In the Name of Allāh, the Most Gracious, the Most Merciful

MidTerm Papers Solved MCQS with Reference (1 to 22 lectures)

1. _____ is an example of an input device.

- o A speaker
- o **A mouse**
- o A monitor
- o A printer

Examples of **input devices** include keyboards, mouse, scanners, digital cameras and joysticks.

2. During writing a letter you typed a wrong character in notepad. How will you go back and remove that character?

- o Using Alt Key
- o Using CTRL Key
- o Using Delete Key
- o **Using Backspace key**   **PG # 12**

3. A program that can copy itself and infect a computer without the permission or knowledge of the owner/user of that computer is called _____

   o Task Manager
   o **Virus**
   o Control Panel
   o Anti Virus

4. What are the two broad categories of software?

   o MS Word and Spreadsheet
   o Windows and Mac
   o Microsoft and Apple
   o **System and Application**   PG # 23

5. Which of the following is not a storage device?

   o DVD
   o Hard Disk
   o Floppy Disk
   o **Mouse**

Mouse is an input device it not storage device.

6. Computers designed for mobile use are called _____

   o Personal computers
   o Super computers
   o Mainframe computers
   o **Portable computers**   PG # 8

7. _____, when pressed with other keys, perform special operations.

- o   Backspace key
- o   **Ctrl key**   PG # 10
- o   Enter key
- o   Arrow keys

Shift, Alt and Control(ctrl) keys are special keys and when pressed with other keys, perform special operations. For example, ctrl+c will copy the selected file or text, shift+ character key will print that character in capital.

8. To go to next line in the document, you need to press _____.

- o   **Enter key**   PG # 11
- o   Backspace key
- o   Alt key
- o   Scroll key

9. Key used to generate space between two characters is called _____.

- o   **Space key**   PG # 11
- o   Enter key
- o   Tab key
- o   Backspace key

10. Keys used to navigate the cursor in different directions are called _____.

- o   **Arrow keys**   PG # 11
- o   Functional keys
- o   Toggle keys
- o   Character keys

11. Physical elements of computer are called _____.

- o Shareware
- o Software
- o **Hardware**   PG # 21
- o Freeware

Hardware refers to the physical elements of a computer. Examples of hardware in a computer are the keyboard, the monitor, the mouse and the processing unit

12. To move an icon on desktop, we have to _____.

- o Double click it first
- o **Select it first**   PG # 33
- o Select "arrange icons by" option
- o Refresh desktop first

13. Windows is software developed by _____.

- o Sun
- o Apple
- o Dell
- o **Microsoft**   PG # 29

Window is software developed by Microsoft which is usually called Microsoft windows. Window has different versions like window 95, window NT, window 2000, window XP window 7,8, 10 etc.

14. _____ resides at the bottom of the window.

- o **Status bar**   PG # 30
- o Menu bar
- o Standard bar
- o Title bar

Status bar: It resides at the bottom of the window. It provides some information related to that window.

15. The area you will see after the computer starts is called _____.

- o Window
- o **Desktop**   **PG # 29**
- o Icons
- o Monitor

The area you will see on the *monitor screen*, after computer a start is called *desktop*.

16. Desktop Icon is a link to _____.

- o Hardware
- o **Application**
- o Storage
- o Input/output Devices

17. Taking backup of data means _____.

- o Copying the data on some primary storage device
- o Copying the data to modify it
- o **Copying the data on some secondary storage device**   **PG # 27**
- o Copying the data to apply password on it

18. Start button resides at the left side of the _____.

- o Menu bar
- o Tool bar
- o Status bar
- o **Task bar**   **PG # 29**

19. Scroll bars are used to see the _____.

- o Properties of the window
- o Version of the window
- o **Content of the window**   **PG # 34**
- o Panels of the window

With the help of scroll bars, we can see the content of window, which wasn't visible before. There are two kinds of scroll bars in window.
1- Vertical scroll bar to scroll the window in up and down direction.
2- Horizontal scroll bar to scroll it left and right direction.

20. Floppy drive is a (an) _____.

- o **Mass storage device**   **PG # 7**
- o Output device
- o Processing device
- o Primary storage device

21. _____, when pressed with other keys, it perform special operations.

- o **Shift key**   **PG # 10**
- o Arrow keys
- o Enter key
- o Backspace key

Shift, Alt and Control(ctrl) keys are special keys and when pressed with other keys, perform special operations. For example ctrl+c will copy the selected file or text, shift+ character key will print that character in capital.

22. Caps lock, num lock and scroll lock keys are called _____.

- o **Toggle keys**   PG # 11
- o Application keys
- o Arrow keys
- o Functional keys

Caps lock, Num lock and Scroll lock keys are toggle keys. At the top right corner, there are three small lights to show the status of these locks. When pressed one, corresponding light is turned on.

23. Every key in keyboard sends _____ when it is pressed.

- o **Unique information to computer**   PG # 10
- o Encoded information to computer
- o Alphabetic information to computer
- o Numeric information to computer

24. Computer takes input and produces output after _____ the given input.

- o Execution
- o Correction
- o **Processing**   PG # 6
- o Saving

Computer is a machine that process thousands of instructions in less than a second and produces outputs as instructed or programmed.

25. Fastest computers are called _____.

- o Personal computers
- o **Super computers**   PG # 8
- o Portable computers
- o Mini computers

Super Computers Are the fastest computers, and because of their speed and memory, are capable of performing operations that would not be practical for PCs or mainframes.

26. To arrange icons on the desktop

- o Right click on the desktop and select "refresh" option
- o Right click on some desktop icon and select "arrange icons by" option
- o Select all desktop icons and select "arrange icons by" option
- o **Right click on the desktop and select "arrange icons by" option**   **PG # 33**

27. Taskbar shows the _____.

- o Completed tasks
- o **Tasks being carried out in computer**   **PG # 29**
- o History of tasks
- o Summary of tasks being carried out

Taskbar is the bar at the bottom area of desktop (monitor screen). Icons of our tasks and software being used will appear here. It is called taskbar because it shows the tasks being carried out in computer.

28. System clock exists in _____.

- o **System tray**   **PG # 29**
- o Status tray
- o Standard tray
- o Task Bar

29. Data is saved in form of _____.

- o Folders
- o Content
- o Icons
- o **Files**   **PG # 34**

30. We can not change the order of icons at desktop if _____.

   o   Properties option is selected
   o   Auto grid option is selected
   o   **Auto arrange option is selected**   **PG # 33**
   o   Icons are already arranged

If auto arrange option is selected for desktop icons, we can not change icon's location. If icon is moved, it will go back to its place.

31. The main components of the computer, communicates with each other with the help of _____.

   o   **System bus**
   o   Memory
   o   Keyboard
   o   Monitor

32. Computer takes data as _____.

   o   Software
   o   Storage
   o   Output
   o   **Input**   **PG # 6**

Computer is an electronic device that takes data, instructions and information as input and produce output (information) after processing it.

33. Which of the following is not the advantage of computer?

   o   Efficiency
   o   Reliability
   o   **Safety**   **PG # 8**
   o   Fast results

Advantage of computer: Efficiency, Reliability, Storage, Fast results

34. Storage is also referred as _____.

- o Data
- o Instructions
- o Files
- o **Memory**   **PG # 7**

35. Key used to exit from certain type of applications is called _____.

- o Space key
- o **Escape key**   **PG # 10 and 11**
- o Enter key
- o Backspace key

36. Which of the following is non-typing key?

- o Tab key
- o Enter key
- o Space key
- o **Shift key**   **PG # 12**

Alt, Ctrl and shift keys are non-typing keys. They don't print anything when pressed. These when pressed with other keys, modify the usual operation of that key. For example Alt + F4 close the active window.

37. Three small lights at the keyboard shows the on/off status for _____.

- o **Toggle keys**   **PG # 11**
- o Special keys
- o Functional keys
- o Arrow keys

38. We can resize a window by _____.

- o Single clicking on window
- o Double clicking on window
- o Pressing F5
- o **Dragging the edges of window with mouse**   **PG # 34**

To resize a window, select window's bottom right edge and drag inside or outside without releasing the mouse. We can resize a window by dragging any of its edge with mouse pointer.

39. Menu bar resides below the _____.

- o Standard bar
- o Status bar
- o Tool bar
- o **Title bar**   **PG # 30**

40. List of folders and files is called _____.

- o **File and folder tree**   **PG # 35**
- o File and folder browser
- o File and folder navigator
- o File and folder panel

41. Desktop can't be seen when _____.

- o Windows is minimized
- o Clicking on the Start button
- o **Windows is maximized**   **PG # 30**
- o Clicking on My computer

42. The blinking symbol on the computer screen is called _____.

- o Mouse
- o Logo
- o Hand
- o **Cursor**   **PG # 48**

43. Which is the advanced form of text editor?

- o Notepad
- o EDpad
- o Phrase Processor
- o **Word Processor**   **PG # 24**

44. A long bar line is blinking in the notepad. This line is called _____.

- o **Cursor**   **PG # 51**
- o Long Bar
- o Pad Pointer
- o Character setter

45. RAM is a _____.

- o **Volatile memory**   **PG # 18**
- o Non-volatile memory
- o Read Only memory
- o Secondary memory

46. To go to the start of any Microsoft Word document, we press _____ keys.

- o **Ctrl + home**   **PG # 12**
- o Ctrl + end
- o Shift + Home
- o Shift + End

47. Keyboard is used to input _____.

- **Text**
- Images
- Video
- Sound

48. Key used to go to next page in a document is called _____.

- Insert key
- Tab key
- **Page down key**   **PG # 12**
- Page up key

49. Tab key is a _____.

- Non-typing key
- **Typing key**   **PG # 12**
- Toggle key
- Application key

Tab key is a typing key and used to put more than one space within characters or words.

50. Devices used to give data, instructions or information to computer are called _____.

- Output devices
- Storage devices
- Processing devices
- **Input devices**   **PG # 6**

An input device is any peripheral (piece of computer hardware equipment) used to provide data and instruction to computer, for example keyboard and microphone

51. To view properties of a folder, we need to _____.

- o Press F4
- o **Right click on folder and select properties**   **PG # 36**
- o Double click on folder
- o Left click on folder and select properties

To view the properties of a folder
1. Select the folder. Go to File menu and click on Properties. A new window call Properties Panel will open.
2. Right click on a folder. Go to Properties.

52. Latest computers are example of _____.

- o Mechanical devices
- o **Electronic devices**   **PG # 6**
- o Electromechanical devices
- o Electrical devices

53. To type characters "H", we use _____ key.

- o Num lock
- o Pause lock
- o **Caps lock**   **PG # 11**
- o Scroll lock

Characters become capital when the caps lock is on.

54. Which of the following is primary storage?

- o Hard disk
- o Floppy disk
- o **RAM**   **PG # 18**
- o Optical disk

Types of primary storage
There are two types of primary storage devices 1- ROM 2- RAM

55. Key used to generate particular number of spaces between two characters is called _____.

- o Tab key
- o **Space key**   PG # 11
- o Enter key
- o Backspace key

56. System try shows icon for the programs which _____.

- o Needs data backup
- o **Run in the background**   PG # 29
- o Consume more memory
- o Run in the foreground

System tray exist at the right side of the task bar, which may contains some icons like antivirus programs, firewall software etc. Icons in system tray represent programs which work in background.

57. Which of the following is secondary storage?

- o RAM
- o ROM
- o **Hard Disk**   PG # 19
- o Cache

58. Suppose you have written your all text in notepad file then what task you will perform after this?

- o Open this file
- o **Save this file**   PG # 42
- o Delete this file
- o Move this file

59. Which of the following is intangible?

o **Software**   **PG # 8**

o Hard disk

o Optical disk

o Computer Mouse

Software is intangible (you can not hold it like hardware).
It is weightless.
It does not exist as hardware.

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