



BRAINWARE UNIVERSITY

Term End Examination 2020 - 21

Programme – Bachelor of Business Administration

Course Name – Information Technology for Business

Course Code - BBAD010402

Semester / Year - Semester I

Time allotted : 85 Minutes

Full Marks : 70

[The figure in the margin indicates full marks. Candidates are required to give their answers in their own words as far as practicable.]

Group-A

(Multiple Choice Type Question)

1 x 70=70

1. (Answer any Seventy)

(i) Ctrl + J

- | | |
|----------------------|-----------------|
| a) Slide show view | b) Slide view |
| c) Presentation view | d) Outline view |

(ii) Computer Virus is a

- | | |
|-------------|-------------|
| a) Hardware | b) Bacteria |
| c) Freeware | d) Software |

(iii) The extension of a Ms-Word(2007) is -----

- | | |
|----------|----------|
| a) pptx | b) .xls |
| c) .docx | d) .jpeg |

(iv) To apply center alignment to a paragraph we can press

- | | |
|-------------|-----------------|
| a) Ctrl + C | b) Ctrl + S |
| c) Ctrl + E | d) Ctrl + C + A |

(v) Which of the following formula in Excel is correct to find sum of cell B1, B2 and B3

- | | |
|------------------|------------------|
| a) = Sum (B1>B3) | b) = Sum (B1;B3) |
| c) = Sum (B1:B3) | d) = Sum (B1,B3) |

(vi) Internet Explorer is a type of

- a) Operating System
- b) Browser
- c) Compiler
- d) IP address

(vii) Graphical pictures that represent an object like file, folder etc are:

- a) Icons.
- b) Desktop.
- c) Windows.
- d) Task bar.

(viii) Which of the following is not a font style?

- a) Bold
- b) Italics
- c) Regular
- d) Superscript

(ix) Software refers to _____

- a) Information and data
- b) Instruction and data
- c) Transistors and circuit
- d) None of these

(x) Which of the following is not hardware?

- a) Chip
- b) CPU
- c) Memory unit
- d) Compiler

(xi) Which one is not an input device?

- a) Mouse
- b) Keyboard
- c) Speaker
- d) Scanner

(xii) The bar at the top of a window is known as?

- a) Title bar
- b) Control Panel
- c) Menu bar
- d) Taskbar

(xiii) Portrait and Landscape are

- a) Page Orientation
- b) Paper Size

- c) Page Layout
- d) All of these

(xiv) Which of the following formulas is not entered correctly?

- a) =10+50
- b) =B7*B1
- c) =B7+14
- d) 10+50

(xv) Hyperlinks can be

- a) Text
- b) Drawing objects
- c) Pictures
- d) All of these

(xvi) Which short cut key inserts a new slide in current presentation?

- a) Ctrl+N
- b) Ctrl+M
- c) Ctrl+S
- d) All of these

(xvii) The best way to insert a new slide in a presentation is to use the

- a) Normal view
- b) Special view
- c) Slide show view
- d) Slide sorter view

(xviii) RAM & ROM are the

- a) None.
- b) Both.
- c) Secondary Memory.
- d) Primary Memory.

(xix) What is the shortcut key to Edit a Cell in a Excel

- a) F9
- b) Ctrl+F9
- c) F2
- d) Alt+F9

(xx) How to use Format Painter multiple times

- a) By Double click on the Format Painter icon
- b) Format Painter cannot be use multiple times
- c) By selecting Edit-> Format Painter-> multiple Use
- d) By click on Lock Format Painter icon

(xxi) We access the World Wide Web using:

- a) Instant messaging applications
- b) Browsers
- c) High bandwidth
- d) Search engine

(xxii) Which key on the keyboard can be used to view Slide Show?

- a) F8
- b) F5
- c) F6
- d) F10

(xxiii) In Excel ----- automatically creates sum.

- a) Sum
- b) Autosum
- c) Subtotal
- d) Total

(xxiv) When the text automatically goes onto the next line this is

- a) text wrap
- b) page wrap
- c) word wrap
- d) wrap word

(xxv) Which of the following is not one of PowerPoint view?

- a) Slide show view
- b) Slide view
- c) Presentation view
- d) Outline view

(xxvi) To move to the end of the document, press the key(s)?

- a) Down arrow
- b) Ctrl + End
- c) End
- d) Ctrl + Down arrow

(xxvii) Which file format can be added to a PowerPoint show?

- a) gif
- b) .jpeg
- c) .wav
- d) All of these

(xxviii) Verification of a login name and password is known as

- a) configuration
- b) accessibility

c) authentication

d) logging in

(xxix) Short cut to save as command is

a) F12

b) F10

c) F6

d) F8

(xxx) By default, on which page the header or the footer is printed?

a) none

b) on alternate page

c) on every page

d) on first page

(xxxii) With which view can you see how text and graphics will appear on the printed page?

a) Normal

b) Outline

c) Web Layout

d) Print Layout

(xxxiii) Which of the following features should you use when typing in the notes text box?

a) Slide shows

b) Insert

c) Slide master

d) Zoom

(xxxiiii) Which is not the function of Edit, Clear command?

a) Delete contents

b) Delete notes

c) Delete formats

d) Delete cells

(xxxv) When all the numbers between 0 and 100 in a range should be displayed in Red Color, apply

a) Use =if() function to format the required numbers red

b) Apply Conditional Formatting command on Format menu

c) Select the cells that contain number between 0 and 100 then click Red color on Text Color tool

d) All of These

(xxxv) What is the shortcut key for '1.5 line spacing'?

- a) Ctrl + 1
- b) Ctrl + 1.5
- c) Ctrl + 2
- d) Ctrl + 5

(xxxvi) One of the following is not the Border option from 'Borders and Shading Window

- a) 3-D
- b) Shadow
- c) Shade
- d) None

(xxxvii) The intersection of a row and a column in a work sheet is known as

- a) Range
- b) Cell
- c) Formatting
- d) Label

(xxxviii) The horizontal bar at the bottom of the screen is called

- a) Task bar
- b) Scroll bar
- c) Tool bar
- d) Menu bar

(xxxix) Foot Note Command is present in ----- Menu

- a) File
- b) Insert
- c) Edit
- d) None of these

(xl) Files that are included with an email message are referred as

- a) Attachments
- b) Server-side includes
- c) Cookies
- d) JavaScripts

(xli) What are the two types of monitors?

- a) CRT and LCD
- b) . CRT and DVD
- c) DVD and VCD
- d) LCD and DVD

(xlii) Clear Formatting button is used for

- a) Remove the Formatting
- b) Apply the Formatting
- c) Increase Font
- d) Decrease Font

(xlvi) Which Ribbon is used to apply transition effect in a slide?

- a) Slide show
- b) Animation
- c) Design
- d) Insert

(xlv) Which option allows you to select line, curve, freeform or scribble tools?

- a) Insert motion path
- b) Create effect
- c) Draw custom path
- d) All of these

(xlv) The tracks on a disk which can be accessed without repositioning the R/W heads is

- a) Surface
- b) Cylinder
- c) Cluster
- d) All of these

(xlvi) Which part interprets program instructions and initiate control operations?

- a) Input
- b) Storage unit
- c) Logic unit
- d) Control unit

(xlvii) The section of the CPU that selects, interprets and sees to the execution of program instructions

- a) Memory
- b) Register unit
- c) Control unit
- d) ALU

(xlviii) The brain of any computer system is

- a) ALU
- b) Memory
- c) CPU
- d) Control unit

(xlix) Actual execution of instructions in a computer takes place in

- a) ALU
- b) Control Unit
- c) Storage unit
- d) None of these

(l) Which of the following is used as a primary storage device

- a) Magnetic tape
- b) PROM
- c) Floppy disk
- d) None of these

(li) Which of the Following holds the ROM, CPU, RAM and expansion cards

- a) Hard disk
- b) Floppy disk
- c) Mother board
- d) None of these

(lii) Which of the following is a name of plotter as well as a printer?

- a) Flatbed
- b) Laser
- c) Drum
- d) Impact

(liii) Where have the program and data to be located before the ALU and control unit of a computer can operate on it?

- a) Internal memory
- b) Secondary memory
- c) Microprocessor
- d) Magnetic tapes

(liv) Control Unit of a digital computer is often called the

- a) Clock
- b) Nerve center
- c) ICs
- d) All of these

(lv) The unit of a computer system that executes program, communicates with and often controls the operation of other subsystems of the computer is known as

- a) CPU
- b) Control Unit
- c) I/O unit
- d) Peripheral unit

(lvi) The most important advantage of a video disk is

- a) Compactness
- b) Potential capacity
- c) Durability
- d) All of these

(lvii) Time during which a job is processed by the computer is

- a) Delay time
- b) Real time
- c) Execution time
- d) Down time

(lviii) The most common binary code in use today is the 8 bit ASCII code.

What do the letters ASCII stand for?

- a) American Standard Code for International Interchange
- b) American Standard Code for Information Interchange
- c) . American Standard Code for Intelligence Interchange
- d) American Scientific Code for Information Interchange

(lix) Which function on excel tells how many numeric entries are there?

- a) a. Num
- b) b. Count
- c) c. Sum
- d) d. Chksum

(lx) What type of chart will you use to compare performance of two employees in the year 2016

- a) Column Chart
- b) Line Chart
- c) Pie Chart
- d) Dot Chart

(lxi) CHKDSK command is used to

- a) Analyze the hard disk error
- b) Diagnose the hard disk error
- c) Report the status of files on disk
- d) All of these

(lxii) Which command is used to copy files?

- a) Copy
- b) Disk copy
- c) Type
- d) All of these

(lxiii) Disk copy command in DOS is used to

- a) Copy a file
- b) Copy contents of one floppy disk to another
- c) Copy contents of CD-ROM to another
- d) All of these

(lxiv) Name of the screen that recognizes touch input is :

- a) Recog screen
- b) Point Screen
- c) Touch Screen
- d) Android Screen

(lxv) Identify the device through which data and instructions are entered into a computer

- a) Software
- b) . Output device
- c) Input device
- d) Memory

(lxvi) Computer Monitor is also known as

- a) DVU
- b) VDU
- c) CCTV
- d) UVD

(lxvii) Which one of these stores more data than a DVD ?

- a) CD Rom
- b) Floppy
- c) Blue Ray Disk
- d) Red Ray Disk

(lxviii) Which one is the result of the output given by a computer

- a) Data
- b) Instruction
- c) Information
- d) . Excursion

(lxix) Which one of these also known as read/write memory?

- a) ROM
- b) RAM
- c) DVD
- d) Hard Disk

(lxx) Which of the following is the user programmed semiconductor memory?

- a) SRAM
- c) EPROM

- b) DRAM
- d) All of these