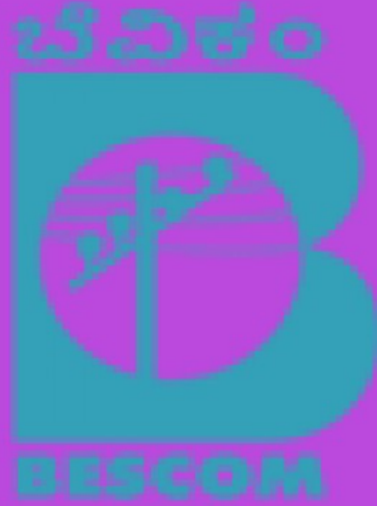


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**(1) In Windows ME, what does ME stand for?**

- [A] Millennium-Edition
- [B] Micro-Expert
- [C] Macro-Expert
- [D] Multi-Expert

**Answer : [A]**

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**(2) All the deleted files go to**

- [A] recycle bin
- [B] task bar
- [C] tool bar
- [D] my computer

**Answer : [A]**

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**(3) When you want to move an icon on your desktop, this is called**

- [A] double clicking
- [B] highlighting
- [C] dragging
- [D] pointing

**Answer : [C]**

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**(4) A small figure which depicts some application on the screen is called**

- [A] menu
- [B] photo
- [C] modem
- [D] icon

**Answer : [D]**

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**(5) Windows stores all systems setting in this file**

- [A] MAIN.INI
- [B] SYSTEM.INI
- [C] SETTING.INI
- [D] WIN.INI

**Answer : [D]**

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**(6) Which of the following refers to the rectangular area for displaying information and running programs?**

- [A] Desktop
- [B] Dialog Box

[C] Menu

[D] Window

**Answer : [D]**

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**(7) Factor making windows popular is**

[A] multitasking capacity

[B] desktop features

[C] user friendly

[D] being inexpensive

**Answer : [C]**

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**(8) ..... are words that a programming language has set aside for its own use.**

[A] Control words

[B] Control structures

[C] Reserved words

[D] Reserved keys

**Answer : [C]**

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**(9) Assembly language is a**

[A] machine language

[B] high-level programming language

[C] low-level programming language

[D] language for assembling computers

**Answer : [C]**

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**(10) A computer program used for business application is**

[A] LOGO

[B] COBOL

[C] BASIC

[D] FORTRAN

**Answer : [B]**

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**(11) Which of the following is not characteristic of COBOL?**

[A] It is a very standardised language

[B] It is a very efficient in terms of coding and execution

[C] It has limited facilities for mathematical notation

[D] It is very readable language

**Answer : [B]**

**(12) Which of the following is a system software?**

- [A] Database programs
- [B] Word processors
- [C] Spreadsheets
- [D] Compilers

**Answer : [D]**

---

**(13) How many ways you can save a document?**

- [A] 3
- [B] 4
- [C] 5
- [D] 6

**Answer : [A]**

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**(14) What does an electronic spreadsheet consist of?**

- [A] Rows
- [B] Columns
- [C] Cells
- [D] All of these

**Answer : [D]**

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**(15) MS Word is an**

- [A] tabular data formatting software
- [B] word processing software
- [C] presentation software
- [D] E-mail client

**Answer : [B]**

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**(16) The ..... defines the appearance and shape of letters, numbers and special characters.**

- [A] font
- [B] font size
- [C] point
- [D] paragraph formatting

**Answer : [A]**

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**(17) A cell entry can be edited in the cell or in the**

- [A] menu bar
- [B] edit menu
- [C] function bar
- [D] formula bar

**Answer : [D]**

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**(18) Pressing Ctrl + F9 in Excel**

- [A] prints 9 worksheets
- [B] prints a sheet
- [C] prints 9 followed by spaces
- [D] None of the above

**Answer : [D]**

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**(19) ..... shows how the contents on printed page will appear with margin, header and footer.**

- [A] Draft
- [B] Full screen reading
- [C] Outline
- [D] Page layout

**Answer : [D]**

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**(20) PowerPoint provides ..... number of layouts for use with blank presentation.**

- [A] 20
- [B] 22
- [C] 24
- [D] 26

**Answer : [C]**

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