Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ device is used to get the output on paper.	Mouse	Monitor	Printer	Modem	C
2	_____ is most commonly used input device	Keyboard	Mouse	Webcam	Scanner	A
3	_____ memory is of size of finger nail	HDD	FDD	Flash Memory Card	RAM	C
4	_____ Is not input devices	Mouse	Webcamera	Microphone	Headphone	D
5	Each website has different URL.	TRUE	FALSE			A
6	_____ group of insert ribbon you can create Smart Art Graphics.	Illustrations	Pages	Link	Table	A
7	_____ option is used to select the whole word in document.	double click on that word	single click on that word	double click on page border	right click on that word	A
8	_____ shows print preview in MS Word 2019	insert tab	design tab	review tab	file menu	D
9	_____ is application software is used for word processing	Ms-Excel	Ms-word	Ms-Access	Ms-Powerpoint	B
10	_____ is shortcut key used for select all	Ctrl+I	Ctrl+S	Ctrl+A	Ctrl+N	C
11	= TODAY() function is used to insert current system date into cell.	TRUE	FALSE			A
12	= Upper() function is used to convert the provided text into _____	Small	Capital	Small Caps	Title only	B
13	------ data type cannot be used as a data a cell.	Number	Tree	Formula	Text	B
14	In a spreadsheet, what will be name of the 5th row and 5th column cell ?	E5	5E	E6	D5	A
15	In a spreadsheet, what will be name of the 7th row and 4th column cell ?	D4	G4	D7	G7	C
16	.... are printed notes of speech, footnote made for speech.	Slide	Speaker's Note	Worksheet	None of these	B

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17	.pptx is the extension of Power Point	TRUE	FALSE			A
18	_____ view is used to adjust or arrange the matter in the slide.	Slide	Slide Show	Outline	Slide Sorter	C
19	_____ are Transitions available in MS - Powerpoint	Fade	Push	Wipe	All of these	D
20	_____ is an audio file.	.jpj	.bitmap	.mp3	.png	C
21	___ is standard Internet protocol.	IPX	SPX	TCP/IP	ITC	C
22	___ shortcut key is used for refresh in Internet Explorer	F1	F12	F3	F5	D
23	____ Folder shows the deleted Emails from Email account.	Inbox	Outbox	Sent Mail	Trash	D
24	____ is used to store permanent information.	CPU	VDU	DVD-ROM	DVD-RW	C
25	____ key is used to see all the list of Internet Addresses.	F1	F2	F3	F4	D