Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ operations are mathematical calculations	Bitwise	Arithmatic	Logical	Binary	B
2	_____ provides legal validity to all types of Digital records.	Interior Techinic Act	Inetworld Technology Acting	Labour Law	Information Technology Act	D
3	_____ type of computers combine features of both analog and digital computers.	Hybrid	Super	Mainframe	All of Above	A
4	_____ Unit of computer is used to convey the result to the user.	Arithmetic Logic	Control	Input	Output	D
5	_____ are most powerful and efficient computers.	Super Computers	Mainframe	Mini Computers	Micro Computers	A
6	_____ change the overall design of the entire document	Page Layout	Theme	Review	Data	B
7	_____ effect is increase the size of first character in Paragraph	Drop cap	Style	Text	Font	A
8	_____ facility is used to add unorder list in your document	Bullets	Numbering	Unorder	Order	A
9	_____ Highlights interesting cells as per condition given	Highlighter	Condition Highlighter	Conditional Formatting	Format painter	C
10	_____ is most of the used for documentation and formatting	Ms-Excel	Ms-Word	Ms-access	Ms-Powerpoint	B
11	_____Function makes the text given in the brackets converted into capital cases and inserted in the cell	Case()	Lower()	Capital()	Upper()	D
12	_____Function makes the text given in the brackets converted into small cases and inserted in the cell	Case()	Lower()	Capital()	Upper()	B
13	_____is the Function in Lookup category.	AND	OR	NOT	Match	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
14	_____is the Function not available in Lookup category.	AND	VLookup	HLookup	Match	A
15	_____Function makes the number given in the brackets round to the number upto specific digits.	Case()	Round()	Max()	if()	B
16	_____ tab is available only in PowerPoint.	Window	Slide Show	Format	Home	B
17	_____ view is available in PowerPoint	Normal	Notes Page	Reading View	All of these	D
18	_____ can be referred by the speaker while giving a presentation.	Speaker's Note	layout	Slide	Document	A
19	_____ is the shortcut key to open a PowerPoint presentation.	Ctrl+O	Ctrl+N	Ctrl+S	Ctrl+M	A
20	_____ pointer helps to draw line to understand our speech or statements while slide show.	Pen	Arrow	New	Animation	A
21	_____ is used to search information on internet	search engine	search machine	Information Search	information machine	A
22	_____ is widely used software for image editing	Paint	PhotoShop	CorelDraw	PageMaker	B
23	_____ key combination opens the start menu in windows 10.	Ctrl + F10	Ctrl + Esc	Ctrl + F5	Ctrl + Home	B
24	_____ protocol transfer hyper text tags and data to user understandable GUI.	HTTP	HGUI	HTUI	None of Above	A
25	_____ type of CD is similar to use of Floppy disc.	CD-ROM	CD-R	CD-RW	None of these	C