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COMPUTER AND IT



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Police Recruitment Revision Questions Computer and IT

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Suitable for: Police Constable, Police SI

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POLICE RECRUITMENT REVISION QUESTIONS
Computer and IT – Paper 1

Q1. What is the default name of the first worksheet in an MS Excel workbook?
(A) WSheet1
(B) Sheet1
(C) Worksheet1
(D) WS1

Q2. What type of software is Safari?
(A) operating system
(B) printer
(C) browser
(D) input device

Q3. Where were frequently used command icons displayed in older versions of Microsoft Excel?
(A) Formula Bar
(B) Toolbar
(C) Menu Bar
(D) Title Bar

Q4. Which category of computers includes desktops, laptops, tablets and smartphones?
(A) supercomputers
(B) microcomputers
(C) mainframe computers
(D) minicomputers

Q5. Which of the following refers to a central collection of related webpages?
(A) Search engine
(B) Web browser
(C) Web host
(D) Web site

Q6. Which of the following is a six-pin mini-DIN interface traditionally used to connect a keyboard or mouse to a compatible PC?
(A) Ethernet port
(B) PS/2 port
(C) VGA port
(D) RS-232 port

Q7. Which MS Excel function displays the current date and time?
(A) DATEVALUE
(B) NOW
(C) TIME
(D) DATE

Q8. Which Microsoft Word feature displays information about the current document?
(A) View Button
(B) Drawing toolbar
(C) Status bar
(D) Tab stop

Q9. Which malicious tools record keyboard inputs to steal passwords and other sensitive information?
(A) Virus
(B) Worms
(C) Ransomware
(D) Keyloggers

Q10. Which keyboard shortcut is used to paste clipboard contents into an MS Word document?
(A) Ctrl + V
(B) Ctrl + Z
(C) Ctrl + C
(D) Ctrl + X

Q11. Which of the following is an output device?
(A) RAM
(B) ROM
(C) Printer
(D) Joystick

Q12. What is the keyboard shortcut for centre-aligning text in Microsoft Office software?
(A) Ctrl + C
(B) Ctrl + G
(C) Ctrl + E
(D) Ctrl + A

Q13. Which of the following best describes Microsoft Word?

(A) It is a word processor.
(B) It is a GUI-based operating system.
(C) It is a system software.
(D) It is a firmware.

Q14. Which of the following is NOT antivirus software?
(A) Avast
(B) Linux
(C) Norton
(D) Kaspersky

Q15. What is a finite sequence of instructions designed to accomplish a specific task called?
(A) algorithm
(B) array
(C) data
(D) node

Q16. Which government organisation provides network infrastructure and e-governance support in India?
(A) NASSCOM
(B) Department of Information Technology
(C) NIC
(D) State Bank of India

Q17. CryptoLocker is an example of which type of malware?
(A) Adware
(B) Ransomware
(C) Worms
(D) Spyware

Q18. Which of the following is NOT an option for cell alignment in a table in MS Word 2007?
(A) Align across
(B) Align bottom right
(C) Align center
(D) Align top left

Q19. What is Ubuntu in computer terminology?
(A) Latest financial software package by Infosys
(B) A firewall developed by Microsoft
(C) An ERP system from SAP
(D) Open source Linux operating system

Q20. Which register temporarily stores an instruction that is not to be executed immediately?
(A) Current Instruction Register (CIR)
(B) Memory Address Register (MAR)
(C) Instruction Buffer Register (IBR)
(D) Program Counter (PC)

POLICE RECRUITMENT REVISION QUESTIONS
Computer and IT – Paper 2

Q1. Which of the following is NOT an open-source operating system?
(A) Ubuntu
(B) Windows
(C) Fedora
(D) Debian

Q2. Which buttons are present by default on the Quick Access Toolbar in MS Word 2010?
(A) Save, Undo, Redo
(B) Undo, Redo, Name
(C) Undo, Redo, Cut
(D) Paste, Redo, Copy

Q3. Which type of malware disguises itself as legitimate software?
(A) Ransomware
(B) Rootkit
(C) Trojan
(D) Keylogger

Q4. What is real-time online communication through instant message exchanges called?
(A) VLOG
(B) CHAT
(C) E-MAIL
(D) BLOG

Q5. What is the process of starting a computer and loading its operating system into memory called?
(A) Loading
(B) Saving
(C) Booting
(D) Execution

Q6. Which of the following is NOT a part of an email address?
(A) Email service provider's domain
(B) Photo
(C) @ symbol
(D) Username

Q7. What is the block of text automatically added to the end of an outgoing email called?
(A) Attachments
(B) Subject
(C) Formatting options
(D) Signature

Q8. Which type of computer virus remains in memory and can continue operating even after the infected program has closed?
(A) Resident
(B) File
(C) Polymorphic
(D) Rootkit

Q9. What is the full form of MAN in the context of the Internet?
(A) Massive Area Network
(B) Master Area Network
(C) Makeshift Area Network
(D) Metropolitan Area Network

Q10. Which toolbar in older versions of Microsoft Word contains commands such as Save, Print, Cut and Copy?
(A) Menu bar
(B) Standard toolbar
(C) Status bar
(D) Formatting toolbar

Q11. Which of the following is NOT a text function in MS Excel 2007?
(A) COMBIN
(B) RIGHT
(C) MID
(D) LEFT

Q12. What is the full form of RAM in computer terminology?
(A) Regular Access Memory
(B) Repeated Access Memory
(C) Rapid Access Memory
(D) Random Access Memory

Q13. What is the keyboard shortcut for selecting all the content in a Microsoft Word document?

(A) CTRL + A
(B) ALT + A
(C) CTRL + C
(D) ALT + L

Q14. Which CPU register holds an instruction fetched from memory for decoding and execution?
(A) Memory Buffer Register (MBR)
(B) Memory Address Register (MAR)
(C) Program Counter (PC)
(D) Instruction Register (IR)

Q15. Which keyboard shortcut can be used to indent paragraphs in an MS Word document?
(A) Alt + I
(B) Ctrl + M
(C) Ctrl + I
(D) Alt + T

Q16. Which electronic component was primarily used in second-generation computers?
(A) Integrated circuits
(B) Transistors
(C) Microprocessors
(D) Vacuum tubes

Q17. Which keyboard shortcut is used to insert a new line within a cell in an MS Excel worksheet?
(A) Enter
(B) Ctrl + Enter
(C) Alt + Enter
(D) Down arrow

Q18. In the context of IT services, what is the full form of BCP?
(A) Business Continuity Plan
(B) Business Confirmation Protocol
(C) Business Continuity Protocol
(D) Business Confirmation Plan

Q19. Which type of application enables real-time messaging between individuals and groups?
(A) VIRUS
(B) BLOG
(C) Instant messenger
(D) E-MAIL

Q20. Which of the following is a Japanese word meaning "harbour wave"?
(A) Volcano
(B) Gneiss
(C) Jishin
(D) Tsunami

POLICE RECRUITMENT REVISION QUESTIONS
Computer and IT – Paper 3

Q1. Which keyboard shortcut displays the HTML source code of the current webpage in Google Chrome?
(A) ALT + U
(B) CTRL + U
(C) ALT + S
(D) CTRL + S

Q2. What is another name for a nibble in computer terminology?
(A) Bit
(B) Half byte
(C) Half bit
(D) Byte

Q3. In which email folder are unsolicited bulk messages generally stored?
(A) inbox
(B) draft
(C) spam
(D) trash

Q4. Which keyboard shortcut is used to open an existing DOC file in MS Word?
(A) Ctrl + O
(B) Alt + N
(C) Alt + Ctrl + O
(D) Ctrl + N

Q5. Which of the following is NOT a Robotic Process Automation (RPA) tool?
(A) UiPath
(B) Blue Prism
(C) Power Center
(D) Automation Anywhere

Q6. Which type of computer is also known as a notebook computer?
(A) Work Station
(B) Microcomputer
(C) Multi Core
(D) Laptop Computer

Q7. Which type of formatting controls paragraph alignment, indentation and spacing in Microsoft Word?
(A) Word formatting
(B) Sentence formatting
(C) Font formatting
(D) Paragraph formatting

Q8. Which of the following applications allows users to store, organise, calculate and manipulate data in tabular format?
(A) Microsoft Powerpoint
(B) Notepad
(C) Microsoft Excel·
(D) Microsoft Word

Q9. Which email field identifies the sender's email address?
(A) From
(B) Bcc
(C) To
(D) Inbox

Q10. Which worksheet component displays the address of the selected cell in MS Excel?
(A) Name box
(B) Formula bar
(C) Title bar
(D) Status bar

Q11. Which keyboard shortcut is used to copy selected content in most Windows applications?
(A) Ctrl + C
(B) Ctrl + X
(C) Ctrl + Z
(D) Ctrl + V

Q12. Which email protocol is used to send messages between mail servers?
(A) HTTP
(B) SMTP
(C) ARP
(D) ICMP

Q13. What does the term MODEM stand for in computer networking?
(A) Modem Dynamics
(B) Modulator-Demodulator
(C) Modulator-Defragmenter
(D) Modem Machine

Q14. What is the process of transferring files from a computer to the Internet called?
(A) Uploading
(B) Deleting
(C) Downloading
(D) Accessing

Q15. Which folder is generally used to store incoming email messages?
(A) Spam
(B) Outbox
(C) Inbox
(D) Send

Q16. Who developed the first Internet search engine, Archie?
(A) David Filo
(B) Matthew Gray
(C) Alan Emtage
(D) Martijn Koster

Q17. Which of the following is NOT an operating system?
(A) Mac OS
(B) Unix
(C) Linux
(D) SQL

Q18. To which category of functions does the LEN function in Microsoft Excel belong?
(A) Logical
(B) Text
(C) Financial
(D) Math and Trig

Q19. What does GUI stand for in computer science?
(A) Graphical User Interface
(B) Group User Interface
(C) Graphic User Integration
(D) Group User Integration

Q20. Which of the following refers to a worldwide system of interconnected computer networks?
(A) Webpage
(B) Intranet
(C) Internet
(D) Website

POLICE RECRUITMENT REVISION QUESTIONS
Computer and IT – Paper 4

Q1. Which type of malware infects files, replicates itself and can damage computer data and software?
(A) Virus
(B) Blog
(C) Instant messenger
(D) e-mail

Q2. Which e-commerce business model does Flipkart primarily follow?
(A) Business to Consumer
(B) Business to Government
(C) Government to Business
(D) Government to Consumer

Q3. Which high-level, interpreted, general-purpose programming language is widely used in software development?
(A) Penguin
(B) Spider
(C) Python
(D) Cookie

Q4. Which symbol is essential in a standard email address?
(A) #
(B) @
(C) %
(D) -

Q5. Which of the following is a supercomputer developed by India?
(A) Onshape
(B) Param Yuva 2
(C) Venngage
(D) Pixlr

Q6. At which OSI model layer does a router primarily operate?
(A) Application layer
(B) Transport layer
(C) Physical layer
(D) Network layer

Q7. What is another name for net banking?
(A) e-process
(B) e-transfer
(C) e-commerce
(D) e-banking

Q8. Which MS Excel function removes non-printable characters from text?
(A) CLEAN
(B) CODE
(C) CHAR
(D) REPLACE

Q9. What is the full form of ISP in Internet terminology?
(A) Internal Service Provider
(B) Internet Service Provider
(C) Intranet Service Provider
(D) International Service Provider

Q10. Which pair of digits is used in the binary number system?
(A) 3 and 4
(B) 2 and 3
(C) 0 and 1
(D) 1 and 2

Q11. Which type of light is used to erase data stored in EPROM?
(A) radio signals
(B) magnetic signals
(C) electrical signals
(D) ultraviolet light

Q12. What is the full form of MAN in computer networking?
(A) Megabyte Area Network
(B) Margin Area Network
(C) Maximize Area Network
(D) Metropolitan Area Network

Q13. AIX is the operating system developed by which company?
(A) IBM
(B) Unisys
(C) Microsoft

(D) Apple

Q14. Which device is also known as a Visual Display Unit (VDU)?
(A) Monitor
(B) Printer
(C) Scanner
(D) Track Ball

Q15. What is the diameter of a standard Blu-ray Disc?
(A) 115 mm
(B) 120 mm
(C) 100 mm
(D) 110 mm

Q16. What is the intersection of a column and a row in an MS Excel worksheet called?
(A) Workbook
(B) Formula Bar
(C) Cell
(D) Name Box

Q17. In Windows 11 File Explorer, under which tab or menu is the "Hidden items" option available?
(A) View
(B) share
(C) File
(D) Home

Q18. When you open a new workbook in MS Excel, which of the following appears at the top of the screen?
(A) Title bar
(B) Vertical scroll bar
(C) Horizontal scroll bar
(D) Status bar

Q19. What was the name of India's first indigenous supercomputer, developed in 1991 under the leadership of Vijay Bhatkar?
(A) Pragati 5000
(B) Prayas 3000
(C) Prayog 2000
(D) Param 8000

Q20. What is the process of starting a computer and loading the operating system into RAM called?
(A) Booting
(B) Swiping
(C) Mapping
(D) Tagging

POLICE RECRUITMENT REVISION QUESTIONS
Computer and IT – Paper 5

Q1. Which of the following is an audio-editing tool?
(A) Ardour
(B) Avidemux
(C) Dscaler
(D) Blender

Q2. What does LiDAR stand for in remote sensing technology?
(A) Light Direction and Revolving
(B) Light Dimension and Reflection
(C) Light Detection and Ranging
(D) Light Distraction and Refraction

Q3. Which of the following devices is also known as a USB flash drive?
(A) Pen drive
(B) Disk Array
(C) HDD
(D) SSD

Q4. Which of the following correctly identifies the two types of volatile semiconductor memory?
(A) DRAM and ROM
(B) RAM and ROM
(C) SRAM and DRAM
(D) SRAM and ROM

Q5. What is the minimum number of worksheets required in an Excel workbook?
(A) three
(B) one
(C) five
(D) two

Q6. Under which tab are Page Setup options available in MS Word 2007?
(A) Insert
(B) Page Layout
(C) Review
(D) Home

Q7. What is the default document view in Microsoft Word 2007?
(A) Draft
(B) Print Layout
(C) Outline
(D) Web Layout

Q8. What is a computer or server connected to the Internet commonly called?
(A) Address
(B) URL Address
(C) Host
(D) IP Address

Q9. Which of the following appears at the bottom of a worksheet in MS Excel?
(A) Title bar
(B) Formula bar
(C) Vertical scrollbar
(D) Horizontal scrollbar

Q10. Which of the following is the binary file format used in older versions of MS Word, including Word 2003?
(A) .docx
(B) .doc
(C) .docm
(D) . docxx

Q11. Which country is represented by the Internet domain extension .au?
(A) Antigua
(B) Austria
(C) Australia
(D) African Union

Q12. Which type of electromagnetic waves is used by conventional television remote controls?
(A) Infrared waves
(B) Ultrasonic waves
(C) Laser technology
(D) Bluetooth technology

Q13. Which feature is used to type very small letters or numbers just above the text line?
(A) Subscript

(B) Superscript
(C) Strikethrough
(D) Format painter

Q14. What is the full form of W3C?
(A) World Wise Web Consolidation
(B) World Wide Web Consolidation
(C) World Wise Web Consortium
(D) World Wide Web Consortium

Q15. Which folder in an email application stores incoming messages?
(A) Trash
(B) Outbox
(C) Inbox
(D) Draft

Q16. What type of file is an HTML document?
(A) Video
(B) Audio
(C) Text
(D) Image

Q17. Which component of an MS Excel worksheet displays the contents of the selected cell?
(A) Formula bar
(B) Status bar"
(C) Name box
(D) Title bar

Q18. PivotTable is a feature of which of the following software applications?
(A) Microsoft Powerpoint
(B) Microsoft Word
(C) Microsoft Access
(D) Microsoft Excel

Q19. Which keyboard shortcut is used to cut data from a cell in MS Excel?
(A) Ctrl + C
(B) Ctrl + Z
(C) Ctrl + X
(D) Ctrl + V

Q20. Which character-formatting feature in Microsoft Word applies bold and italic styles?
(A) Size
(B) Font color
(C) Font style
(D) Effects

POLICE RECRUITMENT REVISION QUESTIONS
Computer and IT – Paper 6

Q1. What is the full form of PDF in computer terminology?
(A) Portable Details Format
(B) Portable Document Format
(C) PowerPoint Document Format
(D) Personal Document Format

Q2. Which of the following can be applied using the Borders and Shading option in Table Properties in MS Word 2007?
(A) Borders
(B) Orientation
(C) mailings
(D) Margins

Q3. Who developed the Linux kernel while studying at a university in Finland?
(A) Barbara Liskov
(B) Linus Torvalds
(C) Leonard M. Adleman
(D) Leslie Lamport

Q4. Which print setting in MS Word 365 allows users to select specific pages to print?
(A) Print All Pages.
(B) Custom Print
(C) Print Current Page
(D) Print Selection

Q5. In which unit is the clock speed of a computer's CPU measured?
(A) Terabyte (TB)
(B) Gigabyte (GB)
(C) Hertz (Hz)
(D) Kilobyte (KB)

Q6. What is the area of computer memory that stores frequently accessed data for rapid retrieval called?
(A) Token
(B) Cookie
(C) Plug-in
(D) Cache

Q7. Which keyboard shortcut switches to the tab immediately to the right of the current tab in Google Chrome?
(A) Ctrl + Right arrow
(B) Alt + Left arrow
(C) Alt + Page up
(D) Ctrl + Page down

Q8. Which high-speed storage components inside a CPU temporarily hold data during processing?
(A) Registers
(B) Arithmetic and Logic Unit (ALU)
(C) Auxiliary Memory
(D) Control Unit

Q9. Which of the following is NOT a search engine?
(A) Ask
(B) Safari
(C) Yahoo
(D) Bing

Q10. Which type of cookies can track users across different websites and potentially compromise their online privacy?
(A) Third-party Cookies
(B) Persistent Cookies
(C) Zombie Cookies
(D) Session Cookies

Q11. Who is credited with inventing the World Wide Web (WWW)?
(A) Tim Berners-Lee
(B) Bill Gates
(C) Alan Turing
(D) Steve Jobs

Q12. Which early computer network is widely regarded as a principal precursor to the modern Internet?
(A) APNET
(B) ANET
(C) ARPANET
(D) PANET

Q13. Which of the following is NOT an example of mass communication?
(A) Television
(B) Films
(C) door to door campaign
(D) Radio

Q14. Which of the following is NOT an Internet service?
(A) Ethernet
(B) E-mail
(C) World Wide web
(D) FTP

Q15. Which keyboard shortcut is used to centre-align a paragraph in MS Word?
(A) Alt + C
(B) Ctrl + J
(C) Ctrl + C
(D) Ctrl + E

Q16. Which interface was traditionally used as a dedicated mouse port on personal computers?
(A) Video Graphics Array (VGA)
(B) PS/2
(C) High-Definition Multimedia Interface (HDMI)
(D) FireWire

Q17. What is the full form of POP, the email retrieval protocol?
(A) Post Office Progress
(B) Partial Order Program
(C) Post Office Protocol
(D) Partial Order Protocol

Q18. Which email field indicates the topic or purpose of a message?
(A) To
(B) Subject
(C) Bcc
(D) From

Q19. How many dots separate the four octets in an IPv4 dotted-decimal address?
(A) four
(B) two
(C) three
(D) five

Q20. Which of the following displays both the application name and the spreadsheet name in MS Excel?
(A) Task bar
(B) Toolbar
(C) Title bar
(D) Menu bar

POLICE RECRUITMENT REVISION QUESTIONS
Computer and IT – Paper 7

Q1. Which Microsoft Word view displays a document as it would appear when printed?
(A) Print Layout
(B) Normal Layout
(C) Reading Layout
(D) Web Layout

Q2. Which component in MS Excel displays the address of the current selection or active cell?
(A) Row heading
(B) Column heading
(C) Name box
(D) Formula bar

Q3. Which of the following font effects is NOT available in the Font dialog box in MS Word 2010?
(A) Double Strikethrough
(B) Superscript
(C) Small Cap
(D) Equalize Character Height

Q4. In which corner of the Excel application window is the Zoom slider generally located?
(A) bottom-right
(B) top-right
(C) top-left
(D) bottom-left

Q5. Which method describes computer algorithms using a combination of natural language and programming-like structures?
(A) Node
(B) Pseudocode
(C) Flowchart
(D) Array

Q6. What is the cell address at the intersection of the seventh row and the tenth column in an MS Excel worksheet?
(A) 10G
(B) J7
(C) 7J
(D) G10

Q7. Which web browser popularised the combined address and search bar known as the omnibox?
(A) Google Chrome
(B) Mozilla Firefox
(C) Safari
(D) Lynx

Q8. Who pioneered the application of binary logic and arithmetic to computer programming?
(A) Noam Chomsky
(B) Claude Shannon
(C) Leslie Lamport
(D) John Backus

Q9. In which year was Google incorporated as a private company?
(A) 1998
(B) 2000
(C) 2005
(D) 2002

Q10. Which of the following file extensions is commonly used for temporary files?
(A) .txt
(B) .tnt
(C) .tar
(D) .tmp

Q11. Which of the following is NOT a valid paragraph-alignment option in MS Word?
(A) Justify
(B) Top
(C) Left
(D) Right

Q12. What are cookies that reappear after deletion commonly called?
(A) third party
(B) zombie
(C) persistent
(D) session

Q13. Which symbol commonly represents an attachment in an email?
(A) Emoji
(B) Paper Clip
(C) Phone
(D) Smiley

Q14. What is the database used by Microsoft Windows to store configuration information called?
(A) Cache
(B) Record
(C) Cookie
(D) Registry

Q15. What is the full form of URL in Internet terminology?
(A) Uniform Resource Locator
(B) Unique Reference Line
(C) Universal Resource Line
(D) Unidentified Resource Locator

Q16. In Gmail, which function allows you to send a received message to someone who was not included in the original To or Cc fields?
(A) Show original
(B) Forward
(C) Report Spam
(D) Print

Q17. Which keyboard shortcut shows or hides the Bookmarks bar in Google Chrome?
(A) Ctrl + Shift + B
(B) Alt + Ctrl + K
(C) Ctrl + Shift + C
(D) Ctrl + Shift + K

Q18. Which CPU unit controls and directs the operations of the processor?
(A) Control Unit
(B) Memory Unit
(C) Arithmetic Logic Unit
(D) Data Unit

Q19. Which function key is used to edit a cell in an MS Excel worksheet?
(A) F5
(B) F2
(C) F3
(D) F4

Q20. If you select cell A1, hold down the Shift key and then click cell C5 in an MS Excel worksheet, how many cells will be selected?
(A) 15
(B) 10
(C) 14
(D) 8

POLICE RECRUITMENT REVISION QUESTIONS
Computer and IT – Paper 8

Q1. In which email folder are deleted messages generally stored?
(A) trash
(B) draft
(C) sent
(D) inbox

Q2. Which of the following is NOT an operating system?
(A) Mozilla Firefox
(B) Microsoft Windows
(C) Linux
(D) Apple macOS

Q3. What is the result of the formula =16/2^3 in an MS Excel cell?
(A) 124
(B) 2
(C) 6
(D) 512

Q4. What is the part of an email address before the @ symbol called?
(A) system name
(B) domain name
(C) username
(D) mail server

Q5. In which email folder are unfinished messages stored before being sent?
(A) Drafts
(B) Trash
(C) Sent
(D) Spam

Q6. What is the full form of PaaS in cloud computing?
(A) Platform as a Service
(B) Protocol as a Service
(C) Performance as a Service
(D) Payment as a Service

Q7. Which keyboard shortcut moves the cursor one word to the right while editing data in an MS Excel cell?
(A) Ctrl + Shift + Left Arrow
(B) Ctrl + Shift + Right Arrow
(C) Ctrl + Right Arrow
(D) Ctrl + Left Arrow

Q8. Which of the following is NOT a program included in the LibreOffice software suite?
(A) LibreOffice Writer
(B) LibreOffice Excel
(C) LibreOffice Calc
(D) LibreOffice Impress

Q9. What is the default horizontal alignment of numerical values in MS Excel cells?
(A) Center
(B) Right
(C) Left
(D) Justified

Q10. Which of the following is NOT a video-conferencing application?
(A) WebEx
(B) Zoom
(C) Rediffmail
(D) Go To Meeting

Q11. A hard disk is an example of which type of data-storage device?
(A) Tertiary Storage
(B) Primary Storage
(C) Offline Storage
(D) Secondary Storage

Q12. Which keyboard shortcut opens a new Incognito window in Google Chrome?
(A) Ctrl + N
(B) Ctrl + Shift + N
(C) Alt + Ctrl + N
(D) Ctrl + P

Q13. Which early computer network laid the foundation for the modern Internet?
(A) ARPANET
(B) Clusters
(C) HTTP

(D) SSID

Q14. Which number system is used by digital computers to represent and process data?
(A) Octal
(B) Binary
(C) Ternary
(D) Hexadecimal

Q15. Which key is used to select a continuous range of cells in an MS Excel worksheet?
(A) Shift
(B) Tab
(C) Ctrl
(D) Alt

Q16. Which keyboard shortcut opens the Downloads page in Google Chrome?
(A) Ctrl + J
(B) Ctrl + D
(C) Alt + J
(D) Alt + D

Q17. Who is popularly known as the "father of supercomputing"?
(A) Seymour Cray
(B) Ken Thompson
(C) Alan Perlis
(D) Vint Cerf

Q18. What is the smallest basic unit of digital data in a computer?
(A) Bit
(B) Gigabyte
(C) Byte
(D) Terabyte

Q19. Which of the following is NOT an operating system?
(A) Unix
(B) Ubuntu
(C) MS-Excel
(D) MS-DOS

Q20. Which computer device performs a function opposite to that of a keyboard?
(A) Printer
(B) Trackball
(C) Joystick
(D) Mouse

POLICE RECRUITMENT REVISION QUESTIONS
Computer and IT – Paper 9

Q1. What is the main printed circuit board of a computer called?
(A) ROM (Read only Memory)
(B) CPU (Central Processing Unit)
(C) Motherboard
(D) RAM (Random Access Memory)

Q2. Which of the following is NOT a character-formatting option in MS Word?
(A) Size
(B) Font
(C) Alignment
(D) Font style

Q3. Which option in Gmail allows users to create a new email message?
(A) Settings
(B) Compose
(C) Drafts
(D) Outbound

Q4. Who among the following was one of the co-founders of Twitter?
(A) Tim Berners-Lee
(B) Jack Dorsey
(C) Narayana Murthy
(D) Bill Gates

Q5. What is the storage capacity of a standard 3.5-inch high-density floppy disk?
(A) 4.0 MB
(B) 2.0 MB
(C) 1.44 MB
(D) 2.44 MB

Q6. Which of the following statements about computer memory is TRUE?
(A) Primary memory is non volatile
(B) ROM is non-volatile memory
(C) Secondary memory is volatile
(D) RAM is non-volatile memory

Q7. Which of the following devices is NOT used to enter data into a computer?
(A) Mouse
(B) Monitor
(C) Scanner
(D) Keyboard

Q8. Which Microsoft Word toolbar provides options such as Bold, Italic and Underline?
(A) Status bar
(B) Menu bar
(C) Formatting toolbar
(D) Standard toolbar

Q9. What power of ten is represented by the SI prefix femto?
(A) -16
(B) -20
(C) -15
(D) -12

Q10. Where does the Zoom option appear in MS Excel?
(A) status bar
(B) formula bar
(C) horizontal scroll bar
(D) title bar

Q11. Which of the following is NOT an example of a web browser?
(A) Google Chrome
(B) Apple Safari
(C) Opera
(D) Facebook

Q12. Which of the following is NOT an example of a markup language?
(A) QBE
(B) XML
(C) HTML
(D) SGML

Q13. Which Microsoft Word setting aligns text at specific horizontal positions within a line?
(A) Tabs
(B) Indentation
(C) Bullets

(D) Numbering

Q14. What are electronic documents available on the Internet commonly called?
(A) hardcopy
(B) web pages
(C) printed pages
(D) Colour pages

Q15. Which keyboard shortcut is used to bookmark the currently open page in Google Chrome?
(A) Alt+B
(B) Ctrl+M
(C) Ctrl+D
(D) Ctrl+B

Q16. What type of computer hardware is a dot-matrix device?
(A) Printer
(B) Tape
(C) Disk
(D) Bus

Q17. In Windows 10, which keyboard shortcut is used to display or hide the desktop?
(A) Windows logo key + H
(B) Windows logo key + D
(C) Windows logo key + C
(D) Windows logo key + G

Q18. Which of the following is NOT a magnetic disk?
(A) Disk pack
(B) DVD
(C) Winchester disk
(D) Zip disk

Q19. Which of the following is NOT a valid option in the Change Case feature in MS Word?
(A) Lowercase
(B) Pascal case
(C) Uppercase
(D) Toggle case

Q20. Which feature in MS Word is used to create small letters above the text line?
(A) Strikethrough
(B) Subscript
(C) Superscript
(D) Underline

POLICE RECRUITMENT REVISION QUESTIONS
Computer and IT – Paper 10

Q1. Which keyboard shortcut opens the Font dialog box in MS Word?
(A) ALT + T
(B) ALT + F
(C) CTRL + D
(D) CTRL + F

Q2. Which browser feature allows users to save their favourite websites for quick access?
(A) Bookmark
(B) Cookie
(C) Blog
(D) Search engine

Q3. Which markup language is used to store, structure and exchange data?
(A) XML
(B) HTML
(C) EML
(D) SGML

Q4. Which MS Word feature draws a straight line through selected text in a document?
(A) Strikethrough
(B) Eraser
(C) Replace
(D) Format Painter

Q5. Which of the following appears at the extreme right of a worksheet in MS Excel?
(A) Horizontal scroll bar
(B) Menu bar
(C) Vertical scroll bar.
(D) Status bar

Q6. Which keyboard shortcut resets the zoom level to its default setting in Google Chrome?
(A) CTRL + 0
(B) CTRL + D
(C) CTRL + 9
(D) CTRL + R

Q7. How many worksheets are included by default in an MS Excel 2007 workbook?
(A) 3
(B) 2
(C) 4
(D) 1

Q8. How is Facebook classified as an Internet platform?
(A) Browser
(B) Social network site
(C) Search engine
(D) Internet service provider

Q9. Which of the following is NOT an example of proper Internet etiquette?
(A) Including name at the bottom of mails
(B) Size of attachments need to be small
(C) Using abbreviations wisely
(D) Forwarding unwanted messages

Q10. Which light-sensitive device is used to convert images into digital form?
(A) RAM
(B) Printer
(C) Monitor
(D) Scanner

Q11. What is a collection of interconnected webpages called?
(A) Client
(B) Search Engine
(C) Website
(D) Server

Q12. Which keyboard shortcut moves through open tabs from left to right in Google Chrome?
(A) Alt + Tab
(B) Ctrl + Tab
(C) Ctrl + N
(D) Alt + N

Q13. What is the electronic exchange of business documents between companies in a standardised format called?
(A) Electronic Data Instruction
(B) Emergency Data Interchange

(C) Electronic Data Interchange
(D) Electronic Data Information

Q14. Which HTML input type creates a single-line text-entry field?
(A) TYPE = "CHECKBOX'
(B) TYPE = "RADIO"
(C) TYPE = "TEXT"
(D) TYPE = "PASSWORD"

Q15. Which keyboard shortcut is used to insert a hyperlink in an MS Word document?
(A) Ctrl + K
(B) Alt + L
(C) Ctrl + L
(D) Alt + K

Q16. Where is the headquarters of Intel Corporation located?
(A) Frankfurt, Germany
(B) London, United Kingdom
(C) Tokyo, Japan
(D) Santa Clara, California, USA

Q17. Which of the following can be used to change the width of columns in a table in MS Word?
(A) Insert
(B) Define
(C) Table properties
(D) Translate

Q18. Which folder is generally used to store deleted email messages?
(A) Junk
(B) Sent
(C) Trash
(D) Draft

Q19. What is the full form of IP in the context of Internet connectivity?
(A) Internet Protocol
(B) Internal Protocol
(C) International Partner
(D) Internet Partner

Q20. In which year did the development of the World Wide Web begin?
(A) 1979
(B) 1969
(C) 1989
(D) 1959

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