Name of the Bundle	Office Productivity Bundle V1	**Subject**	Fundamentals of Computer & MS Word
Topic	Windows Basics & Desktop	**Last updated on**	26 October 2026

1. Which company developed Microsoft Windows?
    a. Microsoft
    b. Google
    c. Apple
    d. IBM

Ans: a. Microsoft

Explanation: Microsoft Windows is an operating system developed by Microsoft.

2. What is the main purpose of Microsoft Windows?
    a. To operate a printer only
    b. To help users operate a computer
    c. To create hardware components
    d. To provide electricity to a computer

Ans: b. To help users operate a computer

Explanation: Microsoft Windows helps users operate a computer and perform various tasks.

3. Which feature does Microsoft Windows provide to users?
    a. Only file storage
    b. Only internet access
    c. A graphical interface
    d. Only hardware control

Ans: c. A graphical interface

Explanation: Microsoft Windows provides a graphical interface that helps users interact with the computer, run applications, and manage files.

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4. What is the desktop in Windows?
    a. The main screen
    b. A file
    c. A folder
    d. A program

Ans: a. The main screen

Explanation: The desktop is the main screen that shows icons, files, and folders and helps users open programs.

5. What do desktop icons represent?
    a. Only files
    b. Applications, files, folders, or system features
    c. Only folders
    d. Only settings

Ans: b. Applications, files, folders, or system features

Explanation: Desktop icons help us identify and open items easily.

6. How can you show hidden desktop icons in Windows?
    a. Right-click → View → Show desktop icons
    b. Right-click → Refresh
    c. Right-click → Personalize
    d. Right-click → Sort by

Ans: a. Right-click → View → Show desktop icons

Explanation: This option displays hidden icons on the desktop.

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7. Which option is used to show desktop icons in Windows Settings?
    a. Themes
    b. Display
    c. Taskbar
    d. Colors

Ans: a. Themes

Explanation: Go to Settings → Personalization → Themes → Desktop icon settings to show desktop icons.

8. What does the Windows taskbar display?
    a. Only files
    b. Currently running programs
    c. Only desktop icons
    d. Storage capacity

Ans: b. Currently running programs

Explanation: The taskbar typically shows which programs are running.

9. Which menu allows access to all apps, files, and system settings?
    a. Taskbar
    b. Start Menu
    c. File Explorer
    d. Control Panel

Ans: b. Start Menu

Explanation: The Start Menu is designed to access programs, files, and system settings.

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10. What is the purpose of Search in Windows?
    a. To find files and applications
    b. To shut down the computer
    c. To delete folders
    d. To change the wallpaper

Ans: a. To find files and applications

Explanation: Search helps users quickly find applications, files, folders, and settings.

11. Which information is displayed in the Notification Area of the taskbar?
    a. Files and folders
    b. Wi-Fi, sound, battery, date and time
    c. Installed applications
    d. Desktop icons

Ans: b. Wi-Fi, sound, battery, date and time

Explanation: The Notification Area is on the right side of the taskbar. It displays system information and notifications.

12. What is the purpose of My Computer?
    a. To play games
    b. To access files, folders, and drives
    c. To browse websites
    d. To create slides

Ans: b. To access files, folders, and drives

Explanation: My Computer helps users access and manage files, folders, and drives on a computer.

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13. What is My Computer called in newer versions of Windows?
    a. Control Panel
    b. Recycle Bin
    c. This PC
    d. Taskbar

Ans: c. This PC

Explanation: In newer versions of Windows, My Computer is called This PC.

14. Which Windows shortcut key is used to minimize all windows?
    a. Windows + D
    b. Windows + S
    c. Windows + E
    d. Windows + M

Ans: d. Windows + M

Explanation: Win + M minimizes all open windows.

15. Which shortcut is used to create a new folder in Windows?
    a. Ctrl + C
    b. Ctrl + V
    c. Ctrl + Shift + N
    d. Ctrl + Alt + N

Ans: c. Ctrl + Shift + N

Explanation: This is the shortcut for creating a new folder.

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16. Which shortcut key is used to restore minimized windows to the desktop?
    a. Windows + D
    b. Windows + Shift + M
    c. Windows + M
    d. Windows + E

Ans: b. Windows + Shift + M

Explanation: Windows + Shift + M restores minimized windows to the desktop.

17. Which shortcut is used to open File Explorer?
    a. Win + E
    b. Win + D
    c. Win + S
    d. Win + R

Ans: a. Win + E

Explanation: Win + E opens File Explorer directly.

18. Which shortcut is used to copy files or folders?
    a. Ctrl + X
    b. Ctrl + C
    c. Ctrl + V
    d. Ctrl + P

Ans: b. Ctrl + C

Explanation: Ctrl + C copies the selected file or folder.

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19. What is the primary purpose of the Windows Control Panel?
    a. To store files and folders
    b. To provide internet browsing
    c. To view and change system settings
    d. To design presentations

Ans: c. To view and change system settings

Explanation: The Control Panel is a system utility that serves as a central hub for managing hardware, software, user accounts, and system preferences.

20. Which of the following is NOT a main function of the Control Panel?
    a. System and Security
    b. Hardware and Sound
    c. Playing video games
    d. User Accounts

Ans: c. Playing video games

Explanation: Control Panel handles system settings, not gaming.

21. Which Windows app is considered the modern replacement for the Control Panel?
    a. Task Manager
    b. Settings
    c. File Explorer
    d. Notepad

Ans: b. Settings

Explanation: The Settings app is a simplified and touchscreen-friendly version of Control Panel for customization.

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22. What is the shortcut key to open File Explorer in Windows?
    a. Windows + E
    b. Windows + R
    c. Windows + I
    d. Windows + S

Ans: a. Windows + E

Explanation: Pressing Windows + E opens File Explorer, where you can click "This PC" on the left sidebar to access drives and folders.

23. Windows Explorer is also known as_____.
    a. Task Manager
    b. File Explorer
    c. Internet Explorer
    d. Command Prompt

Ans: b. File Explorer

Explanation: Windows Explorer is another name for File Explorer, used to navigate drives, folders, and files.

24. Which Windows program is best suited for creating plain-text documents?
    a. WordPad
    b. MS Word
    c. Excel
    d. Notepad

Ans: d. Notepad

Explanation: Windows Notepad is a simple text editor used to create and edit plain text documents.

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25. Which menu in Notepad allows you to save a file?
    a. Edit
    b. View
    c. File
    d. Format

Ans: c. File

Explanation: The File menu in Notepad includes options like Save, Save As, and Open.

26. Which Windows utility works like a handheld calculator?
    a. Task Manager
    b. Calculator app
    c. File Explorer
    d. Control Panel

Ans: b. Calculator app

Explanation: The Windows Calculator allows users to perform mathematical operations just like a physical calculator.

27. Which of the following is a function of the Start Menu in Windows?
    a. Typing text
    b. Accessing apps, files, and settings
    c. Printing documents
    d. Scanning files

Ans: b. Accessing apps, files, and settings

Explanation: The Start Menu helps users access apps, files, settings, and power options.

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28. What does the ALT key stand for?
    a. Alternative
    b. Always Left Top
    c. Auto Load Tab
    d. Access List Task

Ans: a. Alternative

Explanation: ALT is short for "Alternate" and is commonly used with other keys for shortcuts.

29. Which of the following is the fastest way to access the Control Panel?
    a. Right-clicking the desktop
    b. Win + R → type control → Enter
    c. Ctrl + Shift + N
    d. Alt + Tab

Ans: b. Win + R → type control → Enter

Explanation: The Run command method provides a direct way to open the Control Panel.

30. Which shortcut key is used to open the Run dialog box in Windows?
    a. Windows + E
    b. Windows + D
    c. Windows + R
    d. Windows + M

Ans: c. Windows + R

Explanation: Windows + R opens the Run dialog box.

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31. Which key combination is commonly used to lock the Windows computer?
    a. Windows + L
    b. Windows + D
    c. Windows + M
    d. Windows + O

Ans: a. Windows + L

Explanation: Win + L locks the system quickly to protect user data and privacy.

32. Which of the following is NOT part of File Explorer?
    a. Ribbon Menu
    b. Drives and Folders
    c. Files
    d. Task Manager

Ans: d. Task Manager

Explanation: File Explorer manages files and drives, while Task Manager monitors processes

33. Which shortcut opens the Run dialog box?
    a. Win + R
    b. Win + D
    c. Win + E
    d. Win + S

Ans: a. Win + R

Explanation: Pressing Win + R opens the Run command prompt in Windows.

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34. Which shortcut opens Task Manager directly?
    a. Ctrl + Alt + Del
    b. Windows + T
    c. Alt + F4
    d. Ctrl + Shift + Esc

Ans: d. Ctrl + Shift + Esc

Explanation: Ctrl + Shift + Esc opens Task Manager without extra steps.

35. Which option is used to shut down or restart a computer?
    a. Taskbar
    b. Start Menu
    c. Desktop
    d. Recycle Bin

Ans: b. Start Menu

Explanation: The Start Menu provides options to shut down or restart.

36. Which option in File Explorer helps you find files quickly?
    a. Address bar
    b. Menu bar
    c. Title bar
    d. Search bar

Ans: d. Search bar

Explanation: The search bar is used to locate files and folders.

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37. Which mouse action is used to see more options?
    a. Left-click
    b. Right-click
    c. Double-click
    d. Scroll

Ans: b. Right-click

Explanation: Right-click shows a context menu with more options.

38. Which shortcut is used to copy a selected item?
    a. Ctrl + X
    b. Ctrl + A
    c. Ctrl + V
    d. Ctrl + C

Ans: d. Ctrl + C

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

39. Which shortcut is used to paste an item?
    a. Ctrl + P
    b. Ctrl + X
    c. Ctrl + V
    d. Ctrl + C

Ans: c. Ctrl + V

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

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40. Which shortcut is used to undo the last action?

    a. Ctrl + Y
    b. Ctrl + Z
    c. Ctrl + A
    d. Ctrl + U

Ans: b. Ctrl + Z

Explanation: Ctrl + Z reverses the last action.

41. Which shortcut is used to redo an action?

    a. Ctrl + C
    b. Ctrl + X
    c. Ctrl + Z
    d. Ctrl + Y

Ans: d. Ctrl + Y

Explanation: Ctrl + Y redoes the last undone action.

42. Which shortcut selects everything?

    a. Ctrl + F
    b. Ctrl + S
    c. Ctrl + A
    d. Ctrl + H

Ans: c. Ctrl + A

Explanation: Ctrl + A selects all the content.

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43. Which shortcut locks the computer?
    a. Windows + D
    b. Windows + E
    c. Windows + L
    d. Windows + R

Ans: c. Windows + L

Explanation: Windows + L locks the computer.

44. Which shortcut switches between open programs?
    a. Alt + Tab
    b. Ctrl + Tab
    c. Alt + F4
    d. Ctrl + W

Ans: a. Alt + Tab

Explanation: Alt + Tab switches between open programs.

45. Which shortcut closes the current app?
    a. Alt + Tab
    b. Ctrl + F4
    c. Windows + D
    d. Alt + F4

Ans: d. Alt + F4

Explanation: Alt + F4 closes the current app.