

ta:-13/4/2019	stnS3r-2:2019	ku gù:-25
smy: ÈÈ imin3	2or` :-È vgR ____	bøk nør:- ____
inrl9knl shl:- ____	iv8y:-kMPyBr i4yrl	prl9knl shl:- ____

pñ kñak	1	2	3	4	5	ku gù
mÈvèa gù						
ku gù	5	5	5	5	5	25

pñ:-1 k0sma4l y0Gy xBd psd krl qal I j Gya pt0. (5)

1. vDp0 neb2 krva ma3e0U KI oz 0e (Aopnàkl oz)
2. ivND0z nenanl krva>ma3erIS3orDa]n b3nno]pyog 4ay 0e (mksIma[zàrIS3orDa]n)
3. vDp0 pr ikl k krva4l D0pDa]nm0Uqaxe (S3Bme0D0pDa]nm0U)
4. Dokym0B n0nam 3a[3l bar pr =È xkay 0e (S30sbarà3a[3l bar)
5. 3a[3l barma>j m` I baj aa q0a pr #a` b3n 0e (#a` /car)

pñ:-2 niceAape>j 0ka>j 00. (5)

- | | |
|--------------------------------|---------------------|
| A | b |
| 1. vDp0 no]pyog | A. BOLD b3n |
| 2. OPEN | B. I qa` I qva ma3e |
| 3. I qa` ne0aÍa krva> | C. Dokym0Bneqol va |
| 4. Dokym0Bma>S0aranl k0l I rlt | D. xBd x02l xkay |
| 5. Dokym0Bma>FIND Wara | E. berlt 4[xke |

(1- B) (2- C) (3- A) (4- E) (5- D)

pñ-3 niceAape>v0kyo saca>0ek0q3a>t0l inxanl kro. (5)

1. Dokym0Bma>REPLACE Wara xBd bdl I xkay 0e
2. Dokym0B ph0lvar se krva ma3eHOME pr ikl k krva>pDe
3. vDp0 b2 krva ma3erIS3orDa]n pr ikl k krva>pDe
4. Al a[n 3KS3ra[3 Skñn nl j m` I baj A0Aave0e
5. vDp0ma>Recent Document ma>Date&Time =È xkay 0e

pñ-4 niceApeapñona Ak-bevayma>] | r I qo.ügmet qasÍ (5)

1. foN3 sa[z xma>mapvama>Aave0e
foN3 sa[z po[N3sma> mapvama>Aave0e

2. iDfoL3 isI kxn konekhe0e
kMPyBr @vara psc krayea>ivkLpneiDfoL3 isI kxn khe0e

3. ikvk Akse 3Ubar pr kël a b3n Aavea>0e
ikvk Akse 3Ubar pr #a` b3n Aavea>0e

4. 3KS3 Aeryama>zbktl nani } wl I I3I nexckhe0e
3KS3 Aeryama>zbktl nani } wl I I3I ksR khe0e

5. Ha[I a[3 dU krva ma3exckrvpDè
Ha[I a[3 dU krva ma3eiVNDoma>gmeyya>ikl K krvpDe

6. qal I 3KS3 bokSma>xu=ea m5e0e
qal I 3KS3 bokSma>hæa zbktl nani } wl I I3I j ova m5e0e

pñ-5 niceApeapñona ivkLpma] | r xo2I samea bokSma>I qo. (5)

1. vDpè ivNDo DokymkSma>tarlq Anesmy]meva xckrvpDè B
A) Italic B) Insert C) Text
2. ivNDo j yaremo3I krvi hoy Tyarekya>b3n pr ikl k krxo? C
A) Kl oz B) I a[n C) mksIma[z
3. HOME 3b pr ikl k kriAeyarexu=ea m5e0e A
A) Ribbon B) Center C) Align
4. vDpèma>tmej dokymkS se kro Oo telya>deqay 0e B
A) 3aSkbar B) 3a[3I bar C) mædar
5. Jyaretmema]s po[N3rne3KS3 AeyAama>I [=v Tyarekeo Aeo deqay 0e C
A) E B) Y C) I