Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	_____ Are operating systems.	Windows	Linux	Mac Os	All of these	D
2	What is UBE?	Unity Business Message	United Bulk Mail	Unlimited Business Mail	Unsolicited Bulk Mail	D
3	A web pages are loaded using	Universal record Linking	Universal Resource locator	Uniform Reach location	Uniform Resource Locator	D
4	Touchscreen, Laptops can work as both Laptop and Tablet.	TRUE	FALSE			A
5	1 Byte = _____ Bits	1024	1000	8	10	C
6	_____ default alignment in ms-word	Right	Left	Center	Justify	B
7	To close the print preview press the____key from keyboard in MS Word 2010	insert	delete	home	Esc	D
8	Generally_____alignment is used for paragraph having more than one line	left Align	Right Align	Center	Justify	D
9	The unwanted part of graphics can be cut by using .... facility.	Hidden	Crop	Cut	Row	B
10	Page border option is available in .... Tab.	view	Page Layout	Home	Insert	B
11	The Default file name in Excel is _____	Document1	Presentation1	Textfile1	Book1	D
12	A-Z sequence means _____ sorting of a text.	Descending	Ascending	Vertical	Numeric	B
13	Where you find the option to add hyperlink in a cell in MS Excel 2010 ?	Insert tab	add tab	link tab	embed tab	A
14	.... Function determines the difference between two dates.	Date	Time	Dated if	None of these	D
15	Where you find the option which creates table in MS Excel 2010 ?	Insert tab	addtable tab	createtable tab	create tab	A
16	In PageMaker, Which tool is used to type text matter on Page.	Rectangle Tool	Ellipse Tool	Hand Tool	Text Tool	D
17	Use Ctrl+A => Ctrl+C=>Ctrl+V on the slide pane to _____	Rename all slides	select all slides	delete all slides	paste all slides	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
18	To rotate or flip the selected object _____ option under the format tab is selected.	Oval	Chart	Tables	Rotate	D
19	To set text the particular side of the page _____ option is used.	Style	Alignment	Horizontal	Guideline	B
20	In PageMaker, _____ tool is used to preview and test hyperlinks	Line tool	Hand tool	select tool	Rotate tool	B
21	Web browser is the software which is used to _____ the internet.	Closing	Surfing	Connecting	None of these	B
22	MICR stands for _____ Ink Character Reader.	Magnetic	Matrix	Machine	Multimedia	A
23	You need to pay for sending and receiving e-mails.	TRUE	FALSE			B
24	_____ are font formatting's	Bold	Italic	Underline	All of these	D
25	To show Educational site _____ domain code is used.	.com	.edu	.gov	.net	B