



Which is the advanced form of text editor?

Answer ( Please select your correct option )

- ☐ Notepad
- ☐ EDpad
- ☐ Phrase Processor
- ☐ Word Processor





Latest computers are example of \_\_\_\_\_.

Answer ( Please select your correct option )

☐ Mechanical devices

☒ Electronic devices

☐ Electromechanical devices

☐ Electrical devices



To type characters "H", we use \_\_\_\_\_ key.

Answer ( Please select your correct option )



Num lock



Pause lock



Caps lock



Scroll lock



\_\_\_\_\_, when pressed with other keys, it perform special operations.

Answer ( Please select your correct option )



Shift key



Arrow keys



Enter key



Backspace key



Which of the following is primary storage?

Answer ( Please select your correct option )

☐ Hard disk

☐ Floppy disk

☒ RAM



☐ Optical disk



To go to next line in the document, you need to press \_\_\_\_\_ .

Answer ( Please select your correct option )

☒ Enter key ✓

☐ Backspace key

☐ Alt key

☐ Scroll key



Key used to generate particular number of spaces between two characters is called \_\_\_\_\_.

Answer ( Please select your correct option )

☐ Tab key

☒ Space key



☐ Enter key

☐ Backspace key



Keys used to navigate the cursor in different directions are called \_\_\_\_\_.

Answer ( Please select your correct option )



Arrow keys



Functional keys



Toggle keys



Character keys





Three small lights at the keyboard shows the on/off status for \_\_\_\_\_ .

Answer ( Please select your correct option )

☒ Toggle keys



☐ Special keys

☐ Functional keys

☐ Arrow keys



Computer takes input and produces output after \_\_\_\_\_ the given input.

Answer ( Please select your correct option )

☐ Execution

☐ Correction

☒ Processing



☐ Saving



We can resize a window by \_\_\_\_\_.

Answer ( Please select your correct option )



Single clicking on window



Double clicking on window



Pressing F5



Dragging the edges of window with mouse





To move an icon on desktop, we have to \_\_\_\_\_ .

Answer ( Please select your correct option )

☐ Double click it first

☒ Select it first



☐ Select "arrange icons by" option

☐ Refresh desktop first



System tray shows icon for the programs which \_\_\_\_\_ .

Answer ( Please select your correct option )

☐ Needs data backup

☒ Run in the background

☐ Consume more memory

☐ Run in the foreground



\_\_\_\_\_ resides at the bottom of the window.

Answer ( Please select your correct option )



Status bar



Menu bar



Standard bar



Title bar



Data is saved in form of \_\_\_\_\_.

Answer ( Please select your correct option )



Folders



Content



Icons



Files





Start button resides at the left side of the \_\_\_\_\_.

Answer ( Please select your correct option )

☐ Menu bar

☐ Tool bar

☐ Status bar

☒ Task bar







We can not change the order of icons at desktop if \_\_\_\_\_.

Answer ( Please select your correct option )

☐ Properties option is selected

☐ Auto grid option is selected

☒ Auto arrange option is selected

☐ Icons are already arranged





Scroll bars are used to see the \_\_\_\_\_.

Answer ( Please select your correct option )



Properties of the window



Version of the window



Content of the window



Panels of the window



Which of the following is secondary storage?

Answer ( Please select your correct option )

☐ RAM

☐ ROM

☒ Hard Disk



☐ Cache



Suppose you have written your all text in notepad file then what task you will perform after this?

Answer ( Please select your correct option )

☐ Open this file

☒ Save this file



☐ Delete this file

☐ Move this file

What does it mean when we say that antivirus works in background?

Answer ( [Please click here to Add Answer](#) )



Why are personal computers so popular among people? Give at least two reasons.

Answer ( [Please click here to Add Answer](#) )





Which category of computer is suitable for larger organizations and why? Give at least two examples of such organizations.

Answer ( [Please click here to Add Answer](#) )



Write the steps to change display settings of window?

Answer ( [Please click here to Add Answer](#) )





Suppose you want to store large amount of data on your computer for later use. In this situation what type of storage device will be used and Why? Give at least two examples of such storage device.

Answer ( [Please click here to Add Answer](#) )



Suppose, you are using windows very first time, so how you will add icons on desktop?

Answer ( [Please click here to Add Answer](#) )

