

# Online Examinations (Even Sem/Part-I/Part-II Examinations 2020 - 2021)

Course Name - --Computer Application in Business

Course Code - BCM403

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- M.SC.(MM)
- B.A.(Eng)

Answer all the questions. Each question carry one mark.

9. 1. What is a portion of a document in which you set certain page formatting options ?

*Mark only one oval.*

- Page Setup
- Section
- Page
- Document

10. 2. Gutter position can be set in following positions

*Mark only one oval.*

- Left & Right
- Left & Top
- Left & Bottom
- Left Only

11. 3. Which key will open an Open dialogue box ?

*Mark only one oval.*

- F12
- Alt + F12
- Ctrl + F12
- Shift + F12

12. 4. Which file is responsible to start MS Word ?

*Mark only one oval.*

- Winword.exe
- Win.exe
- Word.exe
- Wordwin.exe

13. 5. Which is not a type of margin ?

*Mark only one oval.*

- Top
- Left
- Right
- Center

14. 6. Tabs stop position cannot be the following alignment ?

*Mark only one oval.*

- Decimal Alignment
- Center Alignment
- Bar Alignment
- Justify Alignment

15. 7. Ctrl + H is short cut for ?

*Mark only one oval.*

- Open Insert Dialog box activating Insert Hyper Link Tab
- Open Find and Replace Dialog box with activating Go to Tab
- Open Find and Replace Dialog box with activating Find Tab
- Open Find and Replace Dialog box with activating Replace Tab

16. 8. What can be searched by find ?

*Mark only one oval.*

- format
- characters
- symbol
- All of above

17. 9. How many maximum number of columns can be inserted in the word document ?

*Mark only one oval.*

- 45
- 50
- 55
- 65

18. 10. What is Macro ?

*Mark only one oval.*

- Small add-on programs that are installed afterwards if you need them
- Type of high level programming language
- Type of low level programming language
- Small programs created in MS-Word to automate repetitive tasks by using VBA

19. 11. What is the default font size of a new Word document based on Normal template ?

*Mark only one oval.*

- 8 pt
- 10 pt
- 12 pt
- 14 pt

20. 12. Minimum number of rows and columns in MS Word document is

*Mark only one oval.*

- 1 and 1
- 2 and 1
- 1 and 2
- 2 and 2

21. 13. Which of the following methods can not be used to enter data in a cell

*Mark only one oval.*

- Pressing an arrow key
- Pressing the Tab key
- Pressing the Esc key
- Clicking on the formula bar



22. 14. Which of the following will not cut information?

*Mark only one oval.*

- Pressing Ctrl + C
- Selecting Edit>Cut from the menu
- Clicking the Cut button on the standard
- Pressing Ctrl+X

23. 15. You can activate a cell by

*Mark only one oval.*

- Pressing the Tab key
- Clicking the cell
- Pressing an arrow key
- All of the above

24. 16. Text formulas:

*Mark only one oval.*

- Replace cell references
- Return ASCII values of characters
- Concatenate and manipulate text
- Show formula error value

25. 17. How do you insert a row?

*Mark only one oval.*

- Right-click the row heading where you want to insert the new row and select Insert from the shortcut menu
- Select the row heading where you want to insert the new row and select Edit >Row from the menu
- Select the row heading where you want to insert the new row and click the Insert Row button on the standard toolbar
- All of the above

26. 18. Which of the following is not a basic step in creating a worksheet?

*Mark only one oval.*

- Save workbook
- Modify the worksheet
- Enter text and data
- Copy the worksheet

27. 19. How do you select an entire column?

*Mark only one oval.*

- Select Edit > Select > Column from the menu
- Click the column heading letter
- Hold down the shift key as you click anywhere in the column
- Hold down the Ctrl key as you click anywhere in the column

28. 20.To create a formula, you first:

*Mark only one oval.*

- Select the cell you want to place the formula into
- Type the equals sign (=) to tell Excel that you're about to enter a formula
- Enter the formula using any input values and the appropriate mathematical operators that make up your formula
- Choose the new command from the file menu

29. 21. To center worksheet titles across a range of cells, you must

*Mark only one oval.*

- Select the cells containing the title text plus the range over which the title text is to be centered
- Widen the columns
- Select the cells containing the title text plus the range over which the title text is to be enfettered
- Format the cells with the comma style

30. 22. How can you find specific information in a list?

*Mark only one oval.*

- Select Tools > Finder from the menu
- Click the Find button on the standard toolbar
- Select Insert > Find from the menu
- Select Data > Form from the menu to open the Data Form dialog box and click the Criteria button

31. 23. When integrating word and excel, word is usually the

*Mark only one oval.*

- Server
- Destination
- Client
- Both Destination and Client

32. 24. When a label is too long to fit within a worksheet cell, you typically must

*Mark only one oval.*

- Shorten the label
- Increase the column width
- Decrease the column width
- Adjust the row height

33. 25. The name box

*Mark only one oval.*

- Shows the location of the previously active cell
- Appears to the left of the formula bar
- Appears below the status bar
- Appears below the menu bar

34. 26. Comments put in cells are called

*Mark only one oval.*

- Smart tip
- Goal seek
- Scenario Manager
- All of above

35. 27. Multiple calculations can be made in a single formula using

*Mark only one oval.*

- standard formulas
- array formula
- complex formulas
- smart formula

36. 28. Hyperlinks can be

*Mark only one oval.*

- Text
- Drawing objects
- Pictures
- All of above

37. 29. To activate the previous cell in a pre-selected range, press

*Mark only one oval.*

- The Alt key
- The Tab key
- The Enter key
- None of the above

38. 30. Which button do you click to add up a series of numbers?

*Mark only one oval.*

- The autosum button
- The Formula button
- The quicktotal button
- The total button

39. 31. When you link data maintained in an excel workbook to a word document

*Mark only one oval.*

- The word document can not be edit
- The word document contains a reference to the original source application
- The word document must contain a hyperlink
- The word document contains a copy of the actual data

40. 32. To edit in an embedded excel worksheet object in a word document

*Mark only one oval.*

- Use the excel menu bar and toolbars inside the word application
- Edit the hyperlink
- Edit the data in a excel source application
- Use the word menu bar and toolbars

41. 33. To create a formula, you can use

*Mark only one oval.*

- Values but not cell references
- Cell references but not values
- Values or cell references although not both at the same time
- Value and cell references

42. 34. Status indicators are located on the

*Mark only one oval.*

- Vertical scroll bar
- Horizontal scroll bar
- Formula bar
- Standard toolbar

43. 35. Rounding errors can occur

*Mark only one oval.*

- When you use multiplication, division, or exponentiation in a formula
- When you use addition and subtraction in a formula
- Because excel uses hidden decimal places in computation
- When you show the results of formulas with different decimal places than the calculated results

44. 36. You can copy data or formulas

*Mark only one oval.*

- With the copy, paste and cut commands on the edit menu
- With commands on a shortcut menu
- With buttons on the standard toolbars
- All of the above

45. 37. You can not link excel worksheet data to a word document

*Mark only one oval.*

- With the right drag method
- With a hyperlink
- With the copy and paste special commands
- With the copy and paste buttons on the standard toolbar.



46. 38. Excel files have a default extension of

*Mark only one oval.*

- Xls
- Xlw
- Wk1
- 123

47. 39. You can use the format painter multiple times before you turn it off by

*Mark only one oval.*

- You can use the format painter button only one time when you click it
- Double clicking the format painter button
- Pressing the Ctrl key and clicking the format painter button
- Pressing the Alt key and clicking the format painter button

48. 40. What is a model of a proposed product, service, or system?

*Mark only one oval.*

- Prototyping
- Prototype
- Proof-of-concept prototype
- Selling prototype

49. 41. What is an internal organizational Internet that is guarded against outside access by a special security feature called a firewall (which can be software, hardware, or a combination of the two)?

*Mark only one oval.*

- Client/server network
- Intranet
- Extranet
- Virus

50. 42. What is an intranet that is restricted to an organization and certain outsiders, such as customers and suppliers?

*Mark only one oval.*

- Client/server network
- Intranet
- Extranet
- Thin client

51. 43. What is a separate facility that does not have any computer equipment but is a place where the knowledge workers can move after the disaster?

*Mark only one oval.*

- Disaster recovery plan
- Hot site
- Cold site
- None of the above

52. 44. Which factor determines when your IT system will be available for knowledge workers to access?

*Mark only one oval.*

- Availability
- Accessibility
- Reliability
- None of the above

53. 45. Which factor determines who has the right to access different types of IT systems and information?

*Mark only one oval.*

- Availability
- Accessibility
- Reliability
- None of the above

54. 46. Which factor represents how well your system can adapt to increased demands?

*Mark only one oval.*

- Availability
- Accessibility
- Reliability
- Scalability

55. 47. Which factor represents a system's ability to change quickly?

*Mark only one oval.*

- Flexibility
- Accessibility
- Reliability
- Scalability

56. 48. What is a set of conditions used to measure how well a product or system functions?

*Mark only one oval.*

- Flexibility
- Performance
- Capacity planning
- Benchmark

57. 49. What automates business processes?

*Mark only one oval.*

- Workflow
- ASP
- Workflow system
- EIP

58. 50. Which will not harm computer resources

*Mark only one oval.*

- firewall
- Virus
- Trojan horse
- None of the above

59. 51. Which concept suggests that different applications and computer systems should be able to communicate with one another?

*Mark only one oval.*

- Integration
- Web services
- Scalability
- Interoperability

60. 52. Which process is used to reinstall data from a copy when the original data has been lost?

*Mark only one oval.*

- backup
- recovery
- benchmarking
- data cleansing

61. 53. What describes a process of continuously measuring results and comparing those results to optimal performance so that actual performance may be improved?

*Mark only one oval.*

- Disaster recovery plan
- Accessibility
- benchmarking
- Capacity planning

62. 54. Who protects system from external threats?

*Mark only one oval.*

- firewall
- EDI
- ERP
- SAP

63. 55. ERP stands for

*Mark only one oval.*

- Enterprise resolution planning
- Enterprise reverse planning
- Enterprise resource planning
- None of the above

64. 56. What is a type of virus that spreads itself, not just from file to file, but from computer to computer via e-mail and other Internet traffic?

*Mark only one oval.*

- Computer virus
- Worm
- Denial-of-service attack
- None of the above

65. 57. What consists of the identification of risks or threats, the implementation of security measures, and the monitoring of those measures for effectiveness?

*Mark only one oval.*

- Risk management
- Risk assessment
- Security
- None of the above

66. 58. What is the process of evaluating IT assets, their importance to the organization, and their susceptibility to threats, to measure the risk exposure of these assets?

*Mark only one oval.*

- Risk management
- Risk assessment
- Security
- None of the above

67. 59. What is the process of making a copy of the information stored on a computer?

*Mark only one oval.*

- Backup
- Anti-virus
- Firewall
- Biometrics

68. 60. What is hardware and/or software that protects computers from intruders?

*Mark only one oval.*

- Backup
- Anti-virus
- Firewall
- None of the above

69. 61. What is the use of physical characteristics — such as your fingerprint, the blood vessels in the retina of your eye, the sound of your voice, or perhaps even your breath — to provide identification?

*Mark only one oval.*

- Backup
- Anti-virus
- Firewall
- Biometrics



70. 62. All of the following are considered biometrics, except

*Mark only one oval.*

- Fingerprint
- Retina
- Password
- Voice

71. 63. Which of the following do viruses harm?

*Mark only one oval.*

- Your keyboard
- Your monitor
- Your processor
- Viruses do not harm any of the above

72. 64. Which of the following can a virus do?

*Mark only one oval.*

- Hurt your hardware
- Hurt any files they weren't designed to attack
- Infect files on write-protected disks
- None of the above

73. 65. Which item can a password be used to protect?

*Mark only one oval.*

- Network
- File
- Folder
- All of the above

74. 66. Which is the most important component of IT?

*Mark only one oval.*

- Information
- People
- Information technology
- Computers

75. 67. Which of the following captures screen images?

*Mark only one oval.*

- Key logger
- Packet sniffer
- Log analysis tools
- Screen capture software

76. 68. Which of the following records logons and deletions?

*Mark only one oval.*

- Key logger
- Packet sniffer
- Log analysis tools
- Screen capture software

77. 69. E-mail messages may be stored on which of the following computers?

*Mark only one oval.*

- Sender's computer
- Sender's server
- Recipient's server
- All of the above

78. 70. Unsolicited e-mail is called what?

*Mark only one oval.*

- Junk mail
- Spam
- Extra mail
- None of the above

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