

## Top 20 Computer Awareness MCQs for Maharashtra, SSC and Railway 30 April 2024

1. Which Microsoft Office application is primarily used for creating text documents?  
A) MS Excel  
B) MS PowerPoint  
C) MS Access  
D) MS Word  
Answer: D) MS Word
2. What is the file extension for documents created in MS Word?  
A) .xls  
B) .ppt  
C) .doc  
D) .accdb  
Answer: C) .doc
3. Which MS Office application is used for creating spreadsheets?  
A) MS Word  
B) MS Excel  
C) MS PowerPoint  
D) MS Access  
Answer: B) MS Excel
4. What is the primary function of MS Excel?  
A) Creating audiovisual presentations  
B) Managing databases  
C) Making spreadsheets and data processing  
D) Note-taking  
Answer: C) Making spreadsheets and data processing
5. Which file extension is used for Excel spreadsheets?  
A) .ppt  
B) .doc  
C) .xls  
D) .accdb  
Answer: C) .xls
6. Which Microsoft Office application is used for creating audiovisual presentations?  
A) MS Word  
B) MS Excel  
C) MS PowerPoint  
D) MS Access  
Answer: C) MS PowerPoint
7. What is the file extension for PowerPoint presentations?  
A) .xls  
B) .ppt  
C) .doc  
D) .accdb  
Answer: B) .ppt
8. MS Access is primarily used for which purpose?  
A) Note-taking

- B) Creating spreadsheets
- C) Managing databases
- D) Audiovisual presentations

Answer: C) Managing databases

9. What is the file extension for databases created in MS Access?

- A) .xls
- B) .ppt
- C) .doc
- D) .accdb

Answer: D) .accdb

10. Which MS Office application is used as an email client?

- A) MS Outlook
- B) MS OneNote
- C) MS Word
- D) MS Excel

Answer: A) MS Outlook

11. What is the primary function of MS Outlook?

- A) Note-taking
- B) Managing databases
- C) Email client and personal information management
- D) Creating spreadsheets

Answer: C) Email client and personal information management

12. Which MS Office application is primarily used for note-taking?

- A) MS Outlook
- B) MS OneNote
- C) MS PowerPoint
- D) MS Access

Answer: B) MS OneNote

13. How many generations of computers have there been until 2023?

- A) Three
- B) Four
- C) Five
- D) Six

Answer: C) Five

14. Which generation of computers is still being developed as of 2023?

- A) First generation
- B) Second generation
- C) Third generation
- D) Fifth generation

Answer: D) Fifth generation

15. Which generation of computers introduced transistors as a replacement for vacuum tubes?

- A) First generation
- B) Second generation
- C) Third generation
- D) Fourth generation

Answer: B) Second generation

16. In which generation of computers did integrated circuits (ICs) become prevalent?

- A) First generation
- B) Second generation

C) Third generation

D) Fourth generation

Answer: C) Third generation

17. Which generation of computers saw the development of microprocessors?

A) First generation

B) Second generation

C) Third generation

D) Fourth generation

Answer: D) Fourth generation

18. What was a defining feature of the fourth generation of computers?

A) Use of vacuum tubes

B) Use of transistors

C) Use of integrated circuits

D) Use of microprocessors

Answer: D) Use of microprocessors

19. Which generation of computers saw the introduction of personal computers (PCs)?

A) First generation

B) Second generation

C) Third generation

D) Fourth generation

Answer: D) Fourth generation

20. What is the shortcut key combination for copying selected content?

A) Ctrl + C

B) Ctrl + X

C) Ctrl + V

D) Alt + C

Answer: A) Ctrl + C