Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	What is the use of Text Tool?	Nothing	The text is deleted	The pointer becomes an Standard pointer	Insert Text	D
2	There are _____ Tools in page maker tool box	11	23	14	15	C
3	In PowerPoint there are total _____ number of layout in New Slides button.	2	3	9	20	C
4	To select one hyperlink after another during a slide presentation, what do you press?	Tab	Ctrl + K	Ctrl + h	All of these	A
5	You can see _____ layout slide by default on screen when you start a PowerPoint.	Text	Bulleted List	Title	Text & picture	C
6	In Match function of MS-Excel, _____ is the value whose position in the specific cell range we want to find.	Position Value	Vector Value	Lookup Vector	Lookup Value	D
7	In MS EXCEL what is keyboard shortcut to open file menu ?	Ctrl+ f	Alt + F	Ctrl+ m	Ctrl+ n	B
8	In MS EXCEL what is keyboard shortcut to open Print Command?	Ctrl+p	alt+p	shift+p	Ctrl+shift+p	A
9	In MS EXCEL what is keyboard shortcut to print a worksheet?	Ctrl+shift+p	alt+p	shift+p	Ctrl+p	D
10	In MS EXCEL what is keyboard shortcut to save workbook?	Ctrl+ Y	Ctrl+ v	Ctrl+ z	Ctrl+ s	D
11	Collection of interconnected networks is called _____	Internet	Mobility network	Adhoc network	Wire network	A
12	Communication in between computers can be established with the help of _____	Fiber optic cables	Satellite	Wi-Fi	All of these	D
13	Computer in local area network are connected by _____	Cables	Mouse	No connection is needed	None of these	A
14	Computer networking was evolved in _____	1965	1900	2000	1950	A

15	Computers are connected with each other by using concept of _____	Networking	Connectin g	Sharing	E-learning	A
16	_____ computer is smallest in size and usually fits in palm	Desktop	Laptop	Handheld	None of these	C
17	_____ disk contains metallic platters.	Floppy Disk	Hard Disk	Optical Disk	Magnetic Tapes	B
18	_____ images are in the form of columns and rows.	vector drawn images	bit map images	line art images	None of these	B
19	_____ is the image form, we see moving image on screen.	still image	movement	audio	motion image	D
20	_____ is used in ATM, Mobiles and Tablets	Bar Code	MICR	Touch Screen	Bar Code	C
21	We can change font style from_____ tab	File	View	Review	Home	D
22	We can change date format in Ms-word	TRUE	FALSE			A
23	We can break page using _____ option	Break	Page Break	Setup	View	B
24	We can apply the background color to text	TRUE	FALSE			A
25	We can apply color to border using _____ option in Draw Table	Pen Color	Text color	Insert	Format	A