

17UBI3A3 - BUSINESS APPLICATION SOFTWARE & INFORMATION SECURITY

K1 LEVEL

UNIT – I

1. ----- key is used for saving a document.
 - a) Ctrl + P
 - b) Ctrl + Q
 - c) Ctrl + R
 - d) Ctrl + S**
2. To go to the end of a line, press ----- key.
 - a) End**
 - b) Home
 - c) Up arrow
 - d) Down arrow
3. ----- key deletes the character to the right of the cursor position.
 - a) Insert
 - b) Del**
 - c) OVR
 - d) Page up
4. ----- key is used to get the previous actions done by the user.
 - a) Ctrl + W
 - b) Ctrl + X
 - c) Ctrl + Y
 - d) Ctrl + Z**
5. Ctrl + B are used to ----- the text.
 - a) Bold**
 - b) Italic
 - c) Underline
 - d) Bold and Underline

6. Ctrl + V keys are used to ---- the text.

- a) Cut
- b) Copy
- c) Save

d) Paste

7. Ctrl + H are used to ----- the text.

- a) Edit
- b) Find
- c) Replace**
- d) Format

8. F7 key is used to select the ----- command.

- a) Find and replace
- b) Spelling and Grammar**
- c) Auto Correct
- d) Auto Text

9. To use Thesaurus, click ----- menu.

- a) File
- b) Insert
- c) Tools**
- d) Table

10. To create a table in Ms-word use ----- command from Table menu.

- a) Insert**
- b) Edit
- c) Row
- d) Column

UNIT – II

11. The workspace area is a grid of -----.

- a) Rows

b) Columns

c) Rows and Columns

d) Border

12. Intersection of a row and column is called as -----.

a) Cell

b) Active Cell

c) Current Cell

d) Adjourned Cell

13. To down by one screen in Excel press ---- key.

a) Page Down

b) Page Up

c) Shift + Tab

d) Shift + Up arrow

14. ----- is the short cut key to quit from Excel.

a) Alt + F1

b) Alt + F2

c) Alt + F3

d) Alt + F4

15. To insert a row, press rows command from the ---- menu.

a) File

b) Edit

c) Insert

d) View

16. Click the ----- button on the standard tool bar to create a chart.

a) Pie Chart

b) Bar Chart

c) Chart Wizard

d) Wizard

17. To display the current date, press -----.

- a) = Today ()
- b) Today ()
- c) = Today
- d) = Today (D)

18. ----- calculates the absolute value of a number.

- a) ACCURATE ()
- b) = ACCURATE ()
- c) = ABSOLUTE ()
- d) = ABS ()

19. MOD function calculates the ---- of two values.

- a) Quotient
- b) **Remainder**
- c) Half
- d) Double

20. ----- enables the user to specify the simple criteria.

- a) Filter
- b) **Auto Filter**
- c) Advanced Filter
- d) Both b) and c)

UNIT – III

21. ----- is PowerPoint software.

- a) Ms - Word
- b) Ms - Excel
- c) **Ms - PowerPoint**
- d) Ms - Access

22. ----- view is the main editing view through which we can write and design our presentations.

- a) **Normal**

- b) Outline
- c) Slide Sorter
- d) Notes Page

23. Which file format can be added to a PowerPoint show ?

- a) .jpg
- b) .gif
- c) .wav
- d) All of the Above**

24. The ----- view displays miniature versions of the slides in one particular place.

- a) Normal
- b) Outline
- c) Slide Sorter**
- d) Notes Page

25. ----- view takes up the full computer screen of the text or graphics.

- a) Normal
- b) Outline
- c) Slide Sorter**
- d) Slide show

26. Select the new slide option from the ----- menu, to insert a new slide.

- a) Edit
- b) Insert**
- c) Format
- d) Slide Show

27. To make the duplicate copy of the current slide, press ----- short cut keys.

- a) Ctrl + Shift + C
- b) Ctrl + Shift + X
- c) Ctrl + Shift + V
- d) Ctrl + Shift + D**

28. To put numbering for our slides choose ----- menu.

- a) Edit
- b) View**
- c) Format
- d) Slide Show

29. The user can use the diagramming tool on the ----- tool bar to create an organisation chart.

- a) Menu
- b) Standard
- c) Formatting

d) Drawing

30. Slide transitions in PowerPoint are the ----- movements as one slide changes to another during a presentation.

- a) Visual**
- b) Virtual
- c) Imaginary
- d) Action

UNIT – IV

31. ----- is a pathway that carries the information from sender to receiver.

- a) Encyclopaedia
- b) Trans Media
- c) Transmission Media**
- d) Wikipedia

32. Twisted pair cable is an example of ----- transmission media.

- a) Bound**
- b) Wireless
- c) Unguided
- d) Unbound

33. A protocol is a set of ----- for communicating data.

- a) Fact

b) Ideas

c) Truth

d) Rules and Guidelines

34. WPANs stand for -----.

a) Wired Personal Area Networks

b) Wireless Person Application Networks

c) **Wireless Personal Area Networks**

d) Wireless Personal Application Networks

35. ----- is a malicious practice employed by cyber scammers and hackers to deceive (Mislead) systems, individuals, and organizations into perceiving something to be what it is not.

a) Application

b) Phishing

c) **Spoofing**

d) Content-Injection Phishing

36. The Confidentiality, Integrity, and Availability are the goals of -----.

a) **E-commerce Security**

b) Threats

c) Transmission

d) Protocol

37. ----- keep data pure and trustworthy by protecting system data from intentional or accidental changes.

a) Vulnerability

b) Daniel of Servive

c) **Integrity Models**

d) Elevation of Privilege

38. A ----- refers to a new or newly discovered incident with the potential to do harm to a system or your overall organization.

a) **Threat**

b) Data

c) Exchange

d) Protocol

39. A ----- refers to a known weakness of an asset (resource) that can be exploited by one or more attackers.

a) **Vulnerability**

b) Threats

c) Dumpster Diving

d) DOS

40. A ----- is a security event that occurs when an attacker prevents legitimate users from accessing specific computer systems, devices, services or other IT resources.

a) Elevation of Privilege

b) Information Disclosure

c) Repudiation

d) **Denial-of-Service Attack**

UNIT – V

41. Authentication technology provides ----- for systems by checking to see if a user's credentials match the credentials in a database of authorized users or in a data authentication server.

a) Input Control

b) Output Control

c) Data Control

d) **Access Control**

42. 2FA stands for -----.

a) **Two Factor Authentication**

b) Two Factor Application

c) Two Factor Authority

d) Two Factor Application Layer

43. A ----- is a string of characters used to verify the identity of a user during the authentication process.

a) Word

b) Text

c) Password

d) Security

44. Information should not be accessible to an unauthorized person. It should not be intercepted during the transmission is called -----.

a) Integrity

b) Authenticity

c) Confidentiality

d) Availability

45. Network security is manifested in an implementation of security ----- and software.

a) Hardware

b) Motherboard

c) Keyboard

d) Mouse

46. ----- is any activity designed to protect the usability and integrity of your network and data.

a) Information Security

b) Web Security

c) Application Security

d) Network Security

47. IPS stands for -----.

a) Integrated Prevention System

b) Intrusion Protocol System

c) Intrusion Prevention System

d) Intrusion Prevention Security

48. XSS denotes -----.

a) Cross-site Scripting

b) Cut-site Scripting

c) Xexox-Site Scripting

d) Cross-site Security

49. Forensic investigators typically follow a standard set of -----.

a) Rules

b) Regulations

c) Both a) and b)

d) Procedures

50. Steganography is an encryption ----- that can be used along with cryptography as an extra-secure method in which to protect data.

a) Technique

b) Program

c) Software

d) Hardware

UNIT – I

51. What is word processing?

Word processing refers to typing, editing and formatting of any kind of document which could be a letter, memorandum, balance sheet etc.,

52. What is the short cut key used for creating a document in Ms-word?

The Ctrl + N are the short cut keys for creating a new document.

53. Which keys are pressed to go to the previous word?

Ctrl + Left Arrow are the keys used for to go to the previous word.

54. What is the short cut key used to delete the character to the left of the cursor position?

Backspace is the key deletes the character to the left of the cursor.

55. What is the short cut keys used for cut the text?

Ctrl + X are the short cut keys used for cut the text.

56. List any three fonts available in Ms-Word?

a) Times in New Roman b) Ariel c) Ariel Narrow

57. How will you find the text in Ms-Word?

The main use of this command is to position the cursor at a specific word for the purpose of editing.

- i) Open the Edit menu and click Find command
- ii) Press Ctrl +F keys for finding the text in Word.

58. How do you put bullets and numbering option in Word?

- i) Go to the Format menu and select Bullets and Numbering command
- ii) A dialog box will be displayed. From that select the needed bullet and numbering style.

59. What is header?

The header is a special text that is printed at the top of each page.

Open the View menu and choose Header and footer command from the menu to put page number or text in the required

60. What is mail merge?

Mail merge consists in combining mail and letters and pre-addressed envelopes or mailing labels for mass mailings from a form letter. Microsoft Word can insert content from a database, spreadsheet or table into word documents.

UNIT – II

61. What is Excel?

Microsoft Excel is a software program included in the Microsoft Office suite. It is used to create spreadsheets, which are documents in which data is laid out in rows and columns — like a big table

62. What is meant by Active cell?

An active cell refers to a cell in Excel spreadsheet that is currently selected by clicking mouse pointer or keyboard keys and only one cell can be an active cell at a time. An active cell is bounded by a heavy border around it.

63. What is the use of Tab key in Excel?

In Excel, different keys have different purposes when it comes to navigating around your worksheet. Normally, when you press the Tab key you will notice that Excel moves the cell cursor one column to the right.

64. What is meant by range?

Range refers to one particular cell or group of cells.

65. What is the command used for resaving a work book?

Go to File menu and click Save as Command.

66. How do you erase the part of a worksheet?

Select the particular cell or cells

Right click the mouse and choose Delete option

67. What is the use of Auto Fit selection command?

Excel's AutoFit feature is designed to automatically resize cells in a worksheet to accommodate different sized data without having to manually change the column width and row height.

68. What is the formula for displaying current date?

= TODAY ()

69. What is the use of COUNT command in Statistical function?

The Count function is a statistical function. The function helps count the number of cells that contain a number, as well as the number of arguments that contain numbers. It will also count numbers in any given array. It was introduced in Excel in 2000.

70. How do you change the Row height?

- ✓ Select the column or columns that you want to change.
- ✓ click **Format menu**.
- ✓ Under **Cell Size**, click **Column Width**.
- ✓ In the **Column width** box, type the value that you want.

- ✓ Click **OK**.

UNIT – III

71. List out any two slides in Power Point.

i) Title Slide ii) Title Only iii) Content with Caption iv) Picture With Caption

72. List any two advantages of using Power Point.

- ✓ With the help of PowerPoint the user can create the slides on quick and easy.
- ✓ It can reduce complicated messages to simple bullet points.
- ✓ It is easy to create a colourful and attractive design by using the standard templates and themes.

73. Which PowerPoint feature allows the user to create a simple presentation quickly?

AutoContent Wizard is used to create simple presentations quickly.

74. What is normal view in PowerPoint?

Normal view is also known as Slide View and offers a full size view of a slide, making it easier to create and edit slides.

75. What is slide sorter view?

Slide Sorter view is a feature included in Microsoft PowerPoint software that allows the user to see all the slides in a presentation at one time. Slide Sorter view provides the user with the ability to select several slides at one time.

76. How do you insert a ClipArt to your presentation?

Clip Art is a collection of media files (images, videos, audio, and animation files) that Microsoft includes with the PowerPoint application.

Steps

- i) Click in the slide where you want to insert a clip art file.
- ii) On the Insert tab, in the Images group, click Online Pictures.
- iii) In the Insert Pictures dialog box (Clip Art task pane in PowerPoint 2007/2010), enter your search terms in the Bing.com field and press Enter.
- iv) Locate the clip art you want to insert in your slide and double-click on it or click the item.

77. What is database?

Database is a systematic collection of data. Databases support storage and manipulation of data. Databases make data management easy.

78. What are the types of relationship in access?

There are four types of relationships in access.

- ✓ One to one
- ✓ One to many
- ✓ Many to one
- ✓ Many to many

79. What is query in access?

A *query* is a request for data results, and for action on data. You can use a *query* to answer a simple question, to perform calculations, to combine data from different tables, or even to add, change, or delete table data.

80. What is form in access?

A form is a database object that you can use to enter, edit, or display data from a table or a query. You can use forms to control access to data, such as which fields of data are displayed.

UNIT – IV

81. List the types of transmission media.

- i) Wired or Guided Media or Bound Transmission Media
- ii) Wireless or Unguided Media or Unbound Transmission Media

82. What is protocol?

'Protocols' are developed by industry wide organizations. All data of protocols are stored in binary information. Protocol language is a mixture of bits, characters, integers, etc. Each of it has its own access method of exchanging data over a computer network, such as LAN, Internet, Intranet, etc.

83. What is transmission control protocol?

Transmission control protocol is used for communication over a network. In TCP data is broken down into small packets and then sent to the destination

84. What is Phishing?

Phishing is the fraudulent attempt to obtain sensitive information such as usernames, passwords and credit card details, often for malicious reasons, by disguising as a trustworthy entity in an electronic communication.

85. List the two types of types of spoofing attacks.

- i. ARP Spoofing Attack
- ii. DNS Spoofing Attack
- iii. IP Spoofing Attack

iv. Denial of Service attack

86. What is meant by dumpster?

Dumpster diving is a technique used to retrieve information that could be used to carry out an attack on a computer network.

87. What are integrity goals?

Integrity models have three goals: They are as follows.

- ✓ Prevent unauthorized users from making modifications to data or programs
- ✓ Prevent authorized users from making improper or unauthorized modifications
- ✓ Maintain internal and external consistency of data and programs

88. What is meant by DNS Spoofing Attack?

The Domain Name System (DNS) is responsible for associating domain names to the correct IP addresses. When a user types in a domain name, the DNS system corresponds that name to an IP address, allowing the visitor to connect to the correct server.

89. List the types of threats.

There are three main types of threats – natural threats (e.g., floods or a tornado), unintentional threats (such as an employee mistakenly accessing the wrong information) and intentional threats. There are many examples of intentional threats including spyware, malware, adware companies or the actions of a disgruntled employee.

89. What is meant by Wireless MAN?

Wireless Metropolitan Area Networks are a type of wireless network that connects several wireless LANs.

90. Expand GAN.

GAN stands for Global Area Network.

UNIT – V

91. What is Mobile Authentication?

Mobile authentication is the process of verifying user via their devices or verifying the devices themselves. This lets users log into secure locations and resources from anywhere. The mobile authentication process involves multifactor authentication that can include one-time passwords, biometric authentication or QR code validation.

92. What is inheritance factor?

The inherence factor is typically based on some form of biometric identification, including finger or thumb prints, facial recognition, retina scan or any other form of biometric data.

93. What is PIN?

PIN denotes Personal Identification Number.

94. What is Confidentiality in E-commerce security?

Information should not be accessible to an unauthorized person. It should not be intercepted during the transmission.

95. What is Firewall?

Firewalls put up a barrier between your trusted internal network and untrusted outside networks, such as the Internet. They use a set of defined rules to allow or block traffic. A firewall can be hardware, software, or both.

96. What is Software security?

Software security is an idea implemented to protect software against malicious attack and other hacker risks so that the software continues to function correctly under such potential risks. Security is necessary to provide integrity, authentication and availability.

98. What is Cross-site Scripting?

Cross-site Scripting (XSS) is a client-side code injection attack. The attacker aims to execute malicious scripts in a web browser of the victim by including malicious code in a legitimate web page or web application.

99. What is CSRF?

Cross-Site Request Forgery (CSRF) is an attack that forces an end user to execute unwanted actions on a web application in which they're currently authenticated.

100. What is SQL Injection?

SQL Injection (SQLI) is a type of an injection attack that makes it possible to execute malicious SQL statements.

K3 LEVEL

K3 LEVEL

UNIT – I

1. List the advantages of using MS-Word.
2. How do you create and save a document in Word.
3. How do you open and print a document in MS-Word.
4. What are the ways available in MS-Word to delete a particular text?
5. Write the use of Bold, Underline Options in MS-Word.
6. Write a note on Find and Replace command.
7. Explain about the usage of Header and Footer in Word.
8. Describe the use of Spelling and Grammar command in MS-Word.
9. Explain the applications of Thesaurus in Word.
10. How do you insert a row and column in Table in Word?

UNIT – II

11. Write a short note on Excel screen.
12. What is Cell and Cell Address?
13. How do you close work book in Ms-Excel?
14. What is the use of Undo and Redo actions in Excel?
15. How do you insert a row in Excel?
16. How do you insert a column in Excel?
17. How do you delete rows and columns in Excel?
18. How do you align the data using Formatting Tool Bar?
19. How to do you apply date and time in Excel?
20. Write a note on naming ranges.

UNIT – III

21. Explain the advantages of using Power Point.
22. Explain the variety of slides in Power Point.
23. How will you create a new slide in Power Point?
24. Explain the ways to create a slide.

25. How will you see all the slides at a time?
26. Explain the advantages of Notes Page view.
27. How will you record a voice in Slide?
28. How will you run a slide show in monitor?
29. Write a note on animation.
30. How will you insert a picture to your presentation?

UNIT – IV

31. Explain the types of transmission media.
32. Write a note on the types of protocol.
33. Explain about Transport layer of TCP/IP reference model.
34. Discuss Wireless PAN.
35. Explain Wireless Ad Hoc Network.
36. Write a short note on Wireless WAN.
37. Write a note on Spoofing.
38. Explain Impersonal Attack
39. Explain about Dumpster Diving.
40. Explain about Vulnerability.

UNIT - V

41. Write a short note on Authentication factors.
42. Write the steps to create a Secured Password.
43. Following are the essential requirements for safe e-payments/transactions – windows security.
44. Write note on Firewall.
45. Bring out the types of software security.
46. List out the types of network security.
47. Explain about Cross Site Forgery.
48. How the SQL Injection attack performed?
49. Write a note on Computer Forensics.
50. Write a short note on Steganography.

K4 AND K5 LEVEL

UNIT – I

1. Explain the various ways to edit a document.
2. Explain the following.
 - i) Cut and Paste ii) Copy and Paste
3. Describe the formatting of text in different ways?
4. Explain the various steps in Mail Merge command in Ms-Word.
5. Discuss the various procedures in Table creation in Word.

UNIT – II

6. Explain the various methods to format a cell in Excel.
7. Explain various Statistical and Maths functions in Ms-Excel.
8. Describe the process of Chart creation in Excel.
9. Explain the usage of Auto Filter command in Excel.
10. Discuss the advantage of using Advanced Filter.

UNIT – III

11. Explain the various Power Point Views.
12. Explain the creation and running of a slide in Power Point?
13. Explain custom animation in detail.
14. Explain the following.
 - i) Tables
 - ii) Queries
15. Explain the following.
 - i) Forms
 - ii) Reports

UNIT – IV

16. Explain the components of communication system process.
17. Discuss about the TCP/IP reference model.
18. Describe the types of wireless networks.
19. Explain the types of cyber attacks.

20. Explain the various types of spoofing attacks.

UNIT – V

21. Explain in detail about authentication methods.

22. Describe E-commerce security.

23. Explain about Windows security.

24. Discuss about Network security.

25. Explain about Software security
