

CLASS: B.B.A.

15A/47

St. JOSEPH'S COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI – 620 002

SEMESTER EXAMINATIONS – APRIL 2015

TIME: 40 Minutes

MAXIMUM MARKS: 30

SEM	SET	PAPER CODE	TITLE OF THE PAPER
II	2014	14UBU230402	COMPUTER APPLICATION PACKAGE FOR MANAGERS

SECTION - A

Answer all the questions:

30 × 1 = 30

Choose the correct answer:

- Set of instruction supplied to computer to perform is called as
 - Data
 - Program
 - Machine
 - Processing
- Computer is defined as an
 - Electronic
 - Tabulating
 - Pascaline
 - Abacus
- ALU means
 - Arithmetic Logical Unit
 - Arithmetic Logic Unit
 - Abacus Logic Unit
 - Assembled Logical Unit
- The output seen on the monitor is called as
 - Soft copy
 - Hard copy
 - Software
 - Hardware
- ROM is a _____ memory.
 - Volatile
 - Non-volatile
 - Un-volatile
 - In-volatile

6. _____ refers to set of instruction.
- a) Soft copy
 - b) Hard copy
 - c) Software
 - d) Hardware
7. Microsoft office is one of the _____ software.
- a) Business
 - b) Electronic
 - c) Manufacturing
 - d) Service
8. MS word allows to create
- a) Business
 - b) Web pages
 - c) Errors
 - d) None of these
9. Shortcut key for paste
- a) Ctrl + P
 - b) Alt + V
 - c) Ctrl + V
 - d) Alt + P
10. Shortcut key for undo
- a) Ctrl + Z
 - b) Alt + U
 - c) Ctrl + U
 - d) Alt + Z
11. Shortcut key for redo
- a) Ctrl + Z
 - b) Alt + U
 - c) Ctrl + Y
 - d) Alt + Z
12. _____ alignment determines text positioned between the right and left indents.
- a) Lining
 - b) Text
 - c) Replacing
 - d) Paragraph
13. _____ is an electronic spreadsheet application
- a) MS Excel
 - b) MS Word
 - c) MS PowerPoint
 - d) MS Access
14. A _____ can maintain a number of worksheets in it.
- a) Textbook
 - b) Workbook
 - c) Layout
 - d) Portfolio

15. _____ is bundled with number or predefined functions.
- a) Numeric data
 - b) Cell
 - c) Excel
 - d) Data
16. Worksheets contains number of _____.
- a) Workbook
 - b) Cells
 - c) Custom
 - d) Animation
17. _____ columns present in a worksheet.
- a) 256
 - b) 246
 - c) 266
 - d) 236
18. Short cut key for top of worksheet
- a) Ctrl + End
 - b) Alt + End
 - c) Ctrl + Home
 - d) Alt + Home
19. PowerPoint is a _____ package.
- a) Presentation
 - b) Electronic
 - c) Excel
 - d) Access
20. _____ mm is a slide size in a PowerPoint presentation.
- a) 36
 - b) 35
 - c) 37
 - d) 38
21. _____ are the individual page of presentation.
- a) Objects
 - b) Handouts
 - c) Slides
 - d) Outlines
22. _____ shows the thumbnail images of the slides.
- a) Slides tab
 - b) Slides outline
 - c) Slides pane
 - d) Slides view
23. Shortcut keys for slide show
- a) F5
 - b) F3
 - c) F2
 - d) F1

24. F1 displays _____.
- a) Help
 - b) View
 - c) References
 - d) Page Layout
25. _____ is user friendly business accounting software.
- a) SAP
 - b) Tally
 - c) Excel
 - d) None of these
26. F1 functional keys is for _____.
- a) Shut company
 - b) View company
 - c) Select company
 - d) Company creation
27. Alt + D functional keys stands for _____.
- a) Shut company
 - b) View company
 - c) Delete company
 - d) Select creation
28. F2 functional keys is for _____.
- a) Date
 - b) Expand
 - c) Period
 - d) Backup
29. Accounting heads are classified into _____ heads.
- a) 3
 - b) 5
 - c) 4
 - d) 6
30. Long term loans are treated as _____.
- a) Current liabilities
 - b) Current assets
 - c) Unsecured loans
 - d) Secured loans
