Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ Can contain many files.	Folder	Basket	Box	None of these	A
2	_____ Is not operating system.	Windows	Linux	Ms-Office	All of these	C
3	_____ Are parts of binary system	5	3	4	None of these	D
4	_____ needs to be kept confidential for security.	passwords	nodes	server	email ID	A
5	_____ offers online buying things from home.	Shops	Server	MS-Word	Ecommerce	D
6	_____option is used to replace the text in document	Change	Replace	Edit	Find	B
7	_____option is use to change the selected text into uppercase or lowercase	Case	Changecase	Change	Convert	B
8	_____ is extension of Ms-word	.xlsx	.docx	.ppt	.word	B
9	_____ space means there is the spacing of only one line which is by default.	2.5	1.5	2	1	D
10	_____option will be used for desired type of the Drop Cap.	cap	Drop	Caption	Drop Cap	D
11	In Conditional Formatting .... Rule of this option only applies to Numeric Data.	Top/Bottom Rules	Color Scales	Data Bars	All of these	D
12	In Conditional Formatting -------- option is used to format the cells based on values contained in the cells.	Top / Bottom Rules	Highlight Cell Rules	Data Bars	Color Scales	B
13	Ctrl + T is used for creating Table in Excel	TRUE	FALSE			A
14	Press Ctrl + Home in excel Sheet-----	Cell Pointer Go End	Cell pointer go to Beginning of the sheet	Cell pointer move up one cell	Cell pointer move down one cell	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
15	Press Ctrl+d -----------	Copy Upper cell data	Copy Left cell data	Copy Right cell data	Copy All data	A
16	By pressing escape key we can _____ the running slide show.	Close	start	stop	None of these	C
17	By pressing escape key we can stop the running _____	file	slide show	sheet	window	B
18	Which of the following should be used when you want to add a slide to an existing presentation?	File, new slide	Insert, new slide	File, Open	File, New	B
19	Object can be rotated with _____ option from the Format tab.	Rotate	AutoShapes	Oval	Chart	A
20	MS-PowerPoint Object can be rotated with .... option from the Format tab.	Rotate	AutoShapes	Oval	Chart	A
21	_____ is a character set which is used for character encoding .	C-DAC	UNICODE	MS-Word	Documents	B
22	_____ is a set of data.	File	Computer	Command	None of the options	A
23	_____ Virus disturbs the files having .com or .exe extensions.	Boot	Bug	File	Blog	C
24	____ type of printer prints character by character.	Laser	Dot Matrix	Inkjet	Plotter	B
25	_____of a computer is also called as Visual Display Unit.	Keyboard	Mouse	Monitor	Printer	C