

Information Technology
2019150 MCQ'S



Kiran

Information
Technology 2019
150 MCQ'S

Information Technology 2019

150 MCQ'S

1. HTML is an abbreviation of :

- A) Hypertext Markup Language
- B) Hypertext Makeup Language
- C) Hypertext Markup Link
- D) Hypertext Mark Link

In MS Excel, if a numeric value starts with ----- then this value can be treated as a label.

- A) # (Hash) B) = (Equal) C) * (Asterisk) D) '(Apostrophe)

2. Which one of the following is the oldest search engine?

- A) Google B) Yahoo C) Alta Vista D) MSN

3. Which number key is used with shift to type %?

- A) 4 B) 5 C) 6 D) 7

4. Which of the following software is used to prepare presentation?

- A) PowerPoint B) MS Word C) Spread sheet D) None of these

5. To edit in an embedded excel worksheet object in a word document:

- A) Edit the hyperlink
- B) Use the excel menu bar and the toolbars inside the word application
- C) Edit the data in a excel source application
- D) Use the word menu bar and toolbar

6. A computer on internet is identified by its:

- A) E-Mail Address B) Street Address C) Login Password D) IP Address

7. What unsolicited bulk e-mail known as?

- A) Arial B) Spam C) Hebrew D) Spool

8. Which of the following options is not a valid PowerPoint's View?

- A) Slide Show View
- B) Slide Shorter View
- C) Presentation View

D) Normal View

9. What term describes a picture that has been resized by a percentage?

- A) Cropped B) Stretched C) Scaled D) Flipped

10. Which of the following is not application software?

- A) Windows NT B) Page Maker C) WinWord XP D) Photoshop

11. MS Excel is used to ----- data.

- A) Organize B) Share C) Communicate D) Obtain

12. The ----- option is used to show a specific row or column on every printed page.

- A) Print title B) Page layout C) Print Preview D) None of these

13. Which of the following is not a / an example of internet browser:

- A) Opera B) Firefox C) Safari D) File Zila

14. MS Power Point is a / an example of:

- A) Multi Media software
B) Graphics software
C) Spreadsheet
D) Entertainment Software

15. ----- is computer software whose user interface and API resembles that of a printer driver.

- A) Virtual Printer B) Plotter C) Italy D) Egypt

16. In Power point the selected design template can be applied:

- A) To Current Slide
B) To all the slides
C) To all the new presentations you create
D) All of these

17. LINUX is a / an:

- A) Operating System
B) Utility Program
C) Application Software
D) Educational Software

18. In fields of telecommunication LTE stands for:

- A) Long Time Energy

- B) Low Term Evolution
- C) Long Term Evolution**
- D) Life Time Evolution

19. Which of the following is the method by which data is converted from a readable form to an encoded version?

- A) Encryption**
- B) Spooling
- C) Censoring
- D) COD

20. The oldest Internet Search Engine among the following is:

- A) Google
- B) Yahoo**
- C) MSN
- D) Alta Vista

21. A hybrid computer:

- A) Resembles digital computer
- B) Resembles analog computer
- C) Resemble both a analog and digital computer**
- D) None of these

22. A computer application program that displays data arranged in rows and columns is called:

- A) Spreadsheet**
- B) Register
- C) Form
- D) Box

23. Which of the following is not a Power Point view

- A) Slideshow View
- B) Slide View
- C) Presentation View
- D) Outline View**

24. What is the maximum font size you can apply for any character in MS Word:

- A) 163
- B) 1638**
- C) 16038
- D) None of these

25. Microsoft uses a graphical user environment GUI (pronounced "gooey") stands for -----?

- A) Graphical User Interface**
- B) Geographical User Interface
- C) Geometrical Upper Intelligence
- D) Grammatical User Incorporation

26. To copy a picture of the screen to clipboard use:

- A) Alt Key
- B) Shift Key
- C) Print Screen Key**
- D) None of these

27. ----- is used to transmit digital data over telephone lines.

- A) Network card
- B) Sound card
- C) Graphic card
- D) Modem**

28. CRT is the technology used in a:

- A) Mouse B) **Monitor** C) COO D) Trojan Horse

29. In MS excel, we cannot edit the contents of a cell by:

- A) Pressing the Alt key
B) Clicking the formula bar
C) Pressing the F2 key
D) Double Clicking the cell
E) **Both A & C**

30. What is a terabyte?

- A) An optical storage medium capable of storing vast amount of information
B) A multifunctional operating environment
C) Flash Memory
D) **Roughly a trillion bytes**

31. What does RAM in a computer stand for:

- A) **Random Access Memory**
B) Read Only Memory
C) Random Access Module
D) Random Access Modem

32. Power Point presentation are widely used as:

- A) Note outline for teachers
B) Project Presentations by students
C) Communication of planning
D) **All of these**

33. A common name for software errors is:

- A) **Bugs** B) Trojans C) Logic Bombs D) Viruses

34. Which short cut key inserts a new slide in current presentation in Power Point?

- A) Ctrl + N B) Ctrl + M C) **Ctrl + M** D) All of these

35. In MS word 2016, which of the following command is not available in insert menu?

- A) **Columns** B) Table C) Page Number D) Object

36. Which type of program would be used to design an invitation card?

- A) Word Processing B) Simulation C) Desktop Publishing D) Virtual reality

37. Macintosh series of personal computers was developed by which of the following company?

- A) Dell B) **Apple** C) IBM D) Microsoft

38. Shortcut key to switch to the next window is:

- A) Alt + Tab B) Alt + Ctrl C) Shift + Tab D) Ctrl + Tab

39. Who is called the father of the computers?

- A) Charles Babbage B) Thomas Kurtz C) Konrad Zuse D) Bill Gates

40. The shortcut key to close a selected window:

- A) Alt + F4 B) Alt + F3 C) Alt + F5 D) Alt + F6

41. In MS Excel which function is automatically total a column or row of values?

- A) TOTAL B) ADD C) SUM D) AVG

42. Which of the following is not a major reason for an e-mail bounce?

- A) Bad user account name
B) Bad Domain Name
C) Stale file handle
D) Domain Server is down

43. The transfer of data from one place to another is called:

- A) Data Processing B) Data Distribution C) Data Communication D) Data encryption

44. ----- to used disk scanner in Microsoft Windows.

- A) Disk cleanup B) Disk defragmenter C) Disk cleanout D) Disk cleaning

45. A program that can destroy all of your computer programs:

- A) Anti - Virus B) Virus C) Switched computer D) Dust

46. You want to insert a paragraph of text from one document to another document while still keeping it in the first document, you will do it by doing the following:

- A) Cut and Paste B) Delete and Paste C) Insert and Paste D) Copy and Paste

47. Excel would evaluate the formula, = 20*10/5*8 and return this answer

- A) 5 B) 320 C) 450 D) 35.6

48. In MS Word When we apply "Drop Cap" on a word then, by default, first character of this word drops to:

- A) 3 lines B) 5 lines C) 2 lines D) 8 lines

49. In Excel you can sort data in

- A) Ascending order B) Ascending order C) Both A & B D) None of these

50. Cell in MS Excel can be uniquely identified by:

- A) Columns letters and row letters
B) Columns numbers and row letters
C) Cell Coordinates
D) None of these

51. The word Pentium is related to:

- A) Hard Disk B) Printer C) DVD D) Microprocessor

52. To Print Power point presentation, Press:

- A) Ctrl + P B) Ctrl + A C) Ctrl + B D) Ctrl + S

53. A 'Amazon' is a best example of ----- site.

- A) E-Commerce B) Social Networking C) Blogging D) Entertainment

54. A computer cannot work without:

- A) Microsoft Office B) Operating System C) Internet Connector D) Antivirus Protection

55. Software that assists you or acts on your behalf, to perform repetitive computer-related tasks is a(n):

- A) Robot B) Fuzzy Logic C) Genetic Algorithm D) Assistant

56. In MS Word 2007, ----- is used to move directly to specific location in a document:

- A) Subdocuments B) Bookmarks C) Cross – Reference D) Outlines

57. In PowerPoint ----- contains predefined:

- A) Graphics B) Themes C) Texture D) Gradient

58. In MS Excel you can use the horizontal and vertical scroll bars to:

- A) Split a worksheet into two panes
B) View different Rows and Columns
C) Edit the contents of a cell
D) View different worksheet

59. You should save your computer from:

- A) Viruses B) Time Bombs C) Worms D) All of these

60. The page orientation can be in ----- style.

- A) Landscape B) Portrait C) Digit speed line D) Both A & B

61. In MS Word, ----- Shortcut key combination underlines the selected text.

- A) Ctrl + P B) Ctrl + U C) Ctrl + C D) Ctrl + V

62. Computer that process both analog and digital data are called ----- computers.

- A) Analog B) Hybrid C) Digital D) Both A & B

63. ----- Function calculates the largest value in a set of numbers.

- A) AVERAGE B) COUNT C) MIN D) MAX

64. Animation schemes can be applied to ----- in the presentation.

- A) All slides B) Current Slides C) Select Slides D) All of these

65. What is LINUX?

- A) Operating System B) Storage Device C) Input Device D) Web Browser

66. Slide sorter can be accessed through ----- menu.

- A) Insert B) View C) Edit D) File

67. A common name for software error is:

- A) Viruses B) Trojans C) Bugs D) Logic Bombs

68. Which amongst the following is the largest unit of storage?

- A) Byte B) Gigabyte C) Terabyte D) Kilobyte

69. A / An ----- contains information like text, image or music.

- A) Gadget B) Keyboard C) File D) Internet browser

70. A computer on internet is identified by its:

- A) E-Mail Address B) IP Address C) Login Password D) Street Address

#

71. Which key should be pressed to start a new line in MS Word?

- A) Down Cursor Key B) Enter Key C) Shift + Enter D) Ctrl + Enter

72. Which of the following use .doc extension?

- A) MS Word B) MS PowerPoint C) MS Excel D) None of these

73. What is the shortcut key to create a copyright symbol?

- A) Alt + C B) Ctrl + C C) Alt +Ctrl + C D) Alt +Shift+ C

74. Which of the following Excel feature allows users to evaluate values and return a result:

- A) Formula B) Formatting C) Filter D) Insertions

75. Who co-founded Hotmail in 1996 and then sold it to Microsoft?

- A) Shawn Fanning B) Ada Byron C) Sabeer Bhatia D) Rey Tomison

76. A web page has a unique address called:

- A) Domain B) URL C) IP Address D) None of these

77. MS Excel will not be able to calculate which of the formula?

- A) SUM (Sales) – A3 B) SUM (A1:A5)*5 C) SUM (A1:A5)(10+10) D) SUM(A1:A5) - 10

78. To start slide show of a presentation press:

- A) F3 B) F5 C) F6 D) F9

79. The best orientation to fit maximum columns on a single sheet for print is :

- A) Portrait B) Landscape C) None of these D) Both A & B

80. Which of the following is another alternative of Google?

- A) Face book B) Amazon C) Flicker D) Bing

81. In MS Word which of the following is used to correct spelling and grammar mistakes:

- A) Auto Entry B) AutoCorrect C) Auto Add D) Auto Spell

82. A ----- is a data communication system within a building, campus or between nearby buildings.
- A) WAN B) LAN C) MAN D) None of these
83. Which key on the keyboard can be used to view slide show?
- A) F4 B) F5 C) F6 D) F8
84. A single page of PowerPoint presentation is called:
- A) Slide B) Document C) Media D) Movie
85. In a Windows PC, the shortcut for saving a word document is:
- A) Ctrl + A B) Ctrl + B C) Ctrl + S D) Ctrl + V
86. Which object is the output of the database application?
- A) Form B) Query C) Table D) Report
87. Which of the following combination of keys is used to close window?
- A) Ctrl + F1 B) Ctrl + F2 C) Ctrl + F3 D) Ctrl + F4
88. Which shortcut key is used to insert a new slide in PowerPoint presentation?
- A) Ctrl + S B) Ctrl + M C) Ctrl + N D) Ctrl + B
89. Physical part of the computer that we can see and touch are known as:
- A) Software B) Hardware C) Computer D) CPU
90. Excel is a:
- A) Graphic Program B) Word Processor C) A spreadsheet program D) Designing Template
91. Which of the following is a binary number?
- A) 1001 B) 1002 C) 1003 D) 1004
92. When you insert a picture in a document the default text wrapping option is:
- A) Line with text B) None C) Tight D) Square
93. A set of instructions that operates various parts of the computer hardware is called?
- A) Hardware Manager B) Device C) Software D) URL
94. Which of the following device is used to store data permanently?

A) Hard Disk B) Printer C) Cache D) RAM

95. Which is volatile memory?

A) ROM B) BIOS C) PROM D) RAM

96. In MS Word 2016, to extend a selection to adjacent cells of the table:

- A) Hold down Shift and press an arrow key repeatedly
- B) Press Alt + A
- C) Ctrl + Alt + H
- D) Alt + End

97. ALU is a component processor, which consist of:

- A) AU (Arithmetic Unit)
- B) LU (Logic Unit)
- C) Both A & B
- D) None of these

98. One Mega Byte is equal to:

- A) 1024 Bytes
- B) 1024 Kilo Bytes
- C) 1024 Giga Bits
- D) 1024 Bits

99. Page number in a document in MS Word can be inserted at:

- A) Header B) Footer C) Both A & B D) None of these

100. What is used in a computer to protect a network server from damage by those who log into it?

- A) Antivirus B) Firewall C) Gateway D) Flow Control

101. What is the correct shortcut key to check grammar in MS Word?

- A) F2 B) F5 C) F7 D) F8

102. Which shortcut key is used to "Open startup menu" text?

- A) Ctrl + Esc B) Ctrl + Alt C) Ctrl + F D) Ctrl + Tab

103. Which is valid statement?

- A) 1 MB = 1024 bytes B) 1 KB = 1024 bytes C) 1 KB = 8 bytes D) 1 MB = 8 KB

104. In PowerPoint a new presentation can be created from:
- A) From Existing Presentation
 - B) From Design Template
 - C) Blank Presentation**
 - D) All of these
105. 'Notepad' in a computer can be used for:
- A) Text and images
 - B) Image
 - C) Text**
 - D) All of these
106. Which of the following feature allows users to evaluate values and return a result?
- A) Filters
 - B) Insertions
 - C) Formatting
 - D) Formulas**
107. To get connected to the internet the computer has to be connected to a / an:
- A) Domain
 - B) Control Panel
 - C) Internet service Provider**
 - D) International Society
108. Cell entry "July 16, 1982" will be considered a ----- by excel sheet.
- A) Formula
 - B) Number**
 - C) Value
 - D) Label
109. In MS Excel 2016, we can go to cell A1 by pressing:
- A) Ctrl + Home
 - B) Home**
 - C) Shift + Home
 - D) Alt + Home
110. Background Color on a document is not visible in:
- A) Web Preview
 - B) Print Preview**
 - C) Reading Preview
 - D) Editing Preview
111. In MS Word 2007, to extend a selection to the beginning of a paragraph press:
- A) CTRL + ALT + UP ARROW
 - B) ALT + SHIFT + UP ARROW
 - C) CTRL + SHIFT +UP ARROW**
 - D) CTRL + UP ARROW
112. Which one is faster?
- A) RAM
 - B) ROM
 - C) Cache**
 - D) Hard Disks
113. A gigabyte is equal to?

- A) 1024 MB B) 1000 MB C) 1024 KB D) 1000 KB

114. MS Word and MS Excel are:

- A) Operating Systems
- B) Application Software**
- C) High Level Language
- D) Low Level Language

115. Which is the largest hardware company?

- A) Microsoft B) Dell C) HP D) My Space

116. Who is the father of the internet?

- A) A Charles Babbage B) Vint Cerf C) Denis Riche D) Martin Cooper

117. If a computer has more than one processor then it is known as:

- A) Uni Process
- B) Multiprocessor**
- C) Multi - Threaded
- D) Multi – Programming

118. A light sensitive device that converts drawing, printed text or other images into digital form are -----?

- A) Keyboard B) Scanner C) OMR D) None of these

WW stands for:

- A) World Whole Web
- B) Wide World Web
- C) Web World Wide
- D) World Wide Web**

119. A collection of system programs that controls and co-ordinates the overall operations of a computer system is called-----?

- A) System software B) Operating System C) Utility Program D) Device Driver

120. What type of Operating System MS-DOS is?

- A) Command Line Interface
- B) Graphical User Interface**
- C) Multitasking
- D) Menu Driven Interface

121. Which technology is used in compact disk?
A) Mechanical B) Electrical C) Electro Magnetic D) Laser
122. What document was firstly drafted to give pace to constitution making process?
A) Representative Act
B) Pakistan Act
C) Independence Act
D) **Objective Resolution**
123. HTML is the basic language used to create:
A) Database B) Spreadsheets C) **Web Page** D) Desktop Publishing
124. Which of the following have “.mpg” extension?
A) Audio B) **Video** C) Image D) Flash
125. In MS Word 2007, to extend a selection to the end of a word press ----- key from keyboard.
A) CTRL + ALT + LEFT ARROW
B) **CTRL + SHIFT + RIGHT ARROW**
C) ALT + CTRL + RIGHT ARROW
D) ALT + RIGHT ARROW
126. Which keystroke combination selects the entire documents?
A) **Ctrl + A** B) Ctrl + B C) Ctrl + F D) Alt + A
127. User developed instructions for Excel are called:
A) Programs B) **Macros** C) Procedures D) All of these
128. What is LINUX?
A) A Malware
B) **An Operating System**
C) An Application Program
D) An Anti Virus
129. In MS Word what is the function of the Ctrl + R?

- A) Open the print dialogue
- B) Update the current web page
- C) Close the current
- D) **None of these**

130. **A compact disk that can be written, read many times, erased and written again is called:**

- A) CD-ROM
- B) **CD- RW**
- C) CDO
- D) CAD

131. **In computer, what does BIOS stand for?**

- A) **Basic Input / Output System**
- B) Binary Input / Output System
- C) Basic Internet / Output System
- D) Broad Internet / Output System

132. **Computer software company "Microsoft" located in:**

- A) Britain
- B) **U.S.A**
- C) Japan
- D) Italy

133. ----- is not a multitasking operating system?

- A) Windows XP
- B) UNIX
- C) **DOS**
- D) LINUX

134. **Which number key is used with shift to type %?**

- A) 2
- B) **5**
- C) 6
- D) 7

135. **Where you can insert the page number in MS Word?**

- A) **Page number command from insert menu**
- B) Header command from insert menu
- C) Footer command from insert menu
- D) None of these

136. **A print is an example of:**

- A) **Hardcopy**
- B) Softcopy
- C) Photocopy
- D) None of these

137. **Which one of the following is not be a part of bio – metrics?**

- A) Facial
- B) Fingerprints
- C) **Password**
- D) Iris

138. **In MS Word what is a document outline view?**

- A) **A view with a structure of heading at various levels**
- B) A preview with margins
- C) A view with a margins and gutter
- D) A preview in a full screen

