Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ printers use heat sensitive paper to create impressions.	Thermal Printers	Dot Matrix Printers	Laser Printers	Plotters	A
2	_____ printers use toner to print on paper.	Ink Jet Priters	Dot Matrix Priters	Laser Printers	Plotters	C
3	_____ senses grid of infra red rays	Bar Code	MICR	Touch Screen	Bar Code	C
4	_____ unit controls flow of data	Control Unit	Memory unit	ALU	None of Above	A
5	_____ uses magnetic ink	Voice	Light	MICR	Bar Code	C
6	_____ is extension of Ms-word	.xlsx	.docx	.ppt	.word	B
7	_____ is the shortcut key is used for print	Ctrl+A	Ctrl+P	Ctrl+S	Alt +P	B
8	_____ option is used converts text to columns	Change	Convert	Text to column	Data	C
9	_____ is used to apply image as a background	Image	Page Layout	Background	Picture	D
10	_____ is containing of Rows and Columns.	Text Box	Rectangle	Borders	Table	D
11	All of these are Excel Features except ------------	Office Assistant	The Help Wizard	Charts	The Indent Tab	D
12	All the commands in Excel are given in the form of a Ribbon.	true	false			B
13	All Worksheet Formulas --------------	Manipulate Labels	Return a Formula Result	Manipulate Values	Use the addition operator	B
14	Alt Key is used to select Multiple range of cells.	TRUE	FALSE			B
15	AND Function checks for multiple conditions and if any one condition is true, then returns the result as TRUE.	TRUE	FALSE			B

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	_____ is a type of slide in PowerPoint	Title only	status	Line	Circle	A
17	_____ to the text can be given by using shadow command.	Highlight	Font Color	Shadow	None of these	C
18	_____ view is useful to type matter on slide.	Print Layout	Outline	Normal	None of these	C
19	_____ _ is present besides the PowerPoint logo on Title bar.	Status Bar	Ribbon	Quick Access Toolbar	Title bar	C
20	_____View is used to add the Notes in the slide, for our reference.	Slide	Slide show	Notes Page	Slide Sorter	C
21	_____ is online open platform for people	Social Networking	Networking	Internet	None of Above	A
22	_____ is provided to the computer as input.	Data	Paper	Both A & B	None of the options	A
23	_____ Is required To use Internet on computer	Web Server	Web Site	Electrical Connection	None of these	D
24	_____ is the most common internet protocol.	HTML	TCP/IP	IPX/SPX	NetBEUL	B
25	_____ is used to draw Engineering Drawings, Maps etc.	Plotter	Line	Character	Laser	A