

1) WHAT IS THE FULL FORM OF DOS?

A000 Data opetaring system

B000 disk opetaring system

C000 disk operating store

D000 none

Answer : B

2) in ms dos what command you will use to display system daTE

A ver

B vol

C date

d format

Answer : C

3) MS-DOS developed in which year?

A000 1991

B000 1984

C000 1971

D000 1961

Answer : B

4) Maximum length of DOS command using any optional parameter is

A000 26 characters

B000 87 characters

C000 127 characters

D000 None of above

Answer : C

5) In which version of DOS. CHKDSK command has been changed to SCANDISK?

A000 5.0

B000 6.2

C000 6.0

D000 6.2

Answer : D

6) CHKDSK command is used to

A000 Analyze the hard disk error

B000 Diagnose the hard disk error

C000 Report the status of files on disk

D000 All of the above

Answer : D

7) Which file is the batch file that is read while booting a computer?

A000 Autoexec.bat

B000 Auto-batch

C000 Autoexecutive.bat

D000 Auto.bat

Answer : A

8) Which command is used to backup in DOS 6+ Version

A000 BACKUP

B000 MSBACKUP

C000 MSBACKEDUP

D000 All of the above

Answer : B

9) Copy and Xcopy are same in the sense

A000 Both are internal command of DOS

B000 Both are external commands of DOS

C000 Both can be used to copy file or group of files

D000 Both a and b

Answer : C

10) Which command be used to clear the screen and display the operating system prompt on the first line of the display?

A000 Cd

B000 Md

C000 Rename

D000 cls

Answer : D

11) Which command is used to show current time?

A000 time

B000 copy

C000 rd

D000 none

Answer : A

12) internal command in Dos are

A000 Cls, rd label

B000 Dir, ren, sys

C000 Time, type, dir

D000 Del, disk copy, label

Answer : C

13) Which command is used to copy files?

A000 Copy

B000 Diskcopy

C000 Type

D000 All of the above

Answer : A

14) To copy the hidden system files of DOS to another disk you can use the command

A000 Copy

B000 Ren

C000 Sys

D000 Diskcopy

Answer : C

15) Disk copy command in DOS is used to

A000 Copy a file

B000 Copy contents of one floppy disk to another

C000 Copy contents of CD-ROM to another
D000 All of the above
Answer : B

16) SYS command is used to
A000 Copy DOS system files to new disk
B000 Copy DOS configuration files to a new disk
C000 Update the DOS system files
D000 None of above
Answer : A

17) The command used to copy a file named temp.doc from drive C: to drive A: is
A000 Copy temp.doc to a:
B000 Copy c: emp.doc a:
C000 Copy c: a:
D000 Copy temp a: c:
Answer : B

18) External command in DOS are
A000 Copy, edit, sys, format
B000 Edit, sys, chkdsk
C000 Chkdsk, prompt, date
D000 Sys, ver, vol
Answer : B

19) Which keys can be pressed quit without saving in DOS
A000 Ctrl + A
B000 Ctrl + B
C000 Ctrl + C
D000 Ctrl + D
Answer : C

20) Which command is used to get the current date only?
A000 Date
B000 Time
C000 Second
D000 All of the above
Answer : A

21) Generally, the DATE is entered in the form
A000 DD-YY-MM
B000 YY-DD-MM
C000 MM-YY-DD
D000 MM-DD-YY
Answer : D

22) DEL command is used to
A000 Delete files
B000 Delete directory
C000 Delete labels
D000 Delete contents of file
Answer : A

23) Which command be used to ask you to confirm that you want to delete the directory?
A000 Deltree
B000 Deltree/f
C000 Del *.* /p
D000 Erase *.*
Answer : C

Answer : C

24) Which statement is correct?
A000 Directories can be kept inside a file
B000 Files can not be kept inside a directory
C000 1 millisecc = 10 ^ 3 sec
D000 None of above

Answer : C

25) CHKDSK can be used to find
A000 Disk's bad portion
B000 Occupied space
C000 Free space
D000 All of above

Answer : D

26) DIR command is used to
A000 Display a list of files in a directory
B000 Display contents of files in directory
C000 Display type of files in a sub directory
D000 All of above

Answer : A

27) The deleted file in MS-DOS can be recovered if you use the command mention below immediately, the command is:

A000 DO NOT DELETE
B000 NO DELETE
C000 UNDELETE
D000 ONDELETE

Answer : C

28) To copy the file command.com from drive c: to drive a:

A000 Drive c: copy drive a:command.com
B000 C:A: copy command.com
C000 Copy c:command.com a:
D000 Both b and c

Answer : C

29) While working with MS-DOS which key is used to get the p[revious command used:

A000 F3
B000 F1
C000 F6
D000 F9

Answer : A

30) FAT stands for

A000 File Accomodation Table
B000 File Access Tape
C000 File Allocation Table
D000 File Activity Table

Answer : C

31) xcopy command can copy

A000 individual files or group of files
B000 directories including subdirectories
C000 to diskette of a different capacity
D000 all of above

Answer : D

32) Which command is used to make a new directory?

- A000 Md
- B000 Cd
- C000 Rd
- D000 None of above

Answer : A

33) Full form of MS-DOS is

- A000 Micro System Disk Operating System
- B000 Micro Simple Disk Operating System
- C000 Micro Soft Disk Operating System
- D000 Micro Sort Disk Operating System

Answer : C

34) Operating System is like a

- A000 Parliament
- B000 Secretary
- C000 Government
- D000 None of the above

Answer : C

35) Format command is used to

- A000 Prepare a blank disk
- B000 Create a new blank disk from a used one
- C000 Both of above
- D000 None of above

Answer : C

36) The following command set is correct according to their function

- A000 RD can MD
- B000 DEL and ERASE
- C000 CD and RD
- D000 COPY and RENAME

Answer : B

37) Which command is used to change the file name?

- A000 Ren
- B000 Rename
- C000 Both of above
- D000 None of above

Answer : C

38) While working with MS-DOS, which command is used to copying the files to transfer from one PC to another one?

- A000 Rename
- B000 Path
- C000 Dir
- D000 Copy

Answer : D

39) RESTORE command is used to

- A000 Restore files from disks made using the BACKUP command
- B000 Restore files which are deleted
- C000 Restore files from recycle bin
- D000 Restore files which are deleted recently

Answer : A

40) The vol command is used to

- A000 see the value of list

B000 see the variety of language
C000 see the disk volume label
D000 see the volume of largest
Answer : C

41) In MS-DOS you can use small or capital letter of combination of both to enter a command but internally MS-DOS work with.

A000 Small letter
B000 Capital letter
C000 Both a and b
D000 None of above
Answer : B

42) The maximum length in DOS commands is

A000 80 chars
B000 127 chars
C000 100 chars
D000 8 chars
Answer : B

43) The time command is used to display _____ time.

A000 US time
B000 Greenwich Mean Time
C000 Julian Time
D000 System Time
Answer : D

44) The function of Dir/W is

A000 Show all details of file
B000 Show file name and directory name in width wise.
C000 Shows only directory
D000 All of the above
Answer : B

45) RD command are used to

A000 Remove an empty directory
B000 Remove non empty directory
C000 Remove directory including files
D000 None of the above
Answer : A

46) Which command is used to list out deleted files in DOS?

A000 list
B000 Undelete/list
C000 Recover
D000 All of the above
Answer : B

47) Which command is used to delete the directory and all of its contents in one step?

A000 Deltree
B000 CD
C000 Rd
D000 Dir *.*
Answer : A

48) What you type at the DOS command prompt to return back to windows?

A000 Command
B000 Exit

C000 Quit
D000 Return
Answer : B

49) What do you type at the DOS command prompt to return back to Windows
A000 Command
B000 Exit
C000 Quit
D000 Return
Answer : B

50) Which file system DOS typically use?
A000 FAT 16
B000 FAT 32
C000 NTFS
D000 LMFS
Answer : A

51) Essential files of MS DOS are
A000 Command.com
B000 Io.sys
C000 Msdos.sys
D000 All of above
Answer : D

52) We need system files to run
A000 MS Word
B000 MS Excel
C000 MS Dos
D000 MS Access
Answer : C

53) Which command is used to open the directory?
A000 Open
B000 Chdir
C000 Move
D000 All of above
Answer : B

54) Which command is used to copy system files?
A000 Sys
B000 Command
C000 MD
D000 Move
Answer : A

55) To make file in MS Dos we need command
A000 Copy
B000 Copy con
C000 MD
D000 Make File
Answer : B

56) Which command of MS-DOS is used to copy only files that have been modified on or after the date you specify?
A000 XCOPY/D : date
B000 COPY/D : date
C000 COPY/M
D000 XCOPY/V

Answer : A

57) Which DOS command will format a floppy disk and transfer the system files

- A000 SYS C: A:
 - B000 SYS A:
 - C000 FORMAT A: /S
 - D000 FORMAT A: /T
- Answer : C

58) While working with MS-DOS, which command is used to restore files that were backed up using the BACKUP command?

- A000 COPY
 - B000 DISKCOPY
 - C000 RESTORE
 - D000 STORE
- Answer : C

59) What command would you type to list all of the files in the current directory?

- A000 DIR
 - B000 LIST ALL
 - C000 SHOW
 - D000 SHOW ME
- Answer : A

60) While working with MS-DOS, which command is used to move file from one directory to another?

- A000 RENAME
 - B000 COPY
 - C000 MOVE
 - D000 CP
- Answer : C

61) A _____ boot is when DOS is restarted without turning off the computer.

- A000 warm
 - B000 reboot
 - C000 shutdown
 - D000 system up
- Answer : A

62) While using the DIR command, you can use certain switches with it. Which one of the following cannot be used with DIR?

- A000 /P
 - B000 /W
 - C000 /S
 - D000 /T
- Answer : D

63) You suspect a virus has entered your computer. What will not be affected by the virus?

- A000 CMOS
 - B000 Boot sector
 - C000 Floppy disks
 - D000 Program files
- Answer : A

64) What is a TSR?

- A000 test status request
- B000 terminate and stay resident program

C000 take status request
D000 token set ready
Answer : B

65) What does MSCDEX.EXE do?
A000 Configures hard drives
B000 it's a SCSI driver
C000 BIOS setup
D000 it's a CD-ROM DOS driver
Answer : D

66) Upper Memory blocks are located where?
A000 Conventional Memory
B000 Extended Memory
C000 Expanded memory
D000 Reserved Memory
Answer : D

67) Batch files contain a group of MS-DOS commands that are run in successive order. What filename extension identifies batch files?
A000 COM
B000 BAT
C000 EXE
D000 SYS
Answer : B

68) After upgrading your computer to a new DOS version, an older application displays the error message "Incorrect DOS version". What should you do to run this application?
A000 Use the DOS+ command
B000 Use the SETVER command
C000 Restore the old DOS version
D000 Contact the application's vendor support line
Answer : B

82) When executed from a bootable hard drive, which command will make a formatted floppy disk bootable?
A000 COPY C:DOSCOMMAND.COM A:
B000 ATTRIB C:*.SYS A:
C000 XCOPY C:DOS*.* A:
D000 SYS C: A:
Answer : D

83) Which of the following commands allows you to make a directory?
A000 MAKE
B000 DIR
C000 MD
D000 DD
Answer : C

84) While working with MS-DOS, which command is used to specify the colour display, 40 columns and color?
A000 MODE COLOUR
B000 MODE/C
C000 MODE C040
D000 MODE CHANGE
Answer : C

85) Which DOS command allows you to compress existing disks and to create new

compressed volumes?

- A000 DEFRAG
- B000 DBLSPACE
- C000 SCANDISK
- D000 MSAV

Answer : B

86) The MODE command of MS-DOS is used to

- A000 display information about several types of devices installed in your computer
- B000 provide various types of control over your printers
- C000 make changes of the current display
- D000 All of the above

Answer : D

87) Which of the following applies to external DOS commands?

- A000 External commands reside in RAM until called
- B000 External commands are stored on disk separately from COMMAND.COM
- C000 External commands must always be used with the /e switch
- D000 External commands can only be executed from a batch file.

Answer : B

88) Which command is used to delete the directory that is empty?

- A000 DEL *.*
- B000 RD
- C000 ERASE
- D000 MD

Answer : B

89) Which command will be used to display file and directory names only, without size, date, and time information?

- A000 DIR/W
- B000 DIR A:
- C000 DIR/B
- D000 DIR/S

Answer : C

90) To organize files on a disk, MS-DOS separates them into areas called _____

- A000 directories
- B000 buckets
- C000 areas
- D000 area directories

Answer : A

91) The _____ command allows you to modify the default prompt to provide other information

- A000 prompt
- B000 windows
- C000 cursor
- D000 click

Answer : A

92) What DOS program can you run to see which serial ports are detected?

- A000 comdiag
- B000 MSD
- C000 command.com
- D000 SDET

Answer : B

93) After doing a low-level format, what would be the next step in configuring the

hard drive in a system?

- A000 Format DOS partition
- B000 Install operating system
- C000 Configure DMA channel and back up interrupt
- D000 Partition hard disk

Answer : D

94) Which of the following commands will take you directly to the root directory no matter what subdirectory you are currently in?

- A000 CD root
- B000 CD
- C000 CD..
- D000 None of the above

Answer : B

95) After trying to unload a TSR, you get an error message saying that other TSRs were loaded after the one you tried to remove. Which of the following commands could you use to see the current load order?

- A000 MEM /P
- B000 MEMMAKER
- C000 MEM /C
- D000 SYS:

Answer : C

96) Which command is used to send the contents of file named REPORT.TXT to the standard printing device?

- A000 TYPE REPORT.TXT TO PRINTER
- B000 TYPE REPORT.TXT > PRN
- C000 TYPE REPORT.TXT | PRN
- D000 TYPE REPORT.TXT | PRINTER

Answer : B

97) A system has two IDE hard drives that are each divided into primary and extended partitions, which drive letter is assigned to the primary partition of the second drive?

- A000 C
- B000 D
- C000 E
- D000 F

Answer : B

98) HIMEM.SYS controls:

- A000 DOS=HIGH
- B000 RMDRIVE.SYS
- C000 SMARTDRV.SYS
- D000 Extended Memory

Answer : D

99) Where would you load the mouse driver mouse.sys?

- A000 config.sys
- B000 autoexec.bat
- C000 win.ini
- D000 io.sys

Answer : A

100) Filename extensions help identify certain files. What filename extension identifies command files?

- A000 COM
- B000 BAT

C000 EXE
D000 SYS
Answer : A

101) While working with MS-DOS, which command is used to specify the size of the disk to format.

A000 FORMAT/F : size
B000 FORMAT/N : sector
C000 FORMAT/T : tracks
D000 FORMAT/V
Answer : A

102) What command is used to reset a MODEM when using the "AT Command Set"?

A000 ATR
B000 ATZ
C000 DTR
D000 DCE
Answer : B

103) While working with MS-DOS, which command is used to force DOS to recheck all clusters when reformatting a disk?

A000 FORMAT/B
B000 FORMAT/S
C000 FORMAT/8
D000 FORMAT/C
Answer : D

104) The _____ switch instructs DOS to display the directory list in a wide format.

A000 /W
B000 /O
C000 /P
D000 /B
Answer : A

105) Which of the following applies to Internal DOS commands?

A000 Internal commands can be run whenever the DOS prompt is displayed
B000 Internal commands are reserved for DOS-level programming
C000 Internal commands can only be executed from a batch file
D000 Internal commands are stored on disk separately from COMMAND.COM
Answer : A

106) full form of NTFS

A New tech fat sys.
B New Technology file system
C New Technoly follow sys.
D All of above
Answer : B

107) The AUTOEXE.BAT congiguration file

A Is run after config.sys on sys boot up
B Is also known as config.sys
C checks for system
D none

Answer : A

108) In Dos ,what key press to save a file.

A F2

B F3
C F6
D F5
Answer : C

109) while working with ms Dos which command is used to Move file from one dir to another?

A Rename
B Copy
C Move
D none

Answer : C

110) What ifile name extension identifying batch file?

A .com
B .BAT
C .EXE
D .SYS

Answer :B

111) Each time you turn the power on which contol files will the computer.

A command.com, sys
B command.com,date,time.com
C command.com,Io.sys,Ms Dos .sys
D CHLDSK. exe

Answer : C

112) which combination of key allow you to perform a warm boot.

A Ctrl+Esc
B Ctrl+Alt+DEL
C Ctrl+Shift +del
D Ctrl+Shift +Enter

Answer :B

113)Which of the following is not a type of page margin?

a) Left
b) Right
c) Center
d) Top
e) None of these

Answer: (c)

114)Which do you press to force a page break?

a) CTRL+ALT
b) CTRL+ break
c) CTRL+ Enter
d) Alt + Shift
e) None of these

Answer: (c)

115)Q. 19 Superscript, subscript, outline, emboss, engrave are known as

a) font style
b) font effects
c) word art
d) text effects
e) None of these

Answer: (b)

116) Which enables us to send the same letter to different persons ?

- a) macros
- b) template
- c) mail merge
- d) indent
- e) None of these

Answer: (c)

117) Which do you press to force a page break?

- a) CTRL+ALT
- b) CTRL+ break
- c) CTRL+ Enter
- d) Alt + Shift
- e) None of these

Answer: (c)

118) Which key is used to select all the text in the document?

- a) Ctrl +T
- b) Ctrl +A
- c) Ctrl +F
- d) Ctrl +N
- e) None of these

Answer: (b)

119) By default, Word automatically formats each heading in a table of contents as, ..

- a) bookmark
- b) cross-references
- c) hyperlinks
- d) word-fields
- e) None of these

Answer: (c)

120) What is the shortcut key for "Find and Replace" dialog box?

- a) Ctrl + F
- b) Ctrl + R
- c) Ctrl + H
- d) Ctrl+ Shift + F
- e) None of these

Answer: (c)

121) Before moving a subdocument to another location within a master document, you must switch to,

- a) Normal View
- b) Outline View
- c) Web Layout View
- d) Print Layout View

122) What is the default font used in MS Word document?

- a) Times New Roman
- b) Arial
- c) Algerian
- d) Preeti

Answer: (a)

123) There can be many ways to insert page number in a document. Which of the following lets you insert page number

- a) Page number from Insert menu
- b) Page Setup from file menu
- c) Footnote from Insert menu
- d) Both a & c
- e) None of these

Answer: (a)

124) What is the shortcut key to Close Active Document In Microsoft Word?

- a) Ctrl + F4
- b) Shift + F
- c) Ctrl + Shift + F4
- d) Ctrl + D
- e) None of these

Answer: (a)

125) Which of the following function key activates the speller?

- a) F5
- b) F7
- c) F9
- d) Shift + F7
- e) None of these

Answer: (b)

126) Which of the following is not a font style?

- a) Bold
- b) Italics
- c) Regular
- d) Superscript
- e) None of these

Answer: (d)

127) In Word, the mailing list is known as the

- a) Datasheet
- b) Source .
- c) Data source
- d) Sheet
- e) None of these

Answer: (c)

128) Which would you choose to save a document with a new name?

- a) Press Ctrl +S
- b) Click File, Save
- c) Click Tools, Options, Save
- d) Click File, Save As

Answer: (d)

129) Which do you choose to create footer? (in MS Office 2003)

- a) format, header and footer
- b) view, footer
- c) insert, header and footer
- d) view, header and footer
- e) None of these

Answer: (d)

130) Which of the following operations moves text from clipboard?

- a) Copy
- b) Paste
- c) Drag and Drop
- d) Cut
- e) None of these

Answer: (b)

131) What Is the shortcut key for "Subscript" the selected text?

- a) Ctrl + =
- b) Ctrl+-
- c) Ctrl + Shift + =
- d) Ctrl + Shift + -
- e) None of these

Answer: (a)

132)To insert a drop cap in one of the paragraph you should access

- a) Insert Menu
- b) Format
- c) Tools
- d) All of above
- e) None of these

Answer: (b)

133)To undo the last work, press.....

- a) Ctrl +U
- b) Ctrl +Y ,
- c) Ctrl +Z
- d) Ctrl +W
- e) None of these

Answer: (c)

134) Excel uses the Σ . Function when creating a data table

- a) Count
- b) Table
- c) Average
- d) Sum

Answer: (b)

135) MS Excel stands for _____

- A. Micromax Excel
- B. Management Excel
- C. Microsoft Excel
- D. Microsoft Excess

Answer: (c)

136) MS Excel is a _____.

- A. Database Management software
- B. Presentation software
- C. Workbook software
- D. Spreadsheet software

View Answer

Answer: (d)

137) Microsoft Excel 2007 has column limit of _____

- A 1048576
- B 1055263
- C 1013265
- D 65536

Answer: (a)

138) Formulas in Excel start with _____

- A. /
- B. f
- C. 0
- D. =

Answer: (d)

139) A value rule in each cell may store a

- (A) Formula
- (B) Label
- (C) Number
- (D) All of these

Answer: (c)

140)G7 is an example of a

- (A) Cell address
- (B) Macro
- (C) Template
- (D) None of these

Answer: (a)

141) (B2+C2) is considered as a/an

- (A) Numeric data
- (B) Formula
- (C) Address
- (D) None of these

Answer: (B)

142)The bar used to display the current cell and its contents is

- (A) Menu bar
- (B) Function bar
- (C) Formula bar
- (D) Object bar

Answer: (C)

143)Which can be typed in a cell?

- (A) Text
- (B) Formula
- (C) Numbers
- (D) All the above

Answer: (D)

144)The formula to add the number in cell A3 with the number in cell A4 is

- (A) = avg (A3 : A4)
- (B) sum (A3 : A4)
- (C) = sum (A3 : A4)
- (D) sum (A3 + A4)

Answer: (C)

145)_____ is a presentation program.

- (A) U-torrent
- (B) Mozilla Firefox
- (C) MS PowerPoint
- (D) Slide Panel

Answer: (C)

146) Special effects used to introduce slides in a presentation are called

- (A) Present animations
- (B) Transitions
- (C) Custom animations
- (D) Effects

Answer: (B)

147) PowerPoint presentation(s) is/are widely used as

- (A) Project presentations by students
- (B) Communication of planning
- (C) Note outlines for teachers
- (D) All of the above

Ans: D

148) ___ are special visual and sound effects contained in presentation graphics file.

- (A) Animations
- (B) Attractions
- (C) Simulations
- (D) Graphics

Ans: A

149) What is the term used when a clip art image clip art image changes the direction of faces?

- (A) Group
- (B) Rotate
- (C) Flip
- (D) All of the above

Ans: B

150) Press _____ to delete one word to the left.

- (A) Ctrl + Enter
- (B) Ctrl + Tab
- (C) Ctrl + Space

(D) Ctrl + Backspace

Ans: D

151) Microsoft Access is a _____

(A) Network Database Model

(B) RDBMS

(C) ORDBMS

(D) OODBMS

Ans: B

152) A subset of characters within a data field is known as

(A) Byte

(B) File

(C) Record

(D) Data string

Ans: D

153)___ is not a valid data type in MS Access.

(A) Auto number

(B) Currency

(C) Memo

(D) Picture

Ans: D

154) Data items grouped together for storage purposes are called a

(A) Record

(B) List

(C) String

(D) Title

Ans: A

155)The default data type for a field is

(A) Varchar

(B) AutoNumber

156) _____ key is uniquely identifies each record.

- (A) Field Name
- (B) Unique key
- (C) Primary key
- (D) Key record

Ans: C

157) Which of the following is a method to create a new table in MS access?

- (A) Create table by entering data
- (B) Create table using wizard
- (C) Create table in design view
- (D) All of above

Ans: D

158) Which of the following is a method to create a new table in MS-Access?

- (A) Create table using wizard
- (B) Create table in design view
- (C) Create table in data sheet view
- (D) All of the above

Ans: B

159) Which option allows us to build a new table by entering data directly into a tabular grid ?

- A. Datasheet View
- B. Design View
- C. LinkedTable
- D. Grid View

Answer : Datasheet View [Option : A]

160) In MS Access, Field Value may contain

- (A) Text
- (B) Date & Time
- (C) Picture
- (D) All of the Above

Ans: D

- (C) Number

(D) Text

Ans: D

161) The size of Yes No field is always

(A) 1 bit

(B) 1 byte

(C) 1 character

(D) 1 GB

Answer: (A) 1 bit