Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Ctrl + P is used for _____	Open a File	Copy a file	Print a file	New File	C
2	Ctrl + x = _____	Cut selected items	Copy selected items	paste Selected Items	Undo an action	A
3	Ctrl + y = _____	Open a File	Copy a file	Cut a file	Redo an action	D
4	Ctrl + z = _____	Open a File	Copy a file	Cut a file	Undo an action	D
5	Current Position of Mouse is indicated by _____.	Pointer	Cursor	Both A and B	None of Above	A
6	In MS Word, Left Justification makes the ends of lines uneven.	TRUE	FALSE			A
7	In MS Word, Which Ribbon shows what fonts are available for use ?	View	Page Layout	Reference	Home	D
8	In Ms-Word , we cant's use bookmarks, footnote.	TRUE	FALSE			B
9	In MS-Word _____short cut key is used to open a store document.	Ctrl+O	ctrl+J	ctrl+R	ctrl+B	A
10	In MS-Word 2019 change case option is available on_____Group of Home Tab	Arrange	Clipboard	Font	Styles	C
11	In MS-Excel 2019, a worksheet contains total _____ rows in it.	10,48,576	12,25,000	15,23,000	18,20,000	A
12	In MS-Excel Arranging data in specific order is called as _____	Data Manipulation	Data Abstraction	Data Certification	Data Sorting	D
13	In MS-Excel conditional formatting, _____ options are applicable only if cell contains numeric values.	Top/Bottom Rules	Color Scales	Data Bars	All of these	D
14	In MS-Excel page breaks can be viewed in _____ view.	Normal	Page Break Preview	Print Break Preview	Form	B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
15	In MS-Excel we can use logical functions.	TRUE	FALSE			A
16	In PowerPoint, Character Spacing effect is added by using _____-- option	Home -alignment	Home- Font command	Home - styles	None of these	B
17	In PowerPoint, Curve is drawn by using	Home tab- Drawing option	Home tab- style option	Home tab- style option	None of these	A
18	To capture video data in multi media _____ device is used.	web camera	still camera	scanner	None of these	A
19	In PowerPoint, Font size is increased by using _____ option	Font command from home tab	Home tab -alignment	home tab- styles	None of these	A
20	In PowerPoint, hyperlink option is available in _____	Image group	Picture group	Link group	None of these	C
21	From the following which one has high storage capacity.	Hard Disk	CD	DVD-ROM	Floppy	A
22	From the following which one has low storage capacity.	CD	DVD	Hard disk	Pendrive	A
23	Giving another name to file means _____	paste file	Move file	Rename file	delete file	C
24	Google Drive free storage capacity is _____	5 GB	15 GB	20 GB	25 GB	B
25	Gopher is an information retrieval tool on the internet	TRUE	FALSE			A