Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	1024 pb = _____	1 ZB	1 GB	1 EB	1 TB	C
2	1024 Peta Byte = 1 ____	Tera Byte	Zetta Byte	Exa Byte	None of Above	C
3	1024 TB = 1 _____	YB	PB	ZB	None of Above	B
4	1024 Terabyte = _____	1 KILOBYTE	1 MEGABYTE	1 GIGABYTE	1 PETABYTE	D
5	1024 Zetta Byte = 1 ____	Peta Byte	Exa Byte	Yotta Byte	None of Above	C
6	Entire Row will be selected, if we double click at Left-Bottom corner of a cell	True	FALSE			B
7	Envelop can create and print by using _____ tab	File	Mailing	Insert	Home	B
8	Exit option present in _____ menu	Insert	File	Data	Review	B
9	Find and replace option available _____ tab	Review	Home	Insert	View	B
10	Footnote and Endnotes are exactly same.	TRUE	FALSE			B
11	How to calculate average value?	=sum()	=Max()	=IF()	=Average()	D
12	How to select single complete column in MS Excel 2019 ?	ctrl + a	ctrl + c	Alt + c	Click on column header	D
13	If any condition given to AND function is False, then AND function returns _____	True	False			B
14	IF Functions is used no. of times in MS-Excel is called as _____functions	Combined if	Nested If	Joint if	Add if	B
15	If the condition is True, then NOT function gives result as _____	True	False			B
16	In _____ we can do Rehearsal of the time required for each slide.	Set up show	Slide Transition	Rehearse Timings	Custom Animation	C

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
17	In _____ view sequence of matter can be changed by selecting the slide.	Outline	Normal	Notes Page	Slide sorter	A
18	In _____ view all slides are displayed in small size like thumbnails.	Slide Show	Slide Sorter	Normal	Notes Pages	B
19	In _____ we can see all the slides in the presentation file in thumbnail view.	Proofing	Review	Notes page	Slide Sorter	D
20	In _____view we can see ony one slide at a time and can edit the same.	Slide Sorter View	Normal	Outline	Slide Show	B
21	A search engine is used to get information from internet.	True	False			A
22	A search tool is a program that finds _____that match keywords that you enter.	Server	Client	Website	Node	C
23	A website is a complete collection of webpages and folders.	True	False			A
24	After starting the computer the screen which we can see is called as _____	Processor	Document	Desktop	My computer	C
25	All the files that are deleted goes into _____	Recycle Bin	My Computer	Documents	Saved Documents	A