Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ is the ability of working on more than one tasks at a time.	Unix	Multitasking	Networking	Multiprocessing	B
2	_____ is the smallest sized scanner to scan text matter.	Bar-code device	Portable Scanner	Xerox	Flatbed Scanner	B
3	_____ is used for input of text.	Scanner	Keyboard	Mouse	Webcam	B
4	_____ is used specifically in computer games	Bar Code	MICR	Joystick	None of these	C
5	_____ printer is impact printer	character	laser	inkjet	All of these	A
6	_____ tab genrally used for editing and formatting text	File	Home	Data	View	B
7	_____ has ability to combine name and address with standard format	Formula	Mailing	Letter	Format	B
8	_____ can be applied to table, text page and image	line	Border	color	None	B
9	_____ converts uppercase into lowercase and lowercase into uppercase	Toggle case	Sentence case	Change case	uppercase	A
10	_____ formula is used to add the numbers in cell of table.	Sum	Subtract	Multiply	Auto	A
11	_____ Bar is given at the topmost side of 'opening Screen' in Excel	Tool	Access	Title	Status	C
12	_____ can be used to different mathematical calculations in Excel.	Autofill	Text	Mid	Formula	D
13	_____ is not a logical function.	AND	OR	NOT	Match	D

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14	_____ is the serial number of a row from table array from which corresponding value is to be given as output.	Row Index Number	Index Number	Column Number	Row Number	A
15	_____ option is used to get 1,2,3,4 ... Numbers in Sr. No. Column	Today	Average	Min	Autofill	D
16	_____ is powerful software for making presentation material.	MS-PowerPoint	MS- Word	MS-Outlook	MS-Excel	A
17	_____ means the effects given in Slide, regarding how the Objects appear during Slide show.	Animation	Transition	World Art	Clip Art	A
18	_____ shows slides in full screen	Zoom	Show	Slide Show	All of these	C
19	_____ using this you can combine the different shapes in to one shape	Insert	View	Group	Home Tab	C
20	_____ are ready to use slides with readymade designs.	New slide	Template	Blank Slide	Existing Slide	B
21	_____ type of computer is easy to carry .	Mini Computer	Desktop	Laptop	Super	C
22	_____ unit is used to store date in the memory of computer.	cmc	alu	bit	vdu	C
23	_____ Can be used to send and receive messages.	Word Processor	Image editor	E-mail	Windows	C
24	_____ Is a free email program that you can access from any web browser.	Gmail	Hotmail	Yahoo mail	All of above	D
25	_____ Is an example of Application Software.	Interpreter	Operating System	Compiler	Browser	D