1. Rephrase the following sentence while adhering to MSTP rules:   
   Clicking Start, you point to Settings, and then click Printers.

Ans: click start

Go to settings and click printers.  
In the Printers window, the printer that you want to share should be selected.

Ans: on the printer window, select the printer that you want to share.  
A dialog box displays.

Your document will not print.

After you restart your computer, Setup completes.

Ans: Restart your computer to complete the setup.  
XYZ form is submitted to create an account.

Ans: To create an account submit XYZ form.  
You should click OK to start the call.

Ans: To start the call click OK.

1. Where do you use numbered list and unnumbered list?
2. What are Note, Caution, and Warning?
3. Select the correct answer.
4. We must adapt ourselves \_\_To\_\_\_ our circumstance.

* to
* in
* with
* by

1. Cannon had \_\_such\_\_\_\_ unique qualities \_that\_\_\_\_\_ it was used widely in ancient times.

* such, that
* such, so
* that, since
* that, that

1. Anna and Tania went shopping, but \_\_\_they\_\_\_\_ couldn’t find anything \_\_they\_\_\_\_ liked.

* they, those
* they, them
* those, they
* they, they

1. White ball \_\_was used\_\_\_\_ for the first time in the 1992 Cricket World Cup.

* used
* was used
* had used
* has been used

1. Not only her parents \_but also\_\_\_\_\_ her class teacher \_\_were\_\_\_\_ proud of her results.

* but also, was
* but also, were
* and also, was
* and also, were

1. She is very keen \_\_on\_\_\_ going abroad for higher studies.

* at
* on
* for
* over

1. (its) necessary to complete all parts of this exam.

* It’s
* Its
* Its’

1. What did government officials do to (ensure) a fair count of the vote?

* assure
* ensure
* insure

1. Fill in the blanks with the appropriate prepositions.
2. Create a file \_by\_\_\_\_ pressing Ctrl+N.
3. Send me the file \_through\_\_\_\_ FTP.
4. To learn more about the procedure, refer \_to\_\_\_ this page.
5. I am taller than you \_by\_\_\_ two inches.
6. Check the terminal \_with\_\_\_ errors.
7. Fill in the blanks with suitable articles.
8. There is \_\_a\_ bridge over \_the\_\_ Ganga at Banaras.
9. This is \_the\_\_ fifth day of the conference.
10. I bought \_a\_\_ horse, \_an\_\_ ox, and the\_\_\_ buffalo.
11. He is \_an\_\_ honor to his profession.
12. \_The\_\_ XML document is a string of characters.
13. Convert the following sentences from Active to Passive voice.
14. I keep the document in the store.

Document kept in the store by me. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. We will execute all orders promptly.

All orders will be execute promply by us. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Michael had repaired many vehicles before he received his mechanic’s license.

Many vehicles had been repaired by micheal before he received his mechanic’s license. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. You are waiting for your friend.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The students have done this exercise.

The Exercise has been done by the student.