1. Cpu Is………… Device
   1. Storage
   2. Controlling
   3. Processing
   4. All Of Above
2. The Main Processor Of The Computer Is Held By
   1. Motherboard
   2. Power Supply
   3. Keyboard
   4. Monitor
3. To Make A Duplicate File ……….. Command Is Used
   1. Save As
   2. Title Bar
   3. Status Bar
   4. Tool Bar
4. Windows Xp Is An……….
   1. Operating System
   2. Company Part Of Computer
   3. Part Of Computer
   4. Document
5. Url Stands For
   1. Universal Record Link
   2. Universal Resource Locator
   3. Universal Resource Learning
   4. Universal Register Locator
6. Which Is The Example For Internet Browser ?
   1. Windows Explorer
   2. Internet Explorer
   3. Intemeter
   4. Star Office
7. What Does Exit Indicator On Status Bar Of Ms Word Indicate?
   1. It Indicates Whether The External Text Is Pasted On Document Or Not
   2. It Indicates Whether Extended Add- Ons Are Installed On Ms Word Or Not
   3. Ii Indicates Whether Extended
   4. None Of Above
8. Which Of The Following Helps To Reduce Spelling Error In The Document?
   1. Auto Format
   2. Auto Correct
   3. Smart Tags
   4. Auto Text

1. In Ms Word Short Cut To Select All Is………
   1. Shift + A
   2. Ctrl +A
   3. Alt + A
   4. Shift +Ctrl +A
2. In Ms Word The Spelling Tool Is Placed On ………… Toolbar
   1. Standard
   2. Formatting
   3. Drawing
   4. Review
3. The Ability To Combine Name And Address With A Standard Document Is Called.
   1. Document Formatting
   2. Database Management
   3. Mail Merge
   4. Form Letter
4. ISP Stands For
   1. Internet Service Provider
   2. Internet Service Publisher
   3. Internet Server Provider
   4. All The Above
5. Internet Explorer Falls Under:
   1. Operating System
   2. Compiler
   3. Browser
   4. Ip Address
6. Any Data Or Instruction Entered Into The Memory Of A Computer Is Considered As
   1. Out Put
   2. Input
   3. Processing
   4. Alu
7. Collection Of Programs Is Called A …….
   1. Procedure
   2. Batch
   3. Command
   4. Software
8. Files Stores In……………
   1. Drives
   2. Folder
   3. Both A & B
   4. None Of The Above
9. Date And Time Are Available In Desktop ……………. Corner
   1. Right
   2. Left
   3. Top
   4. Bottom
10. Internet Is A
    1. Software Programme
    2. Operating System
    3. Network And Networks
    4. None Of These
11. Email Stands For
    1. Electronics Mail
    2. Communication Mail
    3. Commerce Mail
    4. Electrical Mail
12. Default Font In Ms Word Is ……….
    1. Times New Roman
    2. Arial
    3. Book Man Old Style
    4. Verdhan
13. In Ms Word Background Color Or Effects Applied On A Document Is Not Visible In
    1. Web Layout View
    2. Print Layout View
    3. Reading View
    4. Print Preview
14. Which Of The Following In Font Style?
    1. Bold
    2. Italic
    3. Regular
    4. Superscript
15. Mail Merge Facility Is Used When
    1. Multiple Copies Of Same Letter With Different To Be Prepared
    2. Only One Letter Can Take
    3. Cannot Take Even One
    4. none
16. In Ms Word ........... Shortcut Key Is Used For File Menu
    1. Ctrl + F
    2. Alt + F
    3. Alt +I
    4. None Of The Above
17. Technical Name Of Ms- Excel Is.........
    1. Graphic Program
    2. Word Processor
    3. Editor
    4. Spreadsheet
18. CUI Stands For............
    1. Character User Interface
    2. Char Using
    3. Character Using Interface
    4. Character Uses Interface
19. Example For Micro Processor...............
    1. Intel
    2. And
    3. Both A & B
    4. Microsoft
20. Shortcut Key To Shut Down Is .............
    1. Alt +F4
    2. Alt +F9
    3. Ctrl + Shift +F5
    4. Ctrl +F4
21. Short Cut Key For Run Command ..............
    1. Windows + D
    2. Windows +R
    3. Windows + Tab
    4. None Of The Above
22. Expansion Of Www Is ..........
    1. Wide Web Word
    2. World Wide Web
    3. Web Wide Web
    4. Web World Wide
23. The Key 12 Opens A ................ In Ms Word?
    1. Save As Dialog Box
    2. Open Dialog Box
    3. Save Dialog Box
    4. Close Dialog Box
24. Essential Business Letter Elements Include The ..... In Ms –Word?
    1. Data Line And Inside Address
    2. Message
    3. Signature Block
    4. All Of The Above
25. To View Headers And Footers, You Must Switch To ................. In Ms- Word?
    1. Normal View
    2. Print Layout View
    3. Print Preview Mode
    4. Both B And C
26. In Ms Word ............ Shortcut Key Is Used For Paste Option.
    1. Ctrl + P
    2. Ctrl +C
    3. Ctrl +V
    4. None Of The Above
27. Which Of The Following In Not An Underline Option In The Format Cells Dialog Box?
    1. Double
    2. Single Accounting
    3. Double Accounting
    4. Single Engineering
28. .............. Is A Work Book
    1. Excel
    2. WordPad
    3. Ms – Word
    4. None Of The Above
29. Kannada Nudi Developed By
    1. Hcl
    2. Kannada Ganaka Parishat
    3. Ngo
    4. None
30. In "Nudi 01 K" We Can Type ..................... ?
    1. Kannada & English
    2. English & Kannada With English Number
    3. Kannada & Kannada Numbers
    4. English & Kannada With Kannada Numbers
31. www.Keonics.In Where In Refers
    1. Domain Name
    2. Organization
    3. Both A & B
    4. None Of The Above
32. Internet Is An Example For .............
    1. Man
    2. Lan
    3. Pan
    4. Wan
33. Computer Virus Is A ...............
    1. Hardware
    2. Bacteria
    3. Software
    4. Freeware
34. Main Memory Is Divided In To .... Unit
    1. 3
    2. 2
    3. 4
    4. 6
35. A Bar Containing A Scale That Indicates Paragraph Indents And Margins Is .............
    1. The Ruler
    2. The Ribbon
    3. The Menu Bar
    4. None Of The Above
36. Editors Are ……………
    1. Folder
    2. Modifier
    3. Both A & B
    4. None Of The Above
37. From Where You Can Access Save Command?
    1. Home Tab
    2. Insert Tab
    3. Review Tab
    4. None Of Above
38. To Print Repeated Text Or Image On Every Page Is...................
    1. Header And Footer
    2. Headings
    3. Auto Text
    4. Templetes
39. In Ms Word Short Cut Key For Open Saved File …………….
    1. Ctrl + O
    2. Ctrl +P
    3. Alt +O
    4. Alt +T
40. In Ms Word Short Cut Key Of Increase The Text ..............
    1. Ctrl+ Shift +I
    2. Ctrl + Shift+>
    3. Ctrl +>
    4. Ctrl +<
41. Nudi Can Be Used For Dynamic Font Embedding Purpose
    1. False
    2. True
    3. A & B
    4. None
42. A Computer On Internet Are Identified By :
    1. E Mail Address
    2. Street Address
    3. Ip Address
    4. None Of The Above
43. Wi - Fi Stands For
    1. Wireless Fidelity
    2. Wireless Flicker
    3. Both A & B
    4. None Of These
44. Led Stands For ...............
    1. Light Emitting Diode
    2. Light Ethelon Diode
    3. Liquid Electronic Display
    4. All The Above
45. Internal Memory ……………..
    1. Ram
    2. Rom
    3. Both A & B
    4. All The Above
46. Recycle Bin Is A Place Where ........... Files And Folders Are Stored
    1. Saved
    2. Deleted
    3. Stored
    4. Backup
47. DDE Stands For .........
    1. Data Defection Estimation
    2. Dynamic Data Exchanger
    3. Both A & B
    4. None Of The Above
48. Which Of The Following Is Not An Example Of Web Browser?
    1. Internet Explorer
    2. Google Chrome
    3. Mozilla Firefox
    4. Windows Explorer
49. …….. Formatting The Process Of Changing The Way Letter, Numbers, Punctuation Marks, And Symbols Appear On The Screen And In Put.
    1. Document
    2. Font
    3. Paragraph
    4. Object
50. Ctrl + P Is …………In Ms Word?
    1. Open Paragraph Dialog Box
    2. Open Page Format Dialog Box
    3. Open Save Dialog Box
    4. Open Print Dialog Box
51. In Ms Word Press F8 Key For Three Times Selects .........
    1. Word
    2. A Sentence
    3. A Paragraph
    4. Entire Document
52. With Which View Can You See How Text And Graphics Will Appear On The Printed Page In Ms – Word
    1. Normal
    2. Print Layout
    3. Outline
    4. Web Layout
53. Ctrl + I Will ……………. In Ms Word?
    1. Italic
    2. Left Indent
    3. Save Document
    4. Close Document
54. Which Using Nudi 4.0 Scroll Lock Should Be On
    1. False
    2. True
    3. Both A&B
    4. None
55. KSCLP Stands For
    1. Script Code For Language Processing
    2. Karnataka Script Code For Language Processing
    3. Kannada Script Code For Language Processing
    4. None
56. Output Device Is ....
    1. Monitor
    2. Keyboard
    3. Scanner
    4. Cpu
57. Tiny Pictures Are Available On The Desktop Are Known As .
    1. Icons
    2. Files
    3. Folders
    4. Drives
58. Which Of These Is Not A Software................
    1. Ms Office
    2. Java
    3. C
    4. Monitor
59. In A Document What Is The Maximum Number Of Columns That Can Be Inserted In Ms Word Table?
    1. 35
    2. 15
    3. 63
    4. 65
60. In Water Mark We Cannot Add .............
    1. Picture
    2. Word
    3. Table
    4. Clipart
61. Columns Dialog Box Can Be Opened From ............. In Ms- Word?
    1. Format Menu Columns Submenu
    2. Double Click On Columns Space In Ruler
    3. Press Alt +0+C
    4. All Of Above
62. Ctrl + M Is ... In Ms Word?
    1. New Document
    2. Close Document
    3. Right Indent
    4. Left Indent
63. How Many Ways You Can Save A Document?
    1. 4
    2. 3
    3. 5
    4. 6
64. USB stands for ....
    1. Universal Serial Bus.
    2. Universal Series Bus
    3. Universal Switch Band
    4. All The Above
65. Example of Windows
    1. ms windows
    2. MAC
    3. Unic
    4. All of the above
66. Example of browsers
    1. Internet explorer
    2. Google
    3. Mozilla Fire Fox
    4. All Of The Above