Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	In E-mail BCC means Blind Courtesy copy.	TRUE	FALSE			A
2	To Establish Internet Connection by using telephone lines a device is used.	Router	Bridge	Modem	None of these	C
3	The files which are send along with mail is called as _____	Attachment	Link	Hyperlink	None of these	A
4	The default extension for Ms-Paint file is _____.	.bmp	.txt	.doc	.xls	A
5	The default extension for Ms-Paint file is _____	.bmp	.txt	.doc	.xls	A
6	_____ is the combination of Rows and Columns.	Border	Table	TextBox	Rectangle	B
7	In ⋮⋮⋮⋮⋮. View, automatic page break are displayed with Dotted lines.	Web Layout	Print Layout	Draft	Outline	C
8	In ⋮⋮⋮⋮. View, Page numbers gets displayed.	Normal	Web layout	Print layout	Home	C
9	In ___ We can store the required different formatting by placing name for it.	Styles	Defaults	Formats	Templates	A
10	Total number of pages in Current document is shown on _____	Scroll bar	Formula bar	Status bar	Quick Access Tool bar	C
11	To Remove the Efffect of Freeze, Select ____Option in view tab --> Window Group --> Freeze Panes.	Tool	Access	UnFreeze Panes	Status	C
12	Comparisons such as greater than, less than, between etc. Are available in _____ option of conditional formatting.	Top/Bottom rules	Color Scales	Data Bars	Highlight Cells Rules	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
13	In the formula Hlookup("Pune",A1:D5,4,0), 'Pune is _____	Lookup value	Vector	Cell	Lookup Range	A
14	In the formula Lookup("Mar",A2:A5,C2:C 5), 'A2:A5' is _____	Lookup Value	LookUp Vector Column	Result Vector	Match Type	B
15	In the formula Lookup("Mar",A2:A5,C2:C 5), 'C2:C5' is _____	Lookup Value	LookUp Vector Column	Result Vector	Match Type	C
16	In PowerPoint, we can insert our own recorded voice	TRUE	FALSE			A
17	In PowerPoint _____ is the top slide that stores information about the theme	Slide master	Slide sorter	Slide Theme	None of these	A
18	In PowerPoint, which option is used to set the duration of the transition between the previous slide and the current slide?	Transition-se t slide	Transition-pr eview	Transition-Timing	None of these	C
19	In PowerPoint, Background command group is in _____ tab	Design	View	File	Edit	A
20	Which of the following font effect is not available in PowerPoint font box?	Underline	Strikethrough	Shadow	Emboss	D
21	.edu, .com, .org, .net, .gov are part of standard internet address domain code.	TRUE	FALSE			A
22	.edu .in is example of _____	educational website	Educational website in www	Educational website in India	None of Above	C
23	.gov .uk is example of _____ website	Government of United Kingdom	Government of India	Government of France	None of Above	A
24	.MIDI is a file extension of a sound file.	TRUE	FALSE			A
25	.mil is example of _____ website	Military	college	school	None of these	A