







16. In "MS Word" MS stands for

- (a) Master Server
- (b) Micro Service
- (c) Microsoft
- (d) Mega Series

17. \_\_\_\_\_ stores the text, picture, graphics for temporarily

- (a) Hard disk
- (b) CD
- (c) Clipboard
- (d) Pen drive

18. Which of the following is not operating system

- a) Windows 95
- b) Windows 98
- c) Windows 96
- d) Windows 2000

19. \_\_\_\_\_ plays as interface between user and computer hardware

- (a) Mouse
- (b) Keyboard
- (c) Operating System
- (d) Internet

20. Which of the following is not a computer language

- a) C++
- b) Lotus 123
- c) Oracle
- d) Microsoft

21. Double click of mouse is used to\_\_\_

- (a) Close file/folder
- (b) Open file/folder

- (c) Remove file/folder
- (d) Delete file/folder
22. Back space key on the keyboard is used for \_\_\_\_
- (a) Deleting text towards right side of cursor
- (b) Deleting text towards left side of cursor
- (c) Inserting text towards right side of cursor
- (d) Inserting text towards left side of cursor
23. Task bar can be placed at \_\_\_\_ :
- (a) Bottom of the screen only                      (b) Right side of the screen only
- (c) Any side of screen                              (d) Bottom and Top side of screen only
24. Last 15 documents opened can be viewed with the \_\_\_\_ option of start button
- (a) Programmes
- (b) Documents
- (c) Setting
- (d) Search
25. Recently used menus will appear on \_\_\_\_\_ as shortcut keys :
- (a) Task Bar
- (b) Menu Bar
- (c) Standard tool bar
- (d) None of the above
26. While typing right hand side number keys of the key board can be used provided \_\_\_\_\_ :
- (a) Num Lock button is on

