



## BRAINWARE UNIVERSITY

### Term End Examination 2020 - 21

Programme – Bachelor of Business Administration & Bachelor of Law

Course Name – Computer Applications in Law

Course Code - BBALLBS301

Semester / Year - Semester III

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) Which part interprets program instructions and initiates control operations

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

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

- |              |                |
|--------------|----------------|
| a) Compiler  | b) Interpreter |
| c) Assembler | d) Comparator  |

(iii) 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           |

(iv) Which of the following is non-volatile storage?

- |            |              |
|------------|--------------|
| a) Backup  | b) Secondary |
| c) primary | d) cache     |

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

- |        |                 |
|--------|-----------------|
| a) ALU | b) Control Unit |
|--------|-----------------|

c) Storage unit

d) Output Unit

(vi) GUI stands for

a) Graphical User Interface

b) General User Interface

c) Graphs User Interface

d) Grayed User Interface

(vii) Computer operating system is basically a

a) System Utility

b) Application Software

c) System Software

d) Anti-Virus Software

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

a) Clock

b) Nerve center

c) ICs

d) Digital

(ix) Which of the following is used to ensure the high quality of computer output?

a) computer output microfilm

b) output controls

c) voice output systems

d) liquid crystal display

(x) Off-line operation is the operation of devices without the control of

a) Memory

b) CPU

c) ALU

d) Control unit

(xi) Which one is not a primary device?

a) RAM

b) ROM

c) Floppy Disk

d) Both RAM and ROM

(xii) Copy and Xcopy are same in the sense

a) Both are internal command of DOS

b) Both can be used to copy file or group of files

c) Both are external commands of DOS

d) None of these

(xiii) Software refers to\_\_\_\_\_

- a) Information and data
- b) Collection of Programs
- c) Transistors and circuit
- d) CPU

(xiv) RAM is:

- a) Volatile memory
- b) Non- Volatile memory
- c) Magnetic tape
- d) Magnetic Disk

(xv) The shortcut key to delete a file without sending to Recycle Bin is

- a) Alt + Del
- b) Ctrl + Del
- c) Shift + Del
- d) Shift + Alt

(xvi) 1 KB = how many bytes?

- a) 4 Bytes
- b) 1024 Bytes
- c) 2024 Bytes
- d) 16 Bytes

(xvii) Format command is used to

- a) Prepare a blank disk
- b) Create a new blank disk from a used one
- c) Both of these
- d) Not possible

(xviii) Which command is used to change the file name?

- a) Ren
- b) Rename
- c) Both of these
- d) New name

(xix) The language that is an input for statement translation is called

- a) Assembly language
- b) Source language
- c) High-level language
- d) Object language

(xx) Computers are extremely fast and have fantastic memories. However, the only thing they can remember is

- a) Instruction
- b) Series of 1s and 0s

c) Boolean algebra

d) Logic theorems

(xxi) Computer instructions written with the use of English words instead of binary machine code is called

a) Mnemonics

b) Symbolic code

c) Gray code

d) Op-code

(xxii) CPU consists of two parts, namely

a) ALU and AC

b) Memory and LCD

c) ALU and Control Unit

d) Mouse and Keyboard

(xxiii) What is the name of the logic circuit which can add two binary digits?

a) Full adder

b) Half adder

c) Buffer

d) Register

(xxiv) Storage on PC allows you to store files until something erases it, but memory loses its contents whenever its \_\_\_\_\_ is lost

a) static

b) disk space

c) power

d) both a. static and b. disk space

(xxv) The function of CPU is

a) to provide a hard copy

b) to read, interpret and process the information and instruction

c) to communicate with the operator

d) to provide external storage of text

(xxvi) Set of a program which consists of full documentation.

a) Software Package

b) System Software

c) Utility Software

d) File package

(xxvii) Ctrl + C in MS-Word refers to

a) Cut

b) Move

c) Paste

d) Copy

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

a) Superscript

b) Subscript

c) Supertext

d) Toptext

(xxix) Ctrl + P in MS-Word refers to

a) Cut

b) Print

c) Paste

d) Copy

(xxx) Page number can be inserted at

a) Header

b) Footer

c) Both a. Header and b. Footer

d) Alignment

(xxxii) Which of the following format you can decide to apply or not in AutoFormat dialog box?

a) Number format

b) Border Format

c) Font format

d) All of these

(xxxiii) When we set 'Right' tab text appears to the ----- tab stop

a) Right

b) Left

c) Center

d) Justified

(xxxiv) MS Word has how many views?

a) 1

b) 2

c) 4

d) 3

(xxxv) What is the shortcut key for FIND command

a) Ctrl+S

b) Ctrl+A

c) Ctrl+F

d) Ctrl+V

(xxxv) The shortcut of Underline is

- a) Ctrl+U
- b) Ctrl+B
- c) Ctrl+I
- d) Ctrl+R

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

- a) 3-D
- b) 2-D
- c) Shade
- d) 4-D

(xxxvii) Which one of the following is not an application software package?

- a) Microsoft Office
- b) Microsoft Access
- c) Redhat Linux
- d) MS Paint

(xxxviii) Which enable us to send the same letter to different person?

- a) Macros
- b) Copy mail
- c) Mail Merge
- d) Letter Merge

(xxxix) Ctrl + J

- a) Align justify
- b) Align center
- c) Search
- d) Align right

(xl) What is the smallest and largest font size available in Font Size tool on formatting toolbar?

- a) 8 and 72
- b) 8 and 64
- c) 12 and 72
- d) 12 and 64

(xli) A word processor would most likely used to do

- a) Type a Biography
- b) Maintain an inventory
- c) Play a music
- d) Show picture

(xlii) Ctrl+S is the shortcut key for \_\_\_\_\_

- a) Save
- b) Delete
- c) Paste
- d) Remove

(xliii) The arranging of data in a logical sequence is called:

- a) sorting
- b) classifying
- c) reproducing
- d) summarizing

(xliv) Calculations can be performed through which of the following applications?

- a) Word
- b) PowerPoint
- c) Excel
- d) Notepad

(xlv) The key F12 opens

- a) Save As Dialogue Box
- b) Open Dialogue Box
- c) View Dialogue Box
- d) Close Dialogue Box

(xlvi) How can you remove borders applied in cells?

- a) Choose None on Border tab of Format cells
- b) open the list on border tool in format cell toolbar then chose first tool(none)
- c) Both of these
- d) none of these

(xlvii) Where can you set the shading color for a range of cells in Excel?

- a) Choose required color form Patterns tab of Format Cells dialog box
- b) Choose fill color form Formatting toolbar
- c) Choose required color on Fill Color tool in Drawing toolbar
- d) All of these

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

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

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

- a) Adobe Photoshop
- b) Excel
- c) Notepad
- d) Power Point

(l) Function in MS Excel must begin with –

- a) An ( ) Sign
- b) A Plus Sign
- c) An Equal Sign
- d) A! sign

(li) Which Chart can be created in Excel?

- a) Area
- b) Line
- c) Bar
- d) All of these

(lii) Which is not a function in Excel?

- a) SUM
- b) AVG
- c) MAX
- d) MIN

(liii) A feature that displays only the data in column (s) according to specified criteria

- a) Formula
- b) Sorting
- c) Filtering
- d) Pivot

(liv) Which of the following is invalid statement?

- a) Sheet tabs can be colored
- b) Some picture can be applied as a background of a sheet
- c) The width of a row and be specified manually or fit automatically
- d) Both Sheet tabs can be colored and Some picture can be applied as a background of a sheet

(lv) You can create a new presentation by completing all of the following except

- a) Clicking the New Button On The
- b) Clicking File, New



## Standard Toolbar

c) Clicking File Open

d) Pressing Ctrl +N

(lvi) Which tab is not available on left panel when you open a presentation?

a) Outline

b) Slides

c) Notes

d) All of these

(lvii) What PowerPoint feature will you use to apply motion effects to different objects

a) Slide Transition

b) Slide Design

c) Custom Animation

d) Clip-Art

(lviii) Computer Virus is a

a) Hardware

b) Malware

c) Freeware

d) Adware

(lix) SMTP is known as

a) Simple Mobile transfer Protocol

b) Simple Mail Transfer Protocol

c) Smooth Mail Transfer Protocol

d) Super Mail Transfer Protocol

(lx) ISP Stands for

a) Internet Service Provider

b) International Service Provider

c) Internet Social Service provider

d) Internal Service Provider