Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Backspace key is used _____	Delete Text	Add Text	Pause Test	Insert Test	A
2	Baud Rate is measured in _____	Bits per second	Bytes pe Second	Bits per minute	Bytes per minute	A
3	Binary coding system consist of _____	1 - 100	0 and 1	Alphabets	Both alphanumeric	B
4	BMP means ---------	Bit files	Byte Files	Bitmap Files	Bios Files	C
5	box containing _____ is called as cabinet.	UPS	CPU	SMPS	HDD	B
6	Bold, Italic, Regular are known as	Font Styles	Font Effects	Word Art	Text Effects	A
7	Border and shading is used to set text as a list	True	False			B
8	Borders can be applied for _____	Cells	Paragraph	Text	All of these	D
9	By default _____ line not shown on the screen	scale	ruler	top	None of these	B
10	By default page orientation in word is_____	vertical	landscape	portrait	horizontal	C
11	If you want to sort data after selecting it in MS Excel 2019 which of the following is correct option ?	page layout tab and click on sort	right click on cell -> sort	review tab -> sorting data	click on view tab -> sort button	B
12	IF() function is used to place data according to any condition.	TRUE	FALSE			A
13	In MS Excel 2019 the font color option in font group can change ___	only cell border color	only cell background color	color of text and its underline	only text color	C
14	In MS Excel 2019 which group contains the "clear" option ?	alignment group	cells group	editing group	Styles group	C
15	In MS Excel 2019 which group contains the AutoSum option ?	alignment group	cells group	editing group	Styles group	C
16	Header and Footer command is available in _____ tab in PowerPoint	Home	Insert	Transition	View	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
17	Header and Footer options are given in _____ tab.	Windows	Insert	Slide Show	Format	B
18	How can you insert bar graph in a presentation?	Insert=> Chart => Bar	Insert=>Image	Edit=>Image	Edit=>Chart	A
19	How can you see all your chart at once?	through slide view	through reading view	through slide sorter view	through normal view	C
20	How do you identify that a placeholder is active to type text?	the object is highlighted	The object is not highlighted	The object is deleted	The object is replaced	A
21	A domain name ending with ".org" is _____	A network site	A commercial site	An organization	A government Site	C
22	A File download means moves a copy of file from _____	Web Site to computer	Computer to Web Site	Server to server	Client to client	A
23	A File download means moves a copy of file on local host to remote host.	True	False			B
24	A file having .JPG extension represents ⋮ ⋮ ⋮ ⋮ ⋮ ⋮ ⋮..file.	Audio	Portable Document Format	Video	Image	D
25	A file having .MPEG extension represents Text file.	TRUE	FALSE			B