Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ was the first electronic messaging system.	Postcard	Email	Envelope	None of these	B
2	_____ is example of programming language	MS-Word	C++	Paint	Notepad	B
3	_____ Are types of flash memory cards	Sd	Mmc	Memory Stick	All of these	D
4	_____ Are input devices.	Keyboard	Mouse	Scanner	All Of Above	D
5	_____ Is not input devices.	Keyboard	Mouse	Printer	Microphone	C
6	The key is used remove a letter before the cursor ⋮ ⋮ ⋮ ⋮ ⋮..	Arrow Key	Backspace	Delete	cut	B
7	In __view, automatic page brake are displayed with Dotted lines	Web layout	Print layout view	Draft	outline	B
8	_____ Cannot be resized.	Dialog box	Window	Word	Wizard	A
9	____ means distance between 'Text Matter' and 'Page Margins'.	Indent	Margin	Gap	Gutter	A
10	We can do _____ using only MSWord .	spelling check	change font colour	type words	All of these	D
11	What is row labeling in MS Excel 2019 ?	a,b,c, ⋮	1,2,3, ⋮	A,B,C, ⋮	I,II,III, ⋮	B
12	Where we find the status bar in MS Excel 2019 ?	at the bottom of MS Excel window	at the left side of MS Excel window	at the top of MS Excel window	at the right side of MS Excel window	A
13	Where you find the option to include ClipArt in MS Excel 2019 ?	view tab	Insert tab	link tab	embed tab	B
14	Where you find the option to include header& footer in MS Excel 2019 ?	Insert tab	add tab	link tab	embed tab	A
15	Where you find the option to include picture on worksheet in MS Excel 2019 ?	embed tab	picture tab	hyperlink tab	Insert tab	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	.... view is useful to create a slide	Outline	Normal	Print Layout	None of Above	B
17	.... View is used to adjust or arrange the matter in the slide.	Slide	Slide show	Outline	Slide Sorter	C
18	.ppt extension is for _____ software files.	Ms Excel	Ms PowerPoint	Ms Presenter	Ms Word	B
19	.pptx is the extension of _____	Excel	Access	PowerPoint	Word	C
20	.pptx is the extension of Power Point	TRUE	FALSE			A
21	With the help of _____ We connect computer and telephone	Google	Modem	Browser	Gmail Account	B
22	Through _____ we can add the information about sender at the end of E-Mail.	Subject	Reference	Salutation	Signature	D
23	It is world wide system of network.	Internet	LAN	World wide web	Cyberspace	A
24	_____ is NOT an example of Operating system	Windows 10	DOS	Unix	Norton	D
25	_____ is Web Browser software	Internet Explorer	MS Word	MS Excel	MS PowerPoint	A