Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	Circular button at the left side of Task Bar is knows as	Desktop	Taskbar	Explorer	Start Button	D
2	In Binary Number System 0 and 1 are known as_____	Bit	Byte	Numbers	Value	A
3	The default extension for Ms-Paint file is	.bmp	.txt	.doc	.xls	A
4	What is the use of "F1" Function key?	Print File	Open File	Save File	Display Helps	D
5	Information permanently stored in _____	ROM	RAM	Word	Character	A
6	_____ means set of data	File	Computer	Instruction	Command	A
7	In MS-Word to apply Header & Footer _____ Tab is available there.	Home	View	Insert	Page Layout	C
8	_____ is used to reverse action of undo	Redo	Repeat	Reverse	Cancel	A
9	which of the following is not type of margin	Center	Right	left	top	A
10	We can remove border of shape by selecting _____ option	NO Outline	Inline	Inset	Outset	A
11	The value / formula typed in the selected cell is displayed in FORMULA BAR	TRUE	FALSE			A
12	In MS-Excel, chart is also called as _____	Division	Format	Currency	Graph	D
13	Symbols are used for those characters which are not present on the keyboard	TRUE	FALSE			A
14	You can change the font size in a cell by using.............	Size - Font	Format-cells	Cells	Format	B
15	We can see the cell address of selected cell in ' Name box' in Worksheet.	TRUE	FALSE			A
16	In PageMaker, Which tool is used to draw polygons.	Constrained Tool	Zoom tool	Polygon Tool	select tool	C
17	Slide show menu bar is present only in PowerPoint Application.	TRUE	FALSE			A
18	Following color modes are available in PowerPoint.	Color	Grayscale	Black and White	All of these	D
19	In PageMaker, _____ tool is used to draw polygons.	Line tool	Polygon tool	select tool	Rotate tool	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
20	Which of the following are text flow options in PageMaker?	Standard	AutoFlow	Semi-Auto Flow	All of these	D
21	Different formats of files are identified by their _____	text	sound	extension	data	C
22	Internet is _____ Type of network	WAN	MAN	LAN	VSNL	A
23	The filename and extention is seperated by a _____	Dot	Comma	Hypen	Unserscore	A
24	In e-mail message _____ Part is very important.	Email Address	Subject	Attachment	Signature	A
25	We can create a PDF Document using MS-Word-2010.	TRUE	FALSE			A