
[C] start programs  
[D] desktop programs  
Answer  Option [A]

Q. 13  End menu is available at which button?
[A] End  
[B] Start  
[C] Turn off  
[D] Restart  
Answer  Option [B]

Q. 14  Date and time are available on the desktop at
[A] keyboard  
[B] recycle bin  
[C] my computer  
[D] task bar  
Answer  Option [D]

Q. 15  Factor making windows popular is
[A] multitasking capacity  
[B] desktop features  
[C] user friendly  
[D] being inexpensive  
Answer  Option [C]
Q. 16  Active window means the
[A] active window is designated by a different colour toolbar that other open window
[B] window than is currently open
[C] Both ‘1’ and ‘2’
[D] window that is last used
Answer  Option [C]

Q. 17  A .......... is an icon on the desktop that provides a user with immediate access to a program or file.
[A] kernel
[B] buffer
[C] shortcut
[D] spooler
Answer  Option [C]

Q. 18  You can keep your personal files/folders in
[A] my folder
[B] my documents
[C] my files
[D] my text
Answer  Option [B]

Q. 19  .......... may be included in other folder while making hierarchical structure folder.
[A] Minifolder
[B] Tiered folder
[C] Sub folder
[D] Object
Answer  Option [C]

Q. 20  Windows stores all systems setting in this file
[A] MAIN.INI
[B] SYSTEM.INI
[C] SETTING.INI
[D] WIN.INI
Answer  Option [D]
Q. 21  If you change Windows 98 to Windows XP, you are actually performing

[A] upstart  
[B] upgrade  
[C] update  
[D] patch

Answer  Option [B]

Q. 22  Which of the following is appropriate method to shutdown computer?

[A] Click `start' then select `shut down'  
[B] Click `start' then select `restart'  
[C] Click `start' then switch user  
[D] Switch off monitor

Answer  Option [A]

Q. 23  When you want to move an icon on your desktop, this is called

[A] double clicking  
[B] highlighting  
[C] dragging  
[D] pointing

Answer  Option [C]

Q. 24  What is windows explorer?

[A] A drive  
[B] APC  
[C] A web browser  
[D] A file manager

Answer  Option [D]

Q. 25  All the deleted files go to

[A] recycle bin  
[B] task bar  
[C] tool bar  
[D] my computer

Answer  Option [A]
Q. 26  An ....... contains programs that can be selected.
   [A] pointer  
   [B] menu  
   [C] icon  
   [D] button  
Answer  Option [C]

Q. 27  Title bar, ribbon, status bar, views and document workspace are components of ......... program.
   [A] windows  
   [B] browser  
   [C] explorer  
   [D] website  
Answer  Option [A]

Q. 28  A symbol or question on the screen that prompts you to take action and tell the computer what to do next, is
   [A] scanner  
   [B] questionnaire  
   [C] information seeker  
   [D] prompt and dialogue box  
Answer  Option [D]

Q. 29  The name given to a document by the user is called
   [A] filename  
   [B] program  
   [C] data  
   [D] record  
Answer  Option [A]

Q. 30  To restart the computer, following combination of keys is used.
   [A] Del + Ctrl  
   [B] Backspace + Ctrl  
   [C] Esc + Ctrl  
   [D] Ctrl + Alt + Del  
Answer  Option [D]
### Q. 31

To shrink a window to an icon,

- [A] open a group window
- [B] minimise a window
- [C] maximise a window
- [D] restore a window

**Answer** Option [B]

### Q. 32

**File extensions are used in order to**

- [A] name the file
- [B] ensure the file name is not lost
- [C] identify the file
- [D] identify the file type

**Answer** Option [D]