

**B. P. COLLEGE OF BUSINESS ADMINISTRATION**

(Constituent College of Kadi Sarva Vishwavidyalaya)

BBA SEM – I**MCQ TEST September 2013****SUB:Basic Computers (BBA01)****Date: 07/09/13****Day: Saturday****Total Marks: 60****Duration: 40 minutes****Instructions:**

- All questions are compulsory.
- All questions carry 2 marks each.

- Short cut key to open new slide.
A. ctrl+N B. ctrl+M C. ctrl+D D. ctrl+G
- Mail merge is in _____ menu.
A. view B. file C. format D. tool
- What is the short cut key to add a duplicate slide?
A. ctrl+D B. ctrl+N C. ctrl+M D. ctrl+G
- Which of the following is not a font style?
A. Bold B. Superscript C. Italics D. Regular
- The cell labeled F5 refers to
A. row F column 5 B. function available in cells C. column F row 5 D. function key F4
- What is the short cut key for hyperlink?
A. ctrl+k B. ctrl+x C. ctrl+h D. ctrl+u
- Which function is use to change any decimal number into real number.
A. ABS () B. INT () C. SIGN () D. MOD ()
- By which change case option each capital character can be changed to small and vice versa.
A. sentence case B. lower case C. Title case D. toggle case
- When you are typing an equation into a cell the first thing that must be entered is
A. an equal sign B. the first cell referenced C. parenthesis D. S quotation marks
- Which of the following is volatile?
A. Hard disk B. ROM C. Floppy Disk D. RAM
- _____ uses laser technology to store large amounts of information
a. floppy disk b. Scanner c. CD-ROM d. Hard disk
- Software stores the data in computer.
A. True B. False
- _____ is the interface between the hard- ware and user
A. Power B. Operating System C. Keyboard D. Mouse
- Which of the following is not an impact printer?
A. Dot Matrix B. Drum Printer C. Chain printer D. Laser printer
- When data is frequently used where it is saved.
A. Cache memory B. Main Memory C. Hard disk D. Internal processor
- There are _____ columns and _____ rows in a computer screen.
A. 26&60 B. 8 0&24 C. 24&80 D. None of these
- To delete a sentence, we can press the following key:
A. Del B. Backspace C. Both (a) & (b) D. None of above
- _____ is used in the situation when one wants to input graphical information.
A. Plotter B. Mouse C. Video D. Scanner
- _____ Runs on computer hardware and serve as platform for other software to run on
A. Application Software B. Operating System
C. Development Software D. None of these
- The basic operations performed by computer are?
A. Arithmetic operations B. Logical operations
C. Storage operations D. All of the above
- A red wavy line under a word indicates that the word
A. is not in the dictionary file and therefore might be misspelled
B. is too long for the line of text.
C. is not appropriate for that particular sentence
D. None of these

22. To find and load a file that has been saved.
A. select the Close command B. select the Open command
C. select the New command D. select the Save command
23. Which option can be used to set custom timings for slides in a presentation?
A. Slider Timings B. Slider Timer C. Rehearsal timing D. Slide Show Setup
24. Number written with just 0 and 1 are called _____ numbers
A. binary B. digital C. Logical D. general numbers
25. When more than 5 conditions are used, then we use lookups ().
A. True B. False
26. MOD (8) will be
A. 1020 B. 40320 C. 40000 D. 5040
27. Date (90, 15, 35) will be
A. 4th april 1991 B. 4th april 1990 C. 5th april 1991 D. 5th april 1991
28. A typical worksheet has ____ number of columns
A. 65,536 B. 256 C. 1024 D. 32, 00
29. A Worksheet can have a maximum of ____ number of rows
A. 256 B. 65,536 C. 1024 D. 32, 00
30. sign(-23) will be
A. -0 B. 1 C. -1 D. 0