Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	A to Z characters are also called as _____	Number keys	Function Keys	Alpha Keys	Insert Keys	C
2	A Web page means Collection of Information.	TRUE	FALSE			A
3	Accuracy is one of the characteristics of computer	TRUE	FALSE			A
4	Actual data processing is done by _____ unit of computer	Control	Input	Output	Arithmetic & Logical	D
5	All programs can be started from _____ menu.	Start	Main	Functional	None Of Above	A
6	⋮ ⋮ view helps to set outline of current document	Page Layout	outline view	normal	web layout	B
7	⋮ indicates two lines of spacing in between two lines of text	1	2.5	2	3	C
8	A file which is open can be closed with the _____ command from the File Menu	menu	close	title	None of these	B
9	A file which is open can be closed with the _____command	open	delete	close	Esc	C
10	A number of letter that appears little below the normal text is called _____	Toptext	Superscript	Subscript	Supertext	C
11	For Normal Arial Font, Row height is ____ points by default	10	11	15	14	C
12	Formula can be use for _____ In Excel.	Mathematical Calculations	Addition	Subtractions	Multiplications	A
13	Formula means instruction to perform _____	Addition	Substruction	Multiplication	Calculation	D
14	Function always starts with _____ Symbol.	*	?	!	=	D
15	Functions means inbuilt formula basically available in _____	MS-Word	MS-Excel	MS-PowerPoint	None of these	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	Fly from left Bottom is _____ effect.	Animation	Action	Background	None of the above	A
17	Fly in is a _____ effect in PowerPoint.	Action	Animation	Background	None of these	B
18	Fly through is a _____ effect in PowerPoint.	Animation	Action	Background	Slide	A
19	Following slides are present in PowerPoint.	Title	Blank	Two content	All of these	D
20	Font color of text in a slide can be changed using font color command from _____ tab.	Insert	Home	View	Review	B
21	⋮ ⋮ ⋮.. Is a Microsoft's web browser that installs with windows by default.	Windows Explorer	Navigator	File Manger	Internet Explorer	D
22	⋮ ⋮ ⋮.. Is an example of hardware.	Compiler	Interpreter	Program	Floppy Drive	D
23	⋮ ⋮ ⋮ ⋮.are used for Engineering drawing, maps etc.	Inkjet printers	Plotters	Dot Matrix Printers	Laser Printers	B
24	⋮ ⋮ ⋮ ⋮.software are used to perform a specific task.	System	Application	Virtual	Compiler	B
25	⋮ ⋮ ⋮ ⋮ ⋮.. Is an example of programming language.	Binary	Java	Bite Code	Bit Code	B