Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Functions of Operating System are _____	Hardware Management	Memory Management	File Management	All of these	D
2	A taskbar _____	cannot be locked	can be locked	can be deleted	None of above	B
3	----------- virus spoils COM and EXE extension files.	File	Data	System	Processor	A
4	E-mail means electronic mail	TRUE	FALSE			A
5	Who connects web pages?	Hyperlink	Connector	link	None of these	A
6	Vertical strip to the right of the document is called as_____	Horizontal Scroll Bar	Vertical scroll bar	scroll bar	None of these	B
7	The option 'Find Next' should be used for searching the desired word with given condition	TRUE	FALSE			A
8	We can use _____ Alignment to keep text on Left Margin.	Align Left	Align Center	Align Right	None of these	A
9	For Mathematical Equation Insert Tab- ⋮ ⋮ ⋮ option used in Word	Formula	Equation	Symbol	None of these	B
10	In MS-Word we use ctrl+r shortcut key is used for ⋮.. alignment	left	right	center	none of these	B
11	The "doughnut chart" can be created MS Excel 2019	TRUE	FALSE			A
12	The "Radar chart" is one of the chart type in MS Excel 2019	TRUE	FALSE			A
13	What is referred as active cell in MS Excel 2019?	A cell having light border	A cell with no border	A cell with broad black border	A cell which is hidden	C
14	Which shows address of active cell?	Status box	name box	formula bar	formula box	B
15	Which keyboard shortcut is used to apply or remove bold formatting in MS Excel 2019?	Ctrl + a	Ctrl + b	Ctrl + r	Ctrl + d	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	In PowerPoint Research option is available under _____ribbon.	Home	Review	Insert	Design	B
17	In PowerPoint Set Up Slide Show option is available under _____ribbon.	Design	Review	Slide Show	Home	C
18	In PowerPoint Spelling checker is available under _____ribbon.	Review	Design	Slide Show	Transitions	A
19	In PowerPoint thesaurus is available under _____ribbon.	Home	Insert	Review	Slide Show	C
20	In PowerPoint translate tool is available under _____ribbon.	Insert	Animations	View	Review	D
21	___ Is the by default Web browser of Microsoft Company	Internet Explorer	Netscape Navigator	Mozilla Firfox	Google Chrome	A
22	____ is an example of Application Software.	Interpreter	Operating System	Compiler	Browser	D
23	_____ Can be used to send and receive messages.	Word Processor	Image editor	Windows	E-mail	D
24	A _____ is a program that provides tools for accessing web sites.	MS Word	www	Web Browser	Photoshop	C
25	An _____ Is a program that provides tools for accessing web sites.	Gmail	Google Chrome	Googletalk	All of above	B