Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Desktop wallpaper --------	can be Changed	can never be changed	Cannot be change	None of above	A
2	DNS is abbreviation as	Domain Number system	Domain name Structure	Domain Name system	None of these	C
3	DNS is means what	Domain Number system	Domain name Structure	Domain name style	Domain Name system	D
4	DNS stands for	Domain number system	Domain name system	Domain network system	domain network structure	B
5	Document can scan and send by e-mail with the help of ------------ device.	Scanner	Keyboard	Barcode	Mouse	A
6	Drops caps are used in document for _____	to drop all capital letter	to drop all paragraph	to make first initial letter large	None of these	C
7	Due to -------- option, the width of a column is adjust with the width of the matter.	Auto Format	Auto Text	Auto Cut	AutoFit	D
8	Exit option is given in File Menu.	TRUE	FALSE			A
9	Extension of MS-word 2019 file is _____	.wrd	.mbd	.docx	.xls	C
10	F12 is_____type key	Function Key	Normal	Text	control key	A
11	In MS-Excel _____ type of File can be created.	Workbook	Document	Presentation	Project	A
12	In MS-Excel 2019 total_____ Rows are in one worksheet.	10,48,576	12,25,000	15,23,000	18,20,000	A
13	In MS-Excel on the top of the opening screen we have_____	Status	Title	Access	Tool	B
14	In MS-Excel Rows are labeled as ____	A,B,C ⋮	1,2,3,4 ⋮	I, I, III ⋮	a,b,c, ⋮	B
15	In MS-Excel the intersection of a row and a column is called _____	Square	Cubicle	Worksheet	Cell	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	In PowerPoint italic is inside _____ group in home tab	Alignment	Font	Number	Cells	B
17	In Powerpoint Notes Master Option is available in _____ Tab.	Home	Insert	View	Review	C
18	In PowerPoint Objects can be rotated using _____ in format tab	Delete	Cut	Copy	Rotate	D
19	In PowerPoint one can give bold effect to text using _____ shortcut key.	Ctrl + A	Ctrl + B	Ctrl + C	Ctrl + D	B
20	In PowerPoint one can give Italic effect to text using ----------------- shortcut key.	Ctrl + A	Ctrl + B	Ctrl + I	Ctrl + D	C
21	Data is _____ To convert into information.	processed	compiled	interpreted	projected	A
22	Deleted E-Mails are permanently removed from E-Mail account.	Never	Always	Sometimes	None of above	A
23	Deleted E-Mails are shown in _____ menu.	Sent	Inbox	Trash	Draft	C
24	Dialup Internet Connection is fast and expensive	true	false			B
25	Different types of files are also known as_____	File formats	File Archives	File Association	File Groups	A