

Time: One Hour

Max. Marks: 50

Instructions

Solve any 25 questions from Q.1 to Q.30

Solve any 25 questions from Q.31 to Q.60

- 1 Which type of computers uses the 8-bit code called EBCDIC?  
 (A)Minicomputer (B)Microcomputer (C)Mainframe computers (D)Super computer
- 2 Which number system is commonly used as a shortcut notation for groups of four binary digits.  
 (A)Binary (B)Decimal (C)Octal (D)Hexadecimal
- 3 The assembler list file generated by an assembler mainly includes \_\_\_\_\_  
 (A)binary code (B)assembly language statements (C)offset for each instruction offset for each instruction (D)All of the above
- 4 That are the major form of functionalities associated to high-level language compilers?  
 (A)Generation of an application program (B)Conversion of generated code from higher level language to machine-level language (C)Both a & b (D)None of the above
- 5 Language that is developed for business applications is known as  
 (A)PASCAL (B)COBOL (C)C (D)C++
- 6 initial work on the internet was done in operating system known as  
 A.  
 B.  
 C.  
 (A)UNIX (B)LINUX (C)Mac OS (D)DOS
- 7 Types of computer language translator are  
 (A)compilers (B)interpreters (C)assemblers (D)all of these
- 8 A computer translator is best described as  
 (A)application software (B)system software (C)hardware (D>window
- 9 BCD stands for  
 (A)Binary Coded Decimal (B)Binary Coded Digitals (C)Binary Characters Decimals (D)Binary Conducting Decimals
- 10 Most commonly used codes to represent bits are  
 (A)American Standard Code (ASCII) (B)BCD (C)EBCDIC (D)all of above
- 11 Different characters that can be encoded is  $2^n$ , where n is representation of  
 (A)number of bits for each character (B)number of bytes for each character (C)number of mega bytes (D)number of gigabytes
- 12 The spelling and grammar tool  
 (A)Indicates grammatical errors (B)Corrects spelling errors as you type (C)Identifies words with capitalization problems (D)All of above
- 13 You can replace the text  
 (A)Ctrl+H (B)Ctrl+R (C)Replace from Edit menu (D)Both a & b
- 14 You can search in a word document for  
 (A)Formatting (B)Special characters (C)Phrases (D)All of the above
- 15 You can add a date to a document by  
 (A)Inserting a text date (B)Inserting a date field that will update automatically (C)Typing the date manually (D)All of the above
- 16 The autocorrect tool  
 (A)Provides statistics about your document (B)Displays words with the same or similar meaning (C)Checks the grammar in the document (D)Checks for misspelled words as you type and correct them as defined
- 17 Which key or key combination will move the insertion point to the bottom of your document?  
 (A)Ctrl+End (B)PageDown (C)Ctrl+Home (D)End
- 18 We can send the word documents to  
 (A)Microsoft PowerPoint (B)Microsoft Excel (C)Microsoft Access (D)All of above
- 19 To view smaller text on the screen you can  
 (A)Decrease the font points (B)Decrease the zoom percentage (C)Increase the view percentage (D)Increase the editing percentage
- 20 You can move and copy text  
 (A)Within a word document (B)Between office applications (C)Between word documents (D)All of above
- 21 Insert Hyperlinks icon is located on

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- (A)Standard toolbar (B)Formatting toolbar (C)Drawing toolbar (D)WordArt toolbar
- 22 How to Open a presentation in PowerPoint?  
(A)Ctrl + K (B)Ctrl + O (C)Ctrl+ A (D)None of these
- 23 How to create a new presentation in PowerPoint?  
(A)Ctrl + N (B)Ctrl + M (C)Ctrl+ S (D)None of these
- 24 How to save a presentation in PowerPoint?  
(A)Ctrl + N (B)Ctrl + M (C)Ctrl+ S (D)None of these
- 25 How to print a presentation in PowerPoint?  
(A)Ctrl+ P (B)Ctrl+ O (C)Ctrl+ S (D)None of these
- 26 How to close a presentation in PowerPoint?  
(A)Ctrl+ C (B)Alt+ O (C)Ctrl+ W (D)None of these
- 27 How to insert a new slide in presentation in PowerPoint?  
(A)Ctrl+ M (B)Alt+ N (C)Ctrl+ I (D)None of these
- 28 Which key is used for Help in PowerPoint?  
(A)F1 (B)F2 (C)F3 (D)None of These
- 29 How to cut text in presentation in PowerPoint?  
(A)Ctrl+C (B)Ctrl+X (C)Ctrl+L (D)None of These
- 30 How to copy text in presentation in PowerPoint?  
(A)Ctrl+P (B)Ctrl+X (C)Ctrl+C (D)Ctrl+F
- 31 How to paste text in presentation in PowerPoint?  
(A)Ctrl+Y (B)Ctrl+Z (C)Ctrl+A (D)Ctrl+V
- 32 How to undo in PowerPoint?  
(A)Ctrl+Y (B)Ctrl+V (C)Ctrl+W (D)Ctrl+Z
- 33 How to select all in PowerPoint?  
(A)Ctrl+ A (B)Alt+ k (C)Shift+ O (D)None of these
- 34 In a spreadsheet, letters are used to represent \_\_\_\_\_  
(A)Columns (B)Blocks (C)Rows (D)Cells
- 35 A numeric data analysis tool that allows us to create a computerized ledger.  
(A)Mathematical Package (B)Graphics package (C)Spreadsheet package (D)Word processing package
- 36 \_\_\_\_\_ help us to see patterns.  
(A)Charts (B)Graphs (C)Spreadsheets (D)Calculations
- 37 In a computer spreadsheet, to choose built in function we used is  
(A)defined function (B)function finder (C)built in function (D)paste function
- 38 In a computer spreadsheet, tool used to construct formulas is called  
(A)formula bar (B)filter (C)auditing toolbar (D)format printer
- 39 By default, worksheets that are present in a computer excel workbook are  
(A)10 (B)4 (C)3 (D)None
- 40 In a computer spreadsheet, absolute cell reference can be represented as  
(A)B3 (B)\$B\$3 (C)B\$3 (D)\$B3
- 41 Computer spreadsheet cell that is highlighted with a heavy border is a  
(A)active cell (B)cell containing a formula (C)locked cell (D)cell
- 42 Vertical dimension of a computer spreadsheet is called  
(A)row (B)column (C)record (D)field
- 43 In a computer spreadsheet, block of cells is called  
(A)range (B)column (C)workbook (D)function
- 44 Faster way to change horizontal alignment in a computer document is  
(A)align left (B)center (C)align right (D)all of these
- 45 In a computer spreadsheet, function which is used to count numbers of entries in given range is called  
(A)length (B)counter (C)counting (D)count
- 46 One difference between a financial lease and operating lease is that:  
(A)there is a often a call option in a financial lease. (B)there is often an option to buy in an operating lease. (C)an operating lease is often cancellable by the lessee. (D)a financial lease is often cancellable by the lessee
- 47 The principal reason for the existence of leasing is that:  
(A)intermediate-term loans are difficult to obtain. (B)this is a type of financing unaffected by changes in tax law. (C)companies, financial institutions, and individuals derive different benefits from owning assets. (D)leasing is a renewable source of intermediate-term funds
- 48 A way to analyze whether debt or lease financing would be preferable is to:

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- (A)compare the net present values under each alternative, using the cost of capital as the discount rate. (B)compare the net present values under each alternative, using the after-tax cost of borrowing as the discount rate. (C)compare the payback periods for each alternative. (D)compare the effective interest costs involved for each alternative.
- 49 A conventional revolving credit agreement allows a firm:  
(A)to borrow a fixed amount for the entire commitment period. (B)to borrow for a short-period with a right to renew the loan during the commitment period. (C)to possibly include a provision to convert the credit agreement into a term loan contract at maturity. (D)to do all of the above
- 50 The type of lease that includes a third party, a lender, is called a(n):  
(A)sale and leaseback. (B)direct leasing arrangement. (C)leveraged lease (D)operating lease
- 51 When a computer is working on given instructions it is called?  
(A)Output (B)Storage (C)Processing (D)Input
- 52 Hexadecimal has a base value of?  
(A)6 (B)8 (C)16 (D)18
- 53 The unit of storage used to represent a character is?  
(A)Bit (B)Byte (C)Word (D)Kilobyte
- 54 Which of the following storage media used laser technology to store data  
(A)Floppy disk (B)Magnetic tape (C)CD-ROM (D)Hard disk
- 55 The MOST suitable device for the output of architectural drawing is a?  
(A)Plotter (B)Laser printer (C)Graphics tablet (D)Lightpen
- 56 To center the title rows of a spreadsheet across the column  
(A)Center align the title rows (B)Center align the title columns (C)Merge and center the title rows (D)Merge and center the title columns
- 57 The term used to describe a memory location whose value changes during program execution  
(A)Constant (B)Volatile (C)Variable (D)Dynamic
- 58 The sequence of grouped binary digits is represented  
(A)bit string (B)byte string (C)binary string (D)input string
- 59 Any byte used to store data in a computer system is of  
(A)four bits (B)five bits (C)seven bits (D)eight bits
- 60 System in which fractions are written by extending binary rotation is called  
(A)fixed-point representation (B)floating-point representation (C)binary digits representation (D)single rotation representation