Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ Are types of mouse.	Mechanical	Optical	Wireless	All of these	D
2	types of computer are _____ .	Analogue	Digital	BOTH A AND B	NONE OF ABOVE	C
3	_____ application can be used to edit photo images.	Photoshop	MS-word	notepad	None of these	A
4	_____ bytes means 1 Kilo-Byte.	1000	1040	1042	1024	D
5	_____ computer is smallest in size and usually fits in palm	Desktop	Laptop	Handheld	None of these	C
6	_____ is used to insert content from Clipboard.	Copy	Cut	Paste	Add	C
7	_____ is used to change the size of paper	Paper setup	Page size	Page Setup	View	C
8	_____ function key is used for spelling and grammer	F7	F6	F5	F4	A
9	In _____ View, Page numbers gets displayed.	Normal	Web layout	Print layout	Home	C
10	_____ access toolbar contain save, undo and redo option	Home	Quick	View	Review	B
11	By default, _____ protection is given by Excel to all cells.	Grouped	Ungrouped	Free	Locked	D
12	Cell Address / Cell Reference is the combination of Column Label and Row Number.	TRUE	FALSE			A
13	Cell pointer move to one cell up used --------------	Press Enter Key	Press Shift+Enter Key	Press Shift + Alt	Press Alt+Shift Key	B
14	To determine largest number from the cell range _____ function can be used.	Counts ( )	Max ( )	Min ( )	Round ( )	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
15	To find Minumum Number in cell range _____function is used	Count()	Min()	Round()	Max()	B
16	Basic Shapes insert from ---------------	Insert =>Shapes	Insert =>Basic Shapes	Home =>Basic Shapes	Page Layout =>Insert Shapes	A
17	Blank, Comparison, Title only etc. are the types of slide layouts in PowerPoint.	TRUE	FALSE			A
18	BMP means _____	Bitmap	Presentation	Document	Folder	A
19	Chart Legend Can be _____	Can be move	Cannot be move	Never Move	Move to center of chart	A
20	What is the background for the chart called as _____	Chart Grid	Legend Area	Chart Area	Plot Grid	C
21	_____ is used for internet surfing	word	browser	excel	None of Above	B
22	A search engine is used to get information from _____	MS Office	Internet	Browser	Gmail	B
23	_____ key combination opens the start menu in windows 10.	Ctrl + F10	Ctrl + Esc	Ctrl + F5	Ctrl + Home	B
24	_____ is a type of CD that is erasable.	CD-ROM	CD-R	CD-RW	None of these	C
25	_____ are the animated objects that appear automatically on screen.	Wallpaper	Monitor	My Files	Screen Saver	D