

IT for Business and Management –

Complementary Course for BBA - II semester – 2014 Admn

Multiple Choice Questions

1. A feature of MS Word that saves the document automatically after certain interval is available on

- A) Save tab on Options dialog box
- B) Save As dialog box
- C) Both of above
- D) None of above

2. Portrait and Landscape are

- A) Page Orientation
- B) Paper Size
- C) Page Layout
- D) All of above

3. The key F12 opens a

- A) Save As dialog box
- B) Open dialog box
- C) Save dialog box
- D) Close dialog box

4. To insert a chart to excel, click on _____ tab.

- A. Insert
- B. Home
- C. Formulas
- D. View

5. _____ is used to specify both color and type of fill and line in one operation.

A. Fill and stroke

B. Fill

C. Insert page

D. Force Justify

6. _____ is the line between two lines of type.

A. Leading

B. Tracking

C. Formatting

D. Editing

7. The tool used to select any kind of object on the page is called _____.

A. Rotate tool

B. Text tool

C. Pointer tool

D. Crop tool

8. Which of the following is not of the merge process?

A) Sort the data source records

B) Format a main document

C) Edit a data source

D) Merge the two files to print or create a new document

9. Which of the following is not true about Find and Replace in Excel

A) You can search for bold and replace with italics

B) You can decide whether to look for the whole word or not

C) You can search in formula too

D) You can search by rows or columns or sheets

10. A typical personal computer used for business purposes would have ___ of RAM.

A) 4 KB

B) 16 K

C) 64 K

D) 256 K

11. An example of a digital device can be

A) Digital clock

B) Automobile speed meter

C) Clock with a dial and two hands

D) All of the above

12. Where can you find the horizontal split bar on MS Word screen?

A) On the left of horizontal scroll bar

B) On the right of horizontal scroll bar

C) On the top of vertical scroll bar

D) On the bottom of vertical scroll bar

13. _____ is a table consisting of rows and columns.

A. Worksheet

B. Cell

C. Workbook

D. Range

14. 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 Formatting toolbar then choose first tool (no border)

C) Both of above

D) None of above

15. The spelling tool is placed on _____ toolbar

- A) Standard
- B) Formatting
- C) Drawing
- D) Reviewing

16. Which of the following button will allow you to add, delete, or change records in your Data Source?

- A) 'Data Source' button
- B) 'Edit' button
- C) 'Edit Data Source' button
- D) 'Data editing' button

17. Which of the following operation is used if we are interested in only certain columns of a table?

- (A) PROJECTION
- (B) SELECTION
- (C) UNION
- (D) JOIN

18. The language which has recently become the defacto standard for interfacing application programs with relational database system is

- (A) Oracle.
- (B) SQL.
- (C) DBase.
- (D) 4GL

19. The way a particular application views the data from the database that the application uses is a

(A) module. (B) relational model.

(C) schema. (D) sub schema.

20. In an E-R diagram an entity set is represent by a

(A) rectangle. (B) ellipse.

(C) diamond box. (D) circle.

21. A report generator is used to

(A) update files. (B) print files on paper.

(C) data entry. (D) delete files.

22. The property / properties of a database is / are :

(A) It is an integrated collection of logically related records.

(B) It consolidates separate files into a common pool of data records.

(C) Data stored in a database is independent of the application programs using it.

(D) All of the above.

23. The DBMS language component which can be embedded in a program is

(A) The data definition language (DDL).

(B) The data manipulation language (DML).

(C) The database administrator (DBA).

(D) A query language.

24. A relational database developer refers to a record as

(A) a criteria.

(B) a relation.

(C) a tuple.

(D) an attribute.

25. Architecture of the database can be viewed as

(A) two levels.

(B) four levels.

(C) three levels.

(D) one level.

26. Which of the items below are considered removable storage media?

A) Removable hard disk cartridges

B) (Magneto-optical) disk

C) Flexible disks cartridges

D) All of the above

27. Fifth generation computer is also known as

A) Knowledge information processing system

B) Very large scale integration (VLSI)

C) Both of above

D) None of above

28. The commonly used standard data code to represent alphabetical, numerical and punctuation characters used in electronic data processing system is called

A) ASCII

B) EBCDIC

C) BCD

D) All of above

29. The full form of EEPROM is

A) Electrically Erasable Programmable Read Only Memory

B) Easily Erasable Programmable Read Only Memory

C) Electronic Erasable Programmable Read Only Memory

D) None of the above

30. The original ASCII code used ___ bits of each byte, reserving that last bit for error checking

A) 5

B) 6

C) 7

D) 8

31. MSI is the abbreviation of

A) Medium Scale Integrated

B) Medium System Integrated

C) Medium Scale Intelligent

D) Medium System Intelligent

32. Who invented the microprocessor?

A) Marcian E Huff

B) Herman H Goldstein

C) Joseph Jacquard

D) All of above

33. MICR stands for

A) Magnetic Ink Character Reader

B) Magnetic Ink Code Reader

C) Magnetic Ink Case Reader

D) None of the above

34. Pagemaker is a _____ software.

A. Desktop Publishing

B. Word Processor

C. Spreadsheet

D. Presentation

35. _____ is at the top of the window and it displays the name of the

application.

A. Menu bar

B. Title bar

C. Tool bar

D. Tool box

36. _____ is displayed below the title bar

A. Menu bar

B. Title bar

C. Tool bar

D. Tool box

37. Layout is in _____ bar.

A. Menu bar

B. Title bar

C. Tool bar

D. Tool box

38. Save option is present in _____ bar.

A. Menu bar

B. Title bar

C. Tool bar

D. Tool box

39. The style is draw a vertical line through the middle of each word is called _____.

A. Reverse

B. Strike thru

C. Italic

D. Normal

40. A worksheet range is a

- a. A command used for data modeling
- b. A range of values such as from 23 to 234
- c. A group of cells
- d. A group of worksheets

41. The auto calculate feature

- a. Can only add values in a range of cells
- b. Provides a quick way to view the result of an arithmetic operation on a range of cells
- c. Automatically creates formulas and adds them to a worksheet
- d. A and c

42. Excel uniquely identifies cells within a worksheet with a cell name

- a. Cell names
- b. Column numbers and row letters
- c. Column letters and row numbers
- d. Cell locator coordinates

43. To drag a selected range of data to another worksheet in the same workbook, use the

- a. Tab key
- b. Alt key
- c. Shift key
- d. Ctrl key

44. Hyperlinks can be

- a. Text
- b. Drawing objects
- c. Pictures

d. All of above

45. To activate the previous cell in a pre-selected range, press

a. The Alt key

b. The Tab key

c. The Enter key

d. None of the above

46. Which button do you click to add up a series of numbers?

a. The autosum button

b. The Formula button

c. The quicktotal button

d. The total button

47. An excel workbook is a collection of

a. Workbooks

b. Worksheets

c. Charts

d. Worksheets and charts

48. Excel files have a default extension of

a. Xls

b. Xlw

c. Wk1

d. 123

49. AutoCorrect was originally designed to replace _____ words as you type.

A) Short, repetitive

B) Grammatically incorrect

C) Misspelled

D) None of the above

50.The ALU of a computer normally contains a number of high speed storage element called

A) Semiconductor memory

B) Registers

C) Hard disk

D) Magnetic disk

51.Conceptual design

(A) is a documentation technique.

(B) needs data volume and processing frequencies to determine the size of the database.

(C) involves modelling independent of the DBMS.

(D) is designing the relational model.

52.The method in which records are physically stored in a specified order according to a key field in each record is

(A) hash.

(B) direct.

(C) sequential.

(D) all of the above.

53. A subschema expresses

(A) the logical view. (B) the physical view.

(C) the external view.

(D) all of the above

54. Count function in SQL returns the number of

(A) values.

(B) distinct values.

(C) groups. (D) columns.

55. ODBC stands for

- (A) Object Database Connectivity.
- (B) Oral Database Connectivity.
- (C) Oracle Database Connectivity.
- (D) Open Database Connectivity.

56. First generation computer systems used

- A. Transistors
- B. Vacuum tubes
- C. Magnetic cores
- D. Silicon chips

57. Which one of the following is a stored program machine?

- A. Micro-processor
- B. Calculator
- C. Analog-computer
- D. Micro-computer

58. Computers can be classified in which of the following hierarchical orders?

- A. PC, Large, Super Micro, Super Computer
- B. Super Micro, PC, Large, Super Computer
- C. PC, Super Micro, Large, Super Computer
- D. Large, Super Micro, Super Computer, PC

59. The unit of hardware, which an operator uses to monitor computer processing, is the

- A. Card Reader
- B. CPU
- C. Line Printer
- D. Console

60. Which one of the following a file?

- A. Floppy disk
- B. Magnetic drum
- C. magnetic tape
- D. None of these

61 An I/O device which provides photographic outputs for printing galleys, is the

- A. Camera printer
- B. Automatic typesetter
- C. Radix printer
- D. All of these

62.A term used interchangeably with diskette is

- A. Disk cartridge
- B. Disk pack
- C. Floppy disk
- D. Packette disk4

63.Which is a type of Electrically-Erasable Programmable Read-Only Memory?

- A.Flash
- B. Flange
- C. Fury
- D.FRAM

64. When you insert an Excel file into a Word document, the data are

- a. Hyperlinked
- b. Placed in a word table
- c. Linked
- d. Embedded

65'.MPG' extension refers usually to what kind of file?

- A.WordPerfect Document file
- B. MS Office document
- C. Animation/movie file
- D.Imagefile

66.Who wrote the book 'Computer Liberation and Dream Machine', the first book on personal computers?

- A. John McCarthy
- B. Ted Nelson
- C. Niklaus Wirth
- D. Karl Capek

67. Charles Babbage invented

- A. ENIAC
- B. Difference engine
- C. Electronic computer
- D. Punched card

68. A computer programmer

- A. enters data into computer
- B. writes programs
- C. changes flow chart into instructions
- D. does total planning and thinking for a computer

69.Terminal is a

- A. device used to give supply to a computer
- B. Point at which data may leave or enter the computer
- C. point where wires are interconnected

D. an input/output device

70.Errors in computer results could be due to

A. encoding of data

B. transmission of data

C. manipulation of data

D. all of the above

71.Register is a

A. Set of capacitors used to register input instructions in a digital computer

B. Set of paper tapes and cards put in a file

C. Temporary storage unit within the CPU having dedicated or general purpose use

D. part of the auxiliary memory

72.WAN means –

A. Wide Area Network

B. Wine Area Network

C. Woll Area Network

D. Wide Allen Network

73.Which of the following refers to the fastest, biggest and most expensive computers?

A.Personal Computers

B.Supercomputers

C.Laptops

D.Notebooks

74.A collection of related information sorted and dealt with as a unit is -----

A. disk

B.data

C.file

D. floppy

75. The process of a computer receiving information from a server on the Internet is known as:

A. pulling

B. pushing

C. downloading

D. transferring

76. Which part of the computer helps to store information?

A. Disk

B. Drive

C. Keyboard

D. Monitor

77. _____ is the process of carrying out commands.

A. Fetching

B. Storing

C. Executing

D. Decoding

78. What is part of a database that holds only one type of information?

A. Report

B. Field

C. Record

D. File

79. connects web pages.

A) Connector

B) Link

C) Hyperlink

D) None of the above

80. Internet is

A) a network of networks

B) an ocean of resources waiting to be mined

C) a cooperative anarchy

D) all of the above

81 is suitable for remote administration of a computer.

A) FTP

B) Shell

C) Remote Procedure Call

D) Telnet

82. Title tag is nested within thetag.

A) Body

B) Head

C) List

D) Table

83is a web's native protocol.

A) SLIP

B) TCP/IP

C) HTTP

D) PPP

84. The Internet uses the as the protocol engine.

A) SLIP

B) HTTP

C) TCP/IP

D) PPP

85. Ais a symbolic name a network administrator assigns to a machine.

A) URL

B) DNS

C) IP address

D) Host name

86. Which of the following protocol is used for e-mail services.

A) SMAP

B) SMTP

C) SMIP

D) SMOP

87. is the incoming e-mail server.

A) POP

B) SMTP

C) SMIP

D) PPP

88.is a uniform naming scheme for locating resources on the web.

A) URI

B) HTTP

C) WEBNAME

D) RESOURCENAME

89. command can be used to modify a column in a table

A. alter

B. update

C. set

D. create

90. keyword is used to find the number of values in a column.

A. TOTAL

B. COUNT

C. ADD

D. SUM

91. An advantage of the database management approach is

A. data is dependent on programs

B. data redundancy increases

C. data is integrated and can be accessed by multiple programs

D. none of the above

92. The collection of information stored in a database at a particular moment is called as

A. schema

B. instance of the database

C. data domain

D. independence

93. Data independence means

A. data is defined separately and not included in programs.

B. programs are not dependent on the physical attributes of data

C. programs are not dependent on the logical attributes of data

D. both B and C

94. A is used to define overall design of the database

A. schema

B. application program

C. data definition language

D. code

95. Key to represent relationship between tables is called

- A. primary key
- B. secondary key
- C. foreign key
- D. none of the above

96. Grant and revoke are statements.

- A. DDL B. TCL
- C. DCL D. DML

97. DBMS helps achieve

- A. Data independence
- B. Centralized control of data
- C. Neither A nor B
- D. Both A and B

98. To join the internet, the computer has to be connected to a

- a) internet architecture board
- b) internet society
- c) internet service provider
- d) none of the mentioned

99. Internet access by transmitting digital data over the wires of a local telephone network is provided by

- A. leased line
- B. digital subscriber line
- C. digital signal line
- D. none of the above

100. Internet works on

- A. packet switching

B.circuit switching

C.both (a) and (b)

D. none of the above.

Answer keys

1	A	26	D	51	C	76	A
2	A	27	A	52	A	77	C
3	A	28	D	53	C	78	B
4	A	29	A	54	A	79	C
5	A	30	C	55	D	80	D
6	A	31	A	56	B	81	D
7	C	32	A	57	D	82	B
8	A	33	A	58	C	83	C
9	D	34	A	59	D	84	C
10	D	35	B	60	D	85	D
11	A	36	A	61	D	86	B
12	C	37	A	62	C	87	A
13	A	38	C	63	A	88	A
14	C	39	B	64	B	89	A
15	A	40	C	65	C	90	B
16	C	41	B	66	B	91	C
17	A	42	C	67	B	92	B
18	B	43	D	68	D	93	D
19	D	44	D	69	B	94	A
20	A	45	D	70	D	95	C
21	B	46	A	71	C	96	C
22	D	47	D	72	A	97	D
23	B	48	A	73	B	98	C
24	C	49	C	74	C	99	B
25	C	50	B	75	C	100	A