Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	_____ Are parts of binary system	5	3	4	None of these	D
2	_____ can be used to prevent computer from Virus attack.	Proxy	Antivirus Program	System Software	None of above	B
3	_____ Can contain many files.	Folder	Basket	Box	None of these	A
4	_____ Generation used silicon chips as Integrated Circuits (I. C.)	First	Second	Third	Fourth	C
5	_____ Is not operating system.	Windows	Linux	Ms-Office	All of these	C
6	_____can be used to set margins and indents in Document	Ruler	Staus area	status bar	tool bar	A
7	_____option of table is used to arrange data in ascending order.	sort	merge	add	None of these	A
8	_____shortcut key is used for cut the text in MS Word 2019	ctrl + x	ctrl + t	ctrl + c	ctrl + u	A
9	____command facility is used to correct the common spelling mistakes.	Auto Text	Auto Corrent	Auto Format	None of these	B
10	____shortcut is used for Redo.	Ctrl+A	Ctrl+Z	Ctrl+Y	Ctrl+w	C
11	By using ____ option, only selected matter is removed but format remains as it is in the cells.	Contents	Cell contents	Comments	None of these	A
12	By using _____ command selected cell range can be named with different name.	Formula Tab - Name Manager	Data Tab - Filter	Insert Tab - Name Manager	None of these	A
13	By using _____ filter option, output of the filtered records can be placed at another location.	Advance Filter	Custom Filter	Auto Filter	None of these	A
14	By using Exit option, what action is done in Excel	Quit Excel	Open Excel	Close file	Open file	A
15	Can we save Excel file in Pdf?	TRUE	FALSE			A

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
16	If we want any immediately undone command to get redone is used_____	Undo	Move	Before	Redo	D
17	By pressing escape key we can _____ the running slide show.	Close	start	stop	None of these	C
18	By pressing escape key we can stop the running _____	file	slide show	sheet	window	B
19	By right clicking on Text matter_____ menu will be open	File	Quick	Edit	Window	B
20	By this tool we got the Elliptical Frame in a Power Point	polygon tool	Elliptical Frame	Ellipse Tool	None of these	B
21	_____ system is use send electronic message.	Online service	E-mail	Voice mail messages	Shared mail	B
22	_____ creates simple text files that do not include character and paragraph formatting.	MS-Paint	Notepad	Documents	MS-Word	B
23	_____ is a set of data.	File	Computer	Command	None of the options	A
24	_____ is a type of CD that is erasable.	CD-ROM	CD-R	CD-RW	None of these	C
25	_____ is storing all information by a specific method in RAM.	Memory Management	File Management	Hardware Management	None of these	A