

Computer applications in business

Date--24-06-2020

Duration - 10.00 am to 10.45 am

***Required**

1. Email address *

2. Name of the candidate *

3. Class Roll No. *

4. University Roll No. *

5. The space left between the margin and the start of a paragraph is called * 2 points

Mark only one oval.

- A. Spacing.
- B. Gutter
- C. Indentation.
- D. Alignment

6. Which enables us to send the same letter to different persons? *

2 points

Mark only one oval.

- A. Macros
- B. Template
- C. Mail merge
- D. None of above

7. Which of the following is not a font style? *

2 points

Mark only one oval.

- A. Bold
- B. Italics
- C. Regular
- D. Superscript

8. Following is used for creating presentations. *

2 points

Mark only one oval.

- A. MS Word
- B. MS Access
- C. MS Excel
- D. MS Power Point

9. Portrait and Landscape are _____ . *

2 points

Mark only one oval.

- A. Paper size
- B. Page layout
- C. Page orientation
- D. Page margin

10. Which of the following is not one of PowerPoint view ? *

2 points

Mark only one oval.

- A. Slide show view
- B. Slide view
- C. Normal view
- D. Outline view

11. Which key can be used to view Slide show ? *

2 points

Mark only one oval.

- A. F5
- B. F2
- C. F7
- D. F9

12. A File which contains readymade styles that can be used for a presentation is called _____ ? * 2 points

Mark only one oval.

- A. AutoStyle
- B. Wizard
- C. Template
- D. Pre formatting

13. Shortcut to insert new slide in the current Presentation is ? * 2 points

Mark only one oval.

- A. CTRL+O
- B. CTRL+M
- C. CTRL+F
- D. CTRL+N

14. How can you see all your slides at once ? * 2 points

Mark only one oval.

- A. Through slide sorter view
- B. Through slide view
- C. Through normal view
- D. Through slide show

15. To access Picture, Text Box, Chart etc. which menu you have to select ? * 2 points

Mark only one oval.

- A. Insert
- B. View
- C. File
- D. Edit

16. What PowerPoint feature will you use to apply motion effects to different objects of a slide ? * 2 points

Mark only one oval.

- A. Animation Scheme
- B. Slide Transition
- C. Slide Design
- D. None of the above

17. What is the intersection of a column and a row on a worksheet called ? * 2 points

Mark only one oval.

- A. Column
- B. Value
- C. Address
- D. Cell

18. Statistical calculations and preparation of tables and graphs can be done using * 2 points

Mark only one oval.

- A. Adobe Photoshop
- B. Excel
- C. Notepad
- D. Power Point

19. Which one is not a Function in MS Excel ? * 2 points

Mark only one oval.

- A. SUM
- B. AVG
- C. MAX
- D. MIN

20. An Excel file is generally called a / an : * 2 points

Mark only one oval.

- A. E-Spreadsheet
- B. Worksheet
- C. Workbook
- D. Sheet

21. Database where the data is stored in the form of rows and columns is called 2 points
*

Mark only one oval.

- A. Relational database
- B. Distributed database
- C. Object oriented database
- D. None of these

22. The popular database management programs doesnot include 2 points
*

Mark only one oval.

- A. Oracle
- B. MS access
- C. MS word
- D. MS SQL

23. _____ are used to present data from table and query into printed form 2 points
*

Mark only one oval.

- A. Table
- B. Forms
- C. Macros
- D. Reports

24. Which of the following is not a type of MS Access database object? * 2 points

Mark only one oval.

- A. Table
- B. Form
- C. Worksheets
- D. Modules

25. In a database table, the category of information is called _____ * 2 points

Mark only one oval.

- A. record
- B. tuple
- C. field
- D. None of the above

26. With which of the following all formulas in excel starts ? * 2 points

Mark only one oval.

- A. /
- B. *
- C. \$
- D. =

27. MS-Word automatically moves the text to the next line when it reaches the right edge of the screen and is called? * 2 points

Mark only one oval.

- A. Carriage Return
- B. Enter
- C. Word Wrap
- D. None of the above

28. End Key is used to * 2 points

Mark only one oval.

- A. Moves the cursor end of the line
- B. Moves the cursor end of the document
- C. Moves the cursor end of the paragraph
- D. Moves the cursor end of the screen

29. In MS Word, Ctrl+S is used to _____ * 2 points

Mark only one oval.

- A. Scenarios
- B. Size
- C. Save
- D. Spelling Check

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