Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Using the device _____, data is converted from Digital to Analog or vise-versa	Hard Disk	Memory	Modem	Microprocessor	C
2	_____is an email server developed by Microsoft company.	Hotmail	Yahoo mail	Gmail	None of these	A
3	_____ is most commonly used input device	Keyboard	Mouse	Webcam	Scanner	A
4	_____ printer is impact printer	character	laser	inkjet	All of these	A
5	_____ device is knows as a brain of computer.	Input Unit	Output Unit	CPU	All of Above	C
6	We insert bookmark in ms-word	TRUE	FALSE			A
7	In MS-Word document we close an existing document by using _____ shortcut key.	ctrl+F1	ctrl+F4	ctrl+F3	ctrl+F5	B
8	_____ create a large capital letter as a beginning of paragraph	Insert	Dropcap	Page layout	Add	B
9	We can't insert picture by using Insert Tab key of Picture command in Word document.	TRUE	FALSE			B
10	The Ribbon has _____ tabs	6	8	7	9	C
11	.pptx is the extension of Power Point	TRUE	FALSE			A
12	By using ------ command selected cell range can be named with different name.	Formula Tab - Name Manager	Data Tab - Filter	Insert Tab - Name Manager	None of these	A
13	By using ------------- tools, data in different worksheets can be combined and its summary can be created in another worksheet.	Data Consolidation	Data Validation	Conditional Formatting	None of these	A
14	"LOWER" is a Text function.	TRUE	FALSE			A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
15	This facilities is available in Excel.	Mail Merge	Print Layout View	Page Cover	Format Painter	D
16	In ------------ Filter, we can give Criteria on multiple columns.	Advance Filter	Custom Filter	Both	None of these	C
17	Material consisting of text and numbers is best presented as	A table slide	A bullet slide	A title slide	All of these	A
18	To insert picture on slide use picture command given in _____ Tab.	Home	View	Animation	Insert	D
19	_____ View is useful to type matter on slide.	Normal	Print Layout	Outline	None of these	A
20	Changes made in _____ applid to all slides.	First slide	Slide Master	Main slide	Last Slide	B
21	A _____ is collection of both Hardware and Software.	My Files	Document	Program	Computer System	D
22	_____ is example of cyber crime.	Website Hack	Bank Account Hack	Mobile Hack	All of Above	D
23	_____ are examples of email service provider.	google	hotmail	yahoo	All of Above	D
24	The _____ given to computer is processed	Virus	Output	Input	Paper	C
25	_____ unit is used to store date in the memory of computer.	cmc	alu	bit	vdu	C