Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Characteristic of artificial intelligence _____	Can Think	Take Decisions	Both A And B	None Of Above	C
2	Automation is one of the characteristics of computer	TRUE	FALSE			A
3	Backspace key is used _____	Delete Text	Add Text	Pause Test	Insert Test	A
4	Baud Rate is measured in _____	Bits per second	Bytes pe Second	Bits per minute	Bytes per minute	A
5	Binary coding system consist of _____	1 - 100	0 and 1	Alphabets	Both alphanumeric	B
6	Ctrl + A _____	Select All	Align Right	Align Left	Change Font	A
7	Use the 'Ctrl+A' combination key to _____ Reason.	Document Select	Paragraph Select	Document Delete	Document Edit	A
8	Ctrl + B _____	Search the selected text	Paste the selected text	Open file	Bold the selected text	D
9	Ctrl + I is used for _____	Italic	Left Indent	Save Document	Close Document	A
10	Ctrl + J is used for _____	Align Justify	Insert Hyperlink	Search	Print	A
11	Custom View option is available in____	View	Review	open	Home	A
12	The data filter feature is used when there is a table ready in _____	Worksheet	workbook	Row	Column	A
13	To summarize Data _____ is used.	Chart	Pivot Table	Filters	Form	B
14	IF() function is used to place data according to any condition.	TRUE	FALSE			A
15	DB is financial function.	TRUE	FALSE			A
16	In Ms Powerpoint 2019 under the Design tab ⋮ ⋮ ⋮.. Option are avilable in Page setup group.	Thems	Page Orientation	Backgroup	None of these	B
17	In Ms Powerpoint 2019 Drawing Group is under Home Tab.	TRUE	FALSE			A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
18	In Ms Powerpoint 2019 under the Review tab ⋮ ⋮ ⋮.. Option are avilable in proofing group.	Spelling	Comments	Compare	None of these	A
19	.... various Transitions available in MS - PowerPoint.	Shred	Switch	Flip	All of Above	D
20	.... are Transitions available in MS - PowerPoint	Fade	Push	Wipe	All of these	D
21	CC Means ___	Carbon Copy	Clear Copy	Clean Copy	Computer Copy	A
22	CD and DVD are the types of _____	Magnetic Disk	RAM	Flash Memory Cards	Optical Disk	D
23	The memory capacity of CD is _____	200 MB	650 MB to 1 GB	100 GB	200 GB	B
24	The network where all the nodes are around a central server is ⋮..	Star Network	Bus Network	Ring Network	None of above	A
25	By using what the client PCs can communicate with each other within the network?	Client	Webpage	Client	Server	D