





26. a. Page Size                      b. Page Layout                      c. Page Orientation                      d. None of these  
Ctrl+V shortcut is used to:
27. a. Copy                      b. Cut                      c. Paste                      d. For mate Point  
MS Word is used for
28. a. Documentation                      b. Presentation                      c. Tables                      d. None of these  
To maximize a window means to
29. a. Expand it to fill the desktop                      b. Fill it to capacity  
c. Put only like files inside                      d. Drag it to trash  
Which of the following is used to open shortcut menu
30. a. Left Click key                      b. Right Click key                      c. Window key                      d. Arrow key  
Which is not the Power Point View
31. a. Normal View                      b. Special view                      c. Slide Sorter                      d. Slide Show  
To color the object in MS-Paint you use
32. a. Pencil Tool                      b. Paint bucket Tool                      c. Brush Tool                      d. None of these  
A disk is used only after \_\_\_\_\_ it:
33. a. Formatting                      b. Cleaning                      c. Scanning                      d. None of these  
Add/Remove program is an option of:
34. a. Run                      b. Help                      c. Program                      d. Control Panel  
Shortcut key to go to the beginning of document is
35. a. Ctrl+Home                      b. Home                      c. Ctrl+End                      d. Ctrl+N  
Which of the following option can be used to move insertion pointer in a table?
36. a. Tab key                      b. Arrow key                      c. Mouse button                      d. All of the above  
How many panes are visible in Normal View in Power Point:
37. a. Four                      b. Three                      c. Two                      d. One  
Which of the following shows the thumbnail view of all slides at one place arranged in a grid
38. a. Slide show view                      b. Normal view                      c. Slide sorter view                      d. Outline view  
Choose the odd one out:
39. a. Super computer                      b. Digital Computer                      c. Micro Computer                      d. Mini Computer  
The first ever known device used for counting and computation was
40. a. Pascal's calculator                      b. Abacus                      c. Napier's Bones                      d. Calculator  
The Network Setup Wizard is present in
41. a. Accessories                      b. Program                      c. Control Panel                      d. My Computer.  
Graphics for word processor
42. a. Peripheral                      b. Clip art                      c. Highlight                      d. Execute  
What is the function of CTRL+R in MS-Word
43. [A] Open the Print dialog box                      [B] Update the current Web page  
[C] Close the current window                      [D] None of these  
What is the extension of files created in Ms-Word 97-2003
44. [A] dot                      [B] doc                      [C] dom                      [D] txt  
In Microsoft Word shortcut key CTRL+W is used for
45. [A] open the Print dialog box                      [B] Update the current Web page  
[C] close the current window                      [D] None of these  
Which shortcut key is used to spell check in MS-Word
46. [A] F1                      [B] F2                      [C] F7                      [D] F9  
Why headers and footers used in MS -Word
47. [A] To enhance the overall appearance of the document  
[B] To mark the starting of a page  
[C] To make large document more readable  
[D] To allow page headers and footers to appear on document when it is printed  
The minimum number of rows and columns a word table can have is
48. [A] Zero                      [B] 2 rows and 1 column                      [C] 2 rows and 2 column                      [D] 1 row and 1 column  
In MS-Word shortcut SHIFT+DELETE is used to



- [A] Delete the selected item permanently without placing the item in the Recycle Bin  
[B] Copy the selected item  
[C] Rename the selected item  
[D] Create a shortcut to the selected item
49. In MS Word to move the insertion point to the beginning of the next word command used is  
[A] CTRL+RIGHTARROW [B] CTRL+LEFT ARROW  
[C] CTRL+DOWN ARROW [D] None of these
50. Which file format can be added to a PowerPoint show?  
a. .jpg b. .giv c. .wav d. All of the above

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