

BSF ASI Steno & HCM Exam 2026

Head Constable (Ministerial) & ASI (Stenographer) - Written Exam

ENGLISH

All 8 Shifts · 01-18 September 2026 · Official Answer Key

About this Booklet

This booklet reproduces the BSF ASI (Stenographer) and Head Constable (Ministerial) 2026 written examination exactly as it appeared to candidates, reconstructed from the official response sheets published by the Border Security Force. Every question carries its official answer, highlighted in green. Six sections - General Intelligence, Numerical Aptitude, Basic Computer Knowledge, Clerical Aptitude, English Language and Hindi Language - 20 questions each, 120 in all. There is no negative marking in this examination. This sectional compilation gathers every Basic Computer Knowledge question from all 8 shifts of the examination.

✓ Correct option (highlighted green)

Shifts in this Booklet

1	01/09/2026 1:00 PM - 4:00 PM · 20 Q	4	02/09/2026 5:00 PM - 6:40 PM · 20 Q	7	18/09/2026 9:00 AM - 10:40 AM · 20 Q
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How to use

- Use the **Shifts** list above to jump straight to any shift.
- The correct answer is highlighted in green with a tick.
- The full **Answer Key** grid is at the end of the booklet.

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01/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

20 questions

Q1 01/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge
माइक्रोसॉफ्ट एक्सेल (2010 और उसके बाद के वर्जन) में, यदि $A2 = 50$ है, तो $=IF(AND(A2>1, A2<100), A2, "The value is out of range.")$ का परिणाम क्या होगा?

- A. TRUE
- B. #NAME?
- C. "The value is out of range."
- D. 50



Q2 01/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

What browser option allows users to surf the internet without recording their browsing history on the device?

- A. Safe Mode
- B. Guest Account
- C. Private Bookmarks
- D. Incognito Mode



Q3 01/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

विंडोज में पावर-सेविंग मोड (power-saving mode) कौन-सा है?

- A. Run Mode
- B. Task Mode
- C. Edit Mode
- D. Sleep Mode



Q4 01/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Before installing any new application, checking the app's _____ is important to understand what information it can access on your smartphone.

- A. permissions
- B. firmware
- C. cache
- D. launcher



Q5 01/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Which device most accurately serves as both an input and output device in a modern computer system?

- A. Keyboard
- B. Barcode reader
- C. Monitor
- D. Touchscreen



Q6 01/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

A student writes the following as an IPv4 address: 192.300.45.10. Why is this address invalid?

- A. IPv4 addresses must use hexadecimal numbers
- B. IPv4 addresses cannot contain four numbers
- C. Each number in an IPv4 address must be between 0 and 255
- D. IPv4 addresses cannot contain the number 192



Q7 01/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Which of the following best describes 'ASCII'?

- A. A data transfer protocol
- B. A web development language
- C. A character encoding standard
- D. An antivirus program



Q8 01/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Which of the following best represents good netiquette while using social networking platforms?

- A. Using respectful language when commenting on posts
- B. Posting others' private information without permission
- C. Ignoring messages and comments from all users
- D. Sharing misleading or false information



Q9 01/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

If you want to continue editing a document you worked on yesterday, which feature in MS Word will assist you the most?

- A. Running the Spelling and Grammar checking tool
- B. Modifying the Header and Footer section of the document
- C. Opening the Recent Documents list from the File menu ✓
- D. Accessing the Clipboard pane to manage copied content

Q10 01/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Which combination of shortcut keys performs the cut, copy and paste functions in MS Word?

- A. Alt + X, Alt + V, Alt + P
- B. Ctrl + S, Ctrl + H, Ctrl + N
- C. Ctrl + X, Ctrl + C, Ctrl + V ✓
- D. Ctrl + D, Ctrl + A, Ctrl + P

Q11 01/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Which Windows OS tool allows users to view currently running applications and processes?

- A. File Explorer
- B. Task Manager ✓
- C. Device Manager
- D. Control Panel

Q12 01/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Consider the following statements regarding computer abbreviations. Statement 1: ASCII (American Standard Code for Information Interchange) represents characters in binary code (e.g., "A" = 65). Statement 2: LAN (Local Area Network) is limited to small areas like a school, office, or home, not across countries (that's WAN). Statement 3: CD (Compact Disc) is an optical storage medium used for data, audio, or video. Which of the above statements is/are correct?

- A. Statement 2 and Statement 3 only
- B. Statement 1, Statement 2, and Statement 3 ✓
- C. Statement 1 and Statement 2 only
- D. Statement 1 and Statement 3 only

Q13 01/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Riya downloads an email attachment from an unknown sender, and her computer begins to behave strangely. Which tool should she use to identify and remove the malicious program?

- A. Antivirus ✓
- B. Defragmenter
- C. Encryption
- D. Firewall

Q14 01/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

In Microsoft Word 2021, if you want the selected text to appear thicker and darker for emphasis, which keyboard shortcut is used to toggle bold formatting on and off?

- A. Ctrl + U
- B. Ctrl + L
- C. Ctrl + B ✓
- D. Ctrl + I

Q15 01/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Which of the following best describes how asymmetric encryption differs from symmetric encryption?

- A. Symmetric encryption requires a public and a private key pair for its operation
- B. Symmetric encryption uses two separate keys, while asymmetric encryption uses only one key
- C. Asymmetric encryption is always faster than symmetric encryption in all cases
- D. Asymmetric encryption uses a pair of related keys, while symmetric encryption uses a single shared key ✓

Q16 01/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

What is the correct way to refer to a cell located in column B and row 4 in MS Excel 2024?

- A. 4B
- B. B-4
- C. B:4
- D. B4 ✓



Q17 01/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Which type of update ensures your antivirus software can recognize new viruses?

A. Definition update



B. Security patch

C. Driver update

D. Engine update

Q18 01/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Which keyboard shortcut is used to copy selected text?

A. Ctrl + V

B. Ctrl + C



C. Ctrl + S

D. Ctrl + F

Q19 01/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

While designing a comparison table in MS Word, you want certain columns to remain the same width regardless of content changes, but other columns should adjust automatically when you add or delete content. What is the best approach?

A. Set specific columns to fixed width, enable 'AutoFit to Contents' for others



B. Use 'Distribute Columns Evenly' across the whole table

C. Fix all columns at the same width before entering data

D. Resize columns manually each time content changes

Q20 01/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Which of the following devices can segment a LAN into multiple collision domains, reducing network congestion?

A. Switch



B. Modem

C. Hub

D. Repeater

02/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

20 questions

Q21 02/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

What does the "S" represent in DSL techniques in reference to the internet?

A. Subnet

B. Subscriber



C. Software

D. Services

Q22 02/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

Which device is used to read data from a CD?

A. Hard Disk Drive

B. RAM

C. Optical Disk Drive



D. Network Interface Card

Q23 02/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

If a user formats text with both superscript and underline styles, which of the following best describes the result in Microsoft Word (2010 and higher version)?

A. Text appears bold and centred

B. Text appears underlined and elevated above the baseline



C. Text appears in a shadowed style

D. Text becomes hidden from display

Q24 02/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

Which of the following is the primary function of antivirus software in computer security?

A. To optimize computer performance by defragmenting disks

B. To detect and remove malicious software from a computer system



C. To monitor network traffic for suspicious activity

D. To back up important data automatically



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Q25 02/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

Which of the following is necessary to prepare a computer for Internet access?

A. Installing a network interface card (NIC) ✓

B. Adjusting the system clock

C. Changing the screen resolution

D. Defragmenting the hard drive

Q26 02/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

What is the maximum number of rows in an Excel 2010 worksheet?

A. 10,48,576 ✓

B. 65,536

C. 256

D. 15,000

Q27 02/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

Which of the following platforms enables users to form both private and public groups, supports large file sharing, and offers cloud-based message storage?

A. Viber

B. WhatsApp

C. Facebook Messenger

D. Telegram ✓

Q28 02/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

A barcode scanner is most effective in which scenario within an ICT-enabled retail environment?

A. Automated product identification at checkout ✓

B. Collecting customer feedback

C. Arranging products on shelves

D. Security monitoring of store entrances

Q29 02/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

When preparing a computer for internet access, which of the following accurately describes the roles of the ISP, broadband connection, and MAC address in establishing a Wi-Fi connection for a laptop?

The ISP assigns MAC addresses, the broadband connection supports dial-up access, and the MAC address is only for wired devices.
A.

The ISP provides Internet connectivity, the broadband connection ensures fast Wi-Fi access, and the MAC address uniquely identifies the laptop on the network. ✓
B.

The ISP restricts Wi-Fi usage, the broadband connection slows down the Internet, and the MAC address is not used.
C.

The ISP provides a slow Internet connection, the broadband connection limits Wi-Fi speed, and the MAC address is used for external networks only.
D.

Q30 02/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

A multinational corporation must share confidential project files between global offices while minimizing the risk of data interception. Which method best supports secure information transmission in this scenario?

A. Using end-to-end encryption for file transfers ✓

B. Performing regular patch management on systems

C. Implementing strong password policies for users

D. Configuring firewalls to block unauthorized ports

Q31 02/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

In which year was the first stable version of the open-source web browser Mozilla Firefox officially launched to the public?

A. 2004 ✓

B. 1998

C. 2010

D. 2015

Q32 02/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

Which approach is most effective for protecting information on a shared computer from being accessed by unauthorized users within an organization?

A. Updating operating system patches

B. Configuring file permissions ✓

C. Disabling guest accounts

D. Performing regular system backups



Q33 02/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

What is the shortcut key to select all text in MS Word?

- A. Ctrl + S
- B. Ctrl + A
- C. Ctrl + Y
- D. Ctrl + V



Q34 02/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

Which of the following is a storage device that stores information in such a manner that the item stored last is the first item retrieved?

- A. A printer
- B. A stack
- C. Control unit
- D. A peripheral



Q35 02/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

Which menu in the Windows operating system is used to change the computer's screen resolution?

- A. Sound settings menu
- B. Battery settings menu
- C. Network settings menu
- D. Display settings menu



Q36 02/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

A company wants to prevent hackers from accessing its internal systems through the internet. Which type of security should it prioritize?

- A. Application security
- B. Physical security
- C. Information security
- D. Network security



Q37 02/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

Which function would you use to create a second version of a document with a new name?

- A. Cut and Paste
- B. Close
- C. Print Preview
- D. Save As



Q38 02/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

In MS Word, which tab contains options for changing font type and size?

- A. Home
- B. Layout
- C. Design
- D. Insert



Q39 02/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

Riya previously saved a worksheet named Budget.xlsx on her computer. The next day she wants to continue editing the same file in Microsoft Excel. Which option should she select to access the already saved spreadsheet?

- A. File → Save
- B. File → New
- C. File → Print
- D. File → Open



Q40 02/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

Which component of the user interface enables users to start applications using visual elements?

- A. Command-line interface
- B. Device drivers
- C. Graphical user interface
- D. File system



Q41 02/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Computers can perform different tasks and can be used for different purposes. What is this characteristic of computers called as?

- A. Accuracy
- B. Creativity
- C. Versatility
- D. Storage

**Q42** 02/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Which aspect of application security ensures that information is not altered by unauthorized parties during transmission?

- A. Authentication
- B. Non repudiation
- C. Integrity
- D. Confidentiality

**Q43** 02/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Which feature allows an operating system on a desktop to support running multiple applications at the same time?

- A. Virtualization
- B. Fragmentation
- C. Multitasking
- D. Multiprocessing

**Q44** 02/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

In the context of web browser and Internet services, how does a web browser use HTML and HTTPS to provide secure access to an e-commerce website?

- A. The web browser uses HTTPS to retrieve the website securely, then renders its HTML content
- B. The web browser uses HTML to retrieve the website, while HTTPS resolves its domain
- C. The web browser uses HTML to locate the website, while HTTPS designs its pages
- D. The web browser uses HTTPS to transfer e-commerce files, then renders them with HTML

**Q45** 02/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

A manager wants to visually compare monthly sales across four regions. Which type of chart in Excel would be most effective for this?

- A. Scatter Plot
- B. Pie Chart
- C. Column Chart
- D. Line Chart

**Q46** 02/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Consider the following statements regarding opening Microsoft Word 2021 as a word processing package: MS Word 2021 can be launched by searching "Word" in the Windows Search Bar and selecting the application. A blank document automatically opens when Word 2021 starts, unless the user selects a different template. The Start Menu provides no option to launch MS Word directly. The Word icon on the Desktop or Taskbar can be used to open the application quickly. Which of the above statements is/are correct ?

- A. Statement 1, Statement 2, and Statement 4 only
- B. Statement 2 and Statement 3 only
- C. Statement 1, Statement 2, Statement 3, and Statement 4
- D. Statement 1 and Statement 3 only

**Q47** 02/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Where we can find the Autofit Column Width in the MS Excel 2010?

- A. View Tab
- B. Insert Tab
- C. File Tab
- D. Home Tab

**Q48** 02/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Which approach helps most in maintaining data integrity during transfer between two secure computer systems over a network?

- A. Making regular data backups
- B. Installing up-to-date antivirus software
- C. Using cryptographic hash functions
- D. Restricting user access rights



Q49 02/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

A hospital must ensure that patient records can only be viewed or modified by authorized medical staff, while also being able to track who accessed or changed each record. Which combination of information protection methods best achieves both confidentiality and accountability?

- A. Limiting user accounts and implementing multi-factor authentication
- B. Disabling USB ports and applying firewall rules
- C. Encrypting database backups and using secure cloud storage
- D. Enforcing access controls and maintaining audit logs

Q50 02/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Which of the following system software components is primarily responsible for the abstraction of hardware resources, enabling application software to interact with the computer without needing to know the intricate details of the underlying hardware?

- A. Firmware
- B. System Utility
- C. Device Driver
- D. Operating System Kernel

Q51 02/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Which of the following is a service that allows real-time text communication between users over the Internet?

- A. Instant messaging
- B. Web browsing
- C. File sharing
- D. Email

Q52 02/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

A student shares their computer login password with a friend. What security risk does this pose?

- A. It updates system drivers
- B. It improves screen brightness
- C. It speeds up computer processing
- D. It increases the chance of unauthorized access

Q53 02/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

A government agency aims to provide public services efficiently and ensure secure record management. Which computer application best fulfills these requirements?

- A. E-governance information systems
- B. Online shopping portals
- C. Entertainment streaming services
- D. Social media management tools

Q54 02/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

In MS Word, which tab provides commands to insert or delete rows and columns in a table?

- A. View Tab
- B. Insert Tab
- C. Home Tab
- D. Layout Tab under Table Tools

Q55 02/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Which menu is commonly used to change the display properties such as screen resolution on a computer using Windows operating system?

- A. Control Panel
- B. Taskbar
- C. Recycle Bin
- D. My Documents

Q56 02/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

In MS Word, which of the following options is used to compare formatting between two sections of text?

- A. Format Painter
- B. Style Manager
- C. Track Changes
- D. Format Inspector

Q57 02/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

How many pins are connected in Registered Jack-45?

- A. Three-pin connected.
- B. Two-pin connected.
- C. Nine-pin connected.
- D. Eight-pin connected.



Q58 02/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Which of the given statements about Computer Memory is/are correct? 1. RAM is a volatile memory that temporarily stores data currently in use. 2. ROM is a non-volatile memory that allows both read and write operations by the user.

A. Neither 1 nor 2

B. Only 1



C. Only 2

D. Both 1 and 2

Q59 02/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

An international bank implements an internet architecture for secure cross-border transactions. Which device determines packet paths, and what is its key function?

A. Router; converts application protocols.

B. Gateway; forwards packets via IP addresses.

C. Router; relays packets using destination addresses.



D. Gateway; routes packets between networks.

Q60 02/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Keyboard shortcuts for Cut, Copy and Paste in MS words are _____ respectively.

A. Ctrl + X, Ctrl + V, Ctrl + C

B. Ctrl + X, Ctrl + C, Ctrl + V



C. Ctrl + V, Ctrl + C, Ctrl + X

D. Ctrl + C, Ctrl + X, Ctrl + V

02/09/2026 5:00 PM - 6:40 PM | Basic Computer Knowledge

20 questions

Q61 02/09/2026 5:00 PM - 6:40 PM | Basic Computer Knowledge

What is the role of a modem in an internet connection?

A. It converts digital signals into analog signals and vice versa



B. It enhances graphics on a website

C. It stores websites

D. It connects printers to the network

Q62 02/09/2026 5:00 PM - 6:40 PM | Basic Computer Knowledge

The primary purpose of an Internet Service Provider is to _____.

A. provide Internet access



B. design web applications

C. block malicious websites

D. manufacture modems

Q63 02/09/2026 5:00 PM - 6:40 PM | Basic Computer Knowledge

Which of the following output devices is capable of producing hard copy outputs in Microsoft Applications?

A. Printer



B. Monitor

C. Speaker

D. Keyboard

Q64 02/09/2026 5:00 PM - 6:40 PM | Basic Computer Knowledge

When printing a web page, which browser feature helps ensure only the relevant content is printed, without ads or sidebars?

A. Extensions

B. Download Manager

C. Bookmarks

D. Print Preview



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Q65 02/09/2026 5:00 PM - 6:40 PM | Basic Computer Knowledge

In a scenario where a company's employees must access a shared software application from different desktops within the same office, which abbreviation is most relevant to their ability to connect and collaborate?

- A. RAM
- B. LAN
- C. ASCII
- D. CD

Q66 02/09/2026 5:00 PM - 6:40 PM | Basic Computer Knowledge

Which of the following is designed to capture sound as an input to a computer?

- A. Microphone
- B. Mouse
- C. Projector
- D. Speaker

Q67 02/09/2026 5:00 PM - 6:40 PM | Basic Computer Knowledge

A multinational company stores customer records in a cloud environment and must comply with regulations to protect personal information from both external breaches and insider misuse. Which integrated approach best demonstrates application of information protection methods in this scenario?

- A. Applying access controls without additional technical safeguards
- B. Allowing open data access but relying on employee confidentiality agreements
- C. Combining data encryption, access control, and continuous security auditing
- D. Encrypting customer data and conducting annual security training sessions

Q68 02/09/2026 5:00 PM - 6:40 PM | Basic Computer Knowledge

Which option allows you to insert a pre-formatted table template, such as a calendar or a double-table, complete with sample data in MS-Word?

- A. The "Insert Table" dialog box.
- B. The "Draw Table" tool.
- C. The "Quick Tables" gallery.
- D. The "Excel Spreadsheet" command.

Q69 02/09/2026 5:00 PM - 6:40 PM | Basic Computer Knowledge

In MS Excel (Microsoft 365 and Office 2021), what does the cell address C10 indicate?

- A. Column C, Row 10
- B. Row C, Column 10
- C. Column 10, Row 10
- D. Row C, Column C

Q70 02/09/2026 5:00 PM - 6:40 PM | Basic Computer Knowledge

Which of the following options is an example of application software?

- A. Microsoft Word
- B. Windows Operating System
- C. BIOS
- D. Device Drivers

Q71 02/09/2026 5:00 PM - 6:40 PM | Basic Computer Knowledge

A student notices that the mouse pointer is hard to see on certain backgrounds. Which mouse property should be changed to resolve this issue?

- A. Adjust the double-click speed in mouse settings
- B. Change the pointer appearance in mouse settings
- C. Decrease the pointer speed in mouse settings
- D. Switch the primary and secondary mouse buttons

Q72 02/09/2026 5:00 PM - 6:40 PM | Basic Computer Knowledge

What is the main reason for removing a printer from the operating system?

- A. To free up system memory
- B. To allow installation of another printer
- C. To improve system performance
- D. To prevent further use and system association



Q73 02/09/2026 5:00 PM - 6:40 PM | Basic Computer Knowledge

Match the following 'Working with text' with their correct 'Keyboard Shortcut' in MS-Word 2019. Working with text Keyword Shortcut Select the word to the left 1. Ctrl + Backspace Select the word to the right 2. Ctrl + Delete Delete one word to the left 3. Ctrl + Shift + Left arrow key Delete one word to the right 4. Ctrl + Shift + Right arrow key

- A. A - 1, B - 3, C - 2, D - 4
- B. A - 4, B - 3, C - 2, D - 1
- C. A - 2, B - 1, C - 4, D - 3
- D. A - 3, B - 4, C - 1, D - 2



Q74 02/09/2026 5:00 PM - 6:40 PM | Basic Computer Knowledge

Which sequence of actions would be most effective for quickly changing both the font and size of multiple non-contiguous text selections in an MS Word 2019 document?

- A. Adjust settings under Page Layout tab
- B. Use Replace to change font and size
- C. Use Format Painter on one selection, repeat for others
- D. Hold Ctrl to select text, then use Font group to format



Q75 02/09/2026 5:00 PM - 6:40 PM | Basic Computer Knowledge

Which of the following practices is MOST effective in securing your PC from cyber threats?

- A. Using the same password everywhere
- B. Disabling antivirus software
- C. Regularly updating the operating system and antivirus
- D. Downloading files from unknown sources



Q76 02/09/2026 5:00 PM - 6:40 PM | Basic Computer Knowledge

You are working on a financial report in MS Excel and need to remove a column containing outdated data without affecting the integrity of related calculations. Which method should you use to ensure all references update correctly?

- A. Select the column, right-click, and choose "Delete" to remove it
- B. Press the 'Delete' key after selecting the column
- C. Hide the column using the 'Hide' option in the right-click menu
- D. Clear the contents of the column using 'Clear Contents'



Q77 02/09/2026 5:00 PM - 6:40 PM | Basic Computer Knowledge

What distinguishes Wi-Fi from mobile data?

- A. Wi-Fi uses cellular towers for data transmission.
- B. A physical cable is necessary for Wi-Fi to establish a connection.
- C. Wi-Fi is a wireless network that is restricted to a local location.
- D. Wi-Fi operates through satellites for connectivity.



Q78 02/09/2026 5:00 PM - 6:40 PM | Basic Computer Knowledge

A hospital stores patient records electronically and wants to comply with data privacy regulations. Which combination of information protection methods is most appropriate to ensure both confidentiality and availability of patient data?

- A. Monitoring network traffic for suspicious activity
- B. Using access controls and regular data backups
- C. Encrypting data but not creating backups
- D. Only using antivirus software on all computers



Q79 02/09/2026 5:00 PM - 6:40 PM | Basic Computer Knowledge

Consider the following statements about creating a new document in MS Word 2021 : A new blank document can be created using the shortcut key Ctrl + N . Templates such as resumes or reports can be used for creating new documents through the File → New option. The Save As command must always be used before starting a new document. The Start Screen in Word 2021 allows users to select from available templates or open a blank document. Which of the above statements is/are correct ?

- A. Statement 2, Statement 3, and Statement 4 only
- B. Statement 1, Statement 2, and Statement 4 only
- C. Statement 1 and Statement 3 only
- D. Statement 1, Statement 2, Statement 3, and Statement 4



Q80 02/09/2026 5:00 PM - 6:40 PM | Basic Computer Knowledge

Which of the following is an effective way to secure your computer's data? 84

- A. Avoiding the use of encryption
- B. Regularly backing up data
- C. Ignoring software updates
- D. Leaving sensitive files unprotected



Q81 03/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

What does CD stand for in computing?

- A. Core Data
- B. Compact Disk** ✓
- C. Central Database
- D. Computer Device

Q82 03/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

For a traditional desktop application downloaded from the internet, which action typically starts the installation process in Windows OS?

- A. Dragging files to the Recycle Bin
- B. Launching Task Manager
- C. Double-clicking the setup executable file** ✓
- D. Opening the Disk Management Module of OS

Q83 03/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

You are updating an employee database table in MS Word and click in cell D5 before inserting a new row. Where will MS Word place this new row in your table?

- A. Relative to the current insertion pointer's cell position** ✓
- B. Immediately after the first row of the existing table
- C. At the fixed top-left corner of the table structure
- D. Following the last row in the current table layout

Q84 03/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

Which of the following keys allows you to edit the content of a selected cell in MS Excel?

- A. Ctrl + E
- B. F2** ✓
- C. Shift + Enter
- D. F4

Q85 03/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

What is the primary function of the Domain Name System (DNS) in Internet communication?

- A. It stores frequently visited website data for quicker access.
- B. It secures websites through encryption.
- C. It converts website names into their respective IP addresses.** ✓
- D. It automatically assigns IP addresses to new devices.

Q86 03/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

Which key allows you to directly edit the contents of a selected cell in Excel?

- A. Shift + F2
- B. Esc
- C. F2** ✓
- D. Enter

Q87 03/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

The process of confirming a user's identity before granting access to resources is known as _____.

- A. encryption
- B. authorization
- C. authentication** ✓
- D. non-repudiation

Q88 03/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

In which of the following scenarios is the versatility of a computer best demonstrated?

- A. Storing large volumes of data permanently for future use
- B. Executing wide range of task with similar accuracy and efficiency** ✓
- C. Performing only mathematical calculations continuously
- D. Running a single program without the ability to switch tasks



Q89 03/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

If you want to insert a new paragraph in a document, which key would you typically use instead of a shortcut?

- A. Tab key
- B. Del key
- C. Ins key
- D. Enter key



Q90 03/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

Which of the following statements about using Bullets and Numbering in MS Word 2021 is correct ?

- A. Bullets are used to create ordered lists with sequential numbering (1, 2, 3, ...).
- B. Numbering in Word can only use Arabic numerals; Roman numerals are not supported.
- C. The Bullets and Numbering options are available in the Home tab → Paragraph group .
- D. Once applied, numbering in Word cannot be customized or restarted.



Q91 03/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

What does a Local Area Network (LAN) refer to?

- A. A network that links computers across a wide geographic region
- B. A network that connects devices within a small area, such as an office or home
- C. Software used for browsing the Internet
- D. A wireless Internet provider



Q92 03/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

Which file type is essential for the direct execution of programs by the operating system?

- A. Text file
- B. Executable file
- C. System file
- D. Binary file



Q93 03/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

What determines the processing speed of a CPU?

- A. Number of registers
- B. Clock speed
- C. Number of transistors
- D. Cache size



Q94 03/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

After creating a table in MS Word, you notice that the contents in several cells are not centered vertically. Which table formatting tool should be used to align the text in the middle of these cells?

- A. Split the cells containing text
- B. Change the font size of the cell text
- C. Apply a different table style from the Design tab
- D. Use the 'Cell Alignment' option from the Layout tab



Q95 03/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

Which of the following is not a search engine?

- A. WhatsApp
- B. Yahoo
- C. Google
- D. Bing



Q96 03/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

What is a common result of a virus corrupting system files?

- A. Faster boot times
- B. Longer battery life
- C. Better display resolution
- D. Frequent system crashes



Q97 03/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

Which feature in MS Word 2021 allows you to change the appearance of letters by selecting a different style?

- A. Font style tool
- B. Spell check tool
- C. Line space tool
- D. Paragraph style



Q98 03/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

A company must comply with strict regulatory standards for protecting customer records. Which data security practice best supports this requirement when transferring files over public networks?

- A. Storing files in a private folder only
- B. Implementing end-to-end encryption ✓
- C. Limiting the size of files during transfer
- D. Using basic passwords to restrict access

Q99 03/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

A local art gallery wants to set up a digital catalog of its paintings. What is the main reason the gallery should prioritize computer security when publishing this catalog online?

- A. To allow open editing by visitors for increased interaction
- B. To prevent unauthorized alteration of artwork information by external users ✓
- C. To rely on staff to monitor changes for any errors
- D. To limit access to staff computers only for convenience

Q100 03/09/2026 9:00 AM - 11:00 AM | Basic Computer Knowledge

How can a user ensure that a printed web page from a search engine citation includes the URL?

- A. Copy the page to a document and print without editing
- B. Increase browser zoom before printing
- C. Manually write the URL on paper after printing
- D. Enable the 'Print headers and footers' option in the print dialog ✓

03/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

20 questions

Q101 03/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Which file format should be used to save an Excel workbook containing VBA code?

- A. .csv
- B. .xlsm ✓
- C. .xlsx
- D. .xls

Q102 03/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

When a computer repeats the same task continuously for hours without becoming tired or slowing down, which characteristic of a computer is being demonstrated?

- A. Flexibility
- B. Accuracy
- C. Diligence ✓
- D. Speed

Q103 03/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Which step ensures that a newly created folder within Windows is visible to all users who log in with different accounts on the same PC, assuming no permissions have been altered manually?

- A. Placing the folder on the Desktop of the current user
- B. Saving the folder in the Documents library of the current user
- C. Renaming a system folder with a new name
- D. Creating the folder inside the Public directory in File Explorer ✓

Q104 03/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Identify the most suitable security application that Ramesh should use to protect his system from unauthorized access and data theft while accessing sensitive office files and personal photos over public Wi-Fi networks.

- A. Sophos Home
- B. Kaspersky Antivirus
- C. Microsoft defend antivirus
- D. Avast Premium Security ✓



Q105 03/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Which tool, located in the same group as "Draw Table," is used to correct mistakes or remove lines you have drawn?

- A. Pen Color
- B. Line Style
- C. Eraser
- D. Border Painter



Q106 03/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

A research group is collaborating from different countries and needs to frequently update shared documents in real time while discussing project ideas. Which combination of Internet services would most efficiently support their workflow?

- A. Cloud-based document editing and video conferencing
- B. File transfer service and email service
- C. Web hosting service and web browsing service
- D. Instant messaging service and email service



Q107 03/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

In the context of internet architecture, which layer of the TCP/IP model is responsible for logical addressing and routing of data packets between different networks?

- A. Application Layer
- B. Internet Layer
- C. Transport Layer
- D. Network Access Layer



Q108 03/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Which action best demonstrates a comprehensive approach to securing a smartphone used for sensitive banking transactions while connected to public Wi-Fi?

- A. Downloading apps solely from official app stores
- B. Enabling two-factor authentication, installing security updates
- C. Only enabling a screen lock and password protection
- D. Disabling Bluetooth and GPS location when not in use



Q109 03/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

What is the main concern addressed by cyber security in social media platforms?

- A. Enhancing friend suggestions
- B. Increasing post visibility
- C. Protecting user privacy
- D. Reducing advertisement frequency



Q110 03/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

A virus that attaches itself to legitimate programs and activates when the program runs can best be described as which type of computer virus?

- A. Worm
- B. Macro Virus
- C. Boot Sector Virus
- D. File Infector Virus



Q111 03/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

In MS Word, which of the following methods allows you to precisely align text within a table cell both vertically and horizontally?

- A. Right-click inside the cell → Choose "Table Properties" → Use the "Cell" tab to set vertical alignment
- B. Use the "Paragraph" alignment options in the Home tab
- C. Use the "Line Spacing" button in the Layout tab
- D. Use the "Text Direction" option from the Insert tab



Q112 03/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Which of the following is a good practice for online safety on social media platforms like Facebook and X (formerly known as Twitter)?

- A. Post private information without thinking
- B. Delete posts immediately after sharing
- C. Share your password with trusted friends
- D. Use a strong password and don't share it



Q113 03/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Which browser is known for onion routing, allowing users to browse anonymously by encrypting their Internet traffic and routing it through multiple nodes?

- A. Microsoft Edge
- B. Safari
- C. Google Chrome
- D. Tor Browser



Q114 03/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

A retail company needs its computers to handle inventory tracking, sales calculations, and customer data storage. Which characteristic is primarily demonstrated here?

- A. Versatility
- B. Speed
- C. Automation
- D. Diligence



Q115 03/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

Which feature in Microsoft Word 2010 allows you to see the document as it will appear when printed?

- A. Outline View
- B. Draft View
- C. Page Layout
- D. Print Preview



Q116 03/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

A user wants to change the date and time on their Windows computer. Which element should they access to do this?

- A. File Explorer
- B. Recycle Bin
- C. Task Manager
- D. Control Panel



Q117 03/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

In the field of computing, what are the correct full forms of the abbreviations ASCII, LAN, and CD?

- A. Advanced Software Communication Interface, Logical Access Network, Central Disk.
- B. Automated System Code, Long Area Network, Code Disk.
- C. American Standard Code for Information Interchange, Local Area Network, Compact Disc.
- D. Application Standard Code, Large Access Node, Compact Driver.



Q118 03/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

What is the purpose of registers in the CPU?

- A. To connect the CPU to external devices
- B. To control the flow of data between the CPU and memory
- C. To store data permanently
- D. To provide high-speed temporary storage for data and instructions



Q119 03/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

How can you swiftly choose a single word in Microsoft Word?

- A. Double-click the word
- B. Triple-click the word
- C. Right-click the word
- D. Press Ctrl + A



Q120 03/09/2026 1:00 PM - 4:00 PM | Basic Computer Knowledge

If a user deletes an entire row in Microsoft Excel, what happens to the rows below the deleted row?

- A. All rows below move up to occupy the deleted row
- B. All rows below become empty without changing position
- C. All rows below are permanently removed from the worksheet
- D. All rows below are copied into the deleted position



Q121 18/09/2026 9:00 AM - 10:40 AM | Basic Computer Knowledge

Why might an IT support technician use the Task Manager's 'Performance' tab during a system check?

- A. To end an individual process immediately
- B. To monitor overall CPU and memory usage trends** ✓
- C. To manage which apps start with Windows
- D. To view a list of running services only

Q122 18/09/2026 9:00 AM - 10:40 AM | Basic Computer Knowledge

If a user presses Enter twice while typing a bulleted list in Microsoft Word 2021, what happens?

- A. The list continues without spacing
- B. All bullets are deleted
- C. The list ends and normal paragraph formatting resumes** ✓
- D. A new bullet appears

Q123 18/09/2026 9:00 AM - 10:40 AM | Basic Computer Knowledge

Which action is performed by Ctrl + V in Microsoft Word, Excel, and other applications?

- A. Saves the document
- B. Pastes copied or cut content** ✓
- C. Finds a specific word in the document
- D. Copies selected content

Q124 18/09/2026 9:00 AM - 10:40 AM | Basic Computer Knowledge

Which of the following is an example of a web browser?

- A. Adobe Photoshop
- B. Google Chrome** ✓
- C. MS Word
- D. MS Excel

Q125 18/09/2026 9:00 AM - 10:40 AM | Basic Computer Knowledge

In a city where public Wi-Fi kiosks are common, a local artist uses her smartphone to accept digital payments during outdoor exhibitions. She wants to minimize the risk of unauthorized access to her phone and sensitive customer data while working in unfamiliar locations. Which of the following strategies best combines device-level and network-level security, considering the context and constraints?

- A. Only disabling Bluetooth and GPS location features during transactions
- B. Activating device encryption and always using a personal hotspot from her mobile carrier** ✓
- C. Relying on automatic app updates and using any available Wi-Fi connection
- D. Installing a payment app with in-app PIN and not changing other device settings

Q126 18/09/2026 9:00 AM - 10:40 AM | Basic Computer Knowledge

A touch screen is an example of:

- A. Only an output device
- B. Only an input device
- C. Both input and output device** ✓
- D. Neither input nor output device

Q127 18/09/2026 9:00 AM - 10:40 AM | Basic Computer Knowledge

You select a paragraph and press 'Ctrl+C' followed by 'Ctrl+V' in a new location. What will happen if you repeat 'Ctrl+V' again?

- A. The original paragraph will be deleted.
- B. A new item will be copied to the clipboard automatically.
- C. Nothing will happen unless you copy again.
- D. The paragraph will be pasted again at the cursor's new location.** ✓

Q128 18/09/2026 9:00 AM - 10:40 AM | Basic Computer Knowledge

In MS Excel, when using a combination chart, which of the following best describes its advantage over standard chart types?

- A. It converts charts into pivot tables for better analysis.
- B. It allows multiple chart types to represent different data series within the same chart.** ✓
- C. It displays 3D visuals for all data types.
- D. It only supports numeric data for plotting.



Q129 18/09/2026 9:00 AM - 10:40 AM | Basic Computer Knowledge

After a cyberattack, a university deploys network firewalls and conducts phishing-awareness training for employees. Which security principle is demonstrated by using both technical and human-focused safeguards together?

- A. Physical security methods
- B. Application security controls
- C. Perimeter security system
- D. Layered security approach



Q130 18/09/2026 9:00 AM - 10:40 AM | Basic Computer Knowledge

Which of the following statements is accurate regarding the Compact Disc (CD)?

- A. It uses magnetic fields to store binary data
- B. It stores data using optical technology readable by lasers
- C. It transmits network signals between devices
- D. It functions as a random-access memory device



Q131 18/09/2026 9:00 AM - 10:40 AM | Basic Computer Knowledge

Which of the following is an example of system software?

- A. Google Chrome
- B. Adobe Photoshop
- C. Microsoft Word
- D. Operating System



Q132 18/09/2026 9:00 AM - 10:40 AM | Basic Computer Knowledge

In Windows 10, by default, what happens when a file is deleted from a USB flash drive?

- A. The file is moved to the Recycle Bin
- B. The file is removed permanently from the USB flash drive
- C. The file is stored in a hidden folder on the USB drive
- D. The file is sent to the Downloads folder



Q133 18/09/2026 9:00 AM - 10:40 AM | Basic Computer Knowledge

The first web browser, WorldWideWeb, was created by _____.

- A. Steve Jobs
- B. Linus Torvalds
- C. Marc Andreessen
- D. Tim Berners-Lee



Q134 18/09/2026 9:00 AM - 10:40 AM | Basic Computer Knowledge

A manager wants to prepare a weekly schedule in Excel by listing each week's starting date automatically. What feature should they use to minimize manual entry?

- A. AutoFill
- B. Sort
- C. Filter
- D. Flash Fill



Q135 18/09/2026 9:00 AM - 10:40 AM | Basic Computer Knowledge

What is a key benefit of encrypting sensitive files stored in the cloud?

- A. Encrypted files use more storage space than others
- B. Files can be automatically recovered after deletion
- C. Data remains protected even if storage is breached
- D. Files download faster due to encryption



Q136 18/09/2026 9:00 AM - 10:40 AM | Basic Computer Knowledge

Which of the following paste settings preserves original fonts and styles in MS-Word 2019 ?

- A. Remove Formatting
- B. Merge Formatting
- C. Keep Source Formatting
- D. Keep Text Only



Q137 18/09/2026 9:00 AM - 10:40 AM | Basic Computer Knowledge

Which statement about Wide Area Networks (WANs) is correct?

- A. WANs can only be used within a single building
- B. WANs can connect computers across continents using public or private transmission systems ☒
- C. WANs require all computers to be in the same city
- D. WANs are limited to wireless connections within a single room

Q138 18/09/2026 9:00 AM - 10:40 AM | Basic Computer Knowledge

Which type of encryption uses the same key for both encryption and decryption?

- A. Symmetric encryption ☒
- B. Hashing
- C. Asymmetric encryption
- D. Digital signature

Q139 18/09/2026 9:00 AM - 10:40 AM | Basic Computer Knowledge

In the context of web browsers, which combination of keys is used to open the print dialog to print the currently displayed web page on most Windows systems?

- A. Ctrl + S
- B. Ctrl + F
- C. Ctrl + P ☒
- D. Ctrl + D

Q140 18/09/2026 9:00 AM - 10:40 AM | Basic Computer Knowledge

Which of the following is a temporary storage area which is used to store text after using the Cut or Copy command in MS Word?

- A. Recycle Bin
- B. Clipboard ☒
- C. RAM
- D. Hard drive

18/09/2026 1:00 PM - 2:40 PM | Basic Computer Knowledge

20 questions

Q141 18/09/2026 1:00 PM - 2:40 PM | Basic Computer Knowledge

When a computer connects to a wireless router, which protocol is typically used to automatically assign an IP address and network configuration to the device?

- A. Simple Mail Transfer Protocol (SMTP)
- B. Point-to-Point Protocol (PPP)
- C. File Transfer Protocol (FTP)
- D. Dynamic Host Configuration Protocol (DHCP) ☒

Q142 18/09/2026 1:00 PM - 2:40 PM | Basic Computer Knowledge

Which type of computer security protects information from unauthorized access or alteration?

- A. Information security ☒
- B. Application security
- C. Network security
- D. Physical security

Q143 18/09/2026 1:00 PM - 2:40 PM | Basic Computer Knowledge

In the context of WANs, what is the main reason organizations might choose to implement a Virtual Private Network (VPN)?

- A. To remove all hardware requirements for networking
- B. To eliminate the need for routers in the network
- C. To securely transmit data over public infrastructure ☒
- D. To increase physical bandwidth of connections

Q144 18/09/2026 1:00 PM - 2:40 PM | Basic Computer Knowledge

While preparing a formal document with a specific requirement to frame each page for better visual appeal, you are instructed to insert decorative borders that apply to every page, including section breaks and headers. In MS Word, under which tab will you find the feature to apply page borders across the entire document?

- A. Layout
- B. Design ☒
- C. Home
- D. Insert



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Q145 18/09/2026 1:00 PM - 2:40 PM | Basic Computer Knowledge

Which of the following is the correct way to add the values in cells A1 through A5 using a formula in a spreadsheet in MS-Excel 365 ?

- A. =A1+2+3+4+5
- B. =TOTAL(A1,A5)
- C. =ADD(A1:A5)
- D. =SUM(A1:A5) ✓

Q146 18/09/2026 1:00 PM - 2:40 PM | Basic Computer Knowledge

A government agency needs to send confidential documents over the internet while ensuring that the documents remain unreadable to unauthorized users and that recipients can verify the sender's identity. Which pair of security measures should be used?

- A. Antivirus protection and firewall rules
- B. End-to-end encryption and digital signatures ✓
- C. File compression and network monitoring
- D. Data backup and password expiration

Q147 18/09/2026 1:00 PM - 2:40 PM | Basic Computer Knowledge

A business implements biometric authentication at its entrances and firewalls to filter traffic. Which security types are being used?

- A. Application security and information security
- B. Network security and system security
- C. Physical security and network security ✓
- D. System security and information security

Q148 18/09/2026 1:00 PM - 2:40 PM | Basic Computer Knowledge

Which special indentation setting in MS Word 2019 moves all lines of a paragraph except the first one further right?

- A. Hanging indent ✓
- B. First line indent
- C. Left indent
- D. Right indent

Q149 18/09/2026 1:00 PM - 2:40 PM | Basic Computer Knowledge

When you open a document in MS Word, what happens to unsaved changes in your current document?

- A. They are auto-saved
- B. It closes silently
- C. A prompt appears ✓
- D. It discards changes

Q150 18/09/2026 1:00 PM - 2:40 PM | Basic Computer Knowledge

Suppose you are editing a document and want to insert a new line at the cursor without breaking the current paragraph. Which Alt-based shortcut is appropriate in many word processors?

- A. Alt plus Enter ✓
- B. Alt plus Ins
- C. Alt plus Tab
- D. Alt plus Del

Q151 18/09/2026 1:00 PM - 2:40 PM | Basic Computer Knowledge

If you wish to download files to a specific folder by default, what must you configure in your browser?

- A. Manage saved passwords
- B. Adjust zoom level
- C. Enable pop-up blocker
- D. Change the default download location in browser settings ✓

Q152 18/09/2026 1:00 PM - 2:40 PM | Basic Computer Knowledge

Which of the following best describes the primary difference between symmetric and asymmetric encryption in network security?

- A. Asymmetric encryption does not require any keys for decryption.
- B. Symmetric encryption is always slower than asymmetric encryption due to key length.
- C. Symmetric encryption uses a single key for both encryption and decryption, while asymmetric encryption uses a pair of keys. ✓
- D. Both symmetric and asymmetric encryption use the same key for all operations.



Q153 18/09/2026 1:00 PM - 2:40 PM | Basic Computer Knowledge

Which Windows feature enables different users to maintain their own personalized desktop settings, files, and preferences on the same computer?

- A. Task manager access
- B. Fast user switching capability
- C. System restore feature
- D. User account functionality



Q154 18/09/2026 1:00 PM - 2:40 PM | Basic Computer Knowledge

Which group contains the Delete button used to remove a row or column in a Word table?

- A. Cell Size group
- B. Rows & Columns group
- C. Font group
- D. Table Styles group



Q155 18/09/2026 1:00 PM - 2:40 PM | Basic Computer Knowledge

Which element on the windows desktop is used to temporarily store deleted files before permanent removal?

- A. Icon
- B. Recycle bin
- C. Taskbar
- D. Folder



Q156 18/09/2026 1:00 PM - 2:40 PM | Basic Computer Knowledge

A school wants to implement a system where teachers can assign work, students can submit assignments, and both can track progress. Which internet service provides the most suitable solution?

- A. Video conferencing platform
- B. Email service
- C. Learning management systems
- D. Cloud storage service



Q157 18/09/2026 1:00 PM - 2:40 PM | Basic Computer Knowledge

In a typical Computer system, which device is classified as both an input and output device?

- A. A microphone is built specifically for audio input tasks.
- B. A projector is used only for visual display of information.
- C. A touchscreen enables both data entry and information display.
- D. A keyboard is designed solely for text input purposes.



Q158 18/09/2026 1:00 PM - 2:40 PM | Basic Computer Knowledge

What is the function of the Ctrl + S shortcut in most software applications?

- A. Save the current file
- B. Exit the application
- C. Create a new document
- D. Select all content



Q159 18/09/2026 1:00 PM - 2:40 PM | Basic Computer Knowledge

Which shortcut is used to select an entire row in a worksheet in MS Excel?

- A. Shift + Alt + Spacebar
- B. Ctrl + Spacebar
- C. Alt + Spacebar
- D. Shift + Spacebar



Q160 18/09/2026 1:00 PM - 2:40 PM | Basic Computer Knowledge

Which of the following statements is true about output devices in a computer system?

- A. They perform all processing tasks inside the system
- B. They store user data permanently for future use
- C. They convert digital data into human-understandable form
- D. They allow users to send data into the computer



1 D	2 D	3 D	4 A	5 D	6 C	7 C	8 A	9 C	10 C	11 B	12 B	13 A
14 C	15 D	16 D	17 A	18 B	19 A	20 A	21 B	22 C	23 B	24 B	25 A	26 A
27 D	28 A	29 B	30 A	31 A	32 B	33 B	34 B	35 D	36 D	37 D	38 A	39 D
40 C	41 C	42 C	43 C	44 A	45 C	46 A	47 D	48 C	49 D	50 D	51 A	52 D
53 A	54 D	55 A	56 A	57 D	58 B	59 C	60 B	61 A	62 A	63 A	64 D	65 B
66 A	67 C	68 C	69 A	70 A	71 B	72 D	73 D	74 D	75 C	76 A	77 C	78 B
79 B	80 B	81 B	82 C	83 A	84 B	85 C	86 C	87 C	88 B	89 D	90 C	91 B
92 B	93 B	94 D	95 A	96 D	97 A	98 B	99 B	100 D	101 B	102 C	103 D	104 D
105 C	106 A	107 B	108 B	109 C	110 D	111 A	112 D	113 D	114 A	115 D	116 D	117 C
118 D	119 A	120 A	121 B	122 C	123 B	124 B	125 B	126 C	127 D	128 B	129 D	130 B
131 D	132 B	133 D	134 A	135 C	136 C	137 B	138 A	139 C	140 B	141 D	142 A	143 C
144 B	145 D	146 B	147 C	148 A	149 C	150 A	151 D	152 C	153 D	154 B	155 B	156 C
157 C	158 A	159 D	160 C									

