



# **PROGRAMMING TUTORIAL CLASSES**



**AN ISO CERTIFIED 9001:2015**

**SOFTWARE DEVELOPMENT & TRAINING CENTRE**

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**COMPUTER TEST SET 3**

**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 11 : 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?l

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