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# Introduction to Computer Questions for IBPS RRB and UGC Net Exams.

## Intro Computer Quiz 4

Directions : Read the following questions carefully and choose the right answer.

1. You can use the TAB key for\_\_\_\_\_.

- A. Indent a paragraph      B. Move a cursor across the screen      C. Align text  
D. Both (A)&(B)      E. None of the Above

2. Which of the following keyboard short-cut is used to center the paragraph?

- A. Ctrl + C      B. Ctrl + E      C. Ctrl + L      D. Ctrl + R      E. Ctrl + B

3. What is the option to go at the end of the page?

- A. Alt + F4      B. Ctrl + End      C. Ctrl + insert      D. Ctrl + Tab      E. Ctrl + delete

4. Desktop and Personal computers are also known as\_\_\_\_\_.

- A. Super Computer      B. Quantum Computer      C. Mainframe Computer      D. Micro Computer  
E. None of the Above

5. All the deleted files go to.

- A. Recycle Bin      B. Task Bar      C. Tool Bar      D. My Computer      E. Documents

6. The following device allows the user to add external components to a computer system.

- A. Storage devices      B. Keyboards      C. Ports/ system boards      D. Diskettes      E. Floppy Disks

7. 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

8. The computer abbreviation KB usually means\_\_\_\_\_.

- A. Key Block      B. Kernel Boot      C. Key Byte      D. Kit Bit      E. Kilo Byte

9. What is the process of transferring or saving programs or files from our system over the world wide web called?

- A. Configuration      B. Download      C. Storage      D. Upload      E. Installation

10. \_\_\_\_\_ key is pressed to refresh the current web page.

A. F2

B. F3

C. F5

D. F6

E. F1

**Correct Answers:**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
A	E	B	D	A	C	A	E	D	C



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## Answers :

1. When used the tab key it divides the page into various tabs and when clicked on TAB key it moves the cursor from one part of the page to the next of the tab.

Therefore the answer is (A) Indent a paragraph.

2. Ctrl + with and alphabet is used as computer shortcuts and are known as Control shortcuts. Ctrl + E is used to center align the selected text or paragraph in Ms Office.

Therefore the answer is (B) Ctrl + E

3. Ctrl + End is a control shortcut used to reach at the end of a document or page. Generally users scroll down but in case of huge pages or large data people use Ctrl + end to save time.

Therefore the Answer is (B) Ctrl + End

4. A microcomputer is a small and inexpensive computer with a microprocessor that works as its brain i.e. central processing unit (CPU) whereas mainframes and minicomputers, were comparatively much larger and more expensive. Microcomputers became popular in the 1970s and 1980s with the advent of increasingly powerful microprocessors. Microcomputers came to be known as personal computers or desktops as they came with a keyboard and screen.

Therefore, the answer is (D) Microcomputers.

5. The Recycle Bin is a space where deleted files or folders get temporarily stored and also allows users to recover files that have been deleted. You can press the Delete key on the keyboard to delete a file or folder the deleted file or folder remains in the Recycle Bin until you restore those files or folders or empty the Recycle Bin. In every version of Microsoft Windows since Windows 95 there is a recycle bin pre- downloaded.

Therefore, the Answer is (A) Recycle Bin.

6. On the sides of the desktop case are a number of ports, these ports allow most of the computer's external devices to connect to the computer such as the keyboard, mouse, speakers, network cable and more.

Therefore the Answer is (C) Ports/ system boards

7. In MS office you can select the text to be converted in Capitals and then click on the Uppercase button from the toolbar.

Therefore the Answer is (A) Uppercase

- 8.** A kilobyte acronym for KB, is equivalent to 1000 bytes. Bytes are pieces of information and a file is made up of bytes. For example: A three page word document is approximately 30 kilobytes or 3000 bytes

Therefore the Answer is ( E ) Kilo Byte.

- 9.** Uploading means data is being sent from your computer to the Internet. Examples of uploading include sending email, posting photos on a social media site and using your webcam.

Therefore the answer is ( D ) Upload.

- 10.** F5 is a F key shortcuts also known as functional shortcut used for refreshing the web page or current site at which the user is.

Therefore the Answer is (C) F5.



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