Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Passwords should be kept confidential.	TRUE	FALSE			A
2	_____acts as a wall in between our computer and Internet.	Network	Server	Client	Firewall	D
3	1 Zetta Byte = 1024 _____	Peta Byte	Exa Byte	Zetta Byte	None of these	B
4	The Largest network all over the world is_____	WAN	Internet	LAN	MAN	B
5	Capacity of DVD is _____	500 MB	4.7 GB	700 MB	1 TB	B
6	You can on gridline from _____ tab	Review	Page Layout	View	Change	C
7	_____ is containing of Rows and Columns.	Text Box	Rectangle	Borders	Table	D
8	.... is a blinking line, where we can type the text.	Bar Tab	Insertion tab	Point	Cursor	D
9	_____ is switch the pages into the portrait and landscape layouts	View	Orientation	Switch	Insert	B
10	To update recipient list _____ option is used	Insert Merge Field	Merge Field	Greeting Line	Edit Recepient	D
11	Type the formula into the cell B11 sum(B1:B10)_____ Answer we get.	sum(B1:B10)	Calculation B1 to B10	Subtraction of B1to B10	Multiplication B1to B10	A
12	A group of more than one selected cells is known as	Cell Range	Row	Column	Table	A
13	In a worksheet in cell in 'C' column and 7th raw is referred '7C'	TRUE	FALSE			B
14	Which tab in MS Excel 2010 contains conditional formatting button?	File tab	data tab	home tab	view tab	C
15	Which function will add two numbers in cells B1 and B2 in MS Excel 2010 ?	=B1 , B2	= add(B1,B2)	= B1 ADD WITH B2	= B1+B2	D
16	In PageMaker _____ tool is used for inserting Text matter.	Pointer	Text	Rotation	Crop	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
17	By pressing _____ key we can stop the running slide show.	Close	Exit	Escape	None of these	C
18	Which option is used to draw EQUATION symbols in MS-PowerPoint?	Insert-styles	Home tab-style option	Home tab-Drawing option	None of these	C
19	In PageMaker, Which tool is used to magnify or reduce an area of the page?	Constrained Tool	select tool	Zoom tool	Crop Tool	C
20	Each character is to be look differently is done with _____	Font	Text	size	None of these	A
21	The storage capacity of _____ type of disk is greater.	Hard	DVD	CD	Floppy disc	A
22	For _____ process microprocessors are used.	Arithmetic & logical	Virtual	Binary	Secondary	A
23	Is it possible to forward email, by clicking on forward button?	It is possible	It's not possible	Sometimes its possible	None of these	A
24	While reply to E-Mail we need to retype the E-Mail id.	Never	Always	Sometimes	None of these	A
25	_____ is used to store data in computer	Memory	Software	Arithmetic & logical Unit	All of these	A