



BRAINWARE UNIVERSITY

Term End Examination 2021 - 22
Programme – Bachelor of Business Administration
Course Name – Computer Applications
Course Code - GECS101
(Semester I)

Time : 1 Hr.15 Min.

Full Marks : 60

[The figure in the margin indicates full marks.]

Group-A

(Multiple Choice Type Question)

1 x 60=60

Choose the correct alternative from the following :

- (1) Which of the following is not a font style?
 - a) Bold
 - b) Italics
 - c) Regular
 - d) Superscript
- (2) 'Reference' command can be taken from which menu?
 - a) Insert
 - b) Format
 - c) Table
 - d) File
- (3) When we set 'Right' tab text appears to the _____ tab stop
 - a) Right
 - b) Left
 - c) Center
 - d) None of these
- (4) 'Insert → Page Break' is used to insert
 - a) A break in a page
 - b) A new page
 - c) A new sheet
 - d) A new break
- (5) Which is the correct step for taking 'Mail Merge'?
 - a) Format→ Letters→ Mail Merge
 - b) Tools→ Mail Merge→ Letters and Mailing
 - c) Tools→ Letters and mailing→ mail Merge
 - d) Tools→ mailing→ Mail Merge
- (6) What is the shortcut key for '1.5 line spacing'?
 - a) Ctrl + 1
 - b) Ctrl + 1.5
 - c) Ctrl + 2
 - d) Ctrl + 5
- (7) 'Find' command is found in _____ menu.
 - a) View
 - b) Edit
 - c) Tools
 - d) File

- (8) mail is one of the options of
- | | |
|-------------|------------------|
| a) Insert | b) Format |
| c) Tool bar | d) None of these |
- (9) One of the following is not the Border option from 'Borders and Shading Window'
- | | |
|----------|-----------|
| a) 3-D | b) Shadow |
| c) Shade | d) None |
- (10) 'Extended selection' tab can be activated from Status bar. It shows one of the following word:
- | | |
|--------|--------|
| a) REC | b) ETX |
| c) TEX | d) EXT |
- (11) One of the following font size cannot be selected from Tool Bar
- | | |
|-------|-------|
| a) 11 | b) 12 |
| c) 14 | d) 13 |
- (12) The find and replace option can be seen on _____ menu
- | | |
|-----------|-----------|
| a) Edit | b) View |
| c) Insert | d) Format |
- (13) When the text is printed or typed lengthwise, it is called _____
- | | |
|--------------|------------------|
| a) Landscape | b) Portrait |
| c) Justified | d) None of these |
- (14) Foot Note Command is present in _____ Menu
- | | |
|---------|------------------|
| a) File | b) Insert |
| c) Edit | d) None of these |
- (15) The short cut used for inserting line break
- | | |
|------------------|-----------------|
| a) Shift + Enter | b) Ctrl + Enter |
| c) Ctrl + K | d) Alt + Enter |
- (16) From which menu you can access Picture, Text Box, and Chart etc.?
- | | |
|---------|-----------|
| a) View | b) Insert |
| c) File | d) Edit |
- (17) What is the use of Hyperlink in Microsoft word?
- | | |
|--|--|
| a) To easily correct the spelling errors | b) To quickly jump to the ending of the document |
| c) To create a link within the documents | d) To easily correct the grammatical errors |
- (18) Which of the following keys creates a new paragraph?
- | | |
|--------|-----------|
| a) F12 | b) Insert |
| c) Tab | d) Enter |
- (19) What is the shortcut key to Edit a Cell in a Excel
- | | |
|-------|------------|
| a) F9 | b) Ctrl+F9 |
| c) F2 | d) Alt+F9 |
- (20) In Excel to enter a formula in cell, we must start with
- | | |
|-------|------|
| a) \$ | b) = |
| c) @ | d) + |
- (21) In Excel, the function _____ automatically creates sum.

- a) SUM
c) SUBTOTAL
- b) AUTOSUM
d) TOTAL
- (22) Calculations can be performed through _____
- a) Word
c) Excel
- b) PowerPoint
d) Access
- (23) Which group is used for logical operations in excel?
- a) SQRT, DEGREE, RAND(), GCD
c) IF, AND, FALSE, TRUE, OR
- b) NOW(), DATEVALUE(), WEEKDAY(NO
W())
d) VLOOKUP and INDEX MATCH
- (24) Whenthe text automatically goes onto thenextline, called-
- a) textwrap
c) wordwrap
- b) pagewrap
d) wrapword
- (25) What is the intersection of a column and a row on a worksheet called?
- a) Cell
c) Address
- b) Value
d) Column
- (26) Which Chart can be created in Excel?
- a) Area
c) Bar
- b) Line
d) All of these
- (27) An ideal example of cell address is-
- a) 41A
c) A12
- b) 11 25
d) 911
- (28) Which is not the function of Edit, Clear command?
- a) Delete contents
c) Delete formats
- b) Delete notes
d) Delete cells
- (29) A numeric value can be treated as label value if _____ precedes it.
- a) Apostrophe (')
c) Exclamation (!)
- b) Hash (#)
d) Tilde (~)
- (30) An Excel Workbook is a collection of-
- a) Workbooks
c) Worksheets and Charts
- b) Worksheets
d) Charts
- (31) Which of the following format you can decide to apply or not in AutoFormat dialog bo
x?
- a) Number format
c) Font format
- b) Border format
d) All of these
- (32) How can you remove borders applied in cells?
- a) Choose None on Border tab of Format cells
c) Both Choose None on Border tab of Format cells and Open the list on Border tool in For
mating toolbar then choose first tool (no bor
der)
- b) Open the list on Border tool in Formatting to
olbar then choose first tool (no border)
d)
None of these
- (33) Where can you set the shading color for a range of cells in Excel?
- a) Choose required color form Patterns tab of F
b) Choose required color on Fill Color tool in F

- Format Cells dialog box
- c) Choose required color on Fill Color tool in Drawing toolbar
- (34) You can set Page Border in Excel from-
- a) From Border tab in Format Cells dialog box
- c) From Line Style tool in Drawing toolbar
- (35) Numbers between 0 and 100 displayed in Red Color, which procedure should be follow in Excel?
- a) Use =if() function to format the required numbers red
- c) Select the cells that contain number between 0 and 100 then click Red color on Text Color tool
- (36) Cell is the _____ of a row and a column in a work sheet.
- a) Border
- c) Formatting
- (37) Which spread sheet software is most suitable for preparing Balance Sheet?
- a) MS Office
- c) MS Power point
- (38) Clear Formatting command is used for-
- a) Remove the Formatting
- c) Increase Font
- (39) What is the symbol for multiplying?
- a) *
- c) /
- (40) To select all of the boxes of an organization chart-
- a) Clicking and edit and select all
- c) Press and hold the SHIFT key and click each box
- (41) Which key on the keyboard can be used to view Slide Show?
- a) F8
- c) F6
- (42) The extension of a Power Point(2010) is-
- a) .ppt
- c) .doc
- (43) Shortcut key combination for Copy & Paste in MS PowerPoint is-
- a) Ctrl +A & Ctrl+S.
- c) Ctrl +C & Ctrl+S
- (44) Which of the following is not a PowerPoint view?
- a) Slide show view
- c) Presentation view
- (45) Which file format can be added to a PowerPoint show?
- formatting toolbar
- d) All of these
- b) From Border tool in Formatting toolbar
- d) You cannot set page border in Excel
- b) Apply Conditional Formatting command on Format menu
- d) All of these
- b) Intersection
- d) Label
- b) MS Excel
- d) Tally Accounting
- b) Apply the Formatting
- d) Decrease Font
- b) #
- d) */
- b) Right click the chart background and then click select all
- d) All of these
- b) F5
- d) F10
- b) .pptx
- d) .docx
- b) Ctrl +C & Ctrl+V.
- d) Ctrl +A & Ctrl+V.
- b) Slide view
- d) Outline view

- a) .gif
c) .wav
- b) .jpeg
d) All of these
- (46) Which of the following features should you use when typing notes in a text box?
a) Slide shows
b) Insert
c) Slide master
d) Zoom
- (47) In Microsoft PowerPoint the entry effect as one slide replaces another in a show is called a (an)-
a) Slide transition
b) Custom animation
c) Preset animation
d) Animation
- (48) The shortcut key to delete a PowerPoint file without sending to Recycle Bin is
a) alt + delete
b) ctrl + shift + delete
c) shift + delete
d) ctrl + delete
- (49) A new presentation can be created from
a) Blank Presentation
b) From Existing Presentation
c) From Design Template
d) All of these
- (50) The first established network that planted the seeds of Internet was called as-
a) ARPANET
b) NSFnet
c) Vnet
d) Both ARPANET and NSFnet
- (51) Voice mail, E-mail, Online services, Internet and www are all example of
a) Computer categories
b) Telecommuting
c) Connecting devices
d) Generation of electronic devices
- (52) Name the device that converts computer output into a form that can be transmitted over a telephone line?
a) Teleport
b) Modem
c) Server
d) LAN-card
- (53) Which of the following item is not used in LAN networks?
a) Computers
b) Printers
c) Modem
d) Cables
- (54) A dark net is an _____
a) Overlay network within the Internet that can only be accessed with specific software, configurations, or authorization, and often uses a unique customized communication protocol
b) Innovative organization that has driven changes in this industry by taking the lead in providing affordable broadband access to home
c) Wide-area packet-switching network with distributed control and the first network to implement the TCP/IP protocol suite. Both technologies became the technical foundation of the Internet
d) Wireless technology standard used for exchanging data between fixed and mobile devices over short distances using short-wavelength UHF radio waves in the industrial, scientific and medical radio bands, from 2.402 GHz to 2.480 GHz, and building personal area networks
- (55) A computer on Internet may be identified by-
a) E-mail address
b) Machine model number
c) IP address
d) Unique identification code
- (56) The operating system manages-

- a) Memory
- c) Disk and I/O Devices

- b) Processor
- d) All of these

(57) The BIOS is a

- a) Low-level software
- c) System software

- b) High-level software
- d) Application software

(58) The term 'software' may refers to-

- a) Information and data
- c) Transistors and circuit

- b) Instruction and data
- d) A collection of zero and one

(59) Operating System is a part of-

- a) Application
- c) Linux

- b) Programming
- d) System

(60) Android OS was developed by-

- a) Apple
- c) Microsoft

- b) Android.org
- d) Google