Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ scanners are mostly seen at the billing counters in shops	Portable Scanner	Pen Scanner	Flatbed Scanner	Bar-code Scanner	D
2	_____ system helps in faster clearing of cheque in banks	Scanner	Bar Code Readers	Voice Input	MICR	D
3	_____ system recognizes commands given by speech	Voice	Light	MICR	Bar Code	A
4	_____ type of internal memory can permanently store data even through the Electricity supply is switched OFF.	ROM	RAM	External	Secondary	A
5	_____ indicates signal is off	0	1	Off	Switch	A
6	_____ is switch the pages into the portrait and landscape layouts	View	Orientation	Switch	Insert	B
7	_____ is used for checking grammer with spellings.	check language	translate	spelling & grammer	None of these	C
8	_____ is used to insert content from Clipboard.	Copy	Cut	Paste	Add	C
9	_____ is used to translate text into different language	Translate	Transfer	Transform	Convert	A
10	_____ option is used for checking grammar with spellings	Grammar & spelling	Spelling	Check	Grammar	A
11	_____ is valid numeric form in Match function of MS-Excel.	Match Type(0)	Match Type(1)	Match Type(-1)	All of these	D
12	_____ is NOT valid numeric form in Match function of MS-Excel.	Match Type(10)	Match Type(0)	Match Type(1)	Match Type(-1)	A
13	_____ are logical functions in MS-Excel.	AND	OR	NOT	All of these	D
14	_____ command is used for error checking in MS-Excel.	show error	display error	debug	Trace error	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
15	_____ command is used to display only the records satisfying certain condition and hiding other records in MS-Excel.	Merge	Filter	Wrap	Sort	B
16	_____ various Transitions available in MS PowerPoint	Shred	Switch	Flip	All of these	D
17	_____ chart display trends overtime	Pie	Line	Bar	Area	B
18	_____ application of Microsoft is used to create slide show.	MS-PowerPoint	MS-Word	MS-Access	MS-Excel	A
19	_____ is the representation of a numbers and text.	Chart	Wortart	Picture	Cliparts	A
20	_____ is video editing software	Windows Movie Maker	Adobe after effects	Corel Video Studio	All of Above	D
21	_____ Is standard Internet Protocol.	IPX	SPX	TCP / IP	ITC	C
22	_____ Is the biggest Network in the world.	LAN	CAN	Internet	WAN	C
23	_____ is the most common Internet Protocol.	TCP/IP	HTML	IPX/SPX	Net/Up	A
24	_____ means contains some education information.	.com	.edu	.gov	.in	B
25	_____ are font formatting's	Bold	Italic	Underline	All of Above	D