

7. _____ is the area in Windows 10 that contains a background picture (wallpaper), icons and the taskbar.
- Computer Boot
 - System Tray
 - Desktop
 - Icons
8. Suppose you want to repeat a text like company name and page number on each page then which feature is appropriate in MS Word 2010?
- Bookmark
 - Hyperlink
 - Track changes
 - Header and Footer
9. Mail Merge feature is available in
- Adobe Reader
 - Wordpad
 - Notepad
 - MS-Word 2010
10. Which tool is used to graphically represent the data in MS Excel 2010?
- Pivot table
 - Cell address
 - Charts
 - Algorithm
11. After selecting a cell, we write $=12+26*3$ and press enter key then what is the value inside that particular cell?
- 38
 - 55
 - 90
 - Result in error
12. MS-Access automatically creates the first field for each new table called as ID, what is the Use of ID?
- To uniquely identify the record.
 - To enter only the currency values.
 - To make presentation good
 - It is useless.



7. _____ विंडोज 10 का क्षेत्र है जिसमें पृष्ठभूमि चित्र (वॉलपेपर), आइकन और टास्कबार शामिल है।
- कंप्यूटर बूट (Boot)
 - सिस्टम ट्रे (Tray)
 - डेस्कटॉप
 - आइकन (Icons)
8. मान लीजिए कि आप प्रत्येक पृष्ठ पर कंपनी के नाम और पेज नंबर जैसे टेक्स्ट को दोहराना चाहते हैं तो एमएस वर्ड 2010 में कौन सी सुविधा उपयुक्त है?
- बुकमार्क
 - हाइपरलिंक
 - ट्रैक चेंजिस
 - हेडर और फुटर
9. मेल मर्ज सुविधा _____ में उपलब्ध है।
- एडोब रीडर
 - वर्डपैड
 - नोटपैड
 - एमएस-वर्ड 2010
10. एमएस एक्सेल 2010 में डेटा का ग्राफिकल रूप से प्रतिनिधित्व करने के लिए कौन सा टूल उपयोग किया जा सकता है?
- पिवोट टेबल
 - सेल एड्रेस
 - चार्ट
 - एल्गोरिदम (Algorithm)
11. सेल चुनने के बाद, हम $= 12 + 26 * 3$ लिखते हैं और एंटर कुंजी दबाते हैं तो उस विशेष सेल के अंदर मूल्य क्या होगा?
- 38
 - 55
 - 90
 - परिणाम में त्रुटि
12. एमएस-एक्सेस स्वचालित रूप से प्रत्येक नई तालिका के लिए पहला फ़ील्ड आईडी के नाम से बनाता है, उस आईडी का उपयोग क्या है?
- रिकॉर्ड की विशिष्ट पहचान करने के लिए।
 - केवल मुद्रा मूल्यों को दर्ज करने के लिए।
 - प्रस्तुति अच्छा करने के लिए।
 - इसका कोई उपयोग नहीं है।

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