BRAINWARE UNIVERSITY
Term End Examination 2020 - 21
Programme – Master of Business Administration
Course Name – Computer Application for Business
Course Code - MBA105
Semester / Year - Semester I

Time allotted : 75 Minutes   Full Marks : 60

[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 60=60

1.   *(Answer any Sixty)*

(i) The brain of any computer system is

a) ALU   b) Memory

c) CPU   d) Control unit

(ii) Which of following is an operating system?

a) Windows Xp   b) Linux

c) Unix   d) All Of These

(iii) Which of the following is a web browser?

a) Window Explorer   b) Internet Explorer

c) Start Button   d) Control Panel

(iv) Which of the following computer language is used for artificial intelligence?

a) FORTRAN   b) PROLOG

c) C   d) COBOL

(v) Computer operating system is basically a

a) System Utility   b) Application Software

c) System Software   d) Package Software

(vi) Which of the following is the 1's complement of 10?

    a) 1   b) 110

    c) 11   d) 10

(vii) Small picture that represents a specific program on a desktop is called

    a) Folder   b) Document

    c) File   d) Icon

(viii) The binary system uses powers of

    a) 10   b) 2

    c) 8   d) 16

(ix) List of documents waiting to be printed on printer is called

    a) Print List   b) Print Stack

    c) Print Queue   d) Print Line

(x) A computer program that converts assembly language to machine language is

    a) Compiler   b) Interpreter

    c) Assembler   d) Comparator

(xi) Which of the following device can store large amounts of the data?

    a) Floppy Disk   b) Hard Disk

    c) CD-ROM   d) Zip Disk

(xii) Which of the following program is not a utility?

    a) Debugger   b) Editor

    c) Spooler   d) All Of These

(xiii) What is required when more than one person uses a central computer at the same time?

a) Light pen   b) Mouse

c) Digitizer   d) Terminal

(xiv) Which of the following statement is valid?

a) Lady Augusta is the first programmer   b) Ada is the daughter of Lord Byron, a famous English poet

c) ADA is a programming language developed by US Defense   d) All Of These

(xv) CD-ROM Stands For

a) Compactable Read Only Memory   b) Compact Data Read Only Memory

c) Compactable Disk Read Only Memory   d) Compact Disk Read Only Memory

(xvi) Which of the following is a part of the Central Processing Unit?

a) Printer   b) Desktop

c) ALU   d) Mouse.

(xvii) Which of the following are input devices?

a) Keyboard   b) Mouse

c) Card Reader   d) All Of These

(xviii) What is operating system?

a) collection of programs that manages hardware resources   b) system service provider to the application programs

c) link to interface the hardware and application programs   d) All Of These

(xix) To access the services of operating system, the interface is provided by the _____

a) System calls   b) API

c) Library   d) Assembly instructions

(xx) Which one of the following error will be handle by the operating system?

a) power failure

b) lack of paper in printer

c) connection failure in the network

d) All Of These

(xxi) What is the main function of the command interpreter?

a) to get and execute the next user-specified command

b) to provide the interface between the API and application program

c) to handle the files in operating system

d) None of these

(xxii) The OS X has _____

a) monolithic kernel

b) hybrid kernel

c) microkernel

d) monolithic kernel with modules

(xxiii) When was Pascaline invented?

a) 1617

b) 1620

c) 1642

d) 1837

(xxiv) A Number Or Letter That Appears Little Above The Normal Text Is Called :

a) Superscript

b) Subscript

c) Supertext

d) Toptext

(xxv) In which view Headers and Footers are visible

a) Normal View

b) Page Layout View

c) Print Layout View

d) Draft View

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

a) Ctrl + S

b) Ctrl + C

c) Ctrl + C + A

d) Ctrl + E

(xxvii) The space left between the margin and the start of a paragraph is called

a) Spacing   b) Gutter

c) Indentation   d) Alignment

(xxviii) Text-styling feature of MS word is

a) WordColor   b) WordFont

c) WordArt   d) WordFill

(xxix) Which items are placed at the end of a document

a) Footer   b) Foot Note

c) End Note   d) Header

(xxx) A number of letter that appears little below the normal text is called :

a) Superscript   b) Subscript

c) Supertext   d) Toptext

(xxxi) We can insert a page number at

a) Header   b) Footer

c) Both a. Header and b. Footer   d) None

(xxxii) File extension of word document is

a) .xls   b) .doc

c) .word   d) .jpeg

(xxxiii) We can remove / hide border of a shape by selecting

a) No Line   b) No Outline

c) White Line   d) No Border

(xxxiv) We can change the thickness of a line from

a) Line width   b) Line Height

c) Line Thick   d) Line Style

(xxxv) What item contains detailed information about something in the text?

a) Footer

b) Foot Note

c) Header

d) Head Note

(xxxvi) Which item is printed at the bottom of each page

a) Header

b) Foot Note

c) Title

d) Footer

(xxxvii) Where footnotes appear in a document

a) End of document

b) Bottom of a Page

c) End of Heading

d) None

(xxxviii) Following font size is not supported by word

a) 15

b) 72.5

c) 102.89

d) 532

(xxxix) The number of ways you can save a word document, are

a) 2

b) 3

c) 4

d) 5

(xl) What is gutter margin?

a) Margin added to the left margin when printing

b) Margin added to right margin when printing

c) Margin added to the binding side of page when printing

d) Margin added to the outside of the page when printing

(xli) Portrait and Landscape are _____.

a) Paper size

b) Page layout

c) Page orientation

d) Page margin

(xlii) Values of normal margin (in inches) in ms-word is

a) left-0.5, right-0.5, top-0.5, bottom-0.5   b) left-0.75, right-0.75, top-0.5, bottom-0.5

c) left-1, right-1, top-1, bottom-1   d) left-1.5, right-1.5, top-1, bottom-1

(xliii) Which of the following is not essential component to perform a mail merge operation?

a) Main document   b) Data source

c) Merge fields   d) Word fields

(xliv) When the Language bar is _____, it means that you do not see it on the screen but it will be displayed the next time you start your computer.

a) restored   b) hidden

c) minimized   d) closed

(xlv) AutoCorrect was originally designed to replace _____ words as you type.

a) short, repetitive   b) grammatically incorrect

c) misspelled   d) none of these

(xlvi) Home Key

a) Moves the cursor beginning of the document   b) Moves the cursor beginning of the paragraph

c) Moves the cursor beginning of the screen   d) Moves the cursor beginning of the line

(xlvii) "Ctrl + Right Arrow" is used to

a) Moves the cursor one word right   b) Moves the cursor end of the line

c) Moves the cursor end of the document   d) Moves the cursor one Paragraph down

(xlviii) "Ctrl + PageDown" is used to

a) Moves the cursor one Paragraph Down   b) Moves the cursor one Page Down

c) Moves the cursor one Line Down   d) Moves the cursor one Screen Down

(xlix) What are inserted as cross-reference in Word?

a) Placeholders

b) Bookmarks

c) Objects

d) Word fields

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

a) on first page

b) on alternate page

c) on every page

d) None of these

(li) What is the intersection of a column and a row on a worksheet called?

a) Column

b) Value

c) Address

d) Cell

(lii) What type of chart is useful for comparing values over categories?

a) Pie Chart

b) Column Graph

c) Line Chart

d) Dot Graph

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

a) Num

b) Count

c) Sum

d) Chksum

(liv) Statistical calculations and preparation of tables and graphs can be done using

a) Adobe Photoshop

b) Excel

c) Notepad

d) Power Point

(lv) To select multiple non-adjecent cells in a worksheet you will click them holding

a) ALT key

b) Shift Key

c) Ctrl+Shift key

d) CTRL key

(lvi) Red triangle at the top right corner of a cell indicates

a) There is an error in the cell

b) The font color of the text in cell is red

c) There is a comment associated with the cell

d) The cell can't accept formula

(lvii) Which of the following is concantenating operator?

a) Apostrophe (')

b) Exclamation (!)

c) Hash (#)

d) Ampersand (&)

(lviii) Data can be arranged in ascending or descending order by using

a) Sort command from Table menu

b) Sort command from Tools menu

c) Sort command from Data menu

d) None of these

(lix) What symbol is used to enter number as text?

a) "

b) '

c) =

d) +

(lx) To create a formula, you first

a) Select the cell you want to place the formula into

b) Type the equals sign (=) to tell Excel that you're about to enter a formula

c) Enter the formula using any input values and the appropriate mathematical operators that make up your formula

d) Choose the new command from the file menu