Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Data is stored in CD with the help of _____.	laser beam	magnetic effect	electromagnetic signals	None of these	A
2	Data on HDD is read/write by _____	Cable	Connector	Head	USB	C
3	Data stored in RAM is deleted immedietly when computer is turned off.	TRUE	FALSE			A
4	Deleted emails can be viewed through_____.	Inbox	Outbox	Sent mail	Trash	D
5	Deleted files are transferred to _____	Dumps	Spams	Recycle Bin	Drafts	C
6	In Ms-word grammer mistakes displayed with the _____ color	Red	Black	Yellow	Green	D
7	In MS-WORD in order to _____ a file, on the standard toolbar click on the save button	save	save As	copy	delete	A
8	In MS-Word name of the document is displayed on _____	Title Bar	Status bar	Ruler	Indent	A
9	You can format each section in Ms-word	True	False			A
10	In MS-Excel, Filter command has two types, _____ Filter and Advance Filter.	Division	Merge	Wrap	Auto	D
11	In MS-Excel, Filter command has two types, Auto Filter and _____	Advance Filter	Merge Filter	Wrap Filter	Compound Filter	A
12	In MS-Excel, Filter command is used to _____ the records satisfying criteria in condition only.	Display	Merge	Wrap	Center	A
13	In MS-Excel, grouped rows or columns can be ungrouped by using _____ option.	Ungroup	Unbound	Cancel Group	Delete	A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
14	In MS-Excel, if we choose style _____ and enter the data against the condition, excel gives error message with two buttons 'Retry' and 'Cancel'.	Format	Stop	Redo	Edit	B
15	In PowerPoint, which option is used to set the duration of the transition between the previous slide and the current slide?	Transition-set slide	Transition-preview	Transition-Timing	None of these	C
16	In PowerPoint, _____ option is used to insert screen clipping in presentation.	Photo Album	Clip Art	Screenshot	None of these	C
17	In PowerPoint, _____ is used to show slides in full screen?	slide show	slide sorter	Custom show	outline	A
18	HTML is programming language for _____Designing.	Templates	Webpage	Card	Document	B
19	HTML language is used for _____	web designing	net designing	website viewing	None of Above	A
20	HTTP is the protocol, to transfer the data in the form of _____	Client	Text	User	None of above	B
21	HTTP use to transfer files from one machine to another on Internet.	TRUE	FALSE			B
22	Hypertext is text with many images and sounds.	True	False			B
23	With the help of .... option we get the Printouts.	Print	Preview	Page Layout	None of these	A
24	Which option is used draw textbox in MS-PowerPoint?	Home tab- style option	Insert- styles	Home tab- Drawing option	Insert tab -picture Group	C
25	Which option is used to draw arrow in MS-PowerPoint?	Home tab- style option	Insert- styles	File menu	Home tab- Drawing option	D