

UNIVERSITY OF CALICUT  
SCHOOL OF DISTANCE EDUCATION

BBA (2011 Admn. Onwards)

II SEMESTER

COMPLEMENTARY COURSE

INFORMATION TECHNOLOGY FOR BUSINESS AND MANAGEMENT

QUESTION BANK

1. UNIVAC is
  - a. Universal Automatic Computer
  - b. Universal Array Computer
  - c. Unique Automatic Computer
  - d. Unvalued Automatic Computer
2. CD-ROM stands for
  - a. Compactable Read Only Memory
  - b. Compact Data Read Only Memory
  - c. Compactable Disk Read Only Memory
  - d. Compact Disk Read Only Memory
3. ALU is
  - a. Arithmetic Logic Unit
  - b. Array Logic Unit
  - c. Application Logic Unit
  - d. None of above
4. VGA is
  - a. Video Graphics Array
  - b. Visual Graphics Array
  - c. Volatile Graphics Array
  - d. Video Graphics Adapter
5. MSI stands for
  - a. Medium Scale Integrated Circuits
  - b. Medium System Integrated Circuits
  - c. Medium Scale Intelligent Circuit
  - d. Medium System Intelligent Circuit
6. WAN stands for
  - a. Wrap Area Network
  - b. Wide Area Network
  - c. Wide Array Net
  - d. Wireless Area Network

7. MICR stands for
  - a. Magnetic Ink Character Reader
  - b. Magnetic Ink Code Reader
  - c. Magnetic Ink Cases Reader
  - d. None of these
8. The ALU of a computer responds to the commands coming from
  - a. Primary memory
  - b. Control section
  - c. External memory
  - d. Cache memory
9. The act of retrieving existing data from memory is called
  - a. Read-out
  - b. Read from
  - c. Read
  - d. All of above
10. All modern computer operate on
  - a. Information
  - b. Floppies
  - c. Data
  - d. Word
11. What is the latest write-once optical storage media?
  - a. Digital paper
  - b. Magneto-optical disk
  - c. WORM disk
  - d. CD-ROM disk
12. the most important advantage of a video disk is
  - a. Compactness
  - b. Potential capacity
  - c. Durability
  - d. Cost effectiveness
13. As compared to diskettes, the hard disks are
  - a. More expensive
  - b. More portable
  - c. Less rigid
  - d. Slowly accessed
14. Floppy disks which are made from flexible plastic material are also called?
  - a. Hard disks
  - b. High-density disks
  - c. Diskettes
  - d. Templates
15. What is the name of the computer terminal which gives paper printout?
  - a. Display screen
  - b. Soft copy terminal
  - c. Hard copy terminal
  - d. Plotter

16. Dot-matrix is a type of
  - a. Tape
  - b. Printer
  - c. Disk
  - d. Bus
17. Which printer is very commonly used for desktop publishing?
  - a. Laser printer
  - b. Inkjet printer
  - c. Daisywheel printer
  - d. Dot matrix printer
18. An output device that uses words or messages recorded on a magnetic medium to produce audio response is
  - a. Magnetic tape
  - b. Voice response unit
  - c. Voice recognition unit
  - d. Voice band
19. A storage area used to store data to a compensate for the difference in speed at which the different units can handle data is
  - a. Memory
  - b. Buffer
  - c. Accumulator
  - d. Address
20. Application of information technology to the typical clerical and secretarial tasks such as communication, correspondence, documenting, and filing is called
  - a. Documentation
  - b. Document generation
  - c. Information retrieval
  - d. Automation
21. .... is a method of recording and editing the spoken word in real-time for transcription and maximum intelligibility in a digital audio format
  - a. Digital transcription
  - b. Digital Dictation
  - c. Dictation system
  - d. Digital editing
22. VPN means
  - a. Vital Private Network
  - b. Virtual Private Network
  - c. Visual Projection Node
  - d. None of these
23. The technique and process of searching, recovering, and interpreting information from large amounts of stored data is called
  - a. Browsing
  - b. Chatting
  - c. Information Retrieval
  - d. Desktop publishing

24. ISDN stands for
- Integrated Services Digital Network
  - Integrated Security Data Network
  - Information Search and Data Nesting
  - Intelligent Serving of Data Need
- 25..... Is the internal network of an organization?
- Internet
  - Intranet
  - Extranet
  - organet
26. In network terminology, MAN stands for
- Multi- Area Network
  - Main Area Network
  - Multi Application Network
  - Metropolitan Area Network
27. Which of the following is not valid version of MS Office?
- Office XP
  - Office Vista
  - Office 2007
  - None of above
28. You cannot close MS Word application by
- Choosing File menu then Exit submenu
  - Press Alt+F4
  - Click X button on title bar
  - From File menu choose Close submenu
29. The key F12 opens a
- Save As dialog box
  - Open dialog box
  - Save dialog box
  - Close dialog box
30. What is the short cut key to open the Open dialog box?
- F12
  - Shift F12
  - Alt + F12
  - Ctrl + F12
31. A feature of MS Word that saves the document automatically after certain interval is available on
- Save tab on Options dialog box
  - Save As dialog box
  - Both of above
  - None of above
32. Where can you find the horizontal split bar on MS Word screen?
- On the left of horizontal scroll bar
  - On the right of horizontal scroll bar
  - On the top of vertical scroll bar
  - On the bottom of vertical scroll bar

33. Which of the following is not available on the Ruler of MS Word screen?
  - a. Tab stop box
  - b. Left Indent
  - c. Right Indent
  - d. Center Indent
  - e. All of them are available on ruler
34. What is place to the left of horizontal scroll bar?
  - a. Tab stop buttons
  - b. View buttons
  - c. Split buttons
  - d. Indicators
  - e. None of above
35. Which file starts MS Word?
  - a. Winword.exe
  - b. Word.exe
  - c. Msword.exe
  - d. Word2003.exe
36. How many ways you can save a document?
  - a. 3
  - b. 4
  - c. 5
  - d. 6
37. If you want to keep track of different editions of a document which features will you use?
  - a. Editions
  - b. Versions
  - c. Track Change
  - d. All of above
38. Background color or effects applied on a document is not visible in
  - a. Web layout view
  - b. Print Layout view
  - c. Reading View
  - d. Print Preview
39. What is a portion of a document in which you set certain page formatting options?
  - a. Page
  - b. Document
  - c. Section
  - d. Page Setup
40. Borders can be applied to
  - a. Cells
  - b. Paragraph
  - c. Text
  - d. All of above
41. Which of the following is not a type of page margin?
  - a. Left
  - b. Right
  - c. Center
  - d. Top
42. What is the default left margin in Word 2003 document?
  - a. 1"
  - b. 1.25"
  - c. 1.5"
  - d. 2"

43. What is gutter margin?
  - a. Margin that is added to the left margin when printing
  - b. Margin that is added to right margin when printing
  - c. Margin that is added to the binding side of page when printing
  - d. Margin that is added to the outside of the page when printing
44. Portrait and Landscape are
  - a. Page Orientation
  - b. Paper Size
  - c. Page Layout
  - d. All of above
45. If you need to change the typeface of a document, which menu will you choose?
  - a. Edit
  - b. View
  - c. Format
  - d. Tools
46. Which of the following is not a font style?
  - a. Bold
  - b. Italics
  - c. Regular
  - d. Superscript
47. Pressing F8 key for three times selects
  - a. A word
  - b. A sentence
  - c. A paragraph
  - d. Entire document
48. What happens if you press Ctrl + Shift + F8?
  - a. It activates extended selection
  - b. It activates the rectangular selection
  - c. It selects the paragraph on which the insertion line is.
  - d. None of above
49. How can you disable extended selection mode?
  - a. Press F8 again to disable
  - b. Press Del to disable
  - c. Press Esc to disable
  - d. Press Enter to disable
50. What is the maximum number of lines you can set for a drop cap?
  - a. 3
  - b. 10
  - c. 15
  - d. 20
51. What is the default number of lines to drop for drop cap?
  - a. 3
  - b. 10
  - c. 15
  - d. 20
52. How many columns can you insert in a word document in maximum?
  - a. 35
  - b. 45
  - c. 55
  - d. 65

53. What is the smallest and largest font size available in Font Size tool on formatting toolbar?
- 8 and 72
  - 8 and 64
  - 12 and 72
  - None of above
54. What is the maximum font size you can apply for any character?
- 163
  - 1638
  - 16038
  - None of above
55. Which of the following is graphics solution for Word Processors?
- Clipart
  - WordArt
  - Drop Cap
  - All of above
56. A character that is raised and smaller above the baseline is known as
- Outlined
  - Raised
  - Superscript
  - Subscript
57. Which of the following function key activates the speller?
- F5
  - F7
  - F9
  - Shift + F7
58. Thesaurus tool in MS Word is used for
- Spelling suggestions
  - Grammar options
  - Synonyms and Antonyms words
  - All of above
59. Why Drop Caps are used in document?
- To drop all the capital letters
  - To automatically begin each paragraph with capital letter
  - To begin a paragraph with a large dropped initial capital letter
  - None of above
60. A word processor would most likely be used to do
- Keep an account of money spent
  - Do a computer search in media center
  - Maintain an inventory
  - Type a biography
61. The automated feature in MS Word to compose mail to multiple receivers is
- Macro
  - Goal seek
  - Mail merge
  - Letter head

62. A ..... is a series of commands that is recorded so it can be played back, or executed, later
- Mail merge
  - Merge printing
  - Goal seek
  - Macro
63. Which of the followings is/are examples of some popular word processor available?
- Soft word
  - Word perfect
  - WordStar
  - All the above
64. In word mailing list is known as
- Data sheet
  - Data source
  - Mail Address
  - Data list
65. Which of the following button will allow you to add, delete, or change records in your Data Source?
- 'Data Source' button
  - 'Edit' button
  - 'Edit Data Source' button
  - 'Data editing' button
66. It is possible to \_\_\_\_\_ a data source before performing a merge.
- Create
  - Modify
  - Sort
  - all of the above
67. .What happens when you click on Insert >> Picture >> Clip Art
- It inserts a clipart picture into document
  - It lets you choose clipart to insert into document
  - It opens Clip Art taskbar
  - None of above
68. Which option is not available in Insert Table Auto fit behavior?
- Fixed Column Width
  - AutoFit to Contents
  - Autofit to Window
  - Autofit to Column
69. To autofit the width of column
- Double click the right border of column
  - Double click the left border of column
  - Double click the column header
  - All of above
70. From which menu you can insert Header and Footer?
- Insert Menu
  - View Menu
  - Format menu
  - Tools Menu



71. What is the default font size of a new Word document based on Normal template?
- 10 pt
  - 12 pt
  - 14 pt
  - None of above
72. What is the default font used in MS Word document?
- Times New Roman
  - Arial
  - Algerian
  - Calibri
73. Which tab in Font dialog box contains options to apply font effects?
- Font tab
  - Character Spacing
  - Text Effects
  - Standard Toolbar
74. Which operation you will perform if you need to move a block of text?
- Copy and Paste
  - Cut and Paste
  - Paste and Delete
  - Paste and Cut
75. What is the extension of Word files?
- FIL
  - DOT
  - DOC
  - TXT
76. Which of the following option is not available in Insert >> Picture?
- Chart
  - Word Art
  - Clip Art
  - Graph
77. What is the short cut key to open Font dialog box?
- Ctrl + F
  - Alt + Ctrl + F
  - Ctrl + D
  - Ctrl + Shift + D
78. How can you access the font size tool on formatting toolbar?
- Ctrl + S
  - Ctrl + Shift + S
  - Ctrl + P
  - Ctrl + Shift + P
79. How can you make the selected character superscripted?
- Ctrl + =
  - Ctrl + Shift + =
  - Alt + Ctrl + Shift + =
  - None of above

80. What does Ctrl + = key effect?
- Superscript
  - Subscript
  - All Caps
  - Shadow
81. You can use the formula palette to
- Format cells containing numbers
  - Create and edit formula containing functions
  - Enter assumptions data
  - Copy a range of cells
82. When a range is selected, how can you activate the previous cell
- Press the Alt key
  - Press Tab
  - Press Enter
  - None of above
83. Tab scroll buttons are place on Excel screen
- Towards the bottom right corner
  - Towards the bottom left corner
  - Towards the top right corner
  - Towards the top left corner
84. The Name box on to the left of formula bar
- Shows the name of workbook currently working on
  - Shows the name of worksheet currently working on
  - Shows the name of cell or range currently working on
  - None of above
85. Each excel file is a workbook that contains different sheets. Which of the following can not be a sheet in workbook?
- Work sheet
  - Chart sheet
  - Module sheet
  - Data sheet
86. Which of the following is not the correct method of editing the cell content?
- Press the Alt key
  - Press the F2 key
  - Click the formula bar
  - Double click the cell
87. You can merge the main document with data source in Excel. In mail merge operation, Word is usually
- Server
  - Source
  - Client
  - None

88. How can you update the values of formula cells if Auto Calculate mode of Excel is disabled?
- F8
  - F9
  - F10
  - F11
89. Where can you change automatic or manual calculation mode in Excel?
- Double CAL indicator on status bar
  - Go to Tools >> Options >> Calculation and mark the corresponding radio button
  - Both of above
  - None of above
90. How can you show or hide the gridlines in Excel Worksheet?
- Go to Tools >> Options >> View tab and mark or remove the check box named Gridline
  - Click Gridline tool on Forms toolbar
  - Both of above
  - None of above
91. Which of the following Excel screen components can NOT be turned on or off?
- Formula Bar
  - Status Bar
  - Tool Bar
  - None of above
92. Which of the following option is not available in Paste Special dialog box?
- Add
  - Subtract
  - Divide
  - SQRT
93. Which command will you choose to convert a column of data into row?
- Cut and Paste
  - Edit >> Paste Special >> Transpose
  - Both of above
  - None of above
94. Which of the cell pointer indicates you that you can make selection?
- Doctor's symbol (Big Plus)
  - small thin plus icon
  - Mouse Pointer with anchor at the tip
  - None of above
95. Which of the cell pointer indicates that you can fill series?
- Doctor's symbol (Big Plus)
  - small thin plus icon
  - Mouse Pointer with anchor at the tip
  - None of above
96. Which of the cell pointer indicate that you can move the content to other cell?
- Doctor's symbol (Big Plus)
  - small thin plus icon
  - Mouse Pointer with anchor at the tip
  - None of above
97. Long text can be broken down into many lines within a cell. You can do this through

- a. Wrap Text in Format >> Cells
  - b. Justify in Edit >> Cells
  - c. Text Wrapping in Format >> Cells, Layout tab
  - d. All of above
98. Ctrl + D shortcut key in Excel will
- a. Open the font dialog box
  - b. Apply double underline for the active cell
  - c. Fill down in the selection
  - d. None of above
99. The short cut key Ctrl + R is used in Excel to
- a. Right align the content of cell
  - b. Remove the cell contents of selected cells
  - c. Fill the selection with active cells to the right
  - d. None of above
100. Which of the following series type is not valid for Fill Series dialog box?
- a. Linear
  - b. Growth
  - c. Auto fill
  - d. Time x
101. Which of the following you can paste selectively using Paste Special command?
- a. Validation
  - b. Formats
  - c. Formulas
  - d. All of above X
102. Paste Special allows some operation while you paste to new cell. Which of the following operation is valid?
- a. Square
  - b. Percentage
  - c. Goal Seek
  - d. Divide x
103. Edit >> Delete command
- a. Deletes the content of a cell
  - b. Deletes Formats of cell
  - c. Deletes the comment of cell
  - d. Deletes selected cells x
104. What is the short cut key to replace a data with another in sheet?
- a. Ctrl + R
  - b. Ctrl + Shift + R
  - c. Ctrl + H
  - d. Ctrl + F
105. Which of the following is invalid regarding the Protection in Excel?
- a. Protect Sheet
  - b. Protect Workbook
  - c. Protect Workspace
  - d. All of above are valid

106. Excel is a good application for What IF analysis. Which of the following tool help you for this?
- Formula Auditing
  - Research
  - Track Change
  - Goal Seek
107. Which of the following tool you will use in Excel to see what must be the value of a cell to get required result?
- Formula Auditing
  - Research
  - Track Change
  - Goal Seek
108. Which of the following is not What IF analysis tool in Excel?
- Goal Seek
  - Scenarios
  - Macros
  - None of above
109. You can set Excel in Automatic or Manual calculation mode. If it is in manual mode which key you will press to update the formula values?
- F9
  - F5
  - F8
  - F11
110. When you start typing the same value as of some cells on same column, Excel automatically shows that text. This feature is known as
- AutoFill
  - AutoCorrect
  - AutoComplete
  - AutoFormat
111. When you enter Sunday and fill right, Excel fill in with Monday, Tuesday and so on. From where Excel knows what to fill in next?
- AutoComplete
  - AutoFormat
  - Custom List
  - Calculation Automatic
112. The default font size in Excel worksheet is
- 10 points
  - 12 points
  - 14 points
  - none of above
113. The default font used in Excel is
- Arial
  - Algerial
  - Times New Roman
  - Calibri
114. By default there are .....worksheets in an Excel file
- 2
  - 3
  - 4
  - 5

115. The .....in Excel 2007 replaces the menus and toolbars found in earlier versions of Excel.
- Office button
  - Ribbon
  - Quick Access toolbar
  - None of them
116. Each file in a MS Excel is known as
- Work sheet
  - Data sheet
  - EX Book
  - Work Book
117. We can make a cell address an absolute cell address by placing a -----sign in front of the row and column identifiers
- Doctor sign(+)
  - Rate sign(@)
  - Dollar Sign(\$)
  - Hash sign(#)
118. In Excel Financial function, NPER is
- Net Permanent Earning Rate
  - Net Past Earning
  - Net Present Earning rate
  - Number of Periods
119. In Excel Financial function,PMT means
- Past Monitory Transaction
  - Present Money Transaction
  - Payment
  - None of these
120. .... function is used to calculate the amount paid as interest on a loan during a period of the lifetime of a loan or an investment
- IPMT
  - ISPMT
  - NPV
  - PMT
121. .... Calculates the interest paid during a specific period of an investment
- IPMT
  - ISPMT
  - NPV
  - PMT
123. Which of the following is not a statistical function in Excel?
- COVAR
  - CORREL
  - INTERCEPT
  - DSUM
124. ....In Excel is used to get a particular result when you're not too sure of the starting value
- Scenario
  - Goal Seek
  - Macro
  - Forecast
125. A .....in Excel offers you different ways to view a set of figures, and allows you to switch between them quite easily
- Scenario
  - Goal Seek
  - Macro
  - Forecast

126. In Excel, the AutoSum feature is available in
  - a. Data tab
  - b. Sheet tab
  - c. Home tab
  - d. View tab
127. Which of the following is not a database function in Excel
  - a. DStDev
  - b. DAverage
  - c. DVarP
  - d. DisCount
128. the ..... function returns a prediction of a future value based on existing values provided
  - a. Intercept
  - b. Forecast
  - c. Trend
  - d. Correl
129. ....function in excel calculates the average of the cells in a supplied range, that satisfy a given criteria
  - a. Average
  - b. Average A
  - c. Average IF
  - d. Average IFS
130. ....key provides a chart immediately
  - a. F1
  - b. F5
  - c. F10
  - d. F11
131. Total number of rows in Excel
  - a. 65536
  - b. 256
  - c. 1024
  - d. None of these
132. Total number of columns in Excel
  - a. 65536
  - b. 256
  - c. 1024
  - d. 265
133. First column in excel sheet is .....and last column is.....
  - a. A, Z
  - b. A1, Z1
  - c. A, IV
  - d. A, ZZ
134. Which of the following is not a logical function
  - a. IF
  - b. AND
  - c. OR
  - d. NOT
135. The function used to determine the maximum or minimum value of one cell by changing more than one cell is
  - a. Goal seek
  - b. Scenario
  - c. Solver
  - d. Auto editing

136. ....denotes an interactive table that quickly summarise, or cross tabulates, large amount of data
- Consolidation
  - Pivot table
  - Group table
  - Table summery
137. ....facility helps to take single output of multiple sheets
- Consolidation
  - Pivot table
  - Group table
  - Table summery
138. ....is a quick and easy way to find and work with a subset of data in a excel sheet
- Sorting
  - Finding
  - Filtering
  - Grouping
139. Chart in Excel is available in .....Tab
- Home tab
  - Insert tab
  - Data tab
  - View tab
140. ....are used in excel to present information contained in worksheet in a graphic format
- Graph
  - Diagram
  - Chart
  - Clip art
141. Which file format can be added to a PowerPoint show?
- .jpg
  - .giv
  - .wav
  - All of the above
142. In Microsoft PowerPoint two kind of sound effects files that can be added to the presentation are
- .wav files and .mid files
  - .wav files and .gif files
  - .wav files and .jpg files
  - .jpg files and .gif files
143. Material consisting of text and numbers is best presented as
- A table slide
  - A bullet slide
  - A title slide
  - All of the above
144. What is a motion path?
- A type of animation entrance effect
  - A method of advancing slides
  - A method of moving items on a slide
  - All of the above



145. What is a slide-title master pair?
- The title area and text area of a specific slide
  - a slide master and title master merged into a single slide
  - A slide master and title master for a specific design template
  - All of above
146. Which of the following should you use if you want the entire slide in the presentation to have the same “look”?
- The slide layout option
  - Add a slide option
  - Outline view
  - A presentation design template
147. In the context of animations, what is a trigger?
- An action button that advances to the next slide
  - An item on the slide that performs an action when clicked
  - The name of a motion path
  - All of above
148. If you have a PowerPoint show you created and want to send using email to another person you can add the show to your email message as a (an)
- Inclusion
  - Attachment
  - Reply
  - Forward
149. In order to edit a chart, you can
- Triple click the chart object
  - Click and drag the chart object
  - Double click the chart object
  - Click the chart object
150. To exit the PowerPoint
- click the application minimize button
  - click the document close button
  - double click the applications control menu icon
  - double click the document control menu icon
151. To preview a motion path effect using the custom animation task pane, you should
- click the play button
  - click the show effect button
  - double click the motion path
  - all of above
152. You can create a new presentation by completing all of the following except
- Clicking the new button on the standard toolbar
  - Clicking file, new
  - Clicking file open
  - Pressing ctrl + N

153. You can embed a MS-Organization Chart in a slide by
- Clicking the object command on the edit menu
  - Clicking the object command on the edit menu
  - Clicking the insert new slide button the standard toolbar, then double click the organization chart button on the formatting toolbar
  - Clicking the MS-Organization Chart button on the standard toolbar
154. To select one hyperlink after another during a slide presentation, what do you press?
- Tab
  - Ctrl + K
  - Ctrl + h
  - All of above
155. Special effects used to introduce slides in a presentation are called
- Effects
  - Custom animations
  - Transitions
  - Present animations
156. You can edit an embedded organization chart object by
- Clicking edit object
  - Double clicking the organization chart object
  - Right clicking the chart object, then clicking edit MS-Organization Chart object
  - b and c both
157. What is the term used when you press and hold the left mouse key and move the mouse around the slide?
- Highlighting
  - Dragging
  - Selecting
  - Moving
158. Which of the following toolbars provide different options in various master views?
- Common tasks toolbar
  - Drawing toolbar
  - Formatting toolbar
  - Standard toolbar
159. How can you create a uniform appearance by adding a background image to all slides?
- Create a template
  - Edit the slide master
  - Use the autocorrect wizard
  - All of the above
160. How do you create speaker note pages that show the slides, related notes, and your company logo on each page?
- Edit the notes master and add your company logo
  - Edit the slide master and insert your company logo and notes pane
  - Edit the handout master to include your company logo and one slide per page with additional note space
  - All of the above

161. The relational database environment has all of the following components except
- Users
  - Separate files
  - Database
  - Query languages
162. Database management systems are intended to
- Eliminate data redundancy
  - Manage file access
  - Maintain data integrity
  - All of the above
163. One approach to standardization storing of data?
- MIS
  - Structured programming
  - CODASYL specification
  - None of the above
164. The language used application programs to request data from the DBMS is referred to as the
- DML
  - DDL
  - Query language
  - Any of the above
165. The highest level in the hierarchy of data organization is called
- Data bank
  - Data base
  - Data file
  - Data record
166. Choose the RDBMS which supports full fledged client server application development
- dBase V
  - Oracle 7.1
  - FoxPro 2.1
  - Ingress
167. Report generators are used to
- Store data input by a user
  - Retrieve information from files
  - Answer queries
  - Both b and c
168. A form defined
- Where data is placed on the screen
  - The width of each field
  - Both a and b
  - None of the above
169. A top-to-bottom relationship among the items in a database is established by a
- Hierarchical schema
  - Network schema
  - Relational schema
  - All of the above

170. The management information system (MIS) structure with one main computer system is called a
- Hierarchical MIS structure
  - Distributed MIS structure
  - Centralized MIS structure
  - Decentralized MIS structure
171. What Are The Different Views To Display aTable
- Datasheet View
  - Design View
  - Pivot Table & Pivot Chart View
  - All Of Above
172. Which of the following creates a drop down list of values to choose from?
- Ole Object
  - Hyperlink
  - Memo
  - Lookup Wizard
173. The command center of access file that appears when you create or open the ms access database file.
- Database Window
  - Query Window
  - Design View Window
  - Switchboard
174. The third stage in designing a database is when we analyze our tables more closely and create a \_\_\_\_\_ between Tables
- Relationship
  - Join
  - Query
  - None of These
175. In a database table, the category of information is called \_\_\_\_\_
- Tuple
  - Field
  - Record
  - All Of Above
176. This key uniquely identifies each record
- Primary Key
  - Key Record
  - Unique Key
  - Field Name
177. It is an association established between common
- Line
  - Relationship
  - Primary Key
  - Records
178. This is the stage in database design where one gathers and lists all the necessary fields for the database project.
- Data Definition
  - Data Refinement
  - Establishing Relationship
  - None of the Above

179. A Database language concerned with the definition of the whole database structure and schema is \_\_\_\_\_
- DCL
  - DML
  - DDL
  - All Of Above
180. Which of the field has width 8 bytes?
- Memo
  - Number
  - Date/time
  - Hyperlink
181. 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 statements are true
182. Following is not a database model
- Network Database Model
  - Relational Database Model
  - Object Oriented Database Model
  - None
183. Microsoft Access is a
- RDBMS
  - OODBMS
  - ORDBMS
  - Network Database Model
184. DCL provides commands to perform actions like
- Change the structure of tables
  - Insert, update or delete records and data values
  - Authorizing access and other control over database
  - None Of Above
185. The database language that allows you to access or maintain data in a database
- DCL
  - DML
  - DDL
  - None Of Above
186. What is the maximum length a text field can be?
- 120
  - 255
  - 265
  - 75
187. Which of the following is not a database object?
- Tables
  - Queries
  - Relationships
  - Reports
188. A \_\_\_\_\_ enables you to view data from a table based on a specific criterion
- Form
  - Query
  - Macro
  - Report

189. What are the columns in a Microsoft access table called?
- Rows
  - Records
  - Fields
  - Columns
190. Which of the following is not a type of Microsoft access database object?
- Table
  - Form
  - Worksheets
  - Modules
191. Which of the following database object hold data?
- Forms
  - Reports
  - Queries
  - Tables
192. Which of the following store command to retrieve data from database?
- Forms
  - Reports
  - Queries
  - Tables
193. Which of the following database object produces the final result to present?
- Forms
  - Reports
  - Queries
  - Tables
194. What is the difference between 'open' and 'open exclusively'?
- Open statement opens access database files and open exclusively opens database files of other program like oracle
  - Open exclusive locks whole database so that no one can access it whereas open locks only the record that is being accessed
  - Both open and open exclusively are same
  - Open exclusive command does not exist in ms access
195. Which of the following is a method to create a new table in ms access?
- Create Table In Design View
  - Create Table Using Wizard
  - Create Table By Entering Data
  - All Of Above
196. To create a new table, in which method you don't need to specify the field type and size?
- Create Table In Design View
  - Create Table Using Wizard
  - Create Table By Entering Data
  - All Of Above

197. When creating a new table which method can be used to choose fields from standard databases and tables?

- a. Create Table In Design View
- b. Create Table Using Wizard
- c. Create Table By Entering Data
- d. None Of Above

198. In table design view, which key can be used to switch between the field names and properties panels?

- a. F3
- b. F4
- c. F5
- d. F6

199. In table design view what are the first column of buttons used for

- a. Indicate primary key
- b. Indicate current row
- c. Both of above
- d. None of above

200. The default and maximum size of text field in access

- a. 50 And 255 Characters
- b. 8 And 1 GB
- c. 266 Characters & 64000 Characters
- d. None Of Above

201. Queries in Access can be used as

- a. View, change and analyze data in different ways
- b. A source of records for forms and reports
- c. Only a
- d. Both a and b

202. To create queries in Access

- a. You can drag and drop fields on query builders
- b. You can type the SQL command in SQL view
- c. You can use query wizard or design view
- d. All of above

203. Query design window has two parts. The upper part shows

- a. Name of fields, field type and size
- b. Tables with fields and relationships between tables
- c. Criteria
- d. Sorting check boxes

204. What does the show check box in query design window indicate?

- a. It indicates whether the field is to be used or not
- b. It indicates whether the field is to be displayed in query result or not
- c. It indicates whether the field names to be displayed in query result or not
- d. None of above

205. What is a form in MS ACCESS?
- It is a printed page where users will write their data to fill it up
  - It is an input screen designed to make the viewing and entering data easier
  - This is an important part of database used by analysts to draw conclusions
  - All of above
206. Which of the following statement is true?
- Reports can be used to retrieve data from tables and calculate
  - Queries can be printed in well formatted manner and presented as the information
  - Queries can include calculated fields that do not exist in table
  - Reports and forms are similar but forms are use to print but reports to display on screen only
207. Two tables can be linked with relationship so that the data integrity can be enforced. Where can you find Relationship Command?
- File menu
  - View Menu
  - Database Menu
  - Tools Menu
208. Which of the following is not a type of relationship that can be applied in Access Database?
- One to One
  - One to Many
  - Many to Many
  - All of above can be applied
209. To create relationship between two tables
- Drag the primary key of a table into foreign key of another table
  - Drag the foreign key of a table into the primary key of another table
  - Drag any field from parent table and drop on child table
  - Any of above can be done to create relationship
210. While creating relationship, when you drag a field of a field to drop into another table the mouse pointer changes into
- A doctor's sign
  - thin + sign
  - Outline rectangle
  - None of above
211. In one-to-many relationship the table in 'one' side is called \_\_\_\_\_ and on 'many' side is called \_\_\_\_\_
- Child , Parent
  - Parent , Child
  - Brother , Sister
  - Father, Son
212. Referential integrity means
- Do not enter a value in the foreign key field of a child table if that value does not exist in the primary key of the parent table
  - Do not enter a value in the primary key field of child table if that value does not exist in the primary key of the parent table
  - Do not enter a value in the foreign key field of a parent table if that value does not exist in the primary key of the child table
  - All of above



213. Which of the following network topologies among the list below is incorrect?
- Star
  - Internet
  - Ring
  - Bus
214. What does the terminology ISDN mean?
- Internal Digital Services Network
  - Integrated Systems Digital Network
  - Integrated Services Digital Naming System
  - Integrated Services Digital Network
215. Computers on a university campus are connected by a/an:
- MAN
  - WAN
  - LAN
  - INTERNET
216. What is the full meaning of the terminology SMTP?
- State Mail Transfer Protocol
  - Simple Mail Tailor Protocol
  - Simple Management Transfer Protocol
  - Simple Mail Transfer Protocol
217. Several Computers connected together is called:
- Client-server
  - Client
  - Computer network
  - Hub
218. What is the expansion HTML
- Highest Technology Mark up Language
  - Hyper Text Mark up Language
  - High Tension Messaging Language
  - None of these
219. Which of the following is web browser
- Mosaic
  - Netscape
  - Internet Explorer
  - All the above
220. URL stands for
- Uniform Resource Locator
  - Universal Resource Login
  - Unreadable Logic
  - Unified Resource
221. How many kinds of Web Portals are?
- 3
  - 2
  - 5
  - 8
222. E-commerce is a combination of three different areas of study, namely, -----, ----- and -----
- Internal, external support, Support
  - Technology, business and law/policy
  - Primary, Secondary, R&D
  - Sale, purchase, feed back

223. EDI has the key feature(s)
- No paper work
  - No human intervention
  - Exchange of information takes place in seconds
  - All of these
224. When two or more intranets are connected to each other they form a/an ----- .
- Intranet
  - Internet
  - Extranet
  - VPN
225. IIS stands for:
- International Information Service
  - Internet Information Server
  - Internet Information standards
  - All of these
226. Which of the following needs human action to execute?
- Virus
  - Worm
  - Trojan Horse
  - All of these
227. OLAP stands for.....
- Online Analytical Program
  - Online Analytical Processing
  - Online Application Program
  - Online Analysis Performance
228. In....., there is no direct contact with the end users
- B2B
  - B2C
  - C2C
  - All the above
229. Which one is not an example of search engine?
- Yahoo
  - Google
  - Alta vista
  - Gawab
230. Which of the following is not a E-Commerce Software system
- Wallet
  - Merchants
  - Payment gateway
  - Cobol
231. \_\_\_\_\_ is a statement of ledger account balance at a particular instance.
- Balance Sheet
  - Trial Balance
  - Trading Account
  - .None of these
232. The function key to activate calculator is \_\_\_\_\_.
- Ctrl+F8
  - Alt+F8
  - Ctrl+N
  - Alt+N

233. All outstanding comes under \_\_\_\_\_ group in Tally.
- Current Asset
  - Current Liabilities
  - Fixed Asset
  - Both a&b
234. ....are purely non accounting vouchers
- Contra
  - Memo
  - Journal
  - Payment
235. By default Tally 9 provides.....types of vouchers
- 20
  - 18
  - 25
  - 15
236. The .....voucher is for Fund transfers between cash and Bank accounts only.
- Contra
  - Memo
  - Journal
  - Payment
237. .... is the place where tally store all data's you entered
- Warehouse
  - Data store
  - Backup
  - Directory
238. Tally follows the ..... concept of accounting
- Double Ledger
  - Multi-ledger
  - Single ledger
  - All the above
239. In Tally, F12 is the function key for
- Features
  - Alter
  - Configure
  - Display
240. The vouchers that are used in scenario management is/are
- Optional vouchers
  - Memo vouchers
  - Reversing journal
  - All the above
241. Which of the following is not matching?
- F1-Detailed
  - F2-Period
  - F3- Company
  - F12- Features
242. Which of the following is Accounting Software package?
- Peachtree
  - Wings
  - EX-NGN
  - All the above

243. Alt+F3 is used for
- Deleting the company
  - Creating the company
  - Shut down the company
  - Alter the company
244. ....transform message into format(cyber text)that cannot be read by hackers
- Decryption
  - Encryption
  - Transformation
  - None of these
245. ....is used to validate the identity of the message sender to the recipient
- Encryption
  - Decryption
  - Digital certificate
  - None of these
246. ....is paperless document transfer between companies
- EFT
  - EDI
  - ETS
  - RTGS
247. Which of the following are Internet Protocols?
- TCP/IP
  - HTML
  - HTTP
  - All the above
248. WAIS stands for
- Wide Area Intellectual Service
  - Web Access Information system
  - World wide Application of Intelligent System
  - Wide Area Information Service

**Answer Key**

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

<b>Q.nos</b>	<b>Answer</b>	<b>Q.nos</b>	<b>Answer</b>	<b>Q.nos</b>	<b>Answer</b>	<b>Q.nos</b>	<b>Answer</b>
101	<b>d</b>	126	<b>c</b>	151	<b>a</b>	176	<b>a</b>
102	<b>d</b>	127	<b>d</b>	152	<b>c</b>	177	<b>b</b>
103	<b>d</b>	128	<b>b</b>	153	<b>b</b>	178	<b>a</b>
104	<b>d</b>	129	<b>c</b>	154	<b>a</b>	179	<b>c</b>
105	<b>c</b>	130	<b>d</b>	155	<b>c</b>	180	<b>c</b>
106	<b>c</b>	131	<b>a</b>	156	<b>d</b>	181	<b>c</b>
107	<b>d</b>	132	<b>b</b>	157	<b>b</b>	182	<b>d</b>
108	<b>d</b>	133	<b>c</b>	158	<b>a</b>	183	<b>a</b>
109	<b>c</b>	134	<b>d</b>	159	<b>b</b>	184	<b>c</b>
110	<b>a</b>	135	<b>c</b>	160	<b>a</b>	185	<b>a</b>
111	<b>c</b>	136	<b>b</b>	161	<b>b</b>	186	<b>b</b>
112	<b>c</b>	137	<b>a</b>	162	<b>d</b>	187	<b>c</b>
113	<b>a</b>	138	<b>c</b>	163	<b>c</b>	188	<b>b</b>
114	<b>a</b>	139	<b>b</b>	164	<b>a</b>	189	<b>c</b>
115	<b>b</b>	140	<b>c</b>	165	<b>b</b>	190	<b>c</b>
116	<b>b</b>	141	<b>d</b>	166	<b>b</b>	191	<b>d</b>
117	<b>d</b>	142	<b>a</b>	167	<b>d</b>	192	<b>c</b>
118	<b>c</b>	143	<b>a</b>	168	<b>a</b>	193	<b>b</b>
119	<b>d</b>	144	<b>c</b>	169	<b>a</b>	194	<b>b</b>
120	<b>c</b>	145	<b>c</b>	170	<b>c</b>	195	<b>d</b>
121	<b>a</b>	146	<b>d</b>	171	<b>d</b>	196	<b>c</b>
122	<b>b</b>	147	<b>b</b>	172	<b>d</b>	197	<b>b</b>
123	<b>d</b>	148	<b>b</b>	173	<b>a</b>	198	<b>d</b>
124	<b>b</b>	149	<b>c</b>	174	<b>a</b>	199	<b>c</b>
125	<b>a</b>	150	<b>c</b>	175	<b>b</b>	200	<b>a</b>

<b>Q.Nos</b>	<b>Answers</b>	<b>Q.Nos</b>	<b>Answers</b>	<b>Q.Nos</b>	<b>Answers</b>	<b>Q.Nos</b>	<b>Answers</b>
201	<b>d</b>	213	<b>b</b>	225	<b>b</b>	237	<b>d</b>
202	<b>d</b>	214	<b>d</b>	226	<b>a</b>	238	<b>c</b>
203	<b>b</b>	215	<b>c</b>	227	<b>b</b>	239	<b>c</b>
204	<b>b</b>	216	<b>d</b>	228	<b>a</b>	240	<b>d</b>
205	<b>b</b>	217	<b>c</b>	229	<b>d</b>	241	<b>d</b>
206	<b>c</b>	218	<b>b</b>	230	<b>d</b>	242	<b>d</b>
207	<b>d</b>	219	<b>d</b>	231	<b>b</b>	243	<b>d</b>
208	<b>d</b>	220	<b>a</b>	232	<b>c</b>	244	<b>b</b>
209	<b>a</b>	221	<b>b</b>	233	<b>d</b>	245	<b>c</b>
210	<b>c</b>	222	<b>b</b>	234	<b>b</b>	246	<b>b</b>
211	<b>b</b>	223	<b>d</b>	235	<b>b</b>	247	<b>d</b>
212	<b>a</b>	224	<b>c</b>	236	<b>a</b>	248	<b>d</b>

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