Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ are second fastest computers after super computers.	Mainframe	Mini Computers	Micro Computers	Super Computers	A
2	_____ are superlative in terms of capacity and most expensive..	Super Computers	Mainframe	Mini Computers	Micro Computers	A
3	_____ are types of micro computers.	DESKTOP	LAPTOP	HANDHELD	ALL OF ABOVE	D
4	_____ can be fit into the palm and by moving it over the image, the image is scanned.	Flatbed Scanner	Pen Scanner	Fax Machine	Portable Scanner	D
5	_____ can process billions instructions per second.	Mainframe	Mini Computers	Micro Computers	Super Computers	D
6	_____ make all content visible within a cell displaying it on multiple lines	Multiple	Text spacing	Multitext	Wrap Text	D
7	_____ means placing a coloured rectangle over on text	Highlighter	Selection	Editing	Colouring	A
8	_____ option is used to send your saved document	Save	Send	File	Open	C
9	_____ shortcut key is used for cut the selection text.	Ctrl+ C	Ctrl+V	Ctrl+X	Ctrl+A	C
10	_____ shortcut key is used for Underline	Ctrl+B	Ctrl+I	Ctrl+U	Alt +U	C
11	_____Option is available only in MS_EXCEL Window.	Status Bar	Formula Bar	Menu bar	Title Bar	B
12	___Means in built formula basically available in Excel	Programs	Value	Figures	Functions	D
13	= lower() function is used to convert the provided text into small cases.	TRUE	FALSE			A
14	= Upper() function is used to convert the provided text into ----------	Small	Capital	Small Caps	Title only	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
15	=LEN() is used to find the length of the string.	TRUE	FALSE			A
16	_____ inserts decorative text in your presentation.	Word Art	Decorative Word	Art Word	Art Text	A
17	_____ is a type of slide in PowerPoint	Title only	status	Line	Circle	A
18	_____ option is used to see slide show at some particular time pause.	Time	Rehearse Time	Automatic	Watch	B
19	_____Includes a combination of Text, Audio, Still Images, Video & Animation	Web Authoring	Graphics	Multimedia	Project Managers	C
20	_____device is used to draw objects like lines, rectangle, oval shapes	Mouse	Joystick	MICR	Bar Code	A
21	_____ and _____ are used in internet	server, megaserver	machine, telephone	server, client	machine, client	C
22	_____ Are used to give output in printed form.	Scanners	Printers	Monitors	CPU	B
23	_____ bytes= 1 kilobytes	1000	1040	1042	1024	D
24	_____ can effect the boot sector of the computer.	Boot sector Virus	File Virus	Antivirus	Memory	A
25	_____ Computers have size of a notebook and can be accommodated in a briefcase.	Mainframe	Super	Laptop	Mini	C