

# MICROSOFT WINDOWS OPERATING SYSTEM BASED COMPUTER MCQ PRACTICE QUESTIONS AND ANSWERS PDF WITH EXPLANATION

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**Q1.** A(n) \_\_\_\_\_ contains commands that can be selected.

- a) pointer
  - b) menu
  - c) icon
  - d) button
  - e) None of these
- 

**Q2.** What menu is selected to change font and style?

- a) Tools
  - b) File
  - c) Format
  - d) Edit
  - e) None of these
- 

**Q3.** In Windows operating system the clock in windows xp sits on the \_\_\_\_\_ and displays the system time.

- a) Taskbar
  - b) Start menu
  - c) Desktop
  - d) None of these
- 

**Q4.** Which of the following menu types is also called a drop-down menu?

- a) fly-but
- b) cascading
- c) pop-up
- d) pull-down
- e) None of these

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**Q5.** To change selected text to all capital letters, click the change case button, then click

- a) Uppercase
- b) Upper all
- c) Caps lock
- d) Lock Upper
- e) Large Size

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**Q6.** A piece of hardware that is used to enter information into the computer by using keys –

- a) keyboard
- b) monitor
- c) hard disk
- d) icon
- e) None of these

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**Q7.** Various applications and documents are represented on the Windows desktop by

- a) Symbols

- b) Labels
  - c) Graphs
  - d) Icons
  - e) None of these
- 

**Q8.** A \_\_\_\_\_ is a unique name that you give to a file of information.

- a) folder
  - b) filename
  - c) filename extension
  - d) device letter
  - e) None of these
- 

**Q9.** Different applications and documents of windows desktop are represented by

- a) Symbols
  - b) Labels
  - c) Graph
  - d) Icon
  - e) None of these
- 

**Q10.** Date and Time are available on the desktop at \_\_\_\_\_.

- a) Taskbar
  - b) My Computer
  - c) Recycle Bin
  - d) only (b) and (c)
  - e) None of these
- 

**Q11.** To restart the computer the following combination of keys is used

- a) Del + Ctrl
  - b) Backspace + Ctrl
  - c) Esc + Ctrl
  - d) Insert + Esc
  - e) Ctrl + Alt + Del
- 

**Q12.** Which key is used in combination with another key to perform a specific task?

- a) function
- b) arrow
- c) space bar
- d) control
- e) None of these

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**Q13.** Text and graphics that have been out of copied are stored in an area called the \_\_\_\_\_.

- a) Pasteboard
  - b) Copyboard
  - c) Clipboard
  - d) Cuttingboard
  - e) None of these
- 

**Q14.** A button that makes character either upper or lower case and numbers to symbols.

- a) monitor

- b) shift key
- c) icon
- d) mouse
- e) None of these

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**Q15.** In Windows operating system the \_\_\_\_\_ is the main screen area that one sees after he turn on a computer and log on to Windows.

- a) Desktop
- b) Icons
- c) Taskbar
- d) None of these

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**Answers to the above questions :**

**Q1. Answer: (c)**

**Q2. Answer: (c)**

**Q3. Answer: (a)**

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**Q4. Answer: (c)**

**Q5. Answer: (a)**

**Q6. Answer: (a)**

**Q7. Answer: (d)**

**Q8. Answer: (b)**

**Q9. Answer: (d)**

**Q10. Answer: (a)**

**Q11. Answer: (e)**

**Q12. Answer: (d)**

**Q13. Answer: (c)**

**Q14. Answer: (b)**

**Q15. Answer: (a)**

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