Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	1 Byte = ____ Bits	2	4	8	12	C
2	1 gb = _____	1000 Bits	1024 Bits	1024 Mb	1024 Tb	C
3	1 gb = ⋮ ⋮ ⋮ ⋮ ⋮	1000 Bits	1024 Bits	1024 Mb	1024 Tb	C
4	Accuracy is one of the characteristics of computer	TRUE	FALSE			A
5	1 Gigabyte = _____	1000 Kilo Byte	1024 Mega Byte	1024 Tera Byte	1024 Bytes	B
6	⋮ ⋮ ⋮.. Tab in MSWord can be used to change character size and typeface?	View	Tools	Format	Data	C
7	⋮ ⋮ ⋮ ⋮. Number of minimum lines you can Drop in Drop Cap option .	1	3	4	5	B
8	⋮ ⋮ ⋮ ⋮. Shortcut key is used to paste a matter in MS-WORD	Ctrl + V	Alt + V	Ctrl + C	Ctrl + D	A
9	⋮ ⋮ ⋮ ⋮.. Is containing of Rows and columns.	Table	Border	Text Box	Rectangle	A
10	⋮ ⋮ ⋮ ⋮ ⋮ can be used to set margins and indents in Document.	Status Area	Ruler Line	Status Bar	Toolbar	B
11	Ctrl + T is used for creating Table in Excel	TRUE	FALSE			A
12	Custom Series Option is used to make Series of Data.	TRUE	FALSE			A
13	Custom View option is available in____	View	Review	open	Home	A
14	DB is financial function.	TRUE	FALSE			A
15	Default file name in Excel workbook is	Document1	File1	Book1	None of these	C
16	Ctrl+D is a shortcut key of _____	Creating a duplicate object	Changing the layout of the active	Deleting a slide from the presentation	Inserting a new Slide	A
17	Ctrl+M is used to insert a new _____	Letter	Presentation	Document	Slide	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
18	Data consisting of comparison chart can be presented in _____ slide.	Title only	Title & content	Two content	Comparison	D
19	Data consisting of lists/ bullets can be presented in _____ slide.	Title only	Title & content	Two content	Table	C
20	Data consisting of text and numbers are best represented using ____ slide.	Table slide	Title slide	Comparison slide	None of these	A
21	_____is NOT a function of Operating System.	Hardware Management	Memory Management	File Management	Checking error in a program	D
22	_____is an internal memory.	CD	RAM	DVD	Flash Drive	B
23	_____files can not be edited.	PDF	MS-Word	MS-Excel	MS-PowerPoint	A
24	_____is NOT an operating system.	Linux	Unix	Mac	Java	D
25	_____means set of instructions given to the computer.	software	Hardware	Program	Process	C