

53 Computer Literacy interview questions to assess candidates' skills

Questions

1. What is the function of an operating system in a computer?
2. Can you explain the difference between hardware and software?
3. What steps would you take to troubleshoot a computer that won't turn on?
4. How would you describe the purpose of a web browser?
5. What is the significance of antivirus software, and how does it work?
6. Can you explain what cloud storage is and provide an example?
7. What are the basic functions of Microsoft Word?
8. How do you create a new folder on a computer?
9. What is a URL, and why is it important?
10. Can you describe what phishing is and how to avoid it?
11. What are the differences between JPEG and PNG image formats?
12. How do you check for updates on your operating system?
13. What is the purpose of a firewall in a network?
14. Can you explain what a spreadsheet is and give an example of its use?
15. What does it mean to back up data, and why is it important?
16. How do you manage files on your computer effectively?
17. What is the role of a web server?
18. Can you explain what an IP address is?
19. How would you describe the importance of software updates?
20. How do you copy and paste text on a computer?
21. What is the difference between RAM and ROM?
22. Can you explain the difference between 'Save' and 'Save As'?
23. Describe how you would set up a basic email account.
24. What steps would you take to secure a Wi-Fi network?
25. How do you perform a basic internet search efficiently?
26. What is the purpose of a task manager, and how do you use it?
27. How would you handle a situation where your computer is running slowly?
28. How would you create a pivot table in Microsoft Excel?
29. Can you explain the process of mail merging in Microsoft Word?
30. What steps would you take to create a slideshow with transitions in PowerPoint?
31. How do you use filters in Adobe Photoshop to enhance an image?
32. Explain how you would set up a recurring meeting in Microsoft Outlook.
33. What's the process for creating a form in Google Docs?
34. How would you share a large file using cloud storage services?
35. Can you describe how to create a simple database in Microsoft Access?
36. What steps would you take to compress a video file using common software?
37. How do you create and manage bookmarks in a web browser?
38. Explain the process of setting up email filters to organize your inbox.
39. How would you troubleshoot a printer that's not responding to print commands?
40. Can you explain what a motherboard is and its role in a computer system?
41. What is the function of the CPU in a computer system?
42. Can you describe what RAM is and why it is important?
43. What are the differences between SSD and HDD storage?
44. How would you explain the purpose of a GPU?
45. What is the role of a power supply unit (PSU) in a computer?
46. Can you explain what a BIOS is and its function?
47. What is the function of a network adapter?
48. Can you describe the purpose of a heat sink in a computer?
49. How would you explain the concept of cloud computing to a colleague who's unfamiliar with it?
50. Imagine you're working on an important presentation and your computer suddenly freezes. What steps would you take to resolve the issue?
51. How would you go about setting up a secure password system for a small team?
52. You've been asked to create a simple database to track office supplies. How would you approach this task?
53. How would you assist a colleague who's struggling to format a complex document in Microsoft Word?