

SSC CGL COMPUTER KNOWLEDGE MCQS

What is the keyboard shortcut for bolding text in Microsoft Word?

- A) Ctrl + B
- B) Alt + B
- C) Shift + B
- D) None of the above

Ans- A) Ctrl + B

How to add a new slide in Microsoft PowerPoint?

- A) Press the "New Slide" button on the Home tab
- B) Press the "Insert" button on the Home tab
- C) Press the "Slide Layout" button on the Home tab
- D) Press the "Add Slide" button on the Home tab

Ans- A) Press the "New Slide" button on the Home tab

How do you insert a hyperlink in Microsoft Excel?

- A) Press the "Hyperlink" button on the Home tab
- B) Press the "Insert" button on the Home tab
- C) Press the "Link" button on the Home tab
- D) Press the "Formula" button on the Home tab

Ans- B) Press the "Insert" button on the Home tab

How do you save a copy of a Microsoft Word document with a different name?

- A) Press the "Save As" button on the File tab
- B) Press the "Save Copy" button on the File tab
- C) Press the "Export" button on the File tab
- D) Press the "Duplicate" button on the File tab

Ans- A) Press the "Save As" button on the File tab

How do you set the page orientation in Microsoft Word?

- A) Click on the "Page Layout" tab and select "Orientation"
- B) Click on the "File" tab and select "Page Setup"
- C) Click on the "Home" tab and select "Orientation"
- D) Click on the "View" tab and select "Page Layout"

Ans- A) Click on the "Page Layout" tab and select "Orientation"

How do you change the font size in Microsoft Word?

- A) Click on the "Font" button on the Home tab and select "Size"
- B) Click on the "Format" button on the Home tab and select "Font"
- C) Click on the "Text" button on the Home tab and select "Size"
- D) Click on the "Style" button on the Home tab and select "Font"

Ans- A) Click on the "Font" button on the Home tab and select "Size"

What is the shortcut key to open the “Save As” dialog box in Microsoft Word?

- A) Ctrl+S
- B) Ctrl+Shift+S
- C) Ctrl+Alt+S
- D) Ctrl+F12

Ans- B) Ctrl+Shift+S

What function does the “Track Changes” feature in Microsoft Word perform?

- A) Keeps a record of any changes made to the document
- B) Automatically saves the document every few minutes
- C) Allows multiple users to work on the document simultaneously
- D) Encrypts the document to prevent unauthorized access

Ans- A) Keeps a record of any changes made to the document

What is the purpose of the “Mail Merge” feature in Microsoft Word?

- A) To send personalized emails to multiple recipients
- B) To combine multiple documents into one
- C) To create a table of contents for a document
- D) To insert special characters or symbols into a document

Ans- A) To send personalized emails to multiple recipients

What is the shortcut key to align selected text to the left in Microsoft Word?

- A) Ctrl+L
- B) Ctrl+Left Arrow
- C) Ctrl+Shift+L
- D) Ctrl+Alt+L

Ans- A) Ctrl+L

What is the function of the “Thesaurus” tool in Microsoft Word?

- A) To check the grammar and spelling of a document
- B) To look up synonyms and antonyms for words
- C) To translate text from one language to another
- D) To create a bibliography for a document

Ans- B) To look up synonyms and antonyms for words

What is the shortcut key to insert a hyperlink in Microsoft Word?

- A) Ctrl+K
- B) Ctrl+L
- C) Ctrl+H
- D) Ctrl+Shift+H

Ans- A) Ctrl+K

What is the function of the “Compare Documents” feature in Microsoft Word?

- A) To check for similarities and differences between two documents
- B) To merge multiple documents into one
- C) To encrypt a document for security
- D) To add a table of contents to a document

Ans- A) To check for similarities and differences between two documents

What is the shortcut key to activate the “Find and Replace” feature in Microsoft Word?

- A) Ctrl+F
- B) Ctrl+R
- C) Ctrl+Shift+F
- D) Ctrl+Alt+F

Ans- A) Ctrl+F

What is the function of the “Table of Authorities” feature in Microsoft Word?

- A) To create a table of figures or tables in a document
- B) To insert citations and a bibliography for legal documents
- C) To track changes made to a document
- D) To compare two documents for similarities and differences

Ans- B) To insert citations and a bibliography for legal documents

What is the most commonly used protocol for transmitting data over the Internet?

- A) TCP/IP
- B) FTP
- C) HTTP
- D) DNS

Ans- A) TCP/IP (Transmission Control Protocol/Internet Protocol)

What is the main function of a search engine such as Google?

- A) To index and organize the content on the Internet
- B) To provide a platform for online communication
- C) To facilitate online banking transactions
- D) To host websites

Ans- A) To index and organize the content on the Internet

What is a browser?

- A) A program that allows users to access the Internet
- B) A software tool used to encrypt online transactions
- C) A type of computer virus
- D) A website hosting service

Ans- A) A program that allows users to access the Internet

What is the primary purpose of a firewall in online banking?

- A) To protect the bank's servers from unauthorized access
- B) To encrypt online transactions
- C) To block unwanted email and spam
- D) To prevent hacking attempts

Ans- A) To protect the bank's servers from unauthorized access

What is a URL?

- A) A unique identification number assigned to every website
- B) A protocol used for transferring files over the internet
- C) A unique address that identifies a specific webpage on the Internet
- D) An encryption method used for online transactions

Ans- C) A unique address that identifies a specific webpage on the Internet

What is the full form of URL?

- A) Universal Resource Locator
- B) Unique Resource Locator
- C) Universal Remote Link
- D) Universal Resource Link

Ans- A) Universal Resource Locator

What is a domain name?

- A) A unique identification number assigned to every website
- B) A protocol used for transferring files over the Internet
- C) A unique name that identifies a specific website on the Internet
- D) An encryption method used for online transactions

Ans- C) A unique name that identifies a specific website on the Internet

What is the function of an IP address?

- A) To identify a specific device on a network
- B) To encrypt data transmitted over the Internet
- C) To improve website design and user experience
- D) To block unwanted email and spam

Ans- A) To identify a specific device on a network

What is a browser?

- A) A program that allows users to access the Internet
- B) A software tool used to encrypt online transactions
- C) A type of computer virus
- D) A website hosting service

Ans- A) A program that allows users to access the Internet

What is a search engine?

- A) A program that allows users to access the Internet
- B) A software tool used to encrypt online transactions
- C) A program that indexes and organizes the content of the Internet
- D) A website hosting service

Ans- C) A program that indexes and organizes the content of the Internet

What is the function of a cookie in web browsing?

- A) To store user preferences and login information
- B) To encrypt online transactions
- C) To improve website design
- D) To track user browsing history and behavior

Ans- A) To store user preferences and login information

What is the primary use of Hypertext Transfer Protocol (HTTP) in the internet?

- A) To transfer files between computers
- B) To encrypt data transmitted over the Internet
- C) To transfer hypertext documents between computers
- D) To provide a platform for online communication

Ans- C) To transfer hypertext documents between computers

What is the function of the World Wide Web (WWW)?

- A) To facilitate communication and information sharing
- B) To provide a platform for online shopping
- C) To enable the distribution of software and media
- D) To provide a system of interlinked hypertext documents, accessible via the Internet.

Ans- D) To provide a system of interlinked hypertext documents, accessible via the Internet.

What is the maximum number of rows in an Excel worksheet?

- a) 65536
- b) 1048576
- c) 1000000
- d) 524288

Ans- b) 1048576

Which of the following functions can be used to calculate the average of a range of cells?

- a) SUM
- b) COUNT
- c) AVERAGE
- d) MAX

Ans- c) AVERAGE