SEC - 116

Basic IT Tools

1. **What is the full form of RAM?**
   a) Random Access Memory
   b) Read Access Memory
   c) Run Access Memory
   d) Ready Access Memory
   Answer: a) Random Access Memory

2. **What is the full form of ROM?**
   a) Read Only Memory
   b) Read On Memory
   c) Run On Memory
   d) Ready Only Memory
   Answer: a) Read Only Memory

3. **What is the full form of ALU?**
   a) Application Logic Unit
   b) Arithmetic Logic Unit
   c) Arithmetic Link Utility
   d) Advanced Logic Unit
   Answer: b) Arithmetic Logic Unit

4. **What is the full form of CU?**
   a) Central Unit
   b) Control Unit
   c) Computer Utility
   d) Core Unit
   Answer: b) Control Unit

5. **What is the full form of CPU?**
   a) Central Processing Unit
   b) Computer Processing Utility
   c) Core Programming Unit
   d) Central Program Utility
   Answer: a) Central Processing Unit

6. **What is the full form of LAN?**
   a) Large Area Network
   b) Local Access Network
   c) Local Area Network
   d) Light Access Network
   Answer: c) Local Area Network

7. **What is the full form of WAN?**
   a) Wide Area Network
   b) Web Access Network
   c) Wireless Area Network
   d) Wide Access Node
   Answer: a) Wide Area Network

8. **What is the full form of OMR?**
   a) Optical Mark Reader
   b) Optical Machine Reader
   c) Output Memory Register
   d) Optical Media Resource
   Answer: a) Optical Mark Reader

9. What is the full form of MICR?

a) Magnetic Ink Code Reader
b) Magnetic Ink Character Reader
c) Machine Input Code Register
d) Magnetic Information Character Recognizer

Answer: b) Magnetic Ink Character Reader

10. What is the full form of URL?

a) Uniform Resource Locator
b) Universal Resource Locator
c) Uniform Reference Locator
d) Universal Reference Link

Answer: a) Uniform Resource Locator

11. What is the full form of IP?

a) Internal Protocol
b) Internet Process
c) Internet Protocol
d) Information Protocol

Answer: c) Internet Protocol

12. What is the full form of HTML?

a) Hyper Text Markup Language
b) High Text Markup Language
c) Hyperlink Text Management Language
d) High Transfer Markup Language

Answer: a) Hyper Text Markup Language

13. What is the full form of HTTP?

a) Hyper Text Transfer Protocol
b) High Text Transfer Protocol
c) Hyperlink Transfer Process
d) High Transfer Text Protocol

Answer: a) Hyper Text Transfer Protocol

14. What is the full form of PDF?

a) Public Document File
b) Portable Document Format
c) Programmed Data File
d) Personal Data File

Answer: b) Portable Document Format

15. What is the full form of BIOS?

a) Basic Input Output System
b) Binary Input Output System
c) Basic Internal Output Setup
d) Binary Internal Operating System

Answer: a) Basic Input Output System

16. What is the full form of USB?

a) Universal Serial Bus
b) Universal Standard Bus
c) Uniform Serial Buffer
d) Unique Standard Buffer

Answer: a) Universal Serial Bus

17. What is the full form of DVD?

a) Digital Versatile Disk
b) Data Video Disk
c) Digital Virtual Disk
d) Direct Visual Disk

Answer: a) Digital Versatile Disk

18. What is the full form of SMS?

a) Short Message System
b) Short Messaging Service
c) Simple Message Service
d) Smart Messaging System

Answer: b) Short Messaging Service

19. What is the full form of CCTV?

a) Closed Camera Television
b) Central Circuit Television
c) Closed Circuit Television
d) Central Camera Transmission View

Answer: c) Closed Circuit Television

20. What is the full form of ATM?

a) Automated Transfer Machine
b) Automated Teller Machine
c) Auto Transaction Machine
d) Automatic Telling Mechanism

Answer: b) Automated Teller Machine

21. MS Word is a type of:

a) Operating System
b) Application Software
c) Programming Language
d) Hardware

Answer: b) Application Software

22. The extension of MS Word 2007 file is:

a) .txt
b) .docx
c) .xlsx
d) .pptx

Answer: b) .docx

23. Which shortcut is used to save a document?

a) Ctrl + P
b) Ctrl + S
c) Ctrl + V
d) Ctrl + N

Answer: b) Ctrl + S

24. Which bar shows the name of the document?

a) Status Bar
b) Title Bar
c) Menu Bar
d) Scroll Bar

Answer: b) Title Bar

25. Which shortcut is used to make text bold?

a) Ctrl + I
b) Ctrl + U
c) Ctrl + B
d) Ctrl + P

Answer: c) Ctrl + B

26. Underline shortcut key in MS Word is:

a) Ctrl + I
b) Ctrl + B
c) Ctrl + U
d) Ctrl + A

Answer: c) Ctrl + U

27. Which option is used to check spelling in MS Word?

a) F7
b) F1
c) F2
d) F5

Answer: a) F7

28. Which feature is used to copy the format of selected text?

a) Copy
b) Format Painter
c) Paste Special
d) Font Dialog

Answer: b) Format Painter

29. Default font in MS Word 2007 is:

a) Arial
b) Times New Roman
c) Calibri
d) Verdana

Answer: c) Calibri

30. Which shortcut is used to print a document?

a) Ctrl + S
b) Ctrl + V
c) Ctrl + P
d) Ctrl + N

Answer: c) Ctrl + P

31. Which view is best for reading documents on screen?

a) Draft View
b) Outline View
c) Print Layout
d) Read Mode

Answer: d) Read Mode

32. Which feature is used to combine text from different sources?

a) Mail Merge
b) AutoCorrect
c) Find and Replace
d) Track Changes

Answer: a) Mail Merge

33. Shortcut for selecting all text in a document is:

a) Ctrl + C
b) Ctrl + X
c) Ctrl + A
d) Ctrl + S

Answer: c) Ctrl + A

34. Which symbol is used to show hidden characters (like space, enter)?

a) ¶ (Paragraph mark)
b) * (Asterisk)
c) # (Hash)
d) $ (Dollar)

Answer: a) ¶ (Paragraph mark)

35. Which menu/ tab contain the "Font" group?

a) Insert
b) View
c) Home
d) Review

Answer: c) Home

36. Which option is used to find a word in the document?

a) Ctrl + H
b) Ctrl + F
c) Ctrl + N
d) Ctrl + O

Answer: b) Ctrl + F

37. Which feature automatically corrects common spelling mistakes?

a) AutoText
b) AutoCorrect
c) Mail Merge
d) Macro

Answer: b) AutoCorrect

38. In MS Word, the default orientation of the page is:

a) Portrait
b) Landscape
c) Horizontal
d) None

Answer: a) Portrait

39. Which shortcut is used to undo the last action?

a) Ctrl + Z
b) Ctrl + Y
c) Ctrl + X
d) Ctrl + C

Answer: a) Ctrl + Z

40. Which feature highlights grammatical errors in MS Word?

a) Red underline
b) Blue underline
c) Green underline
d) Yellow underline

Answer: c) Green underline

41. Which of the following is the brain of the computer?

a) Monitor
b) CPU
c) Keyboard
d) Mouse

Answer: b) CPU

42. Which key is used to delete characters to the left of the cursor?

a) Enter
b) Delete
c) Backspace
d) Insert

Answer: c) Backspace

43. Which of the following is an input device?

a) Printer
b) Keyboard
c) Monitor
d) Speaker

Answer: b) Keyboard

44. Which of the following is an output device?

a) Mouse
b) Scanner
c) Monitor
d) Keyboard

Answer: c) Monitor

45. The smallest unit of data in a computer is:

a) Bit
b) Byte
c) Kilobyte
d) Megabyte

Answer: a) Bit

46. Which storage device is permanent?

a) RAM
b) ROM
c) Cache
d) Register

Answer: b) ROM

47. Which part of the computer is used to store information permanently?

a) RAM
b) Hard Disk
c) Cache
d) Register

Answer: b) Hard Disk

48. Which device is called pointing device?

a) Keyboard
b) Mouse
c) Printer
d) Monitor

Answer: b) Mouse

49. Which of the following is a search engine?

a) Google
b) Yahoo
c) Bing
d) All of these

Answer: d) All of these

50. The speed of a processor is measured in:

a) Mbps
b) GHz
c) MB
d) GB

Answer: b) GHz