Nandyal Banking Coaching Center, NGO's Colony, NANDYAL Mobile No: 7416206879

COMPUTER AWARENESS (For Revision)

- 1. What is the minimum number of rows and columns in an MS Word document? Ans: 1 row, 1 column
- 2. What is the shortcut key to remove character formatting in MS Word 2013? Ans: Ctrl + Spacebar
- 3. What is a valid version of MS Office? Ans: Office 365
- **4.** Which of these is NOT an input device: Plotter, Microphone, Mouse, Keyboard, Scanner? Ans: **Plotter**
- 5. What is the shortcut key for underline? Ans: Ctrl + U
- **6.** What is the shortcut key for bold? Ans: Ctrl + B
- 7. What is the shortcut key to create a new slide in PowerPoint? Ans: Ctrl + N
- 8. Where do deleted emails go? Ans: Trash Folder
- 9. Which type of memory is temporary (Non-Volatile/Permanent)? Ans: RAM
- 10. When was the internet discovered/invented? Ans: January 1, 1983
- 11. Which of these is NOT a component of a laser printer: Toner, Drum, Fuser, Ink? Ans: Ink
- 12. What does WAN stand for? Ans: Wide Area Network
- 13. What type of file uses the extensions .doc and .docx? Ans: MS Word
- **14.** What is a valid PowerPoint extension? Ans: .ppt/.pptx
- 15. What device converts digital signals to analog signals? Ans: Modem
- **16.** What is the descending order of these units of memory: KB, MB, GB, TB, PB? Ans: **PB, TB, GB, MB, KB**
- 17. What is the fastest type of primary memory? Ans: RAM
- 18. When was the first mechanical computer invented (Analytical Engine)? Ans: 1837
- 19. What is the typical capacity of a CD-ROM? Ans: 680 MB/700 MB
- 20. Which of these is NOT an MS Word tool: WordArt, Format Painter, Thesaurus, Firefox? Ans: Firefox
- 21. What are the functions of the Task Manager? Ans: End non-responsive programs, monitor CPU and RAM usage, monitor individual program activity.
- **22.** What is the shortcut key for Save? Ans: Ctrl + S
- 23. What does the Format Painter do? Ans: Copies formatting from one place to another.
- 24. What is the shortcut key for Help? Ans: F1
- 25. What is the shortcut key for Page Break? Ans: Ctrl + Enter
- 26. What is the base of the octal number system? Ans: 8
- 27. Which of these are impact printers: Dot Matrix, Daisy Wheel, Thermal, Inkjet, Laser? Ans: Dot Matrix, Daisy Wheel
- 28. What is the function of Disk Defragmenter? Ans: Utility Software (optimizes disk space)
- 29. What is the IP Address Class A range? Ans: 0-126 / 0-127
- **30.** What symbol is used for absolute cell reference in MS Excel? Ans: \$ (Dollar)

- 31. What is the MS Excel feature that displays cell contents on multiple lines? Ans: Word Wrap
- 32. What is the binary equivalent of the decimal number 10? Ans: 1010
- **33.** What is the address of the first cell in MS Excel? Ans: **A1**
- **34.** What is the function of a NIC card? Ans: **Internet connectivity** (contains MAC address)
- 35. What is the shortcut key for center alignment? Ans: Ctrl + E
- 36. What does ChatGPT stand for? Ans: Chat Generative Pre-Trained Transformer
- **37.** What is the shortcut key to start a slide presentation from the beginning in PowerPoint? Ans: **F5**
- 38. How many alphabets are used in the hexadecimal system (A-F)? Ans: 6
- **39.** Which generation of computers introduced real-time and time-sharing operating systems? Ans: **Fourth generation**
- **40.** What is the function of the shortcut key Ctrl + F6? Ans: **Switches between open workbook** windows in MS Excel.
- 41. In MS Word, which tab contains the Citation feature? Ans: Reference Tab
- 42. How many bits are there in an IPv4 address? Ans: 32 bits
- 43. What is the use of a watermark in MS Word? Ans: Copyright protection
- **44.** Which of these is NOT a programming software: Solaris, Windows, Linux, macOS? Ans: **Solaris**
- 45. What is the fastest memory type: RAM, Magnetic Disk, CD? Ans: RAM
- 46. What does GIF stand for? Ans: Graphical Interchange Format
- **47.** What is the main function of the CU (Control Unit) in a computer? Ans: **Monitoring and controlling operations**
- **48**. What does the "I'm Feeling Lucky" button do on the Google search page? Ans: **Takes you directly to the first search result.**
- 49. What is the function of the Ctrl + [shortcut in MS Word? Ans: Decrease font size by 1 point.
- 50. What are the four types of font styles? Ans: Regular, Italic, Bold, Bold Italic
- 51. What is the default font style in MS Word? Ans: Regular
- **52.** How many font effects are available in the latest version of MS Word? Ans: **7**
- 53. What are the names of the font effects in the latest version of MS Word? Ans: Strikethrough, Double Strikethrough, Superscript, Subscript, Small Caps, All Caps, Hidden
- 54. How many font effects were available in the previous version of MS Word? Ans: 11
- 55. What are the additional font effects in the old version compared to the latest version? Ans: Shadow, Outline, Emboss, Engrave
- **56.** Under which tab is the Change Case option located? Ans: **Home (Font group)**
- 57. What symbol represents the Change Case option? Ans: Aa
- **58.** How many types of Change Case are there? Ans: **5**
- 59. What are the different types of Change Case? Ans: Sentence Case, Lower Case, Upper Case, Capitalize Each Word, Toggle Case
- 60. What does Sentence Case do? Ans: Capitalizes the first letter of each sentence.

- 61. What does Lower Case do? Ans: Makes all the selected text lowercase.
- 62. What does Upper Case do? Ans: Capitalizes all the letters in the selection.
- 63. What does Title Case/Capitalize Each Word do? Ans: Capitalizes the first letter of each word.
- 64. What does Toggle Case do? Ans: Switches the case of each letter (lowercase to uppercase and vice versa).
- **65.** What is the shortcut key to switch between Upper Case, Lower Case, and Title Case? Ans: **Shift** + **F3**
- 66. How many types of paragraph indents are there in MS Word? Ans: 4
- 67. What are the names of the four types of paragraph indents? Ans: First Line Indent, Left Line Indent, Right Line Indent, Hanging Indent
- 68. What is the First Line Indent? Ans: Indents only the first line of a paragraph.
- 69. What is the Left Line Indent? Ans: Indents all the lines of a paragraph from the left margin.
- 70. What is the Right Line Indent? Ans: Indents all the lines of a paragraph from the right margin.
- 71. What is the Hanging Indent? Ans: Indents all lines except the first line of a paragraph.
- 72. What is the minimum zoom level in MS Word? Ans: 10%
- 73. What is the maximum zoom level in MS Word? Ans: 500%
- 74. What is the default zoom level in MS Word? Ans: 100%
- 75. What is the shortcut key for Page Break? Ans: Ctrl + Enter
- **76.** What is the shortcut key for Line Break? Ans: **Shift** + **Enter**
- 77. What is the shortcut key for Paragraph Break? Ans: Enter
- 78. Under which tab is the Macros feature located? Ans: View
- **79.** What is the shortcut key for viewing macros? Ans: Alt + F8
- **80.** What is the programming language used for macros in MS Word? Ans: **VBA** (Visual Basic for Applications)
- 81. What are the different views available in MS Word? Ans: Read Mode, Print Layout, Web Layout, Outline, Draft
- **82.** What are the common file extensions for MS Word documents? Ans: .doc (older versions), .docx (newer versions)
- 83. What is the function of the F8 key in MS Word? Ans: It is used to enter Extend Mode/Safe Mode, and pressing it multiple times highlights a word, sentence, paragraph, or the entire document.
- **84.** What is the shortcut key for Thesaurus? Ans: **Shift** + **F7**
- 85. What is the shortcut key for Spelling & Grammar? Ans: F7
- **86.** What is the shortcut key for Word Count? Ans: Ctrl + Shift + G
- 87. What do the different colored underlines indicate in MS Word (Red, Green, Blue)? Ans: Red (spelling error), Green (grammatical error), Blue (contextual spelling error)

- 88. What is the shortcut key for Superscript? Ans: Ctrl + Shift + +
- **89.** What is the shortcut key for Subscript? Ans: Ctrl + =
- 90. What is Gutter Margin in MS Word? Ans: Extra margin added to the binding side of a page for printing.
- 91. What are the types of page orientation in MS Word? Ans: Portrait, Landscape
- 92. What is the shortcut key to open the Font dialog box in MS Word? Ans: Ctrl + D or Ctrl + Shift + F
- 93. What is the default font and font size in older versions of MS Word? Ans: Times New Roman, 12pt
- 94. What is the default page size in MS Word? Ans: Letter (8.5 x 11 inches)
- 95. What is the smallest font size you can use in MS Word? Ans: 1
- 96. What is the largest font size you can use in MS Word? Ans: 1638
- 97. What is the smallest font size you can use in an MS Word table? Ans: 8
- 98. What is the largest font size you can use in an MS Word table? Ans: 72
- **99.** What is the shortcut key to increase font size in MS Word? Ans: Ctrl + Shift + >
- 100. What is the shortcut key to decrease font size in MS Word? Ans: Ctrl + Shift + \<
- 101. What is the shortcut key to close an MS Word document? Ans: Alt + F4
- 102. What does the Word Count command in MS Word show? Ans: The number of words, characters, lines, and paragraphs in the current document.
- 103. What is the largest font size available in the font drop-down list in MS Word? Ans: 72
- 104. What type of file is compatible with WordPad? Ans: .RTF (Rich Text Format)
- 105. What is the default zoom level in Microsoft Word? Ans: 100%
- 106. What can you use the Ruler for in MS Word? Ans: To change the formatting of the document.
- 107. Which tab is used the least in MS Word's Ribbon? Ans: Mailings
- 108. What color wavy underline appears under a word that is not in MS Word's dictionary? Ans: Red
- 109. When integrating MS Word and Excel, which program is usually the client? Ans: MS Word
- 110. What is the default font and font size in MS Word 2021? Ans: Calibri font, 11 Point
- 111. 36 points in MS Word is equal to how many inches? Ans: 0.5 inches
- 112. What is the range of font sizes supported in MS Word 2019/2021? Ans: 1 to 1638
- 113. What is MS Word primarily used for? Ans: Designing and editing text documents.
- 114. Which of these tools is NOT present in MS Word: Word Count, Font Size, Brush, Page Margin? Ans: Brush
- 115. What actions can you perform on documents with MS Word? Ans: Create, edit, and save documents.
- 116. What was the original name of Microsoft Word when it was first released? Ans: Multi-Tool Word
- 117. What does WYSIWYG stand for in MS Word? Ans: What You See Is What You Get

- **118.** Which of these is NOT a command in the Insert tab in MS Word: Page, Table, Link, Style? Ans: **Style**
- 119. Which of these can be added using the Insert tab in MS Word? Ans: Table, Picture, Clip Art
- **120.** Which of these is NOT a command in the Home tab in MS Word: Clipboard, Font, Paragraph? Ans: None of the above
- 121. Which tab is the default tab in MS Word? Ans: Home
- 122. In the Home tab, which group allows you to change the font color in MS Word? Ans: Font
- 123. How many options are there in the Change Case menu in MS Word 2021? Ans: 5 options
- 124. How many alignment options are there in the Paragraph group in MS Word? Ans: 4 alignment options (Left, Center, Right, Justify)
- 125. What does the Justify alignment option do in MS Word? Ans: Aligns text to both the left and right margins.
- 126. Which layer of the OSI model handles encryption and compression? Ans: Presentation Layer
- 127. What was the first microcomputer? Ans: Altair 8800
- **128.** Which MS Excel feature automatically recalculates the worksheet when a change is made in a cell? Ans: **Auto-Calculation**
- 129. What is the outgoing email server protocol? Ans: SMTP
- **130.** Which MS Word feature allows you to enlarge a letter at the beginning of a text block? Ans: **Drop Cap**
- 131. Which tool is best for "What-If" analysis in MS Excel? Ans: Goal Seek
- 132. Which class of IP address has a default subnet mask of 255.255.0.0? Ans: Class B
- 133. What is the default font for MS Excel 2019? Ans: Calibri 11 Point
- 134. What is the maximum font size that can be applied to any character? Ans: 1638
- 135. Where is the address of the currently selected cell shown in MS Excel 2019? Ans: Name Box
- 136. Which group of commands in MS Word has only one dialog box? Ans: Find, Go To
- 137. What is the shortcut key to reduce font size in MS Word? Ans: Ctrl + [or Ctrl + Shift + \<
- 138. Which MS PowerPoint feature provides a printed copy of a presentation? Ans: Audience Handouts
- 139. What is the length of an IPv6 address? Ans: 128 bits
- 140. What device connects networks with different protocols? Ans: Gateway
- **141.** What is the name for the collection of over 100 protocols used to connect computers and networks? Ans: **TCP/IP**
- 142. What is the circuit used to store one bit of data called? Ans: Flip Flop
- 143. What is the shortcut key to reload the current page in Google Chrome? Ans: Ctrl + R
- 144. At which layer of the OSI model do routers operate? Ans: Network Layer
- 145. Which type of memory is used to store BIOS on a motherboard? Ans: ROM

- 146. What was the first graphical web browser? Ans: Mosaic
- 147. In MS Word 2016, what does the Aa feature in the Font group represent? Ans: Change Case
- 148. What does MIME stand for? Ans: Multipurpose Internet Mail Extensions
- 149. What is the default zoom level in Google Chrome? Ans: 100%
- 150. What malware technique steals credit/debit card information? Ans: Phishing
- 151. Which network topology requires a multipoint connection? Ans: Bus
- 152. Which language is directly understood by the CPU? Ans: Machine Language
- **153.** What is the function of the Control Unit in a CPU? Ans: **To decode program instructions**.
- 154. Which operating system is commonly used in supercomputers? Ans: Linux
- 155. What could cause a fixed disk error? Ans: Incorrect CMOS settings
- 156. Which port supports both audio and video? Ans: HDMI Port
- 157. What is the shortcut key to bookmark a webpage in Google Chrome? Ans: Ctrl + D
- 158. Which protocol converts an IP address to a MAC address? Ans: ARP
- 159. How many bits are in 4 nibbles? Ans: 16 bits
- 160. What unit is used to measure modem speeds? Ans: Bits per second
- **161.** Which shortcut key is used to switch to the next workbook window when more than one workbook window is open in MS Excel? Ans: Ctrl + F6
- **162.** In MS Word, which tab contains the "Citations & Bibliography" feature? Ans: **References Tab**
- 163. How many bits are there in an IPv6 address? Ans: 128 bits
- **164.** What is the purpose of a watermark in MS Word? **Ans: To prevent copyright infringement.**
- **165.** Which of the following is NOT a programming software: Solaris, Windows, Linux, macOS? Ans: **Solaris**
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- 190. What is the name of the first graphical web browser? Ans: Mosaic
- 191. In MS Word 2016, what does the "Aa" feature within the Font group represent? Ans: Change Case
- 192. What does MIME enable with SMTP? Ans: Sending non-ASCII data through SMTP.
- 193. What is the default zoom level in Google Chrome? Ans: 100%
- 194. Which type of malware is known for capturing credit or debit card information? Ans:

 Phishing
- 195. Which network topology necessitates a multipoint connection? Ans: Bus topology
- 196. Which programming language is directly understood by the CPU? Ans: Machine Language
- 197. What is the role of the Control Unit (CU) within the CPU? Ans: Decoding program instructions.
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- 199. What could potentially cause a fixed disk error? Ans: Incorrect CMOS settings
- 200. Which port can accommodate both audio and video signals? Ans: HDMI Port
- **201.** In Google Chrome, which shortcut key is used to save the current webpage as a bookmark? Ans: Ctrl + D
- **202.** Which protocol is responsible for translating an IP address into a MAC address? Ans: **ARP** (Address Resolution Protocol)
- **203.** How many bits constitute 4 nibbles? Ans: **16 bits** (1 nibble = 4 bits)
- **204.** In what unit are modem speeds measured? Ans: **Bits per second** (bps)

- 205. What is the shortcut key to change the case of text in MS Word? Ans: Shift + F3
- 206. What is the shortcut key to open the Styles dialog box in MS Word? Ans: Ctrl + Shift + Alt + S
- 207. What is the shortcut key to open the Paragraph dialog box in MS Word? Ans: Ctrl + Shift + Alt + P
- 208. What is the default font and font size for MS Word documents? Ans: Calibri, 11pt
- 209. What is the shortcut key to open the Find and Replace dialog box in MS Word? Ans: **Ctrl** + **H**
- 210. What is the shortcut key to open the Go To dialog box in MS Word? Ans: Ctrl + G
- 211. What is the shortcut key to select all content in an MS Word document? Ans: Ctrl + A
- 212. What is the shortcut key to open the Thesaurus in MS Word? Ans: Shift + F7
- 213. What is the shortcut key to perform a spell check in MS Word? Ans: F7
- 214. What is the shortcut key to open the Help window in MS Word? Ans: F1
- 215. What is the shortcut key to insert a Page Break in MS Word? Ans: Ctrl + Enter
- 216. What is the base of the Octal Number System? Ans: 8
- 217. What is the function of Disk Defragmenter? Ans: It is a utility software that reorganizes files on a hard drive to improve performance.
- 218. What is the IP address range for Class A addresses? Ans: 0-127
- 219. What symbol is used for Absolute Cell Reference in MS Excel? Ans: \$ (Dollar)
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- 231. How many bits are there in an IPv4 address? Ans: 32 bits
- 232. What is the purpose of using a watermark in MS Word? Ans: To protect copyright.
- **233.** Which of the following is NOT a programming software: Solaris, Windows, Linux, macOS? Ans: **Solaris**
- 234. Which is the fastest memory type: RAM, Magnetic Disk, or CD? Ans: RAM

- 235. What does GIF stand for? Ans: Graphical Interchange Format
- **236.** What is the main function of the CU (Control Unit) in a computer? Ans: **Monitoring and controlling the sequence of operations.**
- 237. What does the "I'm Feeling Lucky" button do on Google Search? Ans: Takes you directly to the first search result.
- 238. What is the shortcut key to open the Mail Merge dialog box in MS Word? Ans: Alt + Shift + N
- 239. What is the shortcut key to open the Page Setup dialog box in MS Word? Ans: Alt + P, S
- 240. What is the shortcut key to update a Table of Contents in MS Word? Ans: F9
- 241. What is the shortcut key to check the word count in MS Word? Ans: Ctrl + Shift + G
- 242. What is the shortcut key to open the Zoom dialog box in MS Word? Ans: Alt + W, Z
- 243. What is the shortcut key to switch between open windows in MS Word? Ans: Alt + Tab
- 244. What is the shortcut key to split the current window in MS Word? Ans: Alt + Ctrl + S
- **245.** What is the shortcut key to show or hide the ruler in MS Word? Ans: Alt + W, R
- **246.** What is the shortcut key to save a document in MS Word? Ans: Ctrl + S
- 247. What is the shortcut key to print a document in MS Word? Ans: Ctrl + P
- 248. What is the shortcut key to create a new document in MS Word? Ans: Ctrl + N
- 249. What is the shortcut key to open an existing document in MS Word? Ans: Ctrl + O
- 250. What is the shortcut key to close the current document in MS Word? Ans: Ctrl + W
- 251. What is the shortcut key to cut selected text in MS Word? Ans: Ctrl + X
- 252. What is the shortcut key to copy selected text in MS Word? Ans: Ctrl + C
- 253. What is the shortcut key to paste copied or cut text in MS Word? Ans: Ctrl + V
- 254. What is the shortcut key to undo the last action in MS Word? Ans: Ctrl + Z
- 255. What is the shortcut key to redo the last undone action in MS Word? Ans: Ctrl + Y
- 256. What is the shortcut key to repeat the last action in MS Word? Ans: F4 or Ctrl + Y
- **257.** What is the shortcut key to move to the beginning of a document in MS Word? Ans: **Ctrl** + **Home**
- 258. What is the shortcut key to move to the end of a document in MS Word? Ans: Ctrl + End
- 259. What is the shortcut key to move to the previous page in MS Word? Ans: Alt + Ctrl + Page Up
- 260. What is the shortcut key to move to the next page in MS Word? Ans: Alt + Ctrl + Page Down
- 261. What is the shortcut key to insert a bookmark in MS Word? Ans: Ctrl + Shift + F5
- 262. What is the shortcut key to go to a specific bookmark in MS Word? Ans: Ctrl + G
- 263. What is the shortcut key to insert a comment in MS Word? Ans: Alt + Ctrl + M
- 264. What is the shortcut key to open the Thesaurus in MS Word? Ans: Shift + F7
- **265.** What is the shortcut key to start a spell check in MS Word? Ans: **F7**
- **266.** What is the shortcut key to open the Help window in MS Word? Ans: **F1**
- 267. What is the shortcut to open the "Save As" dialog box in MS Word? Ans: F12

- **268.** What is the shortcut key to insert an em dash? Ans: Ctrl + Alt + (minus sign)
- **269.** What is the shortcut key to insert an en dash? Ans: Ctrl + (minus sign)
- 270. What is the shortcut key to open the thesaurus in MS Word? Ans: Shift + F7
- 271. What is the shortcut key to start a spell check in MS Word? Ans: F7
- 272. What is the shortcut key to open the Help window in MS Word? Ans: F1
- 273. What is the default font style in MS Word 2021? Ans: Regular
- 274. How many font styles are available in MS Excel 2021? Ans: 4 (Regular, Italic, Bold, Bold Italic)
- **275.** Which of the following is NOT a font style in MS Word 2019: Regular, Superscript, Bold, Italic? Ans: **Superscript**
- 276. What font style slants letters to the right? Ans: Italic
- **277.** Which of the following is NOT a font effect in MS Word 2021: Regular, Superscript, Subscript, Strikethrough? Ans: **Regular**
- **278.** How many font effects are available in MS Word 2021? Ans: 7
- **279.** What are Superscript, Subscript, Outline, Emboss, and Engrave known as in MS Word? Ans: **Font effects**
- **280.** Which font effect is available in the MS PowerPoint 2021 Font dialog box: Underline, Shadow, Emboss, Strikethrough? Ans: **Shadow**
- 281. What font effect makes text appear crossed out? Ans: Strikethrough
- 282. How many "Change Case" options are there in MS Word? Ans: 5
- 283. What are the different "Change Case" options in MS Word? Ans: Sentence case, Lowercase, Uppercase, Capitalize Each Word, Toggle Case
- 284. What does the "Sentence case" option do in MS Word? Ans: Capitalizes the first letter of each sentence.
- 285. What does the "Lowercase" option do in MS Word? Ans: Converts all selected text to lowercase.
- **286.** What does the "Uppercase" option do in MS Word? Ans: **Converts all selected text to uppercase.**
- 287. What does the "Capitalize Each Word" option do in MS Word? Ans: Capitalizes the first letter of each word.
- 288. What does the "Toggle Case" option do in MS Word? Ans: Switches the case of each letter (lowercase to uppercase and vice versa).
- 289. What is the shortcut key to cycle through different cases in MS Word? Ans: Shift + F3
- 290. How many types of paragraph indents are there in MS Word? Ans: 4
- 291. What are the names of the different paragraph indents in MS Word? Ans: First Line Indent, Left Line Indent, Right Line Indent, Hanging Indent
- 292. Which indent in MS Word only affects the first line of a paragraph? Ans: First Line Indent
- 293. Which indent in MS Word affects all lines of a paragraph from the left margin? Ans: Left Indent

- **294.** Which indent in MS Word affects all lines of a paragraph from the right margin? Ans: **Right Indent**
- 295. Which indent in MS Word affects all lines except the first line of a paragraph? Ans: Hanging Indent
- 296. What is the minimum zoom level in MS Word? Ans: 10%
- 297. What is the maximum zoom level in MS Word? Ans: 500%
- 298. What is the default zoom level in MS Word? Ans: 100%
- 299. What is the shortcut key for a Page Break in MS Word? Ans: Ctrl + Enter
- 300. What is the shortcut key for a Line Break in MS Word? Ans: Shift + Enter
- 301. What is the shortcut key to insert a Paragraph Break in MS Word? Ans: Enter
- 302. Under which tab can you find Macros in MS Word? Ans: View tab
- **303.** What are Macros used for in MS Word? Ans: **Recording actions**
- 304. What language is used to create Macros in MS Word? Ans: VBA (Visual Basic for Applications)
- **305.** Which option is NOT available when working with Macros in MS Word: View Macros, Record Macros, Pause Macros, Restart Macros? Ans: **Restart Macros**
- **306.** What is the shortcut key to view Macros in MS Word 2021? Ans: Alt + F8
- 307. What is the last step when using Macros in MS Word? Ans: Stop Macros
- 308. What are the different views available in MS Word? Ans: Read Mode, Print Layout, Web Layout, Outline, Draft
- **309.** What are the file extensions for MS Word documents? Ans: .doc (before Word 2007), .docx (Word 2007 onwards)
- 310. What happens when you press the F8 key five times in MS Word? Ans: The entire document is highlighted.
- 311. What is the shortcut key for the Thesaurus in MS Word? Ans: Shift + F7
- 312. What is the shortcut key for Spelling & Grammar in MS Word? Ans: F7
- 313. What color underline indicates a spelling error in MS Word? Ans: Red
- **314.** What color underline indicates a grammatical error in MS Word? Ans: **Green**
- 315. What color underline indicates a contextual spelling error in MS Word? Ans: Blue
- 316. What is the shortcut key for Superscript in MS Word? Ans: Ctrl + Shift + +
- 317. What is the shortcut key for Subscript in MS Word? Ans: Ctrl +=
- 318. What is Gutter Margin used for in MS Word? Ans: It adds extra margin to the binding side of a page for printing.
- 319. What are the two main Page Orientation options in MS Word? Ans: Portrait and Landscape
- 320. What is the maximum font size you can apply to any character in MS Word 2021? Ans: 1638
- 321. What are examples of font faces? Ans: Times New Roman, Cambria, Arial
- 322. What is the default font style in MS Word 365? Ans: Regular



- 323. What is the shortcut key to create a copyright symbol in MS Word 2021? Ans: Alt + Ctrl + C
- **324.** What is the shortcut key to remove paragraph formatting in MS Word 365? Ans: Ctrl + Q
- 325. Who invented the term "word processing"? Ans: IBM
- **326.** Where can you find different meanings of words (synonyms) in MS Word 365? Ans: **Thesaurus**
- 327. What is the default word processor for Microsoft Windows? Ans: MS Word
- **328.** What MS Word feature allows you to enlarge a letter at the beginning of a text block? Ans: **Drop Cap**
- 329. What key is used to create a paragraph break in MS Word 365? Ans: Enter
- **330.** What color underline indicates a misspelling in MS Word 2021? Ans: **Red**
- 331. What is the default font used in MS Word 2021? Ans: Calibri
- **332.** Which of these functions is NOT performed by servers: Processing Websites, Database Sharing, Word Processing, Email Processing? Ans: **Word Processing**
- 333. What color underline indicates grammar mistakes in MS Word? Ans: Green
- **334.** In MS Word 2021, what does pressing the F8 key three times select? Ans: **Sentence**
- 335. Where can you find the Zoom option in MS Word 2021? Ans: Status bar
- **336.** Which print setting option in MS Word 365 allows you to choose specific pages to print? Ans: **Custom Print**
- 337. What is the shortcut key to close an MS Word 365 document? Ans: Alt + F4
- 338. What color underline indicates contextual errors in MS Word? Ans: Blue
- **339.** What does the Word Count command in MS Word display besides the number of words? Ans: **Number of characters, lines, and paragraphs.**
- 340. What is the largest font size available in the drop-down list of MS Word 365? Ans: 72
- **341.** Which of the following is NOT a type of page margin in MS Word 365: Left, Right, Center, Top? Ans: **Center**
- 342. What is the name of the word processor included with most Apple devices? Ans: Pages
- **343.** What is the shortcut key to create Subscript in MS Word 2021? Ans: Ctrl + =
- **344.** Which options are correct for saving a document in MS Word: Save, Save As, Ctrl + S? Ans: **All of the above**
- 345. What is the file extension for WordPad? Ans: .RTF
- 346. What is the default zoom level in Microsoft Word 365? Ans: 100%
- 347. What can you change using the Ruler in MS Word? Ans: Formatting
- 348. Which tab is used least often in MS Word's Ribbon? Ans: Mailings
- **349.** What color wavy underline appears under a word that is not in MS Word's dictionary? Ans: **Red**
- **350.** When integrating MS Word and Excel, which program typically acts as the client? Ans: MS Word
- 351. What is the default font and font size in Microsoft Word 2021? Ans: Calibri font, 11 Point

- 352. In MS Word 2007, a font size of 36 points is equal to how many inches? Ans: 0.5 inches
- 353. What is the supported font size range in MS Word 2019/2021? Ans: 1 to 1638
- 354. What is the primary use of MS Word? Ans: Designing and editing text
- **355.** Which of the following is NOT present in MS Word: Word Count, Font Size, Brush, Page Margin? Ans: **Brush**
- 356. What can you do with documents in MS Word? Ans: Create, edit, and save
- 357. What was the initial name of Microsoft Word? Ans: Multi-Tool Word
- 358. What does WYSIWYG mean in MS Word? Ans: What You See Is What You Get
- **359.** Which of the following is a group of related commands in the References tab of MS Word: Table of Contents, Footnotes, Citations & Bibliography? Ans: **All of the above**
- **360.** Which of the following is NOT a command in the Insert tab of MS Word: Page, Table, Link, Style? Ans: **Style**
- 361. What can be added to an MS Word document using the Insert tab? Ans: Table, Picture, Clip Art
- **362.** Which of the following commands is NOT present in the Home tab of MS Word: Clipboard, Font, Paragraph? Ans: **None of the above**
- **363.** What is the default tab in MS Word? Ans: **Home tab**
- **364.** Which group in the Home tab of MS Word allows changing font color? Ans: Font group
- **365.** How many options are available in the "Change Case" menu in MS Word 2021? Ans: **5** options
- **366.** How many alignment options are in the Paragraph group in MS Word? Ans: **4** (**Left, Center, Right, Justify**)
- 367. What does the "Justify" option do in MS Word? Ans: Aligns text to both left and right margins.
- 368. What is the shortcut key to open the Mail Merge dialog box in MS Word? Ans: Alt + Shift + N
- **369.** What is the shortcut key to open the Page Setup dialog box in MS Word? Ans: Alt + P, S
- **370.** What is the shortcut key to update a Table of Contents in MS Word? Ans: **F9**
- 371. What is the shortcut key to check the word count in MS Word? Ans: Ctrl + Shift + G
- 372. What is the shortcut key to open the Zoom dialog box in MS Word? Ans: Alt + W, Z
- 373. What is the shortcut key to switch between open windows in MS Word? Ans: Alt + Tab
- 374. What is the shortcut key to split the current window in MS Word? Ans: Alt + Ctrl + S
- 375. What is the shortcut key to show or hide the ruler in MS Word? Ans: Alt + W, R
- **376.** What is the shortcut key to save a document in MS Word? Ans: Ctrl + S
- 377. What is the shortcut key to print a document in MS Word? Ans: Ctrl + P
- 378. What is the shortcut key to create a new document in MS Word? Ans: Ctrl + N
- 379. What is the shortcut key to open an existing document in MS Word? Ans: Ctrl + O
- 380. What is the shortcut key to close the current document in MS Word? Ans: Ctrl + W
- **381.** What is the shortcut key to cut selected text in MS Word? Ans: Ctrl + X

- **382.** What is the shortcut key to copy selected text in MS Word? Ans: Ctrl + C
- **383.** What is the shortcut key to paste copied or cut text in MS Word? Ans: Ctrl + V
- **384.** What is the shortcut key to undo the last action in MS Word? Ans: Ctrl + Z
- 385. What is the shortcut key to redo the last undone action in MS Word? Ans: Ctrl + Y
- 386. What is the shortcut key to repeat the last action in MS Word? Ans: F4 or Ctrl + Y
- **387.** What is the shortcut key to move to the beginning of a document in MS Word? Ans: **Ctrl** + **Home**
- 388. What is the shortcut key to move to the end of a document in MS Word? Ans: Ctrl + End
- 389. What is the shortcut key to move to the previous page in MS Word? Ans: Alt + Ctrl + Page Up
- 390. What is the shortcut key to move to the next page in MS Word? Ans: Alt + Ctrl + Page Down
- 391. What is the shortcut key to insert a bookmark in MS Word? Ans: Ctrl + Shift + F5
- 392. What is the shortcut key to go to a specific bookmark in MS Word? Ans: Ctrl + G
- 393. What is the shortcut key to insert a comment in MS Word? Ans: Alt + Ctrl + M
- **394.** What is the shortcut key to open the Thesaurus in MS Word? Ans: **Shift** + **F7**
- **395.** What is the shortcut key to start a spell check in MS Word? Ans: **F7**
- **396.** What is the shortcut key to open the Help window in MS Word? Ans: **F1**
- **397.** What is the shortcut key to create a new workbook in MS Excel? Ans: Ctrl + N
- **398.** What is the function used for current date and time in MS Excel? Ans: =**NOW**()
- 399. How many characters can be typed in a single cell in MS Excel? Ans: 32,767
- 400. What is the shortcut key to hide the selected rows in MS Excel? Ans: Ctrl + 9
- 401. What is the symbol used for concatenation in MS Excel? Ans: &
- 402. How do you denote a range from B1 through E5 in MS Excel? Ans: B1:E5
- **403.** What is the shortcut key to insert a worksheet in MS Excel? Ans: **Shift** + **F11** or **Alt** + **Shift** + **F1**
- 404. What is the function key to edit a cell in MS Excel? Ans: F2
- 405. What is the smallest unit in MS Excel? Ans: Cell
- 406. What are the types of cell referencing in MS Excel? Ans: Relative, Absolute, Mixed
- 407. What is the shortcut key for hyperlink in MS Excel? Ans: Ctrl + K
- 408. What is the shortcut key for spell check in MS Excel? Ans: F7
- 409. What is the shortcut key for the saurus in MS Excel? Ans: Shift + F7
- **410.** What is the tab name where the recording option called Macros is found in MS Excel? Ans: **View**
- 411. What is the maximum number of worksheets in an MS Excel workbook? Ans: 255
- 412. What is the default zoom percentage in MS Excel? Ans: 100%
- 413. What is the function used for current date in MS Excel? Ans: =TODAY()
- **414.** What is the function used for current time in MS Excel? Ans: =**NOW**()
- 415. What is the shortcut key used for current date in MS Excel? Ans: Ctrl +;

- **416.** What is the shortcut key used for current time in MS Excel? Ans: Ctrl + Shift +;
- 417. What is the shortcut key used for current date & time in MS Excel? Ans: Ctrl +; (press Space) Ctrl + Shift +;
- 418. What is the shortcut key to open an existing workbook in MS Excel? Ans: Ctrl + O
- 419. What is the function key to open the Save As dialog box in MS Excel? Ans: F12
- **420.** What is the shortcut key to close MS Excel software? Ans: Alt + F4
- 421. What is the shortcut key to hide the selected columns in MS Excel? Ans: Ctrl + 0
- 422. What are columns denoted by in MS Excel? Ans: Alphabets
- 423. What are rows denoted by in MS Excel? Ans: Numbers
- 424. Where is the formula shown in MS Excel? Ans: Formula Bar
- 425. What is the first cell address in MS Excel? Ans: A1
- 426. Where is the address of cell shown in MS Excel? Ans: Name Box
- **427.** What does the formula/function start with in MS Excel? Ans: = **Sign**
- **428.** What is the remainder function in MS Excel? Ans: **MOD**()
- **429.** What is the symbol used to show range in MS Excel? Ans: :(Colon)
- **430.** What is the symbol used for cell referencing in MS Excel? Ans: \$ (Dollar)
- **431.** What is the type of cell referencing for A5 in MS Excel? Ans: **Relative**
- **432.** What is the type of cell referencing for \$A\$5 in MS Excel? Ans: **Absolute**
- 433. What is the type of cell referencing for A\$5 or \$A5 in MS Excel? Ans: Mixed
- 434. Who is the founder of MS PowerPoint? Ans: Robert Gaskins and Dennis Austin
- 435. What is the shortcut key to create a new presentation in MS PowerPoint? Ans: Ctrl + N
- 436. What is the shortcut key to add a new slide in MS PowerPoint? Ans: Ctrl + M
- **437.** What is the function key to start the slide show from the beginning in MS PowerPoint? Ans: **F5**
- **438.** What is the shortcut key to start the slide show from the current slide in MS PowerPoint? Ans: **Shift** + **F5**
- 439. What is the key to end the slide show in MS PowerPoint? Ans: Esc
- 440. What is the shortcut key to print a presentation in MS PowerPoint? Ans: Ctrl + P
- 441. What is the shortcut key to save a presentation in MS PowerPoint? Ans: Ctrl + S
- **442.** What is the shortcut key to close MS PowerPoint? **Ans: Ctrl + Q**
- 443. What is the shortcut key to open the Find dialog box in MS PowerPoint? Ans: Ctrl + F
- 444. What is the shortcut key to open the Replace dialog box in MS PowerPoint? Ans: Ctrl + H
- 445. What is the shortcut key to increase font size in MS PowerPoint? Ans: Ctrl + Shift +>
- 446. What is the shortcut key to decrease font size in MS PowerPoint? Ans: Ctrl + Shift + <
- 447. What is the shortcut key for superscript in MS PowerPoint? Ans: Ctrl + Shift + +
- 448. What is the shortcut key for subscript in MS PowerPoint? Ans: Ctrl + =
- **449.** What is the shortcut key to start Presenter View in MS PowerPoint? Ans: Alt + F5
- 450. What is the shortcut key for Print Preview in MS PowerPoint? Ans: Ctrl + F2
- 451. What is the shortcut key to close MS PowerPoint software? Ans: Alt + F4

- **452.** What is the old name of MS PowerPoint? Ans: **Presenter**
- 453. What language is MS PowerPoint written in? Ans: C++, Objective C
- 454. What is the file extension for MS PowerPoint? Ans: .ppt/.pptx
- 455. What is the individual page called in MS PowerPoint? Ans: Slide
- **456.** What is the dotted box called in MS PowerPoint? Ans: **Place Holder**
- 457. Which side is the Animation Pane on in MS PowerPoint? Ans: Right Side
- 458. What are the types of transition in MS PowerPoint? Ans: Subtle, Exciting, Dynamic Content
- 459. What are the types of animation in MS PowerPoint? Ans: Entrance, Emphasis, Exit, Motion Paths
- 460. What is the minimum zoom percentage in MS PowerPoint? Ans: 10%
- **461.** What is the default zoom percentage in MS PowerPoint? Ans: **100%**
- 462. What is the maximum zoom percentage in MS PowerPoint? Ans: 400%
- **463.** What is the shortcut key to duplicate a slide in MS PowerPoint? Ans: Ctrl + D
- **464.** What is the shortcut key to open the Font dialog box in MS PowerPoint? Ans: Ctrl + Shift + F / Ctrl + T
- 465. What is the minimum font size in a table in MS PowerPoint? Ans: 8 Point
- **466.** What is the maximum font size in a table in MS PowerPoint? Ans: **96 Point**
- 467. What is the maximum font size in MS PowerPoint? Ans: 3600/4000
- **468.** What is the shortcut key for Undo in MS PowerPoint? Ans: Ctrl + Z
- 469. What is the function key for SaveAs in MS PowerPoint? Ans: F12
- 470. What is the shortcut key for Centre Align in MS PowerPoint? Ans: Ctrl + E
- 471. What is the shortcut key for Right Align in MS PowerPoint? Ans: Ctrl + R
- 472. What is the shortcut key for Left Align in MS PowerPoint? Ans: Ctrl + L
- 473. What is the shortcut key for Copy Formatting in MS PowerPoint? Ans: Ctrl + Shift + C
- 474. What is the shortcut key for Paste Formatting in MS PowerPoint? Ans: Ctrl + Shift + V
- 475. How many tabs are there in MS PowerPoint? Ans: 12
- 476. What are the names of the tabs in MS PowerPoint? Ans: File, Home, Insert, Draw, Design, Transition, Animation, Slide Show, Record, Review, View, Help
- 477. How many views are there in the View tab of MS PowerPoint? Ans: 8
- 478. What is the default slide size in MS PowerPoint? Ans: 13.33 x 7.5 inches (Widescreen 16:9)
- 479. What is the default file name of a MS PowerPoint file? Ans: Presentation1
- 480. What does UNIVAC stand for? Ans: Universal Automatic Computer
- 481. What is the shortcut key to go to the first slid in MS PowerPoint? Ans: Home
- 482. What is the shortcut key to go to the last slide in MS PowerPoint? Ans: End
- 483. What is the shortcut key to center a paragraph in MS PowerPoint? Ans: Ctrl + E
- 484. What is the shortcut key to insert a new slide in MS PowerPoint? Ans: Ctrl + M
- **485.** What is the shortcut key to duplicate a slide in MS PowerPoint? Ans: Ctrl + D
- 486. What is the shortcut key to increase font size in MS PowerPoint? Ans: Ctrl + Shift +>



- **487.** What is the shortcut key to decrease font size in MS PowerPoint? Ans: Ctrl + Shift + <
- 488. What is the shortcut key to show or hide gridlines in MS PowerPoint? Ans: Shift + F9
- 489. What is the shortcut key to close a presentation in MS PowerPoint? Ans: Ctrl + W
- **490.** What is the shortcut key to close MS PowerPoint software? Ans: **Alt** + **F4**
- **491.** What is the shortcut key for Spell Check in MS PowerPoint? Ans: **F7**
- 492. What is the shortcut key for Thesaurus in MS PowerPoint? Ans: Shift + F7
- 493. What is the shortcut key for slide show from the beginning in MS PowerPoint? Ans: F5
- **494.** What is the shortcut key for slide show from the current slide in MS PowerPoint? Ans: **Shift** + **F5**
- 495. What is the shortcut key for Presenter View in MS PowerPoint? Ans: Alt + F5
- **496.** What is the shortcut key for Slide Sorter View in MS PowerPoint? Ans: Alt + V + D
- **497.** What is the shortcut key to open the Font dialog box in MS PowerPoint? Ans: Ctrl + Shift + F / Ctrl + T
- 498. What is the shortcut key to change case in MS PowerPoint? Ans: Shift + F3
- 499. What is the shortcut key to end a slide show in MS PowerPoint? Ans: Esc
- **500.** What is the shortcut key for Save As in MS PowerPoint? Ans: Ctrl + Shift + S
- **501.** What is the shortcut key for superscript in MS PowerPoint? Ans: Ctrl + Shift + +
- **502.** What is the shortcut key for subscript in MS PowerPoint? Ans: Ctrl + =
- 503. What is the shortcut key for Copy Formatting in MS PowerPoint? Ans: Ctrl + Shift + C
- **504.** What is the shortcut key for Paste Formatting in MS PowerPoint? Ans: Ctrl + Shift + V
- **505.** What is the maximum number of slides recommended for a single PowerPoint presentation? Ans: **No maximum limit**
- 506. What is the file extension of MS PowerPoint slide show? Ans: .pps/.ppsx/.ppsm
- **507.** How many rows and columns are there in a table in PowerPoint 365? Ans: **75 rows and 75 columns**
- **508.** What is the key that will not advance the slides in a slide show view in MS PowerPoint 365? Ans: **Esc key**
- 509. What is the shortcut key to show or hide the grids in MS PowerPoint 365? Ans: Shift + F9
- 510. What is the shortcut key for Save As in PowerPoint 2021? Ans: Ctrl + Shift + S
- 511. Under which tab are Themes found in PowerPoint? Ans: Design tab
- **512.** What is the minimum & maximum font size available in drop-down in MS PowerPoint 365? Ans: **8 & 96**
- 513. What is the shortcut key to increase font size in PowerPoint? Ans: Ctrl + Shift +>
- 514. What is the default file name of a PowerPoint file? Ans: Presentation1
- **515.** What is a PowerPoint template saved as? **Ans:.potx**
- 516. Which menu in PowerPoint 365 is used to change the size of an object? Ans: Format
- 517. What is the shortcut key to perform "Redo" operation in MS PowerPoint 2021? Ans: Ctrl + Y
- 518. What is the range of font size supported in MS PowerPoint 2019/2021? Ans: 1 to 3600

- **519.** What is the name of the Apple Presentation Software? Ans: **Keynotes**
- **520.** What is the default size of a PowerPoint 365 slide? Ans: **16:9** (Widescreen)
- **521.** What is the shortcut key to insert a hyperlink on a selected object in PowerPoint? Ans: **Ctrl** + **K**
- **522.** Which menu tab does "Chart" appear under in PowerPoint 2016? Ans: **Insert**
- **523.** What is the shortcut key to start a presentation in Presenter View? Ans: Alt + F5
- **524.** What is the default color of the pen in a PowerPoint slide? Ans: **Red**
- **525.** What are the special effects used to introduce slides in a presentation of PowerPoint known as? Ans: **Transitions**
- **526.** From which Microsoft PowerPoint version was the live presentation feature added? Ans: **MS PowerPoint 2019**
- 527.W of the following pairs of function tabs is/are correct? Ans: Both 1 & 2 (Themes Design, Notes page Vew)
- **529.** In MS PowerPoint 365, what is used to add time to the slides in a presentation? Ans: **Rehearse timings button**
- **530.** What is the command in MS PowerPoint 365 that brings you to the first slide in the presentation? Ans: **Home**
- **531.** What is the default view in MS PowerPoint 365? Ans: Normal view
- 532. In MS PowerPoint 2021, which of the following menu has the Spelling Option? Ans: Review
- 533. What is the PowerPoint view that displays only text (title and bullets)? Ans: Outline view
- **534.** Using MS-PowerPoint 365 which layout will you use to display hierarchies of employees in your company? Ans: **Organization Chart**
- **535.** To use the exact same font type, size and color in the title of all the slides in a PowerPoint presentation you will use: Ans: **Slide Master**
- **536.** What is the keyboard shortcut to perform "Redo" operation in MS PowerPoint 2021? Ans: Ctrl + Y
- **537.** What is the keyboard shortcut for inserting a hyperlink on a selected object in PowerPoint? Ans: Ctrl + K
- **538.** In Microsoft PowerPoint presentation, in order to select one hyperlink after another during a slide presentation, which keyboard key is pressed? Ans: **Tab**
- 539. What is the valid file format in MS PowerPoint 365? Ans: .pptm, .ppt, .pptx
- **540.** In Microsoft PowerPoint, what allows the user to see all the slides in the presentation in a single view? Ans: **Slide Sorter View**
- **541.** Which of the following is most suitable to rearrange slides in MS PowerPoint? Ans: **Slide Sorter**
- **542.** During the slide show, which shortcut key is used to view the computer taskbar? Ans: **Ctrl** +
- **544.** In PowerPoint 2016, "Chart" appears under which Menu Tab? Ans: **Insert**
- **545.** Which of the following is not a valid file format in MS PowerPoint 365? Ans: .pwpt

- **546.** In Microsoft PowerPoint 365, to add Header and Footer to handouts which view is used? Ans: **Handout master**
- **547.** In MS PowerPoint 365 Which of the following is used to add time to the slides in a presentation? Ans: **Rehearse timings button**
- **548.** In MS PowerPoint 365 which command brings you to the first slide in the presentation? Ans: **Home**
- **549.** The default view in MS PowerPoint 365 is: Ans: Normal view
- **550.** In MS PowerPoint 2021, Which of the following menu has the Spelling Option? Ans: **Review**
- 551. The PowerPoint view that displays only text (title and bullets) is: Ans: Outline view
- **552.** Using MS-Power Point 365 which layout will you use to display hierarchies of employees in your company? Ans: **Organization Chart**
- **553.** To use the exact same font type, size and color in the title of all the slides in a PowerPoint presentation you will use? Ans: **Slide Master**
- 554. What is the Apple Presentation Software named? Ans: Keynotes
- 555. What is the default size of a PowerPoint 365 slide? Ans: 16:9 (Widescreen)
- **556.** What is the first spreadsheet? Ans: **VisiCalc**
- **557.** What is the MS-DOS spreadsheet? Ans: Lotus 1-23
- **559.** What is the Appl spreadsheet? Ans: **Numbers**
- **560.** What is the Microsoft spreadsheet? Ans: MS Excel
- **561.** What is the MS Excel extension old version? Ans: .xls
- **562.** What is the MS Excel extension new version? Ans: .xlsx
- 563. How many tabs are there in MS Excel? Ans: 9
- **564.** What is the MS Excel tab by default? Ans: **Home**
- 565. What is the first tab in MS Excel? Ans: File
- 566. What is the third tab in MS Excel? Ans: Insert
- 567. What is the MS Excel tab after Insert? Ans: Page Layout
- **568.** What is the MS Excel collection of Worksheet called? Ans: Workbook
- 569. What is a Workbook a collection of in MS Excel? Ans: Worksheet/Sheet
- **570.** What is the MS Excel file name by default? Ans: **Book1**
- 571. What is the maximum number of Worksheet in MS Excel? Ans: 255 / No Maximum Limit
- 572. What is the number of default sheets in the old version of MS Excel? Ans: 3
- 573. What is the number of default sheets in the new version of MS Excel? Ans: 1
- 574. What is the number of rows in MS Excel 2003 & below versions? Ans: 65,536
- 575. What is the number of columns in MS Excel 2003 & below versions? Ans: 256
- 576. What is the number of rows in MS Excel 2007 & above versions? Ans: 10,48,576
- 577. What is the number of columns in MS Excel 2007 & above versions? Ans: 16,384
- 578. What is the MS Excel column width by default? Ans: 255 Characters
- 579. What is the MS Excel row height by default? Ans: 409 Points

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- 580. What is the total number of characters that a cell can contain in MS Excel? Ans: 32,767
- **581.** What is the minimum zoom percentage in MS Excel? Ans: **10%**
- 582. What is the maximum zoom percentage in MS Excel? Ans: 400%
- 583. What is the value of Floor(14,4) in MS Excel? Ans: 12
- **584.** What is the value of Floor(21,4) in MS Excel? Ans: **20**
- **585.** What is the value of Floor(20,4) in MS Excel? Ans: **20**
- **586.** What is the value of Floor(15,5) in MS Excel? Ans: **15**
- **587.** What is the value of Floor(9,5) in MS Excel? **Ans: 5**
- **588.** What is the value of Floor(29,5) in MS Excel? Ans: **25**
- **589.** What is the value of CEILING(14,4) in MS Excel? Ans: **16**
- **590.** What is the value of CEILING(21,4) in MS Excel? Ans: **24**
- **591.** What is the value of CEILING(20,4) in MS Excel? Ans: **20**
- **592.** What is the value of CEILING(15,5) in MS Excel? Ans: **15**
- **593.** What is the value of CEILING(9,5) in MS Excel? Ans: **10**
- **594.** What is the value of CEILING(29,5) in MS Excel? Ans: **30**
- **595.** What is the value of = Ceiling (19,4) + Floor(19,4) in MS Excel? Ans: **36**
- **596.** How many cells are there from A10 : D30 in MS Excel? Ans: **84**
- **597.** In MS Excel, which symbol denotes a range from B1 through E5? Ans: **B1:E5**
- **598.** What is the address of the cell in the tenth row of the fifth column in an MS Excel worksheet? Ans: **E10**
- 599. In Excel, which one is an absolute cell reference? Ans: \$A\$1
- **600.** What is the value of the following MS Excel function = CEILING(14,4)? Ans: 16
- **601.** What is the value of the following MS Excel function = Floor(14,4)? Ans: 12
- **602.** By default, a Microsoft Excel 2016 workbook contains how many worksheets? Ans: 1
- 603. To insert a new worksheet in MS Excel, which key combination do we press? Ans: Shift + F11
- **604.** What does COUNT(1,2,3) return in MS Excel? Ans: 3
- 605. What does COUNT(1,"a","b") return in MS Excel? Ans: 1
- 606. What does COUNT("apple",100,125,150,"orange") return in MS Excel? Ans: 3
- **607.** Which of the following shortcut keys is used to quickly create a new, blank workbook in MS Excel 2010? Ans: **Ctrl** + **N**
- 608. An Excel Workbook is a collection of what? Ans: Worksheets
- 609. In MS Excel, what are tiny charts placed in single cells called? Ans: Spark Lines
- **610.** In an MS Excel worksheet, which function key do we press to invoke the 'GO TO' dialogue box? Ans: **F5**
- 611. In Excel, how many characters can be typed in a single cell? Ans: 32,767
- 612. Which function key is used in MS Excel 365 to edit a cell? Ans: F2
- **613.** Which shortcut key is used in MS Excel 365 to insert the current date? Ans: Ctrl +;

- 614. How many users can open an Excel file at the same time? Ans: Multiple users can open an Excel file simultaneously, with the exact number depending on the file sharing settings and network capabilities.
- 615. How do you specify a cell range from A9 to A99 in Excel 365? Ans: A9:A99
- **616.** What is the output of the MS Excel function =CEILING (40,3)? Ans: **42**
- **617.** What is the default alignment of data in MS Excel 365? Ans: **Text is left aligned, numbers** are right aligned.
- 618. How are columns named in MS Excel 365? Ans: Alphabetically
- **619.** Which one of the following is a "Date & Time" function in Excel 365? Ans: **NOW**()
- **620.** By default, any new workbook you create in Excel 2021 will contain how many worksheets? Ans: **1 Worksheet**
- **621.** Which programming language is primarily used for writing macros in Excel? Ans: **VBA** (**Visual Basic for Applications**)
- **622.** What is the shortcut key to create a new worksheet in Excel 365? Ans: **Shift** + **F11** or **Alt** + **Shift** + **F1**
- **623.** Which type of Cell Reference in MS Excel 365 contains a formula which does not change when the formula is copied? Ans: **Absolute Reference**
- 624. Which of the following is an absolute cell reference in MS Excel 365? Ans: \$A\$1
- 625. Which of the following is a relative cell reference in MS Excel 365? Ans: C2
- 626. What is the address of 9th Row & 6th Column in MS Excel 2019/2021? Ans: F9
- **627**. What is the output of the following function in MS Excel 2021 = CEILING(5*9, 12)? Ans: **48**
- **628.** Starting letter of the column is 'A', What would be the end letter in MS Excel 365? Ans: **XFD**
- **629.** What location would be described by the cell E12 in MS Excel 365? Ans: Column E on row 12
- 630. Which of the following formulas will Excel Not be able to calculate? Ans: =SUM(A1:A5)/(10-10)
- **631.** Which among the following is a valid cell address in MS Excel 365? Ans: **D6**
- 632. When integrating MS-Word and Excel, Word is usually the: Ans: Client
- 633. What is the shortcut key to hide the entire row in MS Excel 365? Ans: CTRL + 9
- **634.** What is the keyboard shortcut to add a new row above a given row in Microsoft Excel? Ans: Alt + I + R
- 635. Which of the following is a spreadsheet software? Ans: All of these (Microsoft Excel, Google Sheets, LibreOffice Calc)
- 636. What is the result of the following MS-Excel formula? =256/8/4/2 Ans: 4
- **637.** What is the value of (1+4+9+16) in MS Excel? Ans: **30**
- 638. Which function key is used to create charts in MS Excel? Ans: F11 or Alt + F1
- 639. Which chart is good for a single series of data in MS Excel? Ans: Pie Chart

- **640.** Under which tab is Chart found in MS Excel? Ans: Insert
- **641.** What is used to create a chart in MS Excel? Ans: Chart Wizard
- **642.** What is a Doughnut chart similar to in MS Excel? Ans: **Pie Chart**
- 643. What are tiny charts placed in single cells called in MS Excel? Ans: Spark Lines
- 644. How many basic charts are there in MS Excel? Ans: 3 (Bar Chart, Pie Chart, Line Chart)
- **645.** Which chart is used to show trends over time and series in MS Excel? Ans: Line Chart
- **646.** In the formula, which symbol specifies the fixed columns or rows? Ans: \$
- 647. Which of the following is an example of a mixed cell reference? Ans: A\$9 or \$A9
- **648.** What is the address of the cell in the tenth row and fifth column in an MS Excel worksheet? Ans: **E10**
- **649.** More In MS Excel, what does the symbol \$ specify in a formula? Ans: **Fixed columns or rows**
- **650.** What is the value of the MS Excel function = CEILING(14,4)? Ans: **16**
- 651. How many worksheets does a default Microsoft Excel 2016 workbook contain? Ans: 1
- 652. What is the shortcut key to hide the entire column in MS Excel 365? Ans: Ctl + 0
- **653.** What does PDP stand for? Ans: **Programmed Data Processor**
- 654. What does a cell address in MS Excel consist of? Ans: Column letter and row number (e.g., A1)
- **655.** What is the shortcut key for "Save document"? Ans: Ctrl + S
- 656. What is the function of F5 key? Ans: Refresh/Reload Page
- **657.** What is the difference between debugging and testing? Ans: **Testing finds errors and bugs**, while debugging corrects them.
- 658. What are the different types of malware? Ans: Ransomware, Trojan Horse, Worm, Spyware, Virus, Logic Bombs, Fileless Malware, Adware, Rootkits, Keylogger
- 659. What is the first boot sector virus? Ans: Brain
- **660.** What is the name of the first computer virus? Ans: Creeper
- 661. What is the pattern that can be used to identify a virus known as? Ans: Virus Signature
- **662.** What is malware that self-replicates and sends itself to other computers in your network called? Ans: **Worm**
- 663. What is software that pretends to be useful but is really malware? Ans: Trojan horse
- **664.** When cybercriminals try to get sensitive information from you, like credit card numbers and passwords, what is it called? Ans: **Phishing**
- 665. What is the name for unsolicited bulk email? Ans: Spam
- 666. What is a person who gains illegal access to a computer system called? Ans: Hacker
- 667. What is a hole in software left by a designer called? Ans: Trap Door
- 668. What is a virus that occurs during a particular date or time called? Ans: Time Bomb
- 669. What are some cyber security tools? Ans: Firewalls, Antivirus, Antimalware, Encryption Tools, VPN, Strong passwords
- 670. What is the name of the first electronic computer? Ans: ENIAC

- 671. What is the name of the first supercomputer in India? Ans: PARAM Padma
- 672. What is the name of the first computer game? Ans: Spacewar
- 673. What are the steps for developing software? Ans: Algorithm, Flowchart, Pseudocode, Coding/Programming
- 674. What does HTML stand for? Ans: Hypertext Markup Language
- **675.** What is the name of the first ever website? Ans: **CERN**
- 676. What are personal logs or journal entries posted on the Web known as? Ans: Blogs
- **677.** What are small application programs that run on a web page and may ensure a form is completed properly or provide animation known as? Ans: **Applets**
- 678. What does ASCII stand for? Ans: American Standard Code for Information Interchange
- 679. How many characters can be represented in ASCII-7? Ans: 128
- 680. What is the decimal representation for the character '!' in ASCII? Ans: 33
- 681. What is the decimal representation for the character 'A' in ASCII? Ans: 65
- **682.** What is the difference between the ASCII value of each lowercase letter and the uppercase letter? Ans: **32**
- 683. What is the shortcut key for "Save As Dialogue Box"? Ans: F12
- 684. What is the shortcut key for "Exit & Enter full screen mode on browser"? Ans: F11
- 685. What is the shortcut key for "Spelling and Grammar dialog box"? Ans: F7
- **686.** What is the difference between a compiler and an interpreter? Ans: A compiler converts the entire source code into object code in one step, while an interpreter converts and executes the code line by line.
- **687.** What is an assembler? Ans: **An assembler converts assembly language into machine language.**
- 688. What are some examples of open source software? Ans: Linux, VLC media player, Mozilla Firefox, Libre Office, Open Office, PHP, Python
- 689. What is the EULA? Ans: End User License Agreement, a contract between the user and the software publisher.
- 690. What are the two main categories of software? Ans: Horizontal Software (general purpose) and Vertical Software (industry-specific).
- 691. What is the SDLC process? Ans: Software Development Lifecycle, a process with 7 stages.
- 692. What are the different types of phishing attacks? Ans: Smishing (SMS phishing), Vishing (Voice phishing), and Pharming (fake website redirection).
- 693. What is the name of the first programmer? Ans: Ada Lovelace
- 694. What is the first high level language? Ans: Fortran
- 695. Which programming language was developed by Apple? Ans: Swift
- 696. Which programming language is used for Android apps? Ans: Java
- 697. Which programming language is used for IOS apps? Ans: Swift

- 698. What are the different generations of programming languages? Ans: 1: Low Level (Machine/Binary), 2: Low Level (Assembly), 3: High Level (C, C++, Java), 4: Database & Scripting (Perl, Python, SQL), 5: AI/Machine (Mercury, Prolog, LISP)
- 699. What are the different generations of computers? Ans: 1st Gen (1940-1956): Vacuum Tubes, 2nd Gen (1957-1963): Transistors, 3rd Gen (1964-1971): Integrated Circuits, 4th Gen (1972-1979): Microprocessors, 5th Gen (1980-present): ULSI, AI
- 700. What is the scientific name of a computer? Ans: Sillico sapiens
- 701. What does BCD stand for? Ans: Binary Coded Decimal
- 702. What are the different types of code in computers? Ans: ASCII, EASCII, BCD, EBCDIC, UNICODE, UNICODE 2.0
- 703. What is the shortcut key to open the "find and replace" window? Ans: Ctrl + H
- 704. What is the shortcut key to open the "font" window in Microsoft Word? Ans: Ctrl + D
- 705. What is the function of the F2 key? Ans: Rename any file/folder
- **706.** What is the function of the F3 key? Ans: **Search**
- 707. What is the function of the F4 key? Ans: Repeat last action performed
- 708. What is the function of the F9 key? Ans: Refreshes a document in Microsoft Word / Sends and receives emails in Outlook
- 709. What is the function of the F10 key? Ans: Activate the menu bar or Ribbon
- 710. What is the function of the Shift + F10 keys? Ans: Same as Right Click on Desktop
- 711. What are some examples of system software? Ans: Operating System, Device Driver, Language Translator, Utilities, Firmware
- 712. What are some examples of operating systems? Ans: Android, iOS, macOS, Windows, Linux, Unix, DOS
- 713. What are some examples of language translators? Ans: Compiler, Interpreter, Assembler
- 714. What is firmware? Ans: A combination of hardware and software, often found in embedded systems.
- 715. What are some examples of freeware? Ans: VLC Media Player, Internet Explorer, Other Browsers
- 716. What are some examples of malware? Ans: Trojan Horse, Virus, Worm, Rootkits, Ransomware
- 717. What are some examples of shareware? Ans: Antivirus software like Kaspersky, Quick Heal
- 718. What is the difference between horizontal and vertical software? Ans: Horizontal software can be used by anyone, while vertical software is customized for specific industries or needs.
- 719. What is the first computer to use the Stored Program Concept? Ans: EDSAC
- 720. What was the first commercial computer? Ans: UNIVAC
- 721. What was the first supercomputer in the world? Ans: CDC 6600
- 722. What was the first microcomputer? Ans: Micral

- 723. What was the first minicomputer? Ans: PDP-1
- 724. What was the first mainframe computer? Ans: Harvard Mark I
- 725. What is the first ISP (Internet Service Provider) in the world? Ans: Telenet
- 726. What is the first ISP (Internet Service Provider) in India? Ans: VSNL
- 727. What are the three modifier keys? Ans: Ctrl, ALT, Shift
- 728. What are the three toggle keys? Ans: Caps Lock, Num Lock, Scroll Lock
- 729. What is the function of the Ctrl + A shortcut key? Ans: Select all
- 730. What is the function of the Ctrl + B shortcut key? Ans: Make text bold
- **731.** What is the function of the Ctrl + C shortcut key? Ans: Copy
- 732. What is the function of the Ctrl + E shortcut key? Ans: Center align text
- 733. What is the function of the Ctrl + I shortcut key? Ans: Italicize text
- 734. What is the function of the Ctrl + J shortcut key? Ans: Justify alignment
- 735. What is the function of the Ctrl + K shortcut key? Ans: Create hyperlink
- 736. What is the function of the Ctrl + L shortcut key? Ans: Left align text
- 737. What is the function of the Ctrl + M shortcut key? Ans: Indent a paragraph in Microsoft Word
- 738. What is the function of the Ctrl + N shortcut key? Ans: Create a new page
- 739. What is the function of the Ctrl + O shortcut key? Ans: Open a file
- **740.** What is the function of the Ctrl + P shortcut key? Ans: **Print**
- 741. What is the function of the Ctrl + Q shortcut key? Ans: Remove paragraph formatting
- 742. What is the function of the Ctrl + R shortcut key? Ans: Right align text
- 743. What is the function of the Ctrl + T shortcut key? Ans: Create a new tab in a web browser
- 744. What is the function of the Ctrl + U shortcut key? Ans: Underline text
- 745. What is the function of the Ctrl + V shortcut key? Ans: Paste
- 746. What is the function of the Ctrl + W shortcut key? Ans: Close the current tab in a web browser
- 747. What is the function of the Ctrl + X shortcut key? Ans: Cut
- 748. What is the function of the Ctrl + Y shortcut key? Ans: Redo
- 749. What is the function of the Ctrl + Z shortcut key? Ans: Undo
- **750.** What is the function of the Ctrl + Alt + Del shortcut key? Ans: **Open Task Manager or reboot the computer**
- **751.** What is the function of the Alt + F4 shortcut key? Ans: Close the current software application or shut down the computer
- **752.** What does the F1 key do? Ans: **Opens Help**
- 753. What does the Shift + F7 key combination do? Ans: Opens Thesaurus in MS Word
- 754. What does the F8 key do? Ans: Opens Safe Mode in Windows
- 755. What is software? Ans: A set of instructions, data, or programs used to operate computers and execute specific tasks.
- 756. What is the main function of computer software? Ans: To turn data into information.

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757. What is a patch? Ans: A piece of software code that can be applied after installation to correct an issue.

S. M. S.

- 758. What is the name of the first ransomware? Ans: AIDS Trojan
- 759. In what year was the first ransomware created? Ans: 1989
- 760. Who created the first ransomware? Ans: Joseph L. Popp
- **761.** What is the name of the first computer virus? Ans: Creeper
- 762. Who created the first computer virus? Ans: Bob Thomas
- 763. In what year was the first computer virus created? Ans: 1971
- **764.** What is the name of the first boot sector virus? Ans: **Brain**
- 765. Who created the first boot sector virus? Ans: Basit and Amjad Farooq Alvi
- 766. In what year was the first boot sector virus created? Ans: 1986
- **767.** What is another name for the ILOVEYOU virus? Ans: Love Bug
- 768. How did the ILOVEYOU virus spread? Ans: Through email
- **769.** In what year did the ILOVEYOU virus spread? Ans: **2000**
- 770. Who created the ILOVEYOU virus? Ans: Onel De Guzman
- 771. What is a retrovirus? Ans: A virus that can delete anti-virus software.
- 772. What is a macro virus? Ans: A virus that spreads in application software.
- 773. What is spoofing? Ans: Spoofing is when cybercriminals try to get sensitive information from you by disguising a communication from an unknown source as a known, trusted source.
- 774. What is sniffing? Ans: Sniffing is when cybercriminals capture your data packets or tap phone wires.
- 775. What is spooling? Ans: Spooling stands for Simultaneous Peripheral Operations Online and is typically associated with printers.
- 776. What does malware stand for? Ans: Malicious Software
- 777. What is a virus? Ans: Malware that copies itself and infects your computer and files.
- 778. What is the name for unwanted junk mass e-mail? Ans: Spam
- 779. What is a trap door? Ans: A hole in software left by the designer.
- 780. What is a time bomb? Ans: A virus that activates on a particular date or time.
- 781. What is smishing? Ans: Smishing is a type of phishing attack that uses SMS or MMS text messages to deliver its message.
- 782. What is vishing? Ans: Vishing uses voice calls and voicemails to obtain sensitive information.
- 783. What is pharming? Ans: Pharming is when fraudsters install malicious code on your personal computer or server to redirect you to a fake website.
- 784. What are the different types of hackers? Ans: White Hat Hackers, Black Hat Hackers, and Gray Hat Hackers.
- 785. What is another name for a White Hat Hacker? Ans: Ethical hacker

- 786. What is the purpose of a White Hat Hacker? Ans: To legally test an organization's or person's computer systems for vulnerabilities.
- **787.** What is another name for a Black Hat Hacker? Ans: **Criminal**
- 788. What does a Black Hat Hacker do? Ans: Accesses and steals data, violating laws.
- 789. What does a Gray Hat Hacker do? Ans: Finds issues and reports them to the owner without malicious intent.
- 790. What is freeware? Ans: Software that is available for free.
- 791. What is an example of freeware? Ans: VLC Media Player
- 792. What is shareware? Ans: Software that is available for trial or with limited features, often requiring payment to unlock the full version.
- 793. What is an example of shareware? Ans: Antivirus software
- 794. What is nagware? Ans: Software that tries to get users to buy a program or service by displaying pop-up alerts.
- 795. What is a device driver? Ans: A program that provides a software interface to hardware devices.
- 796. What is fragmentation? Ans: The scattering of files and folders on a storage device.
- 797. What is defragmentation? Ans: The process of collecting all the scattered files and folders.
- 798. What is software piracy? Ans: The illegal reproduction and distribution of software applications.
- 799. What is the alternative name for application software? Ans: End-user software
- **800**. What is the purpose of application software? Ans: **To perform specific tasks for computer users.**
- **801.** What are some examples of system software in a computer? Ans: **Operating system and utility programs**
- **802.** What is the definition of software? Ans: A part of a computer system that consists of data or computer instructions.
- 803. What is the name of a translator that is a low-level programming language? Ans: Assembler
- **804.** What is an example of a program that is not considered system software? Ans: **Word Processors**
- 805. What is the term for a program in execution? Ans: Process
- 806. What does OSS stand for? Ans: Open Source Software
- 807. What is a software package? Ans: A set of programs that includes full documentation.
- 808. What is firmware? Ans: Software that is substituted for hardware and stored in ROM.
- **809.** What acts as a "glue" between the client and server parts of an application? Ans: **Middleware**
- **810.** Where is firmware typically stored? Ans: **ROM**
- 811. What is middleware? Ans: Software that lies between the OS and the applications running on it.

- **812.** What type of middleware allows communication between built-in applications and the real-time OS? Ans: **Embedded Middleware**
- 813. What is an example of a group of programs? Ans: Accessories, Paint, Word
- 814. In what language do users typically write programs? Ans: High-Level Language
- 815. What computer program converts high-level language into machine language? Ans: Compiler
- 816. Does a compiler translate the whole source code in one step? Ans: Yes
- 817. What does a compiler translate high-level language into? Ans: Machine Language or Binary Language
- 818. What is public domain software? Ans: Software that is not copyrighted.
- 819. What type of software allows redistribution of copies for a limited period? Ans: Shareware
- **820.** What is the home page of a website? Ans: The first page.
- 821. What are blogs? Ans: Personal logs or journal entries posted on the Web.
- 822. What are applets? Ans: Small application programs that run on a web page and may ensure a form is completed properly or provide animation.
- **823.** What is the fastest programming translator? Ans: Compiler
- 824. What is used to convert Source Code into Object Code? Ans: Compiler/Interpreter
- 825. Name a Microsoft Programming Language. Ans: C#, F#, Visual Basic
- 826. What programming language is used for AI (Artificial Intelligence)? Ans: Python, C++, Java, LISP, Prolog
- 827. Who invented the 0 and 1 code? Ans: Gottfried Wilhelm Leibniz
- 828. Who is known as the father of the modern computer? Ans: Alan Turing
- 829. Who is known for the architecture of the computer? Ans: John von Neumann
- 830. Who is the founder of OOPS (Object-Oriented Programming)? Ans: Alan Kay
- 831. What was the first OOPS language? Ans: Simula (1967)
- 832. What was the first pure OOPS language? Ans: SmallTalk (1970s)
- 833. What are HTML tags placed between? Ans: Angular Brackets
- **834.** What is the name of the first ever website? Ans: **CERN**
- 835. What technology was used in the first generation of computers? Ans: Vacuum Tubes
- 836. What technology was used in the second generation of computers? Ans: Transistors
- 837. What technology was used in the third generation of computers? Ans: Integrated Circuits
- **838.** What technology was used in the fourth generation of computers? Ans: **VLSI/Microprocessors**
- 839. What technology is used in the fifth generation of computers? Ans: ULSI/AI, Robots, KBS
- 840. What does VLSI stand for? Ans: Very Large-Scale Integration
- 841. What does ULSI stand for? Ans: Ultra Large-Scale Integration
- 842. What does KBS stand for? Ans: Knowledge Based System
- 843. What type of memory is a floppy disk? Ans: Magnetic Disk
- 844. What type of memory is a hard disk? Ans: Magnetic Disk



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- **845.** What type of memory is a CD? Ans: **Optical Disk**
- **846.** What type of memory is a DVD? Ans: **Optical Disk**
- **847.** What type of memory is an HVD? Ans: **Optical Disk**
- **848.** What type of memory is a pen drive? Ans: **Flash Memory**
- **849.** What type of memory is a memory card? Ans: Flash Memory
- 850. What type of memory is an SSD? Ans: Flash Memory
- 851. What does ENIAC stand for? Ans: Electronic Numerical Integrator and Computer
- 852. What does EDVAC stand for? Ans: Electronic Discrete Variable Automatic Computer



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E-Mail

- 1. What is an email attachment? Ans: An email attachment is any type of file sent along with an email message.
- 2. What is the "To" line used for in an email? Ans: The "To" line is for the primary recipient of the email.
- 3. What does CC stand for in an email? Ans: CC stands for Carbon Copy.
- 4. What does BCC stand for in an email? Ans: BCC stands for Blind Carbon Copy.
- 5. Which Gmail category is not part of the inbox tabs? Ans: Marketplace.
- **6.** What is another term for a flagged email? Ans: **Starred.**
- 7. Where are emails held temporarily if there is an issue with sending them? Ans: Outbox.
- **8.** How much storage comes with every Google Account? Ans: **15 GB.**
- 9. What is the maximum file size you can send as an attachment in Gmail? Ans: 25 MB.
- 10. What is the maximum email size you can receive in your Gmail inbox? Ans: 50 MB.
- **11.** What is another term for spam email? Ans: **Junk email**.
- 12. How long do messages stay in the trash before being permanently deleted? Ans: 30 days.
- **13.** What does archiving an email in Gmail do? Ans: It hides the email from the inbox without deleting it.
- 14. What does muting an email conversation do? Ans: It keeps replies out of the inbox.
- **15.** What option allows you to temporarily remove emails from the inbox and return them later? Ans: **Snooze.**
- 16. What are the parts of an email address? Ans: Username, @ sign, and domain name.
- 17. What is webmail? Ans: Webmail is an email service accessed using a web browser.
- **18.** Who founded Yahoo Mail, and when did it start offering free email? Ans: Jerry Yang and David Filo; October 1997.
- 19. Who created Gmail, and when was it launched? Ans: Paul Buchheit; April 1, 2004.
- 20. What was Hotmail rebranded to in 2012? Ans: Outlook.com.
- 21. What is email spoofing? Ans: Email spoofing is a technique used in scams and phishing attacks to deceive recipients into believing a message came from a trusted source.
- 22. What does SMTP stand for? Ans: Simple Mail Transfer Protocol.
- **23.** What is the difference between POP3 and IMAP? Ans: POP3 downloads emails to the local computer and deletes them from the server, while IMAP allows managing emails on the server and supports multiple users accessing the same account.
- **24.** What is the default POP3 port? Ans: Port 110.
- 25. What is the secure port for IMAP? Ans: Port 993.
- **26.** What happens to a message when it is deleted in email? Ans: It stays in the trash for 30 days before being permanently deleted.
- 27. Who is credited as the creator of email? Ans: Ray Tomlinson.
- 28. Who co-founded Hotmail in 1996? Ans: Sabeer Bhatia and Jack Smith.

- **29.** What is an email client by Mozilla? Ans: Thunderbird.
- **30.** What is a bounced email? Ans: A bounced email is an email message rejected by a mail server, either as a hard bounce (permanent) or soft bounce (temporary).
- **31.** What is Pretty Good Privacy (PGP)? Ans: PGP is a program used to encrypt and decrypt emails and authenticate messages through digital signatures.
- **32.** What protocol is used to send emails? Ans: SMTP.
- **33.** What protocol is used to receive emails? Ans: POP3.
- **34.** What port is used for encrypted SMTP connections? Ans: Port 587.
- **35.** Which email protocol is not used to send or receive emails? Ans: FTP.
- **36.** What is a draft in the context of email? Ans: A draft is a preliminary version of a message that can be edited before being sent.
- 37. What are the three main email protocols? Ans: POP3, IMAP, and SMTP.
- **38.** What is the main difference between POP3 and IMAP? Ans: POP3 downloads emails and removes them from the server, while IMAP allows users to manage emails directly on the server.
- **39.** What does POP3 stand for? Ans: Post Office Protocol version 3.
- **40.** What does IMAP stand for? Ans: Internet Message Access Protocol.
- **41.** What is MIME used for in email? Ans: MIME is used for sending non-text email attachments such as images and videos.
- **42.** Which port is used for encrypted POP3 connections? Ans: Port 995.
- **43.** What is the default port for IMAP? Ans: Port 143.
- **44.** What is the secure port for IMAP? Ans: Port 993.
- **45.** What is the function of SMTP? Ans: SMTP is used to send emails between servers.
- **46.** What is the function of POP3? Ans: POP3 downloads emails from the server to the local computer and deletes them from the server.
- **47.** What is the function of IMAP? Ans: IMAP allows users to access and manage emails on the server without downloading them to the local computer.
- **48.** What happens when you archive an email in Gmail? Ans: The email is removed from the inbox but not deleted and is moved to the "All Mail" label.
- **49.** What happens when you mute an email conversation in Gmail? Ans: Any replies to the conversation stay out of the inbox.
- **50.** What is a webmail service? Ans: A webmail service is an email service accessed through a web browser, such as Gmail or Yahoo Mail.
- **51.** What is an email client? Ans: An email client is software used to manage emails, such as Microsoft Outlook or Thunderbird.
- **52.** What is the difference between webmail and email clients? Ans: Webmail is accessed via a browser, while email clients are installed on a device and manage emails locally.
- **53.** What is email spoofing? Ans: Email spoofing is the act of sending emails with a forged sender address to deceive recipients.

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- **54.** What is phishing? Ans: Phishing is a cyberattack that tries to steal personal information by tricking people into providing sensitive details.
- **55.** Who is credited with creating email as part of ARPANET in 1971? Ans: Ray Tomlinson.
- **56.** Who created the first email system called "EMAIL" in 1982? Ans: Shiva Ayyadurai.
- **57.** What did Ray Tomlinson write in the first email he sent to himself? Ans: QWERTYUIOP.
- **58.** What is the full form of AOL? Ans: America Online.
- **59.** How can you tell if an email has been read in most email services? Ans: The unread email will appear bold.
- **60.** What is a bulk email? Ans: An email sent to multiple recipients at once.
- **61.** What is the function of a trash folder in email? Ans: Deleted messages stay in the trash for 30 days before being permanently removed.
- **62.** What is the difference between a hard bounce and a soft bounce? Ans: A hard bounce is permanent, while a soft bounce is temporary and may be retried.
- **63.** What is a contact group in email? Ans: A contact group is a list of email addresses that can be sent to simultaneously.
- **64.** What is the purpose of a list server? Ans: A list server manages electronic mailing lists and forwards messages to subscribers.
- **65.** What is email flaming? Ans: Email flaming refers to sending hostile or inflammatory messages via email.
- **66.** What does the email acronym BTW stand for? Ans: By The Way.
- 67. What does the email acronym FYI stand for? Ans: For Your Information.
- **68.** What does the email acronym LOL stand for? Ans: Laugh Out Loud.
- **69.** What protocol is used to receive emails? Ans: POP3.
- 70. What port is used for sending emails securely using SMTP? Ans: Port 587.

Internet

- 1. What is the primary function of a web browser? Ans: To access and display websites by retrieving files from web servers.
- 2. How does a web browser find the location of a website? Ans: It uses the Domain Name System (DNS) to translate the website's domain name into an IP address.
- 3. What protocol is used by web browsers to communicate with web servers? Ans: HTTP (Hypertext Transfer Protocol).
- 4. What is the purpose of browser plugins/add-ons/extensions? Ans: To customize the browser with extra features and enhanced control.
- 5. What are the three core components of a web page? Ans: HTML (content), CSS (styling), and JavaScript (interactivity).
- 6. Name three common user interface elements of a web browser. Ans: Address bar, navigation buttons (back and forward), and tabs.

- 7. What is the role of the browser engine? Ans: To act as an intermediary between the user interface and the rendering engine.
- 8. What is a popup? Ans: A graphical user interface display area that appears on a website, often without the user's permission.
- 9. Who created the first web browser, WorldWideWeb? Ans: Tim Berners-Lee.
- 10. Which browser was the first popular web browser and the ancestor of Mozilla Firefox? Ans: Mosaic.
- 11. What led to the decline of Netscape Navigator's popularity? Ans: A lack of sustained technical innovation and the rise of Internet Explorer.
- 12. Which browser replaced Internet Explorer as the default browser on Windows 10? Ans: Microsoft Edge.
- 13. Name two Indian web browsers. Ans: Epic Privacy Browser and Bharat Browser.
- 14. What is an open-source web browser? Ans: A browser with source code that anyone can inspect, modify, or enhance.
- 15. What is the purpose of Tor Browser? Ans: To increase user privacy and anonymity online.
- 16. What is a VPN? Ans: A service that protects your internet connection and privacy online by creating an encrypted tunnel for your data.
- 17. What is CAPTCHA used for? Ans: To distinguish between humans and computers, often used to prevent spam and automated attacks.
- 18. What is the difference between cache and cookies? Ans: Cache stores website data for faster loading, while cookies store user browsing data and preferences.
- 19. Who invented cookies? Ans: Lou Montulli.
- 20. What keyboard shortcut is used to clear cache and cookies in many browsers? Ans: Ctrl + Shift + Delete.
- 21. What is the function of a rendering engine in a web browser? Ans: To draw text and images on the screen, formatting the content based on HTML and CSS.
- 22. What innovation did Netscape introduce during the "browser wars"? Ans: JavaScript.
- 23. What technology did Microsoft introduce in response to JavaScript? Ans: Cascading Style Sheets (CSS).
- 24. What is the main advantage of using Google Chrome's incognito mode? Ans: It doesn't save browsing history or cookies, providing more privacy.
- 25. Which browser is known for its location-aware browsing feature? Ans: Mozilla Firefox.
- 26. What is the oldest web browser still being maintained as of 2023? Ans: Lynx.
- 27. What is the name of Apple's web browser? Ans: Safari.
- 28. Which company developed the Opera web browser? Ans: Opera Software.
- 29. What is the underlying technology behind the Chrome and Edge browsers? Ans: Chromium (an open-source project).
- 30. Name a Chinese web browser. Ans: Baidu, 360, UC Browser, or QQ Browser.

- 31. What is a "hidden service" in the context of the Tor Browser? Ans: A website that can only be accessed through the Tor network, providing anonymity for both the host and visitor.
- 32. How does clearing the browser cache help with website issues? Ans: It forces the browser to load the latest version of the website, resolving issues caused by outdated cached files.
- 33. Can cookies store personal information like login details and addresses? Ans: Yes, cookies can store various types of user data, including login information, preferences, and browsing history.
- 34. Why was the first web browser renamed from "WorldWideWeb" to "Nexus"? Ans: To avoid confusion with the World Wide Web itself.
- 35. What feature was NOT available in the first web browser? Ans: Bookmarks.
- 36. What is a key characteristic of the Lynx web browser? Ans: It is text-based, designed for use on terminals without graphical displays.
- 37. Which browser was the first to integrate images, text, and graphics together? Ans: Mosaic.
- 38. What was a major factor in Internet Explorer's dominance in the late 1990s? Ans: It was bundled with the Microsoft Windows operating system.
- 39. What organization is responsible for developing Mozilla Firefox? Ans: Mozilla Foundation.
- 40. What security feature did Google Chrome introduce to protect users from malware? Ans: Adblocking.
- 41. What is the primary function of the address bar in a web browser? Ans: To display and input the web address (URL) of the current page.
- 42. What visual cue often indicates a hyperlink on a web page? Ans: Blue and underlined text.
- 43. What is the purpose of the "Back" and "Forward" buttons in a web browser? Ans: To navigate between previously visited web pages.
- 44. What is another term for "Favorites" in a web browser? Ans: Bookmarks.
- 45. Why are tabs useful in a web browser? Ans: They allow users to have multiple web pages open simultaneously within the same browser window.
- 46. What does ARPANET stand for, and what is its significance in the history of the internet? Ans: ARPANET stands for Advanced Research Projects Agency Network. It was the first successful networking project and a precursor to the modern internet.
- 47. In what year was the first message sent over ARPANET? Ans: 1969.
- 48. What types of institutions had primary access to the internet before it became publicly available? Ans: Universities, government research centers, and private corporations.
- 49. What year did the "web explode" with increased public access and the development of new browsers? Ans: 1993.
- 50. What was the approximate market share of Internet Explorer at its peak popularity? Ans: 95% (or even as high as 99% according to the text).
- 51. What prompted the creation of the Mozilla Foundation and Firefox? Ans: The decline of Netscape Navigator and concerns about Microsoft's monopolistic control over the browser market.

- 52. What is the name of the company that developed the Epic Privacy Browser? Ans: Hidden Reflex.
- 53. What is unique about the MagTapp browser? Ans: It has a built-in visual dictionary.
- 54. What is the name of the open-source browser engine used by Safari? Ans: WebKit.
- 55. What is the primary benefit of clearing cookies? Ans: To remove browsing history and website preferences stored on your computer.
- 56. What is a favicon? Ans: A favicon is a small icon associated with a website or web page, displayed in browser tabs and bookmarks.
- 57. What was the first web page? Ans: The first web page was http://info.cern.ch, created by Tim Berners-Lee in 1991.
- 58. What is a domain name extension? Ans: It's the part of a website address that comes after the dot, like .com, .org, or .gov. It helps categorize websites.
- 59. What are the components of a URL? Ans: A URL includes the protocol (https://), subdomain (www.), second-level domain (studyiq), top-level domain (.com), and page path (/gaurav-sir-courses).
- 60. What is the difference between the surface web, deep web, and dark web?
- Surface web: Publicly accessible and indexed by search engines. Deep web: Requires a login or specific URL, not indexed by standard search engines.
- Dark web: A subset of the deep web requiring special software like Tor for access, often associated with illegal activity but also used for anonymity and privacy.
- 61. What is a web crawler? Ans: A web crawler is an automated program used by search engines to browse and index web pages.
- 62. What is the difference between SEO and SEM? Ans: SEO focuses on getting organic traffic from search results, while SEM includes both organic and paid search strategies.
- 63. What is PPC? Ans: PPC (pay-per-click) is an advertising model where you pay for each click on your ad.
- 64. What are some common search engines? Ans: Google, Bing, Yahoo, DuckDuckGo, Ask, and Baidu (China) are some examples.
- 65. What does SERP stand for? Ans: SERP stands for Search Engine Results Page.
- 66. What is anchor text? Ans: Anchor text is the clickable text in a hyperlink that links to another page.
- 67. What is alt text? Ans: Alt text is a description of an image that appears if the image fails to load or for visually impaired users.
- 68. What is a meta description? Ans: A meta description is a short summary of a web page that appears in search results.
- 69. What is cloud computing? Ans: Cloud computing refers to storing, accessing, and managing data and services over the internet.
- 70. What is SaaS? Ans: SaaS (Software as a Service) is a way to access software on a subscription basis over the internet.

- 71. What is the WWW? Ans: WWW stands for World Wide Web, an information system where documents and resources are accessed over the internet.
- 72. What are the main components of a URL? Ans: The main components are the protocol identifier (e.g., http) and the resource name (e.g., studyiq.com).
- 73. What is a hyperlink? Ans: A hyperlink is a clickable link that takes you to another web page or a different part of the same page.
- 74. What is a landing page? Ans: A landing page is a standalone web page designed for a specific marketing campaign.
- 75. What is the home page of a website? Ans: The home page is the main page visitors see when they first go to a website.
- 76. What is HTTP? Ans: HTTP (Hypertext Transfer Protocol) is the protocol used to transfer web pages over the internet.
- 77. What do the HTTP status codes 404 and 200 mean? Ans: 404 means "Page Not Found," and 200 means "OK" (the request was successful).
- 78. What is the difference between URI, URL, and URN?
- URI: A Uniform Resource Identifier, a general term foridentifying resources.
- URL: A Uniform Resource Locator, a type of URI that specifies the location of a resource.
- URN: A Uniform Resource Name, a type of URI that provides a unique name for a resource.
- 79. What are some major ISPs in India? Ans: Jio, Airtel, Vodafone Idea, and BSNL are some major ISPs in India.
- 80. What is net neutrality? Ans: Net neutrality is the principle that ISPs should treat all internet traffic equally.
- 81. What is netiquette? Ans: Netiquette refers to the rules of good online behavior and communication.
- 82. What is a netizen? Ans: A netizen is someone who actively participates in and contributes to the internet.
- 83. What is a virtual assistant? Ans: A virtual assistant is a software agent that performs tasks or services based on user commands or questions.
- 84. What is VoIP? Ans: VoIP (Voice over Internet Protocol) allows you to make voice calls over the internet.
- 85. What are SIP and RTP used for in VoIP?
- SIP (Session Initiation Protocol): Establishs the connection between users (like dialing a number).
- RTP (Real-time Transport Protocol): Transmits the audio and video data during the call.
- 86. What are SIPS and SRTP, and why are they important for VoIP? Ans: SIPS and SRTP are secure versions of SIP and RTP that encrypt the connection and data, making VoIP calls more secure.
- 87. What is the purpose of the IAX and IEX submarine cables? Ans: These cables aim to provide high-speed internet connectivity between India, Asia, and Europe.

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- 88. Which cable system connects Mumbai to Singapore via Chennai? Ans: The MIST cable system connects Mumbai to Singapore via Chennai.
- 89. Which company is a major investor in the SEA-ME-WE 6 cable system? Ans: Bharti Airtel has invested in the SEA-ME-WE 6 cable system.
- 90. What is the significance of the 2 Africa Pearl cable system? Ans: It's considered the longest cable system globally, connecting numerous countries in Africa, Asia, and Europe.
- 91. Where will Airtel land the SEA-ME-WE-6 cable system in India? Ans: Airtel will land the SEA-ME-WE-6 cable in Mumbai and Chennai.
- 92. Which companies are involved in funding the 2 Africa Pearl cable? Ans: Meta and Airtel are among the companies funding the 2 Africa Pearl cable.
- 93. What is the capacity and length of the IAX and IEX cable systems? Ans: IAX and IEX will have a capacity of over 200Tbps and span over 16,000 kilometers.
- 94. Where is the IAX cable system originating? Ans: The IAX cable system originates in Mumbai.
- 95. What does the Blue-Raman cable system connect? Ans: It connects Italy to India, with segments named "Blue" (connecting Italy, Greece, and Israel) and "Raman" (linking Jordan, Saudi Arabia, Oman, and India).
- 96. Which company is majorly funding the Blue-Raman cable system? Ans: Google is the major funder of the Blue-Raman cable system.
- 97. What is the length of the SEA-ME-WE 6 cable system? Ans: The SEA-ME-WE 6 cable system is 19,200km long.
- 98. What does SEA-ME-WE 6 stand for? Ans: It stands for South East Asia Middle East West Europe 6.
- 99. Where does the SEA-ME-WE 6 cable system terminate? Ans: It terminates in Marseille, France.
- 100. How many nations does the 2 Africa Pearl cable connect? Ans: It connects 33 nations across Africa, Asia, and Europe.
- 101. How many landing sites does the 2 Africa Pearl cable have? Ans: It has 46 landing sites.
- 102. What is the total length of the 2 Africa Pearl cable system? Ans: It is 45,000 km long.
- 103. Where do the IEX and IAX cable systems start in Mumbai?

IEX starts from Versova beach.

IAX starts from Silver beach.

Networking

- 1. What is the role of a client in a client-server model? Ans: A client requests content or service from a server, initiating the communication session.
- 2. What was the original name of the internet, and when was it launched? Ans: The internet was originally called ARPANET, launched on October 29, 1969.

- 3. What is the primary function of a modem? Ans: A modem converts digital signals from a computer to analog signals for transmission over wires, and vice versa.
- 4. What are the advantages of Ethernet over WLAN? Ans: Ethernet offers better security, less vulnerability to disruptions, and more control over network access.
- 5. Which layer of the OSI model does a modem work on? Ans: A modem works on Layer 2 (Data Link Layer) of the OSI model.
- 6. What is the main difference between a modem and a router? Ans: A modem connects your computer to the internet, while a router connects multiple devices on a network.
- 7. What is the difference between a global IP and a local IP? Ans: A global IP is assigned by your ISP and can be accessed from anywhere on the internet, while a local IP is assigned by your router and is only accessible within your local network.
- 8. What is the purpose of Network Address Translation (NAT)? Ans: NAT allows devices with private IP addresses to communicate with devices on the public internet by translating the private IP address to a public IP address.
- 9. What is the primary function of a firewall? Ans: A firewall monitors and filters incoming and outgoing network traffic based on pre-established security policies.
- 10. What is the difference between an intranet and an extranet? Ans: An intranet is a private network restricted to members of a particular organization, while an extranet opens all or part of a private network to allow sharing and collaboration with other organizations.
- 11. What is the main difference between a hub, a switch, and a router? Ans: A hub broadcasts data to all connected devices, a switch sends data only to the intended device, and a router manages data flow between different networks.
- 12. What is a bridge in networking? Ans: A bridge connects two LANs and controls data flow between them at the data link layer.
- 13. What is the key difference in how a hub and a switch handle data packets? Ans: A hub broadcasts data packets to all connected devices, while a switch sends data packets only to the intended destination device.
- 14. Which layer of the OSI model does a switch operate on? Ans: A switch operates on Layer 2 (Data Link Layer) of the OSI model.
- 15. What type of address does a switch use to identify devices on a network? Ans: A switch uses MAC addresses to identify devices on a network.
- 16. What are the two main functions of a router? Ans: A router creates and maintains a local area network and manages data flow within, entering, and leaving the network.
- 17. What is the purpose of DHCP in a network? Ans: DHCP (Dynamic Host Configuration Protocol) is used by routers to automatically assign IP addresses to devices on a network.
- 18. Why is a switch generally preferred over a hub in a network? Ans: A switch improves network speed and efficiency by sending data only to the intended device, unlike a hub which broadcasts data to all devices.

- 19. What is the main advantage of using a bridge in a network? Ans: A bridge can connect two separate LANs, allowing them to communicate and share resources.
- 20. Can you give an example of how an extranet might be used in a business setting? Ans: A company might use an extranet to securely share project files and collaborate with external vendors or clients on a specific project.
- 21. What is the role of a router in providing network security? Ans: Routers offer security features like firewalls and encryption to protect your network from unauthorized access and malware.
- 22. What are the different types of modems available? Ans: Different types of modems include cable modems, DSL modems, and dial-up modems. Cable modems use cable TV lines, DSL modems use telephone lines, and dial-up modems also use telephone lines but are much slower.
- 23. Why is it necessary to use a modem for an internet connection? Ans: Modems are necessary because they convert analog signals from the internet to digital signals that computers can understand, and vice versa.
- 24. What is the IEEE standard for Ethernet? Ans: The IEEE standard for Ethernet is IEEE 802.3.
- 25. How does a router handle an internet request from a device on its network? Ans: The router translates the device's private IP address to its own public IP address, assigns an available port, and forwards the request to the destination. It then reverses the process for the incoming response.
- 26. What is the function of the "modulator" in a modem? Ans: The modulator in a modem transforms the digital information from your computer into analog signals for transmission.
- 27. What is the function of the "demodulator" in a modem? Ans: The demodulator in a modem converts the analog signals received from the transmission line back into digital information for your computer to understand.
- 28. What types of wiring can modems transmit signals over? Ans: Modems can transmit signals over phone lines, coaxial cables, and other types of wiring.
- 29. Besides connecting to the internet, what other type of network can a modem connect you to? Ans: A modem can also connect you to a Wide Area Network (WAN).
- 30. What makes it difficult for outsiders to access network data on an Ethernet network? Ans: The physical cabling required for Ethernet connections makes it harder for unauthorized users to access network data.
- 31. What is a protocol in networking? Ans: A protocol is a set of rules or a common network language that enables devices to communicate with each other.
- 32. What is the purpose of a routing table in a router? Ans: A routing table stores IP addresses and helps the router determine the best path to forward data packets.
- 33. What is a lookup table in a switch? Ans: A lookup table in a switch stores MAC addresses and corresponding ports to help the switch forward data efficiently.
- 34. Which layer of the OSI model does a hub operate on? Ans: A hub operates on Layer 1 (Physical Layer) of the OSI model.

- 35. What is the main disadvantage of using a hub in a network? Ans: A hub can create network congestion because it broadcasts data to all connected devices, even if they are not the intended recipient.
- 36. What is the advantage of a router assigning IP addresses using DHCP? Ans: DHCP allows for automatic assignment of IP addresses, simplifying network setup and management for users.
- 37. Why might an organization choose to use an intranet? Ans: Organizations use intranets to provide secure access to shared resources, facilitate internal communication, and promote collaboration among employees.
- 38. How does an extranet enhance collaboration with external partners? Ans: Extranets enable secure information sharing and collaboration with clients, vendors, and stakeholders outside the organization.
- 39. What potential security risk does a hub present in a network? Ans: Since a hub broadcasts all data to every device, it increases the risk of unauthorized access to sensitive information.
- 40. Why is it important to have a firewall in a network connected to the internet? Ans: A firewall helps protect the network from unauthorized access, malware, and other security threats from the internet.
- 41. What is a key advantage of a wired router over a wireless router? Ans: Wired routers generally provide a more stable and secure connection with less interference compared to wireless routers.
- 42. What is a disadvantage of Ethernet compared to wireless LAN? Ans: Ethernet's reliance on physical cabling limits the mobility of devices connected to the network.
- 43. What is the Internet? Ans: The internet is a global network of interconnected devices that allows for the transmission of data and media using the Internet Protocol (IP) and Transmission Control Protocol (TCP).
- 44. What are packets? Ans: Packets are small chunks of data that a message is broken into before being sent over the internet.
- 45. What is the role of IP? Ans: IP (Internet Protocol) governs how information is sent between computers, using IP addresses to identify devices.
- 46. What are the two types of IP addresses? Ans: Public IP addresses (accessible over the internet) and Private IP addresses (used within closed networks like homes or businesses).
- 47. What is the function of TCP? Ans: TCP (Transmission Control Protocol) ensures reliable data delivery by managing packet order, retransmission, and flow control.
- 48. What is the difference between TCP and UDP? Ans: TCP is connection-oriented and reliable, but slower. UDP is connectionless and faster, but less reliable.
- 49. What is HTTP? Ans: HTTP (Hypertext Transfer Protocol) is a language that allows clients and servers to communicate, primarily used for web browsing.
- 50. What is the OSI Model? Ans: The OSI model is a conceptual framework with seven layers that standardizes communication between different computer systems.

- 51. What are the seven layers of the OSI Model? Ans: Application, Presentation, Session, Transport, Network, Data Link, and Physical.
- 52. What is Telnet? Ans: Telnet is a protocol for remote access to a computer, providing a text-based communication channel.
- 53. What is the TCP/IP Model? Ans: The TCP/IP model is a more practical framework than the OSI model, focusing on the core protocols of the internet.
- 54. What are the differences between IPv4 and IPv6? Ans: IPv4 uses 32-bit addresses, while IPv6 uses 128-bit addresses, providing more address space and improved features.
- 55. What are the classes of IP addresses? Ans: Class A, Class B, and Class C, each with different address ranges and network sizes.
- 56. What is a subnet mask? Ans: A subnet mask divides an IP address into network and host portions, helping to identify devices within a network.
- 57. What is a MAC address? Ans: A MAC address is a unique hardware identifier assigned to network devices.
- 58. What is a broadcast address? Ans: A broadcast address is used to send messages to all devices on a local network.
- 59. What is a loopback address? Ans: A loopback address (127.0.0.1) allows a device to refer to itself for testing purposes.
- 60. What is the purpose of the Application layer in the OSI model? Ans: It allows applications (like web browsers) to access network services.
- 61. What does the Presentation layer do? Ans: It translates, encrypts, and compresses data for compatibility between systems.
- 62. What is the responsibility of the Session layer? Ans: It establishes, manages, and terminates communication sessions between devices.
- 63. What are the key functions of the Transport layer? Ans: It divides data into segments, ensures reliable delivery, and controls data flow.
- 64. What does the Network layer handle? Ans: It routes packets between different networks and manages logical addressing.
- 65. What are the two sublayers of the Data Link layer, and what do they do? Ans: Logical Link Control (LLC) manages flow control and error checking, while Media Access Control (MAC) handles access to the physical medium.
- 66. What is the role of the Physical layer? Ans: It transmits raw bit streams over the physical medium (cables, etc.).
- 67. What are the three transmission modes, and how do they differ? Ans: Simplex (one-way communication), Half Duplex (two-way, but one direction at a time), and Full Duplex (simultaneous two-way communication).
- 68. Who developed the TCP/IP model? Ans: The Department of Defense (DoD) of the USA.
- 69. When was TCP/IP adopted by ARPANET? Ans: 1983

- 70. Who manages the global pool of IP addresses? Ans: The Internet Assigned Numbers Authority (IANA).
- 71. What is a loopback address used for? Ans: Testing internal network connectivity on a device.
- 72. What is the purpose of Class D IP addresses? Ans: Multicasting, which allows one sender to transmit to multiple receivers simultaneously.
- 73. What are Class E IP addresses used for? Ans: Research purposes.
- 74. What is the difference between a MAC address and an IP address? Ans: A MAC address is a physical address assigned to hardware, while an IP address is a logical address assigned to a device on a network.
- 75. What is the function of the Address Resolution Protocol (ARP)? Ans: ARP translates an IP address into a MAC address.
- 76. Why was IPv6 developed? Ans: To address the shortage of IPv4 addresses and provide better security and performance.
- 77. What is the difference in address structure between IPv4 and IPv6? Ans: IPv4 uses a 32-bit structure with four octets, while IPv6 uses a 128-bit structure with eight groups of hexadecimal digits.
- 78. What is the purpose of a loopback address? Ans: It allows a device to send data to itself for testing purposes.
- 79. Give an example of a loopback address. Ans: 127.0.0.1
- 80. What is the broadcast address used for? Ans: To send a message to all devices on a network simultaneously.
- 81. What is an example of a broadcast address? Ans: 255.255.255.255
- 82. Who created MAC addresses? Ans: Scientists at Xerox PARC.
- 83. What are the two parts of a MAC address? Ans: The Block ID (identifies the manufacturer) and the Device ID (unique to the device).
- 84. Which layer of the OSI model does the MAC address operate on? Ans: The Data Link layer.
- 85. What is the main difference between the OSI Model and the TCP/IP Model? Ans: The OSI model is a theoretical framework with seven layers, while the TCP/IP model is a more practical model with four layers that focuses on the actual protocols used in the internet.
- 86. How does data flow through the OSI model? Ans: Data flows down the layers of the OSI model on the sending device, from Application to Physical, and then up the layers on the receiving device, from Physical to Application. Each layer performs specific functions to prepare the data for transmission and reception.
- 87. Why is the Transport layer considered the "heart" of the OSI model? Ans: Because it's responsible for providing reliable and efficient data transfer between applications, including segmentation, flow control, and error control.
- 88. What is the significance of the TCP/IP protocol suite in the development of the internet? Ans: TCP/IP provided a standardized and robust way for different networks to communicate with each other, enabling the interconnection of various networks that formed the early internet.

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- 89. How does subnetting improve network efficiency? Ans: Subnetting divides a network into smaller, more manageable segments, which helps to reduce network congestion and improve performance.
- 90. Why is it important to have both MAC addresses and IP addresses in networking? Ans: MAC addresses provide unique hardware identification within a local network, while IP addresses enable communication across different networks, including the internet. Both are essential for proper data delivery.

Memory

- 1. What is the role of the Central Processing Unit (CPU)? Ans: The CPU enables the computer to interact with applications and interprets program instructions to produce output.
- 2. What is a motherboard? Ans: The motherboard connects the CPU, memory, hard drives, and other components of a computer.
- 3. What does a 2 GHz processor mean? Ans: It means the CPU performs one task in ½ nanosecond.
- 4. What is booting? Ans: Booting is the process of starting a computer by loading the operating system into memory.
- 5. What is computer memory? Ans: Memory stores programs or data and is classified into primary and secondary memory.
- 6. What is primary memory? Ans: Primary memory, like RAM, is fast and stores data being processed but loses data when power is off.
- 7. What is DRAM? Ans: DRAM is a type of volatile memory that needs periodic refreshing to retain data.
- 8. What is SRAM?Ans: SRAM is a faster, more expensive type of volatile memory used for cache and registers.
- 9. What is cache memory? Ans: Cache memory is high-speed memory that acts as a buffer between RAM and the CPU.
- 10. What is a register? Ans: A register is small, high-speed memory inside the CPU used for immediate data access.
- 11. What is ROM?Ans: ROM is non-volatile memory used to store boot sequences and cannot be altered by the user.
- 12. What is virtual memory? Ans: Virtual memory allows a computer to use secondary storage as additional RAM.
- 13. What is a hard disk drive (HDD)? Ans: An HDD stores data on spinning platters and uses an actuator arm to read/write data.
- 14. What is a solid-state drive (SSD)?Ans: An SSD stores data electronically in cells, providing faster access than HDDs.
- 15. What is buffer memory? Ans: Buffer memory temporarily stores data while transferring it between devices.

- 16. What is firmware? Ans: Firmware is embedded software that helps hardware function and is stored on ROM.
- 17. What is the Least Recently Used (LRU) cache? Ans: LRU cache removes the least recently used data to make space for new data in cache memory.
- 18. What is the function of cache memory in reducing access time? Ans: It stores frequently accessed data, reducing the need to access slower main memory.
- 19. What is PROM?Ans: PROM is a type of ROM that can be programmed once after manufacture.
- 20. What is the difference between RAM and ROM?Ans: RAM is volatile and used for active tasks, while ROM is non-volatile and stores essential system instructions.
- 21. What is Firmware? Ans: Firmware is software embedded directly in a hardware device to make it function as intended.
- 22. Who programs Firmware?Ans: Firmware is programmed by the manufacturer and installed during the manufacturing process.
- 23. Where is Firmware usually stored? Ans: Firmware is often stored on a Read-Only Memory (ROM) chip to prevent accidental erasure.
- 24. What is Virtual Memory? Ans: Virtual memory is an area of secondary storage (like HDD or SSD) that acts as if it were part of the system's RAM.
- 25. Why is Virtual Memory used?Ans: It allows systems to run larger applications or more applications without running out of RAM by temporarily moving data to secondary storage.
- 26. What is Demand Paging in Virtual Memory? Ans: Demand paging is a technique where data is loaded into main memory only when the CPU demands it.
- 27. What is Buffer Memory? Ans: Buffer memory is a temporary storage area in RAM used to store data being transferred between two devices or between an application and a device.
- 28. Give an example of Buffer Memory usage. Ans: In video streaming, buffer memory stores incoming video bytes to ensure uninterrupted playback.
- 29. What does LRU Cache stand for? Ans: LRU stands for Least Recently Used Cache.
- 30. What is the purpose of LRU Cache? Ans: LRU Cache removes the least recently used data from cache memory to free space for new data.
- 31. What is the golden rule regarding device performance and capacity? Ans: Devices with higher capacities generally offer lower performance systems.
- 32. What is a Floppy Disk Drive (FDD)? Ans: A FDD is a device used to read and write to floppy disks, an older form of removable storage.
- 33. Who invented the first workable compact disc (CD)?Ans: The first workable CD was invented by American physicist James Russel in 1966.
- 34. What is the difference between SSD and HDD? Ans: SSDs are faster, lighter, use less power, and have no moving parts compared to HDDs, which use mechanical parts to access data.
- 35. What is a USB flash drive? Ans: A USB flash drive is a plug-and-play portable storage device using flash memory.

- 36. Who is the founder of USB technology? Ans: Ajay V. Bhatt is credited as the founder of USB technology.
- 37. What is the advantage of SSDs over HDDs in terms of durability? Ans: SSDs are more durable because they lack moving parts and can survive accidental drops better than HDDs.
- 38. What is PROM?Ans: PROM (Programmable Read-Only Memory) is a type of ROM where the contents can be programmed once after manufacturing.
- 39. What is EPROM?Ans: EPROM (Erasable Programmable Read-Only Memory) allows contents to be erased using ultraviolet light and then reprogrammed.
- 40. What is EEPROM? Ans: EEPROM (Electrically Erasable Programmable Read-Only Memory) allows individual bytes to be erased electronically and reprogrammed.
- 41. Where is EEPROM commonly used? Ans: EEPROM is commonly used in smart cards and remote keyless systems.
- 42. What is the difference between Cache and Register memory? Ans: Registers provide quicker access to data than cache memory and store data needed immediately by the CPU, whereas cache stores data needed in the near future.
- 43. What is the purpose of Cache Memory? Ans: Cache memory acts as a buffer between RAM and the CPU to speed up data access.
- 44. What is a Cache Hit? Ans: A cache hit occurs when the requested data is successfully retrieved from the cache.
- 45. What is a Cache Miss? Ans: A cache miss occurs when the requested data is not found in the cache, requiring retrieval from RAM or other storage.
- 46. What is the primary function of a CPU? Ans: A CPU interprets program instructions and generates the output you see when using a computer. It's essentially the brain of your computer, allowing it to run applications and programs.
- 47. What is a motherboard and its role in a computer system? Ans:The motherboard is the main circuit board that connects all the computer's components, including the CPU, memory, storage drives, and expansion cards. It acts as the backbone of the system.
- 48. If a processor has a speed of 2 GHz, what does it signify? Ans: It means the CPU can perform 2 billion tasks per second.
- 49. What is the key difference between RAM and ROM? Ans:RAM (Random Access Memory) is volatile, meaning it loses data when the power is off. ROM (Read-Only Memory) is non-volatile, retaining data even without power.
- 50. What are the two main types of primary memory? Ans:The two main types of primary memory are RAM (Random Access Memory) and ROM (Read-Only Memory).
- 51. What is the purpose of cache memory? Ans:Cache memory is a high-speed memory that acts as a buffer between the CPU and RAM, storing frequently accessed data for faster processing.
- 52. What is the function of registers in a CPU? Ans:Registers are small, high-speed memory locations within the CPU used to store data and instructions that the CPU needs to access immediately.

- 53. What is virtual memory and how does it work? Ans: Virtual memory allows a computer to use secondary storage (like a hard drive) as an extension of RAM, enabling it to run larger programs or multiple programs simultaneously even if physical RAM is limited.
- 54. What is the smallest unit of data in a computer? Ans: The smallest unit of data in a computer is a bit, which can be either a 0 or a 1.
- 55. What is the role of firmware in a hardware device? Ans: Firmware is software embedded in hardware to make it function as intended. It provides the basic instructions for the device to operate.
- 56. What is the difference between SDRAM and DDR SDRAM? Ans: DDR SDRAM (Double Data Rate SDRAM) transfers data twice as fast as SDRAM (Synchronous DRAM) because it utilizes both the rising and falling edges of the clock signal.
- 57. What is the main advantage of ECC DRAM? Ans: ECC DRAM (Error-Correcting Code DRAM) can detect and sometimes even correct errors in data, improving system stability and reliability.
- 58. Why is SRAM generally used for cache memory instead of DRAM? Ans: SRAM is faster than DRAM, making it better suited for cache memory where speed is crucial. However, SRAM is also more expensive to produce.
- 59. What is the function of the CMOS battery on a motherboard? Ans: The CMOS battery powers the CMOS memory, which stores the BIOS settings, date, and time, even when the computer is turned off.
- 60. What are the main advantages of SSDs over HDDs? Ans: SSDs are faster, more durable, quieter, and consume less power than HDDs because they have no moving parts.
- 61. Who invented the USB (Universal Serial Bus)? Ans: Ajay V. Bhatt is credited as the inventor of the USB.
- 62. What is the "Golden Rule" in the context of computer memory and storage? Ans: The "Golden Rule" states that devices with higher storage capacities generally have lower performance, and vice versa. This is due to the trade-off between speed and capacity.
- 63. What is a buffer and how is it used in video streaming? Ans: A buffer is a temporary storage area in RAM. In video streaming, it stores upcoming portions of the video, allowing for smooth playback even if there are temporary interruptions in the data stream.
- 64. What is the LRU (Least Recently Used) cache algorithm? Ans: The LRU algorithm is a method for managing cache memory by removing the least recently used data to make space for new data.
- 65. How many bytes are in a Terabyte (TB)? Ans: A Terabyte (TB) is equal to 1 trillion (10^12) bytes.
- 66. What is the difference between PROM and EPROM? Ans: PROM (Programmable Read-Only Memory) can only be programmed once after manufacturing, while EPROM (Erasable Programmable Read-Only Memory) can be erased and reprogrammed multiple times using ultraviolet light.

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- 67. What technology has largely replaced EPROM? Ans: EEPROM (Electrically Erasable Programmable Read-Only Memory) has replaced EPROM, as it allows for easier erasing and reprogramming using electrical signals.
- 68. What is Flash memory and what is it commonly used for? Ans: Flash memory is a type of EEPROM that is fast and has high storage density. It's used in USB drives, SSDs, and memory cards.
- 69. Who invented DRAM? Ans: Robert Heath Dennard invented DRAM in 1967.
- 70. How is RAM frequency measured? Ans: RAM frequency is measured in MHz (megahertz).
- 71. What is the role of the BIOS in a computer? Ans: The BIOS (Basic Input/Output System) is a set of instructions stored in ROM that initializes and tests hardware components during the boot process.
- 72. What is the purpose of demand paging in virtual memory systems? Ans: Demand paging only loads pages of data from secondary storage into RAM when they are needed, optimizing memory usage.
- 73. What is a nibble? Ans: A nibble is a group of 4 bits, or half a byte.
- 74. How many bytes are in a Gigabyte (GB)? Ans: A Gigabyte (GB) is equal to 1 billion (10^9) bytes.
- 75. How many bytes are in a Yottabyte (YB)? Ans: A Yottabyte (YB) is equal to 1 septillion (10^24) bytes.

MS- WORD

- 1. What is Microsoft Word? Ans: A word processor developed by Microsoft.
- 2. What is the primary function of Microsoft Excel? Ans: It is a spreadsheet editor.
- 3. Which Microsoft app is used for creating presentations? Ans: Microsoft PowerPoint.
- 4. What does Microsoft OneNote do? Ans: It is a note-taking program.
- 5. What is Microsoft Outlook used for? Ans: It is an email client and personal information manager.
- 6. What is the function of OneDrive? Ans: It is a file hosting and cloud storage service.
- 7. Which platform is used for business communication in Microsoft? Ans: Microsoft Teams.
- 8. What is Microsoft Publisher designed for? Ans: Desktop publishing.
- 9. What is Microsoft Access used for? Ans: Database management to store and manage large amounts of data.
- 10. What does Microsoft Project help with? Ans: Project management tasks like scheduling and resource allocation.
- 11. Which app is used for diagram and flow-charting by Microsoft? Ans: Microsoft Visio.
- 12. What is the successor of Microsoft Office 2021? Ans: Microsoft 365.
- 13. Which software is an alternative to Microsoft Word in Apple iWork? Ans: Pages.
- 14. What is the former name of Google Workspace? Ans: G Suite.
- 15. When was Microsoft founded? Ans: April 4, 1975.

- 16. Who were the founders of Microsoft? Ans: Bill Gates and Paul Allen.
- 17. What does WYSIWYG stand for in MS Word? Ans: What You See Is What You Get.
- 18. What does the Title Bar in MS Word display? Ans: The title of the currently open document.
- 19. What is the function of the Mail Merge in MS Word? Ans: It automatically adds names and addresses for sending mail to multiple recipients.
- 20. What color line indicates a spelling mistake in MS Word? Ans: Red line.
- 21. Which key shortcut applies subscript formatting in Word? Ans: Ctrl + Equal sign (=).
- 22. Which tool copies and pastes character and paragraph formats in MS Word? Ans: Format Painter.
- 23. What is the default page size in MS Word? Ans: A4.
- 24. What is the shortcut to select all document content in MS Word? Ans: Ctrl + A.
- 25. What is the maximum zoom percentage in MS Word? Ans: 500%.
- 26. What is a drop cap in MS Word? Ans: A large capital letter used at the beginning of a paragraph.
- 27. What is the maximum file size MS Word can open with both text and graphics? Ans: 512 MB.
- 28. What is clipart in MS Word? Ans: Pre-designed graphics or images that can be inserted into documents.
- 29. What shortcut opens the Find feature in MS Word? Ans: Ctrl + F.
- 30. When was the first version of Microsoft Office for Windows released? Ans: October 1, 1990.
- 31. Which feature was introduced in Office 2021 for Excel? Ans: XLOOKUP and dynamic arrays.
- 32. What is the purpose of a Header in MS Word? Ans: It appears at the top margin of the document and can contain information like page numbers and dates.
- 33. What does a blue line under text in MS Word indicate? Ans: A grammatical mistake.
- 34. What is a macro in MS Word? Ans: A series of commands and instructions grouped together to automate a task.
- 35. What is a watermark in MS Word? Ans: A background image that identifies the document's brand or manufacturer.
- 36. What is superscript formatting used for in MS Word? Ans: To place text slightly above the normal line.
- 37. Which key shortcut applies superscript formatting in Word? Ans: Ctrl + Shift + Plus sign (+).
- 38. What is the Format Painter tool used for in MS Word? Ans: To copy formatting from one part of the text and apply it to another.
- 39. What does Word Wrap do in MS Word? Ans: It automatically moves text to the next line when it exceeds the margin.
- 40. What is the shortcut to print a document in MS Word? Ans: Ctrl + P.
- 41. How do you select an entire sentence using the Selection Mode in Word? Ans: Press F8 three times.

- 42. What is the minimum zoom percentage in MS Word? Ans: 10%.
- 43. What is the maximum font size supported in MS Word? Ans: 1638.
- 44. What is the maximum number of columns allowed in a Word table? Ans: 63.
- 45. What is landscape orientation in MS Word? Ans: Horizontal page layout.
- 46. What is the shortcut to insert a page break in MS Word? Ans: Ctrl + Enter.
- 47. Which shortcut key opens the Find and Replace pane in MS Word? Ans: Ctrl + H.
- 48. What is indentation in MS Word? Ans: A blank space between the margin and the start of the text.
- 49. What is the shortcut to print preview in MS Word? Ans: Ctrl + F2.
- 50. What is a line break in MS Word? Ans: It ends a current line and continues the text on the next line.
- 51. What is a page break in MS Word? Ans: It ends a page without filling it completely with text.
- 52. What is cropping used for in an image? Ans: To remove unwanted details or create a close-up of an object.
- 53. What is the purpose of AutoCorrect in MS Word? Ans: It automatically corrects common typing errors.
- 54. What does the Toggle Case feature do in MS Word? Ans: It changes the case of text, making the first letter lowercase and the rest uppercase.
- 55. What is the function of the task pane in Office applications? Ans: It is a multipurpose window on the right side for various tasks, like checking spelling.
- 56. What is the maximum file size for a text-only document in MS Word? Ans: 32 MB.
- 57. Who founded Microsoft, and when was it started? Ans: Bill Gates and Paul Allen, on April 4, 1975.
- 58. What are the native file formats of Microsoft Word? Ans: .doc and .docx (introduced in Word 2007).
- 59. What does the acronym WYSIWYG stand for in MS Word? Ans: What You See Is What You Get.
- 60. What is the Title Bar in MS Word used for? Ans: It displays the title of the currently open document or application.
- 61. Where is the Ruler located in MS Word, and what is its purpose? Ans: Below the Ribbon; it helps format text, tables, and graphics.
- 62. What is the Mail Merge feature in MS Word used for? Ans: To send personalized documents, such as letters, to multiple recipients.
- 63. Where can you insert headers and footers in MS Word? Ans: Under the "Insert" tab.
- 64. What does a red line under text in MS Word indicate? Ans: A spelling mistake.
- 65. What is the purpose of superscript and subscript formatting in MS Word? Ans: Superscript places text above the normal line, and subscript places it below.

- 66. What is the shortcut key to apply subscript formatting in MS Word? Ans: Ctrl + Equal sign (=).
- 67. What is the purpose of font styles like Bold, Italic, and Underline? Ans: To emphasize and differentiate text in a document.
- 68. What is the shortcut to open the Find option in MS Word? Ans: Ctrl + F.
- 69. What is Word Wrap in MS Word? Ans: It automatically moves text to the next line when it exceeds the margin limit.
- 70. What is the purpose of the Gutter Margin in a document? Ans: To add extra space for binding, ensuring text isn't obscured by the binding.
- 71. What is the landscape orientation in MS Word? Ans: A horizontal page layout.
- 72. What is a Drop Cap in MS Word? Ans: A large decorative capital letter at the beginning of a paragraph.
- 73. What is the maximum size of a Word document that includes text and graphics? Ans: 512 MB.
- 74. What is a Page Break in MS Word, and what is its shortcut? Ans: It moves content to the next page; shortcut: Ctrl + Enter.
- 75. What is a Column Break in MS Word? Ans: It forces text to move to the next column.
- 76. What is the shortcut key to preview a print document in MS Word? Ans: Ctrl + F2.
- 77. What is AutoCorrect in MS Word? Ans: It automatically corrects common typing and spelling errors.
- 78. What does the term "Word Wrap" refer to in MS Word? Ans: It refers to the automatic movement of text to the next line when it exceeds the margin.
- 79. What is the shortcut to print a document in MS Word? Ans: Ctrl + P.
- 80. What is a Task Pane in MS Word? Ans: A multi-purpose window that appears on the right side of the document, used for actions like checking spelling and grammar.
- 81. What is the minimum zoom percentage in MS Word? Ans: 10%.
- 82. What is the maximum file size for a document in MS Word containing only text? Ans: 32 MB.
- 83. What does the shortcut Ctrl + F do in MS Word? Ans: Opens the Find dialog to search within the document.
- 84. What is a Page Break in MS Word? Ans: It moves the content to the next page without filling the current page.
- 85. What is a Line Break in MS Word? Ans: It ends the current line and moves to the next without creating a new paragraph.
- 86. What does the Title Bar in MS Word display? Ans: It displays the name of the current document and the application.
- 87. What is the default orientation for MS Word pages? Ans: Portrait orientation.
- 88. What is the difference between Landscape and Portrait orientations in MS Word? Ans: Landscape is horizontal, while Portrait is vertical.

- 89. What is the purpose of the Mail Merge feature in MS Word? Ans: It allows you to create personalized letters or documents for multiple recipients.
- 90. What is the shortcut to apply superscript formatting in MS Word? Ans: Ctrl + Shift + Plus sign (+).
- 91. What is a watermark in MS Word? Ans: A background image or text that appears behind the content of a document.
- 92. What are font styles in MS Word? Ans: Predefined formatting options like Bold, Italic, and Underline used to emphasize text.
- 93. What does the shortcut Ctrl + F2 do in MS Word? Ans: Opens Print Preview.
- 94. What is the use of the Gutter Margin in a document? Ans: It prevents text from being obscured by the binding of printed documents.
- 95. What is the concept of WYSIWYG in MS Word? Ans: It stands for "What You See Is What You Get," showing the document's appearance as it will be printed.
- 96. What is the shortcut key to open the spelling and grammar check in MS Word? Ans: F7.
- 97. What does cropping an image do in MS Word? Ans: Cropping removes unwanted portions of an image.
- 98. What is the maximum number of rows you can have in an MS Word table? Ans: There is no limit to the number of rows.
- 99. What is a Column Break in MS Word? Ans: It moves text to the next column at the point where the break is inserted.
- 100. What is a "Superscript" in MS Word? Ans: A character set slightly above the normal text line (e.g., x^2).
- 101. What is a "Subscript" in MS Word? Ans: A character set slightly below the normal text line (e.g., H₂O).
- 102. What is the shortcut to apply subscript formatting in MS Word? Ans: Ctrl + = (Equal sign).
- 103. What is the function of a header in MS Word? Ans: A header appears in the top margin of each page and usually contains information like page numbers or titles.
- 104. What does the Footer section of an MS Word document contain? Ans: The footer appears at the bottom of the page and can contain information like page numbers, dates, or footnotes.
- 105. What is a Watermark in MS Word used for? Ans: A watermark is used to display faint text or images in the background, often for branding or security purposes.
- 106. What is the shortcut key for applying bold formatting in MS Word? Ans: Ctrl + B.
- 107. What is the Zoom percentage range in MS Word? Ans: The zoom can range from 10% to 500%.
- 108. What does the shortcut Ctrl + Z do in MS Word? Ans: It undoes the last action.
- 109. What does the shortcut Ctrl + Y do in MS Word? Ans: It redoes the last action.
- 110. What is the purpose of the "Insert" tab in MS Word? Ans: It allows you to add elements like tables, pictures, shapes, and headers/footers to a document.

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- 111. What is the purpose of the "Layout" tab in MS Word? Ans: It is used to adjust the page setup, margins, orientation, and spacing.
- 112. What is the use of "Find" in MS Word? Ans: It allows users to search for specific words or phrases in a document (Shortcut: Ctrl + F).
- 113. What does the "Replace" function in MS Word do? Ans: It replaces a specific word or phrase with another (Shortcut: Ctrl + H).
- 114. What is a "Task Pane" in MS Word? Ans: A window on the right side of the document used for tasks such as correcting spelling and grammar or formatting.
- 115. What does the term "Word Wrap" mean? Ans: It automatically moves text to the next line when it exceeds the current line length.
- 116. What is the purpose of "AutoCorrect" in MS Word? Ans: It automatically corrects commonly misspelled words and typing errors.
- 117. What is a "Row" in MS Word? Ans: A horizontal alignment of data in a table.
- 118. What is a "Column" in MS Word? Ans: A vertical alignment of data in a table.
- 119. What is the difference between Landscape and Portrait orientation in MS Word? Ans: Landscape is a horizontal page layout, while Portrait is a vertical page layout.

MS-Power Point

- 1. Who created Microsoft PowerPoint? Ans: Robert Gaskins and Dennis Austin.
- 2. When was Microsoft PowerPoint initially released? Ans: April 20, 1987, for Macintosh computers.
- 3. What are some alternatives to Microsoft Office? Ans: LibreOffice, Google Workspace, Apple iWork.
- 4. What is Google Workspace formerly known as? Ans: G Suite.
- 5. What is a slide in PowerPoint? Ans: A single page of a presentation.
- 6. What is a PowerPoint template? Ans: A pattern or blueprint of a slide or group of slides saved as a .potx file.
- 7. What is a PowerPoint theme? Ans: A predefined set of colors, fonts, and visual effects for a unified look.
- 8. What is the difference between a PowerPoint template and a theme? Ans: A template includes a theme plus content for a specific purpose.
- 9. What is the Selection Pane in PowerPoint? Ans: A tool to organize and manage objects on a slide.
- 10. What is the Quick Access Toolbar in PowerPoint? Ans: A toolbar that provides frequently used commands, customizable by the user.
- 11. What is the Slide Pane? Ans: It displays the current slide in the presentation.
- 12. What is the Notes Pane used for? Ans: To type reference notes for use during the presentation.

- 13. What is the Ribbon in PowerPoint? Ans: It organizes related functions into tabs and groups for easy access.
- 14. What is the purpose of the Status Bar in PowerPoint? Ans: It provides information about the active slide and offers view and zoom options.
- 15. What does Slide Sorter view display? Ans: Thumbnails of all slides in the presentation, allowing easy rearrangement.
- 16. What is Presenter View in PowerPoint? Ans: A view that shows speaker notes while presenting, hidden from the audience.
- 17. What is a Slide Master in PowerPoint? Ans: A feature that allows uniform formatting across all slides.
- 18. What are placeholders in PowerPoint? Ans: Dotted-line containers for content like text, tables, and graphics.
- 19. What is a slide transition? Ans: A visual effect that occurs when moving between slides in a presentation.
- 20. How do you apply bold formatting in PowerPoint? Ans: Press Ctrl+B.
- 21. How do you switch to Slide Show mode? Ans: Press F5.
- 22. How do you duplicate a slide in PowerPoint? Ans: Press Ctrl+D.
- 23. How do you switch between uppercase and lowercase text in PowerPoint? Ans: Press Shift+F3.
- 24. What does the Animation Pane show in PowerPoint? Ans: The order, type, and duration of animation effects on a slide.
- 25. What is a motion path in PowerPoint? Ans: A specific way to move an object on a slide.
- 26. What does the Title Bar in PowerPoint display? Ans: The name of the presentation and minimize, maximize, and close buttons.
- 27. Where is the View Area located in PowerPoint? Ans: At the bottom right of the screen, allowing you to switch between different views.
- 28. What is Normal View in PowerPoint? Ans: The default editing mode where slides are created and edited, with thumbnails displayed on the left.
- 29. What does Slide Sorter View allow you to do? Ans: View all slides as thumbnails and rearrange them by dragging and dropping.
- 30. What is Notes Page View used for? Ans: To show or hide speaker notes for each slide.
- 31. What is Outline View in PowerPoint? Ans: A view that displays only the text content of your slides, without graphics.
- 32. What is the purpose of Slide Show View? Ans: To deliver the presentation in full-screen mode to the audience.
- 33. What is Reading View in PowerPoint? Ans: A full-screen view like Slide Show View, with simple controls to navigate between slides.
- 34. What are Master Views in PowerPoint? Ans: Views that include Slide Master, Handout Master, and Notes Master for making universal style changes.

- 35. What is the function of a Slide Master? Ans: It allows changes to fonts and images on all slides from one location.
- 36. What are Slide Layouts in PowerPoint? Ans: Predefined arrangements of content placeholders like text boxes, images, and charts on a slide.
- 37. What are Placeholders in PowerPoint? Ans: Dotted-line containers in slide layouts that hold content like text, images, charts, and media.
- 38. How do you insert Headers and Footers in PowerPoint? Ans: Click Insert > Header & Footer and choose options such as date, time, and slide number.
- 39. What is a Slide Transition in PowerPoint? Ans: A visual effect that occurs when moving from one slide to the next during a presentation.
- 40. Where are slide thumbnails displayed in PowerPoint? Ans: In the Slides Tab located to the left of the slide pane.
- 41. What shortcut creates a new PowerPoint presentation? Ans: Ctrl+N.
- 42. What shortcut applies italic formatting to selected text? Ans: Ctrl+I.
- 43. What shortcut cuts selected text, object, or slide? Ans: Ctrl+X.
- 44. What shortcut pastes cut or copied content in PowerPoint? Ans: Ctrl+V.
- 45. What shortcut opens the Find dialog box in PowerPoint? Ans: Ctrl+F.
- 46. How do you apply subscript formatting in PowerPoint? Ans: Press Ctrl+= (Equal sign).
- 47. How do you switch to Presenter View in PowerPoint? Ans: Press Alt+F5.
- 48. How do you open the Editor pane for spelling and grammar check in PowerPoint? Ans: Press F7.
- 49. What is the function of the Quick Access Toolbar in PowerPoint? Ans: It provides quick access to frequently used commands and can be customized by the user.
- 50. What is a motion path in PowerPoint? Ans: A specific animation that moves an object along a predefined path on a slide.
- 51. What is the purpose of the Zoom feature in PowerPoint? Ans: To adjust the slide size view from 10% to 400%.
- 52. What are the different PowerPoint view options available in the View tab? Ans: Normal View, Slide Sorter View, Notes Page View, Outline View, Slide Show View, Presenter View, Reading View, and Master Views.
- 53. How do you switch to Normal View in PowerPoint? Ans: Click the Normal View button on the status bar or go to the View tab on the ribbon.
- 54. What is Slide Sorter View used for in PowerPoint? Ans: To display all slides in a presentation as thumbnails and easily rearrange them.
- 55. What is Notes Page View in PowerPoint? Ans: A view that allows you to show or hide speaker notes beneath the slide.
- 56. What is the Outline View in PowerPoint? Ans: A view that displays only the text of your slides, without any graphics or other elements.

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- 57. What is the purpose of Presenter View in PowerPoint? Ans: To view speaker notes while delivering a presentation, without the audience seeing them.
- 58. What is Reading View in PowerPoint? Ans: A full-screen view similar to Slide Show View, allowing you to easily flip through slides with simple controls.
- 59. What is a Master View in PowerPoint? Ans: A view where you can apply universal changes to slides, handouts, or notes.
- 60. What is Slide Master View used for in PowerPoint? Ans: To apply consistent formatting, such as fonts and logos, to all slides in a presentation.
- 61. How do you open Slide Master View in PowerPoint? Ans: Go to the View tab and select Slide Master.
- 62. What are Placeholders in PowerPoint slide layouts? Ans: Dotted-line containers that hold content like text, images, videos, and charts.
- 63. How do you insert Headers and Footers in a PowerPoint slide? Ans: Click Insert > Header & Footer, then select the options you want, such as date, slide number, or text.
- 64. What is a Slide Transition in PowerPoint? Ans: A visual effect that occurs when moving from one slide to the next during a presentation.
- 65. Where is the Slides Tab located in PowerPoint? Ans: To the left of the slide pane, displaying thumbnails of the slides.
- 66. What shortcut applies underline formatting to selected text in PowerPoint? Ans: Ctrl+U.
- 67. What shortcut duplicates a slide in PowerPoint? Ans: Ctrl+D.
- 68. How do you select all objects on a slide in PowerPoint? Ans: Press Ctrl+A.
- 69. How do you switch between sentence case, lowercase, and uppercase in PowerPoint? Ans: Press Shift+F3.
- 70. What shortcut applies superscript formatting in PowerPoint? Ans: Ctrl+Shift+Plus Sign (+).
- 71. How do you delete text in PowerPoint? Ans: Select the text and press the Delete or Backspace key.

MS-Excel

- 1. What is Microsoft Excel? Ans: Microsoft Excel is a spreadsheet application developed by Microsoft for various operating systems, featuring calculation capabilities, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications (VBA).
- 2. What programming language is used to create macros in Excel? Ans: Macros in Excel are created using Visual Basic for Applications (VBA).
- 3. What is the difference between a row and a column in Excel? Ans: A row arranges data horizontally from left to right, while a column arranges data vertically from top to bottom.
- 4. What is a worksheet in Excel? Ans: A worksheet is a single page in Excel that contains a collection of cells where users can store, update, and manipulate data.
- 5. What does the status bar in Excel indicate? Ans: The status bar displays information about the current status of the worksheet, including the active cell address and other relevant data.

- 6. How do you select all contents in a workbook? Ans: You can select all contents in a workbook by pressing Ctrl + A.
- 7. What is the purpose of the VLOOKUP function? Ans: The VLOOKUP function is used to search for a specified value vertically across a sheet and find an exact match in a table.
- 8. What does the IF function do in Excel? Ans: The IF function allows for logical comparisons, returning one value if the condition is true and another if it is false.
- 9. How can you identify non-adjacent cells in Excel? Ans: You can select non-adjacent cells by holding the Ctrl key and then clicking on the desired cells.
- 10. What is the use of the NOW function? Ans: The NOW function returns the current date and time in Excel.
- 11. What is the COUNTIF function used for? Ans: The COUNTIF function counts the number of cells that meet a specified condition.
- 12. What are wildcards in Excel? Ans: Wildcards are special characters used to represent unknown characters in text values; for example, an asterisk (*) represents any number of characters.
- 13. What does freezing panes do in Excel? Ans: Freezing panes allows you to keep a specific area of a worksheet visible while scrolling through other areas.
- 14. What are the two types of cell references in Excel? Ans: The two types of cell references are relative references, which change when copied, and absolute references, which remain constant regardless of where they are copied.
- 15. How does the CEILING function work in Excel? Ans: The CEILING function rounds a given number up to the nearest specified multiple.
- 16. What is the formula to concatenate text in Excel? Ans: The CONCATENATE function combines text from different cells into one cell, and you can also use the ampersand sign (&) to concatenate.
- 17. What does the Transpose function do in Excel? Ans: The Transpose function switches the orientation of an array, converting a vertical range to a horizontal range or vice versa.
- 18. How do you insert a comment in a cell in Excel? Ans: Right-click the cell and select "Insert Comment" or press Shift + F2 to add a note for annotation purposes.
- 19. What indicates an error in a cell in Excel? Ans: A green triangle in the upper-left comer of a cell indicates that the cell's contents violate one of Excel's error-checking rules.
- 20. What does the Red triangle in a cell signify? Ans: A red triangle in the upper-right corner of a cell indicates that there is a note in that cell, which can be viewed by hovering over it.
- 21. How do you locate the last cell containing data in Excel? Ans: Click anywhere in the worksheet and press Ctrl + End to locate the last cell with data or formatting.
- 22. What are the shortcut keys to navigate between worksheets in Excel? Ans: Use Ctrl + Page Down to move to the next sheet and Ctrl + Page Up to move to the previous sheet.
- 23. What is the function of the COUNTBLANK function? Ans: The COUNTBLANK function counts the number of empty cells in a specified range.



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- 24. What does the SUMIF function do? Ans: The SUMIF function sums the values in a range that meet specified criteria, such as summing only values larger than a certain number.
- 25. What are the maximum number of rows and columns in an Excel worksheet? Ans: An Excel worksheet contains a maximum of 1,048,576 rows and 16,384 columns.
- 26. What does the Formula Bar display? Ans: The Formula Bar shows the content of the active cell and allows users to enter or edit formulas.
- 27. What is the purpose of the Title Bar in Excel? Ans: The Title Bar displays the name of the currently open workbook.
- 28. How can you format cell contents in bold? Ans: You can format cell contents in bold by selecting the cell(s) and pressing Ctrl + B.
- 29. What does the ADDRESS function do in Excel? Ans: The ADDRESS function returns the cell address of a specified row and column number.
- 30. What are anchor cells in Excel? Ans: The anchor cell is the first cell highlighted in a selected range and remains uncolored when other cells are highlighted.

Operating System

- 1. What is an operating system? Ans: An operating system is a program that acts as an interface between the user and the computer hardware. It manages the computer's hardware and software resources and controls the execution of programs.
- 2. Name some types of operating systems.

Batch Operating System

Time-sharing Operating System

Distributed Operating System

Network Operating System

Embedded Operating System

Real-time Operating System

Clustered Operating System

- 3. What is the difference between a batch OS and a time-sharing OS? Ans: A batch OS processes jobs in groups (batches) without user interaction, while a time-sharing OS allows multiple users to interact with the computer simultaneously by sharing CPU time.
- 4. What is a distributed operating system? Ans: A distributed operating system manages a group of independent computers and makes them appear as a single system. This allows for resource sharing and increased processing power.
- 5. What is the purpose of an embedded operating system? Ans: An embedded operating system is designed to perform a specific task for a device that is not a computer, such as an ATM, a washing machine, or a traffic light system.
- 6. What is context switching? Ans: Context switching is the process of storing the state of a process or thread and then restoring a different one, allowing multiple processes to share a single CPU.



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- 7. What is a deadlock? Ans: A deadlock occurs when two or more processes are blocked because each process is holding a resource and waiting for another resource acquired by another process.
- 8. What is the difference between a client OS and a server OS? Ans: A client OS is designed for user interaction on a desktop or laptop, while a server OS is designed to provide services to multiple clients over a network.
- 9. Name some currently available operating systems.

Harmony OS

iOS

Android

Windows

macOS

Linux

NBCC

- 10. What is the kernel of an operating system? Ans: The kernel is the core of an operating system. It manages the system's resources and facilitates interactions between hardware and software.
- 11. What is a shell? Ans: A shell is a program that provides an interface for users to interact with the operating system. It can be a command-line interface (CLI) or a graphical user interface (GUI).
- 12. What is a device driver? Ans: A device driver is a program that allows the operating system to communicate with a specific hardware device.
- 13. What is the difference between sleep and hibernate? Ans: Sleep mode saves your current work and uses very little power, while hibernate mode saves your work to the hard drive and shuts down the computer, using even less power.
- 14. What is safe mode? Ans: Safe mode is a diagnostic mode that starts Windows with a limited set of drivers and files, helping to troubleshoot problems.
- 15. What is a file system? Ans: A file system is a way of organizing and storing files on a storage device. Different operating systems use different file systems.
- 16. What are some common file systems?

Windows: FAT, NTFS, exFAT

macOS: HFS+, APFS

Linux/Unix: ext, ext1, ext2, ext3, ext4, MINIX, OpenZFS, BtrFS, XFS

- 17. What is the system tray? Ans: The system tray is a section of the taskbar that provides quick access to icons for commonly used apps and displays the clock.
- 18. What is the difference between a program and a process? Ans: A program is code stored on your computer, while a process is a program that is loaded into memory and running.
- 19. What is demand paging? Ans: Demand paging is a memory management technique where pages are loaded into memory only when they are needed.

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- 20. What is a page fault? Ans: A page fault occurs when a program tries to access a page that is not currently in memory.
- 21. What is the difference between Linux and Unix? Ans: Linux is a free and open-source family of operating systems inspired by Unix. Unix is older, proprietary, and not open source.
- 22. Name some variants of Linux. Ans: Ubuntu, Linux Mint, Debian, Red Hat Enterprise, Fedora
- 23. What is FreeBSD? Ans: FreeBSD is a free and open-source Unix-like operating system known for its speed and stability, often used for networking and server applications.
- 24. What is a command-line interface (CLI)? Ans: A CLI allows users to interact with an operating system by typing text commands.
- 25. Give examples of where CLIs are used today. Ans: macOS Terminal, Windows Command Prompt, Linux Bash Shell, cloud platforms like Google Cloud and AWS.
- 26. What is a graphical user interface (GUI)? Ans: A GUI allows users to interact with an operating system using graphical elements like windows, icons, and menus.
- 27. What are the file extensions for iOS and Android apps? Ans: iOS apps use .IPA, and Android apps use .APK.
- 28. What is the 8.3 filename limitation? Ans: This refers to an old limitation in MS-DOS where filenames could only have 8 characters for the name and 3 characters for the extension.
- 29. How do you open the Command Prompt in Windows? Ans: You can type "Command Prompt" in the Start menu search bar, or press Windows key + R, type "cmd," and press Enter.
- 30. What are some common Windows keyboard shortcuts?

Ctrl+Alt+Delete: Open task manager or sign out.

Windows key + SHIFT + S: Take a screenshot.

Windows key + D: Show/hide the desktop.

Ctrl + Esc: Open the Start menu.

- 31. What is the difference between FAT and NTFS? Ans: FAT is an older file system used in older versions of Windows, while NTFS is newer and offers features like file security and larger file sizes.
- 32. What is exFAT? Ans: exFAT is a file system optimized for flash memory like USB drives and SD cards.
- 33. What is a thread? Ans: A thread is a smaller unit of execution within a process. Multiple threads can run within the same process, sharing its resources.
- 34. What is thrashing? Ans: Thrashing occurs when a computer's virtual memory is overused, leading to excessive paging and poor performance.
- 35. What is the purpose of the Task View button in Windows? Ans: The Task View button shows all open windows and allows you to switch between them or create virtual desktops.
- 36. What is the Quick Launch area in Windows? Ans: The Quick Launch area on the taskbar is used to pin shortcuts to frequently used applications.
- 37. What are deskbands in Windows? Ans: Deskbands are minimized programs that run in the taskbar, providing quick access to information or functionalities.

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- 38. What is the Action Center in Windows? Ans: The Action Center displays notifications and alerts from apps and the system.
- 39. Who developed the first operating system? Ans: The first operating system, GMOS, was developed by General Motors for the IBM 701 computer.
- 40. Who is known as the father of the operating system? Ans: Gary Kildall is known as the father of the operating system.
- 41. What was the original name of Android? Ans: Android Inc.
- 42. When did Google acquire Android? Ans: August 17th, 2005
- 43. What is the codename for Android 13? Ans: Tiramisu
- 44. What is the name of the kernel used in Windows? Ans: Windows NT kernel
- 45. Which operating systems are based on the Linux kernel? Ans: Chrome OS, WebOS, Android, and Maemo
- 46. What is the latest version of macOS? Ans: macOS 13 Ventura (as of October 4, 2024)
- 47. What does "XP" stand for in Windows XP? Ans: eXPerience
- 48. What is Windows CE? Ans: A compact version of Windows designed for small devices like satellite navigation systems.
- 49. What is the difference between a hard RTOS and a soft RTOS? Ans: A hard RTOS guarantees tasks will be completed within a specific timeframe, while a soft RTOS allows for some flexibility in deadlines.
- 50. What is the purpose of a clustered operating system? Ans: To increase availability and processing power by linking multiple computers to work together as a single system.
- 51. What are the two versions of safe mode in Windows? Ans: Safe Mode and Safe Mode with Networking.
- 52. What is the function of the F8 key in Windows? Ans: It was traditionally used to access the boot menu in older versions of Windows.
- 53. What is the benefit of using demand paging? Ans: It reduces the number of page faults and increases the degree of multiprogramming by only loading necessary pages into memory.
- 54. What is the relationship between a process and a thread? Ans: A process is a program in execution, and a thread is a smaller unit of execution within a process. A process can have multiple threads.
- 55. What is the purpose of the Windows key + L shortcut? Ans: To lock your PC.
- 56. What is the purpose of the Windows key + P shortcut? Ans: To choose a presentation display mode.
- 57. What file system is optimized for flash memory? Ans: exFAT

Software

1. What are the two main categories of software? Ans: The two main categories of software are System Software and Application Software.

- 2. What is the primary function of System Software? Ans: System software controls a computer's internal functioning, primarily through the operating system, and manages hardware devices.
- 3. Give three examples of Operating Systems. Ans: macOS, Linux, and Microsoft Windows.
- 4. What is the purpose of Device Drivers? Ans: Device drivers control specific hardware components of a computer system, allowing them to function correctly.
- 5. What is Firmware and where is it stored? Ans: Firmware consists of programs and procedures permanently stored in a computer's read-only memory (ROM).
- 6. What is the role of Utility Software? Ans: Utility software helps analyze, optimize, configure, and maintain a computer system.
- 7. Name two types of Application Software. Ans: Word processors (like MS Word) and web browsers (like Google Chrome).
- 8. What is the difference between Source Code and Object Code? Ans: Source code is the human-readable text written by programmers, while object code is the machine-readable translation that the computer executes.
- 9. What are the two main types of programming languages? Ans: Low-level languages (like machine language and assembly language) and high-level languages (like Java, C++, and Python).
- 10. What is the difference between a Compiler and an Interpreter? Ans: A compiler translates the entire source code into machine code at once, while an interpreter translates and executes it line by line.
- 11. What is the purpose of Alpha Testing and Beta Testing? Ans: Alpha testing is done by internal testers, while beta testing involves external users to find bugs before a software release.
- 12. What is an EULA? Ans: An End User License Agreement is a legal document that defines the user's rights and restrictions when using software.
- 13. What is SaaS? Ans: Software as a Service is a model where software is licensed on a subscription basis and hosted centrally, accessible via the internet.
- 14. What is a bug in software testing? Ans: A bug is a defect or error in the software that causes it to not function as intended.
- 15. What is the difference between Syntax Errors and Semantic Errors? Ans: Syntax errors are violations of the programming language's rules, while semantic errors result in incorrect program behavior despite correct syntax.
- 16. What is the smallest piece of software called? Ans:: A module.
- 17. What is the focus of UI design? Ans: UI (User Interface) design focuses on the looks and style of the software to create a smooth and visually appealing user interaction.
- 18. What is the focus of UX design? Ans: UX (User Experience) design focuses on the usability and overall user satisfaction with the software product.
- 19. What is Freeware? Ans: Freeware is software available at no cost, allowing users to download and use it without paying.

- 20. What is Shareware? Ans: Shareware is software distributed free on a trial basis, often with a time limit or limited features, after which payment is required for continued use.
- 21. Name three types of Shareware. Ans: Demoware, Adware, and Freemium software.
- 22. What is the key difference between Freeware and Open-source software? Ans: Open-source software includes access to the source code, allowing users to modify and enhance it, unlike freeware.
- 23. What is Closed Source Software? Ans: Closed source software keeps its source code protected and unavailable to the public, allowing only the creators to modify it.
- 24. What is the purpose of Module Testing? Ans: Module testing verifies the correctness of individual units or components of the software in isolation.
- 25. Where is software stored for long-term use? Ans: Software is stored on external long-term memory devices, such as hard drives.
- 26. What is RAM and what is it used for with software? Ans: RAM (Random Access Memory) is temporary storage where the computer places software instructions while the program is actively in use.
- 27. What is the purpose of a database software? Ans: Database software is used to create, manage, modify, and organize large amounts of data for quick retrieval.
- 28. What is another name for database software? Ans: Database Management System (DBMS).
- 29. Give an example of a popular multimedia software. Ans: Adobe Photoshop.
- 30. What is the function of a web browser? Ans: Web browsers are used to access and browse the internet.
- 31. What does "open source" refer to in software? Ans: Open source refers to software where the source code is freely available to the public, allowing for modification and redistribution.
- 32. What is the role of an assembler? Ans: An assembler translates assembly language (a low-level language) into machine code.
- 33. What are the two types of SaaS? Ans: Horizontal SaaS (serving a broad market) and Vertical SaaS (serving a specific industry).
- 34. Give an example of a Horizontal SaaS product. Ans: Dropbox or Google Drive (cloud storage solutions used across various industries).
- 35. Give an example of a Vertical SaaS product. Ans: Mailchimp (focused on email marketing for businesses).
- 36. What is the difference between "low-level" and "high-level" programming languages? Ans:: Low-level languages are closer to machine code (binary) and are harder for humans to read and write, while high-level languages are more human-readable and easier to understand.
- 37. What is an example of a low-level language? Ans: Assembly language.
- 38. Why do high-level languages require a compiler or interpreter? Ans: High-level languages need to be translated into machine code (binary) that the computer can understand and execute. Compilers and interpreters perform this translation.

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- 39. What is the main advantage of using a high-level language for programming? Ans: High-level languages are easier for programmers to understand and write code in, improving efficiency and reducing errors.
- 40. What is the role of a compiler in programming? Ans: A compiler translates the entire source code written in a high-level language into machine code in one go.
- 41. How does an interpreter differ from a compiler? Ans: An interpreter translates and executes high-level language code line by line, instead of translating the entire program at once.
- 42. What is the purpose of an End User License Agreement (EULA)? Ans: A EULA is a legal agreement that outlines the terms and conditions of using a software product, including user rights and restrictions.
- 43. What is the main concept behind "Software as a Service" (SaaS)? Ans: SaaS provides software on a subscription basis, hosted centrally and accessed over the internet, eliminating the need for users to install and maintain the software themselves.
- 44. What are the two main types of SaaS offerings? Ans:: Horizontal SaaS (targeting a broad market with general solutions) and Vertical SaaS (targeting specific industries with specialized solutions).
- 45. What is the difference between syntax and semantics in programming? Ans: Syntax refers to the structural rules of a programming language (like grammar), while semantics define the meaning of the code and how it will be executed.

DBMS(Database Management System)

- 1. What is DBMS? Ans: A Database Management System (DBMS) is software used to organize, store, and retrieve data efficiently. It acts as an interface between users/applications and the database itself.
- 2. What is Data? Ans: Data is a collection of raw, unorganized facts, figures, and symbols. It can be anything from numbers and text to images and sounds.
- 3. What are the two main types of data?
- (i)Static data: Data that rarely changes, lke a list of countries.
- (ii)Dynamic data: Data that changes frequently, like customer orders.
- 4. What is a Database? Ans: A database is a structured set of data that is electronically stored and accessed on a computer system.
- 5. Name three benefits of using a DBMS.
- (i) Data integrity: Ensures data is accurate and consistent.
- (ii)Data security: Protects data from unauthorized access.
- (iii) Reduced data redundancy: Minimizes duplicate data, saving storage space.
- 6. What does RDBMS stand for? Ans: Relational Database Management System
- 7. Who invented the relational database model? Ans: Edgar Frank Codd
- 8. What is a key in a relational database? Ans: A key is a unique identifier for a row (record) in a table. It's used to establish relationships between tables.

- 9. What does SQL stand for? Ans: Structured Query Language
- 10. What is the purpose of normalization in DBMS? Ans: Normalization reduces data redundancy and avoids issues like insertion, update, and deletion anomalies.
- 11. What does ACID stand for in the context of database transactions? Ans: Atomicity, Consistency, Isolation, Durability
- 12. What is a hierarchical database model? Ans: A data model where data is organized in a tree-like structure with parent-child relationships.
- 13. What is a network database model? Ans: A data model where data is organized in a graph-like structure with many-to-many relationships.
- 14. What are the three main architectures of DBMS? Ans: One-tier, two-tier, and three-tier architecture.
- 15. What are the main components of a DBMS? Ans: Hardware, software, data, procedures, and database access language.
- 16. What does DDL stand for? Ans: Data Definition Language
- 17. What is a database schema? Ans: A logical representation of the database structure, defining how data is organized.
- 18. What is metadata? Ans: Data about data; it provides context and describes the characteristics of data.
- 19. What is the smallest unit of data in a computer? Ans: A bit
- 20. What is an ER model? Ans: Entity-Relationship model, used to visually represent the entities, attributes, and relationships in a database.
- 21. What is a weak entity? Ans: An entity that depends on another entity for its existence and doesn't have a primary key of its own.
- 22. What are the four types of NoSQL databases?
- (i)Document-oriented databases
- (ii) Key-value stores
- (iii) Wide-column stores
- (iv) Graph stores
- 23. What is a document-oriented database? Ans: A type of NoSQL database that stores data in flexible, semi-structured documents, often in JSON or XML format.
- 24. What is a key-value store? Ans: A simple NoSQL database that stores data as key-value pairs, where each key is unique and associated with a specific value.
- 25. What is a wide-column store? Ans: A NoSQL database that organizes data into rows and columns, but allows for flexible schema within each row.
- 26. What is a graph store? Ans: A NoSQL database that uses nodes and relationships to represent and store interconnected data.
- 27. What is the difference between a natural key and a surrogate key? Ans: A natural key is a real-world identifier (like a Social Security number), while a surrogate key is an artificial key created specifically for the database (like an auto-incrementing ID number).

- 28. What is a compound key? Ans: A key that consists of two or more attributes to uniquely identify a record in a table.
- 29. What is a foreign key? Ans: An attribute in one table that refers to the primary key of another table, creating a relationship between the two tables.
- 30. What is a surrogate key? Ans: An artificial key created to uniquely identify records in a table, often used when there is no suitable natural key.
- 31. What is the hierarchy of data in a database (from smallest to largest)? Ans: Bit, byte, field, record, file, database.
- 32. What are the main components of an ER model? Ans: Entities, attributes, and relationships.
- 33. What is a simple attribute? Ans: An attribute that holds a single, indivisible value (e.g., age).
- 34. What is a composite attribute? Ans: An attribute composed of multiple simple attributes (e.g., address with street, city, and zip code).
- 35. What is a multivalued attribute? Ans: An attribute that can have multiple values for a single entity (e.g., a person's hobbies).
- 36. What is the role of the application layer in a three-tier DBMS architecture? Ans: The application layer sits between the client and the database server. It manages data transfer, enforces security rules, and provides an interface for clients to interact with the database.
- 37. Why might you choose a non-relational database over a relational database? Ans: Non-relational databases are a good choice when dealing with large volumes of unstructured or semi-structured data, when flexibility in the data schema is needed, or when high scalability and availability are priorities.
- 38. What is the first graphical query language? Ans: Query by Example (QBE)
- 39. What are some examples of open-source Relational Database Management Systems (RDBMS)? Ans: MySQL, PostgreSQL, MariaDB, SQLite
- 40. Can a table have more than one primary key? Ans: No, a table can have only one primary key.
- 41. What is the purpose of a foreign key in a relational database? Ans: A foreign key establishes a link between two tables by referencing the primary key of another table. This enforces referential integrity and creates relationships between tables.
- 42. What is the difference between DML and DDL commands in SQL? Ans: DML (Data Manipulation Language) commands are used to modify data within a database (e.g., INSERT, UPDATE, DELETE). DDL (Data Definition Language) commands are used to define the structure of the database (e.g., CREATE, ALTER, DROP).
- 43. What are some examples of TCL commands in SQL? Ans: COMMIT, ROLLBACK, SAVEPOINT
- 44. Why is data integrity important in a database? Ans: Data integrity ensures that the data is accurate, consistent, and reliable. This is crucial for making informed decisions and maintaining the quality of data-driven processes.

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Printers

- 1. What is a printer? Ans: A printer is an output device that produces a hard copy of electronic data stored in a computer or other devices.
- 2. Name two Japanese printer companies. Ans: Canon and Epson.
- 3. Who invented the printing press and when? Ans: Johannes Gutenberg in the 15th century.
- 4. Where was the first printing press in India established? Ans: Jesuit St. Paul's College in Old Goa in 1556.
- 5. What was the world's first digital printer, and when was it released? Ans: The EP-101, released by Epson in 1968.
- 6. What are the two types of printers? Ans: Impact printers and Non-Impact printers.
- 7. How do Impact printers work? Ans: They print characters and images by striking a print hammer or wheel against an inked ribbon.
- 8. Name one advantage and one disadvantage of impact printers.

Ans: Advantage: Reliable and inexpensive.

Disadvantage: Noisy and unable to print in color.

- 9. What is the function of a DB-25 connector in printers? Ans: It was used for parallel printer ports before USB and network printing became common.
- 10. What is the difference between Line Printers and Character Printers? Ans: Line printers print a line at a time, while character printers print one character at a time.
- 11. What type of printer uses a rotating chain to print characters? Ans: Chain Printer.
- 12. Who invented the dot matrix printer, and when? Ans: Robert Howard invented it, and IBM developed the first dot matrix printer in 1957.
- 13. What is Daisy-Wheel printing? Ans: It is an impact printing technology where each petal of the wheel forms a letter, number, or punctuation mark.
- 14. How does a plotter work? Ans: A plotter draws line art by moving a pen mechanically to reproduce vector graphics onto paper.
- 15. What does PPM and DPI stand for in printers?

PPM: Pages Per Minute.

DPI: Dots Per Inch.

- 16. What is the CMYK acronym in printing? Ans: Cyan, Magenta, Yellow, and Key (Black).
- 17. What is the first inkjet printer developed by Hewlett-Packard? Ans: The first inkjet printer was developed in 1976.
- 18. What is Duplex Printing? Ans: It refers to printing on both sides of a page automatically.
- 19. Who introduced 3D printing and when? Ans: Chuck Hull introduced 3D printing in 1984.
- 20. Who invented the laser printer and when? Ans: Gary Starkweather invented the laser printer in 1969.
- 21. What is toner in a laser printer? Ans: Toner is a powder used to create printed text and images on paper, attracted to positively charged paper.

- 22. How do thermal printers work? Ans: They use electrically heated pins to print on heat-sensitive paper.
- 23. Who invented the first thermal printer, and when? Ans: Jack Kilby invented the first thermal printer in 1965.
- 24. What is a network printer? Ans: A printer connected to a network through Ethernet or Wi-Fi, accessible by multiple devices on the same network.
- 25. What is an inkjet printer? Ans: An inkjet printer creates text or images by forcing ink through nozzles to form droplets on paper.
- 26. What color model is used by inkjet printers? Ans: CMYK: Cyan, Magenta, Yellow, and Key (Black).
- 27. When was the first inkjet printer developed, and by which company? Ans: In 1976 by Hewlett-Packard.
- 28. What is the advantage of inkjet printers over laser printers? Ans: Inkjet printers have lower initial hardware costs and are smaller in size compared to laser printers.
- 29. What is the purpose of a printer driver in inkjet printers? Ans: The driver converts digital files into a format that the printer can understand.
- 30. What is duplex printing? Ans: Duplex printing refers to printing on both sides of a page automatically.
- 31. What is 3D printing also known as? Ans: Additive manufacturing.
- 32. Who introduced 3D printing and in what year? Ans: Chuck Hull in 1984.
- 33. What materials can be used in 3D printing? Ans: Plastics, polymers, metal alloys, and even food materials.
- 34. Who invented the laser printer, and in what year? Ans: Gary Starkweather in 1969.
- 35. What does the fuser unit do in a laser printer? Ans: It melts toner onto paper to create a printed image.
- 36. What is toner in a laser printer? Ans: Toner is a dry ink powder used to create text and images by being attracted to positively charged paper.
- 37. How do thermal printers create images? Ans: They use electrically heated pins on heat-sensitive paper, which darkens when heated.
- 38. Who invented the first thermal printer, and when? Ans: Jack Kilby in 1965.
- 39. What are thermal printers commonly used for? Ans: They are used in ATMs, grocery stores, healthcare, and retail industries.
- 40. What is a network printer? Ans: A printer connected to a network via Ethernet or Wi-Fi, accessible by multiple devices.
- 41. How does a network printer obtain its IP address? Ans: It uses Dynamic Host Configuration Protocol (DHCP) to obtain an IP address from the server.
- 42. What is an impact printer? Ans: An impact printer prints by striking a print hammer or wheel against an inked ribbon.

- 43. What is the difference between impact and non-impact printers? Ans: Impact printers use mechanical components to print, while non-impact printers do not have mechanical moving parts.
- 44. What is a line printer? Ans: A line printer prints a whole line at once and is faster than a character printer.
- 45. What are the two types of line printers? Ans: Drum printer and chain printer.
- 46. How does a drum printer work? Ans: A drum printer has characters embossed on a rotating cylindrical drum, and hammers strike against the drum to print characters.
- 47. How does a chain printer work? Ans: A chain printer uses a rotating print chain, and hammers strike when the desired character is aligned in front of the print position.
- 48. What is a band printer? Ans: A variation of the chain printer that uses a steel band instead of a chain to print characters.
- 49. What is a dot matrix printer? Ans: A type of impact printer that prints by striking pins or wires on an inked ribbon to form characters or images on paper.
- 50. Who invented the dot matrix printer? Ans: Robert Howard.
- 51. Which company developed the first dot matrix printer, and in what year? Ans: IBM in 1957.
- 52. What is a daisy-wheel printer? Ans: A printer that uses a wheel with petals, where each petal represents a character, and strikes against a ribbon to print.
- 53. Who invented daisy-wheel printing, and when? Ans: Andrew Gabor in 1970.
- 54. What is the advantage of non-impact printers over impact printers? Ans: Non-impact printers operate at higher speeds and have a lower noise level.
- 55. What is an inkjet printer known for in terms of printing? Ans: Producing vivid, highly detailed photo prints due to the use of highly pigmented inks.
- 56. What is additive manufacturing? Ans: Another term for 3D printing, which constructs a three-dimensional object layer by layer.
- 57. What is a 3D printer used for? Ans: To create three-dimensional objects from materials like plastics, polymers, metal alloys, or resins.
- 58. What is a laser printer, and who invented it? Ans: A printer that uses lasers to imprint images onto a drum; invented by Gary Starkweather in 1969.
- 59. What are the steps involved in laser printing? Ans: The printer stores data, charges the drum, activates the laser, attracts toner to the drum, transfers toner to paper, and melts toner onto the paper using hot rollers.
- 60. What is the function of a fuser unit in a laser printer? Ans: It melts toner onto the paper to produce the final print.
- 61. What is a thermal printer, and how does it work? Ans: A printer that uses heat-sensitive paper and electrically heated pins to create prints by making the paper dark where it gets hot.
- 62. What is the chemical used in thermal paper coatings? Ans: Bisphenol A (BPA).
- 63. Where are thermal printers commonly used? Ans: In ATMs, banking, retail, grocery stores, and healthcare industries.

- 64. What is a plotter? Ans: A plotter is an output device used to create large vector designs by mechanically moving a pen to draw on paper.
- 65. What is the primary use of a plotter? Ans: Plotters are commonly used in Computer-Aided Design (CAD) applications, such as for architectural blueprints.
- 66. How is the speed of a printer generally measured? Ans: Printer speed is measured in PPM (Pages Per Minute).
- 67. What does DPI stand for in printing? Ans: DPI stands for Dots Per Inch, which measures the resolution of a printer.
- 68. What is a monochrome printer? Ans: A monochrome printer is a printer that prints in only one color, typically black.
- 69. What is CMYK in printing? Ans: CMYK stands for Cyan, Magenta, Yellow, and Key (Black), which are the primary colors used in color printing.
- 70. What is a non-impact printer? Ans: A printer that operates without mechanical movement or striking mechanisms, providing quieter and faster printing.
- 71. What is an example of a non-impact printer? Ans: Inkjet and laser printers are examples of non-impact printers.
- 72. Who introduced the first 3D printer, and in which year? Ans: Chuck Hull introduced the first 3D printer in 1984.
- 73. What materials are typically used in 3D printing? Ans: Plastics, polymers, metal alloys, and resins are commonly used in 3D printing.
- 74. What is a duplex printer? Ans: A duplex printer can automatically print on both sides of a page.
- 75. What is a network printer? Ans: A network printer is connected to a network via Ethernet or Wi-Fi, allowing multiple devices to access it.
- 76. How do network printers obtain an IP address? Ans: Network printers use Dynamic Host Configuration Protocol (DHCP) to obtain an IP address.
- 77. What is toner in a laser printer? Ans: Toner is a powder used in laser printers to create text and images on paper through electrostatic attraction.
- 78. What are the primary components of a laser printer's printing process? Ans: The primary components include the drum, toner, laser, transfer belt, and fuser unit.
- 79. What is a thermal printer? Ans: A thermal printer creates prints by using heat-sensitive paper and electrically heated pins to darken the paper where heat is applied.
- 80. Who invented the first thermal printer, and in what year? Ans: Jack Kilby invented the first thermal printer in 1965.
- 81. Where are thermal printers commonly used? Ans: Thermal printers are used in industries like banking (ATMs), retail, grocery stores, healthcare, and fax machines.
- 82. What is a printer duplexer? Ans: A printer duplexer is a removable hardware component that enables automatic double-sided printing.

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Cyber Security

- 1. What is malware? Ans: Malware is malicious software designed to steal data and damage or destroy computers and systems.
- 2. What are some common examples of malware? Ans: Viruses, worms, Trojans, spyware, adware, and ransomware.
- 3. What does VIRUS stand for? Ans: Vital Information Resources Under Siege.
- 4. What is a computer virus? Ans: A virus is malicious software that replicates itself by modifying other programs and inserting its own code.
- 5. Who coined the term 'computer virus' and when? Ans: Fred Cohen in 1983.
- 6. What was the first known computer virus, and who created it? Ans: The Creeper virus, created by Bob Thomas in 1971.
- 7. What are the four phases of a virus life cycle? Ans: Dormant phase, propagation phase, triggering phase, and execution phase.
- 8. What is a boot sector virus? Ans: A virus that infects the boot sector of a computer and is loaded into memory during startup.
- 9. What was the first boot sector virus in India? Ans: The Brain virus in 1986.
- 10. What is a resident virus? Ans: A virus that embeds itself in computer memory and infects other files without execution.
- 11. What is a polymorphic virus? Ans: A virus that changes its code to avoid detection while maintaining its malicious function.
- 12. What is a macro virus? Ans: A virus written in the same macro language used in applications like Microsoft Word or Excel.
- 13. What is ransomware? Ans: Ransomware locks users out of their devices and demands a ransom to regain access.
- 14. What was the first documented ransomware? Ans: The 1989 AIDS Trojan (PS Cyborg1), developed by Joseph Popp.
- 15. What is adware? Ans: Adware is software that displays unwanted ads and can slow down devices or install spyware.
- 16. What is a rootkit? Ans: A rootkit provides privileged access to a computer while hiding its presence, making it difficult to detect.
- 17. What is spyware? Ans: Spyware tracks user activity, logs behavior, and can steal personal information such as passwords.
- 18. What is a keylogger? Ans: A keylogger is a program that records everything a user types to steal sensitive information.
- 19. What is a computer worm? Ans: A worm is self-replicating malware that spreads over a network without needing a host program.
- 20. What was the first computer worm? Ans: The Morris Worm, created in 1988.
- 21. What is a Trojan horse virus? Ans: A type of malware disguised as legitimate software to gain access to a system.

- 22. What is a retrovirus in computing? Ans: A retrovirus is malware that tries to disable antivirus software to avoid detection.
- 23. What is spoofing? Ans: Spoofing is when a cybercriminal disguises themselves as a trusted entity to deceive users.
- 24. What is phishing? Ans: Phishing is a cyberattack designed to steal sensitive information by sending malicious emails or messages.
- 25. What is spooling? Ans: Spooling temporarily stores data for execution, but it can be a security vulnerability if intercepted.
- 26. What is sniffing? Ans: Sniffing is monitoring network traffic to capture and analyze data packets.
- 27. What is pharming? Ans: Pharming is a cyberattack that redirects victims to malicious websites to steal their personal information.
- 28. What is skimming? Ans: Skimming occurs when devices illegally installed on ATMs or POS terminals capture card data.
- 29. What is the difference between spoofing and phishing? Ans: Spoofing disguises the sender's identity, while phishing aims to steal sensitive information.
- 30. What is vishing? Ans: Vishing is a phishing attack using voice or telephony technologies to trick individuals into revealing sensitive data.
- 31. What is a logic bomb? Ans: A logic bomb is malicious code that is triggered when specific conditions are met, such as a date or system event.
- 32. What is a time bomb in malware? Ans: A type of logic bomb that detonates on a specific date or time.
- 33. What is a web script virus? Ans: A virus that targets web browsers and servers by altering web page content to include malicious code or links.
- 34. What is a multipartite virus? Ans: A virus that attacks both the boot sector and executable files simultaneously.
- 35. What is ransomware typically demanding for payment? Ans: Ransomware often demands payment in cryptocurrency, such as Bitcoin.
- 36. What is Pegasus spyware? Ans: A spyware developed by the Israeli cyber-arms company NSO Group used to monitor devices and steal information.
- 37. What is a backdoor or trap door? Ans: A secret entry point into a program that bypasses normal security mechanisms, often created by developers.
- 38. What is a hacker? Ans: A hacker is a person who breaks into a computer system for various purposes, ranging from malicious to ethical.
- 39. What are white hat hackers? Ans: White hat hackers are ethical hackers who help organizations find and fix security vulnerabilities.
- 40. What is social engineering in cybersecurity? Ans: Social engineering refers to manipulating individuals to disclose sensitive information or perform actions that benefit the attacker.

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- 41. What is IP spoofing? Ans: IP spoofing is when an attacker disguises their IP address with a fake one to gain unauthorized access to a system.
- 42. What is DNS spoofing? Ans: DNS spoofing is an attack where altered DNS records redirect users to fraudulent websites.
- 43. What is spear phishing? Ans: A targeted phishing attack aimed at specific individuals or organizations to steal data or install malware.
- 44. What is whaling in cybersecurity? Ans: Whaling is a phishing attack targeting senior executives or business leaders to steal information or initiate fraudulent fund transfers.
- 45. What is smishing? Ans: Smishing is a phishing attack using text messages to trick users into revealing sensitive information.
- 46. What is a virus signature file? Ans: A file containing known virus data used by antivirus software to detect and remove malware.
- 47. What is a common antivirus program from Russia? Ans: Kaspersky, headquartered in Moscow, Russia.
- 48. What is the full form of AVG antivirus? Ans: AVG stands for Anti-Virus Guard.
- 49. Where is the headquarters of Norton by Symantec? Ans: Tempe, Arizona, United States.

Hardware, Input and Output Devices

- 1. What is network topology? Ans: A network topology is the physical and logical arrangement of nodes and connections in a network.
- 2. What is Bus Topology? Ans: In a Bus topology, all nodes are connected to a single backbone cable.
- 3. How does data flow in a Ring Topology? Ans: Data flows in one direction (unidirectional), with each node retransmitting the data to the next node.
- 4. What is Star Topology? Ans: In Star topology, every node is connected to a central hub, switch, or server.
- 5. What is Mesh Topology? Ans: In a Mesh topology, each node is connected to multiple other nodes to route data efficiently.
- 6. What is hardware in a computer system? Ans: Hardware refers to the physical components of a computer that can be touched, like the CPU, RAM, and monitor.
- 7. What is Von Neumann Architecture? Ans: It is a computer architecture design where the CPU, memory, and I/O devices are connected by a single system bus.
- 8. What is RISC? Ans: RISC stands for Reduced Instruction Set Computer, which uses a small set of simple instructions for fast processing.
- 9. What is CISC? Ans: CISC stands for Complex Instruction Set Computer, which has a large set of instructions for handling complex tasks.
- 10. What is a GPU (Graphics Processing Unit)? Ans: A GPU uses parallel processing to handle graphics tasks and has its own RAM for storing image data.

- 11. What is a motherboard? Ans: The motherboard is the main printed circuit board that connects all computer components and allows communication between them.
- 12. What is a CPU? Ans: The CPU, or Central Processing Unit, is the brain of the computer responsible for data processing.
- 13. What is an Arithmetic Logic Unit (ALU)? Ans: The ALU performs arithmetic and logical operations within the CPU.
- 14. What is a Control Unit? Ans: The Control Unit manages the flow of data and instructions between the CPU and memory.
- 15. What is a computer bus? Ans: A bus is a collection of wires used for communication between computer components.
- 16. What is an input device? Ans: An input device is hardware that allows users to enter data into a computer, like a keyboard or mouse.
- 17. What is a scanner? Ans: A scanner is a device that converts images or documents into a digital format.
- 18. What is BIOS? Ans: BIOS stands for Basic Input/Output System, which initializes system devices during boot-up.
- 19. What is a printer? Ans: A printer is an output device that produces a physical representation of graphics or text on paper.
- 20. What is a pointing device? Ans: A pointing device controls the movement of a pointer on the computer screen, such as a mouse or touchpad.
- 21. What is a touchscreen? Ans: A touchscreen allows users to interact with the system by touching the screen, functioning as both an input and output device.
- 22. What is a trackball? Ans: A trackball is an input device with a ball that the user rotates to control the on-screen cursor.
- 23. What is a joystick? Ans: A joystick is an input device used to control video games or other applications, especially in aviation controls.
- 24. What is Optical Character Recognition (OCR)? Ans: OCR is a technology that reads printed characters and converts them into digital data.
- 25. What is RFID? Ans: RFID (Radio Frequency Identification) uses radio signals to communicate with tags for identification purposes.
- 26. What is the role of the Control Unit in a CPU? Ans: The Control Unit manages the flow of data and instructions between the CPU and other components.
- 27. What is the function of the CPU clock? Ans: The CPU clock coordinates the activities of all computer components by sending out regular electrical pulses.
- 28. What is the purpose of memory or storage units in a computer? Ans: Memory units store instructions, data, and intermediate results needed by other computer components.
- 29. What is an Address Bus? Ans: The Address Bus carries memory addresses from the processor to other components and is unidirectional.

- 30. What is a Data Bus? Ans: The Data Bus carries data between the processor and other components and is bidirectional.
- 31. What is a Control Bus? Ans: The Control Bus carries control signals and clock pulses between the processor and other components and is unidirectional.
- 32. What is a pointing device? Ans: A pointing device allows users to control the movement of a cursor on the computer screen, such as a mouse or touchpad.
- 33. What is an Optical Mouse? Ans: An optical mouse uses a laser or LED to track movement and move the cursor on the screen.
- 34. What is a Trackpad? Ans: A trackpad is a touch-sensitive input device used to control a pointer on the screen, common in laptops.
- 35. What is a Touchscreen? Ans: A touchscreen allows users to interact with a computer by touching the screen directly, serving as both an input and output device.
- 36. What is a Graphics Tablet? Ans: A graphics tablet is an input device that enables users to draw images using a stylus, similar to drawing on paper.
- 37. What is a Joystick? Ans: A joystick is an input device used to control the direction and actions in video games or flight simulators.
- 38. What is a Digital Camera? Ans: A digital camera captures images and stores them in digital format for downloading or editing on a computer.
- 39. What is Voice Input? Ans: Voice input is a process of entering data into a computer by speaking into a microphone.
- 40. What is Optical Character Recognition (OCR)? Ans: OCR technology reads printed or hand-drawn text and converts it into digital data that a computer can process.
- 41. What is a Bar Code Reader? Ans: A Bar Code Reader uses laser beams to scan and read barcodes and convert the data into digital form.
- 42. What is RFID? Ans: RFID (Radio Frequency Identification) uses radio signals to identify and track objects with RFID tags.
- 43. What is MICR? Ans: MICR (Magnetic Ink Character Recognition) reads characters printed with magnetic ink, typically used on checks.
- 44. What is a Biometric Input device? Ans: A biometric input device verifies identity through personal characteristics like fingerprints or facial recognition.
- 45. What is a MIDI? Ans: MIDI (Musical Instrument Digital Interface) is a protocol that allows musical instruments to communicate with computers for music production.
- 46. What is FireWire? Ans: FireWire is a high-speed data-transfer interface used to connect computers with audio, video, or other devices (now replaced by USB and Thunderbolt).
- 47. What is GIGO in computing? Ans: GIGO (Garbage In, Garbage Out) is the concept that flawed input leads to flawed output in computer processing.
- 48. What is an Output Device? Ans: An output device is hardware that converts digital data from the computer into a human-perceptible form, like a monitor or printer.



- 49. What is a Display Device? Ans: A display device shows text, graphics, and video information on a screen, such as a monitor or television.
- 50. What is a Plasma Monitor? Ans: A plasma monitor uses gas plasma technology to display images by glowing pixels on a screen.
- 51. What is a Data Projector? Ans: A data projector displays text and images from a computer onto a larger screen for viewing by an audience.
- 52. What is the difference between a Parallel Port and a Serial Port? Ans: A parallel port transmits multiple bits of data at once, while a serial port transmits data one bit at a time.
- 53. What is a Modem? Ans: A modem is both an input and output device that facilitates communication between a computer and a network.
- 54. What is a Facsimile (FAX) Machine? Ans: A FAX machine scans documents (input) and prints them (output), enabling document transmission over a telephone line.
- 55. What is a Braille Embosser? Ans: A Braille embosser is an output device that prints tactile Braille characters on paper for visually impaired users.



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History of Computers

- 1. What technology did first-generation computers use for circuitry? Ans: Vacuum tubes.
- 2. What were the primary input/output devices used in first-generation computers? Ans: Punch cards, paper tape, and magnetic tape.
- 3. Which computer was the first commercial computer? Ans: UNIVAC.
- 4. Who built the ENIAC computer? Ans: J. Presper Eckert and John Mauchly.
- 5. Which generation introduced transistors in computers? Ans: Second generation.
- 6. What was the major improvement in the second generation of computers? Ans: The use of transistors instead of vacuum tubes.
- 7. Which programming languages were developed during the second generation of computers? Ans: Early versions of COBOL and FORTRAN.
- 8. What innovation marked the third generation of computers? Ans: Integrated Circuits (ICs).
- 9. Which generation of computers introduced graphical user interfaces (GUIs)? Ans: Fourth generation.
- 10. Which company developed the first supercomputer? Ans: Control Data Corporation (CDC).
- 11. What was India's first supercomputer? Ans: PARAM 8000.
- 12. Who is known as the "architect of India's initiative in supercomputing"? Ans: Vijay P. Bhaktar.
- 13. What does FLOPS stand for in computing? Ans: Floating-point operations per second.
- 14. Which was India's first supercomputer to be globally recognized? Ans: PARAM Padma.
- 15. What is the processing capacity of India's fastest AI supercomputer, Airawat PSAI? Ans: 13,170 teraflops (13 petaflops).
- 16. What is the peak computing power of PARAM Pravega? Ans: 3.3 Pflops.
- 17. Which is the next-generation indigenous HPC interconnect developed in India? Ans: Trinetra.
- 18. What was the first minicomputer released? Ans: PDP-1.
- 19. What is a minicomputer generally used for? Ans: Scientific and engineering applications, telecommunications, and military defense.
- 20. Which was the first mainframe computer? Ans: Harvard Mark I.
- 21. What was the major advancement in the fourth generation of computers? Ans: The use of Very Large Scale Integrated (VLSI) circuits.
- 22. Which chip located all components of the computer on a single chip in 1971? Ans: Intel 4004 chip.
- 23. What technological features are associated with the fifth generation of computers? Ans: Artificial Intelligence (AI), parallel processing, and natural language processing (NLP).
- 24. What does ULSI stand for in the context of fifth-generation computers? Ans: Ultra Large Scale Integration.
- 25. Which computer languages are most common for artificial intelligence (AI) programming? Ans: LISP and Prolog.

- 26. What is one of the key features of a supercomputer? Ans: Ability to perform millions or billions of floating-point operations per second (FLOPS).
- 27. Which encoding system was primarily used by IBM mainframes? Ans: Extended Binary-Coded-Decimal Interchange Code (EBCDIC).
- 28. What was the processing power of CDC 6600, the world's first supercomputer? Ans: 3 million floating-point operations per second (flops).
- 29. What is India's fastest AI supercomputer? Ans: Airawat PSAI.
- 30. When was India's National Supercomputing Mission launched? Ans: 2015.
- 31. What is the capacity of Pratyush, one of India's supercomputers? Ans: Approximately 4 Petaflops.
- 32. Which Indian supercomputer was ranked 111th in the Top500 list of supercomputers? Ans: Param Siddhi AI.
- 33. What was the first mainframe computer called? Ans: Harvard Mark I.
- 34. Where is the PARAM Pravega supercomputer installed? Ans: Indian Institute of Science, Bengaluru.
- 35. What is the peak computing power of PARAM Ganga? Ans: 1.67 Pflops.
- 36. Which supercomputer was installed at IIT Kharagpur in 2022? Ans: PARAM Shakti.
- 37. Which Indian institute hosts the PARAM Shivay supercomputer? Ans: Indian Institute of Technology (BHU), Varanasi.
- 38. What is the processing power of the PARAM Ananta supercomputer? Ans: 838 TFLOPS.
- 39. What is the peak capacity of PARAM KAMRUPA? Ans: 1.5 PFLOPS.
- 40. Which Indian supercomputer was installed at IIT Mandi in 2022? Ans: PARAM Himalaya.
- 41. What is the peak capacity of PARAM Porul, installed in 2022? Ans: 838 TFLOPS.
- 42. What is the indigenous exascale supercomputing giant from C-DAC set to launch in 2024? Ans: Param-Shankh.
- 43. What does MIPS stand for in the context of computer performance? Ans: Million Instructions Per Second.
- 44. What is India's first indigenous server platform called? Ans: Rudra.
- 45. Which next-generation indigenous HPC interconnect was developed for efficient inter-node communication? Ans: Trinetra.
- 46. What are minicomputers commonly used for? Ans: Scientific, engineering applications, telecommunications, and military defense.
- 47. Which company released the first minicomputer, PDP-1? Ans: DEC (Digital Equipment Corporation).
- 48. What is the primary use of mainframe computers? Ans: Processing commercial databases, transaction servers, and applications requiring high security and resiliency.
- 49. Who developed the first mainframe computer? Ans: Howard Aiken in collaboration with IBM.
- 50. What was the first microcomputer released in 1973? Ans: Micral, developed by R2E (Réalisation d'Études Électroniques).

- 51. What does EDSAC stand for? Ans: Electronic Delay Storage Automatic Calculator.
- 52. What was the significance of EDSAC in computing history? Ans: It was the first computer to use the Stored Program Concept.
- 53. Who introduced the concept of a stored-program computer? Ans: John von Neumann.
- 54. What was the first computer built in India? Ans: TIFRAC (Tata Institute of Fundamental Research Automatic Calculator).
- 55. Where was the first electronic digital computer built in India commissioned? Ans: Bhabha Atomic Research Centre (BARC).
- 56. What year was the first electronic digital computer in India commissioned? Ans: 1969.
- 57. What were second-generation computers primarily powered by? Ans: Transistors.
- 58. What replaced vacuum tubes in the second generation of computers? Ans: Transistors.
- 59. What major change in storage technology occurred during the second generation? Ans: Magnetic drums were replaced by magnetic cores.
- 60. What kind of operating system was predominantly used in the first generation of computers? Ans: Batch processing operating systems.
- 61. Which generation introduced the use of symbolic ('assembly') languages? Ans: Second generation.
- 62. Which programming languages were developed during the second generation of computers? Ans: COBOL and FORTRAN.
- 63. What major development was introduced in the third generation of computers? Ans: Integrated Circuits (ICs).
- 64. What innovation allowed users to interact with third-generation computers? Ans: Keyboards and monitors.
- 65. What is an example of a third-generation computer? Ans: IBM System/360 series.
- 66. What technological advancement is associated with fourth-generation computers? Ans: Very Large Scale Integration (VLSI) circuits.
- 67. Which computer component was placed on a single chip in the fourth generation? Ans: Central Processing Unit (CPU).
- 68. Which generation saw the birth of personal computers (PCs)? Ans: Fourth generation.
- 69. What kind of circuits do fifth-generation computers utilize? Ans: Ultra Large Scale Integration (ULSI) circuits.
- 70. What computing method was introduced in fifth-generation computers for efficiency? Ans: Parallel processing.
- 71. Which generation saw the development of artificial intelligence (AI)? Ans: Fifth generation.
- 72. What types of devices are typical examples of fifth-generation computers? Ans: Laptops, tablets, and smartphones.
- 73. What are quantum computers and nanotechnology associated with? Ans: Sixth generation (conceptual stage).



- 74. What project was initiated by National Aerospace Laboratories (NAL) in 1986? Ans: The Flosolver project.
- 75. Which supercomputer was India denied in 1987 by the U.S. government? Ans: Cray X-MP supercomputer.
- 76. What does PARAM stand for in Indian supercomputers? Ans: PARAllel Machine.
- 77. Which supercomputer is installed at the Indian Institute of Tropical Meteorology, Pune? Ans: Pratyush.
- 78. Where is the PARAM Siddhi-AI supercomputer installed? Ans: C-DAC, Pune.
- 79. What is the processing capacity of PARAM Ganga? Ans: 1.67 Pflops.
- 80. What supercomputing mission was launched in India in 2015? Ans: National Supercomputing Mission.
- 81. What kind of systems are minicomputers typically used for? Ans: Mid-range servers for scientific and engineering applications.
- 82. What is an example of a minicomputer? Ans: PDP-11.

