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1. _____ is a useful tool which allows you to create a huge number of documents by merging the main document with the data source.

- A. Mail Merge
- B. Track Change
- C. Page Margin
- D. Orientation
- E. Indentation

2. Which of the following is default extension of Power point 2013?

- A. .ppt
- B. .pdf
- C. .pptx
- D. .pps
- E. .ppn

3. In MS Word, The key combination of 'Ctrl + Right Arrow' is used to _____.

- A. Move the cursor to the end of the line
- B. Move to cursor to the end of the document
- C. Move the cursor one paragraph down
- D. Move the cursor one word to the right
- E. None of these

4. _____ function is done with the help of 'Ctrl + P'?

- A. network
- B. Project
- C. Paste
- D. Copy
- E. Print

5. Using output devices one can _____.

- A. Enter Data
- B. View or Print Data
- C. Store Data
- D. Replicate Data
- E. Modify Data

6. _____ field of an e-mail hides the identity of the recipients.

- A. Bcc
- B. Subject
- C. From
- D. To
- E. Draft

7. _____ is not an e-mail service provider.

- A. Outlook
- B. Gmail
- C. Bing
- D. Hotmail
- E. None of these

8. _____ is a machine independent program.

- A. Input language
- B. High level language
- C. Output language
- D. Computer language
- E. Low level language

9. Which of the following is not a valid memory unit?

- A. ILB
- B. YB
- C. MB
- D. PB
- E. None of these

10. A(n) _____ allows you to access your e-mail from anywhere.

- A. EEPROM
- B. Draft
- C. Inbox
- D. Webmail interface
- E. Blog

11. A device that not only provides surge protection, but also furnishes the computer with battery backup power during a power outage is _____.

- A. Router
- B. CPU
- C. Antina
- D. Battery strip
- E. None of these



12. Which of the following is a type of electronic spam where unsolicited messages are sent by email?

- A. spam mail
- B. Floppy Mail
- C. Receive Mail
- D. trash mail
- E. Weblog

13. Choose the odd one out:

- A. Excel
- B. Power Point
- C. Speakers
- D. Mouse
- E. C & D

14. Data on a floppy disk was recorded in rings called _____ .

- A. Statements
- B. tracks
- C. ringers
- D. Draft
- E. None of these

15. _____ are most commonly used to identify return visitors to a website.

- A. logged-in visitors
- B. logged-out visitors
- C. cookies
- D. Controller
- E. Data Search

16. Specialized program that allows user to utilize in specific application is classified as: _____

- A. replicate programs
- B. logical programs
- C. application programs
- D. function program
- E. compiling program

17. _____ helps in communication between the memory and the arithmetic logical unit.

- A. Router
- B. Speaker
- C. Antina
- D. CPU
- E. CMU

18. _____ adds functionality to your computer or help your computer perform better.

- A. function program
- B. Utility program
- C. relative programs
- D. compiling program
- E. None of these

19. Presentation of a series of still images on a projection screen or electronic display device is called _____

- A. slide show
- B. slide Series
- C. slide image
- D. slide Computer
- E. slide insert

20. Which memory is used as temporary memory?

- A. Non-volatile memory
- B. Work memory
- C. Flash memory
- D. volatile memory
- E. None of these



Correct answer:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
A	C	D	E	B	A	C	B	A	D	E	A	E	B	C	C	D	B	A	D





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