Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	---------------- is type of optical Disk.	Floppy Disk Drive	CD	Hard disk	Pen drive	B
2	------- means raw type information.	Information	DATA	Program	System	B
3	--------- means set of commands given to the computer.	Input	Program	Language	Indications	B
4	---------- printer gives color prints output.	Monitor	Xerox	Inkjet	Dot-matrix	C
5	---------- virus spoils COM and EXE extension files.	File	Data	System	Processor	A
6	⋮ ⋮ ⋮ ⋮ ⋮ ⋮. Option is use to change of margins.	Data	Insert	Page Layout	Home	C
7	⋮ ⋮ ⋮ ⋮ ⋮ ⋮.. Is made up of Rows and Columns.	Text Box	Rectangles	Borders	Table	D
8	⋮ ⋮ ⋮ ⋮ ⋮ ⋮.. Means distance between Text Matter and Page Margins.	Indent	Margin	Gap	Gutter	A
9	⋮ ⋮ ⋮ ⋮ ⋮ ⋮ ⋮ can be used to set margins and indents in Document	Status Area	Ruler	Status Bar	Toolbar	B
10	⋮ ⋮ ⋮ ⋮ ⋮ ⋮. is not a font style.	Bold	Italics	Regular	Superscript	D
11	=Upper() Function use to convert text in to ⋮ ⋮ ⋮ ⋮ ⋮ cases ·	Capital	Small	Lower	Upper	A
12	'∑' is a sign of Auto sum	TRUE	FALSE			A
13	'∑' is a sign of____	Summarize Data	Autosum	Subtractions	All of the above	B
14	MS Excel 2019 is powerful_____	spreadsheet package	operating system	programming language	All of These	A
15	____ Means in built formula basically available in Excel	Programs	Value	Figures	Functions	D
16	.... view is not available in PowerPoint	Normal	Draft	Notes Page	None of these	B
17	.... are Transitions available in MS - PowerPoint	Fade	Push	Wipe	All of these	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
18	.... is Power Point file extension.	.Docx	.pptx	.mdb	.bmp	B
19	.... option is used to see slide show at some particular time interval.	Time	Rehearse Time	Automatic	Watch	B
20	.... various Transitions available in MS - PowerPoint.	Shred	Switch	Flip	All of Above	D
21	__ is the short form of Weblog	WB	WL	Blog	None of these	C
22	___ Email Server is developed by Google Company	Hotmail	Yahoo mail	Gmail	None of these	C
23	___ is necessary to connect our Computer with Internet.	Telephone Instrument	Modem	CD drive	Pen Drive	B
24	___ is standard Internet protocol.	IPX	SPX	TCP/IP	ITC	C
25	___ Is the by default Web browser of Microsoft Company	Internet Explorer	Netscape Navigator	Mozilla Firfox	Google Chrome	A