Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ is light sensitive input device	Light Mouse	Light Pen	Touch Pen	None of Above	B
2	_____ is a small bunch of data stored on our computer by the web site.	Site	Cookies	Email	Computer	B
3	_____ is used specifically in computer games	Bar Code	MICR	Joystick	None of these	C
4	_____ is used for input of text.	Scanner	Keyboard	Mouse	Webcam	B
5	_____ is most commonly used output device	Printer	Monitor	Projector	HDTV	B
6	What enables us to send the same letter to different persons?	Cross Reference	Mail Merge	Hyperlinks	Quick Parts	C
7	In .... we can store the required different formatting by placing name for it.	Styles	Formats	Defaults	Templates	A
8	By .... click we can select a line.	Single	Double	Triple	Dragging	B
9	Generally ___ Alignment is used for paragraph having more than one line.	Left	Right	Center	Justify	D
10	___ Is a blinking straight line where we can type the matter.	Cursor	Bar tab	Insertion Tab	Point	A
11	In _____ filter, we get different filter conditions in a drop down list.	Custom Filter	Auto Filter	Compound Filter	Merge Filter	B
12	_____ means such column of table in which Lookup value is to be searched.	Lookup value	Lookup Cell	LookUp Vector Column	Lookup Range	C
13	By using ____ option, only selected matter is removed but format remains as it is in the cells.	Contents	Cell contents	Comments	None of these	A
14	_____ command is used for error checking in MS-Excel.	show error	display error	debug	Trace error	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
15	Using _____ function we can check around 32 conditions.	AND	AVERAGE	NOT	SUM	A
16	_____ view is useful to create a slide	Outline	Normal	Print Layout	None of these	B
17	_____ various Transitions available in MS PowerPoint	Shred	Switch	Flip	All of these	D
18	_____ chart display trends overtime	Pie	Line	Bar	Area	B
19	_____ is used to create business presentations	MS Word	MS Excel	MS PowerPoint	MS Presenter	C
20	_____ view is useful to type matter on slide.	Print Layout	Outline	Normal	None of these	C
21	_____ means government Web Site.	edu	net	gov	com	C
22	_____ is the powerful PC and data is stored in it.	Date Line	Client	Server	None of these	C
23	_____ type of computer is easy to carry .	Mini Computer	Desktop	Laptop	Super	C
24	With_____ System people from different locations can discuss with each other like meeting.	Video Systems	Voice Systems	Simple Systems	Video Conferencing System	D
25	_____ is a type of flash drive.	CD	Pen drive	Hard Disk	Floppy disc	B