SrNo	Question	Option_A	Option_B	Option_C	Option_D	Provisional Answer	Final Answer
1	_____ Are operating systems.	Windows	Linux	Mac Os	All Of Above	D	D
2	_____ Are characteristics of computer	Speed	Accuracy	Diligence	All Of Above	D	D
3	_____ Is not a characteristic of computer	Speed	Accuracy	Low Storage	Ample Storage	C	C
4	_____ Is placed at the bottom of screen on desktop.	Wallpaper	Screen Saver	Taskbar	None Of Above	C	C
5	_____ Is character printer.	Plotter	Laser	Solid	Dot Matrix	D	D
6	…………… Is containing of Rows and columns.	Table	Border	Text Box	Rectangle	A	A
7	………… Tab in MSWord can be used to change character size and typeface?	View	Tools	Format	Data	C	C
8	………… Line spacing means between two lines there is the spacing of only one line.	1.0 (Single)	1.5	2.0 (Double)	4	A	A
9	From …………… Tab you can Show or Hide Ruler.	Data	Formulas	View	Insert	C	C
10	With the help of………… we can see the text or objects in the document, which are not currently displayed on the screen.	Menu bar	Title bar	Scroll bar	Status bar	C	C
11	With _____Function , We get the average of values in Range.	Sum	Min	Average	Max	C	C
12	_____ Means in built formula basically available in Excel.	Programs	Value	Figures	Functions	D	D
13	With _____Function , we get Minimum value in range.	sum()	Average()	Min()	Max()	C	C
14	_____ Function makes the text given in the brackets converted into small cases and inserted in the cell	Upper()	Capital()	Lower()	Case()	C	C
15	_____ data type cannot be used as a data a cell.	Text	Formula	Tree	Number	C	C
16	To insert Text / Picture / Object some boxes with Dotted Borders are provided in Blank Slides, they are called as ----------------	Slide Latouts	Placeholders	ClipArt Gallery	Text Box	B	B
17	Blank, Comparison, Title only etc. are the types of slide layouts in PowerPoint.	TRUE	FALSE			A	A
18	BMP means Bitmap Image	TRUE	FALSE			A	A
19	By default the font size of the Title Text box of Title slide is --------------	40	44	42	43	B	B
20	Character Spacing option is available in _____ group in PowerPoint	Clipboard	Slides	Font	Paragraph	C	C
21	_____ Is a gadget provided by Windows 10.	MS Word	MS Excel	MS PowerPoint	Calendar	D	D
22	_____ allows the clients to share its recourses.	Server	Client	Modem	None of above	A	A
23	_____ Is an example of input unit.	Monitor	Mouse	Printer	Speaker	B	B
24	_____computers work on bits.	Analog	Digital	Virtual	Rational	B	B
25	_____files can not be edited.	PDF	MS-Word	MS-Excel	MS-PowerPoint	A	A