Top 20 Computer Awareness MCQs for Maharashtra, SSC and Railway 03 May 2024

1. How many maximum slides can be added to a PowerPoint presentation?
   A) 50
   B) 500
   C) No fixed number
   D) 25
   Answer: C) No fixed number

2. Slide Sorter view can be selected under which of the following categories?
   A) Home
   B) File
   C) Edit
   D) View
   Answer: D) View

3. The combination of which keyboard keys can be used as a shortcut to add a new slide in MS PowerPoint?
   A) ctrl+S
   B) ctrl+L
   C) ctrl+M
   D) ctrl+N
   Answer: C) ctrl+M

4. Header and Footer option is available under which of the following categories?
   A) Insert
   B) Design
   C) Review
   D) View
   Answer: A) Insert

5. Which of the following is not included in the "Insert" category in MS PowerPoint?
   A) Shapes
   B) Table
   C) Equation
   D) Animation
   Answer: D) Animation

6. How can you open the column dialogue box?
   A) Alt+O+C
   B) Alt+A+C
   C) Alt+R+C
   D) Alt+C
   Answer: A) Alt+O+C

7. Which is the default alignment in MS Word?
   A) Right
   B) Centre
   C) Left
   D) Justify
   Answer: C) Left

8. "Ctrl + =" is used for _____
   A) Change Alignment
   B) Subscript

C) Superscript
D) Change font to Bold
Answer: B) Subscript

9. A combination of which shortcut keys to use to split a table?
   A) Ctrl+shift+enter
   B) Ctrl+enter
   C) Shift+enter
   D) ctrl+alt+S
   Answer: A) Ctrl+shift+enter

10. Which of these is not an example of a First Generation computer?
    A) ENIAC
    B) Universal Automatic Computer
    C) PDP-8
    D) EDSAC
    Answer: C) PDP-8

11. Who invented the INTEL 4004 chip?
    A) Ted Hoff
    B) Federico Faggin
    C) Stan Mazor
    D) Ted Hoff, Federico Faggin, and Stan Mazor
    Answer: D) Ted Hoff, Federico Faggin, and Stan Mazor

12. Which of these is not an example of a Microcomputer?
    A) Personal Computer
    B) Palm Top
    C) Laptop
    D) LAN
    Answer: D) LAN

13. Which of these was introduced in the second generation of computers?
    A) Microprocessors
    B) Artificial Intelligence
    C) Integrated Circuits
    D) Transistors
    Answer: D) Transistors

14. Name the storage device out of the given options
    A) Monitor
    B) CPU
    C) Magnetic Disk
    D) SMPS
    Answer: C) Magnetic Disk

15. Which of the following is not a component of MS Access?
    A) Tables
    B) Forms
    C) Module
    D) Worksheet
    Answer: D) Worksheet

16. _____ is another name for columns in Microsoft Access tables.
    A) Records
    B) Fields
    C) Datafields

D) Cells

Answer: B) Fields

17. What is the size of yes/no fields?
    A) 1 KB
    B) 1 Byte
    C) 1 Bit
    D) 1 MB
    Answer: C) 1 Bit

18. The tool using which predefined actions which can automate tasks on an Access report is called _____
    A) Form
    B) Fields
    C) Macros
    D) Tables
    Answer: C) Macros

19. The first version of MS Access database management system launched by Microsoft was released in the year _____
    A) 1991
    B) 1992
    C) 1993
    D) 1994
    Answer: B) 1992

20. In which year was Windows 8 released?
    A) 2009
    B) 2008
    C) 2012
    D) 2013
    Answer: C) 2012