| I. | **Multiple Choice Question** | (Tick the Correct One) | (Marks:30) |

1. Comment can be insert form _____ menu of ribbon
    ☐ View   ☐ Mailing   ☐ Review   ☐ References

2. By default on which page the header or the footer is printed?
    ☐ On first page   ☐ On alternate page   ☐ On every page   ☐ None of these

3. Option "Break" from Insert Menu of Ribbon is used for _____
    ☐ Page Break   ☐ Section Break   ☐ Column Break   ☐ All of These

4. Which of the following is NOT a paragraph alignment available in word?
    ☐ Centre   ☐ Right   ☐ Justify   ☐ Force Justify

5. Selecting text means selecting?
    ☐ A word   ☐ An entire sentence   ☐ Whole Document   ☐ All of these

6. The view that puts a blue line around each page that would be printed is the _____.
    ☐ Print Preview   ☐ Normal   ☐ Page Break Preview   ☐ Split view

7. A number, stored in a cell is called a(n)
    ☐ Value   ☐ Intersection   ☐ Label   ☐ Cell

8. The _____ of a column controls how much information can be displayed in a cell.
    ☐ Color   ☐ Shape   ☐ Width   ☐ Alignment

9. Certain In build functions are available in MS-Excel?
    ☐ Yes   ☐ No   ☐ None of these   ☐ Cant say

10. In excel F2 is Shortcut key for _____
    ☐ Alter cell   ☐ Format Cell   ☐ Edit formula bar   ☐ None of these

11. Which of the following is not a Powerpoint fill effect Option
    ☐ Webpage   ☐ Picture   ☐ Texture   ☐ Gradient

12. Special effects used to introduce slides in a presentation are called
    ☐ Effects   ☐ Custom animations   ☐ Transitions   ☐ Preset animations

13. To start slide Show from any other slide then first the shortcut key is_____
    ☐ F5   ☐ Ctrl + F5   ☐ Alt + F5   ☐ Shift + F5

14. To make the copy of the selected slide the shortcut key is _____
    ☐ Ctrl + C   ☐ Ctrl + D   ☐ Ctrl + E   ☐ Ctrl +V

15. You can add movie or sound from _____ Tab of the ribbon
    ☐ Home   ☐ Insert   ☐ Developer   ☐ Animations

16. Spacing between lines in a publication is called_____
    ☐ Spacing   ☐ Leading   ☐ Paragraph   ☐ Indent

17. In PageMaker when you resize using the _____ key the objects are constrained
    ☐ Ctrl   ☐ Shift   ☐ Alt   ☐ Shift+Ctrl

18. The _____ tool helps you position images or elements precisely and calculates the distance between any two points in the work area
    ☐ Ruler   ☐ Measure   ☐ Map   ☐ None of these

19. Photoshop allows you to apply transformations to a _____
    ☐ Selection   ☐ Layers of Layer Mask   ☐ Multiple Layers   ☐ All of these

20. _____ allow you to make objects move in a more random or non-straight path
    ☐ Mask   ☐ Shape Tween   ☐ Guided Layer   ☐ Gravity Effect

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21. The stacking order of viewing objects is decided by the order of the
☐ Scene   ☐ Frames   ☐ Layers   ☐ Actions

22. What object do you use when creating a form with choices where a user can only choose one answer?
☐ Check box   ☐ Option button   ☐ Frame   ☐ None of these

23. What control you need to display a text on your form?
☐ Text Box   ☐ Button   ☐ Label   ☐ Radio Button

24. What is the organized presentation of data from a table or a query that is designed to be printed?
☐ Report   ☐ Forms   ☐ Macros   ☐ Moduels

25. This is the foundation of any Access database. This is where the actual data resides.
☐ Queries   ☐ Tables   ☐ Reports   ☐ Macros

26. How can you make a list that lists the items with numbers?
☐   ☐ <dl>   ☐   ☐ <list>

27. What is the correct HTML tag for inserting a line break?
☐ <lb>   ☐ <break>   ☐
     ☐ /</lb>

28. In the To box, of compose email window _____ email address is required.
☐ Senders   ☐CC   ☐ Recipients   ☐ Yours

29. Cash and Profit and Loss A/c are _____.
☐ Predefined Ledgers   ☐ Predefined Groups   ☐ Primary Groups   ☐ Sub Groups

30. Shortcut to change period from Gateway of Tally _____
☐ ALT + F2   ☐ F2   ☐ CTRL + F2   ☐ None of Above

II.	**Fill the Blank**	**(Marks: 10)**

1. A _____ is a simple way to extract information from your database

2. For making Contra entry function key is_____

3. _____ are outlines that you can turn into selections, or fill and stroke with color.

4. In PageMaker you can also show or hide all palettes and the toolbox by pressing the _____ key

5. The _____ panel lets you create and edit ActionScript code for an object or frame

6. In Visual Basic Windows that you create for user interface is called _____

7. By pressing _____ key is Deletes the selected object(s).

8. Default height & width of Letter page is_____.

9. Your unfinished email messages have been saved to your _____ Folder.

10. The Full form of DOS is _____

III.	**State Whether True Or False**	**(Marks: 10)**

1. Landscape is the default page setup in Ms PowerPoint   ☐ True ☐ False
2. In Word we can specify how much blank space we want on the top, bottom and sides of your page   ☐ True ☐ False
3. Filtering in Excel temporarily hides the columns that do not meet the specified criteria   ☐ True ☐ False
4. Every Email ID should have underscore (_).   ☐ True ☐ False
5. A Filed is a unit of information in a Record   ☐ True ☐ False

6. PageMaker does not allow you to Apply Change Case Option. ☐ True ☐ False
7. Balance Sheet can be seen in Vertical Format ☐ True ☐ False
8. Data can be a number, a word, a picture, or a sound ☐ True ☐ False
9. in HTML Size can take values between 1 & 7 ☐ True ☐ False
10. In Photoshop, you can not open files using Adobe Bridge. ☐ True ☐ False

IV.   Match the column   (Marks: 10)

Sr No.	Column A		Column B		Answer
1.	Shape Tweening	A	Mail Merge	1	
2.	Date (Dos)	B	Delete	2	
3.	My Documents (Windows)	C	Outlook Express	3	
4.	(PageMaker)	D	Transforming One shape to another shape	4	
5.	Alt+F4	E	Display Current System Date	5	
6.	Image Editor	F	Windows Default Folder for Saving Document Files & Spreadsheet	6	
7.	Outbox	G	Object Transformation Tool	7	
8.	Ctrl+D(Tally)	H	Close Active Application Window	8	
9.	An arithmetic operator	I	Photoshop	9	
10.	Letters & Mailing	J	(*) Asterisk	10	