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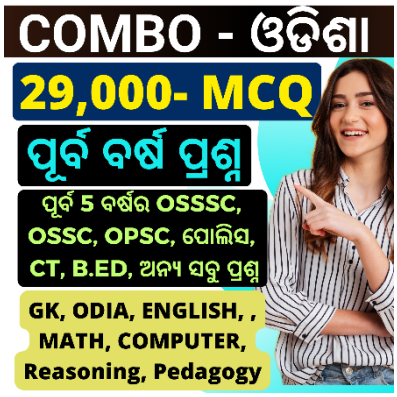

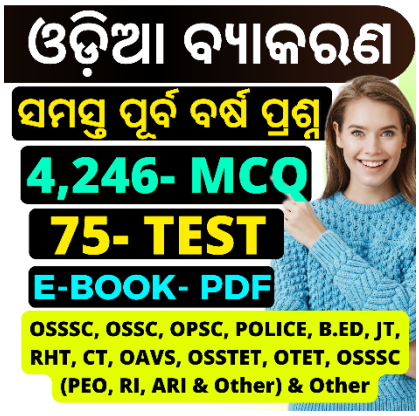

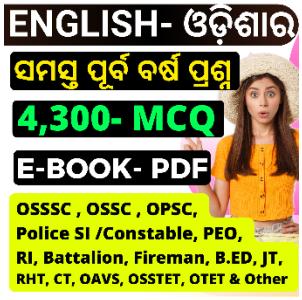

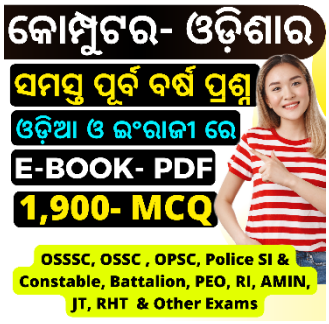

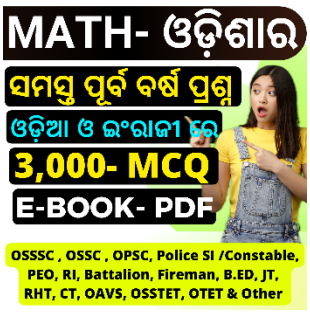

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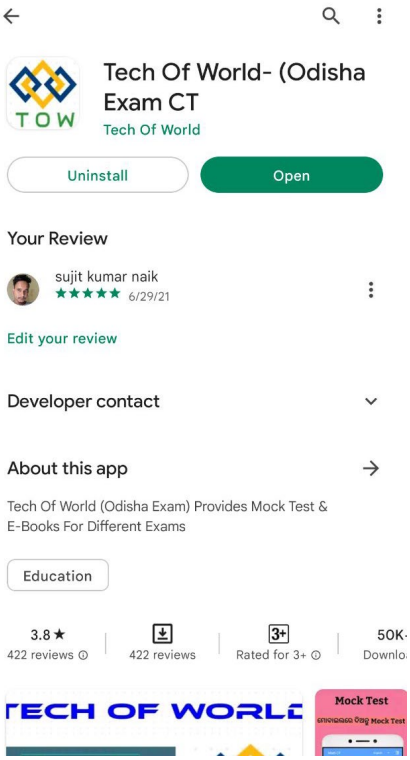

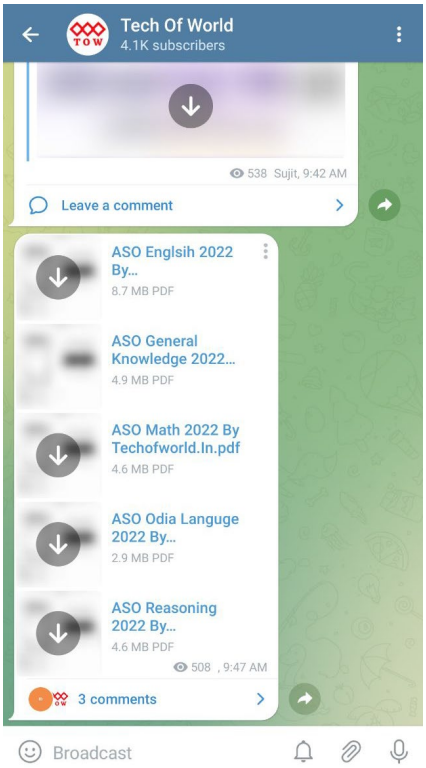

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Question Booklet Series Code : A **Question Book Sl. No. COMP :** 339169

Time Allowed: 01.30 hours **Maximum Mark: 100**

ନିର୍ଦ୍ଧାରିତ ସମୟ : ଘ୦୧.୩୦ମିନିଟ୍ **JC-2015** ସର୍ବାଧିକ ମାର୍କ : ୧୦୦

Read the following instructions carefully before you begin to answer the questions. This Booklet contains 100 objective type questions with multiple choice answers on Computer Basic Skills in English language.

ପ୍ରଶ୍ନଗୁଡିକର ଉତ୍ତର କରିବାପୂର୍ବରୁ ନିମ୍ନ ପ୍ରଦତ୍ତ ନିର୍ଦ୍ଦେଶାବଳୀ ଯତ୍ନସହକାରେ ପଢନ୍ତୁ । ଏହି ପୁସ୍ତିକାରେ ଇଂରାଜୀ ଭାଷାରେ କମ୍ପ୍ୟୁଟର ମୌଳିକ ଦକ୍ଷତା ସମ୍ବନ୍ଧୀୟ ୧୦୦ଟି ବିବିଧ ଉତ୍ତରଯୁକ୍ତ ସଂକ୍ଷିପ୍ତ ପ୍ରଶ୍ନ ଦିଆଯାଇଅଛି ।

INSTRUCTIONS FOR CANDIDATES

1. This Booklet contains in all 100 questions with objective multiple choice answer comprising of the following:
2. All questions are compulsory and carry equal mark.
3. Before answering any question, checkup this Booklet and ensure that it contains **15** pages and no page is missing, mutilated or repeated. In case of any defect replace it immediately.
4. The Invigilator shall supply you the bank OMR Answer Sheet separately. Enter your Roll Number, Question Booklet Serial Number and Question Booklet Series Code and darken the corresponding circle/oval provided on left side of the Answer Sheet carefully by black/blue ball point penonly. You must write the name, date and center of examination and put your full signature in the appropriate spaces provided therein before answering any question.
5. A machine will read the coded information furnished by you in the OMR Answer Sheet. If the information so furnished by you are incomplete or different from what have been given in the application form, you will be awarded Zero mark.
6. These instructions must be complied with fully failing which your Answer Sheet will not be evaluated and Zero mark will be awarded.
7. Answer must be given by completely blackening one of the four circles/ovals representing the correct answer given on right side of the Answer Sheet corresponding to the relevant question number by using Black/Blue ball point pen only. Answers not shown by black/blue ball point pen shall not be awarded any mark.
8. Failure to hand over the Answer Sheet to the Invigilator before leaving the examination hall/room will make you liable to penal action.
9. Read carefully the instructions of answering each question before answering it.
10. Answer the questions as quickly and carefully as you can. Some questions may be easy and others difficult. Don't spend too much time on any question.
11. No Rough work has to be done on the OMR Answer Sheet. Space for rough work has been provided below the questions wherever needed.
12. You must not carry into the examination hall/ room any book, mobile phones or electronic devices printed/handwritten papers except the Admission Letter.

Failure to comply with any of the above instructions will be considered as using unfair means and action as deemed proper will be taken against the violators.

ପ୍ରାର୍ଥୀ/ପ୍ରାର୍ଥିନୀ ମାନଙ୍କପାଇଁ ନିର୍ଦ୍ଦେଶାବଳୀ

୧.ଏହି ପୁସ୍ତିକାରେ ନିମ୍ନମତେ ମୋଟ ୧୦୦ଟି ବିବିଧ ଉତ୍ତର ଯୁକ୍ତ ସଂକ୍ଷିପ୍ତ ପ୍ରଶ୍ନ ଅଛି ।

୨. ସମସ୍ତ ପ୍ରଶ୍ନ ବାଧ୍ୟତାମୂଳକ ଏବଂ ପ୍ରତ୍ୟେକର ମାର୍କ ସମାନ।

୩.କୌଣସି ପ୍ରଶ୍ନର ଉତ୍ତରଦେବା ଆଗରୁ ପୁସ୍ତିକାଟି ତନଖି ଦେଖନ୍ତୁକି ଏଥିରେ ୧୫ ଟି ପୃଷ୍ଠା ଅଛି ଓ କୌଣସି ପୃଷ୍ଠା ଛାଡି, ନଷ୍ଟ କିମ୍ବା ପୁନରାବୃତ୍ତି ହୋଇନାହିଁ । କୌଣସି ତ୍ରୁଟିଥିଲେ ତାକୁ ତୁରନ୍ତ ବଦଳ କରାଇନିଅନ୍ତୁ।

୪. ପରୀକ୍ଷକ ଆପଣଙ୍କୁ ସ୍ୱତନ୍ତ୍ରଭାବେ ଓଏମାର୍ ଉତ୍ତରପତ୍ର ଦେବେ । ଉତ୍ତରପତ୍ରର ବାମ ପାର୍ଶ୍ୱରେ ଯଥା ସ୍ଥାନରେ ଆପଣଙ୍କ ରୋଲନମ୍ବର, ପ୍ରଶ୍ନପୁସ୍ତିକା କ୍ରମିକନମ୍ବର ଏବଂ ପ୍ରଶ୍ନପୁସ୍ତିକା ସିରିଜ କୋର୍ଡ ଉଲ୍ଲେଖ କରନ୍ତୁ ଏବଂ ଅନୁରୂପ ବୃତ୍ତ/ଅଣ୍ଡାକୃତିକୁ କେବଳ କଳା/ନୀଳ କାଳିର ବଲପଏଣ୍ଟ ପେନ୍ ଦ୍ୱାରା କାଳି କରନ୍ତୁ । ଏଠାରେ ପ୍ରଦତ୍ତ ନିର୍ଦ୍ଦିଷ୍ଟ ସ୍ଥାନରେ ପରୀକ୍ଷାର ନାମ, ତାରିଖ ଓ କେନ୍ଦ୍ର ନିଶ୍ଚିତ ଭାବେ ଲେଖନ୍ତୁ ଏବଂ କୌଣସି ପ୍ରଶ୍ନର ଉତ୍ତରଦେବା ଆଗରୁ ଆପଣଙ୍କ ପୁରା ଦସ୍ତଖତ ଦିଅନ୍ତୁ ।

୫. ଓଏମାର୍ ଉତ୍ତରପତ୍ରରେ ଆପଣ ଉଲ୍ଲେଖ କରିଥିବା ସାଙ୍କେତିକ ତଥ୍ୟକୁ ଗୋଟିଏ ଯନ୍ତ୍ର ପଠନ କରିବ । ତେଣୁ ଆପଣଙ୍କ ଏହି ପ୍ରଦତ୍ତ ତଥ୍ୟ ଯଦି ଦରଖାସ୍ତ ଫର୍ମରେ ଦିଆଯାଇଥିବା ତଥ୍ୟଠାରୁ ଫରକ କିମ୍ବା ଅସମ୍ପୂର୍ଣ୍ଣ ହୁଏ, ଆପଣଙ୍କୁ ଶୂନ୍ୟ ମାର୍କ ପ୍ରଦାନ କରାଯିବ ।

୬.ଏହି ନିର୍ଦ୍ଦେଶାବଳୀକୁ ସଂପୂର୍ଣ୍ଣଭାବେ ନିଶ୍ଚିତ ପାଳନକରନ୍ତୁ , ଅନ୍ୟଥା ଆପଣଙ୍କ ଉତ୍ତରପତ୍ର ମୂଲ୍ୟାୟନ କରାଯାଇପାରିବ ନାହିଁ ଏବଂ ଶୂନ୍ୟ ମାର୍କ ପ୍ରଦାନ କରାଯିବ ।

୭. ଉତ୍ତରପତ୍ରର ଡାହାଣ ପାର୍ଶ୍ୱରେ ଥିବା ସମ୍ପୃକ୍ତ ପ୍ରଶ୍ନ ସଂଖ୍ୟାର ଅନୁରୂପ ବୃତ୍ତ/ଅଣ୍ଡାକୃତିକୁ କେବଳ କଳା/ନୀଳ କାଳିର ବଲପଏଣ୍ଟ ପେନ୍ ଦ୍ୱାରା ନିଶ୍ଚିତ ସଂପୂର୍ଣ୍ଣଭାବେ କାଳି କରି ଉତ୍ତର ଦିଅନ୍ତୁ ।କଳା/ନୀଳ ବଲ ପଏଣ୍ଟ ପେନ୍ ଦ୍ୱାରା ଦର୍ଶାଯାଇନଥିବା ଉତ୍ତର ପାଇଁ କୌଣସି ମାର୍କ ଦିଆଯିବ ନାହିଁ ।

୮. ପରୀକ୍ଷା ହଲ/କୋଠରୀ ଛାଡିବା ପୂର୍ବରୁ ଆପଣଙ୍କ ଉତ୍ତରପତ୍ର ପରୀକ୍ଷକଙ୍କୁ ହସ୍ତାନ୍ତର କରି ନ ପାରିଲେ ଆପଣ ଆଇନାନୁଯାୟୀ ଦଣ୍ଡନୀୟ ହେବେ ।

୯. ଉତ୍ତର ଦେବାପୂର୍ବରୁ ପ୍ରତ୍ୟେକ ପ୍ରଶ୍ନରଉତ୍ତର ପ୍ରଦାନ ନିର୍ଦ୍ଦେଶାବଳୀ ଯତ୍ନସହକାରେ ପଢନ୍ତୁ ।

୧୦. ଯେତେ ଶୀଘ୍ର ଓ ଯତ୍ନସହକାରେ ପାରିବେ ପ୍ରଶ୍ନଗୁଡିକର ଉତ୍ତର ଦିଅନ୍ତୁ । କେତେକ ପ୍ରଶ୍ନ ସହଜ ଓ ଅନ୍ୟ କେତେକ କଠିନ ହୋଇପାରେ । କୌଣସି ପ୍ରଶ୍ନରେ ଅତ୍ୟଧିକ ସମୟ ନଷ୍ଟକରନ୍ତୁ ନାହିଁ ।

୧୧. ଓଏମାର୍ ଉତ୍ତରପତ୍ରରେ ରଫ୍ କାମ କରିବେ ନାହିଁ । ଯେଉଁଠି ଦରକାରପ୍ରଶ୍ନଗୁଡିକର ତଳେ ରଫ୍ କାମପାଇଁ ଖାଲିଜାଗା ଦିଆଯାଇଅଛି ।

୧୨. ପ୍ରବେଶ ପତ୍ର ବ୍ୟତୀତ କୌଣସି ବହି, ଛାପା/ହାତଲେଖାକାଗଜ, ମୋବାଇଲ ଫୋନ କିମ୍ବା ବୈଦ୍ୟୁତିକ ଉପକରଣ ଆପଣ ପରୀକ୍ଷା ହଲ/କୋଠରୀ ଭିତରକୁ ନେଇ ପାରିବେ ନାହିଁ ।

ଉପରୋକ୍ତ ନିର୍ଦ୍ଦେଶାବଳୀରୁ କୌଣସିଟି ଅନୁପାଳନରେ ଖିଲାପକଲେ ଏହାକୁ ଅସତ ଉପାୟ ଅବଲମ୍ବନବୋଲି ବିବେଚନା କରାଯିବ ଏବଂ ଉଲଙ୍ଘନକାରୀଙ୍କ ବିରୁଦ୍ଧରେ ଯଥୋଚିତ କାର୍ଯ୍ୟ ଅନୁଷ୍ଠାନ କରାଯିବ ।

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1. The name box appears at the-

A) left of the formula bar
B) below the status bar
C) right of the formula bar
D) below the menu bar

2. In Excel, the intersection of a row and column is called-

A) Box B) Cell C) Grid D) Table

3. Word offers certain ways in which the user can move around in a document, what is/are they?

A) by scrolling
B) by moving to a specific page
C) directly to first and last page
D) All A, B, and C

4. Which of the following is used to see all the slides on one screen in Microsoft PowerPoint?

A) view, slide sorter B) view, slide C) view, master D) view, slide show

5. Analog computer works on the supply of-

A) Continuous electrical pulses
B) Electrical pulses but not continuous
C) Magnetic strength
D) None of the above

6. Which of the following can be recognized by the OCR with the help of light source?

A) Size B) Shape C) Colour D) Used Ink

7. The shortcut key to delete the selected column is-

A) Ctrl + - B) Alt + - C) Shift + - D) Insert + -

8. What is the shortcut key for "Find and Replace" dialog box?

A) Ctrl + F B) Ctrl + R C) Ctrl + H D) Ctrl + Shift + F

9. It is a mark, normally round or a square dot, it is called-

A) number B) bullet C) Indentation D) both B and C

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A

10. Who invented the high level language C?
A) Dennis M. Ritchie B) Niklaus Writh C) Seymour Papert D) Donald Kunth

11. PowerPoint is a component of?
A) Windows 7 B) Microsoft Office C) All of the above D) None of these

12. Who designed the first electronic computer-ENIAC?
A) Van-Neumann
B) Joseph M Jacquard
C) J. Presper Eckert & John W Mauchly
D) None of the above

13. WAN stands for-
A) Wap Area Network
B) Wide Area Network
C) Wide Array Net
D) Wireless Area Network

14. Which menu is used to open, close and save PowerPoint Presentation?
A) Tool B) Window C) File D) Both A and B

15. Click at the beginning, press which key and simultaneously click at the end of any portion of a text to select the same in MS Word?
A) Shift B) Ctrl C) Alt D) Any of the above.

16. An excel worksheet can have a maximum of _____ number of columns.
A) 256 B) 255 C) 16384 D) 258

17. On an excel sheet, the active cell is indicated by?
A) A dotted border B) A blinking border C) A dark wide border D) By italic text

18. The man who built the first Mechanical Calculator was:
A) Joseph Marie Jacquard
B) John Mauchly
C) Blaise Pascal
D) Harward Ailken

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19. Which of the following is not a language for computer programming?

A) WINDOWS B) PASCAL C) BASIC D) COBOL

20. Which key should be pressed to start a new paragraph in MS Word?

A) Down Cursor Key B) Enter Key C) Shift + Enter D) Control + Enter

21. To select a line, you have to-

A) position the arrow pointer on the left margin adjacent to the line and click the left mouse button once.

B) position the arrow pointer in the selection bar adjacent to the line and click the mouse button twice.

C) position the arrow pointer in the selection bar adjacent to the line and click the left mouse button thrice.

D) Any of the above

22. Which would you choose to save a document with a new name?

A) Press Ctrl+S C) Click Tools, Options, Save

B) Click File, Save D) Click File, Save As

23. Which among following is a symbol of division in Excel?

A) / B) D C) Div. D) \

24. Which of the following is a temporary Primary Memory?

A) PROM B) RAM C) ROM D) EPROM

25. Abbreviation www in www.yahoo.com, stands for?

A) World word in Wonder C) World Processing Software

B) World Wide Web D) Wonderful World Web

26. Which of the following programs compresses large files into a smaller file?

A) WinZip B) WinShrink C) WinStyle D) None of above

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27. The new selected Font applies to-

A) full document
B) all the text above the current cursor position
C) the selected text
D) only to headings

28. How many Chart types are available in Excel?

A) 12 B) 11 C) 18 D) 20

29. To insert three columns between columns A and B, you would-

A) select column A B) select A and B C) select B D) all of above

30. A light-sensitive device that converts drawings, printed text or other images into digital from is-

A) Keyboard B) Plotter C) Scanner D) OMR

31. The Software in a computer-

A) Enhances the capabilities of the hardware machine
B) Increase the speed of central processing unit
C) Both of above
D) None of above

32. Which program is used in MS Word to check spelling?

A) Spellpro B) Spellcheck C) Checkspell D) None of these

33. Replace option is available on-

A) File menu B) Edit menu C) View menu D) Format menu

34. What is the default Font used in MS Word 2007 document?

A) Times New Roman B) Arial C) Calibri D) Preeti

35. Which of the following shortcut key can be used for creating a Chart from the selected cells?

A) F11 B) F10 C) F4 D) F2

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36. CRT which stands for Cathode Ray Tube is a-

A) Hollow tube B) Vacuum tube C) Round tube D) Long tube

37. The set of computer instructions or programs that enables the hardware to perform different tasks is called-

A) Software B) Hardware C) Utility D) Both A and B

38. The date and time display on-

A) Taskbar B) Status bar C) System tray D) Launch pad

39. To select a full document, you have to-

A) position the arrow pointer in the selection bar adjacent to the line and click the left mouse button once.

B) position the arrow pointer in the selection bar adjacent to the line and click on the left mouse button thrice.

C) position the arrow pointer in the selection bar adjacent to the line and click the right mouse button once.

D) position the arrow pointer in the selection bar adjacent to the line and click the right mouse button twice.

40. What is the short cut key to open Font dialog box?

A) Ctrl + F B) Alt + Ctrl + F C) Ctrl + D D) Ctrl + Shift + D

41. Excel work sheet data can be shared with Word document by-

A) Inserting an Excel file into Word

B) Link Excel data to Word document

C) Copy and Paste Excel work sheet into Word document

D) All the above

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42. Parts of the CPU are:

A) ALU, CU, MU
B) ALU, Peripherals, Memory
C) RAM, ROM, CU
D) ALU, RAM, ROM

43. FTP means?

A) File Transfer Protocol
B) File Telnet Protocol
C) Fast track Processing
D) Fine tuning programs

44. The recently deleted files are stored in-

A) Recycle bin B) Desktop C) Taskbar D) My computer

45. Which of the following is not a valid version of MS-Word?

A) Office-95 B) Office-97 C) Office-99 D) Office-2000

46. The formulas in Excel are made up of-

A) arithmetical operators and functions
B) only arithmetical functions
C) only arithmetical operators
D) only symbols

47. When the formula bar is activated, you can see the-

A) Edit Formula button B) Enter button C) Cancel button D) All of above

48. Which of the following statements is/are true?

A) Cache Memories are bigger than RAM.
B) Cache Memories are smaller than RAM.
C) ROM are faster than RAM.
D) Information in ROM can be written by users.

49. PowerPoint slides can have?

A) title, text, graphs
B) drawn objects, shapes
C) clipart, drawn art, visual
D) all of the above

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50. Which of the following is handy to carry and can store large amounts of data?

A) Floppy Disk B) Hard Disk C) CD ROM D) Zip Desk

51. To put emphasis on any written content, what option can be used?

A) Standout B) Stress C) Highlight D) Bold

52. Word's Count feature-

A) provides information about the number of words in the document.

B) is useful when the length of the document is limited to some number of words.

C) displays the number of pages, characters, paragraphs and lines in the document.

D) all the above

53. Ctrl+Pg.Up will take you to-

A) Previous sheet C) Last Cell in the Column

B) Next sheet D) First Cell in the Column

54. What term describes explanatory text attached to a Cell?

A) Context B) Callout C) Comment D) Dialog

55. The basic operations performed by a Computer are:

A) Arithmetic operations

B) Input & Output operations

C) Logical operations

D) all the above

56. The CRT is____ in shape.

A) Circular B) Rectangular C) Conical D) Eclipse

57. What option is used to use a paragraph at another place without removing it from the fi place?

A) Rotate B) Copy-Paste C) Delete D) Move

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A

58. Which of the following is applicable to MS Word?

A) Press Ctrl+I to italicize the selected text
B) Press Ctrl+B to bold the selected text
C) Press Ctrl+U to underline the selected text
D) All of these

59. Which command is used to close the Excel Window?

A) Alt+F4 B) Ctrl+W C) Ctrl+C D) Ctrl+R

60. What is the shortcut key to edit the selected cell?

A) F3 B) F8 C) F4 D) F2

61. Fifth generation computer is also known as-

A) Knowledge information processing system
B) Very large scale integration (VLSI)
C) Both of above
D) None of the above

62. The device on a Computer system that lets you see the processed information is known as-

A) Input device B) Storing device C) Memory device D) Output device

63. Which of the following is not an operating system?

A) DOS B) Linux C) Windows D) Oracle

64. The contents of a Clip board remain the same until-

A) You copy other text
B) you cut other text
C) you shut down the computer
D) all the above

65. What is the shortcut key for Spelling Check in document?

A) F7 B) Shift + F7 C) Ctrl + F7 D) Alt + F7

66. If you press ___, the Cell accepts your typing as its contents?

A) Tab B) Ctrl+Enter C) Enter D) Alt+Enter

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67. If the displayed system time and date are wrong, you can reset it using-

A) Write B) Calendar C) Write file D) Control panel

68. Which of the following statements about Margin is correct?

A) All sections in a document need to have same margin.

B) Different sections can have different margins.

C) Word have predefined margins settings for all documents.

D) Can't say, depend on the version of Word.

69. The Ctrl + E command is used in PowerPoint to align the text-

A) left B) centre C) right D) all of the above

70. The purpose of Auto Sum is to-

A) total and arrange what we select.

B) locate and total the rows and columns in a range nearest to the current cell.

C) add grand totals to a range containing other totals.

D) all the above

71. Which of the following is not a valid Zoom option in Excel?

A) 10 B) 100 C) 300 D) 500

72. The example of non-impact Printer is-

A) Laser-Dot matrix B) Inkjet Laser C) Inkjet Dot matrix D) Dot matrix

73. Which of the following statements is valid?

A) 1KB = 1024 bytes C) 1 MB = 1000 kilobytes

B) 1 MB=2048 bytes D) 1 KB = 1000 bytes

74. Which operation is not performed by computer?

A) Inputting B) Understanding C) Processing D) Controlling

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A

75. When the user places the mouse pointer on any of the buttons and not click them, after few seconds a text appears at the bottom of the pointer. It is called-

A) Tool Tip Text B) Micro Tips C) Help Tips D) Click tips

76. Which command is used to calculate the total characters in a cell?

A) Len B) Length C) Mid D) Sid

77. You can activate a Cell by-

A) pressing the Tab key
B) pressing an arrow key
C) clicking the cell
D) all the above

78. The part of computer system containing the circuitry that does the adding subtracting, multiplying, dividing and comparing is called:

A) Arithmetic and logical unit B) Memory C) CPU D) Control

79. The resolution of LASER Printer is specified in terms of-

A) DPI B) LPM C) CPM D) PPM

80. Which of the following are valid Min. & Max. zoom sizes in MS-Office?

A) 10/1000 B) 10/100 C) 20/250 D) 10/500

81. Which of the following statement is incorrect?

A) Headers are printed on the top of margins and footers are printed at the bottom of the margins.
B) Headers and footers normally carry information like page number, author name, dates, company names etc.
C) No Headers and Footers are required in a single page document.
D) Word will not allow to have Header and Footer in a single page document.

82. Ctrl + A option is used to-

A) Align Right B) Select All C) Change font D) Save document

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83. Each excel file is called a Workbook because-

A) It can contain text and data

B) It can be modified

C) It can contain many sheets including worksheets and chart sheets

D) You have to work hard to create it

84. VGA means-

A) Video Graphics Array
B) Visual Graphics Array
C) Volatile Graphics Array
D) Video Graphics Adapter

85. Which of the following is not one of the PowerPoint views?

A) Slide show view B) Slide view C) Presentation view D) Outline view

86. Which of the following runs on a computer hardware and serves as a platform for other systems to run on?

A) Operating system B) Application system C) System software D) All of above

87. Using Thesaurus-

A) helps you to add precision and variety to your writing.

B) just like a printed thesaurus, the Microsoft Word Thesaurus provides synonyms and at times antonyms.

C) provides list of related words and different forms of the selected word.

D) All the above

88. In a document what is the maximum number of columns that can be inserted in MS Word Table?

A) 35 B) 15 C) 63 D) 65

89. Legends are used in-

A) Chart Wizard B) Function Wizard C) Auto Sum D) Validation

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90. MICR stands for

A) Magnetic Ink Character Recognition

B) Magnetic Ink Computer Record

C) Magnetic Industries Corporation Region

D) Microphone Recording

91. The bar at the top of the window that bears the name of the window is known as-

A) Control panel B) Menu Bar C) Status bar D) Title bar

92. What type of document is allowed to be created by MS Word by default?

A) DOC B) WPF C) IXT D) DOT

93. Using Microsoft Word's "Find and Replace" feature you can-

A) replace both text and formatting

B) replace text only

C) replace formatting only

D) replace document's name only

94. Which of the following is not a type of page margin?

A) Left B) Right C) Center D) Top

95. Protection and the Protect Sheet options can be selected from-

A) Data B) Tools C) Edit D) Format

96. By default, the Cell content alignment is-

A) Left aligned

B) Text left aligned and numbers right

C) Text right aligned and numbers left

D) Centrally aligned

97. On how many documents you can work simultaneously in MS Word?

A) One B) Two C) More than two D) Any number

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98. Which shortcut key is used to close a Power Point Slide?

A) Ctrl+X B) Ctrl+O C) Ctrl+W D) Ctrl+I

99. Special effects used to introduce slides in a presentation are known as?

A) transitions B) effects C) custom animations D) annotations

100. Which of the following sections does not exist in a Slide Layout?

A) Titles B) Lists C) Charts D) Animations

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