

16. Short cut for printing powerpoint presentation is _____ [c]
 a. Ctrl + Shift + p b. Ctrl + a c. Ctrl + p d. Ctrl + s
17. Netscape navigator is a _____ [c]
 a. Web searcher b. Internet c. Web browser d. Intranet
18. The fastest network is _____ [a]
 a. LAN b. WAN c. MAN d. All the above
19. Most commonly used web search engine is _____ [b]
 a. Internet explorer b. Google c. Firefox d. Bing
20. WhatsApp, google talk are examples of _____ [c]
 a. E-mail system b. ISP c. Instant messaging d. All the above

II. Fill in the blanks

1. A computer is an electronic device that can store, retrieve and execute instructions provided by the users.
2. RAM stores program and application data needed by the computer.
3. ROM are those memories which do not lose their data.
4. An Operating System is a software that controls the hardware.
5. Single User operating system allows a single user to perform operation on the computer at a given instance of time.
6. Start Button is the essential button present on the taskbar.
7. Status Bar is located below the work area of MS-Word Window.
8. MS-Word is the most popularly used word processing application.
9. Office button is present at the upper left corner of the word screen.
10. Formatting is a technique that enhances the look and feel of a document.
11. Each individual spreadsheet file when put together forms a workbook
12. The intersection of rows and columns in a worksheet is referred as cell
13. A cell range is a selected group or block of cell in a worksheet.
14. PowerPoint presentation provides Templates and Tools to create slides.
15. Slide sorter view displays all slides in the miniature form along the horizontal row.
16. Note page view displays miniature version of slides with an area of text below it.
17. Internet is simply referred to as a collection of different physical network such as LANs, WANs and MANs.
18. WWW stands for World Wide Web
19. Google Chrome is a Web browser
20. Safari is the default web browser for Apple devices.