Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Circular button at the left side of Task Bar is knows as	Desktop	Taskbar	Explorer	Start Button	D
2	Clients can be referred as Node.	TRUE	FALSE			A
3	Compact disk and _____ disk are the examples of optical disks.	Hard	Digital Versatile	Floppy	Magnetic	B
4	Comparison between two elements is known as _____ process.	Arithmetic	Logical	Binary	Bitwise	B
5	Computer can be used for	Letter Typing	Drawing	Graphs Making	All of these	D
6	In _____ ⠇tab of Page Background group Page Border option is avilable.	Page Layout	Page Margin	Page Color	All of these	A
7	In ⠿. View, Page numbers gets displayed.	Normal	Web layout	Print layout	Home	C
8	In ⠿. View, automatic page break are displayed with Dotted lines.	Web Layout	Print Layout	Draft	Outline	C
9	In a document, if text is to be shifted on the new page, ... break is inserted.	Column	Page	Text	Line	B
10	In a document, if we click on ...., resizing handles get appeared around it.	Scroll bar	Picture	Text	Paragraph	B
11	In Lookup functions _____ is a single value to be searched in the first row or column of table array.	Table value	Lookup Value	Range Value	true Value	B
12	In Match function of MS-Excel, _____ is the cell range in which we want to find the position of the given lookup value.	Lookup value	Lookup Vector	Lookup Cell	Lookup Range	D

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
13	In MS- Excel _____ option of Advanced Filter dialog box is used to output only one record among all duplicate records satisfying a condition.	action	List Range	Copy To	Unique Records Only	D
14	In MS Excel 2019 what is keyboard shortcut to open file menu ?	Ctrl+ f	Alt + F	Ctrl+ m	Ctrl+ n	B
15	In MS Excel 2019 what is keyboard shortcut to open Print Command?	Ctrl+p	alt+p	shift+p	Ctrl+shift+p	A
16	In Powerpoint Slide Number Option is available in _____ Tab.	Home	Insert	View	Review	B
17	In PowerPoint Spelling checker is available under _____ribbon.	Review	Design	Slide Show	Transitions	A
18	In PowerPoint there are total _____ number of layout in New Slides button.	2	3	9	20	C
19	In PowerPoint to keep slide show on continuous play _____ option can be used.	Run	Loop	Loop Continuously until Esc.	Show Continuously until Esc.	C
20	In PowerPoint to keep slide show on continuous play _____ option can be used.	Run	Loop	Loop Continuously until Esc.	Show Continuously until Esc.	C
21	email are received in _____	inbox	outbox	sent	None of Above	A
22	Email is used to communicate over the Internet.	True	False			A
23	Emails sent to other accounts are shown in _____ menu.	Inbox	Spam	Sent Item	Trash	C
24	Esc Shortcut key is used to _____ loading of webpage in Internet Explorer.	Stop loading	Refresh	Trash	None of above	A
25	Every website has a unique address. Which is called?	Hyperlinks	IP Address	Domain	URL	D