



PROGRAMMING TUTORIAL CLASSES



AN ISO CERTIFIED 9001:2015

SOFTWARE DEVELOPMENT & TRAINING CENTRE

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COMPUTER TEST SET 1

DATE:- 24.09.2025

QUESTION PAPER CUM ANSWER SHEET

SUB:- DCA Syllabus NO OF QNS :-40 TOTAL MARKS : 40 TIME :30 MIN

NAME OF STUDENTS:-----BATCH TIME 8 : 00 AM

ALL QUESTIONS ARE COMPULSORY

- 1 What does the shortcut Ctrl+V do?
a. Copies the Selected text b. Pastes the copied text c. Cuts the selected text d. Selects all text
- 2 Which of the following keys is used to enter the BIOS setup when starting a computer?
a. ESC b. F2 c. F8 d. F10
- 3 What is the main page of a website called?
a. Bookmark b. Homepage c. Browser d. Tab
- 4 What does LAN stand for?
a. Local Access Network b. Large Area Network c. Local Area Network d. Long Area Network
- 5 Which of the following is a cloud storage service?
a. One Drive b. Windows Explorer c. File Manager d. Task Manager
- 6 Which key is used to refresh a webpage?
a. F1 b. F2 c. F5 d. F12
- 7 Which of the following is an example of application software?
a. Linux b. macOS c. Notepad d. BIOS
- 8 What does SSD stand for?
a. Solid State Drive b. Standard Storage Disk c. Static State Disk d. Solid Storage Drive
- 9 Which of the following is a programming language?
a. Chrome b. Python c. Windows d. Photoshop
- 10 Which key is used to deleted the character to the left of the cursor?
a. Enter b. Backspace c. Delete d. Shift
- 11 Which one of the following should be clicked to save the existing Notepad window?
a. Edit b. save c. Format d. None of these
- 12 Which menu in Notepad has only two options, word wrap and font?
a. Format b. Inset c. Title d. Edit
- 13 What should be clicked to open a previous saved file while working with notepad application?
a. Open b. New c. Exit d. Save as
- 14 Which of the following command available in Format tab?
a. Font b. Word Warp c. a and b d. None of these
- 15 Which shortcut key is used for "Find Next" function in Notepad?
a. F1 b. F2 c. F3 d. F5
- 16 What is the extension of file with which Notepad document is saved?
a. .txt b. .pmd c. .xmi d. .doc
- 17 What is wordpad?
a. Text editor b. hardware c. operating system d. None of these
- 18 What is the Default Font style in Word pad?
a. Arial b. Calibri c. Times New Roman d. Bold
- 19 What is MS Paint?
a. A word processing program b. A graphics editing program c. A spreadsheet program d. A video editing

program

20 Which tool is used to spray colors in MS Paint?

- a. Fill color b. Airbrush c. Brush d. Eraser

21 Which tool is used for Zoom a part of Drawing in MS Paint?

- a. Magnifier b. select c. text d. view

22 MS Paint application is available in which of the following operating system ?

- a. Linux b. Windows c. DOS d. MAC OS

23 In MS Paint which bar contains option-select, crop, resize and rotate?

- a. Image b. tool c. shape d. color

24 Which of the following extension we can save MS Paint file

- a. .png b. .bmp c. .jpg d. All of these

25 Which bar is used for moving the page up and down in MS Paint?

- a. Vertical Scroll bar b. Status bar c. Horizontal Scroll bar d. Title bar

26 What is the default page orientation of word document?

- a. Landscape b. Long Sides c. Portrait d. Double Long Side

27 On formatting toolbar which is the largest and smallest font available?

- a. Smallest 8 and Largest 70 b. Smallest 5 and Largest 72 c. Smallest 8 and Largest 72
d. Smallest 5 and Largest 70

28 Which one of the following is placed at the end of a document?

- a. Footer b. Foot note c. End note d. Header

29 Which one of the following can be used as watermark in a word document?

- a. Text b. Image c. Both a and b d. None

30 Where is Insert Hyperlinks icon located on?

- a. Standard toolbar b. Formatting c. Drawing toolbar d. Word art toolbar

31 Choose from the following which is used to change margins?

- a. Formatting toolbar b. Page setup dialog box c. Standard toolbar d. Paragraph dialog box

32 Which of the following is not option for changing the case of the text?

- a. Indent case b. Sentence case c. Toggle case d. Lower case

33 A feature that displays only the data i column according to a specified criterion

- a. Data Import b. Pivot c. Table d. Filter

34 Function in excel checks whether a condition is True or False

- a. If b. AND c. OR d. Whether

35 What is the shortcut key to see print preview in MS Word?

- a. Ctrl+F1 b. Ctrl+F3 c. Ctrl+F5 d. Ctrl+F2

36 What is the shortcut key to right align the text in MS Word?

- a. Ctrl+R b. Ctrl+A c. Ctrl+M d. Ctrl+B

37 What is the shortcut key to move to the next cell in a row?

- a. Tab b. Esc c. End d. Home

38 What is the shortcut key in MS Word to apply 'Change case'?

- a. Shift+F2 b. Shift+L c. Shift+S d. Shift+F3

39 _____ is not a part of a MS Word document

- a. Quick access toolbar b. Start Menu button c. Home panel d. View option

40 The name of a word document displays in _____

- a. Ribbon b. Title bar c. Status bar d. Home tab