S.No	Question	Option 1	Option 2	Option 3	Option 4	Your Answer
1	What is the default font size of Ms Word?	8	9	10	11	8
2	To copy all the files of pdf in directory we use this command	XCOPY .PDF "DESKTOP" /S /E	XCOPY ALL.PDF "DESKTOP"	XCOPY 500.PDF "DESKTOP" /S	XCOPY *.PDF "DESKTOP"	xcopy *.pdf "desktop"
3	Which command is used to copy the output of all the command	CLS	COPY	CLIP	MOVE	Copy
4	Which command is used to clear the screen in cmd	CLR	CLEAR	CLS	NONE	Cls
5	msinfo64 shows	SPECS OF YOUR COMPUTER	DRIVERS INSTALLED IN YOUR COMPUTER	APPLICATIONS RUNNING	NONE OF THESE	Specs of your computer
6	WHAT IS THE SHORTCUT KEY FOR MAKING TEXT BOLD IN MS WORD ?	CTRL + A	CTRL + B	CTRL + C	NONE	CTRL + B
7	Magnifier, Eraser, Fill color option are available in MS Paint inside ?	TOOLS	COLORS	IMAGES	CLIPBOARD	Tools
8	How many change cases are available in Ms word?	2	5	6	8	8
9	To center the selected text, the shortcut key is	CTRL + C	CTRL + E	CTRL + U	CTRL + W	Ctrl + C
10	What is the shortcut key for paste	CTRL + V	CTRL + P	CTRL + C	CTRL + SHIFT + V	Ctrl + v
11	How to close notepad	ALT + F3	ALT + F4	ALT + SPACEBAR + X	CTRL + F4	
12	In color 6F What color does the 6 indicate	TITLE COLOR	FONT COLOR	BACKGROUND COLOR	THIS COLOR DOES NOT EXIST	Font color
13	In MS Paint which bar contains option- select, crop, resize and rotate ?	TOOL	SHAPE	COLOR	IMAGE	image

14	Is any option available in menubar in Wordpad for inserting table	YES	NO	I DONT KNOW	MAY BE	No
15	MS Paint application is available in which of the following operating system ?	LINUX	MAC	WINDOWS	ANDROID	Windows
16	Which of the following is not a valid paragraph alignment in Ms Word?	RIGHT	LEFT	JUSTIFY	TOP	Left
17	Rmdir is used for	TO CHANGE THE NAME OF DIRECTORY	TO CHANGE THE NAME OF FOLDER	BOTH	NONE	None
18	How to change the title of cmd with your name	CHANGE TITLE	TITLE CHANGE	CHANGE MENU	NONE	None
19	The valid format of MS Word document is	DOCX	XLSX	BAT	EXE	docx
20	Which Shortcut key is used to create a new Blank Document in Ms Word?	CTRL + B	CTRL + N	CTRL + D	CTRL + M	Ctrl + B
21	Mkdir is used to	CREATE FILE	CREATE FOLDER	CREATE LOCAL DISK	RENAME FOLDER	Create folder
22	Cd /d E: what will this command do	MOVE TO NEXT DIRECTORY	MOVE TO ANOTHER FOLDER	MOVE TO ANOTHER LOCAL DISK DRIVE	NOTHING	Move to next directory
23	The direction of a rectangular page for viewing and printing is called?	ORIENTATION	DIRECTION	PRINT LAYOUT	PREVIEW	Print layout
24	Which Scroll bar is used for moving the page up and down in MS Paint?	VERTICAL	HORIZONTAL	VIEW	STATUS	Horizontal
25	Ctrl + i in MsWord is used for	BOLD	STRIKE THROUGH	ITALICS	NONE	Italics
26	Which tool is used to draw a circle in MS paint?	ELLIPSE	OVAL	DRAW	CURVE	curve

#	Question	A	B	C	D	Answer
27	What is the maximum font size available in font menu popup	70	76	78	72	76
28	MS Paint file saved as _____	XML	BMP	DOCX	HTML	html
29	Can we insert table in wordpad	YES	NO	I DONT KNOW	MAY BE	no
30	Which tool is used to write name in MS Paint ?	TEXT	LINE	PENCIL	BRUSH	Text
31	Which brush is used to spray colors in MS paint ?	NORMAL	CALLIGRAPHY	WATERCOLOR	AIR	Calligraphy
32	Which command is used to know the color values	GET COLOR	HELP COLOR	COLOR	FIND COLOR	Help color
33	Which one can be used as watermark in a word document?	TEXT	IMAGE	BOTH A AND B	NONE	Image
34	In MSWord, a document may be printed using____	FILE TAB	HOME TAB	INSERT TAB	DESIGN TAB	home tab
35	Which key combination is used to select all text in notepad	CTRL + B	CTRL + A	CTRL + END	CTRL + SHIFT + END	Ctrl + shift + end
36	A number of letter that appears little below of the normal text is called?	SUPER TEXT	SUB TEXT	SUPER SCRIPT	SUB SCRIPT	Super Script
37	How to print only date in cmd	DATE	DATE ONLY	DATE /F	DATE /T	date /t
38	Which of the following tabs is NOT present in WordPad's ribbon interface?	HOME	INSERT	DESIGN	VIEW	INSERT
39	How to know the name of our computer	VER	MYCOMP	HOSTNAME	PING	hostname

40	Why sometimes go to function not work	WORD WARP IS DISABLED	WORD WARP IS ENABLED	BOTH	NONE	Word warp is enabled
41	What is the default extension of notepad	EXE	RTF	TXT	BMP	bmp
42	WHICH OF THE FOLLOWING OPTIONS IS NOT AVAILABLE IN MS WORD	SPLIT CELL	SPLIT TABLE	MERGE CELL	MERGE TABLE	MERGE CELL
43	What is the Default Background color in MS Paint?	YELLOW	AQUA	BLUE	WHITE	White
44	Which items appears dimly behind the main body text?	WATER COLOR	BACKGROUND	WATERMARK	BACK COLOR	Background
45	Which Section is responsible to highlight Paragraph	FONT	PARAGRAPH	INSERT	EDITING	Paragraph
46	How to know the battery health in cmd	POWERCFG /T	POWERCFG/BATTERYHEALTH	POWERCFG/BATTERYREPORT	POWERCFG/BATTERYHEALTH.HTML	powercfg /t
47	How to open new window in notepad	CTRL + N	CTRL + W	CTRL + SHIFT + N	CTRL + SHIFT + W	Ctrl + Shift + N
48	In which menu tab you get the option of zoom in zoom out	FILE	EDIT	FORMAT	VIEW	Edit
49	What is the blank space outside the printing area on a page?	FOOTER	HEADER	MARGINS	CLIPART	Margins
50	How to fetch all the running tasks	TASKFETCH	TASKRUNNING	TASKLIST	TASK	taskrunning
51	Which tool is used to draw free-form line with the selected line width?	TEXT	PENCIL	LINE	CURVE	pencil
52	How to print only time in cmd	TIME	TIME ONLY	TIME /S	TIME /T	time /t

53	Which of the following keyboard shortcuts is used to save a document in WordPad?	CTRL + Z	CTRL + B	CTRL + S	CTRL + R	Ctrl + S
54	Which tool is used for Zoom a part of Drawing in MS Paint ?	MAGNIFIER	SELECT	TEXT	VIEW	select
55	Which keyboard shortcut can be used to undo the last action in WordPad?	CTRL + V	CTRL + Z	CTRL + Y	CTRL + X	Ctrl + Z
56	Which command is used to know the current time zone	GET TIMEZONE	TIME	TZUTIL	TZUTIL /G	time
57	What we called the area where we can draw shapes and pictures ?	PRINT AREA	CANVAS	COLOR AREA	EMPTY AREA	print area
58	help cd is used for	CHANGE DIRECTION	CHANGE DIRECTORY	CHANGE FOLDER	HELP RELATED TO CD COMMAND	change directory
59	What is the default font in Ms Word?	ARIAL	CALIBRI	TIMES NEW ROMAN	CAMBRIA	Times new roman
60	Which menu option in WordPad is used to change the font of selected text?	VIEW	INSERT	FORMAT	HOME	insert
61	How many menus are present in wordpad?	1	3	5	2	2
62	What is the default line spacing option available for Ms Word?	1	1.05	1.15	1.11	1.15
63	In MsWord which enables us to send same letter to different persons?	MACROS	TEMPLATE	MAIL MERGE	NONE	Mail Merge
64	From which menu you can disable status bar	FILE	EDIT	VIEW	FORMAT	Edit

65	Which option is not available in Microsoft office button?	OPEN	SAVE	NEW	BOLD	Open
66	Which feature of MsWord helps to create a list in a document?	WORDART	SCALING	WORDWRAP	BULLETS AND NUMBERING	Wordwrap
67	Which of the following tool is not available in the Ribbon Bar?	CLIPBOARD	IMAGE	TOOL	VIEW	Image
68	What is the extension of wordpad document	DOC	DOCX	RTF	XLSX	docx
69	Which key is used to open help window in Ms Word?	F1	F2	F3	F4	F4
70	What cannot be drawn with the use of line tool?	CIRCLE	SQUARE	RECTANGLE	TRIANGE	square
71	Which of the following software replace the MS Paint in Windows 10	PAINT 3D	NEW MS PAINT	UNIVERSAL PAINT	NONE	New Ms paint
72	Which key is used to draw straight line in MS Paint ?	CTRL	ALT	SHIFT	NONE	Alt
73	Ren and rename are same commands	TRUE	FALSE	MAYBE	I DON'T KNOW	False
74	Are del and erase commands same	NO	YES	MAYBE	DEL IS NOT SAME AS ERASE	Del is not same as erase
75	In which tab headers and footers options are available	NORMAL VIEW	PAGE LAYOUT	INSERT TAB	DESIGN TAB	Page layout
76	Which of the following option is not present in WordPad?	BOLD	STRIKETHROUGH	UNDERLINE	NONE	none
77	Ms Word is an example of?	APPLICATION SOFTWARE	COMPILER	OPERATING SYSTEM	SYSTEM SOFTWARE	Application software

78	How to find the version of our windows	VERSION	WINVERSION	BOTH A AND B	NONE	Winversion
79	Which option with taskkill is used to kill the task running	/FIND	/SID	/PID	/SEARCH	/sid
80	Which Shortcut key is used to find a particular word in Ms Word?	CTRL + S	CTRL + F	CTRL + R	CTRL + Y	Ctrl + F
81	Which option is used to restore default zoom	CTRL + 1	CTRL + 2	CTRL + G	CTRL + 0	Ctrl + 0
82	How to search a selected word in internet usingnotepad	CTRL + S	CTRL + F	CTRL + E	CTRL + J	Ctrl + s
83	Which of the following is NOT a font size option in WordPad?	11	12	13	14	11
84	Which of the following is NOT a way to undo the last action in WordPad?	PRESSING CTRL + Y	CLICKING THE UNDO BUTTON IN THE QUICK ACCESS TOOLBAR	SELECTING THE UNDO OPTION FROM THE EDIT MENU	PRESSING CTRL + Z	Pressing Ctrl + Z
85	Ren is used to	RENAME FOLDER	MODIFY THE NAME OF FOLDER	BOTH A AND B	NONE	Rename folder
86	Which function key is used to find previous after searching a word using find command	F4	SHIFT + F4	SHIFT + F3	CTRL + SHIFT + F3	Shift + f4
87	In MS Paint which tool is used to make your drawing colorful?	TOOLBOX	MENUBOX	COLORBOX	SHAPES	colorbox
88	What is the Default Foreground color in MS Paint ?	WHITE	BLACK	RED	GREEN	Black
89	Which of the following extension we can save MS Paint file?	JPG	PNG	BMP	ALL OF THESE	png

90	What is the shortcut key for opening an existing file	CTRL + K	CTRL + O	CTRL + SHIFT + K	CTRL + ALT + O	Ctrl + k
91	How to insert current time in notepad	F1	F2	F4	F5	F2
92	Which tab is responsible for adding image to document in wordpad	FONT	PARAGRAPH	EDITING	INSERT	editing
93	What is the default line spacing option available for Wordpad?	1	1.05	1.15	11	1.05
94	How to check the drivers installed in our computer	DRIVER	SHOWDRIVER	DRIVERQUERY	DRIVER /T	driverquery
95	MSWord can handle _____ to enrich a document	LISTS	IMAGES	TABLES	ALL OF THEM	images
96	Md is used for making files	TRUE	FALSE	BOTH A AND B ARE CORRECT	NONE OF THESE	False
97	Which command is used to change the directory	CD	MD	CHANGE DIR	CHANGE FOLDER	Cd
98	What is the default font size of Wordpad?	12	11	10	9	9
99	Ctrl + i Wordpad is used to make text	BOLD	STRIKETHROUGH	ITALICS	NONE	strikethrough
100	Which menu option in WordPad is used to adjust line spacing?	PARAGRAPH	FONT	PAGE LAYOUT	BORDERS	Font