Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Computer not only work fast but accurate also.	True	False			A
2	Computer used in office table is called as _____	Laptop PC	Desktop PC	Notebook PC	None of above	B
3	Computer virus are mainly prepare for -------- type of destructions.	File	Boot Sector	Both A & B	None of above	A
4	Computers are capable to handle	Only Small Data	Only 1 Calculation At A Time	Huge Amount Of Data	None of these	C
5	Computers are used in _____ segments	Banking	Industries	Communications	All Of Above	D
6	Ctrl+2 is used for_____	single line spacing	Double Line Spacing	One and half line spacing	All of these	B
7	Ctrl+5 used for_____	single line spacing	One and half line spacing	double line spacing	None of these	B
8	ctrl+A key used in Word for____	Select All	Align Right	Align left	change font	A
9	ctrl+B is used in MS-Word for_____	Search the selected text	paste the selected text	open file	bold the selected text	D
10	ctrl+c command used in Word for____	Select All	Paste	Copy	Delete	C
11	In Excel symbol can be inserted using _____ menu	Home	Insert	Page Layout	Review	B
12	In excel to make text bold which shortcut key is used?	Ctrl +A	Ctrl +C	Ctrl +B	Ctrl +D	C
13	In Excel Types of Sorting are_____	Increase-Decrease	High-Low	Ascending-Descending	None of these	C
14	In Excel We can use arrow keys with ⋮⋮⋮⋮⋮⋮⋮⋮.Key to select range.	Alt	Ctrl	Enter	Shift	D
15	In excel you can change header and footer by _____	View	File	Cells	Insert	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	In Ms Powerpoint 2019 under the Review tab ⋮ ⋮ ⋮.. Option are avilable in proofing group.	Spelling	Comments	Compare	None of these	A
17	In MS-office applications presentation can only be created in PowerPoint.	TRUE	FALSE			A
18	In order to edit a chart you can _____	triple click on chart	click and drag a chart	double click the chart	drag the chart	C
19	In outline view text matter can be seen _____	matter wise	state wise	Level wise	None of These	C
20	In PowerPoint Research option is available under _____ribbon.	Home	Review	Insert	Design	B
21	Boot virus disturbs _____of the disk.	.com file	.exe file	boot sectors	None of these	C
22	Both the POP and IMAP are used to retrieve Email.	TRUE	FALSE			A
23	BPS stands for ___	Bit Per Second	Bit Per Schedule	Bit Per Sentence	None of these	A
24	Browser is a software program for getting information from the _____	World wide web	Other computer	Clients	None of above	A
25	Browser is a software program for getting information from the WWW.	TRUE	FALSE			A