Selvam College of Technology

An Autonomous Institution

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An ISO 9001:2015 Certified Institution, Approved by AICTE New Delhi, Affiliated to Anna University-Chennai
PONNUSAMY NAGAR, SALEM ROAD(NH-44), NAMAKKAL-637003. TAMILNADU.
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Name of the Bundle	IT Fundamentals Bundle	Subject	Fundamentals of Computer & MS Office V1
Topic	Introduction to Windows, Interface and File Management	Last updated on	29 August 2025

1. What can you find on the desktop?

    a. Hardware components

    b. Icons, files, and folders

    c. Internet connection settings

    d. System BIOS

Ans: b. Icons, files, and folders

Explanation: The desktop displays shortcuts (icons) to files, folders, and programs.

2. What is the desktop used for?

    a. To open programs and files easily

    b. To process data

    c. To connect to the internet

    d. To print documents

Ans: a. To open programs and files easily

Explanation: The desktop helps users quickly access software and files.

3. Which of these is NOT usually found on the desktop?

    a. Icons

    b. Folders

    c. Taskbar

    d. CPU

Ans: d. CPU

Explanation: The CPU is hardware inside the computer, not part of the desktop screen.

4. What is the desktop on a computer?

    a. A hardware device

    b. The main screen is shown after turning on the computer

    c. A type of software program

    d. A storage device

Ans: b. The main screen is shown after turning on the computer

Explanation: The desktop is the primary screen where you see icons and access programs.

5. Which shortcut key is used to show or hide the desktop?

    a. Windows + E

    b. Windows + D

    c. Windows + L

    d. Windows + M

Ans: b. Windows + D

Explanation: Windows + D toggles between showing the desktop and restoring all open windows.

6. Which shortcut key locks the computer?

    a. Windows + L

    b. Windows + M

    c. Windows + E

    d. Windows + Shift + M

Ans: a. Windows + L

Explanation: Windows + L instantly locks your computer screen.

7. How do you open File Explorer using a shortcut?

   a. Windows + D

   b. Windows + M

   c. Windows + E

   d. Windows + L

 Ans: c. Windows + E

 Explanation: Windows + E opens File Explorer for managing files.

8. Which shortcut minimizes all open windows?

   a. Windows + M

   b. Windows + D

   c. Windows + L

   d. Windows + Shift + M

 Ans: a. Windows + M

 Explanation: Windows + M minimizes all open windows to the taskbar.

9. How can you restore all minimized windows?

   a. Windows + Shift + M

   b. Windows + M

   c. Windows + D

   d. Windows + L

 Ans: a. Windows + Shift + M

 Explanation: Windows + Shift + M restores all windows minimized by Windows + M.

10. What is a taskbar?

    a. A storage device

    b. An element of the graphical user interface

    c. A type of software program

    d. A hardware component

Ans: b. An element of the graphical user interface

Explanation: The taskbar is part of the GUI that helps users interact with the system.

11. What does the taskbar typically show?

    a. The internet browser only

    b. The programs that are currently running

    c. The files stored on the computer

    d. The hardware specifications

Ans: b. The programs that are currently running

Explanation: The taskbar displays running applications and open windows.

12. Which of the following is often found on the taskbar?

    a. Start menu button

    b. CPU

    c. Monitor

    d. Hard disk

Ans: a. Start menu button

Explanation: The taskbar typically contains the Start button, which allows access to programs and settings.

13. What is the Start Menu in Windows?

    a. A hardware device

    b. A feature to access programs, files, and settings

    c. A type of storage

    d. A programming language

Ans: b. A feature to access programs, files, and settings

Explanation: The Start Menu helps users find apps, files, and system settings.

14. How do you usually open the Start Menu?

    a. Press the Windows key on the keyboard

    b. Click the taskbar clock

    c. Double-click the desktop

    d. Use Ctrl + C

Ans: a. Press the Windows key on the keyboard

Explanation: The Windows key opens the Start Menu quickly.

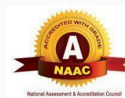15. What option in the Start Menu allows you to shut down the computer?

    a. File Explorer

    b. Power button

    c. Control Panel

    d. Settings

Ans: b. Power button

Explanation: The Power button in the Start Menu provides options like Shut down and Restart.

16. Which key on the keyboard opens the Start Menu in Windows?

    a. Ctrl

    b. Alt

    c. Windows key

    d. Esc

Ans: c. Windows key

Explanation: The Windows key opens the Start Menu.

17. Which program in Windows helps you manage files and folders?

    a. File Explorer

    b. Task Manager

    c. Control Panel

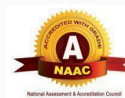   d. Paint

Ans: a. File Explorer

Explanation: File Explorer lets you create, open, find, and organize files and folders.

18. What shortcut opens File Explorer quickly?

    a. Windows + E

    b. Ctrl + C

    c. Alt + F4

    d. Windows + D

Ans: a. Windows + E

Explanation: Windows + E opens the File Explorer window.

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19. To open a file, what should you do?

    a. Press Ctrl + S

    b. Double-click the file icon

    c. Move it to another folder

    d. Rename it

Ans: b. Double-click the file icon

Explanation: Double-clicking opens files in their default program.

20. Which shortcut creates a new folder in File Explorer?

    a. Ctrl + N

    b. Ctrl + Shift + N

    c. Ctrl + Alt + N

    d. Ctrl + F

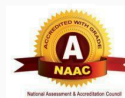**Ans: b. Ctrl + Shift + N**

Explanation: Ctrl + Shift + N creates a new folder quickly in the current directory.

21. How do you usually open a file or folder?

    a. Right-click and select Delete

    b. Double-click the icon

    c. Drag it to the recycle bin

    d. Press Ctrl + C

Ans: b. Double-click the icon

Explanation: Double-clicking is the most common way to open files or folders.

22. How can you open a folder ?

    a. Double-click the folder icon

    b. Right-click and select "Open in new window"

    c. Press Ctrl + Enter on the folder

    d. All the above

Ans: d. All the above

Explanation: A folder can be opened by double-clicking, right-clicking with "Open in new window," or using Ctrl + Enter.

23. Where is the search box located in File Explorer?

    a. Bottom-left corner

    b. Top-right corner

    c. Center of the window

    d. On the taskbar

Ans: b. Top-right corner

Explanation: The search box is at the top-right to type file or folder names.

24. Which key opens the search bar in Windows?

    a. Ctrl + F

    b. Windows + S

    c. Alt + Tab

    d. Ctrl + C

Ans: b. Windows + S

Explanation: Windows + S – This shortcut quickly opens the Windows search bar to find apps, files, or settings.

25. What do you type in the search box?

    a. A file or folder name

    b. A phone number

    c. An email address

    d. A website

Ans: a. A file or folder name

Explanation: A file or folder name – The search box is used to quickly locate files or folders stored on your computer.

26. What happens when you press the Delete key on a selected file?

    a. The file is permanently deleted

    b. The file is moved to the Recycle Bin

    c. The file is copied

    d. The file is renamed

Ans: b. The file is moved to the Recycle Bin

Explanation: Pressing Delete moves the file to the Recycle Bin, so you can restore it later if needed.

27. What option do you use to delete a file by right-clicking?

    a. Copy

    b. Paste

    c. Delete

    d. Rename

Ans: c. Delete

Explanation: The "Delete" option in the right-click menu sends the file to the Recycle Bin.

28. How can you permanently delete a file using the keyboard?

    a. Press Delete

    b. Press Shift + Delete

    c. Press Ctrl + Delete

    d. Press Alt + Delete

Ans: b. Press Shift + Delete

Explanation: Shift + Delete bypasses the Recycle Bin and deletes the file permanently.

29. Which keyboard shortcut copies a selected file?

    a. Ctrl + V

    b. Ctrl + X

    c. Ctrl + C

    d. Ctrl + Z

Ans: c. Ctrl + C

Explanation: Ctrl + C copies the selected item to the clipboard.

30. What is the difference between Ctrl + C and Ctrl + X?

    a. Ctrl + C copies; Ctrl + X cuts

    b. Ctrl + C deletes; Ctrl + X copies

    c. Both do the same thing

    d. Ctrl + C pastes; Ctrl + X copies

Ans: a. Ctrl + C copies; Ctrl + X cuts

Explanation: Ctrl + C copies the file, Ctrl + X cuts it, and it is used to move it from one place to another.

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31. Which mouse action lets you copy a file?

   a. Right-click —> Copy

   b. Left-click —> Delete

   c. Double-click —> Copy

   d. Right-click —> Rename

Ans: a. Right-click —> Copy

Explanation: Right-clicking opens a menu where you can select "Copy."

32. What is the keyboard shortcut for Paste?

   a. Ctrl + C

   b. Ctrl + X

   c. Ctrl + V

   d. Ctrl + Z

Ans: c. Ctrl + V

Explanation: Ctrl + V pastes the contents from the clipboard.

33. What happens when you drag and drop a file?

   a. Copies the file to a new location

   b. Moves the file to a new location

   c. Deletes the file

   d. Renames the file

Ans: b. Moves the file to a new location

Explanation: Dragging and dropping usually move the file within the same drive.

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34. Which keyboard shortcut cuts a selected file or folder?

    a. Ctrl + C

    b. Ctrl + V

    c. Ctrl + X

    d. Ctrl + Z

Ans: c. Ctrl + X

Explanation: Ctrl + X cuts (removes) the file from the original location to paste elsewhere.

35. Which action with the mouse allows you to move a file?

    a. Double-click the file

    b. Drag and drop the file

    c. Right-click > Copy

    d. Right-click > Rename

Ans: b. Drag and drop the file

Explanation: Drag and drop moves the file to a new place.

36. What keyboard shortcut pastes a cut file?

    a. Ctrl + C

    b. Ctrl + X

    c. Ctrl + V

    d. Ctrl + Z

Ans: c. Ctrl + V

Explanation: Ctrl + V pastes the file stored in the clipboard.

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37. How can you rename a file using the mouse?

    a. Right-click the file and select "Rename"

    b. Double-click the file quickly twice

    c. Drag and drop the file

    d. Press Delete

Ans: a. Right-click the file and select "Rename"

Explanation: Right-clicking opens a menu where "Rename" lets you change the file name.

38. Which keyboard shortcut is used to rename a selected file or folder?

    a. F2

    b. Ctrl + R

    c. Ctrl + N

    d. Alt + R

Ans: a. F2

Explanation: Pressing F2 allows you to rename the selected item.

39. What is the use of the Control Panel in Windows?

    a. Playing games

    b. Viewing and changing system settings

    c. Browsing the internet

    d. Watching movies

Ans: b. Viewing and changing system settings

Explanation: The Control Panel helps you manage system settings like hardware, software, and more.

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40. Which of the following can you manage from the Control Panel?

- a. Facebook account
- b. Hardware and software settings
- c. YouTube videos
- d. Internet browser history

Ans: b. Hardware and software settings

Explanation: You can manage devices, programs, and settings from the Control Panel.

41. Where can you change the screen resolution in Windows?

- a. Paint
- b. File Explorer
- c. Control Panel
- d. Calculator

Ans: c. Control Panel

Explanation: Display settings, like screen resolution, are found in the Control Panel.

42. Which option in the Control Panel helps you add or remove programs?

- a. Internet Options
- b. User Accounts
- c. Programs and Features
- d. Devices and Printers

Ans: c. Programs and Features

Explanation: "Programs and Features" lets you install or uninstall software.

43. What is the Settings app in Windows used for?

    a. Playing music

    b. Controlling and customizing your computer

    c. Writing documents

    d. Browsing the internet

Ans: b. Controlling and customizing your computer

Explanation: Settings let you change how your computer works and looks.

44. How is Settings different from the Control Panel?

    a. Settings are older

    b. Settings are simpler and more modern

    c. The Control Panel is simpler

    d. They are the same

Ans: b. Settings are simpler and more modern

Explanation: Settings are designed to be easier to use, especially on touchscreens.

45. Which device is the Settings app especially good for?

    a. Desktop computers without touchscreens

    b. Touchscreen devices

    c. Printers only

    d. External hard drives

Ans: b. Touchscreen devices

Explanation: Settings are made to be easy to use on touchscreens.

46. Which keyboard shortcut opens the Settings app?

    a. Ctrl + C

    b. Windows + I

    c. Alt + F4

    d. Ctrl + V

Ans: b. Windows + I

Explanation: Pressing Windows key + I opens Settings quickly.

47. What is the symbol of the Settings app in the Start Menu?

    a. A folder

    b. A gear (⚙)

    c. A clock

    d. A magnifying glass

Ans: b. A gear (⚙)

Explanation: The gear icon represents the Settings app.