Question 1

Which is the default alignment in word?

Question 2

File extension of word document is-

Question 3

The shortcut command of 'save' in word-

Question 4

Word processing package allow users to-

Question 5

Which command will you choose to convert a column of data into row?

Question 6

You can merge the main document with data source in Excel. In mail merge operation, Word is usually-

Question 7

Which of the cell pointer indicate that you can move the content to other cell?

Question 8

MS Excel provides the default value for step in Fill Series dialog box-

Question 9

Which tab is not available on left panel when you open a presentation?

Question 10

To start Microsoft PowerPoint application-

Question 11

Which of the following section does not exist in a slide layout?

Question 12

Power Point presentations are widely used as-

Question 13

When using PowerPoint, to play a Power Point show for previewing the show, select-

Question 14

Tally package is developed by-

Question 15

To change Current Date from Gateway of Tally press the key-

Question 16

CAD stands for-

Question 17

Junk e-mail is also called-

Question 18

What type of computers are client computers (most of the time) in a client-server system?

Question 19

The amount of vertical space between lines of text in a document is called -

Question 20

Example of non-numeric data is-

Question 21

First page of Website is termed as-

Question 22

When a file is saved for the first time-

Question 23

Office LANS, which are scattered geographically on large scale, can be connected by the use of corporate-

Question 24

Where are data and programme stored when the processor uses them?

Question 25

Which of the following is not anti- viruses' software?

Question 26

Which device is required for the Internet connection?

Question 27

What does DMA stand for?

Question 28

Which of the following is a storage device?

Question 29

When did John Napier develop logarithm?

Question 30

MIS is designed to provide information needed for effective decision making by?