1. Print Preview
2. Grouping
3. Desktop
4. Subscript
5. Formatting
6. Hard Copy
7. Registers
8. Nibble
9. Portrait
10. Notepad
11. F2
12. Recycle Bin/ Trash
13. Minimize
14. Special Purpose/Tailor made software
15. RAM
16. Barcode Reader
17. Double click
18. Click on INSR mode
19. Format
20. What You see is What you Get
21. Plotters
22. Access
23. Ctrl + v
24. Word wrap is the additional feature of most text editors, word processors, and web browsers, of breaking lines between and not within words, except when a single word is longer than a line.
25. Shortcut
26. Responsible for controlling and managing different resources of a computer
27. Spelling wrong, grammar wrong
28.
    - Device used to draw lines or images on the screen- Light Pen
    - Inputting the cheque number, bank code number etc. on a bank cheque.-MICR
    - A new generation optical storage device that is designed as a replacement to DVD-Blu Ray
    - Type the text in the letters etc.- keyboard
29. OS, Compiler
30. Open source, virus free
31. Ctrl+c and Ctrl+v, right click copy and paste
32. Format, View
33. Access and disk cleanup
34. Combination of rows and columns. Table→ Insert
35. One is right aligned and other is justified. Ctrl+B. Sentence case. Find and Replace in Edit menu
36. (i) Insert
    (ii) Format Paintbrush
    (iii) Fontwork Gallery
    (iv) Binary language
    (v) Subfolder
37. Table→ Autoformat, Tools→ Gallery, Click on Format and then on Character and then on Position, View→Toolbars→Drawing, Click on grey areas in horizontal rule
38. 1 line explanation is required.
39. The margin is the boundary where text normally begins. Indenting tends to highlight a line or an entire section of text may be indented to set it apart from the rest of the body of text

A ROM chip does not require a constant source of power to retain the information stored on it, whereas a RAM chip does require a constant source of power to retain the information.
3GLs are procedure oriented while 4Gls are non procedural
Application software is computer software designed to help the user to perform specific tasks. System software is computer software designed to operate the computer hardware and to provide a platform for running application software.

Hard Disk is the main storage device, usually inside the CPU case. These can have sizes from 1gigabyte to more than 180gigabyte these days. A Floppy Disk is an external storage device used to store data of small amounts for transferring data from one source to another. These are 1.44megabyte in size.

Trackball is inverted mouse

Closing means closing a document and exiting is coming out of software

Character is formatting to a single character and paragraph is for whole para

Save as is giving a name and save is after editing

Flatbed scanners take up significantly less space than sheet-fed scanners.

1. A
2. A
3. C
4. B
5. B
6. B
7. C
8. A
9. B
10. A
11. A
12. B
13. B
14. A
15. D
16. A
17. D
18. B