

B.A. 1st Year Computer Science
General Paper – 06

QP Code BFGC06
Date 09/04/15

Time: 10 am to 1 pm
Max. Marks - 60

1. You cannot close MS Word application by?
 - a. Choosing File menu then Exit submenu
 - b. Press Alt + F4
 - c. From File menu choose Close submenu
 - d. Click X button on title bar
 - e. None of the above

2. Which of the following is not a type of page margin?
 - a. Left
 - b. Right
 - c. Center
 - d. Top
 - e. None of the above

3. Which of the following is not a font style?
 - a. Bold
 - b. Italics
 - c. Regular
 - d. Superscript
 - e. None of the above

4. In order to save an existing document with a different name you need to :
 - a. Click Save button on the standard toolbar
 - b. Use the Save As button on the file menu
 - c. Copy and paste the original document to a new document and then save
 - d. Use windows Explorer to copy the document to a different location and then rename it

5. Which keyboard shortcut bolds the selected text?
 - a. Ctrl + B
 - b. Alt + B
 - c. File/Format/Bold
 - d. None of the above

6. The combination of row and Cell is
 - a. Line
 - b. Row
 - c. Column
 - d. Cell

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7. What is the short cut key used to print a document?
- Ctrl + D
 - Ctrl + P
 - Ctrl + R
 - Ctrl + Q
8. The file extension for MS Access database is –
- .doc
 - .mdps
 - .mds
 - Mdb
9. Which one of the following is a field type in MS Access
- Double
 - Float
 - Memo
 - None of the above
10. Which field specifies the format of the data that is entered in MS Access database
- Validation text
 - Design view
 - Input Mask
 - Text field
11. Insert date, Format Page number and Insert Auto Text are button on one of the below toolbars.
- Header and footer
 - Formatting
 - Standard
 - Edit
12. With which of the following all formulas start?
- /
 - *
 - =
 - \$
13. To insert 3 columns between A & B, you would select
- Column A
 - A & B both
 - Select B
 - All of the above

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14. The accounting style format shows the negative numbers in
- Bold
 - Italics
 - Parentheses
 - Quotes
15. Which function in excel counts the number of characters in a cell
- Lenght
 - Lgt
 - Lt
 - Len
16. Shortcut to edit the selected cell?
- F3
 - F8
 - F2
 - F4
17. Merge cells option can be applied from
- Formatting toolbar
 - Format cells dialog box alignment tab
 - Both of the above
 - None of the above
18. Concatenation of text can be done using
- Apostrophe (')
 - Ampersand(&)
 - Hash (#)
 - Exclamation (!)
19. In Excel, you can sum a large range of data by simply selecting a tool button called
- Auto fill
 - Auto correct
 - Auto sum
 - Auto format
20. To return the remainder after a number is divided by a divisor in Excel we use
- Round()
 - Fact()
 - MOD()
 - DIV()

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21. In formula, which symbol specifies the fixed columns or rows?
- \$
 - *
 - %
 - &
22. Which would you choose to create a bar graph?
- Edit → Chart
 - Insert → Chart
 - Format → Chart
 - Tools → chart
23. Which key do you press to check spelling?
- F3
 - F5
 - F2
 - F7
24. NOT, AND, OR and XOR are
- Arithmetic Operators
 - Relational operators
 - Logical Operators
 - None of the above
25. A function inside another function is called
- Multi- function
 - Nested function
 - Round function
 - Text function
26. The Cell reference for cell range of A12 to C40 is
- A12.C40
 - A12;C40
 - A12:C40
 - A12-C40
27. Which of the following syntax is correct for Average formula
- =Average(4,5,6,7)
 - = Average(A13, C12, B10)
 - =average(A5:A15, D4:D10)
 - All of the above

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28. Which of the following syntax is correct for Sum formula
- =sum(A20, C40)
 - =sum (A10:D40)
 - =sum(A5:A10, E5:E10)
 - All of the above
29. How to restrict the values of a Cell that accepts date within a range
- Data Filter
 - Data Sort
 - Data validation
 - Data consolidate
30. What are the different views to display a table
- Datasheet view
 - Design view
 - Pivot Table view
 - All of the above
31. This key uniquely identifies each record
- Primary Key
 - Key record
 - Unique Key
 - Field Name
32. Which of the following statement is True?
- Foreign Key Fields Don't Allow Duplicate Values
 - In Primary Key Field You Can Enter Duplicate Value
 - In An Indexed Field You May Or May Not Enter Duplicate Value Depending Upon Setting
 - All of the above
33. Which of the following is not a database object
- Tables
 - Queries
 - Reports
 - Relationships
34. Which of the following enables you to view data from a table based on a specific criteria
- Form
 - Query
 - Macro
 - Report

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35. What are the Columns in a MS Access Table called?
- Rows
 - Record
 - Fields
 - Columns
36. Which function will you use to enter current time in a worksheet cell?
- =today()
 - =now()
 - =time()
 - =currentTime()
37. When all the numbers > 100 in a given range should be displayed in Red color, you would
- Use =if() function to format the required numbers in red
 - Apply Conditional formatting command on format menu
 - Select the cells that are greater than 100 and apply red color
 - None of the above
38. What function displays row in a column or column in a row?
- Hyperlink
 - Index
 - Transpose
 - Invert
39. Which of the following charts can excel produce
- Line graphs and pie charts only
 - Only line graphs
 - Bar graphs, line graphs, pie charts
 - None of the above
40. Which of the following formula is not correct
- =10+50
 - =B7*b10
 - =b10/b5
 - A2-A6
41. Comments can be added to cells using
- Edit → Comments
 - Insert → Comments
 - File → Comments
 - View → Comments

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42. Which of the following is not available in Paste Special dialog box?
- a. Addo
 - b. Subtract
 - c. Divide
 - d. Sqrt
43. Which of the following holds ROM, RAM
- a. Hard disk
 - b. Floppy disk
 - c. Mother board
 - d. None of the above
44. The language that the computer can understand and execute is called
- a. Machine language
 - b. Application software
 - c. System program
 - d. None of the above
45. Example of non-numerical data is
- a. Employee address
 - b. Examination scores
 - c. Bank balance
 - d. None of the above
46. One thousand bytes represent
- a. Megabyte
 - b. Gigabyte
 - c. Kilobyte
 - d. None of the above
47. A step by step procedure used to solve a problem is called
- a. Operating system
 - b. Algorithm
 - c. Application program
 - d. None of the above
48. A computer cannot start if it does not have the
- a. Compiler
 - b. Loader
 - c. Operating system
 - d. Assembler

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49. Which of the following is not a hardware
- a. Magnetic tape
 - b. Printer
 - c. Pen drive
 - d. Assembler
50. In logic algebra, variables can assume only two values.. either
- a. 1 or 0
 - b. 1 or 2
 - c. 1 or 10
 - d. 0 or 9
51. Laptop PCs are also known as
- a. Mainframe computer
 - b. Super computer
 - c. Notebook computer
 - d. Personal Computer
52. WAN Stands for
- a. Wap Area Network
 - b. Wide Area Network
 - c. Wide Array Net
 - d. Wireless Area Network
53. Dot matrix is a type of
- a. Tape
 - b. Printer
 - c. Disk
 - d. Bus
54. Two kinds of main memory are:
- a. Primary and Secondary
 - b. Random and Sequential
 - c. ROM & RAM
 - d. None of the above
55. Which of the following is Internal Memory
- a. Disks
 - b. Pen Drives
 - c. RAM
 - d. CDs

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56. The word length of a computer is measured in
- a. Bytes
 - b. Millimeters
 - c. Meters
 - d. Bits
57. Before a disk can be used to store data. It must be
- a. Formatted
 - b. Re-formatted
 - c. Addressed
 - d. None of the above
58. Which unit converts user data into machine readable form
- a. Input unit
 - b. Output unit
 - c. ALU
 - d. Control unit
59. RAM stands for
- a. Random Access Memory
 - b. Read Access memory
 - c. Ready Available memory
 - d. None of the above
60. What type of device is computer keyboard
- a. Memory
 - b. Output
 - c. Storage
 - d. Input
